

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
JUNE 19, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW

5:30 PM – Work Session Fire Chief Discussion

6:00 PM- Regular City Council Meeting

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 – June 5, 2017

B. Terminate Liquor Store Clerk Lacey Levitt

C. Habitat for Humanity of MN; 7-day, 500-mile Fundraiser Bike Ride through St. Francis, July 13th

D. TNT Fireworks – Temporary/Seasonal Outdoor Sales 6/20-7/5 County Market Parking Lot

E. Pay Request No. 23 to Gridor Construction for the Wastewater Treatment Improvements

F. Hire Lyle Hearn as a Full Time Police Officer contingent on passing all testing requirements

G. Consideration to Hire Zachary Goers, Jason Hughes, William Newstrom and Brent Wentworth as Paid On-Call Fire Fighters contingent on passing all testing requirements

H. MN Dept. of Labor & Industry – Municipal Delegation Agreement for Building Code Administration on Public Buildings & State Licensed Facilities

I. Work Session Notes – June 13, 2017

J. Payment of Claims

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

6. **SPECIAL BUSINESS**

A. Ehlers & Associates – G.O. Capital Improvement Plan Bonds, Series 2017A –Res. 2017-15

7. **PUBLIC HEARINGS**

8. **OLD BUSINESS**

A. Ordinance 229, Second Series – Text amendments to certain sections (Second Reading)

B. Resolution 2017-16 Authorizing the Summary Publication of Ordinance 229, Second Series

9. **NEW BUSINESS**

A. Seal Coating and Crack filling

B. Riverbank Lane/Kings Hwy Street Improvement- Ordering Feasibility Study – Resolution 2017-17

C. Nixle Alert System

D. Potential Appointment of Fire Chief Report

E. MN PFA Amendments

F. 22708 Rum River Blvd.

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

11. **REPORTS**

A. Public Works - Monthly Report

B. Councilmember Reports -

Upcoming Events -

July 3rd

July 4th

City Council Meeting Cancelled

City Offices Closed

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.

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – June 19th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – June 5th, 2017
- b. Part Time Liquor Store Employees – Terminate Lacey Levitt
- c. Bike Ride Fundraiser – Habitat for Humanity 500 mile/7day bicycle ride fundraiser will be coming through St. Francis July 13th. Attached is a map of the route, no police escort will be required. Approve License.
- d. Fireworks Retail Sale – TNT Fireworks has an application to sell fireworks under a tent at County Market. They application is for 6/20 – 7/5 10:00 a.m. to 10:00 p.m. Approve application. Site map and application attached.
- e. Pay Request No. 23 to Gridor Construction - Wastewater Treatment Facility
- f. Hire Lyle Hearn as Full Time Police Officer – Contingent upon passing testing requirements. Hiring will be at Step 2. This would make the Police Department fully staffed at 11.
- g. Hire Zachary Goers, Jason Hughes, William Newstrom, and Brent Wentworth as Paid On-Call Fire Fighters – contingent upon successful completion of testing.
- h. MN Department of Labor and Industry – Municipal Delegation Agreement for Building Code Administration on Public Buildings and State Licensed Facilities. Basically, this allows Metro West to inspection such building permit activities instead of a State Inspector. Revenue would be split among the City and Metro West per the agreement.
- i. Work Session Notes - Riverbank/Kings worksession notes from June 13th, 2017.
- j. Payment of Claims –

6. **SPECIAL BUSINESS:**

A. G.O. Improvement Plan Bonds Series 2017A – Nick Anhut from Ehler's will be in attendance to present this matter. Basically, the City will be rolling the Lease Revenue Bonds to G.O. Bonds. A NPV savings of \$1,228,000 is estimated. The City will be taking bids on the debt. **Adopt Resolution 2017-15**

7. **PUBLIC HEARINGS**

A. None

8. **OLD BUSINESS**

A. Ordinance 229, Second Series – (Second Reading) Attached are simple text Ordinance Amendments that Staff would like to make prior to sending the City Code to Municode for them to upload on the City's website. These are simple "housekeeping" items that need to be done from time to time.

ROL CALL VOTE and

Adopt Resolution 2017-16 Authorizing Summary Publication of Ordinance 229, Second Series.

9. NEW BUSINESS

A. Sealcoating/Crack filling – Sealcoat and crack fill area in District 1 on attached map. This is consistent with implementing the plan presented 5/22/17. Total cost is \$78,387. This is a budgeted item for 2017. **Motion to award sealcoat and crack filling bid to Morris Sealcoat and Barga in in the amount of \$78,387.**

B. Kings Highway/Riverbank Lane Feasibility Study – After the Worksession on June 13th, the direction to staff was to propose a Resolution to move forward with the Feasibility Study. The estimate cost is \$8,500.

Adopt Resolution 2017-17 Ordering Preparation of Report on Improvement.

C. Nixle Alert System – City Staff has reviewed mass alert systems to communicate with residents. Nixle offers ways to send mass messages through social media, email and text message. Of the companies that provided a Demo, Nixle was seemingly the best fit for St. Francis. The total cost is \$4,250 with a setup fee of \$500. The computer consulting budget line item is anticipated to have room to accommodate this. **Motion to subscribe to Nixle for mass communication system.**

D. Fire Chief Position – A motion to allow Staff to offer the position of Part-time Fire Chief to a candidate and hire the candidate contingent upon all necessary requirements being fulfilled. **Motion to appoint candidate as Fire Chief contingent upon successful completion of all necessary requirements.**

E. MN PFA Amendments – Amendments from the PFA Loan Agreement were received. The highlights of the Amendments include:

- 1) PSIG Grant increase from \$3 million to \$7 million.
- 2) WIF Funds provided in the amount of \$1,972,371
- 3) Total Loan changed to \$16,010,544.

Motion to accept the amendments and enter into the agreements.

F. 22708 Rum River Boulevard NW – Staff is seeking direction on a potential abatement (demolition) of a house in St. Francis. The City has sent numerous citations over the last several years resulting in an Administrative Hearing. The hearing resulted in the determination that the house should be demolished. The City took no further action leaving it in litigation between the insurance company and the homeowner. It has now been three years since the determination. Staff is seeking direction on seeking entry to the house and if the conditions still exist, proceed in initiating the demolishing process.

11. Reports:

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

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
JUNE 5, 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, Robert Bauer and Rich Skordahl. Also present Assistant City Attorney David Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY MUEHLBAUER SECOND BAUER TO APPROVE THE AGENDA AS PRESENTED. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE CONSENT AGENDA ITEMS A-E AS FOLLOWS:

- A. City Council Minutes – May 15, 2017
 - B. Hire Part Time Liquor Store Clerk Rhonda Knutson and Lacey Levitt
 - C. Adopt the Amended Sections of the Police Department Policies Handbook
 - D. Stericycle Service Agreement
 - F. Payment of Claims \$203,224.73 Checks # 72561-72644
- Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

- A. None

6. **SPECIAL BUSINESS**

- A. Abdo, Eick & Meyers – 2016 Annual Financial Audit Report – *This was delayed until representative is present. Moved on to 8 A.

At 6:38 pm Justin Nilson of Abdo, Eick & Meyers gave a power presentation on the 2016 Audit. The City Council thanked Nilson. The fund balance was discussed. 2018 is the first year that we will be partnering with nine other cities for sealcoating roadways to keep the cost down. We are preparing our plans ahead of time.

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

- A. Pete Karpe – Administrative Fine-Reduction Request – Pete Karpe, 24069 Rum River Blvd. Feldman asked if there was anything you want to add since your last request. Karpe said I don't think so. Feldman said I do have a number of questions. Feldman read the timeline that was outlined by city staff. Karpe said the project was now completed. Feldman asked what year was the building construction started. Karpe said 2007. Feldman said I don't remember you coming before the council the last couple years because I sat out there, are you coming back now because it is a new council. Karpe stated I am asking for some leniency on the fine, what did the fine accomplish.

Tveit said by the notes, the first administrative notice was in 2013, did you ever come before the city council during the first meeting in November to contest the assessment.

Karpe explained what happened when different mortgage companies had their mortgage. We didn't even know who had our mortgage. I didn't disagree with the fine but did disagree with the amount.

Tveit said the intent of the administrative fine is to encourage you to act in a certain way. It takes a lot of city resources. Karpe said if council feels the \$4,600 is reasonable, okay.

Muehlbauer said I completely understand what you said, what did the fine accomplished. I think the staff time should be paid back. We are basically a non-profit organization. The timeline is baffling. I don't know the total staff time that was put into this.

Tveit said I am a firm believer the fees to be equitable. If we do it for one, we need to do it for all. Policy needs to be consistent. Other people have paid their citations, do we go back and re-pay them if we reduce yours.

Karpe said was it equitable for a couple years for staff not to come out and still fine me.

Feldman said if the council was going to be mean, we would have continued with the fees. I would have been fighting this since you received the first fine. Karpe said if the council feels \$4,600 is equitable, reasonable I have nothing further to say.

Skordahl said I do remember Mrs. Karpe came before the council not sure exactly when. Our fee schedule is fair. We have to have some teeth in our fines. Question is not that is it equitable, it is fair. Do we have Karpe give back some community service to the City to bring the dollar down?

Karpe asked Kohlmann if you had a total of staff hours. Kohlmann said to the council we could back with staff hours if the council wants them.

Bauer said he agrees with Skordahl, our fee schedule is fair. My question is more about after the first \$100 fine if you came to the city and say you can't finish. How do we get residents to pull a permit and suddenly have a life changing event and be able to pull out? That is what my concern is. Feldman asked Thunstrom to explain how this works.

Thunstrom explained the process. At every notice they are given opportunities to come forward. If an appeal would have been received the fees would have stopped from that point on and would have gone through the appeal process. A third party administrative hearing officer would have come in to hear both sides. Karpe said I was never given the opportunity.

Muehlbauer said I am willing to believe that on any of your citations there is somewhere on there saying who you could call or what to do.

Tveit said you would have been sent a notice also to appear before the council at the first meeting in November to contest the assessment.

Feldman asked Thunstrom if an opportunity was provided. Thunstrom again explained the appeal process. Feldman said we need to be consistent. The timeframe is what I am not receptive to. Project started in 2007 and we are now talking about it. We have given you the attention you deserve. I don't think I want to have you do community service which would include more staff time.

Karpe said there is a lot that our stable does that we don't get paid for. Karpe thanked the council for their time.

No council action was taken.

9. NEW BUSINESS

- A. Ordinance 229, Second Series – Text amendments to certain sections (First Reading) Simple text amendments for our code. Positions, roles and responsibility have changed over time. These amendments will help and ensure that we will have the most accurate city code for the new website. MOTION BY SKORDAHL SECOND MUEHLBAUER TO ADOPT THE FIRST READING OF ORDINANCE 229, SECOND SERIES, TEXT AMENDMENTS AMENDING 1-1-2-C, 2-2-2, 2-2-3-B, 2-3-2, 7-2-A, 2-7-2-B, 2-7-2-C, 2-7-3-A, 2-7-4-E-1, 2-7-4-E-2, 2-7-4-F-1, 2-10-1, 3-3-8-F, 3-3-9-B, 4-5-1, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B, 6-6-4-E, 7-2-1-C, 7-2-1-D, 7-2-1-E, 7-2-3-B, 7-2-3-D, 7-2-3-E, 7-2-3-F, 7-2-5-B, 7-2-5-C, 7-2-5-D, 7-2-6-A, 7-2-6-E, 7-4-4-B, 8-2-3-B, 8-3-1-C-1, 8-3-1-R, 8-3-1-V, 8-7-2-B, 8-7-2-C.

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

- B. Fire Department – SCBA Air Pack Purchase & Resolution 2017-13 Transfer of Funds – Fire Chief Kohout referenced his agenda report on the departments Self Contained Breathing Apparatus (SCBA). The existing SCBA's are non-compliant to current standards without major overhaul. Currently the fire department has approximately 20 individual SCBA units and 40 Air Bottles. Each firefighter has their own fitted SCBA mask. The officer researched the different vendors and recommended Emergency Response solutions of East Bethel, Minnesota with a quote of \$139,113.70. Feldman said I feel this is an important and a necessary item. This is an unbudgeted item but considers this as an emergency item. The funds will be transferred out of the liquor store fund to purchase the SCBA's. MOTION BY FELDMAN SECOND MUEHLBAUER ADOPT RESOLUTION 2017-13 A RESOLUTION AUTHORIZING THE TRANSFER OF \$139,113.70 FROM THE LIQUOR STORE FUND TO THE CAPITAL EQUIPMENT FUND FOR THE PURCHASE OF SELF CONTAINED BREATHING APPARATUS (SCBA) FOR THE FIRE DEPARTMENT. Motion carried 5-0.
- C. Public Works – Routine Replacement of Emergency Snow Removal Truck – Public Works Director Paul Teicher stated I can answer any questions you may have regarding the purchase of 2018 Mack Truck. We did try and save this truck a little longer but it didn't pencil out to keep it any longer. The 2004 International single axle dump truck has been in service for approximately 13 years. At the time of the purchase it was put on a 10 year replacement plan due to the harsh environment it had to exist in. Feldman stated the truck that we have was before Teicher was hired and was purchased from a warmer climate and some thought was not put into it. This was a budgeted item originally for 2015 so it is still in the budget. The trade value is not in there. In 2015 the trade in value was \$42,000 but I do not think we will get that now. The new truck has a design that will allow one pass instead of two. A larger engine will also provide more power resulting in less downtime due to overheating during heavy snowfalls. This truck will also carry more salt. So we will be able to salt and plow at the same time. Feldman said so now we will be more efficient and a budgeted item. With the trade in and the cost of truck and snow plow equipment, we are hoping to be close to our budgeted \$200,000. Teicher said it will likely be a year out before we see this vehicle. MOTION BY TVEIT SECOND MUEHLBAUER TO PURCHASE THE MACK CAB AND CHASSIS SPECIFIED BY NUSS TRUCK PER MN STATE BID CONTRACT IN THE AMOUNT OF \$117,987.00 PLUS TAX AND LICENSE , DOES NOT INCLUDE TRADE IN AND AUTHORIZING THE PURCHASE OF THE PLOW EQUIPMENT FROM TOWMASTER PER MN STATE BID CONTRACT IN THE AMOUNT OF \$117,993.00. Motion carried 5-0.

- D. Riverbank Lane Work Session-Work session will be set for Tuesday, June 13, 2017 and not the June 12th date as previously noted. A letter will be sent out tomorrow to all residents regarding the work session. MOTION BY TVEIT SECOND BAUER TO HOLD A WORK SESSION TO DISCUSS THE RIVERBANK LANE/KINGS HWY STREET IMPROVEMENT ON JUNE 13, 2017. Motion carried 5-0.
- E. July 3rd City Council Meeting- Bauer said he will be out of town July 3rd. Tveit's said I am in favor of cancelling, Skordahl agreed and stated I don't expect staff to stay in town. MOTION BY BAUER SECOND FELDMAN TO ADOPT RESOLUTION 2017-14 A RESOLUTION CANCELLING THE JULY 3, 2017 REGULAR CITY COUNCIL MEETING. Motion carried 5-0.

10. MEETING OPEN TO THE PUBLIC

- A. NONE.

11. REPORTS

- A. Community Development Monthly Report – New building permits on the May report show 31 but have about 10 in progress. The City currently has had more new home construction than all of last year. Thunstrom gave an overview of different Economic Development Highlights for this year.

Skordahl asked if there is any change in the whole in my neighborhood. Thunstrom reported he did submit an excavation permit, waiting for an escrow to repair the damage to the street and a right of entry permit. Staff will notify him the fence needs to be maintained and up at all times. The property owner wants to move forward with a building permit.

- B. Councilmember Reports- Skordahl said your (Feldman) message is getting through about signaling in the roundabouts. This is a week late but this last weekend I visited Fort Snelling, everyone should go to a national cemetery very impressive. At work we had the opportunity to meet Senator Benson. Was not any party affiliation, she came and spoke to the company. She was very interesting to listen to. So if you get a chance, go and listen to a political representative.

Bauer reported everyone is gearing up for Pioneer Days this weekend. Fire Department will have Bingo; brats/hot dogs and Cold Stone ice cream at the fire station after the parade. Enjoy the whole weekend.

Muehlbauer said on the Chamber's website for Pioneer Days they are still looking for volunteers this weekend. Also a resident asked me when will we have our first town hall meeting.

Tveit stated I too would like to talk about Pioneer Days and all of events going on.

The St. Francis Ambassador Program will have their coronation this Saturday at 3:00 pm at the St. Francis Elementary School. Our mayor will be handing out certificates to the outgoing royalty. They do a great job for St. Francis. Last Friday, I had the privilege to see my daughter graduate, congratulation to Class of 2017. Police did a great job on getting people through the roundabouts. With school now out, watch out for all the kids.

Feldman said he is on trash and barricade duty along with handing out certificates to the St. Francis Ambassadors during Pioneer Days. Glad people are signaling. Not required by law but a good thing. Agree kids will be out. Our newsletters will be going out soon, please read it. There is a lot of good information in there.

Skordahl stated I know Night to Unite is a ways away but let's have a discussion on what we will be doing.

Feldman said we want you to come to meetings and your engagement; we would like to hear from you. Enjoy Pioneer Days.

Tveit said the last half a dozen meetings people are coming here on issues after the fact. So much easier to guide people before you start do something.

Feldman said we do respond to emails and phone calls.

- C. Upcoming Events - June 6 Bike Rodeo @ St. Francis Police Department 6-8:00 pm
June 8 Car Seat Safety Clinic @ St. Francis Police Dept. 3-6:00 pm
June 9-11 Pioneer Days
June 16 Movies in the Park "Hotel Transylvania 2" Comm.Park @ dusk

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:27 pm.

