

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting via Zoom

OCTOBER 19, 2020

6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – October 5, 2020
 - B. 2020 Street Reconstruction and Watermain Improvement Project - Pay Estimate No. 4
 - C. HVAC Contract Renewal
 - D. High Service Pump Maintenance at Well House
 - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Rezoning Request – Meadows of St. Francis Block 1 (06-33-24-11-0069)
 - 1) Ordinance 265, SS Creating the Meadows of St. Francis Planned Unit Dev. (2nd Rdg)
 - 2) Resolution 2020-39 Summary Publication of Ordinance 265, Second Series.
 - B. Surplus Property – Land Transfer to Anoka County 28-34-24-24-0002
Ordinance 266, SS Approving the Sale of City Owned Real Estate (2nd Reading)
 - C. Demolition Request for Proposals – 22708 Rum River Blvd. NW
 - D. Emergency Ordinance
 - E. Poppy Street
 - F. Curb Stop Issue – Rum River Blvd.
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works Monthly Reports
Police Department 3rd Quarter Report 2020
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Oct 21 Planning Comm. Meeting @ 7:00 pm
 - Oct 24 Recycling Event @ PW Facility 8 am- Noon
 - Nov 2 City Council Meeting 6:00 pm, Zoom meeting
 - Nov 3 General Election – Polls Open 7 am – 8 pm
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website for a link to Monday's meeting. <https://www.stfrancismn.org/citycouncil/page/city-council-meeting-271>

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

**CITY COUNCIL MINUTES
OCTOBER 5, 2020**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Robert Bauer, Joe Muehlbauer, Kevin Robinson and Sarah Udvig.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Finance Director Darcy Mulvihill, Liquor Store Manager John Schmidt, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Robinson, Bauer, Udvig, Muehlbauer, and Feldman.

Nays: None

Motion carried 5-0.

4. **CONSENT AGENDA**

A. City Council Minutes – September 21, 2020

B. Appointment of Additional Election Judges – Resolution 2020-36

C. 2021 Squad Car Purchase/Replacement-Approving the purchase of two 2021 Dodge Durango Pursuit Vehicles from Burnsville Dodge off State Contract #169037 and trading in two 2017 Dodge Chargers.

D. Payment of Claims \$500,531.27 (Check #'s 78091-78159)

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA AS AMENDED ITEMS A – D.

Ayes: Udvig, Robinson, Muehlbauer, and Feldman.

Nays: None

Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Rezoning Request – Meadows of St. Francis Block 1 (06-33-24-11-0069)
Ordinance 265, SS Creating the Meadows of St. Francis Planned Unit Dev. (First Reading)

Planner Beth Richmond reported the Meadows of St. Francis is an existing 66-unit townhome development located along Cree Street in the southern portion of St. Francis. The final plat was approved in 2004 with roughly half of the subdivision remains undeveloped today. The developer recently requested to construct one of the approved townhome structures when staff realized this development does not conform to the City's Code in a number of ways; lot size, setbacks and private streets. In the interest of allowing the development to continue as originally approved, staff is suggesting to rezone this development from R-3 Medium Density Residential to PUD R-3. A public hearing was held at the Planning Commission meeting September 3, 2020 on the proposed rezoning. No members of the public were present. The Planning Commission had discussion on the lack of guest parking and suggested one-way streets with parking on one side only. They did however, recommend approval of the rezoning.

Feldman said he is really not in favor of the setbacks but it was poorly planned initially. Looks like there is no other way to get this built out. Richmond said it is very challenging, a lot of non-conforming issues. The width of the roads and the length of the driveways were discussed.

Robinson doesn't see a problem with rezoning the area. We deal with what we are dealt. Plan better next time.

Muehlbauer agreed to move forward with the rezoning.

Bauer said Beth (Richmond) answered my questions in her presentation. Move forward with the rezoning to build it out.

Udvig said unique situation but agreed to move forward.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE FIRST READING OF ORDINANCE 265, SECOND SERIES APPROVING THE REZONING OF BLOCK 1, MEADOWS OF ST. FRANCIS FROM R-3 TO PUD R-3 AS PRESENTED BY STAFF.

Ayes: Robinson, Udvig, Bauer, Muehlbauer, and Feldman.

Nays: None

Motion carried 5-0.

B. Zoning Code Update

Following the adoption of the 2040 Comprehensive Plan in March 2020, city staff and HKGi began to work on a process to update the City's Zoning Code. Planner Richmond gave a power point presentation on the Zoning Code Update that included the purpose of the update, zoning district updates and the next steps of the process for both the Planning Commission and City Council. The City Council thanked Richmond for her thorough presentation and liked how it will work with the St. Francis Forward Plan.

C. Turtle Run 5th Addition – Revised Final Plat Resolution 2020-37

Richmond reported the final plat and plans for the 5th Addition of the Turtle Ponds PUD were approved by the City Council on March 2, 2020. The original final plat included 2 single family lots on a 10-acre parcel with access onto 229th Avenue NW. The majority of the site consists of wetlands and is located within the floodplain, leaving a fairly small building site. The applicant is now requesting to revise the plat to create one large single-family lot on the property. Though approved the final plat was never recorded with Anoka County therefore, the Council is requested to rescind the original resolution and approve the revised final plan and plans.

Feldman stated I think it is a good choice to go from two lots to one with all the wetland.

Udvig said she remembers this lot split and how difficult and challenging it was, agree I like the two lots into one.

Bauer said he remembers this very well and the discussion we had, agree one lot is better.

Muehlbauer said he was good with the recommendation.

Robinson asked about the driveway width. Richmond stated the City Engineers are reviewing the plans too so I see no problem with it.

MOTION BY UDVIG SECOND ROBINSON TO RESCIND RESOLUTION 2020-14 AND APPROVE RESOLUTION 2020-37 APPROVING THE REVISED TURTLE PONDS 5th ADDITION FINAL PLAT WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Ayes: Bauer, Muehlbauer, Robinson, Udvig, and Feldman.

Nays: None

Motion carried 5-0.

D. Surplus Property – Land Transfer to Anoka County 28-34-24-24-0002

Community Development Director Kate Thunstrom reported Anoka County contacted the City in regards to a very small triangular piece of land west side of Rum River Blvd. the City owns. Anoka County is redesigning the curve where Rum River Blvd becomes 243rd. This road design was anticipated when the Johnson Acres Development to the east of that intersection was approved in 1997. At the time of platting there was additional right of way planned for Anoka County to make future road changes. It is projected that construction will begin in 2021. This small parcel has a driveway on it that extends north into Isanti County. That would be the only property that would be directly impacted by the City transfer. Anoka County will work with that property owner through the construction changes. Staff recommends that Council approves the resolution declaring this surplus property and authorizing the disposal of said property. After that action staff would also recommend approving the first reading of Ordinance 266, Second Series approving the sale of the City owned Real Estate.

Council all agreed to transfer the property to Anoka County as there is no City purpose for the small parcel.

1) Resolution 2020-38 Declaring Surplus Property and Authorizing the Disposal of Property

MOTION BY MUEHLBAUER SECOND BAUER APPROVING RESOLUTION 2020-38 DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY (28-34-24-24-0002).

Ayes: Robinson, Udvig, Bauer, Feldman and Muehlbauer.

Nays: None

Motion carried 5-0.

2) Ordinance 266, Second Series Approving the Sale of City Owned Real Estate (First Reading)

MOTION BY UDVIG SECOND ROBINSON APPROVING THE FIRST READING OF ORDINANCE 266, SECOND SERIES APPROVING THE SALE OF CITY OWNED REAL ESTATE 28-34-24-24-0002.

Ayes: Feldman, Bauer, Muehlbauer Robinson, and Udvig.

Nays: None

Motion carried 5-0.

E. CARES Act Funds

City Administrator Joe Kohlmann reported The City received \$593,079 in CARES Act Funding from the State of Minnesota. There are strict requirements on how this money can be spent. A total of seven businesses have applied for CARES Act money and the EDA awarded \$228,174.75 to these seven businesses. Myself, the police chief, fire chief and public works director have been meeting 2 to 3 times a week since the start of the pandemic. The City has utilized \$89,157.07 for increased fire personnel costs, to enhance remote access for City employees during the shutdown, and personal protective equipment.

If the City does not spend the remaining dollars by November 15th, 2020 – the

remaining balance of funds is returned to Anoka County. Counties have received CARES Act funds too and Anoka County has already reached out to the City to get a list of properties in St. Francis – presumably to assist with things like Food Programs, Housing Support, Medical Expenses, and potentially Nursing Home Assistance, Public Health, and possibly Unemployment. The schools presumably have a different set of funding coming from the State of MN to assist in managing COVID-19 related matters.

City Staff prepared a list of possible expenditures that fall within the guidelines that are in the council packet.

Administration – the upgrading of Laserfiche software and a higher level of integrations with Permit Works will allow City Staff to better access records off site, allow residents and staff to process permits online – which would eliminate the requirement to come in to City Hall – or assist in operations if there were to be another shutdown. **\$31,400.**

Administration – upgrading to touchless fixtures for potentially less exposure to COVID-19 within City Hall and Fire Station. This would include bathrooms, light switches, garbage cans, and less porous conference table and chairs. In addition, an improved fan system for the HVAC to move air around better within City Hall. **\$32,810.**

Fire Department – list and justifications are in council packet.

Public Works – list and justifications are in council packet.

Police – list and justifications are in council packet.

Some of the purchases are estimated and will be becoming finalized in the next few weeks. Any remaining balance after the estimates – will be used to offset Public Safety Salaries – which is currently projected at **\$63,132.18.**

Total Funds requested - **\$593,079.** (Including previously approved businesses grants).

Feldman stated as noted on page 47 of the council packet, \$89,157.07 has already been spent. I want to commend all staff that worked on this project. We were able to help businesses first, thanks to Kate (Thunstrom) and Brenda (Pavelich-Beck) going over all the business applications and presenting it to the EDA, great job. I also like all the back up information of why it is or was needed.

Muehlbauer agreed with everything that has been said, we are moving forward and doing the right thing.

Robinson thanked staff but also said it is a little unnerving that all cities were given this amount of money. During our work session we discussed CARES money for internet service, anything left over?

Bauer asked if we can use some of this money for salaries will that help the general fund budget. Kohlmann stated it would be a one-time off set savings.

Kohlmann said about internet/hot spot concerns, all of these items have to be purchased and completed by November 15th. Hot spots can be purchased from their

provider. Feldman also stated there are adapters they can also purchase.

Udvig said the list of expenditures looked good.

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE PROPOSED EXPENDITURES THAT WAS PROVIDED TO THE CITY COUNCIL IN ACCORDANCE WITH THE CARES ACT EXPENDITURE GUIDELINES.

Ayes: Feldman, Bauer, Muehlbauer Robinson, and Udvig.

Nays: None

Motion carried 5-0.

F. Schedule Work Session

Thunstrom asked the City Council for a work session to go over several topics. The Council agreed on October 13th for a work session starting at 5:30 pm via Zoom.

Feldman stated John Letourneau has requested to attend one of our meetings to introduce himself. Maybe we could invite him to this one. Robinson asked if the other candidate was given the option too. Feldman said Letourneau reach out to us. Bauer said if other candidates want to attend the Zoom meeting it would be okay with him. Muehlbauer agreed with Bauer. Udvig agreed if Matt Look reaches out to us he can attend too and speak to the council.

10. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. REPORTS

A. Department Reports – Community Development 3rd Quarter Report 2020

Thunstrom gave an overview of the Community Development 3rd Quarter Report. Thunstrom highlighted the Economic Development projects, EDA's projects, Building Department activity, staff projects, Code Enforcement, Planning Commission meetings and Planning Commission future vacancies. Council all agreed it was a great report again and informative.

B. Councilmember Reports -

Udvig – reported she was unable to attend the last school board meeting. Hoping to attend the next one through Zoom. Also, the school district will be starting the Hybrid model for elementary age students too starting October 12th because of the increase in the numbers/cases.

Muehlbauer – attended the EDA meeting. Like to clarify something that I said last meeting regarding cable situation. I am all for getting people what they need for internet but 100% against using public money to further the base of a for profit company in doing so.

Robinson – want to thank all public safety, appreciate the work you do. I enjoy reading the off week. I will be volunteering this year at the fall recycling day.

Bauer – my apologies for missing the last council meeting. Our work schedule was switched.

Feldman – asked fire chief if the fire station floor was scheduled to be redone. Chief Schmidt said yes, we are ready for them. Feldman asked City Engineer Jochum for a project up date. Jochum stated on the Riverbank Lane Project punch list items are completed except for a couple small things and will be reseeded again. The Rivershores Development and Butterfield Drive completion deadline is October 23rd. Second lift should hopefully be done this week. Feldman said it has been a long process but thank you and our staff for returning all the phones. Feldman also asked Chief Schwieger if they are aware of poll watchers being out this year. Chief Schwieger said they have been monitoring it since early voting started. Feldman said Casa Rio food truck will be in the bottle shop every Tuesday through October unless the 27th is really cold, then they will not be here. We now have about 6 contacts for food trucks for next year. In regards to internet, there are extenders/adapters you can purchase for a temporary solution, worth a try. I wish we would have known about the poor service earlier in the year. When you have a problem bring it to us sooner. Now in the fall these companies don't want to dig in the frozen ground. If you have an issue bring it to us, we are here to help you. Community Park water will be turned off this next week. I am also working with Muni Code to update our website. We are getting the trust of the people back. For the last 4 years we have done a lot of hard work – good team work. Thank all of you for your hard work.

C. Upcoming Events –

Oct 19 City Council Meeting 6:00 pm, Zoom meeting
Oct 21 Planning Comm. Meeting @ 7:00 pm
Oct 24 Recycling Event @ PW Facility 8 am- Noon
Nov 2 City Council Meeting 6:00 pm, Zoom meeting
Nov 3 General Election – Polls Open 7 am – 8 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:22 pm.

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2020 Street Reconstruction and Watermain Improvement Project - Pay Estimate No. 4
DATE: October 19, 2020

OVERVIEW:

Attached is Pay Estimate No. 4 for the 2020 Street Reconstruction and Watermain Improvement Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of \$313,130.02. The contract amount is \$2,273,489.79. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 4 for the 2020 Street Reconstruction and Watermain Improvement Project.

BUDGET IMPLICATION:

All the streets on this project are on the City's Municipal State Aid system therefore all the street improvements can be paid for with Municipal State Aid funds. The watermain improvements do not qualify for Municipal State Aid funds and will be paid for by local water funds and assessments. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source		
	Municipal State Aid	Local – Water & Assessments	Total
Recommended Payment	\$291,790.35	\$21,339.67	\$313,130.02

ATTACHMENTS:

PAY ESTIMATE NO. 4

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

October 1, 2020

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2020 Street Reconstruction and Watermain Improvement Project
Contractor: Kuechle Underground, Inc.
Contract Amount: \$2,273,489.79
Award Date: May 4, 2020
Completion Date: October 23, 2020

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Kuechle Underground, Inc.

Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	CLEARING	17	TREE	\$175.00	27	\$ 4,725.00
2	GRUBBING	17	TREE	\$100.00	28	\$ 2,800.00
3	REMOVE MANHOLE OR CATCH BASIN	1	EACH	\$250.00	1	\$ 250.00
4	REMOVE CASTING	7	EACH	\$60.00	7	\$ 420.00
5	REMOVE SIGN	1	EACH	\$40.00		\$ -
6	SAWING CONCRETE PAVEMENT - FULL DEPTH	103	LIN FT	\$3.00	125	\$ 375.00
7	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	388	LIN FT	\$3.00	428	\$ 1,284.00
8	REMOVE SEWER PIPE (STORM)	30	LIN FT	\$16.00	30	\$ 480.00
9	REMOVE CURB AND GUTTER	339	LIN FT	\$3.00	339	\$ 1,017.00
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	92	SQ YD	\$3.00	209	\$ 627.00
11	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	941	SQ YD	\$3.00	342	\$ 1,026.00
12	REMOVE BITUMINOUS PAVEMENT	4,338	SQ YD	\$3.00	4,338	\$ 13,014.00
13	COMMON EXCAVATION (EV)	3,245	CU YD	\$16.00	2,715	\$ 43,440.00
14	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	3,894	CU YD	\$0.01	3,530	\$ 35.30
15	SUBGRADE PREPARATION	13.9	ROAD STATION	\$200.00	14	\$ 2,800.00
16	MILL BITUMINOUS SURFACE (1.5")	387	SQ YD	\$5.00		\$ -
17	BITUMINOUS MATERIAL FOR TACK COAT	325	GALLONS	\$3.00	15	\$ 45.00
18	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	280	SQ YD	\$18.00		\$ -
19	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	606	SQ YD	\$22.00		\$ -
20	24" PERF PE PIPE DRAIN (SMOOTH)	214	LIN FT	\$145.00	110	\$ 15,950.00
21	12" RC PIPE SEWER DESIGN 3006 CLASS V	60	LIN FT	\$62.00	60	\$ 3,720.00
22	15" RC PIPE SEWER DESIGN 3006 CLASS V	991	LIN FT	\$55.00	991	\$ 54,505.00
23	ADJUST SANITARY SEWER MANHOLE	2	EACH	\$1,000.00	2	\$ 2,000.00
24	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00	1	\$ 2,000.00
25	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	3	EACH	\$1,200.00	3	\$ 3,600.00
26	CASTING ASSEMBLY	20	EACH	\$700.00	10	\$ 7,000.00
27	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	53.3	LIN FT	\$500.00	44.5	\$ 22,250.00
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	5.3	LIN FT	\$960.00	9.6	\$ 9,216.00
29	ADJUST FRAME AND RING CASTING	6	EACH	\$800.00	1	\$ 800.00
30	6" CONCRETE DRIVEWAY PAVEMENT	93	SQ YD	\$45.00	243	\$ 10,935.00
31	MAIL BOX SUPPORT	14	EACH	\$105.00		\$ -
32	SIGN PANEL TYPE C	22.3	SQ FT	\$55.00		\$ -
33	DECIDUOUS TREE 2.5" CAL B&B	17	TREE	\$495.00		\$ -

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
34	PRUNE TREES	8	HOURL	\$95.00		\$ -
35	STORM DRAIN INLET PROTECTION	9	EACH	\$220.00	4	\$ 880.00
36	SILT FENCE; TYPE MS	100	LIN FT	\$2.20		\$ -
37	LOAM TOPSOIL BORROW (LV)	669	CU YD	\$23.00		\$ -
38	FERTILIZER TYPE 1	440	POUND	\$1.00		\$ -
39	SEED MIXTURE 25-131	242	POUND	\$3.20		\$ -
40	HYDRAULIC BONDED FIBER MATRIX	3,850	POUND	\$1.60		\$ -
41	SEEDING	1.1	ACRE	\$200.00		\$ -

Total Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)

\$ 205,194.30

Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
42	CLEARING	0.10	ACRE	\$6,000.00		\$ -
43	GRUBBING	0.10	ACRE	\$2,000.00		\$ -
44	CLEARING	20	TREE	\$175.00	22	\$ 3,850.00
45	GRUBBING	20	TREE	\$100.00	22	\$ 2,200.00
46	REMOVE MANHOLE OR CATCH BASIN	5	EACH	\$250.00	5	\$ 1,250.00
47	REMOVE CASTING	18	EACH	\$60.00	20	\$ 1,200.00
48	REMOVE SIGN	1	EACH	\$40.00	1	\$ 40.00
49	SALVAGE SIGN	5	EACH	\$40.00	1	\$ 40.00
50	SAWING CONCRETE PAVEMENT - FULL DEPTH	317	LIN FT	\$3.00	324	\$ 972.00
51	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	670	LIN FT	\$3.00	547	\$ 1,841.00
52	REMOVE SEWER PIPE (STORM)	468	LIN FT	\$16.00	468	\$ 7,488.00
53	REMOVE CURB AND GUTTER	3,950	LIN FT	\$3.00	3,950	\$ 11,850.00
54	REMOVE CONCRETE DRIVEWAY PAVEMENT	561	SQ YD	\$3.00	615	\$ 1,845.00
55	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	975	SQ YD	\$3.00	894	\$ 2,682.00
56	REMOVE BITUMINOUS PAVEMENT	13	SQ YD	\$3.00	13	\$ 39.00
57	COMMON EXCAVATION (EV)	1,022	CU YD	\$16.00	2,591	\$ 41,456.00
58	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	1,226	CU YD	\$0.01	3,368	\$ 33.68
59	SUBGRADE PREPARATION	20.0	ROAD STATION	\$200.00	20.0	\$ 4,000.00
60	AGGREGATE BASE CLASS 5	880	TON	\$0.01		\$ -
61	FULL DEPTH RECLAMATION	7500	SQ YD	\$5.00	7,500	\$ 37,500.00
62	SALVAGED FULL DEPTH RECLAMATION (CV)	1670	CU YD	\$6.00	2,792	\$ 16,752.00
63	MILL BITUMINOUS SURFACE (1.5")	18	SQ YD	\$5.00		\$ -
64	BITUMINOUS MATERIAL FOR TACK COAT	560	GALLONS	\$3.00	30	\$ 90.00
65	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	975	SQ YD	\$18.00		\$ -
66	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	704	TON	\$62.00		\$ -
67	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	940	TON	\$62.00	851.73	\$ 52,807.26
68	15" RC PIPE APRON	2	EACH	\$1,700.00	2	\$ 3,400.00
69	15" RC PIPE CULVERT CLASS V	64	LIN FT	\$51.00	64	\$ 3,264.00
70	12" RC PIPE SEWER DESIGN 3006 CLASS V	42	LIN FT	\$62.00	42	\$ 2,604.00
71	15" RC PIPE SEWER DESIGN 3006 CLASS V	85	LIN FT	\$55.00	85	\$ 4,675.00
72	18" RC PIPE SEWER DESIGN 3006 CLASS V	243	LIN FT	\$56.00	243	\$ 13,608.00
73	21" RC PIPE SEWER DESIGN 3006 CLASS III	72	LIN FT	\$74.00	72	\$ 5,328.00
74	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00	1	\$ 2,000.00
75	SALVAGE SPRINKLER HEAD	20	EACH	\$50.00	1	\$ 50.00
76	INSTALL SPRINKLER HEAD	20	EACH	\$125.00		\$ -

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
77	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	EACH	\$1,200.00	2	\$ 2,400.00
78	CASTING ASSEMBLY	20	EACH	\$700.00	13	\$ 9,100.00
79	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	24.8	LIN FT	\$500.00	24.91	\$ 12,455.00
80	ADJUST FRAME AND RING CASTING	13	EACH	\$800.00	5	\$ 4,000.00
81	6" CONCRETE WALK	99	SQ FT	\$16.00	228	\$ 3,648.00
82	CONCRETE CURB AND GUTTER DESIGN SPECIAL	3,846	LIN FT	\$14.00	3,846	\$ 53,844.00
83	6" CONCRETE DRIVEWAY PAVEMENT	550	SQ YD	\$45.00	671	\$ 30,195.00
84	TRUNCATED DOMES	16	SQ FT	\$20.00	16	\$ 320.00
85	MAIL BOX SUPPORT	41	EACH	\$105.00		\$ -
86	SIGN PANEL TYPE C	5	SQ FT	\$55.00		\$ -
87	INSTALL SIGN	5	EACH	\$250.00		\$ -
88	DECIDUOUS TREE 2.5" CAL B&B	20	TREE	\$495.00		\$ -
89	STORM DRAIN INLET PROTECTION	5	EACH	\$220.00	3	\$ 660.00
90	SILT FENCE; TYPE MS	100	LIN FT	\$2.20		\$ -
91	LOAM TOPSOIL BORROW (LV)	963	CU YD	\$23.00		\$ -
92	FERTILIZER TYPE 1	600	POUND	\$1.00		\$ -
93	SEED MIXTURE 25-131	330	POUND	\$3.20		\$ -
94	HYDRAULIC BONDED FIBER MATRIX	5,250	POUND	\$1.60		\$ -
95	SEEDING	1.5	ACRE	\$200.00		\$ -
Total Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)						\$ 339,286.94

Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
96	CLEARING	6	TREE	\$175.00	6	\$ 1,050.00
97	GRUBBING	6	TREE	\$100.00	6	\$ 600.00
98	REMOVE CASTING	2	EACH	\$60.00	2	\$ 120.00
99	REMOVE SIGN	1	EACH	\$40.00		\$ -
100	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	82	LIN FT	\$3.00	85	\$ 255.00
101	REMOVE CURB AND GUTTER	771	LIN FT	\$3.00	771	\$ 2,313.00
102	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	157	SQ YD	\$3.00	141	\$ 423.00
103	COMMON EXCAVATION (EV)	217	CU YD	\$16.00	857	\$ 13,712.00
104	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	260	CU YD	\$0.01	1,114	\$ 11.14
105	SUBGRADE PREPARATION	3.8	ROAD STATION	\$200.00	3.8	\$ 760.00
106	AGGREGATE BASE CLASS 5	100	TON	\$0.01		\$ -
107	FULL DEPTH RECLAMATION	1175	SQ YD	\$5.00	1,175	\$ 5,875.00
108	SALVAGED FULL DEPTH RECLAMATION (CV)	265	CU YD	\$6.00	332	\$ 1,992.00
109	BITUMINOUS MATERIAL FOR TACK COAT	90	GALLONS	\$3.00	10	\$ 30.00
110	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	157	SQ YD	\$18.00		\$ -
111	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	115	TON	\$62.00		\$ -
112	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	150	TON	\$62.00	150	\$ 9,300.00
113	SALVAGE SPRINKLER HEAD	2	EACH	\$50.00		\$ -
114	INSTALL SPRINKLER HEAD	2	EACH	\$125.00		\$ -
115	CASTING ASSEMBLY	2	EACH	\$700.00		\$ -
116	ADJUST FRAME AND RING CASTING	2	EACH	\$800.00		\$ -
117	CONCRETE CURB AND GUTTER DESIGN SPECIAL	773	LIN FT	\$14.00	773	\$ 10,822.00
118	MAIL BOX SUPPORT	5	EACH	\$105.00		\$ -

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

Bid Schedule "C" - Zea Street (S.A.P. 235-141-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
119	SIGN PANEL TYPE C	13.0	SQ FT	\$55.00		\$ -
120	DECIDUOUS TREE 2.5" CAL B&B	6	TREE	\$495.00		\$ -
121	SILT FENCE; TYPE MS	50	LIN FT	\$2.20		\$ -
122	LOAM TOPSOIL BORROW (LV)	183	CU YD	\$23.00		\$ -
123	FERTILIZER TYPE 1	120	POUND	\$1.00		\$ -
124	SEED MIXTURE 25-131	66	POUND	\$3.20		\$ -
125	HYDRAULIC BONDED FIBER MATRIX	1,050	POUND	\$1.60		\$ -
126	SEEDING	0.3	ACRE	\$200.00		\$ -

Total Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)

