

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
SEPTEMBER 16, 2019
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW

5:00 pm City Council Work Session with MnDOT

6:00 pm Regular City Council Meeting

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - A. City Council Minutes – September 3, 2019
 - B. Accept the Resignation of Planning Commission member Brittney Berndt
 - C. Appoint Rich Skordahl to the Planning Commission
 - D. Pay Estimate #2 to North Valley Inc. for Kings Hwy/Riverbank Lane Improvement Project
 - E. Payment of Claims
 - F. Hire Kim Sweet as a Part Time Liquor Store Clerk
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
 - A. Community Service
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 253, Second Series – Outdoor Storage (Second Reading)
 - B. Ordinance 253, Second Series - Summary Publication Resolution 2019-38
 - C. Ordinance 254, Second Series – Accessory Structures (Second Reading)
 - D. Ordinance 254, Second Series – Summary Publication Resolution 2019-39
 - E. Adjusting the Tax levy for Bond Indebtedness – Resolution 2019-40
 - F. Preliminary Approval of Proposed 2019 Tax Levy, Collectible in 2020 and Setting Budget
Hearing Date – Resolution 2019-41
 - G. Furnace/AC Replacement at Fire Station
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works Monthly Reports
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Sept 18 Planning Commission @ St. Francis Area Schools District Office 7:00 pm
 - Sept 19 MnDOT Open House @ First Baptist Church 4:30-7:30 pm
 - Oct 7 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
 - Oct 14 City Offices Closed – Columbus Day
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES

TUESDAY- SEPTEMBER 3, 2019

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

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY BAUER SECOND UDVIG APPROVE THE CONSENT AGENDA ITEMS A-G AS FOLLOWS:

- A. City Council Minutes – August 19, 2019
- B. Proclamation "October Domestic Violence Awareness Month" Resolution 2019-36
- C. Acknowledge the Donation from Kwik Trip to the Fire Department, \$1,000
- D. Accept the Resignation of Rhonda Knutson from the Liquor Store
- E. City Council Work Session Notes – August 14, 2019
- F. Police Department Surplus Property – Bikes Resolution 2019-37
- G. Payment of Claims \$158,341.10 (Check #'s 76336-76389)

Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

Jerry Sabinash and Brian Goodspeed, 256th Avenue, Isanti County would like to be able to drive their golf carts from Isanti County into St. Francis. They were stopped by the St. Francis Police this last time. They didn't get a ticket but were told it was not allowed. The officer told us to make it home safely. They both would like to have the

city change the ordinance so they can come into town and go to County Market, Kwik Trip.

Mayor Feldman asked Police Chief Schwieger to explain the current ordinance. Chief Schwieger stated right now golf carts are restricted in certain areas which are by the golf course.

Brian said in Isanti you purchase permits for \$15.00. Chief Schwieger stated 47 is a State Hwy and you are also dealing with county roads not just city streets. The more you open it up to allow them the more problems you will have. Brian and Jerry said they are on the shoulders.

Schwieger said there are even restrictions for motorized bikes. I am sure MnDOT would have an opinion if we allowed them. Schwieger said each city has their own restrictions.

Muehlbauer stated interesting subject. Don't want to open it up for safety reasons, but would be interested in what MnDOT would have to say. Main thing is to keep the people safe. Don't know if this would be a top priority. Glad the officer told you to make it home safe.

Brian said he likes to take the wife for a joyful ride into St. Francis.

Feldman said maybe you two will obey the law but not everyone will. There are always people that abuse the law.

Robinson public safety is paramount. Liked that the officer told you to go home safe and not ticket you. I wouldn't devote any resources to it.

Bauer would be interested in looking at the Statutes, snowmobile versus golf carts. Why not add golf carts and ATV's with snowmobile laws. Maybe wait until this winter to look at this further, budget time now. Rules should be the same for all.

Brian said we have mirrors on them and will be putting signals on too.

Udvig agrees with everything that has been said. Agree, you may be responsible but there are people that are not. Unfortunately, we can't give you an answer tonight.

Feldman said we will look into but won't make any promises. Not saying your irresponsible but there are people who are not.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 252, Second Series – Approving Rezoning Outlot A Rivers Edge North from R-2 Urban Single Family Residence to Rivers Edge Planned unit Development (Second Reading)

MOTION BY MUEHLBAUER SECOND UDVIG APPROVING THE SECOND READING OF ORDINANCE 252, SECOND SERIES APPROVING THE REZONING OUTLOT A OF RIVERS EDGE 1ST ADDITION FROM R-2 TO RIVERS EDGE PUD.

Roll Call: Ayes: Feldman, Bauer, Udvig, Robinson, and Muehlbauer,
Nays: None
Motion carried 5-0.

B. Swiss Landing – Concept Plan

Beth Richmond of HKGi reported the applicant, SBD Properties, LLP is seeking concept plan review of a 163-unit single –family residential development on 132 acres west of the Rum River and east of Hwy 47. Richmond discussed the Land use, zoning, concept plan, 115 proposed lots, 48 single-family lots, private park, commercial area, PUD, streets & transportation, landscaping, wetlands, and floodplain area. No formal action tonight. Applicant asking for feedback/direction. The Planning Commission discussed a number of items related to the concept plan; streets, access and park. Following this review, the applicant will consider all feedback from both Council and the Planning Commission and determine whether or not to proceed.

Feldman asked about the density and if they would be city water/lots. Richmond said yes they would have city water and sewer. Asked about the height restrictions. Feldman said on page 33 of the packet spoke about private streets. Concern is not sure if we should allow private streets. Want to make it simpler for the future homeowners. The applicant has not said either private or public. Engineer had made the comment. Feldman stated if we allow them we just seem to end up with problems later.

Robinson asked about the private park, private streets, access to future streets for future development. Richmond said this is a fairly contained development. Thunstrom said the South part is the business park. Development to the north may fall under different restrictions because of land use. Robinson said he was just curious of how they would keep people out of the private park.

Udvig said I agree, not sure how you would regulate the private park. Still a lot of things that still need to firm up. Feldman said yes, just a concept plan and just a discussion.

Bauer asked about the park too. I think this park could be beneficial for the public. Maybe a Frisbee course, canoe/kayak landing.

Muehlbauer would like to see the streets meeting city standards, good access points, like to see more commercial.

Feldman said our thoughts will go back to the developer. They will decide if they want to proceed and start with the planning commission. Like the great potential different types of housing and being responsible with the river. Good job with the information. Like the history of this property too that was included. We want to see this happen.

C. Ordinance 253, Second Series – Outdoor Storage (First Reading)

Community Development Director Kate Thunstrom stated the change is mainly due to clarification. Parking surface specifically with the pavers. The current code is being interpreted differently. Chapter 10, Section 16 D-3 is the area that is being amended. Referenced Section 16 as it relates to parking and driveways was updated this spring so reference in Section F are no longer correct. Planning Commission held a public hearing with no public comment received.

Feldman stated he likes clarification with the remainder of the council having no additional comment.

MOTION BY UDVIG SECOND BAUER APPROVING THE FIRST READING OF
ORDINANCE 253, SECOND SERIES AMENDING CHAPTER 10, SECTION 16-15
ENTITLED "OUTDOOR STORAGE."

Roll Call: Ayes: Bauer, Udvig, Robinson, Muehlbauer, and Feldman,
Nays: None
Motion carried 5-0.

D. Ordinance 254, Second Series – Accessory Structures (First Reading)

Thunstrom stated at the August 5, 2019 Council meeting a builder and property owner addressed Council on their concern of the limited attached garage space that current zoning code allows. Currently the size caps the attached garage at 80% up to 1,000 sq. ft. no matter the size of the house footprint. Staff did review surrounding cities and found there are many ways cities set the size limits. The City has had a handful of contractors and property owner's struggle with the limits we have in place, all because of the increased sizes of the houses. The Planning Commission held a Public Hearing on August 21, 2019 and received no public comment. Staff is proposing keeping the maximum limit of 840 sq. ft on attached garages unless the footprint of the house is of a size that lows that to increase. Using a flat 80% limit, the increase will balance the house and garage based on the overall size.

Feldman clarified the sizes of accessory structures.

Bauer asked for an explanation of where this is happening. Thunstrom said this is typically happening in the large rural lots where they want to build a larger house and current code would not allow them to build a larger garage.

The rest of council was in an agreement with the amendment.

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE FIRST READING OF ORDINANCE 254, SECOND SERIES.

Roll Call: Ayes: Udvig, Robinson, Muehlbauer, Feldman, and Bauer
Nays: None
Motion carried 5-0.

E. Setting City Council Work Session

City Administrator Joe Kohlmann stated along with setting a work session for either September 23rd or the 24th; MnDOT also would like to have a work session with the city council September 16 5-6 pm before the Council meeting. They would like to inform you what they will be presenting before the public open house on September 19.

Council agreed on holding a work session on Tuesday September 24 at 5:30 pm at city hall.

10. MEETING OPEN TO THE PUBLIC

Joseph Murrell, 24360 Yukon Street asked, is Ordinance 254 a new or amendment to an existing ordinance. Kate said this is an amendment and will effect just garages.

11. REPORTS

A. Councilmember Reports-

Udvig – nothing to report.

Bauer - nothing to report.

Robinson encourages everyone to attend the MnDOT public open house September 19 from 4:30 to 7:30 at the First Baptist Church.

