CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
MAY 20, 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 – May 6, 2019
   B. Annual Routine Street Patch Filling Quotes
   C. St. Francis Area Chamber of Commerce – Parade Permit
   D. City Hall Copier – Lease Agreement
   E. Master Partnership Agreement with MnDOT – Resolution 2019-20
   F. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS
   A. Swearing in of Fire Fighters: Lucas Phelps, Will Mangan, Kristina Kizer, Isaiah Brunette, Albert Garza and Aaron Hill
   B. Abdo Eick & Myers: 2018 Annual Audit Presentation

7. PUBLIC HEARINGS

8. OLD BUSINESS
   A. Joan O'Brien-Waller/Richard Waller: Special Assessments on 2019 Property Taxes 23040 Butterfield Drive NW Administrative Fines – Resolution 2019-18
   B. Ordinance 248, Second Series: Amending the Fee Schedule (Second Reading)

9. NEW BUSINESS
   A. Summary Publication for Ordinance 248, Second Series – Resolution 2019-19
   B. Street Reconstruction Project – Project Schedule and Workshop

10. MEETING OPEN TO THE PUBLIC

11. REPORTS
   A. Department Reports – Public Works Monthly Report
   B. Councilmember Reports -
   C. 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

12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MAY 6, 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, and Robert Bauer. Sarah Udvig excused.

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

3. **APPROVAL OF AGENDA**
MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA AS AMENDED. Motion carried 4-0.

4. **CONSENT AGENDA**
Feldman stated councilmember Bauer would like to make a statement.

Bauer said he would like to make a made a statement about the DNR Variance subject. I made a statement that have some residents concerned. I said at the last meeting; look at the cities around us we are the only city that has urban and rural designations. After discussions with experts, staff I would like to clarify my statement by saying, we are the only city that has urban and rural designations within our city limits. That is the Rum River relating to wildlife, scenic and recreational rivers. Thank you.

Feldman also stated Council member Robinson asked that item E. be removed from the consent agenda for clarification and/or update.

MOTION BY ROBINSON SECOND BAUER TO APPROVE THE CONSENT AGENDA ITEMS A-D AND F-G AS FOLLOWS REMOVING ITEM E:

A. City Council Minutes – April 15, 2019
B. City Council Work Session Notes – April 22, 2019
C. EFT Policy Approval

D. Annual Routine Dust Control Quotes
E. Meridian Behavioral Health Development Agreement
F. EMT Firefighter Class Payment
G. Payment of Claims
Motion carried 4-0

E. Meridian Behavioral Health Development Agreement
Feldman asked Community Development Director Kate Thunstrom to give an update on Meridian.

Thunstrom said Meridian received a conditional use permit last June 2018. Last fall we worked on the development agreement and was approved in August 2018. At that time, Meridian did not move through with the construction so they did not sign the development agreement signature page. They are now wanting to submit a building permit. Therefore, we wanted to update the agreement with correct dates, amounts and requesting approval for signatures.

Robinson said I sent an email to Kate and she responded promptly. Kate can you give us a general overview of what Meridian is going to be, what it's function is because people forget as time goes by.

Thunstrom stated Meridian is a 60 bed 30 room behavioral chemical health center. It is not a court ordered center, one story building that will be located behind the townhomes across from the police/public works building. It is a 24 hour treatment facility so it will have 24 hour care. It has been coming and going for several years but now moving forward with ground breaking in July. Anything else specifically you want me to explain. Robinson said it is nice to explain and refresh people's minds.

Feldman said on June 6, 2019 they will be pulling a permit, been in play for several years. Looking for a completion date of 2020. Conversations started as early as 2009, in 2013 city rezoned this property specifically for them, so that is when they officially started. Privately owned facility and they voluntarily come into this facility.
MOTION BY ROBINSON SECOND MUEHLBAUER TO APPROVE THE MERIDIAN BEHAVIORAL HEALTH DEVELOPMENT AGREEMENT. Motion carried 4-0.

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

6. **SPECIAL BUSINESS**
A. Joan O'Brien-Waller/Richard Waller: Special Assessments on 2019 Property Taxes – 23040 Butterfield Drive NW Administrative Fines
Thunstrom report the property owner is asking council to reduce the administrative fines, staff attached the agenda report from last fall.

Feldman said this has been a code enforcement issue since 2015. Staff continued to send notices by mail and posted on the door. No one contacted city staff. Letter you sent to the council dated April 28, 2019 indicating they were sick at that time. Wish they would have notified us of that, at that time. Do you have any friends or relatives that can help you?

Joan O'Brien-Waller explained the medical conditions that both her husband and she have. Joan said no, they really don't have anyone that could help them. Their son now lives in Monticello and has no drivers license.

Richard Waller said I am on home oxygen, functions somewhat okay. We did have some church friends over this weekend that helped. Neighbor took down a portion of the deck down this weekend. Removed a lot of brush and I think some of the stuff is on the Ramacher property. You can send someone over to look at it.

Feldman this is not what we got elected to do, abatements do not make the city money. My biggest question is when did you start to notice the letters and the fines. O'Brien-Waller said when most of letters did come we had someone living with us and we kind of just lived in the bedroom. I guess it's not an excuse. Feldman asked do you use the front door. If we weren't the one using the front door someone else could of taken it. We don't have people that can randomly come and help us. If you get into a situation and the fines, keep escalating I wish you would have come forward. Feldman said I understand there are some health issues here.

Thunstrom said the last inspection was last fall.

Richard said he had help last year to clean up some of the items.

Feldman said you are here because there are extenuating circumstances. Last November is when the assessment was previously discussed.
O'Brien-Waller said I had current tabs but the tire was flat couldn't move my vehicle.

Thunstrom explained the codes for the storage of vehicles.

Muehlbauer said I did speak with you. Did you speak with staff regarding your fines?

O'Brien-Waller said they spoke with Mike at city hall asked what I could do and he really didn't give me any great answers. I told him if these fines continue we would lose our house and Mike said that is not likely to happen and that was about the extent of the conversation. Feldman said but there were multiple notices. Thunstrom said yes, there were multiple notices sent. My son did receive one of the letters and I think that is why I called Mike. Not sure when he got the notice but I was in my usual spot, down in my room.

Feldman said we are wondering about the lack of cooperation and the fines escalated. If this ever happens again you have to contact us. O'Brien-Waller said I have a cell phone now. If you don't get a good answer from one person keep asking. Our names and emails are on the website.

Thunstrom again said we have not gone out since last fall. Feldman said before any decisions is made we need to send someone out there.

Richard said I need to know if the shrub in the back corner is ours or not. Don't know where our property ends. The Ramacher's property butts up to us.

Feldman said 80%-90% has to be brought up to code.
Muehlbauer said could they stop off at city hall to set up an appointment. Thunstrom said they still have an outstanding mechanical permit so they can schedule a final inspection and then we can review the property at the same time. The mechanical permit was pulled over a year ago and the contractor has not been able to get back in the house with our building inspector to sign off on it.

Robinson said I have a lot of compassion for your situation here but personable responsibility goes along way. Most of us are homeowners or renters and have responsibility for the domain you are in or around you. I also have compassion with the neighbors. A situation in your home may have cause a situation in their home, it is a ripple effect. Again, I have a lot of compassion for your situation but I don't know what the final outcome will be. It started in 2015 and now it is 2019 and we have had a lot of good summer days come and go. I am not here to put judgement on anyone. Personal responsibility is what it comes down to, sorry it has come this far. Resolution is yet to be seen.

Bauer said he spoke with Kate. As the mayor said, City is not out to make money on administrative fees. As Robinson said, it effects your neighbors. At some point this type of violations need to be taken care of. Do we hire a contractor come in to take care of these with the lowest bidder. Now you say it is done, and we need to recoup some of the fees that it cost staff to handle this. Bauer wants what is fair, firm and equitable.

O'Brien-Waller said I understand, if it is actual cost I think it will be different from $20,000.

Feldman said the fines are put into place to get your attention and you are here because of this dollar amount. Need staff and legal time to be paid for their time. Feldman said staff would need access to your property for an inspection. Here for your extenuating circumstances based on of your health issues, so there are some concerns here. Next time please call. Waller said I hope there won't be a reason for a next time. Feldman asked about their health today. They explained their health situation. Healthy day is a good day. Waller's said we wish this would never have

happened. Feldman said give your phone number to Kate and we will set up an inspection.

Council asked about a time limit for completion. Kohlmann said does the council want to reduce it tonight contingent upon requirements of the permit and exterior inspection because of their mortgage. City Attorney Dave Schaps said I think we should bring it back. Get staff time, legal time, pictures of property, inspection of mechanical, and then get dollar amount back to council. Thunstrom said if we can get all the inspections completed I think it is important to get it back as soon as possible. Mulvihill said Anoka County has to approve the abatement amendment too. Waller said they would call for the inspections.
MOTION BY MUEHLBAUER SECOND ROBINSON TO CONTINUE THE JOAN O'BRIEN-WALLER/RICHARD WALLER SPECIAL ASSESSMENTS ON 2019 PROPERTY TAXES-23040 BUTTERFIELD DRIVE NW ADMINISTRATIVE FINES UNTIL THE MAY 20, 2019 CITY COUNCIL MEETING. Motion carried 4-0.

B. Keven Bachman: Special Assessments on 2018 Property Taxes – 23611 Ambassador Blvd Daniel Norenberg's Administrative Fines
Thunstrom reported the property owner is requesting to remove the fines from his property. A list of the notices for 2017 are in the memo along with all the pictures from the previous time brought before the council. Mr. Bachman is here to answer any questions.

Keven Bachman, 20050 W Ford Brook Drive NW, Anoka said Daniel Norenberg should be here not me, he is the one the owes the fines. I got this property back.

Feldman stated I sat out in that audience for two years and one of those times, it was on November 21, 2016 when you were contesting the assessment. You said you were the contract for deed holder and the notifications did not come to you. I think you should have been charged at least staff and legal time. Back then, you got a get out of jail card at that time for $7,925. You wrote a similar letter now that you wrote back on November 15, 2016. Your current letter of April 18, 2019 you stated Daniel Norenberg also dumped the property back onto the mortgagor (C/D owner). The property went through a year of Notices, Contract for Deed cancellation foreclosure process steps. You also go on to say, "this is a rare situation, possibly never happening before". If you didn't want the problem now you should of gotten rid of Daniel Norenberg back then. You also go on to say, "new owner Hardship matter faced with rebuilding the house with insufficient house insurance funds." It also says taxes have been paid in full by the new owner. That new owner is you. Because there is no certificate of occupancy that has been issued. So you are the owner to date. Bachman said yes. Assessments stay with the property; lack of insurance on the house is your responsibility. You're coming back three years later with another problem that was caused by you and Daniel Norenberg. As I look at my notes for 2018 you owed $3,826.83 in 2019 another $1,041.00 ($975 administrative fees and $66 for MS-4) so you are contesting between 2018 and 2019 $4,867.83. I am bringing

this up for the new council but you have a credit of $3,057.17 for being written off for over $7,900 in 2016. Not our responsible, that your insurance was low, not our responsibility that you kept a mortgage with Daniel Norenberg. Daniel Norenberg is your headache not the city's. If Joe Muehlbauer and I were on the council the last time you would have at least paid for staff and legal fees, which you did not. You basically got out of jail card of a free walk because of a technicality that you said the notices were not sent to you. The notices were sent to both you and Norenberg this time. Daniel Norenberg is gone the assessment on the house, stays with the house. I will turn this over to the city council.

Bachman explained his contract for deed. Checked out the laws. I have talked to lawyers, the State of Minnesota, Sheriff's office. They explained to me what I could and could not do.

Feldman said did you bring this to the city's attention. Bachman said yes, contacted the police department during the cancellation process.

Muehlbauer read a portion of Bachman's letter from 2016 and said you are kind of wanting it both ways. Bachman again explained difference between contract for deeds and title owners Feldman asked Schaps is this correct. Schaps said I would have to see the paperwork. Feldman said you are the property owner, assessments stay with the property.

Muehlbauer said you put the blame on the city, and read the memo from Bachman. You are not being consistent. I get you are in a bad situation but not sure why it is the city's responsibility, problem. Asking us to forgive it again.

Bachman said the first time was different from this time. Feldman said you drove by this property numerous time. Bachman said I didn't know your codes I don't live here. Deed owner versus title owner different on what you can and can't do. Feldman said why didn't you come to the city then. Bachman explained again the different contract laws.

Feldman referenced the memo and the citation. You couldn't hire a lawyer? Bachman said I didn't think I could hire a lawyer and win.

Robinson said I am not here to judge. It is not the city's problem I think Muehlbauer alluded to there are boiler plate contracts you could follow. Think you should have hired an attorney, that has your best interest in mind. Bachman said I called the sheriff and the State of MN. Robinson said it is your responsibility, sorry for your loss.

Feldman said I would get out of CD (contract for deed) business.

Bauer said he agree with what most of what has been said. Spoke with staff about these abatements. Can we hire a contractor to come in and clean up these

DRAFT

abatements and then assess the property owners. Your situation is way more unique than the previous one. Understand working through this and getting him out. I understand there are limited things you can do as a contract holder.

Feldman said as Robinson said you should have hired an attorney. Feldman said I am a contractor holder too but I maintain my house. I can't believe you didn't do something after the first assessment, anything else.

Bachman said I had a two-page letter that I could read but did not.

Feldman said it happened again should have paid something the first time. I am not for forgiving this one.

Cynthia Bachman, 20050 West Ford Brook Drive Anoka, our lives have been so effected by all of this. Why can't you send this to Dan (Norenberg).

Feldman said you can add that to your selling price to re-coup your fees. Sorry that people exist like this. Thank you for your time.

Bachman withdrew his request.

7. **PUBLIC HEARING**

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**
A. Ordinance 248, Second Series: Amending the Fee Schedule (First Reading)

Thunstrom reported since the last adopted fee schedule, three items have come forward that need to be addressed. They are; 1) Pawnbroker Fee, per transaction item, 2) Building Plan Review Fee, and 3) Small Cell Fee.
Feldman asked Thunstrom to explain the small cell fee.

Not further council comment.

MOTION BY BAUER SECOND ROBINSON TO APPROVE THE FIRST READING OF ORDINANCE 248, SECOND SERIES AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE. Motion carried 4-0

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

11. **REPORTS**
A. Department Reports –Police Department Quarterly Reports

DRAFT

Police Chief Todd Schwieger gave the quarterly report. More DUI enforcement, good job by officers to get the impaired drivers off the road. Seen a decline since the first quarter but enforcement is still there. Feldman said what is the responsibility of the establishments are they receptive. Schwieger said I did meet with the owners last year, they know the laws and liability. They need to just make sure they properly train their employees. I have had some additional conversations with some business owners. I think the process we have is working. In all fairness the impaired drivers may not all come from our businesses. I hope the business owners do not take this lightly. Schwieger said actually the last couple of years the calls for service have dropped. We are not seeing it at the levels as we use to.

Officer Boe is off field training did have experience prior to his employment here. Officer Hedges continues and should be off soon.

Muehlbauer, like the reports. Keep up the community outreach programs.
Robinson likes the report too. Questions on DUI, domestic assaults, agency assists, commend you on your service.
Bauer thank you for the report.
Feldman report well done. People need to take on responsibility for their lives. Like the community involvement.

B. Councilmember Reports -
Bauer - will not be here May 20.
Robinson - took part in recycling day. Extend thank you to staff and Knights of Columbus.
Muehlbauer - attended the Work Session April 22 and the MnDOT open house on the 23rd. Would like to get more people to the next one. Went to Anoka County Fire Protection Council. Maybe can try the iPad for the sound at the council meetings or the other option but we would have to put money into it. I have not dug too deep into since the last time we discussed it.

Feldman - I was at the Recycling event too. Like to thank staff especially Tom (Koep) on his set up, worked really well. Streamline and smooth. Amazed at the amount of tires and appliances. A total vehicle count of 371 came through, was down from last year. As far as the audio, abatements different alternatives maybe we need a work session. Robert Bauer mentioned a different option for handling abatements. Maybe we need to discuss this further. No need to set one right now, something we should consider. The school district is looking at cutting one of the School Resource Officers for the next school year. As a resident, I think that is a mistake. In my own opinion, a penny wise a dollar foolish, we are all for safety. They will be discussing this at their next board meeting.

Memorial Day – Happy Safe Holiday, enjoy with family and safely.

Feldman asked the engineer about the Kings Hwy/Riverbank Lane street project.

DRAFT

Jochum said they sent out the notice of award, assembled the contract for signatures and will likely schedule a pre-construction for Riverbank Lane/Kings Hwy soon. MNDOT meetings keep up on what is going on, your input is important, get the facts and open mind. Kwik Trip is under construction.

C. Upcoming Events –

May 15 ~~Planning Comm. Mtg @ St. Francis Area Schools District Office~~ CANCELLED
May 20 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
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 Day Weekend

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7: 36 pm.

_____
Barbara I. Held, City Clerk

DRAFT

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 B

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: **Information on routine street maintenance, Asphalt Patching.**

DATE: 5/20/2019

OVERVIEW:

The street system strategy plan was introduced to the City Council on May 22nd 2017. This plan identifies a systematic approach to routine road maintenance throughout the city. We are in starting in district 3 in 2019. The Street Consortium activities will typically include quick mobile construction work like; crack filling, chip sealing, fog sealing and pavement markings. This work has already been approved by Council on 4-01-2019 and is moving forward.

There are some activities performed outside the street consortium like, infrared patching, skin patching, cut out patching and Replay application. Infrared patching is typically used on deeper potholes or situations where a snowplow might catch an edge and further damage the road or property. Skin patching is used where there are too many smaller holes of varying depth where infrared patching is cost prohibitive. Cut out patching usually occurs around some type of utility structure that may have moved or needed to be adjusted. Because these activities are not offered through the consortium, every year staff requests 2 quotes for infrared patching, with the low quote from Bargen Inc. in the amount of **$11,210.00**. Infrared Patching will occur on ALL city streets in need, not just streets located in district 3. Along with the infrared patching, skin patching will also happen in these areas, this is just a throw and go type of patch and is difficult to give a total cost on. Bargen Inc. has offered to do this work at a rate of **$975.00 per ton** (same price as 2018). These are all routine and budgeted for activities.

ACTION TO BE CONSIDERED:

Consider accepting the quotes as identified for routine street maintenance.

BUDGET IMPLICATION:

Staff intends to stay within the **$35,000.00** that has been budgeted for these activities in the Street Fund (405).

Attachments:

1. Quotes from Bargen Inc.
2. Quote from M&R Paving

BARGEN INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

Fax/Email COVER SHEET

Company City of St Francis

Attention Jeremy

Fax # _____

From Jerry Van Dyke

Date 5-6-19

Phone: 1-800-434-2924
Fax: 1-507-427-2697

Email: jshook@stfrancismn.org

Email us back at bargen@bargeninc.com

Total pages, including cover 5

Urgent
For Review
Please Reply
Original is being mailed to you ✓

Message

Quotes for
Infrared Patching
and
Skin Patching.

BARGEN INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

May 6, 2019

City of St. Francis
Attn: Jeremy
4085 St. Francis Blvd
St. Francis, MN 55070

Dear Jeremy,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

Infrared Patching

The Infrared machine leaves a seamless patch, by heating up an entire 5x7 or 2 ½' x 12' area. The existing asphalt is raked in to the low areas and new virgin mix asphalt is added on the top surface. The final step is to roll the area to a smooth surface and left to cool.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep Their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

1 – Iodine and 244th off of County 28 - 3 heats for $675.00
2 – 234th and Oneida – 2 heats for $450.00
3 – Mailbox #23384 – 4 heats for $900.00
4 – 233rd and Oneida – 1 heat for $250.00
5 – 233rd and Navaho/Oneida – 6 heats and 5 holes for $1,300.00
6 – 233rd Ave. and Yucca – 1 heat on water valve for $250.00
7 – 229th and Quay – 2 heats and 3 holes for $475.00
8 – Rose Court – 3 heats for $675.00
9 – 231st and Kerry – 2 heats and 1 hole for $460.00
10 – 231st and Kerry – 7 heats and 3 holes for $1,400.00
11 – Drake Street – 4 heats for $900.00
12 – 231st Street and Golden Rod – 4 heats across the road for $875.00

13 – 229th Ave. NW and Ambassador Blvd – 9 heats for $1,800.00 (this goes only part way across the road)
- OPTIONAL – Additional 4 heats for $800.00 to go all the way across the road

The total project price is subject to the work chosen to be completed.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargen Inc. when due.

This Proposal/Contract may be withdrawn by Bargen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ PO # _____ (if applicable)

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,

Jerry Van Dyke
BARGEN, INC.

JVD/mq

Project for City of St. Francis – Infrared Patching

Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

BARGEN INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

May 6, 2019

City of St. Francis
Attn: Jeremy
4085 St. Francis Blvd
St. Francis, MN 55070

Dear Jeremy,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

Skin Patching

Area to be skin patched will be blown clean and prepped with tack oil. New virgin mix asphalt will be installed and rolled to a smooth surface.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep Their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

The price to complete the Skin Patching project for the City of St. Francis will be $975.00 per ton installed.

The total project price is subject to the total amount of tons installed.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargen Inc. when due.

This Proposal/Contract may be withdrawn by Bargen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ PO # _____ (if applicable)

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,

Jerry Van Dyke
BARGEN, INC.

JVD/mq

Project for City of St. Francis – Skin Patching

Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

M.R.
PAVING & EXCAVATING, INC.
2020 North Spring Street
P.O. Box 787
Phone (507) 354-4171 New Ulm, MN. 56073 Fax (507) 359-4156

May 08, 2019

City of St. Francis
Attn: Jeremy Shook
4085 St. Francis Blvd NW
St. Francis, MN 55070

Infrared Patching Procedures:

The infrared machine leaves a seamless patch, by heating up an entire 5' x 7' (truck) or 2 ½' x 12' (trailer) area. The existing asphalt is raked in to the low areas and new virgin mix asphalt is added on the top surface. The final step is to roll the area to a smooth surface and left to cool.

Project prices – Our price includes all materials, applicable taxes and labor to complete the project as explained.

We will complete the infrared patching project on the following areas:

1. Iodine and 244th off of County 28 – 3 heats for $750.00
2. 234th & Oneida – 2 heats for $500.00
3. Mailbox #23384 – 4 heats for 1,000.00
4. 233rd & Oneida – 1 heat for $280.00
5. 233rd & Navaho/Oneida – 6 heats & 5 holes for $1,450.00
6. 233rd Ave. & Yucca – 1 heat on water valve for $280.00
7. 229th & Quay – 2 heats and 3 Holes for $$530.00
8. Rose Court – 3 heats for $750.00
9. 231st & Kerry – 2 heats & 1 hole for $510.00
10. 231st & Kerry – 7 heats & 3 holes for $1,560.00
11. Drake Street – 4 heats for $1,000.00
12. 231st Street & Golden Rod – 4 heats across the road for $975.00
13. 229th Ave. NW & Ambassador Blvd. – 9 heats for $2,000.00 (this goes only part way across the road)
    - **Optional** – Additional 4 heats for $890.00 to go all the way across the road

The total project price is subject to the work chosen to be completed.

** Please note that if any bonds are needed for this project that will need to be added as an additional cost to the price listed above.

** This price is subject to change if not accepted within 30 days.

Acceptance of Proposal:

Date of acceptance:_____ PO # _____

Customer Signature:_____

M.R. Paving Signature: _____/_____

Thank you for the opportunity to provide you with a quote for your community project.

Respectfully Submitted,

Brian D. Rahe

Brian D. Rahe, Sales Mgr.
M.R. Paving & Excavating, Inc.

M.R.
PAVING & EXCAVATING, INC.
2020 North Spring Street
P.O. Box 787
Phone (507) 354-4171 New Ulm, MN. 56073 Fax (507) 359-4156

May 08, 2019

City of St. Francis
Attn: Jeremy Shook
4085 St. Francis Blvd NW
St. Francis, MN 55070

Skin Patching:

We will blow clean and tack coat the areas to be skin patched. New hot mix asphalt will be installed and rolled to a smooth surface.

Project prices – Our price includes all materials, applicable taxes and labor to complete the project as explained.

We will skin patch the street areas designated by the city crew:

Price: $1,180.00 per ton of hot mix asphalt installed.

** Please note that if any bonds are needed for this project that will need to be added as an additional cost to the price listed above.

** This price is subject to change if not accepted within 30 days.

Acceptance of Proposal:

Date of acceptance:_____ PO # _____

Customer Signature:_____

M.R. Paving Signature: _____/_____

Thank you for the opportunity to provide you with a quote for your community project.

Respectfully Submitted,

Brian D. Rahe

Brian D. Rahe, Sales Mgr.
M.R. Paving & Excavating, Inc.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **St. Francis Area Chamber of Commerce Parade Permit**

DATE: May 20, 2019

OVERVIEW:

The St. Francis Area Chamber of Commerce (SFACOC) has submitted an application for a parade permit. The parade is part of the Pioneer Day's celebration. SFACOC already submitted to Anoka County the permit needed to use and shut down the county roads. The parade is Saturday, June 8th and with a new starting time of noon and parade route.

ACTION TO BE CONSIDERED:

Consideration to approve the parade permit for the SFACOC on June 8,2019.

