CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
December 3, 2018
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
   A. City Council Minutes – November 19, 2018
   B. City Council Special Meeting Minutes – November 14, 2018
   C. Establishing Precinct & Polling Locations for 2019 – Resolution 2018-41
   D. Annual License Renewals for 2019 – Resolution 2018-42
   E. Accept the Resignation of Public Works Operator Blake Bistodeau effective December 12, 2018
   F. Authorization to Fill the Public Works Operator Vacancy
   G. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARINGS
   A. Presentation on 2019 Proposed Budget - Public Input
      1. Certifying Taxes Payable in 2018 – Resolution 2018-43
      2. Adopting a Budget for 2018 – Resolution 2018-44

8. OLD BUSINESS

9. NEW BUSINESS
   A. Ordinance 244, Second Series – Amending Fee Schedule – Second Reading
   B. Summary Publication of Ordinance 244, Second Series – Resolution 2018-45
   C. Community Development Specialist Position
   D. Authorization Advertising for Office Assistant
   E. Extrication Equipment – Fire Department
   F. Wild & Scenic River Rum River Management District Res. 2018-46
   G .Cost of Living Adjustment (COLA) for Non-Union City Employees for 2019
   H. City Offices – Holiday Hours

10. MEETING OPEN TO THE PUBLIC

11. REPORTS
   A. Department Reports –
   B. Councilmember Reports -
   C. Upcoming Events –
      Dec 17 City Council Mtg @ St. Francis Area Schools District Office 6:00 pm
      Dec 19 Planning Comm Mtg @ St. Francis Area Schools District Office-**CANCELLED**

12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
NOVEMBER 19, 2018

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 Joe Muehlbauer, Jerry Tveit, Rich Skordahl (arrived at 6:21 pm)
Members absent: Robert Bauer

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Planner Beth Richmond (HKGI), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill and Asst. Finance Tech/Deputy Clerk Lori Streich

3. APPROVAL OF AGENDA
MOTION TO APPROVE TONIGHT'S AGENDA BY TVEIT, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
A. City Council Minutes – November 5, 2018
B. City Council Work Session Notes – November 7, 2018
C. Pay Estimate No. 1 to North Valley Inc. for the 2018 Street Reconditioning Project
D. Police Department Declaring Surplus Property – Abandoned Property
E. Authorization to Purchase 2019 Squad Car
F. Accept the Resignation of Asst. Comm. Development Director – Michael Creelman
G. Homerun Club –Ice Rink Management Agreement 2018-2019
H. Rivers Edge Letter of Credit Reduction
I. Payment of Claims $561,990.13 (ACH #243E-244E $149,253.76 and check #'s 075045-075140 $412,736.37).

MOTION TO APPROVE TONIGHT'S CONSENT AGENDA BY MUEHLBAUER, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

5. MEETING OPEN TO THE PUBLIC
NOTHING

6. SPECIAL BUSINESS
NOTHING

7. PUBLIC HEARINGS
NOTHING

8. OLD BUSINESS
NOTHING

9. NEW BUSINESS
   A. Anoka County Economic Development – Memorandum of Understanding
   B. Ordinance 244, Second Series – Amending Fee Schedule – Continued to Dec 3rd Mtg.

Anoka County Economic Development-Memorandum of Understanding
Thunstrom explained the Memorandum of Understanding in working with Anoka County Economic Development and their new coordinated group for the purposes of economic development. This started over 18 months ago where staff annually coordinates a broker's event. Our group was approached by the County, Metro North Chamber and Connexus in regards to forming a larger partnership and looking at the strengths and weaknesses as a whole, as a County, and try to get all of the cities on board to work together as a region. This will further economic development opportunities and take a look at what each city has to offer and what each city does. That way we can share resources and overall work together for the benefit of creating jobs and that economic development piece. To date all 21 cities and townships are on board.

Thunstrom continued to say that Anoka County has hired a staff person to be a Liaison that is overseen by an executive committee that is made up of the county representatives, Connexus and cities. There will always be a direct city initiative, and direct city input behind this. At this time they are asking that each city and township enter into an MOU (Memorandum of Understanding), and take that as the structure of how this group will proceed in regards to who the executive committee is, the terms of the committee, executive committee members and the participation. The second piece of this is the cost sharing agreement. It's been broken down through population. $424.00 is St. Francis' 2019 contribution to be part of this group. That does not pay for the County staff person. It pays for the initiatives that the group does as a whole. Currently, Thunstrom is part of the Marketing group and they have worked from everything from a logo, a tagline, and putting together a website. This is something that the group will continue to move forward on and the expenses that are collected through this annual cost sharing agreement will go towards these items that are broken down into the different vending options that are being looked at.

Feldman said he likes the idea and it's good to be proactive. The cost is not that much and it gives us a way to see other aspects and viewpoints of growth He clarified with Thunstrom that there are four executive committee members that have no voting rights, one county member along with Connexus Energy that does have voting rights, and Columbia Heights, Coon Rapids, East Bethel and Lino Lakes have voting rights for the cities. Metro North Chamber also has a vote. Seven voting members total.

Thunstrom confirmed that to be true.

Muehlbauer asked about the cost and if this would lock us into an agreement for a certain number of years.

Thunstrom said that we can get out of the agreement. That's one thing that a lot of cities expressed concerns about, which are the timing of the budget and making sure those costs don't get out of control. Being that they are asking all 21 cities and townships to participate, they did add in there that we have the right to get out at any time. Being that it's a regional group, getting out of it is not something we would benefit from. It's more of a fair share kind of concept. We aren't being asked to pay for any of the staffing. The county is taking on that whole portion. As the projects get taken care of, these costs will adjust annually. It shouldn't go much higher, but if it does, we have the opportunity to opt out within thirty days.

Tveit said he thinks it's a good idea. Anytime you can collaborate and pull resources together for the common good is a good idea. He loves the idea of regionalization and this is county wide. It's all jurisdictions working together.

Feldman added that we have the Comprehensive Plan every ten years with Met Council, and that's on a bigger scale, but this is more fine-tuned to our region, which is a benefit.

Thunstrom agreed and said that in some of the cities we are going to use portions of this within their Comprehensive Plan so the timing has all been kind of strategic on purpose.

MOTION TO ADOPT THE ANOKA COUNTY ECONOMIC DEVELOPMENT-MEMORANDUM OF UNDERSTANDING BY TVEIT, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

Ordinance 244, Second Series-Amending Fee Schedule-Continued to Dec. 3rd Mtg.
Tveit wanted to point out that the reason for continuing this to the December 3rd meeting is because there are only three council members present this evening.

MOTION TO CONTINUE ORDINANCE 244, SECOND SERIES-AMENDING FEE SCHEDULE TO DEC. 3RD MEETING BY MUEHLBAUER, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

10. MEETING OPEN TO THE PUBLIC
NOTHING

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

Nov 21 Planning Comm Mtg @ St. Francis Area Schools District Office-CANCELLED
Nov 22-23 City Offices Closed – Thanksgiving Day Holiday
Nov 28 Tree Lighting in Woodbury Park 6:30 pm-8:00 pm
Dec 3 City Council Mtg @ St. Francis Area Schools District Office 6:00 pm

Public Works Monthly Report

Teicher said there was some vandalism in October in some of the parks, which consumed about 10 hours of Public Works time. They were able to get the certified wood chips installed in the playground. That always helps provide that cushion in case a child falls. Also, a lot of recycling events took place in October and had good turnouts even though the weather didn't cooperate.

Teicher said that the water and sewer reports show that both treatment plants continue to operate very well. They did processed our bio solids at our wastewater treatment plant last month and that went very well for the first time. They know what they are up against next year and can be more efficient next year. They also started their 4th grade tours of the water and wastewater treatment plants. They have a lot of fun questions.

Feldman likes that he saw that the meter reads went down to 20. That's low since the average is between 35-40. He also saw that the lift station was a little bit less maintenance this time.

Tveit said typically in the winter time we are going to see our lower water usage rate. When your water use goes down, typically your wastewater use goes down. The winter months are when we would be doing our maintenance. He asked Teicher what they have planned for the maintenance this winter.

Tiecher said that some of the maintenance has already started at the wastewater treatment plant. One of the clarifiers has been pulled out of service. The other was put into full service. The UV disinfection has been taken out of service. They will be focusing on cleaning all of that. Those are the two major things. The bio solids have been pumped and cleaned out. They are in the process of refilling those now. At the water treatment plant they will take down each filter and make sure the right amount of media filter is in each and that they are not having any issues with the underdrain system. They will also take down the contact basins and make sure they are cleaned. And servicing all of the high service pumps and blowers, oil changes, etc.

Feldman added that about a week ago Met Council came out and toured our facility. They were so impressed at some of the technology that we used that they took pictures. They also asked if they could bring other engineers out to our plant to take a look at it. Sometime down the road there may be some regionalization. He cant promise anything but one of the reasons that Andover and Blaine pay in 3 months what we have to pay in one is because they are hooked to the Met Region where there's hundreds of thousands of users hooked up. So if there's ever a possibility that we could hook to that region under some negotiations that are mutually beneficial he would definitely look into it. We have lowered the rate 20% which is a good start and that's something they would like to maintain or drive down lower. This is a good start. They were told 3 years ago that the Met Council wouldn't even return a phone call, but we have been talking to them ever since.

Councilmember reports.

Tveit said that this will be a short week for everyone with the Thanksgiving holiday. Enjoy your family, drive safely. Be safe on Black Friday. Also, since it's getting darker earlier, watch for kids when driving.

Muehbauer said that they all attended a couple work sessions. He won't be here for the next meeting. Other than that, he's just been working a lot.

Feldman asked residents to please read the newsletters when they come out. All of the departments include information. Don't throw them away. It is an informative piece of media.

Feldman stated that there are currently 731 people signed up for Nixle. Last year there were only 20 signed up and Nixle might have been a mistake in the beginning because of the lack of promotion. Now it is good.

Feldman also said that they are looking into a lot of different ways to reduce rates. They will continue with that momentum but it wont happen overnight.

He also stated that as far as problems that anyone has, please call City Hall first with questions. Before you build that deck or shed, please call to see what permits you need. It's a lot easier to do it upfront and not have to pay a penalty later. The city is here to help you.

Feldman reiterated what Councilmember Tveit said that the holiday season is coming up, so please be safe and think wisely. If you are out having a couple cocktails, think ahead and have a designated driver. Enjoy the holidays, enjoy your families.

12. ADJOURNMENT
MEETING ADJOURNED AT 6:27 PM BY MAYOR FELDMAN

Respectfully Submitted by:

____
Lori Streich, Acct Tech/Deputy Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION NOTES
November 14, 2018
5:30 pm

Present: Mayor Feldman, Councilmember Skordahl, Councilmember Bauer, and Councilmember Muehlbauer

Also present: City Administrator Joe Kohlmann, City Clerk Barb Held, Finance Director Darcy Mulvihill, Public Works Director Paul Teicher

1) Canvas Election Results

City Clerk Held stated that this year was a record turn-out compared to the last midterm. There were approximately 800 more voters this midterm. Absentees went from 121 in 2014 to 531 in 2018. 343 were done in City Hall this year and two years ago for the Presidential election (which is usually pretty high), we did 347. The trend is that more and more people will be doing absentees. The County wide voter turnout was over 76% and one of the City precincts was 64.51% and the other precinct was 66.67%.

The City portion of the election is what needs to be approved at this meeting. State, Federal and County are all done at different levels.

MOTION TO APPROVE RESOLUTION 2018-39 TO ACCEPT THE RESULTS OF THE 2018 GENERAL ELECTION HELD TUESDAY, NOVEMBER 6, 2018 BY BAUER, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

2) Oak Grove Ponds Development Sewer Connection Proposal

City Administrator Kohlmann explained the spreadsheets that have been given to Council regarding debt service payments and rates to St. Francis. This information needs to be included so that when we do go into the joint work session we are prepared to deal with the realities of it.

