CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
ST. FRANCIS COMMUNITY CENTER
23340 CREE STREET NW

APRIL 6, 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 – March 16, 2020
   B. Participation in the 2020 Street Consortium - Seal Coating and Crack Filling
   C. Replacement of HAVA Election Equipment as per Anoka County JPA
   D. Interim Policy 2020-02 COVID-19 Program for Employees
   E. Police Sergeants Contract Approval – sent under separate cover
   F. River's Edge 3rd Addition – Grading Plan Agreement
   G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
   A. 2020 Street Reconstruction and Watermain Imp. Project – Postponed to April 20, 2020
   B. Trail Easement Vacation – Postponed to a date to be determined
8. OLD BUSINESS
9. NEW BUSINESS
   A. Ordinance 263, Second Series Temporarily Establishing Moratorium on Auto Sales (Second Reading)
   B. Geographic Information Systems (GIS) Provider - Request for Proposals
   C. Liquor Store Expansion Update
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Administrator's Report
    B. Councilmember Reports -
    C. Upcoming Events –
       - Apr 15 Planning Comm. Mtg @ St. Francis Community Center 7:00 pm
       - Apr 20 City Council Meeting @ St. Francis Community Center 6:00 pm
       - May 4 City Council Meeting @ St. Francis School District Offices 6:00 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES

MARCH 16, 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 at the St. Francis Community Center.

2. **ROLL CALL**
Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, and Robert Bauer. Sarah Udvig excused. Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, 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 ADDING COVID-19 EMERGENCY DECLARATION ORDINANCE TO THE AGENDA. Motion carried 4-0.

4. **CONSENT AGENDA**
A. City Council Minutes – March 2, 2020
B. City Council Work Session Notes – March 4, 2020
C. Northern Lighter Pyrotechnics Fireworks Contract-Pioneer Days June 13, 2020
D. St. Francis Fire Dept. Auto-Aid Enhanced Agreement with the Bethel Fire Department
E. Accept the $2,000 Donation from Blaine Blazin 4th Festival for Pioneer Days
F. City Council Work Session Notes – March 9, 2020
G. Calling for Hearing on 2020 Street Reconstruction & Watermain Improvement Project – Resolution 2020-20
H. Payment of Claims $452,725.30 (ACH 282E-283E & 286E $183,813.60 and Check Numbers 77243-77322 $268,911.70)
I. Rivers Edge 2nd Addition – Amendment to Developers Agreement

Feldman asked to pull item D. from the consent agenda for clarification.
MOTION BY ROBINSON SECOND BAUER APPROVING THE CONSENT AGENDA A-C and E-I. Motion carried 4-0.

Mayor Feldman asked with this Auto-Aid Enhanced Agreement with Bethel Fire Department are we gaining or loosing calls? Feldman asked Fire Chief Dave Schmidt to explain. Fire Chief Dave Schmidt reported we recognized there are service areas that we cannot service the residents at a highest level because of our geographical layout. We had one call on Dogwood Street and I drove through Bethel past their fire station to get to this address. That is why we are proposing to create a duel dispatch response for any significant incident from Tamarack Street to the eastern border of Bethel. Both fire departments would be dispatched simultaneously for those responses within that geographic area. Likely start sometime in mid-April because Anoka County Dispatch will need to complete a programming change.
MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE ENHANCED AUTO-AID AGREEMENT WITH BETHEL FIRE DEPARTMENT. Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**
None

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
None

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**

A. Ordinance 262, Second Series dealing with Top Soil (Second Reading)

Thunstrom reported the City needed a definition of top soil in the Zoning Chapter. If approved this evening the ordinance would be effective April 20, 2020.
MOTION BY MUEHLBAUER SECOND ROBINSON APPROVE THE SECOND READING OF ORDINANCE 262, SECOND SERIES AMENDING CHAPTER 10, SECTION 2 "RULES AND DEFINITIONS".

Ayes: Feldman, Bauer, Robinson and Muehlbauer.
Nays: None
Motion carried 4-0

B. Ordinance 263, Second Series Temporarily Establishing Moratorium on Auto Sales (First Reading)

As per stated in the agenda report Community Development Director Kate Thunstrom stated the City currently allows auto sales in all commercial districts (B1, B2, B3) through the Conditional Use process including our redevelopment and Downtown District. Since that time the city has additionally adopted design standards for this area. This area is currently zoned B1 – Central Business District and will remain so in the 2040 Comprehensive Plan updates. As this industry continues to change it has been discussed that the downtown district may not be a suitable place for this type of business. The City desires to conduct a study for the purpose of considering a possible amendment to the City's official controls to address the issues and questions relating to auto sales. The City finds that this Interim Ordinance gives us a year to protect the planning process and the health, safety and welfare of its residents. Council agreed this is a good idea.

MOTION BY BAUER SECOND ROB APPROVE THE FIRST READING IN OF ORDINANCE 263, SECOND SERIES TEMPORARILY ESTABLISHING MORATORIUM ON AUTO SALES.

Ayes: Bauer, Robinson, Muehlbauer, and Feldman.
Nays: None
Motion carried 4-0.

C. <u>Rivers Edge – Sale of City Owned Property – Resolution 2020-21</u>

Thunstrom reported The City obtained the parcel from Anoka County and does not have an identified use for the parcel. The developer of the Rivers Edge Development has approached the city with a Purchase Agreement to acquire the northwestern section to incorporate this parcel into the Development. The property was declared surplus on April 15, 2019

- Property Location: 236th and Rum River Blvd NW
- Current use: Vacant Land
- Property Zoned: R2 – Single Family Residential
- Permitted Use includes: Single and Two family residential units
- Lot Size: 2.45 acres
- Project to create: Single family villa units

Council discussed this offer at a work session on January 15, 2020 and staff was instructed to move the offer forward to a Council Meeting. The Planning Commission had a responsibility to review and comment as it relates to the use of the property and its ability to meet the consistency of the Comprehensive Plan. The Planning Commission completed this step on February 19, 2020. Legal has reviewed and approved the language within the purchase agreement. The next step is to approve authority for Staff to sign on behalf of the City.

Bauer asked how soon would they develop it. Thunstrom stated soon.

Robinson asked about the Villas will they be marketable. Thunstrom said yes, they should follow the same aesthetic as the single family homes.

MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2020-21 A RESOLUTION AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY TO ST. FRANCIS LAND DEVELOPMENT LLC. Motion carried 4-0.

D. <u>Emergency Ordinance Adopting a Proclamation and Declaration of Emergency</u>

City Administrator Joe Kohlmann reported this Emergency Ordinance allows staff to bypass purchasing requirements if emergency equipment is needed; allows staff to make decisions regarding the health and safety of employees and residents, allows staff to potentially qualify for funding that could become available, and allows staff to hold council meetings electronically if need be.
There are all sorts of criteria. Trying to put everything together quickly. Just tonight before this meeting Governor ordered bars and restaurants closed. All reservations for community room and parks have been cancelled at least for the month of March.
Feldman said I don't think closing city hall right now is a good thing. Think we should stay open and be strong for the residents. Feldman also suggested placing the Liquor store expansion on hold.

Muehlbauer said if you don't have to be at work and can work from home, stay home.

Kohlmann said we are trying to figure this out.

Muehlbauer said city hall is a small area. So if you have the ability to stay home. Fire and police they are pretty self sufficient.

Feldman go ahead with the plan stage of liquor store expansion but let's wait this out. I think we should go with Microsoft 365 when Metro I-net gets the JPA in place.

Robinson said concern with liquor store staying open, let's put people before profit. Leave it up staff, this is all new to us.

Bauer said I don't know the right answer. Close the buildings and the phone could be forwarded.

Robinson close the doors but have someone come in to answer the phones and rotate.

Feldman said the department heads can figure this out. Phase it in if you can but do the best we can without setting panic in motion. We need leadership right now to be strong.

Kohlmann said after fire and police attend Anoka County Emergency Management meeting tomorrow we should know more.

Feldman agrees we need to be make changes as necessary. From day to day it is changing rapidly.

Robinson maybe put it on Nixle on what is decided.

Feldman said staff and residents need confidence and reassurance with us.

Bauer going to a skeleton crew now would be a good time. Have sometime protocol of cleaning up after each other. Limit contacts between staff members. Separate water people from sewer people to street people. We need to be smarter now than larger crews. Post a note on the door and go mobile and don't think we should wait. A lot of safety precaution we can do.

Public Works Director Jason Windingstad said he met with our whole group today. Our department is set up to run 24-7 right now. I think we kind of have a solid plan right now in place. We also will know more tomorrow after the emergency management meeting. Glad Joe (City Administrator) brought this forward this evening.

Feldman said I understand but I just don't know if we should go to 0 to 60 right now.

Schmidt said this is coming fast after us. This is a very real threat. This is not a week long problem that can change daily. The plans I think we are talking about are far ahead of what other cities are doing. This is not to be taken lightly. Information is changing daily. We have to have the flexibility to change day by day. This is serious. We have to be careful this is different. Should be proud of how staff has been discussing this. This emergency ordinance is a smart move.

Feldman said take this day by day and glad you (Dave) is fulltime.

Police Chief Todd Schwieger said the police department is taking this seriously. We have protocol that we are doing already. I do like this idea of approving this declaration of emergency this evening.

Feldman said we have to use common sense. We do know our staff and keep us informed.

Robinson is there a sunset or end to this? Kohlmann said when you lift it.

MOTION BY BAUER SECOND ROBINSON APPROVING ORDINANCE 2020-264, SECOND SERIES AN EMERGENCY ORDINANCE ADIPTING A PROCLAMATION AND DECLARATION OF EMERGENCY.

Ayes: Robinson, Muehlbauer, Feldman, and Bauer.
Nays: None
Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports – Public Works Monthly Reports

Currently there are 14 outstanding meters. Windingstad stated we did change the way we are going into people homes. Had some rescheduled because of the what is

going on. Windingstad said I know you think this process has been long but this number is remarkable. I did go through this in another city and it took a lot longer. Feldman said Darcy said the software is working better too. We do have a meeting tomorrow on the billing. The pool of no reads will be eventually smaller.
Feldman said once this is all said and done the leaks will be detected better, this is a good system. No fines this month if the bills are late. We don't generate revenue by fines, we generate revenue by growth. Good report. Feldman said glad Jen (Gulbrandson) sent out a letter to the neighborhood about what to and not to flush, think that helped too. Windingstad it is all about educating the people that really helps.

Bauer said I have been an advocate of bring revenue in by allowing pumping trucks for dumping. Windingstad said we did discuss this today. When a new plant goes in you want to make sure it runs well first. But once it is running good we can look at revenue sources. Feldman said we don't want hot loads. Feldman stated we want to protect our system. Right now we have 48% capacity. We have approximately 271 acres in play and our plant is set up for.

Muehlbauer said welcome aboard. Like the new software, I had a leaky toilet without knowing.

Robinson good report, welcome aboard.

Feldman said welcome aboard.

B. <u>Councilmember Reports -</u>
Bauer - let our residents know we are taking precautions to keep our city running smooth. Tell the employees use precautions if sick, stay home. At work we have our temperature checked, make sure you wash, wash your hands.
Robinson - put information out there and have some common sense. Professionalism and patience should prevail. Should be fine with our staff. We will learn a lot from this.
Muehlbauer - think of other people. Anoka County had a second case today.
Feldman - have some common courtesy. Before public goes on social media call city hall to get the facts. Our Facebook page should put out the correct information. Call city hall before you go on social meeting and ask questions.
Commend staff on handling what is going on and keep informed, patience and common sense will get us through this.
Bauer asked being we are in this room (Community Center) today unfortunately we could not stream the meeting. We should have been able to stream this meeting. We should have been able to use the meeting room(School District Board room). Good point Feldman said we will have to work on that in the future.

C. <u>Upcoming Events</u> -
Mar 3 Presidential Nomination Primary Election Polls Open 7am to 8 pm
Mar 4 City Council Work Session @ City Hall 5:30 pm

Mar 16 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
Mar 18 Planning Comm. Meeting @ St. Francis Area Schools District Offices 7:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:33 pm.

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 B

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **Consortium Seal Coating and Crack Filling**

DATE: 4/6/2020

OVERVIEW: The street system strategy plan was introduced to the City Council on May 22nd 2017. This plan identifies a systematic approach to street maintenance throughout the city. District 3 was completed in 2019 and we plan on starting in district 4 in 2020. The City joined the street consortium in order to get the best pricing for street maintenance. This is a group of cities that pool their project quantities together and have multiple companies bid for the projects. This results in bulk pricing from the companies. The bid for the St. Francis portion of the consortium is **$214,457.37.**

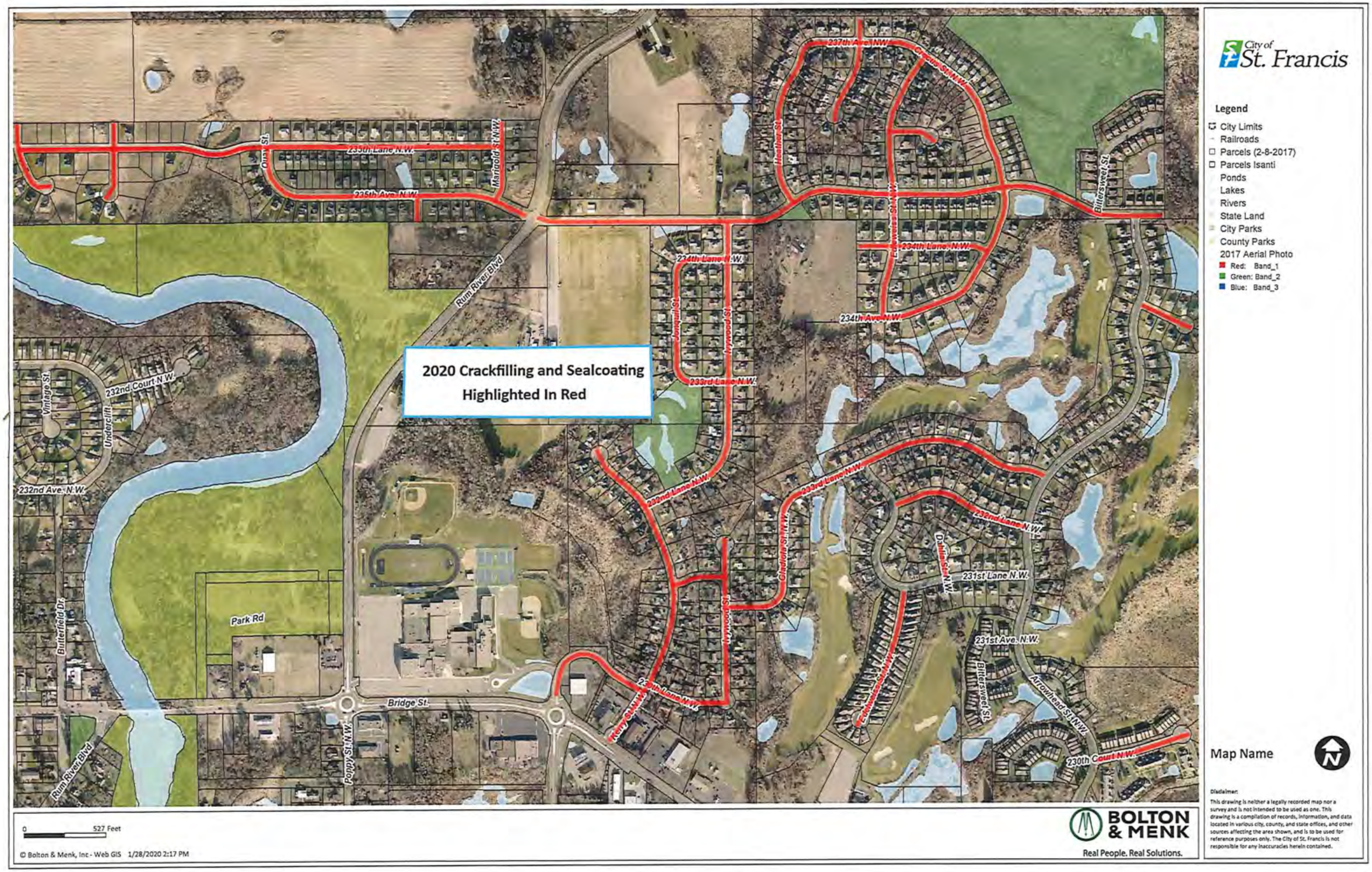
A map of District 4 is attached. The streets identified in red scheduled for sealcoating and crack filling (maintenance) include:

- Quay St.
- 235th Ave
- 235th Ln.
- Marigold St.
- Heather St.
- 237th Ave
- Crocus St.
- Flora Ct.
- Eidelweiss St.
- 236th Ct.
- 234th Ln.
- 230th Ct.
- 234th Ave
- 234th Ct.
- Jonquil St.
- Gladiola St.
- 233rd Ln.
- Ivywood St.
- 232nd Ln.
- Kerry St.
- 231st Ln.
- 230th Ln.
- Dahila St.

ACTION TO BE CONSIDERED:
Authorize the acceptance of the bid tabulation and the summary of bids from the street consortium. Authorize staff to continue participation in the street maintenance program anticipating the City of St Francis portion to be approximately **$214,457.37.**

BUDGET IMPLICATION:
This project will be paid for from the street fund (405) of $214,457.37

Attachments:
Map of District 4
Bid Tab


2020 Crackfilling and Sealcoating
Highlighted In Red
City of St. Francis
Legend
City Limits
Railroads
Parcels (2-8-2017)
Parcels Isanti
Ponds
Lakes
Rivers
State Land
City Parks
County Parks
2017 Aerial Photo
Red: Band_1
Green: Band_2
Blue: Band_3
Map Name
N
Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies herein contained.
0
527 Feet
© Bolton & Menk, Inc - Web GIS 1/28/2020 2:17 PM
BOLTON & MENK
Real People. Real Solutions.
235th Lane N.W.
235th Ave. N.W.
Marigold St. N.W.
Rum River Blvd
237th Ave. NW
Heather St.
Bittersweet St.
234th Lane N.W.
234th Ave. N.W.
233rd Lane N.W.
232nd Court N.W.
Vintage St.
Undercliff
232nd Ave. N.W.
232nd Lane N.W.
233rd Lane N.W.
232nd Lane N.W.
231st Lane N.W.
231st Ave. N.W.
Arrowhead St. N.W.
230th Court N.W.
Bridge St.
Poppy St. N.W.
Park Rd
Butterfield Dr.
Rum River Blvd
Bittersweet St.

CITY OF COON RAPIDS - BID TABULATION
2020 STREET MAINTENANCE PROGRAM - PROJECT 20-5
SEALCOATING, PAVEMENT MARKINGS,
CRACK SEALING AND FOG SEALING

BID OPENING: MARCH 13, 2020, 10:00 A.M.