BUDGET IMPLICATION:

none

Attachments: Permit Application
Anoka County Permit
Parade Route

City of St. Francis

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

PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT

APPLICATION

Please complete the following form for: (Circle one) Parade-Bike/Snowmobile Ride-Triathlon:

Name of Organization Pioneer Days Parade

Contact Person Lindsey Johnson Date of Event June 8, 2019

Address _____
(Street) (City) (State & Zip)

Phone ( ) 651-247-6392 Email address johnson.lindseyrose@gmail.com

Number of Estimated Participants _____ Starting/Ending Time of Event 12:00 parade start

***Provide a map of the route and description of the event:**

****Parade route has changed d/t school parking lot and road closure
**** Time has been moved 1 hour earlier than previously

(ORGANIZATION MUST PROVIDE CERTIFICATE OF INSURANCE WITH THE CITY OF ST. FRANCIS NAMED AS THE CERTIFICATE HOLDER)

Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event.

CITY OF ST. FRANCIS
23340 Cree Street NW
ST. FRANCIS, MN 55070
Fax 763-753-9881
city@stfrancismn.org

5/3/2019
Sent back
VIA EMAIL

Anoka County
TRANSPORTATION DIVISION

ANOKA COUNTY HIGHWAY DEPARTMENT
1440 BUNKER LAKE BLVD. N.W.
ANDOVER, MN 55304
PHONE (763) 763-324-3176

PERMIT NUMBER
S19-046
Filing Fee: $50.00

SPECIAL EVENT PERMIT

NAME OF APPLICANT:	*St. Francis Pioneer Days Parade*		
ADDRESS:	*23212 St. Francis Blvd, #400 St. Francis, MN 55070*	TELEPHONE:	*763-235-2302*
GROUP SPONSORING EVENT:	*St. Francis Pioneer Days Committee*		
DATE OF EVENT:	*Saturday June 8, 2019*	HOURS OF EVENT:	*10:30 a.m. - 3:00 p.m.*
NATURE OF EVENT:	*Parade*		
CITY OR TOWNSHIP:	*St. Francis*		
LOCATION:	*CSAH 28 (Ambassador Blvd), CSAH 24 (Bridge St), CSAH 7 (Rum Rvr Blvd)*		
ROADS IMPACTED BY EVENT:	CSAH **28,24,7** CR		
CITY OR TOWNSHIP PERMIT REQUIRED?	YES	NO	
OBTAINED?	YES	NO	

	APPROVAL			SUPPORT		
ANOKA COUNTY SHERIFF'S OFFICE:	YES	NO	~~N/A~~	YES	NO	~~N/A~~
LOCAL LAW ENFORCEMENT AGENCY: St. Francis P.D	YES	NO	N/A	YES	NO	N/A

TRAFFIC CONTROL APPROVAL? YES x NO N/A

RESTRICTIONS: *See Attached*

I, We, the undersigned, herewith accept the terms and conditions of the regulations as laid down by the County of Anoka and agree to fully comply therewith to the satisfaction of the Anoka County Highway Department. The County of Anoka, its officials and employees shall be held harmless, by the permittee, from any demands, claims or suits arising out of granting of the permit.

Date 5 / 3 / 19 Applicant's Signature Lindsey Johnson

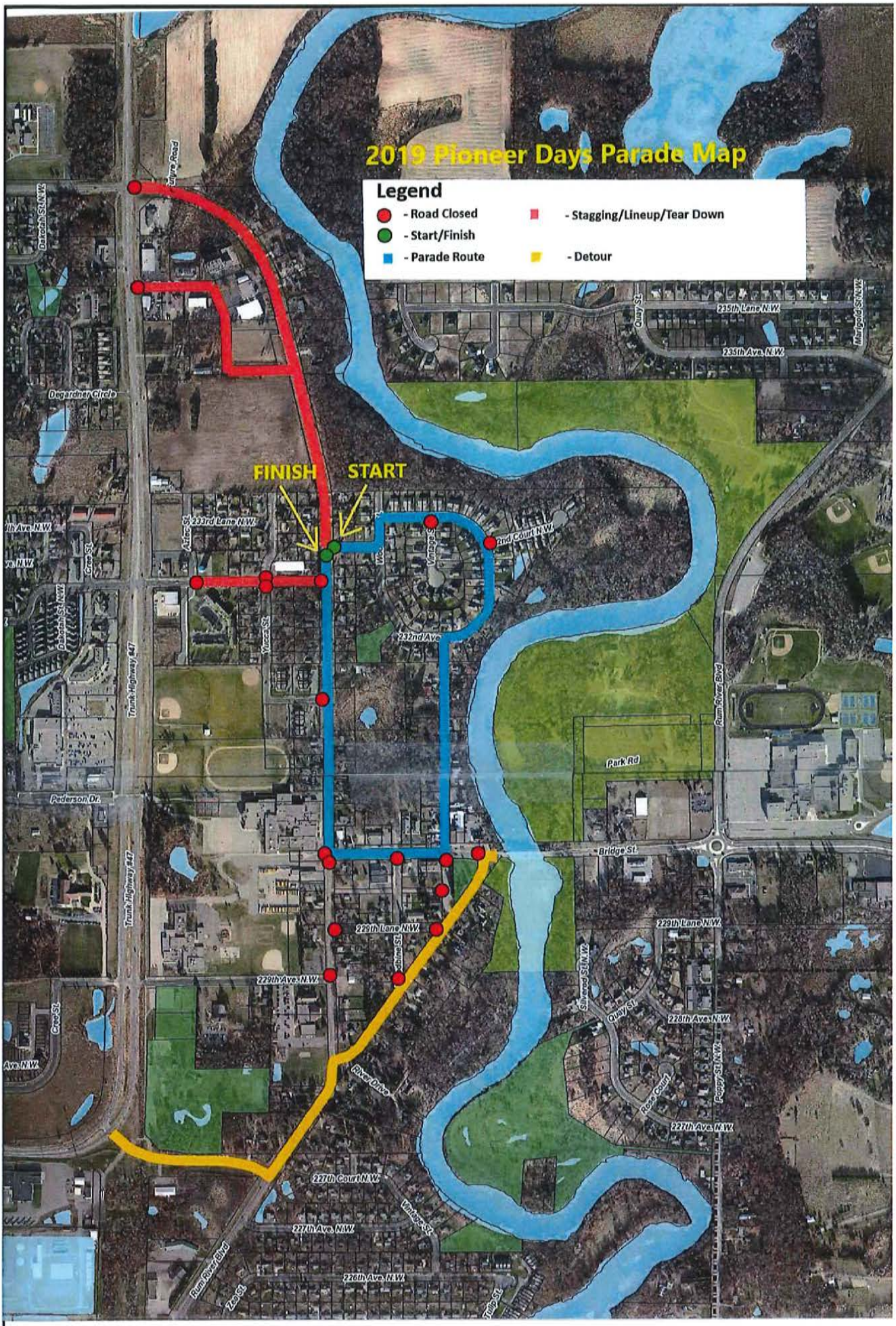
AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the regulations of the ACHD covering such operations, permission is hereby granted for this special event as described in the above application. Said event will be held in accordance with the conditions listed above.

ANOKA COUNTY HIGHWAY DEPARTMENT

DOUGLAS W. FISCHER

Approved By _____ Issued By DB Date 5/3/2019


2019 Pioneer Days Parade Map
Legend
- Road Closed
- Start/Finish
- Parade Route
- Stagging/Lineup/Tear Down
- Detour
FINISH
START
Trunk Highway 47
Park Rd
Bridge St
River Drive
Rum River Blvd
Pederson Dr.
232nd Ave.
229th Lane N.W.
229th Ave. N.W.
228th Ave. N.W.
227th Ave. N.W.
227th Court N.W.
226th Ave. N.W.
235th Lane N.W.
235th Ave. N.W.
Degardner Circle
Quay St
Rose Court

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill
SUBJECT: **Copier Lease**
DATE: 5/16/19

OVERVIEW:

City Hall's copier is coming to the end of its 5 year lease. Brandon Rolloff from Metro Sales did an analysis of the current lease and a new lease and found that if the city entered a new lease on a new copier we could save a little ($2.50/month) on the lease payments but the maintenance fee would be lower. The maintenance fee is charge by a per page amount. Average savings based on past usage is $42.17 per month.

ACTION TO BE CONSIDERED: Approved the lease agreement for a new copier.

BUDGET IMPLICATION:

Potential savings of over $40.00 a month.

Attachments:

- Agreement
- State and Local Government Addendum
- Monthly Cost Analysis

RICOH

APPLICATION NO.	AGREEMENT NO.

provided by: usbank. EQUIPMENT FINANCE

Dealer Lease Agreement

Send Account Inquiries to: 1310 Madrid Street, Suite 101 • Marshall, MN 56258 • Phone: (800) 328-5371 • Fax: (800) 328-9092
Send Payments to: P.O. Box 790448 • St. Louis, MO 63179-0448

The words "**Lessee**," "**you**" and "**your**" refer to **Customer**. The words "**Lessor**," "**we**," "**us**" and "**our**" refer to **U.S. Bank Equipment Finance, a division of U.S. Bank National Association** ("**U.S. Bank Equipment Finance**").

CUSTOMER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
CITY OF ST FRANCIS			23340 CREE ST. NW	
CITY	**STATE**	**ZIP**	**PHONE**	**FAX**
ST FRANCIS	MN	55070	763-753-2630	
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	E-MAIL	

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

SUPPLIER INFORMATION

FULL LEGAL NAME			STREET ADDRESS	
Metro Sales, Inc.				
CITY	STATE	ZIP	PHONE	FAX

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.
RICOH IM C3000	

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See attached Schedule A

TERM AND PAYMENT INFORMATION

60 Payments* of $ 235.00 *If you are exempt from sales tax, attach your certificate.* **plus applicable taxes*

The payment ("Payment") period is monthly unless otherwise indicated.

END OF TERM OPTION

You will have the following option, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing. Fair Market Value means the value of the Equipment in continued use. Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment.

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance			
LESSOR	SIGNATURE	TITLE	DATED

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

CITY OF ST FRANCIS	X	Finance Director	5-20-2019
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED

41-0901105
FEDERAL TAX I.D. # PRINT NAME

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE

1. **AGREEMENT:** You agree to lease from us the goods ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to $50 for personal property taxes we pay related to the Equipment. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of $30 or, if less, the maximum charge allowed by law. If you so request, and we permit the early termination of this Agreement, you agree to pay a fee for such privilege. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, leasing, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** Unless the purchase option is $1.00, at the end of the initial term, this Agreement shall renew for successive month-to-month renewal term(s) under the same terms hereof unless you send us written notice at least 30 days before the end of any term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.

9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. **WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.** SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

12. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with Minnesota law. You consent to jurisdiction and venue of any state or federal court in Minnesota and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY**.

RICOH

AGREEMENT NO.

provided by: usbank. EQUIPMENT FINANCE

STATE AND LOCAL GOVERNMENT ADDENDUM

Addendum to Agreement # , between , as Customer and **U.S. Bank Equipment Finance**, as Lessor. The words **you** and **your** refer to **Customer**. The words **we**, **us** and **our** refer to **Lessor**.

The parties wish to amend the above-referenced Agreement by adding the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (a) you have been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (b) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (c) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (d) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use and your need for the Equipment is not expected to diminish during the term of this Agreement; (e) you have funds available to pay contracted Payments until the end of your current appropriation period, and you intend to request funds to make contracted Payments in each appropriation period, from now until the end of the term of this Agreement; and (f) your exact legal name is as set forth on page one of this Agreement.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make contracted Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed, this Agreement shall terminate and you shall not be obligated to make contracted Payments under the Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which contracted Payments have been appropriated, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of contracted Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after your failure to appropriate funds sufficient for the payment of the contracted Payments or (to the extent required by applicable law) this Agreement is not renewed, but failure to provide such notice shall not operate to extend the Agreement term or result in any liability to you.

TITLE TO THE EQUIPMENT: If the selected purchase option for this Agreement is $1.00 or $101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by restating the following language:

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: "You agree that the terms and conditions of the Agreement and any supplement or schedule thereto and any related acceptance certificate constitutes the entire agreement regarding the financing or lease of the Equipment and supersedes any purchase order, invoice, request for proposal or other related document."

Any provision in the Agreement stating that the Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "This Agreement will renew for month-to-month terms unless you purchase or return the Equipment (according to the conditions herein) or send us written notice at least 30 days (before the end of any term) that you do not want it renewed."

NOTE: SIGNER OF THIS DOCUMENT MUST BE SAME AS ON THE AGREEMENT. A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement, and you authorize us to file a UCC-1 financing statement."

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from the Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of the Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under the Agreement when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement, (ii) you make or have made any false statement or misrepresentation to us, (iii) you dissolve, terminate your existence or file bankruptcy, or (iv) there has been a material adverse change in your financial, business or operating condition."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

U.S. Bank Equipment Finance		**City of St Francis**	
Lessor		Customer	
		X	
Signature		Signature	
		Finance Director	5-20-2019
Title	Date	Title	Date

NOTE: SIGNER OF THIS DOCUMENT MUST BE SAME AS ON THE AGREEMENT. A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

METRO SALES INC.

Solution for: St Francis City Hall
Thursday, May 16, 2019

MONTHLY COST COMPARISON ANALYSIS

	CURRENT SITUATION	NEW SOLUTION
MONTHLY COPIER LEASE	$237.50/MONTH	$235.00/MONTH
MONTHLY **B&W** MAINTENANCE CONTRACT	$79.08/MONTH (6,429 X .0123 = $79.08)	$68.79/MONTH (6,429 X .0107 = $68.79)
MONTHLY **COLOR** MAINTENANCE CONTRACT	$215.38/MONTH (3,126 X .0689 = $215.38)	$186.00/MONTH (3,126 X .0595 = $186.00)
TOTAL PER MONTH	**$531.96/MONTH**	**$489.79/MONTH**
		SAVINGS OF $42.17/MONTH!

*Average monthly black/white usage = 6,429

* Average monthly color usage = 3,126

BENEFITS OF DOING BUSINESS WITH METRO SALES

- 50 YEARS IN BUSINESS LED BY THE SAME OWNERSHIP
- #1 SERVICING DEALER IN THE MIDWEST
- METRO SALES IS A 100% SELF CONTAINED ORGANIZATION
- 21% OF THE NATION'S TOP RICOH TECHNICIANS WORK AT METRO SALES!
- 5 MILLION DOLLARS IN LOCAL PARTS
- 150 A+ TRAINED TECHNICIANS
- FIX IT ALL WITH A TOTAL CALL APPROACH
- 1 POINT OF CONTACT (BRANDON ROLLOFF)
- LOCAL, LOCAL, LOCAL = SERVICE, SERVICE, SERVICE!

PRESENTED BY BRANDON ROLLOFF
PHONE: 612-798-1267
FAX: 612-798-1191
BROLLOFF@METROSALES.COM

METRO SALES INC.

Solution for: St Francis City Hall
Thursday, May 16, 2019

(1) RICOH IM C3000 COPY / PRINT / SCAN / DOCUMENT SERVER / FAX

- RICOH IM C3000: 30 **B&W & COLOR** COPIES/PRINTS PER MINUTE
- SMART OPERATION PANEL
- 220 SHEET SINGLE PASS – TWO-SIDED DOCUMENT FEEDER
- AUTOMATIC DUPLEXING, DOCUMENT SERVER
- DOSS AND HDD ENCRYPTION FOR MAXIMUM SECURITY
- (4) 550 SHEET PAPER TRAYS + 100 SHEET BYPASS TRAY
- STAPLING FINISHER WITH "STAPLE-LESS STAPLING" + 2/3 HOLE PUNCH
- PRODUCE DOCUMENTS IN SIZES UP TO 12" X 18"
- 4800 x 1200 DPI PRINT RESOLUTION
- MOBILE PRINTING, ENVELOPE PRINTING, BANNER PRINTING
- PRINT FROM & SCAN TO USB, MEMORY STICK OR SD CARD
- SCAN TO EMAIL & FOLDER WITH SCAN SPEEDS UP TO 180 IMAGES PER MINUTE + COLOR SCANNING
- ABILITY TO SCAN TO CLOUD BASED APPLICATIONS SUCH AS OFFICE 365, ONE NOTE, DROPBOX, ETC.
- BLANK PAGE REMOVAL + TEXT SEARCHABLE PDF'S
- FAX, LAN FAX + FAX FORWARD TO EMAIL
- DIMENSIONS: WIDTH (45.70IN) x DEPTH (27.00IN) x HEIGHT (47.60IN)
- POWER REQUIREMENTS: 120V-127V, 60Hz
- **REPLACES THE RICOH C3000 – ID# 100672 AT CITY HALL**

PRESENTED BY BRANDON ROLLOFF
PHONE: 612-798-1267
FAX: 612-798-1191
BROLLOFF@METROSALES.COM

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: Resolution 2019-20 - Resolution Approving a Master Partnership Agreement with the Minnesota Department of Transportation

DATE: May 20, 2019

OVERVIEW:
Attached is a copy of a proposed master partnership contract between the Minnesota Department of Transportation (Mn/DOT) and the City of St. Francis. The Master Partnership Contract provides a framework for Mn/DOT and Local Agencies to provide services and payment to each other. A few MnDOT provided routine services are included in the contract on Exhibit A. More specifically the City has used this agreement in the past to contract some material testing services that are required on state aid projects.

Execution of this agreement does not obligate the City to any of the services provided. To move forward with the agreement Council must approve the attached resolution and authorize the City Administrator to execute the agreement and forward the resolution and executed agreement to MnDOT.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2019-20 Resolution Approving a Master Partnership Agreement with the Minnesota Department of Transportation and authorize the City Administrator to execute the agreement.

BUDGET IMPLICATION:
None at this time.

ATTACHMENTS:

RESOLUTION 2019-20 - A RESOLUTION APPROVING A MASTER PARTNERSHIP AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

MASTER PARTNERSHIP AGREEMENT

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

RESOLUTION 2019-20

A RESOLUTION APPROVING A MASTER PARTNERSHIP AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION.

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

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

1. That the City of St. Francis enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the City Council.

2. That the proper City officers are authorized to execute such contract, and any amendments thereto.

3. That the City Administrator is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Administrator may execute such work order contracts on behalf of the City of St. Francis without further approval by this City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF MAY, 2019.

APPROVED:

ATTEST:

_____
Steven D. Feldman, Mayor

_____
Barbara I. Held, City Clerk

DEPARTMENT OF TRANSPORTATION

MnDOT Contract Number: 1028165

STATE OF MINNESOTA

AND

CITY OF ST. FRANCIS

MASTER PARTNERSHIP CONTRACT

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the City of St. Francis, acting through its City Council in this contract referred to as the "Local Government."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Master Partnership Contract

1. Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms

1.1. ***Effective Date:*** This contract will be effective on the date last signed by the Local Government, and all State officials as required under Minn. Stat. § 16C.05, subd. 2.

1.2. A party must not accept work under this Contract until it is fully executed.

1.3. ***Expiration Date.*** This Contract will expire on June 30, 2022.

1.4. ***Work Order Contracts.*** A work order contract must be negotiated and executed (by both the State and the Local Government) for each particular engagement, except for Technical Services provided by the State to the Local Government as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Local Government understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

1.5. ***Survival of Terms.*** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.

1.6. ***Sample Work Order.*** A sample work order contract is available upon request from the State.

1.7. ***Definition of "Providing Party" and "Requesting Party".*** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

2.1. ***Technical Services*** include repetitive low-cost services routinely performed by the State for the Local Government. These services may be performed by the State for the Local Government without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.

2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract.

2.2. The Local Government may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.

2.3. The State will promptly inform the Local Government if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.

2.4. Payment Basis. Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Local Government the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Local Government upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring A Work Order Contract

3.1. ***Work Order Contracts:*** A party may request the other party to perform any of the following services under individual work order contracts.

3.2. ***Professional and Technical Services.*** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

3.3. ***Roadway Maintenance.*** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.

3.4. ***Construction Administration.*** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.

3.5. ***Emergency Services.*** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.

3.6. When a need is identified, the State and the Local Government will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced.

The Local Government will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

4.1. ***Terms Applicable to ALL Work Order Contracts.*** The terms in this section 4.1 will apply to ALL work order contracts.

4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.

4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

4.1.3. If the Local Government is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Local Government to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.

4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.

4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.

4.2. ***Additional Terms for Roadway Maintenance.*** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.

4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.

4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.

4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.

4.3. ***Additional Terms for Construction Administration.*** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.

4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.

4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.

4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.

4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.

4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.

4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.

4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Local Government will tender the processing and defense of any such claims to the State upon the State's request.

4.3.10. The Local Government must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.

4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.

4.3.12. If the Local Government is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:

4.3.12.1 The Local Government will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Local Government, or its contractor, if work is suspended or stopped due to any such condition or concern.

4.3.12.2 The Local Government will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.

4.3.12.3 The Local Government will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.

4.3.12.4 All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.

5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).

5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

5.4. The State will provide to the Local Government copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.

5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).

5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

7.1. ***Consideration.*** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.

7.2. ***State's Maximum Obligation.*** The total compensation to be paid by the State to the Local Government under all work order contracts issued pursuant to this MPC will not exceed $500,000.00.

7.3. ***Travel Expenses.*** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Local Government will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. **Payment.**

7.4.1. ***Generally.*** The ***Requesting Party*** will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.

7.4.2. ***Payment by the Local Government.***

7.4.2.1. The Local Government will make payment to the order of the Commissioner of Transportation.

7.4.2.2. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.**

7.4.2.3. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1028165 and Invoice Number ######
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. ***Payment by the State.***

7.4.3.1. *Generally.* The State will promptly pay the Local Government after the Local Government presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

7.4.3.2. *Retainage for Professional and Technical Services.* For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Local Government has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and regulations. The Providing Party will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal or state law.

9. Local Government's Authorized Representative and Project Manager; Authority to Execute Work Order Contracts

9.1. The Local Government's Authorized Representative for administering this master contract is the Local Government's Engineer, and the Engineer has the responsibility to monitor the Local Government's performance. The Local Government's Authorized Representative is also authorized to execute work order contracts on behalf of the Local Government without approval of each proposed work order contract by its governing body.

9.2. The Local Government's Project Manager will be identified in each work order contract.

10. State's Authorized Representative and Project Manager

10.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

10.2. The State's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

11.1. ***Assignment.*** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.

11.2. ***Amendments.*** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

11.3. ***Waiver.*** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.

11.4. ***Contract Complete.*** This master contract and any work order contract contain all negotiations and contracts between the State and the Local Government. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability.

Each party will be responsible for its own acts and omissions to the extent provided by law. The Local Government's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

14.1. ***Government Data Practices.*** The Local Government and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Local Government or the State.

14.2. ***Intellectual Property Rights***

14.2.1. Intellectual Property Rights. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes,

studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. *Obligations with Respect to Intellectual Property.*

14.2.2.1. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

14.2.2.2. *Representation.* The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Local Government is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Local Government lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

15.1. ***Covered Contracts and Contractors.*** If the Contract exceeds $100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.2. ***Minn. Stat. § 363A.36.*** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.3. ***Minn. R. Parts 5000.3400-5000.3600.***

15.3.1. *General.* Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.3.2. *Disabled Workers.* The Contractor must comply with the following affirmative action requirements for disabled workers:

15.3.2.1. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

15.3.2.2. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

15.3.2.3. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

15.3.2.4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

15.3.2.5. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.3.3. *Consequences.* The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.3.4. *Certification.* The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be

subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

17.1. ***Publicity.*** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Local Government individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. ***Data Practices Act.*** Section 17.1 is not intended to override the Local Government's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Local Government lets a contract for work pursuant to any work order, the Local Government must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Local Government for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59. The Local Government will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

21.1. ***Termination by the State for Convenience.*** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. ***Termination by the Local Government for Convenience.*** The Local Government may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State.

Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.3. ***Termination for Insufficient Funding.*** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

If any lawsuit or claim is filed by a third party (including but not limited to the Local Government's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Local Government will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Local Government will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Local Government will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Local Government, and will not be bound by the terms of any settlement entered into by the Local Government except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

[The balance of this page has intentionally been left blank – signature page follows]

MnDOT Contract Number: 1028165

LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable ordinance, resolution, or charter provision.

By: _____

Title: _____

Date: _____

By: _____

Title _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____
(with delegated authority)

Title Assistant Commissioner or Assistant Division Director

Date: _____

COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: _____

Date: _____

MPC Program FY 2017-2022
Exhibit A - Table of Tech Serv
Used with TA98 Project IDs
If a source code is not on this list, a work order is needed.

Source Code	Title	Description
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
0600	General Training Attended	All costs (time, registration, materials, travel expenses, etc.) for attending or participating informal or informal training, including conferences that primarily provide training.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct sheer, permeability and triaxial tests.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT.
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).

If a source code is not on this list, a work order is needed.

MPC Program FY 2017-2022
Exhibit A - Table of Tech Serv
Used with TA98 Project IDs
If a source code is not on this list, a work order is needed.

Source Code	Title	Description
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
1738	State Project - Specific Materials Inspection	Performing material inspection for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and for SP specific tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1800	Field Inspection	Occasional construction project field inspection (not cyclical inspection of assets); Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air testsand collecting and transporting samples for lab tests, but not the actual laboratory verifications.
1870	Traffic Signal Maintenance	This work will not substitute for or alter existing cooperative construction agreements or traffic signal maintenance agreements. Work related to the occasional repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.

If a source code is not on this list, a work order is needed.

MPC Program FY 2017-2022
Exhibit A - Table of Tech Serv
Used with TA98 Project IDs
If a source code is not on this list, a work order is needed.

Source Code	Title	Description
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2822	Miscellaneous Bridge Maintenance	This source code does not include replacement or major repair. Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes minor repairs and simple fixes on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.

If a source code is not on this list, a work order is needed.

MPC Program FY 2017-2022
Exhibit A - Table of Tech Serv
Used with TA98 Project IDs
If a source code is not on this list, a work order is needed.

Source Code	Title	Description
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.