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: **Part Time Liquor Store Clerk**
DATE: June 19, 2017

OVERVIEW:

The liquor store had an ad for part time clerks in the paper, League of MN Cities website and the city's website. After all applications were in and pointed nine applicants were interviewed by Crystal and me. The top two candidates had backgrounds completed and were approved. On the last City Council agenda the two were recommended for hire; Rhonda Knutson and Lacey Levitt. Crystal called both to let them know what their schedule would be for last week. Levitt never returned Crystal's phone calls. The last time Crystal called Levitt she left a message of when her first day of scheduled work would be. Levitt did not show up for any of her shifts. Knutson did start last week for her shifts.

ACTION TO BE CONSIDERED:

Therefore, I would recommend terminating Lacey Levitt for not showing up to work for her first day or any of the days she was scheduled for this past week.

BUDGET IMPLICATION:

None.

Attachments:

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C**TO:** Joe Kohlmann, City Administrator**FROM:** Barb Held, City Clerk**SUBJECT: Bike Ride Fundraiser - Habitat for Humanity****DATE:** June 19, 2017

OVERVIEW:

Habitat for Humanity of Minnesota is hosting the 25th Annual Habitat 500 – A 7-day, 500-mile bicycle ride fundraiser, taking place July 9-15, 2017 to raise awareness and funds for Habitat for Humanity. They will be in St. Francis for a portion of this year's ride. We anticipate a maximum of 135 bicycle riders and 10 support vehicles will be part of the ride. No police escort or other special services are needed. The date the ride will come through St. Francis is July 13th.

ACTION TO BE CONSIDERED:

Approve the Habitat for Humanity's Bicycle Ride Fundraiser that will be coming through St. Francis July 13th.

BUDGET IMPLICATION:

None

Attachments: Permit application
Map



23340 Cree Street NW, St. Francis, MN 55070

763-753-2630

**PARADE / BIKE and or SNOWMOBILE RIDE / TRIATHLON PERMIT
5k RUN-WALK**

APPLICATION

Please complete the following form for: (Circle one) Parade Bike Snowmobile Ride/Triathlon
5K Walk/Run

Name of Organization Habitat For Humanity of Minnesota

Contact Person Kristin Skaar Date of Event July 13, 2017

Address 2171 University Ave W, #200 Saint Paul MN 55114
(Street) (City) (State & Zip)

Phone (612) 331-4439 x4 Email address Habitat500@hfhmn.org

Number of Estimated Participants 135 Starting/Ending Time of Event 6:00 AM - 5:00 PM

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

Route has been shared with Barb Held. The Habitat 500
is a 500-mile, 7-day bicycle ride that raises funds
for Habitat for Humanity. We will be supported by
30 volunteers, including SHG drivers with HAM radios.
No police support is needed.

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

Will send upon receipt.

Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event if you are crossing any roadways.

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

Day 5-Updated to Share

From Bobby
93 views[SHARE](#)

Directions from Sauk Rapids-Rice High ...

- A Sauk Rapids-Rice High School, Osauka Roa...
- B Southwest Junior High School, Forest Lake...



Heavy Construction Traffic Hauling

Construction Traffic Hauling



Possible Re-Route

- Possible Re-Route
- Line 3
- Possible Re-route



Rest Stops

- Zion Lutheran Church
- New Life Church
- St Andrew Lutheran Church

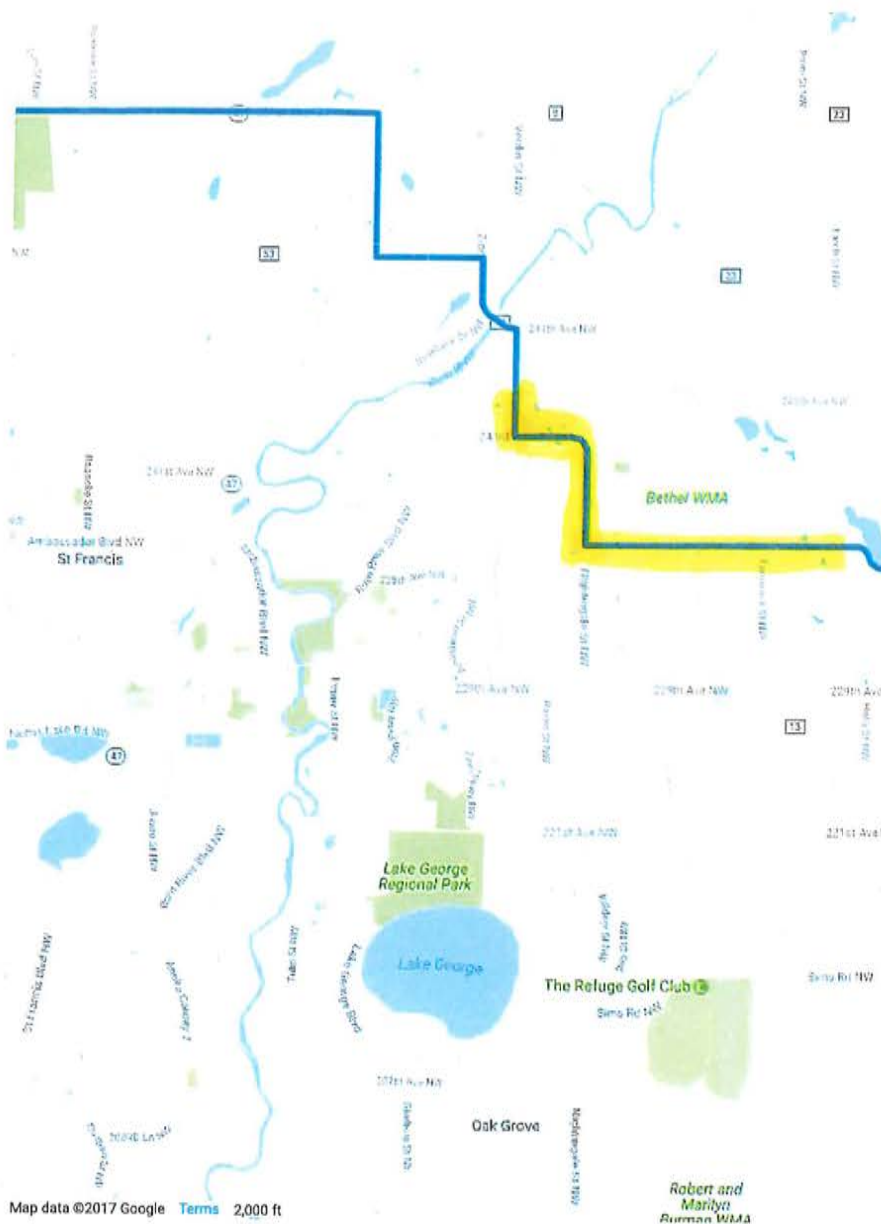


Construction

Construction on Mayhew Lake Rd NE



Made with Google My Maps

Map data ©2017 Google [Terms](#) 2,000 ft

Yellow highlighted area are the roads they will be traveling in St. Francis

Habitat for Humanity of Minnesota is hosting the 25th Annual Habitat 500 – A **7-day, 500-mile bicycle ride fundraiser, taking place July 9-15, 2017** to raise awareness and funds for Habitat for Humanity. We will be in your area for a portion of this year's ride. We anticipate a maximum of 135 bicycle riders and 10 support vehicles will be part of the ride. *No police escort or other special services are needed.*

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Fireworks Retail Sale
DATE: June 19, 2017

OVERVIEW:

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

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

The City received the \$50 license application fee.

Attachments: License Applications
Lease Agreement with Property Owner



May 16, 2017

**City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070
Attn: Barb Held**

Dear Barb,

**Please accept these completed application forms for a Fireworks License and Temporary Sales License for our fireworks tent location at:
23122 St. Francis Blvd NW**

Also included:

**Lease
Product List
MSDS
Certificate of Insurance**

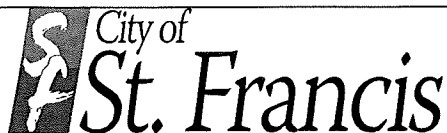
**Please send the permit to:
TNT Fireworks
Attn: Virginia Daniel
4003 Helton Drive
Florence, AL 35630**

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

Sincerely,

**Virginia Daniel
Permitting Coordinator
danielv@tntfireworks.com**

**AMERICAN PROMOTIONAL EVENTS, INC.
P.O. BOX 1318 • 4511 HELTON DRIVE • FLORENCE, AL 35630
PHONE (256) 764-6131 • FAX (205) 533-6043
www.tntfireworks.com**



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

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

APPLICANT

First Name VIRGINIA		Middle Name LEE	Last Name DANIEL	
Date of Birth 04/2	Driver License Number 7777223	Home Address 4003 HELTON DR	City FLORENCE	State Zip AL 35630
Home Phone	Cell Phone	Pager	Business Phone 256-764-6131	
List address(es) & phone numbers where applicant can be reached if different than above:				
Address		Address		
Phone		Phone		

List most recent locations where applicant has conducted business:

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

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

Name of Business TNT FIREWORKS		Address 4003 HELTON DR	City FLORENCE	State Zip AL 35630
Phone Number	Fax Number	Email Address DANIELV@TNTFIREWORKS.COM	Zoning	
List kind of business to be conducted; general description of merchandise to be sold or service to be provided: RETAIL SALE OF MN STATE APPROVED FIREWORKS				
Duration of business operation: 6/20-7/5; 10:00 am-10:pm				

OTHER BUSINESSES

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

ACKNOWLEDGEMENT

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

☒ Yes

☐ No

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

☒ Yes

☐ No

APPLICANT TO SUPPLY WITH APPLICATION

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

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

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

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

☒ Attach Material Safety Data Sheets

☒ Certificate of Insurance

☒ Application fee

Incomplete applications will not be accepted.

APPLICANT TO READ AND SIGN

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

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

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

Applicant Signature: _____

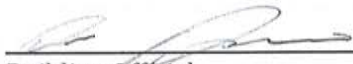


Date: 05-11-2017

ADMINISTRATIVE INFORMATION (City Clerk Use Only)

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

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



Building Official

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



Fire Marshall

☐ Building has approved automatic sprinkler system.

☐ Building does not have an approved automatic sprinkler system.

☐ Copy of photo identification received.

☐ Background check completed.

☐ City Council Approved.

APPROVED BY _____

DATE: _____

TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS: 23122 ST. FRANCIS BLVD NW		PARCEL ID #:	
	BUSINESS HOURS: 10:00 AM - 10:00 PM		DATES OF START TO CLOSE OF OPERATION: 6/20-7/5	
	DESCRIPTION OF OPERATION: RETAIL SALE OF MN STATE APPROVED FIREWORKS			
APPLICANT INFORMATION	NAME: TNT FIREWORKS			
	ADDRESS: 4003 HELTON DRIVE			
	CITY: FLORENCE		STATE: ALABAMA	ZIP: 35630
	PHONE: 256-764-6131		EMAIL: DANIELV@TNTFIREWORKS.COM	
PROPERTY OWNER (if different than applicant)	NAME: KING'S COUNTRY MARKET			
	ADDRESS: 23122 ST. FRANCIS BLVD			
	CITY: ST. FRANCIS		STATE: MINNESOTA	ZIP: 55070
	PHONE:		EMAIL:	
STRUCTURE	The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.			
	MAIN USE OF STRUCTURE: RETAIL SALE OF MN STATE APPROVED FIREWORKS			
	SIZE: Length: 20 ft. Width: 40 ft.			
	TYPE: ☒ TENT ☐ CANOPY ☐ STAND ☐ OTHER: _____			
	MATERIAL: FLAME RETARDANT VINYL			
	WILL ANY OF THE FOLLOWING BE USED? ☐ TEMPORARY TANKS ☐ HEATERS ☐ ELECTRIC			

Required Documentation:

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

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
 - Identification of sale location on site
 - Placement and size of any structures, including
 - Location of exits
 - Location of fire hydrants
 - Parking stalls and drive aisles
 - Placement and size of any signs
- Evidence of the following, if applicable:
 - Adequate off-street parking
 - City of St. Francis Business License (Reference Chapter 6)
 - State license authorizing fertilizing handlings
 - Certificate of insurance
 - Proof of any other agency permits or license required for operation

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

VIRGINIA DANIEL

Print Name

Virginia Daniel

Signature of Applicant

05-11-17

Date

Signature of Owner (if different than applicant)

Date

APPROVALS:

Zoning: X

☐ Zoned:

☐ Agricultural

☒ Commercial

Date: 5/31/17

☐ Industrial

Fire: [Signature]

Date: _____

Building: [Signature]

Date: 6-5-17

LEASE AGREEMENT/STAND AND TENT LOCATION

TNT FIREWORKS

4511 Helton Drive, Florence, AL 35630

800-243-1189 Fax (256) 764-9995

THIS AGREEMENT IS MADE BETWEEN Kings County Market ("Landlord") and TNT Fireworks ("Tenant") for the purpose of allowing Tenant to sell approved fireworks from the following premises (the "Location"):

23122 St. Francis Blvd NW
Address

Address

St. Francis, MN 55070
City/State/Zip

Cross Streets, if applicable

Kings County Market / MN 0056
Location Name/TNT Location No.

Anoka
County

A. Landlord agrees:

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

From: June 17, 2017 To: July 10, 2017 ("July 4th Season")

From: December 1, 2017 To: January 1, 2018 ("New Year's Season")

plus a reasonable period of time before and after each selling period for erecting and dismantling Tenant's equipment and delivering and removing Tenant's inventory. Landlord warrants to Tenant that Landlord has the right to enter into the Lease for the Location.

2) Not to permit the sale, storage or advertising of consumer fireworks by any other person or entity from the Location or any property owned or controlled by Landlord within five (5) miles of the Location.

B. Tenant agrees:

1) To pay rental for the July 4th Season and for the New Year's Season, as follows:

July 4th Season:

New Year's Season:

N/A

paid by 6/11/17

2) To obtain and pay for all necessary permits and licenses required by law for the conduct of Tenant's business from the Location, to post with appropriate local authorities any bonds or other security which might be required for operation of Tenant's business from the Location, and to ensure that the operation of Tenant's business shall adhere to all applicable laws and regulations.

3) To provide liability insurance coverage in the aggregate amount of \$1,000,000 and to deliver to Landlord, prior to occupancy, a certificate of insurance evidencing such insurance covering the erection and operation of Tenant's retail outlet, naming Landlord (and Landlord's mortgagee, if applicable) as additional insured, and to indemnify, defend and hold harmless Landlord from and against any claims arising from the erection, maintenance or operation of Tenant's retail outlet.

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

C. Landlord and Tenant agree:

1) If Tenant determines for any other reason in Tenant's sole discretion not to occupy the Location, Tenant shall have the right to terminate this Lease for a single Season or any number of Seasons as specified in the notice of termination and receive a refund of all unearned rental.

2) If governmental authorities having proper jurisdiction over this Location modify any applicable law, ordinance or regulation governing the storage or retail sale of consumer fireworks from the Location, then this Lease is subject to revision at Tenant's option.

3) This Lease shall be automatically renewed on the same terms and conditions as set forth above, for each Season through 2017 unless cancelled by Tenant prior to January 1. If Landlord receives an offer to lease the Location for sale of fireworks at any time prior to the first anniversary of the termination of this Lease for any reason other than Tenant's default, Landlord shall give Tenant notice of such offer, and Tenant shall have the right of first refusal to extend the term of the Lease on the same terms and conditions as the offer.

4) Landlord acknowledges that Tenant may designate another person or entity to operate the retail fireworks outlet at the Location, but Tenant shall remain liable for all of Tenant's obligations hereunder. Tenant may elect not to operate a retail fireworks outlet at the Location for any Season, in which case Tenant shall not receive a refund of any rental paid and this Lease shall continue in full force and effect.

5) An addendum of 0 pages is attached hereto.