Feldman gave an update that he reached out to Oak Grove Councilmember Mike Wylie. They talked about the benefits of hooking up with us, the timeframe, and the rates.

The City of St. Francis and the City of Oak Grove will meet on Tuesday, November 27th at 7:00 pm, at either the St. Francis Community Center or the St. Francis Public Works building.
The City of Oak Grove Council will tour the St. Francis plant on Wednesday, November 28th at 3:00 pm.

Mayor Feldman closed the work session meeting at 5:50 pm.

Respectfully Submitted by

Lori Streich Acct Tech/Deputy Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: Establishing Polling Locations

DATE: December 3, 2018

OVERVIEW:

As per State Statute, the City Council each year even if there are no elections anticipated must adopt by ordinance or resolution the polling place for each precinct.

204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. **Authority; location.**
By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:
(1) pursuant to section 204B.175;
(2) because a polling place has become unavailable; or
(3) because a township designates one location for all state and federal elections and one location for all township only elections.

ACTION TO BE CONSIDERED:

Adopt Resolution 2018-41 establishing precinct and polling locations for 2019 election year.

BUDGET IMPLICATION:

None.

Attachments: Resolution 2018-41 Establishing Polling Locations

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

RESOLUTION 2018-41

A RESOLUTION ESTABLISHING PRECINCT AND POLLING LOCATIONS FOR 2019 ELECTION YEAR

WHEREAS, Minnesota Statute 204B.16, subd. 1 has been amended requiring the governing body of each municipality to designate by resolution a polling place by December 31, each year; and

WHEREAS, the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2019 are as follows:

St. Francis Precinct #1	Central Service Offices, 4115 Ambassador Blvd NW St. Francis residents living west of the Rum River
St. Francis Precinct #2	Central Service Offices, 4115 Ambassador Blvd NW St. Francis residents living east of the Rum River
St. Francis Precinct #3	Mail Balloting Property located in Isanti County with in the St. Francis City limits

BE IT FURTHER RESOLVED that the St. Francis City Council directs the clerk to make all necessary notifications and preparations for elections held in 2019 as required by MN Statute, Rule and Administrative Policy of the City.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF DECEMBER, 2018

APPROVED:

ATTEST:

____
Steven D. Feldman, Mayor

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **2019 License Renewals**

DATE: December 3, 2018

OVERVIEW:

Renewal applications and supporting documents were mailed to the businesses in October. The City Council receives a resolution listing all the license renewals for the next year. Payments have been received with the applications. The liquor licenses along with their certificate of liability insurance is then submitted to the State of MN.

The Ponds Golf course has asked for a pro-rated fee for 2019. They will operate the golf course/restaurant from April 1, 2019 to November 1st, 2019. The City Code does allow for this request and has been granted before. (request is attached)

ACTION TO BE CONSIDERED:

Adopt the attached Resolution 2018-42 listing the 2019 License Renewals that includes a pro-rate liquor license fee for the Ponds Golf Course.

BUDGET IMPLICATION:

The City does budget potential revenue of the licenses, however they can fluctuate from year to year slightly.

Attachments:

- Resolution 2018-42

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

RESOLUTION 2018-42

A RESOLUTION ADOPTING THE LICENSE RENEWALS FOR 2019

(See Attached Exhibit A)

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:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF DECEMBER, 2018.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

Exhibit A
LICENSE RENEWALS FOR 2019

LIQUOR LICENSES:	REGULAR	SUNDAY
(1) Beef O'Bradys	$ 4,000.00	$ 200.00
(2) Patriot Lanes	4,000.00	200.00
(3) Rum River Inn	4,000.00	200.00
(4) St. Francis American Legion	4,000.00	200.00
(5) The Ponds Golf Course	3,333.33	166.67

WINE/BEER LICENSES:	
(1) Mansetti's	$400.00
(2) Tasty Pizza	$400.00

TOBACCO LICENSES:	
(1) Casey's General Store #1769	$150.00
(2) Dollar General #15702	150.00
(3) King's County Market	150.00
(4) St. Francis Bottle Shop	150.00
(5) Super America #4870-River Country Coop	150.00

AMUSEMENT MACHINES	# OF MACHINES	TOTAL
(1) Beef O'Bradys	6	$ 105.00
(2) Mansetti's Pizza & Pasta	2	45.00
(3) Patriot Lanes and Lounge	8	135.00
(4) Rum River Inn	2	45.00
(5) St. Francis American Legion	1	30.00
(6) Tasty Pizza	7	120.00
(7) Virtual Reality Arcade	4	75.00

REFUSE HAULERS:	# OF TRUCKS	
(1) Ace Solid Waste/Waste Connections	6	$500.00
(2) Republic Services	6	500.00
(3) LePage & Sons	3	350.00
(4) Waste Management of Cambridge	5	450.00

TOWING LICENSE:	
(1) PTL Tire & Auto DBA Ark Towing & Recovery	$150.00

Barb Held

From: Tammy Westling <tammy@refugegolfclub.com>
Sent: Wednesday, November 7, 2018 1:32 PM
To: Barb Held
Subject: The Ponds Golf Course

Hello Barb,

I am writing you per the request of Rick Lund, owner of The Ponds Golf Course, to formally request a proration of the liquor license renewal for the period of April 1st, 2019- November 1st, 2019. The application will be in the mail this week. Thank you for your time.

Tammy Westling

Office Manager
Corporate Offices for
The Refuge Golf Club, Fun O Rama Inc.
Lilli Putt Inc. & The Ponds Golf Course Inc.
763/862-9987 Telephone
763/755-3618 Fax
Email: tammy@refugegolfclub.com

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 E & F

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: **Public Works Water/Wastewater Operator**

DATE: December 3,2018

OVERVIEW:

Unfortunately, this week we received a letter of resignation from Public Works Operator Blake Bistodeau. Blake Bistodeau has moved out of the area.

ACTION TO BE CONSIDERED:

4. E Accept the resignation of Blake Bistodeau

4. F Authorize Staff to fill the vacancy created with the resignation.

BUDGET IMPLICATION:

There will be little to no additional budget implications.

Attachments:

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 G

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 11/29/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $134,244.74 plus any additional bills that are handed out on Monday night.

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:

- 12-03-2018 Packet List

City of St. Francis

11/29/2018 12:52 pm

PAYMENT BATCH AP 12/03/18

ANOKA COUNTY TREASURY DEPT.

11/20/2018	B181119P	E 101-42110-321	Telephone	BROADBAND	37.50
11/20/2018	B181119P	E 101-42210-321	Telephone	BROADBAND	37.50
11/20/2018	B181119P	E 101-43100-321	Telephone	BROADBAND	37.50
11/20/2018	B181119P	E 101-45200-321	Telephone	BROADBAND	37.50
11/20/2018	B181119P	E 601-49440-321	Telephone	BROADBAND	37.50
11/20/2018	B181119P	E 602-49490-321	Telephone	BROADBAND	37.50
11/20/2018	ELEC11191807	E 101-41410-441	Miscellaneous	ELECTIONS	838.26
					$1,063.26

ARK TOWING AND RECOVERY

11/23/2018	89823	E 101-42110-441	Miscellaneous	2011 CHEV SILVERADO FORFEI	136.00
					$136.00

BREAKTHRU BEVERAGE

11/15/2018	1080888426	E 609-49751-206	Freight and Fuel Charges	FREIGHT	56.93
11/15/2018	1080888426	E 609-49751-251	Liquor For Resale	LIQUOR	2,725.77
11/15/2018	1080888426	E 609-49751-253	Wine For Resale	WINE	373.49
11/15/2018	1080888426	E 609-49751-254	Miscellaneous Merchandise	MISC	177.45
					$3,333.64

CCAPS REGISTRATION

11/27/2018	112718	E 101-42400-208	Training and Instruction	PERMIT TECH CLASS-STEFFES	260.00
11/27/2018	11272018	E 101-42400-208	Training and Instruction	BUILDING OFFICIAL INSTITUTE-I	650.00
					$910.00

CENTERPOINT ENERGY

11/15/2018	112618	E 601-49440-383	Gas Utilities	3911 233RD AVE NW	8.45
					$8.45

CINTAS

11/19/2018	4012473390	E 101-42110-402	Janitorial Service	JANITORIAL SUPPLIES	48.08
11/19/2018	4012473458	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
11/27/2018	4012805394	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	9.31
11/27/2018	4012805422	E 101-41940-402	Janitorial Service	RUG MAINTENANCE	16.16
					$82.86

CITY EMPLOYEES UNION, LOCAL #3

11/27/2018	112818	G 101-21707	Union Dues	MAINT UNION DUES DEC 2018	90.00
					$90.00

COLONIAL INSURANCE

11/25/2018	7129661-1205834	G 101-21712	Colonial Insurance	INSURANCE	371.24
					$371.24

CONNEXUS ENERGY

11/20/2018	0.1118	E 101-41940-381	Electric Utilities	CITY HALL	297.46
11/20/2018	0.1118	E 101-41940-381	Electric Utilities	SIGN	70.32
11/20/2018	0.1118	E 101-42110-381	Electric Utilities	POLICE/PW	830.51
11/20/2018	0.1118	E 101-42110-381	Electric Utilities	SIREN	5.00
11/20/2018	0.1118	E 101-42110-381	Electric Utilities	SIREN	5.00
11/20/2018	0.1118	E 101-42210-381	Electric Utilities	FIRE	396.55
11/20/2018	0.1118	E 101-43100-381	Electric Utilities	POLICE/PW	207.63
11/20/2018	0.1118	E 101-43100-386	Street Lighting	STREET LIGHTS	2,531.58
11/20/2018	0.1118	E 101-45200-381	Electric Utilities	POLICE/PW	207.63
11/20/2018	0.1118	E 101-45200-381	Electric Utilities	PARKS	235.01
11/20/2018	0.1118	E 601-49440-380	Electric-System	WATER	4,748.38

11/20/2018	0.1118	E 601-49440-381	Electric Utilities	POLICE/PW	207.63
11/20/2018	0.1118	E 602-49490-381	Electric Utilities	WWTP	7,103.10
11/20/2018	0.1118	E 602-49490-381	Electric Utilities	POLICE/PW	207.62
11/20/2018	0.1118	E 602-49490-381	Electric Utilities	LIFT STATIONS	840.92
11/20/2018	0.1118	E 609-49750-381	Electric Utilities	LIQUOR STORE	1,039.21
					$18,933.55
CRYSTAL SPRINGS ICE					
11/20/2018	002.B005502	E 609-49751-254	Miscellaneous Merchandise	MISC	38.88
					$38.88
DAHLHEIMER DIST. CO. INC.					
11/14/2018	1382133	E 609-49751-252	Beer For Resale	BEER	8,784.80
11/14/2018	1382133	E 609-49751-255	N/A Products	NA	45.40
11/20/2018	193807	E 609-49751-252	Beer For Resale	BEER	(229.20)
11/21/2018	1386815	E 609-49751-252	Beer For Resale	BEER	7,714.21
					$16,315.21
DELTA DENTAL					
11/15/2018	7474652	G 101-21711	Dental Insurance	DECEMBER PREMIUM	1,188.30
					$1,188.30
FERGUSON WATERWORKS					
11/08/2018	0307177	E 601-49440-259	Water Meters	PROGRAM 4 WHEEL	3,587.81
11/20/2018	0312532	E 601-49440-259	Water Meters	SUPPLIES	332.10
					$3,919.91
FLAHERTYS HAPPY TYME CO					
11/15/2018	35079	E 609-49751-254	Miscellaneous Merchandise	MISC	171.00
					$171.00
GRANITE CITY JOBBING CO.					
11/13/2018	114493	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/13/2018	114493	E 609-49751-254	Miscellaneous Merchandise	MISC	51.97
11/13/2018	114493	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,871.01
					$1,927.23
GREAT PLAINS FIRE					
11/26/2018	5095	E 101-42210-217	Other Operating Supplies	SUPPLIES	57.00
					$57.00
HACH COMPANY					
10/22/2018	11187945	E 601-49440-235	Lab Supplies	CHEMICALS	370.57
10/22/2018	11187945	E 602-49490-235	Lab Supplies	CHEMICALS	370.58
					$741.15
INNOVATIVE OFFICE SOLUTIONS, L					
11/08/2018	IN2278711	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	10.81
11/20/2018	IN2294235	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	92.31
					$103.12
ISD #15					
11/07/2018	3994	E 101-42210-221	Vehicle Repair & Maintenance	1998 CHEV TANKER TRUCK	24.73
11/07/2018	3995	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN ENGINE	24.73
11/21/2018	4041	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	204.50
11/21/2018	4042	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER	80.98
					$334.94
JJ TAYLOR DISTRIBUTING					
11/20/2018	2915721	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/20/2018	2915721	E 609-49751-252	Beer For Resale	BEER	1,838.85
					$1,841.85
JOHNSON BROS WHLSE LIQUOR					
11/09/2018	510714	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
11/09/2018	510714	E 609-49751-253	Wine For Resale	WINE	(52.60)
11/14/2018	1152694	E 609-49751-206	Freight and Fuel Charges	FREIGHT	183.68
11/14/2018	1152694	E 609-49751-251	Liquor For Resale	LIQUOR	10,706.80
11/14/2018	1152695	E 609-49751-206	Freight and Fuel Charges	FREIGHT	78.50