If a source code is not on this list, a work order is needed.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 F

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bill List to be considered by Council**

DATE: 05-16-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $169,266.53 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-$151,153.41
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:

- 05-20-2019 Packet List
- 05-20-2019 Other Checks

City of St. Francis

PAYMENT BATCH AP 05-20-19

4 IMPRINT					
05/08/2019	17897679	E 101-42210-209	Fire Prevention Supplies	BOTTLES	478.50
					$478.50
ABDO, EICK & MEYERS, LLP					
05/09/2019	416315	E 101-41540-301	Auditing and Acct g Services	Annual audit services	3,330.00
05/09/2019	416315	E 601-49440-301	Auditing and Acct g Services	Annual audit services	555.00
05/09/2019	416315	E 602-49490-301	Auditing and Acct g Services	Annual audit services	555.00
05/09/2019	416315	E 609-49750-301	Auditing and Acct g Services	Annual audit services	1,110.00
					$5,550.00
ABM EQUIPMENT & SUPPLY					
05/08/2019	0159813-IN	E 101-43100-221	Vehicle Repair & Maintenance	CRANE INSPECTION	391.50
05/09/2019	0159853-IN	E 602-49490-221	Vehicle Repair & Maintenance	CRANE WORK	391.50
					$783.00
ACE SOLID WASTE, INC.					
05/01/2019	4867474	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	91.99
05/01/2019	4867474	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	61.02
05/01/2019	4867474	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	57.51
05/01/2019	4867474	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	22.99
05/01/2019	4867474	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	69.27
05/01/2019	4867474	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	58.08
05/01/2019	4867474	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	23.00
05/01/2019	4867474	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	57.50
05/01/2019	4867474	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	23.00
05/01/2019	4867474	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	72.26
05/01/2019	4867474	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	72.25
05/01/2019	4867474	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	23.00
05/01/2019	4867474	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	190.01
					$821.88
ADVANCED GRAPHIX INC					
05/13/2019	201799	E 402-42110-550	Vehicles	GRAPHICS FOR CARS	974.00
					$974.00
AIRGAS NORTH CENTRAL					
04/30/2019	9961395098	E 101-43100-217	Other Operating Supplies	RENTAL	12.65
04/30/2019	9961395098	E 101-43210-217	Other Operating Supplies	RENTAL	12.65
04/30/2019	9961395098	E 101-45200-217	Other Operating Supplies	RENTAL	12.65
04/30/2019	9961395098	E 601-49440-217	Other Operating Supplies	RENTAL	12.65
04/30/2019	9961395098	E 602-49490-217	Other Operating Supplies	RENTAL	12.65
					$63.25
ALLIED BLACKTOP COMPANY					
04/24/2019	3033	E 603-49490-403	Street Sweeping	SPRING SWEEPING	9,661.25
					$9,661.25
ALLINA HEALTH					
04/30/2019	II10025348	E 101-42210-305	Medical & Testing Fees	2ND QUARTER	1,148.25
					$1,148.25
ANOKA AREA CHAMBER OF COMMERCI					
05/01/2019	24961	E 101-41400-433	Dues and Subscriptions	Annual membership	230.00
					$230.00
ASPEN MILLS					

04/23/2019	235804	E 101-42210-437	Uniform Allowance	UNIFORMS-STRASSBURG	18.45
05/09/2019	236781	E 101-42110-437	Uniform Allowance	UNIFORMS T SCHWIEGER	545.35
					$563.80
BELLBOY CORPORATION					
05/07/2019	0069572200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	49.60
05/07/2019	0069572200	E 609-49751-251	Liquor For Resale	LIQUOR	3,102.85
05/07/2019	0099442800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.16
05/07/2019	0099442800	E 609-49751-254	Miscellaneous Merchandise	MISC	34.25
					$3,188.86
BERNICK COMPANIES, THE					
05/09/2019	501161	E 609-49751-252	Beer For Resale	BEER	321.85
					$321.85
BGS (BARNA GUZY)					
04/30/2019	201918	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
04/30/2019	201919	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	70.00
04/30/2019	201920	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT	1,092.00
04/30/2019	201921	E 101-41600-304	Civil Legal Fees	MEADOWS	3,542.00
04/30/2019	201922	E 101-41600-304	Civil Legal Fees	MISCELLANEOUS	3,024.00
04/30/2019	202047	E 101-41600-304	Civil Legal Fees	CHARTER COMMISSION	190.00
04/30/2019	202048	E 101-41600-304	Civil Legal Fees	RUM RIVER BLUFFS	312.00
04/30/2019	202049	E 101-41600-304	Civil Legal Fees	WORKERS COMP	218.50
04/30/2019	202061	E 101-41600-312	Criminal Legal Fees	PROSECUTION	5,000.00
04/30/2019	202087	E 101-41600-304	Civil Legal Fees	FORFEITURES	182.00
04/30/2019	202088	E 101-41600-304	Civil Legal Fees	THOLEN FORFEITURE	248.00
04/30/2019	202170	E 101-41600-304	Civil Legal Fees	REAL ESTATE DEVELOPMENT	747.50
04/30/2019	202174	E 101-41600-304	Civil Legal Fees	MERIDIAN	994.00
					$17,520.00
BREAKTHRU BEVERAGE					
05/02/2019	1080965202	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.60
05/02/2019	1080965202	E 609-49751-251	Liquor For Resale	LIQUOR	494.41
05/02/2019	1080965202	E 609-49751-253	Wine For Resale	WINE	43.33
05/02/2019	1080965203	E 609-49751-252	Beer For Resale	BEER	122.75
05/09/2019	1080967718	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.79
05/09/2019	1080967718	E 609-49751-251	Liquor For Resale	LIQUOR	197.08
05/09/2019	1080967718	E 609-49751-253	Wine For Resale	WINE	148.00
					$1,017.96
BURCH, BRANDON					
		G 601-22200	Deferred Revenues	REFUND ACCT #3062	213.18
					$213.18
CAPITOL BEVERAGE SALES, L.P					
05/06/2019	6116165	E 609-49751-252	Beer For Resale	BEER	147.00
					$147.00
CENTURY LINK					
05/07/2019	.0519	E 601-49440-321	Telephone	PHONE	67.96
05/07/2019	.0519	E 602-49490-321	Telephone	PHONE	67.96
					$135.92
CHETS SAFETY SALES, INC.					
03/01/2019	18253	E 601-49440-417	Uniform Clothing & PPE	BOOTS-OLSON	106.25
03/01/2019	18253	E 602-49490-417	Uniform Clothing & PPE	BOOTS-OLSON	106.24
					$212.49
CINTAS					
05/07/2019	4021378450	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	24.04
05/07/2019	4021378450	E 101-43100-402	Janitorial Service	RUGS & SUPPLIES	6.01
05/07/2019	4021378450	E 101-45200-402	Janitorial Service	RUGS & SUPPLIES	6.01
05/07/2019	4021378450	E 601-49440-402	Janitorial Service	RUGS & SUPPLIES	6.01
05/07/2019	4021378450	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	6.01
05/07/2019	4021378512	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	5.32
05/07/2019	4021378512	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	5.32
05/14/2019	4021858749	E 101-41940-219	Rug Maintenance	RUGS @ CITY HALL	16.16

					$74.88
CONNEXUS ENERGY					
04/24/2019	RES0008013	E 402-42110-580	C-O-L Other Equipment	ELECTRIC FOR SIREN	1,358.51
					$1,358.51
COUNTY MARKET - CITY ACCOUNT					
04/30/2019	.0419	E 101-42210-212	Motor Fuels	FUEL	193.63
					$193.63
CRYSTAL SPRINGS ICE					
05/07/2019	002.B006174	E 609-49751-254	Miscellaneous Merchandise	MISC	286.20
					$286.20
D & G RECYCLE					
05/03/2019	3389	E 101-43210-439	Recycling Days	TIRE RECYCLING	170.75
					$170.75
DAHLHEIMER DIST. CO. INC.					
05/08/2019	129-0250	E 609-49751-252	Beer For Resale	BEER	10,724.90
05/08/2019	129-0250	E 609-49751-254	Miscellaneous Merchandise	MISC	276.00
					$11,000.90
DENKER, KEVIN					
		G 803-22159	ESC-DENKER	RELEASE ESCROW	1,911.00
					$1,911.00
DEX MEDIA EAST LLC					
05/05/2019	.0519	E 609-49750-340	Advertising	ADVERTISING	80.00
					$80.00
E.H. RENNER					
04/29/2019	790	E 601-49440-233	Water Treatment Plant Maint	WELL #4	700.00
					$700.00
ECO SHRED MN					
05/01/2019	107512	E 101-43210-439	Recycling Days	SHREDDING	1,250.00
					$1,250.00
EMERGENCY REPONSE SOLUTIONS					
05/01/2019	13074	E 402-42210-582	Turnout Gear	HELMETS	2,115.88
					$2,115.88
ERICKSON, GARY					
		G 601-22200	Deferred Revenues	REFUND ACCT #5027	24.47
					$24.47
FERGUSON WATERWORKS					
04/18/2019	CM029784	E 601-49440-259	Water Meters	CREDIT	(198.40)
04/23/2019	0322050	E 601-49440-259	Water Meters	METERS	1,671.00
04/26/2019	0322039	E 601-49440-259	Water Meters	WATER METERS	2,373.54
05/01/2019	0323467	E 601-49440-259	Water Meters	WATER METERS	815.82
					$4,661.96
FLYTE HCM LLC					
05/07/2019	42056	E 101-41540-301	Auditing and Acct g Services	MAY ADMIN FEE	39.00
					$39.00
FORM & FUNCTION CONTRACTING					
		G 101-20820	Surcharge Payable	REFUND PART 2019-001866	1.22
		R 101-32210	Building Permits	REFUND PART 2019-001866	33.10
		R 101-34104	Plan Check Fee	REFUND PART 2019-001866	21.52
					$55.84
FREIGHTLINER OF ST. CLOUD					
04/23/2019	R194000161:01	E 101-42210-221	Vehicle Repair & Maintenance	TANKER 1	283.40
					$283.40

GRANITE CITY JOBBING CO.					
05/07/2019	135480	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/07/2019	135480	E 609-49751-254	Miscellaneous Merchandise	MISC	3.96
05/07/2019	135480	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,560.70
					$2,568.91
HACH COMPANY					
04/19/2019	11432994	E 602-49490-217	Other Operating Supplies	SENSOR CAP	492.62
					$492.62
HAWKINS, INC.					
04/19/2019	4481990	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	4,977.80
04/19/2019	4483483	E 601-49440-216	Chemicals and Chem Products	CHLORINE	2,233.13
					$7,210.93
HERC-U-LIFT					
05/02/2019	W411135	E 101-43100-218	Equipment Repair & Maintenance	REMAINING BALANCE	91.85
					$91.85
HOISINGTON KOEGLER GROUP, INC					
05/12/2019	018-041-8	E 101-41910-311	Contract	GENERAL PLANNING	13,266.36
05/12/2019	018-041-8	E 101-43100-311	Contract	PW REQUESTS	1,548.75
05/12/2019	018-041-8	G 803-22043	Esc-Laketown Homes	RIVERS EDGE	412.50
05/12/2019	018-041-8	G 803-22148	ESC-CARPENTER GRADING	CARPENTER	56.25
05/12/2019	018-041-8	G 803-22160	ESC-SCHULTE SUBDIVISION	SCHULTE-TURTLE PONDS	243.75
					$15,527.61
INNOVATIVE OFFICE SOLUTIONS, L					
05/07/2019	IN2507867	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	212.70
					$212.70
JJ TAYLOR DISTRIBUTING					
05/09/2019	2931828	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/09/2019	2931828	E 609-49751-252	Beer For Resale	BEER	2,924.14
					$2,927.14
JOHNSON BROS WHLSE LIQUOR					
05/08/2019	1284438	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.84
05/08/2019	1284438	E 609-49751-251	Liquor For Resale	LIQUOR	1,368.57
05/08/2019	1284439	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.12
05/08/2019	1284439	E 609-49751-253	Wine For Resale	WINE	754.00
					$2,166.53
KIMS KLEANING					
04/30/2019	5823	E 601-49440-401	Repairs/Maint Buildings	WATER PLANT FLOORS	1,100.00
					$1,100.00
KOLINSKI, KRISTOPHER					
		G 601-22200	Deferred Revenues	REFUND ACCT #3815	2.52
					$2.52
LMC INSURANCE TRUST					
05/01/2019	.0519	E 101-42110-160	Work Comp Insurance	WC DEDUCTIBLES	964.03
					$964.03
LUPULIN BREWING					
05/09/2019	20749	E 609-49751-252	Beer For Resale	BEER	186.00
					$186.00
MCDONALD DIST CO.					
05/07/2019	251-0045	E 609-49751-252	Beer For Resale	BEER	(10.80)
05/07/2019	489584	E 609-49751-252	Beer For Resale	BEER	10,431.05
05/07/2019	489584	E 609-49751-255	N/A Products	N/A	21.40
05/07/2019	489671	E 609-49751-252	Beer For Resale	BEER	(80.43)
05/10/2019	490320	E 609-49751-252	Beer For Resale	BEER	(1,731.00)
05/10/2019	490321	E 609-49751-251	Liquor For Resale	BEER	1,701.00
					$10,331.22

MEDTOX LABORATORIES, INC.					
04/30/2019	04201995907	E 101-43100-441	Miscellaneous	MED TESTING	27.31
04/30/2019	04201995907	E 101-45200-441	Miscellaneous	MED TESTING	27.31
04/30/2019	04201995907	E 601-49440-441	Miscellaneous	MED TESTING	27.31
04/30/2019	04201995907	E 602-49490-441	Miscellaneous	MED TESTING	27.32
					$109.25
METRO SALES, INC.					
05/10/2019	INV1339817	E 101-41400-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 101-42110-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 101-42400-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 101-43100-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 101-45200-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 601-49440-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 602-49490-200	Office Supplies	COPIES	4.70
05/10/2019	INV1339817	E 609-49750-200	Office Supplies	COPIES	4.75
					$37.65
MIDCONTINENT COMMUNICATIONS					
		E 101-41940-321	Telephone	CITY HALL	37.07
		E 101-42110-321	Telephone	POLICE	16.89
		E 101-43100-321	Telephone	PUBLIC WORKS	16.89
		E 601-49440-321	Telephone	WATER	300.00
		E 609-49750-321	Telephone	LIQUOR STORE	150.00
05/28/2019	133350901	E 601-49440-321	Telephone	FINAL	20.00
					$540.85
MIDWEST TESTING LLC					
04/29/2019	4774	E 602-49490-229	Project Repair & Maintenance	TESTING	1,630.00
					$1,630.00
NECHANICKY, ANTHONY & BETTY					
		G 601-22200	Deferred Revenues	REFUND ACCT #4104	122.44
					$122.44
NORTH FISH REAL ESTATE					
		G 601-22200	Deferred Revenues	REFUND ACCT #3056	50.20
					$50.20
NORTHERN AIR CORPORATION					
04/16/2019	159630	E 101-41940-401	Repairs/Maint Buildings	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 101-42110-311	Contract	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 101-42210-311	Contract	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 101-43100-311	Contract	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 101-45200-311	Contract	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 601-49440-311	Contract	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 602-49490-311	Contract	SPRING INSPECTIONS	342.00
04/16/2019	159630	E 609-49750-311	Contract	SPRING INSPECTIONS	342.00
					$2,736.00
OPUS 21					
05/09/2019	190411	E 601-49440-382	Utility Billing	APRIL 2019	2,575.87
05/09/2019	190411	E 602-49490-382	Utility Billing	APRIL 2019	2,575.86
					$5,151.73
PACE ANALYTICAL SERVICES					
04/25/2019	1912005499	E 602-49490-313	Sample Testing	TESTING	151.00
04/25/2019	1912005502	E 602-49490-313	Sample Testing	TESTING	93.00
05/02/2019	1912005737	E 602-49490-313	Sample Testing	TESTING	138.00
					$382.00
PHILLIPS WINE & SPIRITS CO.					
04/26/2019	328469	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.31)
04/26/2019	328469	E 609-49751-251	Liquor For Resale	LIQUOR	(475.85)
05/08/2019	2550636	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.34
05/08/2019	2550636	E 609-49751-251	Liquor For Resale	LIQUOR	2,175.90
05/08/2019	2550637	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.84
05/08/2019	2550637	E 609-49751-253	Wine For Resale	WINE	580.50

05/08/2019	2550638	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.97
05/08/2019	2550638	E 609-49751-254	Miscellaneous Merchandise	MISC	782.40
					$3,137.79
PINE TECHNICAL & COMM. COLLEGE					
01/16/2019	43646	E 101-42210-208	Training and Instruction	EMT TRAINING	15,200.00
					$15,200.00
PONDS WOMENS GOLF LEAGUE					
05/07/2019	.0519	E 609-49750-447	Donations	SPONSOR	75.00
					$75.00
ROBERTS, LORI					
		E 101-42110-217	Other Operating Supplies	SNACKS FOR MEETING	14.72
					$14.72
ROSEVILLE, CITY OF					
05/01/2019	0226068	E 101-41940-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 101-42110-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 101-42210-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 101-43100-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 101-45200-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 601-49440-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 602-49490-321	Telephone	MAY PHONE	82.87
05/01/2019	0226068	E 609-49750-321	Telephone	MAY PHONE	82.91
05/01/2019	0226105	E 101-41110-310	Computer Consulting Fees	IT SERVICES	310.13
05/01/2019	0226105	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,007.94
05/01/2019	0226105	E 101-41910-310	Computer Consulting Fees	IT SERVICES	155.15
05/01/2019	0226105	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,566.58
05/01/2019	0226105	E 101-42210-310	Computer Consulting Fees	IT SERVICES	573.75
05/01/2019	0226105	E 101-42400-310	Computer Consulting Fees	IT SERVICES	286.87
05/01/2019	0226105	E 101-43100-310	Computer Consulting Fees	IT SERVICES	310.13
05/01/2019	0226105	E 101-45200-310	Computer Consulting Fees	IT SERVICES	310.13
05/01/2019	0226105	E 601-49440-310	Computer Consulting Fees	IT SERVICES	310.13
05/01/2019	0226105	E 602-49490-310	Computer Consulting Fees	IT SERVICES	310.13
05/01/2019	0226105	E 609-49750-310	Computer Consulting Fees	IT SERVICES	155.06
					$7,959.00
SOUTHERN GLAZERS OF MN					
05/09/2019	1817246	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.92
05/09/2019	1817246	E 609-49751-251	Liquor For Resale	LIQUOR	1,937.03
05/09/2019	1817247	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
05/09/2019	1817247	E 609-49751-253	Wine For Resale	WINE	210.00
					$2,171.35
ST. FRANCIS COLLISION & GLASS					
04/12/2019	10545	E 601-49440-221	Vehicle Repair & Maintenance	2019 SILVERADO REPAIRS	895.11
04/12/2019	10545	E 602-49490-221	Vehicle Repair & Maintenance	2019 SILVERADO REPAIRS	895.10
					$1,790.21
SUN MECHANICAL INC					
05/01/2019	190015-1	E 602-49490-229	Project Repair & Maintenance	RPZ TESTING	2,550.00
					$2,550.00
SUPERIOR MARKETING CONCEPTS					
		E 609-49750-340	Advertising	ADVERTISING	250.00
					$250.00
SWANSON, JODY					
		G 601-22200	Deferred Revenues	REFUND ACCT #5409	110.09
					$110.09
SYNOVIA SOLUTIONS					
05/18/2019	119073	E 101-43100-311	Contract	LEASE ON GPS	45.79
05/18/2019	119073	E 101-45200-311	Contract	LEASE ON GPS	45.79
05/18/2019	119073	E 601-49440-311	Contract	LEASE ON GPS	45.79
05/18/2019	119073	E 602-49490-311	Contract	LEASE ON GPS	45.82
					$183.19

TJ ASSOCIATES					
04/09/2019	230150	E 101-43210-439	Recycling Days	SIGNS	39.90
04/09/2019	230151	E 601-49440-441	Miscellaneous	LETTERS	1,289.88
04/09/2019	230151	E 602-49490-441	Miscellaneous	LETTERS	1,289.87
04/12/2019	230178	E 101-42110-308	Community Education	SIGNS	119.75
04/12/2019	230179	E 101-42110-308	Community Education	STICKERS FOR SIGNS	79.50
					$2,818.90
TWIN CITIES FLAG SOURCE, INC					
05/06/2019	32675	E 101-45200-217	Other Operating Supplies	FLAGS	309.00
					$309.00
U S BANK EQUIPMENT FINANCE					
		E 101-41400-240	Office Equip	COPIER/SCANNER LEASES	201.24
		E 101-43100-240	Office Equip	COPIER/SCANNER LEASES	201.24
		E 101-43210-240	Office Equip	COPIER/SCANNER LEASES	201.24
		E 101-45200-240	Office Equip	COPIER/SCANNER LEASES	201.24
		E 601-49440-240	Office Equip	COPIER/SCANNER LEASES	201.24
		E 602-49490-240	Office Equip	COPIER/SCANNER LEASES	201.25
					$1,207.45
UTILITY SERVICE CO., INC.					
05/01/2019	475860	E 601-49440-234	Water Tower Maintenance	QTRLY TOWER MAINTENANCE	9,430.92
					$9,430.92
VINOCOPIA, INC.					
05/03/2019	0232015-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
05/03/2019	0232015-IN	E 609-49751-254	Miscellaneous Merchandise	MISC	120.00
					$132.00
WENTWORTH, BRENT & ANDREA					
		G 601-22200	Deferred Revenues	REFUND ACCT #1313	147.12
					$147.12
FUND SUMMARY					$169,266.53

101 GENERAL FUND	$67,723.30
402 CAPITAL EQUIPMENT	$4,448.39
601 WATER FUND	$25,739.38
602 SEWER FUND	$17,047.27
603 STORM WATER	$9,661.25
609 LIQUOR FUND	$42,023.44
803 ESCROW	$2,623.50
Total	169,266.53

CITY OF ST. FRANCIS
5/20/2019

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
04/01/19	Health Partners	Health Insuarance	20,070.59
	Cayan	Liquor CC Fee	2,891.20
04/04/19	Federal Tax	Payroll	20,744.56
	PERA	Payroll	19,145.97
	VOYA	Payroll	1,550.00
	ICMA	Payroll	385.00
	State Tax	Payroll	4,448.95
	MSRS	Payroll	747.37
	Healthcare Savings	Payroll	754.50
04/10/19	Visa	April CC Statement	11,773.95
04/15/19	Flyte	Payroll	186.42
04/16/19	Federal Tax	Payroll	1,344.46
	PERA	Payroll	960.64
	State Tax	Payroll	44.22
	Child support	Payroll	574.66
04/18/19	Federal Tax	Payroll	20,467.48
	PERA	Payroll	18,976.84
	VOYA	Payroll	1,550.00
	ICMA	Payroll	385.00
	State Tax	Payroll	4,417.10
	MSRS	Payroll	746.75
	Healthcare Savings	Payroll	754.50
	Cayan	Liquor CC Fee	39.90
04/22/19	MN Dept of Revenue	Sales Tax	17,657.00
04/23/19	Village Bank	Returned Check	54.00
04/26/19	Cayan-liquor gift card	Liquor Gift Card Fee	5.30
04/30/19	Village Bank	Returned Check	14.00
	Village Bank	Mthly fees	116.35
	Payment Service Network	Mthly fees	346.70
	TOTAL		151,153.41

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
6 A

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Badge Pinning Ceremony**
DATE: 05-20-2019

OVERVIEW:

Firefighters Lucas Phelps, Will Mangan, Kristina Kizer, Isaiah Brunette, Albert Garza, and Aaron Hill have completed their probationary process for the St. Francis Fire Department. In acknowledgement of their efforts over the past year and completing this process, which includes 110 hours of Firefighter I training, certification test, 60 hours of Firefighter II training and certification test, 40 hours of Hazardous Materials training and certification test, 120 hours of Emergency Medical Technician training with a certification test, and completing their internal Probationary Firefighter Training Manual.

Action to be considered:
No Council action required. This is recognition from the Council and Fire Chief at the efforts and commitment by these firefighters. Firefighter's Lucas Phelps, Will Mangan, Kristina Kizer, Isaiah Brunette, Albert Garza and Aaron Hill will have their badge pinned on their uniform for the first time before the Council.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
6 B

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **2018 Financial Statement**

DATE: May 14, 2019

OVERVIEW:

The 2018 Financial Statement and Audit will be presented by Justin Nilson of Abdo, Eick and Meyers on Monday May 20th. Included in the packet is the 2018 Management Letter from Abdo, Eick & Meyers and the presentation. The 2018 Financial Statement is posted on the City's website under departments-finance.

ACTION TO BE CONSIDERED:

After Justin's report Council should accept the Financial Report by motion.

NONE

Attachments:

- 2018 Management Letter
- 2018 Audit Presentation

Management Communication

City of St. Francis

St. Francis, Minnesota

For the Year Ended
December 31, 2018

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

People
+Process.
Going
Beyond the
Numbers

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

May 3, 2019

Management, Honorable Mayor and City Council
City of St. Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and *the Uniform Guidance,* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 10, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We consider the deficiency below as item 2018-001 to be a significant deficiency.

2018-001 **Limited Segregation of Duties**

Condition: During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.

Criteria: There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.

Cause: One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.

Effect: The existence of this limited segregation of duties increases the risk of fraud and error.

Recommendation: While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under, which is described below as item 2018-002.

People + Process. Going Beyond the Numbers

2018-002 **Electronic Funds Transfer**

Condition: The City has not enacted a plan as required under Minnesota Statute § 471.38, subd. 3a for electronic fund transfers that contains policy controls regarding annual delegation of authority, a certified copy of the delegation to be kept on file at the disbursing bank, the identity of the initiator of each transaction, approval prior to each transfer, written confirmation within one day of each transaction, and a list of transactions to be submitted to the council at the meeting following each transfer.