Muehlbauer agrees the meeting on September 19 is very important. Get your input heard. This is the time to be heard. Facebook is not the place to do that, show up to the open house.

Feldman agrees too. MnDOT will be sending out a mailing to all the property owners allow the corridor. Plus, the changes to Hwy 47 is a 50 year term. Now is the time to have your voices heard not on Facebook come to the meeting.

Read the newsletter, please. More than the mayor's article. More information will be sent out on the meter replacement. Teicher reported a letter will be sent out to all the property owners to set schedules for the meter replacement. Just received the meters and should be started soon.

Schools in session please watch and be cautious for pedestrians. Hoping for a safer road.

Riverbank Bank Lane/Kings Hwy Update: curbs and culverts have been installed and rough grading continues. Feldman asked if the pipe by the Blood's property is under ground? Jochum said, yes. End of September should be completion date.

Feldman said would like to go on record we are finally completing projects, Riverbank/Kings Hwy, the Meadows, can't emphasize enough there are always going to be problems. Seeing a light at the end of the tunnel. They were handed down to us and we are handling them. We are doing good and continue working with staff, residents results are going in the positive direction. We are willing to listen.

B. Upcoming Events -

Sept 16 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
Sept 18 Planning Commission @ St. Francis Area Schools District Office 7:00 pm
Sept 19 MnDOT Open House @ First Baptist Church 4:30-7:30 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:11pm.

Barbara I. Held, City Clerk

City Council
AGENDA REPORT
Agenda Item #
4 B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Resignation
DATE: 09/16/2019

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Planning Commissioners occasionally leave mid-term due to circumstances around family, location/moving or job related changes.

ITEMS TO BE DICUSSED:

Council is requested to acknowledge the resignation of the following Planning Commissioner:

Brittney Berndt

POTENTIAL BUDGET:

None

ATTACHMENTS:

None

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Appointment
DATE: 09/16/2019

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Commissioner Berndt has resigned prior to the end of her appointed term. With that creating a sudden vacancy on the Planning Commission to be filled. This individual's term was up on December 31, 2019.

ITEMS TO BE DICUSSED:

Council is requested to appoint the following individual to the Planning Commission for a term of September 16, 2019 to December 31, 2019. This term will be eligible to be extended for the following three years of 1-6-2020 to 12-31-2022 after the first of the year.

Rich Skordahl, new member

POTENTIAL BUDGET:

None

ATTACHMENTS:

None

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

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Kings Highway and Riverbank Lane Project - Pay Estimate No. 2
DATE: September 16, 2019.

OVERVIEW:

Attached is Pay Estimate No. 2 for the Kings Highway and Riverbank Lane Project. This pay estimate includes payment for storm pipe, gravel, curb and gutter, paving, and earthwork. This estimate recommends payment of \$221,829.22. The payment is summarized below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 2 for the Kings Highway and Riverbank Lane Project.

BUDGET IMPLICATION:

This project will be financed with 50% assessment funds and 50% storm water utility funds. The cost breakdown for this pay estimate is as follows:

Description	Total Amount \$
Work Completed to Date	\$336,616.84
Less 5% Retainage & PE No. 1	\$114,787.62
Recommended Payment	\$221,829.22

ATTACHMENTS:

PAY ESTIMATE NO. 2

PAY ESTIMATE #2
CITY OF ST. FRANCIS
Kings Highway and Riverbank Lane Improvement Project

September 9, 2019

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

RE: Kings Highway and Riverbank Lane Improvement Project
Contractor: North Valley Inc.
Contract Amount: \$547,578.09
Award Date: April 15, 2019
Completion Date: September 27, 2019

Dear Honorable Mayor and Council Members:

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

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 16,063.03	1	\$ 16,063.03
2	CLEARING	20	TREE	\$ 307.61	24	\$ 7,382.64
3	GRUBBING	20	TREE	\$ 184.56	23	\$ 4,244.88
4	REMOVE PIPE CULVERT	492	LIN FT	\$ 8.82	508	\$ 4,480.56
5	REMOVE CONCRETE PAVEMENT	129	SQ YD	\$ 10.71		\$ -
6	REMOVE BITUMINOUS PAVEMENT	184	SQ YD	\$ 8.57		\$ -
7	REMOVE SIGN	9	EACH	\$ 53.54		\$ -
8	REMOVE MAIL BOX	5	EACH	\$ 16.06	5	\$ 80.30
9	REMOVE MAIL BOX SUPPORT	31	EACH	\$ 42.83	31	\$ 1,327.73
10	SALVAGE MAIL BOX	26	EACH	\$ 16.06		\$ -
11	SAWING CONCRETE PAVEMENT (FULL DEPTH)	144	LIN FT	\$ 5.35		\$ -
12	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	160	LIN FT	\$ 2.68		\$ -
13	SALVAGE TOPSOIL (EV) (P)	1,031	CU YD	\$ 26.47	373.5	\$ 9,886.55
14	COMMON EXCAVATION (EV) (P)	5,239	CU YD	\$ 7.29	3,560	\$ 25,952.40
15	HAUL AND DISPOSE EXCESS MATERIAL (LV)	6,810	CU YD	\$ 7.83	4,011.4	\$ 31,409.26
16	SALVAGE AGGREGATE BASE (EV)	1,100	CU YD	\$ 14.21	805	\$ 11,439.05
17	SUBGRADE PREPARATION	37	ROAD STA	\$ 174.04	37	\$ 6,439.48
18	AGGREGATE BASE CLASS 5	1,100	TON	\$ 17.75	570	\$ 10,117.50
19	MILL BITUMINOUS SURFACE (1.5")	5	SQ YD	\$ 53.54		\$ -
20	BITUMINOUS MATERIAL FOR TACK COAT	511	GALLON	\$ 3.05		\$ -
21	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	927	TON	\$ 62.02		\$ -
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	1,239	TON	\$ 63.70	1,148	\$ 73,127.60
23	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	1,144	SQ YD	\$ 20.39		\$ -
24	CONCRETE FLUME	1	EACH	\$ 1,606.31	1	\$ 1,606.31
25	CULVERT AND MANHOLE MARKER	7	EACH	\$ 107.09		\$ -
26	15" CAS PIPE APRON	33	EACH	\$ 385.83	33	\$ 12,732.39
27	15" RC PIPE APRON	4	EACH	\$ 1,653.56	4	\$ 6,614.24
28	18" RC PIPE APRON	1	EACH	\$ 1,653.56	1	\$ 1,653.56
29	15" CAS PIPE CULVERT	546	LIN FT	\$ 49.61	572	\$ 28,376.92
30	12" RC PIPE CULVERT DESIGN 3006 CLASS V	27	LIN FT	\$ 49.61	32	\$ 1,587.52
31	15" RC PIPE CULVERT DESIGN 3006 CLASS V	115	LIN FT	\$ 49.61	115	\$ 5,705.15
32	18" RC PIPE CULVERT DESIGN 3006 CLASS III	60	LIN FT	\$ 55.12	60	\$ 3,307.20
33	18" HDPE PIPE CULVERT	253	LIN FT	\$ 40.79	252	\$ 10,279.08
34	CASTING ASSEMBLY	4	EACH	\$ 937.02	4	\$ 3,748.08
35	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$ 1,984.28	1	\$ 1,984.28

PAY ESTIMATE #2
CITY OF ST. FRANCIS
Kings Highway and Riverbank Lane Improvement Project

Base Bid - Continued

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
36	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-48	20.4	LIN FT	\$ 606.30	20	\$ 12,126.00
37	RANDOM RIPRAP CLASS II	20	CU YD	\$ 82.68	20	\$ 1,653.60
38	CONCRETE CURB & GUTTER DESIGN B418	1,855	LIN FT	\$ 12.31	1,847	\$ 22,736.57
39	CONCRETE CURB & GUTTER DESIGN B618	450	LIN FT	\$ 20.35	464	\$ 9,442.40
40	7" CONCRETE DRIVEWAY PAVEMENT	345	SQ YD	\$ 67.46	75.5	\$ 5,093.23
41	MAIL BOX	5	EACH	\$ 29.45		\$ -
42	MAIL BOX SUPPORT	32	EACH	\$ 112.44		\$ -
43	TRAFFIC CONTROL	1	LUMP SUM	\$ 1,445.67	1	\$ 1,445.67
44	SIGN PANEL TYPE C	105	SQ FT	\$ 53.54		\$ -
45	SIGN PANEL TYPE D	30	SQ FT	\$ 35.34		\$ -
46	PRUNE TREE	8	HOUR	\$ 307.61	1.5	\$ 461.42
47	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 1,285.04		\$ -
48	STORM DRAIN INLET PROTECTION	4	EACH	\$ 133.86	3	\$ 401.58
49	CULVERT END CONTROLS	3	EACH	\$ 107.09		\$ -
50	SILT FENCE, TYPE MACHINE SLICED	1,430	LIN FT	\$ 1.81	1,201	\$ 2,173.81
51	FLOTATION SILT CURTAIN TYPE MOVING WATER	35	LIN FT	\$ 43.91	35	\$ 1,536.85
52	LOAM TOPSOIL BORROW (LV)	210	CU YD	\$ 41.94		\$ -
53	FERTILIZER TYPE 1	858	POUND	\$ 0.86		\$ -
54	EROSION CONTROL BLANKETS CATEGORY 3	1,160	SQ YD	\$ 1.60		\$ -
55	HYDRAULIC NATURAL TACKIFIER	8,580	SQ YD	\$ 0.86		\$ -
56	SEEDING	2.86	ACRE	\$ 428.35		\$ -
57	SEED MIXTURE 25-121	175	POUND	\$ 11.78		\$ -
58	SEED MIXTURE 33-262	4	POUND	\$ 23.56		\$ -

Total Work Completed to Date	\$ 336,616.84
Less 5% Retainage	\$ 16,830.84
Less Pay Estimate #1	\$ 97,956.78
WE RECOMMEND PAYMENT OF:	\$ 221,829.22

APPROVALS:

CONTRACTOR: North Valley, Inc.