LANDLORD

Name: Kings County Market

Address: 23122 St. Francis Blvd NW

City/State/Zip: St. Francis, MN 55070

Phone: 763-753-3334

Tax ID/SS#: [REDACTED]

E-mail: Steve@Kingsmarket.net

LANDLORD

Signature: [Signature]

Print Name: STEVE WOTRANG

Date Signed: 12/12/16

ADDITIONAL INSURED, if any

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

TNT FIREWORKS REPRESENTATIVE

Signature: [Signature]

Print Name: Tracy Hughes

Date Signed: 2/24/17

Sales Associate Number: _____

Location	Plan Item.	Planning Item Description	Edit Final Ship Qty	City	ST
MN 0056	101040	AMERICAN PRIDE SS GIVEAWAY	1	ST. FRANCIS	MN
MN 0056	101808	TNT BIG TIMER SS J09	3	ST. FRANCIS	MN
MN 0056	101933	PARTY PAK SS USA J09	1	ST. FRANCIS	MN
MN 0056	102044	GOOD TIME BAG SS COM	1	ST. FRANCIS	MN
MN 0056	102046	PYRO PAK BAG SS COM J10	1	ST. FRANCIS	MN
MN 0056	102048	INDEPENDENCE TRAY SS COM J10	1	ST. FRANCIS	MN
MN 0056	102052	49'ER SS COM J10	5	ST. FRANCIS	MN
MN 0056	102054	ALL AMERICAN SS COM J10	3	ST. FRANCIS	MN
MN 0056	102056	PERFECT SHOW SS COM J10	3	ST. FRANCIS	MN
MN 0056	102201	HOT ZONE SS COM	1	ST. FRANCIS	MN
MN 0056	190114	GRAB BAG SPECIAL SS SM	3	ST. FRANCIS	MN
MN 0056	190115	GRAB BAG SPECIAL SS LG	3	ST. FRANCIS	MN
MN 0056	200165	JUMBO 20 ROCKET FOUNTAIN	1	ST. FRANCIS	MN
MN 0056	200352	STARS & STRIPES FOUNTAIN	1	ST. FRANCIS	MN
MN 0056	200740A	LIGHT THE NIGHT J10	1	ST. FRANCIS	MN
MN 0056	200792	CASCADING WATERFALL J08	1	ST. FRANCIS	MN
MN 0056	200863	CAROUSEL J11	1	ST. FRANCIS	MN
MN 0056	200910	PATRIOT 3 PAK WOW	2	ST. FRANCIS	MN
MN 0056	201067A	BUG OUT SINGLES J17 WOW	1	ST. FRANCIS	MN
MN 0056	201086	INTO THE NIGHT	1	ST. FRANCIS	MN
MN 0056	201087	MAKE THE GRADE	1	ST. FRANCIS	MN
MN 0056	201092	NEON GALAXY	3	ST. FRANCIS	MN
MN 0056	201138	MAGNETIC HEAT	2	ST. FRANCIS	MN
MN 0056	201147	LEAVE NO DOUBT	1	ST. FRANCIS	MN
MN 0056	201170	INDEPENDENCE J16	1	ST. FRANCIS	MN
MN 0056	201172	BROADWAY SHOW	1	ST. FRANCIS	MN
MN 0056	201173	OPTICAL ILLUSION	1	ST. FRANCIS	MN
MN 0056	201179	MUSEUM AFTER DARK	2	ST. FRANCIS	MN
MN 0056	201204	ALLEGIANCE	1	ST. FRANCIS	MN
MN 0056	201207	COOL BREEZE	1	ST. FRANCIS	MN
MN 0056	201208	DANCING LIGHTS	1	ST. FRANCIS	MN
MN 0056	201209	POWER ON	1	ST. FRANCIS	MN
MN 0056	201210	ELECTROLYTES	1	ST. FRANCIS	MN
MN 0056	201211	WALK PROUD	1	ST. FRANCIS	MN
MN 0056	201212	WILD TURKEY	1	ST. FRANCIS	MN
MN 0056	201213	TASMANIAN CYCLONE	1	ST. FRANCIS	MN
MN 0056	201214	WIZARD ALLEY	1	ST. FRANCIS	MN
MN 0056	201221	ZOMBIE RUSH J17	1	ST. FRANCIS	MN
MN 0056	230009	JUMBO CALIFORNIA CANDLE	1	ST. FRANCIS	MN
MN 0056	290067	CRAZY EYE BALLS	1	ST. FRANCIS	MN
MN 0056	290142	GROUND BLOOM FLOWER PK 6 J07	1	ST. FRANCIS	MN

Location	Plan Item.	Planning Item Description	Edit Final Ship Qty	City	ST
MN 0056	320536	POP-IT'S TNT	2	ST. FRANCIS	MN
MN 0056	351036	SMOKE BALLS ASST'D TNT J07	1	ST. FRANCIS	MN
MN 0056	380069	MORNING GLORY TNT #10	1	ST. FRANCIS	MN
MN 0056	380088	36 IN MORNING GLORY BAG OF 6	2	ST. FRANCIS	MN
MN 0056	380238	#10 GOLD SPARKLER J09	1	ST. FRANCIS	MN
MN 0056	380246	MORNING GLORY TORCH 14 IN J09	1	ST. FRANCIS	MN
MN 0056	390014	PUNK JUMBO J07	1	ST. FRANCIS	MN
MN 0056	673559	COUNTER CASE J17 SMOKE	1	ST. FRANCIS	MN
MN 0056	730051	BAG TNT SMALL 500 EA	1	ST. FRANCIS	MN
MN 0056	730058	BAG TNT LARGE - 500 EA	1	ST. FRANCIS	MN
MN 0056	730148	WATER CAN EXTINGUISHER	1	ST. FRANCIS	MN
MN 0056	730329	FIRE EXTINGUISHER 10LBCHEMICAL	1	ST. FRANCIS	MN
MN 0056	730470	SIGN ROCKET FLAGGER J10	2	ST. FRANCIS	MN
MN 0056	730471	SIGN ROAD ROCKET J10	2	ST. FRANCIS	MN
MN 0056	730495D	KEG INFLATABLE J11 DP	1	ST. FRANCIS	MN
MN 0056	730506E	ELECTRICAL BOX	1	ST. FRANCIS	MN

MATERIAL SAFETY DATA SHEET – Consumer Fireworks

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

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

SECTION 3- PHYSICAL/CHEMICAL CHARACTERISTICS			
Boiling Point	N/A	Specific Gravity (H ₂ O=1)	N/A
Vapor Pressure (mm Hg)	N/A	Melting Point	N/A
Vapor Density (AIR=1)	N/A	Evaporation Rate (Butyl Acetate = 1)	N/A - All solids
Solubility in Water: slight			
Appearance and Odor: All chemical composition is contained inside a cardboard or other container			

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

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

11/1/2017

DATE (MM/DD/YYYY)

5/16/2017

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

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

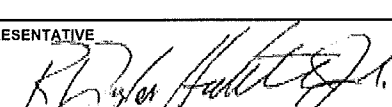
PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630	E-MAIL ADDRESS:	
	INSURER(S)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

COVERAGES **CERTIFICATE NUMBER:** 12775647 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:	Y	N	SI8GL00242-161	11/1/2016	11/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	NOT APPLICABLE			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
Additional Insured; Property located at King's County Parking Lot, 23122 St. Francis Blvd. NW St. Francis, MN 55070 (MN 0056), The City of St. Francis.
Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER 12775647 King's County Market 23122 St. Francis Blvd. St. Francis MN 55070	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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2° N 93° 22' 08.49" W

232nd Ave NW

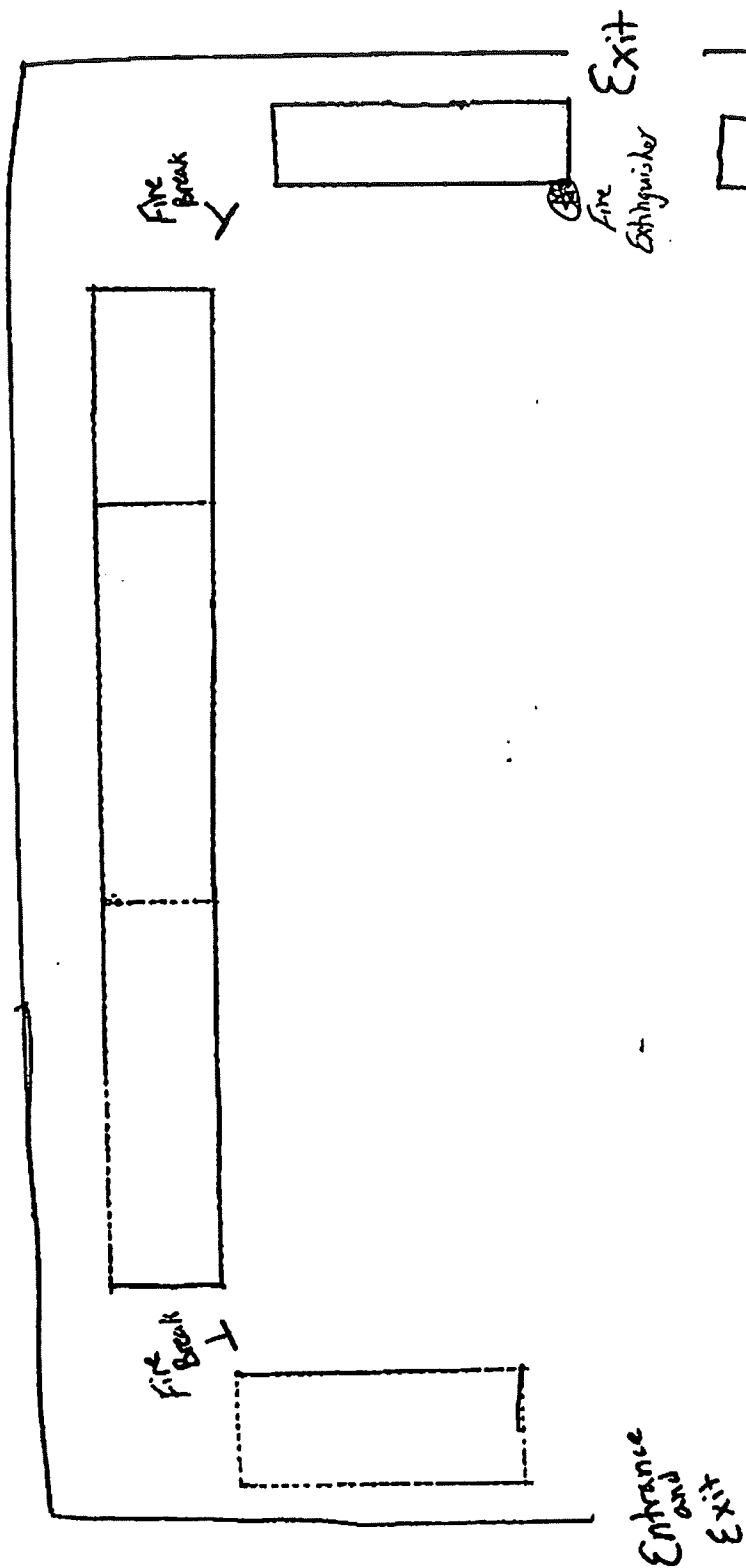
King's County Market

Tent 30'x40'

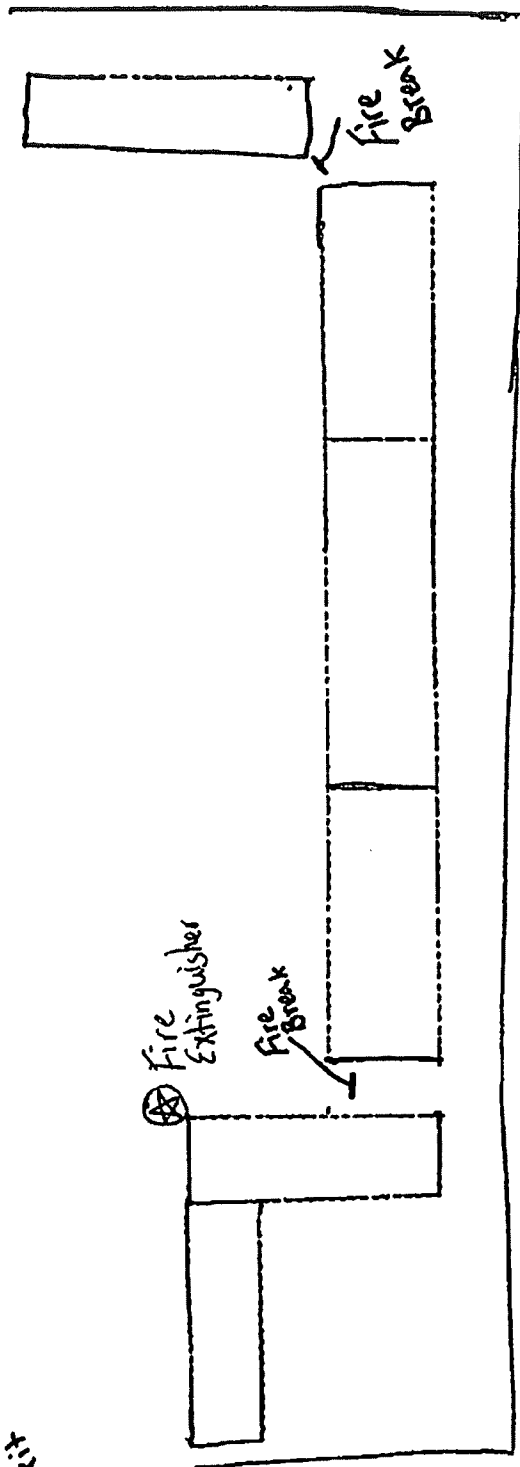
©2012 Google
DataSIO, NOAA, U.S. Navy, NGA, GEBCO
elev 92.1 ft

Aug 3, 2011

40'



20'





**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

June 7, 2017

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

RE: Pay Request No. 23
Wastewater Treatment Improvements
St. Francis, Minnesota
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 23 for the above referenced project. This pay request is primarily for exterior finishing and earthwork. The requested and certified amount is \$98,824.00.

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. 23)

APPLICATION AND CERTIFICATE FOR PAYMENT

C:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\Pay Estimate #23.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.:	23
				PERIOD TO:	4/27/17 to 5/26/17
				PROJECT NO.:	R21.109015
CONTRACTOR:	Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	ENGINEER:	Bolton & Menk, Inc. 7533 Sunwood Drive N.W. Ramsey, MN 55303	SUBSTANTIAL CONTRACT DATE:	03/20/17
				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.....	\$20,818,957.00
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.....	\$20,818,957.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$20,720,133.00
(Line 6 from prior payment)	
8. CURRENT PAYMENT DUE.....	\$98,824.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$1,013,343.00
(Line 3 less Line 6)	

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	

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:

[Signature]
State of Minnesota

Subscribed and sworn to before me this 2nd day of June, 2017

[Signature]
Notary Public:



1/31/2020
Commission Expiration

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 with 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..... \$98,824.00
ENGINEER: Bolton & Menk, Inc.

By: *[Signature]*

Date: 6/7/17

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		E		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)
			From Previous Application	Work Completed This Period						
				Percent	Amount					
Division 1										
1000.000	Mobilization Insurance & Bonds	\$360,000	\$360,000			\$0	\$360,000	100.0%	\$0	
1020.001	General Construction - Allowance	\$250,000	\$377,198	-3%	-\$8,000	\$0	\$369,198	147.7%	-\$119,198	
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	\$781,296		-\$8,000	\$0	\$773,296	98.5%	\$11,704	
						check	\$773,296			

Division 2									
2020.000	Biosolids Site Reclamation	\$550,000	\$181,500			\$0	\$181,500	33.0%	\$368,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000	\$25,000	37.50%	\$15,000	\$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	\$2,100,000	2.40%	\$58,824	\$0	\$2,158,824	86.1%	\$291,176
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					\$0	\$0	0.0%	\$0
2210.000	Finish Grading	\$30,000		10.00%	\$3,000	\$0	\$3,000	10.0%	\$27,000
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	\$28,000			\$0	\$28,000	93.3%	\$2,000
2370.000	Storm Water Pollution Prevention Plan (SWPP)	\$30,000	\$29,000			\$0	\$29,000	96.7%	\$1,000
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			\$0	\$70,000	46.7%	\$80,000
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				\$0	\$0	0.0%	\$40,000
2921.000	Prairie Restoration	\$10,000		100.00%	\$10,000	\$0	\$10,000	100.0%	\$0
Subtotal for	Division 2	\$5,675,000	\$4,662,500.00		\$86,824	\$0	\$4,749,324	83.69%	\$925,676
check						Check	\$4,749,324		
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		E		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)
			From Previous Application	Work Completed This Period						
				Percent	Amount					
(D+E+F)										
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.	B Description of Work	C Scheduled Value	D	E		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)
			From Previous Application	Work Completed This Period					
				Percent	Amount				
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	\$335,000	4.29%	\$15,000	\$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	\$404,000.00		\$15,000	\$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		E		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)
			From Previous Application	Work Completed This Period						
				Percent	Amount					
(D+E+F)										
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 Aeration 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		

Item No.	B Description of Work	C Scheduled Value	D From Previous Application	E Work Completed		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)
				This Period					
				Percent	Amount				
(D+E+F)									
Division 14									
14300.000	Hoisting Equipment	\$12,000	\$12,000			\$0	\$12,000	100.0%	\$0
14620.000	Portable Holst	\$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		100.00%	\$5,000	\$0	\$5,000	100.0%	\$0
Subtotal for	Division 15	\$2,736,000	\$2,725,000.00		\$5,000	\$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			\$0	\$15,569	31.1%	\$34,431
Subtotal for	Division 16	\$2,120,000	\$2,085,569.00		\$0	\$0	\$2,085,569	98.38%	\$34,431
check Check \$2,085,569									
Grand Total		\$21,832,300	\$20,720,133		\$98,824	\$0	20,818,957	95.36%	\$1,013,343

W.T.F.I. - St. Francis, MN
Stored Materials & Equipment Summary

Grider Constr., Inc.
3995 27th Street SE
Buffalo, MN 55313



Pay Req. No. 23
Period Ending: 5/26/2017

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 (SWPPP)	\$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	\$5,000	\$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 55513



Pay Req. No. 23
Period Ending: 5/26/2017

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	\$8,000								
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	\$8,000								
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	\$80,000	\$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 Aeration 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

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



Pay Req. No. 23
 Period Ending: 5/26/2017

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	\$280,000	\$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	Holisting 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 COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Officer Hiring
DATE: June 19th, 2017

OVERVIEW: ON November 21st, 2016 City Council gave approval to fill a vacant police officer position and on December 5th the vacant position was advertised. During the hiring process background investigations were conducted on the top two candidates and neither candidate successfully completed the background investigation. The vacancy was re-posted on February 23rd, 2017. During the second hiring process background investigations were completed on the top two candidates. Lyle Hearn successfully completed his background investigation conducted by Investigator Schwieger. Lyle Hearn is a 4 year veteran police officer with the City of Breckenridge MN. After consulting with staff a conclusion was made to offer Lyle Hearn the position of police officer with the St Francis Police Department. Lyle was offered the position on June 12th contingent upon City Council approval and successfully completing a psychological exam and medical exam. Due to Lyle having law enforcement experience and the current challenges of finding qualified candidates Lyle was offered to start at step 2 of the current police officer pay scale. Step 2 is reserved for candidates with 3-5 years of experience. Lyle looks to be a very qualified candidate and eager to continue his law enforcement career with the St Francis Police Department. The police department is also eager to add Lyle to the team and operate at full staff.