Criteria: Minnesota Statute § 471.38, subd. 3a requires a plan to be in place containing the information in the bullets below.

Cause: The City lacks a policy containing information as required by Minnesota Statute § 471.38, subd. 3a.

Effect: The City is not in compliance with Minnesota Statutes.

Recommendation: We recommend that the City establish internal controls to ensure compliance with Minnesota Statutes regarding electronic fund transfers. To comply with the state statute, the following controls should be in place:

- the governing body shall annually delegate the authority to make electronic fund transfers to a designated business administrator;
- the disbursing bank shall keep on file a certified copy of the delegation of authority;
- the initiator of each electronic transfer shall be identified;
- The initiator shall document the request and obtain an approval for each transfer from the designated business administrator before initiating the transfer;
- written confirmation of each transaction shall be made no later than one business day after the transaction;
- a list of all transactions made by electronic funds transfers shall be submitted to the City council at the next regular meeting after the transaction.

Management Response:

Management agrees and will establish a policy requiring the previously described controls.

People + Process. Going Beyond the Numbers

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2018. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were capital asset basis, depreciation, compensated absences, and liability for the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.

- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.

- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 3, 2019.

People + Process. Going Beyond the Numbers

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability, the Schedules of Employer's Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (Combining and Individual Fund Financial Statements) , which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

People + Process
Going Beyond the Numbers

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: [1]

GASB Statement No. 83 - *Certain Asset Retirement Obligations*

Summary

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

This Statement requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred. The best estimate should include probability weighting of all potential outcomes, when such information is available or can be obtained at reasonable cost. If probability weighting is not feasible at reasonable cost, the most likely amount should be used. This Statement requires that a deferred outflow of resources associated with an ARO be measured at the amount of the corresponding liability upon initial measurement.

This Statement requires the current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. In addition, it requires a government to evaluate all relevant factors at least annually to determine whether the effects of one or more of the factors are expected to significantly change the estimated asset retirement outlays. A government should remeasure an ARO only when the result of the evaluation indicates there is a significant change in the estimated outlays. The deferred outflows of resources should be reduced and recognized as outflows of resources (for example, as an expense) in a systematic and rational manner over the estimated useful life of the tangible capital asset.

A government may have a minority share (less than 50 percent) of ownership interest in a jointly owned tangible capital asset in which a nongovernmental entity is the majority owner and reports its ARO in accordance with the guidance of another recognized accounting standards setter. Additionally, a government may have a minority share of ownership interest in a jointly owned tangible capital asset in which no joint owner has a majority ownership, and a nongovernmental joint owner that has operational responsibility for the jointly owned tangible capital asset reports the associated ARO in accordance with the guidance of another recognized accounting standards setter. In both situations, the government's minority share of an ARO should be reported using the measurement produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, without adjustment to conform to the liability measurement and recognition requirements of this Statement.

In some cases, governments are legally required to provide funding or other financial assurance for their performance of asset retirement activities. This Statement requires disclosure of how those funding and assurance requirements are being met by a government, as well as the amount of any assets restricted for payment of the government's AROs, if not separately displayed in the financial statements.

This Statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. If an ARO (or portions thereof) has been incurred by a government but is not yet recognized because it is not reasonably estimable, the government is required to disclose that fact and the reasons therefor. This Statement requires similar disclosures for a government's minority shares of AROs.

People + Process. Going Beyond the Numbers

Future Accounting Standard Changes (Continued)

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

This Statement will enhance comparability of financial statements among governments by establishing uniform criteria for governments to recognize and measure certain AROs, including obligations that may not have been previously reported. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring disclosures related to those AROs.

GASB Statement No. 84 - *Fiduciary Activities*

Summary

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhances the value provided by the information reported in financial statements for assessing government accountability and stewardship.

People + Process. Going Beyond the Numbers

Future Accounting Standard Changes (Continued)

GASB Statement No. 87 - *Leases*

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 88 - *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*

Summary

The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

People + Process, Going Beyond the Numbers

Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information that currently is not consistently provided. In addition, information about resources to liquidate debt and the risks associated with changes in terms associated with debt will be disclosed. As a result, users will have better information to understand the effects of debt on a government's future resource flows.

GASB Statement No. 89 - *Accounting for Interest Cost Incurred before the End of a Construction Period*

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 90 - *Majority Equity Interests*

Summary

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

Future Accounting Standard Changes (Continued)

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information related to presentation of majority equity interests in legally separate organizations that previously was reported inconsistently. In addition, requiring reporting of information about component units if the government acquires a 100 percent equity interest provides information about the cost of services to be provided by the component unit in relation to the consideration provided to acquire the component unit.

(1) *Note*. From GASB Pronouncements Summaries. Copyright 2018 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

* * * * *

Restriction on Use

This communication is intended solely for the information and use of the City Council, management and the Minnesota Office of the State Auditor and is not intended and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
May 3, 2019

People + Process. Going Beyond the Numbers

ABDO EICK & MEYERS LLP

Certified Public Accountants & Consultants

City of St. Francis 2018 Financial Statement Audit

Audit Results

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Auditor's Opinion

Minnesota Legal Compliance

Audit Results

2018 Audit Findings

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

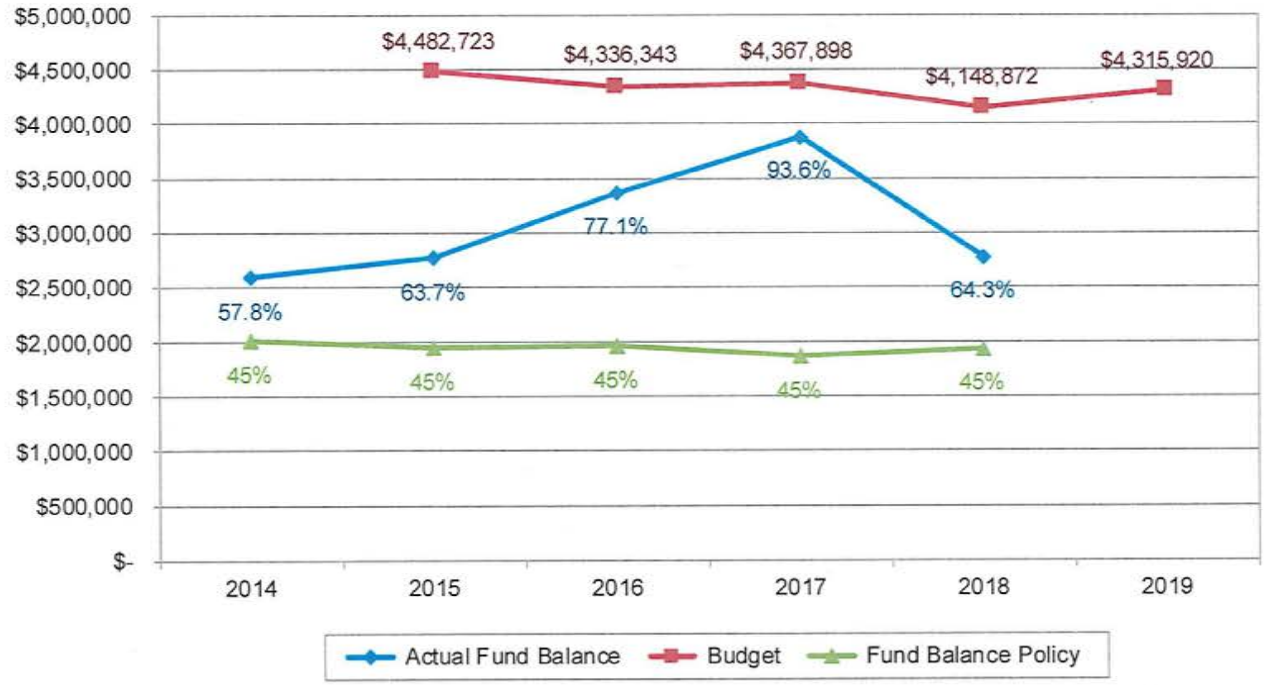
Limited Segregation of Duties

- Internal Control Finding

Electronic Fund Transfer Policy

- Legal Compliance Finding

General Fund - Fund Balances



ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

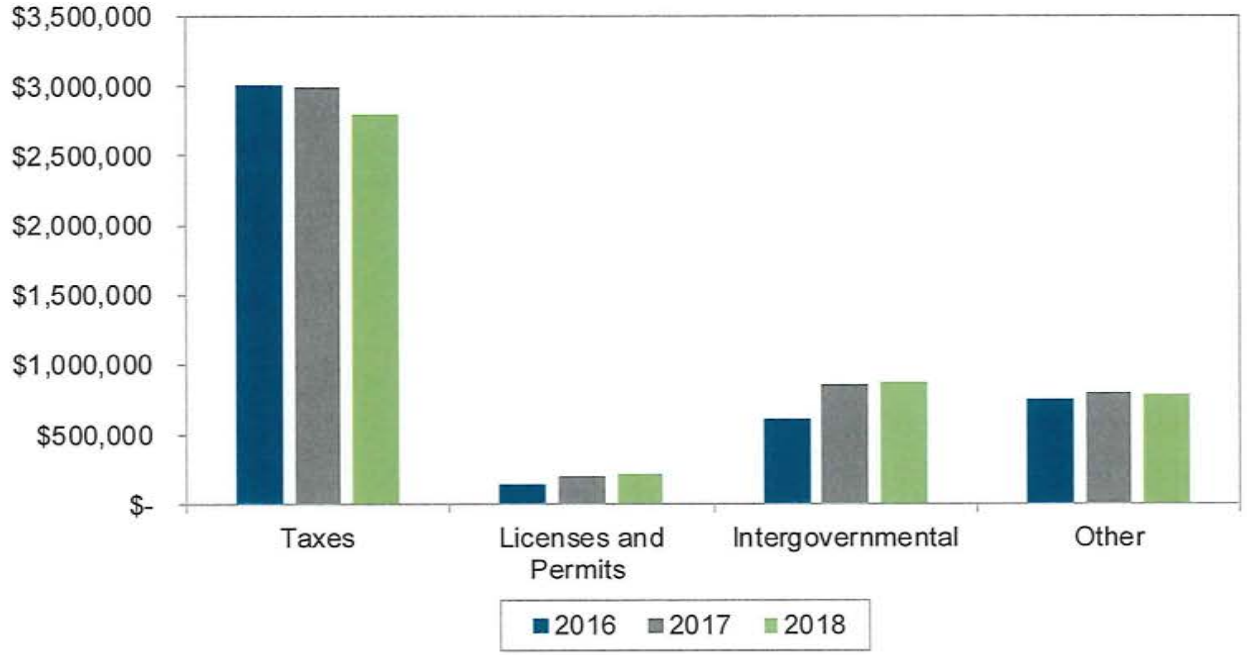
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 4,088,872	$ 4,626,110	$ 537,238
Expenditures	4,148,872	4,397,141	(248,269)
Excess (Deficiency) of Revenues Over Expenditures	(60,000)	228,969	288,969
Other Financing Source (Uses)			
Transfers in	60,000	60,000	-
Sale of capital assets	-	1,250	1,250
Transfers out	-	(1,400,000)	(1,400,000)
Total Other Financing Sources (Uses)	60,000	(1,338,750)	(1,398,750)
Net Change in Fund Balances	-	(1,109,781)	(1,109,781)
Fund Balances, January 1	3,884,013	3,884,013	-
Fund Balances, December 31	$ 3,884,013	$ 2,774,232	$ (1,109,781)

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

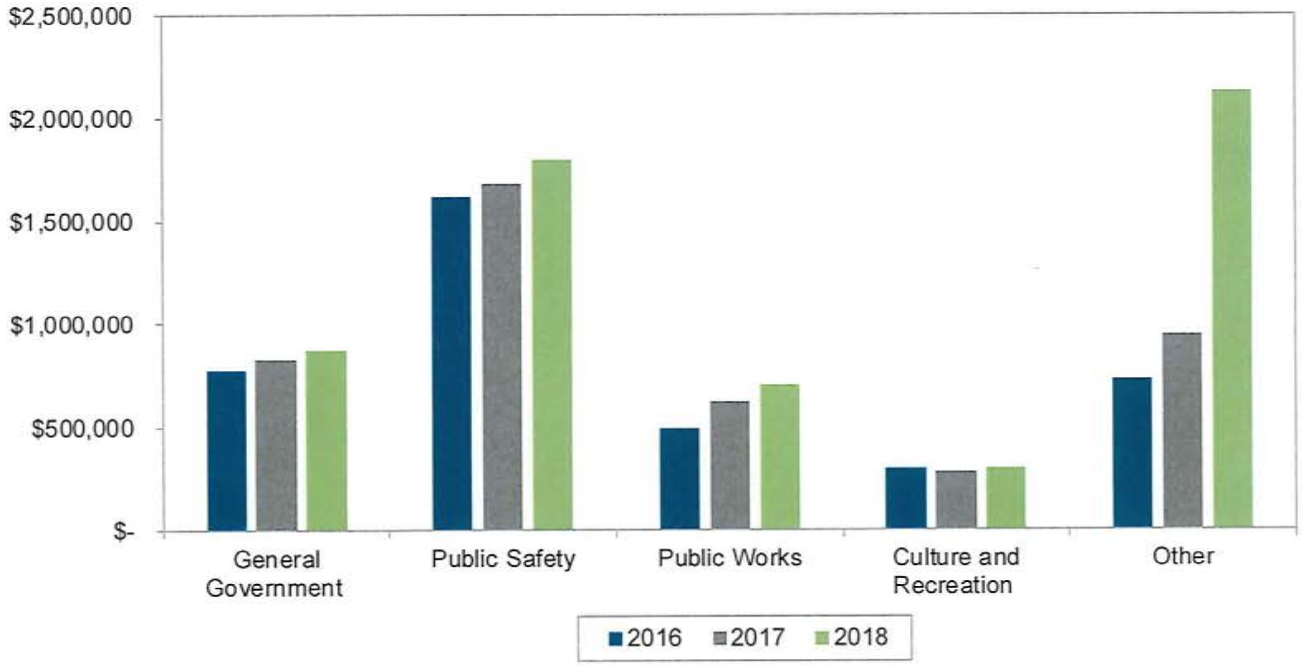
General Fund Revenues by Type

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



General Fund Expenditures by Type

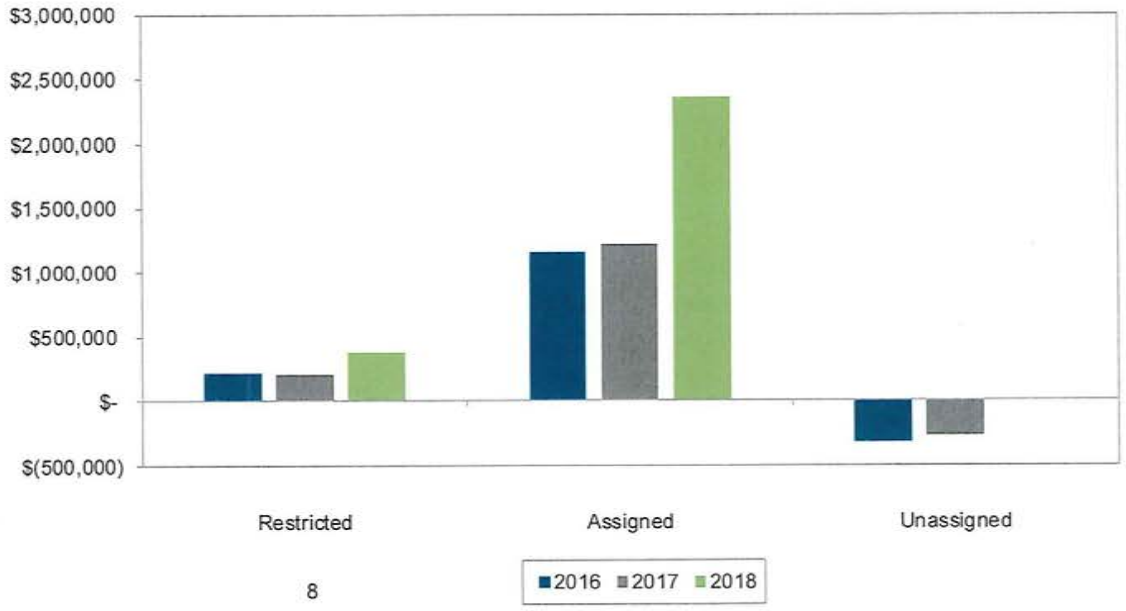
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



Capital Project Fund Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

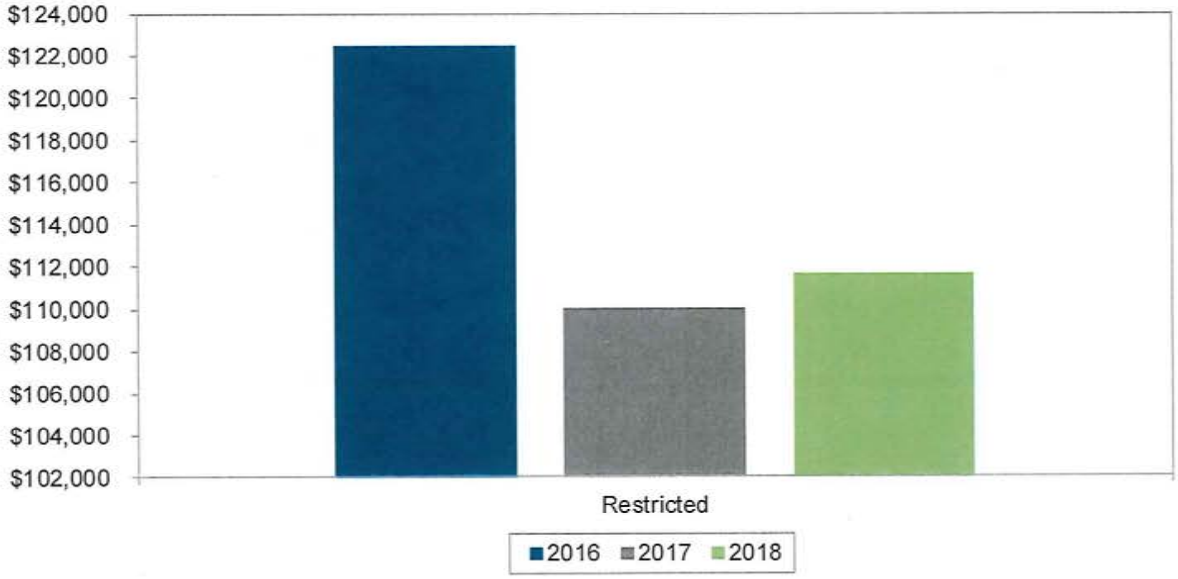
Capital Projects Fund	Fund Balances December 31, 2018	2017	Increase (Decrease)
Nonmajor			
Charitable Gambling	$ 82,311	$ 61,762	$ 20,549
Park Improvements	300,849	144,461	156,388
Capital Equipment	1,105,724	1,061,400	44,324
Building Improvement	3,093	-	3,093
Street Improvement	1,257,334	(237,973)	1,495,307
Kerry Street and 232nd	-	33,741	(33,741)
Pederson Drive	-	(32,309)	32,309
Rum River Bluffs Development	-	124,738	(124,738)
Total	$ 2,749,311	$ 1,155,820	$ 1,593,491



Special Revenue Fund Balances

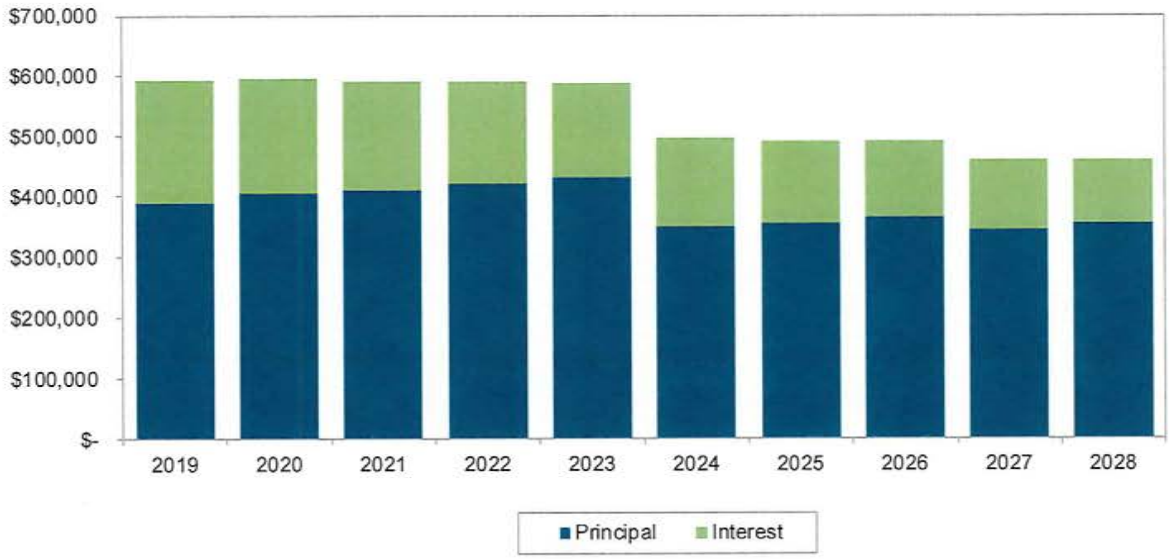
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Fund	Fund Balances December 31, 2018	2017	Increase (Decrease)
Nonmajor			
Police Forfeiture	$ 10,308	$ 10,119	$ 189
EDA	101,341	99,925	1,416
Total	$ 111,649	$ 110,044	$ 1,605



Debt Service

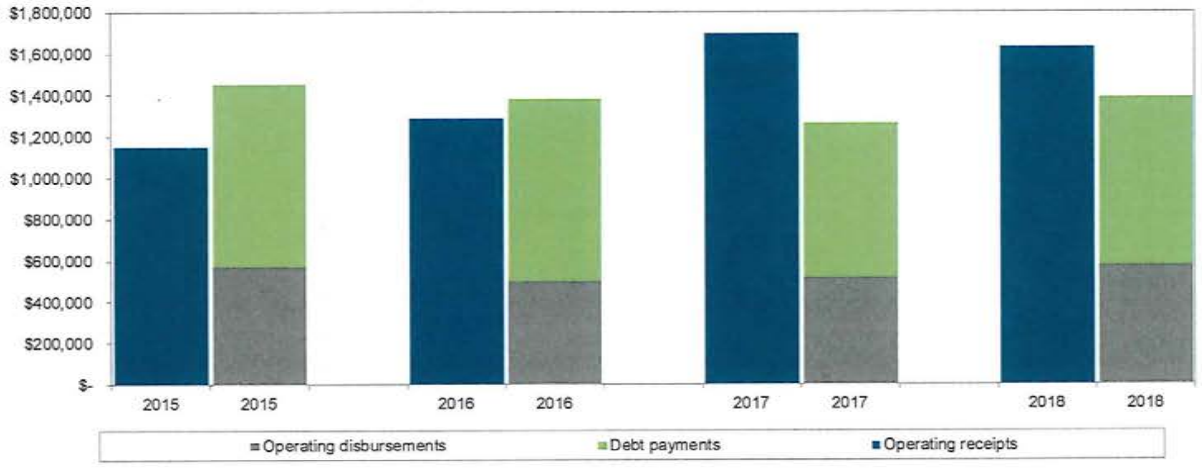
Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	$ 82,094	$ 130,263	$ 215,000	2026
G.O. Improvement Bonds, 2013A	49,205	147,301	470,000	2023
G.O. Capital Improvement Bonds, 2017A	-	7,926	6,405,000	2036
Total	$ 131,299	$ 285,490	$ 7,090,000	
Total Remaining Interest Payments			$ 1,951,966	

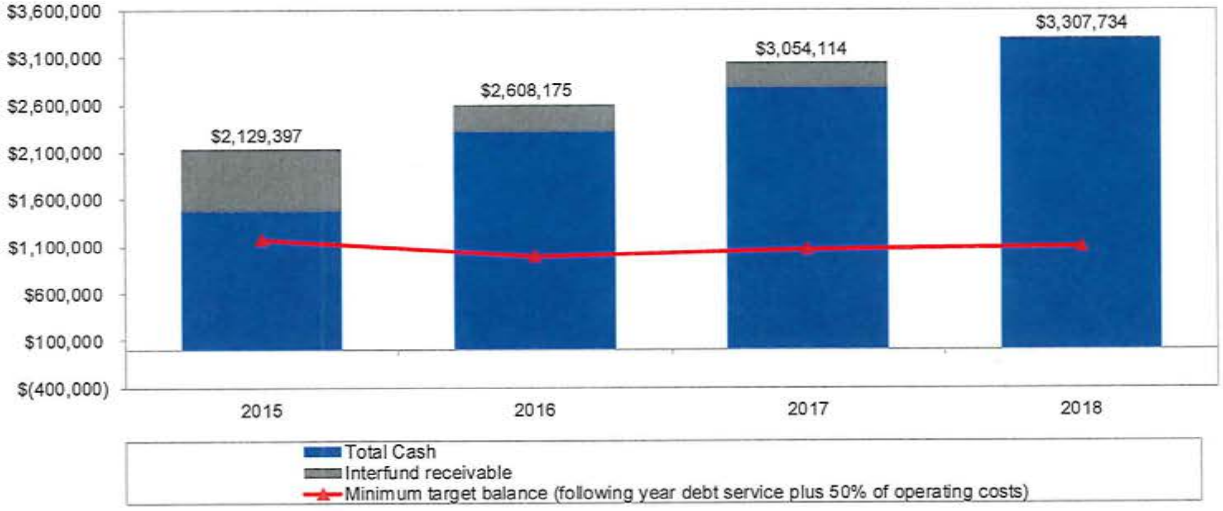


ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Water Fund -
Cash Flows from Operations and Cash Balances