				AAA STRIPING SERVICE		ALLIED BLACKTOP COMPANY		ASPHALT SURFACE TECHNOLOGIES CORP.		FAHRNER ASPHALT SEALERS LLC		NORTHWEST ASPHALT & MAINTENANCE		SIR LINES-A-LOT		WARNING LITES	
NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
	BID SCHEDULE NO. 1 - SEAL COAT																
1	AGGREGATE																
	DRESSER TRAP ROCK (BASE BID)																
	F&I FA-2 AGGREGATE	SY	287,425		0.00	1.04	298,922.00	0.83	238,562.75		0.00	0.00	0.00		0.00		0.00
	F&I FA-1 1/8"	SY	613,807		0.00	1.08	662,911.56	0.92	564,702.44		0.00	0.00	0.00		0.00		0.00
	TOTAL DRESSER TRAP ROCK		901,232		0.00		961,833.56		803,265.19		0.00		0.00		0.00		
	GRANITE (ALTERNATE)																
	F&I FA-2 AGGREGATE	SY	287,425		0.00	1.02	293,173.50	0.76	218,443.00		0.00	0.00	0.00		0.00		0.00
	F&I FA-1 1/8"	SY	613,807		0.00	1.08	662,911.56	0.92	564,702.44		0.00	0.00	0.00		0.00		0.00
	TOTAL GRANITE		901,232		0.00		956,085.06		783,145.44		0.00		0.00		0.00		
2	SEAL COAT OIL																
	F&I CRS-2 SEAL COAT OIL	GAL	91,457		0.00	0.50	45,728.50	2.21	202,119.97		0.00	0.00	0.00		0.00		0.00
	F&I CRS-2P (POLYMER MOD)	GAL	162,564		0.00	0.69	112,169.16	2.42	393,404.88		0.00	0.00	0.00		0.00		0.00
	TOTAL SEAL COAT OIL		254,021		0.00		157,897.66		595,524.85		0.00		0.00		0.00		
3	FOG SEAL OIL																
	F&I FOG SEAL OIL PER SPEC	GAL	0		0.00	0.00	0.00	5.00	0.00		0.00	0.00	0.00		0.00		0.00
	TOTAL FOG SEAL OIL		0		0.00		0.00		0.00		0.00	0.00	0.00		0.00		
	TOTAL BID SCHEDULE NO. 1 (BASE BID)				N/A		1,119,731.22		1,398,790.04		N/A		N/A		N/A		N/A
	TOTAL BID SCHEDULE NO. 1 (ALTERNATE)				N/A		1,113,982.72		1,378,670.29		N/A		N/A		N/A		N/A
	BID SCHEDULE NO. 2 - PAVEMENT MARKINGS																
1	F&I STREET MARKINGS	GAL	5,273	35.00	184,555.00		0.00		0.00		0.00		0.00	27.00	142,371.00	30.64	161,564.72
2	F&I STREET SYMBOLS	GAL	729	133.00	96,957.00		0.00		0.00		0.00		0.00	119.50	87,115.50	108.55	79,132.95
	TOTAL BID SCHEDULE NO. 2				281,512.00		N/A		N/A		N/A		N/A		229,486.50		240,697.67
	BID SCHEDULE NO. 3 - CRACK SEALING																
1	F&I STREET ROUT & SEAL CRACK SEALING	LF	300,649		0.00	0.46	138,298.54	0.88	264,571.12	0.89	267,577.61	0.47	141,305.03		0.00		0.00
2	F&I STREET BLOW & GO CRACK SEALING	LF	710,761		0.00	0.46	326,950.06	0.80	568,608.80	0.85	604,146.85	0.42	298,519.62		0.00		0.00
3	F&I TRAIL ROUT & SEAL CRACK SEALING	LF	12,325		0.00	0.54	6,655.50	2.20	27,115.00	0.89	10,969.25	0.47	5,792.75		0.00		0.00
4	F&I TRAIL BLOW & GO CRACK SEALING	LF	5,200		0.00	0.54	2,808.00	2.10	10,920.00	0.85	4,420.00	0.42	2,184.00		0.00		0.00
	TOTAL BID SCHEDULE NO. 3				N/A		474,712.10		871,214.92		887,113.71		447,801.40		N/A		N/A
	BID SCHEDULE NO. 4 - FOG SEALING																
1	F&I STREET FOG SEALING	GAL	47,237		0.00	7.45	351,915.65	5.58	263,582.46		0.00	0.00	0.00		0.00		0.00
2	F&I TRAIL FOG SEALING	GAL	11,463		0.00	4.55	52,156.65	6.81	78,063.03		0.00	0.00	0.00		0.00		0.00
3	F&I PARKING LOT FOG SEALING	GAL	5,696		0.00	4.55	25,916.80	6.81	38,789.76		0.00	0.00	0.00		0.00		0.00
	TOTAL BID SCHEDULE NO. 4				N/A		429,989.10		380,435.25		N/A		N/A		N/A		N/A
	SUMMARY OF BIDS																
	TOTAL SEALCOATING (BASE BID)				N/A		1,119,731.22		1,398,790.04		N/A		N/A		N/A		N/A
	TOTAL SEALCOATING (ALTERNATE)				N/A		1,113,982.72		1,378,670.29		N/A		N/A		N/A		N/A
	TOTAL PAVEMENT MARKINGS				281,512.00		N/A		N/A		N/A		N/A		229,486.50		240,697.67
	TOTAL CRACK SEALING				N/A		474,712.10		871,214.92		887,113.71		447,801.40		N/A		N/A
	TOTAL FOG SEALING				N/A		429,989.10		380,435.25		N/A		N/A		N/A		N/A
	RED FONT INDICATES CORRECTION TO SCHEDULE OF BID PRICES SUBMITTED BY BIDDER																

2020 STREET MAINTENANCE PROGRAM
SUMMARY OF BIDS

Sealcoating – Bid Schedule 1	Base Bid	Alternate
Allied Blacktop Company	$ 1,119,731.22	$ 1,113,982.72
Asphalt Surface Technologies	$ 1,398,790.04	$ 1,378,670.29

Pavement Markings – Bid Schedule 2

Sir Lines-A-Lot Inc.	$ 229,486.50
Warning Lites	$ 240,697.67
AAA Striping Service	$ 281,512.00

Crack Sealing – Bid Schedule 3

Northwest Asphalt & Maintenance	$ 447,801.40
Allied Blacktop Company	$ 474,712.10
Asphalt Surface Technologies	$ 871,214.92
Fahrner Asphalt Sealers	$ 887,113.71

Fog Sealing – Bid Schedule 4

Asphalt Surface Technologies	$ 380,435.25
Allied Blacktop Company	$ 429,989.10

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Replacement of HAVA Ballot Marking Devices (AutoMARKS)**

DATE: April 6, 2020

OVERVIEW:

All voting precincts in Anoka County must be equipped with a ballot marking device that is accessible for individuals with disabilities pursuant to M.S. 206.57. Anoka County purchased the ES&S AutoMARKS in 2006 and the cities/school districts made lease payments each year to Anoka County through a Joint Powers Agreement (JPA). These machines were purchased in 2006 and are at the end of their useful life and must be replaced. We did have problems with the machines this past election plus they are large and heavy machines to lift and place on a table. Staff did attend a testing demonstration by Seachange Election Services in January 2020 for the OmniBallot Tablet. This machine is much smaller, lighter and easier to manage along with meeting all the State and Federal guidelines for Help America Vote Act of 2002 (HAVA) accessibility requirement. The City previously approved a JPA for election equipment in 2012, which lays out a payment plan that also includes the DS200 Ballot Counters. Anoka County is currently pursuing State Grant Funding for this new equipment. After factoring in grant funds, the county would be partially reimbursed for the remainder of capital and operating costs through annual payments from cities (30%) and school districts (15%) pursuant to the Joint Powers Agreement allocating costs of election equipment and services. The annual payment would be similar to the amount the City is currently paying per year. As you can see in the attached payment schedule, the last payment for the DS200 machines are in 2022. Anoka County is evaluating purchase options that would delay or reduce your payment from 2020-2022 while you are still paying off the ballot counters.

ACTION TO BE CONSIDERED:

Motion to continue with the Joint Powers Agreement with Anoka County and proceed with the purchase for the replacement ballot marking technology to be HAVA compliant for Election equipment.

BUDGET IMPLICATION:

The cost will continue as in the past with an annual lease payments to Anoka County for Election equipment.

Attachments: Anoka County Memorandum
Agreement Signatures
Current JPA with Anoka County
Omni Ballot Tablet

Anoka County
PROPERTY RECORDS & TAXATION DIVISION
Elections & Voter Registration

MEMORANDUM

TO:	Anoka County School District, Municipal & Township Clerks
FROM:	Paul Linnell, Elections Manager
SUBJECT:	Replacement Ballot Marking Devices
DATE:	March 26, 2020

BACKGROUND

All voting precincts in Anoka County must be equipped with a ballot marking device that is accessible for individuals with disabilities pursuant to M.S. 206.57. The ballot marking devices currently in use, the ES&S AutoMARKs, are at the end of their useful life and must be replaced. The first (and only) replacement equipment that is compatible with Anoka County's ballot counters is the OmniBallot Tablet. This product was certified by the Office of the Secretary of State in October 2019. The OmniBallot Tablet would provide voters with disabilities a reliable system for marking their ballot during in-person absentee voting and at the polling place on Election Day. The system offers additional potential benefits, including print-on-demand capabilities that could be used for absentee voting.

COST OF THE SYSTEM

Democracy Live has partnered with SeaChange, our Minnesota-based ballot printer, to sell, service and support the OmniBallot Tablet in Minnesota. We have prepared cost estimates based on SeaChange's pricing under a contract with the Minnesota Counties Computer Cooperative (MnCCC) Finance & General Government workgroup. The estimate considers the capital cost of system components, software, peripherals, and on-going operating costs.

STATE GRANT FUNDING

The 2019 Minnesota Legislature appropriated $2 million in additional grant funding to assist with the purchase of election equipment or electronic poll books. That grant program will be administered by the Office of the Secretary of State. Anoka County submitted an application for grant funds in January 2020 to partially fund replacement assistive voting devices (AVDs) for all precincts in the county. It is anticipated that grants will be awarded by March 31, 2020. Anoka County expects to receive grant funds through the Minnesota Voting Equipment Grant Account to pay the partial cost of replacing the ballot marking devices.

COUNTY, MUNICIPAL AND SCHOOL DISTRICT PAYMENTS

Under the terms of the *Joint Powers Agreement Between Anoka County and the Municipalities, Townships, and School District in Anoka County to Allocate Costs for Election Expenses* (JPA), Anoka County would purchase and own the equipment. After factoring in grant funds, the county would be partially reimbursed for the remainder of capital and operating costs through annual payments from cities (30%) and school districts (15%) pursuant to the Joint Powers Agreement allocating costs of election equipment and services.

Our goal is to keep your annual payment as consistent as possible to avoid year-to-year fluctuations and overlapping expenses with the repayments of the capital costs for the ballot counters. The last payment for the ballot counters will be in 2022. Anoka County is evaluating purchase options that would delay or reduce your payment from 2020-2022 while you are still paying off the ballot counters.

NEXT STEPS

Based on positive feedback from county elections staff and the municipal clerks that would be testing and deploying the OmniBallot Tablets for Election Day use, Anoka County plans to proceed with the purchase of OmniBallot Tablets pending the receipt of grant funds from the Office of the Secretary of State and approval from the Anoka County Board of Commissioners.

Pursuant to the Joint Powers Agreement, Anoka County does not require approval from your organizations to proceed with this purchase. While approval is not required, Anoka County does wish to confirm that all signatories to that agreement are on the same page as Anoka County moves forward with this purchase. To ensure buy-in from all stakeholders, we have prepared a form for your jurisdiction to sign indicating your approval to procure the replacement ballot marking technology. Please review and return the signed document as soon as possible. Feel free to reach out to Anoka County Elections if you have any questions about this proposed purchase.

SEACHANGE
Election Services

3601 18th St S Ste 101 St. Cloud, MN 56301
14505 27th Ave N Plymouth, MN 55447-4802
P: (763) 586-3749
e: shelly.angen@seachangemn.com

OmniBallot Tablet Order Form

Shipping Address
[County Name]
[Contact]
[Street Address]
[City]
[Phone]

Billing Address (if different than Shipping)
[County Name]
[Contact]
[Street Address]
[City]
[Phone]

PO #:

Deliver by:

Description	QTY	Standard Unit Price	MnCCC Unit Price	Total
OMNI BALLOT Tablet with Ballot-on-Demand and Print-on-ballot Integrated System (Equipment) Dell Tablet (hardened) with OmniBallot version 2.0 software (installed), hard case for tablet, Brother OKI B432dn-b printer with soft-sided transport case, Accessible multi-button ADA input device, Accessible 3-button input device, headphones, and training at one of two SeaChange locations.	145	$4,230.00	$3,845.00	$557,525.00
QR bar code scanner for ballot activation **(optional)**	40	$110.00	$90.00	$3,600.00
Hard-sided, stackable printer transport case **(optional)**	145	$275.00	$225.00	$32,625.00
Printer toner (small capacity toner is included)	0	$76.00	$76.00	$0.00
16GB Thumb Dreive for Election configuration (one is included per unit purchased)	0	$19.95	$19.95	$0.00
Removal and recycling of existing AutoMark equipment **(optional)**	153	$50.00	$50.00	$7,650.00
Training days at Customer Site - $1,650 per day **(optional)**	1	$1,850.00	$1,650.00	$1,650.00
Shipping and handling	145	$105.00	$105.00	$15,225.00
Software License Fee (right to use) - annual fee per unit	145	$250.00	$225.00	$32,625.00
Hardware replacement services (after initial warranty period - **optional)**	0	$125.00	$100.00	$0.00
			Total:	**$650,900.00**

Signature

[Print Authorized Name]
[County Name]

Date

Signature

Lisa Meredith
MnCCC Executive Director

Date

THE CITY OF ST. FRANCIS APPROVAL FOR THE PURCHASE AND SUPPORT OF REPLACEMENT BALLOT MARKING DEVICES

To facilitate the purchase of next generation ballot marking devices, The City of St. Francis hereby expresses support for the purchase of ballot marking devices as soon as practicable and agrees to participate as follows, pursuant to the terms outlined in the JPA:

1. The City of St. Francis will pay an annual fee in an amount equal to the total Anoka County population residing in The City of St. Francis at the time of the 2020 census* multiplied by 30% of the net capital cost of the system after utilizing funds from the Minnesota Voting Equipment Grant Account, pro-rated and payable over a multi-year period; and

2. The City of St. Francis will pay an annual fee in an amount equal to the total Anoka County population residing in The City of St. Francis at the time of the 2020 census* multiplied by 30% of the actual cost of ballot marking device operation and maintenance for that year.

*2010 census population figures will be used until 2020 census data is made available

THE REMAINDER OF THIS PAGE IS BLANK.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

By: ______________________________

Its: ______________________________

Dated: ________________________

CITY OF ST. FRANCIS

By:

____
Steven D. Feldman, Mayor

Dated: ________________________

APPROVED AS TO FORM

By: ______________________________
Jason J. Stover
Assistant County Attorney

Dated: ________________________

Anoka County Contract No. 2012- 0362
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS IN ANOKA COUNTY
TO ALLOCATE COSTS FOR ELECTION EXPENSES

This is a joint Powers Agreement ("JPA") between the County of Anoka ("County") and THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS IN ANOKA COUNTY ("Governmental Entities") entered into pursuant to Minn. Stat. § 471.59, for the purchase, maintenance and use of election equipment, including conducting elections, by the County on behalf of the County and the Governmental Entities.

Section 1
Term

1. This JPA shall be in effect for a four year term, beginning January 1, 2013 until December 31, 2016, subject to automatic renewal on January 1 of each subsequent calendar year beginning January 1, 2017.

Section 2
Contract Termination

2. During the initial four year term, this JPA may only be terminated by written agreement of the County with the effected Governmental Entity. Beginning January 1, 2017, a Governmental Entity's participation in this agreement may be terminated by that Governmental Entity providing written notice to the remaining parties no later than June 1 of any year, effective on January 1 of the following year.

   Upon termination of the agreement, all right title and interest in any election equipment purchased by the County under the terms of this agreement for use by the Governmental Entity shall remain with the County. Any Governmental Entity withdrawing from this agreement assumes all costs, responsibilities and liabilities related to the purchase, maintenance and use of voting equipment in the conduct of elections in that jurisdiction. Any amounts of the Governmental Entity's share of the of the initial cost of procurement of the Voting Equipment System and their proportional share of any other costs incurred by the County on their behalf that remain unpaid as of the date of termination shall become immediately due and payable by the Governmental Entity to the County.

Section 3
Voting Equipment System Definition

3. For purposes of this agreement, the Anoka County Voting Equipment System means a system in which the voter records votes by means of marking a ballot, so that votes may be counted by automatic tabulating equipment in the polling place where the ballot is cast or at a counting center. An electronic voting system includes automatic tabulating equipment; non-electronic ballot markers; electronic ballot markers, including electronic ballot display, audio ballot reader, and devices by which the voter will register the voter's voting intent; software used to program automatic tabulators and layout ballots; computer programs used to accumulate precinct results; ballots; system documentation; and system testing as well as software used to manage the

assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County.

Section 4
Applicability

4. This agreement, and the use of the Voting Equipment System defined herein, between the County and the Governmental Entities is applicable for any election at which offices or questions for the following categories are voted on:

Category A:	Federal Offices State Offices or Constitutional Amendments Judicial Offices County Offices or Ballot Questions Soil and Water District Offices or Ballot Questions
Category B:	Municipal (Township) Offices or Ballot Questions
Category C:	School District Offices or Ballot Questions
Category D:	Hospital District Offices or Ballot Questions

Section 5
County Responsibilities

5. Except as otherwise provided in this contract or required by statute or state or federal rule, the County shall be responsible for preparing the specifications for the purchase and maintenance of the Voting Equipment System as defined herein and for the purchase and maintenance of the system, including making all payments and expenditures for capital and on-going operating costs related to the voting equipment system. In addition, for all Category A, B, C and D Elections, Anoka County shall:

   5.1. Perform voting equipment system programming including ballots, ballot counters, ballot markers, and other components of the voting equipment system used to mark, count, record or report election returns and statistics.

   5.2. Perform programming and testing of the State Election Reporting System interface, subject to policies of the State.

   5.3. Program and develop a voting equipment testing plan for each election according to statutory requirements.

   5.4. Provide ballot design and layout services, and arrange for the printing of ballots to be used in the elections.

Section 6
Governmental Entities' Responsibilities

6. Except as otherwise provided in this contract, each individual Governmental Entity shall be responsible for and shall perform all duties and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of

precinct voting equipment for each election and shall utilize county provided software, as determined necessary by the County, to track the testing, assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County, as follows:

6.1. When Category A and/or B or D offices or questions appear on the ballot:

6.1.1. The municipality shall be responsible for and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include a Category A and/or B or D office or question.

6.1.2. The municipality shall assume all costs required to arrange for the use of polling places in the manner required by the Minnesota election law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.

6.1.3. The municipality shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.

6.1.4. The municipality shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in that municipality including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.

6.1.5. The municipality shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including, training, testing, election day assignments, and any other work assignments associated with the election.

6.2. When only Category C offices or questions appear on the ballot:

6.2.1. The School District shall be responsible and shall assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include only Category C offices or questions.

6.2.2. The school district shall assume all costs required to arrange for the use of polling places in the manner required by law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.

6.2.3. The school district shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.

6.2.4. The school district shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in the school district including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.

6.2.5. The school district shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including, training, testing, election day assignments, and any other work assignments associated with the election.

Section 7
Allocation of Election Expenses

7. Except as already specifically provided for herein, the Voting Equipment System procurement, maintenance and support cost shall be divided between the county, its municipalities, and school districts as follows:

7.1. The County shall incur 55% of the actual cost of procurement, operation and maintenance of the system over the duration of this contract.

7.2. Municipalities located wholly or in part in Anoka County shall, collectively, incur 30% of the actual cost of procurement, operation and maintenance of the system over the duration of this contract.

