CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
JUNE 17, 2019
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW
6:00 PM

1. Call to Order

2. Roll Call

3. Adopt Agenda

4. Consent Agenda
   A. City Council Minutes – June 3, 2019
   B. Fire Department - Radio Replacement
   C. Fire Department - Surplus Property – Resolution 2019-21
   D. TNT Retail Sale of Fireworks in County Market Parking Lot
   E. Kwik Trip – Tobacco Sales and 3.2 Malt Liquor Licenses @ 4020 233rd Avenue NW
   F. Public Works – Approval of DNR Water Supply Plan
   G. Public Works – Surplus Equipment – Resolution 2019-22
   H. Payment of Claims
   I. Rivers Edge Letter of Credit Reduction
   J. City Council Work Session Notes- June 12, 2019

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS
   A. Water Meter Replacement

7. PUBLIC HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS
   A. River's Edge
      1) Final Plat – Resolution 2019-23
      2) Development Agreement (to be provided)
   B. 2019 Street Rehabilitation Project – Accepting Bid and Awarding Project/Resolution 2019-24

10. MEETING OPEN TO THE PUBLIC

11. REPORTS
   A. Department Reports – Public Works
   B. Councilmember Reports -
   C. Upcoming Events –
      July 1 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
      July 4 City Offices Closed – Holiday
      July 15 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
JUNE 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 ROBINSON SECOND MUEHLBAUER APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 5-0.

4. **CONSENT AGENDA**
Feldman asked to remove from item D from consent agenda. MOTION BY BAUER SECOND ROBINSON APPROVE THE CONSENT AGENDA ITEMS A-C AND E AS FOLLOWS:

A. City Council Minutes – May 20, 2019
B. Acknowledge St. Francis Blue Line Club – MN Gambling Exempt Permit @ St Francis American Legion on September 21, 2019 with no waiting period
C. Hire Accounting Tech/Deputy Clerk Applicant contingent on passing all required pre-employment testing
~~D. Tool Cat and Attachment Replacement~~
E. Payment of Claims $252,460.79 (Checks #75929-75996)
Motion carried 5-0.

D. Tool Cat and Attachment Replacement: Feldman just wanted to explain more about this replacement. I want to say the City will always have to spend money, just do it more wisely. The 2006 John Deere Tractor with attachments will be traded in for a more efficient multi-used tool. The tool cat can be used for more different tasks because it is extremely user friendly. More staff are able to use it

for light digging, hauling, loading and truck unloading. The current John Deere attachments are not interchangeable with the tool cat. In addition, the 2004 bobcat snow blower is showing its age and is scheduled for replacement. The funds are identified in the Capital Equipment Plan (Plan-it) for the replacement of this equipment. Commend Public Works Director Paul Teicher on how well he and his staff maintain their equipment, the trade in value is higher. We are spending money but spending more wisely and getting more bang for the buck. These decisions are made with due diligence, research and thought behind it. It is just not buying a machine for a machine's sake. Commend public works and all staff for staying within their budgets. Cost benefit ratio is a good thing to deal with when purchasing equipment. We will always have to spend money. How we spend it and what return we get on the dollar is key, is the job of this council and staff. Feldman asked if there were any questions from the council. No questions from the council. Mostly to inform the public how our thinking has changed in the last 2 ½ years and working with staff.
MOTION BY UDVIG SECOND MUEHLBAUER AUTHORIZING THE PURCHASE THE TOOL CAT WITH ATTACHMENTS FROM CRAWFORD EQUIPMENT PER MN STATE BID IN THE AMOUNT OF $44,382.43; AUTHORIZING THE PURCHASE OF THE BOBCAT SNOW BLOWER FROM CRAWFORD EQUIPMENT IN THE AMOUNT OF $2,981; AND AUTHORIZING THE TRADE OF IDENTIFIED EXISTING EQUIPMENT TO CRAWFORD EQUIPMENT
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

a. Mike Rodger, 2770 232nd Lane, Turtle Run Development; thank mayor, council and staff. I especially want to thank Paul (Teicher) and the public works staff for the timely snow removal and the use of the granite chips this winter. As I drove in for the EDA meeting tonight there are numerous code compliance violations everywhere. Can't ask reputable builders to come into town and abide by codes when we don't enforce our own codes as it is. Cars, boats parked in peoples yards, garbage not contained on commercial properties. I spoke with a councilmember a couple months ago and trust me I watched every meeting and nothing has been said about this.

Feldman said thank you for bringing this to our attention but I feel this will be an on going problem as we grow. We are on a code complaint basis system right now. Feldman asked Community Development Director Kate Thunstrom are we seeing more code violations now or is it just hit and miss.

Thunstrom said there has not been an increase in the number of calls than usual. If people are seeing, they are choosing not to call in or just ignoring it.

Rodger said from what I see on Social Media the people in this town are not going to call on their neighbors. Just this past week we had a neighbor burn garbage. People go to Social Media to discuss this they don't call or talk to their neighbors. People now a days are afraid to talk to their neighbors. I am not going to ignore the code compliances that are going on here. Go down Bridge Street it looks like we have a

salvage yard, enclose it. How are we going to bring a reputable builder to the land next to it and build on it? It's terrible and we keep letting it go on and on.

Feldman asked staff does it seem that the complaint works well.

Rodger said complaint base does not work at all. I spoke with one of the councilmembers sitting up there and he did nothing about it. No one returns emails.

Robinson said it was in the grocery store when you asked. .

Feldman said bringing up your concern like that isn't going to help the situation and about not returning emails, that's not true.

Muehlbauer said there is a formal process for the complaints to go through, it's then documented. I don't like when people complain either on Social Media but don't call.

Feldman maybe do a work session on code enforcement complaint basis, is it effective. I think some people wait to call until the problem is so large.

Udvig said one of the things I have heard that some people go talk to their neighbors and if their neighbors are not receptive to the idea they don't want to call the city because then their neighbors will know who complained. Honestly, I think there are some people that don't know you can't park your car on the grass and that it is an ordinance in St. Francis.

Feldman said once the people know the problem exist don't they clean up.

Thunstrom said they do. As Muehlbauer stated earlier there is a process. They can come to or call city hall, email city staff or they can file a complaint through the website. Going directly to the five of you is not the most efficient. They need to come to staff who actually handle it. But we need an address not a general location, once we have an address we can start the process. Ninety-nine percent of the people take care of it with the first letter. Most are not aware they can't or shouldn't do what they are doing. There are a handful that we continue to deal with.

Muehlbauer said go through the process and call the city. Feldman said call the city with an address, you can remain unanimous.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
None

DRAFT

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**
A. Request for approval of Licensing and Indemnification Agreement with Joshua Markum Builders, Inc. granting access for construction activities at the following properties: Lots 1-9 inclusive, Lots 12-22 inclusive, Lots 43-56 inclusive and Lots 59-66, Block 1, Meadows of St. Francis, Anoka County, Minnesota, subject to approval by the City Attorney as to form

City Attorney Dave Schaps reported pursuant to the court ruling last week regard the Meadows property, the Judge ruled in favor of the St. Francis Economic Development Authority and cancelled the development contract with the property's previous owner, thus transferring fee title immediately back to the EDA. The EDA must hold a public hearing prior to the sale of the property to this new development entity. The public hearing is scheduled for June 17, 2019. City staff indicated the new development entity would like to proceed with site work prior to the closing on the property. The Attorney's office drafted a license and indemnification agreement to allow the developer on site to begin improvements. The City would be the permitting agency and the EDA as the property owner. If the council is in agreement a motion would be to enter into a license and indemnification agreement.

MOTION BY MUEHLBAUER SECOND UDVIG APPROVAL OF LICENSING AND INDEMNIFICATION AGREEMENT WITH JOSHUA MARKUM BUILDERS, INC. GRANTING ACCESS FOR CONSTRUCTION ACTIVITIES AT THE FOLLOWING PROPERTIES; LOTS 1-9 INCLUSIVE, LOTS 12-22 INCLUSIVE, LOTS 43-56 INCLUSIVE AND LOTS 59-66, BLOCK 1, MEADOWS OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, SUBJECT TO APPROVE BY THE CITY ATTORNEY AS TO FORM.
Bauer said I just don't want to see what happened like the bike shop site. Thunstrom stated we have not formally closed on this property so with this site we will require this developer to go back and enter into a performance agreement with the EDA
Motion carried 5-0.

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

11. **REPORTS**
A. Councilmember Reports-
Udvig – Attended meeting May 22nd on Education MN none of our local State Representatives attended. May 28th attended the school board meeting where they decided to cut one School Resource Officer. May 30 went to the well attended Bike Rodeo at the Police Department and that evening I attended the Saints Academy and On-line graduation ceremony. Will attend Pioneer Days this weekend with the parade on Saturday with a new parade route and start time of noon.

DRAFT

Bauer - also attended Education MN and none of our representatives showed up. Medallion hunt started today. Come out and enjoy Pioneer Days, way for our community to come together.

Muehlbauer - attended EDA meeting this evening.

Robinson - I really don't have anything to report but I would like to address Mike's comments. He was talking about me, he didn't say hello, hi or how is it going. He said hey what about the code problems in this town. I know you are talking about the hardware store but they are one of the largest contributors to this community. Behind and in front of the scenes. Regarding emails and phone calls, I haven't gotten more than two phone calls from residents since I started. To set the tone right it was in the grocery store. I think it should be kept as a complaint basis. Call or write us if you have problems. Go through the process.

Feldman - I agree, you have to bring it to our attention. Public needs to come forward If you don't bring it to us we can't do anything.
May 22 MnDOT meeting 48 businesses were mailed notices. Talked to nine business owners and only five of the business came to the meeting. These changes are made for long term. After it is done, they are going to say why didn't you do this. You have and will have opportunity again in September.
Temporary lights are now in place it has been a long process. Pedestrians still need to push the button for a crosswalk. Tired of back seat quarterbacks on social media. Also on May 22 I had the honor to be invited to a social studies class at the high school. Agree with Sarah, Pioneer Days this weekend, parade route changed. Work session at city hall at June 12th with the engineer on street re- construction. Getting more long-term reputable builders in town. Happy to see the Meadows going to be developed.

B. Upcoming Events -

May 22	MnDOT Meeting @ Police/Public Works Facility 8 am - Noon
May 27	Memorial Day – City Offices Closed
May 30	3rd Annual Bike Rodeo @ SF Police Department 5:00 – 7:00 pm
June 3	City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
Jun 7-9	Pioneer Days Weekend

C. Attorney Report - Closed Meeting Pursuant to Minn. Stat. Sec. 13D.05, subdivision 3(b) and the attorney-client privilege to engage in confidential attorney-client communications and strategy related to an appeal of a PERA determination

MOTION BY MUEHLBAUER SECOND BAUER TO GO INTO CLOSED SESSION PURSUANT TO MINNESOTA STATUTES SECTION 13D.15, SUBDIVISION 3(b) AND THE ATTORNEY-CLIENT PRIVILEGE TO ENGAGE IN CONFIDENTIAL.

The council has reviewed information in regard to this issue and in balancing the purposes of the attorney-client privilege against the purposes of the open meeting law, the need for absolute confidentiality has been demonstrated in this particular case.

Motion carried 5-0. Council went into a closed session at 6:34 pm.

Motion by Robinson second Muehlbauer to reconvene the regular city council meeting at 7:10 pm. Motion carried 5-0.

Feldman asked for a motion and second approving a Settlement and Release Agreement with Johnathan Heeren, subject to verification of any potential law changes from the 2019 legislative session and approval by the City Attorney as to form.

MOTION BY UDVIG SECOND ROBINSON APPROVING A SETTLEMENT AND RELEASE AGREEMENT WITH JOHNATHAN HEEREN, SUBJECT TO VERIFICATION OF ANY POTENTIAL LAW CHANGES FROM THE 2019 LEGISLATIVE SESSION AND APPROVAL BY THE CITY ATTORNEY AS TO FORM. Motion carried 5-0.

12. **ADJOURNMENT**

MOTION BY UDVIG SECOND BAUER TO ADJOURN THE CITY COUNCIL MEETING AT 7:11 pm. Motion carried 5-0.

_____

Barbara I. Held, City Clerk

DRAFT

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 B

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Approve the Purchase of Portable Radios**
DATE: 06-15-2019

OVERVIEW:

The fire department is scheduled to replace a number of our portable radios. Funding has been addressed through the Capital Plan with an ongoing replacement cycle for our cache radios. The current balance of the Capital Fund for radio replacement is 33,011.00. We have received a quote for the purchase of 7 portable radios and a headset from Ancom,(quote attached) who is the state contract approved vendor in the amount of 31,070.50 which is within budget parameters.

Action to be considered:
Motion to approve the fire department to purchase new portable radios utilizing money from the Capital Plan in the amount of 31,070.50

ANCOM
COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17, BURNSVILLE, MINNESOTA 55337
SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

DATE: 5/14/2019

CUSTOMER: Mr. Carl Johnson
St. Francis Fire Department
3740 Bridge Street
St. Francis, MN 55070

Sales: Dean R. Daninger
Phone: 763.755.3377
Fax: 952.808.0034
Email: dean.daninger@ancom.org

CONTACT: Mr. Carl Johnson
PHONE: 763.242.1453

QUANTITY		EQUIPMENT DESCRIPTION	UNIT	EXTENDED
		Quote Only		
		David Clark Headset		
2	H6240-51	David Clark Behind the head, No adapter. PTT on headset For Motorola APX6000 portable	$350.00	$ 700.00
			Shipping	$ 25.00
			Grand Total	$ 725.00

Call Ancom to order

Dean 763.755.3377

DATE: 5/14/2019

CUSTOMER: Mr. Jake Thompson/Kelli Rogers
Anoka County
St. Francis Fire Department

CONTACT: Mr. Jake Thompson/Kelli Rogers
PHONE: (763) 324-4756/(763) 324-4766

Sales: Dean R. Daninger Fax: 952.808.0034
Phone: 763.755.3377 Email: dean.daninger@ancom.org

2017 MN State Contract Pricing 119587

Quantity			Description	List	Discount	Contract	Extended
Motorola APX6000 Digital Portable Radio							
7	H98UCF9PW6BN		APX6000 700/800 Portable radio	$ 2,938.00	25%	$ 2,203.50	$ 15,424.50
7	QA05570AA	PMNN4486	ADD: LIION IMPRES II 3400 MAH IP68	$ 100.00	25%	$ 75.00	$ 525.00
7	H122	NAR6595A	ADD: 1/4 Wave 7/800 GPS Stubby Antenna	$ 24.00	25%	$ 18.00	$ 126.00
7	Q58		ENH: 3 YEAR ESSENTIAL SERVICES	$ 110.00	0%	$ 110.00	$ 770.00
7	Q806		ADD: Astro Digital Operation	$ 515.00	25%	$ 386.25	$ 2,703.75
7	H38		ADD: Smartzone Operation	$ 1,200.00	25%	$ 900.00	$ 6,300.00
7	Q361		ADD: P25 9600 Baud Trunking	$ 300.00	25%	$ 225.00	$ 1,575.00
Accessories							
1	PMMN4069		IMPRES Remote Speaker Microphone	$ 121.00	25%	$ 90.75	$ 90.75
7	NNTN8860		APX IMPRES II Single Unit Charger	$ 150.00	25%	$ 112.50	$ 787.50
Options							
6	HMN4104		ADD: High Tier Remote Speaker Mic	$ 454.00	25%	$ 340.50	$ 2,043.00
0	NTN2571B		APX Mission Critical Wireless Microphone	$ 139.00	25%	$ 104.25	$ -
0	NNTN7624		IMPRES VEHICULAR CHARGER	$ 429.00	25%	$ 321.75	$ -
0	NNTN8844		Generation II Multi Unit Charger	$ 1,250.00	25%	$ 937.50	$ -
						Total	$ 30,345.50

Purchase order is made out to:	Motorola Solutions 500 West Monroe Chicago, IL 60661	Send email to county
Please include on the purchase order:	Payment per State contract. State Bid Contract Number: 119587	Net 30 days
Email copy of Purchase order to:	dean.daninger@ancom.org	

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Mayor & City Council

FROM: Dave Schmidt, Fire Chief

SUBJECT: **Declaring Surplus Property- Portable Gas Powered Lighting**

DATE: 06-15-2019

OVERVIEW:

The fire department currently has two (2) gas powered portable lighting packs to declare as surplus property. The rationale for this move is based off the fact that gas powered devices utilized with in a structure or other enclosed environment creates more toxins via the exhaust generated by these units. Currently the fire department can use electric based lighting equipment to accomplish the same task as these units. These units also require maintenance and repair at an increased cost over electric lighting equipment. We ask that these units be declared as surplus property and removed from service.

Any funds from the sale of these units would be placed in to the Capital Fund

The projected value of the portable gas powered lighting packs would be $350.00 dollars or less.

Action to be considered:
Motion to accept declaring portable gas powered lighting packs surplus equipment

Attachments: Resolution 2019-21

City of St. Francis

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

RESOLUTION 2019-21

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

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

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

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

Surplus Property	**Estimated Value**
(2) Portable Gas Powered Lighting	Less than $350.00 each

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF JUNE, 2019.

APPROVED:

ATTEST:

_____
Steven D. Feldman, Mayor

_____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Fireworks Retail Sale**

DATE: June 17, 2019

OVERVIEW:
TNT Fireworks filled out a city application to be able to sell fireworks under a tent in the County Market parking lot. The owners of the property have given permission for the event. TNT Fireworks is the same vendor for the last several years requesting approval. A copy of the application was forwarded to the fire marshal for his comments. He will inspect the area after tent is up and before the sale to customers. They will only be allowed to sell MN approved fireworks.

ACTION TO BE CONSIDERED:
A motion would be in order to approve the TNT Fireworks License application from June 20 to July 5th.

BUDGET IMPLICATION:
The City received the $50 license application fee.

Attachments: License Applications
Lease Agreement with Property Owner

STATEMENT OF PURPOSE

American Promotional Events dba TNT Fireworks is submitting for approval for the attached application.

Location address: 23122 St. Francis Blvd NW, St. Francis, MN 55070

The purpose is to sell Minnesota State approved fireworks in a temporary tent from, approximately, June 20th 2019 - July 5th 2019. The tent will be erected about three days prior to the sale and removed within two to five days of completion of the sale. The hours of operation will be from 8am-10pm, or as dictated by local location ordinances.

There will be two fire extinguishers readily accessible. "No Smoking," age limit signs, as well as "No Discharging Fireworks within 300ft" signs will be posted and enforced. There will be a minimum of two people onsite at all times and the product will be secured 24/7 to ensure safety.

If you have any questions, please do not hesitate to call me at 256-740-6158.
Sincerely,

Virginia Hightower

Virginia Hightower
Permitting Coordinator
hightowerv@tntfireworks.com

City of St. Francis
23340 Cree Street NW, St. Francis, MN 55070
763-753-2630

LICENSE APPLICATION FOR MANUFACTURE, STORAGE, DISPLAY OR SALE OF CONSUMER FIREWORKS

APPLICANT

First Name	Middle Name	Last Name
VIRGINIA	DANIEL	HIGHTOWER

Date of Birth	Driver License Number	Home Address	City	State	Zip
04.20.1990	138430511	4003 HELTON DR	FLORENCE	AL	35630

Home Phone	Cell Phone	Pager	Business Phone
			256.764.6131

List address(es) & phone numbers where applicant can be reached if different than above:

Address / Phone	Address / Phone

List most recent locations where applicant has conducted business:

SARTELL, ST. CLOUD, WEST ST PAUL, ALBERT LEA
ALEXANDRIA, MARSHALL

Has applicant been convicted within the last three (3) years of any felony, misdemeanor, or gross misdemeanor for any state or federal statute (other than traffic offenses). If yes, explain: NO

BUSINESS THAT WILL MANUFACTURE/STORE/DISPLAY/SELL CONSUMER FOREWORKS

Name of Business	Address	City	State	Zip
TNT FIREWORKS	4003 HELTON DR	FLORENCE	AL	35630

Phone Number	Fax Number	Email Address	Zoning
		HIGHTOWERV@TNTFIREWORKS.COM	

List kind of business to be conducted; general description of merchandise to be sold or service to be provided:
RETAIL SALE OF MN STATE APPROVED FIREWORKS

Duration of business operation:
06.20 - 07.05 10A - 10P

OTHER BUSINESSES

List all other business(es) owned or managed by the applicant in the City of St. Francis (if more than two, please attach separate sheet)

Business Name	Address	City	State	Zip	phone

ACKNOWLEDGEMENT

Applicant understands those persons manufacturing, storing, displaying or selling consumer fireworks must be at least eighteen (18) years of age:

☐ Yes

☐ No

Applicant understands what constitutes legal consumer fireworks and which fireworks are illegal:

☐ Yes

☐ No

APPLICANT TO SUPPLY WITH APPLICATION

☐ Attach a signed letter of written permission from property owner of the building/property that sales are to take place to this application.

☐ Attach an 8 ½ X 11 in. floor plan designating the area for manufacturing, storage, display or sales.

☐ Attach a list documenting the name, weight and quantity of consumer fireworks within the building and accompanying material safety data sheets.

☐ Fireworks samples for testing purpose _____ gross pounds (call fire marshall per Barb Held)

☐ Attach Material Safety Data Sheets

☐ Certificate of Insurance

☐ Application fee

Incomplete applications will not be accepted.

APPLICANT TO READ AND SIGN

The applicant and all Associates are required to strictly comply with City Ordinance and applicable State and Federal laws.

Failure to comply with Federal, State and Local Laws are punishable as a misdemeanor punishable by fines up to seven hundred dollars ($700) and/or ninety (90) days in jail.

I hereby certify that the contents of this application are true to the best of my knowledge. I further state that I have read all relevant City Ordinances relating to the conduct, operation, and practice of this business within the City of St. Francis and that I understand them fully.

Applicant Signature: Virginia Hightower **Date:** 01.28.2019

ADMINISTRATIVE INFORMATION (City Clerk Use Only)

Date Application Received:	Application Received by:	Operating Dates for License:

☐ Building has been inspected and meets current uniform building codes.

_____

Building Official

☐ Building has been inspected and meets current uniform fire codes.

_____

Fire Marshall

☐ Building has approved automatic sprinkler system.

☐ Building does not have an approved automatic sprinkler system.

☐ Copy of photo identification received.

☐ Background check completed.

☐ City Council Approved.

APPROVED BY _____ **DATE:** _____

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

Community Development Department
Phone: 763-753-2630

TEMPORARY AND SEASONAL OUTDOOR SALES
PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS: 23122 ST FRANCIS BLVD NW		PARCEL ID #:
	BUSINESS HOURS: 10A -10P		DATES OF START TO CLOSE OF OPERATION: 06.20 - 07.05
	DESCRIPTION OF OPERATION: RETAIL SALE OF MN STATE APPROVED FIREWORKS.		
APPLICANT INFORMATION	NAME: TNT FIREWORKS		
	ADDRESS: 4003 HELTON DRIVE		
	CITY: FLORENCE	STATE: ALABAMA	ZIP: 35630
	PHONE: 256.764.6131	EMAIL: HIGHTOWERV@TNTFIREWORKS.COM	
PROPERTY OWNER (if different than applicant)	NAME: KING'S COUNTRY MARKET		
	ADDRESS: 23122 ST. FRANCIS BLVD		
	CITY: ST. FRANCIS	STATE: MINNESOTA	ZIP: 55070
	PHONE:	EMAIL:	
STRUCTURE	**The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.**		
	MAIN USE OF STRUCTURE: RETAIL SALE OF MN STATE APPROVED FIREWORKS		
	SIZE: Length: 20 ft. Width: 40 ft.		
	TYPE: ☑ TENT ☐ CANOPY ☐ STAND ☐ OTHER: _____		
	MATERIAL: FLAME RETARDANT VINYL		
	WILL ANY OF THE FOLLOWING BE USED? ☐ TEMPORARY TANKS ☐ HEATERS ☐ ELECTRIC		

Required Documentation:
The following documentation must be submitted with your application in order to be considered complete.

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
  - Identification of sale location on site
  - Placement and size of any structures, including
    - Location of exits
    - Location of fire hydrants
  - Parking stalls and drive aisles
  - Placement and size of any signs

- Evidence of the following, if applicable:
  - Adequate off-street parking
  - City of St. Francis Business License (Reference Chapter 6)
  - State license authorizing fertilizing handlings
  - Certificate of insurance
  - Proof of any other agency permits or license required for operation

By signing this application, I declare that all of the information provided to the City of St. Francis on this application, or as part thereof, is true and accurate to the best of my knowledge.

VIRGINIA HIGHTOWER
Print Name

Virginia Hightower
Signature of Applicant

01.28.19
Date

Signature of Owner (if different than applicant)

Date

APPROVALS:

Zoning: _____ Date: _____

☐ Zoned: ☐ Agricultural ☐ Commercial ☐ Industrial

Fire: _____ Date: _____

Building: _____ Date: _____

DocuSign Envelope ID: 714A65C1-7E18-413D-B4EE-5607A8E66C21

LEASE AGREEMENT / STAND AND TENT LOCATION
TNT® FIREWORKS
4511 Helton Drive, Florence, AL 35630
800.243.1189

This agreement is made between KING'S COUNTY MARKET ("Landlord") and American Promotional Events, Inc. – East dba TNT Fireworks ("Tenant") for the purpose of allowing Tenant to sell approved fireworks from the following Premises (the "Location"):

Location Name KING'S COUNTY MARKET

TNT Location Number MN 0056

Address 23122 ST FRANCIS BLVD NW

TNT Sales Associate CHRIS ULMER

City, State, Zip ST FRANCIS, MN 55070

County ANOKA

A. Landlord agrees:
   1. To lease the Location to Tenant and Tenant, or Tenant's representative, shall have the exclusive right to operate a retail fireworks Stand, Tent or other sales outlet, as Tenant may determine and as permitted by applicable law, at and from the Location for the following selling period(s):

      From: June 20, 2019 To: July 10, 2019 (July 4th Season)

      From: December XXXXXXXXXXXX To: January XXXXXXXXXXXX (New Year's Season)

      Plus a reasonable period of time before and after each selling period for erecting and dismantling Tenant's equipment and delivering and removing Tenant's inventory. Landlord warrants to Tenant that Landlord has the right to enter into this Lease for the Location.
   2. Not to permit the sale, storage or advertising of consumer fireworks by any other person or entity from the Location or any property owned or controlled by Landlord within five (5) miles of the Location.
   3. To deliver possession of the Location free of debris and ready for erection of Tenant's stand or tent.
   4. Landlord represents and warrants that the individual who executes this Lease Agreement on behalf of the Landlord is duly authorized to do so. Landlord waives any claim or defense that this Lease Agreement is invalid or unenforceable because such individual has not been duly authorized.

B. Tenant agrees:
   1. To pay rental as follows:

      Payment Made To: KING'S COUNTY MARKET

      July 4th Season: [redacted] By: 6/1/2019

      New Year's Season: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX By: XXXXXXXXXXXXXXX

   2. To obtain and pay for all necessary permits and licenses required by law for the conduct of Tenant's business from the Location, to post with appropriate local authorities any bonds or other security which might be required for operation of Tenant's business from the Location, and to ensure that the operation of Tenant's business shall adhere to all applicable laws and regulations.
   3. To provide liability insurance coverage in the aggregate amount of $1,000,000 and to deliver to Landlord, prior to occupancy, a certificate of insurance evidencing such insurance covering the erection and operation of Tenant's retail outlet, naming Landlord (and Landlord's mortgagee, if applicable) as additional insured, and to indemnify, defend and hold harmless Landlord from and against any claims arising from the erection, maintenance or operation of Tenant's retail outlet.

4. To keep the Location clean and free from garbage and trash during the Season and to remove all of Tenant's property after each Season and return possession of the Location to Landlord after each Season in substantially the same condition as received, ordinary wear and tear excepted.

C. Landlord and Tenant agree:

1. Tenant shall have the right to terminate this lease for any reason and shall be entitled to a refund of all prepaid rent or Tenant shall have the right to terminate the lease for a single Season and receive a refund of prepaid rent for such Season if the Location has not yet been occupied.
2. Tenant may elect not to operate a retail fireworks outlet at the Location for any one or more seasons without requesting a refund of any prepaid rent or terminating the Lease, and the Lease shall continue in full force and effect.
3. If governmental authorities having proper Jurisdiction over this Location modify any applicable law, ordinance, or regulation governing the storage or retail sale of consumer fireworks from the Location, then this Lease is subject to revision at Tenant's option.
4. This Lease shall be automatically renewed on the same terms and conditions as set forth above for each Season through 20 N/A unless cancelled by Tenant prior to January 1. If Landlord receives an offer to lease the Location for sale of fireworks at any time prior to the first anniversary of the termination of this Lease for any reason other than Tenant's default, Landlord shall give Tenant notice of such offer, and Tenant shall have the right of first refusal to extend the term of the Lease on the same terms and conditions as the offer.
5. Landlord acknowledges that Tenant may designate another person or entity to operate the retail fireworks outlet at the Location but Tenant shall remain liable for all of Tenant's obligations hereunder.
6. An Addendum of N/A pages is attached hereto.
7. This Lease, or any subsequent amendments, shall not be valid unless signed by Tenant's home office representative.