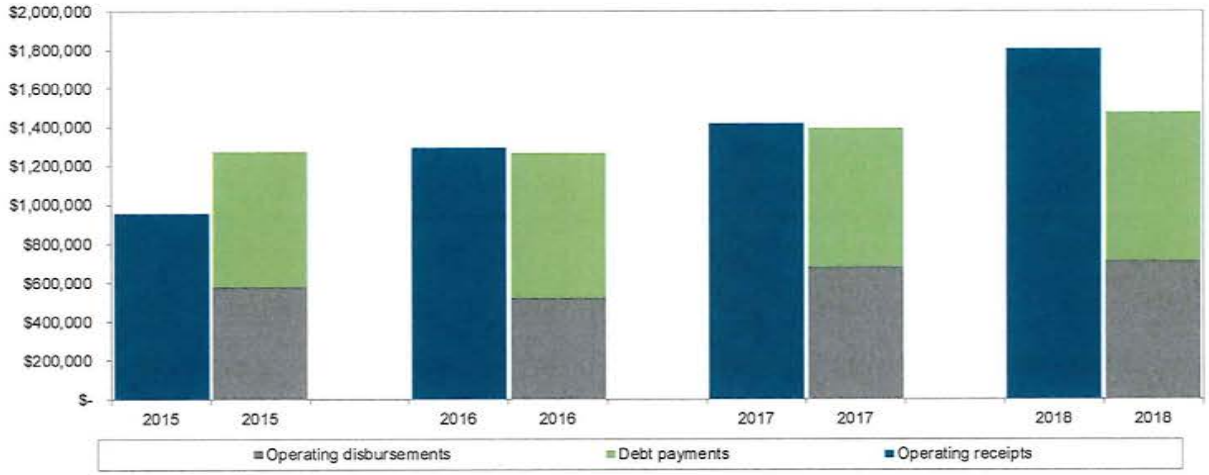
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

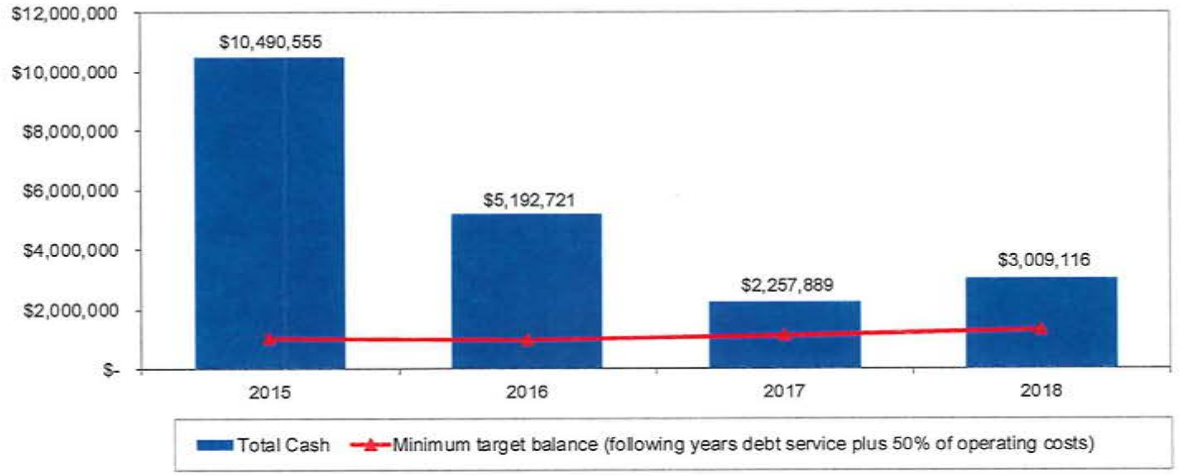




Sewer Fund -
Cash Flows from Operations and Cash Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

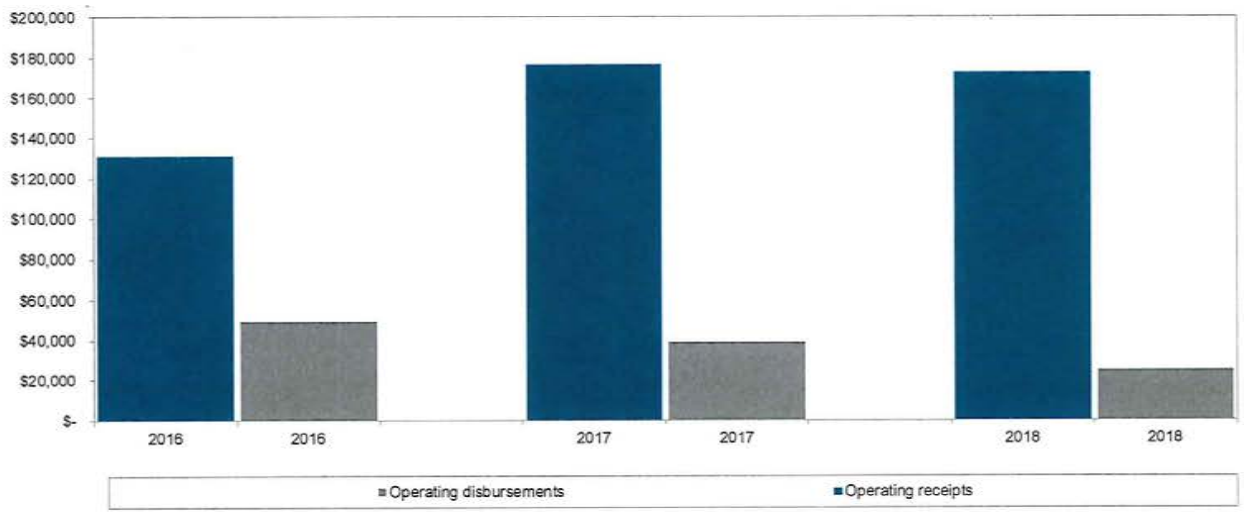


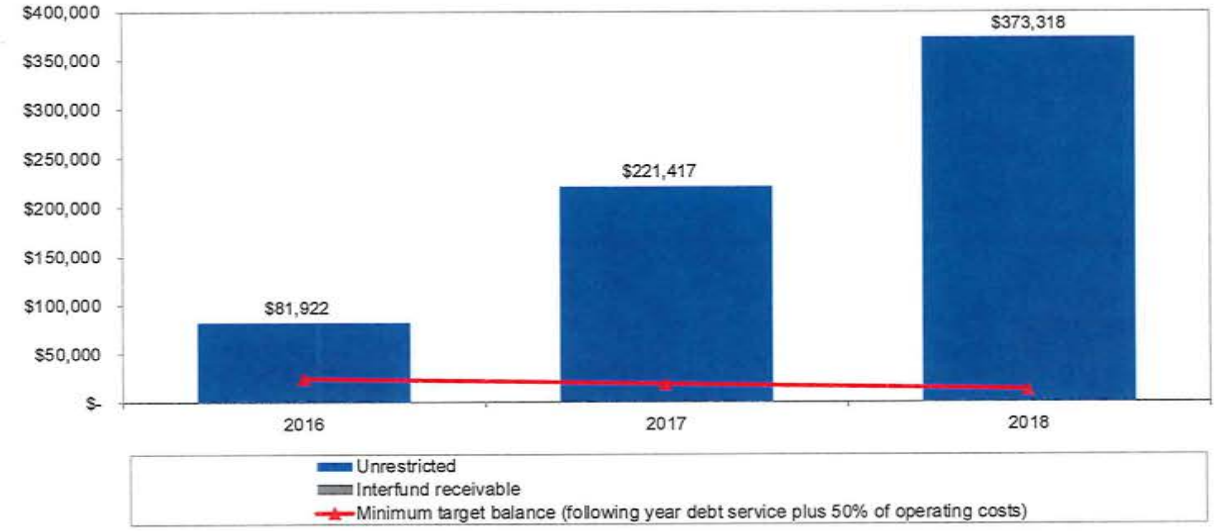


Storm Water Fund -

Cash Flows from Operations and Cash Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants





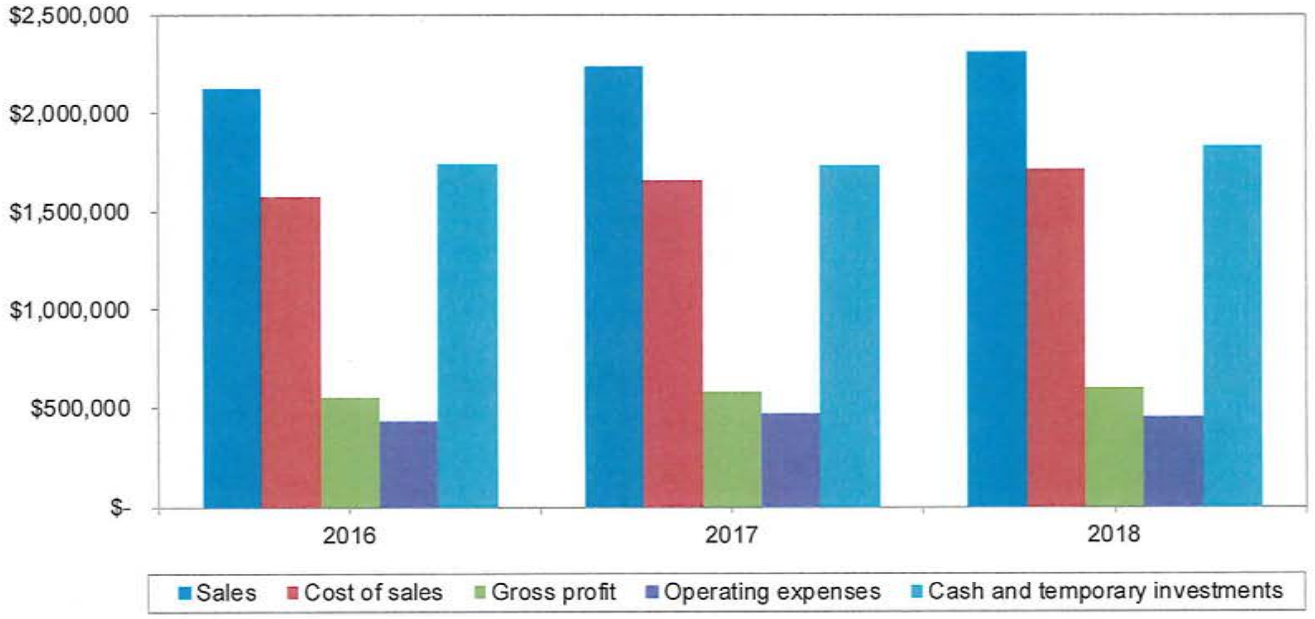
Liquor Fund

	2016		2017		2018	
	Total	Percent	Total	Percent	Total	Percent
Sales	$ 2,131,490	100.0 %	$ 2,236,169	100.0 %	$ 2,313,549	100.0 %
Cost of Sales	1,581,494	74.2	1,658,949	74.2	1,715,523	74.2
Gross Profit	549,996	25.8	577,220	25.8	598,026	25.8
Operating Expenses	426,896	20.0	471,773	21.1	449,297	19.4
Operating Income	123,100	5.8	105,447	4.7	148,729	6.4
Nonoperating Revenues	13,991	0.7	14,424	0.6	26,891	1.2
Transfers Out	(60,000)	(2.8)	(199,114)	(8.9)	(60,000)	(2.6)
Change in Net Position	$ 77,091	3.6 %	$ (79,243)	(3.5) %	$ 115,620	5.0 %
Cash and Temporary Investments	$ 1,745,175		$ 1,732,799		$ 1,836,798	

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

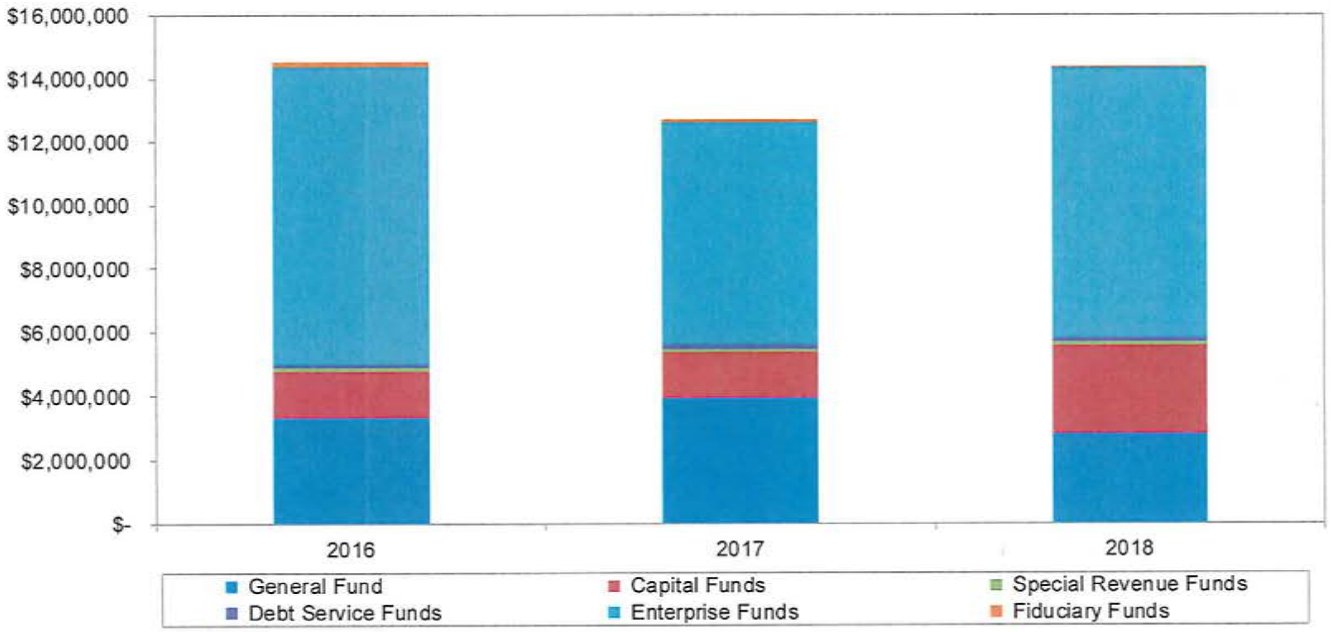
Liquor Fund

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



Cash and Investments Balances by Fund Type

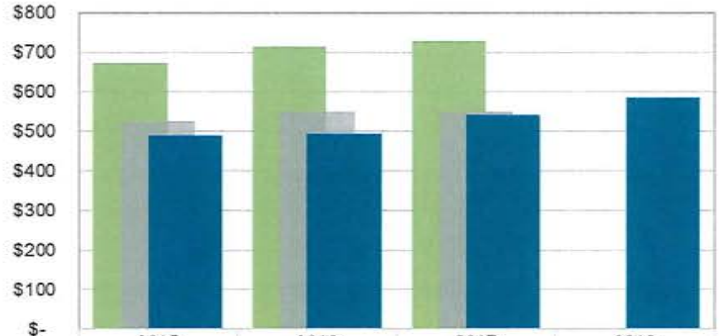
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



Key Ratios

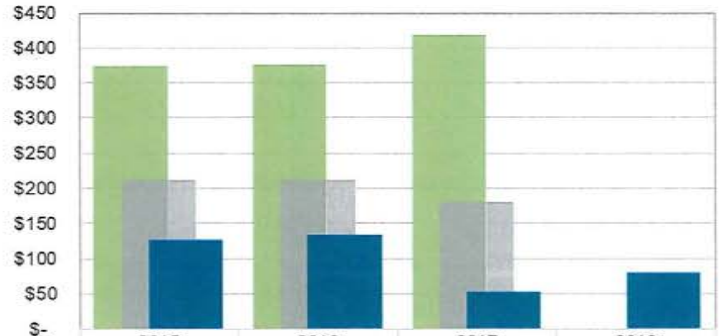
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Current Expenditures Per Capita



	2015	2016	2017	2018
Class 4 Cities	$672	$713	$730	N/A
Cities in Anoka County	$527	$550	$547	N/A
City of St. Francis	$489	$493	$541	$583

Capital Expenditures Per Capita

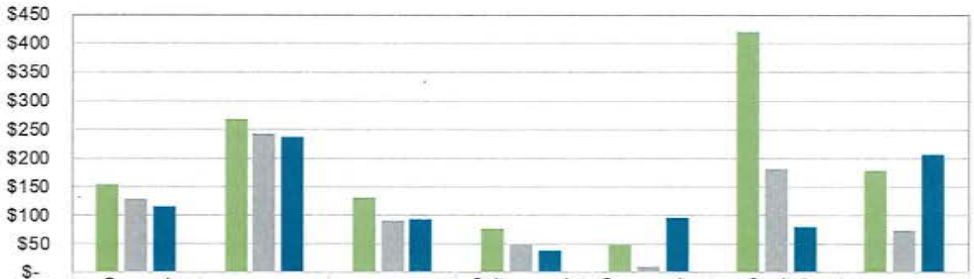


	2015	2016	2017	2018
Class 4 Cities	$375	$377	$418	N/A
Cities in Anoka County	$211	$212	$182	N/A
City of St. Francis	$128	$133	$52	$79

Key Ratios

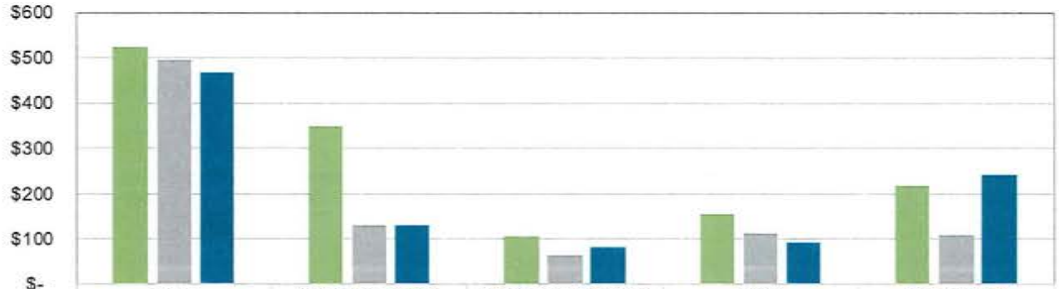
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Expenditures by Program - Per Capita



	General Government	Public Safety	Public Works	Culture and Recreation	Community Development	Capital Outlay	Transfers Out
2017 Class 4 Cities	$153	$267	$133	$77	$50	$418	$178
2017 Cities in Anoka County	$131	$242	$91	$51	$10	$182	$73
City of St. Francis	$116	$238	$93	$40	$96	$79	$207

Per Capita Revenues by Source

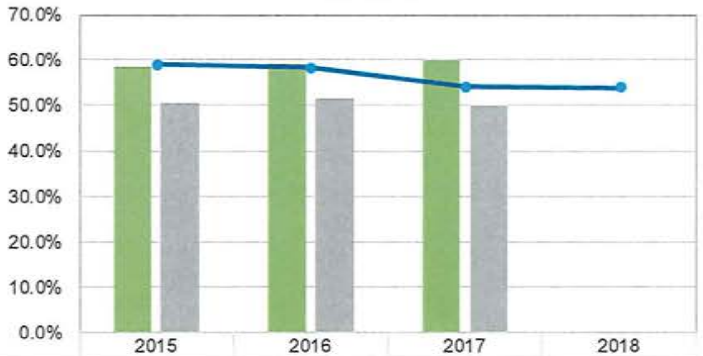


	Taxes	Intergovernmental	Charges for Services	Other	Transfers In
2017 Class 4 Cities	$524	$348	$105	$157	$218
2017 Cities in Anoka County	$495	$133	$63	$115	$110
City of St. Francis	$466	$131	$83	$93	$244

Key Ratios

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Tax Rate



	2015	2016	2017	2018
Class 4 Cities	58.4%	59.1%	59.8%	N/A
Cities in Anoka County	50.4%	51.6%	49.8%	N/A
City of St. Francis	58.9%	58.4%	54.1%	54.0%

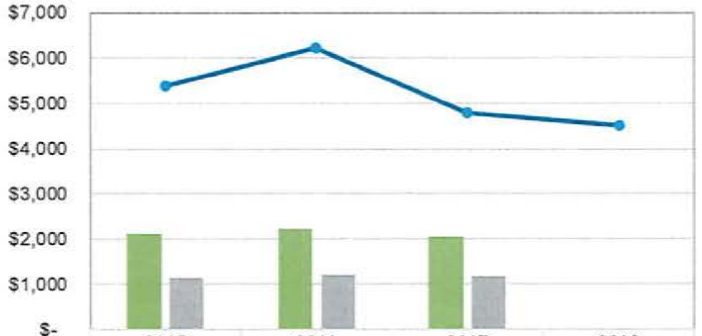
Taxes Per Capita

	2015	2016	2017	2018
Class 4 Cities	$488	$507	$524	N/A
Cities in Anoka County	$474	$482	$495	N/A
City of St. Francis	$437	$448	$439	$466

Key Ratios

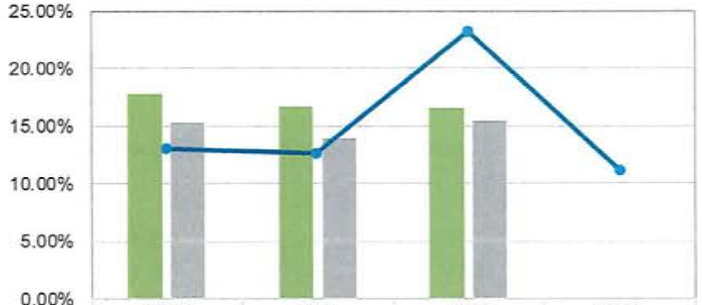
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Debt Per Capita



	2015	2016	2017	2018
Class 4 Cities	$2,115	$2,223	$2,040	N/A
Cities in Anoka County	$1,153	$1,214	$1,169	N/A
City of St. Francis	$5,390	$6,204	$4,783	$4,490

Debt Service Expenditures as a Percent of Total Expenditures

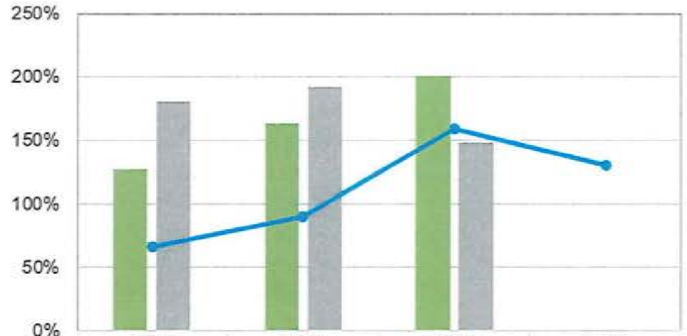


	2015	2016	2017	2018
Class 4 Cities	17.74%	16.63%	16.50%	N/A
Cities in Anoka County	15.32%	13.96%	15.47%	N/A
City of St. Francis	13.12%	12.71%	23.27%	11.10%

Key Ratios

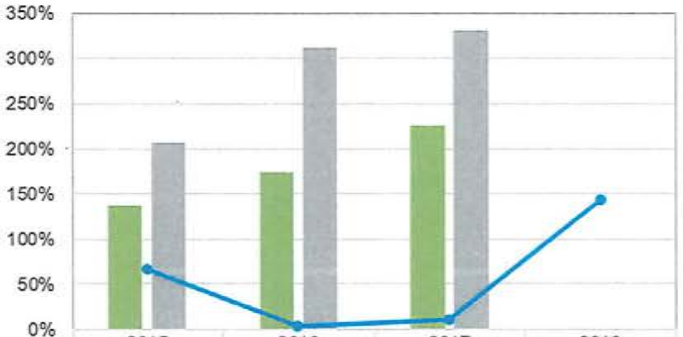
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Water Fund Debt Service Coverage



	2015	2016	2017	2018
Class 4 Cities	127%	163%	200%	N/A
Cities in Anoka County	181%	192%	148%	N/A
City of St. Francis	66%	90%	159%	130%

Sewer Fund Debt Service Coverage



	2015	2016	2017	2018
Class 4 Cities	138%	174%	226%	N/A
Cities in Anoka County	208%	312%	331%	N/A
City of St. Francis	67%	5%	11%	143%

Audit Team
Andrew Berg
Justin Nilson
Tyler See
Zach Hecksel-Schauer
Caydin Wolter
Tomi McDonald

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Questions?

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
8 A

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: 23040 Butterfield Drive –Violation Appeal

DATE: May 20, 2019

OVERVIEW

This property was in Code Enforcement due to issues of junk, debris and vehicles. The City received a report of unsafe conditions related to a deck and foliage. After a review of the deck structure, it was tagged by the Building Official and it was requested that it be repaired or removed.

On April 29, 2019, City Hall received a request by the property owners to address Council in regards to the fees placed upon their property.

- Administrative Citations $19,075.00
- Delinquent Utilities $ 1,146.32
- Storm Water Fee $ 66.00

On May 14, 2019, the Building Official and Fire Chief visited the property to complete the exterior and mechanical inspections. At this inspection staff found that the exterior issues had been resolved. The mechanical inspection was completed, however the resident was informed that they need to install working smoke/carbon monoxide detectors in all rooms.