7.3. School Districts located wholly or in part in Anoka County shall incur 15% of the actual cost of procurement, operation and maintenance of the system over the duration of this contract.

7.4. Anoka County shall make all payments and expenditures for capital and on-going operating and maintenance costs related to the system throughout the duration of this contract.

7.5. The annual fee for each jurisdiction shall be established as follows:

7.5.1. Each individual municipality shall pay a fee equal to that percentage of the total Anoka County population residing in that municipality at the time of the 2010 census multiplied by the municipal share (30%) of the actual cost of procurement (prorated over ten annual installments), plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract

7.5.2. Each individual school district shall pay a fee equal to that percentage of the total Anoka County population residing in that school district at the time of the 2010 census multiplied by the school district share (15%) of the actual cost of procurement (prorated over ten annual installments), plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract.

7.5.3. Each Governmental Entity shall be invoiced annually on June 1 for each calendar year of the agreement for the above referenced fees. Said fees shall be due and payable within thirty (30) calendar days of invoicing.

7.5.4. The Governmental Entities hereby agree that they will not reallocate any of the costs incurred herein.

7.6. For each governmental entity, the County shall determine that proportion of the ballot devoted to offices and questions for that entity as a percentage of the total number of column inches on the ballot, and provide an invoice to the governmental entity for that share of the cost of ballot printing, paper and normal delivery charges.

7.7. The County shall pay the cost of postage for all domestic mailed absentee ballots cast in the county and absentee ballots cast under the Uniformed Overseas Citizens Absentee Voting Act (UOCAVA) except those absentee postage costs incurred by Municipalities designated to administer absentee voting laws under M.S. 203B.05.

Section 8
Documentation of Election Expenses

8. Documentation of actual expenditures as required by the County is required for the allocation of election expenses pursuant to this agreement. Invoices or billing statements are acceptable documentation for goods or services purchased for vendors.

Section 9
Ownership

9. The Governmental Entities acknowledge that the County owns the Voting Equipment System and that the Governmental Entities are authorized to use said Voting Equipment System for official election related purposes. Use of the Voting Equipment System by the Governmental Entities for any other purpose is strictly prohibited absent express written consent of the County. The Governmental Entities hereby acknowledge and agree that the Voting Equipment System may contain proprietary and trade secret information that is owned by a third party and is protected under federal copyright law or other laws, rules, regulations and decisions. The Governmental Entities shall protect and maintain the proprietary and trade secret status of the Voting Equipment System in their possession.

Section 10
Handling Of Equipment and Insurance

10. Each municipality shall be responsible for storage of elections equipment assigned by the county to that municipality. Municipalities shall make all necessary elections equipment in its possession available to other entities as directed by the county.

Each Governmental Entity acknowledges that it shall be responsible for the Voting Equipment System while it is in the Governmental Entity's custody. Each Governmental Entity, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Voting Equipment System while it's in the

Governmental Entity's custody and this contract is in effect unless such costs, fees, damages and expenses are then currently covered under a manufacturer warranty covering said equipment. The Governmental Entities shall be responsible for, provide coverage for and shall provide proof of general liability and worker's compensating insurance (Hold Harmless Agreement) for all individuals providing services required by this contract. In addition to the foregoing, the Governmental Entities shall, during the term of this contract, maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on all of the voting systems used or intended for use in this agreement to cover all repairs or replacement of the voting equipment if damaged or stolen. The Governmental Entities are responsible for any deductible under their policy.

Section 11
Independent Contractor

11. It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

Section 12
Data Practices

12. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

Section 13
No Waiver

13. No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

Section 14
Governing Law

14. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Section 15
Entire Agreement

15. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

Section 16
No Assignment

16. Neither party shall assign, sublet or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

Section 17
No Warranty

17. The Governmental Entities agree that the County is furnishing the Voting Equipment System on an "as is" basis, without representation or any express or implied warranties, other than those provided by any maintenance agreement entered into by the County for the maintenance of the Voting Equipment System, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the Voting Equipment System.

    The Governmental Entity's exclusive remedy and the County's sole liability for any substantial defect which impairs the use of the Voting Equipment System for the purposes stated herein shall be the right to terminate this agreement.

    The County does not warrant that the Election Voting Equipment System will be error free.

    The County disclaims any other warranties, express or implied, respecting this agreement or the Voting Equipment System.

    In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages (even if the County has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County. Except as otherwise specifically provided for in this agreement, County and the Governmental Entities agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent authorized by law defend, indemnify and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors or omissions of any other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement constitutes a waiver by the Governmental Entities or County of any statutory or common law defenses, immunities, or limits on liability.

Section 18
Notice

18. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity:	To the person and address designated by each Governmental Entity in writing.
To the County:	Anoka County Administrator **ADDRESS**
Copy to:	Anoka County Elections Manager **ADDRESS**

Section 19
Audit Provision

19. Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

Section 20
Survival of Provisions

20. It is expressly understood and agreed that the obligations and warranties of the Governmental Entity and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

Section 21
Authority

21. The person or persons executing this Joint Powers Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Joint Powers Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Joint Powers Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

(Rest of page left intentionally blank)

CITY OF ST. FRANCIS

By: ______________________________

Jerry Tveit, Its Mayor

Dated: 12-3-12

By: ______________________________

Barbara I. Held, Its City Clerk

Dated: 12-3-12

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

By: Rhonda Sivarajah

Rhonda Sivarajah, Chair,
Anoka County Board of Commissioners

Dated: 2-26-13

By: Jerry Soma

Jerry Soma,
Anoka County Administrator

Dated: 2-26-13

APPROVED AS TO FORM:

By: Thomas Haluska

Thomas Haluska
Assistant Anoka County Attorney

Dated: 3/7/13

City	2010 Census Population	Proportion of Population	System Support Fee Year 2013	System Support Fee Year 2014	System Support Fee Year 2015	System Support Fee Year 2016	System Support Fee Year 2017	System Support Fee Year 2018	System Support Fee Year 2019	System Support Fee Year 2020	System Support Fee Year 2021	System Support Fee Year 2022	Total 10 Year Contribution	Purchase 2000
Andover	30,587	9.25%	$ 4,478	$ 6,729	$ 6,822	$ 6,945	$ 7,042	$ 7,171	$ 7,273	$ 7,409	$ 7,516	$ 7,658	$ 69,044	$ 43,773
Anoka	17,153	5.18%	$ 2,511	$ 3,774	$ 3,826	$ 3,895	$ 3,949	$ 4,021	$ 4,079	$ 4,155	$ 4,215	$ 4,295	$ 38,719	$ 33,748
Bethel	488	0.15%	$ 71	$ 107	$ 109	$ 111	$ 112	$ 114	$ 116	$ 118	$ 120	$ 122	$ 1,102	$ -
Blaine	57,186	17.28%	$ 8,372	$ 12,581	$ 12,755	$ 12,984	$ 13,166	$ 13,407	$ 13,599	$ 13,851	$ 14,053	$ 14,318	$ 129,086	$ 94,665
Ctrville	3,792	1.15%	$ 555	$ 834	$ 846	$ 861	$ 873	$ 889	$ 902	$ 918	$ 932	$ 949	$ 8,560	$ 4,218
Cir Pines	4,918	1.49%	$ 720	$ 1,082	$ 1,097	$ 1,117	$ 1,132	$ 1,153	$ 1,169	$ 1,191	$ 1,209	$ 1,231	$ 11,101	$ 8,437
Col Hgts	19,486	5.89%	$ 2,853	$ 4,287	$ 4,346	$ 4,424	$ 4,486	$ 4,568	$ 4,634	$ 4,720	$ 4,788	$ 4,879	$ 43,986	$ 36,771
Columbus	3,914	1.18%	$ 573	$ 861	$ 873	$ 889	$ 901	$ 918	$ 931	$ 948	$ 962	$ 980	$ 8,835	$ 4,005
Coon Rpds	61,476	18.58%	$ 9,000	$ 13,525	$ 13,711	$ 13,958	$ 14,154	$ 14,413	$ 14,619	$ 14,891	$ 15,107	$ 15,392	$ 138,770	$ 109,893
E Bethel	11,603	3.51%	$ 1,699	$ 2,553	$ 2,588	$ 2,634	$ 2,671	$ 2,720	$ 2,759	$ 2,810	$ 2,851	$ 2,905	$ 26,191	$ 3,637
Fridley	27,208	8.22%	$ 3,983	$ 5,986	$ 6,068	$ 6,177	$ 6,264	$ 6,379	$ 6,470	$ 6,590	$ 6,686	$ 6,812	$ 61,417	$ 63,064
Ham Lake	15,296	4.62%	$ 2,239	$ 3,365	$ 3,412	$ 3,473	$ 3,522	$ 3,586	$ 3,637	$ 3,705	$ 3,759	$ 3,830	$ 34,528	$ 27,275
Hilltop	754	0.23%	$ 110	$ 166	$ 168	$ 171	$ 174	$ 177	$ 179	$ 183	$ 185	$ 189	$ 1,702	$ 4,218
Lexington	2,049	0.62%	$ 300	$ 451	$ 457	$ 465	$ 472	$ 480	$ 487	$ 496	$ 504	$ 513	$ 4,625	$ 4,218
Lino Lakes	20,216	6.11%	$ 2,960	$ 4,447	$ 4,509	$ 4,590	$ 4,654	$ 4,740	$ 4,807	$ 4,897	$ 4,968	$ 5,062	$ 45,634	$ 27,274
Linwood	5,123	1.55%	$ 750	$ 1,127	$ 1,143	$ 1,163	$ 1,180	$ 1,201	$ 1,218	$ 1,241	$ 1,259	$ 1,283	$ 11,564	$ 4,005
Nowthen	4,443	1.34%	$ 650	$ 977	$ 991	$ 1,009	$ 1,023	$ 1,042	$ 1,057	$ 1,076	$ 1,092	$ 1,112	$ 10,029	$ 4,218
Oak Grove	8,031	2.43%	$ 1,176	$ 1,767	$ 1,791	$ 1,823	$ 1,849	$ 1,883	$ 1,910	$ 1,945	$ 1,973	$ 2,011	$ 18,128	$ 8,224
Ramsey	23,668	7.15%	$ 3,465	$ 5,207	$ 5,279	$ 5,374	$ 5,449	$ 5,549	$ 5,628	$ 5,733	$ 5,816	$ 5,926	$ 53,426	$ 36,481
Sp Lk Pk	6,234	1.88%	$ 913	$ 1,371	$ 1,390	$ 1,415	$ 1,435	$ 1,462	$ 1,482	$ 1,510	$ 1,532	$ 1,561	$ 14,072	$ 15,679
St. Francis	7,219	2.18%	$ 1,057	$ 1,588	$ 1,610	$ 1,639	$ 1,662	$ 1,692	$ 1,717	$ 1,749	$ 1,774	$ 1,807	$ 16,295	$ 9,419
TOTAL	**330,844**	**100.00%**	**$ 48,437**	**$ 72,785**	**$ 73,790**	**$ 75,117**	**$ 76,172**	**$ 77,566**	**$ 78,674**	**$ 80,136**	**$ 81,300**	**$ 82,836**	**$ 746,813**	**$ 543,223**

City	2010 Census Population	Proportion of Population	System Support Fee Year 2013	System Support Fee Year 2014	System Support Fee Year 2015	System Support Fee Year 2016	System Support Fee Year 2017	System Support Fee Year 2018	System Support Fee Year 2019	System Support Fee Year 2020	System Support Fee Year 2021	System Support Fee Year 2022	Total 10 Year Contribution	Purchase 2000
Dist 11	177,169	53.55%	$ 12,969	$ 19,488	$ 19,758	$ 20,113	$ 20,395	$ 20,768	$ 21,065	$ 21,457	$ 21,768	$ 22,180	199,962	$ -
Dist 12	32,249	9.75%	$ 2,361	$ 3,547	$ 3,596	$ 3,661	$ 3,712	$ 3,780	$ 3,834	$ 3,906	$ 3,962	$ 4,037	36,398	$ -
Dist 13	25,195	7.62%	$ 1,844	$ 2,771	$ 2,810	$ 2,860	$ 2,900	$ 2,953	$ 2,996	$ 3,051	$ 3,096	$ 3,154	28,436	$ -
Dist 14	15,504	4.69%	$ 1,135	$ 1,705	$ 1,729	$ 1,760	$ 1,785	$ 1,817	$ 1,843	$ 1,878	$ 1,905	$ 1,941	17,499	$ -
Dist 15	29,168	8.82%	$ 2,135	$ 3,208	$ 3,253	$ 3,311	$ 3,358	$ 3,419	$ 3,468	$ 3,533	$ 3,584	$ 3,652	32,920	$ -
Dist 16	30,548	9.23%	$ 2,236	$ 3,360	$ 3,407	$ 3,468	$ 3,517	$ 3,581	$ 3,632	$ 3,700	$ 3,753	$ 3,824	34,478	$ -
Dist 728	4057	1.23%	$ 297	$ 446	$ 452	$ 461	$ 467	$ 476	$ 482	$ 491	$ 498	$ 508	4,579	$ -
Dist 624	1722	0.52%	$ 126	$ 189	$ 192	$ 195	$ 198	$ 202	$ 205	$ 209	$ 212	$ 216	1,944	$ -
Dist 831	15,232	4.60%	$ 1,115	$ 1,676	$ 1,699	$ 1,729	$ 1,753	$ 1,786	$ 1,811	$ 1,845	$ 1,872	$ 1,907	17,192	$ -
Total	**330,844**	**100.00%**	**$ 24,219**	**$ 36,393**	**$ 36,895**	**$ 37,559**	**$ 38,086**	**$ 38,783**	**$ 39,337**	**$ 40,068**	**$ 40,650**	**$ 41,418**	**$ 373,407**	**$ -**

VOTING EQUIPMENT SYSTEM - REV AND EXP 29024													
Code	Resp	Type	Title	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
REVENUE													
4301-7430-61251-29024		Rev	Federal Grants - Equip Grant	$ 310,836									
4301-7430-61251-29010		Rev	Federal Grants - 2006 Grant	$ 17,000									
Capital Fund		Rev	Refunds and Reimbursements (Op Exp)	$ 72,656	$ 109,178	$ 110,685	$ 112,676	$ 114,258	$ 116,348	$ 118,010	$ 120,205	$ 121,950	$ 124,254
			TOTAL REVENUES	$ 400,492	$ 109,178	$ 110,685	$ 112,676	$ 114,258	$ 116,348	$ 118,010	$ 120,205	$ 121,950	$ 124,254
Capital Fund	County	Capital	DS200 Ballot Counters (+ship)	$ 927,408									
Capital Fund	County	*Capital*	*AutoMARK Ballot Markers*	*deferred*									
Capital Fund	County	*Capital*	*Electronic Poll Books (county expense)*	*deferred*									
Capital Fund	County	*Capital*	*Server Operating System Upgrade*	*deferred*									
Capital Fund	County	Capital	Dedicated System Server	$ 50,000									
Capital Fund	County	Capital	Central Count Unit (purchase)	$ 120,000									
Capital Fund	County	Capital	Programming Software	$ 85,000									
			TOTAL CAPITAL	$ 1,182,408	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
61251-29024	Govt Partners	Operating	DS200 Hardware Maintenance		$ 23,625	$ 23,625	$ 24,806	$ 24,806	$ 26,047	$ 26,047	$ 27,349	$ 27,349	$ 28,716
61251-29024	Govt Partners	Operating	DS200 Firmware Maintenance		$ 10,125	$ 10,125	$ 10,631	$ 10,631	$ 11,163	$ 11,163	$ 11,721	$ 11,721	$ 12,307
61251-29024	Govt Partners	Operating	DS850 Hardware Maintenance		$ 4,600	$ 4,600	$ 4,830	$ 4,830	$ 5,072	$ 5,072	$ 5,325	$ 5,325	$ 5,591
61251-29010	Govt Partners	Operating	AutoMARK Maintenance	$ 24,300	$ 24,300	$ 24,300	$ 25,515	$ 25,515	$ 26,791	$ 26,791	$ 28,130	$ 28,130	$ 29,537
61251-29024	Govt Partners	*Operating*	*Electronic Poll Book Maintenance*	*deferred*									
61251-29024	Govt Partners	Operating	Modus Elections Manager	$ 67,000	$ 67,000	$ 70,350	$ 70,350	$ 73,868	$ 73,868	$ 77,561	$ 77,561	$ 81,439	$ 81,439
61251-29024	Govt Partners	Operating	Electionware License		$ 25,810	$ 25,810	$ 27,101	$ 27,101	$ 28,456	$ 28,456	$ 29,878	$ 29,878	$ 31,372
			TOTAL OPERATING	$ 74,300	$ 155,460	$ 158,810	$ 163,233	$ 166,751	$ 171,395	$ 175,088	$ 179,964	$ 183,842	$ 188,963
			TOTAL SYSTEM COST 55-30-15 SPLIT										
			Net Capital (after HAVA)	$ 871,572									
			Operating (10 years)	$ 1,617,806									
			Total cost	$ 2,489,377									

Anoka County Election Equipment System History

Event		Yr	Grant Capital	Grant Operating	County Capital	County Operating	County Revenue	City Capital	City Operating	Schools Capital	Schools Operating
County-wide Equipment Purchase	Actual	2000	$ -	$ -	$ 70,975	$ -	$ -	$ 543,223	$ -	$ -	$ -
	Actual	2001	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2002	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2003	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2004	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2005	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
AutoMARKS purchased	Actual	2006	$ 663,570	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2007	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2008	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
	Actual	2009	$ -	$ -	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ -
AutoMarks covered by maint plan	Actual	2010	$ -	$ 25,000	$ 20,306	$ 12,000	$ -	$ -	$ -	$ -	$ -
6 Reconditioned Accuvotes Purchased											
Modus - County Use	Actual	2011	$ -	$ 25,000	$ -	$ 49,500	$ -	$ -	$ -	$ -	$ -
Modus - ALL jurisdictions Use	Actual	2012	$ -	$ 25,000	$ -	$ 79,000	$ -	$ -	$ -	$ -	$ -
			$ 663,570	$ 75,000	$ 91,281	$ 248,500	$ -	$ 543,223	$ -	$ -	$ -
			GRANT NET	$ 738,570		COUNTY NET	$ 339,781	MUNICIPAL NET	$ 543,223	SCHOOL NET	$ -

Event		Yr	Grant Capital	Grant Operating	County Capital	County Operating	County Revenue	City Capital	City Operating	Schools Capital	Schools Operating
County-wide Equipment Purchase	Projected	2013	$ 310,836	$ 17,000	$ 871,572	$ 74,300	$ 72,656	$ -	$ 48,437	$ -	$ 24,219
	Projected	2014	$ -		$ -	$ 155,460	$ 109,178	$ -	$ 72,785	$ -	$ 36,393
	Projected	2015	$ -		$ -	$ 158,810	$ 110,685	$ -	$ 73,790	$ -	$ 36,895
	Projected	2016	$ -		$ -	$ 163,233	$ 112,676	$ -	$ 75,117	$ -	$ 37,559
	Projected	2017	$ -		$ -	$ 166,751	$ 114,258	$ -	$ 76,172	$ -	$ 38,086
	Projected	2018	$ -		$ -	$ 171,395	$ 116,348	$ -	$ 77,566	$ -	$ 38,783
	Projected	2019	$ -		$ -	$ 175,088	$ 118,010	$ -	$ 78,674	$ -	$ 39,337
	Projected	2020	$ -		$ -	$ 179,964	$ 120,205	$ -	$ 80,136	$ -	$ 40,068
	Projected	2021	$ -		$ -	$ 183,842	$ 121,950	$ -	$ 81,300	$ -	$ 40,650
	Projected	2022	$ -		$ -	$ 188,963	$ 124,254	$ -	$ 82,836	$ -	$ 41,418
			$ 310,836	$ 17,000	$ 871,572	$ 1,617,806	$ 1,120,220	$ -	$ 746,813	$ -	$ 373,407
			GRANT NET	$ 327,836		COUNTY NET	$ 1,369,158	MUNICIPAL NET	$ 746,813	SCHOOL NET	$ 373,407

	Actual 2000-2012		Projected 2013-2022	
Grants	$ 738,570	46%	$ 327,836	12%
County	$ 339,781	21%	$ 1,369,158	49%
Municipalities	$ 543,223	33%	$ 746,813	27%
School Districts	$ -	0%	$ 373,407	13%
Totals	$ 1,621,574	100%	$ 2,817,213	100%

Projected 2013-2022	
After HAVA Funds Used	
$ 1,369,158	55%
$ 746,813	30%
$ 373,407	15%
$ 2,489,377	100%

SEACHANGE
Election Services

In partnership with DEMOCRACYLIVE
VOTER INFORMATION TECHNOLOGIES

OMNIBALLOT TABLET

HAVA compliant ballot marking device used in polling locations for voters with disabilities

FEATURES + BENEFITS:

☐ **Easy & Flexible**

- Easily integrates with current tabulation systems
- Simple data upload and setup process
- Prints marks directly onto optical scan ballot
- An emergency Ballot-on-Demand alternative

☐ **Accessible**

- Minnesotans with disabilities can independently and privately mark their ballots
- Enables the voter to utilize visual magnification, headphones, tactile buttons and sip-and-puff devices
- Ensures compliance with the federal Help America Vote Act (HAVA) accessibility requirement

☐ **Cost Effective**

- Less expensive than alternative systems
- Easy to set up, maintain, store and transport
- Printer can be re-purposed

☐ **Secure**

- Reviewed and approved for ballot marking by SLI, a federally approved independent lab
- Utilizes proven Microsoft Windows operating system
- Hardened System- No wireless Internet required

WINDOW BALLOTING TABLETS FROM DELL, HP AND MICROSOFT

EMBRACING TECHNOLOGY . REDEFINING PRINT.