LANDLORD

Name: King's County Market

Address: 23122 St Francis Blvd

City, Sate, Zip: St Francis, MN 55070

Phone: 763-753-3334

Tax ID #: [redacted]

Email: steve@kingsmarket.net

ADDITIONAL INSURED, IF ANY

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

LANDLORD

Signature: DocuSigned by: Steve Wotrang 37B93D68337546E...

Print Name: Steve Wotrang

Date Signed: 1/23/2019

TNT FIREWORKS

Signature: DocuSigned by: ECC30DAB8C9048F...

Print Name: Tracy Hughes

Date Signed: 1/24/2019

Location	Legality Code	Plan Item.	Item Description	Conv Factor	Primary UOM
MN 0056	SSS	101040	AMERICAN PRIDE SS GIVEAWAY	1	EA
MN 0056	SSS	102044	GOOD TIME BAG SS COM	48	EA
MN 0056	SSS	102046	PYRO PAK BAG SS COM J10	15	EA
MN 0056	SSS	102513	TNT SACK PACK SS J18	24	EA
MN 0056	SSS	102048	INDEPENDENCE TRAY SS COM J10	12	EA
MN 0056	SSS	102201	HOT ZONE SS COM	12	EA
MN 0056	SSS	102052	49'ER SS COM J10	8	EA
MN 0056	SSS	102054	ALL AMERICAN SS COM J10	6	EA
MN 0056	SSS	102056	PERFECT SHOW SS COM J10	4	EA
MN 0056	SSS	101808	BIG TIMER SS J09	3	EA
MN 0056	SSS	190114	GRAB BAG SPECIAL SS SM	2	EA
MN 0056	SSS	190115	GRAB BAG SPECIAL SS LG	1	EA
MN 0056	SSS	200759	PURPLE RAIN FTN J07	72	EA
MN 0056	SSS	201207	COOL BREEZE	72	EA
MN 0056	SSS	201086	INTO THE NIGHT	24	EA
MN 0056	SSS	201147	LEAVE NO DOUBT	24	EA
MN 0056	SSS	201195	MONSTER PARADE	36	EA
MN 0056	SSS	201234	FREEDOM J18	24	EA
MN 0056	SSS	200184	MAD DOG FOUNTAIN	24	EA
MN 0056	SSS	200852	RADIANT J11	24	EA
MN 0056	SSS	201092	NEON GALAXY	18	EA
MN 0056	SSS	201210	ELECTROLYTES	18	EA
MN 0056	SSS	201235	WILDSIDE J18	12	EA
MN 0056	SSS	201139	LET'S DO THIS	6	EA
MN 0056	SSS	201138	MAGNETIC HEAT	8	EA
MN 0056	SSS	200915	DELIRIUM J11	4	EA
MN 0056	SSS	201214	WIZARD ALLEY	4	EA
MN 0056	SSS	200860	ENCORE J11	4	EA
MN 0056	SSS	201179	MUSEUM AFTER DARK	4	EA
MN 0056	SSS	201204	ALLEGIANCE	4	EA
MN 0056	SSS	290142	GROUND BLOOM FLOWER PK 6 J07	120	EA
MN 0056	SSS	320569	CAN OF WORMS	72	EA
MN 0056	SSS	320536	POP-IT'S TNT	240	BX
MN 0056	SSS	320285	CHICKEN COOP	36	BG
MN 0056	SSS	351036	SMOKE BALLS ASST'D TNT J07	120	BG
MN 0056	SSS	380246	MORNING GLORY #14	360	EA
MN 0056	SSS	380238	SPARKLER #10 GOLD J09	48	EA
MN 0056	SSS	380088	MORNING GLORY #36	48	BG
MN 0056	SSS	380068	MORNING GLORY #10	288	BX
MN 0056	SSS	671005	SAT NOVELTY CASE B	1	EA
MN 0056	SSS	671000	SAT FOUNTAIN CASE A	1	EA
MN 0056	SSS	671006	SAT SMOKE CASE	1	EA
MN 0056	SSS	671003	SAT GROUND SPINNER CASE	1	EA
MN 0056	SSS	671002	SAT FOUNTAIN CASE C	1	EA
MN 0056	SSS	671001	SAT FOUNTAIN CASE B	1	EA
MN 0056	SSS	671004	SAT NOVELTY CASE A	1	EA
MN 0056	SSS	730148	WATER CAN EXTINGUISHER	1	EA
MN 0056	SSS	730329	FIRE EXTINGUISHER 10LBCHEMICAL	1	EA
MN 0056	SSS	730495D	KEG INFLATABLE J11 DP	1	EA
MN 0056	SSS	730506E	ELECTRICAL BOX	1	EA
MN 0056	SSS	730774	FLAG KIT FRAME TENT (10) J14	1	EA
MN 0056	SSS	730051	BAG TNT SMALL 500 EA	1	EA
MN 0056	SSS	730058	BAG TNT LARGE - 500 EA	1	EA

MN 0056	SSS	730471	SIGN ROAD ROCKET J10	1	EA
MN 0056	SSS	730470	SIGN ROCKET FLAGGER J10	1	EA
MN 0056 TOTALS					

MATERIAL SAFETY DATA SHEET – Consumer Fireworks

SECTION 1 – IDENTITY: Consumer Fireworks 1.4G	
Importer's Name	American Promotional Events/TNT Fireworks
Emergency Telephone Number	Normal Business Hours – 800-243-1189 After Hours – ChemTel – 800-255-3924
Address	Corporate Office 4511 Helton Dr. Florence, AL 35630

SECTION 2 - Hazardous Ingredients/Identity Information
Consumer fireworks contain various mixtures of oxidizers and fuels, and are designed to burn and produce visible and audible effects when they are caused to ignite by a user. The oxidizers include potassium nitrate, strontium nitrate and potassium perchlorate. Fuels include charcoal, sulfur, starch, and aluminum. All chemical composition is contained within the device, and there should be minimal-to-no exposure to the chemicals under normal conditions of handling of the type typically involved in retail sales operations. The chemical mixtures are stable to temperatures up to at least 250°F, and no ignition of these devices should occur during normal handling, transportation, movement, and storage. A match or other flame or heat source is required to ignite the fuse on the devices in order to cause the devices to operate.

SECTION 3- PHYSICAL/CHEMICAL CHARACTERISTICS			
Boiling Point	N/A	Specific Gravity (H2O=1)	N/A
Vapor Pressure (mm Hg)	N/A	Melting Point	N/A
Vapor Density (AIR=1)	N/A	Evaporation Rate (Butyl Acetate = 1)	N/A - All solids
Solubility in Water: slight			
Appearance and Odor: All chemical composition is contained inside a cardboard or other container			

SECTION 4- FIRE AND EXPLOSION HAZARD DATA			
Flash Point (Method Used)	Ignition temperature exceeds 250°F		
Flammable Limits	N/A – no vapor present		
LEL	N/A	UEL N/A	
Extinguishing Media	Water		
Special Fire Fighting Procedures: Evacuate the area if a fire reaches the fireworks and they begin to burn vigorously. Allow sprinklers to function, if present – they should control the fire. Otherwise, evacuate the area and await arrival of fire fighters.			
Unusual Fire and Explosion Hazards – Suffocation methods should not be used – the devices contain their own oxygen. Use a strong water flow instead. A fire that has reached consumer fireworks may produce substantial smoke as well as flame, sparks, and burning projectiles. Once consumer fireworks begin burning, all persons must immediately evacuate the area. Only fire fighters wearing appropriate safety equipment should ever consider approaching an area where consumer fireworks are on fire. Remote firefighting methods should be use whenever possible. Where conditions permit, it may be advisable to allow the fireworks to burn to completion – this will greatly simplify clean-up efforts.			

SECTION 5- REACTIVITY DATA			
Stability	Unstable		Conditions to Avoid: Open flames, hot surfaces, rough handling
	Stable	X	
Incompatibility (Materials to Avoid)		none	
Hazardous Decomposition or Byproducts		Considerable smoke may be produced in a fire	
Hazardous Polymerization	May Occur		Conditions to Avoid: N/A
	Will Not Occur	X	

SECTION 6 - HEALTH HAZARD DATA			
Routes of Entry	Inhalation N	Skin N	Ingestion N
Health Hazards (Acute and Chronic)	Health hazards should be minimal – all chemical composition is contained inside sealed devices. If leakage occurs and contact with skin occurs, be sure to wash hands promptly, and before eating or drinking.		
Carcinogenicity	NTP N/A	IARC Monographs N/A	OSHA Regulated N/A
Signs and Symptoms of Exposure	N/A		
Medical Conditions Generally Aggravated by Exposure	None, except in case of fire. Smoke exposure is then the greatest possible concern (in addition to fire).		
Emergency and First Aid Procedures	Evacuate area if a fire reaches the fireworks. If smoke inhalation occurs, remove persons to fresh air and contact emergency medical services		

SECTION 7 - PRECAUTIONS FOR SAFE HANDLING AND USE	
Steps to Be Taken in Case Material Is Released or Spilled	Cautiously pick up the spilled devices and place them in a marked container. Contact your American Promotional/TNT representative for removal instructions.
Waste Disposal Method	Contact your American Promotional/TNT representative for disposal information.
Precautions to Be Taken in Handling and Storing	Avoid extreme temperatures, open flame and sparks, and rough handling
Other Precautions	Intentional misuse/mischief poses the greatest concern with these devices in a retail setting. Monitor the fireworks display area on an ongoing basis, and keep young children, intoxicated persons, and any time of open flame out of the fireworks area. No smoking is ever permitted near fireworks.

SECTION 8 - CONTROL MEASURES		
Respiratory Protection (Specify Type) N/A – no vapor or dust exposure with intact items		
Ventilation	Local Exhaust N/A	Special N/A
	Mechanical (General) N/A	Other N/A
Protective Gloves – not required for retail sales		Eye Protection N/A
Other Protective Clothing/Equipment – none required for retail sales		
Work/Hygienic Practices – wash hands after handling fireworks and before eating or drinking		

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/1/2019 1/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Everest Indemnity Insurance Company — 10851 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 12775647 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:	Y	N	SI8GL00242-181	11/1/2018	11/1/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			NOT APPLICABLE			EACH OCCURRENCE AGGREGATE [ ]	$ XXXXXXX $ XXXXXXX $ XXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		NOT APPLICABLE			[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ XXXXXXX $ XXXXXXX $ XXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
Additional Insured; Property located at King's County Parking Lot, 23122 St. Francis Blvd. NW St. Francis, MN 55070 (FMN0056), The City of St. Francis.
Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER

12775647
King's County Market
23122 St. Francis Blvd.
St. Francis MN 55070

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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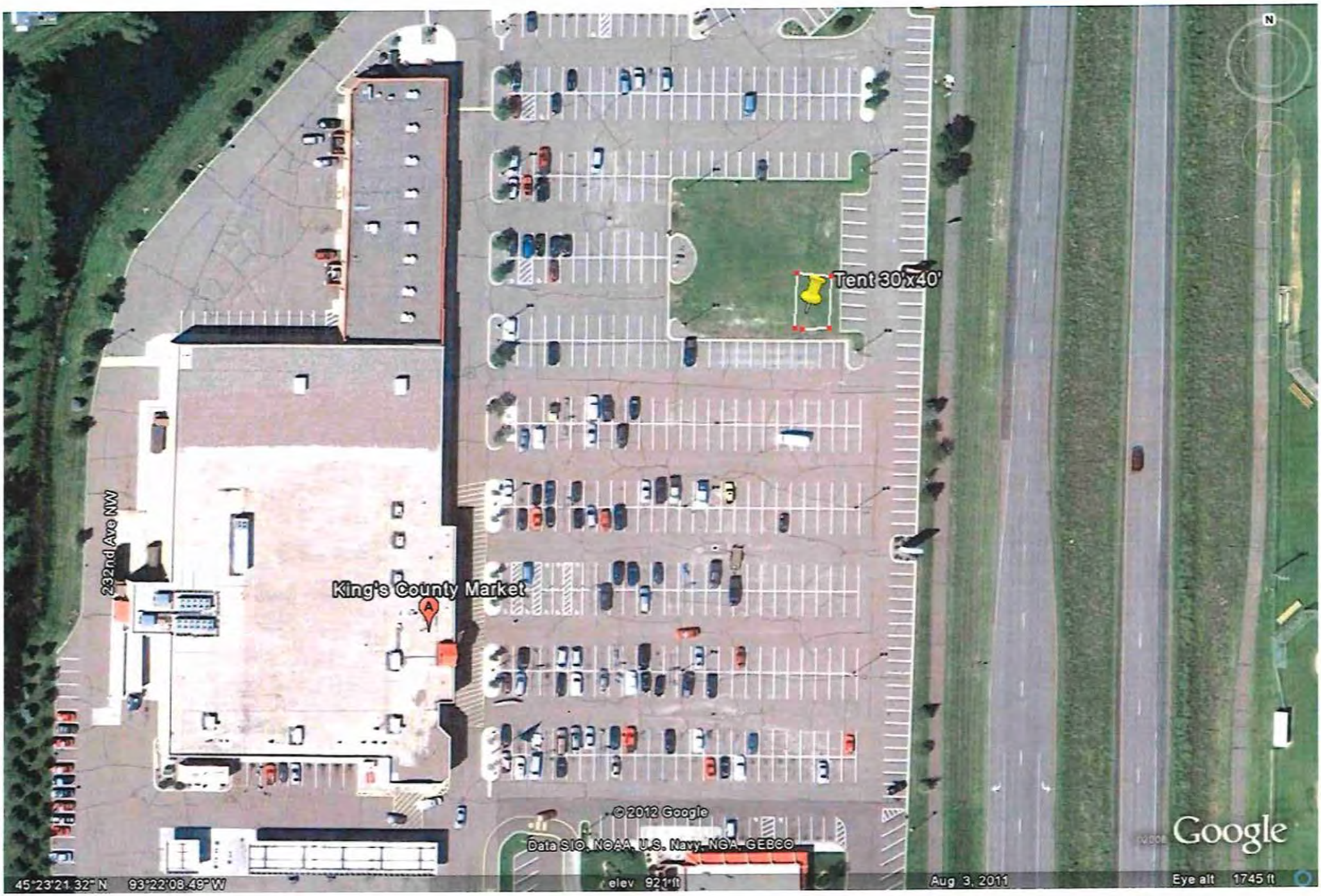
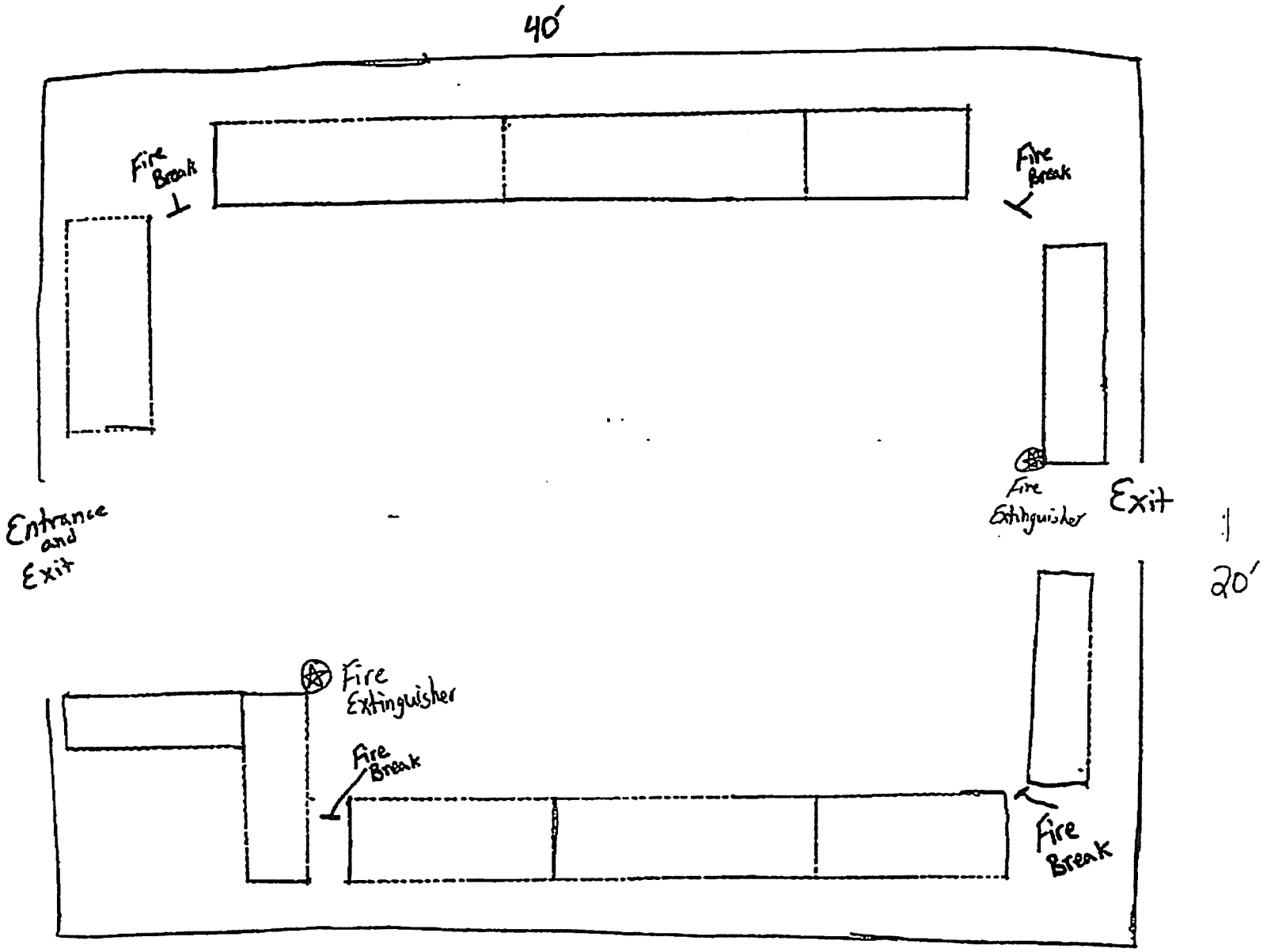

Tent 30'x40'
232nd Ave NW
King's County Market
© 2012 Google
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
45°23'21.32" N 93°22'08.49" W
elev 921 ft
Aug 3, 2011
Eye alt 1745 ft
Google


40'
Fire Break
Fire Break
Entrance and Exit
Fire Extinguisher
Exit
20'
Fire Extinguisher
Fire Break
Fire Break

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Kwik Trip – Tobacco and Off-Sale 3.2 Beer License Applications**

DATE: June 17, 2019

OVERVIEW:

Kwik Trip submitted an application to be able to sell 3.2% beer and tobacco at their location 4020 233rd Avenue NW.

Kwip Trip paid the prorated 3.2% beer license and tobacco amount for the remainder of the year. The required insurance was submitted.

ACTION TO BE CONSIDERED:

Consideration to approve the 3.2% Beer and Tobacco Licenses for Kwik Trip #943.

BUDGET IMPLICATION:

Revenue in the license line item of the budget.

Attachments:

- Application and insurance

KWIK TRIP INC.

VIA CERTIFIED MAIL
9171 9690 0935 0139 8603 12

May 30, 2019

Legal
PHONE 608-781-8988
FAX 608-793-6120

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602
www.kwiktrip.com

Ms. Barb Held, City Clerk
City of Saint Francis
23340 Cree St.
Saint Francis, MN 55070-9390

RE: License Applications
Kwik Trip #943
4020 233rd Ave. N.W.

Dear Barb:

Thank you for taking the time to talk with me over the past several weeks about the new convenience store we are building in the City of Saint Francis. Construction is to be completed on August 9, 2019 and the store is scheduled to open for business operations the following week.

We would like to apply for retail licenses for this new store location. Enclosed, please find completed applications and supporting documentation for 3.2% Off-Sale Beer and Cigarette/Tobacco retail licenses. In addition, enclosed is a check in the amount of $570.84 to cover the license and investigation fees.

I respectfully request that you please include these applications on the agenda of your next City Council meeting for consideration. Please note that I will provide you the store's telephone number as soon as it's assigned.

Please contact me at (608) 793-6262 or DHafner@kwiktrip.com if you require any further information. Thank you for your assistance, Barb. You have been very helpful.

Yours truly,

Deanna Hafner
Licensing Agent

Enclosures

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License City of St. Francis License Period From: 8/12/2019 To: 12/31/2019

Circle One: New License License Transfer _____ (former licensee name) Suspension Revocation Cancel _____ (Give dates)

License type: (check all that apply) ☐ On Sale Intoxicating ☐ Sunday Liquor ☐ 3.2% On sale ☒ 3.2% Off Sale

Fee(s): On Sale License fee:$_____ Sunday License fee: $_____ 3.2% On Sale fee: $_____ 3.2% Off Sale fee: $ 20.84

Licensee Name: Kwik Trip, Inc. (corporation, partnership, LLC, or Individual) DOB 12/4/1934 Social Security # 399-32-1927

Zip Code 55070 County Anoka Business Phone Not available yet Home Phone 608-793-6262

Business Trade Name Kwik Trip #943 Business Address 4020 233rd Ave. N.W. City Saint Francis

Licensee's Federal Tax ID # 7356595 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Home Address 2802 Bergamot Pl. City Onalaska, WI 54650 Licensee's MN Tax ID # 7356595

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Donald Paul Zietlow	12/4/1934	399-32-1927	2802 Bergamot Pl, Onalaska, WI 54650

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:
1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Zurich American Ins. Co. of IL Policy # WC9300141

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ (title) Date _____

On Sale Intoxicating liquor licensees must also purchase a $20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

Form SP: C1 LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **Do not return this form to the Department of Revenue.**

Licensing Authority: City of St. Francis

License Information

Name of license(s) being applied for: Off-Sale 3.2% Beer

License renewal date: December 31, 2019

Personal Information (if applicable):

Applicant's Name (*Last, first, middle initial):* Zietlow, Donald P.

Applicant's Address: 2802 Bergamot Pl., Onalaska, WI 54650

Social Security Number: 399-32-1927

Business Information (if applicable):

Business Name: Kwik Trip #943

Business Address: 4020 233rd Ave. N.W., Saint Francis, MN 55070

Minnesota Tax Identification Number: 7356595

Federal Tax Identification Number 39-1036365

☐ I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary: _____

Signature: Donald P Zietlow Date: 5-30-19

Position (Officer, Partner, Individual, Etc.)

Certificate of Compliance
Minnesota Workers' Compensation Law

THIS FORM MUST BE COMPLETED AND SIGNED BY ALL BUSINESS TYPES

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a $2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
	Not Available Yet	(608) 793-6120

BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.) Kwik Trip, Inc.

DBA ("doing business as" or also known as an assumed name) (if applicable)

Kwik Trip #943

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP CODE
4020 233rd Ave. N.W.	Saint Francis	MN	55070

COUNTY	E-MAIL ADDRESS
Anoka	DHafner@kwiktrip.com

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. *You must complete number 1 or 2 below.*

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)		NAIC Number
Zurich American Insurance Co.		27855-007
POLICY NO.	**EFFECTIVE DATE**	**EXPIRATION DATE**
WC9300141	01/01/2019	12/31/2019

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

☐ I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)

☐ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).

☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

_____

☐ Other: _____

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (required)	**TITLE**	**DATE**
Donald G. Gullow	President	5-30-19

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.

City of St. Francis

License # _____
Receipt _____
Date: _____
Fee Paid: _____

FEE: $150

TOBACCO PRODUCTS LICENSE APPLICATION

Name of Business: Kwik Trip #943

Street Address: 4020 233rd Ave. N.W., Saint Francis, MN 55070
(Street, City, State, Zip Code)

Mailing Address: P.O. Box 2107, La Crosse, WI 54602-2107
(Street, City, State, Zip Code)

Email Address: DHafner@kwiktrip.com

Name of Owner: Kwik Trip, Inc.

Business Phone: Not available yet Corp. ~~Home~~ Phone: (608)793-6262

Vendors Name: Kwik Trip #830 (Distribution Center)

Mailing Address: 2025 Kwik Trip Way, La Crosse, WI 54603

Phone: (608)793-6621

TOBACCO PRODUCTS MUST BE SOLD BEHIND THE COUNTER.

Have you been convicted of a crime relating to the sale of tobacco products or had a license for the sale of tobacco products revoked by any municipality within the last five years? Yes

Have you read the attached ordinance which regulates the sale of tobacco products within the City of St. Francis? Yes

I hereby certify that all the information contained in this application is true and correct. I understand that false information is cause for denial or revocation of license.

5-30-19 (Date) | Donald G Gutelius (Signature) | President (Title)

****

Receipt # _____ Date _____ Amount _____

Sales Tax Form _____ Worker's Comp Form _____

Fire Dept. Insp # _____

Police Dept. _____

License # _____ Council Approved _____

MINNESOTA · REVENUE **CT102**

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Print or type

Applicant's Minnesota tax ID number: 7356595

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number

Period covered

Date of issuance

Cigarettes/tobacco products will be sold *(a separate license is required for each location or vending machine)*:

☒ Over counter ☐ Through vending machine ☐ Both

Licensee's legal name: Kwik Trip, Inc.				Federal employer ID number (FEIN): 39-1036365
Business trade name (doing business as): Kwik Trip #943				Daytime phone:
Complete address of business location *(permit location)*: 4020 233rd Ave. N.W.		County: Anoka		Other phone number: 608-793-6262
City: Saint Francis		State: MN	Zip code: 55070	Fax number: 608-793-6120
Mailing address *(if different than business address)*: PO Box 2107	City: La Crosse	State: WI	Zip code: 54602	Email address: DHafner@kwiktrip.com

Business information

Type of legal organization *(check one)*:

☐ Sole proprietor
☐ Partnership
☐ Other *(describe)* _____
☐ Minnesota corporation: Enter date of incorporation _____
☒ Out-of-state corporation: State of incorporation Wisconsin
Are you registered to do business in Minnesota? ☒ Yes ☐ No

Corporate officers or partners *(attach a list if necessary)*

Name	Title		
Donald P. Zietlow	President		
Address	**City**	**State**	**Zip code**
2802 Bergamot Pl.	Onalaska,	WI	54650
Name	Title		
Address	City	State	Zip code

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee signature	Title	Print name	Date	Daytime phone
Donald P Zietlow	President	Donald P. Zietlow	5-30-19	608-793-6262
Licensing agent's signature	Title	Print name	Date	Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

(Rev. 8/12)

Certificate of Compliance
Minnesota Workers' Compensation Law

THIS FORM MUST BE COMPLETED AND SIGNED BY ALL BUSINESS TYPES

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a $2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
	Not available yet	(608) 793-6120

BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.) Kwik Trip, Inc.

DBA ("doing business as" or also known as an assumed name) (if applicable)

Kwik Trip #943

BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE	ZIP CODE
4020 233rd Ave. N.W.	Saint Francis	MN	55070

COUNTY	E-MAIL ADDRESS
Anoka	DHafner@kwiktrip.com

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. *You must complete number 1 or 2 below.*

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)		NAIC Number
Zurich American Insurance Co.		27855-007
POLICY NO.	**EFFECTIVE DATE**	**EXPIRATION DATE**
WC9300141	01/01/2019	12/31/2019

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

☐ I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)

☐ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).

☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

_____

☐ Other: _____

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (required)	**TITLE**	**DATE**
Donald G. Gullickson	President	5-30-19

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/18/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement (s).

PRODUCER (877) 945-7378
Willis of Minnesota, Inc.
26 Century Blvd
PO Box 305191
Nashville TN 37230-5191

CONTACT NAME:
PHONE (A/C No. Ext): 763 302 7100
FAX (A/C No): 763 302 7200
E-MAIL ACCRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Zurich American Ins. Co. of IL	27855-007
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
KWIK TRIP, INC.
PO Box 2107
LaCrosse WI 54602

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS	
A	**GENERAL LIABLITY** X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	X		GLO9300140	9-1-18	8-31-19	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS-COMP/OP AGG	$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ ☐						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE-EA EMPLOYEE	$
							E.L. DISEASE-POLICY LIMIT	$
A	Liquor Liability			GLO9300140	9-1-18	8-31-19	$1,000,000 Limit of Liability	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Cancellation of the liquor liability policy will be in accordance with the MN statute 340A.409.

Location: Kwik Trip #943, 4020 233rd Ave. N.W., St. Francis, MN 55070

It is hereby agreed that the City of St. Francis is included as an Additional Insured under the General Liability policy as respects work performed by the Named Insured as required by written contract, agreement or permit and executed prior to loss.

