CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
AUGUST 21, 2017
ISD #15 CENTRAL SERVICE CENTER
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 to be 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 – August 7, 2017
   B. Pay Request No. 25 to Gridor Construction for the WWTF Improvements
   C. Contract with ISD #15 for School Resource Officer
   D. Accept the Letter of Resignation from Public Works Operator David Thelen and authorize staff to advertise to fill position
   E. Authorization Not to Waive the Statutory Tort Liability Limits to the extent of the coverage purchased with LMCIT
   F. Payment of Claims

5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***

6. SPECIAL BUSINESS
   A.
7. PUBLIC HEARINGS
   A.
8. OLD BUSINESS
   A.

9. NEW BUSINESS
   A. St. Francis Area Chamber of Commerce – Donation Request for Pioneer Days
   B. Speed Study Request for County Road 72
   C. Ordinance 230, Second Series "Amending Chapter 15, Section 9 (Fee Schedule), Part P (Building Permits) – First Reading
   D. Work Session Dates

10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***

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

   C. Upcoming Events - Sept 4th: City Offices Closed
   Sept 5th: School Starts for ISD #15
   Sept 5th: City Council Meeting @ 6:00 pm
   Sept 9th: Citywide Garage Sale

12. ADJOURNMENT

***For individuals who wish to address the Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.**

TO: Mayor & City Council

MEMO

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – August 21st, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**
   a. *City Council Minutes* – August 7th, 2017

   b. *Pay Request #25* – Gridor Consturuction WWTF

   c. *Contract ISD #15*– School Resource Officer contract

   d. *Accept Letter of Resignation* – David Thelen

   e. *Authorize Not to Waive the Statutory Tort Liability Limits* -

   f. *Payment of Claims* –

6. **SPECIAL BUSINESS:**
   A. *None*

7. **PUBLIC HEARINGS**
   A. *None*

8. **OLD BUSINESS**
   A. *None*

9. **NEW BUSINESS**
   A. *Pioneer Days Donation Request* – They City determined the last year for a donation was in 2017. The City has removed $10,000 from the 2018 Budget consideration. Determine if a donation should be made where it should come from.

   B. *Bridge Street Study* – 1.1 mile speed study request, currently 55 MPH. Authorize the Mayor to sign the letter requesting the study.

   C. *Ordinance, Second Series* – With legislative changes, the City's fee schedule is no longer consistent with State Law.
   Adopt Resolution 2017- Requesting Funds

   D. *Worksession Scheduling* – Schedule the following dates for Worksessions:
      1) September 6th – Budget Worksession 6:00 p.m. (Wednesday)
      2) September 18th – Redevelopment Plan Final Review 5:00 p.m.(Mon)
      3) October 4th –Council/P&Z Joint Meeting Comp Plan 6:00 pm (Wed)

11. **Reports:**

A) City Administrator –
B) Public Works Monthly Report
B) Mayor and Council Reports

12. Adjournment

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
AUGUST 7, 2017

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 Jerry Tveit, Joe Muehlbauer, and Robert Bauer. Rich Skordahl excused.

Also present; City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
MOTION BY TVEIT SECOND MUEHLBAUER TO APPROVE THE AGENDA AS PRESENTED. Motion carried 4-0.

4. **CONSENT AGENDA**
MOTION BY TVEIT SECOND FELDMAN TO APPROVE THE CONSENT AGENDA ITEMS A-J AS FOLLOWS:
A. City Council Minutes – July 17, 2017
B. Acknowledge EDA Minutes – July 17, 2017
C. Acknowledge the MN Lawful Gambling Permit for the SFHS Dance Team Park Boosters to conduct a raffle at the St. Francis High School on September 12, 2017 with no waiting period
D. Adopting the Retention Schedule for the Police Department to remain consistent with Anoka County PSDS Records Management
E. Accepting the Terms of the Contract between the DNR and the City of St. Francis Fire Department for assistance and reimbursement in regards to Wildland Fire Suppression Aid Agreement
F. Payment of Claims $251,067.74 (Checks #72713 and 72845-72931)

5. **MEETING OPEN TO THE PUBLIC**
A. Eric Schmoll, St. Francis Area Chamber of Commerce president read a letter from the Chamber requesting funds from the City for the St. Francis Pioneer Days. 2017 was the last year of a three year donation deal between the City of St. Francis and the St. Francis Area Chamber of Commerce. We would like to keep some in reserves in case we have a totally bad year or as in this year a rainy Sunday. This year we were short $4,500. Feldman stated are you asking for a year to year donation or something more long term. Schmoll said the

three year term worked out well but up to you. Would nice to know how much to expect each. This topic will be it back at a future meeting.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARINGS**
A. 2018-2022 Capital Improvement Plan

The 2018-2022 Capital Improvement Plan has been discussed at a number of work sessions. A public hearing must be held for public comment.

Mayor Feldman opened the public hearing at 6:07 pm. Feldman read the memo provided in the packet. Referencing each year the City must approve the CIP for the next 5 years by August 15. The proposed 2018-2022 CIP has been on the City's website since the end of June. In 2015, the City combined the fire truck replacement fund with the capital equipment fund. Amounts are designated for the replacement of fire trucks and other fire equipment. With this change we are hoping to level out the amount needed each year going into this fund and any monies not spent would be left in the fund to build up reserves for following years. Also, funding for the capital equipment is coming from transfers from water and sewer of $10,000 each per year and for 2017, $233,150 from the general tax levy.

Joe Murrell said you are raising the water and sewer rates to buy a fire truck? Feldman explained that is not the case.

Mike Rodger asked if the plan would add a fire ladder truck. Fire Chief Schmidt stated at this point I have no interest in adding a ladder truck. We do have mutual aid to help with calls where there may be a need. Rodger asked if Schmidt was aware we have potentially a three story building coming into St. Francis. Schmidt said a ladder truck would be coming from East Bethel and we also have an agreement with the DNR. Schmidt said it is more of a want than a need. Rodger would like the council to take into future consideration for a purchase of a piece of equipment like this.

Tveit said years ago we started a task force and through this we developed a good relationship with surrounding fire departments. Ramsey has a ladder truck and with the good mutual aid with the surrounding communities we do share equipment.

Rodger said I would like to see a tornado siren on the east end of the city too.

Feldman asked if there were any further questions.

Discussion was held on the reasoning of the $10,000 transfer from the water and sewer funds.

With no further public comment, Feldman closed the public hearing at 6:22 p.m.

MOTION BY TVEIT SECOND BAUER TO APPROVE THE 2018-2022 CAPTITAL IMPROVEMENT PLAN. Motion carried 4-0.

8. **OLD BUSINESS**

A. ISD #15 Ordinance 227, Second Series (Second Reading) Amending the St. Francis Zoning Ordinance Regarding the Surfacing of Event Parking Areas and CUP Request Res. 2017-08

The City received updated site plans, lot combination request and a Stormwater Plan from Independent School District #15. This item initially was before the City Council on March 6, 2017.

Items discussed at length were; the turn lane, fencing, entrance and exits, along with the Stormwater Management Plan.

City Engineer Jochum stated all areas of concern are satisfied except the project requires infiltration of 1 inch of runoff from the impervious surface prior to discharging to the wetlands. This could be part of the conditional use permit. Feldman said this should have been received before the work was started.

MOTION BY TVEIT SECOND FELDMAN APPROVING THE SECOND READING OF ORDINANCE 227, SECOND SERIES AMENDING THE ST. FRANCIS ZONING ORDINANCE REGARDING THE SURFACING OF EVENT PARKING AREAS. Bauer said I have a problem changing an ordinance because our backs are against the wall.

Feldman said that is a very good point. However, they have the fence and turn lane in place.

Kohlmann stated we gave them time to fulfill the requirements and they did all the work that was asked of them.

Feldman said we want to work with ISD #15 if we approve this tonight, don't do this again. I too don't like back door issues, from anybody not just ISD #15.

Bauer asked what says that any other business could ask for this exemption. Kohlmann said it specifically for sports facility parking lots. Bauer said can we specifically name this parking lot. Lepak said we could put in an address but usually you don't put in specific addresses. Thunstrom said I believe putting the address is quite restrictive. With a CUP you address each specific topic.

Roll Call: Yay: Bauer, Feldman, Muehlbauer and Tveit
Nays: None Motion carried 4-0.

Feldman read the ten conditions addressed in the Conditional Use Permit.

Bauer asked about the engineer's concern. Jochum said they will be able to address it in the first condition where it states "All comments from the City Engineer shall be addressed." Bauer asked about traffic flow on 235th and Rum River Blvd. Jochum said the County and the developer of Rum River Bluffs have an agreement with improvements to include also a buy pass lane. Bauer also asked in this CUP, is the access to 235th to be closed off?

Feldman said Anoka County did have a concern but with the turn lane that helps. But the access to go out on to 235th is so close to the intersection.

Discussion was held on whether or not there needs to be an attendant for traffic congestion. Troy Ferguson, Superintendent of ISD #15 stated we don't have a plan to have an attendant. Police Chief Schwieger said I attend sporting events myself there and it does become very congested. Not sure if a flag person would help. There are a number of games but not everyone leaves at once.

Feldman maybe let's monitor it. Ferguson said there are staggered times of events. Ferguson said by getting the cars of Rum River Blvd is huge. Feldman said I too think the chain link fence will help. August 1 to November 1 for major events is when we need the extra parking. Feldman said he would like Chief Schwieger to keep an eye on the area about congestion.

Bauer said for the record, I am concerned with vehicles exiting and taking a left, it is a bad idea. Muehlbauer said that is my concern too.

Ferguson said we can revisit this again. We are approaching the busy season and see how it plays out this year. We are also concerned with safety.

Feldman asked if this could be revisited each year. Lepak stated you could add condition number ten to read; the Conditional Use expire December 3, 2018. Lepak said that way we will get two years of data. School officials also accepted that condition. Lepak stated then add the eleventh condition that was previously number ten.

MOTION BY TVEIT SECOND BAUER ADOPTING RESOLUTION 2017-08 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A GRAVEL EVENT PARKING LOT FOR ISD #15 WITH ELEVEN CONDITIONS. Motion carried 4-0.

9. NEW BUSINESS

A. Fire Department Job Description – Assistant Chief

Fire Chief Dave Schmidt said while Chief Kapler was here the City Council appointed Barry McDonough as the Assistant Fire Chief and Jon Faanes to Captain on an interim basis. Chief Schmidt stated he has been reviewing the Assistant Fire Chief Position description and is recommending some changes. As per the Fire Department Policy and Procedure Manual; the Chief and Assistant Chief are appointed by the City Administrator with concurrence of the City Council. The Chief will administratively outline the process for the Assistant Chief selection in coordination with the City Administrator and a formal recommendation will be brought back to the City Council.

Council agreed with Chief Schmidt's recommendations and to move forward.