The condition of the home is in disrepair and needs to continue to be addressed by the residents. City staff requested the Anoka County housing rehabilitation program to mail an application to make improvements to the roof and siding. This program along with others are encouraged to the property owners to bring living conditions to a safe and healthy situation.

ITEMS TO BE DISCUSSED:

Staff recommends a final assessment of $1,500.00 be assessed to this property for administrative fines to cover staff time. In addition, it is recommended to continue the assessment for utilities and stormwater. For a total assessed amount of $2,712.32.

ATTACHMENTS:

Resolution 2019-18

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

RESOLUTION 2019-18

RESOLUTION FOR APPLICATION FOR ABATEMENT OF SPECIAL ASSESSMENT FOR PROPERTY LOCATED AT 23040 Butterfield DR NW

WHEREAS, the City of St. Francis is responsible for enforcing City Ordinances;

WHEREAS, the City of St. Francis has the ability to issue Administrative Citations;

WHEREAS, the property located at 23040 Butterfield Drive NW accumulated Administrative Citations in the amount of $19,075 that were specially assessed to the property;

WHEREAS, the property PID number is 32-34-24-34-0068;

WHEREAS, the City Council was petitioned to remove the Administrative Citations;

WHEREAS, the City Council considered the request and agreed to reduce the assessments to the property in the amount of $17,575, leaving $1,500 in place;

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

The City of St. Francis will abate the Special Assessments to the property located at 23040 Butterfield Drive NW, St. Francis, MN, PID: 32-34-24-34-0068 in the amount of $17,575.

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

and the following voted against the same: none.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF MAY, 2019.

ATTEST: _____
Steven D. Feldman, Mayor

_____
Barbara I. Held, City Clerk

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relates to a resolution approving the abatement of special assessment for property located at 23040 Butterfield Drive NW.

WITNESS my hand and the seal of the said City this _____day of _____, 2019.

_____
City Clerk

(SEAL)

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
8 B

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Fee Schedule Changes – 2nd Reading

DATE: May 20, 2019

OVERVIEW

The City adopts a fee schedule to identify the fees of land use permits, building permits and another other city business items.

Since the last adopted fee schedule, three items have come forward that need to be addressed. *Those include:*

1. Pawnbroker Fee, per transaction item. A pawn shop opened in St. Francis. With that, there is a software program used that reports and tracks items for the business and law enforcement. The program charges the city a per-transaction fee. Those fees are passed along to the business. The Pawnbroker Ordinance will be updated to address this fee.

2. Building Plan Review fee, this fee is part of the building permit as set forth in State Statute. The fee schedule identifies that it will charge a plan review, this language addition clarifies the amount that is charged. The amount has not changed. Language addition only.

3. Small Cell fee, this fee is set by the city, and regulated by statute in regards to the application process of a small cell permit. These fees would be applied to potential staff, engineering, planning and legal expenses. Small Cell Ordinances will be updated to further address the application process.

Based on the required schedule, the following timeline applies:
1st Reading – May 6th
2nd Reading – May 20th
30 day comment begins May 24th
Effective - June 25th

ITEMS TO BE DICUSSED:

Staff requests Council to adopt the suggested fee and language changes for a second reading.

ATTACHMENTS:

2019 Fee Schedule

2019 Exhibit A

SECTION 9

FEE SCHEDULE

SECTION:
2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A.	Administrative Penalties.	
1.	Administrative Enforcement Penalties:	
a.	1st Offense	$100
b.	2nd Offense	$200
c.	3rd Offense	$500
d.	4th Offense	$1,000
e.	5th Offense and Beyond	$2,000
2.	Administrative Hearing Fee	$750
B.	Animal Impound Fees.	
1.	Administrative Fee	$50/day
2.	Pick Up Service Fee:	
a.	8 AM to 6 PM	$60/hour
b.	6 PM to 8 AM	$80/hour
3.	Boarding Fee	$25/day
C.	Animal License:	
1.	Dog License	$10/1-2 year vaccinations $15/3 year vaccination
2.	Kennel:	
a.	First 4 Dogs	$50/year
b.	Each Additional Dog	$20/year
3.	Chickens	$120/one time
D.	Amusement and Recreation.	
1.	Amusement Machine	$15/location + $15/machine
2.	Dance:	
a.	Annual	$100/year
b.	Per Event	$10/event

2019 Exhibit A

E. Business and Service License.

1.	Investigation Fee	$25
2.	Adult Entertainment Use	$2,000/year
3.	Sauna/Massage Parlors	$2,000/year
4.	Fireworks – Retail/Tent	$50/occurrence
5.	Fireworks – Pyrotechnic Display	$50/occurrence
6.	Pawnbroker	$1,000/year + $1.25 per transaction
7.	Refuse Hauler	$200/year + $50/truck
8.	Massage Therapist	$200/year
9.	Taxicab Driver License Fee	$150/year
10.	Taxicab Operator License Fee	$150/year
11.	Towing/Impound	$150/year
12.	Finger Printing	$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	$50
	b. Month	$150
	c. Year	$300
	d. Food Truck	$ 50 per Calendar year
14.	Excavations/Mining:	
	a. Active Area Fee	$50/acre
	b. Inactive Area Fee	$25/acre
	c. Restoration Credit	$25/acre

F. Liquor License.

1.	3.2% Malt – Off Sale	$50/year
2.	3.2% Malt – Off Sale – Special Event	$25/event
3.	3.2% Malt – On Sale	$200/year
4.	Club License	$200/year
5.	Wine License	$200/year
6.	Intoxicating Liquor – On Sale	$4,000/year
7.	Intoxicating Liquor – Sunday Sales	$200/year
8.	Investigation Fee:	
	a. Single Application	$200
	b. Partnership	$300
	c. Corporation	$400

G. Tobacco License. $150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	$35 + $2,000 escrow
2.	Road Right-of-Way – Permit Application	$150 + Consultant Fees
3.	Street Opening	$50 + Bond or Deposit and Consultant Fees

2019 Exhibit A

I. Document Services.

1.	Accident, Police and Fire Reports	$.25/page; over 100 pages TBD
2.	Copies	$.25/page copied
a.	CDs	$15
b.	Colored Copies of Photos	$3/page
c.	Certificate of Survey (non-homeowner)	$2
d.	City Council Agenda & Minutes (mailed):	
1)	Resident	$25/year
2)	Non-Resident	$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
1)	Resident	$12/year
2)	Non-Resident	$12/year + postage

J. General and Miscellaneous.

1.	Lockouts	$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or $75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	$30/check
9.	Snowmobile Permit	$15
10.	Special Assessment Administrative Fee	$100
11.	Special Assessment Search	$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	$55/hour
2.	Belos with Attachment	$55/hour
3.	Crane Truck	$45/hour
4.	Electric Generator	$60/hour
5.	Grader	$90/hour
6.	Kubota/Attachments Mower	$50/hour
7.	Pick Up Truck	$40/hour
8.	Single Axle Truck	$65/hour

9.	Single Axle Truck with Plow	$85/hour
10.	Tool Cat/Skid Steer w/Attachments	$60/hour
11.	Tractor with Loader or Attachments	$60/hour
12	Pay Loader	$90/hour
*	*Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas*	
13.	Staff Time	Two Times Step 8 of Their Pay Grade

L. Council / Commission Pay.

1.	City Council Per Diems Per Day	$35 for four hours or less; $70 for more than four hours
	a. Special Council Meetings	
	b. Council Retreats/Work Sessions	
	c. Economic Development Authority Meeting (EDA)	
	d. League of MN Cities Functions	Prior Approval Required
	e. Labor Negotiations	Prior Approval Required
	f. Employee Interviews	Prior Approval Required
	g. Mayor Only:	
	1) School/County Liaison	Mayor may appoint Council members to fulfill his obligations and approve attendance
	2) MN Mayors Association	
	3) Speaking Engagements at Other Civic Org.	
	4) Closing of Property Acquisition	
	5) Fire District Study Group	
2.	Planning Commission:	
	a. Chairman	$25/meeting paid annually
	b. Member	$20/meeting paid annually
3.	Park Commission:	
	a. Chairman	$25/meeting paid annually
	b. Member	$20/meeting paid annually
4.	Economic Development Authority	$20/meeting paid annually
5.	Upper Rum River Watershed – Resident Appointed by Council	$20/meeting paid annually

M. Parks and Recreation.

		Resident	Non-Resident
1.	Concession Stand	$25	$50
2.	Ball Park Use – Outside Organization	$100/night for season	$200/night for Season
3.	Clean Up Deposit	$50 - refundable	$75 - refundable
4.	Key Replacement	$50	$50
5.	Football Field	$25/each	$35/each
6.	Football Youth Program	$43/week per team	

7. Gazebo Rental	$50	$100
8. Rink Rental for Reserved Time	$25/hour for after hours rental	$50/hour for after hours rental
9. Restroom	$25	$50
10. Shelter	$25	$50
11. Soccer	$34/week per team	
12. Soccer Field	$25/each	$35/each
13. Warming House	$50	$100

- *St. Francis City Council has the authority to charge an annual fee of $100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits.*

N. Community Center.

1. Resident	$30/event
2. Non-Resident	$55/event
3. Damage Deposit	$150
4. Late Key Return	$25 if not returned within 2 business days of event
5. City Purposes	Free
6. City Benefit:	
a. St. Francis Lions/Lioness	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
b. St. Francis Senior Citizens Group	
c. St. Francis Area Jaycees	
d. St. Francis Youth Association (4-H, Scouts, Hockey, etc.)	
e. St. Francis Ambassador Program	
f. St. Francis Area Chamber of Commerce	
g. Other Governmental Agencies	
h. Local Church Organizations	
i. Local Business/Non-Profit Organizations	Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
7. Priority for Use in Event of Conflict:	
a. City of St. Francis	Based on earliest request if more than one applicant of the same class seeks conflicting dates
b. Non-Profit located within City limits	
c. Residents (individuals or groups)	
d. Non-Profit located outside City limits	
e. Non-Residents (individuals or groups)	

O. Division and Use of Property.

		Fee	Escrow
1.	Administrative Subdivision	$350	$1,000
2.	Annexation	$250	$2,000
3.	Appeal	$200	$ 250
4.	Comprehensive Plan Amendment	$450	$2,000
5.	Conditional Use Permit	$350	$2,000
6.	Environmental Review	$350	$ 650
7.	Excavation/Fill Permit (Admin)	$100	$ 250
8.	Excavation/Fill Permit (IUP)	$350	$2,000
9.	Home Occupation (IUP)	$350	$2,000
10.	Home Occupation (Permitted)	$50	
11.	Interim Use Permit	$350	$2,000
12.	Minor Subdivision	$350	$2,000
13.	Ordinance Amendment	$350	$1,000
14.	Planned Unit Development	$350	$2,000
15.	Rental Housing Licensing:		
	a. Single Family or First Unit	$50	
	Each Additional Unit	$15/each	
	Late Fee Due 1/16	$50	
	Late Fee Due 5/1	$150	
	Conversion Fee	$100	
	Re-inspection Fee	$25/each unit	
16.	Sign Permit Zoning Review (Admin)	$75	
17.	Sign Permit Zoning Review (Full)	$250	$ 350
18.	Sign Permit Zoning Review (Temporary)	$25	
19.	Rezoning	$350	$1,000
20.	Site and Building Plan Review (Admin)	$100	$ 250
21.	Site and Building Plan Review (Full)	$350	$ 450
22.	Small Cell/Pole Attachment	$500 per unit 1-5 $100 per unit 6+	
223.	Street/Utility Easement Vacation	$350	$1,000
234.	Subdivision:		
	a. Sketch Plan	$300	$ 500
	b. Preliminary Plat (Rural)	$400	$ 400 + $125/lot
	c. Preliminary Plat (Urban)	$400	$ 425 + $175/lot
	d. Final Plat	$350	$ 650
245.	Temporary Habitation Permit	$200	$5,000
256.	Temporary Outdoor Sales Permit/License	$50	
267.	Wetland Replacement Plan Review With Plat	$350	$ 650
278.	Wetland Replacement Plan and Excavation	$350	$ 650
289.	Wetland Delineation	$350	$1,000

~~29~~30.	Vacant Building Registration Fee;		
a.	First Year	$125	
b.	Second Year Renewal	$175	
c.	Third Year Renewal	$250	
d.	Fourth Year Renewal	$350	
e.	Fifty Year Renewal and Beyond	$500	
30~~1~~.	Vacant Building Administration Fee	$100	
31~~2~~.	Variance Application	$350	$1,500
32~~3~~.	Park Dedication	$2,500/lot	
33~~4~~.	TIF Application/Business Subsidy	$3,000	$3,000
34~~5~~.	Escrow Admin Fee	$250 per property	

- *Applicants are responsible for all costs incurred by the City for consultant fees.*

P. Building Permits.

Valuation Schedule for Building Permit Fees

Subdivision 1. Building permits.

(a) Fees for building permits include:

(1) the fee as set forth in the fee schedule in paragraph; and

(2) the surcharge required by section Minnesota Statutes Section 326B.148.

(b) The total valuation and fee schedule is:

(1) $1 to $500, $29.50;

(2) $501 to $2,000, $28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000;

(3) $2,001 to $25,000, $83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000;

(4) $25,001 to $50,000, $464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000;

(5) $50,001 to $100,000, $764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000;

(6) $100,001 to $500,000, $1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000;

(7) $500,001 to $1,000,000, $3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000; and

(8) $1,000,001 and up, $6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.

(c) The plan review fee of 65% of the building permit fee for valuation based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after the first submittal, a 25% plan review fee may be paid-residential valuation based building permits only)

2019 Exhibit A

		Fee	Escrow/State Fee
1.	Accessory Structures		
	Less than 200 square ft.	$50	Need Zoning Permit
	200 square ft. and greater	By Valuation	
2.	Basement Finishes Permit	$140	**See Below
3.	Building Demolition	$110	**See Below + $500
4.	Building Demolition – Commercial	By Valuation	$1,000
5.	Building Relocation Permit	$110	Performance Security Required
6	Contractor Verification Fee	$ 10	
7.	Dock Permit	$ 50	$100
8.	Driveway Permit –New & Replacement		
	Under 75' – length	$ 50	$250
	Over 75' – length	$100	$500
	Over 600' – length	$350	$2,000
9.	Fence –		
	a. Residential Over Six Feet in Height	By Valuation	**See Below
	b. Residential-Under Six Feet	$50 Zoning Permit	
	c. Commercial	By Valuation	
10.	Fireplace	$120	**See Below
11.	Fuel Tank Removal	$120	**See Below
12.	Engineer's Review of Building Permit	$154	
13.	HVAC – Heating Installations	$120	**See Below
	HVAC – Air Conditioning	$120	**See Below
14.	Inspections – After Hours	$70/hour, minimum 2 hours	
15.	Investigation Fee	Not to exceed permit fee	
16.	Irrigation – Connected to City	$75 back flow preventer	** See Below
17.	Manufactured Home Setup	$100	
18.	On-Site Septic:		
	a. Type I – IV	$275	**See Below
	b. Type V	By cost incurred	
	c. Operating Permit	$125/year	**See Below
	d. Soil Verification	$120	
19.	Parking Lot	$120	$1,000
20.	Planning Review of Building Permit	$195	
21.	Plumbing	$120	
22.	Pools – Above Ground	$75	**See Below
	• *Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.*		
23.	Pools – In Ground	By Valuation	

24.	Re-inspection Fee	Not to exceed $75/trip	
25.	Retaining Wall Over Four Feet	By Valuation	
26.	Roofing:		
	a. Residential	$120	**See Below
	b. Commercial	By Valuation	
27.	Septic System Pumping Verification	$20	
28.	Siding:		
	a. Residential	$95	**See Below
	b. Commercial	By Valuation	
29.	Signs	By Valuation	
30.	Solar- Residential	$120	**See Below
	Commercial	$120	**See Below
31.	Water Softener Permit & Water Heater		
	a. Residential	$75	**See Below
	b. Commercial	By Valuation	
32.	Windows/Doors -	$120	**See Below
33.	Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	

- *Anything not listed above will be based on valuation + plan review + State surcharge.*
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed ½ permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.*

** **STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently $1 per permit.**

Q. Escrow Deposits

1.	Urban:	
a.	Curb Box and Meter	$1,500
b.	Final Grading	$500 - $1,000
c.	Litter/Debris Cleanup	$100 - $300
d.	2" Caliper Tree (new)	$300
e.	Sod	$2,000
f.	Seeding/Sprinkler	$2,000
g.	3" Black Dirt	$500
h.	Erosion Control in Place	$300
i.	Street Cleaned	$200
j.	Driveway Installed	$1,500
2.	Rural:	
a.	Final Grading	$500 - $1,000
b.	Litter/Debris Cleanup	$100 - $300
c.	2" Caliper Tree (new)	$300
d.	Sod/Seeding	$300 - $2,000
e.	Erosion Control in Place	$300
f.	Culvert	$1,500
g.	Driveway Installed	$1,500

2019 Exhibit A

R. Utility Fees.

1.	Access Charge:	
	a. Sewer Equivalent Connection	$4,284
	b. Water Equivalent Connection	$3,060
2.	Trunk Line Charge:	
	a. Water Trunk Line Availability	$2,956
	b. Sanitary Sewer Trunk Line Availability	$4,150
3.	Tapping and Connection Permits:	
	a. Tapping and Water Connection	$125
	b. Tapping and Sewer Connection	$125
	c. Water Connection	$50
	d. Sewer Connection	$50
4.	Meter Deposit:	
	a. ¾"	Cost
	b. 1" and larger	Cost + 10%
5.	Water Shutoff (7:00 am - 3:30 pm)	$35
6.	Water Reconnect (7:00 am - 3:30 pm)	$35

- *The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.*

7.	Meter Repair (not removal or Installation	Time and materials with $50 minimum
8.	Curb Stop Locate:	
	a. Summer	$25 minimum
	b. Winter	$50 minimum
9.	Curb Stop Driveway Cover	Cost
10.	Curb Stop Repair	Time and materials with $50 minimum
11.	Curb Stop Box	Cost
12.	Hydrant and Gate Valve Repair	Time and materials with $50 minimum
13.	Hydrant Meter Deposit	$800
14.	Non-Response to Tagging Notice	$250/month until resolved
15.	Unmetered Use of City Water	$200
16.	Wells and Well based irrigations	$20

2019 Exhibit A

			08-06-2018 Effective Date
S.	Water Rates.		
	1.	Monthly Base Fee	$14.55
		a. MN State Test Fee	$.53
	2.	Charge per 1,000 Gallons Used per Equivalent Connection:	
		a. 0 – 14,999	$4.50 equivalent conn
		b. 15,000 – 29,999	$4.72 equivalent conn
		c. 30,000 – 44,999	$5.45 equivalent conn
		d. 45,000+	$6.51 equivalent conn
	3.	Bulk Water:	
		a. System Access Charge	$50
		b. Charge per 1,000 Gallons Used	$6.16
T.	Sewer Rates.		
	1.	Monthly Base Fee	$20.82
	2.	Charge per 1,000 Gallons Used	$8.16 equivalent conn
	3.	Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.*
- *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.*
- *Note: Consumption amounts are not billed greater than actual usage.*

STARTING IN 01/01/2016

Storm Water Rates $5.00/month/parcel ($60 annual)

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9 A

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Summary Publication for Ord. 248, SS – Amending Fee Schedule**

DATE: May 20, 2019

OVERVIEW:
The Fee Schedule which is reviewed periodically is somewhat of a lengthy ordinance. It has been past practice to publish a summary publication for this ordinance amendment. As it states in Resolution 2019-19 a copy of the changes are available at city hall for review. This is allowed by State Statute and reduces the publication cost. This ordinance amendment will take effect 30 days after publication.

ACTION TO BE CONSIDERED:
Adopt Resolution 2019-19 A Resolution Authorizing the Summary Publication of Ordinance 248, Second Series.

BUDGET IMPLICATION:
Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2019-19

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

RESOLUTION 2019-19

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 248, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 248, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 248, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 248, SECOND SERIES

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

St. Francis City Code is hereby amending Section 2-9-1 the previously adopted Fee Schedule.

E. **Business and Service License.**
6. Pawnbroker $1,000/year + $1.25 per transaction

O. **Division and Use of Property.**
22. Small Cell/Pole Attachment $500 per unit 1-5
$100 per unit 6+

P. **Building Permits.**
(c) The plan review fee of 65% of the building permit fee for valuation based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after the first submittal, a 25% plan review fee may be paid-residential valuation based building permits only)

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF MAY, 2019.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9B

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: Street Reconstruction Project – Project Schedule and Workshop

DATE: May 20, 2019

OVERVIEW:

Hakanson Anderson is preparing preliminary plans and specifications for the reconstruction of a portion of Poppy Street and Butterfield Drive, and Zea Street, 225th Lane, 226th Avenue, and Tulip Street in the River Shores neighborhood. All of these streets are on the City's Municipal State Aid (MSA) system and MSA funds are proposed to be used for the street and storm related items of this project. The location of each street segment is included on the attached Exhibit.

In general, these improvements will include the complete reconstruction of the street surface and some improvements to the storm sewer and watermains and water services. The watermain and service improvements are generally in the River Shores neighborhood and on Butterfield Drive. Right-of-way acquisition will be required on portions of Poppy Street and Butterfield Drive.

ACTION TO BE CONSIDERED:

Staff is requesting a workshop to discuss the details of the improvements and requests Council's review of the tentative schedule outlined below:

2019	Wednesday	June 12th	Council Workshop
	Monday	July 1st	City Council Approves Feasibility Report and Sets the Public Improvement Hearing
	Monday	August 5th	City Council Holds Public Hearing and Authorizes preparation of Final Plans and Specifications
	Monday	Sept. 16th	City Council Approves Plans and Specifications and Authorizes Advertisement for Bid

City of St. Francis

Thursday	October 31st	City Opens Bids
Monday	November 4th	City Council Reviews Bids and Sets Assessment Hearing
Monday	December 2nd	City Council Holds Assessment Hearing and Awards Contract
Spring	2020	Start Construction

BUDGET IMPLICATION:

None at this time.

ATTACHMENTS:

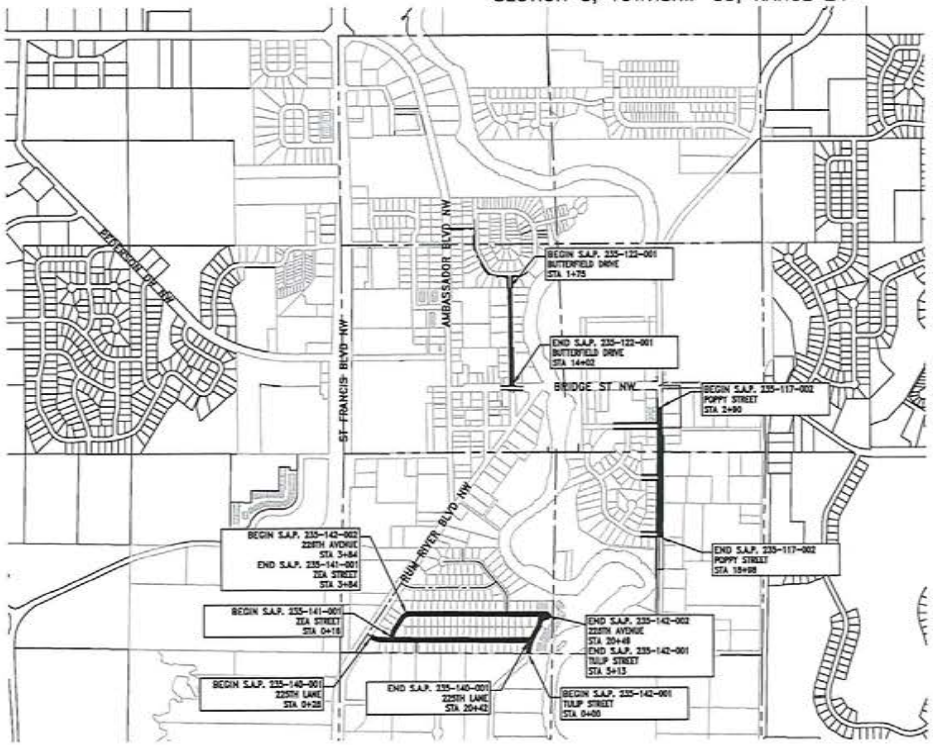
PROJECT LOCATION EXHIBIT

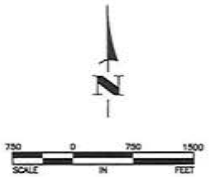
MINNESOTA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLANS FOR BITUMINOUS RE-CONSTRUCT
CITY OF ST. FRANCIS

S.A.P 235-117-002 LOCATED ON POPPY STREET FROM BRIDGE STREET TO 227TH AVENUE
S.A.P. 235-122-001 LOCATED ON BUTTERFIELD DRIVE FROM 232ND AVE TO BRIDGE STREET
S.A.P. 235-140-001 LOCATED ON 225TH LANE FROM RUM RIVER BOULEVARD TO TULIP STREET
S.A.P. 235-141-001 LOCATED ON ZEA STREET FROM 225TH LANE TO 226TH AVENUE
S.A.P. 235-142-002 LOCATED ON 226TH AVENUE FROM ZEA STREET TO TULIP STREET
S.A.P. 235-142-001 LOCATED ON TULIP STREET FROM 225TH LANE TO 226TH AVENUE

SECTION 32, TOWNSHIP 34, RANGE 24
SECTION 5, TOWNSHIP 33, RANGE 24





CITY OF ST. FRANCIS,
ANOKA COUNTY,
MINNESOTA

PROJECT LOCATION

PROJECT	STA. TO STA.	GROSS LENGTH (FEET)	BRIDGE LENGTH (FEET)	NET LENGTH (FEET)	NET LENGTH (MILES)	ADT (2018)	ADT (2038)	DESIGN ESAL	R VALUE	DESIGN (TON)	DESIGN SPEED (MPH)	NUMBER OF LANES	NUMBER OF PARKING LANES	FUNCTIONAL CLASSIFICATION
235-117-002	2+90 TO 18+98	1599	0	1579	0.30	650	715	65432.43	N/A	10	25	2	2	COLLECTOR
235-122-001	1+75 TO 14+02	1227	0	1227	0.23	400	440	53189.19	N/A	10	25	2	2	COLLECTOR
235-140-001	0+28 TO 20+42	2014	0	2014	0.38	580	638	77124.32	N/A	10	25	2	2	COLLECTOR
235-141-001	0+16 TO 3+84	368	0	368	0.07	275	303	36567.56	N/A	10	25	2	2	COLLECTOR
235-142-001	0+00 TO 5+13	513	0	513	0.10	75	83	9972.97	N/A	10	25	2	2	COLLECTOR
235-142-002	3+84 TO 20+48	1658	0	1658	0.31	275	303	36567.56	N/A	10	25	2	2	COLLECTOR

Civil Engineers and Land Surveyors
3801 Thurston Ave., Anoka, Minnesota 55303
763-427-5880 FAX 763-427-0520

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE 2019 STREET RE-CONSTRUCT PROJECT.