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

Signed: [Signature]

Title: President Date: 9/9/19

ENGINEER: HAKANSON ANDERSON

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

Signed: [Signature]

Title: City Engineer Date: 9/10/19

OWNER: CITY OF ST. FRANCIS

Signed: _____

Title: _____ Date: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 09-12-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$ 197,825.78 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- \$359,472.77

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:

- 09-16-2019 Packet List
 - 09-16-2019 Other Checks
-



09/12/2019 9:37 am

PAYMENT BATCH AP 09-16-19

AAA STRIPING SERVICE CO

09/03/2019	106562	E 405-43100-303	Engineering Fees	STRIPING COON RAPIDS	4,605.16
					<u>\$4,605.16</u>

ACE SOLID WASTE, INC.

09/01/2019	5161251	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	69.72
09/01/2019	5161251	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	61.78
09/01/2019	5161251	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	46.57
09/01/2019	5161251	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	58.23
09/01/2019	5161251	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	58.81
09/01/2019	5161251	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	46.57
09/01/2019	5161251	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	58.23
09/01/2019	5161251	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	46.57
09/01/2019	5161251	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	73.16
09/01/2019	5161251	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	73.16
09/01/2019	5161251	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	46.57
09/01/2019	5161251	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	192.38
					<u>\$831.75</u>

AIRGAS NORTH CENTRAL

09/30/2019	9964303992	E 101-43100-217	Other Operating Supplies	RENTAL	12.98
09/30/2019	9964303992	E 101-43210-217	Other Operating Supplies	RENTAL	12.98
09/30/2019	9964303992	E 101-45200-217	Other Operating Supplies	RENTAL	12.98
09/30/2019	9964303992	E 601-49440-217	Other Operating Supplies	RENTAL	12.98
09/30/2019	9964303992	E 602-49490-217	Other Operating Supplies	RENTAL	13.01
					<u>\$64.93</u>

AMERICAN WATER WORKS ASSN.

07/25/2019	7001707880	E 601-49440-433	Dues and Subscriptions	MEMBERSHIP RENEWAL	324.00
					<u>\$324.00</u>

ASPEN MILLS

08/28/2019	242692	E 101-42110-437	Uniform Allowance	UNIFORMS - RESERVES	28.70
					<u>\$28.70</u>

BELLBOY CORPORATION

08/27/2019	0080353700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.90
08/27/2019	0080353700	E 609-49751-251	Liquor For Resale	LIQUOR	2,258.46
08/27/2019	0100053100	E 609-49750-210	Operating Supplies	OPERATING	99.20
08/27/2019	0100053100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.47
08/27/2019	0100053400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.42
08/27/2019	0100053400	E 609-49751-254	Miscellaneous Merchandise	MISC.	88.25
					<u>\$2,482.70</u>

BERNICK COMPANIES, THE

08/29/2019	528150	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
08/29/2019	528151	E 609-49751-252	Beer For Resale	BEER	277.75
08/29/2019	528151	E 609-49751-255	N/A Products	N/A	25.55
					<u>\$337.30</u>

BRATT, TYLER

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 5155	225.88
					<u>\$225.88</u>

BREAKTHRU BEVERAGE

08/29/2019	1081020599	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.01
08/29/2019	1081020599	E 609-49751-251	Liquor For Resale	LIQUOR	1,387.27

08/29/2019	1081020599	E 609-49751-253	Wine For Resale	WINE	84.00
09/05/2019	1081024423	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.16
09/05/2019	1081024423	E 609-49751-251	Liquor For Resale	LIQUOR	1,185.14
09/05/2019	1081024423	E 609-49751-253	Wine For Resale	WINE	64.00
09/05/2019	1081024423	E 609-49751-254	Miscellaneous Merchandise	MISC.	162.85
					\$2,930.43

CADE IMAGING

09/05/2019	0034	E 101-41910-318	Economic Development	VIDEO PRODUCTION	1,607.00
					\$1,607.00

CAGLE, GREGG

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 1640	122.69
					\$122.69

CINTAS

05/18/2019	9051769454	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	(4.14)
05/18/2019	9051769457	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	(1.01)
09/04/2019	4029369115	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
09/04/2019	4029369192	E 101-41940-219	Rug Maintenance	RUG MAINTENANCE	16.16
09/04/2019	4029369215	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
09/04/2019	4029369215	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
09/11/2019	4029959827	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	10.64
					\$43.55

CLARK EQUIPMENT

07/26/2019	1405862	E 402-43100-552	Toolcat	TOOL CAT & ATTACHMENT	44,382.43
					\$44,382.43

COUNTY MARKET - CITY ACCOUNT

07/31/2019	.0919	E 101-42210-212	Motor Fuels	FUEL	514.41
					\$514.41

CRYSTAL SPRINGS ICE

08/27/2019	1762	E 609-49751-254	Miscellaneous Merchandise	MISC	73.44
08/31/2019	002.B007879	E 609-49751-254	Miscellaneous Merchandise	MISC	110.16
09/03/2019	002.B007922	E 609-49751-254	Miscellaneous Merchandise	MISC	104.76
					\$288.36

DAHLHEIMER DIST. CO. INC.

08/28/2019	129-1283	E 609-49751-252	Beer For Resale	BEER	10,438.55
08/28/2019	129-1283	E 609-49751-255	N/A Products	N/A	36.80
09/05/2019	116-0527	E 609-49751-252	Beer For Resale	BEER	9,081.35
09/05/2019	116-0527	E 609-49751-255	N/A Products	N/A	92.00
					\$19,648.70

DRAGER, WILLIAM & RENEE

09/19/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT#4474	93.44
					\$93.44

DRIVER & VEHICLE SERVICES

09/09/2019	.0919	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE TABS	152.25
					\$152.25

EAGLE GARAGE DOOR CO.

08/22/2019	5572	E 101-42110-401	Repairs/Maint Buildings	DOOR REPAIRED	305.00
					\$305.00

ECM PUBLISHERS, INC.

08/31/2019	720915	E 609-49750-340	Advertising	PT LIQUOR	111.60
09/06/2019	722382	G 803-22167	ESC-ASPER VARIANCE 910 2361	910 236TH Ave NW Variance	43.00
09/06/2019	722383	G 803-22066	Esc-Turtle Ponds 3rd	TURTLE PONDS ADDITION	48.38
09/06/2019	722384	G 803-22066	Esc-Turtle Ponds 3rd	TURTLE PONDS 3RD ADDITION	53.75
09/06/2019	722385	E 101-41400-351	Legal Notices Publishing	ORDINANCE 252	96.75
					\$353.48