CERTIFICATE HOLDER

City of St. Francis
23340 Cree St. N.W.
St. Francis, MN 55070

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Scott A. Hoss

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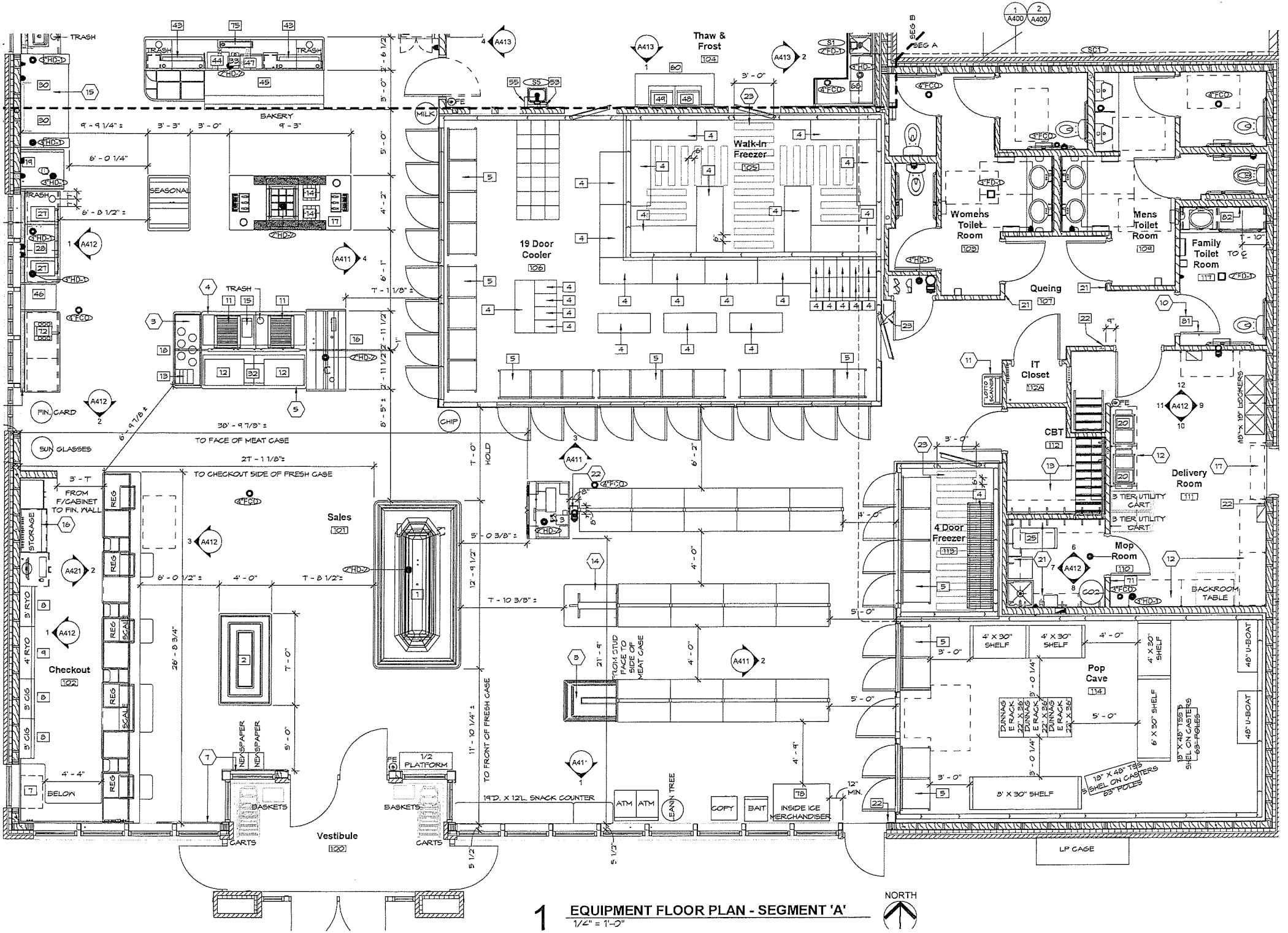


1 EQUIPMENT FLOOR PLAN - SEGMENT 'A'

1/2" = 1'-0"

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Kwik Trip, Inc.
Date Filed:	11/09/1981
File Number:	21231
Minnesota Statutes, Chapter:	303
Home Jurisdiction:	Wisconsin
This certificate has been issued on:	04/05/2019

Steve Simon
Secretary of State
State of Minnesota

10755054

Office of the Minnesota Secretary of State

Assumed Name | Certificate of Assumed Name

Minnesota Statutes, Chapter 333

Read the instructions before completing this form.

Filing Fee: $50 for expedited service in-person and online filings, $30 if submitted by mail

Note: An Annual Renewal is required to be filed once every calendar year, beginning in the calendar year following the original filing with the Secretary of State.

The filing of an assumed name does not provide a user with exclusive rights to that name. The filing is required for consumer protection in order to enable consumers to be able to identify the true owner of a business.

1. List the exact assumed name under which the business is or will be conducted: (Required)

Kwik Trip #943

2. Principal Place of Business: (Required)

4020 233rd Ave. N.W.	Saint Francis	MN	55070
Street Address *(A PO Box by itself is not acceptable)*	City	State	Zip

3. List the name and complete street address of all persons conducting business under the above Assumed Name, OR if an entity, provide the legal corporate, LLC, or Limited Partnership name and registered office address: (Required)
Note: A PO Box by itself is not acceptable. Attach additional sheet(s) if necessary.

Kwik Trip, Inc.	1626 Oak St, PO Box 2107	La Crosse	WI	54602
Name	Street	City	State	Zip
Name	Street	City	State	Zip
Name	Street	City	State	Zip

4. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

X Donald P. Zietlow — 3-12-19

Signature *(Only one nameholder or an authorized agent is required to sign)* Date

Donald P. Zietlow, President

Print Name and Title

Email Address for Official Notices
Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

DHafner@kwiktrip.com

☐ Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

United States of America

State of Wisconsin

DEPARTMENT OF FINANCIAL INSTITUTIONS

Division of Corporate & Consumer Services

To All to Whom These Presents Shall Come, Greeting:

I, Mary Ann McCoshen, Administrator of the Division of Corporate and Consumer Services, Department of Financial Institutions, do hereby certify that

KWIK TRIP, INC.

is a domestic corporation or a domestic limited liability company organized under the laws of this state and that its date of incorporation or organization is October 07, 1964.

I further certify that said corporation or limited liability company has, within its most recently completed report year, filed an annual report required under ss. 180.1622, 180.1921, 181.1622 or 183.0120 Wis. Stats., and that it has not filed articles of dissolution.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department on February 18, 2019.

MARY ANN MCCOSHEN, Administrator
Division of Corporate and Consumer Services
Department of Financial Institutions

DFI/Corp/33

To validate the authenticity of this certificate

Visit this web address: http://www.wdfi.org/apps/ccs/verify/

Enter this code: **238576-758BADB0**

(Top 3 inches reserved for recording data)

WARRANTY DEED
Business Entity to Business Entity

eCRV number: 751509

DEED TAX DUE: $ 775.50

DATE: 11/22/17
(month/day/year)

FOR VALUABLE CONSIDERATION, MDW Equity LLC, a limited liability company under the laws of Minnesota ("**Grantor**"), hereby conveys and warrants to Kwik Trip, Inc., a corporation under the laws of Wisconsin ("**Grantee**"), real property in Anoka County, Minnesota, legally described as follows:

Lots 1, 2 and 3, Block 1, DeGardner Third Addition, Anoka County, Minnesota

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

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

See attached **Exhibit A**.

Check applicable box:

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number:_____.)

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor:
MDW Equity LLC

By: Hector R. Viñas
Its: Manager
(type of authority)

1457885

First American Title Insurance Company

State of FLORIDA, County of Broward

This instrument was acknowledged before me on November 22, 2017, by Hector R. Viñas as Manager of MDW Equity LLC, a Minnesota limited liability company.
(type of authority) *(name of Grantor)*

(Stamp)

YOLANDA TORRES
MY COMMISSION #GG085640
EXPIRES: JUL 13, 2021
Bonded through 1st State Insurance

Yolanda Torres
(signature of notarial officer)

Title (and Rank): _____

My commission expires: July 13, 2021
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)
Hellmuth & Johnson, PLLC (MDK)
8050 West 78th Street
Edina, MN 55439
(952) 941-4005
www.hjlawfirm.com

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
(insert legal name and residential or business address of Grantee)
Kwik Trip, Inc.
1626 Oak Street
La Crosse, WI 54603-2308

EXHIBIT A
to
Warranty Deed

1. All assessments and taxes due and payable in 2018 and thereafter.
2. Access restriction to State Trunk Highway No. 47 as shown on the recorded plat of DeGardner Third Addition and as shown by deed Doc. No. 1212288.
3. Easement for drainage and utility purposes as shown on the recorded plat of DeGardner Third Addition.
4. The following matter disclosed by a survey made by Carlson McCain Environmental Engineering Surveying on April 26, 2017, designated as Job No. 1428: underground telephone line along the easterly side of property.
5. Discrepancies or conflicts in the boundary line by reason of the location of fences other than on boundary lines.

ANOKA COUNTY MINNESOTA

Document No: 2187743.001 ABSTRACT

I hereby certify that the within instrument was filed in this office for record on 12/04/2017 10:48:50 AM

Fees/Taxes in the amount of: $826.50

Jonell M. Sawyer Deputy: Pam LeBlanc

Anoka County Property Tax
Administrator/Recorder/Registrar of Titles

Certificate of Real Estate Value Filed

Delinquent Taxes Certified

Transfer Entered:

Record ID: 4075892

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 F

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: **2019 DNR Water Supply Plan Approval**

DATE: June 17, 2019

OVERVIEW: The Minnesota Department of Natural Resources has approved the City's Water Supply Plan. Formal adoption of the plan by the City Council is required as part of the comprehensive plan process, the City's Water Supply Plan was drafted and submitted with the comp plan update. Following submittal, additional comments were provided by the Department of Natural Resources. Through a variety of meetings, city staff updated the Water Supply Plan to address the comments submitted by the Department of Natural Resources. In a letter dated June 4, 2019 from Joe Richter, District Appropriations Hydrologist of the Minnesota Department of Natural Resources, we were informed that the City's Water Supply Plan has been approved. Please find enclosed a copy of that letter for your information. The approval is effective upon the DNR's receipt of the "Certification of Adoption" form signed by the authorized person to sign on behalf of the system.

ACTION TO BE CONSIDERED: The City Council pass a motion adopting the Water Supply Plan submitted to the MN DNR in August of 2018 and authorize the Public Works Director to execute the Certification of Adoption and forward it to the Minnesota Department of Natural Resources.

BUDGET IMPLICATION: There are no immediate budget impacts associated with the adoption of the City's Water Supply Plan. Moving forward, it will continue to be important for the City to monitor rates charged for water and continue promote conservation. The DNR is encouraging the City to install a monitoring well in the drift aquifer near wells 3 and 4. Cost associated with adapting an already existing well are being gathered rather than installing a new monitoring well. Additional information regarding the monitoring well will be provided to council in the future.

Attachments: 2019-06-04 Approval Letter – WSP DNR
Certificate of Adoption

DEPARTMENT OF NATURAL RESOURCES

Minnesota Department of Natural Resources
Ecological and Water Resources
1200 Warner Road
St. Paul, MN 55106

June 4, 2019

Paul Teicher
Public Works Director
4058 Saint Francis Blvd
Saint Francis, MN 55070

RE: Water Supply Plan Approval, City of Saint Francis Appropriation Permit No. 1979-6329

Dear Mr. Teicher:

The Department of Natural Resources (DNR) has completed our review of the revised City of Saint Francis water supply plan for the public water supply system that is authorized under DNR Water Appropriation Permit #1979-6329. I am pleased to advise you that in accordance with Minnesota Statutes, Section 103G.291, Subdivision 3, and on behalf of the Commissioner of the DNR, I hereby **approve your water supply plan.** We encourage the City to complete the attached "Certification of Adoption" form. Please upload the form to the MPARS-Water Supply Plan tab as soon as the City officially adopts the plan.

The approval of the City of Saint Francis water supply plan is not a pre-approval of either proposed wells or the proposed future volumes that are indicated in Table 7. Before surpassing the authorized volume of DNR Water Appropriation Permit #1979-6329, an amendment request must be submitted to the DNR for increasing the authorized volume of the permit. Before constructing a new well, a well construction preliminary assessment must be submitted to the DNR. The DNR will evaluate the well construction preliminary assessment against the most current laws and geologic information available at the time before making a decision on the requests.

Attached to this letter is a copy of a Water Supply Plan Review checklist, containing many comments by both the DNR and the Metropolitan Council. These comments should be used to improve the City of Saint Francis water supply plan and improve the management of the City of Saint Francis water supply system. We particularly would like the City of Saint Francis to work with the top water users to ensure they are implementing conservation measures and adopt further strategies for reducing per-capita demands and overall water use.

The DNR commends the City of Saint Francis on their water level monitoring program in the productions wells. We ask that this data continue to be submitted to the DNR Observation Well Manager, Tim Quan at gwlevelcoor.dnr@state.mn.us on an annual basis. Please note that the Groundwater Monitoring Details Attachment on your permit (attached) requires a monthly hand calibration measurement to check for any instrumentation drift, and installation of a monitoring well in the drift aquifer in the vicinity of Wells 3 and 4. These requirements will need to be implemented before any future amendments to your appropriation permit will be considered. Please feel free to contact Tim Quan in order to submit those data.

The Metropolitan Council has requested that the following comments be provided to the City of Saint Francis concerning the water supply plan:

- Saint Francis's water supply plan fulfills the Metropolitan Council minimum water supply requirements for the comprehensive plan. And the Council commends the city for its commitment to sustainable wataer supply planning.
- Going forward the Council encourages the community to expand its water conservation and efficiency program to help achieve the goals in the Master Water Supply Plan. Council staff are available to support these on-going efforts.
- If changes are made to this water supply plan resulting from DNR's review of the plan, or from changes during the full comprehensive plan update – such as changes to forecasts – the city will need to provide the Council and the DNR with the updated information when it submits its 2018 comprehensive plan. W
- within 30 days following the adoption of the City of Saint Francis Water Comprehensive Plan, of which the Water Supply Plan is a part, please adopt and submit copies of the local controls identified in the Water Supply Plan to the Metropolitan Council, as required by Minnesota Statutes 473.865.
- If your city has any questions about the Metropolitan Council's review comments or process, please feel free to contact Ali Elhassan at (651) 602-1066, or John Clark at (651) 602-1452.

Thank you for your efforts in planning for the future of the City of Saint Francis water supply and for conserving the water resources of the State of Minnesota. If you have any questions or need additional assistance with the City's water appropriation permit, please contact me at (651) 259 - 5877.

Sincerely,

Joseph D. Richter

Joe Richter
District Appropriations Hydrologist
Minnesota Department of Natural Resources

CC: Raya Esmaeili, Metropolitan Council Reviews Coordinator
John Clark, Metropolitan Council
Carmelita Nelson, DNR Water Supply Plan Coordinator
Jeanne Daniels, EWR South District Manager
Jason Spiegel, EWR Area Hydrologist

CERTIFICATE OF ADOPTION
WATER SUPPLY PLAN

City or Water System Name:

Name of Person Authorized to Sign
Certificate on Behalf of the System:

Title:

Address:

Telephone:

E-mail:

I certify that the Water Supply Plan approved by the Department of Natural Resources has been adopted by the city council or utility board that has authority over water supply services.

Signed: Date:

Submit Certificate of Adoption through MPARS
Or mail this certificate to: DNR Waters
Water Permit Program Supervisor
500 Lafayette Road
St. Paul, MN 55155-4032

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 G

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher Public Works Director
SUBJECT: **Surplus Property**
DATE: June 17, 2019

OVERVIEW:

The Public Works Department has 2 - 20 year old Isco Samplers from our old wastewater treatment facility that are no longer needed. New updated samplers were installed in the new facility when it was built. St Francis city code 8-7-3 (7) authorizes the City to dispose of property no longer needed for a municipal purpose. If the city were to properly dispose of the units, it would cost approximately $150.00 to recycle as appliances. The City of Buffalo has expressed interest in obtaining the samplers for parts.

ACTION TO BE CONSIDERED:

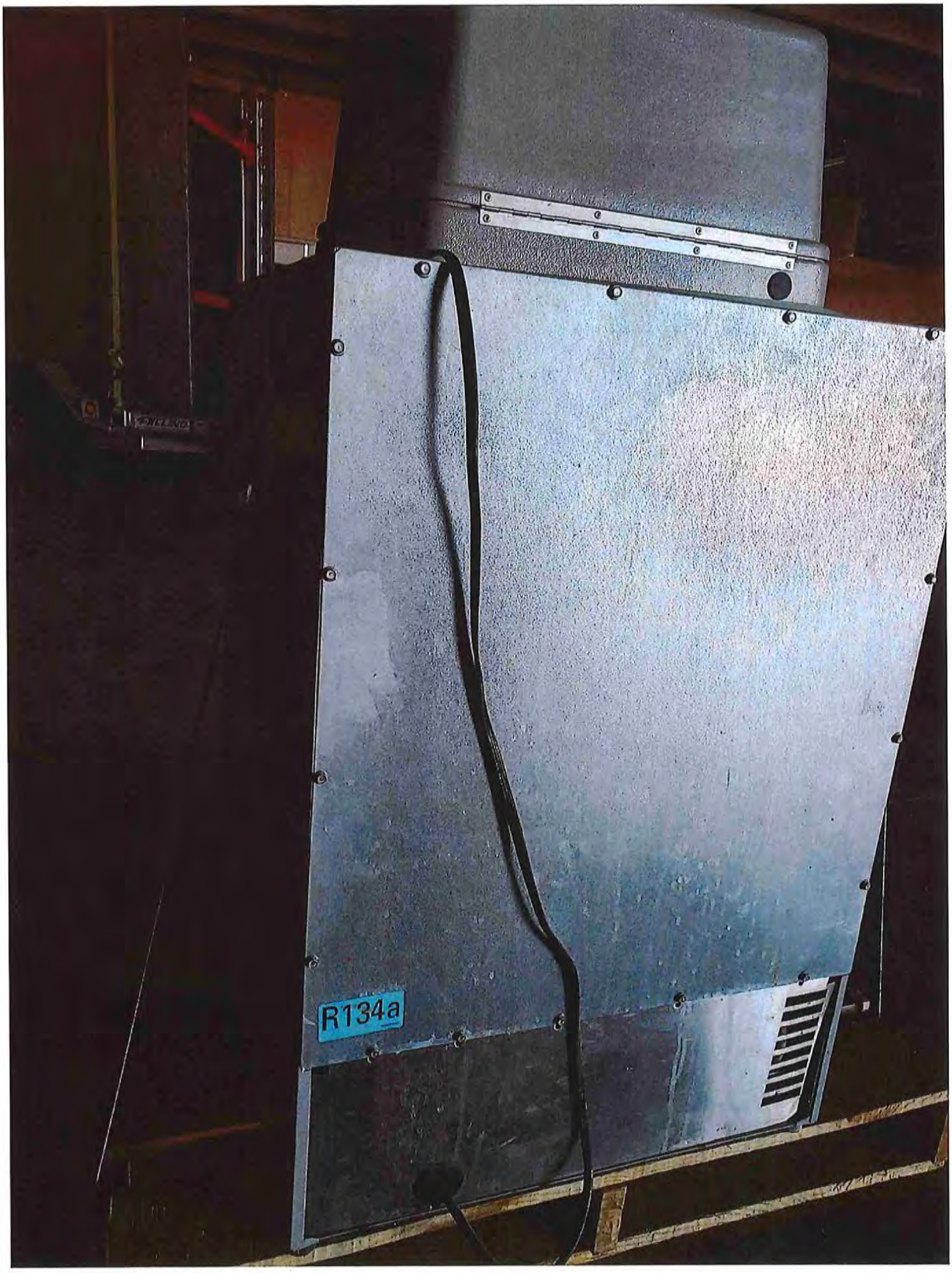
To approve resolution 2019 -22 declaring the listed equipment as surplus property to be donated to the City of Buffalo, MN under the guidelines of the St Francis City Code.

BUDGET IMPLICATION:

None, by donating the samplers to the City of Buffalo the City of St Francis will not have to pay for proper recycling of the unused equipment.

Attachments: Resolution 2019-22 Photos.

ISCO


R134a

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

RESOLUTION 2019-22

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

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

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

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

Surplus Property (Forfeiture Vehicles)	**Estimated Value**
(2) ISCO Automatic Sampling Units	No value

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF JUNE, 2019

APPROVED:

ATTEST:

_____
Steven D. Feldman, Mayor

_____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 H

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 06-13-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $245,091.99 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-$227,694.09
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:

- 06-17-2019 Packet List
- 06-17-2019 Other Checks

City of St. Francis

PAYMENT BATCH AP 06-17-19

AIRGAS NORTH CENTRAL					
05/31/2019	9962154223	E 101-43100-217	Other Operating Supplies	RENT	12.98
05/31/2019	9962154223	E 101-43210-217	Other Operating Supplies	RENT	12.98
05/31/2019	9962154223	E 101-45200-217	Other Operating Supplies	RENT	12.98
05/31/2019	9962154223	E 601-49440-217	Other Operating Supplies	RENT	12.98
05/31/2019	9962154223	E 602-49490-217	Other Operating Supplies	RENT	13.01
					$64.93
ANOKA COUNTY SHERIFF					
05/31/2019	.0519	E 101-42110-208	Training and Instruction	EMR REFRESHER-PETERSON	108.00
					$108.00
ASPEN MILLS					
05/24/2019	237611	E 101-42210-437	Uniform Allowance	UNIFORMS-LAWERENCE	4.00
					$4.00
BARGEN INC.					
06/06/2019	219274	E 405-43100-803	Sealcoating	PATCHING	11,210.00
06/07/2019	219273	E 405-43100-803	Sealcoating	PATCHING	16,087.50
					$27,297.50
BAYCOM, INC					
06/05/2019	EQUIPINV_020498	E 402-42110-550	Vehicles	SUPPLIES	249.00
					$249.00
BELLBOY CORPORATION					
06/04/2019	0069988700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.23
06/04/2019	0069988700	E 609-49751-251	Liquor For Resale	LIQUOR	1,639.63
06/04/2019	0069996900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
06/04/2019	0069996900	E 609-49751-251	Liquor For Resale	LIQUOR	1,460.00
06/05/2019	0099590500	E 609-49750-210	Operating Supplies	OPERATING	121.59
06/05/2019	0099590500	E 609-49751-254	Miscellaneous Merchandise	MISC	82.25
					$3,350.20
BERNICK COMPANIES, THE					
06/06/2019	508300	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
06/06/2019	508301	E 609-49751-252	Beer For Resale	BEER	353.70
06/06/2019	508301	E 609-49751-255	N/A Products	N/A	25.55
					$399.25
BGS (BARNA GUZY)					
05/31/2019	203334	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	39.00
					$39.00
BREAKTHRU BEVERAGE					
05/30/2019	1080978251	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.40
05/30/2019	1080978251	E 609-49751-251	Liquor For Resale	LIQUOR	5,458.95
05/30/2019	1080978251	E 609-49751-254	Miscellaneous Merchandise	MISC	66.09
05/30/2019	1080978252	E 609-49751-252	Beer For Resale	BEER	232.00
06/06/2019	1080981007	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.49
06/06/2019	1080981007	E 609-49751-251	Liquor For Resale	LIQUOR	2,266.23
					$8,114.16
CAPITOL BEVERAGE SALES, L.P					
06/03/2019	6116438	E 609-49751-252	Beer For Resale	BEER	353.00
					$353.00

CINTAS					
05/29/2019	4022722595	E 609-49750-219	Rug Maintenance	RUGS	11.26
06/04/2019	4023192280	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	10.64
06/04/2019	4023192311	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	24.04
06/04/2019	4023192311	E 101-43100-402	Janitorial Service	RUGS & SUPPLIES	6.01
06/04/2019	4023192311	E 101-45200-402	Janitorial Service	RUGS & SUPPLIES	6.01
06/04/2019	4023192311	E 601-49440-402	Janitorial Service	RUGS & SUPPLIES	6.01
06/04/2019	4023192311	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	6.01
06/11/2019	4023606864	E 101-41940-219	Rug Maintenance	RUGS	16.16
					$86.14
COUNTY MARKET - CITY ACCOUNT					
05/31/2019	.0519	E 101-42210-212	Motor Fuels	FUEL	315.80
					$315.80
COURIER, THE					
06/05/2019	106917	E 101-41400-441	Miscellaneous	SUMMER NEWSLETTER	126.00
					$126.00
CRYSTAL SPRINGS ICE					
05/28/2019	002.B006420	E 609-49751-254	Miscellaneous Merchandise	MISC	75.60
06/01/2019	002.B006476	E 609-49751-254	Miscellaneous Merchandise	MISC	97.20
06/04/2019	002.B006519	E 609-49751-254	Miscellaneous Merchandise	MISC	167.80
06/08/2019	002.B006574	E 609-49751-254	Miscellaneous Merchandise	MISC	225.04
					$565.64
DAHLHEIMER DIST. CO. INC.					
05/30/2019	116-0222	E 609-49751-252	Beer For Resale	BEER	8,427.25
05/30/2019	116-0222	E 609-49751-254	Miscellaneous Merchandise	MISC	385.00
05/30/2019	116-0222	E 609-49751-255	N/A Products	NA	54.00
05/31/2019	852821	E 609-49751-252	Beer For Resale	BEER	2,520.00
06/05/2019	129-0509	E 609-49751-252	Beer For Resale	BEER	13,993.90
06/05/2019	129-0509	E 609-49751-255	N/A Products	N/A	27.00
					$25,407.15
E.H. RENNER					
06/03/2019	849	E 601-47000-601	Debt Srv Bond Principal	REPAIRS @ WELL #4	11,742.02
					$11,742.02
EAGLE GARAGE DOOR CO.					
05/08/2019	5441	E 101-42210-401	Repairs/Maint Buildings	SERVICE DOORS-FIRE STATION	445.00
					$445.00
ECM PUBLISHERS, INC.					
05/31/2019	699498	E 101-41400-352	General Notices and Pub Info	CHAMBER MAP	315.00
06/07/2019	701495	E 101-41910-351	Legal Notices Publishing	SALE OF LOTS	53.75
06/07/2019	701496	E 101-42110-441	Miscellaneous	FORFEITURE SALE	37.63
					$406.38
EMBEDDED SYSTEMS					
05/30/2019	343892	E 101-42110-311	Contract	SIREN MAINTENANCE	553.50
					$553.50
EMERGENCY AUTOMOTIVE TECH. INC					
05/28/2019	OAK18194	E 402-42110-550	Vehicles	UNMARKED CAR	8,910.02
05/30/2019	OAK18192	E 402-42110-550	Vehicles	SQUAD 119	6,647.39
06/07/2019	OAK18193A	E 402-42110-550	Vehicles	NEW SQUAD 219	6,682.47
					$22,239.88
FERRELLGAS					
05/23/2019	RNT7819084	E 101-43100-217	Other Operating Supplies	CYLINDER	12.00
05/23/2019	RNT7819085	E 101-43100-217	Other Operating Supplies	CYLINDER	12.00
					$24.00
FIRE CAT, LLC					
06/07/2019	MN-7286	E 101-42210-218	Equipment Repair & Maintenance	HOSE TESTING	2,247.00
					$2,247.00

GRANITE CITY JOBBING CO.					
06/04/2019	139251	E 609-49750-210	Operating Supplies	OPERATING	137.78
06/04/2019	139251	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
06/04/2019	139251	E 609-49751-254	Miscellaneous Merchandise	MISC	53.16
06/04/2019	139251	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,759.47
					$2,954.66
GREAT PLAINS FIRE					
06/03/2019	5350	E 101-42110-221	Vehicle Repair & Maintenance	SUPPLIES	111.14
					$111.14
HAWKINS, INC.					
06/03/2019	4509900	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	4,939.22
06/03/2019	4509923	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,524.17
06/03/2019	4509933	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	4,091.50
					$10,554.89
HEEREN, JOHN					
		E 101-42110-441	Miscellaneous	SETTLEMENT 06/03/19	30,000.00
					$30,000.00
HOISINGTON KOEGLER GROUP, INC					
06/09/2019	018-041-9	E 101-41910-311	Contract	GENERAL PLANNING	9,902.02
06/09/2019	018-041-9	G 803-22043	Esc-Laketown Homes	LAKETOWN HOMES	656.25
06/09/2019	018-041-9	G 803-22160	ESC-SCHULTE SUBDIVISION	SHULTE-TURTLE PONDS	618.75
					$11,177.02
INNOVATIVE OFFICE SOLUTIONS, L					
05/31/2019	IN2537944	E 101-42110-200	Office Supplies	SUPPLIES	11.49
05/31/2019	IN2537944	E 101-43100-200	Office Supplies	SUPPLIES	26.65
06/06/2019	IN2544125	E 101-43210-200	Office Supplies	SUPPLIES	9.15
					$47.29
INTERSTATE TESTING					
05/29/2019	13841	E 601-49440-233	Water Treatment Plant Maint	TESTING	400.00
05/29/2019	13841	E 601-49440-234	Water Tower Maintenance	TESTING	400.00
					$800.00
JJ TAYLOR DISTRIBUTING					
05/30/2019	2973930	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/30/2019	2973930	E 609-49751-252	Beer For Resale	BEER	5,139.15
05/31/2019	2973934	E 609-49751-251	Liquor For Resale	LIQUOR	221.60
					$5,363.75
JOHNSON BROS WHLSE LIQUOR					
05/30/2019	1300889	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.66
05/30/2019	1300889	E 609-49751-251	Liquor For Resale	LIQUOR	3,201.19
05/30/2019	1300890	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.84
05/30/2019	1300890	E 609-49751-253	Wine For Resale	WINE	488.30
06/05/2019	1306610	E 609-49751-206	Freight and Fuel Charges	FREIGHT	43.18
06/05/2019	1306610	E 609-49751-251	Liquor For Resale	LIQUOR	2,257.28
06/05/2019	1306611	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
06/05/2019	1306611	E 609-49751-253	Wine For Resale	WINE	530.25
					$6,615.97
JOSHUA/MARKUM BUILDERS					
		G 803-20200	Accounts Payable	ESC REF 22834 DAKOTAH	5,350.00
					$5,350.00
LMC INSURANCE TRUST					
06/01/2019	14364	E 101-42110-160	Work Comp Insurance	WC	768.65
					$768.65
MCDONALD DIST CO.					
05/30/2019	251-0066	E 609-49751-252	Beer For Resale	BEER	(22.00)
05/30/2019	492753	E 609-49751-252	Beer For Resale	BEER	6,453.60
05/30/2019	492753	E 609-49751-255	N/A Products	NA	21.40
06/04/2019	251-0071	E 609-49751-252	Beer For Resale	BEER	(50.40)