ACTION TO BE CONSIDERED: To hire police officer candidate Lyle Hearn at step 2 of the police officer pay scale at the rate of \$26.28 per hour.

BUDGET IMPLICATION: The police department is currently budgeted for 11 full time police officers. The addition of Lyle Hearn to the police department would bring the officer count to 11.

Attachments:

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, Matt Kohout
SUBJECT: Fire Fighters Applicants
DATE: June 19, 2017

OVERVIEW:

On February 6, 2017 City Council gave approval to up to 10 fire fighters depending on qualification. The position was advertised. Applicants were interviewed by a panel and a second interview by Chief Kohout. Seven applicants moved on to have backgrounds completed and arranged for a work place assessment. During the time setting up the work place assessment appointments there were a number of applicants that decided the timing was not right for them but are still interested in becoming a fire fighter at a future date. Those applicants are welcome to re-apply during the next hiring cycle or whenever they feel they have enough time needed to commit to the training that is required. After the work place assessments were completed four applicants were recommended for hire. The applicants were then scheduled for a physical exam. We have not received the results of the physical exams as of Thursday, June 15th. Anticipating all four will pass their physical, they would be ready to start the one year probation on the St. Francis Fire Department. Training they need to attend will start in July.

ACTION TO BE CONSIDERED:

Consideration to hire four fire fighter applicants recommended for hire; Zachary Goers, Jason Hughes, William Newstrom and Brent Wentworth contingent of them passing the physical exam.

BUDGET IMPLICATION: T

The current operations budget for the fire department will cover the costs of these new hires. Also, any new equipment needed for these individuals will come from money set aside for fire equipment in the capital equipment fund.

Attachments:

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 H

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Municipal Delegation Agreement
DATE: 06/15/2017

OVERVIEW:

Building and construction projects for public buildings and state-licensed facilities are the responsibility of the Minnesota Department of Labor and Industry (DLI). A Municipal Delegation agreement is a written agreement that transfers the building and inspection responsibilities from DLI to the municipality. The agreement identifies who is authorized to administer all or portions of the Minnesota State building Code on these state building projects.

Signing this agreement will allow Metro West the authority to oversee the building permits that are being generated from projects that qualify under this definition. Metro West is eligible to assume the duties as outlined in the Municipal Delegation Agreement which is beyond those of a standard commercial building license. In doing so, the City will capture the building permit revenues locally. Per the current contract with Metro West, commercial work is based on valuation and the City divides the permit and plan review fee equally.

ACTION TO BE CONSIDERED:

Staff is requesting consent to sign the Agreement

BUDGET IMPLICATION:

Permit Revenues.

Attachments: Municipal Delegation Agreement



**Municipal Delegation Agreement
For Building Code Administration on
Public Buildings & State Licensed Facilities**

Building Official,
Phil Dahlheimer
23340 Cree Street NW
St. Francis, MN 55070

Date: 6/14/2017

This Agreement is being sent to the *City of St Francis*
In order to establish administration of the State Building Code on "Public Buildings" and "State Licensed Facilities" within your jurisdiction please review this Agreement, complete page 2, and return both pages to this division. If the offered level of code administration is not what you applied for, you are welcome to contact us in order to review our determination and your building department staffing in greater detail. Should that review confirm your request, our agreement with your municipality will be changed accordingly. If staffing or other circumstances change that could affect your ability to properly administer the code, it is your responsibility to notify us accordingly.

WHEN EXECUTED, this Agreement shall serve as an agreement pursuant to Minnesota Statute 326B.107 Subd. 2, between *City of St Francis*

And the Commissioner of Labor and Industry for transfer of State Building Code Administration from the Department of Labor and Industry to the municipality for "Public Buildings and State Licensed Facilities" described in M.S. 326.103 Subd.11 and Subd. 13.

This agreement may be refused or revoked by the Commissioner of Labor and Industry if it has been determined by the commissioner that according to M.S. 326B.107, any of the following occurs:

- 1) The building official does not meet the requirements of M.S. 326B.133**
- 2) The building official does not wish to provide those services on one or more projects**
- 3) The municipality does not have enough adequately trained and qualified building inspectors to provide those service**

This includes the right of the Commissioner to withhold a specific project from the municipality if the Commissioner determines that "the municipality does not have enough adequately trained and qualified building inspectors to provide those services" for that project.

The building official also reserves the right to defer administration of the code on a specific project back to the Division by notifying them in writing within 5 working days of receiving the project jurisdiction agreement.

Phil Dahlheimer

The following level of code administration is being offered to your municipality by this division. Please review, sign below with your municipal manager/administrator, and return to this office.

{BOTH} Municipality will attend to all aspect of State Building Code administration including:

- a. Plan review of building and grounds with written plan review comments.
- b. Interpretation, application, and enforcement of all applicable code provisions.
- c. Issuance of all permits and maintenance of all records.
- d. Approval and oversight of Special Inspection Program.
- e. Documentation on file of all equivalencies and modifications to the code as required by Minnesota Rule 1300.
- f. Adherence to all applicable written division Plan Review Policies. See www.doli.state.mn.us/buildingcodes.html, code opinions and policies; section policy; plan review and regional services or contact the division for policies.
- g. Perform all required inspections including those required for fire protection systems.
- h. Review change orders and addendums for code compliance.
- i. Issuance of certificate of occupancy where applicable and/or final inspection of project.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby. When approved by all parties, this shall serve as a contractual agreement pursuant to Minnesota Statute 326B.107 Subd.2, between the municipality and the Commissioner of Labor and Industry for transfer of State Building Code administration from Dept. of Labor and Industry to the municipality.

Municipality: *City of St Francis*

APPROVED:

APPROVED:


Municipal Building Official

6-14-17
Date

Deputy Commissioner

Date

APPROVED:

APPROVED:

Municipal Manager/Administrator

Date

State Building Official

Date

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

Work Session Notes
June 13, 2017

Mayor Feldman opened the Work Session for the Riverbank Lane/Kings Hwy Street Improvement at 6:00 pm. Also present were Council members Jerry Tveit, Joe Muehlbauer, Rich Skordahl and Robert Bauer arriving at 7:04 pm, City Administrator Joe Kohlmann, Public Works Director Paul Teicher and City Engineer Craig Jochum.

Kohlmann opened the meeting by giving a power presentation that included; 1) Historical Timeline, 2) City Maintenance, 3) Assessment Policy, 4) Project Overview and 5) Next Steps. (Power point included as part of the notes)

Jochum said the main issue in this development is reclaiming the ditches because there is no ditch back slope that allows a direct flow.

Feldman stated there are two grants the city is going to apply for to see if we can get money to help with the cost of this improvement. Not sure if we will get anything or and if we do, what amount it would be. For us to apply for the grant we have to go ahead with a feasibility study. To show you good faith, the city will pay for the cost of the study. If we receive any funding, we would not get it until 2018. In the meantime, I thought about some temporary fixes we could do. This area has had problems for many years and we want to fix it right.

The temporary fix would include cleaning out the culverts by pressure washing them clean. After we clean them it would be your responsibility to keep them clean. Then we would use a backhoe to dig a trench to help with drainage. We don't want to assess you now for a project and find out in 2018 we received some money. So that is why for the temporary fix this year. We are listening; we are a new council that is open, transparent and accountable.

Mike Blood, 24411 Riverbank Lane asked what does temporary work with culverts mean. Feldman said we would get a company to come out to pressure wash the debris out of the culverts and make a trench in the ditch for better drainage but understand this is just temporary. Blood said some of the culvert may be buried.

Aaron Simonson, 24430 River Bank Lane and Christine Wright, 2419 Kings Hwy are property owners at the intersection of Kings Hwy and Riverbank Lane. They had concerns of people cutting the corner short and coming on to their property.

Jennifer Skarsten, 24373 Riverbank Lane said I had called the city about putting up a berm because we do not have a culvert. Jochum said if we get the property owners permission on this project and be able to come on your property to that would help us also.

Skordahl said before we say what we are doing, the first step is to do a feasibility study then we can better decide what the temporary fix will be.

Feldman said the feasibility study is important but we need to work together. How much we get from the grant will dictate the assessment amount.

Sean, Riverbank Lane said he works in road and bridge construction. Routine maintenance has been neglected. No matter what is done, maintenance has to be kept up whether it is paved or not. Catch basins still need to be cleaned by city; shoulders need to be continually maintained. I don't think property owner should be cleaning the catch basins. Feldman agreed with the property owners not cleaning the catch basin. But if you see leaves or debris in the ditch, clean it up.

Mike Minkler, 24311 Riverbank Lane stated I was a new resident in 1995 when the street improvement was discussed. That time there was not a majority of people that wanted to have the project done. Who made decision for this improvement now? Why are we here was it a resident initiative. We have made a rain garden so the water has somewhere to go. Several years ago there was a proposal for a development to the west of us that going in until the recession hit. Do you have any idea of when utilities (water & sewer) will go in? I would think you would want those in before you did any paving.

Feldman said we have decided that this problem isn't going away. After we talked to some residents who were concerned with the drainage and condition of the intersections we looked at how this could be corrected.

James Roppe, 24235 Riverbank Lane asked what are we paying the \$60 fee for. Feldman stated what the regulations that the City now has to follow. The culvert cleaning and trench work cost would come from the Stormwater fund. The \$60 you pay goes directly into that fund. Roppe asked who here wants it paved. Several hands were raised.

Resident, 24343 Riverbank Lane asked why do some houses have a ditch and some not. Jochum said if done today, the road would have been done differently. The development went in around 1964.

Randy Fields, 24320 Riverbank Lane said he is not pointing fingers but this town never has given this area any attention unless we call. Been here since 1989 and we have to call for it to be graded and snow removal has been a problem, been frustrating. What about just fixing Kings Hwy and leave Riverbank Lane dirt? Fields asked can you just put curb on one side to cut cost. Feldman stated we have to do a feasibility study first to know what we can do.

Jochum there seems to be a drainage problem with the properties on the south side of Riverbank Lane. Maybe an additional culvert can put in draining the water to the river.

Jennifer Skarsten, 24373 Riverbank Lane asked about the calcium chloride that is put on the gravel, is that detrimental to the river?

Minkler, stated you should know the chemicals you put on your streets, chloride is salt and it runs right down to the river. That is why we didn't have it put on by our home.

Skordahl said with the new regulations the City is required to monitor the Stormwater and gather the data to find a solution. We have to be responsible and that is another area where the storm water fees will be used.

Question was asked when the feasibility study will be complete. Jochum said somewhere around September/October. Minkler said I thought you needed that for the grant application.

Discussion was held on how the 1995 Improvement was handled and that they didn't want to pay the assessment at that time. Residents also said they were told not to come back for at least 10 years to request an improvement.

Feldman said when we do the study and if the City does not get any grant money you will not be assessed for the study.

Resident, 3530 Kings Hwy asked if the street is paved will we be required to pave our driveways. I just recently moved out here and wouldn't have the funds to do that.

Blaine Wright, 3419 Kings Hwy asked if the City ever found the map of the original drainage. Jochum said no, we did not.

Discussed the time frame of the temporary fix, will it include correcting the intersections so cars don't drive through the property owners yards, placement of stop signs at the intersection and maybe a bigger culvert needs to be put in to the river.

Fields said he wanted to thank the council, appreciate listening to us. Feldman stated you are asking good questions.

Skordahl asked how many property owners were present. Of the 23+ residents in the audience around 17 households were represented. There are 34 units in the whole development that would be effected. Skordahl said make sure your neighbors that were not here know what is going on. Jochum said again if the property owners work with the City and let them on their property it will help.

Resident, 24310 Riverbank Lane asked how are you going to inform us on what is going on, mailings, website or how. Jochum said when it gets to a point of an assessment hearing by statute; you will be notified by certified mail.

Tveit explained how grant applications are scored. No guarantee we will get a grant because we will not be the only city applying.

Feldman stated we have a new planner. Muehlbauer said Sambatek our new planners are good at grant writing. Feldman said we are conservative but want to do this the right

way.

Skordahl said I am not advocating putting in utilities in your area but I think we really need to address it. I don't want to come back 10-15 years and rip up everything to put in water and sewer.

Residents asked can you put the pipe in now and it not be in use for years will it work? Jochum said we will work with staff and look at all options.

Feldman thanked the resident for coming to the work session.

General consensus of the City Council was to direct staff to prepare an agenda report requesting a feasibility study for the Riverbank Lane/Kings Hwy Street Improvement.

The work session adjourned at 7:23 pm.

Barbara I. Held, City Clerk



Kings Highway and Riverbank Lane

Presentation to City Council and Residents on 6/13/17

PRESENTATION OUTLINE

- 1) Historical Timeline
- 2) City Maintenance
- 3) Assessment Policy
- 4) Project Overview
- 5) Next Steps

Historical Timeline

- 7/91 – Residents express concern about Kings/Riverbank
- 8/12/91 – City Engineer prepared a report – recommended paving
- 8/21/91 – 1990 Report referenced Kings Highway needs and challenges : should be paved, improved, outstanding issue with financing identified. Also identified in 3/12/92 Engineer Report.
- 10/19/92 – Council received report on assessment estimates
 - \$1,500 for small lots
 - \$2,000 for larger lots
- City Council held public information meeting on 11/2/92

Historical Timeline

- 7/5/95 – Resident brought forward concerns about Kings/Riverbank to Council. Mayor at that time stated agreement couldn't be reached on the financing of the project a couple years prior.
- 4/21/03 – Staff prepared report for easement acquisition (realignment)
- 1/5/04 – Appraisal for \$57,000 provided. Report for Council. No clear action taken.
- 7/10 – Riverbank Drainage Construction plans prepared and executed on selected areas.
- 2011 – Kings/Riverbank/245th Identified on CIP - \$927,000

Historical Timeline

- 2012 – Kings/Riverbank/245th Identified on CIP - \$954,810 (2013)
- 2013 – Kings/Riverbank/245th Identified on CIP - \$983,500 (2014)
- 2014 – Kings/Riverbank/245th Identified on CIP - \$1,013,000 (2015)
- 2015 – Kings/Riverbank/245th Identified on CIP - \$1,045,000 (2015)
- 2016 – Kings/Riverbank/245th Identified on CIP - \$1,045,000 (2018)
- 2017 – Kings/Riverbank/245th Identified on CIP - \$1,045,000 (2018)

Property Tax Overview

- \$140,900 (median valued home in S.F.)
- Pays \$1,587.51 in property taxes annually
- Broken Down:
 - County \$460.67
 - **City** **\$629.38**
 - School \$481.96
 - Met \$15.50
 - Total \$1,587.51

$\$1,587.51 / 12 = \52.44 per month for City Taxes

City Maintenance

What do property taxes pay for (Median Homeowner – monthly breakdown)

General Gov't -	\$9.99
Public Safety -	\$21.64
Streets/Recycling -	\$8.40
Parks/Trails -	\$3.49
Comm. Dev. -	\$4.42
<u>Other Services -</u>	<u>\$4.52</u>
Total:	\$52.46

City Maintenance

- Kings/Riverbank maintenance includes
 - grading (every 2/3 weeks)
 - add gravel (every few years)
 - dust control (annually)
 - snowplowing
 - reclaim (annually)

City Maintenance

- Annual Stormwater Fee - \$60
 - City is currently inventorying all stormwater infrastructure for repairs, replacement, and maintenance.
 - The City's Revenues in 2016 = \$180,000
 - Net after operations = appx. \$130,000
 - Kings/Riverbank Improvements are estimated at \$231,350 alone

ASSESSMENT POLICY

- Initiation of improvement project methods:
 - Direct Action of the City Council
 - Property Owner Petition – 35% of frontage abutting sign. Council MAY take action if a petition is submitted.

ASSESSMENT POLICY

- Most likely Unit Assessment
 - Largely benefits everybody and cost of the improvement is not generally affected by parcel size
 - Street Frontage – used to equalize assessment for lots of similar size. Seemingly doesn't apply here.

ASSESSMENT POLICY

- Kings Highway / Riverbank Lane
 - If street construction is done over a non-bituminous surface, i.e., gravel, sand, etc., then the assessment shall be for one hundred percent (100%) of the total project cost.
 - Stormwater– City = 60% Resident = 40%

Project Overview

- Kings Highway/Riverbank Lane
Constructed 1964
- Proposed Improvements
 - Clean and reprofile ditches
 - Remove and replace road culverts
 - Replace driveway culverts and add where needed

Project Overview (Continued)

- Construct ditch backslopes where needed and possible
- Where backslopes not possible add curb
- Add curb at intersections
- Pave streets
 - For curb and gutter
 - To maintain width/alignment

Project Overview (Continued)

- Project Cost

- Estimated at \$430,015

- Total Road Cost \$198,665 (100% Res.)
 - Total Stormwater Costs \$231,350 (40% Res.)

- Assessment Per Unit

- 29 Units \$10,042
 - 31 Units \$9,393
 - 34 Units \$8,565

Next Steps

- **1) Residents Submit a petition for improvements
– upon completion, the Council can consider a feasibility study.**
- **2) City Council direct Staff to consider a Feasibility Study at the next City Council Meeting - \$8,500 without resident petition.**

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 J

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 06-15-2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$189,662.51 plus any additional bills that are handed out on Monday night. There is 1 direct transfers totaling \$98,824.00 for Gridor (WWTP). Also to be approved are the May transfers totaling \$125,141.68.