EMERGENCY AUTOMOTIVE TECH. INC

08/21/2019	KSTRIP82119	E 101-42110-221	Vehicle Repair & Maintenance	REPAIRS	643.60
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					\$643.60
EMERGENCY RESPONSE SOLUTION					
08/21/2019	13672	E 101-42210-237	Small Equipment	FIRE HOSE	801.22
					\$801.22
EMPIRE PIPE SERVICES					
08/20/2019	2904	E 602-49490-400	System Jetting	SANITARY SEWER INSPECTION	8,790.18
					\$8,790.18
FLYTE HCM LLC					
09/05/2019	50344	E 101-41540-301	Auditing and Acct g Services	SEPT ADMIN FEES	39.00
09/05/2019	50384	E 101-41540-301	Auditing and Acct g Services	DEC 19 RENEWAL	800.00
					\$839.00
FREEMAN, RANDAL					
09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT#4767	144.93
					\$144.93
GOPHER STATE ONE-CALL					
08/31/2019	9080758	E 601-49440-442	Gopher State	TICKETS - AUGUST	82.35
08/31/2019	9080758	E 602-49490-442	Gopher State	TICKETS - AUGUST	82.35
					\$164.70
GRAINGER, INC.					
08/22/2019	9270982151	E 101-43100-217	Other Operating Supplies	WHEELED MARKING WAND	56.14
08/22/2019	9270982151	E 101-45200-217	Other Operating Supplies	WHEELED MARKING WAND	56.14
					\$112.28
GRANITE CITY JOBBING CO.					
08/27/2019	151161	E 609-49750-210	Operating Supplies	OPERATING	68.89
08/27/2019	151161	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
08/27/2019	151161	E 609-49751-254	Miscellaneous Merchandise	MISC	60.70
08/27/2019	151161	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,593.74
					\$2,727.58
HACH COMPANY					
09/04/2019	57526593179	E 601-49440-235	Lab Supplies	GLASS FIBER FILTER	224.08
					\$224.08
HAKANSON ANDERSON ASSOC., INC.					
08/20/2019	42480	E 101-41910-303	Engineering Fees	RUM RIVER BLUFFS 2ND ADDIT	206.00
08/20/2019	42481	E 101-43100-311	Contract	MISC SITE PLAN REVIEWS	77.25
08/20/2019	42481	G 803-22102	Esc-Meridian Beh Health	MISC SITE PLAN REVIEWS	875.50
08/20/2019	42481	G 803-22145	ESC-School-SITE PLAN	MISC SITE PLAN REVIEWS	1,634.15
08/20/2019	42481	G 803-22151	KWIK TRIP CUP	MISC SITE PLAN REVIEWS	2,034.50
08/20/2019	42481	G 803-22160	ESC-SCHULTE SUBDIVISION	MISC SITE PLAN REVIEWS	87.00
08/20/2019	42482	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN 6TH	699.34
08/20/2019	42483	G 803-22043	Esc-Laketown Homes	RIVERS EDGE	2,786.97
08/20/2019	42484	G 803-22043	Esc-Laketown Homes	RIVERS EDGE	386.25
08/20/2019	42485	G 803-22043	Esc-Laketown Homes	RIVERS EDGE 2ND ADDN	1,466.75
08/20/2019	42486	E 603-49490-802	Riverbank/Kings Hwy	KINGS HIGHWAY AND RIVERBAI	2,059.05
08/20/2019	42487	E 405-43100-303	Engineering Fees	2019 STREET REHABILITATION	7,116.94
08/20/2019	42488	E 603-49490-303	Engineering Fees	MS4 PERMIT FOR CTY OF ST FR	609.00
08/20/2019	42489	E 601-49440-303	Engineering Fees	2019 WATER METER PROJECT	2,235.63
08/20/2019	42489	E 602-49490-303	Engineering Fees	2019 WATER METER PROJECT	2,235.62
08/20/2019	42490	E 101-41910-303	Engineering Fees	GENERAL ENGINEERING	1,972.34
08/20/2019	42490	E 101-43100-303	Engineering Fees	GENERAL ENGINEERING	220.00
08/20/2019	42490	E 603-49490-303	Engineering Fees	GENERAL ENGINEERING	103.00
08/20/2019	42491	E 101-41910-303	Engineering Fees	ROUTINE SERVICES	133.33
08/20/2019	42491	E 101-43100-303	Engineering Fees	ROUTINE SERVICES	133.33
08/20/2019	42491	E 101-45200-303	Engineering Fees	ROUTINE SERVICES	133.33
08/20/2019	42491	E 601-49440-303	Engineering Fees	ROUTINE SERVICES	133.33
08/20/2019	42491	E 602-49490-303	Engineering Fees	ROUTINE SERVICES	133.33
08/20/2019	42491	E 603-49490-303	Engineering Fees	ROUTINE SERVICES	133.35
08/20/2019	42492	E 101-42400-303	Engineering Fees	2019 BUILDING PERMIT REVIEW	3,826.25
08/20/2019	42493	E 101-43100-309	ROW-Engineering	UTILITY PERMIT REVIEWS	1,416.25
08/20/2019	42494	E 601-49440-303	Engineering Fees	2040 COMPREHENSIVE PLAN SI	623.00
08/20/2019	42494	E 603-49490-303	Engineering Fees	2040 COMPREHENSIVE PLAN SI	623.00

\$34,093.79**HAWKINS, INC.**

08/26/2019	4568228	E 602-49490-216	Chemicals and Chem Products	CHLORINE	5,380.33
08/26/2019	4568229	E 601-49440-216	Chemicals and Chem Products	CHLORINE	321.24
					\$5,701.57

INNOVATIVE OFFICE SOLUTIONS, L

08/29/2019	IN2649153	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	96.26
08/29/2019	IN2649153	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	10.50
09/05/2019	IN2657234	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	85.49
09/05/2019	IN2657234	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	33.57
					\$225.82

ISD #15

08/27/2019	4447	E 101-42210-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	63.76
09/04/2019	4456	E 101-43100-218	Equipment Repair & Maintenance	2012 CAT	683.58
09/09/2019	4462	E 101-43100-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	104.38
09/09/2019	4463	E 101-43100-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER	63.45
09/09/2019	4464	E 101-43100-221	Vehicle Repair & Maintenance	2018 BOBCAT	89.12
09/09/2019	4465	E 101-43100-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER PURSUI	566.08
					\$1,570.37

JOHNSON BROS WHLSE LIQUOR

08/28/2019	1372983	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
08/28/2019	1372983	E 609-49751-251	Liquor For Resale	LIQUOR	1,245.50
08/28/2019	1372984	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.69
08/28/2019	1372984	E 609-49751-253	Wine For Resale	WINE	608.20
08/28/2019	1372985	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
08/28/2019	1372985	E 609-49751-254	Miscellaneous Merchandise	MISC	382.50
					\$2,280.29

LAMBERT, CHAD

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 4950	107.49
					\$107.49

LEAGUE OF MN CITIES

09/01/2019	297622	E 101-41400-433	Dues and Subscriptions	MN MAYORS ASSOC MEMBERSI	30.00
09/01/2019	297622	E 101-41400-433	Dues and Subscriptions	MEMBERSHIP DUES	8,055.00
					\$8,085.00

LMC INSURANCE TRUST

09/03/2019	14791	E 101-42110-160	Work Comp Insurance	WC	221.96
					\$221.96

MARSH, CHAD

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 4100	51.44
					\$51.44

MCDONALD DIST CO.

08/27/2019	251-0136	E 609-49751-252	Beer For Resale	BEER	(8.43)
08/27/2019	504809	E 609-49751-252	Beer For Resale	BEER	(25.60)
08/27/2019	504816	E 609-49751-252	Beer For Resale	BEER	9,277.50
					\$9,243.47

MCFARLAND, BRADLEY

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 3807	244.82
					\$244.82

MEDTOX LABORATORIES, INC.

08/31/2019	08201995907	E 101-43100-441	Miscellaneous	MED TESTING	42.14
08/31/2019	08201995907	E 101-45200-441	Miscellaneous	MED TESTING	42.12
08/31/2019	08201995907	E 601-49440-441	Miscellaneous	MED TESTING	42.12
08/31/2019	08201995907	E 602-49490-441	Miscellaneous	MED TESTING	42.12
					\$168.50

METRO SALES, INC.

08/26/2019	INV1412592	E 101-41400-200	Office Supplies	COPIES	93.86
08/26/2019	INV1412592	E 101-42110-200	Office Supplies	COPIES	93.86

08/26/2019	INV1412592	E 101-42400-200	Office Supplies	COPIES	93.86
08/26/2019	INV1412592	E 101-43100-200	Office Supplies	COPIES	93.86
08/26/2019	INV1412592	E 101-45200-200	Office Supplies	COPIES	93.86
08/26/2019	INV1412592	E 601-49440-200	Office Supplies	COPIES	93.86
08/26/2019	INV1412592	E 602-49490-200	Office Supplies	COPIES	93.86
08/26/2019	INV1412592	E 609-49750-200	Office Supplies	COPIES	93.90

\$750.92

MIDCONTINENT COMMUNICATIONS

09/10/2019	.0919	E 101-42110-321	Telephone	POLICE	17.15
09/10/2019	.0919	E 101-43100-321	Telephone	PUBLIC WORKS	17.16
09/10/2019	.0919	E 601-49440-321	Telephone	WATER	150.00
09/10/2019	.0919	E 609-49750-321	Telephone	LIQUOR STORE	150.00

\$334.31

MINNESOTA CO ATTORNEY ASSOC

08/06/2019	200005872	E 101-42110-200	Office Supplies	CODE BOOKS	562.50
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\$562.50

MN DEPT OF HEALTH

08/13/2019	.0919	E 601-49440-313	Sample Testing	WATER TEST FEE	2,737.00
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\$2,737.00

MN DEPT OF TRANSPORTATION

08/28/2019	P00010705	E 405-43100-801	2018 Street Improvements	2019 STREETS	111.61
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\$111.61

MN SHERIFFS ASSOCIATION

08/28/2019	197000	E 101-42110-200	Office Supplies	PERMITS TO ACQUIRE	60.00
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\$60.00

M-R SIGN COMPANY, INC.

08/30/2019	205586	E 101-43100-226	Sign Repair Materials	SIGNS	190.18
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\$190.18

NORTHLAND OCCUPATIONAL HEALTH

08/28/2019	4344	E 101-43100-441	Miscellaneous	TESTING	6.25
08/28/2019	4344	E 101-45200-441	Miscellaneous	TESTING	6.25
08/28/2019	4344	E 601-49440-441	Miscellaneous	TESTING	6.25
08/28/2019	4344	E 602-49490-441	Miscellaneous	TESTING	6.25
08/28/2019	4345	E 101-43100-441	Miscellaneous	TESTING	25.00
08/28/2019	4345	E 101-45200-441	Miscellaneous	TESTING	25.00
08/28/2019	4345	E 601-49440-441	Miscellaneous	TESTING	25.00
08/28/2019	4345	E 602-49490-441	Miscellaneous	TESTING	25.00

\$125.00

PACE ANALYTICAL SERVICES

07/30/2019	1912009085	E 602-49490-313	Sample Testing	TESTING	138.00
07/30/2019	1912009088	E 602-49490-313	Sample Testing	TESTING	93.00
08/26/2019	1912010068	E 602-49490-313	Sample Testing	TESTING	31.50
09/03/2019	1912010299	E 602-49490-313	Sample Testing	TESTING	116.50
09/09/2019	1912010490	E 602-49490-313	Sample Testing	TESTING	120.00

\$499.00

PAUL EMMERICH CONSTRUCTION

09/11/2019	.091119	G 803-22000	Deposits	ESROW REF 3665 235TH LANE ↑	5,800.00
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\$5,800.00

PEARSON, RODNEY

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 3630	109.52
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\$109.52

PEPSI COLA

09/04/2019	55031154	E 609-49751-254	Miscellaneous Merchandise	MISC	385.95
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\$385.95

PHILLIPS WINE & SPIRITS CO.