MOTION BY BAUER SECOND MUEHLBAUER TO REVISE THE FIRE DEPARTMENT POLICY AND PROCEDURE MANUAL WITH THE RECOMMENDED JOB DESCRIPTION CHANGES AND AUTHORIZE THE CITY ADMINISTRATOR AND FIRE CHIEF TO BRING BACK A RECOMMENDATION FOR THE ASSISTANT FIRE CHIEF APPOINTMENT. Motion carried 4-0.

Feldman said he had a question on the DNR agreement. If DNR calls us and then decides they don't need us they do still pay for the time. Chief Schmidt said they would reimburse us for the call out.

B. Anoka County HRA Request – Resolution 2017-20

Community Development Director Thunstrom reported as a participating City with the Anoka County HRA/EDA, funds are available for qualified projects and activities. HRA/EDA funds may be used for acquisition and redevelopment projects. The City has utilized these funds in the past for site acquisitions, plans and studies. The EDA met earlier this evening and approved a property acquisition. Resolution 2017-20 was created for the request of Anoka County HRA/EDA funds. The property would be purchased through a voluntary sale.

Bauer said the EDA has had a great start, glad to be part of it. Feldman commended the EDA on their work along with Thunstrom for her work.

MOTION BY MUEHLBAUER SECOND FELDMAN TO ADOPT RESOLUTION 2017-20 A RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HRA/EDA FOR THE COMPLETION OF A REAL PROPERTY ACQUISITION FOR REDEVELOPMENT. Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**

A. Liz Fairbanks, 24360 Yukon Street, very disappointed on Nite to Unite and the two locations. Hope next year there should be only be one location. However, had fun at each location. Feldman said it was not the intent of the police department to have two locations. I will coordinate and work together with all the parties next year. We will try to do better.

B. Sarah Udvig, 3709-229th Lane, could possibly be a leak on the water fountain in Woodbury Park.

C. Joe Murrell 24360 Yukon Lane NW, referenced a letter from the county engineer who recommended not to utilize the existing maintenance driveway for the parking lot expansion. Speed limit on County Road 72 there is a tree limbs blocking the speed limit sign. Teicher said he will contact the County to have it trimmed. Commend most of you, doing a fine job and open to communication.

D. Sarah Hunt, 23246 Kerry Street, my son plays football is this area. Concerned is this parking lot needs to be paved. Closing off the 235th access would be more dangerous. Is there a way to separate the two parking lots? So the two parking lots would have separate entrances and exits. Feldman said they have a conditional use permit and must abide by the conditions.

E. Mike Rodger, 2770 232nd Lane, about the parking lot I think we are missing an easy solution to this. Why not use our police reserves during the busy time. 229th and Arrowhead Street would like to thank the county for putting in the bypass lane. Chief Schwieger said our reserves are volunteers and to have them out there five days a week may not work. Concern again was mentioned that was frustrating was how far along they were in the process before it came forward to the city.

11. **REPORTS**

A. Police Department Report – Police Chief presented the second quarter report which included training, statistics, enforcement and community outreach. Neighborhood watch has really taken off, enjoying in connecting with the neighborhoods.

Feldman said the police department has additional radar guns and data machines. I just want to say, don't speed. Bauer said I would like the portable speed sign on Poppy Street. Schwieger said the sign is currently up on Poppy Street.

B. Councilmember Reports-

Bauer I enjoyed Nite to Unite and did go to both locations. Like to see the helicopters land in the softball field next year. Have all organizations come together.

Muehlbauer would like the Nite to Unite to be in one location. Rum River Blvd is a road that they drive fast too.

Tveit commended the Council for stopping in at Nite to Unite. Has not always been that way. Agree the Nite to Unite should come together and be a civic event. I believe the Ambassador Program always organized the event in the past. Great to have the helicopters there.

Feldman thanked the police chief for making the department more community oriented. Dave (Schmidt) welcome and we're here to support the fire department. Monitor the parking lot situations and keep an eye on it, safety is our concern.

Maggie Ewen competed at the Track and Field World Championships in London this last weekend. Maggie was a St. Francis High School graduate and is now a senior at Arizona State, congratulations.

C. Upcoming Events -

August 16 Planning Commission Meeting @ 7:00 pm
August 21 City Council Meeting @ 6:00 pm

12. Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b), attorney client privilege to discuss pending litigation in matter of Gennaro vS. City of St. Francis and strategy relating to same.

I said the only time I would go into a close meeting is if there was a personnel issue.

MOTION BY BAUER SECOND TVEIT TO GO INTO A CLOSED SESSION PURSUANT TO MINN. STAT. 13D.05 SUBD. 3(B), ATTORNEY CLIENT PRIVILEGE TO DISCUSS PENDING LITIGATION IN THE MATTER OF GENNARO VS. THE CITY OF ST. FRANCIS AND STRATEGY RELATING TO SAME. 4-0
The City Council went into closed session at 7:38 pm

The City Council was back in session at 8:55 pm.

13. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 8:55 pm.

____
Barbara I. Held, City Clerk

BOLTON & MENK
Real People. Real Solutions.

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Ramsey, MN 55303-5119

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Bolton-Menk.com

August 1, 2017

City of St. Francis
Attn: Joe Kohlmann
City Administrator
23340 Cree St. NW
St. Francis, MN 55070-9390

RE: Pay Request No. 25
Wastewater Treatment Improvements
St. Francis, Minnesota
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 25 for the above referenced project. This pay request is primarily for exterior finishing and earthwork. The requested and certified amount is $179,017.00.

If you have any questions do not hesitate to call me at 612-840-6068.

Sincerely,

Bolton & Menk, Inc.

Paul Saffert, P. E.
Project Manager

PS/jo

cc: Paul Teicher, City of St. Francis

Enclosures (3 copies, signed Pay Request No. 25)

APPLICATION AND CERTIFICATE FOR PAYMENT

O:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\[Pay Estimate #25.xls]Summary Page

TO OWNER:	City of St. Francis 4058 St. Francis Blvd. NW St. Francis, MN 55070	PROJECT:	Wastewater Treatment Facility Improvements	APPLICATION NO.: PERIOD TO: PROJECT NO.: SUBSTANTIAL CONTRACT DATE:	25 6/27/17 to 7/27/17 R21.109015 03/20/17
CONTRACTOR:	Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	ENGINEER:	Bolton & Menk, Inc. 7533 Sunwood Drive N.W. Ramsey, MN 55303	FINAL CONTRACT DATE:	05/19/17
CONTACT:	Gregg Schreiner	CONTACT:	Paul Saffert		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

1.	ORIGINAL CONTRACT SUM..		$21,832,300.00
2.	Net change by Change Orders..................................		$0.00
3.	CONTRACT SUM TO DATE (Line 1 + Line 2)...............		$21,832,300.00
4.	TOTAL COMPLETED & STORED TO DATE..................		$21,077,974.00
5.	RETAINAGE: Securities in Lieu of Retainage		
	A. 0% of Completed to Date	$0.00	
	B. 0% of Stored Materials	$0.00	
	Total Retainage	$0.00	
6.	TOTAL EARNED LESS RETAINAGE............................ (Line 4 less Line 5 Total)		$21,077,974.00
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT......... (Line 6 from prior payment)		$20,898,957.00
8.	CURRENT PAYMENT DUE..		$179,017.00
9.	BALANCE TO FINISH, INCLUDING RETAINAGE............ (Line 3 less Line 6)		$754,326.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

State of Minnesota

Subscribed and sworn to before me this 31st day of July, 2017

SHERI L FULLER
Notary Public
State of Minnesota
My Commission Expires
January 31, 2020

Notary Public:

1/31/2020
Commission Expiration

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner: COs			
Total approved this month:			
TOTALS:		$0.00	$0.00
NET CHANGES by Change Order:		$0.00	

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.. $179,017.00

ENGINEER: Bolton & Menk, Inc.

By:

Date: 8/1/17

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E This Period: Percent	E This Period: Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1000.000	Mobilization Insurance & Bonds	$360,000	$360,000			$0	$360,000	100.0%	$0
1020.001	General Construction - Allowance	$250,000	$369,198	36%	$90,500	$0	$459,698	183.9%	-$209,698
1020.002	Utility Service - Allowance	$25,000	$19,197			$0	$19,197	76.8%	$5,803
1020.003	Building Permit - Allowance	$150,000	$24,901			$0	$24,901	16.6%	$125,099
Subtotal for	Division 1	$785,000	$773,296		$90,500	$0	$863,796	110.0%	-$78,796
						check	$863,796		
Division 2									
2020.000	Biosolids Site Reclamation	$550,000	$236,500			$0	$236,500	43.0%	$313,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	$40,000	$40,000			$0	$40,000	100.0%	$0
2100.000	Site Preparation	$50,000	$50,000			$0	$50,000	100.0%	$0
2110.000	Column Foundation Systems - Allowance	$2,450,000	$2,158,824			$0	$2,158,824	88.1%	$291,176
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					$0	$0	0.0%	$0
2210.000	Finish Grading	$30,000	$15,000	33.33%	$10,000	$0	$25,000	83.3%	$5,000
2220.000	Excavating & Backfill	$1,100,000	$1,100,000			$0	$1,100,000	100.0%	$0
2221.000	Removing Pavement & Miscellaneous Structures	$20,000	$20,000			$0	$20,000	100.0%	$0
2330.000	Excavation & Embankment - Roadway & Pavement	$30,000	$30,000			$0	$30,000	100.0%	$0
2370.000	Storm Water Pollution Prevention Plan (SWPP)	$30,000	$30,000			$0	$30,000	100.0%	$0
2550.000	Site Utilities	$1,000,000	$1,000,000			$0	$1,000,000	100.0%	$0
2600.000	Roads, Walks & Curbs	$150,000	$50,000			$0	$50,000	33.3%	$100,000
2813.000	Design Build Irrigation System - Allowance	$150,000	$70,000	13.33%	$20,000	$0	$90,000	60.0%	$60,000
2830.000	Chain Link Fence & Gates	$15,000				$0	$0	0.0%	$15,000
2835.000	Modular Block Retaining Wall	$10,000	$9,000			$0	$9,000	90.0%	$1,000
2920.000	Soil Preparation, Seeding & Sodding	$40,000	$10,000	50.00%	$20,000	$0	$30,000	75.0%	$10,000
2921.000	Prairie Restoration	$10,000	$10,000			$0	$10,000	100.0%	$0
Subtotal for	Division 2	$5,675,000	$4,829,324.00		$50,000	$0	$4,879,324	85.98%	$795,676
		check				Check	$4,879,324		
Division 3									
3200.000	Concrete Reinforcement - 760 ton	$1,520,000	$1,520,000			$0	$1,520,000	100.0%	$0
3300.000	Cast in Place Concrete - 8600 cy	$3,440,000	$3,440,000			$0	$3,440,000	100.0%	$0
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	$1,630,000	$1,630,000			$0	$1,630,000	100.0%	$0
Subtotal for	Division 3	$6,590,000	$6,590,000.00		$0	$0	$6,590,000	100.00%	$0
		check				Check	$6,590,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4810.000	Unit Masonry Assemblies	$0				$0	$0	0.0%	$0
Subtotal for	Division 4	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 5									
5100.000	Structural Metal	$30,000	$30,000			$0	$30,000	100.0%	$0
5500.000	Miscellaneous Metal Work	$140,000	$140,000			$0	$140,000	100.0%	$0
5520.000	Handrails & Railings	$50,000	$50,000			$0	$50,000	100.0%	$0
5521.000	Roof Hatches	$6,000	$6,000			$0	$6,000	100.0%	$0
Subtotal for	Division 5	$226,000	$226,000.00		$0	$0	$226,000	100.00%	$0
		check				Check	$226,000		
Division 6									
6100.000	Rough Carpentry	$10,000	$10,000			$0	$10,000	100.0%	$0
6200.000	Finish Carpentry	$1,000	$1,000			$0	$1,000	100.0%	$0
6400.000	Interior Architectural Woodwork	$1,000	$1,000			$0	$1,000	100.0%	$0
6410.000	Solids Surface Sills & Thresholds	$3,000	$3,000			$0	$3,000	100.0%	$0
Subtotal for	Division 6	$15,000	$15,000.00		$0	$0	$15,000	100.00%	$0
		check				Check	$15,000		
Division 7									
7150.000	Dampproofing	$5,000	$5,000			$0	$5,000	100.0%	$0
7190.000	Vapor Barrier	$5,000	$5,000			$0	$5,000	100.0%	$0
7210.000	Building Insulation	$20,000	$20,000			$0	$20,000	100.0%	$0
7535.000	Fully Adhered Membrane Roof System	$170,000	$170,000			$0	$170,000	100.0%	$0
7600.000	Flashing & Sheet Metal Work	$30,000	$30,000			$0	$30,000	100.0%	$0
7900.000	Caulking & Sealants	$20,000	$20,000			$0	$20,000	100.0%	$0
Subtotal for	Division 7	$250,000	$250,000.00		$0	$0	$250,000	100.00%	$0
		check				Check	$250,000		
Division 8									
8110.000	Doors & Frames	$50,000	$50,000			$0	$50,000	100.0%	$0
8360.000	Upward Acting Sectional Doors	$15,000	$15,000			$0	$15,000	100.0%	$0
8700.000	Hardware	$30,000	$30,000			$0	$30,000	100.0%	$0
8800.000	Glass & Glazing	$6,000	$6,000			$0	$6,000	100.0%	$0
Subtotal for	Division 8	$101,000	$101,000.00		$0	$0	$101,000	100.00%	$0
		check				Check	$101,000		