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 06-19-2017 Packet List
- 06-19-2017 Other Checks



06/15/2017 1:03 pm

PAYMENT BATCH AP 06-19-17

AIRGAS NORTH CENTRAL

05/31/2017	9945082716	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.46
05/31/2017	9945082716	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.46
05/31/2017	9945082716	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.46
05/31/2017	9945082716	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.46
05/31/2017	9945082716	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.48
					<u>\$57.32</u>

ANOKA COUNTY TREASURY DEPT.

06/01/2017	B170601P	E 101-42110-321	Telephone	BROADBAND	37.50
06/01/2017	B170601P	E 101-42210-321	Telephone	BROADBAND	37.50
06/01/2017	B170601P	E 101-43100-321	Telephone	BROADBAND	37.50
06/01/2017	B170601P	E 101-45200-321	Telephone	BROADBAND	37.50
06/01/2017	B170601P	E 601-49440-321	Telephone	BROADBAND	37.50
06/01/2017	B170601P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

AXON ENTERPRISE, INC

06/07/2017	SI1486549	E 101-42110-237	Small Equipment	DPM BATTERY PACK	170.64
					<u>\$170.64</u>

BARGEN INC.

06/09/2017	217293	E 101-43100-406	Asphalt Repair & Maint	CRACK FILLING	10,450.00
06/09/2017	217294	E 101-43100-406	Asphalt Repair & Maint	CRACK FILLING	6,760.00
					<u>\$17,210.00</u>

BELLBOY CORPORATION

06/06/2017	59166400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.45
06/06/2017	59166400	E 609-49751-251	Liquor For Resale	LIQUOR	2,370.95
06/06/2017	95915000	E 609-49750-210	Operating Supplies	OP SUPPLIES	133.29
06/06/2017	95915000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.63
					<u>\$2,538.32</u>

BERNICK COMPANIES, THE

05/26/2017	361471	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
05/26/2017	361472	E 609-49751-252	Beer For Resale	BEER	179.20
06/09/2017	363998	E 609-49751-252	Beer For Resale	BEER	185.82
					<u>\$385.02</u>

BREAKTHRU BEVERAGE

06/01/2017	1080642296	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.63
06/01/2017	1080642296	E 609-49751-251	Liquor For Resale	LIQUOR	2,830.06
06/01/2017	1080642296	E 609-49751-253	Wine For Resale	WINE	216.65
06/01/2017	1080642296	E 609-49751-254	Miscellaneous Merchandise	MISC	28.59
06/08/2017	1080645696	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.95
06/08/2017	1080645696	E 609-49751-251	Liquor For Resale	LIQUOR	2,123.50
06/08/2017	1080645696	E 609-49751-253	Wine For Resale	WINE	120.00
06/08/2017	1080645697	E 609-49751-252	Beer For Resale	BEER	130.50
					<u>\$5,518.88</u>

CAPITOL BEVERAGE SALES, L.P

06/02/2017	1896226	E 609-49751-252	Beer For Resale	BEER	229.50
					<u>\$229.50</u>

COUNTY MARKET - CITY ACCOUNT

06/01/2017	.0617	E 101-42210-212	Motor Fuels	FUEL	376.30
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					\$376.30
COURIER, THE					
06/01/2017	92924	E 101-43210-439	Recycling Days	RECYCLE AD	118.00
06/07/2017	92908	E 101-41400-352	General Notices and Pub Info	STANDARD AD	245.00
06/07/2017	92908	E 609-49750-340	Advertising	STANDARD AD	79.00
					\$442.00

CRYSTAL SPRINGS ICE					
05/27/2017	003.B004051	E 609-49751-254	Miscellaneous Merchandise	MISC	172.12
05/30/2017	003.B004105	E 609-49751-254	Miscellaneous Merchandise	MISC	55.60
06/03/2017	003.B004160	E 609-49751-254	Miscellaneous Merchandise	MISC	107.90
06/06/2017	003.B004214	E 609-49751-254	Miscellaneous Merchandise	MISC	25.74
06/10/2017	003.B004288	E 609-49751-254	Miscellaneous Merchandise	MISC	225.80
06/13/2017	003.B004341	E 609-49751-254	Miscellaneous Merchandise	MISC	166.14
					\$753.30

DAHLHEIMER DIST. CO. INC.					
06/01/2017	1283226	E 609-49751-252	Beer For Resale	BEER	9,920.20
06/01/2017	1283226	E 609-49751-254	Miscellaneous Merchandise	MISC	210.00
06/07/2017	149573	E 609-49751-252	Beer For Resale	BEER	15,432.65
					\$25,562.85

EMBEDDED SYSTEMS					
06/01/2017	34234	E 101-42110-311	Contract	6 MO. MAINT FEE	527.16
					\$527.16

EMERGENCY APARATUS MAINTENENC					
05/09/2017	92978	E 101-42210-221	Vehicle Repair & Maintenance	ENGINE 2 MAINT	1,095.60
05/18/2017	93595	E 101-42210-221	Vehicle Repair & Maintenance	ENGINE 2 REPAIR	644.30
					\$1,739.90

EMERGENCY AUTOMOTIVE TECH. INC					
06/07/2017	MOB050817-101	E 101-42110-218	Equipment Repair & Maintenance	MOD TO SQUAD	593.00
					\$593.00

F.I.R.E.					
04/03/2017	2398	E 101-42210-208	Training and Instruction	TRAINING	2,500.00
					\$2,500.00

FERGUSON WATERWORKS					
05/26/2017	0242288	E 601-49440-259	Water Meters	PARTS	1,696.55
					\$1,696.55

FREEDOM SERVICES, INC.-FD					
06/08/2017	.0617	G 101-21706	Flex Account	JULY - FLEX	373.34
					\$373.34

FREEDOM SERVICES, INC-MA					
	20239	E 101-41540-301	Auditing and Acct g Services	ADMIN FEE	47.60
					\$47.60

G&K SERVICES, INC					
05/30/2017	6043782525	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
06/06/2017	6043788210	E 101-43100-402	Janitorial Service	RUG MAINT AND SHOP SUPPLIE	12.26
06/06/2017	6043788210	E 101-45200-402	Janitorial Service	RUG MAINT AND SHOP SUPPLIE	12.26
06/06/2017	6043788210	E 601-49440-402	Janitorial Service	RUG MAINT AND SHOP SUPPLIE	12.26
06/06/2017	6043788210	E 602-49490-402	Janitorial Service	RUG MAINT AND SHOP SUPPLIE	12.26
06/06/2017	6043788211	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
06/13/2017	6043793908	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
06/13/2017	6043793909	E 101-41940-219	Rug Maintenance	RUG MAINT	16.16
					\$96.97

GERDIN AUTO SERVICE, INC.					
06/05/2017	86796	E 101-42110-441	Miscellaneous	POLICE TOW	128.00
					\$128.00

GOPHER STATE ONE-CALL

05/31/2017	7050736	E 601-49440-442	Gopher State	95 BILLABLE TICKETS	64.13
05/31/2017	7050736	E 602-49490-442	Gopher State	95 BILLABLE TICKETS	64.12
					\$128.25

GRANITE CITY JOBBING CO.

05/31/2017	49602	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/31/2017	49602	E 609-49751-254	Miscellaneous Merchandise	MISC	48.29
05/31/2017	49602	E 609-49751-256	Tobacco Products For Resale	TOBACCO	867.58
06/06/2017	50328	E 609-49750-210	Operating Supplies	OP SUPPLIES	14.78
06/06/2017	50328	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
06/06/2017	50328	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,843.36
06/06/2017	50328	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
06/13/2017	51185	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
06/13/2017	51185	E 609-49751-254	Miscellaneous Merchandise	MISC	18.27
06/13/2017	51185	E 609-49751-256	Tobacco Products For Resale	TOBACCO	848.26
					\$3,652.33

GREAT LAKES COCA-COLA

06/13/2017	3608203264	E 609-49751-254	Miscellaneous Merchandise	MISC	760.06
06/13/2017	3608203268	E 609-49751-254	Miscellaneous Merchandise	MISC	(29.50)
					\$730.56

HAKANSON ANDERSON ASSOC., INC.

05/31/2017	38090	E 101-42400-303	Engineering Fees	MUNICIPAL REVIEWS	721.00
					\$721.00

HENRYS WATERWORKS, INC.

05/30/2017	19060	E 601-49440-229	Project Repair & Maintenance	PARTS	357.17
					\$357.17

HOISINGTON KOEGLER GROUP, INC

06/05/2017	017-001-4	E 101-41910-307	Comp Plan/Wetland Fees	COMPREHENSIVE PLAN	6,302.74
06/10/2017	016-043-12	E 101-41910-318	Economic Development	DOWNTOWN PLANNING PROFE	9,694.36
					\$15,997.10

INNOVATIVE OFFICE SOLUTIONS, L

05/31/2017	IN1631018	E 101-42110-200	Office Supplies	OFFICE SUPPLIES - PD	124.42
05/31/2017	IN1631018	E 101-43100-200	Office Supplies	OFFICE SUPPLIES- PW	20.20
06/01/2017	IN1631658	E 101-41400-200	Office Supplies	OFFICE SUPPLIES - CH	161.81
06/05/2017	IN1635500	E 101-42110-200	Office Supplies	OFFICE SUPPLIES - PD	32.21
06/05/2017	IN1635500	E 101-43100-200	Office Supplies	OFFICE SUPPLIES - PW	9.02
06/08/2017	IN1640083	E 101-42110-217	Other Operating Supplies	SUPPLIES	73.20
					\$420.86

ISD #15

08/24/2015	2153	E 101-42210-221	Vehicle Repair & Maintenance	1998 CHEVROLET TANKER TRU	387.60
05/09/2016	2513	E 101-42110-221	Vehicle Repair & Maintenance	CREDIT	(95.96)
08/16/2016	2679	E 101-42210-221	Vehicle Repair & Maintenance	2016 FREIGHTLINER MAINT	77.23
08/16/2016	2680	E 101-42210-221	Vehicle Repair & Maintenance	2002 FORD PICKUP MAINT	100.01
08/16/2016	2681	E 101-42210-221	Vehicle Repair & Maintenance	TANKER TRUCK MAINT	336.36
08/16/2016	2682	E 101-42210-221	Vehicle Repair & Maintenance	2000 SPARTAN MAINT	361.63
08/16/2016	2683	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN MAINT	523.76
08/16/2016	2684	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD PICKUP MAINT	648.95
08/16/2016	2685	E 101-42210-221	Vehicle Repair & Maintenance	2005 POLARIS RANGER MAINT	99.17
08/16/2016	2686	E 101-42210-221	Vehicle Repair & Maintenance	2008 FORD PICKUP MAINT	266.30
06/07/2017	3151	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER MAINT	44.07
06/07/2017	3187	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER	63.54
06/07/2017	3188	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER MAINT	43.68
06/07/2017	3189	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER MAINT	81.57
06/07/2017	3191	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER MAINT	43.68
					\$2,981.59

JJ TAYLOR DISTRIBUTING

05/31/2017	2697192	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/31/2017	2697192	E 609-49751-252	Beer For Resale	BEER	1,835.85
05/31/2017	2697192	E 609-49751-255	N/A Products	NA	39.10
06/07/2017	2706253	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
06/07/2017	2706253	E 609-49751-252	Beer For Resale	BEER	2,932.75

\$4,813.70**JOHNSON BROS WHLSE LIQUOR**

06/01/2017	5739783	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
06/01/2017	5739783	E 609-49751-251	Liquor For Resale	LIQUOR	380.00
06/01/2017	5739784	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.04
06/01/2017	5739784	E 609-49751-253	Wine For Resale	WINE	1,064.45
06/07/2017	5744047	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
06/07/2017	5744047	E 609-49751-251	Liquor For Resale	LIQUOR	1,318.05
06/07/2017	5744048	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.88
06/07/2017	5744048	E 609-49751-253	Wine For Resale	WINE	945.65
06/07/2017	5744049	E 609-49751-252	Beer For Resale	BEER	125.97
06/07/2017	5744050	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
06/07/2017	5744050	E 609-49751-254	Miscellaneous Merchandise	MISC	37.00

\$3,943.32**LMC INSURANCE TRUST**

06/04/2017	34069	E 101-41400-160	Work Comp Insurance	4TH INSTALLMENT	278.25
06/04/2017	34069	E 101-41410-160	Work Comp Insurance	4TH INSTALLMENT	0.00
06/04/2017	34069	E 101-41500-160	Work Comp Insurance	4TH INSTALLMENT	103.75
06/04/2017	34069	E 101-41910-160	Work Comp Insurance	4TH INSTALLMENT	69.75
06/04/2017	34069	E 101-42110-160	Work Comp Insurance	4TH INSTALLMENT	5,249.50
06/04/2017	34069	E 101-42210-160	Work Comp Insurance	4TH INSTALLMENT	2,198.50
06/04/2017	34069	E 101-42400-160	Work Comp Insurance	4TH INSTALLMENT	96.75
06/04/2017	34069	E 101-43100-160	Work Comp Insurance	4TH INSTALLMENT	2,245.00
06/04/2017	34069	E 101-43210-160	Work Comp Insurance	4TH INSTALLMENT	164.00
06/04/2017	34069	E 101-45200-160	Work Comp Insurance	4TH INSTALLMENT	790.50
06/04/2017	34069	E 601-49440-160	Work Comp Insurance	4TH INSTALLMENT	937.25
06/04/2017	34069	E 602-49490-160	Work Comp Insurance	4TH INSTALLMENT	1,037.50
06/04/2017	34069	E 609-49750-160	Work Comp Insurance	4TH INSTALLMENT	1,217.50
06/04/2017	54988	E 101-41110-360	Insurance	4TH INSTALLMENT	46.90
06/04/2017	54988	E 101-41120-360	Insurance	4TH INSTALLMENT	1.10
06/04/2017	54988	E 101-41400-360	Insurance	4TH INSTALLMENT	533.83
06/04/2017	54988	E 101-41410-360	Insurance	4TH INSTALLMENT	11.44
06/04/2017	54988	E 101-41500-360	Insurance	4TH INSTALLMENT	157.44
06/04/2017	54988	E 101-41600-360	Insurance	4TH INSTALLMENT	154.56
06/04/2017	54988	E 101-41910-360	Insurance	4TH INSTALLMENT	172.59
06/04/2017	54988	E 101-41940-360	Insurance	4TH INSTALLMENT	527.04
06/04/2017	54988	E 101-42110-360	Insurance	4TH INSTALLMENT	3,413.66
06/04/2017	54988	E 101-42210-360	Insurance	4TH INSTALLMENT	1,810.55
06/04/2017	54988	E 101-42400-360	Insurance	4TH INSTALLMENT	279.82
06/04/2017	54988	E 101-43100-360	Insurance	4TH INSTALLMENT	3,350.96
06/04/2017	54988	E 101-43210-360	Insurance	4TH INSTALLMENT	61.86
06/04/2017	54988	E 101-45000-360	Insurance	4TH INSTALLMENT	0.63
06/04/2017	54988	E 101-45200-360	Insurance	4TH INSTALLMENT	3,294.16
06/04/2017	54988	E 101-49200-360	Insurance	4TH INSTALLMENT	7.33
06/04/2017	54988	E 601-49440-360	Insurance	4TH INSTALLMENT	3,432.17
06/04/2017	54988	E 602-49490-360	Insurance	4TH INSTALLMENT	2,990.39
06/04/2017	54988	E 609-49750-360	Insurance	4TH INSTALLMENT	2,831.32

\$37,466.00**MARTIN-MCALLISTER**

02/28/2017	10925	E 101-42110-305	Medical & Testing Fees	PUBLIC SAFETY ASSESSMENT -	500.00
02/28/2017	10925	E 601-49440-441	Miscellaneous	PERSONNEL EVAL - BISTODEAL	300.00
02/28/2017	10925	E 602-49490-441	Miscellaneous	PERSONNEL EVAL - BISTODEAL	300.00
05/31/2017	11076	E 101-42210-305	Medical & Testing Fees	PUBLIC SAFETY ASSESSMENT -	500.00

\$1,600.00**MCDONALD DIST CO.**

05/26/2017	382169	E 609-49751-252	Beer For Resale	BEER	1,332.80
06/01/2017	381887	E 609-49751-252	Beer For Resale	BEER	3,980.20
06/01/2017	381887	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
06/01/2017	381887	E 609-49751-255	N/A Products	NA	20.45
06/01/2017	96494	E 609-49751-252	Beer For Resale	BEER	(17.80)
06/08/2017	384031	E 609-49751-252	Beer For Resale	BEER	8,312.25
06/08/2017	384031	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
06/08/2017	384031	E 609-49751-255	N/A Products	NA	96.70

\$13,796.60

MIDCONTINENT COMMUNICATIONS

06/02/2017	.0617	E 101-41940-321	Telephone	CITY HALL	36.83
06/02/2017	.0617	E 101-42110-321	Telephone	Police	16.78
06/02/2017	.0617	E 101-43100-321	Telephone	Public Works	16.78
06/02/2017	.0617	E 601-49440-321	Telephone	WATER PLANT	150.00
06/02/2017	.0617	E 601-49440-321	Telephone	WELL HOUSE	150.00
06/02/2017	.0617	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					\$520.39

MINUTEMAN PRESS

06/05/2017	977151	E 101-41110-344	Newsletter	NEWSLETTER	114.71
06/05/2017	977151	E 101-41400-441	Miscellaneous	NEWSLETTER	114.71
06/05/2017	977151	E 101-42110-441	Miscellaneous	NEWSLETTER	114.71
06/05/2017	977151	E 101-42210-441	Miscellaneous	NEWSLETTER	114.71
06/05/2017	977151	E 101-42400-352	General Notices and Pub Info	NEWSLETTER	114.71
06/05/2017	977151	E 101-43100-441	Miscellaneous	NEWSLETTER	114.71
06/05/2017	977151	E 101-43210-439	Recycling Days	NEWSLETTER	243.38
06/05/2017	977151	E 101-45200-441	Miscellaneous	NEWSLETTER	114.73
06/05/2017	977151	E 601-49440-441	Miscellaneous	NEWSLETTER	114.71
06/05/2017	977151	E 602-49490-441	Miscellaneous	NEWSLETTER	114.71
06/05/2017	977151	E 609-49750-441	Miscellaneous	NEWSLETTER	114.71
					\$1,390.50

MNFAM BOOK SALES

03/13/2017	2396	E 101-42210-208	Training and Instruction	FIRE AND LIFE SAFTEY ED	59.00
					\$59.00

NOVAK-FLECK, INC.