Doug.Sunde@seachangemn.com
(763) 586-3751 - www.seachangemn.com

SEACHANGE Election Services

DEMOCRACYLIVE

Microsoft

OKI People to People Technology

DELL

OMNIBALLOT TABLET

1

SEACHANGE
Election Services

WHO IS SEACHANGE?

- Largest Election Services provider outside of ES&S
- Currently servicing and supporting elections utilizing the ES&S equipment deployed in Minnesota
- Responsible for the printing of over 8 million ballots in Minnesota in 2018, and just under 8 million in 2016
- A Minnesota company with two locations
- Nearly three decades of servicing elections in Minnesota
- Selected as the sole business partner by Democracy Live to bring the OmniBallot solution to Minnesota jurisdictions

2

DEMOCRACYLIVE

WHO IS DEMOCRACYLIVE?

- Largest Provider of online and tablet balloting in the U.S. Voters in over 400 jurisdictions, 96 countries and every continent in the world use the Omni Ballot.
- Ensuring accessibility compliance with cloud and tablet balloting technologies since 2008.
- Selected for funding by Department of Defense & US Dept. of Heath and Human Services and EAC disability grant.
- President is on the Department of Homeland Security committee.

3

Microsoft

- Windows Tablets – Used by over 200 Million Consumers
- Windows 10 IOT operating system
- Tablet is hardened – no Wi-Fi or Bluetooth capabilities, needing no security patches

4

OMNIBALLOT TABLET

Low Cost Accessible Ballot Marking Device

- Prints tabulation-ready ballot
- Capable of producing Ballot-on-Demand
- Approved by EAC Lab
- Currently being certified by SOS

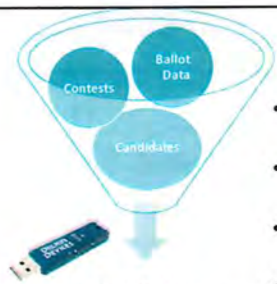
5

OMNIBALLOT TABLET

NEXT GENERATION MARKING DEVICE IS AN OFF-THE- SHELF (COTS) WINDOWS TABLET

- Deployed in over 700 voting locations in 2018

6



Dell Tablet

OMNIBALLOT TABLET

- SeaChange will continue to Configure the Election Definition
- Ballot Data loads to Tablet via a Master USB
- County Election official configures each tablet using the Master USB
- Master USB can be removed once election is configured onto Tablet

7

OMNIBALLOT TABLET

SEACHANGE *Election Services*

BENEFITS OF OMNIBALLOT TABLET

- Simple to Set-up and use
- Each County has configuration options – Not one size fits all
- Utilizes the same ballot that is used by all voters within the County
- Prints tabulation-ready ballot
- Doesn't prevent others from voting while using this device
- Can be activated by scanning the ballot – No poll worker selection required

8

OMNIBALLOT TABLET

SEACHANGE Election Services

BENEFITS OF OMNIBALLOT TABLET

- Less expensive than competition
- Optional hardware maintenance contracts available
- Warranty through December of 2024
- System Supported through 2034
- Tablet and printer can be repurposed if/when technology changes

9

OMNIBALLOT TABLET

SEACHANGE Election Services

OPTIONAL HARD-SIDED STACKABLE CASE

10

OMNIBALLOT TABLET

For any additional information contact SeaChange.

SEACHANGE
Election Services

11

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4D

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: COVID 19 Policy

DATE: February 18th, 2020

OVERVIEW

With the passage of Federal Legislation and the Stay at Home Executive Order, the City has prepared the updated COVID 19 Policy, consistent with the previously mentioned actions.

Consistent with the Governor's Executive Order, the following are considered essential or exempt:

1) Police and Fire 6(1b)
2) Public Works 6(1e) and 6(1g)
3) Clerk Department 6(1i)(i)
4) Finance Department 6(1i)(iii)
5) Comm. Dev. 6(1i)(iv)
6) Liquor Store 6(C)

Recommendation Action:

Motion to adopt the updated COVID 19 Policy consistent with Federal Legislation and MN Stay at Home Executive Order.

Effective: April 1st, 2020

City of St. Francis (Employer)
Interim Policy 2020-02: COVID-19 Program for Employees

PURPOSE:

As noted in Interim Policy 2020-01, we believe in the importance of a healthy workplace and wellness. This policy identifies the primary issues related to dealing with necessary time off related to COVID-19 as well as the need for continued services during the governor's Emergency Executive Order 20-20.

On March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic. On March 13, 2020 the Minnesota governor issued an executive order 20-01 declaring a peacetime emergency because of this pandemic. On March 15, 2020 Minnesota detected the first confirmed cases caused by community spread.

On March 25, 2020, the governor issued Emergency Executive Order 20-20 directing Minnesotans to Stay at Home. This order contained a number of exemptions for employees in critical sectors. Areas such as public health, law enforcement, public safety, first responders, water and wastewater, public works and communications and information technology were specifically exempted. In addition, political subdivisions were given the authority to determine the minimum personnel necessary to maintain government operations necessary to ensure the health, safety, and welfare of the public, to preserve the essential elements of the financial system of government and to continue priority services. These areas are also exempt from the requirement that Minnesotans stay at home. Despite these exemption, Emergency Executive Order 20-20 emphasized that **All Workers Who Can Work From Home Must Do So.** This policy is intended to identify our implementation of these directives.

In addition, the federal Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act will be effective April 1, 2020.

It is our goal to implement the provisions of the federal and state requirements noted above. As noted in Interim Policy 2020-01, we recognize that the evolving nature of the pandemic will likely create the need for this Policy to be amended, updated, and replaced. This policy is numbered in order to identify the most current policy. It is expected that, in the event this Policy is amended, updated, or replaced, a new policy number will be issued and the prior policy will be automatically withdrawn. Interim Policy 2020-01 is hereby withdrawn and of no further force and effect.

A. Leaves Associated with COVID-19:

The federal Families First Coronavirus Response Act (FFCRA) requires that we provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply from April 1, 2020 through December 31, 2020.

The requirements of these laws can be found on posters in our facilities as well as at:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

The following is intended to briefly summarize these requirements:

i. Qualifying Reasons for Leave Related to COVID-19:

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID–19;
2. has been advised by a health care provider to self-quarantine due to concerns related to COVID–19;
3. is experiencing symptoms of COVID–19 and seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services. in consultation with the Secretary of the Treasury and the Secretary of Labor.

ii. Paid Leave Provisions Related to the Leaves Noted Above:

Employees will receive pay as follows:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 noted above, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and 6 noted above, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 noted above for up to $200 daily and a maximum of $2,000 for the first two weeks and a maximum of $10,000 for the remaining 10 weeks.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Pursuant to federal law, the Emergency Paid Sick Leave must be utilized prior to other leaves that may be available. Leave for this time must be noted on your time sheet.

Option: *It should be noted that these provisions may not apply to emergency responders. In the event that this policy is not applicable to emergency responders, these individuals will be covered by a separate policy.*

Option: *In addition to the federal requirements noted above, you may elect to utilize accrued sick or vacation/PTO to supplement the 2/3 pay noted above and remain in a pay status more proximate to your regular pay status.*

Please note that these benefits and requirements as outlined in federal law are intended to be limited in time. They are intended to expire at the end of the year. Pursuant to federal law, these benefits do not vest, will not be paid out upon separation and may not be carried over from year to year except as required by federal law.

iii. Leave Associated with Travel

We will follow CDC guidelines associated with employees returning to Minnesota from other locations.

iv. Employee Becoming Ill or Displaying Contagious Symptoms

Any employee who is sick should stay home.

Employees should refrain from discussing a coworker's condition due to data privacy laws. If an employee has concerns, they should speak privately with their supervisor or contact the Human Resources Manager.

A supervisor may not ask employees about medical diagnoses, but employees may choose to voluntarily share this information. If an employee is displaying symptoms of contagious disease, supervisors should speak privately with the employee.

A supervisor may require an employee to leave the workplace, as a safety consideration for the health of other employees and the public, if the employee displays symptoms of a contagious illness. Such decision shall be part of a consistent plan that treats all employees with such symptoms similarly. While supervisors should not make judgments about a medical diagnosis, they may rely on symptoms to make a determination to send an employee home.

Supervisors should consult with Human Resources staff before sending employees home for these reasons and must notify Human Resources immediately if any employee is sent home because of displaying contagious symptoms. An employee who is sent home for these reasons may use their available paid leave or take the time as unpaid leave. For a period less than a full work week, an exempt employee must use available paid leave hours.

v. Notifying Other Employees of a Confirmed Case of COVID-19

As recommended by the CDC, if an employee is confirmed to have COVID-19, City of St. Francis will inform fellow employees of their possible exposure to COVID-19 in the workplace, but protect privacy as required by state and federal law. City of St. Francis will not identify by name an individual who has contracted the disease. Employees exposed to co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. City of St. Francis will work closely with medical health providers and rely on guidance from federal and local authorities about transmission risk and containment.

vi. Workers' Compensation

COVID-19 will be treated the same as other illness or injury. If an employee contracts COVID-19 from exposure at work, the supervisor must be notified and a First Report of Injury will be filed and submitted. The insurer will review the information to make a compensability determination.

vii. Other Leaves

Unfortunately, due to staffing and contingency planning, it may be necessary to withdraw previously approved vacation requests. This will be addressed on a case by case basis.

Other leaves, such as non-COVID-19 related sickness or injury, will continue to be addressed by existing policies.

B. Continuation of Operations.

i. Telecommuting

Emergency Executive Order 20-20 directing Minnesotans to Stay at Home specifically states that "**All workers who can work from home must do so**." Emergency Executive Order 20-20. In order to apply this directive to our workforce, it must be understood that working from home (teleworking) is not an employee choice – rather we have the obligation to determine whether the employee can work from home. Upon a determination that telework is a viable option for the employee, an employee cannot decline to follow such a determination as a matter of personal choice.

Telecommuting and working from home is not appropriate for all positions. Based on business need, staff will be given assignments and may be required to have Virtual Private Network (VPN) access in order to work from home or another remote location when assigned by their supervisor. Staff may be reassigned to perform other duties remotely as needed.

Schedules, approved leave, and other situations may require changes or adjustments based on essential business needs.

Any work done remotely must meet business needs, follow applicable Telecommuting Policies and all other policies. Teleworking must be approved in advance by the Supervisor, Division Head, Human Resources Manager/Director, and Administrator or designee.

ii. Exemption from Stay at Home - Continued Operations Determinations

Division Heads will make arrangements to ensure critical/essential functions will continue, and will also follow Pandemic Preparedness Plan, Business Operations Plans, and directives of the Emergency Management Director, Administrator, and elected body. In performing this duty, positions will be categorized as follows:

A. Specifically Exempt from the Executive Order.

This group includes employees in the areas of public health, law enforcement, public safety, first responders, water and wastewater, public works and communications and information technology.

B. Exempt from the Executive Order upon determination by the City of St. Francis:

This group includes employees in the areas where we were given the authority to determine the minimum personnel necessary to maintain government operations necessary to ensure the health, safety, and welfare of the public, to preserve the essential elements of the financial system of government and to continue priority services.

C. Not Exempt from the Executive Order but able to Telework:

D. Not Exempt from the Executive Order and not able to Telework:

Employees in category A and B will be required to continue to work. Operations plans will be addressed within the department and coordinated through administration.

In reviewing each category, we determined that there are no opportunities for employees to work from home in the areas of law enforcement, public safety, first responders, water and wastewater and public works.

We determined that communications and information technology may have limited or no ability to work from home. Each position will be discussed with the department head and affected individual.

Employees in category C will be required to continue to work through Teleworking. The need for continued work in this area will be monitored and adjusted based upon our need for continued operations. Employees who meet the leave requirements related to COVID-19 isolation, quarantine or school/place of care closure as noted above but are able to telework may be required to do so.

Employees in category D may be reassigned to duties that fall within category B as needed.

In order to retain flexibility in the work force, these employees will remain in full pay status until such time as City of St. Francis determines that the employee will not be returned to duty in a short duration of time. Continued pay does not include overtime, supplemental pay, and or other additional pay. This applies to full time employees and part time employees regularly scheduled to work 20 hours per week or more. Continued pay may be pro-rated based on partial day and/or partial week closures. In the event that it is determined that the employee will not be returned to duty in a short duration of time, the employee will be laid off. Layoffs will be accomplished pursuant to the applicable provisions of the personnel policies or collective bargaining agreement.

An employee in any category who declines such assignment will not be eligible for continued pay under this provision. Unless otherwise notified, employees should expect to be available for work, as the situation could change regularly.

If an employee is receiving pay under this provision, they will also receive continued employer contributions to insurance benefits as if they were working a regular workweek.

2010712_1

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4F

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Rivers Edge 3rd Addition – Grading Agreement

DATE: April 6, 2020

OVERVIEW

The Rivers Edge Development is working to move forward incrementally in this quickly changing market. One step the City has allowed is to separate the grading from the Development Agreement to allow a portion of the project to move forward without the larger risk of creating lots when streets or utilities may not be ready to move forward.

Staff is currently reviewing and commenting on the 3rd phase of the development to open an additional 34 lots. It is anticipated that the final plat and development agreement will follow at a April or May Council meeting. At this time the developer is seeking approval to move forward with the grading to begin the project as soon as April.

Planning, Engineering and Staff are in agreement with the steps proposed and working closely with the developer to make steps forward.

ITEMS TO BE DISCUSSED:

Staff requests Council approval of the attached Grading Agreement

ATTACHMENTS:

Rivers Edge 3rd Addition – Grading Agreement

Review No. 2

Hakanson Anderson

ENGINEERING REVIEW
for City of St. Francis
by
Hakanson Anderson

Submitted to:	Dale Willenbring, Laketown Homes Marty Campion, Campion Engineering Services
cc:	Joe Kohlmann, City Administrator Jason Windingstad, Public Work Director Kate Thunstrom, Community Development Director Beth Richmond, City Planner Craig Jochum, City Engineer
Reviewed by:	Shane Nelson, Assistant City Engineer
Date:	April 1, 2020
Proposed Project:	Rivers Edge 3rd Addition
Street Location:	N 660 FT OF NE1/4 OF SEC 32 T34 R24, EX RD, SUBJ TO EASE OF REC
Applicant:	Laketown Homes
Owners of Record:	St Francis Land Development LLC
Jurisdictional Agencies: (but not limited to)	City of St. Francis, MPCA, Anoka County, MDH
Permits Required: (but not limited to)	City Approval, NPDES Construction Permit, MPCA Sanitary Sewer Extension Permit, MDH Water Extension, DNR Appropriation Permit

INFORMATION AVAILABLE

Rivers Edge 2nd & 3rd Addition SWMP, dated 3/16/20, prepared by Civil Methods, Inc.

Rivers Edge 2nd & 3rd Addition Plan Set, dated 3/17/20, prepared by Campion Engineering Services, Inc.

Rivers Edge 2nd & 3rd Addition Grading Set, dated 3/17/20, prepared by Campion Engineering Services, Inc.

Rivers Edge 3rd Addition Plat, dated 3/17/20, prepared by Wenck Associates

SEWER AND WATER UTILITIES

1. The temporary cul-de-sac at the end of 236th Street is overlapping the hydrant located at station ~3+10. Please extend the road further to the east so the hydrant is not located within the temporary cul-de-sac.
2. At hydrants, tracer wire shall be terminated with a Cobra Hydrant Flange Access Point (color red) by Copperhead Wire or approved equal. Please add a note to the plan.

GRADING AND EROSION CONTROL

1. The NWL and HWL for the stormwater basin located adjacent to wetland A are not labeled. Please provide the NWL, HWL, and any necessary data for the stormwater basin.
2. Please certify all sheets in the Grading Plans.
3. Please call out the 100-year flood elevations of the Rum River per available FEMA information.
4. The grade difference between the lots in Block 2 and Block 3 of the 3rd Addition does not allow for 4:1 slopes to a swale centered on the property line. For all lots in which 4:1 slopes cannot be provided without retaining walls, please add a note to the grading plan (i.e. retaining wall to be constructed by uphill builder) and provide a spot elevation on the lot line of the required swale elevation (1' lower than grade outside garage).
5. Please add "2nd Addition" and "3rd Addition" labels such that the Grading Plan for the 2nd and 3rd Addition is a quick and accurate reference for reviewing individual lot surveys for proposed homes to be built. Please make the Lot numbers easier to read.
6. Proposed house elevations must be provided for Block 5 and Block 7, 3rd Addition.
7. Depict proposed house elevations for Block 4 and Block 6, 3rd Addition.
8. The plan is depicting removal of the pavement and grading for "Future Street 3". Field access must be maintained to the properties to the north – clearly depict and add a note to the plans.
9. Based on experiences in the 1st Addition, the proposed infiltration basin east of Marigold Street may not function properly. Consider revising to a wet sedimentation basin or provide double ring infiltrometer test results to indicate that this pond will infiltrate as designed.