06/04/2019	493283	E 609-49751-252	Beer For Resale	BEER	10,150.15
06/04/2019	493283	E 609-49751-255	N/A Products	N/A	201.30
06/04/2019	493337	E 609-49751-252	Beer For Resale	BEER	(1,536.00)
06/04/2019	493338	E 609-49751-252	Beer For Resale	BEER	1,692.00
					$16,910.05
METRO SALES, INC.					
05/31/2019	INV1352586	E 101-41400-200	Office Supplies	REMAINING BALANCE	2.43
					$2.43
MIDCONTINENT COMMUNICATIONS					
06/01/2019	.0619	E 101-41940-321	Telephone	CITY HALL	859.00
06/01/2019	.0619	E 101-42110-321	Telephone	POLICE	16.89
06/01/2019	.0619	E 101-43100-321	Telephone	PUBLIC WORKS	16.89
06/01/2019	.0619	E 601-49440-321	Telephone	WATER	150.00
06/01/2019	.0619	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					$1,192.78
MTI DISTRIBUTING, INC.					
05/29/2019	1214262.00	E 101-45200-218	Equipment Repair & Maintenance	MOTOR ASM	682.72
05/30/2019	1214262.01	E 101-45200-218	Equipment Repair & Maintenance	MOTOR ASM	680.44
					$1,363.16
MWOA					
06/01/2019	.0619	E 602-49490-208	Training and Instruction	CONFERENCE-TEICHER	275.00
06/01/2019	.0619	E 602-49490-208	Training and Instruction	CONFERENCE-BARTEN	275.00
					$550.00
NORTHERN LIGHTER PYROTECHNICS,					
06/10/2019	.0619	E 101-45200-311	Contract	FIREWORKS-2019	10,000.00
					$10,000.00
OFFICE OF THE SECRETARY					
06/04/2019	.0619	E 101-41400-441	Miscellaneous	NOTARY-STOLL	120.00
					$120.00
PACE ANALYTICAL SERVICES					
05/31/2019	1912006696	E 602-49490-313	Sample Testing	TESTING	138.00
06/04/2019	1912006804	E 602-49490-313	Sample Testing	TESTING	381.50
06/05/2019	1912006916	E 602-49490-313	Sample Testing	TESTING	140.00
06/05/2019	1912006918	E 602-49490-313	Sample Testing	TESTING	110.00
06/07/2019	1912006959	E 601-49440-313	Sample Testing	TESTING	120.00
					$889.50
PHILLIPS WINE & SPIRITS CO.					
05/30/2019	2562259	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.81
05/30/2019	2562259	E 609-49751-251	Liquor For Resale	LIQUOR	4,247.44
05/30/2019	2562260	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
05/30/2019	2562260	E 609-49751-253	Wine For Resale	WINE	293.25
05/30/2019	2562261	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
06/05/2019	2566219	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.35
06/05/2019	2566219	E 609-49751-251	Liquor For Resale	LIQUOR	1,248.20
06/05/2019	2566220	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
06/05/2019	2566220	E 609-49751-253	Wine For Resale	WINE	212.00
					$6,091.17
ROSEVILLE, CITY OF					
06/04/2019	0226202	E 101-41940-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 101-42110-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 101-42210-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 101-43100-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 101-45200-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 601-49440-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 602-49490-321	Telephone	PHONE	82.87
06/04/2019	0226202	E 609-49750-321	Telephone	PHONE	82.91
06/04/2019	0226239	E 101-41110-310	Computer Consulting Fees	IT SERVICES	310.13
06/04/2019	0226239	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,007.94
06/04/2019	0226239	E 101-41910-310	Computer Consulting Fees	IT SERVICES	155.15
06/04/2019	0226239	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,566.58

06/04/2019	0226239	E 101-42210-310	Computer Consulting Fees	IT SERVICES	573.75
06/04/2019	0226239	E 101-42400-310	Computer Consulting Fees	IT SERVICES	286.87
06/04/2019	0226239	E 101-43100-310	Computer Consulting Fees	IT SERVICES	310.13
06/04/2019	0226239	E 101-45200-310	Computer Consulting Fees	IT SERVICES	310.13
06/04/2019	0226239	E 601-49440-310	Computer Consulting Fees	IT SERVICES	310.13
06/04/2019	0226239	E 602-49490-310	Computer Consulting Fees	IT SERVICES	310.13
06/04/2019	0226239	E 609-49750-310	Computer Consulting Fees	IT SERVICES	155.06
					$7,959.00
SKOGQUIST, ERIK					
05/31/2019	.0519	E 101-41550-311	Contract	ASSESSING-2ND QTR	4,083.38
					$4,083.38
SOUTHERN GLAZERS OF MN					
05/30/2019	1825418	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
05/30/2019	1825419	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.20
05/30/2019	1825419	E 609-49751-253	Wine For Resale	WINE	630.00
05/30/2019	1825420	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.36
05/30/2019	1825420	E 609-49751-251	Liquor For Resale	LIQUOR	1,711.08
06/06/2019	1828237	E 609-49751-206	Freight and Fuel Charges	FREIGHT	64.00
06/06/2019	1828237	E 609-49751-251	Liquor For Resale	LIQUOR	4,062.50
06/06/2019	1828238	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.20
06/06/2019	1828238	E 609-49751-251	Liquor For Resale	LIQUOR	4,691.60
					$11,246.22
ST. FRANCIS AREA CHAMBER OF					
06/02/2019	5359	E 609-49750-340	Advertising	PARADE SIGNUP	30.00
					$30.00
THE AMERICAN BOTTLING COMPANY					
06/06/2019	3562811171	E 609-49751-254	Miscellaneous Merchandise	MISC	185.40
					$185.40
TOTAL CONTROL SYSTEMS, INC.					
06/03/2019	8846	E 601-49440-233	Water Treatment Plant Maint	COMMUNICATION DEVICE	1,788.60
					$1,788.60
VINOCOPIA, INC.					
05/31/2019	0233958-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.00
05/31/2019	0233958-IN	E 609-49751-251	Liquor For Resale	WINE	696.00
					$716.00
WELLS, MARY					
05/31/2019	.0519	E 101-41550-311	Contract	ASSESSING 2ND QUARTER	4,083.38
					$4,083.38
FUND SUMMARY					$245,091.99

101 GENERAL FUND	$72,669.10
402 CAPITAL EQUIPMENT	$22,488.88
405 Street Improvement Fund	$27,297.50
601 WATER FUND	$20,628.28
602 SEWER FUND	$6,681.38
609 LIQUOR FUND	$88,701.85
803 ESCROW	$6,625.00
Total	245,091.99

CITY OF ST. FRANCIS
6/17/2019

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		0.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
05/02/19	Federal Tax	Payroll	20,723.42
	PERA	Payroll	18,614.18
	VOYA	Payroll	1,550.00
	ICMA	Payroll	385.00
	State Tax	Payroll	4,480.80
	MSRS	Payroll	741.72
	Healthcare Savings	Payroll	754.50
	Health Partners	Payroll	26,478.67
	Cayan	Liquor CC Fee	2,823.23
05/03/19	Flyte HCM	Flex Payment	100.00
05/13/19	Visa	CC	14,032.92
05/14/19	Centerpoint	Gas Bill	4,189.67
05/15/19	Connexus	Electric Bill	18,488.94
05/16/19	Federal Tax	Payroll	20,314.44
	PERA	Payroll	18,548.74
	VOYA	Payroll	1,550.00
	ICMA	Payroll	385.00
	State Tax	Payroll	4,436.52
	MSRS	Payroll	752.17
	Healthcare Savings	Payroll	754.50
05/20/19	Mn Dept of Revenue	Sales Tax	17,720.00
05/21/19	Federal Tax	Payroll	1,304.51
	PERA	Payroll	939.69
	State Tax	Payroll	33.46
	Child support	Payroll	631.15
	Cayan	Liquor CC Fee	39.90
05/30/19	Federal Tax	Payroll	20,517.35
	PERA	Payroll	18,777.40
	VOYA	Payroll	1,550.00
	ICMA	Payroll	385.00
	State Tax	Payroll	4,483.49
	MSRS	Payroll	742.87
	Cayan	Liquor Gift Card	5.30
05/31/19	Village Bank	Bank Fee	109.35
	Payment Service Network	CC Fee	350.20
	TOTAL		227,694.09

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 I

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: **Rivers Edge Letter Of Credit Reduction**

DATE: June 12, 2019

OVERVIEW:

The City has previously approved the Rivers Edge development and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Development Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status and recommend that the Letter of Credit may be reduced at this time.

ACTION TO BE CONSIDERED:

City Council approval of the Letter of Credit reduction from $169,200 to $113,400 based on work completed to date.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Rivers Edge Letter of Credit Reduction Recommendation Letter

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

40 YEARS

June 12, 2019

Joe Kohlmann, City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: Rivers Edge
Letter of Credit Reduction

Dear Mr. Kohlmann:

We have reviewed the status of the Rivers Edge project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

1. The grading has been substantially completed. However, additional turf establishment and erosion control measures are needed and as-built plans are needed to verify that grading has been completed correctly. It appears the corrective measures will be required for Pond 6.

2. The sanitary sewer has been constructed and is substantially complete. The castings will have to be raised prior to paving the wear course of bituminous.

3. The watermain has been installed and is substantially complete. The gate valve boxes will have to be raised prior to paving the wear course of bituminous.

4. The storm sewer is substantially completed.

5. The aggregate base, concrete curb and gutter, and bituminous non-wear course have been constructed on the streets. The bituminous wear course remains to be completed.

6. The bituminous trail and sidewalks have been completed.

7. We have not received the as-built utility plans or grading plans.

8. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is $75,600. We therefore recommend that the Letter of Credit may be reduced to $113,400.00 at this time, which is 150% of the estimated cost of the remaining improvements.

If you have any questions please call me at 763-427-5860.

Sincerely,
Hakanson Anderson

Craig Jochum, P.E., City Engineer

cc: Barb Held, City Clerk
Darcy Mulvihill, Finance Director
Kate Thunstrom, Community Development Director
Paul Teicher, Public Works Director
Shane Nelson, P.E., Assistant City Engineer
Dale Willenbring, Developer
Marty Campion, Developer's Engineer

Hakanson Anderson

Rivers Edge
Value of Remaining Work
June 12, 2019

Description	Value
Outlet Control Structure	
Bituminous Wear	$26,200.00
Tack	$800.00
Ped Ramps	
Sidewalk	
Trail	
5% of Utilities Pending As-Builts / Punchlist / Walk Thru / Casting Adjustments	$14,500.00
5% of Grading Pending As-Builts / Punchlist / Walk Thru	$9,100.00
Pond 6 Correction and/or re-design	$5,000.00
General Seeding and ESC Maintenance	$10,000.00
Seeding Infiltration Basins and Wetland Buffers	$10,000.00
Estimated Remaining Construction Cost	$75,600.00
Required LOC (150%)	$113,400.00

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

CITY COUNCIL WORK SESSION NOTES
JUNE 12, 2019

1. **Call to Order/Roll Call**
The Work Session was called to order at 5:31 pm.
Roll Call: Present were Steve Feldman, Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present were City Engineer Craig Jochum, City Administrator Joe Kohlmann and Public Works Director Paul Teicher.

2. **Street Re-Construction Projects**
City Engineer gave a report on the reconstruction of a portion of Poppy Street, Butterfield Drive and the River Shores Development (Zea Street, 225th Lane, 226th Avenue, and Tulip Street). Discussion was on the water service replacement, water main replacement and the assessments for this work. The existing watermains on Poppy Street (north of 228th Avenue), and Butterfield Drive were put in 1973 and in the River shores neighborhood in 1979. The watermain south of 228th Avenue on Poppy Street was installed in 1997. Staff is recommending replacement of the 1973 watermain on Poppy Street and Butterfield Drive. These watermains are also recommended to be upsized from 6" to 8" which matches the watermains on each end. The type of piping material was discussed. Water service and the property owners responsibility for the service from the mail to their property line was discussed. The right of way acquisition will be required for several parcels on Poppy Street and Butterfield Drive. Storm Sewer improvements will be required on all three streets. In addition, Poppy Street and Butterfield Drive does not have concrete curb and gutter to meet the city's current urban standards. With that staff is also recommending that a trail be constructed on the west side of Poppy Street from 227th Avenue to just south of Bridge Street to connect the trail construction on each end. Council recommended talking to Oak Grove about the trail connection and the curb and gutter along Poppy Street. Two different scenarios were

DRAFT

discussed on whether to complete the replacement of the water services and the watermain or just complete the watermain repair paid by the city and service replacement paid by the property owner. Assessments for the repair portions of these projects were discussed. Council agreed to move forward to bid out for the watermain replacement, more research on the number of services replaced and when, require the right-of-way that's needed, assessing storm sewer improvements (40% resident/60% city), water services are 100% resident and will bid it out this year. Bids will be received this year and project to be completed in 2020.

3. **Water Meter Replacement Discussion**

City Administrator stated there is one typo error in the Water Meters memo. The payments of about $66,000 annually for 20 years should be 10 years. The City's contract with RMR to read water meters was terminated at the end of March. April 1st, the City contracted with SL Serco read the city's water meters. Until July, OPUS will be managing the contract with SL Serco, after that time the City is expected to negotiate a contract directly with SL Serco. The City has explored replacing all of the water meters in the City with "radio read" meters that can be read from one location (likely the Public Works facility). SL Serco is a water meter installation company but they are not the supplier of the City's meters. The estimated cost for this replacement is about $550,000. If we signed a one year contract with them to read the meters it will cost the City approximately $36,000 per year. Kohlmann asked if the council would be in a consensus to enter into a one-year contract with SL Serco with the understanding we move toward the installation of radio read meters. The City could possibly handle financing these as about a 4% interest rate totaling payments of about $66,000 annually for 10 years. That would be $33,000 per year against the water and sewer funds. We would probably have to bond if the City did the $550,000 up front. Potentially get a lower interest rate too. Discussion held on how to pay for the meter replacement, when to do this, do we do it next year or maybe this year. There are roughly 850 meters that will only have the heads replaced on the meters the remainder will have to have the whole meter replaced. Ferguson is the distributor of the meters and they could do a meter replacement in 17 weeks. Council asked to bring this to them in a power point presentation at the next

council meeting to inform the residents of the new radio (wireless) meters they are looking to have installed.

4. **Developments**
City Administrator explained to the City Council of the different potential developments that could happen over the years in the City. The different zoning designations in the City along with areas that could be potential water and sewer areas.

5. **Adjournment**
Mayor Feldman adjourned the work session at 8:15 pm.

Submitted by,

_____
Barbara I. Held, City Clerk

DRAFT

Water Meter Replacement
City of St. Francis

City Council Presentation

June 17, 2019

By

Joe Kohlmann

Water Meters – overview

- The City's contractor that has historically read the City's water meters terminated their contract April 1st
- They has found a short term solution for meter reading through the end of July
- The Cost of reading the meters is approximately $36,000 annually

Water Meters – Replacement solution

- Technology for meter reading has advanced to radio read – eliminating reading the meters manually - remote reading
- Water meters begin to read slowly over time – City pumps more water than it bills (water loss)
- Radio read technology allows for better monitoring for potential leaks and up to the minute usage

Water Meter Replacement – Cost

- The estimated cost is approximately $500,000 - $650,000
- This cost would likely be finance out 10 years
- It is anticipated the $36,000 meter reading contract would be eliminated
- The approximate remainder of the approximately $40,000 would be split from the water and sewer fund annually - $20,000 each

Water Meter Replacement – Timeline

- Advertisement would go to the paper on June 18th
- 10 day publication period (published June 21st)
- Bids received the week of July 1st or July 8th
- Bids considered for Council Approval on July 15th

Water Meter Replacement – Timeline

- The City expects full replacement of the water meters in about 20 weeks

- Assuming a bid is accepted on July 15th – it is anticipated that full meter replacement should be completed in December of 2019

Questions, comments, concerns…

City of St. Francis

City of St. Francis City Council Agenda Item
Executive Summary

Title of Item: **FINAL PLAT: Rivers Edge 2nd Addition:** A resolution to approve the final plat and final plan for the 2nd Addition of the Rivers Edge Planned Unit Development.

Meeting Date: 6-17-19

Staff Reporting: Beth Richmond, City Planner

Summary: Staff, Engineering, and Legal have reviewed the final plat/plan application for the Rivers Edge Planned Unit Development (2nd Addition) and find the documents to be complete, substantially conforming to the approved PUD Development Plan, and ready for approval.

Key items of note include:

- The applicant is requesting final approval for six lots total. Five of these lots will be villa homes located on the eastern portion of the site off of Marigold Street NW to be extended northerly as part of the plat. The 6th lot will be located to the west of Quay Street northwest of the existing platted lots.
- As a drainage and utility easement was established over all of Outlot A as part of the 1st Addition final plat, the existing drainage and utility easement will be vacated and new drainage and utility easements are established as part of the final plat approval.
- A draft developer's agreement (to be provided by city attorney) for the 2nd Addition has been created for Council's review. All parties feel the proposed language before Council is ready for approval and implementation. All letter of credit and associated warranty issues are in order, and required park dedication fees for the 2nd addition are specified.
- Proposed conditions of final plat approval are listed in the draft resolution provided for Council review and approval.

Recommendations: Staff recommends approval of the final plat and final plans for the 2nd Addition of Rivers Edge PUD via the following motion:

"Move to adopt Resolution 2019-23approving the final plat and final plans for the 2nd Addition of the Rivers Edge Planned Unit Development."

List of Attachments:
A) Final Plat
B) Final Plans
C) Developers Agreement
D) Draft Resolution

Review No. 1

Hakanson Anderson

ENGINEERING REVIEW for the City of St. Francis by Hakanson Anderson

Submitted to:	City of St. Francis
cc:	Joe Kohlmann, City Administrator Paul Teicher, Public Work Director Kate Thunstrom, Community Development Director Beth Richmond, HKGI Brad Scheib, HKGI Craig Jochum, City Engineer
Reviewed by:	Shane Nelson, Assistant City Engineer
Date:	June 12th, 2019
Proposed Project:	Rivers Edge 2nd Addition
Street Location:	Not assigned. PID 29-34-24-34-0003
Applicant:	St Francis Land Development LLC
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

Construction Plans for Rivers Edge 2nd Addition, dated 5/28/19, prepared by Campion Engineering Services, Inc.

Final Plat for Rivers Edge 2nd Addition, prepared by Wenck Associates

Stormwater Management Plan for Rivers Edge, dated 5/31/18, prepared by Civil Methods, Inc.

Preliminary Plat Submittal Drawings for Rivers Edge, 16 Sheets total, dated 2/28/18, prepared by Campion Engineering Services, Inc. and Wenck Associates

Wetland Delineation Report for Rivers Edge, dated November 27, 2017, prepared by Minnesota Natural Resources

SITE ACCESS / VEHICULAR TRAFFIC

1. It is proposed that the site will gain access from the existing Quay Street and a northerly extension of Marigold Street.
2. It is proposed that the bituminous trail will be extended along the west side of Marigold Street. We recommend adding the "trail" hatching to the legend in the plans.

SEWER AND WATER UTILITIES

1. The plans propose to connect to the existing sanitary sewer manhole and extend 8" PVC sanitary sewer pipe north via the Marigold Street NW alignment, which is acceptable and will provide sewer service to the properties to the north.
2. The plans propose to extend the 8" PVC watermain north via the Marigold Street NW alignment, which is acceptable and will provide water service to the property to the north.
3. The proposed sanitary sewer and water system appears adequate to service the proposed new lots.
4. The watermain fittings shall be labeled on the plans.
5. The length of the watermain shall be labeled on the plans.
6. 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.

FINAL PLAT

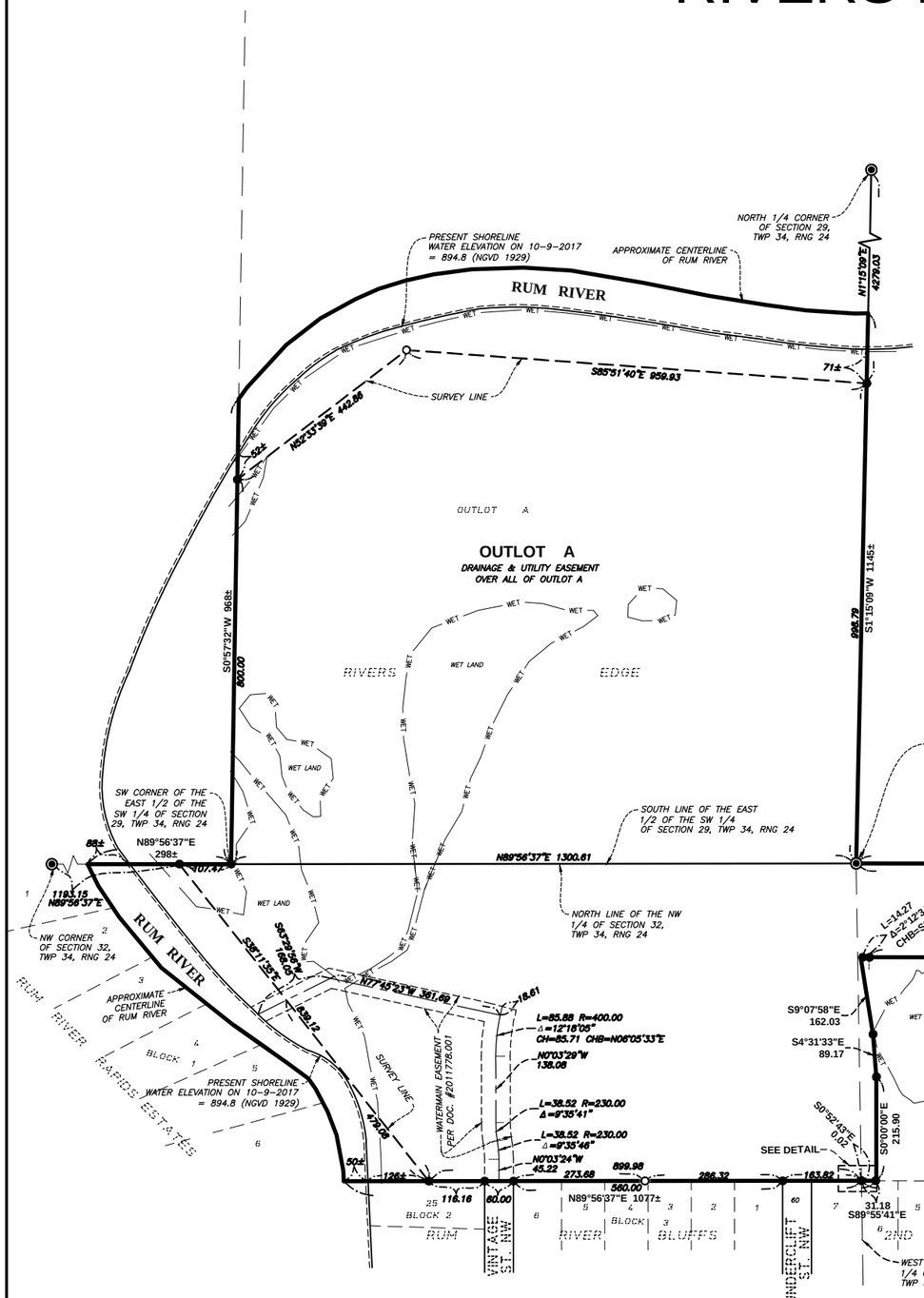
1. The temporary cul-de-sac extends outside of the proposed right-of-way. Provide temporary easement, which will automatically expire upon the northerly extension of Marigold Street.

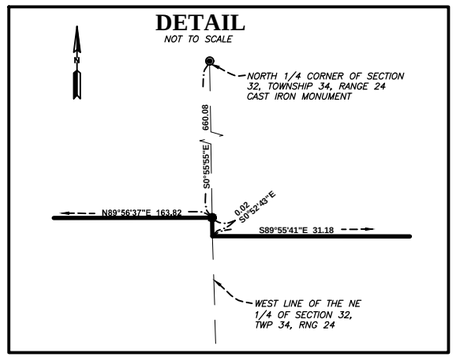
SUMMARY AND/OR RECOMMENDATION

We recommend approval of the Final Plat subject to the conditions as listed herein.

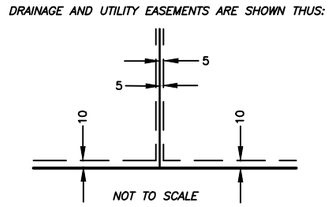
RIVERS EDGE 2ND ADDITION

City of St. Francis
County of Anoka
Sec. 29 & 32, Twp. 34, Rng. 24

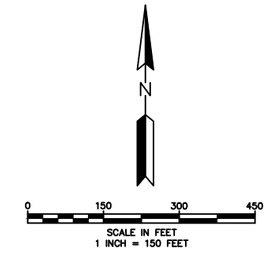




Curve Table					
Curve #	Length	Radius	Delta	Chord Length	Chord Bearing
C1	11.73	230.00	2°55'23"	11.73	S84°02'12"E
C2	99.69	370.00	15°26'17"	99.39	S35°23'22"E
C3	25.01	200.00	7°09'52"	24.99	N39°31'34"W
C4	15.43	170.00	5°11'56"	15.42	N57°38'40"E
C5	23.43	230.00	5°50'14"	23.42	N57°57'48"E
C6	65.45	200.00	18°45'00"	65.45	N09°18'11"W



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING FRONT AND REAR LOT LINES, AND ADJOINING STREETS. EXCEPT AS SHOWN.



BEARING ORIENTATION NOTE:

THE EAST LINE OF OUTLOT A, RIVERS EDGE, IS ASSUMED TO BEAR N0°25'24"W.