06/13/2017	16-201	G 803-22000	Deposits	3594 232ND CT NW	3,300.00
					\$3,300.00

OREILLY AUTO PARTS

06/09/2017	1539-137486	E 101-42210-221	Vehicle Repair & Maintenance	PARTS	22.46
					\$22.46

PAGE ANALYTICAL SERVICES

05/30/2017	171279851	E 602-49490-313	Sample Testing	SAMPLE TESTING	74.00
05/30/2017	171279866	E 602-49490-313	Sample Testing	SAMPLE TESTING	74.00
05/31/2017	171280071	E 602-49490-313	Sample Testing	SAMPLE TESTING	81.00
06/05/2017	171280272	E 602-49490-313	Sample Testing	SAMPLE TESTING	15.00
					\$244.00

PAUL EMMERICH CONSTRUCTION

06/13/2017	16-299	G 803-22000	Deposits	23566 VINTAGE ST NW	5,800.00
					\$5,800.00

PAUSTIS WINE COMPANY

06/12/2017	8593088-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
06/12/2017	8593088-IN	E 609-49751-253	Wine For Resale	WINE	240.00
					\$244.50

PHILLIPS WINE & SPIRITS CO.

06/01/2017	2176371	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.64
06/01/2017	2176371	E 609-49751-251	Liquor For Resale	LIQUOR	862.50
06/01/2017	2176372	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
06/01/2017	2176372	E 609-49751-253	Wine For Resale	WINE	96.00
06/01/2017	2176373	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.12
06/01/2017	2176373	E 609-49751-254	Miscellaneous Merchandise	MISC	85.00
06/01/2017	2176373	E 609-49751-255	N/A Products	NA	128.00
06/02/2017	266103	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.64)
06/02/2017	266103	E 609-49751-251	Liquor For Resale	LIQUOR	(119.87)
06/05/2017	2177043	E 609-49751-251	Liquor For Resale	LIQUOR	6,227.75
06/07/2017	2179188	E 609-49751-206	Freight and Fuel Charges	FREIGHT	33.44
06/07/2017	2179188	E 609-49751-251	Liquor For Resale	LIQUOR	2,194.00
06/07/2017	2179189	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
06/07/2017	2179189	E 609-49751-253	Wine For Resale	WINE	312.00
					\$9,855.18

RITEWAY BUSINESS FORMS

05/31/2017	17-31813	E 101-41400-200	Office Supplies	W-2S & 1099	68.21
05/31/2017	17-31813	E 601-49440-200	Office Supplies	W-2S & 1099	68.21
05/31/2017	17-31813	E 602-49490-200	Office Supplies	W-2S & 1099	68.21
05/31/2017	17-31813	E 609-49750-200	Office Supplies	W-2S & 1099	68.24
					\$272.87

ROSEVILLE, CITY OF

05/25/2017	0223011	G 609-16400	Equipment & Machinery	LIQUOR STORE CAMERA	277.94
05/25/2017	0223013	E 402-43100-570	C-O-L Office Equip & Misc.	DELL PC FOR PUBLIC WORKS	575.00
05/25/2017	0223015	E 101-41110-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	41.37
05/25/2017	0223015	E 101-41400-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	134.45
05/25/2017	0223015	E 101-42110-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	475.77
05/25/2017	0223015	E 101-42210-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	76.53
05/25/2017	0223015	E 101-42400-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	38.30
05/25/2017	0223015	E 101-43100-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	41.37
05/25/2017	0223015	E 101-45200-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	41.37
05/25/2017	0223015	E 601-49440-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	41.37
05/25/2017	0223015	E 602-49490-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	41.37
05/25/2017	0223015	E 609-49750-310	Computer Consulting Fees	LASERFISCHE LICENSE - URBAL	20.68
06/07/2017	0223088	E 101-41940-321	Telephone	PHONE	80.59
06/07/2017	0223088	E 101-42110-321	Telephone	PHONE	80.59
06/07/2017	0223088	E 101-42210-321	Telephone	PHONE	80.59
06/07/2017	0223088	E 101-43100-321	Telephone	PHONE	80.65
06/07/2017	0223088	E 101-45200-321	Telephone	PHONE	80.59
06/07/2017	0223088	E 601-49440-321	Telephone	PHONE	80.59
06/07/2017	0223088	E 602-49490-321	Telephone	PHONE	80.59
06/07/2017	0223088	E 609-49750-321	Telephone	PHONE	80.59
06/08/2017	0223114	G 609-16400	Equipment & Machinery	CAMERA LICENSES - BOTTLE SI	3,335.04
07/30/2017	0223045	E 101-41110-310	Computer Consulting Fees	IT SERVICES	234.99
07/30/2017	0223045	E 101-41400-310	Computer Consulting Fees	IT SERVICES	763.73
07/30/2017	0223045	E 101-42110-310	Computer Consulting Fees	IT SERVICES	2,702.43
07/30/2017	0223045	E 101-42210-310	Computer Consulting Fees	IT SERVICES	434.74
07/30/2017	0223045	E 101-42400-310	Computer Consulting Fees	IT SERVICES	217.41
07/30/2017	0223045	E 101-43100-310	Computer Consulting Fees	IT SERVICES	234.99
07/30/2017	0223045	E 101-45200-310	Computer Consulting Fees	IT SERVICES	234.99
07/30/2017	0223045	E 601-49440-310	Computer Consulting Fees	IT SERVICES	234.99
07/30/2017	0223045	E 602-49490-310	Computer Consulting Fees	IT SERVICES	234.99
07/30/2017	0223045	E 609-49750-310	Computer Consulting Fees	IT SERVICES	117.49
					\$11,196.09

ROYAL SUPPLY

06/05/2017	21166	E 101-41940-210	Operating Supplies	SUPPLIES	38.14
06/05/2017	21166	E 101-42110-217	Other Operating Supplies	SUPPLIES	76.28
06/05/2017	21166	E 101-43100-217	Other Operating Supplies	SUPPLIES	38.14
06/05/2017	21166	E 101-45200-217	Other Operating Supplies	SUPPLIES	38.14
06/05/2017	21166	E 601-49440-217	Other Operating Supplies	SUPPLIES	38.14
06/05/2017	21166	E 602-49490-217	Other Operating Supplies	SUPPLIES	38.16
					\$267.00

SOUTHERN GLAZERS OF MN

06/08/2017	1553072	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.32
06/08/2017	1553073	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.37
06/08/2017	1553073	E 609-49751-251	Liquor For Resale	LIQUOR	2,015.44
06/08/2017	1553074	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.84
06/08/2017	1553074	E 609-49751-253	Wine For Resale	WINE	126.00
07/01/2017	1550183	E 609-49751-206	Freight and Fuel Charges	FREIGHT	40.96
07/01/2017	1550183	E 609-49751-251	Liquor For Resale	LIQUOR	3,096.65
					\$5,303.58

SPOT ON

05/31/2017	6061	E 101-43210-441	Miscellaneous	VINYL LETTERING	63.00
					\$63.00

ST. FRANCIS TRUE VALUE HARDWAR

02/09/2017	36948	E 101-42210-217	Other Operating Supplies	KEYS	5.67
05/16/2017	36462	E 101-45200-217	Other Operating Supplies	INSECTACIDE	37.96
					\$43.63

TJ ASSOCIATES

03/30/2017	222711	E 101-41400-200	Office Supplies	BUSINESS CARDS	39.00
05/25/2017	223235	E 101-42400-200	Office Supplies	PERMIT APPLICATIONS	36.50
05/30/2017	221765	E 101-41400-200	Office Supplies	BUSINESS CARDS - CITY HALL	41.25
05/30/2017	222715	E 101-41400-200	Office Supplies	ENVELOPES	134.93
05/30/2017	223236	E 101-42400-200	Office Supplies	ISTS FORMS	69.75
06/08/2017	223531	E 101-42110-308	Community Education	SIGNS	143.80
					<u>\$465.23</u>

U S BANK EQUIPMENT FINANCE

06/07/2017	33268645	E 101-41400-240	Office Equip	COPIER LEASE	49.99
06/07/2017	33268645	E 101-43100-240	Office Equip	COPIER LEASE	49.99
06/07/2017	33268645	E 101-43210-240	Office Equip	COPIER LEASE	49.99
06/07/2017	33268645	E 101-45200-240	Office Equip	COPIER LEASE	49.99
06/07/2017	33268645	E 601-49440-240	Office Equip	COPIER LEASE	49.99
06/07/2017	33268645	E 602-49490-240	Office Equip	COPIER LEASE	50.00
07/02/2017	332689595	E 101-42110-311	Contract	COPIER LEASE	235.00
					<u>\$534.95</u>

WOLD, S. W.

06/08/2017	16-200	G 803-22000	Deposits	867 239TH AVE NW	2,300.00
					<u>\$2,300.00</u>

FUND SUMMARY\$189,662.51

101 GENERAL FUND	\$78,932.86
402 CAPITAL EQUIPMENT	\$575.00
601 WATER FUND	\$7,776.49
602 SEWER FUND	\$5,334.59
609 MUNICIPAL LIQUOR FUND	\$85,643.57
803 ESCROW	\$11,400.00
Total	<u><u>189,662.51</u></u>

Checks cut since last Council Meeting

Disbursements via Debits to Checking Account

P:\awork\2017\Other\Bill List\ACH Files approved by Council-2017.xlsx

June 19, 2017

Pre-Sale Report for

City of St. Francis, Minnesota

\$7,005,000 General Obligation Capital Improvement
Bonds, Series 2017A



Prepared by:

Nick Anhut, CIPMA
Municipal Advisor

And

Rebecca Kurtz, CIPMA
Senior Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	Estimated principal amount of \$7,005,000 General Obligation Capital Improvement Bonds, Series 2017A (the “Bonds”)
Purposes:	The proposed issue includes financing for the City to acquire the EDA's public works facility and execute a full net cash refunding of the EDA's Lease Revenue Bonds, Series 2012A. Debt service will be backed by the full faith and credit of the City and its ability to levy taxes, but is expected to continue to be paid from various revenues of the city. Interest rates on the EDA Bonds proposed to be refunded are 2.60% to 5.00%. Today's market for “AA” rated General Obligations bonds are achieving yields of 0.90% to 3.00% over the same repayment term. To maximize savings by applying the existing debt service reserve to buy down the size of the Bonds, the refunding is expected to reduce debt service expense by approximately \$1,540,000 over the next 19 years. The Net Present Value Benefit of the refunding is estimated to be \$1,228,000, equal to 14.3% of the refunded debt. This refunding is considered an Advance Refunding as the new Bonds will be issued more than 90 days prior to the call date of the obligations being refunded.
Authority:	The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475. The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged. Chapter 475 identifies a city's annual CIP debt service is limited to 0.16% of its estimated market value. Using the estimated market value for taxes payable 2017 within the City, the current annual limit is \$770,863. Less the anticipated annual payments on the refunding bonds, the City will have approximately \$300,000 annual capacity remaining. As with the EDA Bonds, the new Bonds will continue to count against the City's General Obligation Debt Capacity Limit of 3% of market value, or \$14.4 million.
Term/Call Feature:	The Bonds are being issued for a 19-year term matching the existing repayment. Principal on the Bonds will be due on February 1 in the years 2018 through 2036. Interest is payable every six months beginning February 1, 2018. To achieve the most favorable bond pricing, we recommend a 9.5-year call date for the refunding Bonds. The Bonds maturing on and after February 1, 2028 will be subject to prepayment at the discretion of the City on February 1, 2027 or any date thereafter.
Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.



Rating:	The City's most recent bond issues were rated "AA" by Standard & Poor's. The City will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.
Basis for Recommendation:	The proposed Bond issue is the most cost-efficient means of achieving the desired refunding for future debt service savings, and is expected to yield the lowest possible interest cost while preserving future prepayment flexibility. Moreover, the competitive sale approach described below is consistent with the best practices published by the Governmental Finance Officers Association (GFOA).
Method of Sale/Placement:	In order to obtain the lowest interest cost to the City, we will assist to competitively bid the purchase of the Bonds from local and national underwriters/banks. We have included an allowance for discount bidding equal to 1.20% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount. Determination of the required deposit to the advance refunding escrow requires that the issue price and associated arbitrage yield for the Bonds be established on the date of sale. To ensure issue price certainty, the City will require the winning bidder to hold their initial offering price for each maturity until 10% of that maturity is sold to the public at a price no higher than the initial offering price, or for five business days, whichever occurs sooner. The requirement to hold the price is only applicable if less than three bids are received for the Bonds. If the winning bidder is required to hold the price, the bidder has the option to withdraw their bid. If withdrawn, sale of the Bonds will be awarded to the second bid if one was received, with the same requirement to hold the price and the option for that bidder to withdraw. If less than three bids are received, and no underwriter will agree to the hold the price requirement, sale of the Bonds will not occur on the planned date of sale. Based on our evaluation of the current capital markets bidding environment and past market receptivity to the City's debt offerings, we expect that City to receive at least three bids. Premium Bids: Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, originating in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$7,000,000 offering may receive bids that result in proceeds of \$7,140,000 to \$7,700,000. After receipt of bids, the size of the issue is then reduced to utilize only the premium necessary to execute the



	refunding. The adjustments may slightly change the calculation of true interest cost from the original bid, either up or down. You have the choice to limit the amount of premium within the bid specifications. This may result in fewer bids, but it may also eliminate large adjustments on the day of sale and other uncertainties. To broaden the field of potential bidders, we advise leaving room within the specifications for premiums, but also the authority to adjust the principal to offset excess borrowing.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities to include at this time. We will continue to monitor the market and the call dates for the City's outstanding debt and will periodically update the City to that status of any future refunding opportunities.
Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and we are proposing to contract with the City to prepare and file the reports in the future.
Arbitrage Monitoring:	Because the Bonds are tax-exempt obligations/tax credit obligations, the City must continue to ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Risk Factors:	Advance Refunding: The Bonds are being issued to "advance" refunding prior City debt obligations. Only one advance refunding of an original tax-exempt debt obligation is permitted under current IRS rules. This refunding is being undertaken based in part on the following assumptions: • Since the new Bonds will extend the "call" date for this debt, we are assuming the City does not expect to have revenues available to pre-pay the current obligations prior to this new call date. • In anticipation of a rising interest rate environment, that advance refunding will provide an overall lower debt cost as compared to waiting to refund the issue until its 2019 call date.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a



	firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a cost-effective service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but their final fees may vary. If you have any questions pertaining to the identified service providers, their role, or if you would like to use a different service provider for any of the listed services please contact us. Bond Attorney: Kennedy & Graven, Chartered Paying Agent: Bond Trust Services Corporation Rating Agency: Standard & Poor's Global Ratings (S&P) CPA Escrow Verification Agent: Grant Thornton LLP Escrow Agent: U.S. Bank National Association Bidding Agent: Ehlers Investment Partners
Summary:	The decisions to be made by the Council are as follows: • Accept or modify the finance assumptions described in this report, and • Adopt the resolution provided by the City's bond attorney.

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	June 19, 2017
Distribute Official Statement:	Week of July 3, 2017
Conference with Rating Agency:	Week of July 3, 2017
City Council Meeting to Award Sale of the Bonds:	July 17, 2017
Estimated Closing Date:	August 15, 2017
Redemption Date for EDA 2012A Bonds	February 1, 2019

Attachments

Sources and Uses of Funds

Proposed Debt Service Schedule

Refunding Savings Analysis

Resolution Authorizing Ehlers to Proceed With Bond Sale (Distributed separately)

Ehlers Contacts

Municipal Advisors:	Nick Anhut	(651) 697-8507
	Rebecca Kurtz	(651) 697-8516
Disclosure Coordinator:	Charissa Brookley	(651) 697-8573
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be sent to the City Council at their home or e-mail address for review prior to the sale date.