\$ 47,263.14

Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
127	CLEARING	1	TREE	\$175.00	1	\$ 175.00
128	GRUBBING	1	TREE	\$100.00	1	\$ 100.00
129	REMOVE MANHOLE OR CATCH BASIN	1	EACH	\$250.00	1	\$ 250.00
130	REMOVE CASTING	7	EACH	\$60.00	5	\$ 300.00
131	REMOVE SIGN	2	EACH	\$40.00		\$ -
132	SAWING CONCRETE PAVEMENT - FULL DEPTH	21	LIN FT	\$3.00	23	\$ 69.00
133	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	15	LIN FT	\$3.00	14	\$ 42.00
134	REMOVE SEWER PIPE (STORM)	24	LIN FT	\$16.00	18	\$ 288.00
135	REMOVE CURB AND GUTTER	652	LIN FT	\$3.00	652	\$ 1,956.00
136	REMOVE CONCRETE DRIVEWAY PAVEMENT	40	SQ YD	\$3.00	31	\$ 93.00
137	REMOVE CONCETE PAVEMENT	39	SQ YD	\$3.00	38	\$ 114.00
138	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	15	SQ YD	\$3.00	39	\$ 117.00
139	COMMON EXCAVATION (EV)	309	CU YD	\$16.00	342	\$ 5,472.00
140	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	221	CU YD	\$0.01	445	\$ 4.45
141	SUBGRADE PREPARATION	5.0	ROAD STATION	\$200.00	5.0	\$ 1,000.00
142	AGGREGATE BASE CLASS 5	150	TON	\$0.01	150	\$ 1.50
143	FULL DEPTH RECLAMATION	1364	SQ YD	\$5.00	1,364	\$ 6,820.00
144	SALVAGED FULL DEPTH RECLAMATION (CV)	305	CU YD	\$6.00	346	\$ 2,076.00
145	MILL BITUMINOUS SURFACE (1.5")	7	SQ YD	\$5.00		\$ -
146	BITUMINOUS MATERIAL FOR TACK COAT	135	GALLONS	\$3.00	10	\$ 30.00
147	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	18	SQ YD	\$22.00		\$ -
148	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	131	TON	\$62.00		\$ -
149	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	177	TON	\$62.00	150	\$ 9,300.00
150	12" RC PIPE SEWER DESIGN 3008 CLASS V	12	LIN FT	\$62.00	12	\$ 744.00
151	24" RC PIPE SEWER DESIGN 3006 CLASS III	24	LIN FT	\$115.00	18	\$ 2,070.00
152	CONNECT TO EXISTING STORM SEWER	2	EACH	\$2,000.00	2	\$ 4,000.00
153	SALVAGE SPRINKLER HEAD	4	EACH	\$50.00	4	\$ 200.00
154	INSTALL SPRINKLER HEAD	4	EACH	\$125.00	4	\$ 500.00
155	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$1,200.00	1	\$ 1,200.00
156	CASTING ASSEMBLY	8	EACH	\$700.00	2	\$ 1,400.00
157	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	9.5	LIN FT	\$500.00	8.86	\$ 4,430.00
158	ADJUST FRAME AND RING CASTING	6	EACH	\$800.00		\$ -
159	CONCRETE CURB AND GUTTER DESIGN SPECIAL	640	LIN FT	\$14.00	640	\$ 8,960.00
160	6" CONCRETE DRIVEWAY PAVEMENT	34	SQ YD	\$45.00	46	\$ 2,070.00

PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
161	7" CONCRETE DRIVEWAY PAVEMENT	10	SQ YD	\$81.00	8	\$ 648.00
162	MAIL BOX SUPPORT	2	EACH	\$105.00		\$ -
163	SIGN PANEL TYPE C	15.3	SQ FT	\$55.00		\$ -
164	DECIDUOUS TREE 2.5" CAL B&B	1	TREE	\$495.00		\$ -
165	STORM DRAIN INLET PROTECTION	3	EACH	\$220.00	2	\$ 440.00
166	SILT FENCE; TYPE MS	50	LIN FT	\$2.20		\$ -
167	LOAM TOPSOIL BORROW (LV)	241	CU YD	\$23.00		\$ -
168	FERTILIZER TYPE 1	160	POUND	\$1.00		\$ -
169	SEED MIXTURE 25-131	88	POUND	\$3.20		\$ -
170	HYDRAULIC BONDED FIBER MATRIX	1,400	POUND	\$1.60		\$ -
171	SEEDING	0.4	ACRE	\$200.00		\$ -

Total Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)

\$ 54,869.95

Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
172	CLEARING	13	TREE	\$175.00	24	\$ 4,200.00
173	GRUBBING	13	TREE	\$100.00	24	\$ 2,400.00
174	REMOVE MANHOLE OR CATCH BASIN	2	EACH	\$250.00	2	\$ 500.00
175	REMOVE CASTING	12	EACH	\$60.00	9	\$ 540.00
176	SALVAGE SIGN	1	EACH	\$40.00	1	\$ 40.00
177	SAWING CONCRETE PAVEMENT - FULL DEPTH	206	LIN FT	\$3.00	214	\$ 642.00
178	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	470	LIN FT	\$3.00	200	\$ 600.00
179	REMOVE SEWER PIPE (STORM)	31	LIN FT	\$16.00	31	\$ 496.00
180	REMOVE CURB AND GUTTER	3,294	LIN FT	\$3.00	3,294	\$ 9,882.00
181	REMOVE CONCRETE DRIVEWAY PAVEMENT	424	SQ YD	\$3.00	376	\$ 1,128.00
182	REMOVE CONCETE PAVEMENT	33	SQ YD	\$3.00	33	\$ 99.00
183	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	857	SQ YD	\$3.00	714	\$ 2,142.00
184	REMOVE BITUMINOUS PAVEMENT	120	SQ YD	\$3.00	120	\$ 360.00
185	COMMON EXCAVATION (EV)	889	CU YD	\$16.00	2,219	\$ 35,504.00
186	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	1,067	CU YD	\$0.01	2,885	\$ 28.85
187	SUBGRADE PREPARATION	16.9	ROAD STATION	\$200.00	16.9	\$ 3,380.00
188	AGGREGATE BASE CLASS 5	500	TON	\$0.01	1,136.14	\$ 11.36
189	FULL DEPTH RECLAMATION	5060	SQ YD	\$5.00	5,060	\$ 25,300.00
190	SALVAGED FULL DEPTH RECLAMATION (CV)	1125	CU YD	\$6.00	1,037	\$ 6,222.00
191	MILL BITUMINOUS SURFACE (1.5")	6	SQ YD	\$5.00		\$ -
192	BITUMINOUS MATERIAL FOR TACK COAT	390	GALLONS	\$3.00	25	\$ 75.00
193	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	860	SQ YD	\$18.00		\$ -
194	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	490	TON	\$62.00		\$ -
195	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	650	TON	\$62.00	595	\$ 36,890.00
196	12" RC PIPE SEWER DESIGN 3006 CLASS V	60	LIN FT	\$62.00	60	\$ 3,720.00
197	15" RC PIPE SEWER DESIGN 3006 CLASS V	280	LIN FT	\$55.00	290	\$ 15,950.00
198	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00	1	\$ 2,000.00
199	SALVAGE SPRINKLER HEAD	30	EACH	\$50.00		\$ -
200	INSTALL SPRINKLER HEAD	30	EACH	\$125.00		\$ -
201	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	EACH	\$1,200.00	2	\$ 2,400.00
202	CASTING ASSEMBLY	12	EACH	\$700.00	6	\$ 4,200.00

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

Bld Schedule "E" - 226th Avenue (S.A.P. 235-142-002) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
203	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	23.4	LIN FT	\$500.00	23.4	\$ 11,700.00
204	ADJUST FRAME AND RING CASTING	6	EACH	\$800.00	1	\$ 800.00
205	CONCRETE CURB AND GUTTER DESIGN SPECIAL	3,323	LIN FT	\$14.00	3,415	\$ 47,810.00
206	6" CONCRETE DRIVEWAY PAVEMENT	420	SQ YD	\$45.00	336	\$ 15,120.00
207	MAIL BOX SUPPORT	41	EACH	\$105.00		\$ -
208	SIGN PANEL TYPE C	16.0	SQ FT	\$55.00		\$ -
209	INSTALL SIGN	1	EACH	\$250.00		\$ -
210	DECIDUOUS TREE 2.5" CAL B&B	13	TREE	\$495.00		\$ -
211	STORM DRAIN INLET PROTECTION	6	EACH	\$220.00	3	\$ 660.00
212	SILT FENCE; TYPE MS	50	LIN FT	\$2.20		\$ -
213	LOAM TOPSOIL BORROW (LV)	814	CU YD	\$23.00		\$ -
214	FERTILIZER TYPE 1	520	POUND	\$1.00		\$ -
215	SEED MIXTURE 25-131	286	POUND	\$3.20		\$ -
216	HYDRAULIC BONDED FIBER MATRIX	4,550	POUND	\$1.60		\$ -
217	SEEDING	1.3	ACRE	\$200.00		\$ -
Total Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)						\$ 234,800.21

Bld Schedule "F" - Local Funding

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
218	CLEARING	0.40	ACRE	\$6,000.00	0.40	\$ 2,400.00
219	GRUBBING	0.40	ACRE	\$2,000.00	0.40	\$ 800.00
220	CLEARING	1	TREE	\$175.00	1	\$ 175.00
221	GRUBBING	1	TREE	\$100.00	1	\$ 100.00
222	REMOVE CASTING	1	EACH	\$60.00	1	\$ 60.00
223	REMOVE HYDRANT	12	EACH	\$285.00	12	\$ 3,420.00
224	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	70	LIN FT	\$3.00	53	\$ 159.00
225	REMOVE WATERMAIN	5993	LIN FT	\$1.00	5,797	\$ 5,797.00
226	REMOVE CURB AND GUTTER	324	LIN FT	\$3.00	357	\$ 1,071.00
227	SALVAGE FENCE	30	LIN FT	\$25.00	30	\$ 750.00
228	REMOVE CONCRETE DRIVEWAY PAVEMENT	44	SQ YD	\$3.00	39	\$ 117.00
229	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	68	SQ YD	\$3.00	100	\$ 300.00
230	COMMON EXCAVATION (EV)	125	CU YD	\$16.00	125	\$ 2,000.00
231	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	150	CU YD	\$0.01	150	\$ 1.50
232	AGGREGATE BASE CLASS 5	50	TON	\$0.01	50	\$ 0.50
233	FULL DEPTH RECLAMATION	1261	SQ YD	\$5.00	1,261	\$ 6,305.00
234	SALVAGED FULL DEPTH RECLAMATION (CV)	280	CU YD	\$6.00	280	\$ 1,680.00
235	BITUMINOUS MATERIAL FOR TACK COAT	65	GALLONS	\$3.00	10	\$ 30.00
236	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	19	SQ YD	\$18.00		\$ -
237	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	49	SQ YD	\$22.00		\$ -
238	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	119	TON	\$62.00		\$ -
239	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	158	TON	\$62.00	120	\$ 7,440.00
240	4" PVC CAP	2	EACH	\$12.00	2	\$ 24.00
241	6" PVC CAP	2	EACH	\$17.00	1	\$ 17.00
242	CONNECT TO EXISTING SANITARY SEWER	4	EACH	\$2,000.00	3	\$ 6,000.00
243	8"X4" PVC WYE SDR 26	2	EACH	\$350.00	1	\$ 350.00
244	8"X6" PVC WYE SDR 26	2	EACH	\$400.00	1	\$ 400.00
245	CLEAN AND VIDEO TAPE PIPE SEWER	1,395	LIN FT	\$1.20		\$ -

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

Bid Schedule "F" - Local Funding (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
246	4" PVC SANITARY SERVICE PIPE SDR 26	60	LIN FT	\$24.00	259	\$ 6,216.00
247	6" PVC SANITARY SERVICE PIPE SDR 26	60	LIN FT	\$26.00	72	\$ 1,872.00
248	24" STEEL CASING PIPE (JACKED)	94	LIN FT	\$500.00	94	\$ 47,000.00
249	TEMPORARY WATERMAIN	1	LUMP SUM	\$6,200.00	1	\$ 6,200.00
250	TEMPORARY WATER SERVICE	108	EACH	\$315.00	106	\$ 33,390.00
251	RECONNECT WATER SERVICE	108	EACH	\$460.00	106	\$ 48,760.00
252	CONNECT TO EXISTING WATERMAIN	7	EACH	\$2,100.00	7	\$ 14,700.00
253	HYDRANT	11	EACH	\$4,100.00	12	\$ 49,200.00
254	1" CORPORATION STOP	103	EACH	\$550.00	106	\$ 58,300.00
255	6" GATE VALVE AND BOX	16	EACH	\$1,600.00	16	\$ 25,600.00
256	8" GATE VALVE AND BOX	16	EACH	\$2,100.00	18	\$ 37,800.00
257	1" CURB STOP AND BOX	103	EACH	\$465.00	105	\$ 48,825.00
258	SALVAGE SPRINKLER HEAD	6	EACH	\$50.00		\$ -
259	INSTALL SPRINKLER HEAD	6	EACH	\$125.00		\$ -
260	HYDRANT RISER	11	LIN FT	\$930.00		\$ -
261	1" TYPE PE PIPE	3,043	LIN FT	\$20.00	3,500	\$ 70,000.00
262	6" WATERMAIN DUCTILE IRON CL 52	268	LIN FT	\$50.00	251	\$ 12,550.00
263	8" PVC WATERMAIN	6,458	LIN FT	\$41.00	6,482	\$ 265,762.00
264	4" POLYSTYRENE INSULATION	11	SQ YD	\$23.00	17.80	\$ 409.40
265	DUCTILE IRON FITTINGS	4,596	POUND	\$10.00	3,330	\$ 33,300.00
266	CASTING ASSEMBLY	1	EACH	\$700.00	1	\$ 700.00
267	ADJUST FRAME AND RING CASTING	1	EACH	\$800.00	1	\$ 800.00
268	CASTING ASSEMBLY SPECIAL	17	EACH	\$90.00		\$ -
269	CONCRETE CURB AND GUTTER DESIGN SPECIAL	388	LIN FT	\$14.00	434	\$ 6,076.00
270	6" CONCRETE DRIVEWAY PAVEMENT	16	SQ YD	\$45.00	13	\$ 585.00
271	7" CONCRETE DRIVEWAY PAVEMENT	15	SQ YD	\$81.00	53	\$ 4,293.00
272	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	570	LIN FT	\$16.00	589	\$ 9,424.00
273	RELOCATE PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	60	LIN FT	\$10.00		\$ -
274	IMPACT ATTENUATOR	4	ASSEMBLY	\$1,500.00	4	\$ 6,000.00
275	RELOCATE IMPACT ATTENUATOR	1	ASSEMBLY	\$500.00		\$ -
276	INSTALL FENCE	30	LIN FT	\$25.00		\$ -
277	SIGN PANEL TYPE C	4	SQ FT	\$55.00		\$ -
278	CONIFEROUS TREE 6' HT B&B	8	TREE	\$415.00		\$ -
279	DECIDUOUS TREE 2.5" CAL B&B	1	TREE	\$495.00		\$ -
280	SILT FENCE; TYPE MS	200	LIN FT	\$2.20		\$ -
281	FERTILIZER TYPE 1	320	POUND	\$1.00		\$ -
282	SEED MIXTURE 25-131	176	POUND	\$3.20		\$ -
283	MULCH MATERIAL TYPE 1	1.6	TON	\$600.00		\$ -
284	SEEDING	0.8	ACRE	\$200.00		\$ -
Total Bid Schedule "F" - Local Funding						\$ 827,159.40

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

Bid Schedule "G" - Miscellaneous Construction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
285	MOBILIZATION	1	LUMP SUM	\$40,000.00	1	\$ 40,000.00
286	DEWATERING	1	LUMP SUM	\$0.01	1	\$ 0.01
287	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$1,500.00	0.75	\$ 1,125.00
288	TRAFFIC CONTROL	1	LUMP SUM	\$4,500.00	0.75	\$ 3,375.00
289	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$400.00	1	\$ 400.00
290	EROSION CONTROL SUPERVISOR	1	LUMP SUM	\$500.00	0.75	\$ 375.00

Total Bid Schedule "G" - Miscellaneous Construction

\$ 45,275.01

Alternate Bid No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
291	AGGREGATE BASE CLASS 5	2,200	TON	\$16.00	2,318.00	\$ 37,088.00
292	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	363	TON	\$62.00		\$ -
293	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	450	TON	\$62.00	466.78	\$ 28,940.36
294	5" CONCRETE WALK	6,000	SQ FT	\$6.20	1,515	\$ 9,393.00
295	CONCRETE CURB AND GUTTER DESIGN SPECIAL	2,744	LIN FT	\$14.00	2,833	\$ 39,662.00
296	TRUNCATED DOMES	20	SQ FT	\$50.00	20	\$ 1,000.00

Total Alternate Bid No. 1

\$ 116,083.36

Change Order No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
297	GEOTEXTILE TYPE 5	12,000	SQ YD	\$2.37	8,589.00	\$ 20,355.93

Total Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)	\$ 205,194.30
Total Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)	\$ 339,286.94
Total Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)	\$ 47,263.14
Total Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)	\$ 54,869.95
Total Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)	\$ 234,800.21
Total Bid Schedule "F" - Local Funding	\$ 827,159.40
Total Bid Schedule "G" - Miscellaneous Construction	\$ 45,275.01
Total Alternate Bid No. 1	\$ 116,083.36
Change Order No. 1	\$ 20,355.93
Total Work Completed to Date	\$ 1,890,288.24
Less 5% Retainage	\$ 94,514.41
Less Pay Estimate #1	\$ 430,315.13
Less Pay Estimate #2	\$ 325,584.87
Less Pay Estimate #3	\$ 726,743.81
WE RECOMMEND PAYMENT OF:	\$ 313,130.02

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

APPROVALS:

CONTRACTOR: KUECHLE UNDERGROUND, INC.

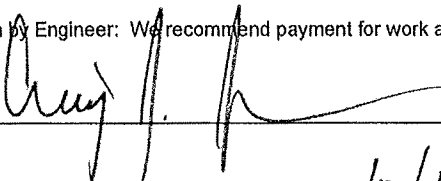
Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: 

Title: PM Date: 12 OCT 2020

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: 

Title: City Engineer Date: 10/14/2020

OWNER: CITY OF ST. FRANCIS

Signed: _____

Title: _____ Date: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: Heating, ventilation, and air conditioning service contract renewal.
DATE: 10-19-2020

OVERVIEW: On December 31st, 2020, the previous HVAC service maintenance agreement will expire. The city now has roughly 60 mechanical units that include, make up air units, air conditioners, split-units, radiant tube heaters and boilers. Due to the importance of this equipment, City staff obtained quotes from three heating, ventilation and air conditioning companies to provide bi-annual diagnostics and preventive maintenance. This preventative maintenance agreement will help staff with managing asset replacement and keep equipment operating at optimal efficiency. City staff will continue to do routine filter changes and some minor maintenance as needed. We contacted 4 HVAC companies for the bidding process, Harris, NAC, Riccar, and Yale. 3 of which submitted quotes and Riccar opted out due to the size and the equipment we have. This being a 3-year contract, Harris came in at \$20,550.00 per 3 years and \$6,850.00 per year. NAC \$20,878.00 per 3-years, and \$6710.00, \$6911.00 and \$7257.00 per year. And finally, Yale was \$26,965.50 per 3 years and \$8988.50 per year.

ACTION TO BE CONSIDERED: Authorize city staff to sign into a three-year agreement with Harris Mechanical for the amount of: \$20,550.00.

Year 1: Annual: \$6850.00

Year 2: Annual: \$6850.00

Year 3: Annual: \$6850.00

BUDGET IMPLICATION:

Cost associated with service contracts are paid out of all city departments' yearly operation and maintenance budgets.

Attachments: Three quotes from Harris Mechanical, NAC, and Yale.



City of St. Francis

Mechanical Investment Service Proposal

Date:

9/22/2020

Proposal Number:

P01301

Prepared for:

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

Prepared by:

James Hansen

jhansen@harriscompany.com

Remarkable People. Remarkable Results.

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Preface- Executive Summary

Jason Windingstad
23340 Cree St. NW St Francis, MN 55070

Dear Jason;

Thank you for taking the time to meet with Harris and giving us the opportunity to provide this proposal for mechanical systems services.

Harris, is unique in many ways. We are local in our commitment to our customers with resources of a national organization, to provide timely support and specific solutions for your facility environmental needs. The foundation of our success, nationwide, is in two major areas; first we seek ways to help you improve your building's HVAC (environmental) condition. Second, we help you reduce or control overall cost related to ownership and operating the facility. Most importantly, we have a long-term involvement in our community and we are dedicated and willing to be the single-source provider for design, installation, retrofit-repair, replacement and maintenance of your facility HVAC systems.

Each proposal is designed to match your specific needs with our capabilities and provide you with reduced overall costs, improved equipment efficiency, better comfort, extended equipment life and general peace of mind, related to the HVAC systems.

After careful survey of your mechanical systems and discussions with your staff, we present the following recommendations for system improvements and planned preventive maintenance.

Thank you again for your time, we look forward to working with you!

Respectfully,
Harris

James Hansen

Commercial Services

Introduction

Service Makes Sense

The value of professional service cannot be underestimated. After all, the protection of your building's assets is critical to the operation of your business and the well-being of your employees.

A professional maintenance program keeps your building healthy and running at peak efficiency. Think of it as a "physical" for your facility. Regularly scheduled maintenance ensures environmental consistency. It makes work areas more comfortable and extends the life of your heating and cooling systems. A service agreement tailored to your specific facility also allows you to identify and address minor performance issues before they lead to catastrophic repairs and/or replacement.

Harris's approach to service includes transparency. You'll receive a technical "menu" of the prescribed services and associated costs, along with a maintenance schedule tailored to your facility. We'll also provide a detailed explanation of the service performed.

More than 80% of the overall owning and operating costs of your facility will occur AFTER construction, which is why a professionally administered maintenance program is imperative to the ongoing performance of your building. The financial and technical risks of not performing regular service are many, so why chance it?

Harris is dedicated to providing customized, professional maintenance programs that take the guesswork out of protecting your valuable assets.

YOU focus on the destination. Let us help you along the journey.

PROGRAM ADMINISTRATION

This program is professionally developed based upon your management objectives and the requirements of your mechanical equipment, design, age, use, components, and its effect on your business budgets, and personnel. The specific scope is based upon manufacturers' recommendations, and our industry experience.

The proactive and reactive service of this program will be professionally managed under the direction of our professional staff. Upon completion of the service, you will receive a detailed service report outlining performed and recommended services. You stay informed, without staying involved.



Our Service

- Program development
- Professional management and supervision
- Skilled administration and dispatching
- Monitoring program achievement and performance
- Ongoing recommendations and maintenance upgrades

Your Benefits

- Reduced administrative involvement means lower operating costs.
- Receiving regular maintenance reports assures you that your building's system is being properly maintained.

MAINTENANCE TASKING SYSTEM

Preventive Maintenance Services may be scheduled using our proprietary Maintenance Tasking System. An important feature of this system is our customized service checklist, tailored to the specific systems at your facility and detailing the exact services and procedures we will perform to help keep your systems operating efficiently.

Maintenance frequency is determined by an analysis of your systems, which takes into account variables such as your equipment's operating hours, application, environment and manufacturer's recommendations. Based on this analysis, we will develop a maintenance frequency for your particular equipment. All completed service calls will be documented with a detailed customer service report, and this report will be reviewed with you or your representative after each service call.



Our Service

- Maintenance tasks based on your operating objectives
- Maintenance tasks based on your equipment needs and operating conditions
- Service frequency and timing by building requirements, type of equipment, and equipment run time
- Exactly the right maintenance, by the right service technician, at the right time

Your Benefits

- Service that meets your business objectives
- Reduces operating costs by optimum labor utilization
- Comprehensive plan for preventive maintenance minimizes breakdown costs and downtime
- Record of preformed proactive and reactive maintenance facilitates monitoring of the program to assure maximum asset utilization
- Reduced administration costs

CUSTOMER SERVICE REVIEW (C.S.R.) PROGRAM

The (C.S.R.) program is designed to ensure that the services being provided continue to meet your changing business objectives and meet or exceed the level of services purchased. The C.S.R. program means that we must continue to earn your business. The program includes regularly scheduled communication to evaluate our service based upon your feedback and direction. It is our goal to exceed the expectations of the customer by providing quality services and on-going communication.



Our Service

- Professional Service Technicians
- Ongoing program administration and monitoring of results
- Verbal and face to face assessments and feedback
- Program adjustments based upon changing business objectives

Your Benefits

- Fast response to a changing business climate
- Open lines of communication
- Continuous improvement programs
- Peace of mind

OPERATIONAL TEST AND INSPECT SERVICE

This program includes the professional operational inspection and testing of all listed equipment by a fully trained service technician. This service will ensure that equipment is operating according to manufacturers' recommendations, seasonal requirements and your business needs. Testing will be performed to ensure proper sequencing and operation. Our highly qualified service technician will provide you with recommendations for additional maintenance, as well as identify any worn, doubtful or broken parts.



Our Service

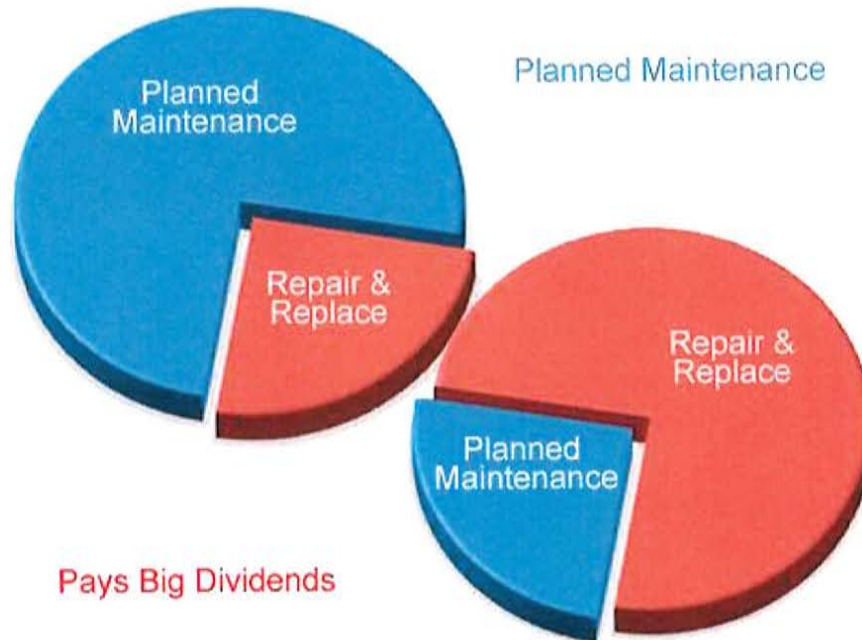
- Operational inspection of all equipment
- Testing of system components
- Identification of worn, doubtful or broken parts
- Professional recommendations for additional maintenance and components and parts replacement

Your Benefits

- Professionally serviced by highly skilled and trained technicians
- Reduced Breakdowns
- Reduced business interruptions
- Reduced operating cost
- Peace of mind

MAINTENANCE

Harris's preventive maintenance program is the key to extending the life of your equipment. Our program provides the necessary labor, materials and test equipment to perform inspection, adjustment, calibration, and testing of the system's operation. By implementing a Maintenance Program you can ensure your system operates at optimal efficiency.