Item No.	Description of Work	Scheduled Value (C)	Work Completed (D) From Previous Application	Work Completed (E) This Period Percent	Work Completed (E) This Period Amount	Material Presently Stored (Not in D or E) (F)	Total Completed and Stored To Date (D+E+F) (G)	Percent Completed (G/C) (H)	Balance To Finish (C-G) (I)
Division 9									
9111.000	Non-Load Bearing Steel Framing	$15,000	$15,000			$0	$15,000	100.0%	$0
9250.000	Gypsum Drywall	$25,000	$25,000			$0	$25,000	100.0%	$0
9310.000	Ceramic Tile	$8,000	$8,000			$0	$8,000	100.0%	$0
9500.000	Acoustical Ceiling System	$6,000	$6,000			$0	$6,000	100.0%	$0
9900.000	Wastewater Treatment Facility Painting	$350,000	$350,000			$0	$350,000	100.0%	$0
9930.000	Concrete Staining	$15,000	$15,000			$0	$15,000	100.0%	$0
Subtotal for	Division 9	$419,000	$419,000.00		$0	$0	$419,000	100.00%	$0
		check				Check	$419,000		
Division 10									
10110.000	Marker Board	$1,000	$1,000			$0	$1,000	100.0%	$0
10155.000	Toilet Compartment	$2,300	$2,300			$0	$2,300	100.0%	$0
10250.000	Safety Devices	$4,000	$4,000			$0	$4,000	100.0%	$0
10260.000	Wall Surface Protection	$1,000	$1,000			$0	$1,000	100.0%	$0
10400.000	Identifying Devices	$6,000	$6,000			$0	$6,000	100.0%	$0
10800.000	Toilet Accessories	$2,000	$2,000			$0	$2,000	100.0%	$0
Subtotal for	Division 10	$16,300	$16,300.00		$0	$0	$16,300	100.00%	$0
		check				Check	$16,300		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 11 & 12									
11214.000	Vertical Turbine Pumps	$160,000	$160,000			$0	$160,000	100.0%	$0
11245.000	Polymer Mix/ Feed System - Allowance	$235,000	$235,000			$0	$235,000	100.0%	$0
11246.000	Carbon Feed System - Allowance					$0	$0	0.0%	$0
11248.000	Ferric Chloride Feed System - Allowance					$0	$0	0.0%	$0
11265.000	Ultraviolet Disinfection - Allowance	$635,000	$635,000			$0	$635,000	100.0%	$0
11280.000	Hydraulic Gates	$30,000	$30,000			$0	$30,000	100.0%	$0
11310.000	Centrifugal Wastewater Pumps	$120,000	$120,000			$0	$120,000	100.0%	$0
11311.000	Submersible Centrifugal Pumps	$110,000	$110,000			$0	$110,000	100.0%	$0
11312.000	Recessed Impeller Vortex Pump	$25,000	$25,000			$0	$25,000	100.0%	$0
11318.000	Screw Impeller Centrifugal Pumps	$25,000	$25,000			$0	$25,000	100.0%	$0
11320.000	Grit Removal System	$54,000	$54,000			$0	$54,000	100.0%	$0
11321.000	Grit Separation System	$35,000	$35,000			$0	$35,000	100.0%	$0
11335.000	Fine Screen	$90,000	$90,000			$0	$90,000	100.0%	$0
11345.000	Chlorination/ Dechlorination Equipment - Allowance					$0	$0	0.0%	$0
11351.000	Clarifier Equipment - Suction Type Clarifier	$200,000	$200,000			$0	$200,000	100.0%	$0
11373.000	Blower System (PD w/ Enclosure)	$290,000	$290,000			$0	$290,000	100.0%	$0
11374.000	Fine Pore Membrane Aeration Equipment	$85,000	$85,000			$0	$85,000	100.0%	$0
11385.000	Coarse Bubble Aearation System	$85,000	$85,000			$0	$85,000	100.0%	$0
11386.000	Rapid Mixers	$13,000	$13,000			$0	$13,000	100.0%	$0
11387.000	Submersible Mixers	$55,000	$55,000			$0	$55,000	100.0%	$0
11600.001	Laboratory Equipment	$46,000	$46,000			$0	$46,000	100.0%	$0
11600.002	Laboratory Equipment - Allowance	$25,000	$1,836			$0	$1,836	7.3%	$23,164
11630.000	Automatic Sampler	$39,000	$39,000			$0	$39,000	100.0%	$0
12300.000	Furnishings - Allowance	$25,000	$12,632			$0	$12,632	50.5%	$12,368
12346.000	Casework	$30,000	$30,000			$0	$30,000	100.0%	$0
Subtotal for	Division 11 & 12	$2,412,000	$2,376,468.00		$0	$0	$2,376,468	98.53%	$35,532
		check							
Division 13									
13126.000	Circular Tank Covers	$290,000	$290,000			$0	$290,000	100.0%	$0
13211.000	Water Storage Tank Disinfection	$1,000	$1,000			$0	$1,000	100.0%	$0
13222.000	Filter Underdrain System	$90,000	$90,000			$0	$90,000	100.0%	$0
13226.000	Filter Media & Gravel	$30,000	$30,000			$0	$30,000	100.0%	$0
13228.000	Filter Washwater Troughs	$30,000	$30,000			$0	$30,000	100.0%	$0
13852.000	Grating	$30,000	$30,000			$0	$30,000	100.0%	$0
Subtotal for	Division 13	$471,000	$471,000.00		$0	$0	$471,000	100.00%	$0
		check				Check	$471,000		

A Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
14300.000	Hoisting Equipment	$12,000	$12,000			$0	$12,000	100.0%	$0
14620.000	Portable Hoist	$4,000	$4,000			$0	$4,000	100.0%	$0
Subtotal for	Division 14	$16,000	$16,000.00		$0	$0	$16,000	100.00%	$0
		check							
Division 15									
15050.000	Industrial Hose & Fittings	$6,000				$0	$0	0.0%	$6,000
15060.000	Process Pipe & Pipe Fittings	$855,000	$855,000			$0	$855,000	100.0%	$0
15100.000	Valves	$400,000	$400,000			$0	$400,000	100.0%	$0
15101.000	Electric Valve Actuators					$0	$0	0.0%	$0
15102.000	Pneumatic Valve Actuators					$0	$0	0.0%	$0
15130.000	Gauges	$20,000	$20,000			$0	$20,000	100.0%	$0
15140.000	Supports & Anchors	$90,000	$90,000			$0	$90,000	100.0%	$0
15250.000	Mechanical Insulation	$40,000	$40,000			$0	$40,000	100.0%	$0
15400.000	Plumbing	$440,000	$440,000			$0	$440,000	100.0%	$0
15500.000	Heating/ Ventilating & Air Conditioning	$530,000	$530,000			$0	$530,000	100.0%	$0
15510.000	Hydronic Heating Systems	$300,000	$300,000			$0	$300,000	100.0%	$0
15950.000	HVAC Controls	$50,000	$50,000			$0	$50,000	100.0%	$0
15990.000	TAB	$5,000	$5,000			$0	$5,000	100.0%	$0
Subtotal for	Division 15	$2,736,000	$2,730,000.00		$0	$0	$2,730,000	99.78%	$6,000
		check				Check	$2,730,000		
Division 16									
16010.000	Electrical General Provisions	$50,000	$50,000			$0	$50,000	100.0%	$0
16100.000	Basic Materials & Methods	$220,000	$220,000			$0	$220,000	100.0%	$0
16200.000	Power Generation System	$200,000	$200,000			$0	$200,000	100.0%	$0
16400.000	Electrical Distribution	$250,000	$250,000			$0	$250,000	100.0%	$0
16500.000	Lighting	$80,000	$80,000			$0	$80,000	100.0%	$0
16700.000	Special Systems	$20,000	$20,000			$0	$20,000	100.0%	$0
16900.000	Starters & Motor Control	$250,000	$250,000			$0	$250,000	100.0%	$0
16950.001	Instrumentation & Control	$1,000,000	$1,000,000			$0	$1,000,000	100.0%	$0
16950.002	Computer - Allowance	$50,000	$15,569	77.03%	$38,517	$0	$54,086	108.2%	-$4,086
Subtotal for	Division 16	$2,120,000	$2,085,569.00		$38,517	$0	$2,124,086	100.19%	-$4,086
		check				Check	$2,124,086		
	Grand Total	$21,832,300	$20,898,957		$179,017	$0	21,077,974	96.54%	$754,326