THIS PLAN CONTAINS 20 SHEETS

1	TITLE SHEET
2	TABULATIONS, DETAILS AND GENERAL NOTES
3	CONSTRUCTION PLAN STARK DRIVE
4	CONSTRUCTION PLAN YUCCA STREET
5	CONSTRUCTION PLAN 233RD LANE
6	CONSTRUCTION PLAN WOODBINE STREET
7-8	CONSTRUCTION PLAN 227TH AVENUE
9	CONSTRUCTION PLAN VINTAGE STREET
10	CONSTRUCTION PLAN 227TH COURT
11	CONSTRUCTION PLAN WOODBINE STREET
12	OVERALL TRAFFIC CONTROL PLAN
13-18	PEDESTRIAN CURB RAMP DETAILS
19-20	SIGN INSTALLATION DETAILS

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

CRAIG L. JOCHUM, P.E.
HAKANSON ANDERSON
CITY ENGINEER

23461 LIC. NO.

DATE 2/26/2019

DATE

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

DATE

STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING

DATE	REVISION

S.A.P. 235-117-002
S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001/002

SF317

City of St. Francis

Water and Sewer Monthly Report – April 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	18	Inspections
Water	Operational Hours	Hours spent at facility	36	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	11.2	Million Gallons
		Total Finished Water	10.7	Million Gallons
		Finished Water Sold	8.7	Million Gallons
		Account Water %	81	% accounted for
		Oak Grove Water Use	.927	Million Gallons
		Average Daily Flow	.356	Million Gallons
		Average Chlorine	.44	Mg/l
		Average Raw Iron	1.02	Mg/l
		Average Raw Manganese	.076	Mg/l
		Average Fluoride	.71	Mg/l
		Iron Removal	**100**	%
		Manganese Removal	**70**	%

Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 26 Constituents); 8 Effluent (36 Constituents: 4 monitoring wells (29 Constitutes)	62	Constituents
Wastewater	Operational Hours	Hours spent at facility.	144	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	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.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	88	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.6	Million Gallons
		Total Effluent	9.8	Million Gallons
		Reuse effluent	.356	Million Gallons
		Influent TSS	382	Mg/l
	Limit: (30 mg/l)	Effluent TSS	.4	Mg/l
	Limit: (85 %)	**TSS % Removal**	**99.9**	**% Removal**
		Influent CBOD	207	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	.54	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**99.9**	**% Removal**
		Influent Phosphorus	4.6	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	34	Mg/l
	Limit: (Seasonal) 5.5 mg/l	Effluent Ammonia Nitrogen	.12	Mg/l
		Ammonia Nitrogen % Removal	**99.9**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	134	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	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: Re-reads, high	42	Work Orders
Water/Sewer	**Monthly Projects**			
WWTP	WWTP Student Internship	Hands-on wastewater training for college student.	2	Weeks
WWTP	Pretreatment Room Maintenance	Change oil on two fine screen units and mixer unit.	5	Hours
WWTP	Annual RPZ Vacuum Breaker Inspection	Check all RPZ's and vacuum breakers at the WWTP. All passed.	17	Backflow Devices
City Buildings	Air Conditioner Service	This is the first HVAC service of the year. Includes tune up and cleaning of all AC units. Two units had issues. Problems resolved.	18	Air Conditioning Units
Turtle Run Lift Station	Wash Down	Wash down, floating grease. Clean transducer.	1	Lift Station
Lift Stations	VAC-Out Lift Stations	Clean out rags, grease and sediment from lift stations.	3	Lift Stations
Well House	Well House Renovation	Install new floor coating and repaint doors. Wash down pipe work.	3	Weeks
Well House And WTP Pump Motors	Annual Inspection	Inspect the High service pump and well motors. Well #4 needs attention.	7	Pump Motors
Water Tower Fill Station	Put fill station back in service.	Install drain plugs and pressurize fill station for seasonal use.	2	Hours
Wastewater	Attend Conference	Two employees attended conference for wastewater credit hours.	8	Hours
WTP, Well House and Lift Stations	Annual VFD Inspection	Check voltage and amps on all units. Tighten all lugs. All 15 units Passed.	15	VFD's
Crane Inspection	Annual Crane Truck Inspection	Inspect the two truck cranes for abnormalities. Test lifting capabilities, both passed.	2	Truck Cranes
Kwik Trip	Water Main Re-location	Water main had to be moved, due to the location of new building footings. New water main is now in service.	100	Feet

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

City of St. Francis

Streets and Parks Monthly Report – April 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.	26	Hours
Streets	Snowplowing	Plowing City Streets	86.8	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	128	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	66.2	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	14	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	38	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	25.7	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	67	Inspections
Parks	Events	Preparation and Inspection	2	Warming House
Parks	Fertilizing		55.25	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	10	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1	1 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	12	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	45	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	65	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	165	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	2	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	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	9	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	St. Francis Spring Recycling Event, with Free Shred Event/Leaf Event	1	Events

CITY OF ST FRANCIS

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
10100 CASH					
Paid Chk# 000258E	4/10/2019	**AMAZON.COM**			
E 101-42110-237	Small Equipment		$66.95		ALIGNMENT TOOL
E 101-45200-218	Equipment Repair & Maintenance		$28.38		BATTERY
E 601-49440-228	Equipment Maintenance		$28.39		BATTERY
E 101-41500-240	Office Equip		$89.21		CALCULATOR
E 101-43100-217	Other Operating Supplies		$85.68		EXHAUST FLUID
E 101-43100-433	Dues and Subscriptions		($32.12)		REFUND
E 101-42400-200	Office Supplies		$95.27		SUPPLIES
E 101-42110-237	Small Equipment		$44.96		WEDGE
		Total AMAZON.COM	$406.72		
Paid Chk# 000258E	4/10/2019	**ASPEN MILLS**			
E 101-42110-437	Uniform Allowance		$102.26		UNIFORMS-HEARN
		Total ASPEN MILLS	$102.26		
Paid Chk# 000258E	4/10/2019	**AUTORIMSHOP.COM**			
E 402-42110-550	Vehicles		$799.96		RIMS
		Total AUTORIMSHOP.COM	$799.96		
Paid Chk# 000258E	4/10/2019	**BCA/TRAINING & DEVELOPMENT**			
E 101-42110-208	Training and Instruction		$75.00		TRAINING-GREENE
		Total BCA/TRAINING & DEVELOPMENT	$75.00		
Paid Chk# 000258E	4/10/2019	**BEST WESTERN HOTEL**			
E 101-41400-331	Travel Expenses		$351.39		HOTEL-HELD
		Total BEST WESTERN HOTEL	$351.39		
Paid Chk# 000258E	4/10/2019	**BUSINESS JOURNALS**			
E 101-41910-433	Dues and Subscriptions		$115.00		SUBSCRIPTION
		Total BUSINESS JOURNALS	$115.00		
Paid Chk# 000258E	4/10/2019	**CASEY S GENERAL STORE**			
E 101-42110-212	Motor Fuels		$1,320.22		FUEL
E 101-42210-212	Motor Fuels		$36.81		FUEL
E 101-42400-212	Motor Fuels		$26.66		FUEL
E 101-43100-212	Motor Fuels		$1,006.29		FUEL
E 101-45200-212	Motor Fuels		$39.41		FUEL
E 602-49490-212	Motor Fuels		$162.00		FUEL
		Total CASEY S GENERAL STORE	$2,591.39		
Paid Chk# 000258E	4/10/2019	**CLIPPINGMAGIC.COM**			
E 101-43100-433	Dues and Subscriptions		$3.99		SUBSCRIPTION
		Total CLIPPINGMAGIC.COM	$3.99		
Paid Chk# 000258E	4/10/2019	**COMPLIANCE SIGNS**			
E 602-49490-229	Project Repair & Maintenance		$39.10		SIGNS
		Total COMPLIANCE SIGNS	$39.10		
Paid Chk# 000258E	4/10/2019	**COUNTY MARKET - CITY ACCOUNT**			
E 101-42110-212	Motor Fuels		$749.19		FUEL
E 101-43100-212	Motor Fuels		$1,146.70		FUEL
E 101-45200-212	Motor Fuels		$64.72		FUEL
E 601-49440-212	Motor Fuels		$226.44		FUEL
E 602-49490-212	Motor Fuels		$131.93		FUEL
E 602-49490-402	Janitorial Service		$11.55		SUPPLIES

*Check Detail Register©

April 2019 to May 2019

		Check Amt	Invoice	Comment
E 101-42110-308	Community Education	$24.70		WINNING WITH COPS
Total	**COUNTY MARKET - CITY ACCOUNT**	$2,355.23		
Paid Chk# 000258E	4/10/2019 **CROWN AWARDS**			
E 101-42210-441	Miscellaneous	$94.56		AWARDS
Total	**CROWN AWARDS**	$94.56		
Paid Chk# 000258E	4/10/2019 **GFOA**			
E 101-41500-441	Miscellaneous	$280.00		BUDGET AWARD
Total	**GFOA**	$280.00		
Paid Chk# 000258E	4/10/2019 **MENARDS**			
E 609-49750-210	Operating Supplies	$96.76		EQUIPMENT
E 101-42110-441	Miscellaneous	$202.74		TARPS
Total	**MENARDS**	$299.50		
Paid Chk# 000258E	4/10/2019 **MISSION CRITICAL CONCEPTS**			
E 101-42110-208	Training and Instruction	$795.00		TRAINING-GREENE
Total	**MISSION CRITICAL CONCEPTS**	$795.00		
Paid Chk# 000258E	4/10/2019 **MN BOARD OF PEACE OFFICER**			
E 101-42110-441	Miscellaneous	$360.00		POST BOARD LICENSES
Total	**MN BOARD OF PEACE OFFICER**	$360.00		
Paid Chk# 000258E	4/10/2019 **MN STATE COLLEGES**			
E 101-41500-208	Training and Instruction	$145.00		TRAINING-STREICH
Total	**MN STATE COLLEGES**	$145.00		
Paid Chk# 000258E	4/10/2019 **NATIONAL REGISTRY EMT**			
E 101-42210-208	Training and Instruction	$80.00		EMT-KIZER
E 101-42210-208	Training and Instruction	$15.00		RECERTIFICATION-KIZER
E 101-42210-208	Training and Instruction	$80.00		EMT-PHELPS
Total	**NATIONAL REGISTRY EMT**	$175.00		
Paid Chk# 000258E	4/10/2019 **NORTHERN SAFETY CO., INC.**			
E 101-43100-417	Uniform Clothing & PPE	$143.13		VESTS, GLASSES AND GLOVES
E 101-45200-417	Uniform Clothing & PPE	$143.13		VESTS, GLASSES AND GLOVES
E 601-49440-417	Uniform Clothing & PPE	$143.13		VESTS, GLASSES AND GLOVES
E 602-49490-417	Uniform Clothing & PPE	$143.11		VESTS, GLASSES AND GLOVES
Total	**NORTHERN SAFETY CO., INC.**	$572.50		
Paid Chk# 000258E	4/10/2019 **NORTHERN TOOL & EQUIPMENT**			
E 101-42210-217	Other Operating Supplies	$39.51		SUPPLIES
Total	**NORTHERN TOOL & EQUIPMENT**	$39.51		
Paid Chk# 000258E	4/10/2019 **PAYPAL**			
E 101-42110-237	Small Equipment	$58.45		TRIPOD
E 101-42110-237	Small Equipment	$250.00		HOLSTER
Total	**PAYPAL**	$308.45		
Paid Chk# 000258E	4/10/2019 **POSTMASTER - ST. FRANCIS**			
E 101-41400-322	Postage	$100.00		POSTAGE
E 101-41910-322	Postage	$8.25		POSTAGE
Total	**POSTMASTER - ST. FRANCIS**	$108.25		
Paid Chk# 000258E	4/10/2019 **SAMS CLUB**			
E 609-49751-254	Miscellaneous Merchandise	$310.24		MISCELLANEOUS

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
		Total SAMS CLUB	$310.24		
Paid Chk# 000258E	4/10/2019	**SPEEDWAY**			
E 101-42210-212	Motor Fuels		$33.53		FUEL
		Total SPEEDWAY	$33.53		
Paid Chk# 000258E	4/10/2019	**ST. FRANCIS TRUE VALUE HARDWAR**			
E 602-49490-402	Janitorial Service		$39.98		SUPPLIES
		otal ST. FRANCIS TRUE VALUE HARDWAR	$39.98		
Paid Chk# 000258E	4/10/2019	**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# 000258E	4/10/2019	**SUPER AMERICA**			
E 101-42110-212	Motor Fuels		$106.56		FUEL
E 101-43100-212	Motor Fuels		$142.93		FUEL
		Total SUPER AMERICA	$249.49		
Paid Chk# 000258E	4/10/2019	**UNIVERSITY OF MINNESOTA**			
E 101-45200-208	Training and Instruction		$230.00		TRAINING-MCDONAGH
		Total UNIVERSITY OF MINNESOTA	$230.00		
Paid Chk# 000258E	4/10/2019	**VERIZON WIRELESS**			
E 101-42210-321	Telephone		$210.06		PHONE/DATA
E 101-42110-321	Telephone		$502.39		PHONE/DATA
E 602-49490-321	Telephone		$41.30		PHONE/DATA
E 601-49440-321	Telephone		$63.57		PHONE/DATA
		Total VERIZON WIRELESS	$817.32		
Paid Chk# 000258E	4/10/2019	**WALMART**			
E 101-42210-217	Other Operating Supplies		$41.60		SUPPLIES
		Total WALMART	$41.60		
Paid Chk# 000259E	4/30/2019	**CAYAN**			
E 609-49751-207	Credit Card Expenditures		$2,891.20		LIQUOR CC FEE
E 609-49751-207	Credit Card Expenditures		$5.30		GIFT CARD
E 609-49751-207	Credit Card Expenditures		$39.90	967836	MACHINE
		Total CAYAN	$2,936.40		
Paid Chk# 000259E	4/30/2019	**FLYTE HCM LLC**			
G 101-21706	Flex Account		$186.42		FLEX PAYMENTS
		Total FLYTE HCM LLC	$186.42		
Paid Chk# 000259E	4/30/2019	**FWT**			
G 101-21703	FICA Tax Withholding		$8,083.54		PAYROLL 04-04-2019
G 101-21709	Medicare		$2,934.16		PAYROLL 04-04-2019
G 101-21701	Federal Withholding		$9,726.86		PAYROLL 04-04-2019
G 101-21703	FICA Tax Withholding		$980.30		PAYROLL 04-16-2019
G 101-21709	Medicare		$335.36		PAYROLL 04-16-2019
G 101-21701	Federal Withholding		$28.80		PAYROLL 04-16-2019
G 101-21703	FICA Tax Withholding		$7,996.16		PAYROLL 04-18-2019
G 101-21709	Medicare		$2,905.04		PAYROLL 04-18-2019
G 101-21701	Federal Withholding		$9,566.28		PAYROLL 04-18-2019
		Total FWT	$42,556.50		

CITY OF ST FRANCIS

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
Paid Chk# 000259E	4/30/2019	**HEALTH PARTNERS**			
G 101-21708	Health Premium		$20,070.59		APRIL INSURANCE
		Total HEALTH PARTNERS	$20,070.59		
Paid Chk# 000259E	4/30/2019	**HSA CONTRIBUTION**			
G 101-21714	Health Care Savings		$754.50		PAYROLL 04-04-2019
G 101-21714	Health Care Savings		$754.50		PAYROLL 04-18-2019
		Total HSA CONTRIBUTION	$1,509.00		
Paid Chk# 000259E	4/30/2019	**ICMA**			
G 101-21710	Deferred Comp		$385.00		PAYROLL 04-04-2019
G 101-21710	Deferred Comp		$385.00		PAYROLL 04-18-2019
		Total ICMA	$770.00		
Paid Chk# 000259E	4/30/2019	**MASSACHUSETTS, STATE OF**			
G 101-21716	Other Deductions		$138.12		PAYROLL 04-16-2019
		Total MASSACHUSETTS, STATE OF	$138.12		
Paid Chk# 000259E	4/30/2019	**MN DEPT OF REVENUE**			
G 609-20810	Sales Tax Payable		$17,129.00		MARCH SALES TAX
G 601-20810	Sales Tax Payable		$528.00		MARCH SALES TAX
		Total MN DEPT OF REVENUE	$17,657.00		
Paid Chk# 000259E	4/30/2019	**MN STATE RETIREMENT SYSTEM**			
G 101-21714	Health Care Savings		$747.37		PAYROLL 04-04-2019
G 101-21714	Health Care Savings		$746.75		PAYROLL 04-18-2019
		Total MN STATE RETIREMENT SYSTEM	$1,494.12		
Paid Chk# 000259E	4/30/2019	**PAYMENT SERVICE NETWORK**			
E 601-49440-430	Bank Fees		$346.70		CC FEE
		Total PAYMENT SERVICE NETWORK	$346.70		
Paid Chk# 000259E	4/30/2019	**PERA**			
G 101-21704	PERA		$19,145.97		PAYROLL 04-04-2019
G 101-21704	PERA		$960.64		PAYROLL 04-16-2019
G 101-21704	PERA		$18,976.84		PAYROLL 04-18-2019
		Total PERA	$39,083.45		
Paid Chk# 000259E	4/30/2019	**STATE OF ARIZONA**			
G 101-21716	Other Deductions		$196.43		PAYROLL 04-16-2019
		Total STATE OF ARIZONA	$196.43		
Paid Chk# 000259E	4/30/2019	**STATE OF MINNESOTA**			
G 101-21716	Other Deductions		$240.11		PAYROLL 04-16-2019
		Total STATE OF MINNESOTA	$240.11		
Paid Chk# 000259E	4/30/2019	**SWT**			
G 101-21702	State Withholding		$4,448.95		PAYROLL 04-04-2019
G 101-21702	State Withholding		$44.22		PAYROLL 04-16-2019
G 101-21702	State Withholding		$4,417.10		PAYROLL 04-18-2019
		Total SWT	$8,910.27		
Paid Chk# 000259E	4/30/2019	**VILLAGE BANK**			
R 101-32250	Misc Permits		$50.00		NSF CHECK (STAHLMANN)
E 101-41910-441	Miscellaneous		$4.00		NSF-CHECK FEE (STAHLMANN)
R 101-32240	Animal Licenses		$10.00		NSF CHECK
E 101-42110-441	Miscellaneous		$4.00		NSF CHECK

CITY OF ST FRANCIS

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
E 101-41500-430	Bank Fees		$29.08		BANK FEES-APRIL
E 601-49440-430	Bank Fees		$29.08		BANK FEES-APRIL
E 602-49490-430	Bank Fees		$29.08		BANK FEES-APRIL
E 609-49750-430	Bank Fees		$29.11		BANK FEES-APRIL
		Total VILLAGE BANK	$184.35		
Paid Chk# 000259E	4/30/2019	**VOYA**			
G 101-21710	Deferred Comp		$1,550.00		PAYROLL 04-04-2019
G 101-21710	Deferred Comp		$1,550.00		PAYROLL 04-18-2019
		Total VOYA	$3,100.00		
Paid Chk# 075854	5/7/2019	**PINE TECHNICAL & COMM. COLLEGE**			
E 101-42210-208	Training and Instruction		$15,200.00	43646	EMT TRAINING
		otal PINE TECHNICAL & COMM. COLLEGE	$15,200.00		
Paid Chk# 075855	5/21/2019	**4 IMPRINT**			
E 101-42210-209	Fire Prevention Supplies		$478.50	17897679	BOTTLES
		Total 4 IMPRINT	$478.50		
Paid Chk# 075856	5/21/2019	**ABDO, EICK & MEYERS, LLP**			
E 101-41540-301	Auditing and Acct g Services		$3,330.00	416315	Annual audit services
E 601-49440-301	Auditing and Acct g Services		$555.00	416315	Annual audit services
E 602-49490-301	Auditing and Acct g Services		$555.00	416315	Annual audit services
E 609-49750-301	Auditing and Acct g Services		$1,110.00	416315	Annual audit services
		Total ABDO, EICK & MEYERS, LLP	$5,550.00		
Paid Chk# 075857	5/21/2019	**ABM EQUIPMENT & SUPPLY**			
E 101-43100-221	Vehicle Repair & Maintenance		$391.50	0159813-IN	CRANE INSPECTION
E 602-49490-221	Vehicle Repair & Maintenance		$391.50	0159853-IN	CRANE WORK
		Total ABM EQUIPMENT & SUPPLY	$783.00		
Paid Chk# 075858	5/21/2019	**ACE SOLID WASTE, INC.**			
E 101-43210-384	Refuse/Garbage Disposal		$58.08	4867474	GARBAGE
E 101-42210-384	Refuse/Garbage Disposal		$61.02	4867474	GARBAGE
E 609-49750-384	Refuse/Garbage Disposal		$190.01	4867474	GARBAGE
E 601-49440-384	Refuse/Garbage Disposal		$72.26	4867474	GARBAGE
E 602-49490-384	Refuse/Garbage Disposal		$72.25	4867474	GARBAGE
E 101-43210-384	Refuse/Garbage Disposal		$69.27	4867474	GARBAGE
E 101-43100-384	Refuse/Garbage Disposal		$22.99	4867474	GARBAGE
E 101-45200-384	Refuse/Garbage Disposal		$23.00	4867474	GARBAGE
E 601-49440-384	Refuse/Garbage Disposal		$23.00	4867474	GARBAGE
E 602-49490-384	Refuse/Garbage Disposal		$23.00	4867474	GARBAGE
E 101-42110-384	Refuse/Garbage Disposal		$91.99	4867474	GARBAGE
E 101-43100-384	Refuse/Garbage Disposal		$57.51	4867474	GARBAGE
E 101-45200-384	Refuse/Garbage Disposal		$57.50	4867474	GARBAGE
		Total ACE SOLID WASTE, INC.	$821.88		
Paid Chk# 075859	5/21/2019	**ADVANCED GRAPHIX INC**			
E 402-42110-550	Vehicles		$974.00	201799	GRAPHICS FOR CARS
		Total ADVANCED GRAPHIX INC	$974.00		
Paid Chk# 075860	5/21/2019	**AIRGAS NORTH CENTRAL**			
E 101-43100-217	Other Operating Supplies		$12.65	9961395098	RENTAL
E 101-43210-217	Other Operating Supplies		$12.65	9961395098	RENTAL
E 101-45200-217	Other Operating Supplies		$12.65	9961395098	RENTAL
E 601-49440-217	Other Operating Supplies		$12.65	9961395098	RENTAL