11/14/2018	1152695	E 609-49751-253	Wine For Resale	WINE	2,855.35
					$13,770.16

KIMS KLEANING

11/27/2018	5492	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	80.00
11/27/2018	5493	E 101-43100-402	Janitorial Service	PUBLIC WORKS	181.25
11/27/2018	5493	E 101-45200-402	Janitorial Service	PUBLIC WORKS	181.25
11/27/2018	5493	E 601-49440-402	Janitorial Service	PUBLIC WORKS	181.25
11/27/2018	5493	E 602-49490-402	Janitorial Service	PUBLIC WORKS	181.25
11/27/2018	5494	E 601-49440-402	Janitorial Service	WATER TREATMENT	200.00
11/27/2018	5495	E 101-42110-402	Janitorial Service	POLICE	900.00
11/27/2018	5496	E 602-49490-402	Janitorial Service	WWTP	275.00
11/27/2019	5491	E 101-41940-402	Janitorial Service	CITY HALL	120.00
					$2,300.00

KODIAK POWER SYSTEMS

11/15/2018	KPS0280	G 601-16400	Equipment & Machinery	GENERATOR INSTALL	2,950.10
					$2,950.10

LAW ENFORCEMENT LABOR SVCS.

11/27/2018	112818	G 101-21707	Union Dues	POLICE UNION DUES DEC 2018	343.00
11/27/2018	11282018	G 101-21707	Union Dues	POLICE UNION DUES - DEC 201ℓ	49.00
					$392.00

LUPULIN BREWING

11/15/2018	16894	E 609-49751-252	Beer For Resale	BEER	130.00
					$130.00

MCDONALD DIST CO.

11/13/2018	468395	E 609-49751-252	Beer For Resale	BEER	3,126.35
11/19/2018	469084	E 609-49751-252	Beer For Resale	BEER	6,425.25
11/19/2018	469084	E 609-49751-255	N/A Products	NA	20.55
					$9,572.15

MN DEPT OF HEALTH

11/14/2018	112818	E 601-49440-313	Sample Testing	4TH QUARTER FEE	2,670.00
					$2,670.00

MN NCPERS LIFE INSURANCE

11/20/2018	733400122018	G 101-21713	MN Life	LIFE INSURANCE	32.00
					$32.00

MY ALARM CENTER

12/01/2018	11448048	E 609-49750-445	Security	LIQUOR STORE ALARM	39.15
					$39.15

NELSON ELECTRIC MOTOR REPAIR

11/09/2018	8738	E 602-49490-228	Equipment Maintenance	SEALING FLANGE	470.00
					$470.00

NORTHERN AIR CORPORATION

11/15/2018	154350	E 601-49440-229	Project Repair & Maintenance	WELL HOUSE	3,194.95
					$3,194.95

OPG 3 INC

11/12/2018	2969	E 101-42110-311	Contract	LF BARCODE	340.00
					$340.00

PACE ANALYTICAL SERVICES

11/21/2018	1812001755	E 602-49490-313	Sample Testing	TESTING	108.00
					$108.00

PAUSTIS WINE COMPANY

11/12/2018	30996	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
11/12/2018	30996	E 609-49751-253	Wine For Resale	WINE	512.00
					$520.75

PEPSI COLA

11/16/2018	99898006	E 609-49751-254	Miscellaneous Merchandise	MISC	394.95
					$394.95
PERA					
07/25/2018	11282018	G 101-21704	PERA	23 FIREFIGHTERS	11,500.00
					$11,500.00
PHILLIPS WINE & SPIRITS CO.					
11/14/2018	2457327	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.41
11/14/2018	2457327	E 609-49751-251	Liquor For Resale	LIQUOR	1,772.01
11/14/2018	2457328	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
11/14/2018	2457328	E 609-49751-253	Wine For Resale	WINE	308.50
11/16/2018	312737	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
11/16/2018	312737	E 609-49751-253	Wine For Resale	WINE	(40.50)
					$2,069.84
QUILL CORPORATION					
11/08/2018	2689314	E 101-41400-200	Office Supplies	NAME PLATES	36.57
					$36.57
ROYAL SUPPLY					
11/21/2018	24834	E 101-41940-210	Operating Supplies	SUPPLIES	48.30
11/21/2018	24834	E 101-42110-217	Other Operating Supplies	SUPPLIES	193.23
11/21/2018	24834	E 101-43100-217	Other Operating Supplies	SUPPLIES	96.61
11/21/2018	24834	E 101-45200-217	Other Operating Supplies	SUPPLIES	96.61
11/21/2018	24834	E 601-49440-217	Other Operating Supplies	SUPPLIES	96.61
11/21/2018	24834	E 602-49490-217	Other Operating Supplies	SUPPLIES	96.64
					$628.00
SKOGQUIST, ERIK					
12/01/2018	112818	E 101-41550-311	Contract	4TH QTR ASSESSING SERVICE	4,163.71
					$4,163.71
SOUTHERN GLAZERS OF MN					
11/15/2018	1753140	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.63
11/15/2018	1753140	E 609-49751-251	Liquor For Resale	LIQUOR	1,968.52
11/15/2018	1753141	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.24
11/15/2018	1753141	E 609-49751-253	Wine For Resale	WINE	358.00
11/21/2018	1755723	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
11/21/2018	1755724	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.25
11/21/2018	1755724	E 609-49751-251	Liquor For Resale	LIQUOR	2,600.60
					$4,981.52
SYNOVIA SOLUTIONS					
11/22/2018	114333	E 101-43100-311	Contract	LEASE ON GPS	45.79
11/22/2018	114333	E 101-45200-311	Contract	LEASE ON GPS	45.79
11/22/2018	114333	E 601-49440-311	Contract	LEASE ON GPS	45.79
11/22/2018	114333	E 602-49490-311	Contract	LEASE ON GPS	45.82
					$183.19
THE AMERICAN BOTTLING COMPANY					
11/15/2018	3562807063	E 609-49751-254	Miscellaneous Merchandise	MISC	238.16
					$238.16
TJ ASSOCIATES					
09/13/2018	228276	E 101-43210-439	Recycling Days	PW APT POST CARD	31.45
09/20/2018	228343	E 603-49490-418	Storm Water Management	#10 WINDOW PRESORT	84.50
					$115.95
TOM LYNCH ELECTRIC					
		E 101-42210-401	Repairs/Maint Buildings	FIRE DEPT	645.00
		E 101-42210-401	Repairs/Maint Buildings	FIRE DEPT	825.00
		E 602-49490-229	Project Repair & Maintenance	WWTP	725.00
		E 602-49490-229	Project Repair & Maintenance	WASTEWATER	1,590.00
					$3,785.00
TWIN CITIES FLAG SOURCE, INC					
11/20/2018	32316	E 101-45200-217	Other Operating Supplies	FLAGS	204.00

					$204.00
UPPER RUM RIVER WATERSHED MGT					
11/26/2018	112618	E 101-49200-471	Watershed	SECOND HALF URRWMO	3,187.52
					$3,187.52
UTILITY SERVICE CO., INC.					
11/01/2018	460673	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR NEW TOWER	9,430.92
					$9,430.92
VINOCOPIA, INC.					
11/16/2018	0220397-IN	E 609-49751-253	Wine For Resale	WINE	576.00
					$576.00
WELLS, MARY					
12/01/2018	11282018	E 101-41550-311	Contract	4TH QTR ASSESSING SERVICE	4,163.71
					$4,163.71
WINE MERCHANTS					
11/14/2018	7209387	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
11/14/2018	7209387	E 609-49751-253	Wine For Resale	WINE	521.00
					$528.85
FUND SUMMARY					$134,244.74

101 GENERAL FUND	$36,539.58
601 WATER FUND	$28,071.37
602 SEWER FUND	$12,060.74
603 STORM WATER	$84.50
609 MUNICIPAL LIQUOR FUND	$57,488.55
Total	134,244.74

City of St. Francis

CITY COUNCIL AGENDA REPORT Agenda Item #: **7 A**

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Proposed budget discussion**

DATE: November 29, 2018

OVERVIEW:

The City is required to discuss the budget and allow public input at a meeting occurring after November 25th after 6 pm. The 2019 proposed budget and levy will be presented at the city council meeting on December 3rd, 2018. Council had set a maximum levy of $3,793,590 to keep the tax rate level on September 17th. The General Fund budget is balanced at $4,315,920 on the revenue side and the expenditure side. The fund balance will be at 58.4% of revenues with the estimated 2018 balance. This is above the State Auditor's recommended guidelines of 35% to 50%. Please note that a Preliminary Budget is available on the city's website under the finance department. The final budget book will be compiled and distributed in February. It again will be submitted to the Government Finance Officers Association for the Budget Award which has been received for budget years 2010-2018.

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, council can act on the resolutions provided 1) Set the Overall Levy for 2019 and 2) Adopt the 2019 Budget.

ACTION TO BE CONSIDERED:

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, council can act on the resolutions provided 1) Set the Overall Levy for 2019 and 2) Adopt the 2019 Budget.

BUDGET IMPLICATION:

Setting the 2019 Budget and Levy.