06/14/2019	333594	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
06/14/2019	333594	E 609-49751-253	Wine For Resale	WINE	104.04

08/28/2019	2612791	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
08/28/2019	2612791	E 609-49751-251	Liquor For Resale	LIQUOR	606.06
08/28/2019	2612792	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
08/28/2019	2612792	E 609-49751-253	Wine For Resale	WINE	44.00
					\$765.09

PROGRESSIVE BUILDERS

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT #5646	381.97
					\$381.97

RJM DISTRIBUTING INC.

08/21/2019	IND019667	E 609-49751-252	Beer For Resale	BEER	114.90
					\$114.90

ROSEVILLE, CITY OF

09/03/2019	0226584	E 101-41940-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 101-42110-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 101-42210-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 101-43100-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 101-45200-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 601-49440-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 602-49490-321	Telephone	PHONE - SEPTEMBER	82.87
09/03/2019	0226584	E 609-49750-321	Telephone	PHONE - SEPTEMBER	82.91
09/03/2019	0226621	E 101-41110-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	310.13
09/03/2019	0226621	E 101-41400-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	1,007.94
09/03/2019	0226621	E 101-41910-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	155.15
09/03/2019	0226621	E 101-42110-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	3,566.58
09/03/2019	0226621	E 101-42210-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	573.75
09/03/2019	0226621	E 101-42400-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	286.87
09/03/2019	0226621	E 101-43100-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	310.13
09/03/2019	0226621	E 101-45200-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	310.13
09/03/2019	0226621	E 601-49440-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	310.13
09/03/2019	0226621	E 602-49490-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	310.13
09/03/2019	0226621	E 609-49750-310	Computer Consulting Fees	IT SERVICES - SEPTEMBER	155.06
					\$7,959.00

ROYAL SUPPLY

09/05/2019	26659	E 101-41940-210	Operating Supplies	SUPPLIES	23.03
09/05/2019	26659	E 101-42110-217	Other Operating Supplies	SUPPLIES	92.15
09/05/2019	26659	E 101-43100-217	Other Operating Supplies	SUPPLIES	46.07
09/05/2019	26659	E 101-45200-217	Other Operating Supplies	SUPPLIES	46.07
09/05/2019	26659	E 601-49440-217	Other Operating Supplies	SUPPLIES	46.07
09/05/2019	26659	E 602-49490-217	Other Operating Supplies	SUPPLIES	46.11
					\$299.50

SKOGQUIST, ERIK

09/01/2019	.0919	E 101-41550-311	Contract	ASSESSING 3RD QUARTER	4,083.38
					\$4,083.38

SOUTHERN GLAZERS OF MN

09/05/2019	1862678	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.57
09/05/2019	1862678	E 609-49751-251	Liquor For Resale	LIQUOR	2,089.72
					\$2,105.29

STARR, JAMIE

09/09/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT#3857	271.83
					\$271.83

STREICHER S

09/03/2019	I1385697	E 101-42110-437	Uniform Allowance	BADGES	230.00
					\$230.00

SUMMIT COMPANIES

08/28/2019	1424616	E 101-43100-401	Repairs/Maint Buildings	ANNUAL INSPECTION	95.46
08/28/2019	1424616	E 101-45200-401	Repairs/Maint Buildings	ANNUAL INSPECTION	95.46
08/28/2019	1424616	E 601-49440-401	Repairs/Maint Buildings	ANNUAL INSPECTION	95.47
08/28/2019	1424616	E 602-49490-401	Repairs/Maint Buildings	ANNUAL INSPECTION	95.46
08/29/2019	1424194	E 101-42110-401	Repairs/Maint Buildings	ANNUAL INSPECTION	188.15
08/29/2019	1424197	E 601-49440-401	Repairs/Maint Buildings	ANNUAL INSPECTION	173.60

08/29/2019	1424200	E 101-42210-401	Repairs/Maint Buildings	ANNUAL INSPECTION	239.15
08/29/2019	1424204	E 101-41940-401	Repairs/Maint Buildings	ANNUAL INSPECTION	27.50
08/29/2019	1424205	E 602-49490-401	Repairs/Maint Buildings	ANNUAL INSPECTION	165.05
08/29/2019	1424207	E 101-41940-401	Repairs/Maint Buildings	ANNUAL INSPECTION	11.00
08/29/2019	1424210	E 609-49750-401	Repairs/Maint Buildings	ANNUAL INSPECTION	16.50
08/30/2019	1421766	E 101-43100-402	Janitorial Service	ANNUAL INSPECTION	30.25
08/30/2019	1421766	E 101-45200-402	Janitorial Service	ANNUAL INSPECTION	30.25
08/30/2019	1421767	E 101-43100-402	Janitorial Service	ANNUAL INSPECTION	16.50
					<u>\$1,279.80</u>

TELEDYNE ISCO, INC

09/09/2019	S020350627	E 602-49490-229	Project Repair & Maintenance	PUMP TUBING	143.55
					<u>\$143.55</u>

TOM LYNCH ELECTRIC

08/01/2019	.0919	E 101-41940-401	Repairs/Maint Buildings	MAINTENANCE	708.80
08/01/2019	.0919	E 101-43100-401	Repairs/Maint Buildings	MAINTENANCE	708.80
08/01/2019	.0919	E 101-45200-401	Repairs/Maint Buildings	MAINTENANCE	708.80
08/01/2019	.0919	E 601-49440-401	Repairs/Maint Buildings	MAINTENANCE	708.80
08/01/2019	.0919	E 602-49490-401	Repairs/Maint Buildings	MAINTENANCE	708.80
09/01/2019	.090119	E 101-41940-401	Repairs/Maint Buildings	MAINTENANCE	260.00
09/01/2019	.090119	E 101-42210-401	Repairs/Maint Buildings	MAINTENANCE	325.00
09/01/2019	.090119	E 602-49490-401	Repairs/Maint Buildings	MAINTENANCE	1,635.00
					<u>\$5,764.00</u>

TOTAL CONTROL SYSTEMS, INC.

04/02/2018	8269	E 602-49490-229	Project Repair & Maintenance	LIFTSTATION RIVER'S EDGE	1,457.90
					<u>\$1,457.90</u>

U S BANK EQUIPMENT FINANCE

09/12/2019	.0919	E 101-41400-240	Office Equip	COPIER LEASE	200.82
09/12/2019	.0919	E 101-43100-240	Office Equip	COPIER LEASE	200.82
09/12/2019	.0919	E 101-43210-240	Office Equip	COPIER LEASE	200.82
09/12/2019	.0919	E 101-45200-240	Office Equip	COPIER LEASE	200.82
09/12/2019	.0919	E 601-49440-240	Office Equip	COPIER LEASE	200.82
09/12/2019	.0919	E 602-49490-240	Office Equip	COPIER LEASE	200.85
					<u>\$1,204.95</u>

WEIRES, ANN

09/05/2019	.0919	G 601-22200	Deferred Revenues	REF ACCT# 1311	231.01
					<u>\$231.01</u>

WELLS, MARY

09/01/2019	.0919	E 101-41550-311	Contract	ASSESSING 3RD QUARTER	4,083.37
					<u>\$4,083.37</u>

FUND SUMMARY

\$197,825.78

101 GENERAL FUND	\$45,027.00
402 CAPITAL EQUIPMENT	\$44,382.43
405 Street Improvement Fund	\$11,833.71
601 WATER FUND	\$10,738.67
602 SEWER FUND	\$22,282.46
603 STORM WATER	\$3,527.40
609 LIQUOR FUND	\$44,118.52
803 ESCROW	\$15,915.59
Total	<u><u>197,825.78</u></u>

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Part time Liquor Store Employee
DATE: 09/16/2019

OVERVIEW:

The Bottle Shop is looking to add one part time employee. We are also heading into the busy season and could use additional help.

ACTION TO BE CONSIDERED:

It is recommended that City Council approves the hire of Kim Sweet for the position of part time liquor store clerk, pending background check.

BUDGET IMPLICATION:

This is an existing budgeted position.

Attachments:

-

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment, Chapter 10 Zoning –Section 16 Outdoor Storage
– Second Reading
DATE: September 16, 2019

OVERVIEW

City Code is written and adopted with an intended use as it is applied to property. It has been identified that a section of code is able to be interpreted differently based on staff. Section 10-15 is related to the City's outdoor storage of recreational vehicles, trucks and parking.

Section D-3 is intended to direct properties with boats, campers and other recreational vehicles to be parked on a surface or a pad. However the language as it applies to pavers does not identify that it is to be a full surface and not just pavers under tires.

- Staff is proposing clarification that the concrete paver blocks shall be applied to the entire area.

Additionally, Chapter 10 – Section 19 as it relates to parking and driveways was updated this spring. The references to that chapter is Section F are no longer correct.