With Harris you can expect:

- Expert operations and sales staff
- The highest standards and integrity in the industry
- Guaranteed performance
- Fast 24/7/365 emergency service
- Certified service professionals
- America's Best Service Experience
- Results oriented

Your Benefits

- Reduces energy consumption
- Extends equipment life
- Eliminates comfort problems
- Reduces costs
- Protects the value of your system
- Improves system performance
- Reduces down time

MAINTENANCE AGREEMENT FOR ENVIRONMENTAL SYSTEMS

Company
Harris
909 Montreal Circle
St. Paul, MN 55102

Proposal Date: 9/22/2020
Proposal Number: P01301
Agreement Number:

Ph: Fax:

Bill To Identity	Agreement Location
City of St. Francis 23340 Cree St. NW St Francis, MN 55070 Attn: Jason Windingstad	City of St. Francis 23340 Cree St. NW St Francis, MN 55070 Attn: Jason Windingstad

Harris will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: Bronze **SCHEDULES:** *Heating Start Up *Cooling Start Up *1x Belt Change *1x Filter Change

Agreement coverage will commence on 1/1/2021.

The Agreement price is \$6,850.00 per year, payable in advanced installments of \$3,425.00 per Semi-annual beginning on the effective date of 1/1/2021 through 12/31/2023.

This Agreement is the property of Harris and is provided for Customer's use only. Harris guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This Agreement is for an initial term of 3 years and shall renew for successive one year terms unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date. Upon execution as provided below, this Agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Company

Signature Sales Consultant

Accepted for Company by: Signature

Name & Title

Date / Phone / Fax

Customer

Signature (Authorized Representative)

Name (Print)

Title

Date

Bronze Program

This agreement is designed to provide the Customer with an ongoing maintenance agreement. This agreement will be initiated, scheduled, administered, monitored and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Service Provider's own experience. The Customer is informed of the agreement's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

WE WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: On-Site labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

***TESTING:** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s), etc.

***INSPECTING:** for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

*Filters are to be changed 1x per year.

*Belts are to be changed 1x per year.

Bronze Terms and Conditions

1. Customer shall permit Service Provider free and timely access to areas and equipment, and allow Service Provider to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Service Provider's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Service Provider's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Service Provider may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. After the initial three year term of this agreement the annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Service Provider may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. Excluded from this Agreement, unless otherwise stated herein, is main power to the equipment disconnect, equipment structural supports, oil storage tanks and cleaning interior of system(s) ductwork.
8. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Service Provider's rates then in effect) over the sum stated in this Agreement.
9. Service Provider will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, loss of refrigerant, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s) requirements of governmental regulatory or insurance agencies, or other causes beyond control of Service Provider.
11. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Service Provider may charge Customer at the rate then in effect for such services.

12. Customer shall permit only Service Provider's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Service Provider's personnel perform such work, Service Provider may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion on this Agreement.

13. In the event Service Provider must commence legal action in order to recover any amount payable or owed to Service Provider under this Agreement, Customer shall pay Service Provider all court costs and attorneys' fees incurred by Service Provider.

14. Any legal action against the Service Provider relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

15. Service Provider shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Service Provider's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

16. Customer shall make available to Service Provider's personnel all pertinent Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.

17. Service Provider expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Service Provider's work under this agreement.

18. Service Provider's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Service Provider's sole obligation will be to notify the Owner of their existence. Service Provider shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

19. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Service Provider, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Service Provider. Further and notwithstanding the preceding sentence, Service Provider shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses and expenses related to mold or the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

20. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL SERVICE PROVIDER BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Inventory of Equipment

Qty	Equipment	Manufacturer	Model	Serial#	Location
4	Boilers	Viessman	60	TBD	Wastewater Treatment Facility
1	Carrier Split System Units	Carrier	TBD	TBD	Water Department
1	Condensing Unit 001	Carrier	24AHA424A300	TBD	Wastewater Treatment Facility
1	Condensing Unit 002	Carrier	24ACC630A300	TBD	Wastewater Treatment Facility
1	Condensing Unit 003	Carrier	24ACC630A300	TBD	Wastewater Treatment Facility
1	Condensing Unit 004	Carrier	38HDR060	TBD	Wastewater Treatment Facility
10	Dehumidification Units	TBD	TBD	TBD	Water Department
4	Forced Air Furnace and Condensing Units	TBD	TBD	TBD	City Hall
2	Forced Air Furnace and Condensing Units	TBD	TBD	TBD	Ambulance Bay
1	Forced Air Furnace and Condensing Units	TBD	TBD	TBD	Water Department
1	Forced Air Furnace and Condensing Units	TBD	TBD	TBD	Warming Shack
2	Forced Air Furnace and Condensing Units	TBD	TBD	TBD	Liquor Store
1	Heat Pump 001	First Company	36HBXBX-HW	TBD	Wastewater Treatment Facility
1	Heat Pump 002	First Company	60HBXBX-HW	TBD	Wastewater Treatment Facility
1	Make Up Air Unit	TBD	TBD	TBD	Fire Station
2	Mini-Split Units	TBD	TBD	TBD	Water Department
1	MUA 001	Titan	TAH-ID0800	TBD	Wastewater Treatment Facility
1	MUA 002	Titan	TAH-ID0800	TBD	Wastewater Treatment Facility
1	MUA 003	Reznor	RDH-100	TBD	Wastewater Treatment Facility
1	MUA 004	Reznor	SDH-100	TBD	Wastewater Treatment Facility
1	MUA 005	Titan	TAH-ID0800	TBD	Wastewater Treatment Facility
1	MUA 006	Titan	TAH-ID0400	TBD	Wastewater Treatment Facility
1	Radiant Heater	TBD	TBD	TBD	Wastewater Treatment Facility
5	Radiant Tube Heating Units	TBD	TBD	TBD	Fire Station
1	Split System 001	Carrier	40QAC024	TBD	Wastewater Treatment Facility
1	Split System 002	Carrier	40QAC060	TBD	Wastewater Treatment Facility
2	Unit Heaters	Reznor	UDAS-75	TBD	
8	Unit Heaters	TBD	TBD	TBD	Water Department
2	Unit Heaters 002	Reznor	UDAS-30	TBD	Wastewater Treatment Facility
1	Walk In Evaporators and Condensing Units	TBD	TBD	TBD	Liquor Store

Your Mechanical Investment

Asset Maintenance Schedule

Unit #	Type	Spring	Fall
Boilers	MISC-EQUIP	0	1
Carrier Split System Units	MISC-EQUIP	1	0
Condensing Unit 001	MISC-EQUIP	1	0
Condensing Unit 002	MISC-EQUIP	1	0
Condensing Unit 003	MISC-EQUIP	1	0
Condensing Unit 004	MISC-EQUIP	1	0
Dehumidification Units	MISC-EQUIP	1	0
Forced Air Furnace and Condensing Units	MISC-EQUIP	1	1
Forced Air Furnace and Condensing Units	MISC-EQUIP	1	1
Forced Air Furnace and Condensing Units	MISC-EQUIP	1	1
Forced Air Furnace and Condensing Units	MISC-EQUIP	1	1
Heat Pump 001	MISC-EQUIP	1	1
Heat Pump 002	MISC-EQUIP	1	1
Make Up Air Unit	MISC-EQUIP	0	1
Mini-Split Units	MISC-EQUIP	1	0
MUA 001	MISC-EQUIP	1	1
MUA 002	MISC-EQUIP	1	1
MUA 003	MISC-EQUIP	1	1
MUA 004	MISC-EQUIP	1	1
MUA 005	MISC-EQUIP	1	1
MUA 006	MISC-EQUIP	1	1
Radiant Heater	MISC-EQUIP	0	1
Radiant Tube	MISC-EQUIP	0	1

Split System 001	MISC-EQUIP	1	1
Split System 002	MISC-EQUIP	1	1
Unit Heaters	MISC-EQUIP	0	1
Unit Heaters	MISC-EQUIP	0	1
Unit Heaters 002	MISC-EQUIP	0	1
Walk In Evaporators and Condensing Units	MISC-EQUIP	1	1



Mechanical
Customer Support Agreement

Customized For

City of St. Francis

23340 Cree St NW

St Francis, MN 55070

Term

January 1, 2021 through December 31, 2023

Prepared By:

Doug Batcha
Account Manger

10/5/2020



Introduction

City of St. Francis (Client) operations staff will be responsible for the day to day operations of the building automation and managing the HVAC system. The facility staff has been trained and is experienced in managing the different areas of HVAC and temperature controls. Because of this, they do not require a high level of support from vendors; but use Customer Support Agreements (CSA) to augment their current knowledge and protect their equipment investment and maximize utility efficiency use over the long term.

Customer Support Agreement (CSA) Goals

- Develop a maintenance relationship with Client to promote the use of automated operation and proactive maintenance of systems to maximize facility staff throughput and utility savings.
- Support facility staff with pre-season performance testing and maintenance.
- Extend the life of the owner's mechanical assets beyond industry standards and thus reducing downtime and repair cost and maximizing Client ROI.
- Allow Client to focus on their core competencies to execute their mission.
- Constant improvement through Continuous Commissioning. Always looking to improve the benchmark that has been set.

Proposal Contents

- NAC Custom Service Plan Features (based upon customer request/input)
- Schedule of Services
- Customer Support Agreement Pricing Summary/Signature Page
- Terms and Conditions

***Specific Cost Saving Facts**

- If you are overheating your space by just 3Deg, due to miscalibrated controls, this will cause an increase in your fuel consumption by over 16% when it is below 50Deg outside.
- Temperature control systems out of calibration cause increased operational cost of 5-15% per year. This is based on servicing hot and cold calls throughout their shifts.
- Setting back the temperature 10Deg in a building, unoccupied 12 hours per day and 41 hours per weekend, results in utility savings of approximately 24%.
- Dirty air filters in air handling units increase the total static pressure .5" and generates the need for 10% additional horse power.
- One millimeter of scale will raise the energy consumption of a chiller 10% at full load.

*Source (Terry A. Thompson "Preventive Maintenance Save Energy Dollars" Engineered Systems)



NAC Customer Support Agreement

The following is a comprehensive list of the Support Services NAC offers to maximize the value of your investment in your Mechanical and your Building Control Systems. Following this list of Support Services is a detailed description of each offering and the value that it provides.

1. Mechanical, Electrical, and Plumbing Preventive Maintenance and Performance Testing Services

- Mechanical Systems
- Electrical Systems
- Plumbing Systems

2. Emergency Response Services (Standard or Premium)

- On-Site Response

3. General Services; Included in All Support Agreements

- Account Management
- Documentation of All Services Provided
- Quality Assurance Program



NAC Customer Support Agreement Detailed Description

1. Mechanical, Electrical, and Plumbing Preventive Maintenance and Performance Testing Services

Air Handling / Rooftop Maintenance and Performance Testing

Air Handling systems are one of the single largest operating expenses that a company has. NAC will provide a complete operational performance test to include heating, cooling delta tees, bearings, and belts, verify safeties are working properly, and that set points are optimized for the highest level of utility savings.

- ☒ Included in this Support Agreement
☐ Not included with this Support Agreement (Owners staff to maintain) ☐ Not Applicable
☐ Condenser ☐ Evaporator Coil Cleaning is included in this Support Agreement () times per year
☒ Belts (1) times per year ☒ Filters are included in this Support Agreement (2) times per year

Boiler System Maintenance and Performance Testing

Boiler systems are one of the most critical and largest operating expenses that a company has. NAC will provide a complete operational performance test to include combustion flue analysis, verify safeties are working properly, and that set points are optimized for the highest level of utility savings.

- ☒ Included in this Support Agreement – Quarterly ☐ Semi-Annual ☐ Annual ☒
☐ Not included with this Support Agreement (Owners staff to maintain) ☐ Not Applicable

Chiller System Maintenance and Performance Testing

Chiller systems are also critical to a buildings operation and largely contribute to the operating expenses that a company has. NAC will provide a complete operational performance test to include refrigerant pressures, verify safeties, heat transfer test, and that set points are optimized for the highest level of utility savings.

- ☐ Included in this Support Agreement
☒ Not included with this Support Agreement (Owners staff to maintain) ☒ Not Applicable
☐ Condenser ☐ Evaporator Coil / Tube Cleaning is included in this Support Agreement

Misc. HVAC Equipment Maintenance and Performance Testing

Complex and even simple buildings can have many different mechanical systems that need to be maintained to ensure that building is running at optimum performance. NAC will verify the operation and performance test each of the items listed below per manufactures recommendations.

- ☒ Mini Splits
☐ Variable Air Volume Boxes
☒ Heat Pump, Fan Coil unit
☒ Infrared Heaters
☒ Unit Heaters
☐ Domestic Hot Water Heaters
☐ Exhaust Fans



Pneumatic System Maintenance and Performance Testing

Pneumatic control systems are susceptible to oil and water that can migrate from the central air supply system. For this reason it becomes increasingly important to monitor the health and operation of these systems. If there is a failure it can cost the owner thousands of dollars to repair. NAC will monitor and maintain the Automatic Temperature Control (ATC) system so that failures are caught before they cause secondary damage. NAC will also calibrate and repair systems as outlined in "Attachment A".

- ☐ Included in this Support Agreement
☒ Not included with this Support Agreement (Owners staff to maintain) ☐ Not Applicable

Water Treatment Maintenance and Performance Testing

Maintaining your open and closed water systems is critical to the overall life expectancy and efficiency of the overall mechanical systems. NAC will administer water treatment services to insure that system is operating at peak capacity. This includes sampling, testing and recommending and supplying the proper water treatment for your system.

- ☐ Included in this Support Agreement ☐ Heating System ☐ Cooling System
☒ Not included with this Support Agreement (Owners staff to maintain) ☐ Not Applicable

Electrical System Maintenance and Performance Testing

The fact is power surges, spikes, transients and poor or even no preventive maintenance is causing damage on a regular basis. These events wear down components and eventually cause premature failure. The more power your facility uses, the greater the risk of failure. Electrical failures are inevitable without preventive maintenance. NAC will provide testing and maintenance as outlined in "Attachment A" to meet the customers' business needs.

- ☐ Included in this Support Agreement – Quarterly ☐ Semi-Annual ☐ Annual ☐
☒ Not included with this Support Agreement (Owners staff to maintain) ☒ Not Applicable

Bill Verification

Bill verification is out of the limelight but is an energy management core competency that you must not overlook. Utilizing NAC partner's custom-designed tariff rate models allows us to recreate your utility's bill structure and perform detailed billing verification of your natural gas and electric bills.

A further degree of bill verification is provided when you incorporate our bill payment service. Utilizing the bill payment service allows quick, random sampling of billing history to identify potentially abnormal spikes in demand or price. A sampling that shows a recognizable spike compared to historic usage levels may then be treated with additional scrutiny. This higher degree of analysis can lead to several conclusions, including a faulty utility meter, a faulty billing statement, degraded facility equipment, or it may be determined to be a positive occurrence due to increased facility demand and output.

- ☐ Included in this Support Agreement – Monthly ☐ Bill Pay ☐
☒ Not included with this Support Agreement (Owners staff to maintain) ☒ Not Applicable

Plumbing RPZ System Maintenance and Performance Testing

The State of Minnesota requires that backflow preventers (RPZ's) be tested and reported on annually and rebuilt as necessary. NAC will apply for the city permit, test, and report each RPZ so that your facility stays in compliance with state and local codes.

- ☐ Included in this Support Agreement – Yearly Testing ☐
☒ Not included with this Support Agreement (Owners staff to maintain) ☒ Not Applicable



Spare Parts Allowance

Mechanical ☐ **Electrical** ☐ **Plumbing** ☐

NAC will provide \$,___ (Dollars no/100) per year in spare parts at the preferred customer rate. NAC Mechanical & Electrical stocks Alerton, Honeywell, Johnson and Belimo parts that are available from our inventory in our St Paul, MN office. NAC will also provide and maintain stock for the mechanical, electrical and plumbing needs.

☐ Included in this Support Agreement

☒ Not included with this Support Agreement (Owners staff to maintain) ☒ Not Applicable

2. Emergency Response Services

On-site Emergency Response

Mechanical ☒ **Electrical** ☒ **Plumbing** ☒

If during our On-line Emergency response we are unable to resolve the situation we will dispatch a Service Professional to your facility. Non-emergency calls, as determined by your staff and NAC will be incorporated into the next scheduled service visit.

☒ **Standard Emergency On-site Response Time** – NAC will be on site by the end of the next business day; Monday through Friday; 8:00 AM to 5:00PM, excluding holidays

☐ **Premium Emergency On-site Response Time** – We will be on site within four (4) hours, 24 hours/day, 7 days/week, including holidays (after the completion of the internet or telephone response) (Assumes safe driving conditions)

Emergency Response Services

Services listed above guarantees response time to an emergency situation **only**. The use of on-line and/or on-site emergency service is not included in the scope of this contract and will be billed at the applicable time & material rates.

After-Hours Support

Emergencies can and usually happen when you least expect it and many times on the weekends or after 5:00 PM. It is very important to NAC to provide support in all emergency situations for all of our customers. To address this concern NAC has a 24-7-365 emergency answering service. You can utilize this service in an after-hours emergency situation by calling **651-490-9868** or by emailing service@nac-hvac.com. After receiving the call or email we will first attempt to solve the issue on-line as described in the *On-line Emergency Response* section of this proposal. If the problem persists we will discuss it with you and upon your approval dispatch a service technician to your site.

3. General NAC Customer Support Agreement Features

☒ **Account Manager** - A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives.

☒ **Dedicated Service Team** - Our Service Team knows controls and mechanical systems; they are trained on all aspects of maintaining and troubleshooting your systems interoperability to maximize uptime and energy efficiency.

☒ **Documentation** - All service visits will be documented by a work order detailing the service performed, materials used, and hours spent.

☒ **System and Service Log** - NAC will provide you with a log for documentation of concerns, system problems, and other related items requiring our attention. Each scheduled service visit shall begin with a review of the log.



Checked items are included as detailed under "Customer Support Agreement Detailed Description"

	Winter	Spring	Summer	Fall
Mechanical, Plumbing and Electrical Services				
X Mechanical Maintenance / Performance Testing		X		X
Electrical Maintenance / Performance Testing				
Plumbing Maintenance / Performance Testing				
Flex Hours Support	To be used as directed by customers staff			
Customer Training				
X Emergency Response				
X General Services				
Other Services				
	Coverage Code			Basic Full
Limited Troubleshooting and Diagnostics	Mechanical System *			X
X Account Management	Electrical System *			X
X Emergency Response Services	Plumbing System *			X
Material & Labor Discounts				

* Please refer to Attachment A "Equipment List" for complete equipment coverage details

Customer Support Agreement Pricing Summary

Billing Period In Advance: Annual ☐ Semi Annual ☒ Quarterly ☐ Monthly ☐

Pricing for these features is based on a 3-year program with a start date of January 1, 2021.

Year 1: \$ 6,710.00

-Semi Annual: \$ 3,355.00

Year 2: \$ 6,911.00

-Semi Annual: \$ 3,455.00

Year 3: \$ 7,257.00

-Semi Annual: \$ 3,629.00

NAC believes that this proposal is in the best interests of City of St. Francis and is based on your input. Please feel free to contact me if you have any changes. If accepted, please sign, date below and return to NAC with purchase order or billing information.

This proposal is valid for 30 days from the time that it is signed by an authorized NAC Mechanical & Electrical employee. Contract will renew year on year after the original term unless NAC Mechanical & Electrical Services receives writing notification to cancel this agreement 30 days prior to the end of the contract term.

CITY OF ST. FRANCIS

Signature: _____

Name: _____

Title: _____

Date: _____

NAC MECHANICAL & ELECTRICAL SERVICES

Signature: _____

Name: Doug Batcha

Title: Account Manager

Date: _____



	Preferred Rate (Mon-Fri) (8AM to 5 PM) Excludes Holidays	Preferred Overtime Rate (Mon-Fri (5 PM to 8AM) Sat, Sun Excludes Holidays
Automation /Critical Systems Services	\$135.00	\$216.00
Mechanical Services	\$131.00	\$230.00
Electrical Services	\$131.00	\$230.00
Plumbing Services	\$131.00	\$230.00
SheetMetal Services	\$131.00	\$230.00
Account Manager	\$0	\$0



Attachment A

Equipment Included (Covered Equipment)

This agreement assumes that the equipment listed below is in good maintainable condition. If repairs are found to be necessary upon initial inspection or initial seasonal startup, repair charges will be submitted for approval by the client prior to the repairs being performed.

WATER TREATMENT FACILITY

Quantity	Equipment	Model Number	Serial Number	Manufacturer
4	Boilers	60	N/a	Viessmann
1	MUA 2	TAH-ID0800	N/a	Titan
1	MUA 3	RDH-100	N/a	Reznor
1	MUA 4	SDH-100	N/a	Reznor
1	MUA 5	TAH-ID0800	N/a	Titan
2	Unit Heaters	UDAS-75	N/a	Reznor
1	Condensing unit1	24AHA424A300	N/a	Carrier
1	Condensing unit2	24ACC630A300	N/a	Carrier
1	Condensing unit3	24ACC660A300	N/a	Carrier
1	Split system	40QAC024	N/a	Carrier
1	Heat pump	36HBXBX-HW	N/a	First company
1	Heat pump	60HBXBX-HW	N/a	First company
1	Radiant Heater	N/a	N/a	N/a
1	MUA 1	TAH-ID0800	N/a	Titan
2	Unit Heaters	UDAS-30	N/a	Reznor
1	MUA 6	TAHID0400	N/a	Titan
1	Condensing unit4	38HDR060	N/a	Carrier
1	Split System	40QAC060	N/a	Carrier



ATTACHMENT A1 – EQUIPMENT COVERED

This agreement assumes that the equipment listed below is in good maintainable condition. If repairs are found to be necessary upon initial inspection or initial seasonal startup, repair charges will be submitted for approval by the client prior to the repairs being performed.

<u>Location</u>	<u>QTY</u>	<u>Unit(s)</u>
City Hall	4	Forced Air Furnace and Condensing Units
Ambulance Bay	2	Forced Air Furnace and Condensing Units
Fire Station	5	Radiant Tube Heating Units
Fire Station	1	Make Up Air Unit
Water Department	1	Forced Air Furnace and Condensing Units
Water Department	10	Dehumidification Units
Water Department	1	Carrier Split System Unit
Water Department	2	Mini-Split Units
Water Department	8	Unit Heaters
Warming Shack	1	Forced Air Furnace and Condensing Units
Liquor Store	2	Forced Air Furnace and Condensing Units
Liquor Store	3	Walk In Evaporators and Condensing Units



Attachment A – Preventative Maintenance Services Performed

FURNACE & AIR CONDITIONING/SPLIT SYSTEMS

HEATING CHECK

1. Visually inspect condition of heat transfer surfaces for corrosion or cracks
2. Change filters with Pleated style filters per agreement
3. Check for gas leaks in and around heating unit immediate area
4. Visually inspect flue venting integrity and for corrosion
5. Clean heat exchanger as applicable
6. Clean and adjust pilot assembly or main ignition source
7. Remove and clean burners
8. Run heating cycle
9. Adjust burner for efficiency
10. Adjust pressure regulator
11. Check and adjust all safety controls
12. Check fan operating control
13. Check out complete furnace cycle
14. Perform combustion analysis and or carbon monoxide analysis
15. Report all findings and deficiencies

A/C CHECK

1. Visually inspect condition of condensing unit for corrosion or signs of leaks
2. Inspect control panel, wiring, connections and insulation
3. Inspect and clean evaporator coils as necessary
4. Run cooling cycle
5. Check suction and discharge pressures
6. Adjust expansion valve superheat where necessary
7. Check condenser coil sub cooling
8. Verify refrigerant charge utilizing steps 6 & 7
9. Verify and record evaporator temperature drop
10. Check oil level and pressures
11. Check filter-drier for restrictions and sight glass for moisture
12. Check compressor contactor
13. Lubricate fan motor bearings
14. Clean condenser coil as specified in contract
15. Check safety and operating controls
16. Report all findings and deficiencies



MAKEUP AIR/EXHAUST FANS – SEMI-ANNUAL MAINTENANCE

1. Audio and visual inspection
2. Lubricate fan and motor bearings
3. Inspect and adjust drive alignment and security
4. Inspect belt condition, change per contract
5. Check starter contacts and overloads where applicable
6. Clean exhaust fan wheel and exhaust screens as applicable
7. Report all findings and deficiencies

EVAPORATOR/CONDENSER/DE-HUMIDIFICATION

1. Audio and visual inspection
2. Lubricate fan and motor bearings
3. Inspect and adjust drive alignment and security
4. Inspect belt condition, change per contract
5. Check starter contacts and overloads where applicable
6. Clean exhaust fan wheel and exhaust screens as applicable
7. Report all findings and deficiencies

RADIANT HEATING

1. Visually inspect condition of heat transfer surfaces for corrosion or cracks
2. Check for gas leaks in and around heating unit immediate area
3. Visually inspect flue venting integrity and for corrosion
4. Clean heat exchanger as applicable
5. Clean and adjust pilot assembly or main ignition source
6. Run heating cycle
7. Adjust burner for efficiency
8. Adjust pressure regulator
9. Check and adjust all safety controls
10. Check fan operating control
11. Report all findings and deficiencies

Hot Water Boilers

1. Check in with Customer for any abnormalities on Boiler
2. Test the Gas Train
3. Check for Fuel leaks
4. Check combustion and adjust as needed
5. Check all assemblies and strainers and clean as needed
6. Check all Electrical Connections
7. Lubricate Fan Motor and Linkages as needed
8. Check all Safeties and verify outputs
9. Check on integrity of the Flue System
10. Verify Gas Pressures
11. Inspect, clean and test burners, blowers, electrodes, oil contacts, pressure controls and wiring connections



TERMS AND CONDITIONS

The following terms and conditions are attached to and form an integral part of NAC Mechanical & Electrical (referred to herein as "NAC") Customer Support Agreement Proposal ("Proposal"). The portions of such Proposal relating to "Scope of Work" or any "Proposed Solution" (in either case, referred to herein as the "Proposed Solution"), together with these terms and conditions, are collectively referred to as the "CSA Agreement".

Article 1: General

1.1 a) The CSA Agreement, when accepted in writing by the Customer and approved by an authorized representative of NAC shall constitute the entire, complete and exclusive agreement between the parties relating to a technical support program ("Services") for the equipment and software identified in the List of Equipment or the Service Coverage Report attached to the CSA Agreement ("Equipment") and shall supersede and cancel all prior agreements and understandings, written or oral, relating to the subject matter of the CSA Agreement. The CSA Agreement and any rights or obligations thereunder may not be assigned by either party without the advance written consent of the other.

(b) The terms and conditions of this CSA Agreement shall not be modified or rescinded except in writing, signed by a corporate officer of NAC. NAC's performance under this CSA Agreement is expressly conditioned on Customer's assenting to all of the terms of this CSA Agreement, notwithstanding any different or additional terms contained in any writing at any time submitted or to be submitted to NAC by Customer relating to this subject matter.

c) The terms and conditions set forth herein shall supersede, govern and control any conflicting terms of the Proposed Solution or the Proposal.

1.2 This CSA Agreement shall automatically renew for successive one (1) year periods beginning on the anniversary date of the original term as set forth in the Proposal, unless stated otherwise in the CSA Agreement.

1.3 Either party may terminate or amend this CSA Agreement by giving the other party at least thirty (30) days prior written notice of such amendments or intent not to renew after the original term.

1.4 This CSA Agreement shall be governed by and enforced in accordance with the laws of the State of Minnesota.

1.5 Customer will at all times designate a contact person with authority to make decisions for Customer regarding the Services. Customer will provide NAC with information sufficient to contact such person in an emergency. If such representative cannot be reached, any request for Service received from a person located at Customer's premises will be deemed authorized by Customer, and NAC will, in its discretion, act accordingly.