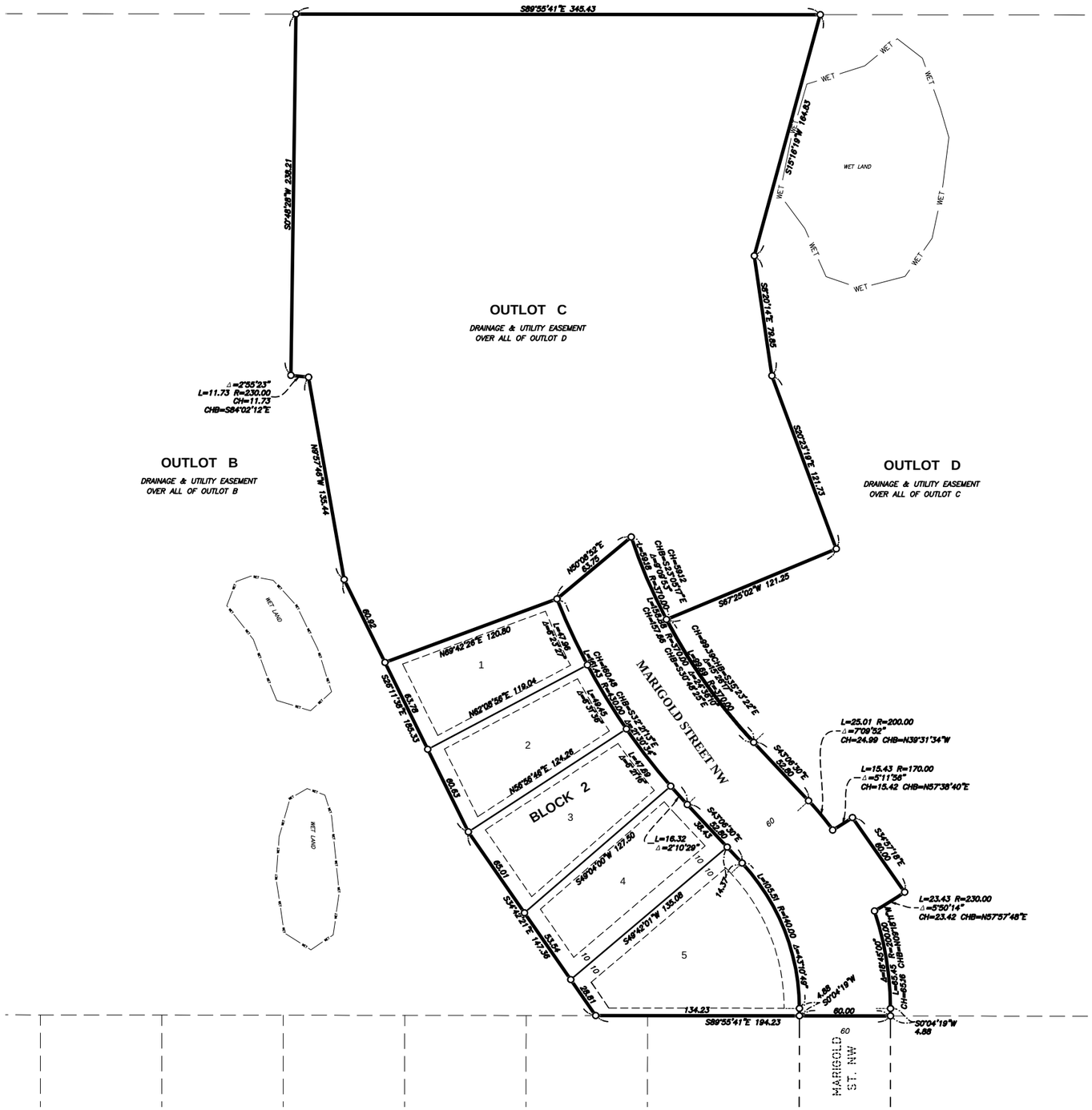
LEGEND

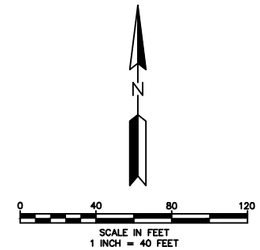
- ● *DENOTES 1/2 INCH X 14 INCH IRON MONUMENT FOUND*
- ○ *DENOTES 1/2 INCH X 14 INCH IRON MONUMENT SET WITH PLASTIC CAP MARKED RLS NO. 43055*
- ◉ *FOUND ANOKA COUNTY MONUMENT*
- WET *DENOTES WET LAND*

WENCK ASSOCIATES

RIVERS EDGE 2ND ADDITION

City of St. Francis
County of Anoka
Sec. 29 & 32, Twp. 34, Rng. 24





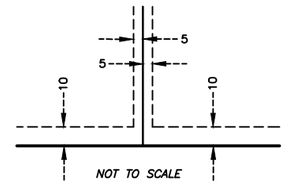
BEARING ORIENTATION NOTE:

THE EAST LINE OF OUTLOT A, RIVERS EDGE, IS ASSUMED TO BEAR N0°25'24"W.

LEGEND

- ○ *DENOTES 1/2 INCH X 14 INCH IRON MONUMENT SET WITH PLASTIC CAP MARKED RLS NO. 43055*
- —WET— *DENOTES WET LAND*

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING FRONT AND REAR LOT LINES, AND ADJOINING STREETS. EXCEPT AS SHOWN.

WENCK ASSOCIATES

RIVERS EDGE 2ND ADDITION

City of St. Francis
County of Anoka
Sec. 29 & 32, Twp. 34, Rng. 24

KNOW ALL PERSONS BY THESE PRESENTS: That Patricia S. Murzyn and Michael S. Murzyn, wife and husband, and David J. Siwek and Lisa M. Siwek husband and wife, owners, and St. Francis Land Development, LLC, a Minnesota limited liability company, contract purchaser of the following described property:

Outlot A, RIVERS EDGE, Anoka County, Minnesota, according to the record plat thereof.

Have caused the same to be surveyed and platted as RIVERS EDGE 2ND ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said St. Francis Land Development, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____day of_____, 20_____.
St. Francis Land Development, LLC

_____ (Signature)

_____ (Name Printed)
President

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____by

_____, President of St. Francis Land Development, LLC, a Minnesota limited liability company.

_____ _____
(Signature) (Name Printed)

Notary Public, _____ County, _____

My Commission Expires_____

In witness whereof said Patricia S. Murzyn and Michael S. Murzyn, wife and husband, have hereunto set their hands this _____day of_____, 20_____.

_____ _____ _____
Patricia S. Murzyn Michael S. Murzyn

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____by Patricia S. Murzyn and Michael S. Murzyn, wife and husband.

_____ _____
(Signature) (Name Printed)

Notary Public, _____ County, _____

My Commission Expires_____

In witness whereof said David J. Siwek and Lisa M. Siwek, husband and wife, have hereunto set their hands this _____day of_____, 20_____.

_____ _____
David J. Siwek Lisa M. Siwek

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____by David J. Siwek and Lisa M. Siwek, husband and wife.

_____ _____
(Signature) (Name Printed)

Notary Public, _____ County, _____

My Commission Expires_____

SURVEYORS CERTIFICATION

I Chris Ambourn do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

_____
Chris Ambourn, Licensed Land Surveyor
Minnesota License No. 43055

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____, 20_____, by Chris Ambourn.

_____ _____
(Signature) (Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

CITY COUNCIL, CITY OF ST. FRANCIS, MINNESOTA

This plat of RIVERS EDGE 2ND ADDITION was approved and accepted by the City Council of the City of St. Francis, Minnesota at a regular meeting thereof held this _____ day of _____, 20_____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of St. Francis, Minnesota

By:_____ By: _____
Mayor Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____
Charles F. Gitzen
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20_____.

_____
Property Tax Administrator

By _____, Deputy

COUNTY RECORDER/REGISTRAR OF TITLES
County of Anoka, State of Minnesota

I hereby certify that this plat of RIVERS EDGE 2ND ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this _____day of _____, 20____, at _____ o'clock ___.M. and was duly recorded as Document Number _____.

_____
County Recorder/Registrar of Titles

By _____, Deputy

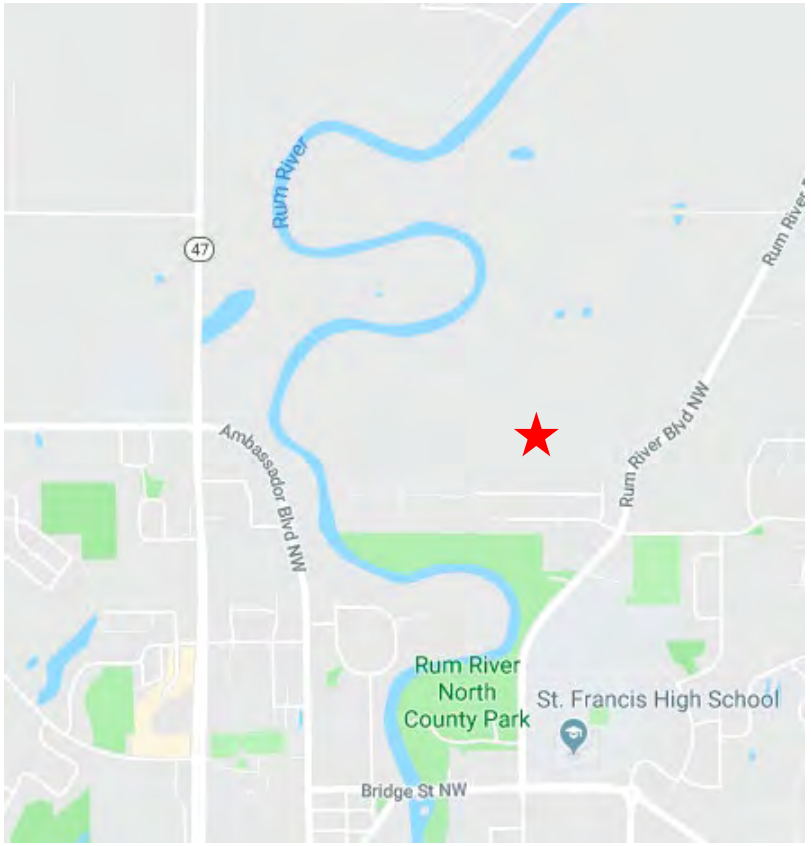
WENCK
ASSOCIATES

Rivers Edge 2nd Addition

City Council – June 17, 2019

Request

- Applicant is seeking final plat and final plan approval of 6 lots in the Rivers Edge subdivision

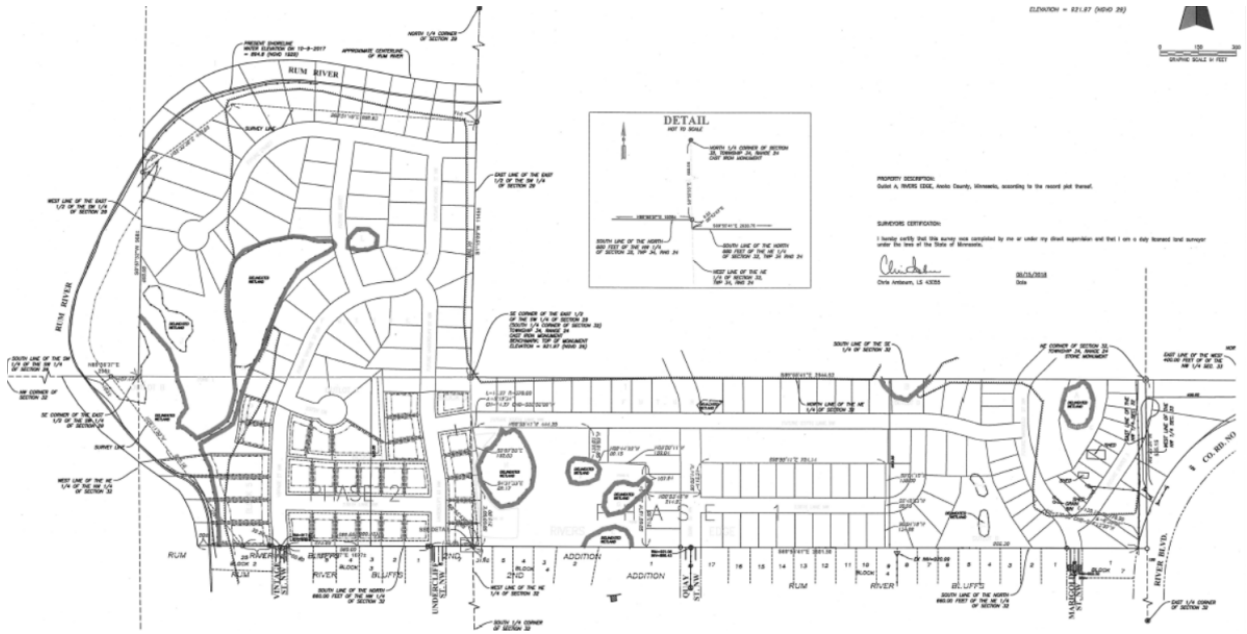


Request

- The applicant is requesting the following approvals:
  - Final Plat
  - Final PUD Plan

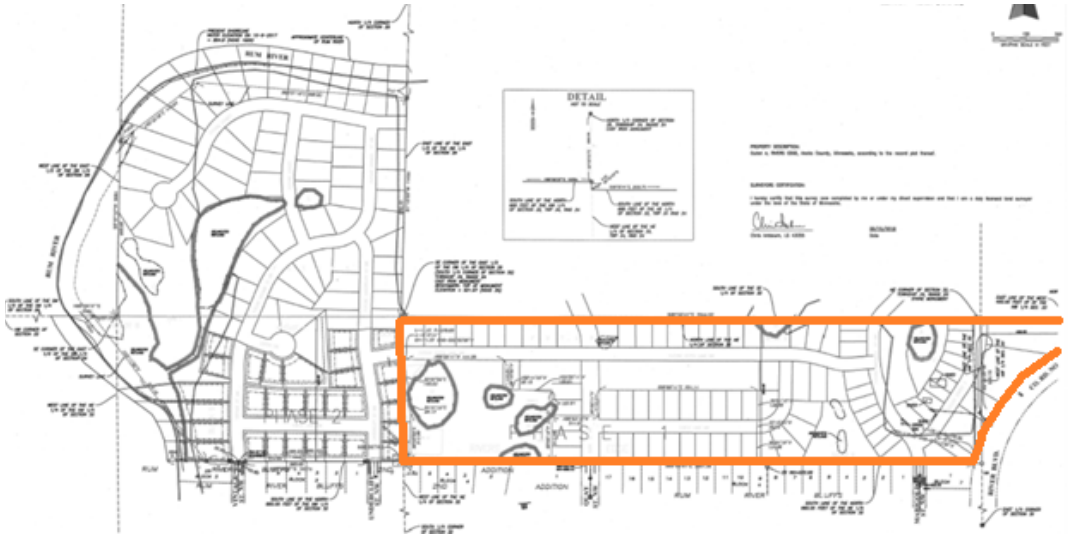
Background

- Overall development concept reviewed January 2018
  - 220 lots
  - 93.6 acres



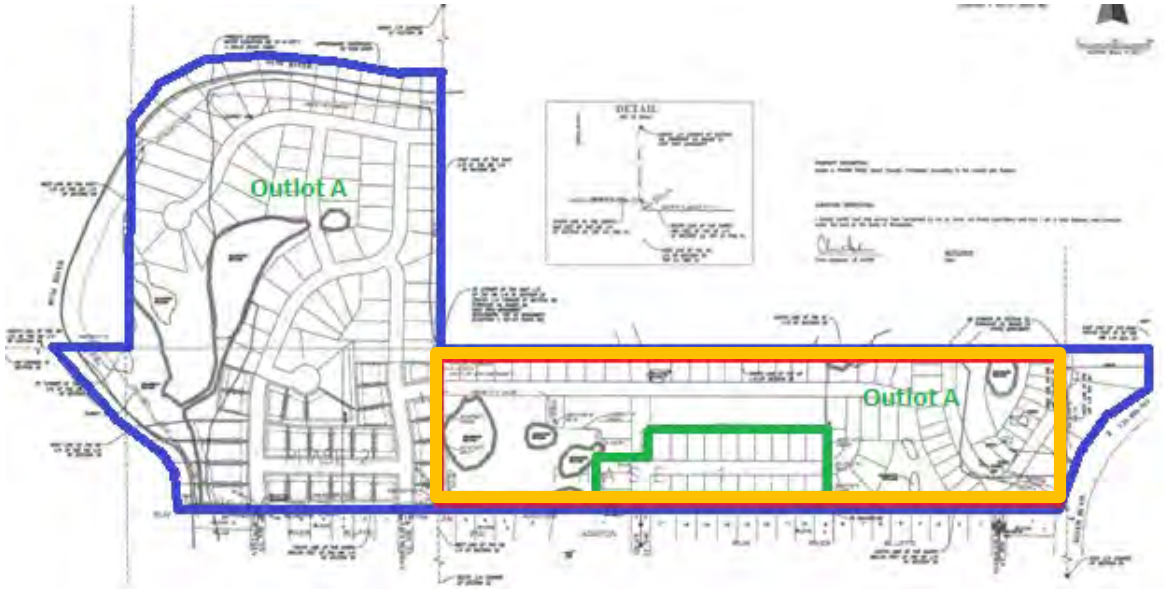
Background

- 1st Addition
- Development Stage PUD and Preliminary Plat approved April 2, 2018
  - 112 lots
  - 42.5 acres



Background

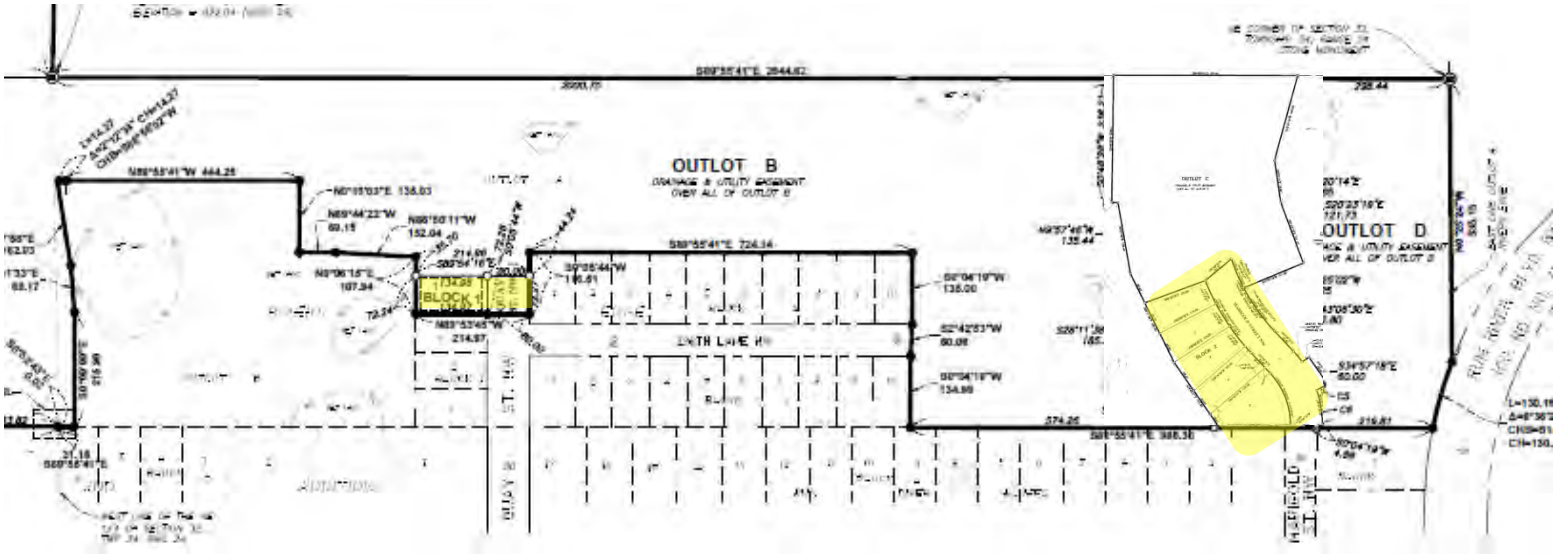
- 1st Addition rezoning and Final Plat approved June 4, 2018
  - 23 lots



Project boundaries
Area rezoned
Final plat

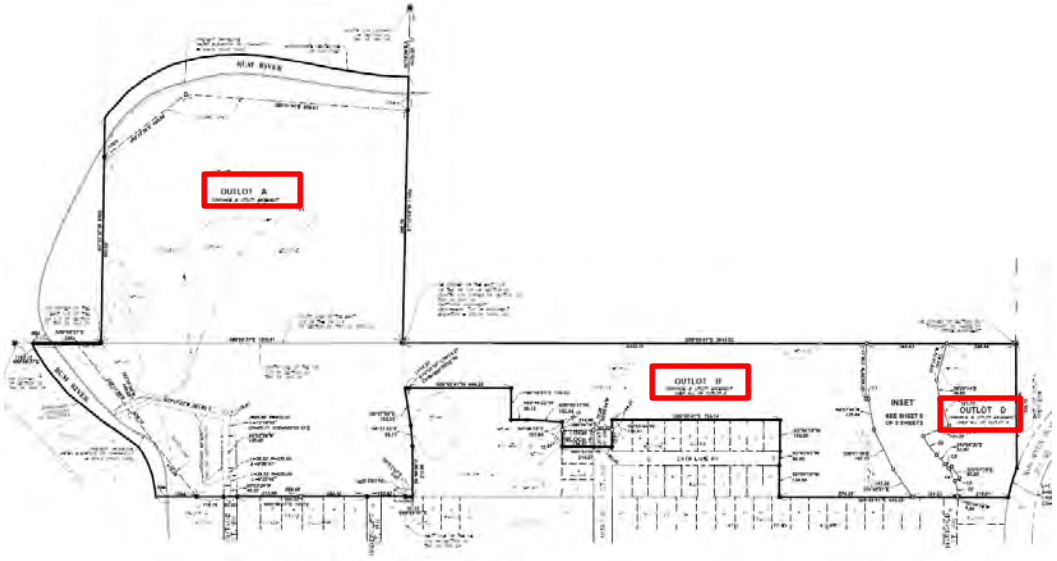
2nd Addition Final Plat

- 6 lots
- Conforms to approved preliminary plat



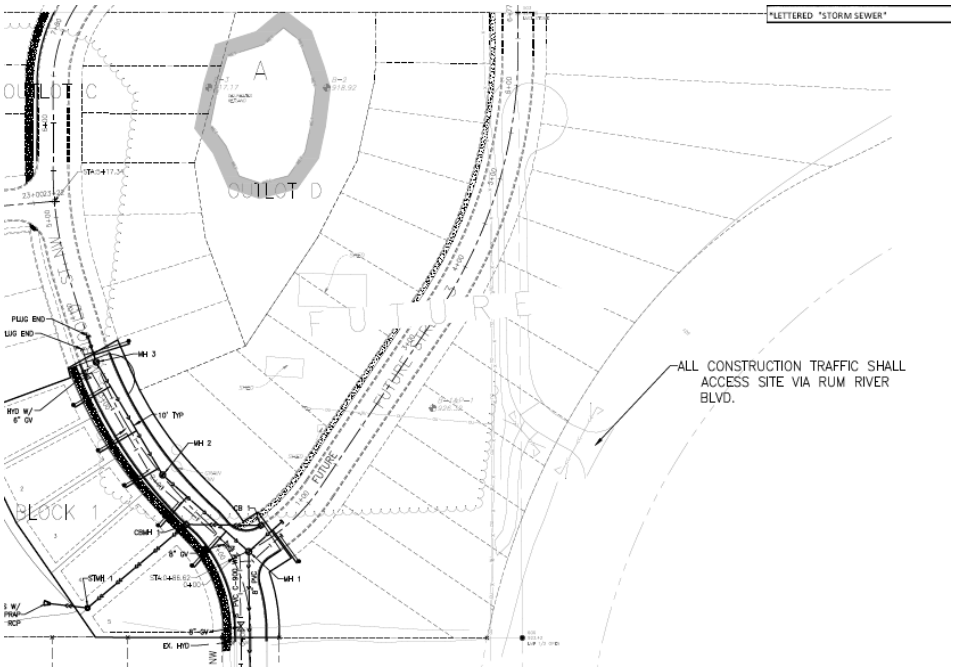
Drainage & Utility Easements

- Existing easement over all of Outlot A
- Will be vacated and re-established over all outlots



Public Utilities

- Lots will be served by City utilities
  - Already provided along Quay St
  - Will be extended along Marigold St
- City Engineer has reviewed plans



Landscaping

- Staff recommends landscaping plan be consistent with 1st Addition
  - 2 trees per lot
  - Tree types

Park Dedication

- 2.64 buildable acres dedicated (1st Addition)
- $948 in park fees per lot

Staff Recommendation

- Approval of the 2nd Addition PUD Final Plan and final plat
- Approval of the draft developer's agreement for the 2nd Addition, subject to City Attorney's approval as to form

City Council Actions

- The City Council has the following options:
  - **APPROVE** the final plat and plans subject to conditions and findings of fact;
  - **DENY** the requests subject to findings of fact; or
  - **TABLE THE APPLICATION** and request additional information

Findings of Fact

1. The proposed plans for the 2nd Addition are in substantial compliance with the approved PUD development stage plan.
2. A developers agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards.
3. The developer will be providing letters of credit to ensure the completion of both side grading and associated street improvements.

Conditions

1. Build out of the Rivers Edge PUD shall be in accordance with all applicable conditions of the PUD Development Plan approval.
2. All technical changes or modifications required by the City Engineer shall be addressed to the satisfaction of the City Engineer prior to recording of the final plat.
3. Landscaping plan shall be revised to include two trees on each lot and the types of trees shall be consistent with the trees utilized in the 1st Addition and with City Code 10-20-4.
4. Existing drainage and utility easements are hereby vacated and new drainage and utility easements are established by the approved final plat.

Conditions, cont.

5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
6. The applicant shall be responsible for all costs associated with the final plat application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within 40 days of the date of plat approval or the approval shall be null and void.

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

RESOLUTION 2019-23

A RESOLUTION APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 2nd ADDITION OF THE RIVERS EDGE PLANNED UNIT DEVELOPMENT

WHEREAS, the applicant, Dale Willenbring on behalf of St. Francis Land Development, LLC, has requested final plat approval for property legally described as Outlot A of Rivers Edge Rivers Edge 1st Addition; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on April 2, 2018; and

WHEREAS, the final plat and final plans are in conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the City Council of the City of St. Francis on June 17, 2019, considered the final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the final plat, final PUD plan, and associated documents for the 2nd Addition of the Rivers Edge Planned Unit Development based on the following findings of fact:

1. The proposed plans for the 2nd Addition are in substantial compliance with the approved PUD development stage plan;
2. A developers agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards;
3. The developer will be providing letters of credit to ensure the completion of both site grading associated street improvements;

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 2nd Addition of Rivers Edge shall be subject to the following conditions:

1. Build out of the Rivers Edge PUD shall be in accordance with all applicable conditions of the PUD Development Plan approval.
2. All technical changes or modifications required by the City Engineer shall be addressed to the satisfaction of the City Engineer prior to recording of the final plat.
3. Landscaping plan shall be revised to include two trees on each lot and the types of trees shall be consistent with the trees utilized in the 1st addition and consistent with Code 10-20-4.
4. Existing drainage and utility easements are hereby vacated and new drainage and utility easements are established by the approved final plat.

5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
6. The applicant shall be responsible for all costs associated with the final plat application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date the plat of approval or the approval shall be null and void.

Approved and adopted by the City Council of the City of St. Francis on the 17th day of June, 2019.

_____
Steven D. Feldman, Mayor

Attest:

_____ _____
Barbara I. Held, City Clerk Dated

DEVELOPMENT AGREEMENT
RIVERS EDGE 2ND ADDITION

This Development Agreement (“Agreement”) is made and entered into this 17th day of June, 2019, 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").

WITNESSETH:

WHEREAS, the City approved the final plat and final plan PUD of RIVERS EDGE 2ND on June 17, 2019, said plat legally described in **Exhibit A** attached hereto and made a part hereof ("Property") contingent upon the conditions recited therein and on the execution of this Development Agreement by the Developer and City; and

WHEREAS, the City approved six (6) additional lots in this second addition (23 lots were approved in the first addition) of an expected one hundred twelve (112) Single Family Residential lots; and

WHEREAS, the proposed plat contemplates the dedication of certain streets and roads to be constructed in accordance with applicable ordinances and standards, and with the plans and specifications prepared by the Developer's Engineer as provided herein as **Exhibit B**, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the proposed plat contemplates the construction of a sanitary sewer, water service and drainage facilities by the Developer within the Property, and with the plans and specifications as provided herein as Exhibit C, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the City requires that the water, and sewer and drainage facilities constructed upon the Property meet the City's quality standards; and

WHEREAS, pursuant to negotiations between the City and a prior owner of the Property, the prior owner requested and the city agreed to and the City constructed a water main and sanitary sewer in, under and across the Property and deferred the connection fee against the Property for said water and sanitary sewer until development of the Property. The value of the water main and sanitary sewer improvements to the Property is $389,040.43; and

WHEREAS, the Developer will pay a portion of the $389,040.43 as part of the approvals for this part of the Property; and

WHEREAS, the Developer desires that after it completes the construction, the City will accept and maintain said streets, roads, sidewalk, trails, water and sewer and drainage facilities that serve said plat; and

WHEREAS, the City requires certain security hereunder to guaranty the proper construction of said streets and road, trails, water and sewer, and drainage facilities and the payment of all costs for labor and materials incurred in connection therewith; and

WHEREAS, the Developer has fee simple title to the property legally described in Exhibit A; and

WHEREAS, the Developer agrees to be fully bound by the terms and conditions of this Development Agreement (hereinafter referred to as "Development Agreement" or "Agreement").

NOW, THEREFORE, in consideration of the mutual promises of the parties made herein, it is agreed by and between the parties hereto, that the Developer will provide all labor and materials and construct streets, roads, sidewalk, trails, water and sewer and drainage facilities to adequately serve the plat of RIVERS EDGE 2ND ADDITION and take all other actions in accordance with this Development Agreement at its own expense except as hereinafter provided.

IT IS ALSO AGREED:

1. **Request for Plat Approval**. The Developer is the fee owner of the lands in the City of St. Francis legally described on Exhibit A and has asked the City to approve the plat of RIVERS EDGE 2ND ADDITION and the plans for the installation of public and private improvements within the plat of RIVERS EDGE 2ND ADDITION (hereinafter referred to as the "plat"). The land within the plat is legally described in Exhibit A.