- Staff is proposing to direct to the Chapter and allow the flexibility if it changes in the future it does not create additional changes.

On August 26, 2019, the Planning Commission held a public hearing with no comment received.

ITEMS TO BE DISCUSSED:

Amendment to Chapter 10 Zoning, Section 16-15

TIMELINE:

Council moved on September 3rd this forward as a first reading, with that the following timeline will apply:

September 3rd – 1st Reading

September 16th – 2nd Reading

September 20th – Publish for Comment

October 21st - Effective



ATTACHMENTS:

Chapter 10 Zoning –Section 16-15

10-16-15. - Outdoor storage.

A. *District Requirements:* Except as herein provided or as specifically allowed within the specific zoning districts established by this Ordinance, all materials and equipment shall be stored within a building.

B. *Exceptions:*

1. Clothes line pole and wires.
2. Play equipment.
3. Recreational vehicles and equipment may be parked or stored outdoors as regulated by Section 10-16-15.D of this Ordinance.
4. Construction and landscaping material currently being used on the premises.
5. Off-street parking of operable motor vehicles as specified in the respective zoning districts.

C. *Vehicle/Equipment Sales:*

1. *Residential Districts:*

a. Personal vehicles, recreational vehicles, farm machinery, and equipment and similar merchandise offered for sale in residential zoning districts shall comply with the following:

- (1) The merchandise sold in residential areas shall be the personal property of the occupant.
- (2) Sales of personal merchandise herein addressed shall be limited to no more than three (3) items per calendar year.
- (3) Merchandise items for sale shall not be parked in any portion of the public right-of-way, public boulevard, or required front yard except a designated, improved driveway.
- (4) For sale signs on or in such merchandise shall be limited to four (4) square feet in area and three (3) feet in height.

b. Garage or rummage sales conducted in residential zones shall comply with the following:

- (1) Sales shall be limited to a maximum of four (4) consecutive days and occurring no more than two (2) times within one calendar year per property.
- (2) Signs shall be governed by Chapter 23 of this Ordinance.

2. *Non-Residential Districts:* Motor, commercial and recreational vehicles shall not be displayed "for sale" or sold within non-residential districts unless as part of an approved licensed sales dealership or for short-term parking (twelve [12] hours or less) if the vehicle is owned by an employee of said business where the vehicle is parked with the consent of the business owner.

D. *Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking:*

1. Definition. The terms **Recreational Camping Vehicle, Utility Trailer, Boat** and **Unlicensed Vehicle (Operable)** mean any of the following:

- a. **Travel Trailer** —A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "Travel Trailer" by the manufacturer of the trailer.
- b. **Pickup Coach** —A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
- c. **Motor Home** —A portable, temporary building to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
- d. **Camping Trailer** —A folding structure, mounted on wheels and designed for travel, recreation and vacation uses.

- e. **Utility Trailer** —A trailer used for the transporting of items typically associated with a residential use. Utility Trailers shall not include trailers used to transport equipment used for commercial use.
 - f. **Boat** —For the purpose of this definition, "boat" shall include a water craft of less than twenty-two (22) feet in length, that is intended for personal use by the resident.
 - g. **Unlicensed Vehicle (Operable)** —Any passenger vehicle which does not have a current registration, but is capable of legally being operated on a public street. A vehicle having a flat tire or tires, missing wheel or wheels, lack of an engine or critical component parts thereof preventing immediate ignition of the engine, broken or cracked windshield, broken or non-functioning headlights, or other characteristics of a vehicle not capable of being immediately legally driven on a public road shall be presumed to be inoperable.
- 2. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
 - 3. Properties which are less than ten (10) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be ~~are~~ maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of five hundred (500) square feet in size.
- E. *Truck Parking:* It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, ML-PUD, R1, R2, R3 and R4) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. For purposes of this section "construction equipment" and/or "construction trailers" shall mean only such equipment and trailers as is decreed per Minnesota Department of Transportation requirements and actively used in connection with the operation of a construction-related business.
 - F. *Parking in Residential Districts:* It is unlawful to park a vehicle in the yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-15-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-15-4-B-21.

(Ord. 190, eff. 1-18-2014, rev 4-22-2019, rev 10-21-19)



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Summary Publication for Ord. 253, SS – Outdoor Storage
DATE: September 16, 2019

OVERVIEW:

Zoning Ordinance - Chapter 10, Section 16 which is being amended is somewhat of a lengthy ordinance in full. The city is only amending Section 16, 15. D-3 and F. As stated in Resolution 2019-38 a copy of the changes are available at city hall for review. This is allowed by State Statute and reduces the publication cost. This ordinance amendment will take effect 30 days after publication of the attached resolution.

ACTION TO BE CONSIDERED:

Adopt Resolution 2019-38 A Resolution Authorizing the Summary Publication of Ordinance 253, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2019-38

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

RESOLUTION 2019-38

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
AN ORDINANCE 253, SECOND SERIES, AMENDING CHAPTER 10, SECTION 15 D-3
ENTITLED "OUTDOOR STORAGE – RECREATIONAL CAMPING VEHICLE, UTILITY
TRAILER, BOAT, UNLICENSED VEHICLE AND PARKING" AND UPDATE CHAPTER
10, SECTION 15 F**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 253, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 253 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 253, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

Chapter 10, Section 16 15-D.3, shall hereby be amended to read as follows:

D. Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking:

3. Properties which are less than ten (10) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of five hundred (500) square feet in size.

F. Parking in Residential Districts:

It is unlawful to park a vehicle in the yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-~~15.4-B-14~~ Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-~~15.4-B-21~~.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF SEPTEMBER, 2019.

Attest:

APPROVED:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment, Chapter 10 Zoning –Section 18 Accessory
Structure - Second Reading
DATE: September 16, 2019

OVERVIEW

At the August 5, 2019 Council meeting, a builder and property owner addressed Council on their concern of the limited attached garage space that current zoning code allows.

Currently St. Francis caps the attached garage at 80% up to 1,000 sq. ft. no matter the size of the footprint. After a review of surrounding cities, it was found that there are many ways cities set these limits.

- A total property combined detached and attached
- Open ended with impervious surface and setbacks creating the maximum
- A maximum but allows adjustments based on house size
- Allows up to the ground coverage of the home

The City has had a handful of contractors and property owner's struggle with the limits, all because of the increased size of the house.

Typically house plans including attached garages are sized to fit the structure. As the city should require limits to garage sizes to ensure it creates a balanced neighborhood, it should also consider the differences between standard and large home size construction.

Staff is proposing keeping the maximum limit of 840 sq. ft. on attached garages unless the footprint of the house is of a size that allows that to increase. Using a flat 80% limit, the increase will balance the house and garage based on overall size. Additionally, it is the intent to keep neighborhood aesthetics and prevent zoning standards that allow garages to exceed the primary living space.

The Planning Commission held a Public Hearing on August 21, 2019 and received no public comment.

ITEMS TO BE DICUSSED:

Amendment to Chapter 10 Zoning, Section 18

TIMELINE:

Council moved on September 3rd the suggested changes forward, with that the following timeline will apply:

September 3rd – 1st Reading

September 16th – 2nd Reading

September 20th – Publish for Comment

October 21st - Effective

ATTACHMENTS:

Chapter 10 Zoning –Section 18-6

10-18-6. - Area, number and height limitations.

Accessory structures shall comply with the following area, number and height limitations:

A. *Rural Service Area:*

1. Attached accessory structures shall not exceed
 - Eight hundred forty (840) square feet in size, except that;
 - The maximum square footage can be increased ~~to one thousand (1,000) square feet~~, provided that the accessory structure size does not exceed eighty (80) percent of the foundation footprint of the principal structure.
2. Detached accessory structures shall be limited as follows:

LOT SIZE	ACCESSORY STRUCTURE LIMITS	
a. Less than 1 acre	Total detached square footage	600
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
b. 1 acre but less than 2 ½ acres	Total detached square footage	1,200
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
c. 2 ½ but less than 5 acres	Total detached square footage	1,500
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
d. 5 acres but less than 10 acres	Total detached square footage	4,000

	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
e. 10 acres and larger	Total detached square footage	5,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	18 feet

B. Urban Service Area:

1. Attached and detached private residential garages shall not exceed eight hundred forty (840) square feet in size, except that the minimum square footage can be increased to one thousand (1,000) square feet, provided that the accessory structure does not exceed eighty (80) percent of the foundation foot print of the principal structure.
2. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-19-9. For one and two family dwelling units, said accessory structure shall have a minimum floor area of at least four hundred forty (440) square feet.
3. Residential properties within the Urban Service Area may have one detached accessory structure in addition to a private residential garage. Structure shall not to exceed two hundred and fifty (250) square feet in size. On properties that have no less than one half acre of buildable land, the detached accessory structure, may be up to five hundred (500) square feet in size. Buildable land is space excluding drainage and utility easements, wetlands, floodplain, Scenic River, Shoreland or buff land, septic and drainfield, and shared easements. This second detached accessory building shall not exceed sixteen (16) feet in height.
4. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage,.
5. Unless otherwise permitted, all detached accessory buildings shall not exceed twenty (20) feet in height or the height of the principal structure, whichever is less.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 D

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Summary Publication for Ord. 254, SS – Accessory Structures
DATE: September 16, 2019

OVERVIEW:

Zoning Ordinance - Chapter 10, Section 18 which is being amended is somewhat of a lengthy ordinance in full. The city is only amending Section 18- 6A. As stated in Resolution 2019-39 a copy of the changes are available at city hall for review. This is allowed by State Statute and reduces the publication cost. This ordinance amendment will take effect 30 days after publication of the attached resolution.