1.6 NAC will be permitted to control and/or operate all Equipment necessary to perform the Services.

Article 2: Equipment Testing, Inspection and Maintenance

2.1 The Customer represents that all Equipment is in satisfactory working condition. By the latter of the first thirty (30) days of this CSA Agreement or the first scheduled inspection, NAC will have inspected all the Equipment.

2.2 If the Proposed Solution provides for maintenance, any repairs and replacements of Equipment are limited to restoring the proper working condition of such Equipment. NAC will not be obligated to provide replacement Equipment that represents significant capital improvement compared to the original. Exchanged components become the property of NAC.

Article 3: Charges, Fees and Invoices

3.1 Payments to be made under this CSA Agreement will provide for, and be in consideration of, only Services specifically included under the Proposed Solution. All other Services, including but not limited to the following, shall be separately billed or surcharged on a time and materials basis: (a) emergency Services performed at Customer's request, if inspection does not reveal any deficiency covered by this CSA Agreement; (b) Services performed other than during NAC's normal working hours; and (c) Service performed on equipment not covered by this CSA Agreement.

3.2 Invoices are due net 30 days or otherwise as may be set forth therein. If any payment is not received net 30, NAC may deem Customer to be in breach hereof and may enforce any remedies available to it hereunder or at law, including without limitation suspension or termination of Services and acceleration of payments.

Article 4: Allocation of Risk

4.1 (a) Until one year from either the date hereof or the date the Equipment is installed, whichever first occurs, all equipment manufactured by NAC or bearing its nameplate will be free from defects in material and workmanship arising from normal use and service. (b) Labor for all Services under this CSA Agreement is warranted for 90 days after the work is performed.

4.2 The limited warranties set forth in Section 4.1 will be void as to, and shall not apply to, any Equipment (i) repaired, altered or improperly installed by any person other than NAC or its authorized representative; (ii) subjected to unreasonable or improper use or storage, used beyond rated conditions, operated other than per NAC's or the manufacturer's instructions, or otherwise subjected to improper maintenance, negligence or accident; (iii) damaged because of any use of the Equipment after Customer has, or should have, knowledge of any defect in the Equipment; or (iv) not manufactured, fabricated and assembled by NAC or not bearing NAC's nameplate.

4.3 NAC will indemnify Customer from and against losses, claims, expenses and damages (including reasonable attorney's fees) for personal injury or physical damage to property, but not loss of use of the property resulting from such damage or from damage to any work performed hereunder. Such Indemnification shall be solely to the extent caused by or arising directly from NAC's or its employees', consultants' or agents' negligent acts or omissions or willful misconduct in connection with its performance of Services hereunder. NAC's obligations under this Indemnity provision shall not extend to claims, losses, expenses and damages arising out of or in any way attributable to the negligence of Customer or its agents, consultants or employees other than NAC.

Article 5: Customer Responsibilities

5.1 Customer will operate and maintain all Equipment in accordance with applicable manufacturer's specifications, including those set forth in the manufacturer's operating manuals or instructions, as well as all requirements of applicable law or of authorities having jurisdiction.

5.2 Customer will promptly notify NAC of any unusual operating conditions, system malfunctions or building changes that may affect the Equipment or any Services.

5.3 Customer will provide NAC with reasonable means of access to the Equipment and shall make any necessary provisions to reach the Equipment and peripheral devices. Customer will be solely responsible for any removal, replacement or refinishing of the building structure or finishes that may be required to gain access to such Equipment.

Article 6: Limitations of Maintenance or Service Obligations

6.1 NAC will not be responsible for the maintenance, repair or replacement of, or Services necessitated by reason of: (a) non-maintainable, non-replaceable, or obsolete parts of the Equipment, including but not limited to ductwork, shell and tubes, heat exchangers, coils, unit cabinets, casings, refractory material, electrical wiring, water and pneumatic piping, structural supports, cooling tower fill, slats and basins, etc. unless otherwise specifically stated herein; or (b) negligence, abuse, misuse, improper or inadequate repairs or modifications, improper operation, lack of operator maintenance or skill, failure to comply with manufacturer's operating and environmental requirements, Acts of God, or other reasons beyond its control. NAC assumes no responsibility for any service performed on any Equipment other than by NAC or its agents.

6.2 NAC shall not be responsible for loss, delay, injury or damage that may be caused by circumstances beyond its control, including but not restricted to acts or omissions by Customer or its employees or agents, Acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, water damage, lightning, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, fuel, labor or materials.

6.3 NAC is not responsible for repairs, replacements or services to Equipment due to corrosion, erosion, improper or inadequate water treatment by others, electrolytic action, chemical action or other reasons beyond its reasonable control.

6.4 NAC shall not be responsible for the removal or reinstallation of replacement valves, dampers, water flow and tamper switches required from pipes and duct work including any venting or draining systems.



PREVENTIVE MAINTENANCE AGREEMENT

This Agreement is between Yale Mechanical, hereinafter referred to as "Yale", and City of St. Francis, hereinafter referred to as "Customer".

City of St. Francis
4058 St. Francis Blvd NW
St. Francis, MN

Contact: Paul Teicher
Telephone Number: 763-490-5572

Proposed: October 14, 2020

Agreement Numbers: S20-0817

Number of Pages: 9

LOCATION OF WORK

MULTIPLE SITES - SEE ATTACHED AGREEMENT SUMMARY

SCOPE OF SERVICES

<u>Maintenance Program Options</u>	<u>Included</u>	<u>Service Options</u>	<u>Included</u>	<u>Payment Options</u>	<u>Selected</u>
SSM-Seasonal Start-up Maintenance	☒	FS-Filter Service	☒	Quarterly	☐
FCI-Filter Change & Visual Inspection	☐	BS-Belt Service	☒		
MSM-Mid Season Maintenance	☐	CCC- Condenser Coils Cleaned	☐	Monthly	☐
<u>Extended Program Options</u>		ECC- Evaporative Coils Cleaned	☐		
FL-Full Labor	☐	COA-Compressor Oil Analysis	☐	Semiannually	☒
FC-Full Coverage	☐	WS-Water Treatment Service	☐		
BOS-Boiler Operation Services	☐	Custom Service	☐	Other	☐
FOS-Facility Operation Services	☐				
BAS-Building Automation/Control Sys	☐				

The above selected Services are described in detail on the attached schedules.

TERMS

See attached agreement summary for the price breakdown per site.

This Agreement shall be in effect from January 1, 2021 through December 31, 2023. Notice not to renew must be delivered at least 30 days prior to the end of the Agreement term. Renewal price adjustments are specified in Terms and Conditions.

During the term of this Agreement and for a period of three years following its termination or expiration, the Customer agrees to hold confidential and not disclose to any third party all materials, manuals, proposal documents, service plans, and agreements that Yale provides or makes available to Customer.

The attached Terms and Conditions, Schedule of Rates and Services, Schedule of Equipment and Agreement Summary are included as part of this Agreement as though specifically contained herein. This Agreement shall constitute the entire Agreement between Yale and Customer.

AGREEMENT APPROVAL

ACCEPTED BY: CITY OF ST FRANCIS

SUBMITTED BY: YALE MECHANICAL

Signature

Signature: Brent O. Opitz, Business Develop. Mgr.

Ron Gundershaug

Name (Printed) & Title

Signature: Ron Gundershaug, VP Service Division

10-14-2020

Date:

Date:

HVAC ■ PIPING ■ SHEET METAL ■ MILLWRIGHT ■ PLUMBING

220 West 81st Street, Bloomington, MN 55420 ■ 952.884.1661 ■ yalemech.com

TERMS AND CONDITIONS

MAINTENANCE PROGRAM OPTIONS

☒ **Seasonal Start-up Maintenance:**

Includes preventive maintenance of Covered Equipment per the Service Plan. The Service Plan includes a detailed list of tasks used by the technician to provide the particular Seasonal Start-up Service.

☐ **Filter Change and Visual Inspection:**

Includes scheduled filter change and cursory inspection of the Covered Equipment.

☐ **Mid Season Maintenance:**

Includes visual checks of Covered Equipment per the Service Plan. The Service Plan includes a detailed list of tasks used by the technician to provide Mid-Season Maintenance.

EXTENDED PROGRAM OPTIONS

All services described above will be performed during Yale's normal working hours, unless the following options is included in its Agreement:

☐ **24/7 Extended Service Option:**

Yale will provide response 24 hours per day, 7 days a week, (including Holidays and weekends). Should a defect be found during an Extended Service visit that Yale is not responsible for under this Agreement, Customer agrees to pay Yale the standard fee charged by Yale for any services rendered.

☐ **Full Labor:**

Includes labor to perform Scheduled Service Visits and Repair Labor as defined in this Agreement necessary to restore Covered Equipment to working condition following an Equipment Failure and excludes total equipment replacement due to obsolescence or unavailability of parts.

☐ **Full Coverage:**

Includes Repair Labor and Repair Material necessary to restore Covered Equipment to working condition following an Equipment Failure and excludes total equipment replacement due to obsolescence or unavailability of parts. Yale may choose to replace Repair Materials that indicate eminent failure if such repairs will avoid additional costs or equipment shutdown. At Yale's option, Repair Materials may be new, used, or reconditioned so long as OEM integrity is maintained. All Repair Materials are covered by the warranty as described below. It is mutually agreed that any Full Coverage agreement covers only integral operating devices inside the Covered Equipment as per the attached Schedule of Equipment and does not include the Service Labor for ductwork, flue pipe, electrical or plumbing work, balancing beyond the unit, or other nonmaintainable parts.

☐ **BOS - Boiler Operations:**

Yale will provide boiler operational inspection as per attached Agreement Summary

- ☐ Yale will post the required level of Boiler Operating License as determined by the State of Minnesota Boiler Operating Code

☐ **FOS - Facility Operations Services:**

Yale will provide onsite facility engineering as determined by the attached Agreement Summary

☐ **BAS - Building Automation /Control Services:**

Yale will provide Building Automation/Control Services as determined by the attached Agreement Summary

SERVICE OPTIONS

Service Options includes the following selected options:

☒ **FS - Filter Service:**

Yale will change filters as per attached Agreement Summary

- ☐ Filters supplied by Yale
☒ Filters supplied by Customer
☐ Pleated Filters
☐ Other Filters

☒ **BS - Belt Service:**

Yale will change belts as per the attached Agreement Summary

- ☐ Belts supplied by Yale
☒ Belts supplied by Customer

☐ **CCC - Condenser Coil Cleaning:**

Yale will clean condensers as per attached Agreement Summary

- ☐ Pneumatic (high volume air)
☐ Water (Customer supplied water pressure)
☐ Chemicals included
☐ Split condensers and wash as needed
*Customer will hold harmless Yale for work-hardened related leaks

The Customer understands, in order to thoroughly clean the condenser coils at this facility, it may be necessary to separate them. In this process, the return bends of the condenser coils can become work-hardened and may in time create refrigerant leaks beyond the control of Yale. The Customer agrees to hold harmless Yale for such repairs.

☐ **ECC - Evaporative Coil Cleaning:**

Yale will clean evaporative coil as per attached Agreement Summary

☐ **COA - Compressor Oil Analysis:**

Yale will sample, test and report metallurgical oil analysis or Semi-hermetic compressor per attached Agreement Summary

☐ **WS - Water Treatment Service:**

Yale will supply and administer water treatment services, including sampling, testing and recommendations for proper water treatment of the system

☐ **CS - Custom Service:**

Yale will provide services designed to meet Customer's specific requirement as per attached Agreement Summary or services (i.e., pneumatic control calibration, steam trap testing, air balancing, air quality, RPZ/backflow certification, thermal imaging, eddy current testing, etc.)

The above selected services will be performed on a scheduled basis for the Covered Equipment.

DEFINITIONS

Covered Equipment means the equipment for which services are to be provided under this Agreement. The applicable Schedule of Equipment attached to this Agreement defines Covered Equipment.

Equipment Failure means the sudden and accidental failure of moving parts or electric or electronic components that are part of the Covered Equipment and that are necessary for its operation.

Scheduled Service Visits refers to labor required to perform inspections and preventive maintenance on Covered Equipment.

Scheduled Service Materials means materials required to perform scheduled Service Visits on Covered Equipment as defined in Material List.

Seasonal Start-up Maintenance (SSM) refers to comprehensive tasking designed to prepare a piece of equipment for the heating or cooling season.

Filter Change and Visual Inspection (FCI) refers to scheduled filter change and visual technical inspection of equipment only.

Mid-Season Maintenance (MSM) refers to selected tasking designed to ensure continued functionality midway through a heating or cooling season.

Repair Labor refers to the ongoing labor used to repair/replace the failed components and material covered per the terms of this Agreement.

Repair Materials refers to the necessary materials and components used to repair/replace the failed components and material covered per the terms of this Agreement.

Repair Labor and Repair Materials coverage apply to the maintainable parts of the Covered Equipment specified on the Equipment List contained in this Agreement.

MAINTAINABLE PARTS

Maintainable parts are those parts of the Covered Equipment that are mechanically moving parts, that through periodic servicing can be made to operate more efficiently and effectively. Detection and repair of refrigerant leaks on maintainable components is included. Examples of maintainable parts include motors, compressors, relays, controls, bearings and belts.

NONMAINTAINABLE PARTS

Non-maintainable parts are not covered under this Agreement. Examples of parts that are not maintainable, and therefore are excluded from repair related coverage are replacement and disposition of CFC's, ductwork, piping, boiler refractory material, heat exchangers, insulation, wiring, structural cabinets and supports, shell and tube bundles, evaporators, condensers, cooling tower structures, etc.

See Exclusion for further explanation applicable to this Agreement*.

Normal working hours shall be defined as an eight-hour period occurring between 8:00AM and 4:30PM Monday - Friday, except Holidays.

Overtime is defined as 1-1/2 times the current service rate at the time the costs are incurred, and shall apply between the hours of 4:30 PM and 8:00 AM Monday - Friday; and 8:00AM and 4:30PM Saturday and Sunday.

Double time rate is defined as 2 times the current service rate at the time the costs are incurred and shall apply between the hours of 4:30 PM and 8:00 AM Saturday, Sunday, and Holidays. Holidays are defined as Yale's standard holidays. If Christmas or New Years falls on a weekend, the Holiday will be observed either the Friday before or the Monday after.

Service Labor Rate Applicable Time and Material repairs outside the scope of this Agreement shall be billed at the current service labor rate. See the attached Agreement Summary Sheet.

*Consistent with "Agreement Summary" as we deem necessary.

Specialty Rates shall be charged for Air Balance, DDC Programming, or any other services that are outside the normal services defined in this plan and will be billed at the current rate for such service at the time the costs are incurred.

Truck Trip Charge shall apply for non-scheduled maintenance and repairs. For locations outside of the seven county metro area, a mileage charge will apply. Travel time will be at the same rate as the applicable service rate as defined above.

CONDITIONS

The equipment and systems included under this Agreement as per the attached "Schedule of Equipment" and are to be performed by Yale employees, and such others as may be designated by Yale during regular straight time hours; provided however, that the Customer may elect to authorize work to be performed under this Agreement at such other hours as found necessary and Yale employees are available at the then prevailing and applicable labor rate.

All labor, material and other work performed and/or furnished by Yale under benefit of this Agreement, or performed and/or furnished upon authorization by an agent or representative of the Customer, whether declared or implied, shall be invoiced on a time and material basis and the labor rate per man-hour, including travel time, in accordance with then existing and applicable labor contract definitions binding upon Yale, shall be pursuant to then existing labor rates as described in the prevailing "Schedule of Labor Rates and Services".

INITIAL EQUIPMENT INSPECTION FOR FULL LABOR OR FULL SERVICE COVERAGE

Yale will inspect the Covered Equipment within 45 days of the date of this Agreement or as seasonal operation conditions permit. Yale will advise the Customer if any Covered Equipment is found not to be in working order or in need of repair. With the Customer's approval, Yale will perform the work necessary to put the Covered Equipment in proper working condition, at Yale's standard pricing for parts and labor in effect at that time. If the Customer does not want Yale to do the work to rectify these deficiencies, or if Customer does not have the work performed by a third party, the equipment will be removed from the list of Covered Equipment.

WARRANTY

Yale warrants that its services will be free from defects in workmanship and material until the earlier to occur of the termination or expiration of this Agreement or for 30 days following such services. Yale's sole obligation shall be to repair or to replace defective parts or to properly perform defective service, EXCEPT AS EXPRESSLY PROVIDED BY THIS AGREEMENT, YALE HEREBY EXPRESSLY DISCLAIMS AND NEGATES ANY OTHER REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, RELATING TO THE SERVICES PROVIDED UNDER THIS AGREEMENT (INCLUDING WITHOUT LIMITATION, ANY IMPLIED OR EXPRESS WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR CONFORMITY TO MODELS OR SAMPLES OR MATERIALS).

Customer understands and acknowledges that Yale is a provider of services under this Agreement and is not a merchant or vendor of goods. Any warranty claim for goods or equipment shall be made against the manufacturer only and Yale will transfer the benefits of that manufacturer's warranty to Customer upon the request of Customer.

CUSTOMER RESPONSIBILITIES

The Customer represents and warrants that, to the best of Customer's knowledge, all Covered Equipment is in good working condition and that the Customer has given Yale all information of which Customer is aware or reasonably should be aware concerning the condition of the Covered Equipment. If replacement or alterations to the building structure or equipment housing are required for access to service or repair, such services shall be furnished to Customer at an additional cost.

The Customer agrees that, during the term of this Agreement, the Customer will:

Maintain clear and safe access to Covered Equipment and provide timely access to secured areas when required;

Operate the Covered Equipment according to the Manufacturer's recommendations;

Keep accurate and current work logs and information on the Covered Equipment as recommended by the manufacturer or Yale;

Provide a safe and adequate environment for Covered Equipment as recommended by the manufacturer, required by law or as may be recommended (without any duty to so recommend) by Yale, including adequate space, electrical power, air conditioning and humidity control;

Notify Yale immediately of any equipment malfunction, breakdown, or other condition affecting the operation of Covered Equipment;

Ensure that all Customer vendors, employers and agents are adequately trained in operating the Covered Equipment;

Assume possession of all materials and substances used in normal maintenance, and shall have the responsibility of disposing of the materials and substances properly and in accordance with all applicable laws and regulations, unless otherwise included in this Agreement;

Allow Yale to start and stop, periodically turn off, or otherwise change or temporarily suspend utilities and operations so that Yale can perform the services required under this Agreement.

Pay all taxes or other government charges relating to the transfer, use, ownership, servicing or possession of any equipment relating to this Agreement.

Payment terms are net 10 days. The terms of this agreement shall become null and void upon the failure of Customer to render payment to Yale within thirty days of the invoice date. Any dispute between Customer and any landlord, underwriter, or other third party for the payment of any invoice, shall not be a cause for the delay of prompt payment by Customer. Delinquent amounts accrue interest at the rate of 1 ½ % per month.

REFRIGERANT POLICY

Customer and Yale agree to comply with any and all governmental laws or regulations concerning the proper handling of refrigerants including CFC's (Chlorofluorocarbons).

If repairs are required, Yale shall submit to Customer a written Refrigerant Leak Notification form describing the CFC leak problem in detail. This notification will be given to Customer by the attending technician at the time the leak is discovered. If Customer resides off-site, notification will be mailed.

In addition to the Refrigerant Notification Leak form, a Repair Proposal will be submitted to Customer where applicable for approval. Customer agrees to review proposal and make a decision on leakage repairs within five days from receipt of proposal. Yale will copy all notifications, proposals and repair decisions to all parties involved, including building owner(s), property/asset management, etc. Yale will only service buildings that operate within all governmental laws and regulations regarding refrigerants, and may at its option cancel this Agreement if Customer refuses to comply.

Customer agrees to maintain registration of equipment with all proper agencies, where applicable.

Refrigerant, compressors, and compressor oil disposal *is not included* in this Agreement. Disposal and/or storage of refrigerants will be at additional cost unless otherwise noted.

EXCLUSIONS

Yale services under this Agreement *do not include* and Yale shall not be responsible for:

Supplies, accessories, or any items normally consumed during the use of Covered Equipment, such as ribbons, bulbs, and paper;

Calls resulting from lack of operator-level preventive maintenance, site-related problems, or operator error;

Service calls due to failures resulting from abuse or misuse of equipment, alterations, modification, or repairs to equipment not performed or provided by Yale;

The furnishing of materials supplies or services for painting or refinishing equipment;

Service calls resulting from attachments made to Covered Equipment or other equipment not covered by this Agreement;

Electrical work to the Customer's facility necessary to operate, maintain or repair the equipment;

The repair or replacement of ductwork, casings, cabinets, structural supports, tower fill/basin, hydronic and pneumatic piping, and vessels, gaskets, and piping not normally replaced or maintained on a scheduled basis, and removal of oil from pneumatic piping;

Service calls resulting from the effects of erosion, corrosion, acid cleaning, or damage from unexpected or especially severe freezing weather that is beyond what is prevented by Yale normal maintenance;

Repair or service made necessary by any operation of, adjustments to, or repair to, Covered Equipment by others not authorized in advance by Yale;

Repair or service made necessary by the negligence of others, including but not limited to equipment operators and water treatment companies;

Repair or service made necessary by improper environmental conditions affecting equipment or electrical power fluctuations, and service calls required because Yale had previously been denied access to the equipment;

Identification, abatement, removal or disposal of hazardous wastes and substances. Hazardous wastes and substances remain the property and the responsibility of the Customer even when removed from equipment or replaced by Yale. The Customer shall be responsible for the proper storage, handling and disposal of hazardous wastes and substances. "Hazardous wastes and Substances" include, but are not limited to, used oil, contaminated or uncontaminated refrigerant, asbestos and PCB's;

Doors, gaskets, latches, and hinges of refrigeration equipment because of the special nature of this type of equipment. The Customer is responsible for the removal of all contents of walk-in and reach-in coolers for either maintenance, or service of the equipment; and

Changes to Covered Equipment, which in Yale's reasonable opinion, affects Yale's services or Yale's costs to provide such services.

YALE EQUIPMENT

Yale may provide tools, documentation, panels, or other control equipment in the Customer's building for Yale's convenience in performing Yale services. Such equipment shall remain Yale property. Yale retains the right to remove such items at any time during the term, or upon the termination of this Agreement.

INDEMNITY

Yale and the Customer agree to indemnify and to hold each other, including their officers, agents, directory, and employees, harmless from all liabilities, costs, claims, demands, or suits of any kind, including but not limited to reasonable attorney's fees, resulting from the negligence willful misconduct, or breach of this Agreement by the indemnifying party or its employees, contractors or agents.

LIMITATION OF LIABILITY

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGE OR LOSS OF GOODWILL

FORCE MAJEURE

Yale shall not be liable for any work delays or interruptions in service that are caused by acts of God, strikes, disputes, wars, or any cause that is beyond Yale's reasonable control. Customer agrees to carry required fire, tornado, equipment and any other necessary insurance to protect from any such or related losses.

TERMINATION

In the event that either party hereto materially defaults in the performance of any of its duties or obligations under this Agreement (except for a default in payment to Yale as provided below) and does not substantially cure such default, or commence a cure, within thirty (30) days after being given written notice specifying the default, then the non-defaulting party may, by given written notice thereof to the defaulting party, terminate this Agreement as of a date specified in such notice of termination. In the event that Customer fails to make payment of any amounts due Yale hereunder within 15 days of due date, Yale may terminate this Agreement without notice.

In the event any court of competent jurisdiction determines or holds that any provision of this Agreement is unlawful, invalid, or unenforceable for any reason, then the parties hereto agree that such provisions of this Agreement shall be modified if and only to the extent necessary to render such provision enforceable and otherwise in conformance with all legal requirements. It is agreed that any legal action relating to this Agreement or the breach thereof by either party shall be commenced within one year from the date in which the cause of action occurred. In the event there is any litigation or arbitration between the parties concerning this Agreement, the successful party shall be awarded reasonable attorneys' fees and litigation or arbitration costs, including, but not limited to, the attorneys' fees and costs incurred in the collection of any judgment.

RENEWAL PRICE ADJUSTMENT

Yale will provide Customer with notice of any adjustments in the Agreement price applicable to a renewal period no later than thirty (30) days prior to the commencement of that renewal period. Unless the Customer terminates the Agreement as provided in the Term/Automatic Renewal provision of the Agreement, the adjusted price shall be the price for the renewal period. If Yale fails to timely provide such notice, the Agreement shall continue at the existing price, adjusted by previous year's increase in prevailing service consumer price index.

MISCELLANEOUS PROVISIONS

Any notice that is required to be given, under this Agreement must be in writing and sent to the party at the address noted on the first page of this Agreement.

This Agreement is the entire Agreement between Yale and the Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between Yale and the Customer. Any amendment or modification hereof must be in writing.

No delay or failure in exercising any right hereunder and no partial or single exercise thereof shall be deemed to constitute a waiver of such right or any other rights hereunder. No express or implied consent to a breach of any provision of this Agreement shall constitute consent to any prior or subsequent breach.

The Customer acknowledges and agrees that any purchase order issued by Customer, in accordance with this Agreement, is intended only to establish payment authority for the Customer's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement.

In the event that any term of any purchase order conflicts with, or is deemed to conflict with the terms of this agreement, the terms of this Agreement shall supersede such term of a purchase order. No term or condition included in the Customer's purchase order will have any force or effect.

Should any changes to relevant regulations, laws, or codes substantially affect Yale services or obligations, the Customer agrees to negotiate in good faith with Yale for appropriate changes to the scope or price of this Agreement or both.

Both parties reserve the right to cancel this Agreement if it is found to be unbeneficial to either the Customer or Yale. Cancellation shall be in writing at least 30 days in advance of the desired cancellation date. Customer will be responsible to reimburse Yale on a time and material basis for any and all services rendered including labor and materials expended to date that exceed the billings leading up to and including the cancellation date. All invoices will be due 10 days after invoice date.

The Customer shall reimburse Yale for sharp adjustments in the price of refrigerants. The customer will be invoiced for any increase over 10% of the base in any calendar year. Phase out and taxation of harmful CFC's are addresses in the "US Clean Air Act of 1990".

Any alteration to or deviation from this Agreement involving extra work and materials will become an extra charge over the sum stated in this Agreement to be provided on a time and material basis unless specified differently.

This Agreement is offered pending credit approval and may be withdrawn prior to acceptance for any reason without notice.

This Agreement and the rights and duties of the parties shall be construed and enforced in accordance with the laws of the State of Minnesota without giving effect to its rules on choice of law.

SCHEDULE OF INSPECTION AND MAINTENANCE

The following "Schedule of Inspection and Maintenance" shall be performed and/or furnished by Yale Mechanical under the provisions and limitations of this agreement and in connection with such equipment and systems as are listed on the "Schedule of Equipment."

1. COOLING SYSTEMS

ANNUALLY

- A. Check sight glasses and moisture indicators.
- B. Check refrigerant controls.
- C. Check refrigerant level(s).
- D. Inspect and adjust drive belts as necessary.
- E. Replace faulty and worn belts.
- F. Leak test refrigerant system, if applicable.
- G. Check and adjust operation of refrigerant cycle.
- H. Check expansion, solenoid and other valves.
- I. Lubricate motor bearing as required.
- J. Test head and suction pressures of compressors.
- K. Check oil pressure and level, if applicable.
- L. Check operation of unloaders and adjust if required (if applicable).
- M. Inspect starters and contactors.
- N. Inspect condensate drain and pan, clean if necessary.
- O. Clean contacts on relays and contactors, if required.
- P. Remove, clean and replace all washable filters.
- Q. Replace throwaway air filters or media.