2. **Conditions of Plat Approval**. The City hereby approves the plat and the installation of public improvements on the condition that the Developer complies with all conditions outlined in the June 17, 2019, final plat approval (including references to requirements of the preliminary plat) city ordinances and compliance with this Agreement. The City hereby further conditions this approval upon the requirement that the Developer submit and receive approval from the City Engineer for the final utility plans, final grading and storm water plans and plans for the temporary access to County Road 72 / Rum River Boulevard NW at 236th Avenue and for the construction of access to Quay Street and Marigold Street. The City further conditions its approval on the Developer entering into this Agreement and furnishing the security required by it. The Developer is also required to secure sewer extension permits, an NPDES Phase II permit, provide evidence of full fee title in the property and pay all outstanding tax and special assessment obligations if any, as a condition of plat approval telephone, electric and gas utility lines are to be placed underground in accordance withal applicable City ordinances; driveways should be located so as to preserve as many trees as possible; addresses for each individual home shall be posted at each driveway entrance; street signs shall be required at all intersections at Developer's expense; the Developer shall comply with the Agreement and Waiver Regarding Pre-Approval Grading of Plat known as Rivers Edge; all as a condition of plat approval. The Developer is required to obtain all necessary permits required by Anoka County for the construction of temporary access to County Road 72/Rum River Blvd. NW as a condition of plat approval.

3. **Right to Proceed**. Within the plat or land to be platted, the Developer may not grade or otherwise disturb the earth, except as may be allowed by that Pre-Approval Grading Permit dated _____, 2019, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until the following conditions have been satisfied: 1) this Agreement has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the real property within the plat is in the name of the Developer; 3) the necessary security has been received by the City; 4) the plat and this Agreement have been filed by the Developer with the Anoka County Recorder; 5) Developer has obtained all necessary permits from all federal, state and local governmental units and Developer is in compliance with the Rivers Edge PUD; 6) final engineering and construction plans and Storm Water Pollution Prevention Plan have been delivered by Developer to City engineer and the engineer has approved; and 7) the City's administrator has issued a letter that conditions 1, 2, 3, 4, 5 and 6 herein have been satisfied and that the Developer shall proceed. The City has previously authorized Developer to grade the site pursuant to that Agreement and Waiver Regarding Pre-Approval Grading of the Plat known as Rivers Edge (the "Grading Agreement"). In the event of breach of the Grading Agreement by Developer, the City may discontinue other phases of the work for this plat.

4. **Phased Development.** The Developer will submit a phasing plan, if any, to the City for review and a determination by the City as to whether the phasing plan will be approved. In the event that the phased development plan is not acceptable to the City, the Developer shall comply with City instructions and resubmit the phasing plan for City review and a determination by the City as to whether the phasing plan will be approved. The City may refuse to approve final plats of subsequent Phases if the Developer has breached this Agreement and the breach has not been remedied.

5. **Development Plans**. The Developer intends to develop the Rivers Edge Planned Unit Development in two or more phases. The City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied. The plat shall be developed according to plans submitted to and approved by the City. The plans shall not be attached to this Agreement. With the exception of Plan A, the plans may be revised, subject to reasonable City approval, after entering the Agreement, but before commencement of any work in the plat. The erosion control plan must also be approved by the _____. If the plans vary from the written terms of this Agreement, the written terms shall control.

The plans are:

Plan A:	Plat/Staging Plan
Plan B:	Grading Plan House Pad Locations and Elevations
Plan C:	Gravity sanitary sewer service, water service and drainage facilities Plan
Plan D:	Soil Erosion Control Plan and Schedule

6. **Improvements**. The Developer shall install and pay for the following public and private improvements (collectively the "Improvements") as required to be built in accordance with the approved plans:

A. Site Grading and Ponding and all temporary and permanent erosion control measures
B. Bituminous Streets
C. Street Signs
D. Street Lights
E. Setting of Lot and Block Monuments
F. Surveying and Staking
G. Storm Sewer System, including all necessary culverts, catch basins, ponds, inlets and other appurtenances
H. Water System*
I. Sanitary Sewer System*
J. Concrete Curb and Gutter
K. Concrete Sidewalk
L. Underground Utilities
M. Landscaping
N. Connection to municipal water and sewer facilities, sewage disposal constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City code provisions and the requirements of the City and the Minnesota Pollution Control Agency
O. Bituminous Trails

The improvements shall be installed in accordance with City standards, ordinances, and plans and specifications which have been prepared by an Engineer registered in the State of Minnesota and reviewed and approved by the City Engineer. The Developer shall obtain all necessary permits from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health, Anoka County Highway Department and other agencies before proceeding with construction. The City, at the Developer's expense as set out in Section 17(e), shall have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer's Engineer shall schedule a preconstruction meeting at a mutually agreeable time at the City offices with all parties concerned, including the City staff, to review the program for the construction work. A complete set of reproducible "As Built" utility and grading plans shall be prepared for the City Engineer. The Developer shall provide electronic AutoCAD files to the City Engineer for preparation of the "As Built" plans. A complete set of "As Built" grading plans shall be prepared by the Developer's Engineer. The cost of preparing these plans shall be paid for by the Developer.

* The City has constructed the water and sanitary sewer within the Property. The Developer has benefitted from the water and sanitary sewer improvements constructed by the City on the Property. The prior City Engineer has calculated the benefit received by the Developer for these water and sanitary sewer improvements at $389,040.43. Based on same, the City shall require that the Developer pay a connection charge of $389,040.43, and Developer agrees to pay this amount.

The connection charge shall be paid in accordance with the formula as listed in Section 8 of this Agreement.

The Developer also agrees to design all streets and roadways to meet thirty (30) miles per hour design standards and acknowledges and agrees that a minimum of a three hundred (300) foot radius or approved super elevated curve is required to meet this standard. The Developer will submit thickness design calculations to verify that the proposed pavement thickness is acceptable to the City. The Developer shall obtain all necessary approvals from Anoka County for construction traffic off of County Road 72.

The Developer will also submit a signage plan for review and determination of sufficiency by the City.

The Developer will submit a lighting plan for review and determination of sufficiency by the City.

All construction traffic to and from the Property must access the designated construction access at approximately 236th Street.

7. **Security**. To guaranty the compliance with the requirements, provisions, limitations and terms set forth in this agreement, and the installation and construction of improvements in a good and workmanlike manner, pursuant to the plans and specifications and the requirements of the City Engineer, and payment of the costs of all improvements, the Developer shall furnish and deliver to the City a letter of credit, in the form attached hereto (or as deemed acceptable by the City) from an FDIC insured bank ("security") prior to beginning any construction within the plat. The letter of credit shall renew automatically until released by the City. The amount of the security includes all the security requirements set forth in this Agreement and was calculated as follows:

CONSTRUCTION COSTS:	
Sanitary Sewer (less credit)	$ 34,376.00
Water Main	$ 34,100.00
Storm Sewer	$ 16,280.00
Streets	$ 62,840.00
Erosion Control	$ 7,300.00
Trails	$ 9,740.00
Rounding	$ 364.00
CONSTRUCTION TOTAL	**$165,000.00**
150% of Construction Total	$247,500.00

a credit shall be provided for trunk upsizing on sanitary sewer and watermain in the first addition.

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the reasonable approval of the City Administrator. The Letter of Credit shall allow the City to draw upon the instrument, in whole or in part, in order to complete construction of any or all of the improvements or to satisfy the claims of Contractors or suppliers which have not been satisfied by Developer and to pay any fees or costs due to the City by the Developer. The City may draw down the security, upon ten (10) business days' prior written notice to the Developer for any violation of the terms of this Agreement. Amounts drawn shall not exceed the amounts necessary to cure to the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. The Developer may apply to the City Council of the City for a reduction of the security once per month commencing 30 days after the permit for the Sanitary Sewer is issued. The City Council shall respond to this request within 30 days of receipt of the Application for Reduction of Security. Upon receipt of proof satisfactory to the City that work has been completed to the quality as required by the City, and that the Developer has taken all steps necessary to ensure that no liens will attach to the plat, and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time up to ninety percent (90%) of the financial obligations that have been satisfied, as determined by the City in its sole discretion. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required "as constructed" plans have been received by the City, a warranty security is provided, and the public improvements are accepted by the City Council. Reductions in the security will be based on the actual work completed based on the bids submitted to the City.

8. **Payment of Connection Charges.** The Developer and City acknowledge the $389,040.43 in water and sewer connection charges will be paid off as each individual lot on the Property is sold. The total portion of the water and sewer connection charges paid under this Agreement shall be $10,610.19.

9. Summary of Cash Requirements. The following is a summary of the cash deposit under this Agreement which must be furnished to the City at the time of final plat approval and execution of this Agreement by the City:

Section 22 Escrow (Engineering, City Administration, Legal Expenses)	$15,000
plus charges already on record and incurred by the City	
Park Dedication	$ _____
Connection Charge	$10,610.19
TOTAL CASH REQUIREMENTS	**$_____**

Plus charges already on record and incurred by the City

The City will utilize the Section 22 Escrow to pay all bills associated with this project. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of completion of all project warranty periods. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City.

10. Responsibility for Costs.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Agreement, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat, as well as preparation of record drawings.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees and costs.

C. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments, as outlined in Sections 7, 8, 19, 20 and 21 herein, referred to in this Agreement. This is an obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year.

F. In addition to the charges herein and special assessments referred to the herein, other charges as required by City ordinance may be imposed such as but not limited to sewer access charges ("**SAC**"), City water access charges ("WAC"), park dedication fees, and building permit fees.

11. **Erosion Control**. Before the site is graded and before any utility construction is commenced or building permits are issued, the erosion control plan shall be implemented by the Developer and inspected and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in the area. Except as otherwise provided in the erosion control plan, seed shall be certified oat seed to provide

temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not timely comply with the erosion control plan and schedule or supplementary instructions received by the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not effect the Developer's obligations or City's right hereunder. If the Developer does not reimburse the City for any cost the City incurred for such within thirty (30) days, the City may draw down the letter of credit (referred to in Section 7) to pay any costs. No development will be allowed and no building permits or occupancy certificates will be issued unless the plat is in full compliance with the erosion control requirements.

The Developer further agrees to provide a 30-foot drainage and utility easement around all delineated wetlands. The erosion control measures specified in the Plans shall be binding on the Developer.

12. **Clean Up**. The Developer (and Home Builders) will keep the premises free from accumulation of waste materials, rubbish, and other debris resulting from work. The Developer shall promptly clean dirt and debris from streets resulting from construction work by the Developer, its agents, assigns or purchasers of lots in the plat. If the streets are not cleaned within five (5) calendar days after notice to the developer, the City will undertake the cleaning of the streets and charge the cost of the street cleaning back to the developer.

At the completion of the work, the Developer (and Home Builders) will remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment, machinery, and surplus materials, and will leave the site clean. The Developer (and Home Builders) will restore to their original conditions (including topsoil and seed), those portions of the site not designated for alteration by the Agreement Plans.

13. **Time of Performance**. The Developer shall install all required public improvements except the final wear course in accordance with the approved Plans for the second Phase by October 15th, 2019. The final wear course on streets shall be installed between August 15 and September 15 the first summer after the base layer of asphalt has been in place for one freeze thaw cycle. The Developer may, however, request in writing an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course placement must have the written approval of the City Engineer and shall be completed by September 15th, 2020, unless an extension is granted. The final wear course may be delayed or scheduled at any time of the year based upon existing site conditions at the discretion of the City Engineer. Requests that are not in writing will have no effect on Developer's time of performance. Work on the Improvements to the Property shall be performed between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday.

14. **Title of Plat**. The Developer hereby warrants that it is the full fee owner of the development as of the time of the filing of the final plat for the development, and that any

encumbrances will be junior to this Agreement. The Developer agrees to obtain a consent to plat and dedication of streets to City from all mortgagees on the property before the plat will be executed by the City.

15. **Ownership of Improvements**. The acceptance by the City of the work and construction required by this Agreement and the improvements lying within public easements shall operate to transfer such property to the City without further notice or action this transfer shall be effective at the time of acceptance even if such improvements were accepted before the entry into this Agreement.

16. **Claims**. In the event that the City receives claims from labor or materialmen that work required by this Agreement has been performed, the sums due them have not been paid, and the laborers or materialmen are seeking payment out of the financial guarantees posted within the City, the Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the letters of credit in an amount up to 150% of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, the Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the funds deposited with the District Court, except that the Court shall retain jurisdiction to determine attorney's fees pursuant to this Agreement. The City will endeavor to notify the Developer of its intention to draw down the letter of credit. The City will give the Developer five (5) days notice, unless the security will expire within thirty (30) days, to deposit with the court an equal amount of cash in lieu of the City drawing down the letter of credit.

17. **Park and Trail Dedication and Improvements**. The Developer agrees to comply with all recommendations by the City Parks Commission related to this development. The Developer shall be providing both land and cash to satisfy its park dedication requirement for the first phase (Rivers Edge). Developer shall dedicate _____% of the required 10% park dedication requirement by providing land for a park; the Developer agrees to dedicate _____ acres of land in the first phase and pay $_____/unit for each lot in the first phase. Specifically, for this first phase, in addition to the dedication of _____ acres as park, Developer shall pay $_____ x 6 lots or $_____. Developer shall also be required to satisfy its park dedication requirement for all subsequent phases of this development at the time it plats that property. The Developer shall pay all park dedication fees in advance of filing of the plat. The Developer will also install a five (5) foot sidewalk on at least one side of every street in RIVERS EDGE 2ND ADDITION as approved by the City Engineer. Developer shall also install an eight (8) foot bituminous trail along the west side of Quay Street (which continues this trail from Rum River Bluffs). The sidewalk and trail do not satisfy any portion of the park dedication requirement.

18. **Landscaping**. The Developer or Builder shall plant two trees on every lot in the plat. The tree shall be selected from among the following species: The Developer or Builder shall provide landscaping and ground cover consistent with Section 10-20-4 of the City's Zoning Ordinance, all in accordance with the Landscape Plan submitted by Developer and approved by City.

Maples (including Norway, "Schwedler and Sugar")
Linden, American (Basswood)
Linden, Littleleaf (and varieties "Greenspire" and "Redmond")
Green Ash (and varieties "Marshalls" and "Summit")
Honeylocust (and varieties "Imparial", "Skyline" and "Sunburst")
Hackberry
Oak

The minimum tree size shall be two inches caliper, either bare root in season or balled and burlapped. The trees shall not be planted in the boulevard. The Developer shall assure that the front and side yards of each lot are properly graded, four inches of topsoil added, sod laid to complete front yard (including right-of-way) (seeding will be allowed in front yard if a sprinkler system is also installed), and seeding or sod to remainder of disturbed area of lot. Weather permitting, the trees, sod, and seed shall be planted before Certificates of Occupancy are issued for a lot. All required trees and sodding/seeding shall be provided within ninety (90) days after completion of the home/building construction or before a Certificate of Occupancy is issued for a house, whichever comes first. In the event that weather conditions prohibit the planting of trees and sodding/seeding, the Developer or Builder shall provide proof of escrow or financial security in the amount of $300.00 per tree and $2,000.00 for sodding/seeding of the property. All required trees and sodding/seeding shall be provided no later than October 1 of every year, unless an extension is granted by the City. Once the required trees have been planted, the City will release the security.

A plan showing the location and proposed style of mailboxes to be used in the plat shall be submitted to the City for approval. Individual mailboxes on each lot will not be acceptable. Groupings of mailboxes will be required. The Developer should review mailbox placement with the U.S. Postal Service for its comments regarding same.

19. **Warranty**. The Developer warrants all work required to be performed by it against poor material and faulty workmanship. The warranty period for streets is one year. The warranty period for underground utilities is two years. The one-year warranty period on streets shall commence after the final wear course has been installed, the Final Project Punchlist has been completed, and the Development has been accepted by the City Council as documented in official City minutes. The two-year warranty period for underground utilities shall commence after all required testing has been completed and the bituminous base course pavement has been installed. Additionally, all trees grass and sod, shall be warranted to be alive, of good quality and disease free for twelve (12) months after planting. Any replacements shall be warranted for twelve (12) months from the time of planting. The Developer shall deliver a letter of credit (the “Warranty Letter of Credit”) or other security acceptable to the City in the amount of twenty-five (25%) of final certified construction costs to secure the warranties once the wear course has been installed. The City shall retain twenty-five percent (25%) of the security previously delivered by the Developer (the letter of credit provided pursuant to paragraph 7 above) until the Warranty Letter of Credit is furnished to the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work. The security shall not be released until the

expiration of the warranty period, and if any claims shall be made within the warranty period, the security shall not be released until such claims have been resolved.

20. **Construction of Model Homes.** The Developer shall be permitted to construct one (1) model home on the Property. Developer may commence construction of this model home only after the requirements of paragraph 3 above has been complied with and the streets have been completed except for the asphalt (a gravel street is in place). The Certificate of Occupancy for the model home will not be issued by the City until the Developer has completed the installation of the first lift of asphalt on the streets within this first phase of the Property and all other improvements are complete and accepted by the City.

21. **Developers Default**. In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 48 hours in advance, unless this agreement provides for greater notice. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part upon the Property to recover the costs. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property as provided herewith.

22. **City Engineering Administration and Construction Observation**. Developer will undertake and finish the required staking. The Developer shall pay a fee for engineering, administration and legal costs incurred by the City. City engineering and administration will include monitoring of construction, plat review, plan review, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing requests for reduction in security. Fees for this service shall be at standard hourly rates. Developer will provide a $15,000.00 escrow plus payment of charges already on record incurred by the City, which is separate and in addition to any other escrow funds for this developer/development. The Developer shall pay for construction observation by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and street construction and will be billed on standard hourly rates. Upon final inspection, if the inspector is satisfied that the work has been completed and the Developer has fulfilled all of its obligations under the plans and specifications, the inspector will review the seeding and drainage facilities, and report to the City regarding the acceptance of such improvements. (Some seeding may be required under Paragraph 11 for erosion control prior to final inspection.) Legal fees shall include drafting of this Development Agreement and other associated documents for this Development title review and advice and counseling with the City Engineer, City Administrator and City staff. In the event that work is performed on the Property by a consultant of the City, the City shall provide to Developer itemized billing statements showing the time spent, name of company performing the work, and a general description of the work performed.

23. **Miscellaneous**.

A. The Developer represents to the City that the plat complies with all City, County, Metropolitan, State and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. The Developer represents that all lots meet the minimum standards of the City's zoning ordinances unless otherwise stated in the variance granted with the preliminary plat approval. The Developer further represents to the City that all construction will be in accordance with City standards or applicable ordinances, regulations and policies. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City under this Agreement.

C. Breach of the terms of this Agreement or the conditions of the Resolution approving Final Plat by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is not for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The City will not issue any building permits prior to the first lift of bituminous base pavement on the streets, concrete sidewalk, bituminous trail, and underground utility installation; except the City will allow up to one (1) building permit to be issued for model homes after installation of utilities (including testing and a determination that the utilities are operational), but before pavement of the streets with bituminous surface.

If building permits are issued for a model home prior to the completion and acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its Contractors, subcontractors, materialmen, employees, agents, or third parties. The Developer will be responsible for maintenance of the streets, including but not limited to winter plowing, until they are paved.

F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

G. The Developer represents to the City to the best of its knowledge that the plat is not of "metropolitan significance" and that an environmental impact statement is not required. If the City or another governmental entity or agency determines that such a review is needed, however, the Developer shall prepare it in compliance with legal requirements so issued

from the agency. The Developer shall reimburse the City for all expenses, including staff time and attorney's fees, the City incurs in assisting in preparation of the review.

H. This Agreement shall run with the land and shall be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interest in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

I. Developer shall take out and maintain until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for the property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than $1,000,000 for one person and $2,000,000 for each occurrence; limits for property damage shall be not less than $250,000 for each occurrence; or a combination single limit policy of $1,000,000 or more. The City and consulting engineer shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given ten (10) days advance written notice of the cancellation of the insurance. The certificate may not contain any disclaimer for failure to give the required notice.

J. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be waiver of the right to exercise at any time thereafter any other right, power or remedy.

K. The Developer may not assign this Agreement without the prior written permission of the City Council, which permission shall not be unreasonably withheld. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

L. The Developer shall clean and televise all sanitary mains and manholes along with all storm mains and storm water structures prior to acceptance by the City. The Developer shall provide electronic files of videos and logs of PACP certified inspections of sanitary and storm water infrastructure.

N. The Developer shall supply a copy of this Development Agreement to all Home Builders and persons who purchase lots from the Developer. The Developer will point out to purchasers their obligations regarding Erosion Control, Clean Up, and Landscaping described in paragraphs 8, 9 and 15 above. The terms and provisions of this Development Agreement, with

the exception of Erosion Control, Clean Up and Landscaping described in paragraphs 8, 9 and 15 above shall not be binding upon the owners of an individual unit and shall not be deemed to run with the title of the individual unit of the development. This provision does not release any future developer or the developer's successors or assigns from the terms and provisions of this Development Agreement.

O. The Developer shall remove all debris from the development prior to the issuance of the first building permit.

P. The Developer will comply with all issues and directions of the City Engineer.

24. **Notices**. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by registered mail at the following address:

St. Francis Land Development, LLC
_____
_____

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by registered mail in care of the City Administrator at the following address:

St. Francis City Hall
23340 Cree Street N.W.
P.O. Box 730
St. Francis, MN 55070
ATTN: City Administrator

25. **Completion**. The Developer shall notify the City when the construction of the Improvements has been completed. If the City determines in its sole and absolute discretion that (i) the improvements have been constructed in substantial conformity with the approved plans, (ii) the improvements are complete for purposes of issuing a certificate of occupancy, and (iii) all applicable warranty periods have expired, the City shall, in accordance with this Agreement, return all remaining deposits or securities held relating to the project. Upon the request of the Developer the City shall furnish to the Developer a Certificate of Completion certifying the completion of the project. Such Certificate of Completion shall be in recordable form. Developer shall reimburse City for the expense of legal and professional services in preparing the Certificate of Completion.

26. **Indemnification**. The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from any defect in the Subdivision. The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees, except matters involving intentional acts of misconduct or acts of gross negligence by the City. This indemnification shall survive the execution of any Certificate of Completion.

IN WITNESS WHEREOF, the parties have signed this Development Agreement on the day and year above written.

CITY:

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman
Its: Mayor

By: _____
Barbara I. Held
Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by Steven D. Feldman and Barbara I. Held, the Mayor and City Clerk, respectively, of the City of St. Francis, a municipal corporation under the laws of Minnesota, on behalf of the corporation and pursuant to the authority of the City Council.

_____
Notary Public

1907233v2

DEVELOPER:

ST. FRANCIS LAND DEVELOPMENT, LLC

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument has been acknowledged before me this _____ day of _____, 2018, by _____, the Officer of St. Francis Land Development LLC, a Minnesota Limited Liability Company, on behalf of the company.

_____
Notary Public

DOCUMENT DRAFTED BY:
BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, MN 55433
(763) 780-8500 (CMS)

1907233v2

EXHIBIT A
LEGAL DESCRIPTION

Part of Outlot A, Rivers Edge, Anoka County, Minnesota

EXHIBIT B

PLANS AND SPECIFICATIONS
FOR STREETS WITHIN PLAT OF
RUM RIVER BLUFFS

EXHIBIT C

GRAVITY SANITARY SEWER SERVICE, WATER SERVICE AND DRAINAGE FACILITIES PLAN

EXHIBIT D

SOIL EROSION CONTROL PLAN AND SCHEDULE

EXHIBIT E

LOCATION OF CONSTRUCTION ACCESS

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9 B

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: 2019 Street Rehabilitation Project – Resolution 2019-24 Resolution Accepting Bids and Awarding Contract

DATE: June 17, 2019

OVERVIEW:

Pursuant to Council direction bids were received for the rehabilitation (mill and overlay) of Woodbine Street, 233rd Lane, 227th Avenue, Stark Drive, Yucca Street and Vintage Street. This project will be financed with Municipal State Aid Funds and Local Funds. The location and funding source for each street segment is included on the attached exhibit. The bids received are as follows:

Contractor	Bid Amount
ASTECH Corporation	$315,049.15
OMG Midwest Inc. dba Minnesota Paving and Materials	$363,781.94
Rum River Contracting	$385,132.39
Knife River	$432,827.04

A summary of the bid prices compared to the Engineers Estimate for each funding source is as follows:

Funding Source	Engineer's Estimate	ASTECH Corporation
Municipal State Aid Fund	$158,733.00	$136,923.05
Local Street Fund	$171,137.00	$158,626.60
Local Water Fund	$33,769.00	$19,499.50
Totals	**$363,639.00**	**$315,049.15**

In general, these improvements include a 1.5-inch mill and overlay, spot replacement of concrete curb and gutter, pedestrian ramp reconstruction, and striping and signing to facilitate parking. It is also proposed to complete some needed valve box repair and water service repair prior to constructing the overlay. Staff has verified references from other Cities where ASTECH Corporation has completed similar work. The references were all favorable. The attached resolution accepts the bids and awards the contract to ASTECH Corporation in the amount of $315,049.15.

City of St. Francis

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2019-24 Resolution Accepting Bids and Awarding Contract.

BUDGET IMPLICATION:

Construction costs split for each funding source is noted above. The Municipal State Aid fund currently has a fund balance of $1,796,405 available to spend on Municipal State Aid projects.

ATTACHMENTS:

Project Location Map

Resolution 2019-24 - Resolution Accepting Bids and Awarding Contract

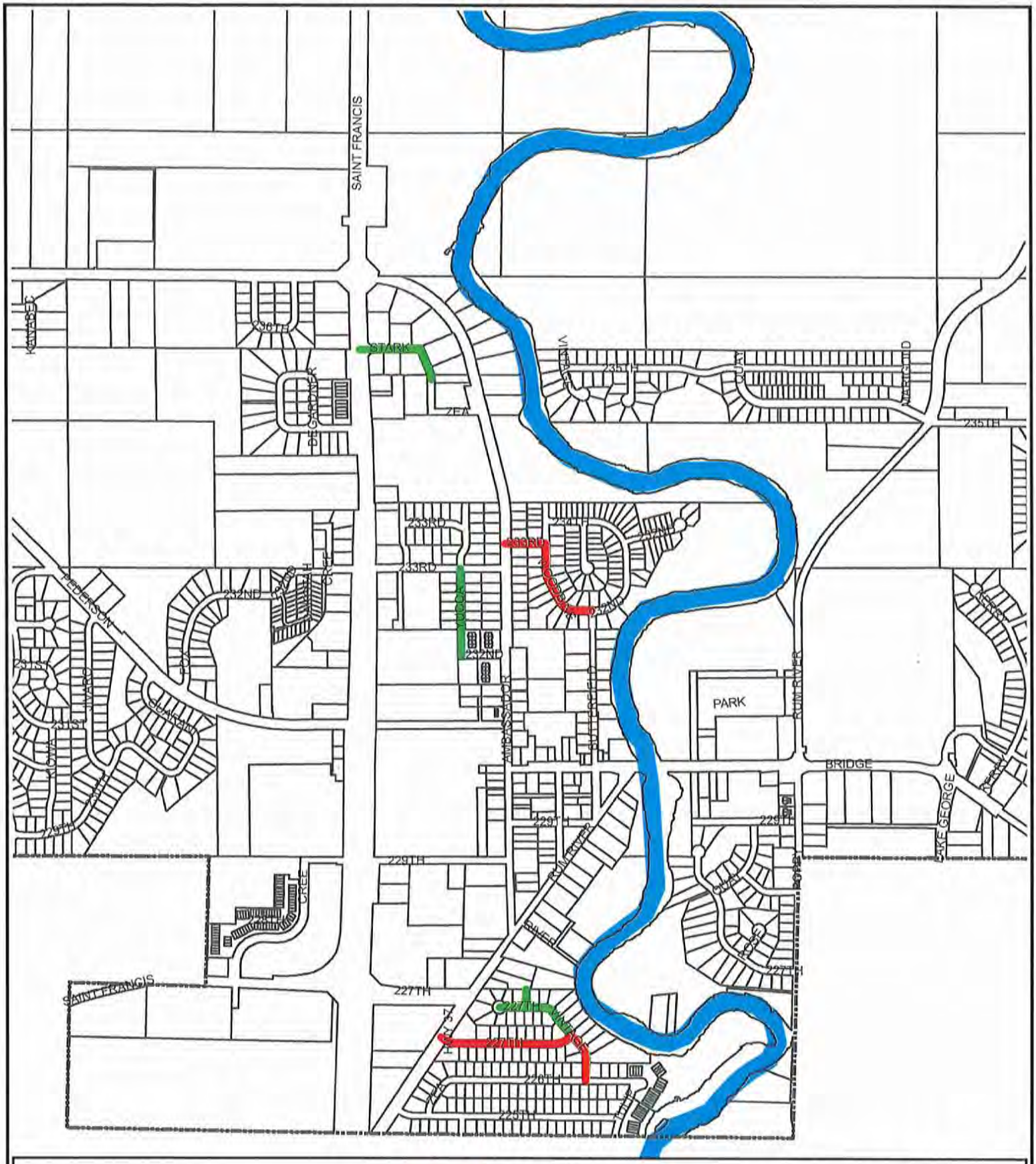


EXHIBIT A
PROJECT LOCATIONS

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

RESOLUTION NO. 2019-24

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE 2019 STREET REHABILITATION PROJECT

WHEREAS, pursuant to an advertisement for bids for the rehabilitation of Woodbine Street, 233rd Lane, 227th Avenue, Stark Drive, Yucca Street and Vintage Street, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Company	Bid Total
ASTECH Corporation	$315,049.15
OMG Midwest Inc. dba Minnesota Paving and Materials	$363,781.94
Rum River Contracting	$385,132.39
Knife River	$432,827.04

; and

WHEREAS, it appears that ASTECH Corporation of St. Joseph, Minnesota is the lowest responsible bidder:

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF ST. FRANCIS AS FOLLOWS:

1. The mayor and clerk are hereby authorized and directed to enter into a contract with ASTECH Corporation, of St. Joseph, Minnesota in the name of the City of St. Francis for the 2019 Street Rehabilitation Project, according to the plans and specifications therefore approved by the city council and on file in the office of the City Clerk.