Attachments:

- Budget Presentation
- Resolution Certifying Taxes Payable for 2019
- Resolution Adopting a Budget for 2019

City of St. Francis

2019 Budget Hearing

Tonight's Agenda

- Discuss the budget and tax levy
- Allow for public comment
- Set budgets and tax levy

Budget Process

- April - estimation of salaries
- May - Department heads receive worksheets to complete
- June
    - Revenue Estimates
    - Debt Service Amounts
    - Capital Budgets
    - Receives Department requests back
- July/August– Enter data to determine levy needed
- September – preliminary levy set
- December –Final levy set and budgets approved by Council

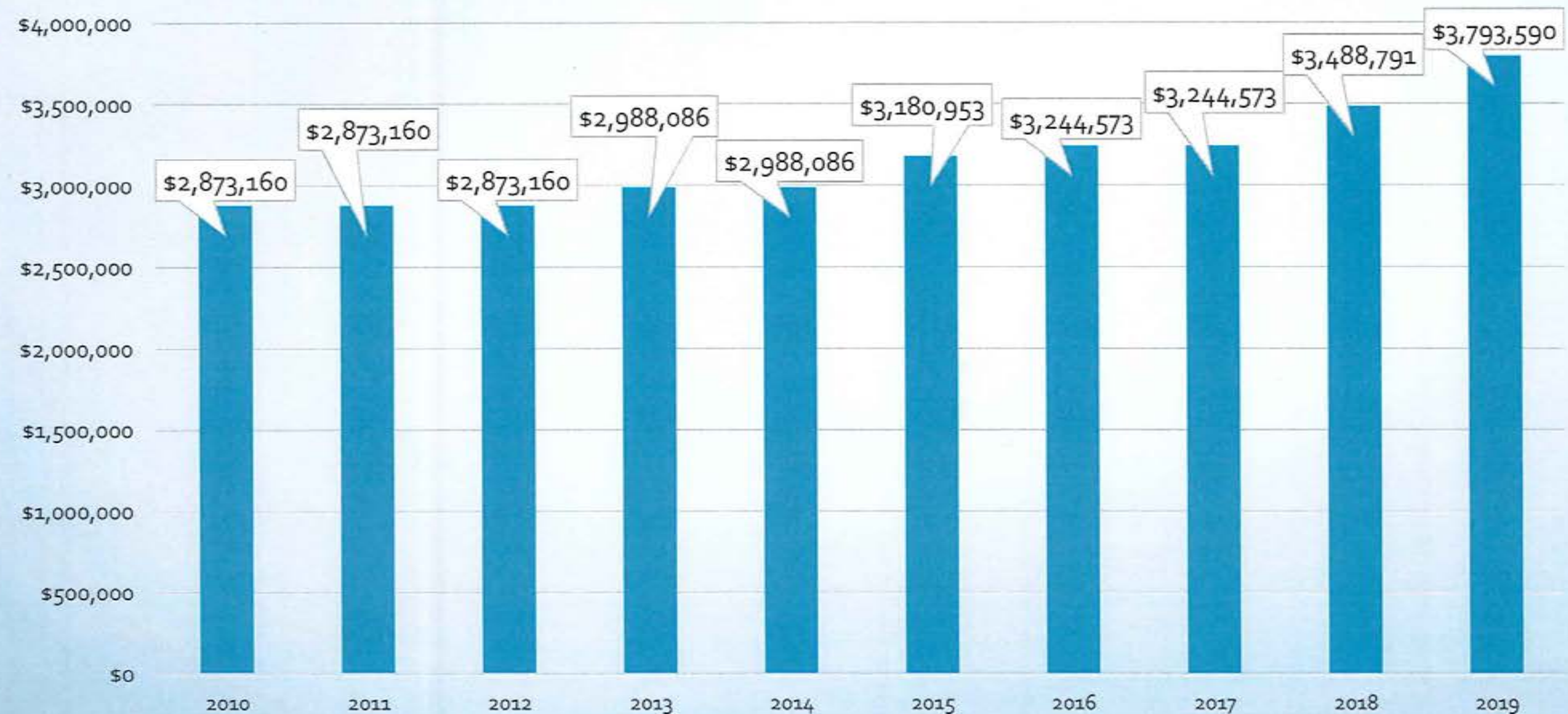
Budget Goals

- Maintain high quality and cost effective public services
- Address priorities set by City Council
- Maintain a strong fiscal position

Components of Overall Levy

	2018 Levy	Proposed 2019
General Revenue:		
General Fund	$ 2,777,051	$ 3,015,000
Capital Equipment	$ 223,150	$ 230,000
Building Improvements	$ 60,000	$ 60,000
Street Improvements	$ 60,000	$ 120,000
Total General Revenue	$ 3,120,201	$ 3,425,000
Debt Service		
GO Improvement Bond-2013A	$ 20,900	$ 20,900
GO Improvement Bond-2015A	$ 20,470	$ 20,470
GO Improvement Bond-2017A	$ 327,220	$ 327,220
Total Debt Service	$ 368,590	$ 368,590
Total Levy	$ 3,488,791	$ 3,793,590

Total Levy History



The levy has increased $920,430 from 2010 to 2019. This is an increase of 32% or 3.2% a year.

Proposed Tax Notice

CITY OF ST FRANCIS
23340 CREE ST NW
ST. FRANCIS MN 55070
763-753-2630

Anoka County
Jonell M. Sawyer, Division Manager
Property Records and Taxation
2100 3rd Avenue
Anoka, MN 55303-2281
www.anokacounty.us
(763) 323-5400

ANOKA COUNTY

Taxpayer(s):

21935*37**G50**0.382**1/2*********AUTO5-DIGIT 55056
[redacted]

Property I.D.: [redacted]
Property Description: [redacted]

[redacted]
TCA: 43015-
Owner(s): [redacted]

Proposed Property Ta

Contact Information

STATE GENERAL TAX

COUNTY OF ANOKA
2100 3RD AVE
ANOKA MN 55303
763-323-5400
GENERAL COUNTY LEVY
REGIONAL RAIL AUTHORITY

COUNTY/MUNICIPAL PUBLIC SAFETY SYSTE

CITY OF ST FRANCIS
23340 CREE ST NW
ST. FRANCIS MN 55070
763-753-2630

ST FRANCIS SCHOOL DISTRICT #15
4115 AMBASSADOR BLVD
ST. FRANCIS MN 55070

TOTAL excluding special assessments

PROPOSED TAXES 2019
- THIS IS NOT A BILL - DO NOT PAY -
VALUES AND CLASSIFICATION
Step 1
Taxes Payable Year	2018	2019
Estimated Market Value	310,100	325,000
Homestead Exclusion	9,331	7,990
Taxable Market Value	300,769	317,010
Class:	Res Hstd	Res Hstd

PROPOSED TAXES 2019

- THIS IS NOT A BILL - DO NOT PAY -

VALUES AND CLASSIFICATION

Step 1

Taxes Payable Year	2018	2019
Estimated Market Value	310,100	325,000
Homestead Exclusion	9,331	7,990
Taxable Market Value	300,769	317,010
Class:	Res Hstd	Res Hstd

PROPOSED TAX

Step

Property Taxes before credits:	$4,018.35
School building bond credit:	$0.00
Agricultural market value credit:	$0.00
Agricultural preserve credit:	$0.00

4115 AMBASSADOR BLVD
ST. FRANCIS
DECEMBER 3, 2018 - 6:00PM
(Discuss City Portion)

$1,624.24 $1,680.65

21935 1/1

What affects Property Taxes?

Market Value Changes

Levies Set by County, City, School District, Special & Other Taxing Districts

Fiscal Disparities

Tax Effect on a Residential Home-City Taxes Only

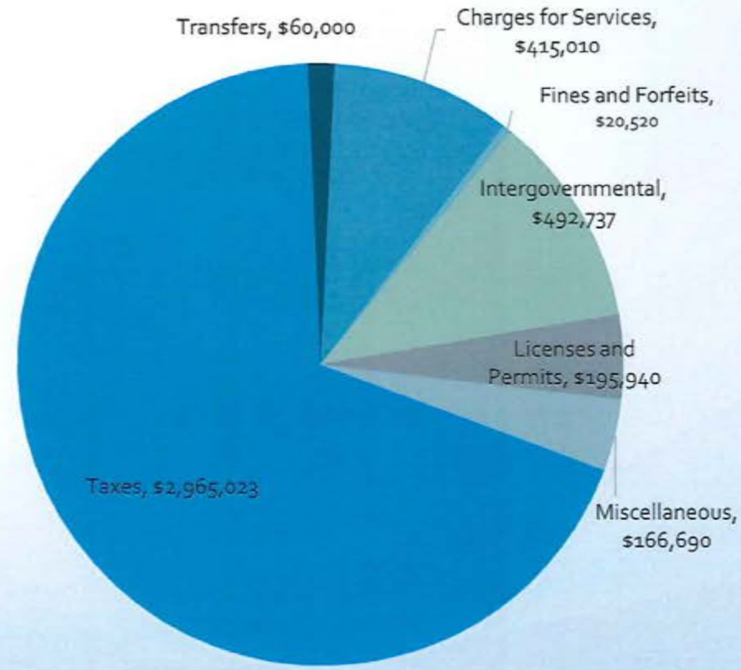
Estimated Market Value *	2019 City Taxes	2018 City Taxes	Difference
$100,000	$ 380.65	$ 387.69	$ (7.04)
$120,000	$ 496.23	$ 505.40	$ (9.17)
$130,000	$ 554.02	$ 564.26	$ (10.24)
$140,000	$ 611.80	$ 623.11	$ (11.31)
$174,200	** $ 809.02	$ 823.98	$ (14.96)
$180,000	$ 842.95	$ 858.54	$ (15.59)
$200,000	$ 958.53	$ 976.25	$ (17.72)
$220,000	$ 1,074.10	$ 1,093.96	$ (19.86)

NOTES:

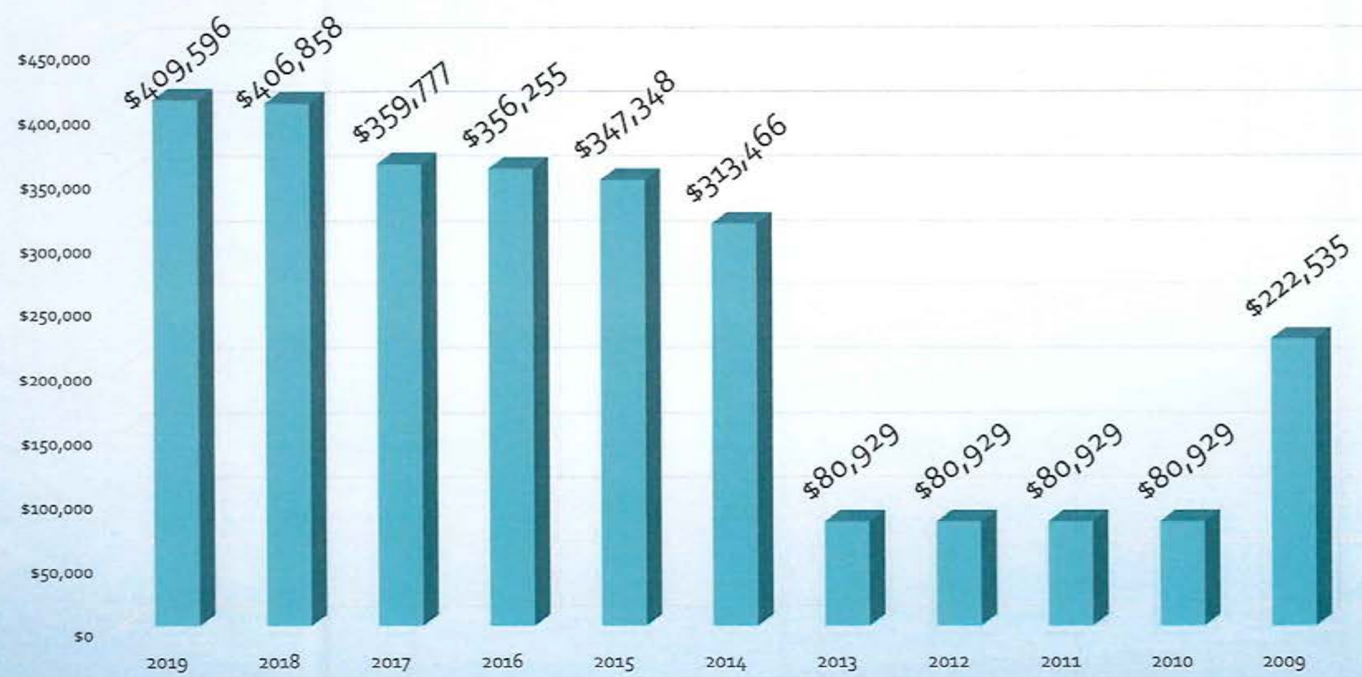
*This comparison is based on the Estimated Market Value of the home being the same in both years.
** Median Home is $174,200 in 2019

General Fund Revenues-by Type

	2019 Budget
Taxes	$2,965,023
Licenses and Permits	195,940
Fines and Forfeits	20,520
Intergovernmental	492,737
Charges for Services	415,010
Miscellaneous	166,690
Transfers	60,000
Total	$4,315,920