City of St. Francis, Minnesota

\$7,005,000 General Obligation CIP Bonds, Series 2017A
Proposed Net Cash Refunding of Series 2012A Lease Revenue Bonds
Assuming Current GO BQ "AA" Market Rates

Sources & Uses

Dated 08/11/2017 | Delivered 08/11/2017

Sources Of Funds

Par Amount of Bonds	\$7,005,000.00
Transfers from Prior Issue DSR Funds	551,795.00
Total Sources	\$7,556,795.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	84,060.00
Costs of Issuance	73,500.00
Deposit to Net Cash Escrow Fund	7,394,609.69
Rounding Amount	4,625.31
Total Uses	\$7,556,795.00



City of St. Francis, Minnesota

\$7,005,000 General Obligation CIP Bonds, Series 2017A

Proposed Net Cash Refunding of Series 2012A Lease Revenue Bonds

Assuming Current GO BQ "AA" Market Rates

Escrow Fund Cashflow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
08/11/2017	-	-	-	0.69	-	0.69
02/01/2018	354,404.00	1.100%	43,178.62	397,582.62	397,582.50	0.81
08/01/2018	104,503.00	1.180%	44,894.27	149,397.27	149,397.50	0.58
02/01/2019	6,935,702.00	1.260%	43,694.92	6,979,396.92	6,979,397.50	-
Total	\$7,394,609.00	-	\$131,767.81	\$7,526,377.50	\$7,526,377.50	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Bond Yield
Cash Deposit	0.69
Cost of Investments Purchased with Bond Proceeds	7,394,609.00
Total Cost of Investments	\$7,394,609.69
Target Cost of Investments at bond yield	\$7,272,217.24
Actual positive or (negative) arbitrage	(122,392.45)
Yield to Receipt	1.2573685%
Yield for Arbitrage Purposes	2.4533374%
State and Local Government Series (SLGS) rates for	6/12/2017

City of St. Francis EDA, Minnesota

\$8,200,000 Public Project Lease Revenue Bonds, Series 2012A

Debt Service To Maturity And To Call

Date	Refunded Bonds	Refunded Interest	D/S To Call	Principal	Coupon	Interest	Refunded D/S
02/01/2018	245,000.00	152,582.50	397,582.50	245,000.00	2.600%	152,582.50	397,582.50
08/01/2018	-	149,397.50	149,397.50	-	-	149,397.50	149,397.50
02/01/2019	6,830,000.00	149,397.50	6,979,397.50	250,000.00	2.800%	149,397.50	399,397.50
08/01/2019	-	-	-	-	-	145,897.50	145,897.50
02/01/2020	-	-	-	260,000.00	3.000%	145,897.50	405,897.50
08/01/2020	-	-	-	-	-	141,997.50	141,997.50
02/01/2021	-	-	-	265,000.00	3.200%	141,997.50	406,997.50
08/01/2021	-	-	-	-	-	137,757.50	137,757.50
02/01/2022	-	-	-	275,000.00	3.350%	137,757.50	412,757.50
08/01/2022	-	-	-	-	-	133,151.25	133,151.25
02/01/2023	-	-	-	285,000.00	3.500%	133,151.25	418,151.25
08/01/2023	-	-	-	-	-	128,163.75	128,163.75
02/01/2024	-	-	-	295,000.00	3.700%	128,163.75	423,163.75
08/01/2024	-	-	-	-	-	122,706.25	122,706.25
02/01/2025	-	-	-	305,000.00	4.000%	122,706.25	427,706.25
08/01/2025	-	-	-	-	-	116,606.25	116,606.25
02/01/2026	-	-	-	315,000.00	4.000%	116,606.25	431,606.25
08/01/2026	-	-	-	-	-	110,306.25	110,306.25
02/01/2027	-	-	-	330,000.00	4.250%	110,306.25	440,306.25
08/01/2027	-	-	-	-	-	103,293.75	103,293.75
02/01/2028	-	-	-	340,000.00	4.250%	103,293.75	443,293.75
08/01/2028	-	-	-	-	-	96,068.75	96,068.75
02/01/2029	-	-	-	355,000.00	4.750%	96,068.75	451,068.75
08/01/2029	-	-	-	-	-	87,637.50	87,637.50
02/01/2030	-	-	-	375,000.00	4.750%	87,637.50	462,637.50
08/01/2030	-	-	-	-	-	78,731.25	78,731.25
02/01/2031	-	-	-	390,000.00	4.875%	78,731.25	468,731.25
08/01/2031	-	-	-	-	-	69,225.00	69,225.00
02/01/2032	-	-	-	410,000.00	4.875%	69,225.00	479,225.00
08/01/2032	-	-	-	-	-	59,231.25	59,231.25
02/01/2033	-	-	-	430,000.00	4.875%	59,231.25	489,231.25
08/01/2033	-	-	-	-	-	48,750.00	48,750.00
02/01/2034	-	-	-	450,000.00	5.000%	48,750.00	498,750.00
08/01/2034	-	-	-	-	-	37,500.00	37,500.00
02/01/2035	-	-	-	475,000.00	5.000%	37,500.00	512,500.00
08/01/2035	-	-	-	-	-	25,625.00	25,625.00
02/01/2036	-	-	-	500,000.00	5.000%	25,625.00	525,625.00
08/01/2036	-	-	-	-	-	13,125.00	13,125.00
02/01/2037	-	-	-	525,000.00	5.000%	13,125.00	538,125.00
Total	\$7,075,000.00	\$451,377.50	\$7,526,377.50	\$7,075,000.00	-	\$3,762,925.00	\$10,837,925.00

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	8/11/2017
Average Life	11.327 Years
Average Coupon	4.6848049%
Weighted Average Maturity (Par Basis)	11.327 Years
Weighted Average Maturity (Original Price Basis)	11.327 Years

Refunding Bond Information

Refunding Dated Date	8/11/2017
Refunding Delivery Date	8/11/2017

2012A Pub Pro Lease Rev B | SINGLE PURPOSE | 6/14/2017 | 11:32 AM



EHLERS
LEADERS IN PUBLIC FINANCE

City of St. Francis, Minnesota

\$7,005,000 General Obligation CIP Bonds, Series 2017A

Proposed Net Cash Refunding of Series 2012A Lease Revenue Bonds

Assuming Current GO BQ "AA" Market Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/11/2017	-	-	-	-	-
02/01/2018	330,000.00	0.900%	70,139.17	400,139.17	400,139.17
08/01/2018	-	-	72,780.00	72,780.00	-
02/01/2019	320,000.00	1.100%	72,780.00	392,780.00	465,560.00
08/01/2019	-	-	71,020.00	71,020.00	-
02/01/2020	325,000.00	1.150%	71,020.00	396,020.00	467,040.00
08/01/2020	-	-	69,151.25	69,151.25	-
02/01/2021	325,000.00	1.250%	69,151.25	394,151.25	463,302.50
08/01/2021	-	-	67,120.00	67,120.00	-
02/01/2022	330,000.00	1.400%	67,120.00	397,120.00	464,240.00
08/01/2022	-	-	64,810.00	64,810.00	-
02/01/2023	335,000.00	1.550%	64,810.00	399,810.00	464,620.00
08/01/2023	-	-	62,213.75	62,213.75	-
02/01/2024	340,000.00	1.750%	62,213.75	402,213.75	464,427.50
08/01/2024	-	-	59,238.75	59,238.75	-
02/01/2025	345,000.00	1.900%	59,238.75	404,238.75	463,477.50
08/01/2025	-	-	55,961.25	55,961.25	-
02/01/2026	350,000.00	2.050%	55,961.25	405,961.25	461,922.50
08/01/2026	-	-	52,373.75	52,373.75	-
02/01/2027	360,000.00	2.150%	52,373.75	412,373.75	464,747.50
08/01/2027	-	-	48,503.75	48,503.75	-
02/01/2028	365,000.00	2.250%	48,503.75	413,503.75	462,007.50
08/01/2028	-	-	44,397.50	44,397.50	-
02/01/2029	375,000.00	2.350%	44,397.50	419,397.50	463,795.00
08/01/2029	-	-	39,991.25	39,991.25	-
02/01/2030	385,000.00	2.450%	39,991.25	424,991.25	464,982.50
08/01/2030	-	-	35,275.00	35,275.00	-
02/01/2031	390,000.00	2.550%	35,275.00	425,275.00	460,550.00
08/01/2031	-	-	30,302.50	30,302.50	-
02/01/2032	400,000.00	2.650%	30,302.50	430,302.50	460,605.00
08/01/2032	-	-	25,002.50	25,002.50	-
02/01/2033	415,000.00	2.750%	25,002.50	440,002.50	465,005.00
08/01/2033	-	-	19,296.25	19,296.25	-
02/01/2034	425,000.00	2.850%	19,296.25	444,296.25	463,592.50
08/01/2034	-	-	13,240.00	13,240.00	-
02/01/2035	440,000.00	2.950%	13,240.00	453,240.00	466,480.00
08/01/2035	-	-	6,750.00	6,750.00	-
02/01/2036	450,000.00	3.000%	6,750.00	456,750.00	463,500.00
Total	\$7,005,000.00	-	\$1,744,994.17	\$8,749,994.17	-

Yield Statistics

Bond Year Dollars	\$70,412.92
Average Life	10.052 Years
Average Coupon	2.4782302%
Net Interest Cost (NIC)	2.5976117%
True Interest Cost (TIC)	2.5932170%
Bond Yield for Arbitrage Purposes	2.4533374%
All Inclusive Cost (AIC)	2.7175514%

IRS Form 8038

Net Interest Cost	2.4782302%
Weighted Average Maturity	10.052 Years

Series 2017A GO CIP Bds N | SINGLE PURPOSE | 6/14/2017 | 11:32 AM



EHLERS
LEADERS IN PUBLIC FINANCE

City of St. Francis, Minnesota

\$7,005,000 General Obligation CIP Bonds, Series 2017A
Proposed Net Cash Refunding of Series 2012A Lease Revenue Bonds
Assuming Current GO BQ "AA" Market Rates

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2018	400,139.17	395,513.86	397,582.50	2,068.64
02/01/2019	465,560.00	465,560.00	548,795.00	83,235.00
02/01/2020	467,040.00	467,040.00	551,795.00	84,755.00
02/01/2021	463,302.50	463,302.50	548,995.00	85,692.50
02/01/2022	464,240.00	464,240.00	550,515.00	86,275.00
02/01/2023	464,620.00	464,620.00	551,302.50	86,682.50
02/01/2024	464,427.50	464,427.50	551,327.50	86,900.00
02/01/2025	463,477.50	463,477.50	550,412.50	86,935.00
02/01/2026	461,922.50	461,922.50	548,212.50	86,290.00
02/01/2027	464,747.50	464,747.50	550,612.50	85,865.00
02/01/2028	462,007.50	462,007.50	546,587.50	84,580.00
02/01/2029	463,795.00	463,795.00	547,137.50	83,342.50
02/01/2030	464,982.50	464,982.50	550,275.00	85,292.50
02/01/2031	460,550.00	460,550.00	547,462.50	86,912.50
02/01/2032	460,605.00	460,605.00	548,450.00	87,845.00
02/01/2033	465,005.00	465,005.00	548,462.50	83,457.50
02/01/2034	463,592.50	463,592.50	547,500.00	83,907.50
02/01/2035	466,480.00	466,480.00	550,000.00	83,520.00
02/01/2036	463,500.00	463,500.00	551,250.00	87,750.00
02/01/2037	-	-	(545.00)	(545.00)
Total	\$8,749,994.17	\$8,745,368.86	\$10,286,130.00	\$1,540,761.14

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	1,566,747.41
Effects of changes in DSR investments.....	(343,217.23)
Net PV Cashflow Savings @ 2.453%(Bond Yield).....	1,223,530.19
Contingency or Rounding Amount.....	4,625.31
Net Present Value Benefit	\$1,228,155.50
Net PV Benefit / \$8,571,747.41 PV Refunded Debt Service	14.328%
Net PV Benefit / \$7,075,000 Refunded Principal...	17.359%
Net PV Benefit / \$7,005,000 Refunding Principal..	17.533%

Refunding Bond Information

Refunding Dated Date	8/11/2017
Refunding Delivery Date	8/11/2017



City of St. Francis, Minnesota

\$7,005,000 General Obligation CIP Bonds, Series 2017A
Proposed Net Cash Refunding of Series 2012A Lease Revenue Bonds
Assuming Current GO BQ "AA" Market Rates

Detail Costs Of Issuance

Dated 08/11/2017 | Delivered 08/11/2017

COSTS OF ISSUANCE DETAIL

Municipal Advisor	\$35,000.00
Bond Counsel	\$14,000.00
Rating Agency Fee (S&P)	\$14,000.00
Verification Agent	\$2,500.00
Escrow Agent	\$2,500.00
Bidding Agent	\$4,400.00
Miscellaneous	\$1,100.00
TOTAL	\$73,500.00



Extract of Minutes of Meeting
of the City Council of the City
of St. Francis, Anoka County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of St. Francis, Minnesota, was held at the Central Services Office in the City on Monday, June 19, 2017, commencing at 6:00 P.M.

The following members were present:

and the following were absent:

* * *

* * *

* * *

Councilmember _____ presented the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION NO. 2017-15

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$7,570,000

BE IT RESOLVED By the City Council of the City of St. Francis, Anoka County, Minnesota (the "City") as follows:

1. Authorization.

(a) The Economic Development Authority for the City of St. Francis (the "Authority") previously issued its Public Project Lease Revenue Bonds, Series 2012A (the "Series 2012A Bonds"), in the original aggregate principal amount of \$8,200,000, pursuant to the terms of a Mortgage and Security Agreement and Trust Indenture, dated as of January 1, 2012 (the "Indenture"), between the Authority and U.S. Bank National Association, as trustee. The proceeds of the Series 2012A Bonds were used to finance the construction of a new public safety and public works building (the "Facilities") on certain property located in the City (the "Site"). The Series 2012A Bonds are subject to optional redemption on or after February 1, 2019 at a price of par plus accrued interest.

(b) The Series 2012A Bonds are secured by lease payments by the City (the "Lease Payments") pursuant to a Lease-Purchase Agreement, dated as of January 1, 2012 (the "Lease"), between the Authority, as lessor, and the City, as lessee. Pursuant to Section 8.1 of the Lease, the City has the option to prepay the Lease Payments and purchase the Site and Facilities. The City has determined to exercise its option to prepay the Series 2012A Bonds and acquire the Site and the Facilities.

(c) The City is authorized by Minnesota Statutes, Chapter 475, as amended, specifically Section 475.521 (the "CIP Act"), to finance certain capital improvements under an approved capital improvement plan by the issuance of general obligation bonds of the City payable from ad valorem taxes. Capital improvements include acquisition or betterment of public lands, buildings or other improvements for the purpose of a city hall, library, public safety facility and public works facilities (excluding light rail transit or any activity related to it, or a park, road, bridge, administrative building other than a city hall, or land for any of those activities).

(d) On the May 4, 2015, the City held a public hearing (the "Public Hearing") on and approved the "2015 through 2019 Five-year Capital Improvement Plan for the City of St. Francis, Minnesota" (the "Plan"), which authorized the City to acquire the Site and the Facilities through the issuance of bonds in the maximum principal amount of \$8,100,000, all in accordance with the CIP Act.

(e) No petition for a referendum on the issuance of the Bonds pursuant to the Plan was received within thirty (30) days following the Public Hearing.

(f) As required by the CIP Act, the City has determined that: (i) the expected useful life of the project to be refinanced with the proceeds of the Bonds will be at least five years; and (ii) the amount of principal and interest due in any year on all outstanding bonds issued by the

City under the CIP Act, including the Bonds, will not exceed 0.16 percent of the estimated market value of property in the City for taxes payable in 2017.

(g) It is necessary and expedient to the sound financial management of the affairs of the City to issue General Obligation Capital Improvement Plan Bonds, Series 2017A (the "Bonds"), in the proposed aggregate principal amount of \$7,570,000, pursuant to Act, to provide financing for the prepayment of the Lease Payments and the subsequent acquisition of the Site and the Facilities.

(h) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and the City's municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all respects.

3. Sale of Bonds. To prepay the Lease Payments and acquire the Site and the Facilities from the Authority, the City will therefore issue and sell the Bonds in the proposed aggregate principal amount of \$7,570,000, which amount is subject to adjustment.

4. Authority of Municipal Advisor. Ehlers & Associates, Inc. is authorized and directed to negotiate the sale of the Bonds. The City Council will meet at 6:00 P.M. on Monday, July 17, 2017, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Kennedy & Graven, Chartered in the preparation of such documents, certificates, and instruments.

6. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

7. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with Ehlers & Associates, Inc. and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

(The remainder of this page is intentionally left blank.)

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF JUNE, 2017.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Barbara Held, City Clerk

ADD ROLL CALL VOTE Yeah or Nay

STATE OF MINNESOTA)
)
COUNTY OF ANOKA)
)
CITY OF ST. FRANCIS)

I, the undersigned, being the duly qualified City Clerk of the City of St. Francis, Minnesota (the "City"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Monday, June 19, 2017, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of the City's General Obligation Capital Improvement Plan Bonds, Series 2017A, in the proposed aggregate principal amount of \$7,570,000.

WITNESS My hand as City Clerk and the corporate seal of the City this ____ day of _____, 2017.

(SEAL)

Barbara I. Held, City Clerk
City of St. Francis, Minnesota

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

8 A & B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Text Amendments to the City Code
DATE: June 5, 2017 & June 19, 2017

OVERVIEW:

The City Council approved to move forward with Muni Code which is part of the upgrade to the City's website. In reviewing the City Code we noticed text amendments that should be completed before the electronic version is sent to them. The City know longer has the Clerk/Treasurer position therefore a number of the amendments have to do with removing that language and replacing it with the correct department. Exhibit "A" to Ordinance 229, Second Series shows the section number, current language (highlighted in red) and what it will be changed to.

I also have Resolution 2017-16 included authorizing a summary publication for Ordinance 229, Second Series. This is allowed allow by State Statute and reduces the publication cost.

ACTION TO BE CONSIDERED:

8. A Approve the first reading of Ordinance 229, Second Series amending the Sections:
1-1-2-C, 2-2-2, 2-2-3-B, 2-3-2, 2-7-2-A, 2-7-2-B, 2-7-2-C, 2-7-3-A, 2-7-4-E-1, 2-7-4-E-2,
2-7-4-F-1, 2-10-1, 3-3-8-F, 3-3-9-B, 4-5-1, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11,
6-6-4-B, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B, 6-6-4-E, 7-2-1-C, 7-2-1-D,
7-2-1-E, 7-2-3-B, 7-2-3-D, 7-2-3-E, 7-2-3-F, 7-2-5-B, 7-2-5-C, 7-2-5-D, 7-2-6-A, 7-2-6-E,
7-4-4-B, 8-2-3-B, 8-3-1-C-1, 8-3-1-R, 8-3-1-V, 8-7-2-B, 8-7-2-C.
8. B Adopt Resolution 2017-16 A Resolution Authorizing the Summary Publication of Ordinance 229, Second Series.