2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the bid bond made with their bids, except that the bid bond of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF June 2019.

APPROVED:

_____

Steven D. Feldman, Mayor

ATTEST:

_____

Barbara I. Held, City Clerk

City of St. Francis

Water and Sewer Monthly Report – May 2019

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	17	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	14.2	Million Gallons
		Total Finished water	14.0	Million Gallons
		Oak Grove water use	1.85	Million Gallons
		Average Daily Flow	.452	Million Gallons
		Average Chlorine	.51	Mg/l
		Average Raw Iron	1.17	Mg/l
		Average Raw Manganese	.088	Mg/l
		Average Fluoride	.75	Mg/l
		Iron Removal	**99**	%
		Manganese Removal	**62.5**	%

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.	153	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	88	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10	Million Gallons
		Total Effluent	10.2	Million Gallons
		Reuse effluent	.225	Million Gallons
		Influent TSS	425	Mg/l
	Limit: (15mg/l)	Effluent TSS	0.6	Mg/l
	Limit: (85 %)	**TSS % Removal**	**99.8**	**% Removal**
		Influent CBOD	220	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	4.8	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	32	Mg/l
	Limit: (Seasonal) 8.2 mg/l	Effluent Ammonia Nitrogen	.01	Mg/l
		Ammonia Nitrogen % Removal	**99.9**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	137	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	3	Inspections

Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	20	Work Orders
Re-reads	Re-read meters	Re-read meters	50	Meters
Water/Sewer	**Monthly Projects**			
Water	Hydrant Flushing	Ensure hydrants are in working order. Clean sediment out of mains.	357	Hydrants
Water	Hydrant Maintenance	Pump non-draining hydrants.	81	Non-Draining Hydrants
Water	Repair Well #4	Repair check valve and 105 feet of pipe.	1	Well
Water	Yearly RPZ Testing	Test all RPZ's and anti-siphon devices at WTP and Park.	10	Devices
WTP	Generator Repair	Water jacket heater had failed. Replace battery.	5	Hours
WWTP	Minnesota Pollution Control Agency Tour	Standard Units department came and toured facility.	4	Hours
WWTP	Rapid Mix Maintenance	Change oil, grease unit	1	Mixer
WWTP	Rapid Infiltration Basins Maintenance	Disk/till up rapid infiltration basins.	4	RIB
City Buildings	Yearly Air Compressor Inspections	Inspect compressors for wear. Change oils and replace belts.	5	Compressors

*Each time a lift station pump is pulled due to plugging, it is equal to 2 hours.

City of St. Francis

Streets and Parks Monthly Report – May 2019

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	31.9	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	84	Inspections
Parks	Events	Preparation and Inspection	24	5 Warming House 18 Ball Games 1 Misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	246	Acres
Streets	Signs	Signs Installed or Repaired	22	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	2	2 Park
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	8	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	30	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	0	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	36	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

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

CITY OF ST FRANCIS

*Check Detail Register©

May 2019 to June 2019

			Check Amt	Invoice	Comment
10100 CASH					
Paid Chk# 000260E	5/10/2019	**1000 BULBS.COM**			
E 101-42110-401	Repairs/Maint Buildings		$55.55		BULBS
E 101-43100-401	Repairs/Maint Buildings		$55.56		BULBS
E 101-45200-401	Repairs/Maint Buildings		$55.56		BULBS
E 601-49440-401	Repairs/Maint Buildings		$55.56		BULBS
E 602-49490-401	Repairs/Maint Buildings		$55.56		BULBS
		Total 1000 BULBS.COM	$277.79		
Paid Chk# 000260E	5/10/2019	**4 IMPRINT**			
E 101-43210-439	Recycling Days		$433.13		GROCERY TOTES
		Total 4 IMPRINT	$433.13		
Paid Chk# 000260E	5/10/2019	**AED SUPERSTORE**			
E 101-43100-218	Equipment Repair & Maintenance		$60.74		SUPPLIES
E 101-45200-218	Equipment Repair & Maintenance		$60.74		SUPPLIES
		Total AED SUPERSTORE	$121.48		
Paid Chk# 000260E	5/10/2019	**AMAZON.COM**			
E 101-43210-439	Recycling Days		$12.84		COUNTER
E 101-42110-200	Office Supplies		$19.28		RECEIVER
E 101-43100-200	Office Supplies		$28.87		STAMP
E 101-42110-308	Community Education		$57.65		TRAFFIC LIGHT-BIKE RODEO
		Total AMAZON.COM	$118.64		
Paid Chk# 000260E	5/10/2019	**ANOKA COUNTY ENV SVCS**			
E 101-42110-308	Community Education		$30.00		BIKE RODEO-FOOD PERMIT
		Total ANOKA COUNTY ENV SVCS	$30.00		
Paid Chk# 000260E	5/10/2019	**BACK DEFENSE SYSTEM**			
E 101-42210-437	Uniform Allowance		$116.89		UNIFORMS-STEMME
		Total BACK DEFENSE SYSTEM	$116.89		
Paid Chk# 000260E	5/10/2019	**BILLS SUPERETTE**			
E 101-42210-212	Motor Fuels		$33.43		FUEL
		Total BILLS SUPERETTE	$33.43		
Paid Chk# 000260E	5/10/2019	**BP OIL**			
E 101-42210-212	Motor Fuels		$43.76		FUEL
		Total BP OIL	$43.76		
Paid Chk# 000260E	5/10/2019	**CASEY S GENERAL STORE**			
E 101-42110-212	Motor Fuels		$1,030.56		FUEL
E 101-42210-212	Motor Fuels		$181.78		FUEL
E 101-43100-212	Motor Fuels		$326.76		FUEL
E 101-45200-212	Motor Fuels		$32.20		FUEL
E 601-49440-212	Motor Fuels		$271.25		FUEL
E 602-49490-212	Motor Fuels		$305.40		FUEL
		Total CASEY S GENERAL STORE	$2,147.95		
Paid Chk# 000260E	5/10/2019	**CLIPPINGMAGIC.COM**			
E 101-43100-433	Dues and Subscriptions		$3.99		SUBSCRIPTION
		Total CLIPPINGMAGIC.COM	$3.99		
Paid Chk# 000260E	5/10/2019	**COMPLIANCE SIGNS**			
E 601-49440-401	Repairs/Maint Buildings		$55.17		SIGNS

CITY OF ST FRANCIS

*Check Detail Register©

May 2019 to June 2019

			Check Amt	Invoice	Comment
	Total	**COMPLIANCE SIGNS**	$55.17		
Paid Chk# 000260E	5/10/2019	**COUNTY MARKET - CITY ACCOUNT**			
E 101-42110-212	Motor Fuels		$987.86		FUEL
E 101-42210-212	Motor Fuels		$117.46		FUEL
E 101-42400-212	Motor Fuels		$76.80		FUEL
E 101-43100-212	Motor Fuels		$167.77		FUEL
E 101-43210-212	Motor Fuels		$17.56		FUEL
E 101-45200-212	Motor Fuels		$339.87		FUEL
E 601-49440-212	Motor Fuels		$49.49		FUEL
	Total	**COUNTY MARKET - CITY ACCOUNT**	$1,756.81		
Paid Chk# 000260E	5/10/2019	**CRAGUN S**			
E 101-42110-331	Travel Expenses		$325.00		HOTEL-ANDERSON
	Total	**CRAGUN S**	$325.00		
Paid Chk# 000260E	5/10/2019	**DEPT OF LABOR & INDUSTRY**			
G 101-20820	Surcharge Payable		$3,816.62		1ST QUARTER
R 101-36241	Surcharge-Permits		($152.66)		1ST QUARTER
	Total	**DEPT OF LABOR & INDUSTRY**	$3,663.96		
Paid Chk# 000260E	5/10/2019	**ECONOMIC DEVELOPMENT ASSOC**			
E 101-41910-208	Training and Instruction		$415.00		TRAINING-THUNSTROM
	Total	**ECONOMIC DEVELOPMENT ASSOC**	$415.00		
Paid Chk# 000260E	5/10/2019	**EMERGENCY RESPONDER PRODUCTS**			
E 101-42210-217	Other Operating Supplies		$85.99		SUPPLIES
	tal	**EMERGENCY RESPONDER PRODUCTS**	$85.99		
Paid Chk# 000260E	5/10/2019	**FISDAP**			
E 101-42210-217	Other Operating Supplies		$28.35		UPGRADES
	Total	**FISDAP**	$28.35		
Paid Chk# 000260E	5/10/2019	**GLOBAL INDUSTRIAL**			
E 602-49490-401	Repairs/Maint Buildings		$61.32		FILTER
	Total	**GLOBAL INDUSTRIAL**	$61.32		
Paid Chk# 000260E	5/10/2019	**HOME DEPOT**			
E 101-43100-221	Vehicle Repair & Maintenance		$17.12		BATTERY
E 101-45200-441	Miscellaneous		$23.78		BLOW GUN
E 101-43100-441	Miscellaneous		$25.71		PRESSURE GAUGE
E 101-45200-217	Other Operating Supplies		$76.03		WEED PREVENTER
	Total	**HOME DEPOT**	$142.64		
Paid Chk# 000260E	5/10/2019	**INDUSTRIAL LADDER**			
E 601-49440-221	Vehicle Repair & Maintenance		$609.51		TOOLBOXES
E 602-49490-221	Vehicle Repair & Maintenance		$609.51		TOOLBOXES
	Total	**INDUSTRIAL LADDER**	$1,219.02		
Paid Chk# 000260E	5/10/2019	**MENARDS**			
E 101-42210-217	Other Operating Supplies		$64.64		SUPPLIES
E 601-49440-228	Equipment Maintenance		$7.84		SUPPLIES
E 601-49440-401	Repairs/Maint Buildings		$3.68		SUPPLIES
	Total	**MENARDS**	$76.16		
Paid Chk# 000260E	5/10/2019	**MN STATE COLLEGES**			
E 101-41500-208	Training and Instruction		($115.00)		REFUND STREICH

CITY OF ST FRANCIS

*Check Detail Register©

May 2019 to June 2019

			Check Amt	Invoice	Comment
	Total	**MN STATE COLLEGES**	($115.00)		
Paid Chk# 000260E	5/10/2019	**NATIONAL REGISTRY EMT**			
E 101-42110-208	Training and Instruction		$80.00		EMT-RICHARD PHELPS
	Total	**NATIONAL REGISTRY EMT**	$80.00		
Paid Chk# 000260E	5/10/2019	**OREILLY AUTO PARTS**			
E 101-45200-441	Miscellaneous		$24.61		SUPPLIES
	Total	**OREILLY AUTO PARTS**	$24.61		
Paid Chk# 000260E	5/10/2019	**PAYPAL**			
E 101-42110-237	Small Equipment		$55.53		TRIPOD
	Total	**PAYPAL**	$55.53		
Paid Chk# 000260E	5/10/2019	**PLEAA**			
E 101-42110-433	Dues and Subscriptions		$35.00		DUES-ROBERTS
	Total	**PLEAA**	$35.00		
Paid Chk# 000260E	5/10/2019	**POSITIVE PROMOTIONS**			
E 101-42110-308	Community Education		$387.69		SUPPLIES
	Total	**POSITIVE PROMOTIONS**	$387.69		
Paid Chk# 000260E	5/10/2019	**POSTMASTER - ST. FRANCIS**			
E 101-41400-322	Postage		$100.00		POSTAGE
E 101-41910-441	Miscellaneous		$4.05		POSTAGE
	Total	**POSTMASTER - ST. FRANCIS**	$104.05		
Paid Chk# 000260E	5/10/2019	**SAFETY SIGN COMPANY**			
E 101-43100-226	Sign Repair Materials		$394.07		SIGNS
E 601-49440-229	Project Repair & Maintenance		$131.54		SIGNS
	Total	**SAFETY SIGN COMPANY**	$525.61		
Paid Chk# 000260E	5/10/2019	**SAMS CLUB**			
E 609-49751-254	Miscellaneous Merchandise		$292.11		MISC
	Total	**SAMS CLUB**	$292.11		
Paid Chk# 000260E	5/10/2019	**SPEEDWAY**			
E 101-42110-212	Motor Fuels		$89.98		FUEL
E 101-42210-212	Motor Fuels		$165.88		FUEL
	Total	**SPEEDWAY**	$255.86		
Paid Chk# 000260E	5/10/2019	**ST. FRANCIS TRUE VALUE HARDWAR**			
E 602-49490-229	Project Repair & Maintenance		$0.45		SUPPLIES
	otal	**ST. FRANCIS TRUE VALUE HARDWAR**	$0.45		
Paid Chk# 000260E	5/10/2019	**STAMPS.COM**			
E 101-41400-322	Postage		$17.99		POSTAGE
E 101-42110-322	Postage		$15.99		POSTAGE
	Total	**STAMPS.COM**	$33.98		
Paid Chk# 000260E	5/10/2019	**STOPSTICK, LTD**			
E 101-42110-237	Small Equipment		$41.00		CORD REEL
	Total	**STOPSTICK, LTD**	$41.00		
Paid Chk# 000260E	5/10/2019	**TRAFFIC SAFETY STORE**			
E 101-42110-441	Miscellaneous		$224.05		SIGNS
	Total	**TRAFFIC SAFETY STORE**	$224.05		

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Paid Chk# 000260E	5/10/2019	**VERIZON WIRELESS**				
E 101-42210-321	Telephone		$210.06			PHONE
E 101-42110-321	Telephone		$462.38			PHONE
E 602-49490-321	Telephone		$62.28			PHONE
E 601-49440-321	Telephone		$40.01			PHONE
	Total	**VERIZON WIRELESS**	$774.73			
Paid Chk# 000260E	5/10/2019	**WALMART**				
E 101-42110-308	Community Education		$156.77			BIKES FOR RODEO
	Total	**WALMART**	$156.77			
Paid Chk# 000261E	5/31/2019	**CAYAN**				
E 609-49751-207	Credit Card Expenditures		$2,823.23			LIQUOR CC FEE
E 609-49751-207	Credit Card Expenditures		$39.90			SERVICE FEE
E 609-49751-207	Credit Card Expenditures		$5.30			LIQUOR CC FEE
	Total	**CAYAN**	$2,868.43			
Paid Chk# 000261E	5/31/2019	**CENTERPOINT ENERGY**				
E 609-49750-383	Gas Utilities		$161.40	.0419		LIQUOR
E 101-42210-383	Gas Utilities		$525.24	.0419		FIRE
E 101-42210-383	Gas Utilities		$19.30	.0419		FIRE GENERATOR
E 602-49490-383	Gas Utilities		$15.00	.0419		WWTP
E 601-49440-383	Gas Utilities		$74.75	.0419		PUBLIC WORKS (4020 ST FRANCIS)
E 602-49490-383	Gas Utilities		$74.76	.0419		PUBLIC WORKS (4020 ST FRANCIS)
E 101-41940-383	Gas Utilities		$27.67	.0419		CITY HALL #1
E 101-41940-383	Gas Utilities		$27.67	.0419		CITY HALL #2
E 101-41940-383	Gas Utilities		$44.55	.0419		CITY HALL #3
E 101-41940-383	Gas Utilities		$25.76	.0419		CITY HALL #4
E 101-45200-383	Gas Utilities		$112.23	.0419		WARMING HOUSE
E 602-49490-383	Gas Utilities		$19.22	.0419		LIFT (23699 AMBASSADOR)
E 601-49440-383	Gas Utilities		$636.03	.0419		WATER PLANT
E 601-49440-383	Gas Utilities		$20.59	.0419		3911 233RD AVENUE
E 602-49490-383	Gas Utilities		$1,026.11	.0419		WWTP
E 101-42110-383	Gas Utilities		$689.70	.0419		POLICE/PW
E 101-43100-383	Gas Utilities		$172.42	.0419		POLICE/PW
E 101-45200-383	Gas Utilities		$172.42	.0419		POLICE/PW
E 601-49440-383	Gas Utilities		$172.42	.0419		POLICE/PW
E 602-49490-383	Gas Utilities		$172.43	.0419		POLICE/PW
	Total	**CENTERPOINT ENERGY**	$4,189.67			
Paid Chk# 000261E	5/31/2019	**CONNEXUS ENERGY**				
E 101-41940-381	Electric Utilities		$63.67	.0419		SIGN
E 101-41940-381	Electric Utilities		$284.65	.0419		CITY HALL
E 602-49490-381	Electric Utilities		$805.97	.0419		LIFT STATIONS
E 101-45200-381	Electric Utilities		$216.16	.0419		PARKS
E 601-49440-380	Electric-System		$4,353.99	.0419		WATER
E 101-43100-386	Street Lighting		$2,467.02	.0419		STREET LIGHTS
E 602-49490-381	Electric Utilities		$7,431.53	.0419		WWTP
E 609-49750-381	Electric Utilities		$874.26	.0419		LIQUOR STORE
E 101-42110-381	Electric Utilities		$5.00	.0419		SIREN
E 101-42110-381	Electric Utilities		$5.00	.0419		SIREN
E 101-42210-381	Electric Utilities		$322.71	.0419		FIRE
E 101-43100-381	Electric Utilities		$207.37	.0419		POLICE/PW
E 101-45200-381	Electric Utilities		$207.37	.0419		POLICE/PW
E 601-49440-381	Electric Utilities		$207.37	.0419		POLICE/PW
E 602-49490-381	Electric Utilities		$207.38	.0419		POLICE/PW

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E 101-42110-381	Electric Utilities		$829.49	.0419	POLICE/PW
	Total	**CONNEXUS ENERGY**	$18,488.94		
Paid Chk# 000261E	5/31/2019	**FLYTE HCM LLC**			
G 101-21706	Flex Account		$100.00		FLEX REIMBURSEMENT
	Total	**FLYTE HCM LLC**	$100.00		
Paid Chk# 000261E	5/31/2019	**FWT**			
G 101-21703	FICA Tax Withholding		$8,034.92		PAYROLL 05-02-2019
G 101-21709	Medicare		$2,874.70		PAYROLL 05-02-2019
G 101-21701	Federal Withholding		$9,813.80		PAYROLL 05-02-2019
G 101-21703	FICA Tax Withholding		$7,807.34		PAYROLL 05-16-2019
G 101-21709	Medicare		$2,843.28		PAYROLL 05-16-2019
G 101-21701	Federal Withholding		$9,663.82		PAYROLL 05-16-2019
G 101-21703	FICA Tax Withholding		$950.02		PAYROLL 05-21-2019
G 101-21709	Medicare		$326.16		PAYROLL 05-21-2019
G 101-21701	Federal Withholding		$28.33		PAYROLL 05-21-2019
G 101-21703	FICA Tax Withholding		$7,858.92		PAYROLL 05-30-2019
G 101-21709	Medicare		$2,855.86		PAYROLL 05-30-2019
G 101-21701	Federal Withholding		$9,802.57		PAYROLL 05-30-2019
	Total	**FWT**	$62,859.72		
Paid Chk# 000261E	5/31/2019	**HEALTH PARTNERS**			
G 101-21708	Health Premium		$26,478.67		MAY INSURANCE
	Total	**HEALTH PARTNERS**	$26,478.67		
Paid Chk# 000261E	5/31/2019	**HSA CONTRIBUTION**			
G 101-21714	Health Care Savings		$754.50		PAYROLL 05-02-2019
G 101-21714	Health Care Savings		$754.50		PAYROLL 05-16-2019
	Total	**HSA CONTRIBUTION**	$1,509.00		
Paid Chk# 000261E	5/31/2019	**ICMA**			
G 101-21710	Deferred Comp		$385.00		PAYROLL 05-02-2019
G 101-21710	Deferred Comp		$385.00		PAYROLL 05-16-2019
G 101-21710	Deferred Comp		$385.00		PAYROLL 05-30-2019
	Total	**ICMA**	$1,155.00		
Paid Chk# 000261E	5/31/2019	**MASSACHUSETTS, STATE OF**			
G 101-21716	Other Deductions		$194.61		PAYROLL 05-21-2019
	Total	**MASSACHUSETTS, STATE OF**	$194.61		
Paid Chk# 000261E	5/31/2019	**MN DEPT OF REVENUE**			
G 609-20810	Sales Tax Payable		$17,297.00		SALES TAX APRIL PD IN MAY
G 601-20810	Sales Tax Payable		$423.00		SALES TAX APRIL PD IN MAY
	Total	**MN DEPT OF REVENUE**	$17,720.00		
Paid Chk# 000261E	5/31/2019	**MN STATE RETIREMENT SYSTEM**			
G 101-21714	Health Care Savings		$741.72		PAYROLL 05-02-2019
G 101-21714	Health Care Savings		$752.17		PAYROLL 05-16-2019
G 101-21714	Health Care Savings		$742.87		PAYROLL 05-30-2019
	Total	**MN STATE RETIREMENT SYSTEM**	$2,236.76		
Paid Chk# 000261E	5/31/2019	**PAYMENT SERVICE NETWORK**			
E 601-49440-430	Bank Fees		$350.20		CC FEE
	Total	**PAYMENT SERVICE NETWORK**	$350.20		
Paid Chk# 000261E	5/31/2019	**PERA**			

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G 101-21704	PERA		$18,614.18		PAYROLL 05-02-2019
G 101-21704	PERA		$18,548.74		PAYROLL 05-16-2019
G 101-21704	PERA		$939.69		PAYROLL 05-21-2019
G 101-21704	PERA		$18,777.40		PAYROLL 05-30-2019
		Total PERA	$56,880.01		
Paid Chk# 000261E	5/31/2019	**STATE OF ARIZONA**			
G 101-21716	Other Deductions		$196.43		PAYROLL 05-21-2019
		Total STATE OF ARIZONA	$196.43		
Paid Chk# 000261E	5/31/2019	**STATE OF MINNESOTA**			
G 101-21716	Other Deductions		$240.11		PAYROLL 05-21-2019
		Total STATE OF MINNESOTA	$240.11		
Paid Chk# 000261E	5/31/2019	**SWT**			
G 101-21702	State Withholding		$4,480.80		PAYROLL 05-02-2019
G 101-21702	State Withholding		$4,436.52		PAYROLL 05-16-2019
G 101-21702	State Withholding		$33.46		PAYROLL 05-21-2019
G 101-21702	State Withholding		$4,483.49		PAYROLL 05-30-2019
		Total SWT	$13,434.27		
Paid Chk# 000261E	5/31/2019	**VILLAGE BANK**			
E 101-41500-430	Bank Fees		$27.33		MAY FEES
E 601-49440-430	Bank Fees		$27.33		MAY FEES
E 602-49490-430	Bank Fees		$27.33		MAY FEES
E 609-49750-430	Bank Fees		$27.36		MAY FEES
		Total VILLAGE BANK	$109.35		
Paid Chk# 000261E	5/31/2019	**VOYA**			
G 101-21710	Deferred Comp		$1,550.00		PAYROLL 05-02-2019
G 101-21710	Deferred Comp		$1,550.00		PAYROLL 05-16-2019
G 101-21710	Deferred Comp		$1,550.00		PAYROLL 05-30-2019
		Total VOYA	$4,650.00		
Paid Chk# 075997	6/6/2019	**HEEREN, JOHN**			
E 101-42110-441	Miscellaneous		$30,000.00		SETTLEMENT 06/03/19
		Total HEEREN, JOHN	$30,000.00		
Paid Chk# 075998	6/10/2019	**NORTHERN LIGHTER PYROTECHNICS,**			
E 101-45200-311	Contract		$10,000.00	.0619	FIREWORKS-2019
		›tal NORTHERN LIGHTER PYROTECHNICS,	$10,000.00		
Paid Chk# 075999	6/13/2019	**MAIL ON THE MOVE**			
E 101-41400-322	Postage		$478.98		REPLACE CK #75705
		Total MAIL ON THE MOVE	$478.98		
Paid Chk# 076000	6/18/2019	**AIRGAS NORTH CENTRAL**			
E 101-43100-217	Other Operating Supplies		$12.98	9962154223	RENT
E 101-43210-217	Other Operating Supplies		$12.98	9962154223	RENT
E 101-45200-217	Other Operating Supplies		$12.98	9962154223	RENT
E 601-49440-217	Other Operating Supplies		$12.98	9962154223	RENT
E 602-49490-217	Other Operating Supplies		$13.01	9962154223	RENT
		Total AIRGAS NORTH CENTRAL	$64.93		
Paid Chk# 076001	6/18/2019	**ALWAYS BRIGHT LIGHTS LTD**			
E 101-45200-311	Contract		$250.00	804	REMOVE BANNERS

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Total	**ALWAYS BRIGHT LIGHTS LTD**		$250.00		
Paid Chk# 076002	6/18/2019	**ANOKA COUNTY SHERIFF**			
E 101-42110-208	Training and Instruction		$108.00	.0519	EMR REFRESHER-PETERSON
Total	**ANOKA COUNTY SHERIFF**		$108.00		
Paid Chk# 076003	6/18/2019	**ASPEN MILLS**			
E 101-42210-437	Uniform Allowance		$4.00	237611	UNIFORMS-LAWERENCE
Total	**ASPEN MILLS**		$4.00		
Paid Chk# 076004	6/18/2019	**BARGEN INC.**			
E 405-43100-803	Sealcoating		$16,087.50	219273	PATCHING
E 405-43100-803	Sealcoating		$11,210.00	219274	PATCHING
Total	**BARGEN INC.**		$27,297.50		
Paid Chk# 076005	6/18/2019	**BAYCOM, INC**			
E 402-42110-550	Vehicles		$249.00	EQUIPINV_02	SUPPLIES
Total	**BAYCOM, INC**		$249.00		
Paid Chk# 076006	6/18/2019	**BELLBOY CORPORATION**			
E 609-49751-206	Freight and Fuel Charges		$31.23	0069988700	FREIGHT
E 609-49751-251	Liquor For Resale		$1,639.63	0069988700	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$15.50	0069996900	FREIGHT
E 609-49751-251	Liquor For Resale		$1,460.00	0069996900	LIQUOR
E 609-49750-210	Operating Supplies		$121.59	0099590500	OPERATING
E 609-49751-254	Miscellaneous Merchandise		$82.25	0099590500	MISC
Total	**BELLBOY CORPORATION**		$3,350.20		
Paid Chk# 076007	6/18/2019	**BERNICK COMPANIES, THE**			
E 609-49751-254	Miscellaneous Merchandise		$20.00	508300	MISC
E 609-49751-252	Beer For Resale		$353.70	508301	BEER
E 609-49751-255	N/A Products		$25.55	508301	N/A
E 609-49751-252	Beer For Resale		$1,055.00	509992	BEER
Total	**BERNICK COMPANIES, THE**		$1,454.25		
Paid Chk# 076008	6/18/2019	**BGS (BARNA GUZY)**			
E 101-41600-312	Criminal Legal Fees		$5,000.00	203153	PROSECUTION
E 101-41600-304	Civil Legal Fees		$39.00	203334	MISC FORFEITURES
E 101-41600-304	Civil Legal Fees		$481.00	203390	RUM RIVER BLUFFS
E 101-41600-304	Civil Legal Fees		$2,627.55	203391	WC ISSUE
E 101-41600-304	Civil Legal Fees		$708.00	203392	DANGEROUS DOG
E 101-41600-304	Civil Legal Fees		$280.00	203425	RAMACHER PURCHASE
E 101-41600-304	Civil Legal Fees		$1,900.00	203437	MUNICIPAL
E 101-41600-304	Civil Legal Fees		$546.00	203438	GENERAL LABOR
E 101-41600-304	Civil Legal Fees		$280.00	203439	CELL TOWER
E 101-41600-304	Civil Legal Fees		$1,190.00	203440	COMMUNITY DEVELOPMENT
E 101-41600-304	Civil Legal Fees		$4,564.00	203441	MEADOWS
E 101-41600-304	Civil Legal Fees		$5,264.00	203442	MISCELLANEOUS
E 101-41600-304	Civil Legal Fees		$266.00	203518	CERT OF POSSESSORY TITLE
G 803-22102	Esc-Meridian Beh Health		$406.00	203523	MERIDIAN
Total	**BGS (BARNA GUZY)**		$23,551.55		
Paid Chk# 076009	6/18/2019	**BREAKTHRU BEVERAGE**			
E 609-49751-206	Freight and Fuel Charges		$59.40	1080978251	FREIGHT
E 609-49751-251	Liquor For Resale		$5,458.95	1080978251	LIQUOR
E 609-49751-254	Miscellaneous Merchandise		$66.09	1080978251	MISC