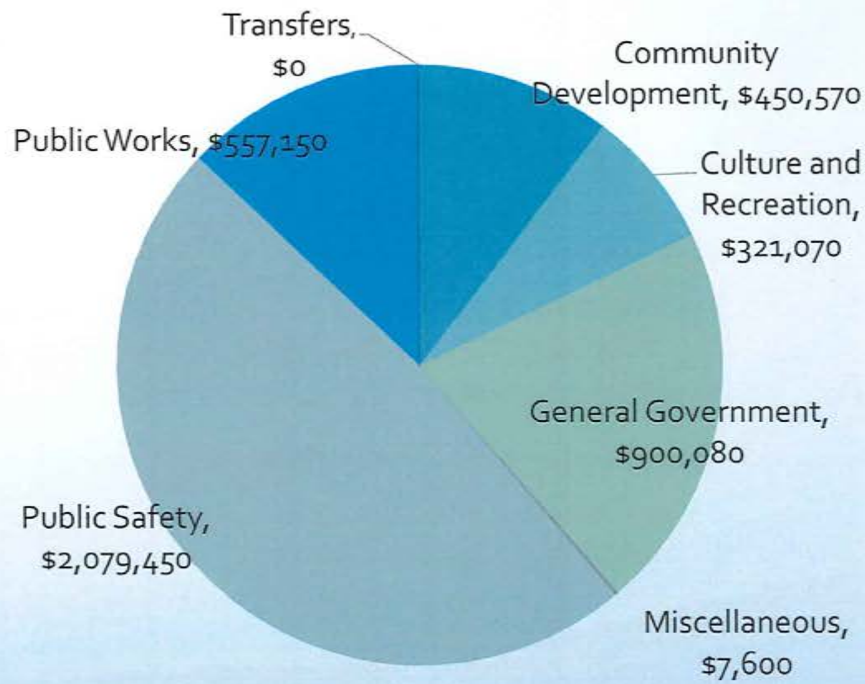


Local Government Aid



General Fund Expenditures-by Category

	2019 Budget
General Government	$900,080
Public Safety	$2,079,450
Public Works	$557,150
Culture and Recreation	$321,070
Community Development	$450,570
Miscellaneous	$7,600
Transfers	$0
Total expenditures	$4,315,920



What your monthly Tax $ Pays for:

A monthly bill for the median homeowner in 2019 will be $67.42. This pays for emergency services such as fire and police, street maintenance such as snow plowing and parks services such as mowing and maintenance.

General Government $11.91

- Departments Include: Council, Charter Commission, Administration, Elections, Finance, Auditing, Assessing, Legal, & Buildings.

- Manage a $10+ million dollar budget

- Manage and Enforce City Code, which regulates utilities; building permits; alcoholic beverages, licensing; business licensing; right-of-ways, traffic and parking; public protections; zoning; subdivisions; and annexations of city owned land.

- Coordinate functions of the City Council; Economic Development Authority; Planning Commission and Charter Commission.

- Coordinate election functions.

Public Safety $27.52

- 24/7 police and fire response in town.
- Respond to calls for service, such as medicals, thefts, property crimes and crimes against a person.
- Other services such as vehicle lockouts, home security checks & drug drop off
- Education opportunities such as Eddy the Eagle, and Anti Bullying Campaign.

Street/Recycling $8.96

- Snow and ice control
- Street patching and crack filling
- Street lighting
- Gravel road maintenance
- Tree trimming
- Recycle day & promotion of recycling

Parks/Trails $4.25

- Safety and fall protection around playground equipment
- Ball field maintenance
- Building maintenance, grounds maintenance & parking lot maintenance
- Skating rinks
- Trail maintenance.

Community Development $5.96

- Building inspections of residential and commercial properties.
- Economic development to support the city growth.
- Housing construction zoning and permits for new and ongoing development
- Receive rental license applications and process required inspections.
- Receive vacant building registrations and process required inspections.
- Fences, swimming pools and driveways permits
- Receive citizen concerns and complaints work toward rectifying the problems.

Enterprise Funds

- Water Fund
- Wastewater Fund
- Storm Water Fund
- Liquor Fund

Questions???

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

RESOLUTION 2018-43

RESOLUTION CERTIFYING TAXES PAYABLE IN 2019

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

1. The following sums of money be levied for the current year, collectible in 2019, upon the taxable property in said City of St. Francis, for the following purposes:
2.

General Operating Levy		
General Fund	$	3,015,000
Capital Equipment Fund		230,000
Building Improvements		60,000
Street Improvements		120,000
Total General Operating Levy	$	3,425,000
Debt Service Levy		
2013A Debt Service	$	20,900
2015A Debt Service		20,470
2017A Debt Service		327,220
Total Debt Service Levy		368,590
Total Levy	$	3,793,590

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3RD DAY OF DECEMBER, 2018.

APPROVED:

Steven D. Feldman, Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

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

RESOLUTION 2018-44

RESOLUTION ADOPTING A BUDGET FOR 2019

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2019 is hereby adopted as outlined in the following summary:

Total By Fund	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES
Operating Budget:			
General	$ 4,255,920	$ 60,000	$ 4,315,920
Police Forfeiture	-	-	10,208
EDA	-	-	-
Water	1,412,120	(111,080)	1,150,146
Sanitary Sewer	1,830,768	(113,800)	1,431,589
Storm Sewer	167,000	-	140,000
Municipal Liquor	2,203,600	(60,000)	2,118,250
Total Operating Budget	9,869,408	(224,880)	9,166,113
Capital Improvements Budget:			
Capital Projects/Equipment	238,000	20,000	914,848
Building	60,000	-	-
Street	238,500	-	182,230
Creekview Estates	12,000	-	-
Gambling Fund	13,800	-	-
Ivywood St & 230th Lane	10,000	-	-
Park Improvements	2,200	-	-
Total Capital Budget	2,654,381	20,000	1,086.713
Debt Service Budget:			
Debt Service-2013	37,000	39,880	97,900
Debt Service-2015	28,570	-	30,400
Debt Service-2017	328,220	165,000	465,107
Total Debt Service Budget	$ 393,790	$ 204,880	$ 593,407
Grand Total	$ 10,837,698	$ -	$ 10,856,598

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF DECEMBER, 2018.

APPROVED:

____

Steven D. Feldman, Mayor of St. Francis

ATTEST:

____

Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL **AGENDA REPORT** Agenda Item #: **9 A**

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Fee Schedule Changes

DATE: November 5, 2018 and December 3, 2018

OVERVIEW AND IDENTIFICATION OF FEE CHANGED REQUESTED:

Community Development has requested the following fee schedule changes:
Transient Merchant/Peddler.

- Create fee separate for food trucks to address limitations by state

Division and Use of Property

- Increase of selected fee's and escrows to adequately cover proposed activity. Staff will continue to monitor this annually.

Building Permits

- Set fees to reflect cost associated with a zoning review, administrative process and inspection to $50.00 – Zoning Fees
- Create Driveway permit levels that reflect the internal and consultant time required for processing based on length.
- Set fees to reflect the cost associated with actual costs to utilize Metro West and administration time to $120.00 – Building Fees
- Correct Surcharge reference and language edits.
- Reduce Manufactured Home set up fee as identified by Council
- Create line items for costs missing or unclarified in other fees or code requirements.

Utility Fees

- Clarify language on Irrigation and wells to meet Public Works and Building Permit requirements

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

ORDINANCE 244, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ___ OF ______, 2018.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

(seal)

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

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
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 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	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
	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 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)	Based on earliest request if more than one applicant of the same class seeks conflicting dates

O. Division and Use of Property.

		Fee	Escrow
1.	Administrative Subdivision	~~$200~~$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.	Street/Utility Easement Vacation	$350	$1,000
23.	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
24.	Temporary Habitation Permit	$200	$5,000
25.	Temporary Outdoor Sales Permit/License	$50	
26.	Wetland Replacement Plan Review With Plat	$350	$ 650
27.	Wetland Replacement Plan and Excavation	$350	$ 650
28.	Wetland Delineation	~~$1,000~~ $350	$1,000

29.	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.	Vacant Building Administration Fee	$100	
31.	Variance Application	$350	$1,500
32.	Park Dedication	$2,500/lot	
33.	TIF Application/Business Subsidy	$3,000	$3,000
34.	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.

2019 Exhibit A

		Fee	Escrow/State Fee
1.	Accessory Structures		
	Less than 200 square ft.	~~$0~~ $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	~~$200 (may be~~ $250
	Over 75' – length	$100	$500
	Over 600' – length	$ 350	$2,000
9.	Fence –		
	a. Residential Over ~~Seven~~ Feet Six in Height	By Valuation	**See Below
	b. Residential-Under Six Feet	$50 Zoning Permit	
	c. Commercial	By Valuation	
10.	Fireplace	~~$95~~ $120	**See Below
11.	Fuel Tank Removal	$95 $120	**See Below
12.	Engineer's Review of Building Permit	$154	
13.	HVAC – Heating Installations	~~$95/each~~$120	**See Below
	HVAC – Air Conditioning	~~$55/each~~$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	~~By Valuation~~ $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 ~~(includes Water Heater)~~	~~$95~~ $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	~~$95~~ $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	~~$55~~ $120	**See Below
	b. Commercial	By Valuation	
32.	Windows/Doors ~~– Inserts Only~~	~~$95~~$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.		~~Irrigation/~~Wells and Well based irrigations	$20 ~~Plus Sales Tax~~

S.	Water Rates.	**08-06-2018 Effective Date**
1.	Monthly Base Fee	~~$16.50 / $19.80~~ $14.55
a.	MN State Test Fee	$.53
2.	Charge per 1,000 Gallons Used per Equivalent Connection:	
a.	0 – 14,999	~~$5.10 /$6.12~~ equivalent conn $4.50
b.	15,000 – 29,999	~~$5.34 /$6.42~~ equivalent conn $4.72
c.	30,000 – 44,999	~~$6.18 /$7.42~~ equivalent conn $5.45
d.	45,000+	~~$7.38 /$8.86~~ equivalent conn $6.51
3.	Bulk Water:	
a.	System Access Charge	$50
b.	Charge per 1,000 Gallons Used	$6.16
T.	Sewer Rates.	
1.	Monthly Base Fee	~~$17.50 /$24.50~~ $20.82
2.	Charge per 1,000 Gallons Used	$6.86 / $9.60 equivalent $8.16
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 B

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Summary Publication for Ord. 244, SS – Fee Schedule**

DATE: December 3, 2018

OVERVIEW:
The Fee Schedule which is amended or at least reviewed annually is somewhat of a lengthy ordinance. It has been past practice to publish a summary publication for this annual ordinance amendment. As it states in Resolution 2018-78 a copy of the changes are available at city hall for review. This is allowed by State Statute and reduces the publication cost.

ACTION TO BE CONSIDERED:
Adopt Resolution 2018-45 A Resolution Authorizing the Summary Publication of Ordinance 244, Second Series.

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

Attachments: Resolution 2018-45

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

RESOLUTION 2018-45

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 244, 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 244, 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 244, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 244, 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.

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 3rd DAY OF DECEMBER, 2018.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Community Development Specialist Position**

DATE: December 3, 2018

OVERVIEW:

The resignation of the Assistant Community Development Director has resulted in a vacancy at City Hall. Staff has strategized over the best solutions to fill the gaps that are currently not being met which include:

1) Oversight and administration of the Rental Housing Program
2) Oversight and administration of the Vacant Building Program
3) Oversight and administration of the Code Enforcement Program
4) Day to day zoning reviews and technical assistance
5) Site Plan review and processing
6) Some overall administrative functions of City Hall (scanning property files, coordination of the programs, organizing CUPs/IUPs for following through, assistance to the Community Development Director for document preparation, administrative functions of the EDA – i.e. demolitions., etc.)

Due to the long process of backfilling the position, approximately 90 days from posting to start date, an alternative solution was determined to have a more seamless transition.

Staff is proposing moving Jodie Steffes to the position of Community Development Specialist (description attached) and backfilling her position of Office Assistant.

The newly created position will be administratively focused to provide stability and consistency to the City's program management.

ACTION TO BE CONSIDERED:

Approve the Community Development Specialist position and moving Jodie Steffes to that position.