W.T.F.I. - St. Francis, MN

Stored Materials & Equipment Summary

Grider Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 25
Period Ending: 7/27/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	**$21,832,300**								
1000.000	Mobilization Insurance & Bonds	$360,000								
1020.001	General Construction - Allowance	$250,000	$39,427			$39,427	$39,427		$39,427	
1020.002	Utility Service - Allowance	$25,000								
1020.003	Building Permit - Allowance	$150,000								
Subtotal for	Division 1	$785,000	$39,427	$0		$39,427	$39,427	$0	$39,427	$0
Division 2										
2020.000	Biosolids Site Reclamation	$550,000								
2060.000	Demolition of Existing Wastewater Treatment Facilities	$40,000								
2100.000	Site Preparation	$50,000								
2110.000	Column Foundation Systems - Allowance	$2,450,000	$159,030			$159,030	$159,030		$159,030	
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance									
2210.000	Finish Grading	$30,000								
2220.000	Excavating & Backfill	$1,100,000								
2221.000	Removing Pavement & Miscellaneous Structures	$20,000								
2330.000	Excavation & Embankment - Roadway & Pavement	$30,000								
2370.000	Storm Water Pollution Prevention Plan (SWPP)	$30,000								
2550.000	Site Utilities	$1,000,000	$560,675			$560,675	$560,675		$560,675	
2600.000	Roads, Walks & Curbs	$150,000								
2813.000	Design Build Irrigation System - Allowance	$150,000	$280			$280	$280		$280	
2830.000	Chain Link Fence & Gates	$15,000								
2835.000	Modular Block Retaining Wall	$10,000								
2920.000	Soil Preparation, Seeding & Sodding	$40,000								
2921.000	Prairie Restoration	$10,000								
Subtotal for	Division 2	$5,675,000	$719,985	$0		$719,985	$719,985	$0	$719,985	$0
Division 3										
3200.000	Concrete Reinforcement - 760 ton	$1,520,000	$836,494			$836,494	$836,494		$836,494	
3300.000	Cast in Place Concrete - 8600 cy	$3,440,000								
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	$1,630,000	$1,299,056			$1,299,056	$1,299,056		$1,299,056	
Subtotal for	Division 3	$6,590,000	$2,135,550	$0		$2,135,550	$2,135,550	$0	$2,135,550	$0
Division 4										
4810.000	Unit Masonry Assemblies	$0								
Subtotal for	Division 4	$0	$0	$0		$0	$0	$0	$0	$0
Division 5										
5100.000	Structural Metal	$30,000	$5,000			$5,000	$5,000		$5,000	
5500.000	Miscellaneous Metal Work	$140,000	$117,655			$117,655	$117,655		$117,655	
5520.000	Handrails & Railings	$50,000	$49,828			$49,828	$49,828		$49,828	
5521.000	Roof Hatches	$6,000	$5,140			$5,140	$5,140		$5,140	
Subtotal for	Division 5	$226,000	$177,623	$0		$177,623	$177,623	$0	$177,623	$0
Division 6										
6100.000	Rough Carpentry	$10,000								
6200.000	Finish Carpentry	$1,000								
6400.000	Interior Architectural Woodwork	$1,000	$500			$500	$500		$500	
6410.000	Solids Surface Sills & Thresholds	$3,000	$2,500			$2,500	$2,500		$2,500	
Subtotal for	Division 6	$15,000	$3,000	$0		$3,000	$3,000	$0	$3,000	$0

W.T.F.I. - St. Francis, MN

Stored Materials & Equipment Summary

Grider Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 25
Period Ending: 7/27/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 7										
7150.000	Dampproofing	$5,000								
7190.000	Vapor Barrier	$5,000								
7210.000	Building Insulation	$20,000								
7535.000	Fully Adhered Membrane Roof System	$170,000								
7600.000	Flashing & Sheet Metal Work	$30,000								
7900.000	Caulking & Sealants	$20,000								
Subtotal for	Division 7	$250,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8110.000	Doors & Frames	$50,000	$41,000			$41,000	$41,000		$41,000	
8360.000	Upward Acting Sectional Doors	$15,000								
8700.000	Hardware	$30,000	$16,900			$16,900	$16,900		$16,900	
8800.000	Glass & Glazing	$6,000								
Subtotal for	Division 8	$101,000	$57,900	$0		$57,900	$57,900	$0	$57,900	$0
Division 9										
9111.000	Non-Load Bearing Steel Framing	$15,000								
9250.000	Gypsum Drywall	$25,000								
9310.000	Ceramic Tile	$8,000								
9500.000	Acoustical Ceiling System	$6,000								
9900.000	Wastewater Treatment Facility Painting	$350,000								
9930.000	Concrete Staining	$15,000								
Subtotal for	Division 9	$419,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10110.000	Marker Board	$1,000								
10155.000	Toilet Compartment	$2,300	$1,329			$1,329	$1,329		$1,329	
10250.000	Safety Devices	$4,000								
10260.000	Wall Surface Protection	$1,000								
10400.000	Identifying Devices	$6,000	$1,037			$1,037	$1,037		$1,037	
10800.000	Toilet Accessories	$2,000								
Subtotal for	Division 10	$16,300	$2,366	$0		$2,366	$2,366	$0	$2,366	$0
Division 11 & 12										
11214.000	Vertical Turbine Pumps	$160,000	$149,975			$149,975	$149,975		$149,975	
11245.000	Polymer Mix/ Feed System - Allowance	$235,000	$235,000			$235,000	$235,000		$235,000	
11246.000	Carbon Feed System - Allowance									
11248.000	Ferric Chloride Feed System - Allowance									
11265.000	Ultraviolet Disinfection - Allowance	$635,000	$632,052			$632,052	$632,052		$632,052	
11280.000	Hydraulic Gates	$30,000	$21,457			$21,457	$21,457		$21,457	
11310.000	Centrifugal Wastewater Pumps	$120,000								
11311.000	Submersible Centrifugal Pumps	$110,000	$103,284			$103,284	$103,284		$103,284	
11312.000	Recessed Impeller Vortex Pump	$25,000	$21,792			$21,792	$21,792		$21,792	
11318.000	Screw Impeller Centrifugal Pumps	$25,000								
11320.000	Grit Removal System	$54,000	$37,406			$37,406	$37,406		$37,406	
11321.000	Grit Separation System	$35,000	$20,000			$20,000	$20,000		$20,000	
11335.000	Fine Screen	$90,000	$78,469			$78,469	$78,469		$78,469	
11345.000	Chlorination/ Dechlorination Equipment - Allowance									
11351.000	Clarifier Equipment - Suction Type Clarifier	$200,000	$167,535			$167,535	$167,535		$167,535	
11373.000	Blower System (PD w/ Enclosure)	$290,000	$285,000			$285,000	$285,000		$285,000	
11374.000	Fine Pore Membrane Aeration Equipment	$85,000	$66,407			$66,407	$66,407		$66,407	
11385.000	Coarse Bubble Aearation System	$85,000	$61,407			$61,407	$61,407		$61,407	
11386.000	Rapid Mixers	$13,000	$12,000			$12,000	$12,000		$12,000	
11387.000	Submersible Mixers	$55,000	$48,581			$48,581	$48,581		$48,581	
11600.001	Laboratory Equipment	$46,000								
11600.002	Laboratory Equipment - Allowance	$25,000								
11630.000	Automatic Sampler	$39,000	$23,701			$23,701	$23,701		$23,701	
12300.000	Furnishings - Allowance	$25,000								
12346.000	Casework	$30,000								
Subtotal for	Division 11 & 12	$2,412,000	$1,964,066	$0		$1,964,066	$1,964,066	$0	$1,964,066	$0

W.T.F.I. - St. Francis, MN

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 25
Period Ending: 7/27/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 13										
13126.000	Circular Tank Covers	$290,000	$178,516			$178,516	$178,516		$178,516	
13211.000	Water Storage Tank Disinfection	$1,000								
13222.000	Filter Underdrain System	$90,000	$80,000			$80,000	$80,000		$80,000	
13226.000	Filter Media & Gravel	$30,000								
13228.000	Filter Washwater Troughs	$30,000	$27,359			$27,359	$27,359		$27,359	
13852.000	Grating	$30,000								
Subtotal for	Division 13	$471,000	$285,875	$0		$285,875	$285,875	$0	$285,875	$0
Division 14										
14300.000	Hoisting Equipment	$12,000	$9,264			$9,264	$9,264		$9,264	
14620.000	Portable Hoist	$4,000								
Subtotal for	Division 14	$16,000	$9,264	$0		$9,264	$9,264	$0	$9,264	$0
Division 15										
15050.000	Industrial Hose & Fittings	$6,000								
15060.000	Process Pipe & Pipe Fittings	$855,000	$600,072			$600,072	$600,072		$600,072	
15100.000	Valves	$400,000	$339,180			$339,180	$339,180		$339,180	
15101.000	Electrical Valve Actuators									
15102.000	Pneumatic Valve Actuators									
15130.000	Gauges	$20,000								
15140.000	Supports & Anchors	$90,000	$11,771			$11,771	$11,771		$11,771	
15250.000	Mechanical Insulation	$40,000								
15400.000	Plumbing	$440,000	$15,000			$15,000	$15,000		$15,000	
15500.000	Heating/ Ventilating & Air Conditioning	$530,000	$171,663			$171,663	$171,663		$171,663	
15510.000	Hydronic Heating Systems	$300,000								
15950.000	HVAC Controls	$50,000								
15990.000	TAB	$5,000								
Subtotal for	Division 15	$2,736,000	$1,137,686	$0		$1,137,686	$1,137,686	$0	$1,137,686	$0
Division 16										
16010.000	Electrical General Provisions	$50,000								
16100.000	Basic Materials & Methods	$220,000								
16200.000	Power Generation System	$200,000								
16400.000	Electrical Distribution	$250,000								
16500.000	Lighting	$80,000	$70,715			$70,715	$70,715		$70,715	
16700.000	Special Systems	$20,000								
16900.000	Starters & Motor Control	$250,000								
16950.001	Instrumentation & Control	$1,000,000	$60,000			$60,000	$60,000		$60,000	
16950.002	Computer - Allowance	$50,000								
Subtotal for	Division 16	$2,120,000	$60,000	$0		$60,000	$60,000	$0	$60,000	$0
	Grand Totals	$21,832,300	$6,592,742	$0		$6,592,742	$6,592,742	$0	$6,592,742	$0

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **2017/2018 School Resource Officer Contract**

DATE: August 21st, 2017

OVERVIEW:

A contract entered into each school year between the City of St Francis and Independent School District 15 provides direction to both the district and city including but not limited to administrative responsibilities, level of service, duties of officers and duration of cost.

ACTION TO BE CONSIDERED:

City Council to approve the 2017/2018 contract for school resource officer between the City of St Francis and Independent School District 15.

BUDGET IMPLICATION:

Independent School District 15 shall pay the City of St Francis One Hundred Thirty Six Thousand Three Hundred Fifty One Dollars ($136,351.00) during the fiscal year of 2017-2018 with payments made on a quarterly basis. The remainder of the officer's wages for the year 2018 are a budgeted item.