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E 609-49751-252	Beer For Resale		$232.00	1080978252	BEER
E 609-49751-206	Freight and Fuel Charges		$31.49	1080981007	FREIGHT
E 609-49751-251	Liquor For Resale		$2,266.23	1080981007	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$28.46	1080985082	FREIGHT
E 609-49751-251	Liquor For Resale		$1,616.01	1080985082	LIQUOR
E 609-49751-251	Liquor For Resale		($24.55)	2080234567	CREDITS
E 609-49751-251	Liquor For Resale		($22.19)	2080237039	CREDITS
	Total	**BREAKTHRU BEVERAGE**	$9,711.89		
Paid Chk# 076010	6/18/2019	**CAPITOL BEVERAGE SALES, L.P**			
E 609-49751-252	Beer For Resale		$353.00	6116438	BEER
	Total	**CAPITOL BEVERAGE SALES, L.P**	$353.00		
Paid Chk# 076011	6/18/2019	**CENTURY LINK**			
E 602-49490-321	Telephone		$14.17	.0619	PHONE
E 601-49440-321	Telephone		$14.17	.0619	PHONE
	Total	**CENTURY LINK**	$28.34		
Paid Chk# 076012	6/18/2019	**CINTAS**			
E 101-41940-219	Rug Maintenance		($46.08)		CREDIT ON 12859103
E 609-49750-219	Rug Maintenance		$11.26	4022722595	RUGS
E 602-49490-417	Uniform Clothing & PPE		$10.64	4023192280	UNIFORMS
E 101-45200-402	Janitorial Service		$6.01	4023192311	RUGS & SUPPLIES
E 101-43100-402	Janitorial Service		$6.01	4023192311	RUGS & SUPPLIES
E 601-49440-402	Janitorial Service		$6.01	4023192311	RUGS & SUPPLIES
E 602-49490-402	Janitorial Service		$6.01	4023192311	RUGS & SUPPLIES
E 101-42110-402	Janitorial Service		$24.04	4023192311	RUGS & SUPPLIES
E 609-49750-219	Rug Maintenance		$11.26	4023606853	RUGS
E 101-41940-219	Rug Maintenance		$16.16	4023606864	RUGS
E 601-49440-417	Uniform Clothing & PPE		$5.32	4023606936	UNIFORMS
E 602-49490-417	Uniform Clothing & PPE		$5.32	4023606936	UNIFORMS
	Total	**CINTAS**	$61.96		
Paid Chk# 076013	6/18/2019	**COUNTY MARKET - CITY ACCOUNT**			
E 101-42210-212	Motor Fuels		$315.80	.0519	FUEL
	Total	**COUNTY MARKET - CITY ACCOUNT**	$315.80		
Paid Chk# 076014	6/18/2019	**COURIER, THE**			
E 101-41400-441	Miscellaneous		$126.00	106917	SUMMER NEWSLETTER
	Total	**COURIER, THE**	$126.00		
Paid Chk# 076015	6/18/2019	**CRYSTAL SPRINGS ICE**			
E 609-49751-254	Miscellaneous Merchandise		$75.60	002.B006420	MISC
E 609-49751-254	Miscellaneous Merchandise		$97.20	002.B006476	MISC
E 609-49751-254	Miscellaneous Merchandise		$167.80	002.B006519	MISC
E 609-49751-254	Miscellaneous Merchandise		$225.04	002.B006574	MISC
E 609-49751-254	Miscellaneous Merchandise		$71.28	002.B006618	MISC
	Total	**CRYSTAL SPRINGS ICE**	$636.92		
Paid Chk# 076016	6/18/2019	**DAHLHEIMER DIST. CO. INC.**			
E 609-49751-252	Beer For Resale		$8,427.25	116-0222	BEER
E 609-49751-255	N/A Products		$54.00	116-0222	NA
E 609-49751-254	Miscellaneous Merchandise		$385.00	116-0222	MISC
E 609-49751-252	Beer For Resale		$13,993.90	129-0509	BEER
E 609-49751-255	N/A Products		$27.00	129-0509	N/A
E 609-49751-252	Beer For Resale		$16,636.15	129-0577	BEER

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E 609-49751-255	N/A Products		$45.40	129-0577	N/A
E 609-49751-252	Beer For Resale		$2,520.00	852821	BEER
	Total	**DAHLHEIMER DIST. CO. INC.**	$42,088.70		
Paid Chk# 076017	6/18/2019	**DEX MEDIA EAST LLC**			
E 609-49750-340	Advertising		$80.00	.0619	ADVERTISING
	Total	**DEX MEDIA EAST LLC**	$80.00		
Paid Chk# 076018	6/18/2019	**E.H. RENNER**			
E 601-47000-601	Debt Srv Bond Principal		$11,742.02	849	REPAIRS @ WELL #4
	Total	**E.H. RENNER**	$11,742.02		
Paid Chk# 076019	6/18/2019	**EAGLE GARAGE DOOR CO.**			
E 101-42210-401	Repairs/Maint Buildings		$445.00	5441	SERVICE DOORS-FIRE STATION
	Total	**EAGLE GARAGE DOOR CO.**	$445.00		
Paid Chk# 076020	6/18/2019	**ECM PUBLISHERS, INC.**			
E 101-41400-352	General Notices and Pub Info		$315.00	699498	CHAMBER MAP
E 101-41910-351	Legal Notices Publishing		$53.75	701495	SALE OF LOTS
E 101-42110-441	Miscellaneous		$37.63	701496	FORFEITURE SALE
	Total	**ECM PUBLISHERS, INC.**	$406.38		
Paid Chk# 076021	6/18/2019	**EHLERS & ASSOCIATES**			
E 101-41500-441	Miscellaneous		$500.00	80461	POST ISSUANCE COMPLIANCE
	Total	**EHLERS & ASSOCIATES**	$500.00		
Paid Chk# 076022	6/18/2019	**EMBEDDED SYSTEMS**			
E 101-42110-311	Contract		$553.50	343892	SIREN MAINTENANCE
	Total	**EMBEDDED SYSTEMS**	$553.50		
Paid Chk# 076023	6/18/2019	**EMERGENCY AUTOMOTIVE TECH. INC**			
E 402-42110-550	Vehicles		$6,647.39	OAK18192	SQUAD 119
E 402-42110-550	Vehicles		$6,682.47	OAK18193A	NEW SQUAD 219
E 402-42110-550	Vehicles		$8,910.02	OAK18194	UNMARKED CAR
	otal	**EMERGENCY AUTOMOTIVE TECH. INC**	$22,239.88		
Paid Chk# 076024	6/18/2019	**FERRELLGAS**			
E 101-43100-217	Other Operating Supplies		$12.00	RNT7819084	CYLINDER
E 101-43100-217	Other Operating Supplies		$12.00	RNT7819085	CYLINDER
	Total	**FERRELLGAS**	$24.00		
Paid Chk# 076025	6/18/2019	**FIRE CAT, LLC**			
E 101-42210-218	Equipment Repair & Maintenance		$2,247.00	MN-7286	HOSE TESTING
	Total	**FIRE CAT, LLC**	$2,247.00		
Paid Chk# 076026	6/18/2019	**FLYTE HCM LLC**			
E 101-41540-301	Auditing and Acct g Services		$39.00	42636	JUNE FEE
	Total	**FLYTE HCM LLC**	$39.00		
Paid Chk# 076027	6/18/2019	**GFOA**			
E 101-41500-433	Dues and Subscriptions		$170.00	0159107	MEMBERSHIP-MULVIHILL
	Total	**GFOA**	$170.00		
Paid Chk# 076028	6/18/2019	**GRANITE CITY JOBBING CO.**			
E 609-49751-206	Freight and Fuel Charges		$4.25	139251	FREIGHT
E 609-49750-210	Operating Supplies		$137.78	139251	OPERATING
E 609-49751-254	Miscellaneous Merchandise		$53.16	139251	MISC

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E 609-49751-256	Tobacco Products For Resale	$2,759.47	139251	TOBACCO
Total	**GRANITE CITY JOBBING CO.**	$2,954.66		
Paid Chk# 076029	6/18/2019 **GREAT PLAINS FIRE**			
E 101-42110-221	Vehicle Repair & Maintenance	$111.14	5350	SUPPLIES
Total	**GREAT PLAINS FIRE**	$111.14		
Paid Chk# 076030	6/18/2019 **HAWKINS, INC.**			
E 602-49490-216	Chemicals and Chem Products	$4,939.22	4509900	CHEMICALS
E 601-49440-216	Chemicals and Chem Products	$1,524.17	4509923	CHEMICALS
E 601-49440-216	Chemicals and Chem Products	$4,091.50	4509933	CHEMICALS
Total	**HAWKINS, INC.**	$10,554.89		
Paid Chk# 076031	6/18/2019 **HOISINGTON KOEGLER GROUP, INC**			
E 101-41910-311	Contract	$9,902.02	018-041-9	GENERAL PLANNING
G 803-22043	Esc-Laketown Homes	$656.25	018-041-9	LAKETOWN HOMES
G 803-22160	ESC-SCHULTE SUBDIVISION	$618.75	018-041-9	SHULTE-TURTLE PONDS
Total	**HOISINGTON KOEGLER GROUP, INC**	$11,177.02		
Paid Chk# 076032	6/18/2019 **INNOVATIVE OFFICE SOLUTIONS, L**			
E 101-43100-200	Office Supplies	$26.65	IN2537944	SUPPLIES
E 101-42110-200	Office Supplies	$11.49	IN2537944	SUPPLIES
E 101-43210-200	Office Supplies	$9.15	IN2544125	SUPPLIES
E 101-41400-200	Office Supplies	$137.18	IN2552654	OFFICE SUPPLIES
Total	**INNOVATIVE OFFICE SOLUTIONS, L**	$184.47		
Paid Chk# 076033	6/18/2019 **INTERSTATE TESTING**			
E 601-49440-234	Water Tower Maintenance	$400.00	13841	TESTING
E 601-49440-233	Water Treatment Plant Maint	$400.00	13841	TESTING
Total	**INTERSTATE TESTING**	$800.00		
Paid Chk# 076034	6/18/2019 **JJ TAYLOR DISTRIBUTING**			
E 609-49751-252	Beer For Resale	$5,139.15	2973930	BEER
E 609-49751-206	Freight and Fuel Charges	$3.00	2973930	FREIGHT
E 609-49751-251	Liquor For Resale	$221.60	2973934	LIQUOR
Total	**JJ TAYLOR DISTRIBUTING**	$5,363.75		
Paid Chk# 076035	6/18/2019 **JOHNSON BROS WHLSE LIQUOR**			
E 609-49751-206	Freight and Fuel Charges	$59.66	1300889	FREIGHT
E 609-49751-251	Liquor For Resale	$3,201.19	1300889	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$18.84	1300890	FREIGHT
E 609-49751-253	Wine For Resale	$488.30	1300890	WINE
E 609-49751-206	Freight and Fuel Charges	$43.18	1306610	FREIGHT
E 609-49751-251	Liquor For Resale	$2,257.28	1306610	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$17.27	1306611	FREIGHT
E 609-49751-253	Wine For Resale	$530.25	1306611	WINE
E 609-49751-206	Freight and Fuel Charges	$70.65	1312139	FREIGHT
E 609-49751-251	Liquor For Resale	$3,289.75	1312139	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$18.84	1312140	FREIGHT
E 609-49751-253	Wine For Resale	$563.60	1312140	WINE
E 609-49751-251	Liquor For Resale	($488.39)	534559	CREDITS
E 609-49751-251	Liquor For Resale	($153.62)	535684	CREDITS
E 609-49751-251	Liquor For Resale	($353.16)	542801	CREDITS
E 609-49751-251	Liquor For Resale	($56.72)	542802	CREDITS
E 609-49751-206	Freight and Fuel Charges	($1.57)	547077	FREIGHT
E 609-49751-253	Wine For Resale	($55.15)	547077	WINE

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Total	**JOHNSON BROS WHLSE LIQUOR**		$9,450.20		
Paid Chk# 076036	6/18/2019	**JOSHUA/MARKUM BUILDERS**			
G 803-20200	Accounts Payable		$5,350.00		ESC REF 22834 DAKOTAH
G 803-20200	Accounts Payable		($5,350.00)		ESC REF 22834 DAKOTAH
G 803-22000	Deposits		$5,350.00		ESC REF 22834 DAKOTAH
Total	**JOSHUA/MARKUM BUILDERS**		$5,350.00		
Paid Chk# 076037	6/18/2019	**LMC INSURANCE TRUST**			
E 101-42110-160	Work Comp Insurance		$768.65	14364	WC
Total	**LMC INSURANCE TRUST**		$768.65		
Paid Chk# 076038	6/18/2019	**LMC INSURANCE TRUST**			
E 101-41110-360	Insurance		$81.65	.0619	INSURANCE
E 101-41120-360	Insurance		$0.83	.0619	INSURANCE
E 101-41400-360	Insurance		$821.21	.0619	INSURANCE
E 101-41410-360	Insurance		$18.35	.0619	INSURANCE
E 101-41500-360	Insurance		$421.95	.0619	INSURANCE
E 101-41600-360	Insurance		$263.37	.0619	INSURANCE
E 101-41910-360	Insurance		$583.44	.0619	INSURANCE
E 101-41940-360	Insurance		$491.60	.0619	INSURANCE
E 101-42110-360	Insurance		$6,706.13	.0619	INSURANCE
E 101-42210-360	Insurance		$1,468.03	.0619	INSURANCE
E 101-42400-360	Insurance		$342.69	.0619	INSURANCE
E 101-43100-360	Insurance		$3,919.52	.0619	INSURANCE
E 101-43210-360	Insurance		$130.63	.0619	INSURANCE
E 101-45000-360	Insurance		$2.66	.0619	INSURANCE
E 101-45200-360	Insurance		$3,609.00	.0619	INSURANCE
E 601-49440-360	Insurance		$3,825.52	.0619	INSURANCE
E 602-49490-360	Insurance		$6,428.65	.0619	INSURANCE
E 609-49750-360	Insurance		$1,312.77	.0619	INSURANCE
E 101-45230-360	Insurance		$225.00	.0619	PROPERTY INSURANCE
Total	**LMC INSURANCE TRUST**		$30,653.00		
Paid Chk# 076039	6/18/2019	**LMC INSURANCE TRUST**			
E 101-42110-360	Insurance		$500.00	86711	DEDUCTIBLE
Total	**LMC INSURANCE TRUST**		$500.00		
Paid Chk# 076040	6/18/2019	**LMC INSURANCE TRUST**			
E 101-41400-160	Work Comp Insurance		$383.00	.0619	WORK COMP
E 101-41500-160	Work Comp Insurance		$271.00	.0619	WORK COMP
E 101-43100-160	Work Comp Insurance		$4,345.50	.0619	WORK COMP
E 101-42210-160	Work Comp Insurance		$3,604.50	.0619	WORK COMP
E 101-42110-160	Work Comp Insurance		$9,185.00	.0619	WORK COMP
E 101-45200-160	Work Comp Insurance		$1,414.75	.0619	WORK COMP
E 101-43210-160	Work Comp Insurance		$323.75	.0619	WORK COMP
E 601-49440-160	Work Comp Insurance		$1,706.25	.0619	WORK COMP
E 602-49490-160	Work Comp Insurance		$1,887.50	.0619	WORK COMP
E 609-49750-160	Work Comp Insurance		$2,036.00	.0619	WORK COMP
E 101-41410-160	Work Comp Insurance		$0.00	.0619	WORK COMP
E 101-42400-160	Work Comp Insurance		$112.00	.0619	WORK COMP
E 101-41910-160	Work Comp Insurance		$207.75	.0619	WORK COMP
Total	**LMC INSURANCE TRUST**		$25,477.00		
Paid Chk# 076041	6/18/2019	**MCDONALD DIST CO.**			
E 609-49751-252	Beer For Resale		($22.00)	251-0066	BEER

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E 609-49751-252	Beer For Resale		($50.40)	251-0071	BEER
E 609-49751-252	Beer For Resale		($55.56)	251-0079	BEER
E 609-49751-252	Beer For Resale		$6,453.60	492753	BEER
E 609-49751-255	N/A Products		$21.40	492753	NA
E 609-49751-252	Beer For Resale		$10,150.15	493283	BEER
E 609-49751-255	N/A Products		$201.30	493283	N/A
E 609-49751-252	Beer For Resale		($1,536.00)	493337	BEER
E 609-49751-252	Beer For Resale		$1,692.00	493338	BEER
E 609-49751-252	Beer For Resale		$10,512.80	494318	BEER
E 609-49751-255	N/A Products		$23.00	494318	N/A
	Total	**MCDONALD DIST CO.**	$27,390.29		
Paid Chk# 076042	6/18/2019	**METRO SALES, INC.**			
E 101-41400-200	Office Supplies		$2.43	INV1352586	REMAINING BALANCE
	Total	**METRO SALES, INC.**	$2.43		
Paid Chk# 076043	6/18/2019	**MIDCONTINENT COMMUNICATIONS**			
E 101-43100-321	Telephone		$16.89	.0619	PUBLIC WORKS
E 101-42110-321	Telephone		$16.89	.0619	POLICE
E 601-49440-321	Telephone		$150.00	.0619	WATER
E 609-49750-321	Telephone		$150.00	.0619	LIQUOR STORE
E 101-41940-321	Telephone		$859.00	.0619	CITY HALL
	Total	**MIDCONTINENT COMMUNICATIONS**	$1,192.78		
Paid Chk# 076044	6/18/2019	**MTI DISTRIBUTING, INC.**			
E 101-45200-218	Equipment Repair & Maintenance		$682.72	1214262.00	MOTOR ASM
E 101-45200-218	Equipment Repair & Maintenance		$680.44	1214262.01	MOTOR ASM
	Total	**MTI DISTRIBUTING, INC.**	$1,363.16		
Paid Chk# 076045	6/18/2019	**MWOA**			
E 602-49490-208	Training and Instruction		$275.00	.0619	CONFERENCE-TEICHER
E 602-49490-208	Training and Instruction		$275.00	.0619	CONFERENCE-BARTEN
	Total	**MWOA**	$550.00		
Paid Chk# 076046	6/18/2019	**NORTH METRO TREE SERVICE INC.**			
E 101-45200-311	Contract		$850.00	.0619	10 TREES TRIMMING
E 101-43100-311	Contract		$375.00	.0619	TREE REMOVAL
	Total	**NORTH METRO TREE SERVICE INC.**	$1,225.00		
Paid Chk# 076047	6/18/2019	**NORTHLAND OCCUPATIONAL HEALTH**			
E 101-43100-441	Miscellaneous		$18.75	3700	TESTING
E 101-45200-441	Miscellaneous		$18.75	3700	TESTING
E 601-49440-441	Miscellaneous		$18.75	3700	TESTING
E 602-49490-441	Miscellaneous		$18.75	3700	TESTING
	ɔtal	**NORTHLAND OCCUPATIONAL HEALTH**	$75.00		
Paid Chk# 076048	6/18/2019	**OFFICE OF THE SECRETARY**			
E 101-41400-441	Miscellaneous		$120.00	.0619	NOTARY-STOLL
	Total	**OFFICE OF THE SECRETARY**	$120.00		
Paid Chk# 076049	6/18/2019	**PACE ANALYTICAL SERVICES**			
E 602-49490-313	Sample Testing		$138.00	1912006696	TESTING
E 602-49490-313	Sample Testing		$381.50	1912006804	TESTING
E 602-49490-313	Sample Testing		$140.00	1912006916	TESTING
E 602-49490-313	Sample Testing		$110.00	1912006918	TESTING
E 601-49440-313	Sample Testing		$120.00	1912006959	TESTING

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E 602-49490-313	Sample Testing		$125.00	1912007067	TESTING
Total	**PACE ANALYTICAL SERVICES**		$1,014.50		
Paid Chk# 076050	6/18/2019	**PAUL EMMERICH CONSTRUCTION**			
G 803-22000	Deposits		$3,800.00	.0619	REF ESC-23546 UNDERCLIFT
Total	**PAUL EMMERICH CONSTRUCTION**		$3,800.00		
Paid Chk# 076051	6/18/2019	**PEPSI COLA**			
E 609-49751-254	Miscellaneous Merchandise		$326.65	60776406	MISC
Total	**PEPSI COLA**		$326.65		
Paid Chk# 076052	6/18/2019	**PHILLIPS WINE & SPIRITS CO.**			
E 609-49751-206	Freight and Fuel Charges		$51.81	2562259	FREIGHT
E 609-49751-251	Liquor For Resale		$4,247.44	2562259	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$12.56	2562260	FREIGHT
E 609-49751-253	Wine For Resale		$293.25	2562260	WINE
E 609-49751-206	Freight and Fuel Charges		$6.28	2562261	FREIGHT
E 609-49751-206	Freight and Fuel Charges		$13.35	2566219	FREIGHT
E 609-49751-251	Liquor For Resale		$1,248.20	2566219	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$6.28	2566220	FREIGHT
E 609-49751-253	Wine For Resale		$212.00	2566220	WINE
E 609-49751-206	Freight and Fuel Charges		$40.82	2570144	FREIGHT
E 609-49751-251	Liquor For Resale		$3,329.11	2570144	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$21.20	2570145	FREIGHT
E 609-49751-253	Wine For Resale		$751.75	2570145	WINE
E 609-49751-251	Liquor For Resale		($42.01)	325735	CREDITS
E 609-49751-251	Liquor For Resale		($53.57)	329777	CREDITS
Total	**PHILLIPS WINE & SPIRITS CO.**		$10,138.47		
Paid Chk# 076053	6/18/2019	**POSTMASTER - ST. FRANCIS**			
E 101-43210-439	Recycling Days		$600.95		RECYCLING POSTCARD
Total	**POSTMASTER - ST. FRANCIS**		$600.95		
Paid Chk# 076054	6/18/2019	**RJM DISTRIBUTING INC.**			
E 609-49751-254	Miscellaneous Merchandise		$37.50	IND019159	MISC
Total	**RJM DISTRIBUTING INC.**		$37.50		
Paid Chk# 076055	6/18/2019	**ROSEVILLE, CITY OF**			
E 101-41940-321	Telephone		$82.87	0226202	PHONE
E 101-42110-321	Telephone		$82.87	0226202	PHONE
E 101-43100-321	Telephone		$82.87	0226202	PHONE
E 101-42210-321	Telephone		$82.87	0226202	PHONE
E 101-45200-321	Telephone		$82.87	0226202	PHONE
E 601-49440-321	Telephone		$82.87	0226202	PHONE
E 602-49490-321	Telephone		$82.87	0226202	PHONE
E 609-49750-321	Telephone		$82.91	0226202	PHONE
E 101-41110-310	Computer Consulting Fees		$310.13	0226239	IT SERVICES
E 101-41400-310	Computer Consulting Fees		$1,007.94	0226239	IT SERVICES
E 101-42110-310	Computer Consulting Fees		$3,566.58	0226239	IT SERVICES
E 101-42210-310	Computer Consulting Fees		$573.75	0226239	IT SERVICES
E 101-43100-310	Computer Consulting Fees		$310.13	0226239	IT SERVICES
E 101-45200-310	Computer Consulting Fees		$310.13	0226239	IT SERVICES
E 601-49440-310	Computer Consulting Fees		$310.13	0226239	IT SERVICES
E 602-49490-310	Computer Consulting Fees		$310.13	0226239	IT SERVICES
E 609-49750-310	Computer Consulting Fees		$155.06	0226239	IT SERVICES
E 101-42400-310	Computer Consulting Fees		$286.87	0226239	IT SERVICES

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E 101-41910-310	Computer Consulting Fees		$155.15	0226239	IT SERVICES
	Total	**ROSEVILLE, CITY OF**	$7,959.00		
Paid Chk# 076056	6/18/2019	**SHI INTERNATIONAL CORP**			
E 402-43100-570	C-O-L Office Equip & Misc.		$268.00	B10089251	OFFICE 2019
	Total	**SHI INTERNATIONAL CORP**	$268.00		
Paid Chk# 076057	6/18/2019	**SKOGQUIST, ERIK**			
E 101-41550-311	Contract		$4,083.38	.0519	ASSESSING-2ND QTR
	Total	**SKOGQUIST, ERIK**	$4,083.38		
Paid Chk# 076058	6/18/2019	**SOUTHERN GLAZERS OF MN**			
E 609-49751-206	Freight and Fuel Charges		$1.28	1825418	FREIGHT
E 609-49751-206	Freight and Fuel Charges		$19.20	1825419	FREIGHT
E 609-49751-253	Wine For Resale		$630.00	1825419	WINE
E 609-49751-206	Freight and Fuel Charges		$15.36	1825420	FREIGHT
E 609-49751-251	Liquor For Resale		$1,711.08	1825420	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$64.00	1828237	FREIGHT
E 609-49751-251	Liquor For Resale		$4,062.50	1828237	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$51.20	1828238	FREIGHT
E 609-49751-251	Liquor For Resale		$4,691.60	1828238	LIQUOR
E 609-49751-251	Liquor For Resale		($150.00)	9174622	CREDIT
	Total	**SOUTHERN GLAZERS OF MN**	$11,096.22		
Paid Chk# 076059	6/18/2019	**ST. FRANCIS AREA CHAMBER OF**			
E 609-49750-340	Advertising		$30.00	5359	PARADE SIGNUP
	Total	**ST. FRANCIS AREA CHAMBER OF**	$30.00		
Paid Chk# 076060	6/18/2019	**THE AMERICAN BOTTLING COMPANY**			
E 609-49751-254	Miscellaneous Merchandise		$185.40	3562811171	MISC
	otal	**THE AMERICAN BOTTLING COMPANY**	$185.40		
Paid Chk# 076061	6/18/2019	**TOM LYNCH ELECTRIC**			
E 101-45230-311	Contract		$800.00	.0619	PIONEER DAYS HOOKUP
E 101-43100-401	Repairs/Maint Buildings		$292.60	.0619	REPAIRS
E 101-45200-401	Repairs/Maint Buildings		$292.60	.0619	REPAIRS
E 601-49440-401	Repairs/Maint Buildings		$292.60	.0619	REPAIRS
E 602-49490-401	Repairs/Maint Buildings		$292.60	.0619	REPAIRS
E 101-42110-401	Repairs/Maint Buildings		$292.60	.0619	REPAIRS
E 101-45200-401	Repairs/Maint Buildings		$2,340.00	.619	REPAIRS
	Total	**TOM LYNCH ELECTRIC**	$4,603.00		
Paid Chk# 076062	6/18/2019	**TOTAL CONTROL SYSTEMS, INC.**			
E 601-49440-233	Water Treatment Plant Maint		$1,788.60	8846	COMMUNICATION DEVICE
	Total	**TOTAL CONTROL SYSTEMS, INC.**	$1,788.60		
Paid Chk# 076063	6/18/2019	**U S BANK EQUIPMENT FINANCE**			
E 101-41400-240	Office Equip		$200.82		COPIER LEASE
E 101-43100-240	Office Equip		$200.82		COPIER LEASE
E 101-43210-240	Office Equip		$200.82		COPIER LEASE
E 101-45200-240	Office Equip		$200.82		COPIER LEASE
E 601-49440-240	Office Equip		$200.82		COPIER LEASE
E 602-49490-240	Office Equip		$200.85		COPIER LEASE
	Total	**U S BANK EQUIPMENT FINANCE**	$1,204.95		
Paid Chk# 076064	6/18/2019	**VINOCOPIA, INC.**			
E 609-49751-206	Freight and Fuel Charges		$20.00	0233958-IN	FREIGHT

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E 609-49751-251	Liquor For Resale		$696.00	0233958-IN	WINE
	Total	**VINOCOPIA, INC.**	$716.00		
Paid Chk# 076065	6/18/2019	**WELLS, MARY**			
E 101-41550-311	Contract		$4,083.38	.0519	ASSESSING 2ND QUARTER
	Total	**WELLS, MARY**	$4,083.38		
		10100 CASH	$603,471.33		

Fund Summary

10100 CASH	
101 GENERAL FUND	$331,232.12
402 CAPITAL EQUIPMENT	$22,756.88
405 Street Improvement Fund	$27,297.50
601 WATER FUND	$34,181.44
602 SEWER FUND	$26,528.47
609 LIQUOR FUND	$150,643.92
803 ESCROW	$10,831.00
	$603,471.33