STORM SEWER

1. The storm sewer pipes from STMH 2 to FES-9, from STMH-4 to FES-5, and FES-4 to FES-3 are not located within a drainage and utility easement. Please provide the required easement and depict it on the plans.
2. The storm water basins and stormwater access route located in the rear yards of Lots 1-4, Block 1 do not have the required drainage and utility easement. Please provide the drainage and utility easement and depict it on the plans.
3. Please expand Profile C to include the storm sewer section from CB3 to FES-12.
4. Stormwater forebays are designed in a way that has permeant pool storage. Please provide a 10:1 safety bench on these basins.
5. The storm sewer pipe between CB7 and CBMH12 does not show in the profile view. Please add the storm sewer pipe to the profile.
6. The HWL of basin 2P is equal to the top of the basin. Please provide an armored EOF to provide a protected spillway should the basin fill completely.

STORMWATER CALCULATIONS

1. Basin 1P and basin 2P do not have a 10:1 safety bench at the NWL per approved Standard Plates. Please revise the basins to include the safety bench.
2. Basin 1iP does not have a soil boring located near the infiltration practice. Please include a soil boring near this basin to verify separation to groundwater as well as verify soil type for the infiltration rate.
3. The stormwater text indicates that a maximum curve number for existing conditions is 55. The existing conditions utilize curve numbers higher than 55. Please revise so the model is consistent with the text.
4. Existing conditions and proposed conditions do not model the same amount of area. Please revise the model so the same amount of land area is being modeled for both conditions.
5. Existing conditions subwatershed map does not depict or label all of the watersheds in the existing conditions model. Please revise the drainage diagram so all watersheds are depicted.
6. Stormwater basins 1P and 1iP are showing construction in the stormwater management plan. These basins and the details for the basins are not included in the grading or utility plan. Please include these basins in the grading and utility plans.
7. See Grading comment regarding re-design or additional testing for infiltration basin east of Marigold Street.

FINAL PLAT

1. All storm sewers, ponds, pond access routes, wetlands, wetland buffers and drainage paths must be within a drainage and utility easement.
2. The drainage and utility easement for Lot 4, Block 1, 3rd Addition should be expanded to provide a minimum of 10' of easement north of the proposed storm sewer pipe.
3. The storm sewer pipes from STMH 2 to FES-9, from STMH-4 to FES-5, and FES-4 to FES-3 are not located within a drainage and utility easement. Please depict the required easement.

4. The storm water basins and stormwater access route located in the rear yards of Lots 1-4, Block 1 do not have the required drainage and utility easement. Please depict the required drainage and utility easement.

OTHER ITEMS

1. The grey grid lines on multiple profiles are positioned in a way that makes text illegible please adjust the linework for clarity.
2. Provide specifications for review.

SUMMARY AND/OR RECOMMENDATION

Please revise and resubmit for review and approval.

(RESERVED FOR RECORDING INFORMATION)

CITY OF ST. FRANCIS
COUNTY OF ANOKA
STATE OF MINNESOTA

AGREEMENT AND WAIVER REGARDING PRE-APPROVAL GRADING OF THAT PLAT KNOWN AS RIVERS EDGE 3RD ADDITION

THIS GRADING DEVELOPMENT AGREEMENT ("**Grading Agreement**") is made and entered into this ____ day of April, 2020, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation ("**City**") and **ST. FRANCIS LAND DEVELOPMENT, LLC**, A Minnesota limited liability company ("**Developer**").

WHEREAS, the applicant, St. Francis Land Development, LLC, a Minnesota limited liability company, developer of the real property legally described in *Exhibit A* to this Agreement has applied for and received approval for a preliminary plat and is seeking final plat approval for the property designated as RIVERS EDGE 3rd ADDITION (hereinafter the "Plat" or "Site" or "Property"); and

WHEREAS, on April 2, 2018, the St. Francis City Council approved the overall Rivers Edge PUD Development Stage and preliminary plat subject to conditions; and

WHEREAS, the St. Francis City Council adopted findings and decision approving the preliminary plat for Rivers Edge, 3rd Addition in the following manner: Phase 1 preliminary plat (east 24 lots): April 2, 2018. Phase 2 preliminary plat (west 10 lots): August 19, 2019; and

WHEREAS, the applicant has requested early grading of the Site and adjacent easement areas prior to executing the Development Agreement, in order to allow possible construction within the plat this year and the Council has determined that they would allow limited dirt work on site subject to Developer executing this Agreement and providing security as established by the City Engineer;

NOW THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Conditions: Developer may commence limited grading of the site for Rivers Edge 3rd Addition only to the extent approved by the City Engineer subject to

conditions as determined by the City engineer. No work will be undertaken until Developer has, at a minimum, completed the following (which can be amended by the City Engineer):

a. Provide corrections to the final plat acceptable to City staff.
b. Developer submits all plan sets which affect grading and erosion control and then updates and revises same for final approval of the City Engineer all prior to grading being authorized prior to the execution of the Development Agreement for this plat.
c. Resolving with the City Engineer any and all areas where grading will not be permitted pending final resolution of any wetland issues. No impacts to wetlands will be authorized until/unless the City Engineer has confirmed that all applicable approvals have been obtained from all agencies with jurisdiction.
d. Resolve any outstanding drainage and erosion control issues to the satisfaction of the City Engineer.
e. Resolve any storm water facility redesign and construction issues on the Property to the satisfaction of the City Engineer.
f. Transport of equipment to the development site shall adhere to all applicable road restrictions.

2. Acceptance of Risk. All work undertaken prior to full compliance with City ordinances including, but not limited to, execution of the Development Agreement and posting of all required security, is solely at the risk of Developer.

3. Indemnification. Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to the grading and preparation of the site as set forth in this Agreement. Further, Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to grading and other work done off of the site upon existing utility and drainage easements. Said indemnity and agreement to hold the City harmless includes payment of any and all attorney's fees, engineering fees, witness fees or any other costs and disbursements related to this Agreement, including any City fees or costs expended to enforce the terms and conditions of this Agreement.

4. Security. In order to ensure compliance with this Agreement, or to assure completion or restoration of the site and any work performed or to be performed on easements outside of the site, Developer shall post an Irrevocable Standby Letter of Credit or other security acceptable to the City in the amount of $3,000 per acre of the approximately twenty-five (25) acre Property (or the amount determined by the City Engineer to ensure all work is completed) in favor of the City (the "**Grading LOC**") for a total of $75,000. Said Grading Letter of Credit or other security shall remain in place until: 1) all work set forth in this Agreement and attached *Exhibit B* (Grading and Erosion control Plans) has been completed and approved by the City Engineer, 2) the Development Agreement has been approved by the St. Francis City Council and signed by the Developer, and 3) the Construction Work described in the Development Agreement has been

sufficiently completed and approved to the satisfaction of the City Engineer, and released by the approval of the City Council.

5. Work Outside Property. In the event the Developer does any work outside the Property owned by Developer, Developer shall submit and have approved by the City Engineer satisfactory plans for work done within easement areas dedicated to the City. Such work must be done solely within the easement area and within the parameters of the rights granted to the City by the easement. The work done shall consist of grading and restoration as per directions of the City Engineer, as well as restoration of any specific property improvements on individual lots disturbed by the activity. The work shall be done in conformance with the directions of the City Engineer. Any necessary right of entry and right to construct on the property must be received from individual property owners. Obtaining any said right of entry and/or right to construct is the sole responsibility of the Developer as is an obligation to inform the property owner of what work will occur upon the easement area and when it will happen. In undertaking this construction activity within the defined easements, Developer is not acting as an agent of the City. Restoration of the easement areas shall be completed as directed by the City Engineer.

6. Wetlands. Developer shall not conduct work in any wetland areas for which Developer has not obtained necessary permits and approvals from appropriate governmental entities.

Dated: ______________________ **CITY OF ST. FRANCIS**

____
Steven D. Feldman, Mayor

____
Barbara I. Held, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of April, 2020, by Steven D. Feldman and Barbara I. Held, respectively Mayor and City Clerk of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

____
Notary Public

Dated: ______________________

DEVELOPER

ST. FRANCIS LAND DEVELOPMENT, LLC

____

By ____________________________
Its ____________________________

STATE OF MINNESOTA)
) ss.
COUNTY OF _________)

The foregoing instrument was acknowledged before me this _____ day of April, 2020, by ________________, the ___________________, of St. Francis Land Development, LLC, a Minnesota limited liability company, on behalf of the company.

____
Notary Public

THIS INSTRUMENT DRAFTED BY:

BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, Minnesota 55433
Telephone (763) 780-8500 (DRS)

2011640_1

EXHIBIT A

LEGAL DESCRIPTION

EXHIBIT B

GRADING, DRAINAGE AND EROSION CONTROL PLANS

City of St. Francis

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

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: Bill List to be considered by Council

DATE: 04/02/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $293,047.95 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- None
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:

- 04-06-2020 Packet List

CITY OF ST FRANCIS

*Claim Register©

AP 04-06-2020

April 2020

Claim Type

Claim# 5771 *ANOKA COUNTY TREASURY DEPT*

Cash Payment	E 402-42110-581 Radios	3-APX6000 PORTABLE RADIOS	$12,363.00
Invoice CCOM03062003			
Cash Payment	E 101-42110-321 Telephone	APR 2020 CAC FIBER	$37.51
Invoice B200316P			
Cash Payment	E 101-42210-321 Telephone	APR 2020 CAC FIBER	$37.51
Invoice B200316P			
Cash Payment	E 101-43100-321 Telephone	APR 2020 CAC FIBER	$37.51
Invoice B200316P			
Cash Payment	E 101-45200-321 Telephone	APR 2020 CAC FIBER	$37.51
Invoice B200316P			
Cash Payment	E 601-49440-321 Telephone	APR 2020 CAC FIBER	$37.51
Invoice B200316P			
Cash Payment	E 602-49490-321 Telephone	APR 2020 CAC FIBER	$37.45
Invoice B200316P			

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $12,588.00

Claim Type

Claim# 5738 *ARTISAN BEER COMPANY*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$76.85
Invoice 3409344			

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $76.85

Claim Type

Claim# 5922 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORM - RESERVE SIEBER	$55.45
Invoice 254798			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORM - BULERA	$58.95
Invoice 254904			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORM - ROBERTS	$28.50
Invoice 254463			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORM - GREENE	$159.95
Invoice 25404			

Transaction Date 4/1/2020 Due 3/31/2020 CASH 10100 **Total** $302.85

Claim Type

Claim# 5784 *BAUER BUILT INC.*

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	TIRES	$262.76
Invoice 940065217			
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	TIRES	$262.76
Invoice 940065239			

Transaction Date 3/24/2020 Due 3/24/2020 CASH 10100 **Total** $525.52

Claim Type

Claim# 5763 *BELLBOY CORPORATION*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$20.15
Invoice 0083171000			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$1.55
Invoice 0083035100			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$5.17
Invoice 1011076000			
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING	$160.34
Invoice 0101015000			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$31.00
Invoice 0083345200			

*Claim Register©

AP 04-06-2020

April 2020

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $2,510.71
Invoice 0083345200

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $5.01
Invoice 0101015000

Cash Payment E 609-49750-210 Operating Supplies OPERATING $225.47
Invoice 1011076000

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$89.00
Invoice 0083035100

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $2,206.46
Invoice 0083171000

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $55.25
Invoice 0101015000

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $5,129.01

Claim Type

Claim# 5831 *BERNICK COMPANIES, THE*

Cash Payment E 609-49751-252 Beer For Resale BEER $758.10
Invoice 64656

Cash Payment E 609-49751-252 Beer For Resale BEER $671.32
Invoice 95646

Cash Payment E 609-49751-252 Beer For Resale BEER $1,274.85
Invoice 100827

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $13.80
Invoice 100826

Transaction Date 3/30/2020 Due 3/30/2020 CASH 10100 **Total** $2,718.07

Claim Type

Claim# 5755 *BREAKTHRU BEVERAGE*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $28.19
Invoice 1081109722

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$10.49
Invoice 2080269478

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $21.45
Invoice 1081115792

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $66.14
Invoice 1081112943

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $39.74
Invoice 1081117928

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $3,109.98
Invoice 1081112943

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $1,309.10
Invoice 1081109722

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $886.49
Invoice 1081115792

Cash Payment E 609-49751-253 Wine For Resale WINE -$8.00
Invoice 2080269478

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $4,661.44
Invoice 1081117928

Cash Payment E 609-49751-253 Wine For Resale WINE $150.66
Invoice 1081117928

Cash Payment E 609-49751-253 Wine For Resale WINE $1,040.65
Invoice 1081112943

Cash Payment E 609-49751-253 Wine For Resale WINE $246.66
Invoice 1081115792

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC -$4.00
Invoice 2080269478

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $68.33
Invoice 1081117928

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $11,606.34

Claim Type

Claim# 5833 *CAPITOL BEVERAGE SALES, L.P*

Cash Payment E 609-49751-252 Beer For Resale BEER $527.65
Invoice 2403194

Transaction Date 3/30/2020 Due 3/30/2020 CASH 10100 **Total** $527.65

Claim Type

Claim# 5936 *CINTAS*

Cash Payment E 601-49440-417 Uniform Clothing & PPE RUG MAINTENANCE $9.31
Invoice 4041733084

Cash Payment E 609-49750-219 Rug Maintenance RUG MAINTENANCE $13.26
Invoice 4045569812

Cash Payment E 609-49750-219 Rug Maintenance RUG MAINTENANCE $13.26
Invoice 4044285407

Cash Payment E 602-49490-417 Uniform Clothing & PPE RUG MAINTENANCE $9.31
Invoice 4042943948

Cash Payment E 101-41940-219 Rug Maintenance CITY HALL RUGS $16.16
Invoice 4045569804

Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $61.30

Claim Type

Claim# 5939 *CITY EMPLOYEES UNION, LOCAL*

Cash Payment G 101-21707 Union Dues APRIL DUES $47.00
Invoice

Transaction Date 4/2/2020 Due 4/2/2020 CASH 10100 **Total** $47.00

Claim Type

Claim# 5859 *COLONIAL INSURANCE*

Cash Payment G 101-21712 Colonial Insurance APRIL INSURANCE $415.13
Invoice .042020

Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $415.13

Claim Type

Claim# 5806 *COMPASS MINERALS AMERICA, I*

Cash Payment G 101-14100 Inventory of Material/Supply BULK HIGHWAY COARSE $14,163.73
Invoice 611309

Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $14,163.73

Claim Type

Claim# 5740 *CRYSTAL SPRINGS ICE*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $146.34
Invoice 002.B009072

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $146.34

Claim Type

Claim# 5777 *DAHLHEIMER DIST. CO. INC.*

Cash Payment E 609-49751-252 Beer For Resale BEER $7,398.37
Invoice 116-01305

Cash Payment E 609-49751-252 Beer For Resale BEER $306.80
Invoice 116-01421

Cash Payment E 609-49751-252 Beer For Resale BEER $14,077.45
Invoice 116-01407

Cash Payment E 609-49751-252 Beer For Resale BEER $9,207.15
Invoice 116-01366

Cash Payment E 609-49751-252 Beer For Resale BEER $13,589.40
Invoice 116-01238
Cash Payment E 609-49751-252 Beer For Resale BEER $136.00
Invoice 1211934
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $276.00
Invoice 116-01366
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $44,991.17

Claim Type
Claim# 5919 *DAVIDS HYDRO VAC, INC*
Cash Payment E 602-49490-400 System Jetting VAC SERVICES $1,194.00
Invoice 27336
Transaction Date 4/1/2020 Due 3/31/2020 CASH 10100 **Total** $1,194.00

Claim Type
Claim# 5765 *DEFIANT DISTRIBUTORS LLC*
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $564.27
Invoice INV-000966
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $564.27

Claim Type
Claim# 5920 *DELL MARKETING L.P.*
Cash Payment E 101-42210-240 Office Equip COMPUTER $1,301.50
Invoice 1038206786
Transaction Date 4/1/2020 Due 3/31/2020 CASH 10100 **Total** $1,301.50

Claim Type
Claim# 5808 *DELTA DENTAL*
Cash Payment G 101-21711 Dental Insurance APRIL INSURANCE $1,349.05
Invoice RIS0002731406
Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $1,349.05

Claim Type
Claim# 5772 *DEX MEDIA EAST LLC*
Cash Payment E 609-49750-340 Advertising ADVERTISING $82.50
Invoice 610044565593
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $82.50

Claim Type
Claim# 5747 *EAGLE GARAGE DOOR CO.*
Cash Payment E 602-49490-401 Repairs/Maint Buildings REPLACED ONE PAIR OF TORISON SPRINGS $396.00
Invoice 6043
Cash Payment E 601-49440-401 Repairs/Maint Buildings REPLACED ONE PAIR OF TORISON SPRINGS $396.00
Invoice 6043
Cash Payment E 101-45200-401 Repairs/Maint Buildings REPLACED ONE PAIR OF TORISON SPRINGS $396.00
Invoice 6043
Cash Payment E 101-43100-401 Repairs/Maint Buildings REPLACED ONE PAIR OF TORISON SPRINGS $396.00
Invoice 6043
Cash Payment E 101-42110-401 Repairs/Maint Buildings REPLACED ONE PAIR OF TORISON SPRINGS $396.00
Invoice 6043
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $1,980.00

Claim Type
Claim# 5866 *ECM PUBLISHERS, INC.*
Cash Payment E 101-41400-351 Legal Notices Publishing APRIL 6 TRAIL EASEMENT $75.25
Invoice 765710
Cash Payment E 101-41400-351 Legal Notices Publishing ORDINANCE NO. 262 $53.75
Invoice 765711

Cash Payment E 101-41400-351 Legal Notices Publishing 2020 RECONSTRUCTION AND WATERMAIN $59.13
Invoice 765712

Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $188.13

Claim Type

Claim# 5749 *EMERGENCY MEDICAL PRODUCT*

Cash Payment E 101-42210-217 Other Operating Supplies METREX CAVICIDE $16.55
Invoice 2139400

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $16.55

Claim Type

Claim# 5805 *EMERGENCY RESPONSE SOLUTI*

Cash Payment E 402-42210-582 Turnout Gear TURNOUT GEAR $917.85
Invoice 14894

Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $917.85

Claim Type

Claim# 5751 *GRANITE CITY JOBBING CO.*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $4.25
Invoice 174875

Cash Payment E 609-49750-210 Operating Supplies OPERATING SUPPLIES $49.56
Invoice 176788

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $45.65
Invoice 174875

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $4.25
Invoice 176788

Cash Payment E 609-49751-256 Tobacco Products For Res TOBACCO $1,939.59
Invoice 174875

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $13.00
Invoice 176788

Cash Payment E 609-49751-256 Tobacco Products For Res TOBACCO $2,473.03
Invoice 176788

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $4,529.33

Claim Type

Claim# 5783 *HOISINGTON KOEGLER GROUP, I*

Cash Payment E 101-41910-311 Contract GENERAL PLANNING $2,493.98
Invoice 018-041-17

Cash Payment E 101-41910-307 Comp Plan/Wetland Fees COMPREHENSIVE PLAN $281.25
Invoice 018-041-17

Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) LAKETOWN HOMES (RIVERS EDGE) $18.75
Invoice 018-041-17

Cash Payment G 803-22159 ESC-DENKER DENKER $431.25
Invoice 018-041-17

Cash Payment G 803-22160 ESC-SCHULTE SUBDIVISION SCHULTE SUBDIVISION (TURTLE PONDS) $262.50
Invoice 018-041-17

Cash Payment G 803-22165 WIRZ SWISS LANDING-ESC SWISS LANDING $776.25
Invoice 018-041-17

Cash Payment G 803-22171 Marties (Buzick) CUP 3950 227TH CUP $318.75
Invoice 018-041-17