Attachments: Contract

CONTRACT FOR SCHOOL RESOURCE OFFICER
FOR INDEPENDENT SCHOOL DISTRICT 15
ST. FRANCIS, MINNESOTA
2017-2018

THIS CONTRACT by and between the City of St. Francis (hereafter referred to as "City") Anoka County, Minnesota and Independent School District 15, (hereafter referred to as "District") Anoka County, Minnesota, is entered into under and by virtue of Minnesota Statutes, Section 471.59 and Section 123B.02.

1. OFFICERS EMPLOYED BY CITY. The City shall provide law enforcement services to the District through the use of police officers who will serve as School Resource Officers. The Officers will be employed by the City and the City shall assume all obligations with regard to worker's compensation, PERA, withholding taxes, insurance and other employment related obligations. The District will not be considered the employer of the officers for any purpose.

2. TERM OF CONTRACT. This contract shall be effective for school year 2017-2018 beginning on September 5, 2017. The school year shall consist of 171 student contact days, for a total of 2,736 hours.

3. ADMINISTRATIVE RESPONSIBILITIES. Law enforcement services rendered to the District shall be at the sole direction of the City Council. Standards of performance, discipline of the Officers assigned and other internal matters, shall be under authority of the Chief of Police of the City. The District shall provide the City with an appraisal of the police liaison service received. This will be done at least annually and will result from a program review conducted by the District's staff.

4. LEVEL OF SERVICE. The City will assign a total of two officers to provide law enforcement services to the High School, Middle School, Crossroads School and Elementary Schools. These services will consist of the officers remaining available and responding to service needs pursuant to this contract that shall only be secondary to the officers greater priority to respond to emergency calls, attend police training and special duties as assigned by the Chief of Police of the City. The normal staffing will be two officers. In the event an assigned officer is absent, whether such absence is due to vacation, sick or other reasons the City will assign one

other Police Officer on duty as responsible for meeting its obligations pursuant to this Agreement. The Police Department will provide additional coverage for events that happen outside of normal school hours, such as athletic events, dances at the rate of $55.00/hour. Reimbursement for additional time will be invoiced separately as it occurs.

5. DUTIES OF OFFICERS. Basic duties of the officers shall be set forth in a job description provided to School Officials by the Chief of Police of the City. The Police Chief and School officials will also meet annually to discuss expectations for officers. In addition, resource officer services for Crossroads School and Vocational Center shall include identified services for students with special needs, eligible under the individuals with Disabilities Education Act (IDEA).

6. CLOTHING, EQUIPMENT AND SUPPLIES. The Officers assigned to the schools will be uniformed officers. The City shall provide required clothing, uniforms, vehicle, necessary equipment and supplies for Officers to perform law enforcement duties.

7. SCHOOL CALENDAR. The District shall provide the City's Police Department with a school calendar on an annual basis.

8. TERMINATION. This agreement shall remain in full force and effect from the date hereof unless terminated by either party upon ninety (90) days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.

9. DURATION AND COST. For and in consideration of the provision of police service in accordance with the terms of this Contract, the District shall pay the City the sums of One Hundred Thirty Six Thousand Three Hundred and Fifty One Dollars ($136,351.00) in fiscal year 2017-2018. Payment shall be made on a quarterly basis.

10. FUNDING LOSS TERMINATION OPTION. In accordance with Minnesota Statute 465.71 the District may elect to cancel this contract if budgeted funds are not available to continue the service in this manner.

11. SCOPE. It is agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

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

CITY OF ST. FRANCIS

By:____________________

Title:____________________

By:____________________

Title:____________________

Dated:____________________

INDEPENDENT SCHOOL DISTRICT 15

By: Barbara Jahnke

Title: SB Clerk

By: [signature]

Title: Superintendent

Dated: 8-14-17

570379-v1

MEMO

To: Mayor and Council

From: City Administrator

Date: 9/6/16

RE: Authorization Not to Waive Statutory Tort Liability Limits

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Historically the City has chosen to not waive the statutory liability limits. Waiving the statutory limit would likely increase premiums. In addition, the statutory limits maximum exposure to $500,000 per claimant and $1.5 million per occurrence.

Attachments:

League of MN Cities Memo excerpt concerning Statutory Limits and waiving.

Action to be considered:

Motion to Not Waive Statutory liability limits.

RELEVANT LINKS:

Second, it's increasingly more common to see contracts require more than the statutory limit of $1.5 million; a more common figure is $2 million. LMCIT's higher limit meets this requirement, but if even higher limits are required, there is the option to carry LMCIT's excess liability coverage to meet the additional requirements. In some cases LMCIT, in partnership with its reinsurers, can also issue an endorsement to increase the city's coverage limit only for claims relating to a particular contract.

See Section II.D.3, *Purchasing higher liability limits.*

In addition to the LMCIT coverage limit of $2 million per occurrence, there are annual aggregate limits (that is, limits on the total amount of coverage for the year regardless of the number of claims), for certain specific risks. Aggregate limits apply claims arising out of the following:

• Products	$3 million annually
• Failure to supply utilities	$3 million annually
• Data security breaches	$3 million annually
• Electromagnetic fields	$3 million annually
• Limited contamination	$3 million annually
• Land use/special risk litigation	$1 million annually
• Activities in outside organizations	$100,000 annually

See Section III.B, *Data security breach and computer-related risks.*

See Section III.J, *Land use and special risk litigation.*

See Section III.D, *Employees' activities in outside organizations.*

Failure to supply utilities applies to the failure to supply water, electricity, gas, or steam service. It also applies to damages arising out of the failure to supply phone and internet or other electronic data transmission services.

Limited contamination includes the sudden and accidental release of pollutants; herbicide and pesticide applications; sewer ruptures, overflows, and backups; lead and asbestos claims; mold claims; organic pathogen claims; hostile fire claims; and excavation and dredging claims. Excavation and dredging claims are subject to an annual $250,000 sublimit. These limits apply to both damages and defense costs.

See Section III.J, *Land use and special risk litigation.*

Land Use Incentive Program.

Land use litigation coverage is provided on a sliding scale percentage basis, which is based on participation in LMCIT's online land use training. Coverage applies to both damages and litigation costs.

2. Statutory liability limits

Minn. Stat. § 466.04.

The statutory municipal tort cap is limited to a maximum of $500,000 per claimant and $1.5 million per occurrence. These limits apply whether the claim is against the city, against the individual officer or employee, or against both. The LMCIT liability coverage provides a standard limit of $2 million per occurrence.

RELEVANT LINKS:

See *Summary of Liability Coverage Options* and the effects of choosing the various coverage structure options.

At the city's coverage renewal each year, it must decide whether to waive or not to waive the statutory limits. There is no right or wrong answer on this point. It's a discretionary question of city policy that each city council needs to decide for itself.

a. Waiving the statutory limit

For cities that choose to waive the statutory limits, they are waiving the protection of the statutory limits, up to the amount of coverage the city has. Someone with a claim against a city that has waived the statutory limits would be able to recover up to the LMCIT standard limit of $2 million, rather than the statutory limit of $500,000 per claimant. Because the waiver increases the exposure, the premium is roughly 3 percent higher for coverage under the waiver option.

A city may choose to pay more in premium for the waiver option because the statutory liability limit only comes into play in a case where the city is in fact liable and the injured party's actual proven damages are greater than the statutory limit. Some cities as a matter of public policy may want to have more assets available to compensate their citizens for injuries caused by the city's negligence. Waiving the statutory liability limits is a way to do that.

There is no increase in risk if the city waives the statutory liability limits. In other words, there is no risk for the city to end up with liability if LMCIT doesn't cover it. The LMCIT waiver form specifically says the city is waiving the statutory tort caps only to the extent of the city's coverage. That's not to say there is no risk the city's liability could exceed its coverage limits. There are certain situations in which this could happen, but the waiver doesn't increase that risk.

See Section II.D.3, *Purchasing higher liability limits.*

In those cases where the city waives the statutory limit, but also purchases the LMCIT excess liability coverage, a claimant could potentially recover more. For example, if the city has $1 million of excess coverage and chooses to waive the statutory tort caps, the claimants (whether it's one claimant or several) could then potentially recover up to $2.5 million in damages in a single occurrence. If the city carries higher excess coverage limits, the potential maximum recovery per occurrence is correspondingly higher.

See Section II.D.3, *Purchasing higher liability limits.*

Carrying LMCIT's excess coverage under the waiver option is a way to address an issue that some cities find troubling: the case where many people are injured in a single occurrence caused by city negligence. An example is if a city vehicle negligently ran into a school bus full of children causing multiple serious injuries. The statutory limit of $1.5 million divided 50 ways may not go far toward compensating for those injuries. Excess coverage under the waiver option makes more funds available to compensate the victims in that kind of situation.

RELEVANT LINKS:

See Section II.D.3, *Purchasing higher liability limits.*

The cost of the excess liability coverage is about 25 percent greater if the city waives the statutory tort caps. The cost difference is proportionally greater than the cost difference at the primary level because for a city that carries excess coverage, waiving the statutory tort caps increases both the per claimant exposure and the per occurrence exposure.

b. Not waiving the statutory limit

See Section II.D.3.a, *Statutory limits may not apply.*

For cities that choose not to waive the statutory limits, the city's liability is limited by the statute to no more than $500,000 per claimant and $1.5 million per occurrence. LMCIT's higher coverage limits would only come into play on those types of claims that aren't covered by the statutory limit.

3. Purchasing higher liability limits

LMCIT makes available the option of carrying higher coverage limits than the basic limit of $2 million per occurrence. This coverage, called excess liability coverage, is available in $1 million increments up to a maximum of $5 million.

There are several different reasons why cities should strongly consider carrying LMCIT's excess liability coverage.

a. Statutory limits may not apply

Minn. Stat. § 3.736.

The statutory tort caps either do not or may not apply to several types of claims. Some examples include:

- *Claims under federal civil rights laws.* These include Section 1983, the Americans with Disabilities Act, and so on.
- *Claims for tort liability that the city has assumed by contract.* This occurs when a city agrees in a contract to defend and indemnify a private party.
- *Claims for actions in another state.* This might occur in border cities that have mutual aid agreements with adjoining states or when a city official attends a national conference or goes to Washington to lobby.
- *Claims based on liquor sales.* This mostly affects cities with municipal liquor stores, but it could also arise in connection with beer sales at a fire relief association fundraiser, for example.
- *Claims based on a "taking" theory.* Suits challenging land use regulations frequently include an "inverse condemnation" claim, alleging that the regulation amounts to a "taking" of the property.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 F

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 08/09/2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $XXXXX plus any additional bills that are handed out on Monday night. There is 1 direct transfers totaling $179,017.00 for Gridor (WWTP). Also to be approved are the July transfers totaling $124,790.47.