2. AIR COOLED CONDENSERS

ANNUALLY

- A. Externally clean air cooled condenser surfaces.
- B. Lubricate fan and motor bearings as required.
- C. Inspect and adjust fan staging control, if required.
- D. Inspect, clean and adjust fan contactor as required.
- E. Inspect fan blades for stress cracks.
- F. Recommend bearing and/or shaft replacement, if required.
- G. Recommend chemical cleaning of condensing coils, if required.

3. HEATING SYSTEMS (FORCED AIR) & UNIT HEATERS

ANNUALLY

- A. Inspect, test and adjust all operating and safety controls.
- B. Inspect and adjust burner and pilot as required.
- C. Clean burners and pilots.
- D. Inspect belts, adjust or replace as required.
- E. Check and adjust damper motors.
- F. Inspect heat exchangers for leaks, rust and flaking.
- G. Inspect and lubricate draft inducer fan.
- H. Inspect operation of high limit and fan switch.
- I. Recommend replacement of faulty heat exchanger, if required.
- J. Check operation on natural gas firing.
- K. Check for fuel leaks
- L. Remove and clean all washable filters.
- M. Replace throwaway air filters or media.

4. AIR HANDLING AND FAN COIL UNITS

SEMIANNUALLY

- A. Lubricate and inspect motor bearings.
- B. Lubricate and inspect fan and blower bearings.
- C. Inspect and adjust drive belts as necessary.
- D. Replace faulty and worn drive belts.
- E. Clean fresh air intake screen as required.
- F. Inspect operation of all dampers, adjust if necessary.
- G. Check operation of freeze controls.
- H. Inspect coil surfaces, recommend cleaning as required.
- I. Inspect fresh air controls and settings, adjust if required.
- J. Clean and test condensate pan and drain.
- K. Remove and clean all washable filters.
- L. Replace throwaway air filters or media.

5. DIRECT FIRED MAKE-UP AIR UNITS

SEMIANNUALLY

- A. Inspect, test and adjust low temperature cutout.
- B. Inspect and lubricate fan bearing.
- C. Inspect belts, adjust or replace as required.
- D. Inspect, test, and adjust high limit control.
- E. Inspect and lubricate motor as required.
- F. Inspect and adjust fire capacity control.
- G. Check operation on natural gas firing.
- H. Check exhaust interlock controls.
- I. Check for fuel leaks.
- J. Remove and clean all washable filters.
- K. Inspect and clean burners as needed.

6. ELECTRIC & PNEUMATIC TEMPERATURE CONTROL SYSTEMS

SEMIANNUALLY

- A. Check all thermostat operations, settings and anticipators.
- B. Check operation of all damper motors and controls.
- C. Inspect all relay, contactor and starter contacts.
- D. Recommend replacement of contacts when necessary.
- E. Check operation of change-over switches and relays.

7. BOILER HEATING SYSTEMS

SEMIANNUALLY

- A. Inspect surfaces of heating coils.
- B. Recommend cleaning of heating coil surfaces.
- C. Inspect strainers and valves, clean as required.
- D. Inspect, test and adjust boiler safety controls.
- E. Inspect all automatic and motorized valves on boiler.
- F. Check water make-up valves and controls.
- G. Check boiler water level and level control.
- H. Inspect, clean and adjust burner and pilot operation.
- I. Inspect and lubricate draft fans and motors.
- J. Check operation on natural gas firing.
- K. Check for fuel leaks.

8. WATER CIRCULATING PUMPS

SEMIANNUALLY

- A. Clean and inspect all line strainers.
- B. Inspect all line filters, replace if necessary.
- C. Check pump head pressure on fuel pumps.
- D. Inspect pump seals, packing and connections for leaks.
- E. Inspect and lubricate all pump and motor bearings.
- F. Check operation of float and pressure switches.

9. AIR DRYER

ANNUALLY

- A. Check compressor oil level.
- B. Lubricate compressor motor as required.
- C. Purge air tank and inspect and clean moisture traps.
- D. Test compressor safety and relief valves.
- E. Inspect and adjust all drive belts.
- F. Replace faulty or worn drive belts.
- G. Inspect and clean moisture traps.

10. HEAT RECOVERY UNIT

SEMIANNUALLY

- A. Lubricate and inspect motor bearings.
- B. Lubricate and inspect fan and blower bearings.
- C. Inspect and adjust drive belts as necessary.
- D. Replace faulty and worn drive belts, if required.
- E. Clean fresh air intake screen as required.
- F. Inspect operation of all dampers, adjust if necessary.
- G. Check operation of freeze controls.
- H. Inspect heat recovery core, recommend cleaning as required.
- I. Inspect fresh air controls and settings, adjust if required.
- J. Clean and test condensate pan and drain, if applicable.
- K. Remove, clean and replace all washable filters, if applicable.
- L. Replace throwaway air filters or media.

11. CARBON MONOXIDE/NITROGEN DIOXIDE SENSORS

ANNUALLY

- A. Perform functional test to ensure proper milli-amp range (if applicable)
- B. Perform actual gas test according to manufacturer's recommendations
- C. Visually inspect all components for corrosion or deterioration
- D. Visually inspect wiring to unit

12. WATER HEATER

SEMIANNUALLY

- A. Record initial hot water delivery temperature and adjust and record final delivery temperature when necessary.
- B. Test T&P relief valve.
- C. Check and record gas pressure and firing sequence.
- D. Check and clean burner, ignitor, and flame rectification rod if applicable.
- E. Drain, clean, and flush the storage tank.
- F. Check and clean anode rod.
- G. Check vents or chimney terminations.
- H. Check recirculating pump operation if applicable.

13. OTHER EQUIPMENT AND SYSTEMS

ANNUALLY

- A. Inspect and lubricate all exhaust fans as required.
- B. Inspect all drive belts, adjust if required.
- C. Replace faulty or worn drive belts.
- D. Check operation of interlocks and gravity dampers.

14. ITEMS AND WORK EXCLUDED AND/OR NOT APPLICABLE

- A. Duct cleaning of heating, cooling and ventilating systems.

CITY OF ST FRANCIS

HVAC PREVENTIVE MAINTENANCE AGREEMENT S20-0817 SUMMARY

SITES	SPR	FALL	LABOR HOURS	RATE	LABOR DOLLARS	CO TEST GAS, MISCELLANEOUS	TOTAL ANNUAL LABOR AND MATERIALS	SEMIANNUAL AMOUNT
Ops Building	8	12	20	\$ 133.00	\$ 2,660.00	\$ 100.00	\$ 2,760.00	\$ 1,380.00
Water Treatment	4	4	8	\$ 133.00	\$ 1,064.00	\$ 40.00	\$ 1,104.00	\$ 552.00
Pre-Treatment	1	2	3	\$ 133.00	\$ 399.00	\$ 20.00	\$ 419.00	\$ 209.50
Chursery Building	6	4	10	\$ 133.00	\$ 1,330.00	\$ 40.00	\$ 1,370.00	\$ 685.00
Fire Department	2	6	8	\$ 133.00	\$ 1,064.00	\$ 70.00	\$ 1,134.00	\$ 567.00
Influent Lift Station	2	0	2	\$ 133.00	\$ 266.00	\$ 20.00	\$ 286.00	\$ 143.00
City Hall	3	1	4	\$ 133.00	\$ 532.00	\$ 40.00	\$ 572.00	\$ 286.00
Ice Rink	1	0.5	1.5	\$ 133.00	\$ 199.50	\$ 20.00	\$ 219.50	\$ 109.75
Liquor Store	4	2	6	\$ 133.00	\$ 798.00	\$ 40.00	\$ 838.00	\$ 419.00
Old Public Works	0	2	2	\$ 133.00	\$ 266.00	\$ 20.00	\$ 286.00	\$ 143.00
TOTAL HOURS	31	33.5	64.5	TOTALS:			\$ 8,988.50	\$ 4,494.25

AGREEMENT EFFECTIVE DATE: January 1, 2021 THROUGH December 31, 2023

CUSTOMER TO FURNISH AND YALE TO INSTALL FILTERS SEMIANNUALLY AND BELTS ONCE PER YEAR.
CUSTOMER TO SUPPLY LIFT FOR UNIT & INFRARED HEATERS



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: Rehab of two High Service pumps
DATE: 10-19-2020

OVERVIEW: It is recommended that every 7-10 years, well and pumps should be pulled from service for inspection and maintenance to prevent absolute failure. This year, two High service pumps at our Water Treatment Facility are scheduled to be removed for servicing. This work will include the pulling of the high service pumps to repair or replace shafts, drop pipe, couplers and check valves. This work would include rehabbing each motor as well. Each unit will be completely gone through inspecting the windings, gears and bearings. This work will happen in stages with one high service pump being removed from service at a time so we maintain adequate pumping capabilities for supplying water to the distribution system and for firefighting. We received two quotes for this project, one from E.H Renner for pump 1 \$14,336.00 and pump 2 \$14,336.00 for a total of \$ 28,672.00 and also Traut for pump 1 \$25,830.00 and pump 2 \$25,830.00 for a total of \$51,660.00.

ACTION TO BE CONSIDERED: It is my recommendation to accept the low quote of \$ 28,672 from E.H Renner.

BUDGET IMPLICATION: This is planned expenditure in the plan-it software. The amount budgeted for this project is \$ 40,000

Attachments: quotes from E.H Renner and Traut well.

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS

15688 Jarvis Street NW * Elk River, Minnesota 55330

Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

October 6, 2020

City of St. Francis

Parish Barten

23340 Cree Street NW

St. Francis, MN 55070

Subject: Estimate to pull and rehab pump and motor

Re: Estimate for HS Pump 1

	Quote			
<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>
<u>Labor to Pull Pump & Motor</u>				
Operator	6 Hrs.	\$	150.00	\$ 900.00
Helper	6 Hrs.	\$	125.00	\$ 750.00
Pump Rig use the over head crane in building	0 Hrs.	\$	150.00	\$ -
Flat Bed	1 Day	\$	250.00	\$ 250.00
<u>Materials</u>				
Column 10" x 5' Sch .375	4 FT	\$	665.00	\$ 2,660.00
Shafting size 1.5 x 5' T&C	4 FT	\$	264.00	\$ 1,056.00
Packing Box and Packing	1 Ea.	\$	250.00	\$ 250.00
Sandblast and Paint the Discharge Head	1 L.S	\$	300.00	\$ 300.00
Rubber Bearings	2 Ea.	\$	35.00	\$ 70.00
Rehab motor	1 Ea.	\$	2,300.00	\$ 2,300.00
Rehab pump	1 Ea.	\$	3,600.00	\$ 3,600.00
Misc. (Insul-taps, chlorine, rags, packing, turbine oil	1 Ea.	\$	300.00	\$ 300.00
<u>Labor to Install Pump & Motor</u>				
Operator	6 Hrs.	\$	150.00	\$ 900.00
Helper	6 Hrs.	\$	125.00	\$ 750.00
Pump Rig	0 Hrs.	\$	150.00	\$ -
Flat Bed	1 Day	\$	250.00	\$ 250.00
Total				\$ 14,336.00

Due to the fluctuation in cost this quote is good for 90 Days

Invoices will be based on actual amount required and approved.

If you need additional information or have questions, I can be contacted at my office 763-427-6100 or on my cell phone at 763-286-5283

Sincerely

Katie Renner Welle

Project Manager

E.H. Renner & Sons, Inc.

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS

15688 Jarvis Street NW * Elk River, Minnesota 55330

Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

October 6, 2020

City of St. Francis

Parish Barten

23340 Cree Street NW

St. Francis, MN 55070

Subject: Estimate to pull and rehab pump and motor

Re: Estimate for HS Pump 2

		Quote			
	<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>
<u>Labor to Pull Pump & Motor</u>					
	Operator	6 Hrs.	\$	150.00	\$ 900.00
	Helper	6 Hrs.	\$	125.00	\$ 750.00
	Pump Rig use the over head crane in building	0 Hrs.	\$	150.00	\$ -
	Flat Bed	1 Day	\$	250.00	\$ 250.00
<u>Materials</u>					
	Column 10" x 5' Sch .375	4 FT	\$	665.00	\$ 2,660.00
	Shafting size 1.5 x 5' T&C	4 FT	\$	264.00	\$ 1,056.00
	Packing Box and Packing	1 Ea.	\$	250.00	\$ 250.00
	Sandblast and Paint the Discharge Head	1 L.S	\$	300.00	\$ 300.00
	Rubber Bearings	2 Ea.	\$	35.00	\$ 70.00
	Rehab motor	1 Ea.	\$	2,300.00	\$ 2,300.00
	Rehab pump	1 Ea.	\$	3,600.00	\$ 3,600.00
	Misc. (insul-taps, chlorine, rags, packing, turbine oil	1 Ea.	\$	300.00	\$ 300.00
<u>Labor to Install Pump & Motor</u>					
	Operator	6 Hrs.	\$	150.00	\$ 900.00
	Helper	6 Hrs.	\$	125.00	\$ 750.00
	Pump Rig	0 Hrs.	\$	150.00	\$ -
	Flat Bed	1 Day	\$	250.00	\$ 250.00
Total				\$	14,336.00

Due to the fluctuation in cost this quote is good for 90 Days

Invoices will be based on actual amount required and approved.

If you need additional information or have questions, I can be contacted at my office 763-427-6100 or on my cell phone at 763-286-5283

Sincerely

Katie Renner Wells

Project Manager

E.H. Renner & Sons, Inc.



PO Box 547
Waite Park, MN 56387
320-251-5090
joet@trautcompanies.com

Quote - St Francis - HSP 1

DATE:	9/30/2020	PHONE #	763-235-2305
		FAX #	
NAME:	City of St. Francis		
ADDRESS:	4058 St. Francis Blvd		
	St. Francis MN 55070		
ATTN:	Parish Barton	JOB #	30-0000

	Description	Pump Repair	Unit	Unit Price	Quantity	Totals
LABOR	Mobilization & Demobilization		LS	\$ 550.00	1	\$ 550.00
	Pull Pump		HR	\$ 245.00	4	\$ 980.00
	Clean & Disassemble Pump		HR	\$ 95.00	6	\$ 570.00
	Remobilize & Demobilize		HR	\$ 550.00	1	\$ 550.00
	Reinstall Pump & Hook to System		HR	\$ 245.00	4	\$ 980.00
MATERIALS	Recondition 100hp VHS US motor (rewind not included)		EACH	\$ 2,500.00	1	\$ 2,500.00
	Pump Rebuild 12HC - 3 stage		EACH	\$ 2,300.00	1	\$ 2,300.00
	New 1 1/2" SS Head Shaft		EACH	\$ 575.00	1	\$ 575.00
	New 1 1/2" SS Head Shaft (lower head shaft)		EACH	\$ 250.00	1	\$ 250.00
	Packing Box Rebuild 1 1/2"		EACH	\$ 250.00	1	\$ 250.00
	10" x 9 3/4" Flg Column pipe (at discharge head)		EACH	\$ 1,175.00	1	\$ 1,175.00
	10" x 5' Flg Column pipe		EACH	\$ 2,275.00	4	\$ 9,100.00
	10" x 5' Flg Column pipe (at pump)		EACH	\$ 2,400.00	1	\$ 2,400.00
	1 1/2" x5' SS shaft		EACH	\$ 200.00	5	\$ 1,000.00
	Rubber spider inserts		EACH	\$ 35.00	5	\$ 175.00
	1 1/2" SS shaft sleeves		EACH	\$ 75.00	5	\$ 375.00
	10" spider W/insert		EACH	\$ 230.00	5	\$ 1,150.00
	Misc supplies		LS	\$ 200.00	1	\$ 200.00
	TOTAL MATERIALS					\$ 21,450.00
	TOTAL LABOR					\$ 3,630.00
	INCOMING FREIGHT		est.			\$ 750.00
	TOTAL					\$ 25,830.00

Option: Column pipe Epoxy coated Int. x Ext.: \$1200.00

Signature:

Traut Companies *Joe Traut*
Representative

Date: 9/30/20



PO Box 547
Waite Park, MN 56387
320-251-5090
joet@trautcompanies.com

Quote - St Francis - HSP 2

DATE: 9/30/2020
NAME: City of St. Francis
ADDRESS: 4058 St. Francis Blvd
St. Francis MN 55070
ATTN: Parish Barton

PHONE # 763-235-2305
FAX #
JOB # 30-0000

	Description	Unit	Unit Price	Quantity	Totals
LABOR	Pump Repair				
	Mobilization & Demobilization	LS	\$ 550.00	1	\$ 550.00
	Pull Pump	HR	\$ 245.00	4	\$ 980.00
	Clean & Disassemble Pump	HR	\$ 95.00	6	\$ 570.00
	Remobilize & Demobilize	HR	\$ 550.00	1	\$ 550.00
	Reinstall Pump & Hook to System	HR	\$ 245.00	4	\$ 980.00
MATERIALS	Recondition 100hp VHS US motor (rewind not included)	EACH	\$ 2,500.00	1	\$ 2,500.00
	Pump Rebuild 12HC - 3 stage	EACH	\$ 2,300.00	1	\$ 2,300.00
	New 1 1/2" SS Head Shaft	EACH	\$ 575.00	1	\$ 575.00
	New 1 1/2" SS Head Shaft (lower head shaft)	EACH	\$ 250.00	1	\$ 250.00
	Packing Box Rebuild 1 1/2"	EACH	\$ 250.00	1	\$ 250.00
	10" x 9 3/4" Flg Column pipe (at discharge head)	EACH	\$ 1,175.00	1	\$ 1,175.00
	10" x 5' Flg Column pipe	EACH	\$ 2,275.00	4	\$ 9,100.00
	10" x 5' Flg Column pipe (at pump)	EACH	\$ 2,400.00	1	\$ 2,400.00
	1 1/2" x5' SS shaft	EACH	\$ 200.00	5	\$ 1,000.00
	Rubber spider inserts	EACH	\$ 35.00	5	\$ 175.00
	1 1/2" SS shaft sleeves	EACH	\$ 75.00	5	\$ 375.00
	10" spider W/insert	EACH	\$ 230.00	5	\$ 1,150.00
	Misc supplies	LS	\$ 200.00	1	\$ 200.00
TOTAL MATERIALS					\$21,450.00
TOTAL LABOR					\$ 3,630.00
INCOMING FREIGHT est.					\$ 750.00
TOTAL					\$25,830.00

Option: Column pipe Epoxy coated Int. x Ext.: \$1200.00

Signature:

Traut Companies *Joe Traut*
Representative

Date: 9/30/20



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 10/15/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$204,112.57 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None
Direct Transfer from Previous Month - \$211,500.42
Manual Checks- -None

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:

- 10-19-2020 Packet List
- 10-19-2020 Other Checks

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Claim Type

Claim#	8037	ACE SOLID WASTE, INC.				
Cash Payment	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE			\$63.53
Invoice	6280738					
Cash Payment	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE			\$66.46
Invoice	6280738					
Cash Payment	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE			\$212.04
Invoice	6280738					
Cash Payment	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE			\$77.51
Invoice	6280738					
Cash Payment	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE			\$77.51
Invoice	6280738					
Cash Payment	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE			\$70.12
Invoice	6280738		Project 0			
Cash Payment	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE			\$26.68
Invoice	6280738					
Cash Payment	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE			\$26.68
Invoice	6280738		Project 0			
Cash Payment	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE			\$106.72
Invoice	6280738					
Cash Payment	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE			\$26.68
Invoice	6280738					
Cash Payment	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE			\$26.68
Invoice	6280738					
Cash Payment	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE			\$61.71
Invoice	6280738					
Cash Payment	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE			\$61.72
Invoice	6280738					
Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$904.04

Claim Type

Claim#	8144	ANOKA COUNTY PROPERTY REC				
Cash Payment	E 101-41400-441	Miscellaneous	RESOLUTION			\$250.00
Invoice	20-59036					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$250.00

Claim Type

Claim#	8094	ARTISAN BEER COMPANY				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$144.55
Invoice	3442055					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$144.55

Claim Type

Claim#	8029	ASPEN MILLS				
Cash Payment	E 101-42210-437	Uniform Allowance	BOOTS - D. SCHMIDT			\$89.95
Invoice	262183					
Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$89.95

Claim Type

Claim#	8074	BAUER BUILT INC.				
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	TIRES			\$525.52
Invoice	940068293					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$525.52

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Claim Type

Claim# 8030 BAYCOM, INC

Cash Payment E 101-42110-218 Equipment Repair & Maint CHARGING CRADLE
Invoice EQUIPINV_028917

\$69.00

Transaction Date 10/7/2020 Due 11/6/2020 CASH 10100 Total \$69.00

Claim Type

Claim# 8102 BELLBOY CORPORATION

Cash Payment E 609-49750-210 Operating Supplies OPERATING SUPPLIES
Invoice 0102112000

\$120.06

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 0086132600

\$20.15

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 0102112000

\$4.82

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR
Invoice 0086132600

\$2,158.39

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC
Invoice 0102112000

\$55.20

Cash Payment E 609-49751-253 Wine For Resale WINE
Invoice 0086132600

\$64.00

Transaction Date 10/15/2020 Due 11/14/2020 CASH 10100 Total \$2,422.62

Claim Type

Claim# 8096 BERNICK COMPANIES, THE

Cash Payment E 609-49751-252 Beer For Resale BEER
Invoice 134595

\$434.20

Cash Payment E 609-49751-255 N/A Products N/A
Invoice 134595

\$50.20

Transaction Date 10/15/2020 Due 11/14/2020 CASH 10100 Total \$484.40

Claim Type

Claim# 8131 BGS (BARNA GUZY)

Cash Payment E 101-41600-304 Civil Legal Fees GARY SMITH SDMIN HEARING
Invoice 222772

\$350.00

Cash Payment E 101-41600-304 Civil Legal Fees JODI BRAUN PERSONAL REP OF THE
ESTATE OF ROGER D. BRAUN

\$42.00

Invoice 222774

Cash Payment E 101-41600-312 Criminal Legal Fees PROSECUTION / RETAINER FILE
Invoice 222824

\$5,000.00

Cash Payment E 101-41600-304 Civil Legal Fees MISC / NON RETAINER
Invoice 222775

\$742.00

Cash Payment E 101-41600-304 Civil Legal Fees GENERAL LABOR
Invoice 222771

\$210.00

Cash Payment E 101-41600-304 Civil Legal Fees SAMUEL HOUSTON MORGAN FORFEITURE
Invoice 222871

\$140.00

Cash Payment E 240-41910-311 Contract REBECCA SCHROEDER; FLORANCE
SHULTZ PURCHASE OF REAL PROPERTY

\$656.00

Invoice 222906

Cash Payment E 101-41600-304 Civil Legal Fees MUNICIPAL
Invoice 222770

\$1,900.00

Cash Payment E 101-41600-304 Civil Legal Fees COMMUNITY DEVELOPMENT
Invoice 222773

\$210.00

Transaction Date 10/15/2020 Due 11/14/2020 CASH 10100 Total \$9,250.00

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Claim Type

Claim# 8032 BJORKLUND COMPANIES

Cash Payment E 101-45200-419 Turf/Fertilizer/Weed Contro AG LIME SPREAD

\$464.58

Invoice 34594

Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$464.58
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Claim Type

Claim# 8138 BREAKTHRU BEVERAGE

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT

\$41.39

Invoice 1081191020

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR

\$1,494.25

Invoice 1081191020

Cash Payment E 609-49751-253 Wine For Resale WINE

\$792.00

Invoice 1081191020

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$2,327.64
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Claim Type

Claim# 8098 CAPITOL BEVERAGE SALES, L.P

Cash Payment E 609-49751-252 Beer For Resale BEER

\$93.00

Invoice 2469780

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$93.00
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Claim Type

Claim# 8069 CINTAS

Cash Payment E 601-49440-417 Uniform Clothing & PPE UNIFORMS

\$4.66

Invoice 4063816724

Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS

\$4.65

Invoice 4063816724

Cash Payment E 601-49440-417 Uniform Clothing & PPE UNIFORMS

\$4.66

Invoice 4063183587

Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS

\$4.65

Invoice 4063183587

Cash Payment E 601-49440-417 Uniform Clothing & PPE UNIFORMS

\$4.66

Invoice 4062519274

Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS

\$4.65

Invoice 4062519274

Cash Payment E 601-49440-417 Uniform Clothing & PPE UNIFORMS

\$4.66

Invoice 406189832

Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS

\$4.65

Invoice 406189832

Cash Payment E 601-49440-417 Uniform Clothing & PPE UNIFORMS

\$4.66

Invoice 4061171539

Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS

\$4.65

Invoice 4061171539

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$46.55
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Claim Type

Claim# 8107 COLSEN, NOWELL & HOLLY

Cash Payment G 803-22000 Deposits ESCROW REF 2424 244TH AVENUE

\$250.00

Invoice .1020

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$250.00
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Claim Type

Claim# 8108 COUNTY MARKET - CITY ACCOUN

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Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$200.25
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$200.25
Claim Type						
Claim#	8099	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$180.36
Invoice	1001482					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$180.36
Claim Type						
Claim#	8075	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$6,569.05
Invoice	444-04102					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$296.40
Invoice	1297779					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$27.95
Invoice	444-04102					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$6,300.60
Claim Type						
Claim#	8060	DEX MEDIA EAST LLC				
Cash Payment	E 609-49750-340 Advertising	ADVERTISING				\$82.88
Invoice	610047060775					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$82.88
Claim Type						
Claim#	8115	DITRAGLIA, JAMES & ASHLYN				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 5476				\$30.70
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$30.70
Claim Type						
Claim#	8106	DROPPS, JEREMIAH				
Cash Payment	G 803-22000 Deposits	ESCROW REF 3837 226TH AVE NW				\$250.00
Invoice	.1020					
Cash Payment	E 405-43100-805 2020 Street Improvements	ESCROW REF 3837 226TH AVE NW				\$546.00
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$796.00
Claim Type						
Claim#	8046	DUSTY S DRAIN CLEANING				
Cash Payment	E 601-49440-259 Water Meters	REPLACED METER HORN				\$195.00
Invoice	D20-156					
Cash Payment	E 601-49440-259 Water Meters	REPLACED HORN				\$185.00
Invoice	10545					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$380.00
Claim Type						
Claim#	8116	EASTMAN-FROST, GRETA				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 2433				\$110.34
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$110.34
Claim Type						
Claim#	8090	EMBEDDED SYSTEMS				

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Cash Payment	E 101-42110-311 Contract	REPLACE CHECK #76494			\$370.00
Invoice	.1020				

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$370.00
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Claim TypeClaim# 8063 *EMERGENCY MEDICAL PRODUCT*

Cash Payment	E 102-42210-210 Operating Supplies	GLOVES			\$517.11
Invoice	2205658				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$517.11
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Claim TypeClaim# 8064 *F.I.R.E.*

Cash Payment	E 101-42210-208 Training and Instruction	FIRE APPARATUS OPERATOR			\$1,300.00
Invoice	4622				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$1,300.00
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Claim TypeClaim# 8056 *FERGUSON WATERWORKS*

Cash Payment	E 601-49440-259 Water Meters	WATER METER			\$2,299.44
Invoice	WL005063-1				

Cash Payment	E 601-49440-259 Water Meters	WATER METER			\$191.62
Invoice	WL005046-1				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$2,491.06
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Claim TypeClaim# 8044 *GRAINGER, INC.*