Transaction Date 3/24/2020 Due 3/24/2020 CASH 10100 **Total** $4,582.73

Claim Type

Claim# 5773 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES $131.00
Invoice IN2912316

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES $3.47
Invoice IN2922236

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES			$114.08
Invoice IN2921287					
Transaction Date	3/18/2020	Due 3/18/2020 CASH	10100	Total	$248.55

Claim Type

Claim# 5836 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$31.06
Invoice 1532739					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$17.27
Invoice 1515916					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$15.70
Invoice 1528822					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$6.28
Invoice 1532738					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$29.83
Invoice 1518888					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$15.70
Invoice 1515932					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$20.41
Invoice 1524387					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$17.27
Invoice 1515915					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$12.56
Invoice 1518889					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$14.13
Invoice 1524386					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			-$47.88
Invoice 594427					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$44.15
Invoice 1528821					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,386.00
Invoice 1518888					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$2,158.23
Invoice 1528821					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$458.00
Invoice 1528822					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$587.52
Invoice 1515916					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$479.15
Invoice 1518889					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$801.75
Invoice 1524387					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$801.00
Invoice 1515932					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$820.92
Invoice 1515915					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$1,202.35
Invoice 1532739					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			-$33.10
Invoice 594427					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$378.45
Invoice 1532738					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,101.42
Invoice 1524386					
Transaction Date	3/30/2020	Due 3/30/2020 CASH	10100	Total	$10,318.17

CITY OF ST FRANCIS

*Claim Register©

AP 04-06-2020

April 2020

Claim Type

Claim# 5854 *KIMS KLEANING*

Cash Payment	E 602-49490-402 Janitorial Service	WASTE WATER PLANT	$220.00
Invoice 6525			
Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT.	$75.00
Invoice 6561			
Cash Payment	E 101-45200-402 Janitorial Service	COMMUNITY CENTER	$80.00
Invoice 6520			
Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL	$120.00
Invoice 6159			
Cash Payment	E 101-42110-402 Janitorial Service	POLICE	$800.00
Invoice 6524			
Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT	$200.00
Invoice 6523			
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING	$173.75
Invoice 6521			
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING	$173.75
Invoice 6521			
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING	$173.75
Invoice 6521			
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING	$173.75
Invoice 6521			
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING	$145.00
Invoice 6522			
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING	$145.00
Invoice 6522			
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING	$145.00
Invoice 6522			
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING	$145.00
Invoice 6522			

Transaction Date 3/30/2020 Due 3/30/2020 CASH 10100 **Total** $2,770.00

Claim Type

Claim# 5937 *LAW ENFORCEMENT LABOR SVC*

Cash Payment	G 101-21707 Union Dues	SARGENTS-APRIL 2020	$62.00
Invoice			
Cash Payment	G 101-21707 Union Dues	OFFICERS-APRIL 2020	$558.00
Invoice			

Transaction Date 4/2/2020 Due 4/2/2020 CASH 10100 **Total** $620.00

Claim Type

Claim# 5776 *LMC INSURANCE TRUST*

Cash Payment	E 101-41400-160 Work Comp Insurance	WORK COMP	$417.25
Invoice .032020			
Cash Payment	E 101-41500-160 Work Comp Insurance	WORK COMP	$290.75
Invoice .032020			
Cash Payment	E 101-43100-160 Work Comp Insurance	WORK COMP	$4,273.75
Invoice .032020			
Cash Payment	E 101-42210-160 Work Comp Insurance	WORK COMP	$5,207.25
Invoice .032020			
Cash Payment	E 101-42110-160 Work Comp Insurance	WORK COMP	$11,458.50
Invoice .032020			
Cash Payment	E 101-45200-160 Work Comp Insurance	WORK COMP	$1,551.75
Invoice .032020			
Cash Payment	E 101-43210-160 Work Comp Insurance	WORK COMP	$330.00
Invoice .032020			

Cash Payment	E 601-49440-160 Work Comp Insurance	WORK COMP			$1,545.50
Invoice .032020					
Cash Payment	E 602-49490-160 Work Comp Insurance	WORK COMP			$1,850.50
Invoice .032020					
Cash Payment	E 609-49750-160 Work Comp Insurance	WORK COMP			$1,954.50
Invoice .032020					
Cash Payment	E 101-41410-160 Work Comp Insurance	WORK COMP			$0.00
Invoice .032020					
Cash Payment	E 101-42400-160 Work Comp Insurance	WORK COMP			$128.50
Invoice .032020					
Cash Payment	E 101-41910-160 Work Comp Insurance	WORK COMP			$233.75
Invoice .032020					
Transaction Date	3/18/2020	Due 3/18/2020 CASH	10100	**Total**	$29,242.00

Claim Type

Claim# 5837 *MCDONALD DIST CO.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER			$11,118.70
Invoice 531081					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$34.40
Invoice 283-00100					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$273.20
Invoice 530545					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$16,860.90
Invoice 530522					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$117.20
Invoice 531066					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$68.80
Invoice 283-00092					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$5,166.25
Invoice 528805					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$3,728.40
Invoice 529700					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$32.00
Invoice 283-00097					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$111.08
Invoice 528799					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-$15.60
Invoice 283-00106					
Cash Payment	E 609-49751-255 N/A Products	N/A			$93.00
Invoice 529700					
Transaction Date	3/30/2020	Due 3/30/2020 CASH	10100	**Total**	$36,314.97

Claim Type

Claim# 5811 *MED-COMPASS, INC.*

Cash Payment	E 101-42210-305 Medical & Testing Fees	TEST			$85.00
Invoice 37408					
Transaction Date	3/27/2020	Due 3/27/2020 CASH	10100	**Total**	$85.00

Claim Type

Claim# 5796 *METRO CITIES - AMM*

Cash Payment	E 101-41400-433 Dues and Subscriptions	2020 METRO CITIES MEMBERSHIP DUES			$3,208.00
Invoice 517					
Transaction Date	3/24/2020	Due 3/24/2020 CASH	10100	**Total**	$3,208.00

Claim Type

Claim# 5857 *METRO WEST INSPECTIONS SER*

Cash Payment E 101-42400-311 Contract PERMITS FEB 2020 $38,338.61
Invoice 2338
Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $38,338.61

Claim Type
Claim# 5861 *MN CHIEFS OF POLICE ASSN.*
Cash Payment E 101-42110-208 Training and Instruction ETI REGISTRATION - LARSON $485.00
Invoice 10630
Cash Payment E 101-42110-208 Training and Instruction ETI REGISTRATION-TODD SCHWIEGER $485.00
Invoice 10618
Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $970.00

Claim Type
Claim# 5754 *MN FIRE SERVICE CERTIFICATION*
Cash Payment E 101-42210-208 Training and Instruction CERTIFICATION - BELTER, L. ROBINSON, WENTWORTH $360.00
Invoice 7549
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $360.00

Claim Type
Claim# 5774 *MN NCPERS LIFE INSURANCE*
Cash Payment G 101-21713 MN Life APRIL INSURANCE $80.00
Invoice 733400042020
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $80.00

Claim Type
Claim# 5862 *MPH INDUSTRIES, INC.*
Cash Payment E 101-42110-237 Small Equipment REMOTE BEE III $270.49
Invoice 6010907
Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $270.49

Claim Type
Claim# 5753 *MY ALARM CENTER*
Cash Payment E 609-49750-445 Security SECURITY-MARCH $78.30
Invoice 13490616
Cash Payment E 609-49750-445 Security SECURITY-APRIL $78.30
Invoice 13618581
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $156.60

Claim Type
Claim# 5918 *NELSON ELECTRIC MOTOR REPAI*
Cash Payment E 602-49490-229 Project Repair & Maintena REPLACED PUMP $3,547.36
Invoice 1140
Transaction Date 4/1/2020 Due 3/31/2020 CASH 10100 **Total** $3,547.36

Claim Type
Claim# 5785 *NORTHERN AIR CORPORATION*
Cash Payment E 602-49490-401 Repairs/Maint Buildings BOILER $340.00
Invoice 170217
Cash Payment E 602-49490-401 Repairs/Maint Buildings THERMOSTATS $275.80
Invoice 170490
Transaction Date 3/24/2020 Due 3/24/2020 CASH 10100 **Total** $615.80

Claim Type
Claim# 5855 *NORTHERN LIGHTER PYROTECH* Ck# 077323 4/1/2020
Cash Payment E 101-45230-311 Contract PIONEER DAYS FIREWORKS $10,000.00
Invoice .032020
Transaction Date 4/1/2020 Due 3/31/2020 CASH 10100 **Total** $10,000.00

Claim Type

Claim# 5797 *PAUSTIS WINE COMPANY*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$5.25
Invoice 83868			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$5.25
Invoice 82488			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	-$95.00
Invoice 82886			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$1.75
Invoice 82886			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$365.00
Invoice 83868			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$350.00
Invoice 82488			

Transaction Date 3/25/2020 Due 3/25/2020 CASH 10100 **Total** $628.75

Claim Type

Claim# 5729 *PEPSI COLA*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	-$42.06
Invoice 84566957			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$341.35
Invoice 84566956			

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $299.29

Claim Type

Claim# 5735 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$3.14
Invoice 6009916			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$20.40
Invoice 6013893			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$6.28
Invoice 6009915			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$39.25
Invoice 6009914			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$33.49
Invoice 6019067			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$1.57
Invoice 6016781			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$26.69
Invoice 6013894			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$3.14
Invoice 6016782			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-$48.45
Invoice 601732			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$15.70
Invoice 6019068			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$1.57
Invoice 6019069			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$189.50
Invoice 6009915			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,230.90
Invoice 6019067			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,380.05
Invoice 6009914			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$49.50
Invoice 6009916			

CITY OF ST FRANCIS

*Claim Register©

AP 04-06-2020

April 2020

Cash Payment E 609-49751-253 Wine For Resale WINE $224.00
Invoice 6016782
Cash Payment E 609-49751-253 Wine For Resale WINE -$3.33
Invoice 601732
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $144.00
Invoice 6016781
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $1,363.80
Invoice 6013893
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $117.00
Invoice 6019069
Cash Payment E 609-49751-253 Wine For Resale WINE $543.00
Invoice 6019068
Cash Payment E 609-49751-253 Wine For Resale WINE $873.50
Invoice 6013894
Cash Payment E 609-49751-255 N/A Products N/A -$6.00
Invoice 601732
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $8,208.70

Claim Type
Claim# 5804 *POSITIVE PROMOTIONS*
Cash Payment E 101-42210-209 Fire Prevention Supplies MOOD STAIUM CUP $237.50
Invoice 22393045
Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $237.50

Claim Type
Claim# 5780 *READY WATT ELECTRIC*
Cash Payment E 402-42110-580 C-O-L Other Equipment INSTALL NEW LOCKS ON SIRENS $300.00
Invoice 103147
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $300.00

Claim Type
Claim# 5769 *RJM DISTRIBUTING INC.*
Cash Payment E 609-49751-252 Beer For Resale BEER $229.80
Invoice IND020566
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $229.80

Claim Type
Claim# 5748 *ROYAL SUPPLY*
Cash Payment E 101-41940-210 Operating Supplies SUPPLIES $109.20
Invoice 27878
Cash Payment E 101-42110-217 Other Operating Supplies SUPPLIES $54.60
Invoice 27878
Cash Payment E 101-43100-217 Other Operating Supplies SUPPLIES $27.30
Invoice 27878
Cash Payment E 101-45200-217 Other Operating Supplies SUPPLIES $27.30
Invoice 27878
Cash Payment E 601-49440-217 Other Operating Supplies SUPPLIES $27.30
Invoice 27878
Cash Payment E 602-49490-217 Other Operating Supplies SUPPLIES $27.30
Invoice 27878
Cash Payment E 101-41940-210 Operating Supplies SUPPLIES $89.60
Invoice 27991
Cash Payment E 101-42110-217 Other Operating Supplies SUPPLIES $44.80
Invoice 27991
Cash Payment E 101-43100-217 Other Operating Supplies SUPPLIES $22.40
Invoice 27991

Cash Payment E 101-45200-217 Other Operating Supplies SUPPLIES $22.40
Invoice 27991
Cash Payment E 601-49440-217 Other Operating Supplies SUPPLIES $22.40
Invoice 27991
Cash Payment E 602-49490-217 Other Operating Supplies SUPPLIES $22.40
Invoice 27991
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $497.00

Claim Type
Claim# 5787 *SHI INTERNATIONAL CORP*
Cash Payment E 101-42210-240 Office Equip MICROSOFT OFFICE LICENSE $268.00
Invoice B11484340
Transaction Date 3/24/2020 Due 3/24/2020 CASH 10100 **Total** $268.00

Claim Type
Claim# 5770 *SOUTH METRO FIRE DEPT*
Cash Payment E 101-42210-208 Training and Instruction HEALTH & WELLNESS LUNCHEON - L. ROBINSON $10.00
Invoice .0320
Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $10.00

Claim Type
Claim# 5844 *SOUTHERN GLAZERS OF MN*
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $51.63
Invoice 1939132
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $0.13
Invoice 1934599
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $7.68
Invoice 1934601
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $10.24
Invoice 1939133
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $73.79
Invoice 1937770
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $16.64
Invoice 1937771
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $41.60
Invoice 1934600
Cash Payment E 609-49751-253 Wine For Resale WINE $546.00
Invoice 1937771
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $5,255.10
Invoice 1939132
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $7,981.34
Invoice 1937770
Cash Payment E 609-49751-253 Wine For Resale WINE $272.00
Invoice 1934601
Cash Payment E 609-49751-253 Wine For Resale WINE $336.00
Invoice 1939133
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $5,115.31
Invoice 1934600
Transaction Date 3/30/2020 Due 3/30/2020 CASH 10100 **Total** $19,707.46

Claim Type
Claim# 5795 *SPACK SOLUTIONS, INC*
Cash Payment E 101-43100-303 Engineering Fees ICE Reports $5,700.00
Invoice 7493
Transaction Date 3/24/2020 Due 3/24/2020 CASH 10100 **Total** $5,700.00

CITY OF ST FRANCIS

*Claim Register©

AP 04-06-2020

April 2020

Claim Type

Claim# 5730 *ST. FRANCIS TRUE VALUE HARD*

Cash Payment E 101-42210-441 Miscellaneous FACE MASKS $45.98
Invoice 44853

Transaction Date 3/18/2020 Due 3/18/2020 CASH 10100 **Total** $45.98

Claim Type

Claim# 5915 *STREICHER S*

Cash Payment E 101-42110-237 Small Equipment POLICE SUPPLIES $332.72
Invoice I1421958

Cash Payment E 101-42110-237 Small Equipment POLICE EQUIPMENT $3,659.84
Invoice I1421069

Transaction Date 4/1/2020 Due 3/31/2020 CASH 10100 **Total** $3,992.56

Claim Type

Claim# 5803 *SUN LIFE FINANCIAL*

Cash Payment E 101-41400-130 Employer Paid Insurance APRIL INSURANCE $286.39
Invoice .0420

Cash Payment E 101-41500-130 Employer Paid Insurance APRIL INSURANCE $148.77
Invoice .0420

Cash Payment E 101-41910-130 Employer Paid Insurance APRIL INSURANCE $81.67
Invoice .0420

Cash Payment E 101-42110-130 Employer Paid Insurance APRIL INSURANCE $958.96
Invoice .0420

Cash Payment E 101-42210-130 Employer Paid Insurance APRIL INSURANCE $74.21
Invoice .0420

Cash Payment E 101-42400-130 Employer Paid Insurance APRIL INSURANCE $75.20
Invoice .0420

Cash Payment E 101-43100-130 Employer Paid Insurance APRIL INSURANCE $142.21
Invoice .0420

Cash Payment E 101-43210-130 Employer Paid Insurance APRIL INSURANCE $31.60
Invoice .0420

Cash Payment E 101-45200-130 Employer Paid Insurance APRIL INSURANCE $142.21
Invoice .0420

Cash Payment E 601-49440-130 Employer Paid Insurance APRIL INSURANCE $128.91
Invoice .0420

Cash Payment E 602-49490-130 Employer Paid Insurance APRIL INSURANCE $128.91
Invoice .0420

Cash Payment E 609-49750-130 Employer Paid Insurance APRIL INSURANCE $140.93
Invoice .0420

Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $2,339.97

Claim Type

Claim# 5807 *SYNOVIA SOLUTIONS*

Cash Payment E 101-43100-311 Contract GPS $45.80
Invoice 128623

Cash Payment E 101-45200-311 Contract GPS $45.80
Invoice 128623

Cash Payment E 601-49440-311 Contract GPS $45.80
Invoice 128623

Cash Payment E 602-49490-311 Contract GPS $45.79
Invoice 128623

Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $183.19

Claim Type

Claim# 5830 *THE AMERICAN BOTTLING COMP*

CITY OF ST FRANCIS

*Claim Register©

AP 04-06-2020

April 2020

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $291.72
Invoice 3562314619

Transaction Date 3/30/2020 Due 3/30/2020 CASH 10100 **Total** $291.72

Claim Type

Claim# 5789 *TJ ASSOCIATES*

Cash Payment E 101-42110-308 Community Education SIGNS FOR POLICE $60.00
Invoice 233262

Transaction Date 3/24/2020 Due 3/24/2020 CASH 10100 **Total** $60.00

Claim Type

Claim# 5935 *VESSCO, INC.*

Cash Payment E 601-49440-233 Water Treatment Plant Mai 5-WAY VALVE SYSTM FUNCTION $208.66
Invoice 79549

Transaction Date 3/31/2020 Due 3/31/2020 CASH 10100 **Total** $208.66

Claim Type

Claim# 5814 *VINOCOPIA, INC.*

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $1,120.00
Invoice 0253981-IN

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $12.00
Invoice 0253140-IN

Cash Payment E 609-49751-253 Wine For Resale WINE $300.00
Invoice 0253981-IN

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $789.10
Invoice 0253140-IN

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $120.00
Invoice 0253981-IN

Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $2,341.10

Claim Type

Claim# 5824 *WINE MERCHANTS*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $7.85
Invoice 7278776

Cash Payment E 609-49751-253 Wine For Resale WINE $340.00
Invoice 7278776

Transaction Date 3/27/2020 Due 3/27/2020 CASH 10100 **Total** $347.85

Pre-Written Checks	$10,000.00
Checks to be Generated by the Compute	$283,047.95
Total	$293,047.95

City of St. Francis

City Council **AGENDA REPORT** Agenda Item # **9 A**

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Auto Sales Moratorium – Second Reading

DATE: April 6, 2020

OVERVIEW

The City currently allows auto sales in all commercial districts (B1, B2, B3) through the Conditional Use process. After completing redevelopment and comprehensive plan studies it was determined that Bridge Street would be identified as a Downtown district. Since that time the city has additionally adopted design standards for this area. This area is currently zoned B1 – Central Business District and will remain so in the 2040 Comprehensive Plan updates.

Currently the City has an auto sales facility in the B2 – General Business and the B3-Business Park District. As this industry continues to change it has been discussed that the downtown district may not be a suitable place for this type of business.

As a result of these important land use issues, the City desires to conduct a study for the purpose of considering a possible amendment to the City's official controls to address the issues and questions relating to auto sales. The City finds that this Interim Ordinance is necessary to protect the planning process and the health, safety and welfare of its residents.

First reading by Council was held March 16, 2020.