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:

- 08-21-2017 Packet List
- 08-21-2017 Other Checks

CITY OF ST. FRANCIS
8/21/2017

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
Gridor	Pay Request #25	179,017.00
TOTAL		179,017.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
07/03/17	Cayan	Liquor CC Fee	3,066.76
07/11/17	Visa	CC Statement	7,157.22
07/13/17	Federal Tax	Payroll	23,068.59
	PERA	Payroll	15,984.10
	VOYA	Payroll	1,545.00
	ICMA	Payroll	360.00
	State Tax	Payroll	4,601.27
	MSRS	Payroll	635.58
07/17/17	Cayan	Liquor CC Fee	39.90
07/18/07	Federal Tax	Payroll	1,125.19
	PERA	Payroll	631.46
	State Tax	Payroll	58.59
	Child support	Payroll	94.20
07/20/17	State of MN	Sales Tax	20,909.00
07/27/17	Federal Tax	Payroll	22,610.24
	PERA	Payroll	15,535.21
	VOYA	Payroll	1,545.00
	ICMA	Payroll	360.00
	State Tax	Payroll	4,481.23
	MSRS	Payroll	626.83
07/31/17	Village Bank	Bank Fees	74.15
	PSN	CC Fees	280.95
	TOTAL		124,790.47

CITY OF ST FRANCIS

Payments

Current Period: August 2017

Batch Name	AP 08/21/17 Payments	User Dollar Amt	$104,855.63
		Computer Dollar Amt	$104,855.63
			$0.00 **In Balance**

Refer	115410 *AIRGAS NORTH CENTRAL*				
Cash Payment	E 101-43100-217 Other Operating Supplie	CYLINDER RENTAL			$11.46
Invoice 9946520822	7/31/2017				
Cash Payment	E 101-43210-217 Other Operating Supplie	CYLINDER RENTAL			$11.46
Invoice 9946520822	7/31/2017				
Cash Payment	E 101-45200-217 Other Operating Supplie	CYLINDER RENTAL			$11.46
Invoice 9946520822	7/31/2017				
Cash Payment	E 601-49440-217 Other Operating Supplie	CYLINDER RENTAL			$11.46
Invoice 9946520822	7/31/2017				
Cash Payment	E 602-49490-217 Other Operating Supplie	CYLINDER RENTAL			$11.48
Invoice 9946520822	7/31/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$57.32
Refer	115492 *ARTISAN BEER COMPANY*				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$64.00
Invoice 3198744	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$64.00
Refer	115516 *ASPEN MILLS*				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORM-NEWSTROM			$81.45
Invoice 201767	8/3/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$81.45
Refer	115505 *BARNA, GUZY & STEFFEN TRUST*				
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER FILE			$5,000.00
Invoice 175611	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$5,000.00
Refer	115506 *BARNA, GUZY & STEFFEN TRUST*				
Cash Payment	E 101-41600-304 Civil Legal Fees	CELL TOWER LEASE			$1,302.00
Invoice 175402	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,302.00
Refer	115507 *BARNA, GUZY & STEFFEN TRUST*				
Cash Payment	E 101-41600-304 Civil Legal Fees	MEADOWS PURCHASE			$988.00
Invoice 175529	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$988.00
Refer	115508 *BARNA, GUZY & STEFFEN TRUST*				
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR			$243.00
Invoice 175526	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$243.00
Refer	115509 *BARNA, GUZY & STEFFEN TRUST*				
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL			$1,900.00
Invoice 175525	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,900.00
Refer	115414 *BELLBOY CORPORATION*				

CITY OF ST FRANCIS

Payments

Current Period: August 2017

Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$18.60
Invoice 60009400	8/1/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,345.25
Invoice 60009400	8/1/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$1,363.85
Refer	115415 *BELLBOY CORPORATION*	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$4.63
Invoice 96222000	8/1/2017				
Cash Payment	E 609-49750-210 Operating Supplies	OP SUPPLIES			$104.45
Invoice 96222000	8/1/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$28.80
Invoice 96222000	8/1/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$137.88
Refer	115428 *BERNICK COMPANIES, THE*	-			
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$20.00
Invoice 374153	8/4/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$20.00
Refer	115429 *BERNICK COMPANIES, THE*	-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$194.00
Invoice 374154	8/4/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$194.00
Refer	115485 *BREAKTHRU BEVERAGE*	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$18.15
Invoice 1080674417	8/10/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,307.80
Invoice 1080674417	8/10/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$88.00
Invoice 1080674417	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,413.95
Refer	115417 *BREAKTHRU BEVERAGE*	-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$130.50
Invoice 1080670772	8/3/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$130.50
Refer	115418 *BREAKTHRU BEVERAGE*	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$34.79
Invoice 1080670771	8/3/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,406.08
Invoice 1080670771	8/3/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$276.65
Invoice 1080670771	8/3/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$1,717.52
Refer	115504 *CAMPBELL KNUTSON*	-			
Cash Payment	E 101-41600-304 Civil Legal Fees	1933 242ND ADMIN HEARING			$886.74
Invoice .0717	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$886.74
Refer	115433 *CAPITOL BEVERAGE SALES, L.P*	-			

CITY OF ST FRANCIS

Payments

Current Period: August 2017

Cash Payment	E 609-49751-252 Beer For Resale	BEER			$320.75
Invoice 1964447	8/7/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$320.75
Refer	115412 *COURIER, THE*	-			
Cash Payment	E 101-43210-439 Recycling Days	STANDARD AD			$236.00
Invoice 93760	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$236.00
Refer	115430 *CRYSTAL SPRINGS ICE*	-			
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$102.50
Invoice 003.B005263	8/5/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$102.50
Refer	115432 *CRYSTAL SPRINGS ICE*	-			
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$159.32
Invoice 003.B005193	8/1/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$159.32
Refer	115498 *CRYSTAL SPRINGS ICE*	-			
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$116.12
Invoice 003.B005312	8/8/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$116.12
Refer	115426 *DAHLHEIMER DIST. CO. INC.*	-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$13,561.30
Invoice 1294049	8/2/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$42.00
Invoice 1294049	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$13,603.30
Refer	115495 *DAHLHEIMER DIST. CO. INC.*	-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$7,542.85
Invoice 155496	8/9/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$306.00
Invoice 155496	8/9/2017				
Cash Payment	E 609-49751-255 N/A Products	NA			$25.10
Invoice 155496	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$7,873.95
Refer	115480 *DEBROBANDER/ANGIE*	Ck# 072932 8/10/2017			
Cash Payment	E 101-42110-441 Miscellaneous	REFUND DEPOSIT			$60.00
Invoice					
Transaction Date	8/10/2017	CASH	10100	Total	$60.00
Refer	115411 *ECM PUBLISHERS, INC.*	-			
Cash Payment	E 603-49490-418 Storm Water Manageme	PUBLIC HEARING NOTICE			$48.38
Invoice 515515	8/4/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$48.38
Refer	115501 *ECM PUBLISHERS, INC.*	-			
Cash Payment	G 803-22151 KWIK TRIP CUP	PUBLIC HEARING NOTICE			$43.00
Invoice 515513	8/4/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$43.00

CITY OF ST FRANCIS

Payments

Current Period: August 2017

Refer	115502 *ECM PUBLISHERS, INC.*				
Cash Payment	G 803-22150 RAU-HOME OCCUPATION	PUBLIC HEARING NOTICE			$43.00
Invoice 515514	8/4/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$43.00
Refer	115482 *EZ TEEZ & EMBROIDERY*				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORM			$49.80
Invoice 3563	7/19/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$49.80
Refer	115512 *FREEDOM SERVICES, INC.-FD*				
Cash Payment	G 101-21706 Flex Account	SEPT FLEX			$373.34
Invoice 22110	8/7/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$373.34
Refer	115510 *FREEDOM SERVICES, INC-MA*				
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	PLAN ADMIN FEES			$47.60
Invoice 22111	8/7/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$47.60
Refer	115500 *G&K SERVICES, INC*				
Cash Payment	E 609-49750-219 Rug Maintenance	RUG MAINT			$11.23
Invoice 6043839289	8/8/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$11.23
Refer	115529 *G&K SERVICES, INC*				
Cash Payment	E 101-41940-219 Rug Maintenance	RUG MAINT			$16.16
Invoice 6043839290	8/8/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$16.16
Refer	115511 *GFOA*				
Cash Payment	E 101-41500-433 Dues and Subscriptions	DUES			$170.00
Invoice 0159107	8/1/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$170.00
Refer	115483 *GRANITE CITY JOBBING CO.*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FUEL			$4.25
Invoice 58205	8/8/2017				
Cash Payment	E 609-49750-210 Operating Supplies	OP SUPPLIES			$70.90
Invoice 58205	8/8/2017				
Cash Payment	E 609-49751-256 Tobacco Products For R	TOBACCO			$992.03
Invoice 58205	8/8/2017				
Cash Payment	G 101-20810 Sales Tax Payable	USE TAX			-$4.72
Invoice 58205	8/8/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,062.46
Refer	115416 *GRANITE CITY JOBBING CO.*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FUEL			$4.25
Invoice 57421	8/1/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$20.91
Invoice 57421	8/1/2017				
Cash Payment	E 609-49751-256 Tobacco Products For R	TOBACCO			$1,726.13
Invoice 57421	8/1/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$1,751.29

Current Period: August 2017

Refer	115514 *HAKANSON ANDERSON ASSOC., I*				
Cash Payment	E 101-42400-303 Engineering Fees	BUILDING PERMIT REVIEW			$1,055.75
Invoice 38440	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,055.75
Refer	115517 *INNOVATIVE OFFICE SOLUTIONS,*				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			$290.99
Invoice IN1699496	8/3/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$290.99
Refer	115518 *INNOVATIVE OFFICE SOLUTIONS,*				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			$55.32
Invoice IN1699102	8/3/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$55.32
Refer	115530 *INNOVATIVE OFFICE SOLUTIONS,*				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			$40.75
Invoice IN1708264	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$40.75
Refer	115532 *INNOVATIVE OFFICE SOLUTIONS,*				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			$18.13
Invoice IN1709697	8/11/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$18.13
Refer	115515 *ISD #15*				
Cash Payment	E 101-42210-218 Equipment Repair & Mai	2007 BRIGGS			$109.57
Invoice 3244	7/26/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$109.57
Refer	115534 *ISD #15*				
Cash Payment	E 101-42110-221 Vehicle Repair & Mainte	2017 DODGE CHARGER			$66.58
Invoice 3270	8/14/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$66.58
Refer	115535 *ISD #15*				
Cash Payment	E 101-42110-221 Vehicle Repair & Mainte	2017 DODGE CHARGER			$66.91
Invoice 3271	8/14/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$66.91
Refer	115431 *JJ TAYLOR DISTRIBUTING*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$3.00
Invoice 2726345	8/2/2017				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$932.10
Invoice 2726345	8/2/2017				
Cash Payment	E 609-49751-255 N/A Products	NA			$27.65
Invoice 2726345	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$962.75
Refer	115499 *JJ TAYLOR DISTRIBUTING*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$3.00
Invoice 2734603	8/9/2017				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$1,559.60
Invoice 2734603	8/9/2017				