Cash Payment	E 601-49440-233 Water Treatment Plant Mai	CABLE SLEEVE			\$468.95
Invoice	9670347104				

Cash Payment	E 601-49440-237 Small Equipment	ULTRA LOK SRL			\$754.58
Invoice	9671813997				

Cash Payment	E 602-49490-228 Equipment Maintenance	CABLE SLEEVE			\$468.95
Invoice	9670347104				

Cash Payment	E 602-49490-400 System Jetting	ULTRA LOK SRL			\$754.58
Invoice	9671813997				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$2,447.06
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Claim TypeClaim# 8117 *HAUGLID, JENNY*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 2215			\$773.57
Invoice	.1020				

Cash Payment	R 603-37400 Storm Water Fees	STORMWATER FEE			-\$60.00
Invoice	.1020				

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$713.57
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Claim TypeClaim# 8033 *HENNING PROFESSIONAL SERVIC*

Cash Payment	E 240-41910-311 Contract	RELOCATION SERVICES			\$2,733.78
Invoice	097-2				

Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$2,733.78
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Claim TypeClaim# 8065 *HOISINGTON KOEGLER GROUP, I*

Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING			\$2,238.75
Invoice	018-041-25				

Cash Payment	E 101-43100-311 Contract	SIWEK PARK			\$1,030.00
Invoice	018-041-25				

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Cash Payment	E 101-41910-307 Comp Plan/Wetland Fees	COMPREHENSIVE PLAN				\$3,948.75
Invoice	018-041-25					
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION	SCHULTE SUBDIVISION (TURTLE PONDS)				\$303.75
Invoice	018-041-25					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$7,521.25
Claim Type						
Claim#	8118	HOLM, ELENA				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 5816				\$134.94
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$134.94
Claim Type						
Claim#	8089	HORBUL, WILLIAM				
Cash Payment	E 601-49440-441 Miscellaneous	REPLACE CHECK #73323				\$117.50
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$117.50
Claim Type						
Claim#	8110	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$157.46
Invoice	IN3119681					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$157.46
Claim Type						
Claim#	8053	ISD #15				
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER PURSUIT				\$157.99
Invoice	4893					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$44.03
Invoice	4898					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER PURSUIT				\$43.48
Invoice	4899					
Cash Payment	E 101-42210-218 Equipment Repair & Maint	2004 GM				\$139.50
Invoice	4894					
Cash Payment	E 602-49490-228 Equipment Maintenance	TANK DRY				\$33.33
Invoice	4891					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$44.03
Invoice	4897					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$462.36
Claim Type						
Claim#	8062	JEFFERSON FIRE & SAFETY INC.				
Cash Payment	E 102-42210-210 Operating Supplies	RAM AIR AMBIENT AIR 4 PLACE DRYER				\$7,815.97
Invoice	.1020					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$7,815.97
Claim Type						
Claim#	8119	JERGENSON, PHILIP				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 5974				\$179.64
Invoice	.1020					
Cash Payment	R 603-37400 Storm Water Fees	STORMWATER FEE				-\$60.00
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$119.64
Claim Type						
Claim#	8095	JOHNSON BROS WHLSE LIQUOR				

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$12.56
Invoice	1659745					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL				\$80.07
Invoice	1659746					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$25.05
Invoice	118872					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				-\$30.34
Invoice	118872					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,002.28
Invoice	1659745					
Cash Payment	E 609-49751-253 Wine For Resale					\$2,857.35
Invoice	1659746					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$3,896.87
Claim Type						
Claim#	8120	KINNEY, KEVIN				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 2880				\$190.39
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$190.39
Claim Type						
Claim#	8124	LOTT, PATRICK				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 4773				\$51.58
Invoice	.1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$51.58
Claim Type						
Claim#	8041	LUTHER BROOKDALE Ck# 078161 10/13/2020				
Cash Payment	E 102-42210-210 Operating Supplies	2020 DODGE JOURNEY				\$23,589.98
Invoice	.1020					
Transaction Date	10/8/2020	Due 11/7/2020	CASH	10100	Total	\$23,589.98
Claim Type						
Claim#	8113	MAHCO				
Cash Payment	E 101-41910-433 Dues and Subscriptions	MEMBERSHIP DUES				\$30.00
Invoice	.1020					
Cash Payment	E 101-41910-433 Dues and Subscriptions	MEMBERSHIP DUES				\$30.00
Invoice	.102020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$60.00
Claim Type						
Claim#	8086	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$6,343.75
Invoice	554214					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$3.90
Invoice	240-00462					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$16.00
Invoice	240-00461					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$65.85
Invoice	554214					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$6,389.70
Claim Type						
Claim#	8127	MCKESSON MEDICAL				
Cash Payment	E 102-42110-217 Other Operating Supplies	SUPPLIES				\$30.36
Invoice	17047973					

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Cash Payment	E 102-42110-217 Other Operating Supplies	SUPPLIES				\$552.72
Invoice	17047040					
Cash Payment	E 102-42110-217 Other Operating Supplies	SUPPLIES				\$30.36
Invoice	17047080					
Cash Payment	E 102-42110-217 Other Operating Supplies	GLOVES				\$25.06
Invoice	17051957					

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$638.50
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Claim Type

Claim# 8038 MEDTOX LABORATORIES, INC.

Cash Payment	E 101-43100-441 Miscellaneous	MED TESTING				\$42.12
Invoice	09202095907					
Cash Payment	E 101-45200-441 Miscellaneous	MED TESTING				\$42.12
Invoice	09202095907					
Cash Payment	E 601-49440-441 Miscellaneous	MED TESTING				\$42.12
Invoice	09202095907					
Cash Payment	E 602-49490-441 Miscellaneous	MED TESTING				\$42.14
Invoice	09202095907					

Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$168.50
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Claim Type

Claim# 8059 MIDCONTINENT COMMUNICATION

Cash Payment	E 101-43100-321 Telephone	TELEPHONE				\$22.13
Invoice	13332710111566					
Cash Payment	E 609-49750-321 Telephone	TELEPHONE				\$148.57
Invoice	13331300111566					
Cash Payment	E 601-49440-321 Telephone	TELEPHONE				\$148.00
Invoice	13334860111566					
Cash Payment	E 101-42110-321 Telephone	TELEPHONE				\$22.13
Invoice	13332710111566					

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$340.83
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Claim Type

Claim# 8031 MN CHIEFS OF POLICE ASSN.

Cash Payment	E 101-42110-208 Training and Instruction	CRITICAL ISSUES SERIES FALL 2020				\$150.00
Invoice	11039					
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING				\$50.00
Invoice	11051					

Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$200.00
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Claim Type

Claim# 8067 MN MUNICIPAL UTILITIES ASSOC.

Cash Payment	E 101-41400-311 Contract	SAFETY MANAGEMENT PROGRAM				\$522.50
Invoice	56196					
Cash Payment	E 101-42110-311 Contract	SAFETY MANAGEMENT PROGRAM				\$522.50
Invoice	56196					
Cash Payment	E 101-42210-311 Contract	SAFETY MANAGEMENT PROGRAM				\$522.50
Invoice	56196					
Cash Payment	E 101-43100-311 Contract	SAFETY MANAGEMENT PROGRAM				\$783.75
Invoice	56196					
Cash Payment	E 101-45200-311 Contract	SAFETY MANAGEMENT PROGRAM				\$783.75
Invoice	56196					
Cash Payment	E 601-49440-311 Contract	SAFETY MANAGEMENT PROGRAM				\$783.75
Invoice	56196					

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Cash Payment	E 602-49490-311 Contract	SAFETY MANAGEMENT PROGRAM			\$783.75
Invoice	56196				
Cash Payment	E 609-49750-311 Contract	SAFETY MANAGEMENT PROGRAM			\$522.50
Invoice	56196				
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total \$5,225.00
Claim Type					
Claim#	8091	NELSON, RICKY			
Cash Payment	E 601-49440-444 Refund & Reimbursement	REPLACE CHECK #72058			\$91.66
Invoice	.1020				
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total \$91.66
Claim Type					
Claim#	8092	NESS, JAMES			
Cash Payment	G 601-22200 Deferred Revenues	REF OVERPAYMENT ACCT 1734			\$506.43
Invoice	.1020				
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total \$506.43
Claim Type					
Claim#	8042	NORTH BRANCH CHEVROLET	Ck# 078162	10/13/2020	
Cash Payment	E 102-43100-441 Miscellaneous	2020 CHEVY SILVERADO			\$46,479.64
Invoice	59874				
Transaction Date	10/13/2020	Due 11/12/2020	CASH	10100	Total \$46,479.64
Claim Type					
Claim#	8043	NORTH METRO TREE SERVICE IN			
Cash Payment	E 101-45200-311 Contract	COMMUNITY PARK AND WOODBINE			\$2,375.00
Invoice	004-2020				
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total \$2,375.00
Claim Type					
Claim#	8034	NORTHERN AIR CORPORATION			
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.57
Invoice	176438				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.57
Invoice	176438				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.57
Invoice	176438				
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.57
Invoice	176438				
Cash Payment	E 101-43210-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.57
Invoice	176438				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.57
Invoice	176438				
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	FALL BI-ANNUAL INVOICE-6 SITES INCLUDED			\$402.58
Invoice	176438				
Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total \$2,818.00
Claim Type					
Claim#	8057	NORTHERN DEWATERING			

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Cash Payment	E 602-49490-415 Equipment Rentals	RENTAL				\$361.00
	Invoice 38815					
Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$361.00
Claim Type						
Claim#	8093	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$127.96
	Invoice 6104540					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$9,664.95
	Invoice 6104540					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$9,792.91
Claim Type						
Claim#	8105	PLAYPOWER LT FARMINGTON, IN				
Cash Payment	E 101-45200-229 Project Repair & Maintena	EQUIPMENT				\$1,213.00
	Invoice 1400245434					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$1,213.00
Claim Type						
Claim#	8121	PUTZ, GEOFF				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 4360				\$201.93
	Invoice .1020					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$201.93
Claim Type						
Claim#	8109	RAPIT PRINTING				
Cash Payment	E 101-43100-213 Vehicle Oper Supplies	DRIVER'S INSPECTION FORMS				\$166.15
	Invoice 223454					
Cash Payment	E 101-45200-213 Vehicle Oper Supplies	DRIVER'S INSPECTION FORMS				\$166.15
	Invoice 223454					
Cash Payment	E 601-49440-221 Vehicle Repair & Maintena	DRIVER'S INSPECTION FORMS				\$166.15
	Invoice 223454					
Cash Payment	E 602-49490-221 Vehicle Repair & Maintena	DRIVER'S INSPECTION FORMS				\$166.14
	Invoice 223454					
Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$664.59
Claim Type						
Claim#	8040	ROSEVILLE, CITY OF				
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$364.00
	Invoice 0229518					
Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0229471					
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES				\$1,439.76
	Invoice 0229471					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES				\$5,039.16
	Invoice 0229471					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES				\$925.56
	Invoice 0229471					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0229471					
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0229471					
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0229471					

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Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES	\$411.36
Invoice	0229471		
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES	\$205.68
Invoice	0229471		
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES	\$411.36
Invoice	0229471		
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES	\$205.68
Invoice	0229471		

Transaction Date	10/8/2020	Due 11/7/2020	CASH	10100	Total	\$10,648.00
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Claim Type

Claim# 8143 SEH

Cash Payment	E 602-49490-303 Engineering Fees	REVIEW OF NPDES PERMIT	\$866.63
Invoice	390568		

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$866.63
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Claim Type

Claim# 8088 SEMLER HOMES

Cash Payment	G 601-22200 Deferred Revenues	REPLACE LOST CHECK #73493	\$183.44
Invoice	.1020		

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$183.44
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Claim Type

Claim# 8122 SIPPEL, STEPHANIE

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 3751	\$19.53
Invoice	.1020		

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$19.53
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Claim Type

Claim# 8123 SOLEI, CHAD

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT 1126	\$84.70
Invoice	.1020		

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$84.70
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Claim Type

Claim# 8141 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$7.68
Invoice	2003352		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$1.28
Invoice	2003350		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$26.88
Invoice	2003351		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$2,477.50
Invoice	2003351		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$306.00
Invoice	2003352		

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$2,819.34
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Claim Type

Claim# 8097 THE AMERICAN BOTTLING COMP

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	\$302.01
Invoice	3562317872		

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$302.01
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Claim Type

Claim# 8035 THE SOTA SHOP Ck# 078160 10/7/2020

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Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS			\$832.00
Invoice	1863				

Cash Payment	E 101-42110-448 Reserve Officers	UNIFORMS			\$261.00
Invoice	1862				

Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$1,093.00
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Claim Type

Claim# 8054 TITAN ENERGY SYSTEMS

Cash Payment	E 602-49490-229 Project Repair & Maintena	GENERATOR LOAD			\$1,544.00
Invoice	200911-004				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$1,544.00
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Claim Type

Claim# 8068 TJ ASSOCIATES

Cash Payment	E 101-42110-308 Community Education	CORRUGATE PLASTIC SINGLE SIDED			\$79.90
Invoice	233840				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$79.90
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Claim Type

Claim# 8061 U S BANK EQUIPMENT FINANCE

Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE			\$190.86
Invoice	.1020				

Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE			\$190.86
Invoice	.1020				

Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE			\$190.86
Invoice	.1020				

Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE			\$190.86
Invoice	.1020				

Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE			\$190.86
Invoice	.1020				

Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE			\$190.65
Invoice	.1020				

Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$1,144.95
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Claim Type

Claim# 8028 VETERAN LAWN SERVICE, LLC

Cash Payment	E 101-41910-441 Miscellaneous	LAWN MOWING			\$321.38
Invoice	11566				

Transaction Date	10/7/2020	Due 11/6/2020	CASH	10100	Total	\$321.38
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Claim Type

Claim# 8142 VINOCOPIA, INC.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$10.00
Invoice	0265371-IN				

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$16.50
Invoice	0264814-IN				

Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$384.00
Invoice	0265371-IN				

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$1,015.00
Invoice	0264814-IN				

Transaction Date	10/15/2020	Due 11/14/2020	CASH	10100	Total	\$1,425.50
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Claim Type

Claim# 8058 ZIEGLER, INC.

Cash Payment	E 402-43100-580 C-O-L Other Equipment	MULTI TERRAIN LOADER			\$26,020.00
Invoice	U3524701				

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Transaction Date	10/14/2020	Due 11/13/2020	CASH	10100	Total	\$26,020.00
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Pre-Written Checks	\$71,162.62
Checks to be Generated by the Compute	\$132,949.95
Total	\$204,112.57

Checks cut since last Council Meeting

TOTAL	0.00
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Payee	Description	Amount
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Disbursements via Debits to Checking Account

TOTAL	211,520.42
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CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: October 13, 2020
SUBJECT: Rezoning Request – 2nd Reading
LOCATION: Meadows of St. Francis Block 1 (PID #: 06-33-24-11-0069)
MEETING DATE: October 19, 2020
COMP PLAN: Medium/High Density Residential
ZONING: R-3 Medium Density Residential

OVERVIEW

The Meadows of St. Francis is an existing 66-unit townhome development located along Cree St NW on the southern end of St. Francis. The final plat for the development was approved in 2004, and the development has been in the process of construction ever since. Roughly half of the subdivision remains undeveloped today.

Following the property owner's most recent request to construct one of the approved townhome structures, Staff realized that this development does not conform to the City's Code in a number of ways, including development lot size, setbacks, and private streets. Because of this, the construction request, which was consistent with the final plat, was not in conformance with the City Code.

In the interest of allowing the development to continue as originally approved, Staff is suggesting to rezone this development from R-3 Medium Density Residential to PUD R-3. A Planned Unit Development (PUD) allows for deviations from the underlying zoning district which provides the flexibility to make full build-out of the area more feasible. In the meantime, Staff has provided building permits to the property owner to construct townhome structures in accordance with the final plat, with the understanding that the PUD will eliminate the nonconformities within the development.

ITEMS TO BE DISCUSSED

Rezoning of the Meadows of St. Francis Block 1 from R-3 to PUD R-3.

TIMELINE

Council was in agreement with the suggested rezoning at their October 5, 2020 meeting. The following timeline will apply:

- October 5th – 1st Reading
- October 19th – 2nd Reading
- October 23rd – Public for Comment

- November 23rd – Effective

SUGGESTED MOTIONS

1. Move to approve Ordinance 265, Second Series 2nd Reading approving the rezoning of Block 1, Meadows of St. Francis from R-3 to PUD R-3 as presented by Staff.
2. Move to approve Summary Publication Resolution 2020-39.

ATTACHMENTS

- Draft Ordinance
- Draft Summary Ordinance

ORDINANCE 265, SECOND SERIES

CITY OF ST. FRANCIS ANOKA COUNTY

AN ORDINANCE CREATING THE MEADOWS OF ST. FRANCIS PLANNED UNIT DEVELOPMENT

WHEREAS, a rezoning from R-3 to PUD R-3 is requested for the land legally described as Block 1, Meadows of St. Francis;

WHEREAS, the land was platted into 66 townhome lots and one common lot in 2004; and

WHEREAS, Block 1 of the Meadows of St. Francis development is currently zoned R-3 Medium Density Residential; and

WHEREAS, the existing approved plat does not conform to the dimensional and setback requirements of the R-3 zoning district; and

WHEREAS, the property owner, Joshua Markham Builders, Inc. (Mark Olson), has requested to construct additional townhomes in conformance with the approved final plat but which do not meet the requirements of the R-3 zoning district; and

WHEREAS, the Planning Commission on September 16, 2020, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on October 5, 2020, has considered the recommendations of Staff and the Planning Commission, the contents of the staff report, public testimony, and other evidence available to the Council.

THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, ORDAINS:

Section 1. Pursuant to St. Francis City Code Section 10-10, the property included in the following subdivision is hereby rezoned to PUD R-3:

- Meadows of St. Francis
 - Block 1, Lots 1-66
 - Outlot A

Section 2. The following conditions shall apply to property rezoned to PUD R-3 by this ordinance:

1. The following uses are permitted within the subdivisions included in the Meadows PUD:
(A) Attached townhomes with up to nine (9) units per structure.
2. Minimum dimensional requirements for the attached townhome lots shall be as follows:

- (A) A minimum lot area of 1,664 square feet.
 - (B) A minimum lot width of 24 feet.
 - (C) A minimum street setback of 18 feet.
 - (D) A minimum rear yard setback of 0 feet.
 - (E) A building separation of 16 feet.
 - (F) A site periphery setback of 6 feet.
3. The private streets El Dorado St NW, 228th Ave NW, and Dakota St NW are permitted within this development and shall be owned and maintained by the development's Master Association.
 4. The existing sewer and water facilities located below the private streets shall be City-maintained via an existing drainage and utility easement.
 5. All new units constructed within the development shall be marketed and limited to compact cars in the driveways.
 6. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-50-3 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 19th day of October, 2020.

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

SEAL

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

RESOLUTION 2020-39

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
265, SECOND SERIES CREATING THE MEADOWS OF ST. FRANCIS PLANNED
UNIT DEVELOPMENT**

NOTICE IS HEREBY GIVEN that, on October 19, 2020, Ordinance 265, Second Series was adopted by the City Council of the City of St. Francis, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance 265, Second Series the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council rezones Block 1 of the Meadows of St. Francis subdivision from R-3 to PUD R-3.

A printed copy of the full ordinance is available for inspection by any person during the City's regular office hours or on the City's website.

APPROVED for publication by the City Council of the City of St. Francis, Minnesota, this 19th day of October, 2020.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

Published in the Anoka County Union Herald October 23, 2020



City Council
AGENDA REPORT
Agenda Item #
9 B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Land Transfer to Anoka County -PID 28-34-24-24-0002
DATE: October 19, 2020

OVERVIEW

Anoka County has reached out to the City in regards to a land transfer to further support and align the road project on Rum River Blvd – County Road 72.

The new road design will bring redesign the curve where Rum River Blvd corners to become 243rd. This road design was anticipated when the Johnson Acres Development to the east of that intersection was approved in 1997. At the time of platting that area, there was additional right of way planned for Anoka County to make future road changes. It is projected that construction will begin in 2021.

The parcel that the City is looking to transfer to Anoka County is a very small triangle piece on the west side of Rum River Blvd. This property has an existing driveway for a St. Francis address. The driveway extends to a residential structure roughly a half a mile North in Isanti County. That is the only property that will be directly impacted by the City transfer. Anoka County will work with that property owner through the construction changes.

Council approved and conducted the first reading of the Ordinance on October 5, 2020. Tonight, is the second of the Ordinance Approving the Sale

ITEMS TO BE DISCUSSED:

Staff recommends Council approve Ordinance 266 Second Series Approving the Sale of the City owned Real Estate, Second reading.

ATTACHMENTS:

- Ordinance 266 Second Series an Ordinance Approving the Sale of the City owned Real Estate
- Map of property to be transferred
- Preliminary Draft of proposed road re-alignment

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

ORDINANCE 266, SECOND SERIES

**AN ORDINANCE APPROVING THE SALE OF
CITY OWNED REAL ESTATE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. The City is hereby authorized and shall sell the following described real property at such time, under such terms and for amounts that the City Council deems appropriate at the time of sale: Property ID# 28-34-24-24-0002 Property Description:

Those parts of the North Half of the Southwest Quarter of the Northeast Quarter and the North Half of the Southeast Quarter of the Northwest Quarter, all in Sec. 28, Township 34, Range 24, Anoka County, Minnesota, described as follows:

Beginning at the northwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence North 89 degrees 45 minutes 11 seconds East, bearing assumed, along the north line of said North Half of the Southwest Quarter of the Northeast Quarter, 33.00 feet to a point hereinafter referred to as Point "A"; thence continue North 89 degrees 45 minutes 11 seconds East, along said north line of the North Half of the Southwest Quarter of the Northeast Quarter, 247.50 feet; thence South 00 degrees 14 minutes 49 seconds East 16.50 feet; thence South 89 degrees 45 minutes 11 seconds West 247.50 feet to its intersection with a line, hereinafter referred to as Line "A", bearing South 00 degrees 14 minutes 49 seconds East from said Point "A"; thence South 00 degrees 14 minutes 49 seconds East, along said Line "A", 82.51 feet to the southeasterly right-of-way line of County Road No. 72, said right-of-way line being parallel with and 33.00 feet southeasterly of, as measured at right angles to, the existing center line of said County Road No. 72, in place on September 1, 2020; thence southwesterly 41.80 feet along said right-of-way line, on a nontangential curve, concave to the southeast, having a radius of 467.00 feet, a central angle of 05 degrees 07 minutes 44 seconds and a chord bearing of South 24 degrees 11 minutes 37 seconds West; thence South 21 degrees 37 minutes 45 seconds West, tangent to said curve, along said right-of-way line, 130.73 feet to its intersection with a line parallel with and 66.00 feet westerly of, as measured at right angles to, said Line "A"; thence North 00 degrees 14 minutes 49 seconds West, along said parallel line, 258.38 feet to the north line of said North Half of the Southeast Quarter of the Northwest Quarter; thence North 89 degrees 46 minutes 51 seconds East, along said north line of the North Half of the Southeast Quarter of the Northwest Quarter, 33.00 feet to the point of beginning.

Containing 15,742 square feet (0.3614 acres), more or less.

Section 2. The Mayor and the City Clerk are hereby authorized to execute the necessary documents to convey the interest of the City of St. Francis to said property.

Section 3. That pursuant to Section 12.03 of the City Charter and state law, any net cash proceeds of the sale of said property shall be used to retire any outstanding indebtedness incurred by the City in the acquisition or improvement of the property. Any remaining proceeds shall be used to finance other improvements in the capital improvement budget or to retire any other bonded indebtedness within the same City fund that proceeds were used to purchase the property.

Section 4. Effective Date. This Ordinance shall take effect thirty (30) days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 19th DAY OF OCTOBER, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

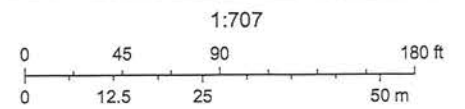
Barbara I. Held
City Clerk

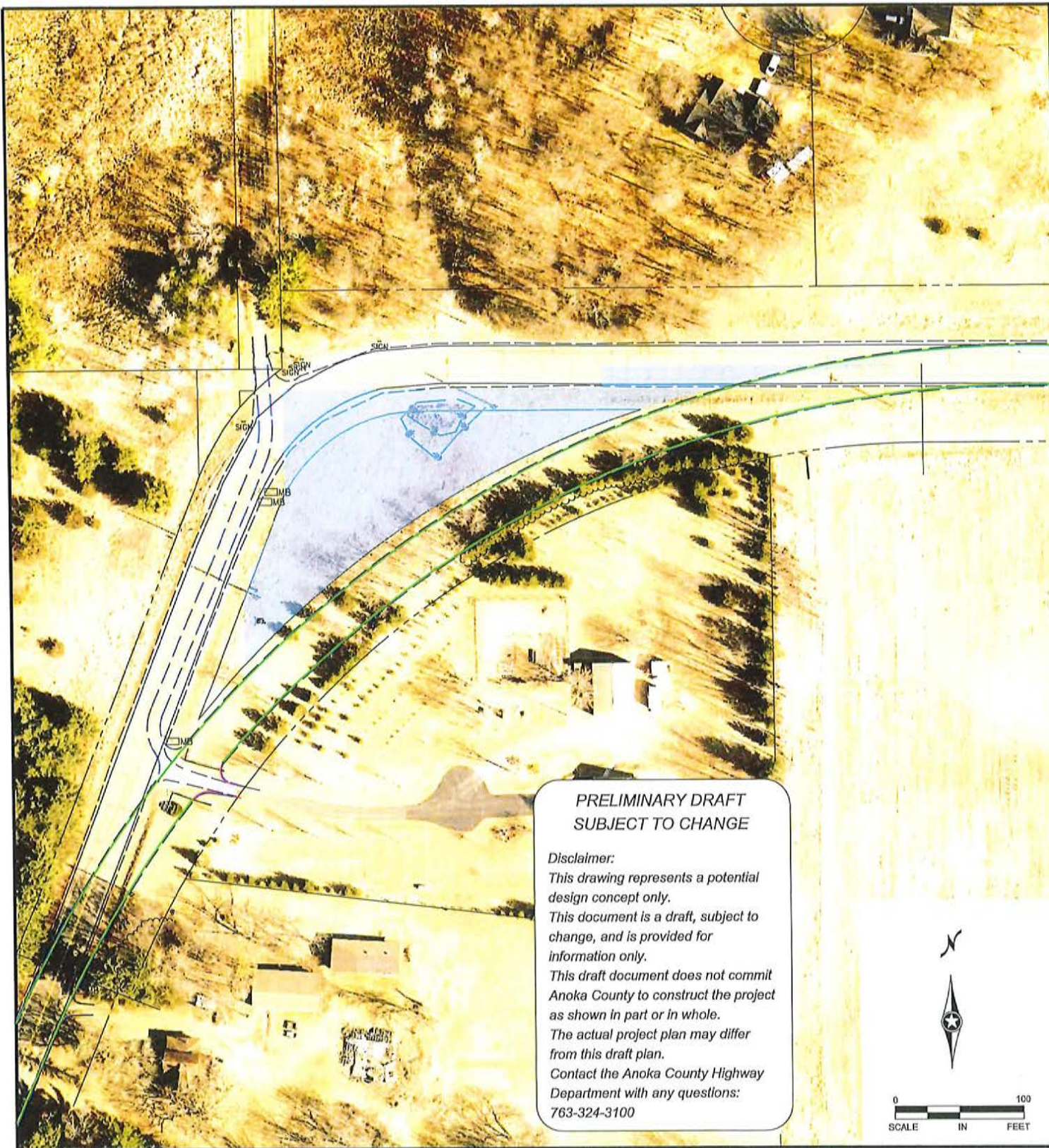
656538-v1

City of St Francis, MN



September 30, 2020





**PRELIMINARY DRAFT
SUBJECT TO CHANGE**

Disclaimer:

This drawing represents a potential design concept only.