Budget Impact:

This is a downgraded version of the Asst. Community Development Director position. Accordingly, the Pay Grade will be at Grade 11 Step 1.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date:	December 2018		
Position Title:	Community Development Specialist	**Status:**	Non-Exempt
Department:	Community Development	**Approved:**	____________________
Accountable to:	Community Development Director		____________________

Primary Objectives

Performs skilled planning and administrative work directing and coordinating the Community Development functions of the City. This position serves a variety of functions related to planning, economic development, zoning review, code enforcement, rental housing, vacant buildings, and other various administrative functions.

Supervision Received

Works under the general supervision of the Community Development Director. Works jointly with the Building Official and Administrative Assistant.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

Planning

* 1. Performs day-to-day planning reviews and answers inquiries into building requirements as it relates to the City's Zoning Code.

* 2. Provides information on the City's land use application processes and general timelines.

* 3. Reviews and approves permits after conducting zoning reviews.

Economic Development

* 4. Assists the Community Development Director in economic development.

* 5. Creates and facilitates the creation of marketing materials for economic development.

* 6. Attends promotional functions as requested by the Community Development Director.

* 7. Assists the Community Development director on the overall economic development plan, strategy and implementation of that strategy.

Code Enforcement/Rental Housing/Vacant Building

* 8. Oversees and assists with all aspects of Code Enforcement which may include review and determination, facilitating the process, and potentially assisting with inspections if needed.

* 9. Oversees and assists the Rental Housing program which includes coordinating notices, ensuring inspections, and monitoring licensing.

* 10. Oversees and assist in the Vacant Building program which includes coordinating notices, ensuring inspections, and monitoring progress.

* 11. Attends and assists the Community Development Director with function of the Economic Development Authority.

Administrative

12. Provides general customer service to residents as they visit City Hall.

13. Oversee and assist in general workflow of City Hall administrative functions.

14. Other duties as assigned.

<u>KNOWLEDGE, SKILLS, AND ABILITIES</u>

* ➢ Considerable knowledge of planning functions.
* ➢ Considerable knowledge zoning functions and administration.
* ➢ Considerable knowledge of the Zoning Code.
* ➢ Considerable knowledge program management and coordination.
➢ Working knowledge of the functions, organization, staffing and operations of City Departments.
* ➢ Considerable ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
* ➢ Considerable ability to operate standard office equipment using word-processing, databases, and

file management.

* ➢ Considerable ability to work cooperatively with other departments to meet the needs of the City Council.
* ➢ Considerable ability to communicate effectively and tactfully, both orally and in writing, including making presentations.
* ➢ Considerable ability to effectively work collaboratively.
* ➢ Considerable ability to maintain confidentiality and to read, understand and enforce policies and procedures.
* ➢ Considerable ability and to detect and correct errors and to develop and maintain a comprehensive program record keeping system.
* ➢ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, public officials, commission members, businesses owners, state and county agencies and the public.
* ➢ Considerable ability to organize and prioritize work, meet deadlines and to manage multiple tasks in a timely manner.
* ➢ Considerable ability to analyze, interpret and apply or enforce the City code and relevant statutory and regulatory requirements.
* ➢ Considerable ability to respond to questions and requests for information on a large variety of municipal issues.
- ➢ Working ability to sit for long periods of time and to operate a personal computer including word processing and spreadsheet software.
- ➢ Working ability to supervise and motivate staff.

MINIMUM QUALIFICATIONS

2 years of experience working in Municipal government or related.

*Note: Asterisked items are essential to the job.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9D

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Office Assistant**

DATE: December 3, 2018

OVERVIEW:

If the City Council approves the creation and move of Jodie Steffes to the Community Development Specialist positon, this creates a vacancy in the Office Assistant Position.

Staff is requesting authorization to advertise and fill the potentially vacant Office Assistant Position.

ACTION TO BE CONSIDERED:

Motion to authorize advertising and filling the Office Assistant Position.

Budget Impact:

It is anticipated that there will be no budget impact.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 E

TO: Mayor & City Council

FROM: Dave Schmidt, Fire Chief

SUBJECT: **Approve the Purchase of Auto Extrication Equipment**

DATE: 12-03-2018

OVERVIEW:

The fire department is requesting consideration and approval to purchase a new set of auto extrication equipment. Our current set of auto extrication equipment has far exceeded its recommended replacement standards. We are currently utilizing a set of auto extrication equipment (hydraulic cutter and spreader) on Engine 2 that pre-dates 1992 for a manufacture date, we are unable to ascertain exactly when our current set was new, due to a changeover in how serial numbers are now processed by the manufacture. However, we have been advised that the changeover in serial numbers happened in 1992.

Since 1992, many changes have occurred in automobile technology and safety, such as crumple zone safety, airbags, composite metals, and cut force requirements to free trapped occupants following a crash. Which renders our current set of auto extrication equipment inferior to today's demands.

Prior to 2018, extrication equipment was not considered in the Capital Equipment Plan by the fire department. In 2018 we have made the correction to account for this type of purchase moving forward through the Capital Equipment Plan. This purchase would allow us to align our future purchases through the CEP and address our current need for auto extrication equipment that meets today's demands and requirements.

We have identified the Gambling Fund as the source to fund this purchase. The Gambling Fund has been traditionally set aside for the fire department to make these types of large equipment purchases. The current cash balance of the Gambling fund is $76,369.51.

The fire department began vetting new auto extrication equipment in late 2017, we have included staff in this process to ensure we are meeting expectations of performance, value and operability of this purchase. Through this process we have identified Genesis Rescue Systems as the best choice for the City of St. Francis and our citizens.

City of St. Francis

Before you tonight are 2 quotes from fire equipment dealers on the cost to purchase auto extrication equipment, the first quote is from EMC at a total cost of $20,016.00, this is for a new set, to include 1 cutter, 1 spreader, 3 bay battery charger and mounting brackets.

The 2nd quote is from Ultimate Safety Concepts, INC at a total cost of $17,650.00 for a "demo set" of extrication equipment to include 1 cutter, 1 spreader, 3 bay battery charger and mounting brackets.

The purchase will also come with dealer certified training for all staff. Both purchase options also come with a full 10 year warranty on the equipment.

Action to be considered:

Motion to approve the fire department to purchase new auto extrication equipment utilizing money from the Gambling Fund. The recommended vendor is EMC at a cost of $20,016.00

Ultimate Safety Concepts, Inc.

DBA: Clarey's Safety Equipment

1725 Highway 14 East

Rochester, MN 55904

507-289-6749 or 800-558-8009 - Fax 507-289-5213

☐ **ORDER** ☒ **QUOTE**

DATE	**10-8-18**	ACCOUNT #	
	BILL TO:	SHIP TO:	
CUSTOMER:	**ST FRANCIS FIRE**	**ST FRANCIS FIRE**	
ADDRESS			
CITY/STATE/ZIP			
CONTACT NAME:		PO #	
PHONE:		EMAIL	
FAX:		SHIPPING CHARGES QUOTED?	NONE

FROM:	**CORY LATTERNER**		

NUMBER OF PAGES:	1

WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING EQUIPMENT:

QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1		DEMO C 236 CUTTER 2.0 BATTERY TOOL WITH SPARE BATTERY	$8700.00	
1		DEMO S53 SPREADER 2.0 BATTERY TOOLWITH SPARE BATTERY	$8500.00	
		2 SINGLE BANK CHARGERS OR A 3 BANK CHARGER WILL BE PROVIDED AT NO COST		
		BRACKET PRICES ARE THE SAME AS ON THE QUOTE RIGHT FROM GENISIS	x2 225.00	450.00
		FULL WARRANTY WILL BE PROVIDED, AND TOOLS SERVICED BEFORE DELIVERY		
		Total	17650.00	

10/31/18 12:44 PM

Sales Order B56046

Order Date 09/14/18

EMC
Equipment Management Company

22824 West Winchester Dr
Channahon, IL 60410 USA

Phone: 815/467-8762
Fax: 815/467-8763

www.emcfire.com

Customer CLAREY

Bill To:

CLAREY'S SAFETY EQUIPMENT
1725 HIGHWAY 14 EAST
ROCHESTER, MN 55904
USA

Ship To:

ST FRANCIS FIRE DEPT

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
CLAREY	BESTWAY	ORIGIN	NET 30 DAYS	QUOTE FOR ST FRANCIS	BSOL	

Quantity: Order	Ship	B.O.	Item Number / Item Description	Unit of Measure	Required Date	Unit Price / Discount %	Tax	Extended Price
1	0	ONSITE	ART.107.526.2 C236-SL Nxtgen Cutter eForce 2.0 Comes with 1 (5AMP) batt	EACH	09/14/18	9881.00	N	9881.00
1	0	ONSITE	ART.107.779.1 S53 Spreader eForce 2.0. Comes with 1 battery (5 AMP)	EACH	09/14/18	9685.00	N	9685.00
1	0	ONSITE	ART.105.410.8 3 Bay Charger 110vac/28v FREE WITH PURCHASE	EACH	09/14/18	0.00	N	0.00
3	0	ONSITE	ART.105.375.5 M28 Milwaukee 28v 5ah Battery (SPARE BATTERY) GENESIS WILL PROVIDE 1 SPARE BATTERY PER EACH TOOL PURCHASED	EACH	09/14/18	0.00	N	0.00
1	0	ONSITE	ART.MBGEN.C231 Mounting Bracket-Genesis C231/C236	EACH	09/14/18	225.00	N	225.00
1	0	ONSITE	ART.MBGEN.S53 S53xl/E-Force Spreader Bracket	EACH	09/14/18	225.00	N	225.00
1	0	ONSITE	FREIGHT Freight Will Be Billed Once Order has Shipped		09/14/18	0.00	N	0.00

ANY CLAIMS FOR SHORTAGES OR ADJUSTMENTS MUST BE MADE WITHIN 15 DAYS FROM RECEIPT OF GOODS. RETURNS MAY BE SUBJECT TO RESTOCKING FEE
NO RETURNS ACCEPTED WITHOUT OUR AUTHORIZATION.
MOTOR FREIGHT WILL BE ADDED SEPARATELY IF NOT SHOWN ON THIS INVOICE
A LATE CHARGE OF 1.5% WILL BE INVOICED ON ALL DELINQUENT ACCOUNTS

Non Taxable Subtotal	20016.00
Taxable Subtotal	0.00
Tax	0.00
Total Order	20016.00

City of St. Francis

WORKSESSION
AGENDA REPORT
Agenda Item #
9 F

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Wild & Scenic River – Rum River Management District

DATE: December 3, 2018

OVERVIEW

In 1977 the State of MN enacted the Wild and Scenic River, Rum River Management Rules into Statute. At that time parcels that were along the river were designated as a determined land type. The designation types were either "Urban" or "Rural". Properties were designated in their entirety not considering the total acres or the parcels further point from the river.

A major factor of the parcel designation is density and the developed parcel size. The land use designations will affect the future growth of City of St. Francis.

Development along the Rum River has a need to vary from the standards set forth in the 1977 State Statute. To request a change, a Variance Application is required to be submitted to the DNR. The attached Resolution is the first step of the application being put together.

ITEMS TO BE DICUSSED:

Staff is requesting the approval of the attached Resolution to continue to move forward with the Variance request application affecting land parcels within the Wild and Scenic District designated areas.

POTENTIAL BUDGET:

ATTACHMENTS:

Resolution 2018-46 Approving the Submittal of a Variance Application to the Minnesota Department of Natural Resources for a Variance from the Standards Established For Rural Lands in the Wild and Scenic River District as Specified in Minnesota Rules Section 6105.0010-6105.0250

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

RESOLUTION 2018-46

A RESOLUTION APPROVING THE SUBMITTAL OF A VARIANCE APPLICATION TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR A VARIANCE FROM THE STANDARDS ESTABLISHED FOR RURAL LANDS IN THE WILD AND SCENIC RIVER DISTRICT AS SPECIFIED IN MINNESOTA RULES SECTIONS 6105.0010 – 6105.0250.

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota was held on the 3rd day of December, 2018. The following members were present: Mayor Steve Feldman; Councilmembers Robert Bauer, Joe Muehlbauer, Rich Skordahl, and Jerry Tveit.