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
E 602-49490-217	Other Operating Supplies		$12.65	9961395098	RENTAL
Total	**AIRGAS NORTH CENTRAL**		$63.25		
Paid Chk# 075861	5/21/2019	**ALLIED BLACKTOP COMPANY**			
E 603-49490-403	Street Sweeping		$9,661.25	3033	SPRING SWEEPING
Total	**ALLIED BLACKTOP COMPANY**		$9,661.25		
Paid Chk# 075862	5/21/2019	**ALLINA HEALTH**			
E 101-42210-305	Medical & Testing Fees		$1,148.25	II10025348	2ND QUARTER
Total	**ALLINA HEALTH**		$1,148.25		
Paid Chk# 075863	5/21/2019	**ANOKA AREA CHAMBER OF COMMERCE**			
E 101-41400-433	Dues and Subscriptions		$230.00	24961	Annual membership
Total	**ANOKA AREA CHAMBER OF COMMERCE**		$230.00		
Paid Chk# 075864	5/21/2019	**ASPEN MILLS**			
E 101-42210-437	Uniform Allowance		$18.45	235804	UNIFORMS-STRASSBURG
E 101-42110-437	Uniform Allowance		$545.35	236781	UNIFORMS T SCHWIEGER
Total	**ASPEN MILLS**		$563.80		
Paid Chk# 075865	5/21/2019	**BELLBOY CORPORATION**			
E 609-49751-254	Miscellaneous Merchandise		($242.85)		CREDIT
E 609-49751-206	Freight and Fuel Charges		$49.60	0069572200	FREIGHT
E 609-49751-251	Liquor For Resale		$3,102.85	0069572200	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$2.16	0099442800	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		$34.25	0099442800	MISC
Total	**BELLBOY CORPORATION**		$2,946.01		
Paid Chk# 075866	5/21/2019	**BERNICK COMPANIES, THE**			
E 609-49751-252	Beer For Resale		$321.85	501161	BEER
Total	**BERNICK COMPANIES, THE**		$321.85		
Paid Chk# 075867	5/21/2019	**BGS (BARNA GUZY)**			
E 101-41600-304	Civil Legal Fees		$1,900.00	201918	MUNICIPAL
E 101-41600-304	Civil Legal Fees		$70.00	201919	GENERAL LABOR
E 101-41600-304	Civil Legal Fees		$1,092.00	201920	COMMUNITY DEVELOPMENT
E 101-41600-304	Civil Legal Fees		$3,542.00	201921	MEADOWS
E 101-41600-304	Civil Legal Fees		$3,024.00	201922	MISCELLANEOUS
E 101-41600-304	Civil Legal Fees		$190.00	202047	CHARTER COMMISSION
E 101-41600-304	Civil Legal Fees		$312.00	202048	RUM RIVER BLUFFS
E 101-41600-304	Civil Legal Fees		$218.50	202049	WORKERS COMP
E 101-41600-312	Criminal Legal Fees		$5,000.00	202061	PROSECUTION
E 101-41600-304	Civil Legal Fees		$182.00	202087	FORFEITURES
E 101-41600-304	Civil Legal Fees		$248.00	202088	THOLEN FORFEITURE
E 101-41600-304	Civil Legal Fees		$747.50	202170	REAL ESTATE DEVELOPMENT
E 101-41600-304	Civil Legal Fees		$994.00	202174	MERIDIAN
Total	**BGS (BARNA GUZY)**		$17,520.00		
Paid Chk# 075868	5/21/2019	**BREAKTHRU BEVERAGE**			
E 609-49751-206	Freight and Fuel Charges		$6.60	1080965202	FREIGHT
E 609-49751-251	Liquor For Resale		$494.41	1080965202	LIQUOR
E 609-49751-253	Wine For Resale		$43.33	1080965202	WINE
E 609-49751-252	Beer For Resale		$122.75	1080965203	BEER
E 609-49751-206	Freight and Fuel Charges		$5.79	1080967718	FREIGHT
E 609-49751-251	Liquor For Resale		$197.08	1080967718	LIQUOR
E 609-49751-253	Wine For Resale		$148.00	1080967718	WINE

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
	Total	**BREAKTHRU BEVERAGE**	$1,017.96		
Paid Chk# 075869	5/21/2019	**BURCH, BRANDON**			
G 601-22200	Deferred Revenues		$213.18		REFUND ACCT #3062
	Total	**BURCH, BRANDON**	$213.18		
Paid Chk# 075870	5/21/2019	**CAPITOL BEVERAGE SALES, L.P**			
E 609-49751-252	Beer For Resale		$147.00	6116165	BEER
	Total	**CAPITOL BEVERAGE SALES, L.P**	$147.00		
Paid Chk# 075871	5/21/2019	**CENTURY LINK**			
E 602-49490-321	Telephone		$67.96	.0519	PHONE
E 601-49440-321	Telephone		$67.96	.0519	PHONE
	Total	**CENTURY LINK**	$135.92		
Paid Chk# 075872	5/21/2019	**CHETS SAFETY SALES, INC.**			
E 601-49440-417	Uniform Clothing & PPE		$106.25	18253	BOOTS-OLSON
E 602-49490-417	Uniform Clothing & PPE		$106.24	18253	BOOTS-OLSON
	Total	**CHETS SAFETY SALES, INC.**	$212.49		
Paid Chk# 075873	5/21/2019	**CINTAS**			
E 609-49750-219	Rug Maintenance		$11.26	4012128540	RUGS
E 601-49440-417	Uniform Clothing & PPE		$3.99	4017701565	UNIFORMS
E 602-49490-417	Uniform Clothing & PPE		$3.99	4017701565	UNIFORMS
E 101-45200-402	Janitorial Service		$6.01	4021378450	RUGS & SUPPLIES
E 101-43100-402	Janitorial Service		$6.01	4021378450	RUGS & SUPPLIES
E 601-49440-402	Janitorial Service		$6.01	4021378450	RUGS & SUPPLIES
E 602-49490-402	Janitorial Service		$6.01	4021378450	RUGS & SUPPLIES
E 101-42110-402	Janitorial Service		$24.04	4021378450	RUGS & SUPPLIES
E 601-49440-417	Uniform Clothing & PPE		$5.32	4021378512	UNIFORMS
E 602-49490-417	Uniform Clothing & PPE		$5.32	4021378512	UNIFORMS
E 101-41940-219	Rug Maintenance		$16.16	4021858749	RUGS @ CITY HALL
E 609-49750-219	Rug Maintenance		$11.26	4021858808	RUGS
E 101-41940-219	Rug Maintenance		($11.26)	75063	CREDIT
	Total	**CINTAS**	$94.12		
Paid Chk# 075874	5/21/2019	**CONNEXUS ENERGY**			
E 402-42110-580	C-O-L Other Equipment		$1,358.51	RES0008013	ELECTRIC FOR SIREN
	Total	**CONNEXUS ENERGY**	$1,358.51		
Paid Chk# 075875	5/21/2019	**COUNTY MARKET - CITY ACCOUNT**			
E 101-42210-212	Motor Fuels		$193.63	.0419	FUEL
	Total	**COUNTY MARKET - CITY ACCOUNT**	$193.63		
Paid Chk# 075876	5/21/2019	**CRYSTAL SPRINGS ICE**			
E 609-49751-254	Miscellaneous Merchandise		$286.20	002.B006174	MISC
	Total	**CRYSTAL SPRINGS ICE**	$286.20		
Paid Chk# 075877	5/21/2019	**D & G RECYCLE**			
E 101-43210-439	Recycling Days		$170.75	3389	TIRE RECYCLING
	Total	**D & G RECYCLE**	$170.75		
Paid Chk# 075878	5/21/2019	**DAHLHEIMER DIST. CO. INC.**			
E 609-49751-252	Beer For Resale		$10,724.90	129-0250	BEER
E 609-49751-254	Miscellaneous Merchandise		$276.00	129-0250	MISC
	Total	**DAHLHEIMER DIST. CO. INC.**	$11,000.90		

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
Paid Chk# 075879	5/21/2019	**DENKER, KEVIN**			
G 803-22159	ESC-DENKER		$1,911.00		RELEASE ESCROW
		Total DENKER, KEVIN	$1,911.00		
Paid Chk# 075880	5/21/2019	**DEX MEDIA EAST LLC**			
E 609-49750-340	Advertising		$80.00	.0519	ADVERTISING
		Total DEX MEDIA EAST LLC	$80.00		
Paid Chk# 075881	5/21/2019	**E.H. RENNER**			
E 601-49440-233	Water Treatment Plant Maint		$700.00	790	WELL #4
		Total E.H. RENNER	$700.00		
Paid Chk# 075882	5/21/2019	**ECO SHRED MN**			
E 101-43210-439	Recycling Days		$1,250.00	107512	SHREDDING
		Total ECO SHRED MN	$1,250.00		
Paid Chk# 075883	5/21/2019	**EMERGENCY REPONSE SOLUTIONS**			
E 402-42210-582	Turnout Gear		$2,115.88	13074	HELMETS
		Total EMERGENCY REPONSE SOLUTIONS	$2,115.88		
Paid Chk# 075884	5/21/2019	**ERICKSON, GARY**			
G 601-22200	Deferred Revenues		$24.47		REFUND ACCT #5027
		Total ERICKSON, GARY	$24.47		
Paid Chk# 075885	5/21/2019	**FERGUSON WATERWORKS**			
E 601-49440-259	Water Meters		$2,373.54	0322039	WATER METERS
E 601-49440-259	Water Meters		$1,671.00	0322050	METERS
E 601-49440-259	Water Meters		$815.82	0323467	WATER METERS
E 601-49440-259	Water Meters		($198.40)	CM029784	CREDIT
		Total FERGUSON WATERWORKS	$4,661.96		
Paid Chk# 075886	5/21/2019	**FLYTE HCM LLC**			
E 101-41540-301	Auditing and Acct g Services		$39.00	42056	MAY ADMIN FEE
		Total FLYTE HCM LLC	$39.00		
Paid Chk# 075887	5/21/2019	**FORM & FUNCTION CONTRACTING**			
R 101-32210	Building Permits		$33.10		REFUND PART 2019-001866
R 101-34104	Plan Check Fee		$21.52		REFUND PART 2019-001866
G 101-20820	Surcharge Payable		$1.22		REFUND PART 2019-001866
		Total FORM & FUNCTION CONTRACTING	$55.84		
Paid Chk# 075888	5/21/2019	**FREIGHTLINER OF ST. CLOUD**			
E 101-42210-221	Vehicle Repair & Maintenance		$283.40	R194000161:0	TANKER 1
		Total FREIGHTLINER OF ST. CLOUD	$283.40		
Paid Chk# 075889	5/21/2019	**GRANITE CITY JOBBING CO.**			
E 609-49751-206	Freight and Fuel Charges		$4.25	135480	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		$3.96	135480	MISC
E 609-49751-256	Tobacco Products For Resale		$2,560.70	135480	TOBACCO
		Total GRANITE CITY JOBBING CO.	$2,568.91		
Paid Chk# 075890	5/21/2019	**HACH COMPANY**			
E 602-49490-217	Other Operating Supplies		$492.62	11432994	SENSOR CAP
		Total HACH COMPANY	$492.62		
Paid Chk# 075891	5/21/2019	**HAWKINS, INC.**			
E 602-49490-216	Chemicals and Chem Products		$4,977.80	4481990	CHLORIDE

*Check Detail Register©

April 2019 to May 2019

		Check Amt	Invoice	Comment
E 601-49440-216	Chemicals and Chem Products	$2,233.13	4483483	CHLORINE
	Total HAWKINS, INC.	$7,210.93		
Paid Chk# 075892	5/21/2019 **HERC-U-LIFT**			
E 101-43100-218	Equipment Repair & Maintenance	$91.85	W411135	REMAINING BALANCE
	Total HERC-U-LIFT	$91.85		
Paid Chk# 075893	5/21/2019 **HOISINGTON KOEGLER GROUP, INC**			
E 101-41910-311	Contract	$13,266.36	018-041-8	GENERAL PLANNING
E 101-43100-311	Contract	$1,548.75	018-041-8	PW REQUESTS
G 803-22043	Esc-Laketown Homes	$412.50	018-041-8	RIVERS EDGE
G 803-22148	ESC-CARPENTER GRADING	$56.25	018-041-8	CARPENTER
G 803-22160	ESC-SCHULTE SUBDIVISION	$243.75	018-041-8	SCHULTE-TURTLE PONDS
	Total HOISINGTON KOEGLER GROUP, INC	$15,527.61		
Paid Chk# 075894	5/21/2019 **INNOVATIVE OFFICE SOLUTIONS, L**			
E 101-41400-200	Office Supplies	$212.70	IN2507867	OFFICE SUPPLIES
	Total INNOVATIVE OFFICE SOLUTIONS, L	$212.70		
Paid Chk# 075895	5/21/2019 **JJ TAYLOR DISTRIBUTING**			
E 609-49751-206	Freight and Fuel Charges	$3.00	2931828	FREIGHT
E 609-49751-252	Beer For Resale	$2,924.14	2931828	BEER
	Total JJ TAYLOR DISTRIBUTING	$2,927.14		
Paid Chk# 075896	5/21/2019 **JOHNSON BROS WHLSE LIQUOR**			
E 609-49751-206	Freight and Fuel Charges	$18.84	1284438	FREIGHT
E 609-49751-251	Liquor For Resale	$1,368.57	1284438	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$25.12	1284439	FREIGHT
E 609-49751-253	Wine For Resale	$754.00	1284439	WINE
	Total JOHNSON BROS WHLSE LIQUOR	$2,166.53		
Paid Chk# 075897	5/21/2019 **KIMS KLEANING**			
E 601-49440-401	Repairs/Maint Buildings	$1,100.00	5823	WATER PLANT FLOORS
	Total KIMS KLEANING	$1,100.00		
Paid Chk# 075898	5/21/2019 **KOLINSKI, KRISTOPHER**			
G 601-22200	Deferred Revenues	$2.52		REFUND ACCT #3815
	Total KOLINSKI, KRISTOPHER	$2.52		
Paid Chk# 075899	5/21/2019 **LMC INSURANCE TRUST**			
E 101-42110-160	Work Comp Insurance	($568.63)		WC-CREDIT
E 101-42110-160	Work Comp Insurance	$964.03	.0519	WC DEDUCTIBLES
	Total LMC INSURANCE TRUST	$395.40		
Paid Chk# 075900	5/21/2019 **LUPULIN BREWING**			
E 609-49751-252	Beer For Resale	$186.00	20749	BEER
	Total LUPULIN BREWING	$186.00		
Paid Chk# 075901	5/21/2019 **MCDONALD DIST CO.**			
E 609-49751-252	Beer For Resale	($10.80)	251-0045	BEER
E 609-49751-252	Beer For Resale	$10,431.05	489584	BEER
E 609-49751-255	N/A Products	$21.40	489584	N/A
E 609-49751-252	Beer For Resale	($80.43)	489671	BEER
E 609-49751-252	Beer For Resale	($1,731.00)	490320	BEER
E 609-49751-251	Liquor For Resale	$1,701.00	490321	BEER
	Total MCDONALD DIST CO.	$10,331.22		

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
Paid Chk# 075902	5/21/2019	**MEDTOX LABORATORIES, INC.**			
E 101-43100-441	Miscellaneous		$27.31	04201995907	MED TESTING
E 101-45200-441	Miscellaneous		$27.31	04201995907	MED TESTING
E 601-49440-441	Miscellaneous		$27.31	04201995907	MED TESTING
E 602-49490-441	Miscellaneous		$27.32	04201995907	MED TESTING
Total	**MEDTOX LABORATORIES, INC.**		$109.25		
Paid Chk# 075903	5/21/2019	**METRO SALES, INC.**			
E 101-41400-200	Office Supplies		$4.70	INV1339817	COPIES
E 101-42400-200	Office Supplies		$4.70	INV1339817	COPIES
E 101-42110-200	Office Supplies		$4.70	INV1339817	COPIES
E 101-43100-200	Office Supplies		$4.70	INV1339817	COPIES
E 101-45200-200	Office Supplies		$4.70	INV1339817	COPIES
E 601-49440-200	Office Supplies		$4.70	INV1339817	COPIES
E 602-49490-200	Office Supplies		$4.70	INV1339817	COPIES
E 609-49750-200	Office Supplies		$4.75	INV1339817	COPIES
Total	**METRO SALES, INC.**		$37.65		
Paid Chk# 075904	5/21/2019	**MIDCONTINENT COMMUNICATIONS**			
E 101-43100-321	Telephone		$16.89		PUBLIC WORKS
E 101-42110-321	Telephone		$16.89		POLICE
E 601-49440-321	Telephone		$300.00		WATER
E 609-49750-321	Telephone		$150.00		LIQUOR STORE
E 101-41940-321	Telephone		$37.07		CITY HALL
E 601-49440-321	Telephone		$20.00	133350901	FINAL
Total	**MIDCONTINENT COMMUNICATIONS**		$540.85		
Paid Chk# 075905	5/21/2019	**MIDWEST TESTING LLC**			
E 602-49490-229	Project Repair & Maintenance		$1,630.00	4774	TESTING
Total	**MIDWEST TESTING LLC**		$1,630.00		
Paid Chk# 075906	5/21/2019	**MY ALARM CENTER**			
E 609-49750-445	Security		$39.15	12273548	LIQUOR STORE ALARM
Total	**MY ALARM CENTER**		$39.15		
Paid Chk# 075907	5/21/2019	**NECHANICKY, ANTHONY & BETTY**			
G 601-22200	Deferred Revenues		$122.44		REFUND ACCT #4104
Total	**NECHANICKY, ANTHONY & BETTY**		$122.44		
Paid Chk# 075908	5/21/2019	**NORTH FISH REAL ESTATE**			
G 601-22200	Deferred Revenues		$50.20		REFUND ACCT #3056
Total	**NORTH FISH REAL ESTATE**		$50.20		
Paid Chk# 075909	5/21/2019	**NORTHERN AIR CORPORATION**			
E 601-49440-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 602-49490-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 101-43100-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 101-45200-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 101-42110-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 609-49750-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 101-42210-311	Contract		$342.00	159630	SPRING INSPECTIONS
E 101-41940-401	Repairs/Maint Buildings		$342.00	159630	SPRING INSPECTIONS
Total	**NORTHERN AIR CORPORATION**		$2,736.00		
Paid Chk# 075910	5/21/2019	**OPUS 21**			
E 601-49440-382	Utility Billing		$2,575.87	190411	APRIL 2019

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
E 602-49490-382	Utility Billing		$2,575.86	190411	APRIL 2019
		Total OPUS 21	$5,151.73		
Paid Chk# 075911	5/21/2019	**PACE ANALYTICAL SERVICES**			
E 602-49490-313	Sample Testing		$151.00	1912005499	TESTING
E 602-49490-313	Sample Testing		$93.00	1912005502	TESTING
E 602-49490-313	Sample Testing		$138.00	1912005737	TESTING
		Total PACE ANALYTICAL SERVICES	$382.00		
Paid Chk# 075912	5/21/2019	**PHILLIPS WINE & SPIRITS CO.**			
E 609-49751-206	Freight and Fuel Charges		$24.34	2550636	FREIGHT
E 609-49751-251	Liquor For Resale		$2,175.90	2550636	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$18.84	2550637	FREIGHT
E 609-49751-253	Wine For Resale		$580.50	2550637	WINE
E 609-49751-206	Freight and Fuel Charges		$32.97	2550638	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		$782.40	2550638	MISC
E 609-49751-206	Freight and Fuel Charges		($1.31)	328469	FREIGHT
E 609-49751-251	Liquor For Resale		($475.85)	328469	LIQUOR
		Total PHILLIPS WINE & SPIRITS CO.	$3,137.79		
Paid Chk# 075913	5/21/2019	**PONDS WOMENS GOLF LEAGUE**			
E 609-49750-447	Donations		$75.00	.0519	SPONSOR
		Total PONDS WOMENS GOLF LEAGUE	$75.00		
Paid Chk# 075914	5/21/2019	**POSTMASTER - ST. FRANCIS**			
E 101-41400-322	Postage		$257.37		NEWSLETTER POSTAGE
E 101-42110-322	Postage		$73.53		NEWSLETTER POSTAGE
E 101-43100-200	Office Supplies		$147.07		NEWSLETTER POSTAGE
E 101-43210-439	Recycling Days		$73.53		NEWSLETTER POSTAGE
E 101-45200-200	Office Supplies		$36.76		NEWSLETTER POSTAGE
E 601-49440-200	Office Supplies		$73.53		NEWSLETTER POSTAGE
E 602-49490-200	Office Supplies		$36.76		NEWSLETTER POSTAGE
E 609-49750-322	Postage		$36.80		NEWSLETTER POSTAGE
		Total POSTMASTER - ST. FRANCIS	$735.35		
Paid Chk# 075915	5/21/2019	**ROBERTS, LORI**			
E 101-42110-217	Other Operating Supplies		$14.72		SNACKS FOR MEETING
		Total ROBERTS, LORI	$14.72		
Paid Chk# 075916	5/21/2019	**ROSEVILLE, CITY OF**			
E 101-41940-321	Telephone		$82.87	0226068	MAY PHONE
E 101-42110-321	Telephone		$82.87	0226068	MAY PHONE
E 101-43100-321	Telephone		$82.87	0226068	MAY PHONE
E 101-42210-321	Telephone		$82.87	0226068	MAY PHONE
E 101-45200-321	Telephone		$82.87	0226068	MAY PHONE
E 601-49440-321	Telephone		$82.87	0226068	MAY PHONE
E 602-49490-321	Telephone		$82.87	0226068	MAY PHONE
E 609-49750-321	Telephone		$82.91	0226068	MAY PHONE
E 101-41110-310	Computer Consulting Fees		$310.13	0226105	IT SERVICES
E 101-41400-310	Computer Consulting Fees		$1,007.94	0226105	IT SERVICES
E 101-42110-310	Computer Consulting Fees		$3,566.58	0226105	IT SERVICES
E 101-42210-310	Computer Consulting Fees		$573.75	0226105	IT SERVICES
E 101-43100-310	Computer Consulting Fees		$310.13	0226105	IT SERVICES
E 101-45200-310	Computer Consulting Fees		$310.13	0226105	IT SERVICES
E 601-49440-310	Computer Consulting Fees		$310.13	0226105	IT SERVICES
E 602-49490-310	Computer Consulting Fees		$310.13	0226105	IT SERVICES

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
E 609-49750-310	Computer Consulting Fees		$155.06	0226105	IT SERVICES
E 101-42400-310	Computer Consulting Fees		$286.87	0226105	IT SERVICES
E 101-41910-310	Computer Consulting Fees		$155.15	0226105	IT SERVICES
Total	**ROSEVILLE, CITY OF**		$7,959.00		
Paid Chk# 075917	5/21/2019	**SOUTHERN GLAZERS OF MN**			
E 609-49751-206	Freight and Fuel Charges		$17.92	1817246	FREIGHT
E 609-49751-251	Liquor For Resale		$1,937.03	1817246	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$6.40	1817247	FREIGHT
E 609-49751-253	Wine For Resale		$210.00	1817247	WINE
Total	**SOUTHERN GLAZERS OF MN**		$2,171.35		
Paid Chk# 075918	5/21/2019	**ST. FRANCIS COLLISION & GLASS**			
E 601-49440-221	Vehicle Repair & Maintenance		$895.11	10545	2019 SILVERADO REPAIRS
E 602-49490-221	Vehicle Repair & Maintenance		$895.10	10545	2019 SILVERADO REPAIRS
Total	**ST. FRANCIS COLLISION & GLASS**		$1,790.21		
Paid Chk# 075919	5/21/2019	**SUN MECHANICAL INC**			
E 602-49490-229	Project Repair & Maintenance		$2,550.00	190015-1	RPZ TESTING
Total	**SUN MECHANICAL INC**		$2,550.00		
Paid Chk# 075920	5/21/2019	**SUPERIOR MARKETING CONCEPTS**			
E 609-49750-340	Advertising		$250.00		ADVERTISING
Total	**SUPERIOR MARKETING CONCEPTS**		$250.00		
Paid Chk# 075921	5/21/2019	**SWANSON, JODY**			
G 601-22200	Deferred Revenues		$110.09		REFUND ACCT #5409
Total	**SWANSON, JODY**		$110.09		
Paid Chk# 075922	5/21/2019	**SYNOVIA SOLUTIONS**			
E 101-43100-311	Contract		$45.79	119073	LEASE ON GPS
E 101-45200-311	Contract		$45.79	119073	LEASE ON GPS
E 601-49440-311	Contract		$45.79	119073	LEASE ON GPS
E 602-49490-311	Contract		$45.82	119073	LEASE ON GPS
Total	**SYNOVIA SOLUTIONS**		$183.19		
Paid Chk# 075923	5/21/2019	**TJ ASSOCIATES**			
E 101-43210-439	Recycling Days		$39.90	230150	SIGNS
E 601-49440-441	Miscellaneous		$1,289.88	230151	LETTERS
E 602-49490-441	Miscellaneous		$1,289.87	230151	LETTERS
E 101-42110-308	Community Education		$119.75	230178	SIGNS
E 101-42110-308	Community Education		$79.50	230179	STICKERS FOR SIGNS
Total	**TJ ASSOCIATES**		$2,818.90		
Paid Chk# 075924	5/21/2019	**TWIN CITIES FLAG SOURCE, INC**			
E 101-45200-217	Other Operating Supplies		$309.00	32675	FLAGS
Total	**TWIN CITIES FLAG SOURCE, INC**		$309.00		
Paid Chk# 075925	5/21/2019	**U S BANK EQUIPMENT FINANCE**			
E 101-41400-240	Office Equip		$201.24		COPIER/SCANNER LEASES
E 101-43100-240	Office Equip		$201.24		COPIER/SCANNER LEASES
E 101-43210-240	Office Equip		$201.24		COPIER/SCANNER LEASES
E 101-45200-240	Office Equip		$201.24		COPIER/SCANNER LEASES
E 601-49440-240	Office Equip		$201.24		COPIER/SCANNER LEASES
E 602-49490-240	Office Equip		$201.25		COPIER/SCANNER LEASES
Total	**U S BANK EQUIPMENT FINANCE**		$1,207.45		

*Check Detail Register©

April 2019 to May 2019

			Check Amt	Invoice	Comment
Paid Chk# 075926	5/21/2019	**UTILITY SERVICE CO., INC.**			
E 601-49440-234	Water Tower Maintenance		$9,430.92	475860	QTRLY TOWER MAINTENANCE
Total	**UTILITY SERVICE CO., INC.**		$9,430.92		
Paid Chk# 075927	5/21/2019	**VINOCOPIA, INC.**			
E 609-49751-206	Freight and Fuel Charges		$12.00	0232015-IN	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		$120.00	0232015-IN	MISC
Total	**VINOCOPIA, INC.**		$132.00		
Paid Chk# 075928	5/21/2019	**WENTWORTH, BRENT & ANDREA**			
G 601-22200	Deferred Revenues		$147.12		REFUND ACCT #1313
Total	**WENTWORTH, BRENT & ANDREA**		$147.12		
		10100 CASH	$320,402.20		

Fund Summary

10100 CASH	
101 GENERAL FUND	$195,620.25
402 CAPITAL EQUIPMENT	$5,248.35
601 WATER FUND	$27,182.21
602 SEWER FUND	$17,686.07
603 STORM WATER	$9,661.25
609 LIQUOR FUND	$62,380.57
803 ESCROW	$2,623.50
	$320,402.20