ACTION TO BE CONSIDERED:

Adopt Resolution 2019-39 A Resolution Authorizing the Summary Publication of Ordinance 254, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2019-39

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

RESOLUTION 2019-39

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
AN ORDINANCE AMENDING CHAPTER 10, SECTION 18-6A.
ENTITLED "AREA, NUMBER AND HEIGHT LIMITATIONS"

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 254, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 254 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 254, SECOND SERIES

Section 1. Code Amended. That Chapter 10, Section 18-6 A. shall hereby be amended to read as follows:

10-18-6. - Area, number and height limitations.

Accessory structures shall comply with the following area, number and height limitations:

A. *Rural Service Area:*

1. Attached accessory structures shall not exceed:
 - Eight hundred forty (840) square feet in size, except that;
 - The maximum square footage can be increased ~~to one thousand (1,000) square feet~~, provided that the accessory structure size does not exceed eighty (80) percent of the foundation footprint of the principal structure

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF SEPTEMBER, 2019.

Attest:

APPROVED:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #

9 E

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Resolution to Adjust the Tax Levy for Bonded Indebtedness
DATE: 09-11-2019

ITEM FOR CONSIDERATION:

Attached is a resolution to adjust the tax levy for bonded indebtedness for 2020.

BACKGROUND:

In 2013, a bond was issued to advance refund the 2007 Bonds. The city also issued GO Bonds in 2015 for street improvements. In 2017, the city also refunded the 2012A EDA Lease Revenue with the 2017A GO Bonds. All of these issues have a tax levy associated with them. The city has averaged the levy stream out over the life of the bonds so that the levy stays consistent. The attached resolution adjusts the 2015 bond levy and the 2017 bond levy.

ACTION BE TO CONSIDERED:

Approve the attached resolution adjusting the levy.

BUDGET IMPLICATION:

This sets the levy for bond indebtedness for 2020.

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Attachments:

1. Resolution 2019-40 Adjusting the Tax Levy for Bonded Indebtedness.

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

RESOLUTION 2019-40

A RESOLUTION ADJUSTING THE TAX LEVY
FOR BONDED INDEBTEDNESS

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2017A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Crossover Refunding Bonds, Series 2013A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Improvement Bonds, Series 2015A; and

WHEREAS, the City may adjust the amount of taxes levied for collection in order to average the levy stream out over the life of the Bonds; and

WHEREAS, the City will make transfers of equal amounts from the Water and Sewer Funds to help pay for the 2017A Capital Improvement bonds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2020 be adjusted as follows:

<u>Bond description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	490,330.32	327,220.00
G.O. Crossover Refunding Bonds Series – 2013A	\$20,900.00	\$20,900.00
G.O. Improvement Bonds – 2015A	\$17,279.13	\$20,470.00

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2020.

The motion for the adoption of the foregoing resolution was made by _____, and was duly seconded by _____ and upon vote being taken thereon, the following voted in favor:
and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF SEPTEMBER, 2019.

ATTEST:

APPROVED:

Steve Feldman, Mayor of St. Francis

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 F

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Resolution Providing for the Preliminary Approval of a Proposed
2020 Tax Levy and Setting the Budget Public Hearing Date
DATE: 09-11-2019

ITEM FOR CONSIDERATION:

State law requires the City to certify its preliminary 2020 levy to the county by September 30, 2019. This levy then **cannot be increased** when the final levy is adopted in December. The council also needs to set the date that the budget and levy will be discussed in December which will also allow for public input.

BACKGROUND:

The 2019 levy was set at \$3,793,590. This included a General Fund Levy of \$3,425,000 and a Debt Service Levy of \$368,590.

The 2020 levy is proposed to increase to \$3,984,590. This includes the General Operating Levy of \$3,616,000 and a debt service levy of \$368,590. This levy utilizes the city's increased market value amounts to keep the overall tax rate about the same as the rate in 2019. This means that a home valued the same in both years will pay the same amount in city taxes as last year. The 2019 tax rate was 53.016%. The following table shows the tax rate for the city since 2013. As you can see the rate has been steadily dropping each year.

2013	63.025%
2014	59.627%
2015	58.908%
2016	58.428%
2017	54.116%
2018	53.996%
2019	53.016%
2020 Estimate	52.598%

The General Operating Levy is broken down to the General Fund, Capital Equipment, Building Improvements and Street Improvements. There has been \$240,000 designated to Capital Equipment to fund projects listed in the CIP Plan for 2020-2024.

The resolution also sets the date for the Public Hearing on the 2020 Levy and Budget for Monday December 2, 2019 at 6:00 pm as part of the regular city council meeting.

ACTION BE TO CONSIDERED:

Approve the attached resolution setting the preliminary levy.

BUDGET IMPLICATION:

The levy that is set will determine the level of the proposed expenditures for 2020.

Attachments:

1. Resolution 2019-41 Providing the Preliminary Approval of a Proposed 2020 Tax Levy and Setting Budget Public Hearing Date.

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2019-41

A RESOLUTION PROVIDING PRELIMINARY
APPROVAL OF A PROPOSED 2020 TAX LEVY And
SETTING BUDGET PUBLIC HEARING DATE

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2020 by September 30, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA THAT:

1. To adopt the preliminary maximum tax levy payable in 2020 against taxable property in the City of St. Francis at:

General Operating Levy

General Fund	\$3,136,000.00
Capital Equipment Fund	240,000.00
Building Improvements	60,000.00
Street Improvements	180,000.00
Total General Operating Levy	<u>3,616,000.00</u>

Debt Service Levy

2013A Debt Service	\$20,900.00
2015A Debt Service	20,470.00
2017A Debt Service	327,220.00
Total Debt Service Levy	<u>\$368,590.00</u>

Total Levy \$3,984,590.00

2. To set the date for consideration of the final levy and consideration of the 2020 Budget shall be set as Monday, December 2, 2019 at 6:00 pm at the ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES) AT 4115 AMBASSADOR BLVD. NW.

The motion for the adoption of the foregoing resolution was made by Councilmember_____ and was duly seconded by Councilmember_____ and upon vote being taken thereon, the following voted in favor:
and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th
DAY OF SEPTEMBER, 2019.

Steve Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 G

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Replacement of Fire Station Furnace and A/C units
DATE: 09-16-2019

OVERVIEW:

The fire station has a failed furnace unit which provides climate control to the training room, SCBA room, communication room and tool room. This is the second failure of the unit in just over a year. NAC was contacted to investigate the issue and the unit was found to have a failed motor and circuit board and was recommended for replacement.

The furnace units (2) and air conditioners (2) are identified for replacement in the Building Improvement Fund (404) for year 2020. The recommendation to replace these units is a few months ahead of schedule, however with the changing of the seasons upon us, we are unable to wait until 2020 for action.

We have received 3 quotes for replacement of these units listed below and attached

NAC- \$15,819.00 – 92% eff. Bryant/Trane units 75k btu

RICCAR- \$14,625.00 – 95% eff. Rheem units 98k btu / 68k btu

YALE- \$14,900.00 – 80% eff. Lennox units 90k btu

YALE- \$14,400.00 – 92% eff. Bryant units 80k btu

Action to be considered:

Motion and approval to select YALE to replace furnace and air conditioning units at a total cost of **\$14,400.00** (low bidder) utilizing funds from the Building Improvement Fund. Staff anticipates a \$300 rebate from CenterPoint if the 92% energy efficient models are selected.

BUDGET IMPLICATION: **\$37,800.00** is budgeted for this replacement work in the 2020 CIP. Funds are available in the Building Improvement Fund for this work.

Attachments:

Capital Improvement Plan documentation of purchase request

Quote from NAC

Quote from YALE

Quote from RICCAR

Capital Improvement Plan
City of St. Francis, Minnesota

2020 thru 2024

Department Facility Maintenance
Contact Public Works Director
Type Maintenance
Useful Life
Category Buildings

Project # FM-003
Project Name Fire Station Facility Maintenance

Total Project Cost: \$228,300

Description

2020 - Replacement of the heating and air units and entryway unit heater-\$37,800.
 2021 - Painting and water proofing the exterior of the building-\$25,000.
 2022 - Replacement of apparatus bay infrared heating units-\$40,500.
 2032 - Replace roof-\$125,000.

Justification

Equipment is anticipated to be at end of reliable useful life. This replacement will allow the ability to provide services as per adopted standards.
 Painting and water proofing exterior of building will help to preserve structure and protect interior appuratus.
 Roof is anticipated to be at the end of useful life, no longer protecting the building.
 Sealcoating parking lot will increase life expectancy of asphalt, reducing the need for large replacement costs.