Councilmember _______________ introduced the following resolution and moved its adoption:

WHEREAS, the Rum River has been designated by the Minnesota Department of Natural Resources (DNR) as a "Wild and Scenic" river; and,

WHEREAS, the Rum River Management Plan (Minnesota Rules 6105.1400 – 6105.1500) designated certain areas of land within the City of St. Francis adjacent to or near the Rum River as "rural" lands; and,

WHEREAS, the lands designated as "rural" by the Rum River Management Plan are subject to standards found in Minnesota Rules 6105.0010 – 6105.0250; and,

WHEREAS, City Staff have determined that a variance from the Minnesota Rules governing the lot requirements of rural lands along the Rum River is necessary to allow for the City's growth in an efficient and sustainable pattern; and,

WHEREAS, the DNR requires that a resolution of support from the City's governing body be submitted with the variance application; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby supports seeking a variance from the DNR to vary from the standards established for rural lands in sections 6105.0010 – 6105.0250 of the Minnesota Rules.

BE IT FURTHER RESOLVED that the City Council of the City of St. Francis hereby approves the submittal of a variance application to the DNR for a variance from the standards established for rural lands in Wild and Scenic River District as specified in Minnesota Rules sections 6105.0010 – 6105.0250.

The motion for adoption of the foregoing resolution was duly seconded by Council Member ____________ and, upon vote being taken thereon, the following voted in favor thereof: ______________. The following voted against or abstained: _________________________.

Whereupon the resolution was declared duly passed and adopted the 3rd day of December, 2018.

____
Steven D. Feldman, Mayor

ATTEST:

____
Barbara I. Held, City Clerk

____
Date

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9G

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **2019 COLA**

DATE: December 3, 2018

OVERVIEW:

The Police, Sergeant, and Public Works Unions have all settled for a 3% COLA adjustment for 2019.

The City needs to consider addressing non-union Staff. For consistency, a 3% COLA adjustment is requested.

ACTION TO BE CONSIDERED:

Motion to authorize a 3% COLA adjustment for non-union staff.

Budget Impact:

For planning purposes, 3% has been budgeted in the 2019 Budget.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9H

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Holiday Hours**

DATE: December 3, 2018

OVERVIEW:

This year, Christmas Eve falls on a Monday with Christmas falling on a Tuesday. The City's Personnel Policy recognizes Christmas Eve as a half day holiday and Christmas as a full day holiday.

Staff is requesting closure of the City Hall/Police PW offices on Christmas Eve. The workflow is anticipated to be low and I expect a large amount of vacation requests for that day if the buildings are open, due to where Christmas Eve falls this year.

ACTION TO BE CONSIDERED:

Motion for City Offices to be closed on Christmas Eve.

Budget Impact:

None.

CITY OF ST FRANCIS

*Check Detail Register©

December 2018

		Check Amt	Invoice	Comment
10100 CASH				
Paid Chk# 075141	12/4/2018 **ANOKA COUNTY TREASURY DEPT.**			
E 101-42110-321	Telephone	$37.50	B181119P	BROADBAND
E 101-42210-321	Telephone	$37.50	B181119P	BROADBAND
E 101-43100-321	Telephone	$37.50	B181119P	BROADBAND
E 101-45200-321	Telephone	$37.50	B181119P	BROADBAND
E 601-49440-321	Telephone	$37.50	B181119P	BROADBAND
E 602-49490-321	Telephone	$37.50	B181119P	BROADBAND
E 101-41410-441	Miscellaneous	$838.26	ELEC1119180	ELECTIONS
	Total ANOKA COUNTY TREASURY DEPT.	$1,063.26		
Paid Chk# 075142	12/4/2018 **ARK TOWING AND RECOVERY**			
E 101-42110-441	Miscellaneous	$136.00	89823	2011 CHEV SILVERADO FORFEITURE
	Total ARK TOWING AND RECOVERY	$136.00		
Paid Chk# 075143	12/4/2018 **BREAKTHRU BEVERAGE**			
E 609-49751-206	Freight and Fuel Charges	$56.93	1080888426	FREIGHT
E 609-49751-251	Liquor For Resale	$2,725.77	1080888426	LIQUOR
E 609-49751-253	Wine For Resale	$373.49	1080888426	WINE
E 609-49751-254	Miscellaneous Merchandise	$177.45	1080888426	MISC
	Total BREAKTHRU BEVERAGE	$3,333.64		
Paid Chk# 075144	12/4/2018 **CCAPS REGISTRATION**			
E 101-42400-208	Training and Instruction	$260.00	112718	PERMIT TECH CLASS-STEFFES
E 101-42400-208	Training and Instruction	$650.00	11272018	BUILDING OFFICIAL INSTITUTE-DAHLHEIMER
	Total CCAPS REGISTRATION	$910.00		
Paid Chk# 075145	12/4/2018 **CENTERPOINT ENERGY**			
E 601-49440-383	Gas Utilities	$8.45	112618	3911 233RD AVE NW
	Total CENTERPOINT ENERGY	$8.45		
Paid Chk# 075146	12/4/2018 **CINTAS**			
E 101-45200-402	Janitorial Service	$6.01	4012473390	RUGS & SUPPLIES
E 101-43100-402	Janitorial Service	$6.01	4012473390	RUGS & SUPPLIES
E 601-49440-402	Janitorial Service	$6.01	4012473390	RUGS & SUPPLIES
E 602-49490-402	Janitorial Service	$6.01	4012473390	RUGS & SUPPLIES
E 101-42110-402	Janitorial Service	$24.04	4012473390	RUGS & SUPPLIES
E 602-49490-417	Uniform Clothing & PPE	$9.31	4012473458	UNIFORMS
E 601-49440-417	Uniform Clothing & PPE	$9.31	4012805394	UNIFORMS
E 101-41940-402	Janitorial Service	$16.16	4012805422	RUG MAINTENANCE
E 609-49750-219	Rug Maintenance	$11.26	4012805482	RUGS
	Total CINTAS	$94.12		
Paid Chk# 075147	12/4/2018 **CITY EMPLOYEES UNION, LOCAL #3**			
G 101-21707	Union Dues	$90.00	112818	MAINT UNION DUES DEC 2018
	Total CITY EMPLOYEES UNION, LOCAL #3	$90.00		
Paid Chk# 075148	12/4/2018 **COLONIAL INSURANCE**			
G 101-21712	Colonial Insurance	$371.24	7129661-1205	INSURANCE
	Total COLONIAL INSURANCE	$371.24		
Paid Chk# 075149	12/4/2018 **CONNEXUS ENERGY**			
E 101-41940-381	Electric Utilities	$70.32	0.1118	SIGN
E 101-41940-381	Electric Utilities	$297.46	0.1118	CITY HALL
E 602-49490-381	Electric Utilities	$840.92	0.1118	LIFT STATIONS
E 101-45200-381	Electric Utilities	$235.01	0.1118	PARKS

*Check Detail Register©

December 2018

		Check Amt	Invoice	Comment
E 601-49440-380	Electric-System	$4,748.38	0.1118	WATER
E 101-43100-386	Street Lighting	$2,531.58	0.1118	STREET LIGHTS
E 602-49490-381	Electric Utilities	$7,103.10	0.1118	WWTP
E 609-49750-381	Electric Utilities	$1,039.21	0.1118	LIQUOR STORE
E 101-42110-381	Electric Utilities	$5.00	0.1118	SIREN
E 101-42110-381	Electric Utilities	$5.00	0.1118	SIREN
E 101-42210-381	Electric Utilities	$396.55	0.1118	FIRE
E 101-43100-381	Electric Utilities	$207.63	0.1118	POLICE/PW
E 101-45200-381	Electric Utilities	$207.63	0.1118	POLICE/PW
E 601-49440-381	Electric Utilities	$207.63	0.1118	POLICE/PW
E 602-49490-381	Electric Utilities	$207.62	0.1118	POLICE/PW
E 101-42110-381	Electric Utilities	$830.51	0.1118	POLICE/PW
	Total CONNEXUS ENERGY	$18,933.55		
Paid Chk# 075150	12/4/2018 **CRYSTAL SPRINGS ICE**			
E 609-49751-254	Miscellaneous Merchandise	$38.88	002.B005502	MISC
	Total CRYSTAL SPRINGS ICE	$38.88		
Paid Chk# 075151	12/4/2018 **DAHLHEIMER DIST. CO. INC.**			
E 609-49751-252	Beer For Resale	$8,784.80	1382133	BEER
E 609-49751-255	N/A Products	$45.40	1382133	NA
E 609-49751-252	Beer For Resale	$7,714.21	1386815	BEER
E 609-49751-252	Beer For Resale	($229.20)	193807	BEER
	Total DAHLHEIMER DIST. CO. INC.	$16,315.21		
Paid Chk# 075152	12/4/2018 **DELTA DENTAL**			
G 101-21711	Dental Insurance	$1,188.30	7474652	DECEMBER PREMIUM
	Total DELTA DENTAL	$1,188.30		
Paid Chk# 075153	12/4/2018 **FERGUSON WATERWORKS**			
E 601-49440-259	Water Meters	$3,587.81	0307177	PROGRAM 4 WHEEL
E 601-49440-259	Water Meters	$332.10	0312532	SUPPLIES
	Total FERGUSON WATERWORKS	$3,919.91		
Paid Chk# 075154	12/4/2018 **FLAHERTYS HAPPY TYME CO**			
E 609-49751-254	Miscellaneous Merchandise	$171.00	35079	MISC
	Total FLAHERTYS HAPPY TYME CO	$171.00		
Paid Chk# 075155	12/4/2018 **GRANITE CITY JOBBING CO.**			
E 609-49751-206	Freight and Fuel Charges	$4.25	114493	FREIGHT
E 609-49751-254	Miscellaneous Merchandise	$51.97	114493	MISC
E 609-49751-256	Tobacco Products For Resale	$1,871.01	114493	TOBACCO
	Total GRANITE CITY JOBBING CO.	$1,927.23		
Paid Chk# 075156	12/4/2018 **GREAT PLAINS FIRE**			
E 101-42210-217	Other Operating Supplies	$57.00	5095	SUPPLIES
	Total GREAT PLAINS FIRE	$57.00		
Paid Chk# 075157	12/4/2018 **HACH COMPANY**			
E 601-49440-235	Lab Supplies	$370.57	11187945	CHEMICALS
E 602-49490-235	Lab Supplies	$370.58	11187945	CHEMICALS
	Total HACH COMPANY	$741.15		
Paid Chk# 075158	12/4/2018 **INNOVATIVE OFFICE SOLUTIONS, L**			
E 101-42110-200	Office Supplies	$10.81	IN2278711	OFFICE SUPPLIES
E 101-41400-200	Office Supplies	$92.31	IN2294235	OFFICE SUPPLIES
E 101-42110-200	Office Supplies	$73.47	IN2296014	OFFICE SUPPLIES