Current Period: August 2017

Transaction Date	8/15/2017	CASH	10100	Total	$1,562.60
Refer	115421 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$72.97
Invoice 5789212	8/2/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$4,951.54
Invoice 5789212	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$5,024.51
Refer	115422 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$13.68
Invoice 5789213	8/2/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$549.30
Invoice 5789213	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$562.98
Refer	115423 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$67.98
Invoice 5789214	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$67.98
Refer	115424 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$10.64
Invoice 5789215	8/2/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$172.79
Invoice 5789215	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$183.43
Refer	115493 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$55.34
Invoice 5794626	8/9/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$2,950.25
Invoice 5794626	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$3,005.59
Refer	115494 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$26.69
Invoice 5794627	8/9/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$1,206.30
Invoice 5794627	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,232.99
Refer	115524 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			-$0.76
Invoice 637666	8/2/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			-$97.56
Invoice 637666	8/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	-$98.32
Refer	115525 *JOHNSON BROS WHLSE LIQUOR*	_			
Cash Payment	E 609-49751-253 Wine For Resale	WINE			-$9.71
Invoice 637667	8/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	-$9.71
Refer	115526 *JOHNSON BROS WHLSE LIQUOR*	_			

CITY OF ST FRANCIS

Payments

Current Period: August 2017

Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			-$1.52
Invoice 637668	8/2/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			-$206.80
Invoice 637668	8/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	-$208.32
Refer	115427 *MCDONALD DIST CO.*	-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$15,128.85
Invoice 400581	8/3/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$36.00
Invoice 400581	8/3/2017				
Cash Payment	E 609-49751-255 N/A Products	NA			$59.75
Invoice 400581	8/3/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$15,224.60
Refer	115497 *MCDONALD DIST CO.*	-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$4,200.35
Invoice 402628	8/10/2017				
Cash Payment	E 609-49751-255 N/A Products	NA			$20.45
Invoice 402628	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$4,220.80
Refer	115513 *METRO WEST INSPECTIONS SER*	-			
Cash Payment	E 101-42400-311 Contract	INSPECTION SERVICES			$1,241.31
Invoice 1133	7/20/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$1,241.31
Refer	115522 *MN SECRETARY OF STATE*	-			
Cash Payment	E 101-41400-441 Miscellaneous	NOTARY FEE			$120.00
Invoice .0817	8/15/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$120.00
Refer	115521 *PACE ANALYTICAL SERVICES*	-			
Cash Payment	E 602-49490-313 Sample Testing	SAMPLE TESTING			$122.50
Invoice 171281835	7/11/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$122.50
Refer	115484 *PAUSTIS WINE COMPANY*	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$5.25
Invoice 8599274-IN	8/7/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$224.00
Invoice 8599274-IN	8/7/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$229.25
Refer	115419 *PHILLIPS WINE & SPIRITS CO.*	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$27.36
Invoice 2208608	8/2/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,454.30
Invoice 2208608	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$1,481.66
Refer	115420 *PHILLIPS WINE & SPIRITS CO.*	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$19.76
Invoice 2208609	8/2/2017				

Current Period: August 2017

Cash Payment	E 609-49751-253 Wine For Resale	WINE			$614.00
Invoice 2208609	8/2/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$633.76
Refer	115489 *PHILLIPS WINE & SPIRITS CO.*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$92.63
Invoice 2212269	8/9/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$7,814.21
Invoice 2212269	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$7,906.84
Refer	115490 *PHILLIPS WINE & SPIRITS CO.*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$6.28
Invoice 2212270	8/9/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$192.00
Invoice 2212270	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$198.28
Refer	115491 *PHILLIPS WINE & SPIRITS CO.*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$3.14
Invoice 2212271	8/9/2017				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$42.50
Invoice 2212271	8/9/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$45.64
Refer	115413 *RJM DISTRIBUTING INC.*				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$36.00
Invoice IND014175	7/28/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$36.00
Refer	115527 *ROSEVILLE, CITY OF*				
Cash Payment	E 101-41940-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 101-42110-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 101-43100-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 101-42210-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 101-45200-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 601-49440-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 602-49490-321 Telephone	PHONE			$80.59
Invoice 0223226	8/2/2017				
Cash Payment	E 609-49750-321 Telephone	PHONE			$80.65
Invoice 0223226	8/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$644.78
Refer	115528 *ROSEVILLE, CITY OF*				
Cash Payment	E 101-41110-310 Computer Consulting Fe	IT SERVICES			$293.82
Invoice 0223183	8/2/2017				

Current Period: August 2017

Cash Payment	E 101-41400-310 Computer Consulting Fe	IT SERVICES			$954.92
Invoice 0223183	8/2/2017				
Cash Payment	E 101-42110-310 Computer Consulting Fe	IT SERVICES			$3,378.95
Invoice 0223183	8/2/2017				
Cash Payment	E 101-42210-310 Computer Consulting Fe	IT SERVICES			$543.57
Invoice 0223183	8/2/2017				
Cash Payment	E 101-43100-310 Computer Consulting Fe	IT SERVICES			$293.82
Invoice 0223183	8/2/2017				
Cash Payment	E 101-45200-310 Computer Consulting Fe	IT SERVICES			$293.82
Invoice 0223183	8/2/2017				
Cash Payment	E 601-49440-310 Computer Consulting Fe	IT SERVICES			$293.82
Invoice 0223183	8/2/2017				
Cash Payment	E 602-49490-310 Computer Consulting Fe	IT SERVICES			$293.82
Invoice 0223183	8/2/2017				
Cash Payment	E 609-49750-310 Computer Consulting Fe	IT SERVICES			$146.91
Invoice 0223183	8/2/2017				
Cash Payment	E 101-42400-310 Computer Consulting Fe	IT SERVICES			$271.80
Invoice 0223183	8/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$6,765.25
Refer	115523 *RUSSELL SECURITY RESOURCE I*				
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	DROP SAFE LOCK			$160.00
Invoice 130177	7/28/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$160.00
Refer	115503 *SAMBATEK*				
Cash Payment	E 101-43100-311 Contract	RIVERBANK LN			$654.50
Invoice 10195	8/1/2017				
Cash Payment	E 101-41400-311 Contract	CHICKENS/PEDDLERS			$2,890.00
Invoice 10195	8/1/2017				
Cash Payment	E 101-41910-311 Contract	RENTAL AND MILEAGE			$3,193.28
Invoice 10195	8/1/2017				
Cash Payment	G 803-22150 RAU-HOME OCCUPATION	RAU ESCROW			$446.25
Invoice 10195	8/1/2017				
Cash Payment	E 101-41400-311 Contract	MEADOWS ESCROW			$357.00
Invoice 10195	8/1/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$7,541.03
Refer	115425 *SOUTHERN GLAZERS OF MN*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$8.96
Invoice 1574761	8/3/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$702.29
Invoice 1574761	8/3/2017				
Transaction Date	8/8/2017	CASH	10100	Total	$711.25
Refer	115486 *SOUTHERN GLAZERS OF MN*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$1.28
Invoice 1577378	8/10/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$104.00
Invoice 1577378	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$105.28
Refer	115487 *SOUTHERN GLAZERS OF MN*				

CITY OF ST FRANCIS

Payments

Current Period: August 2017

Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$7.68
Invoice 1577376	8/10/2017				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$324.00
Invoice 1577376	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$331.68
Refer	115488 *SOUTHERN GLAZERS OF MN*				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$9.39
Invoice 1577377	8/10/2017				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$937.24
Invoice 1577377	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$946.63
Refer	115520 *STREICHER S*				
Cash Payment	E 101-42110-437 Uniform Allowance	PROTECTIVE GEAR			$139.98
Invoice I1273673	8/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$139.98
Refer	115496 *THE AMERICAN BOTTLING COMP*				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$196.22
Invoice 8257844205	8/10/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$196.22
Refer	115519 *TJ ASSOCIATES*				
Cash Payment	E 101-42110-200 Office Supplies	BUSINESS CARDS-HEARN			$39.00
Invoice 224049	7/31/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$39.00
Refer	115531 *U S BANK EQUIPMENT FINANCE*				
Cash Payment	E 101-42110-311 Contract	COPIER LEASE			$235.00
Invoice 337120091	9/2/2017				
Transaction Date	8/15/2017	CASH	10100	Total	$235.00

Fund Summary

	10100 CASH
101 GENERAL FUND	$28,391.47
601 WATER FUND	$385.87
602 SEWER FUND	$508.39
603 STORM WATER	$48.38
609 MUNICIPAL LIQUOR FUND	$74,989.27
803 ESCROW	$532.25
	$104,855.63

Pre-Written Checks	$60.00
Checks to be Generated by the Computer	$104,795.63
Total	$104,855.63

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Pioneer Days Donation Request**

DATE: August 17th, 2017

OVERVIEW:

The City Council was approached about donating to Pioneer Days in 2018. The request was specifically for $10,000 or any amount the City would be able to contribute.

The City Council on August 19, 2013 decided that donations would not occur after 2017. In addition, the City is preparing their 2018 Budget and the $10,000 for Pioneer Days was already removed from the budget.

The City Council has the option to reinstate the donation into the general fund budgeted expenses, expense it to a different fund, or decline the request altogether.

Attached is the donation request
Attached are the City Council Minutes from August 2013
Attached is the P&L Statement for Pioneer Days 2016

Action to be considered:

Motion to contribute $xx,xxx to the 2018 Pioneer Days activities and expense it to the ________ fund.

St. Francis Area Chamber of Commerce

08/07/2017

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

Dear City of St. Francis, & City Council Members,

On behalf of the St. Francis Chamber of Commerce and our Pioneer Days Committee, I would like to thank you for your years of donations to our annual city event: St. Francis Pioneer Days.

We would like to request the same donation as last year, $10,000 or any amount that you are able to contribute. These funds are used to sponsor the events and entertainment to help keep Pioneer Days a fantastic, fun and engaging weekend for our community. It is because of your generous donations that Pioneer Days is a free event for our citizens and guests.

Please let me know if you have any questions or need anything from us. We appreciate all the planning, coordination and cooperation that the City of St. Francis provides throughout the year to assist the St. Francis Area Chamber of Commerce and all of the Pioneer Days volunteers in providing a great event.