ITEMS TO BE DISCUSSED:

Adopt the attached Moratorium on auto sales

ATTACHMENTS:

An Interim Ordinance Temporarily Establishing a Planning Moratorium on Auto Sales

ORDINANCE 263, SECOND SERIES

AN INTERIM ORDINANCE TEMPORARILY ESTABLISHING A PLANNING MORITORIUM ON AUTO SALES

THE CITY OF ST. FRANCIS, MINNESOTA DOES HEREBY ORDAIN:

Section 1. Background

1.01. **Authority**. The City of St. Francis (the "City") has the authority to establish moratoriums to regulate, restrict, or prohibit any use in all or part of the City. In particular, pursuant to Minnesota Statutes Section 462.355, Subd 4, the City is authorized to adopt a planning moratorium on uses while the City or its planning consultant is conducting studies or has authorized a study to be conducted, or has scheduled a hearing to consider the adoption or amendment of the comprehensive plan or official zoning controls.

1.02. The City currently allows auto sales within all commercial districts. Currently there are two auto sales facilities, one in the B2 General Commercial zoning district and a second in the B3 Business Park district. The City has completed extensive studies on its B1 Central Business area and found through the studies and planning that auto sales is not an appropriate use in the B1 Central Business district. As a result of these important land use and zoning issues, the City desires to conduct a study for the purposes of considering possible amendments to the City official controls to address the issues relating to auto sales. The City fins that this Interim Ordinance is necessary to protect the planning process and the health, safety and welfare of its residents.

Section 2. Definitions

For the purpose of this Interim Ordinance, the term "auto sales" also known as "car sales" as identified in City Code and as defined in Minnesota Statutes Section 325F.662, Subd 1. or Minnesota Statutes Section 168.27, Subd 1.

Section 3. Prohibition

3.01 In accordance with the findings set forth in Section 1.02, a zoning moratorium is established on auto sales within the City.

3.02 During the effective period of this Interim Ordinance, no new auto sale facilities shall be established in the City and applications for building permits or zoning approvals for auto sales will not be processed, approved, or accepted by the City. This Ordinance also prohibits the further consideration of any approval of any pending zoning applications for auto sales. Previously received applications (if any exist) shall be withdrawn by the applicant or the application shall not be acted upon by the City in accordance with this Interim Ordinance.

Section 4. Study

The City hereby authorizes a study by City staff and consultants of all issues related to the regulation of auto sales.

Section 5. Enforcement

The City may enforce this ordinance by injunction or any other appropriate civil remedy in any court of competent jurisdiction

Section 6. Severability

Every section, provision of this Ordinance is declared separable from every section, provision or part of this Ordinance. If any section, provision, or part of this Ordinance is adjudged to be invalid by a court of competent jurisdiction, such judgement shall not invalidate any other section, provision, or part of this Ordinance.

Section 7. Duration

This Interim Ordinance shall take effect immediately upon adoption and publication and shall be effective until the earlier of the following dates: (a) on year from its effective date, or (b) the date upon which the City reaffirms, amends, or repeals its ordinances and official controls related to auto sales.

This Ordinance shall take effect and be in full force from and after its adoption and publication, as provided by law.

Passed by the City Council of the City of St. Francis, Minnesota, on this 6th of April 2020.

____

Steven D. Feldman, Mayor

Attest:

____

Barbara I. Held, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 B

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Update Geographic Information System (GIS) Provider – RFP

DATE: April 6, 2020

OVERVIEW

Graphic Information System (GIS) software is a computer-based tool that is used by the City to map, store and analyze information. City staff and contracted Engineering and Planning use this information for many applications. The Community Development Department and Planning Consultant use this information to create and update zoning, land use, and informational maps. We also use it to create public notice boundaries to meet land use Statutes. Public Works and Engineers utilize this software to create and update data on the city's public infrastructure system such as water/sewer lines, curb stops, hydrants and to track maintenance history. Other departments have access as well as it is a system open to all department as it relates to the land and infrastructure within the city.

GIS software has advanced significantly and cities are increasingly using this technology to communicate information to the public, store and track data for internal use and to improve operations and efficiency in general. The City does not have a designated staff person responsible for managing a GIS system and rely on a contracted service for this need.

The City GIS software is significantly different than what is available through Anoka County. As the County system is available to the City and the main source of property owner data, it does not track the individual land use and infrastructure specific to the City.

Currently the City utilizes a GIS system created by Bolton Menk, Inc. (BMI). Since the release of their services in 2017 the software has not been updated. This creates errors in mailings and information on residents as well as fails to update the water/sewer and infrastructure that has been installed or corrected since that date.

With the updating of the zoning maps this year due to the 2040 Comprehensive Plan update, this will allow a new program to begin with clean land use data a transfer of outdated land use mapping components from BMI.

Council may also want to consider the desire to allow a portion of the data to be public. One current example is the City of East Bethel. They recently updated their GIS system and created a path for users to see information that is considered public.

As this is a complicated and specific software program, Staff is recommending a proposal to contract with services for a five-year period. The anticipated costs for the first year would be higher because the scope of services would include the review and assessment of the existing GIS system and launching of a new system. Years two through five would include maintenance and servicing of the new system.

Community Development along with Public works have created and reviewed the proposal including our legal team.

ITEMS TO BE DICUSSED:

Council to consider the release of a request for proposals to update the GIS services specific to the City of St. Francis

ATTACHMENTS:

Request for Proposals for Geographic Information System (GIS) Provider

City of St. Francis
23340 CREE ST. NW. ST FRANCIS, MN 55070
763-267-6191

Request for Proposal

For

GEOGRAPHIC INFORMATION SYSTEM (GIS) PROVIDER

Date Released: April 13, 2020

Due: May 7, 2020

TABLE OF CONTENTS

1.0 INTRODUCTION

2.0 BACKGROUND

3.0 INSTRUCTIONS FOR SUBMISSION

4.0 SCOPE OF WORK

5.0 PROPOSAL CONTENTS

6.0 COMPENSATION

7.0 SELECTION

8.0 TERMS AND CONDITIONS

1.0 - INTRODUCTION

The City of St. Francis will accept Proposals for a Geographic Information System (GIS) Provider until **12:00 p.m. May 7, 2020.**

The City is seeking a Web GIS platform to provide users a day-to-day tool to access and analyze GIS data. The city uses GIS to answer a variety of different questions including but not limited to, roads, water and sewer lines, land use, wetland and floodplain boundaries. Maintaining updated information ensures that residents and contractors are obtaining accurate information from the City.

2.0 – BACKGROUND

The City of St. Francis is located in northern Anoka County along Highway 47. The community is approximately 30 miles north from Minneapolis. The City provides a wide array of services including streets, parks, wastewater, water, stormwater, planning and zoning economic development, fire protection and law enforcement.

The City operates its own water and sewer infrastructure that extends past city boundaries. St. Francis has a general population of roughly 7500 people or 2,500 households. The City owns and operates its own water treatment and waste water facilities as the City is not connected to Met Council regional systems. There are roughly 750 private SSTS/septic systems within the City. There are two general business districts along State Hwy 47 and Bridge Street.

3.0 – INSTRUCTIONS FOR SUBMITTION

1. PROJECT INFORMATION CONTACT and QUESTIONS

All proposals should be sent and all questions and correspondence should be directed to:

City of St. Francis
Attn: Kate Thunstrom
23440 Cree Street NW
St. Francis, MN 55070
kthunstrom@stfrancismn.org

2. PROPOSED TIMETABLE

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

Request for Proposals Issued:	04-13-2020
Deadline for RFP submission:	**05-07-2020, 12:00 p.m.**
Council Review /Approval -tentative	05-18-2020

3. **GENERAL DIRECTION**
   a. All proposals shall be received no later than 12:00 p.m., May 7th 2020. Three (3) copies of the proposal must be presented. The copies shall be sealed and clearly identified by the submission deadline
   b. In order to be considered a valid proposal, each proposal must meet the following requirements
      i. Written proposals received after 12:00 p.m. will not be considered
      ii. Each proposal must be signed by an officer of your company who can be held accountable for all representations.
   c. The City will review the proposals and may schedule interviews for the finalists

4.0 SCOPE OF SERVICES

The City of St. Francis is seeking proposals for an entity to provide a full scope of services related to Geographic Information solutions, hereafter referred to as GIS. The successful applicant will work collaboratively with City staff to provide web-based GIS solutions based on the ArcGIS Platform. GIS applications should be viewable and usable on desktop, laptop and mobile devices.

The City currently has a web-based system with mapping maintained in the Ersi ArcGIS mapping environment. Due to changes in 2017 the current system has not been updated and has fallen behind in updates of new housing and infrastructure improvements.

New system requirements:

- Maintain and update all existing layers
- Provide the City with the means to create maps in house up to 11" x 17" inch size, with the ability to add text and other data to the map
- Maintain and edit all GIS datasets being used for Clients GIS
- Create new datasets
- Create and update GIS maps
- Advise the Client on matters relating to GIS projects and software
- Maintain and keep records of GIS-related software and software licenses
- Customize and maintain GIS related web pages
- Customize, create and maintain Microsoft Access databases
- Work with Anoka County to acquire GIS and Assessor updates
- Printing of Large format maps
- Obtain GIS data as needed from other sources
- Provide customized solutions for special projects as requested
- Integrate Permitworks and Septic data into GIS so that the data can be viewed and updated in all systems
- Adding of street signs, location, type of sign information
- Adding curb stop for purposes of mapping and locates
- Information on Hydrants and utilities

- One on One training

The City will be responsible for the following:

- Providing access to our current systems
- Setting up meetings with stakeholders
- Working with GIS provider to set up time frames, projects expectations and outcomes
- Ongoing feedback and review

The City of St. Francis is considering a contract period for five (5) years, including implementation and four years of maintenance and updates as needed, subject to termination for cause or for the convenience of the City.

5.0 PROPOSAL CONTENTS

1. **Firm History and Experience:**
    a. Brief history of firm including size and experience
    b. Municipality experience

2. **Qualifications:**
    a. Indicate current responsibilities of person designated to serve as lead contact for the City.
    b. An introduction of the service team, by name with specific roles, qualifications and experience.
    c. Detail of services that will be provided to the City
    d. Project implementation and timeline

3. **Proposed Fee for Services**:
    a. Proposed fee for services should be broken down as follows:
        i. Review of existing system
        ii. Data merge and implementation
        iii. Training
        iv. Ongoing annual services
        v. Rate for customized projects as needed
    b. Explanation of compensation plans for your firm under this proposal including all services to be included in that fee
    c. List any additional service options as well as the fee structure involved

4. **References:**
    Provide the contact names and telephone numbers of three (3) clients in the State of Minnesota with whom you have had a working relationship, as a reference for the City.

5. **Presentation of System capabilities and demonstration:**
    If you are selected as a potential Provider you will be requested to make a presentation to all City department heads and demonstrate what the GIS system would look like based on your proposal.

6.0 COMPENSATION

Submit a comprehensive table with your proposed rate structure. The table should include identified compensation rates for all of the following. If you firm has an alternative method for billing, provide as detailed information as possible, the rates of compensation.

1. GIS Service Rates
   Rates should include the initial rate for data merge and implementation of the program, training, ongoing and annual services. Rates shall be placed in a table that outlines the expected expenses in each of the five year contract period.
2. Hourly rate
   Provide an hourly rate for work conducted on individual services.
3. Reimbursable Expenses
   Include the proposed rates for reimbursable expenses including mileage for travel, copies, postage, messenger service or other fees identified for this type of service.
4. Billings
   Detailed billings should be submitted monthly and need to include date and specific worked performed.

The intent is to use the proposed compensation multiplies and costs as part of the contract for services.

7.0 SELECTION

The City of St. Francis reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Section of the firm shall be based upon, but not limited to, the following criteria:

1. The firms approach to the understanding of the Scope of Work
2. The firms experience with similar contracts and clients
3. The experience and qualifications of the proposed staff in providing services
4. The extent to which references have found the firms services acceptable
5. Cost

8.0 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 Errors or Withdrawal. Should the Proposer believe that an error appears in the RFP documents, or wish to withdraw a submitted proposal, proposer shall do so by notifying, in writing, the Project Information Contact noted in Section 3.

C. 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 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._. 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.

D. 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.

E. 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.

F. 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.

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. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.

O. Required Submittals of the RFP selected.
   1. 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. A commercial cyber liability insurance policy in the amount of not less than $1,000,000.00 for data compromise liability, $1,000,000.00 for network security and privacy liability, and $1,000,000.00 for media liability. The Contractor agrees to name the City as an additional insured on said policy.
      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.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Liquor Store Expansion

DATE: April 2nd, 2020

OVERVIEW

Staff wants to provide an update and has a work scope variance on the Liquor Store expansion project. Below are some updates and discussion points for the meeting:

1) The existing Bottle Shop has approximately a 0' setback. The required setback for this type of commercial district is 25'. Making the building legal non-conforming. This required a full redesign of the original 40' x 63' (2,520 sq. ft.) expansion to meet the 25' setback. The new design, which triggered the work scope variance is 44' x 55' (2,420 sq. ft.). This resulted in $3,440 in design fees. ***More information will be presented verbally regarding the setback issues.***

2) The redesign did result in a more functional design, according Pearl Architecture.

3) The price estimate increased from $642,362 to $710,192. Most of this attributed to:
   a. Interior finishes – appx. $26,000 it was noted that there are two tile sets in the store and it could be difficult to match either, so a total updating of the floor finishing was added in.
   b. Relocating the cooler was a difficult cost to pin down in the planning stage and two additional coolers have been added. But a quote of $18,730 was obtained.
   c. Furniture, fixtures and equipment - $10,500 – this was previously left blank
   d. The other approximate $12,000 is spread throughout, mainly the site survey which needs to be sorted out.

City of St. Francis

Attached Documents:

1) Previous design plan and cost estimate
2) Updated design plan and cost estimate
3) Timeline – showing timeline of project moving forward
4) Quote for cooler addition/relocation

Recommendation Action:

Review and Discuss. Motion to approve the Work Scope Variance.

St. Francis

CITY OF ST. FRANCIS, MN
Proposed Addition & Interior Alterations

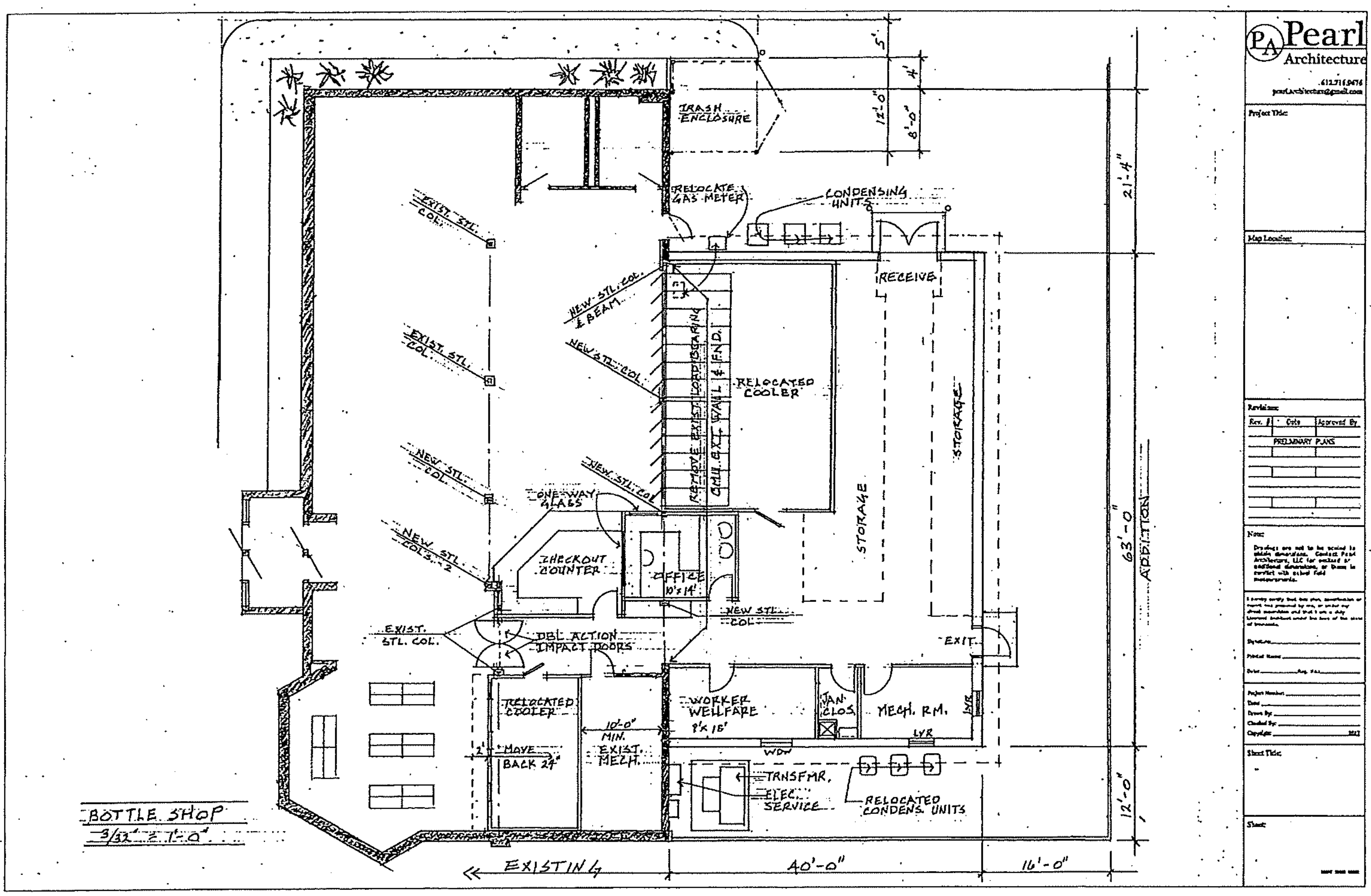
PROBABLE COSTS

Bottle Shop Addition (40' x 63')

Hard Costs - Construction dollars				
* Building Addition (40' x 63')	2,520 GSF x $110 / sq.ft. =		$	277,200
* Strategic Demolition & Temp Shoring (8' x 54')	432 SF x $135 / sq.ft. =		$	58,320
* New Furnace & Condensing Unit for Addition Sq. Footage			$	25,000
* New Interior Finishes; CT Floor, Carpeting, Wall Paint, Ceilings, Checkout Counter, Restroom wall tile & HC, etc.			$	72,400
* Exterior Site Improvements / bit. paving, concrete walks, curbs,			$	24,000
* Exterior Landscaping Plants, Shrubs, Shade Trees			$	5,600
* Install Lawn Irrigation System			$	6,874
Construction Cost:			$	469,394
Project Soft Costs - Owner's Obligations				
* Site Topographic - Alta Survey { included within A/E Design Fee }	$4,550	$ -		
* Soil Borings / Geotechnical Report	Not Required	$ -		
* City Fees / Legal Fees		$ 4,500		
* Building Permits / Plan Review Fees		$ 3,153		
* FFE (Furniture, Fixtures, Equipment) procurement		$ -		
* Signage Package - Interior		$ -		
* Install Fiber Optics / ZAYO Network to City Hall & Water Tower		$ 45,976		
* IT / Technology - Phones, Data Network, Installation costs	TBD	$ -		
* A/E Design Fees		$ 68,880		
* Printing - Reimbursables	TBD	$ 3,520		
* Construction Contingency at 10%	0.10	$ 46,939		
Soft Costs Total :			$	172,968