*Check Detail Register©

December 2018

		Check Amt	Invoice	Comment
E 101-42110-200	Office Supplies	$73.22	IN2296385	OFFICE SUPPLIES
	Total INNOVATIVE OFFICE SOLUTIONS, L	$249.81		
Paid Chk# 075159	12/4/2018 **ISD #15**			
E 101-42210-221	Vehicle Repair & Maintenance	$24.73	3994	1998 CHEV TANKER TRUCK
E 101-42210-221	Vehicle Repair & Maintenance	$24.73	3995	1993 SPARTAN ENGINE
E 101-42110-221	Vehicle Repair & Maintenance	$204.50	4041	2017 DODGE CHARGER
E 101-42110-221	Vehicle Repair & Maintenance	$80.98	4042	2018 DODGE CHARGER
	Total ISD #15	$334.94		
Paid Chk# 075160	12/4/2018 **JJ TAYLOR DISTRIBUTING**			
E 609-49751-206	Freight and Fuel Charges	$3.00	2915721	FREIGHT
E 609-49751-252	Beer For Resale	$1,838.85	2915721	BEER
	Total JJ TAYLOR DISTRIBUTING	$1,841.85		
Paid Chk# 075161	12/4/2018 **JOHNSON BROS WHLSE LIQUOR**			
E 609-49751-206	Freight and Fuel Charges	$183.68	1152694	FREIGHT
E 609-49751-251	Liquor For Resale	$10,706.80	1152694	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$78.50	1152695	FREIGHT
E 609-49751-253	Wine For Resale	$2,855.35	1152695	WINE
E 609-49751-206	Freight and Fuel Charges	($1.57)	510714	FREIGHT
E 609-49751-253	Wine For Resale	($52.60)	510714	WINE
	Total JOHNSON BROS WHLSE LIQUOR	$13,770.16		
Paid Chk# 075162	12/4/2018 **KIMS KLEANING**			
E 101-41940-402	Janitorial Service	$120.00	5491	CITY HALL
E 101-45000-402	Janitorial Service	$80.00	5492	COMMUNITY CENTER
E 101-43100-402	Janitorial Service	$181.25	5493	PUBLIC WORKS
E 101-45200-402	Janitorial Service	$181.25	5493	PUBLIC WORKS
E 601-49440-402	Janitorial Service	$181.25	5493	PUBLIC WORKS
E 602-49490-402	Janitorial Service	$181.25	5493	PUBLIC WORKS
E 601-49440-402	Janitorial Service	$200.00	5494	WATER TREATMENT
E 101-42110-402	Janitorial Service	$900.00	5495	POLICE
E 602-49490-402	Janitorial Service	$275.00	5496	WWTP
	Total KIMS KLEANING	$2,300.00		
Paid Chk# 075163	12/4/2018 **KODIAK POWER SYSTEMS**			
G 601-16400	Equipment & Machinery	$2,950.10	KPS0280	GENERATOR INSTALL
	Total KODIAK POWER SYSTEMS	$2,950.10		
Paid Chk# 075164	12/4/2018 **LAW ENFORCEMENT LABOR SVCS.**			
G 101-21707	Union Dues	$343.00	112818	POLICE UNION DUES DEC 2018
G 101-21707	Union Dues	$49.00	11282018	POLICE UNION DUES - DEC 2018
	Total LAW ENFORCEMENT LABOR SVCS.	$392.00		
Paid Chk# 075165	12/4/2018 **LUPULIN BREWING**			
E 609-49751-252	Beer For Resale	$130.00	16894	BEER
	Total LUPULIN BREWING	$130.00		
Paid Chk# 075166	12/4/2018 **MCDONALD DIST CO.**			
E 609-49751-252	Beer For Resale	$3,126.35	468395	BEER
E 609-49751-252	Beer For Resale	$6,425.25	469084	BEER
E 609-49751-255	N/A Products	$20.55	469084	NA
	Total MCDONALD DIST CO.	$9,572.15		
Paid Chk# 075167	12/4/2018 **MN DEPT OF HEALTH**			
E 601-49440-313	Sample Testing	$2,670.00	112818	4TH QUARTER FEE

*Check Detail Register©

December 2018

		Check Amt	Invoice	Comment
	Total MN DEPT OF HEALTH	$2,670.00		
Paid Chk# 075168 12/4/2018	**MN NCPERS LIFE INSURANCE**			
G 101-21713	MN Life	$32.00	733400122018	LIFE INSURANCE
	Total MN NCPERS LIFE INSURANCE	$32.00		
Paid Chk# 075169 12/4/2018	**MY ALARM CENTER**			
E 609-49750-445	Security	$39.15	11448048	LIQUOR STORE ALARM
	Total MY ALARM CENTER	$39.15		
Paid Chk# 075170 12/4/2018	**NELSON ELECTRIC MOTOR REPAIR**			
E 602-49490-228	Equipment Maintenance	$470.00	8738	SEALING FLANGE
	Total NELSON ELECTRIC MOTOR REPAIR	$470.00		
Paid Chk# 075171 12/4/2018	**NORTHERN AIR CORPORATION**			
E 601-49440-229	Project Repair & Maintenance	$3,194.95	154350	WELL HOUSE
	Total NORTHERN AIR CORPORATION	$3,194.95		
Paid Chk# 075172 12/4/2018	**OPG 3 INC**			
E 101-42110-311	Contract	$340.00	2969	LF BARCODE
	Total OPG 3 INC	$340.00		
Paid Chk# 075173 12/4/2018	**PACE ANALYTICAL SERVICES**			
E 602-49490-313	Sample Testing	$108.00	1812001755	TESTING
	Total PACE ANALYTICAL SERVICES	$108.00		
Paid Chk# 075174 12/4/2018	**PAUSTIS WINE COMPANY**			
E 609-49751-206	Freight and Fuel Charges	$8.75	30996	FREIGHT
E 609-49751-253	Wine For Resale	$512.00	30996	WINE
	Total PAUSTIS WINE COMPANY	$520.75		
Paid Chk# 075175 12/4/2018	**PEPSI COLA**			
E 609-49751-254	Miscellaneous Merchandise	$394.95	99898006	MISC
	Total PEPSI COLA	$394.95		
Paid Chk# 075176 12/4/2018	**PERA**			
G 101-21704	PERA	$11,500.00	11282018	23 FIREFIGHTERS
	Total PERA	$11,500.00		
Paid Chk# 075177 12/4/2018	**PHILLIPS WINE & SPIRITS CO.**			
E 609-49751-206	Freight and Fuel Charges	$20.41	2457327	FREIGHT
E 609-49751-251	Liquor For Resale	$1,772.01	2457327	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$10.99	2457328	FREIGHT
E 609-49751-253	Wine For Resale	$308.50	2457328	WINE
E 609-49751-206	Freight and Fuel Charges	($1.57)	312737	FREIGHT
E 609-49751-253	Wine For Resale	($40.50)	312737	WINE
	Total PHILLIPS WINE & SPIRITS CO.	$2,069.84		
Paid Chk# 075178 12/4/2018	**POSTMASTER - ST. FRANCIS**			
E 101-41400-322	Postage	$214.94		NEWSLETTER POSTAGE
E 101-42110-322	Postage	$61.41		NEWSLETTER POSTAGE
E 101-43100-200	Office Supplies	$122.82		NEWSLETTER POSTAGE
E 101-43210-439	Recycling Days	$61.41		NEWSLETTER POSTAGE
E 101-45200-200	Office Supplies	$30.70		NEWSLETTER POSTAGE
E 601-49440-200	Office Supplies	$61.41		NEWSLETTER POSTAGE
E 602-49490-200	Office Supplies	$30.70		NEWSLETTER POSTAGE
E 609-49750-322	Postage	$30.73		NEWSLETTER POSTAGE

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			Check Amt	Invoice	Comment
		Total POSTMASTER - ST. FRANCIS	$614.12		
Paid Chk# 075179	12/4/2018	**QUILL CORPORATION**			
E 101-41400-200	Office Supplies		$36.57	2689314	NAME PLATES
		Total QUILL CORPORATION	$36.57		
Paid Chk# 075180	12/4/2018	**ROYAL SUPPLY**			
E 101-41940-210	Operating Supplies		$48.30	24834	SUPPLIES
E 101-42110-217	Other Operating Supplies		$193.23	24834	SUPPLIES
E 101-43100-217	Other Operating Supplies		$96.61	24834	SUPPLIES
E 101-45200-217	Other Operating Supplies		$96.61	24834	SUPPLIES
E 601-49440-217	Other Operating Supplies		$96.61	24834	SUPPLIES
E 602-49490-217	Other Operating Supplies		$96.64	24834	SUPPLIES
		Total ROYAL SUPPLY	$628.00		
Paid Chk# 075181	12/4/2018	**SKOGQUIST, ERIK**			
E 101-41550-311	Contract		$4,163.71	112818	4TH QTR ASSESSING SERVICE
		Total SKOGQUIST, ERIK	$4,163.71		
Paid Chk# 075182	12/4/2018	**SOUTHERN GLAZERS OF MN**			
E 609-49751-206	Freight and Fuel Charges		$19.63	1753140	FREIGHT
E 609-49751-251	Liquor For Resale		$1,968.52	1753140	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$10.24	1753141	FREIGHT
E 609-49751-253	Wine For Resale		$358.00	1753141	WINE
E 609-49751-206	Freight and Fuel Charges		$1.28	1755723	FREIGHT
E 609-49751-206	Freight and Fuel Charges		$23.25	1755724	FREIGHT
E 609-49751-251	Liquor For Resale		$2,600.60	1755724	LIQUOR
		Total SOUTHERN GLAZERS OF MN	$4,981.52		
Paid Chk# 075183	12/4/2018	**SYNOVIA SOLUTIONS**			
E 101-43100-311	Contract		$45.79	114333	LEASE ON GPS
E 101-45200-311	Contract		$45.79	114333	LEASE ON GPS
E 601-49440-311	Contract		$45.79	114333	LEASE ON GPS
E 602-49490-311	Contract		$45.82	114333	LEASE ON GPS
		Total SYNOVIA SOLUTIONS	$183.19		
Paid Chk# 075184	12/4/2018	**THE AMERICAN BOTTLING COMPANY**			
E 609-49751-254	Miscellaneous Merchandise		$238.16	3562807063	MISC
		'otal THE AMERICAN BOTTLING COMPANY	$238.16		
Paid Chk# 075185	12/4/2018	**TJ ASSOCIATES**			
E 101-43210-439	Recycling Days		$31.45	228276	PW APT POST CARD
E 603-49490-418	Storm Water Management		$84.50	228343	#10 WINDOW PRESORT
		Total TJ ASSOCIATES	$115.95		
Paid Chk# 075186	12/4/2018	**TOM LYNCH ELECTRIC**			
E 602-49490-229	Project Repair & Maintenance		$1,590.00		WASTEWATER
E 101-42210-401	Repairs/Maint Buildings		$645.00		FIRE DEPT
E 602-49490-229	Project Repair & Maintenance		$725.00		WWTP
E 101-42210-401	Repairs/Maint Buildings		$825.00		FIRE DEPT
		Total TOM LYNCH ELECTRIC	$3,785.00		
Paid Chk# 075187	12/4/2018	**TWIN CITIES FLAG SOURCE, INC**			
E 101-45200-217	Other Operating Supplies		$204.00	32316	FLAGS
		Total TWIN CITIES FLAG SOURCE, INC	$204.00		
Paid Chk# 075188	12/4/2018	**UPPER RUM RIVER WATERSHED MGT**			

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		Check Amt	Invoice	Comment
E 101-49200-471	Watershed	$3,187.52	112618	SECOND HALF URRWMO
	otal UPPER RUM RIVER WATERSHED MGT	$3,187.52		
Paid Chk# 075189 12/4/2018	UTILITY SERVICE CO., INC.			
E 601-49440-234	Water Tower Maintenance	$9,430.92	460673	HYDROPILLAR NEW TOWER
	Total UTILITY SERVICE CO., INC.	$9,430.92		
Paid Chk# 075190 12/4/2018	VINOCOPIA, INC.			
E 609-49751-253	Wine For Resale	$576.00	0220397-IN	WINE
	Total VINOCOPIA, INC.	$576.00		
Paid Chk# 075191 12/4/2018	WELLS, MARY			
E 101-41550-311	Contract	$4,163.71	11282018	4TH QTR ASSESSING SERVICE
	Total WELLS, MARY	$4,163.71		
Paid Chk# 075192 12/4/2018	WINE MERCHANTS			
E 609-49751-206	Freight and Fuel Charges	$7.85	7209387	FREIGHT
E 609-49751-253	Wine For Resale	$521.00	7209387	WINE
	Total WINE MERCHANTS	$528.85		
	10100 CASH	$135,016.81		

Fund Summary

10100 CASH	
101 GENERAL FUND	$37,165.53
601 WATER FUND	$28,138.79
602 SEWER FUND	$12,097.45
603 STORM WATER	$84.50
609 MUNICIPAL LIQUOR FUND	$57,530.54
	$135,016.81