This document is a draft, subject to change, and is provided for information only.

This draft document does not commit Anoka County to construct the project as shown in part or in whole.

The actual project plan may differ from this draft plan.

Contact the Anoka County Highway Department with any questions:
763-324-3100



LEGEND

- CONST. LIMITS
- EXISTING FEATURES
- PROPOSED FEATURES



TREE REMOVAL
TREE REMOVAL

AREAS

NEW R/W	NEW P.E.	T.E.
28466	0	0

UNASSIGNED SITUS
PIN # 28-34-24-13-0004
C.P. 20-10-72

PARCEL # 0001

08/28/2020



City Council
AGENDA REPORT
Agenda Item #
9 C

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Demolition RFP
DATE: October 19, 2020

OVERVIEW

On September 3, 2020, the City was approved by the Courts to move forward on the abatement of the structures located at 22708 Rum River Blvd. The Order determined that the structures on the property constitute hazardous structures within the meaning of the Hazardous and Substandard Building Act. It was also determined that it was within the Cities authority to remove the structures and assess costs incurred in removing the hazardous structures against the property.

As it is the city's procedure to complete an RFP for demolition contractors, the same process will be followed with this property. Attached is the draft demolition RFP for the removal of all structures and debris located at the identified address.

This RFP is a draft and is subject to update depending on the information received with the Completion of the pre-demolition testing. These changes may include identified hazards such as asbestos, paints or solvents.

Once the pre-demolition testing is completed, the RFP will be released to the City website and forwarded to the contractors that have expressed interest or submitted past RFP's on demolition projects.

ITEMS TO BE DISCUSSED:

Staff recommends Council approve the RFP for demolition in preparation for release.

ATTACHMENTS:

Draft RFP for Demolition and Property Clean Up for 22708 Rum River Blvd



ECONOMIC DEVELOPMENT AUTHORITY
23340 CREE ST. NW. ST FRANCIS, MN 55070
763-267-6191

Request for Proposal
Demolition and Property Cleanup
For
22708 Rum River Blvd NW
St. Francis, MN 55070

October XX, 2020

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- 1.2 Authority
- 1.3 Background
- 1.4 Property Description
- 1.5 Project Information Contact
- 1.6 Project Timetable
- 1.7 Definitions

2.0 SCOPE OF WORK

- 2.1 Purpose
- 2.2 Unenforceability
- 2.3 Scope of Work

3.0 REQUEST FOR PROPOSAL

- 3.1 Pre-Demolition and Cleanup site tour
- 3.2 Proposal content
- 3.3 Proposal Submission
- 3.4 Proposal Evaluation and Selection

4.0 TERMS AND CONDITIONS

5.0 GENERAL CONDITIONS

6.0 REQUIRED FORMS

7.0 ATTACHMENTS

SECTION 1.0

1.1 PROJECT DESCRIPTION

The City of St. Francis is seeking proposals from qualified applicants to provide excavation, demolition and proper disposal of all buildings and foundations on a property located at 22708 Rum River Blvd NW St. Francis, MN 55070

1.2 AUTHORITY

The property is currently owned by a private party. The City of St. Francis is removing the structures according to Court File 02-CV-20-01264 to remove the nuisances located at 22708 Rum River Blvd NW. Successful proposer to closely coordinate with the City of St. Francis regarding all aspects of access to the property and demolition and removal of public nuisances pursuant to Court Order.

1.3 BACKGROUND

The property will be demolished to remove nuisance hazards related to the numerous structural deficiencies, safety issues and condition of the structures

1.4 PROPERTY DESCRIPTION

A. Type: Residential property- house, two detached garages, tree house, junk and debris

Address: 22708 Rum River Blvd NW, St Francis, MN 55070

Built: 1890

Parcel Identification Number: 05-33-24-22-0013

1.5 PROJECT INFORMATION CONTACT

Questions concerning the RFP shall be emailed to the below listed name by Friday, October 30, 2020

City of St. Francis
Community Development Department
Attn: Kate Thunstrom
kthunstrom@stfrancismn.org

1.6 PROJECT TIMETABLE

The following timetable will be followed during the course of the RFP process:

- | | |
|---|----------------------------------|
| a. Request for Proposals Issued: | 10-26-2020 |
| b. Deadline for written questions: | 10-30-2020 |
| c. Deadline for RFP submission: | 11-9-2020, 5:30 p.m. |
| d. Council Selection – tentative | 11-16-2020 |
| e. Sign contract, submit insurance and security | |
| f. Demolition completed by | 60 days after contract signature |

1.7 DEFINITIONS

Asbestos: means an incombustible, chemical-resistant, fibrous mineral form of impure magnesium silicate. Prolonged, inhalation of asbestos can lead to asbestosis -- a chronic, progressive lung disease.

Cesspool: means an underground pit, receptacle, or seepage tank that receives sewage directly from a building sewer and leaches sewage into the surrounding soil, bedrock, or other soil materials. Cesspools include sewage tanks that were designed to be watertight, but subsequently leak below the designed operating depth.

City: means City of St. Francis

Contractor (or general contractor) or Proposer: means an organization or individual that contracts with the City for the removal, disposal and contract costs required pursuant to the RFP. The "general contractor" is responsible for the demolition, removal and proper disposal of all solid waste materials resulting from the property. In situations where it is needed, the "general contractor" may rely on the services of a "subcontractor" to remove and properly dispose of certain "hazardous wastes" materials, and or other waste materials that the "general contract" may not be qualified to handle if so noted in the RFP or approved by the City in writing.

Construction and Demolition Debris Land Disposal Facility: means a site permitted by the Minnesota Pollution Control Agency (MPCA) and or licensed by a County that is used to Dispose of Construction and Demolition Debris.

Construction and Demolition Debris (or Demolition Waste): means Solid Waste resulting from construction, remodeling, repair, erection and demolition of buildings, roads and other artificial structures, including: concrete, brick, bituminous concrete, untreated wood, masonry, glass, trees, rock, plastic building parts, plumbing fixtures, roofing materials, wallboard, and built-in cabinetry. Construction and Demolition Debris does not include: asbestos waste; auto glass; wood treated with chemical preservatives; furniture; lighting equipment; vermiculite; contaminated soil; firebrick; food waste; machinery; engine parts; paints; paint thinners or solvents; varnishes; street sweepings; tar; carpet/padding if not affixed to a structure;

mattresses; adhesives, caulking, sealants and applicators, brushes, containers, tubes, filters contaminated with these materials; sandblasting materials; agricultural chemicals or containers (including empty pesticide, herbicide, and insecticide containers); chemical containers; animal carcasses, parts, or rendering and slaughterhouse wastes; appliances (including white goods and brown goods); ashes or hot wastes that could spontaneously combust or ignite other wastes due to high temperatures; ash from incinerators, resource recovery facilities and power plants; batteries; carbon filters; fluorescent tubes and ballasts; high-intensity discharge lamps; foundry wastes; Hazardous Waste; household Refuse or garbage; infectious waste; liquids (any type), liquid non-hazardous materials; medical waste; mercury containing wastes (thermostats, switches); PCB contaminated wastes; petroleum products and their containers or filters (including oil, grease or fuel); radioactive waste (unless natural materials at normal background levels); septic tank pumping's; sludge's (including ink, lime, wood, sewage or paper); live coal tar (including applicators, containers, and tubes); Waste Tires; vehicles; Yard Waste; and packaging materials, including cardboard, paper, shrink-wrap and Styrofoam. Mixtures of Construction and Demolition Debris with other Solid Waste are not Construction and Demolition Debris.

Chemical Container(s): means any portable device in which a chemical such as pesticides, insecticides, fertilizers, or other such related materials either in bulk form or liquid form is stored, transported, or otherwise handled.

Chlorofluorocarbons (CFCs): A family of inert, nontoxic, and easily liquefied chemicals used in refrigeration, air conditioning, packaging, insulation, or as solvents and aerosol propellants. Because CFCs are not destroyed in the lower atmosphere, they drift into the upper atmosphere, where their chlorine components destroy ozone.

Electronic Waste: (abbreviated E-Waste) means devices containing complex circuitry, circuit boards, or signal process capabilities for processing or displaying information. Electronic products include, but are not limited to, computer monitors, computers, televisions, photocopiers, facsimile machines, video monitors and equipment, telephones and telecommunication equipment, cordless rechargeable appliances, and audio equipment.

Hauler: means any Person licensed by a City who collects or transports solid waste, recyclable materials or Yard Waste, but does not include a Self-Hauler.

Hauler Services: means the Mixed Municipal Solid Waste Services provided by a Hauler or Self-Hauler.

Hazardous Waste: means any Refuse, sludge, or other waste material or combinations of Refuse, sludge or other waste materials in solid, semisolid, liquid, or contained gaseous form which because of its quantity, concentration, or chemical, physical, or infectious characteristics may:

- a. Cause or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness; or
- b. Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

Categories of Hazardous Waste materials include, but are not limited to: explosives, flammables, oxidizers, poisons, irritants, and corrosives. Hazardous Waste does not include source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Household Hazardous Waste: means waste generated from household activity that exhibits the characteristics of or that is listed as hazardous waste under MPCA rules, but does not include office materials, restaurant and food preparation waste, discarded machinery, demolition debris, or household refuse.

Licensee: means the Person who has been issued a license by a City to carry out any of the activities for which a license is required under the provisions of this Ordinance.

Major Appliance or Appliance: means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, freezers and other appliances designated by State law or this Ordinance.

Mixed Municipal Solid Waste or MMSW: means:

- a. Garbage, Refuse, and other Solid Waste from residential, Non-Residential, industrial, and community activities that the Generator of the waste aggregates for Collection, except as provided in paragraph B.
- b. Mixed Municipal Solid Waste does not include auto hulks, street sweepings, ash, Construction and Demolition Debris, mining waste, sludge's, tree and agricultural wastes, Waste Tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and Disposed of as separate waste streams, but does include Source-Separated Compostable Materials.

Polychlorinated Biphenyl or "PCBs": means an industrial solid waste that consists of two hundred nine (209) possible compounds that may have 1-10 chlorine atoms attached to a biphenyl aromatic structure.

Problem Material: means a material that, when processed or disposed of with Mixed Municipal Solid Waste, contributes to one of the following results: 1) the release of a hazardous substance, or pollutant or contaminant as defined in Minn. Stat. §115B.02; 2) pollution of water as defined in Minn. Stat. §115.01; 3) air pollution as defined in Minn. Stat. §116.06; or 4) a significant threat to the safe or efficient operation of a Solid Waste Management Facility.

Property: means that property with an address of: **22708 Rum River Blvd NW, St. Francis, MN 55070.**

Public Health Nuisance: means the creation of conditions or acts that unreasonably annoy, injure, or endanger the safety, health, comfort, or repose of any number of members of the public.

Recycling Facility: means a facility approved of and or licensed by a County used to aggregate, process, or market Recyclable Materials. Recycling Facility does not include an

individual generator of Recyclable Materials, such as a homeowner or business and it does not include a manufacturer using Recyclable Materials as feedstock.

Recyclable Materials: means marketable materials that are separated from Solid Waste for the purpose of Recycling, including paper, glass, plastics, metals, automobile oil, and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a Recyclable Material. Recyclable Materials also refers to marketable materials separated from Industrial Solid Wastes and Construction and Demolition Debris for the purpose of recycling.

Recycling: means the process of Collecting and preparing Recyclable Materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of Recyclable Materials in a manner that precludes further use.

Solid Waste: means garbage, Refuse, sludge from a water supply treatment plant or air contaminant treatment Facility, and other discarded waste materials and sludge's, in solid, semisolid, liquid, or contained gaseous form, resulting from industrial, mining, and agricultural operations and from Non-Residential Property, and from community activities, but does not include Hazardous Waste; animal waste used as fertilizer; earthen fill, boulders, rock; sewage sludge; solid or dissolved material in domestic sewage or other common pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents or discharges which are point sources subject to permits under Section 402 of the federal Water Pollution Control Act, as amended; dissolved materials in irrigation return flows; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Solid Waste Management Facility: means a Solid Waste Land Disposal Facility, a Construction and Demolition Debris Land Disposal Facility, an Industrial Solid Waste Land Disposal Facility, a Compost Facility, a Transfer Station, a Solid Waste Processing Facility, a Waste Tire Facility, a Waste Tire Collection Site, a Waste Tire Facility, a Waste Tire Processing Facility, or a Recycling Facility, that is recognized and approved for acceptance by the Solid Waste Administrator for the purposes of private property abatement. If the above solid waste management facility is located within the County, it must possess a license by the County in order to operate.

Transportation or Transports: means the conveying of Solid Waste from one place to another.

Waste Tire: means a pneumatic tire or solid tire for motor vehicles that has been discarded or that can no longer be used for its original intended purpose because of wear, damage, or defect.

2.0 SCOPE OF WORK

2.1 PURPOSE

The purpose of this project is to excavation, demolition, and proper disposal of all building structures, their foundations and accessory buildings. Property to be filled, graded and seeded with necessary erosion controls.

It should be noted that City of St. Francis does not own this property. The structures upon this property are set to be demolished by Court Order of the District Court, Tenth Judicial District.

2.2 UNENFORCEABILITY

Any clause in a public works contract that waives, releases, or extinguishes the rights of a contractor to seek recovery for costs or damages, or seek an equitable adjustment, for delays, disruption, or acceleration in performing the contract is void and unenforceable if the delay, disruption, or acceleration is caused by acts of the contracting public entity or persons acting on behalf of the public entity for which the public entity is legally responsible. Minn. Stat. Ann. § 15.411 (West).

2.3 SCOPE OF WORK

The successful proposer is required to complete the following Scope of Work during the course of the abatement:

- a. Demolition and complete removal of all property buildings and foundations.
- b. Back fill with clean fill to six inches (6") above grade, and provide for final grading of the property.
- c. Maintain all erosion controls during and after demolition of structures and disturbance of established vegetation
- d. Seed graded property
- e. If present, remove and properly dispose of petroleum contaminated soils according to Minnesota Rules Chapter 7037 (Petroleum Contaminated Soil Management).
- f. Submit invoices to the City along with verification that all solid waste and hazardous waste materials removed from the property were properly disposed of at a permitted and licensed facility, or as directed. Verification to include:
 - i. Type and quantity of solid waste items/materials removed,
 - ii. Disposal site(s), or Recycling Facility(s)

3.0 REQUEST FOR PROPOSAL

3.1 PRE-DEMOLITION AND CLEANUP SITE TOUR

A Pre-Demolition site visit of the property may be conducted for all interested contractors who intend to complete an RFP for the project. Call project contact to schedule a date and time. Visits must be scheduled at least 48 hours ahead of time and accompanied by appropriate City designated official.

3.2 PROPOSAL CONTENT

Submitted proposals shall contain the following to be considered complete and valid:

1. Cover Letter (See 4.0.B for signature requirement)
2. Request for Proposal including the following completed forms:
 - a. Form 1 – Proposer Identification/ Description
 - b. Form 2 – Cost Sheet
 - c. Form 3 – Certification (See 4.0.B for signature requirement)

3.3 PROPOSAL SUBMISSION

Qualified contractors shall submit their proposals using one of the following two methods; 1) emailed PDF format, or 2) In writing with one original copy, by Monday, November 9, 2020. Failure to submit a proposal on time may be grounds for rejection of the proposal. The proposal shall be addressed to:

City of St. Francis
Attn.: Kate Thunstrom
23340 Cree Street NW
St. Francis, MN 55070
Email: kthunstrom@stfrancismn.org

3.4 PROPOSAL EVALUATION AND SELECTION

1. **Evaluation of Proposals.** Evaluation of proposals by staff, advisory committees, or by any other group is advisory only. The City may consider or reject such evaluations or recommendations for any or all proposals. Such evaluations are for the sole benefit of the City, and as such, they are not binding upon the City nor may they be relied upon in any way by a Proposer.
2. **Evaluation.** Each proposal will be evaluated for the following:
 - a. Completeness.
 - b. The proposer's understanding of the Scope of Work to be provided.
 - c. The proposer's previous experience in providing the services called for in the Scope of Work, and any identified conflicts.
 - d. The experience, qualifications, and availability of the staff to be assigned to the City for advisory services.

- e. The extent to which previous clients have found the services of the proposer, and the staff to be assigned, acceptable.
 - f. Ability to execute Confidentiality Agreements.
 - g. Oral Interview responses if Oral Interviews are conducted as part of the evaluation process.
3. **Additional Information Requests.** The City reserves the right to request additional information or clarification from Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, the City has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirement will be given as necessary.
4. **Disqualification.** Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:
- a. Incomplete Proposal Submittal.
 - b. Conflict of Interest with the City or its agents.
 - c. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
 - d. Lack of qualifications or experience.
 - e. Unsatisfactory performance record, judged from the standpoint of references.
 - f. Failure of the Proposer to be properly licensed or insured.
 - g. Any other reason to be determined in good faith to be in the best interests of the City.
 - h. Failure to comply with any qualification requirements of the City.
5. **Selection.** The City will notify the successful proposer on or before the date described in Section 1.6.F.

4.0 TERMS AND CONDITIONS

- A. **RFP Preparation Costs.** Proposers shall bear all costs associated with proposal preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.
- B. **Proposal Signature.** The Cover Letter and Certification pages of the RFP shall be signed by the individual Proposer or a principal of the Proposer who is fully authorized to act on behalf of the Proposer(s) and can be held accountable for all representations.
- C. **Proposal Errors.** Should the Proposer believe that an error appears in the RFP documents, Proposer shall notify the Project Information Contact noted in Section 1.5
- D. **Withdrawal of Proposals.** Any Proposer may withdraw a submitted proposal at any time by notifying, in writing, the Project Information Contact noted in Section 1.5.

- E. Key Contact Person. The successful proposer will be expected to identify an individual to serve as the key contact person with the City. Any changes in the key contact person during the course of the project term must be agreed upon by the City, in advance.
- F. Negotiation of Contract. The RFP award is subject to successful negotiation of a contract between the successful proposer and the City. The contract will include terms set forth in Section IV of the RFP and proposer's proposal. The City may, in its sole discretion, re-negotiate and/or award to another successful Proposer. Submission of a proposal as provided herein shall neither obligate nor entitle a prospective Proposer to enter into a contract with the City of St. Francis.
- G. Project Start/Completion Date. If chosen as the contractor, the contractor will complete all work within Thirty (30) days of the project start date, absent any unidentified waste or similar existing circumstances. The project start date shall be agreed upon with City.
- H. Proposer/City Relationship. The successful proposer will be required to work closely with City Staff during the course of the Abatement process.
- I. Stop Work. The successful proposer shall stop work on the property and notify City if any additional work outside to the scope of work noted in Section 2.3 is identified such as but not limited to buried utilities, contaminated soils, unidentifiable waste, or hazardous waste.
- J. Licensed Waste Hauler. The successful proposer must be a licensed waste hauler or must retain the services of a licensed refuse hauler for the removal of solid waste materials.
- K. Cost sheet Exceedance. Cost increases shall be submitted to the City in writing prior to authorization of payment.
- L. Invoice Submittal. Because this is a City authorized cleanup, the successful proposer/contractor shall be working for the City as an independent contractor and all invoices shall be submitted to the City only.
- M. Use of Permitted Solid Waste Facilities. The successful proposer shall dispose of all solid waste and hazardous waste (including HHW and demolition debris) resulting from the property at solid waste facilities that are permitted and licensed by either County, and/or the Minnesota Pollution Control Agency.
- N. Verification of Proper Disposal. The successful proposer shall provide receipts and other documentation necessary to verify legal disposal to the City.
- O. Invoice Payment. The successful proposer shall understand that if any of the conditions in 4.0.N and 4.0.O are not met, payment or reimbursement may not occur for partial or all costs incurred.

5.0 GENERAL CONDITIONS

- A. Invitation for Proposals. The issuance of this Request for Proposal ("RFP") constitutes only an invitation to submit proposals to the City of St. Francis. It is not to be construed as an official request for bids, but as a means by which the City can acquire information related to retaining Contractor services.
- B. Submission of Proposals. The City is not obligated to respond to any proposal submitted nor is the City legally bound in any manner whatsoever by the submission of a proposal.
- C. Compliance with Minimum Standards. The City reserves the right to determine, in its sole and absolute discretion, whether any aspect of any proposal satisfactorily meets the criteria established in this RFP.
- D. Additions, Amendments, and Withdrawal/Cancellation of RFP. The City reserves the right to add to, amend, withdraw and/or cancel, in part or entirely, this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise. If any part of the RFP is revised, addenda to the RFP will be provided to all Proposers who provided a copy of the RFP.
- E. Cancellation. The City reserves the right, without any liability, to cancel the award of any proposals at any time before execution of any subsequent contract or agreement documents by all parties.
- F. City Interests. The City reserves the right to reject any and all proposals which do not, in the City's judgment, serve the best interests of the City. The City also reserves the right to accept other than the lowest cost proposal.
- G. City Rights. The City has broad rights with respect to the proposal detailed in this RFP. The City of St. Francis may decide to contract with more than one entity to develop the services contemplated herein. The City also reserves the right to:
 - a. Withdraw this Request for Proposal at any time.
 - b. Accept any proposal.
 - c. Reject all proposals.
 - d. Reject any proposal which, in its sole judgment, does not serve its best interests.
 - e. Waive minor irregularities in the proposal request process.
- H. Contract Negotiation. It is understood that any proposal received and evaluated by the City can be used as a basis for direct negotiation of the cost and terms of a contract between the City and the particular individual or entity submitting such a proposal. The City of St. Francis reserves the right to negotiate pertinent contract terms concurrently with any number of individuals or entities as it deems in the City's best interests, whether

or not such individuals or entities submitted a proposal. It is the intention of the City to subsequently enter into a contract with the individual or entity with which the City can make the most satisfactory arrangements for its needs.

- I. Awarding of Contract. The City reserves the right not to award a contract to any Proposer(s) and to reject all proposals. If the City decides to award a contract(s), the City will award a contract(s) to the qualified Proposer(s) whose proposal the City determines best meets the needs of the City. The City reserves the right to award a contract(s) other than to the lowest priced proposal. The City's determination is in its sole discretion.
- J. City Not Liable. It is agreed by and between the parties of this RFP that in no event shall the City itself nor any official, officer, employee, or agent of the City in any way be personally liable or responsible for any covenant or agreement therein obtained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this RFP.
- K. Public Record/Confidentiality. Proposals submitted become a matter of public record. Information supplied by the Proposer to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations information pursuant to Minnesota Statute Section 13.37. If the Proposer believes any non-public information will be supplied in response to the RFP, the Proposer shall take reasonable steps to identify and provide reasonable justification to the City regarding which data, if any, falls within the Minnesota Government Data Practices Act exceptions. The Proposer agrees as a condition of submitting a proposal that the City will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted.
- L. Indemnification. To the fullest extent permitted by law, Proposers agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Proposer's negligence or the Proposer's performance or failure to perform its obligations under this Proposal and any subsequent Agreement. Proposer's indemnification obligation shall apply to the Proposer's subcontractor(s), or anyone directly or indirectly employed or hired by Proposers, or anyone for whose acts Proposers may be liable. Proposers agree this indemnity obligation shall survive the completion or termination of work requested in this RFP and any subsequent Agreement.
- M. Independent Contractor. It is expressly understood that the Proposers are an "independent contractor" and not an employee of the City. Proposers shall have control over the manner in which the Services are performed under their Proposal and any

subsequent Agreement. Proposers shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this RFP. Proposers shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this RFP or any subsequent Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

N. Ownership of Materials Submitted. All material submitted with or as part of the response to this RFP is the property of the City and will not be returned.

O. Proposers' Costs. The City shall not be responsible for any costs incurred by Proposers in connection with this RFP. This RFP also does not commit the City either to award a contract or to pay for any costs incurred in the preparation of a proposal.

P. Use of Proposal Ideas. The City reserves the right to use any or all Proposer ideas presented. Selection or rejection of the proposal does not affect this right.

Q. Required Submittals of the RFP selected.

1. Security in lieu of bond. The City shall require either a performance bond, certified check or cashier's check made payable to the City for the performance of the contract in this matter in the sum of 100% of the proposal amount.
2. Insurance. The proposer shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the City for this proposal and, if successful, throughout the term of the work contemplated by this RFP.
 1. Commercial General Liability Insurance
 - a. \$1,500,000 per occurrence/\$2,000,000 annual aggregate
 - b. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured. All policies shall be written on an occurrence basis using ISO form CG 00 01 07 98 or its equivalent.
 - c. Automobile Insurance
 - d. Coverage shall be provided for hired, non-owned and owned auto.
 - e. Minimum limits: \$1,500,000 per occurrence /\$1,500,000 annual aggregate
 2. Workers' Compensation and Employer's Liability as required by Minnesota Law.
 3. Professional Liability/Errors and Omissions Coverage
 - a. \$1,000,000 per claim. \$2,000,000 per aggregate. All policies shall be written as acceptable to City.
 4. Certificate of insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis,

then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of this Agreement; and 2) evidence of coverage shall be provided for three years beyond expiration of this Agreement.

5. All Certificates of Insurance shall provide that the insurance company gives the City sixty (60) days prior written notice of cancellation, non-renewal and/or any material change in policy.
6. The above sub-paragraphs establish the City's insurance requirements, and it is the sole responsibility of Contractor to purchase and maintain additional insurance that may be necessary in connection with this Proposal as it deems fit.
7. Certificate of Insurance must indicate if the policy is issued pursuant to these requirements. Contractor shall not commence work until the Contractor has obtained the required insurance and filed an acceptable Certificate of Insurance with the City. Copies of insurance policies shall be submitted to the City upon request.
8. Nothing in this Agreement shall constitute a waiver by the City of any statutory or common law immunities, limits, or exceptions on liability.
9. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than A.

- R. Responsible Contractor. The successful Proposer must be a "responsible contractor." The term "responsible contractor" means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project, and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project, as applicable. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor.

6.0 REQUIRED FORMS

A. The following documents, which are part of this section, need to be completed and returned in order for your proposal to be accepted for consideration. A set of the following forms are needed for each property.

1. Property 22708 Rum River Blvd NW
 - i. Form 1 – Proposer Identification/Description
 - ii. Form 2 – Cost Sheet
 - iii. Form 3 – Proposer Certification

7.0 ATTACHED

- A. Property 22708 Rum River Blvd NW
1. Site photo
 2. Environmental report (Pre-demolition Report)

Form 1

22708 Rum River Blvd NW

PROPOSER IDENTIFICATION / DESCRIPTION

Business Name			
Address			
City / State / Zip Code	City:	State:	Zip Code:
Contact Person & Signature	Print Name:	Signature:	
Phone / Fax / E-Mail	Phone:	Fax #:	E-mail:

1. Describe the history and experience of your company. Please list examples of previous clean-up projects or similar type of work. Attached additional sheet(s) if necessary,

Form 2

22708 Rum River Blvd NW

COST SHEET FOR SCOPE OF WORK

- Abatement per Pre-Demolition *Asbestos and Regulated Waste Assessment* report as completed by Carlson McCain
- Locating and removing Utility Lines including but not limited to; gas, electric, cable, water, sewer, etc.
- Demolish and Removal of all Buildings, basement, foundations, debris and household goods
- Removal of debris in yard and soil
- Backfilling with clean fill and grading to a flat finish
- Final site seeding
- Placement of erosion control measures during and following demolition until vegetation is established (silt fence, logs, etc.)