*** Does NOT Include Land Purchase Costs*

OVERALL PROJECT BUDGET	$	642,362


Pearl Architecture
Project Title:
Map Location:
Revisions:
Rev. # | Date | Approved By
PRELIMINARY PLANS
Note:
Sheet Title:
Sheet:
TRASH ENCLOSURE
RELOCATE GAS METER
CONDENSING UNITS
RECEIVE
EXIST. STL. COL.
NEW STL. COL. & BEAM
NEW STL. COL.
REMOVE EXIST. LOAD BEARING
CMU EXT. WALL & FND.
RELOCATED COOLER
STORAGE
ONE WAY GLASS
CHECKOUT COUNTER
OFFICE 10'x14'
NEW STL. COLS. 2
DBL ACTION IMPACT DOORS
EXIT
WORKER WELLFARE 9'x 15'
JAN. CLOS.
MECH. RM.
LVR
WDW
MOVE BACK 24"
10'-0" MIN. EXIST. MECH.
TRNSFMR.
ELEC. SERVICE
RELOCATED CONDENS. UNITS
BOTTLE SHOP
3/32" = 1'-0"
EXISTING
40'-0"
16'-0"
63'-0"
21'-4"
12'-0"
8'-0"
ADDITION

St. Francis

CITY OF ST. FRANCIS, MN

Proposed Addition & Interior Alterations to Bottle Shop

PROBABLE COSTS

Bottle Shop Addition (44' x 55')

Hard Costs - Construction dollars			
* Building Addition (44' x 54'-8")	2,405 GSF x $110 / sq.ft. =	$	264,555
* Strategic Demolition & Temp Shoring (8' x 54')	432 SF x $135 / sq.ft. =	$	58,320
* New Furnace & Condensing Unit for Addition Sq. Footage		$	25,000
* New Interior Finishes; CT Floor, Carpeting, Wall Paint, Ceilings, Checkout Counter, Restroom wall tile & HC, etc.		$	98,376
* Exterior Site Improvements / bit. paving, concrete walks, curbs,		$	24,000
* Exterior Landscaping Plants, Shrubs, Shade Trees	Add Alternate # 1	$	6,500
* Install Lawn Irrigation System	Add Alternate # 2	$	6,874
Construction Cost:		**$**	**483,625**

Project Soft Costs - Owner's Obligations					
* Site Topographic - Alta Survey		$	6,500		
* Soil Borings / Geotechnical Report	Not Required	$	-		
* Special Inspections and Soils Testing. Owner contracts separatly with a Geotechnical Firm.		$	3,000		
* City Fees / Legal Fees		$	8,500		
* Building Permits / Plan Review Fees		$	3,153		
* Existing walk-in cooler; Remove, re-install and expand by 2 bays. Under Owner's separate Contr:		$	18,735		
* FFE (Furniture, Fixtures, Equipment) procurement		$	10,500		
* Signage Package - Interior		$	-		
* Install Fiber Optics / ZAYO Network to City Hall & Water Tower (not includ (separate city project)		$	45,976		
* IT / Technology - Phones, Data Network, Installation costs	TBD	$	6,000		
* A/E Design Fees (includeds WSV # 01)		$	71,320		
* Printing - Reimbursables	TBD	$	4,520		
* Construction Contingency at 10%	0.10	$	48,363		
Soft Costs Total :				**$**	**226,567**
OVERALL PROJECT BUDGET				**$**	**710,192**

*** ZAYCO fiber optics installation is a separate city project under a separate contract. Not included within this construction project.*

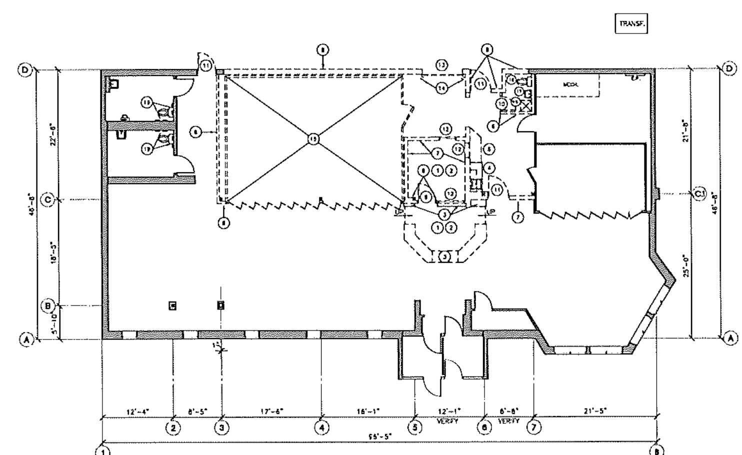
WALL KEY

WALL LEGEND

- EXISTING WALL/ITEM TO REMAIN AS-IS
- WALL/ITEM TO BE REMOVED

DEMOLITION KEY NOTES

1. REMOVE EXISTING ELEVATED FLOOR PLATFORM.
2. REMOVE EXISTING SUSPENDED CEILING SYSTEM & DROPPED SOFFIT ABOVE EXISTING P.O.S. & OFFICE AREA.
3. REMOVE EXISTING CASEWORK COUNTER & BASE CABINETS.
4. REMOVE EXISTING CASEWORK COUNTER, SINK, BASE & UPPER CABINETS.
5. REMOVE EXISTING CASEWORK COUNTER.
6. REMOVE EXISTING GYP. BD./METAL STUD PARTITION.
7. REMOVE EXISTING GYP. BD./METAL STUD/C.M.U. PARTITION.
8. REMOVE EXISTING EXTERIOR WALL PARTITION.
9. REMOVE EXISTING WOOD DOOR & HOLLOW METAL FRAME FOR RELOCATION. SEE OPENING SCHEDULE FOR NEW LOCATION.
10. REMOVE EXISTING WOOD DOOR & FRAME.
11. REMOVE EXISTING HOLLOW METAL DOOR & FRAME.
12. REMOVE EXISTING HOLLOW METAL WINDOW FRAME & GLASS.
13. REMOVE EXISTING OVERHEAD DOOR & OPERATING COMPONENTS.
14. REMOVE EXISTING PIPE BOLLARDS.
15. REMOVE EXISTING COOLER & DOORS FOR RELOCATION. SEE REMODELING PLAN FOR NEW LOCATION.
16. REMOVE EXISTING TOILET.
17. REMOVE EXISTING WALL MOUNTED SINK & FAUCET.
18. REMOVE EXISTING FLOOR MOUNTED MOP SINK & FAUCET.
19. REMOVE EXISTING GRAB BARS.



1 AD1.0 DEMOLITION FLOOR PLAN 1/8" = 1'-0" NORTH

PA Pearl Architecture

612.716.9576
pearl.architecture@gmail.com

Project Title:
St. Francis Bottle Shop

Building Addition

23307 St. Francis Boulevard NW
St. Francis, MN 55070

Key Plan:

Revisions:

Rev. #	Date	Approved By
-	-	-
PRELIMINARY PLANS		

Note:
Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Signature: ____
Printed Name: Mike D. Britz
Date: ____ Reg. No.: 22945

Project Number: ____
Date: ____
Drawn By: ____
Checked By: ____
Copyright: ____

Sheet Title:
Demolition Floor Plan

Sheet:
AD1.0

WALL KEY

WALL LEGEND

EXISTING WALL/ITEM TO REMAIN AS-IS

NEW WALL

RENOVATION KEY NOTES

101 RELOCATED COOLER WITH ADDITIONAL COOLER PANELS, (2) ADDITIONAL GLASS COOLER DOORS & PAIR OF 3'-0" x 7'-0" (VERIFY HEIGHT) COOLER DOOR.

102 NEW SIMULATED STONE COUNTERTOP AT 34" A.F.F., P. LAM. BASE CABINETS BELOW. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.

103 NEW SIMULATED STONE COUNTERTOP AT 42" A.F.F., P. LAM. BASE CABINETS BELOW. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.

104 NEW P. LAM. COUNTERTOP AT 34" A.F.F., P. LAM. BASE CABINETS BELOW WITH P. LAM. ADJUSTABLE SHELVING ABOVE. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.

105 NEW P. LAM. COUNTERTOP AT 34" A.F.F. WITH BACKSPLASH, SINGLE BOWL S.S. SINK, GOOSENECK FAUCET WITH A.D.A. COMPLIANT LEVER CONTROLS. P. LAM. BASE CABINETS BELOW WITH P. LAM. UPPER CABINETS ABOVE. PROVIDE PLUMBING & BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.

106 NEW P. LAM. COUNTERTOP AT 30" A.F.F. WITH SUPPORTIVE END PANEL ON NORTH END OF COUNTERTOP. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.

107 NEW TANK STYLE TOILET.

108 NEW GRAB BARS. SEE A.D.A. DETAILS FOR ADDITIONAL INFORMATION.

109 NEW WALL MOUNTED SINK WITH FAUCET & 24" x 42" MIRROR CENTERED ON SINK.

110 NEW 2'-0" x 2'-0" FLOOR MOUNTED MOP SINK, WALL MOUNTED FAUCET WITH HOSE & FRP 8'-0" HIGH x 4'-0" WIDE MOUNTED IN CORNER ON NORTH & EAST WALLS.

111 NEW ELECTRICAL PANELS (SEE ELECTRICAL PLANS).

112 NEW 4' x 8' x 3/4" PLYWOOD COMMUNICATIONS BOARD.

113 NEW STRUCTURAL STOOP AT DOOR 4'-0" X 4'-8". SLOPE CONCRETE AWAY FROM DOOR 1/4" PER FOOT.

114 NEW STRUCTURAL STOOP AT DOUBLE DOORS 4'-0" X 8'-8". SLOPE CONCRETE AWAY FROM DOOR 1/4" PER FOOT.

115 NEW HI/LO DRINKING FOUNTAIN. SEE A.D.A. DETAILS FOR ADDITIONAL INFORMATION.

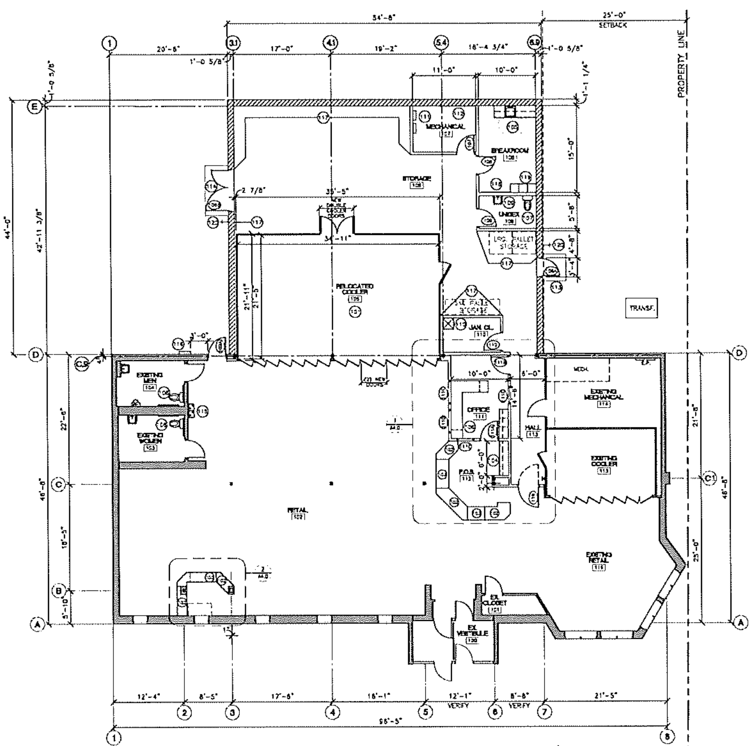
116 NEW GAS METER LOCATION. SEE MECHANICAL PLANS FOR ADDITIONAL INFORMATION.

117 NEW 1/2" PLYWOOD MOUNTED TO WALL. EXTEND PLYWOOD FROM FLOOR TO 8'-0" A.F.F. PAINT SAME AS SURROUNDING WALLS.

118 NEW STAINED 1 x 6 x 5'-0" WITH COAT HOOKS MOUNTED 9" O.C.

119 NEW 1'-6" x 1'-6" x 1'-6" P. LAM. CUBBIES MOUNTED 3 HIGH x 3 ACROSS. BOTTOM OF FIRST ROW OF CUBBIES SET 4" A.F.F.

120 NEW FROST-FREE HOSE BIB (SEE PLUMBING PLANS).



1 REMODELING FLOOR PLAN
A1.0 1/8" = 1'-0"

NORTH

PA Pearl Architecture

612.716.9576
pearl.architecture@gmail.com

Project Title:
St. Francis Bottle Shop

Building Addition

23307 St. Francis Boulevard NW
St. Francis, MN 55070

Key Plan:

Revisions:

Rev. #	Date	Approved By
-	-	-
PRELIMINARY PLANS		

Note:

Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature: ______

Printed Name: Miles D. Britz

Date: ______ Reg. No.: 22145

Project Number: ______

Date: ______

Drawn By: MDB

Checked By: MDB

Copyright: ______

Sheet Title:
Remodeling Floor Plan

Sheet:
A1.1

Pearl Architecture

PROJECT SCHEDULE

From:	Miles Britz, ALA, LEED AP Principal, PEARL Architecture
Date:	1/28/2020
Re:	**St. Francis Bottle Shop Addition & Alterations** **(Updated 3/25/2020)**

Schematic Design:	February 3, 2020 - February 17, 2020
Design Development:	February 18 – March 25, 2020
50% Owner Review:	April 9, 2020
Owner Sign-Off:	April 15, 2020
Construction Documents:	March 26, 2020 - May 1, 2020
100% Owner Review:	May 6th, 2020 (Construction Doc's 100% complete)
Advertisement for Bid:	TBD (minimum 4 weeks prior to Bid Due Date) and run consecutively for each publication.
Plans & Specs Available:	TBD (within 1 week from 100% CD Complete)
Pre – Bid Conference:	TBD (2 weeks prior to Bids Due)(Thursday, 2:00 pm @ City Hall)
Bidding:	TBD (Minimum 3 – 3 ½ week period)
Last Addendum issued:	TBD (minimum of 1 week prior to Bid Due Date)
Bids Due:	TBD (minimum of 3 weeks from when Plans & Specs made available) (typically Thursday, 2:00 pm @ City Hall)
Award Contract:	TBD (typically within 3 – 5 days from Bid Due Date)
Mobilization & Start Construction:	TBD (typically 3 – 4 days after Award of Contract)
Pre-Construction Meeting:	TBD (typically 3 – 4 days after Award of Contract)
Pre-Demolition Meeting:	TBD (one month after Start Construction begins)
Construction Phase:	6 month construction period, starting from Award of Contract.
Substantial Completion:	TBD (2 – 3 weeks prior to 100% Complete & CO ready)
CO- Certificate of Occupancy:	TBD (6 month construction period, starting at Award of Contract)

Quote

03/31/2020

Store Equipment, Inc.

To:
St. Francis Liquor
Miles Britz
St. Francis, MN

Project:
St. Francis Liquor

From:
Britz Store Equipment
John Britz
9692 Hwy 25
Buckman, MN 56317
(320)468-6294

Job Reference Number: 2151

Item	Qty	Description	Sell	Sell Total
1	1 ea	**WALK-IN**	$3,299.00	$3,299.00
		Crown/Tonka NEW Crown/Tonka 4'6 3/8" Cooler Box Addition, (Back Wall, Ceiling, Header and Sill Panels)		
	1 ea	Estimated Freight Charges	$250.00	$250.00
			ITEM TOTAL:	**$3,549.00**
2	1 ea	**WALK-IN**	$835.00	$835.00
		Crown Tonka NEW Crown/Tonka Replacement panels to accommodate double acting traffic doors on rear of Walk-in Box.		
			ITEM TOTAL:	**$835.00**
3	1 ea	**DOORS**	$2,930.00	$2,930.00
		Chase Doors Model No. RETAILER NEW Chase Durulite Retailer R-25D Double Acting Traffic Doors, 72"x84" (Bi-Parting) 24" high standard curl bumpers, 12" lower hinge guards.		
	1 ea	2"x4" Structural Tube Frame For Chase Retailer Doors.	$475.00	$475.00
			ITEM TOTAL:	**$3,405.00**
4	1 ea	**GLASS DOORS**	$2,207.50	$2,207.50
		Commercial Refrigerator Door/Styleline Doors Model No. CL NEW Styleline S2 26"x72" Satin Black Glass Doors, LED Lighting		
	1 ea	Est. Factory Frt.	$550.00	$550.00
			ITEM TOTAL:	**$2,757.50**
5	1 ea	**SHELVING**	$2,584.00	$2,584.00

Initial: ______

Item	Qty	Description	Sell	Sell Total
		BOF Gravity Flow Shelving NEW BOF 6' Deep, 6 Level, Standard Profile Gravity Flow Beer Shelving.		
	1 ea	Est. Freight Cost	$400.00	$400.00
			ITEM TOTAL:	**$2,984.00**
6	1 ea	**LABOR** Britz Delivery/Set-Up/Install Britz Delivery of equipment, Disassembly of COMPLETE walk-in and stacked in current location. Returning a few weeks later, move it to new location and installation of new panels and doors. (includes lifts and supplies needed for removal and installation). DOES NOT INCLUDE ANY REFRIGERATION OR ELECTRICAL INSTALLATION.	$5,200.00	$5,200.00
			ITEM TOTAL:	**$5,200.00**
7		**SPARE NO.**		
			Total	$18,730.50

Does not include any refrigeration. I would suggest installing the addition and see what the temp does. I am thinking the existing system will handle the additional 4' of box. You can always add additional refrigeration system later if needed. DOES NOT INCLUDE ANY SALES TAX, PERMITS, ELECTRICAL/REFRIGERATION INSTALLATION OR BUILDING DIMOLATION/RESTORATION TO ACCOMIDATE ADDITION.

Acceptance: ______________________ Date: ______________________

Printed Name: ______________________

Project Grand Total: $18,730.50

Initial: ______

Pearl Architecture

WORK SCOPE VARIANCE

WORK SCOPE VARIANCE		WSV No.	WSV # 01
		Date	3/20/2020

PROJECT NAME	St. Francis Bottle Shop Addition & Alterations
PROJECT LOCATION	23307 St. Francis Boulevard NW St. Francis, MN 55070
PROJECT NUMBER	PA - 2020.02
PROJECT MANAGER	Miles Britz, ALA, LEED AP - PEARL Architecture
OWNER	City of St. Francis, MN Joe Kohlmann, City Administrator - Owner's Representative

ITEMIZED SCOPE VARIANCES

ITEM NO.	WORK SCOPE REASON FOR CHANGE	ADD/DELETE COST CHANGE	ORIGINAL COST	FINAL COST
WSV # 01	Building Setback issue: Once the new Site Survey was produced, it provided accurate locations of property lines and building setback requirements. The building setback at south property line along 233rd Street indicated a non-conforming situation; the existing building and the proposed addition was 10' over the setback line. The Owner directed the Architect to redesign the addition to conform with the 25' setback. The City to rectify the existing building and setback issue through legal council and Planning Dept. The Architect presented several redesign layouts and Option B was selected. The Owner directed the Architect to proceed with this new redesign.	$3,440.00	68,380.00	$71,820.00
	TOTAL FEE		$	**71,820.00**

INITIATED BY	City Administrator, Joe Kohlmann	
DATE	3/11/2020	
APPROVED BY Architect	Miles Britz, ALA	Miles D. Britz
DATE	3/20/2020	signature
APPROVED BY OWNER	WSV Items	
DATE	WSV # 01	signature
DECLINED BY OWNER	WSV Items	
DATE		signature