Expenditures	2020	2021	2022	2023	2024	Total
Construction/Maintenance	37,800	25,000	40,500			103,300
Total	37,800	25,000	40,500			103,300

Funding Sources	2020	2021	2022	2023	2024	Total
Building Fund	37,800	25,000	40,500			103,300
Total	37,800	25,000	40,500			103,300



Doug Batcha, Account Manager
1001 Labore Industrial Court, Suite B
Vadnais Heights, MN 55110

651-255-3542 Direct
651-728-0911 Cell
dbatcha@nac-hvac.com

August 29th, 2019
Mr. Parish Barten
City of St. Francis – Fire Station
23307 St Francis Blvd NW
St. Francis, MN 55070

Re: Replace (2) Furnace and A/C; Fire Station

NAC is pleased to present the following proposal to furnish and install (2) new furnaces and air conditioning units for the fire station.

Services Include:

- Coordination of all work performed with client
- Permits
- Remove and properly dispose of existing units
- Material lift to get condensing units to roof and from roof
- Furnish and install (2) new furnaces and air conditioning units
- Reconnect existing venting
- Reconnect existing electrical
 - Reconnect existing thermostat
- Start and test units for proper operations
- Report any findings or deficiencies to client

Client Investment: \$ 15,819.00

Notes:

1. Proposal based upon normal working hours.
2. Proposal based upon reuse existing thermostat, venting, ducting, furnace stand and line set.
3. Any additional work beyond the above scope or code issues will be billed at time and materials rates upon prior approval.
4. Prices subject to change after 30 days.

If you have any questions feel free to contact us anytime, or if you would like us to proceed please sign proposal and fax or e-mail back at your convenience. Thank you for the opportunity to quote this work.

CITY OF ST. FRANCIS – FIRE STATION

Signature: _____
Name: _____
Title: _____
Date: _____

NAC MECHANICAL & ELECTRICAL SERVICES

Signature: _____
Name: Doug Batcha
Title: Account Manager
Date: _____



Proposal

Residential - Commercial Heating & Cooling

2387 Station Parkway NW

Andover, MN 55304

(763) 754-4000

Name CITY OF ST FRANCIS Phone-Home _____ Work _____
Address 4058 ST FRANCIS BLVD NW Job Location 3740 Bridge St. Fire Station
City ST. FRANCIS MN Zip 55070 Date Prepared 9/10/19
ATTN: PARISH BARTEN

SPECIFICATIONS We propose to furnish and install the equipment listed in accordance with the manufacturers specifications.

INSTALL A Rheem # R95PA100 100 MBH NATURAL GAS FIRED

COUNTER FLOW 95% FURNACE complete with GASING, VENTING,
permits, plenum ADAPTING & ELECTRICAL

INSTALL A Rheem # RA1336 3 TM 135EEK A/C SYSTEM complete
with CONDENSER, COIL, PAA, L.P.H.S., 20' LINE SET.

INSTALL A Rheem # R95PA070 70 MBH NATURAL GAS FIRED
95% FURNACE complete with plenum ADAPTING, GASING,
VENTING, permits & ELECTRICAL

INSTALL A Rheem # RA1336 3 TM 135EEK A/C SYSTEM
complete with CONDENSER, COIL, PAA, 40' LINE SET,
permits, L.P.H. & ELECTRICAL

NOTE: ASSUMING ALL ECONOMIZER DAMPERS
& CONTROL ARE IN WORKING ORDER

Total Installed Price

Proposal & Terms:

\$14,625⁰⁰

YOU HAVE ENTERED INTO A CONTRACT WITH RICCAR HEATING & AIR CONDITIONING FOR LABOR/OR MATERIALS. THIS IS TO PROVIDE YOU WITH NOTICE AS REQUIRED BY MINN. STAT. §514.011 (1996). THIS NOTICE IS TO INFORM YOU OF OUR RESPECTIVE RIGHTS TO A MECHANIC'S LIEN. YOU ARE THEREFORE NOTIFIED THAT:

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

I have read and agree with the terms stated on this contract:

Signature _____

Riccar Representative: _____

Date: _____

August 29, 2019

Parish Barten
St. Francis Public Works Dept.
4058 St. Francis Blvd. NW
St. Francis, MN 55070

Subject: HVAC Replacement - Fire Department
Yale Project Number: 19-1359

Dear Parish Barten:

Yale Mechanical is pleased to present the following proposal for above subject project. We have based this proposal on our August 28th, 2019 site visit. All work is to be regular time, Monday through Friday. All permit costs are included.

Base Proposal:

1. Demolish and remove two (2) existing rooftop condensing units and two (2) furnaces with coils.
2. Furnish and install two (2) Bryant 3-ton outdoor condensing units, two (2) Bryant 80K BTU/HR furnaces with 3 Ton cooling coils
3. Demolish and remove one (1) existing electric wall space heater
4. Furnish and install one (1) 2000-Watt electric wall heater
5. Startup is included.
6. Electrical subcontractor is included
7. Rigging/hoisting is included

We propose to complete the work described above for the sum of **FOURTEEN THOUSAND FOUR HUNDRED DOLLARS (\$14,400)**.

Add Alternate 1: Furnish and install Lennox 90k BTU/HR furnaces

To furnish and install two (2) Lennox 3-ton outdoor condensing units, two (2) Lennox 90K BTU/HR furnaces with 3 Ton cooling coils, **add** the sum of **FIVE HUNDRED (\$500)** to the base proposal price.

Work not included as part of this proposal is as follows:

1. Controls work or control wiring.
2. Roof cutting or patching if required
3. Life safety.
4. Overtime labor.
5. Sales tax on labor and subcontractors, if applicable.
6. Service, repair, maintenance or trouble-shooting of existing equipment.
7. Asbestos abatement.
8. Installation of housekeeping pads.

Making Buildings Work Better Since 1939

This proposal is firm for 30 days. If an extension is required, it must be obtained in writing.

All equipment furnished and installed by us that is found to be defective within the period of one year following completion of installation shall be repaired or replaced by us at no cost to the purchaser.

This proposal in design and detail is Yale Mechanical property and must not be used except in connection with our work. All rights of design and detail are reserved.

Payment shall be made by the 10th of the month on all invoices issued by the 1st of the month for all material and equipment installed or on hand and all labor performed. Final payment to be made within 30 days after substantial completion of the work.

Thank you for the opportunity of allowing us to present this proposal to you. Should you have any questions regarding this matter, please do not hesitate to contact us as we hope to be of further service to you on this project.

Sincerely,

Benjamin J. Carlson

Benjamin J. Carlson
Project Manager
bcarlson@yalemech.com

/ar

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	20	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	14.4	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	48	Inspections
Parks	Events	Preparation and Inspection	7	2 Ball Games 5 Misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	265	Acres
Streets	Signs	Signs Installed or Repaired	7	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	4 Park 1 sewer
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	8	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	40	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	17	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	14	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	8	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	2	Hours
Parks	Playground	Install Woodchips	0	Yards

Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	Recycling Events	0	Events

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	17	Inspections
Water	Operational Hours	Hours spent at facility	34	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	66	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	21.9	Million Gallons
		Total Finished water	20.8	Million Gallons
		Finished water sold	21.3	Million Gallons
		Accounted water %	102	%
		Oak Grove water use	2.99	Million Gallons
		Average Daily Flow	.670	Million Gallons
		Average Chlorine	.57	Mg/l
		Average Raw Iron	1.10	Mg/l
		Average Raw Manganese	.087	Mg/l
		Average Fluoride	.76	Mg/l
		Iron Removal	98	%
		Manganese Removal	75	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours spent at facility.	136	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	17	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	17	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	17	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	136	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.5	Million Gallons
		Total Effluent	9.7	Million Gallons
		Reuse effluent	1.4	Million Gallons
		Influent TSS	239	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	1.7	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	160	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	1.2	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	99	% Removal
		Influent Phosphorus	4.3	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.15	Mg/l
		Phosphorus % Removal	99	% Removal
		Influent Ammonia Nitrogen	28.2	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.17	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	132	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings

Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	9	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	28	Work Orders
Re-reads	Re-read Meters	Re-read Meters	84	Meters
Water/Sewer	Monthly Projects			
WTP	MN Department of Health - Routine Sampling	MN Department of Health collected some routine water quality samples - No issues to report.	3	Samples
Drain/ Storm Sewer	Yearly cleaning of Storm sewer and city building oil/dirt separators.	David's hydro-vac cleaned all city building drains, and storm sewer separators.	8	Hours
Sanitary Sewer	Oak Grove Pre-Con Meeting	Attend Pre-con Meeting for Oak Grove Sewer Connecting to St. Francis	2	Hours
Sanitary Sewer	Yearly Jetting of Sewer Mains	Empire pipe completed District 3 jetting and cleaning of sewer mains.	15,000	Feet
Lift Station	Clean Lift Stations	Three lift stations were cleaned.	6	Hours
WWTP	Process Biosolids	Fergus power pump processed 850,000 gallons of liquid biosolids.	3	Weeks
WWTP	Backwash Tank Cleaning	The backwash tank receives wash water from the three filters. Solids were wash out.	1	Day
WWTP	Clarifier #2 Maintenance	Each year, we remove a clarifier from service, to wash and complete preventative maintenance.	1	Clarifier
WWTP	Rapid Mixer	Complete quarterly oil change and grease mixer	1	Mixer
PW Staff	Attend Salt Application Training	Training on proper road salt application techniques.	6	Hours
Deer Creek Lift Station	Pulled Pump	Pulled pump due to clothing.	1	Pump
DL-6 Lift Station	Pulled Pump	Pulled pump due to rags.	1	Pump
DL-6 Lift Station	Pulled Check Valves	Pulled two check valves that were plugged due to rags.	2	Check Valves

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