Scope of Work Total Cost: \$ _____

Form 3

22708 Rum River Blvd NW

PROPOSER CERTIFICATION

As the general cleanup contractor, I hereby declare by my signature below, that this bid is for the Scope of Work described in Section 2 of this Request for Proposal. I also declare by my signature below, that I agree to all conditions set forth in this RFP.

CONTRACTORS SIGNATURE & TITLE

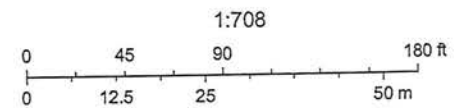
DATE

City of St Francis, MN



October 1, 2020

- Parcels
- St. Francis City Boundary



TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Emergency Ordinance
DATE: June 15th, 2020

OVERVIEW

6/15 – excerpt of staff report

The City of St. Francis adopted an Emergency Ordinance due to COVID-19. This was requested to be reviewed.

Under the State of Minnesota's initial Executive Orders regarding COVID-19, the City did modify operations by closing buildings to the public, holding electronic meetings, rotating staff to reduce infection of entire departments, adjusted the Bottle Shop hours, and continued City Hall operations by allowing staff to work remotely.

Since May 18th, and consistent with the Governor's Executive Orders – the City has reopened buildings to the public and Staff are within the building for the workday. Since Jun 1st, the Bottle Shop has been restored to normal business hours.

10/19 – Updated Information

COVID19 appears here to stay for a while. Since this was last discussed, the City has had more than six incidents with COVID19. Almost all had to deal with potential exposure to COVID19.

Staff is learning that a member of a household (children, spouse, extended family) can contract COVID and living with the family member substantially increases chances of becoming infected. The issues become compounded if multiple family members contract the virus in succession vs. concurrently. This extends out quarantine timelines and makes the logistics of processing testing (which usually takes 5 days from scheduling to results) extremely difficult. Effectively requiring constant testing as infections can run through a family.

With that, COVID19 has become MORE complicated as it is starting to expand through the population. With cold and flu season upon us, it is difficult to distinguish the various illness since COVID19 has similar symptoms to the cold and flu. With that, if someone contracts the flu or maybe a cold, they must provide a negative COVID19 test before they are allowed to come back to work. Again, most parties who have had to go



through the testing process, have reiterated the five day turnaround from scheduling an appointment to getting the test results.

In addition, through our COVID19 Response Team meetings – it is becoming a trend that schools that have opened, are either reverting back to hybrid or going full distance learning.

With the uncertainty of the months to come, the lengthy testing procedure, the fact that the virus is becoming more widespread, and cold and flu season upon us – Staff would recommend keeping the emergency ordinance in place.

Staff has dealt with COVID19 issues more in the last 60 days than we have had to for the first six months.

Action to be considered:

Review and discuss. Provide staff with direction.

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Poppy Street
DATE: October 19, 2020

OVERVIEW

Staff received the attached offer from the City of Oak Grove. City Engineer Craig Jochum provided the attached response.

Staff's position is that this isn't really a negotiation as much as it is working toward a partnership to complete a joint project.

Staff strongly recommends the City Engineer and City Administrator meet with the city of Oak Grove.

Recommendation Action:

Review and discuss. Provide Staff with direction.

Joe Kohlmann

From: Loren Wickham <lwickham@ci.oak-grove.mn.us>
Sent: Wednesday, October 14, 2020 1:44 PM
To: Joe Kohlmann
Subject: Poppy Street Project

Caution: This email originated outside our organization; please use caution.

Hi Joe,
City Engineer Schwartz updated the City Council on the Poppy Street project on Monday night. The City Council agreed to \$50,000 + costs for easements/right of way acquisition (estimated at \$20-\$30k) on the Oak Grove side for the project.

Loren

Loren Wickham
City Administrator | City of Oak Grove
19900 Nightingale St. NW | Oak Grove, MN 55011
763.404.7075 | lwickham@ci.oak-grove.mn.us

Joe Kohlmann

From: Craig Jochum <CraigJ@HAA-inc.com>
Sent: Thursday, October 15, 2020 11:07 AM
To: Joe Kohlmann
Cc: Jason Windingstad
Subject: Poppy Street

Caution: This email originated outside our organization; please use caution.

Joe,

I briefly reviewed the Poppy Street project assuming Oak Grove would only contribute \$50,000. The \$50,000 would cover a reclaim of the existing pavement, paving the new surface directly on top of the reclaim (no grade change), matching back the Oak Grove driveways, tree clearing, and replacing the one cross culvert that crosses Poppy Street from Oak Grove. This culvert drains to the St. Francis storm sewer system. Essentially the \$50,000 covers a simply reclaim and pave and leaves the ditch section adjacent to Oak Grove (no curb).

Oak Grove would not be providing any money for the trail or overhead other than acquisition costs for their right of way.

The current design on the St. Francis side includes curb with the trail/side walk constructed adjacent to the curb. To accomplish this and to eliminate the ditches in the front yards the road needs to be lowered. Based on the \$50,000 discussed above Oak Grove would not be contributing to any costs associated with lowering the road.

Craig J. Jochum, President

3601 Thurston Avenue
Anoka, MN 55303
Phone: (763) 427-5860
Fax: (763) 427-0520
Direct: (763) 852-0485

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Curb Stop Issue – Rum River Boulevard
DATE: October 19th, 2020

OVERVIEW

Staff was sent out to shut off the water for a household that had a plumbing issue/ water leak. When staff went to the site – it was realized that the water was already “shut off” but water was continuing to flow.

In short, it was realized that one two inch service provides water to three homes. Normally, it would be considered a non-conforming issue and the homeowner would be responsible for the upgrade. However, it appears the City did significant work in this area in 2007. The water connection issue could/should have probably been addressed at this time.

All things considered, since it may have slipped through – staff is looking to repair the connection issue and provide independent connections for the homes. The estimated amount to repair this issue is about \$7,000.

If the Council wishes to move forward, it is recommended to act timely as it will be more expensive if the ground is frozen.

Attachments

Email from Jason Windingstad

Map of where staff thinks the service connections are – based on drawings from 2007

Recommendation Action:

Consider authoring Staff to hire a contract to fix the connection issues.

Joe Kohlmann

From: Jason Windingstad
Sent: Thursday, October 15, 2020 10:34 AM
To: Joe Kohlmann; Kate Thunstrom
Subject: water services

Good Morning Joe and Kate,

It was discovered recently that water was leaking from the back door of 22935 Rum River Blvd. The homeowner or contractor called Public works to turn off the water at the curb stop. Public works staff discovered that the curb stop for that specific property was already off, but water was still leaking from broken pipe in house. After doing some investigating and going through our as-builts, it was discovered that a two inch service and curb stop in the driveway of 22921 appears to shut the water off for 22935, 22921 and 3725 River Dr.

Obviously, this is an issue that needs to be corrected. The issue or problem happened when Rum River Blvd was being reconstructed. According to our code 3-2-4, no more than one home can be serviced by one corporation.

The question is do we pay for the repair to correct this? There are three curb stops available to correct this problem and rectify the code violation mentioned above.

Couple ways to proceed with this.

1. Dig in the driveway of 22921, and split the 2" service into three separate services, so they each have a curb stop.
2. Run a new service line off of the new/stubbed in curb stop for 22935 and connect or splice to existing service. Then excavate in the driveway of 22921 and separate 22921 and 3725 so each have their own curb stop.

Normally this would be the cost of the homeowner however I'm not sure how this slipped through the cracks. I would like to get this resolved yet this year. The minimum cost for this is about \$ 7000, not including the driveway patch. Thoughts?

Jason Windingstad
Director of Public Works
City of St. Francis
4058 St. Francis Blvd
St. Francis, MN 55070
763-233-5200

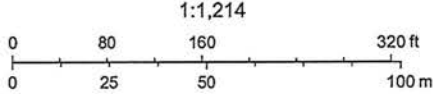


City of St Francis, MN



October 15, 2020

- Hydrant
- Water Valve
- Watermain
- Parcels





**Streets and Parks Monthly
Report – September 2020**

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	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	32	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	13.9	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	76	Inspections
Parks	Events	Preparation and Inspection	4	4 misc.
Parks	Fertilizing	Applied to city properties and parks	16 of lime	Tons
Parks	Mowing	City Parks and Property	190	Acres
Streets	Signs	Signs Installed or Repaired	7	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	4 Park 1 Recycling
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	30	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	26	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	20	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	6	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	1	Hours
Parks	Playground	Install Woodchips	0	Yards

Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	1	Events



**Water and Sewer Monthly
Report – September 2020**

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	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at facility	42	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	Daily	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
Water	Water Treatment Report			
		Total Raw water	19.1	Million Gallons
		Total Finished water	17.6	Million Gallons
		Finished water sold	18.37	Million Gallons
		Accounted water %	103	%
		Oak Grove water use	2.42	Million Gallons
		Average Daily Flow	.586	Million Gallons
		Average Chlorine	.47	Mg/l
		Average Raw Iron	1.02	Mg/l
		Average Raw Manganese	.086	Mg/l
		Average Fluoride	.7	Mg/l
		Iron Removal	99	%
		Manganese Removal	76	%
Wastewater	Wastewater Treatment Report			

Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents:	79	Constituents
Wastewater	Operational Hours	Hours spent at facility.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	30	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	30	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.93	Million Gallons
		Total Effluent	10.37	Million Gallons
		Reuse effluent	.774	Million Gallons
		Influent TSS	331	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	5	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	98	% Removal
		Influent CBOD	268	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	29.1	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	106	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings

Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	8	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	17	Work Orders
Water/Sewer	Monthly Projects			
District 4 Maintenance	Fire Hydrant Rehab	Hydrants were given a new paint job. These hydrants were faded or starting to show rust.	74	Hydrants
Wastewater Treatment Facility	Aeration Blower Maintenance	Oil was changed on all blowers, belts were inspected or changed and units were greased.	8	Blowers
Wastewater Treatment Facility	NPDES Permit Meeting	This meeting was with the MPCA discussing our new Five-year permit.	2	Hours
DL-6 Lift Station	Pulled Pump	Pump was plugged.	1	Pump
River Shores Lift Station	Pulled Pump	Pump was plugged.	1	Pump
Pre-con Meeting	Rum River Bluffs 2 nd	Discuss construction of new development.	1	Hour
Generators	Load Bank Testing	Running each generator at 90-100% capacity which looks for voltage and amperage irregularities.	8	Generators

*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.



St. Francis Police Department Quarterly Report July - September 2020

To: City Council and City Administrator Joe Kohlmann
From Todd Schwieger, Chief of Police
Date: October 19th, 2020
RE: Police Department Third Quarter Report

NOTES FROM THE CHIEF

This report will contain a brief overview of some police department statistics from the 3rd quarter of 2020. It will also display activities police department staff participated in during the 3rd quarter as well as some upcoming activities through the remainder of the year.

During the 3rd quarter of 2020, the police department experienced a slight increase in type 1 and 2 offenses which included fraud complaints, theft of gas, DWI's, and citations issued. There was also a slight increase in part 3,4,5 offenses which included suspicious activity calls, medicals, alarms and vehicle accidents.

During the 3rd quarter, several department officers participated in TZD (Toward Zero Deaths) details, which resulted in multiple DWI arrests and citations for seatbelt violations, speed violations and hands free violations. This extra enforcement is just another way St Francis Officers are making the roads safer and improving public safety.

Officer Jody Black retired in July and has entered the next chapter of her life. Officer Black joined the St Francis Police Department in 2014 and also served as a police officer with the Northfield Police Department and as a fraud investigator with the State of Minnesota. Officer Black brought many special talents to the St Francis Police Department and she really shined as a School Resource Officer. Officer Black's service to the police department and St Francis community will be greatly missed. As a result of Officer Black's retirement the police department began its search for a police officer

in July to fill the vacancy. The police department hopes to have a police officer hired and in the field training phase by December of 2020.

The St Francis Police Department also saw its first intern during the summer of 2020. Reserve Officer Derek Barck completed an internship of 480 hours over the course of several months. Derek Barck is attending Winona State University and part of his graduation requirement was completing an internship with a law enforcement agency. All officers and staff participated had a hand in showing Derek how a law enforcement agency operates from many different angles. Derek is an outstanding reserve officer and fit in very well with staff. The Police Department would like to thank Derek for all of his contributions and for joining us this summer.

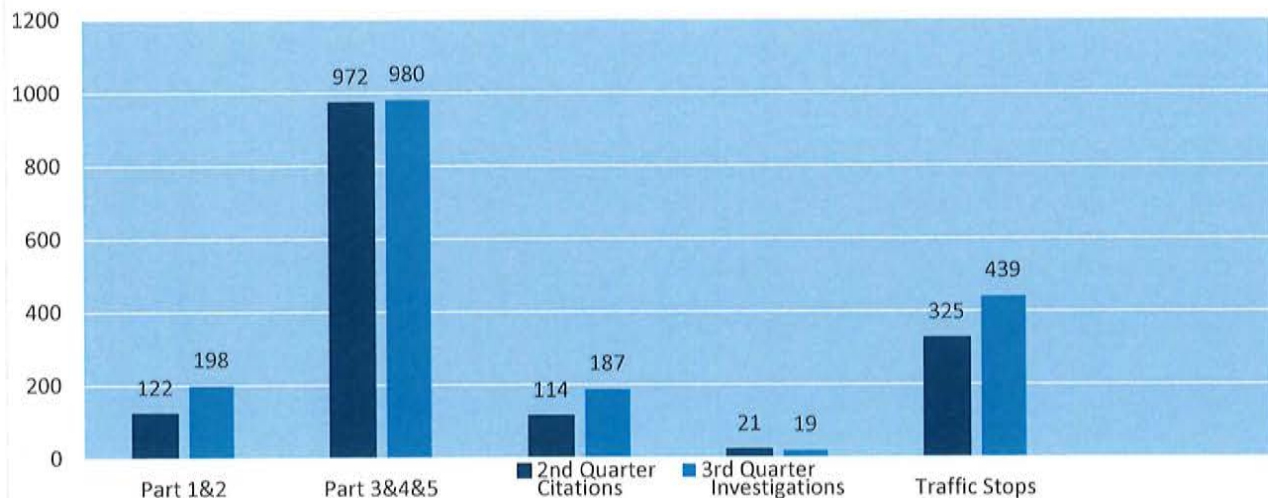
Community outreach remains a priority for the police department although with the ongoing pandemic a majority of these efforts have been placed on hold. Staff did participate in National Night Out in August by attending area block parties. On a typical year staff would have been hosting a large event in the Community Park which was cancelled due to the pandemic. Nonetheless, it was great to see officers out mingling with the residents and creating positive relationships. Officers also attended a Support the Troops event at the St Francis American Legion in September. Thank you to the Legion staff and everyone else who came out to show support for the troops and law enforcement. Department staff is hopeful to get back to normal sometime soon and participating in more events. The police department is fortunate to have officers and staff who are dedicated to maintaining a great relationship with the public through community outreach programs.

I'm proud of all of the work the police department staff has done over the course of the year and will continue to do as this year comes to an end. St Francis residents should be confident in knowing that they have a police department that does much more than just respond to calls for service. The police department is dedicated to customer service and goes that extra mile in creating a strong working relationship with the public. This way we can all work together for the greater good of the community.

3RD QUARTER STATS:

Offense Type	Description Examples	Number of Calls- 2nd Quarter 2020	Number of Calls-3 rd Quarter 2020
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	122	198
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	972	980
Traffic Stops		325	439
Total Generated ICR'S (Incident Crime Reports)		1419	1617
Investigations		21	19
Citations		114	187

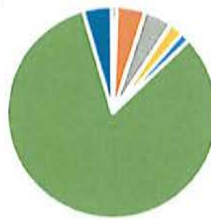
Comparisons for 2nd & 3rd quarter-2020



Calls for Service Breakdown Part 1 and 2 Offenses-2020

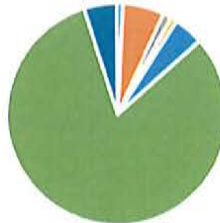
	2nd Quarter	3rd Quarter
Thefts from Vehicle	1	2
Theft of Gas	6	14
Burglaries	6	3
Assaults	3	2
DWIs	2	10
Citations	114	187
Fraud	6	11

2nd quarter 2020



■ Theft from Vehicle ■ Theft of Gas ■ Burglaries ■ Assaults ■ DWI'S ■ Citations ■ Fraud

3rd quarter 2020

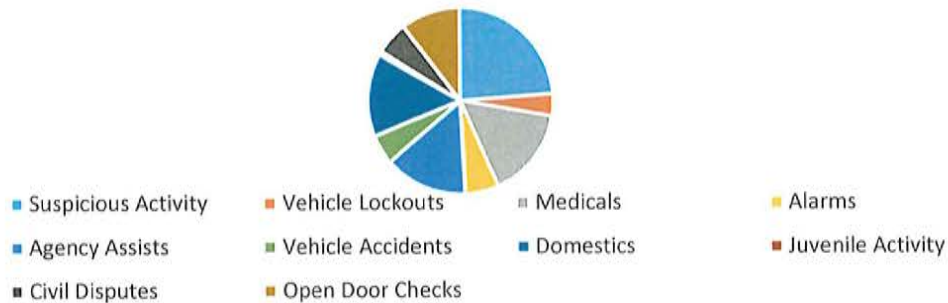


■ Theft from Vehicle ■ Theft of Gas ■ Burglaries ■ Assaults ■ DWI'S ■ Citations ■ Fraud

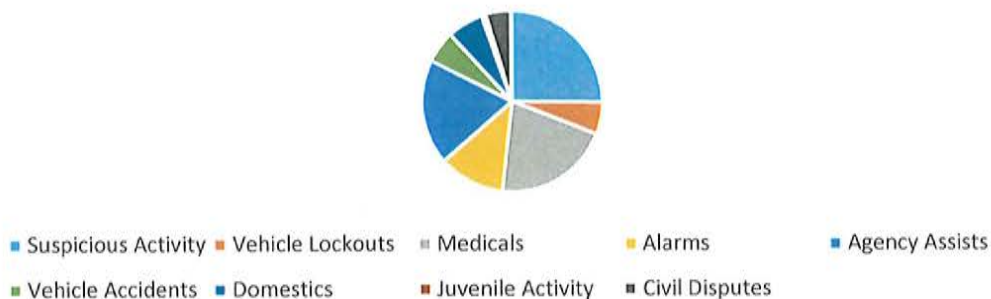
Calls for Services Breakdown Part 3, 4, 5 Offenses-2020

	2nd Quarter	3rd Quarter
Suspicious Activity	74	105
Vehicle lockouts	12	24
Medicals	49	87
Alarms	18	49
Vehicle Accidents	16	24
Agency Assists	45	79
Domestic situations	45	27
Juvenile Activity	2	3
Civil disputes/Landlord-tenant/Child Custody	18	19
Open Door Notifications	32	15

2nd Quarter 2020



3rd Quarter 2020



Community Resource Officer (CRO)

SOLVING PROBLEMS THROUGH COMMUNITY PARTNERSHIPS

During the 3RD quarter, Community Resource Officer (CRO) Hearn has been continuing to focus on City Ordinance Chapter 10-16-15 (Outdoor Storage) and others as needed. Officer Hearn is also proactive in identifying possible rental ordinance violations in the city. During the quarter Officer Hearn identified 3 Rental Housing Ordinance violations and 11 Outdoor Storage and Parking Ordinance violations for a total of 14 Ordinance Violations. All 14 ordinance violations were brought back into compliance by working with those involved.

Besides Code Enforcement Officer Hearn has focused on traffic enforcement throughout the city and has made 37 traffic stops with 32 citations in the 3rd quarter. In addition to addressing ordinance and rental violations Officer Hearn performs regular patrols through neighborhoods while also assisting day officers. Officer Hearn has assisted on a total of 92 calls for service in addition to the 14 Ordinance Violation calls. The Community Resource Officer plays a major role in Community Outreach which has unfortunately been limited due to the current pandemic. Officer Hearn did participate in National Night Out and is optimistic on holding a fall Citizens Academy. The Community Resource Officer also has an active role in providing updated information to the public through social media.

Officer Hearn attended a Use of Force Instructor Training this past quarter and is now a Use of Force Instructor with the police department and will hold a class this fall along with Sergeant Allen. Officer Hearn also assisted in the hiring process by helping create, and administer the physical agility test for new applicants. Officer Hearn's Community Resource Officer duties were put on hold towards the end of the 3rd quarter due to Officer Black's retirement. He is currently working in a street officer capacity until a new officer is hired. Officer Hearn will be assisting in the training of the new officer and will resume the Community Resource Officer duties in early 2021.



Thank you Officer Black
for your dedication to the
St Francis Police
Department and
Community. Good luck in
your new adventures and
you will be missed!



ST FRANCIS PD INTERNSHIP



My name is Derek Barck and this summer I have had the honor of being the St. Francis Police Department's first intern. As part of my requirements for graduation from Winona State University I am required to complete an internship of 480 hours at a law enforcement agency. During this time the staff at SFPD have fully involved me in the day to day operations.

During week one I received an in depth look into the administrative side of the department such as the history of our department, key policies, and learning about annual trainings that officers complete. During weeks two and three I worked closely with Administrative Assistant Lori Roberts and Records Clerk Sandy Anderson on planning our Bike Safety Rally and learning about the back end of law enforcement operations and how records staff keep the office running smoothly. During week four I spent time with Investigator Schwieger and learned about search warrants, vehicle forfeitures, and proper evidence procedures. Week five was spent with Officer Amanda Dzuris who taught me about domestic assault procedures and things law enforcement must complete each time there is a report made about a domestic situation. Officer Dzuris also taught me about her CIT (Crisis Intervention Training) and how she uses her training in the field to de-escalate tense situations. Week six of my internship fell during the week of July 4th which was designated as my traffic and DWI enforcement week. During this week I rode along with Officer Chris Bulera on the overnight shift and learned about policies related to traffic enforcement, towing procedures, and standardized field sobriety testing (SFSTs). Weeks seven and eight I spent with Officer Lyle Hearn who happens to be our Community Resource Officer (CRO). When I was with Officer Hearn I learned about community outreach efforts and events and how to use social media to our advantage in making the public aware of law enforcement activities throughout the City. Officer Hearn also gave me an in depth look into case law and how it is important to what officers do daily. We also spent time going over ordinance enforcement and why we do it. During week nine I spent time with Chief Todd Schwieger going over every day activities of the Police Chief. I learned about the budget, chain of command, and council meetings. During week nine I also spent time with Sgt. Larson and Sgt. Allen talking about how they handle complaints, and how they handle ordering equipment. My final week I spent time with our School Resource Officers (SROs) learning about their daily tasks and juvenile charging procedures.

I would like to thank the St. Francis Police Department and their entire staff for taking the time to teach me about all of the things they do. I have learned so many things that will assist me in my future career as a law enforcement officer.

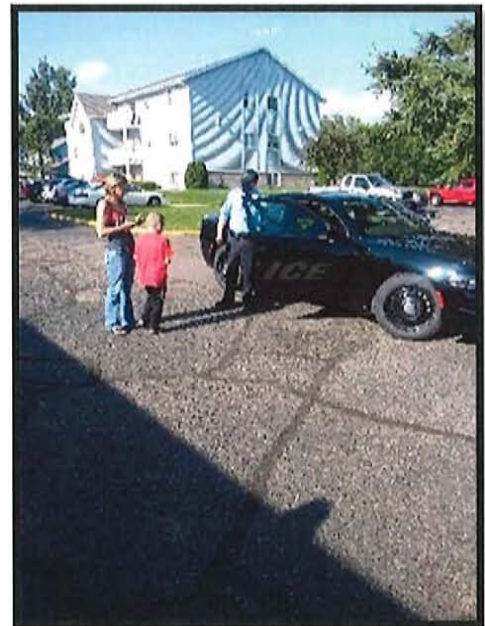
Derek Barck

St. Francis Police Intern

St. Francis Police Reserve Officer



Community Outreach in 2020 has been a challenge due to the ongoing COVID pandemic but despite this obstacle PD staff has found a way to still get involved. Several Officers and Reserve Officers participated in National Night Out in August by visiting area block parties.



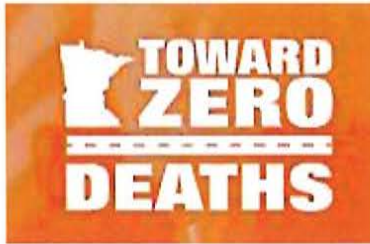
MINNESOTA TOWARD ZERO DEATHS (TZD)

Created in 2003, Minnesota TZD is the state's cornerstone traffic safety program, employing an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. While individual disciplines have a long history of successful traffic safety programs, TZD aims to tie these together with a common vision and mission for even greater success. The TZD program uses data to target areas for improvement and employ proven countermeasures.

The TZD program team works in partnership with community and corridor groups to improve the traffic safety of a designated area. Toward Zero Deaths provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and the fatalities and severe injuries that result from them.

According to the Office of Traffic Safety there have been 297 traffic fatalities in Minnesota this year. That is compared to 269 at this time last year. Listed is a breakdown of factors that contributed to the accidents.

- 84 Speed Related
- 85 Alcohol Related
- 20 Distracted
- 68 No Seat Belts
- 34 Pedestrian
- 54 Motorcycle



During the 3rd quarter of 2020 there have been 1,649 DUI Arrests statewide.

Anoka County has held 14 Impaired Driving events, 1 Speed detail, 1 Seat Belt detail, and 1 Distracted Driving detail during the 3rd quarter of 2020. Officers from agencies throughout Anoka County as well as the State Patrol participate in these events with the ultimate goal of increasing public safety on Minnesota roads. Listed are the number of traffic stops initiated during the given events and the number of arrests/citations as a result.

14 Impaired Events:

- 465 Traffic Stops
- 10 DUI Arrests
- 137 Speeding
- 6 Seat Belts

Distracted Driving Event:

- 188 Traffic Stops
- 59 Texting
- 33 Speeding
- 16 Seat Belt

Seat Belt Event:

- 407 Traffic Stops
- 2 DWI Arrests
- 50 Texting
- 127 Speeding
- 69 Seat Belts

Speed Event:

- 730 Stops
- 16 Texting
- 513 Speeding
- 16 Seatbelt

UPCOMING EVENTS:

Unity Day -Wednesday, October 21, 2020- National Bullying

Wear and share orange to show that we are together against bullying, and united for kindness, acceptance, and inclusion. Make it ORANGE and make it end! What are your true colors when it comes to showing that you believe that all youth should be safe from bullying?



National Prescription Drug Take Back Day is October 24, 2020 – 10AM to 2PM



The prescription drug take back box located in the police department/public works lobby is a way for residents to dispose of their unwanted prescription medications. The police department will also be participating in National Prescription Drug Take Back Day on October 24th from 10AM to 2PM. This is an opportunity to provide education to the public on the potential for abuse of medications while also providing an additional safe, convenient, and

responsible means of disposing of unwanted prescription medications. Drop off locations will be the St Francis Police Department lobby.