Regards,

Eric Schmoll
President
St. Francis Area Chamber of Commerce

PO Box 655
St. Francis, MN 55070
763-438-5163
chamber@stfrancischamber.org

St. Francis Area Chamber of Commerce

clarify some of the questions. Two parts, $10,000 would be from the liquor store to pay for the fireworks and the $15,000 would be from the City. We think we can take this over with a partnership for just a number of years from the City. Brown said maybe we scale back and use the fireworks money towards the weekend event. Many cities are cutting back on events. Tveit said I would be in favor of committing $10,000 per year. I think the liquor store donation should be a year-by-year review. Lazere asked if the Chamber could run it with a $10,000 donation. Haggard asked if the city could pay for the insurance would you still be interested. Johnson said that would be a viable option. McClish stated $10,000 to $13,000 would be something he would support. Lazere said the first year I would be fine with $15,000 and $10,000 the next three. I think it is awesome that they have stepped up. McClish said he totally supports Lazere's idea. It is very important to the City. McClish said let's look at year four and see what money is available. Tveit said if everything goes well they may not need as much the fourth year. Brown and if the economy gets better maybe we can do more. We can't put the city in a bind either. Discussion was held on the numbers $15,000 for the first year, $12,000 for years two and three and $10,000 for the fourth year. MOTION BY HAGGARD SECOND McCLISH FOR THE CITY TO FUND PIONEER DAYS WITH YEAR ONE AT $15,000, YEARS TWO AND THREE $12,000 AND YEAR FOUR AT $10,000. Brown said I think if we have to make difficult cuts remember how much we are giving for Pioneer Days. Motion carried 5-0. 2017 - Last year

7. **Ordinances & Resolution:**

a. **Resolution 2013-28: Continue Efforts towards a Shared Fire Service:** MOTION BY TVEIT SECOND LAZERE TO ADOPT RESOLUTION 2013-28 A RESOLUTION TO CONTINUE EFFORTS TOWARDS A SHARED FIRE SERVICE. Motion carried 5-0.

b. **Resolution 2013-29: Transfer from General Fund, Water Fund and Sewer Fund to EDA Lease Revenue:** MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2013-29 A RESOLUTION TO TRANSFER FROM THE GENERAL FUND, WATER FUND AND SEWER FUND TO EDA LEASE REVENUE. Motion carried 5-0.

8. **Reports of Consultants & Staff Members:**

a. **Engineer: Establishing Municipal State Aid Streets- Resolution 2013-30:** This resolution is the same as Resolution 2013-21. We noticed a street named incorrectly by our staff. MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2013-30 A RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS. Motion carried 5-0.

b. **Attorney:**

c. **Staff:**

Building Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.: Department Report: Chief Jeff Harapat explained the make up for their department. We have ten sworn officers; being the chief, sergeant, an investigator, school liaison and four street officers. Our liaison and again this year will be Nathan Schwieger. The previous investigator Todd Schwieger will be back on the street and AJ Gennaro will now be the investigator. These are internal appointments and changes there were no promotions. If there would ever be a promotion, it would come before the council. I apologize with I had not brought this to the council before. Brown said you run the department and being they are just internal changes I do not feel you have to bring the changes forward.

St Francis Pioneer Days
Profit & Loss
January through October 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
Donations	12,216.00
Event Revenue	
Community Park Vendor Fees	3,975.00
Parade Fees	1,285.00
Button Sales	1,275.00
Carnival Rides	4,585.25
Coupon Book Ads	540.00
Lions Bed Race Sponsor	500.00
Total Event Revenue	12,160.25
Total Income	24,376.25
Expense	
Parade Expense	
Marching Bands	2,500.00
Traffic Controls	2,000.00
Lions Bed Race	500.00
Signage & Banners	250.00
Parade Expense - Other	165.47
Total Parade Expense	5,415.47
Community Park	
Entertainment	4,525.00
Tent Rental	1,815.77
Maintenance-Outside Services	675.00
Utilities	202.01
Carnival Fee	2,000.00
Total Community Park	9,217.78
Accounting Fees	22.97
Advertising	3,600.70
Banking & Merchant Fees	34.58
Contract Services	806.50
Facilities & Equipment	1,059.99
Fireworks	310.00
Insurance - Liability, D and O	547.00
Janitorial Services	2,257.00
Meetings & Networking	891.00
Printing	217.24
Postage	178.25

St Francis Pioneer Days
Profit & Loss
January through October 2016

	Jan - Dec 16
Supplies	537.74
Waste & Recycling	1,209.15
Fundraising Fees	
Button & Coupon Book	389.60
Fundraising Fees - Other	40.00
Total Fundraising Fees	429.60
Total Expense	26,734.97
Net Ordinary Income	-2,358.72
Other Income/Expense	
Other Income	
City of St. Francis Donation	12,000.00
Total Other Income	12,000.00
Net Other Income	12,000.00
Net Income	**9,641.28**

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9B

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, public Works Director

SUBJECT: **Speed Study request for County Road 72**

DATE: 8-21-2017

OVERVIEW: Increased traffic, accidents, and increased concern from residents has caused staff to request Anoka County Highway Department to have an official MNDOT Speed Study performed on County Rd 72 from Bridge Street to a point 1.1 miles from the Bridge Street/County Rd 72 intersection. County Road 72 has never had an official MNDOT Speed Study, therefore it falls under the statutory speed limit of 55 MPH. The speed study would take into consideration prevailing speeds, physical features, crash history, sight distances and traffic characteristics (The most revealing factor is the 85th percentile speed). MNDOT completes these studies on a first come first serve basis. Speed Zone studies typically are not completed during the winter months, so completion time can be 6 months to a year or more. Results of the study would be either the speed limit stays the same (statutory 55 MPH) or a lower limit could result on all or portions of the segment of roadway studied. It should be noted that there are no costs associated with the study to the City, but once completed the new set speed limits must be posted (signed) by the County.

ACTION TO BE CONSIDERED: Authorized Mayor to sign letter to Anoka County Requesting official MNDOT Speed Study.

BUDGET IMPLICATION: None.

Attachments: Letter of request.

City of St. Francis

4058 St. Francis Blvd NW
St. Francis, Minnesota 55070
763-233-5200
FAX 763-233-5205

Anoka County Highway Department

1440 Bunker Lake Blvd NW

Andover, MN 55304

Subject: County Road 72 Speed Zone Study Request

Dear Anoka County Highway Department:

Increased traffic on County Road 72, accidents, and increased calls from residents has caused Council and Staff to request Anoka County Highway Department to have an official MNDOT Speed Study performed on County Rd 72 from Bridge Street to a point 1.1 miles north from the Bridge Street/County Rd 72 intersection.

Safety of residents and motorists is of the utmost concern. Thank you for your help in this matter.

Sincerely,

Steve Feldman

Mayor

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK
ELIZABETH A. SCHADING
CAROLE CLARK ISAKSON

*Also Licensed in Wisconsin

BGS

Barna, Guzy & Steffen, Ltd.

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MEMORANDUM

TO: St. Francis Administrator and City Council
FROM: Scott Lepak, St. Francis City Attorney
RE: Fee Schedule
DATED: August 11, 2017

With the 2017 amendments to the State Building Code, the fee schedules in the City Code are no longer consistent with the fee schedule outlined in state statute. Minn. Stat. Sec. 326B.153, Subdivision 1 provides that a city fee schedule must be "the fee as set forth in the fee schedule in paragraph (b) **or** as adopted by a municipality". (emphasis added).

In order to provide clarity on the required fee, I recommend that the City fee schedule be as adopted by the City and remove the reference to the state statute.

Recommended Action:

Approve First Reading of Ordinance _____ Amending Chapter 15, Section 9(P) Building Permits as follows:

Valuation Schedule ~~as set by State Statutes 326B.153~~ For Building Permit Fees

Subdivision 1. Building Permits.

(a) Fees for building permits ~~submitted as required in section 326B.106~~ include :

(1) the fee as set forth in the fee schedule in paragraph (b) ~~or as adopted by a municipality~~; and

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

Balance of Chapter 15, Section 9(P) unchanged.

720474-v1

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE ____, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 15, SECTION 9 (FEE SCHEDULE), PART P (BUILDING PERMITS)

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Chapter 15, Section 9, Part P entitled "Building Permits" shall hereby be amended to read as follows:

Valuation Schedule ~~as set by State Statutes 326B.153~~ For Building Permit Fees

Subdivision 1. Building Permits.

(a) Fees for building permits ~~submitted as required in section 326B.106~~ include :

(1) the fee as set forth in the fee schedule in paragraph (b) ~~or as adopted by a municipality~~; and

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

Balance of Chapter 15, Section 9(P) unchanged.

Section 2. Effective Date. This Ordinance shall take effect on the later of 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ____DAY OF__________ , 2017.

APPROVED:

____
Steve Feldman
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

720475-v1

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9D

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Worksession Dates**
DATE: August 21, 2017

OVERVIEW:

Staff is requesting the following Worksession dates for the following reasons:

1) Wednesday September 6th @ 6:00 p.m. – 2018 Budget
2) Monday September 18th @ 5:00 p.m. – Redevelopment Plan (final prior to adoption)
3) Wednesday October 4th @ 6:00 – Council/P&Z – Comprehensive Plan

Motion to approve:

Motion to set these worksession dates or discuss other dates available.

City of St. Francis

Streets and Parks Monthly Report - July 2017

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	23	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	10.9	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	99	Inspections
Parks	Events	Preparation and Inspection	18	13 baseball/ softball, 5 misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	228	Acres
Streets	Signs	Signs Installed or Repaired	14	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	3	1 Sewer 2 Park
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	8	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	16	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	23	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Tons
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	13	

Parks	Trail Mowing	Mowing Along Walking Trails	30.2	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles

City of St. Francis

Water and Sewer Monthly Report -July 2017

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	17	Inspections
Water	Operational Hours	Hours spent at the facility.	40	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	17	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	17	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Lead and Copper	Required every 3 years	20	Samples
Water	**Water Treatment Report**			
		Total Finished Water	21.46	Million Gallons
		Total Raw Water	22.49	Million Gallons
		Average Daily Flow0	.692	Million Gallons
		Average Chlorine	.39	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.09	Mg/l
		Average Fluoride	.75	Mg/l
		Iron Removal	99	%
		Manganese Removal	86	%
Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 2 Influent (15 Constituents); 6 Effluent (20 Constituents)	35	Constituents

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Operational Hours	Hours spent at facility.	160	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	17	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	17	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	17	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	2	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	17	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.7	Million Gallons
		Total Effluent	10.1	Million Gallons
		Influent TSS	429	Mg/l
	Limit: (30 mg/l)	Effluent TSS	3.4	Mg/l
	Limit: (85 %)	**TSS % Removal**	**99**	**% Removal**
		Influent CBOD	373	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	7.8	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**97**	**% Removal**
		Influent Phosphorus	4.1	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	.22	Mg/l
		Phosphorus % Removal	**94**	**% Removal**
		Influent Ammonia Nitrogen	20.3	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	.22	Mg/l
		Ammonia Nitrogen % Removal	**99**	**% Removal**
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	112	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	33	Work Orders

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water/Sewer	Monthly Projects			
WWTP	Maintenance	Meter Flow Calibration	3	Motors
WWTP	Inspect Air Release Pits/Manholes	Air Release for Lift stations	10	Air Release
Water	Paint Hydrants	Preventative Maintenance	20	Hydrants
WWTP	UPS Install- UV System	Provides Backup Power	1	UPS
Sewer	Washout Lift Stations	Clean 9 Lift Stations	3	Lift Stations
Sewer	Manhole Rehab	Rebuild Manhole on Rum River Blvd.	1	Manhole
Sewer/Storm	Clean Sand Traps/Drain	VAC Truck - Clean all drains and storm pipes.	7	Drains