BUDGET IMPLICATION:

None.

Attachments: 8 A. Ordinance 229, Second Series
Exhibit "A"
8. B Resolution 2017-16

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 229, SECOND SERIES

AN ORDINANCE AMENDING SECTIONS:

1-1-2-C, 2-2-2, 2-2-3-B, 2-3-2, 7-2-A, 2-7-2-B, 2-7-2-C, 2-7-3-A, 2-7-4-E-1,
2-7-4-E-2, 2-7-4-F-1, 2-10-1, 3-3-8-F, 3-3-9-B, 4-5-1, 6-1-3-A, 6-1-3-D, 6-1-5-B,
6-1-5-F, 6-1-11, 6-6-4-B, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B,
6-6-4-E, 7-2-1-C, 7-2-1-D, 7-2-1-E, 7-2-3-B, 7-2-3-D, 7-2-3-E, 7-2-3-F,
7-2-5-B, 7-2-5-C, 7-2-5-D, 7-2-6-A, 7-2-6-E, 7-4-4-B, 8-2-3-B, 8-3-1-C-1,
8-3-1-R, 8-3-1-V, 8-7-2-B, 8-7-2-C;

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That the above Sections have been amended.

Section 2: The City needs to update the City Code for the new electronic format.

Section 3: The section, current text and the change to the correct personnel can be found in the attached Exhibit A.

Section 4. 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:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

EXHIBIT "A"		
Section	Context	Change
1-1-2-C: DEFINITIONS	"City Clerk/Treasurer" means the person duly appointed by the City Council and acting in such capacity.	Delete City Clerk/Treasurer
2-2-2: SPECIAL MEETINGS	Special meetings of the Council may be called by the Mayor or by any two other members of the Council by writing filed with the City Clerk/Treasurer stating the time, place and purpose of the meeting. Notice of a special meeting shall be given by the City Clerk/Treasurer to each member of the Council by mailing a copy of such filing to all members who did not sign or issue the call at least four (4) days prior to the time stated therein, or by personal service at least seventy-two (72) hours prior to the projected time of meeting. Special meetings may be held without prior written notice to the Council when all Council members are present at the meeting or consent thereto in writing. Any such consent shall be filed with the City Clerk/Treasurer prior to the beginning of the meeting.	1) City Clerk 2) City Clerk 3) City Clerk
2-2-3-B: COUNCIL PROCEDURE AT REGULAR MEETINGS	The City Clerk shall prepare the following items: (1) an agenda for the forthcoming meeting; (2) a compiled list of all claimants who have filed verified accounts claiming payment for goods or services rendered the City since the last regular meeting of the Council, such list to be called the "Claim Report" and bearing headings "Claimant" and "Amount"; (3) a copy of all minutes to be considered; and, (4) copies of such other proposals, communications, or other documents as the City Clerk deems necessary or proper for advance consideration by the Council. The City Clerk shall forthwith cause to be mailed or delivered to each member of the Council copies of all said documents. Roberts' Rule of Order (Newly Revised) shall govern all Council meetings as to procedural matters not set forth in the Charter or City Code. At the appointed time for the regular meeting of the City Council, the meeting shall be called to order by the Mayor and in the Mayor's absence, by the Mayor Pro Tempore. If a quorum is present, the City Council shall then proceed with the business in the following order: (Ord 139, SS, 8-17-2009)	1 & 2) City Administrator or designee 3) City Clerk
2-2-4-B: INTERIM EMERGENCY SUCCESSION	In the event of a nuclear attack upon the United States or a natural disaster affecting the vicinity of the City, the Mayor, Council City Administrator and City Clerk/Treasurer shall be forthwith notified by any one of said persons and by any means available to gather at the city Hall. In the event that safety or convenience dictate, an alternative place of meeting may be designated.	City Clerk
2-3-1: CITY SEAL	All contracts to which the City is a party shall be sealed with the City Seal. Said Seal shall be kept in the custody of the City Clerk/Treasurer and affixed by him/her. The official City Seal shall be a circular disc having engraved thereupon "CITY OF ST. FRANCIS" and such other words, figures or emblems as the Council may, by resolution, designate.	City Clerk
2-3-2: FACSIMILE SIGNATURES	The Mayor and City Clerk/Treasurer are hereby authorized to request a depository of City funds to honor an order for payment when such instrument bears a facsimile of his/her signature, and to charge the same to the account designated thereon or upon which it is drawn, as effectively as though it were his manually written signature. Such authority is granted only for the purpose of permitting such officers an economy of time and effort.	Finance Director
2-7-2-A: DEFERMENT OF SPECIAL ASSESSMENTS	The Council may defer the payment of any special assessment on homestead property owned by a person who is sixty-five (65) years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk/Treasurer is hereby authorized to record the deferment of special assessments where the following conditions are met:	Finance Director
2-7-2-B:	The deferment shall be granted for as long as a period of time as the hardship exists and the conditions as aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk/Treasurer of any change in his status that would affect eligibility for deferment.	City Clerk or Finance Director
2-7-2-C:	The entire amount deferred special assessments shall be due within sixty (60) days after loss of eligibility of the applicant. If the special assessment is not paid within sixty (60) days, the City Clerk/Treasurer shall add thereto interest at eight (8) percent per annum from the due date through December 31 of the following year and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year.	Finance Director
2-7-3-A: PARTIAL PREPAYMENT OF SPECIAL ASSESSMENTS	Partial Prepayment of Assessments Permitted. After the adoption of an assessment roll pursuant to Minnesota Statutes, Chapter 429, as amended, and before certification of said assessment roll to the County Auditor, the City Clerk/Treasurer, or other authorized official, is authorized and directed to accept partial prepayment of said assessment, and reduce the amount certified to the County Auditor accordingly. As provided by law, such partial prepayment may be accepted only during the thirty-day period following approval of the assessment roll.	Finance Director
2-7-4-E-1: PUBLIC HEALTH AND SAFETY HAZARDS	Any condition, whether or not unlawful, permitted or maintained on private property and reported to the City Clerk/Treasurer shall be referred by him to a member of the City staff or department he deems appropriate for investigation.	Community Development Director
2-7-4-E-2:	If, at the time of the hearing, the City Clerk/Treasurer shall report that the hazard has been eliminated, hearing shall not be held, and the matter closed.	Community Development Director

2-7-4-F-1: Street Sprinkling, Street Flushing, and Tree Care	The Council may each year determine what streets shall be sprinkled or flushed, oiled, or given other dust treatment during the year and the kind of work to be done on each. The council may also determine from time to time the streets on which trees (other than diseased trees) shall be trimmed and cared for, the kind of work to be done, and what unsound trees shall be removed. The City Clerk/Treasurer shall, under the Council's direction, publish notice that the Council will meet to consider such projects.	City Clerk
2-10-1: RIGHT TO ADMINISTRATIVE APPEAL	If any person shall be aggrieved by any administrative decision of the City Clerk/Treasurer or any other City official, or any Board or Commission not having within its structure an appellate procedure, such aggrieved person is entitled to a full hearing before the Council upon serving a written request therefore upon the Mayor and City Clerk/Treasurer at least five (5) days prior to any regular Council meeting. Such request shall contain a general statement setting forth the administrative decision to be challenged by the appellant. At such hearing the appellant may present any evidence he/she deems pertinent to the appeal, but the City shall not be required to keep a verbatim record of the proceedings. The Mayor, or other officer presiding at the hearing, may, in the interest of justice or comply with time requirements and on his own motion or the motion of the appellant, the City Clerk/Treasurer , or member of the Council, adjourn the hearing to a more convenient time or place, but such time or place shall be a secured, confined pen until the dog is either destroyed or all of the dangerous dog removed.	1) City Administrator 2) City Clerk 3) Administrator
3-3-8-F: EQUIVALENT CONNECTION CHARGES	Determination of Equivalent Connection for Unlisted Uses. The connection unit for those building uses not included in Subparagraph E, above, shall be determined by the Council after a report from the City Engineer. All non-residential property uses shall have a minimum of one (1) equivalent connection. The City shall supply appropriate forms to those required to get approval and shall submit the completed form to the City Clerk . No building permit may be issued until the Public Works Director or City Engineer has designated and transmitted to the City Clerk the connection unit assignment and the fee has been collected.	1) Community Development Director 2) Community Development Director
3-3-9-B: USER CHARGES	Computation of User Charges. Charges for sewer use shall be paid by the user to the City or its designated agent according to a rate, established by Council resolution. A copy of the rate shall be kept in the office of the City Clerk/Treasurer and open to public inspection during regular office hours.	1) City Clerk
3-3-9-D:	The City or its designated agent shall compute the amount due the City for service charges and render a statement thereof at an interval as determined by the City to the owner of any premises served. All amounts due hereunder shall be payable to the office of the City Clerk/Treasurer , City or its designated agent.	1) Finance Department
4-5-1: ADOPTION OF THE MINNESOTA STATE FIRE CODE:	For the purpose of regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling, and use of hazardous substances, materials and devices, and from conditions hazardous to life and property in the occupancy of buildings in the City of St. Francis, the Minnesota State Fire Code, as adopted pursuant to Minnesota Statutes, Section 299F.011, and as modified by Minnesota Rules, Chapter 7511 is adopted and incorporated by reference as the Fire Code for the City. Every provision contained in the Fire Code including appendices, except as modified or amended by this article, is adopted and made a part of this article as if fully set forth. One copy of said code shall be marked "City of St. Francis – Official Copy" and kept on file in the Office of the City Clerk/Treasurer and open to inspection and use to the public.	1) City Clerk
6-1-3-A: APPLICATIONS	All applications shall be made at the office of the City Clerk/Treasurer upon forms that have been furnished by the City for such purposes.	1) City Clerk
6-1-3-D:	The City Clerk/Treasurer shall, upon receipt of each application completed in accordance herewith, forthwith investigate the truth of statements made therein and the moral character and business reputation of each applicant for license to such extent as he deems necessary. For such investigation the City Clerk/Treasurer may enlist the aid of the Chief of Police	1) City Clerk 2) City Clerk
6-1-5-B: ACTION ON APPLICATION, TRANSFER, TERMINATION...	Issuing. If an application is approved, the City Clerk/Treasurer shall forthwith issue a license pursuant thereto in the form prescribed by the Council, payment of the appropriate license fee, and approval of the bond or insurance as to form and surety or carrier, if required.	1) City Clerk
6-1-5-F:	Duplicate License. Duplicates of all original licenses may be issued by the City Clerk/Treasurer , without action by the Council, upon licensee's affidavit that the original has been lost, and upon payment of a fee in an amount adopted by resolution of the Council for issuance of the duplicate. All duplicate licenses shall be clearly marked DUPLICATE.	1) City Clerk
6-1-11: INSURANCE REQUIREMENTS	Whenever insurance is required by a Section of this Chapter, after approval by the Council, but before the license shall issue, the applicant shall file with the City Clerk/Treasurer a policy or certificate of public liability insurance showing (1) that the limits are at least as high as required, (2) that coverage is effective for at least the license term approved, and (3) that such insurance will not be cancelled or terminated without thirty (30) days written notice served upon the City Clerk/Treasurer .	1) City Clerk 2) City Clerk

6-6-4-B: HAULER LICENSEE REQUIREMENTS	Before a garbage and refuse hauler's license shall be issued, the applicant shall file with the City Clerk/Treasurer evidence that he has provided public liability insurance on all vehicles in at least the sum of \$100,000.00 for the injury of one person, \$300,000.00 for the injury of two or more persons in the same accident, and \$50,000.00 for property damages.	1) City Clerk
6-6-4-E:	Each applicant shall file with the City Clerk/Treasurer , before a garbage and refuse hauler's license is issued or renewed, a schedule of proposed rates to be charged by him during the licensed period for which the application is made. The schedule of proposed rates, or a compromise schedule thereof, shall be approved by the Council before granting the license.	1) City Clerk
7-2-1-C: ICE AND SNOW ON PUBLIC SIDEWALKS	Cost of Removal to be Assessed. The City Clerk/Treasurer shall, upon direction of the Council, and on receipt of the information provided for in the preceding Subdivision, extend the cost of such removal of snow or ice as a special assessment against the lots or parcel of ground abutting on walks which were cleared, and such special assessments shall at the time of certifying taxes to the County Auditor be certified for collection as other special assessments are certified and collected.	1) Finance Director
7-2-1-D:	Civil Suit for Cost of Removal. The City Clerk/Treasurer shall, in the alternative, upon direction of the Council, bring suit in a court of competent jurisdiction to recover from the persons owning land adjacent to which sidewalks were cleared, as provided in Section 7-2-1.B of this Code, the cost of such clearing and the cost and disbursement of a civil action therefore.	1) Finance Director
7-2-1-E:	City Clerk/Treasurer to Report Sidewalks Cleared. The City Clerk/Treasurer shall present to the Council at its first meeting after snow or ice has been cleared from the sidewalks as provided in Section 7-2-1.B of this Code the report of the City thereon, and shall request the Council to determine by resolution the manner of collection to be used as provided in Sections 7-2-1.C or 7-2-1.D of this Code.	1) Public Works Director 2) Public Works Director
7-2-3-B: STREET OPENINGS OR EXCAVATIONS	Investigation and Payment of Estimated Costs. Upon receipt of such application, the City Clerk/Treasurer shall cause such investigation to be made as he may deem necessary to determine estimated cost of repair, such as back filling, compacting, resurfacing and replacement, and the conditions as to the time of commencement of work, manner of procedure and time limitation upon such excavation.	1) City Engineer or Public Works Director
7-2-3-D:	Issuance of Permit. The City Clerk/Treasurer shall issue such permit after (1) compensation of such investigation, (2) submission by the applicant in advance of cash or an irrevocable letter of credit in an amount equal to one and one-half times the estimated costs,	1) City Engineer or Public Works Director
7-2-3-E:	Repairs. All temporary and permanent repairs, including back-filling, compacting and resurfacing shall be made, or contracted for, by the City in a manner prescribed by the City Clerk/Treasurer and an accurate account of costs thereof shall be kept.	1) City Engineer or Public Works Director
7-2-3-F:	Cost Adjustment. Within sixty (60) days following completion of such permanent repairs the City Clerk/Treasurer shall determine actual costs of repairs, including cost of investigation, and prepare and furnish to such permit holder an itemized statement thereof and claim additional payment from, or make refund (without interest) to, the permit holder, as the case may be.	1) City Engineer or Public Works Director
7-2-5-B: PARADES	Permit Required. It is unlawful to sponsor or participate in a parade for which no permit has been obtained from the City, and it is also unlawful to obtain a parade permit and not conduct the same in accordance with the permit granted by the City. Application for such permit shall be made to the City Clerk/Treasurer at least thirty (30) days in advance of the date on which it is to occur and shall state the sponsoring organization or individual, the route, the length, the estimated time of commencement and termination, the general composition, and such application shall be executed by the individuals applying therefore or the duly authorized agent or representative of the sponsoring organization.	1) City Clerk
7-2-5-C:	Investigation. The City Clerk/Treasurer shall forthwith refer all applications for parades to the Chief of Police for his consideration which shall take no longer than seven (7) days. If any State trunk highways are in the route the Chief of Police shall make all necessary arrangements with the Minnesota Department of Public Safety for alternate routes or whatever may be necessary. If the Chief of Police finds that such a parade will not cause a hazard to persons or property, and will cause no great inconvenience to the public, and if he is able to make arrangements for necessary direction and control of traffic, he shall endorse his acceptance and return the application to the City Clerk/Treasurer . If the Chief of Police finds the parade described in the application to be a hazard, a substantial inconvenience, or if he is unable to make adequate arrangements for direction or control of traffic, he shall return the same to the City Clerk/Treasurer with his findings.	1) City Clerk 2) City Clerk 3) City Clerk
7-2-5-D:	Council Action. The City Clerk/Treasurer shall refer the application and results of investigation to the Council at its next regular meeting. The Council may either (1) deny the permit, (2) grant the permit, or (3) grant the permit on condition that a date, time or route are acceptable to applicant which differ from such as stated in the application. Applicant shall have three (3) days within which to communicate his acceptance to the City Clerk/Treasurer .	1) City Clerk 2) City Clerk

7-2-6-A: REGULATIONS OF GRASS, WEEDS AND TREES	City to Control Tree Planting and Landscaping (Standards). The City shall have control and supervision of the placement of Landscaping materials and the planting of shrubs and trees upon, or overhanging, all the streets or other public property. Landscaping materials, include but are not limited to; landscaping timbers, landscaping blocks or bricks, fencing, trees, shrubs, etc. The City may establish and enforce additional uniform standards relating to the kinds and types of trees to be planted and the placement thereof. Such standards shall be kept on file in the office of the City Clerk/Treasurer and may be revised from time to time by action of the Council.	1) City Clerk and Public Works Department
7-2-6-E:	Assessment. If such maintenance work is performed by the City as set forth in the foregoing Subdivision, the City Clerk/Treasurer shall forthwith upon completion thereof ascertain the cost attributable to each lot, piece or parcel of abutting land. The City Clerk/Treasurer shall, at the next regular meeting thereof, present such certificate to the Council and obtain its approval thereof.	1) City Engineer or Public Works Director 2) City Engineer or Public Works Director
7-4-4-B: EMERGENCY	Declaration of an Emergency. Whenever in the discretion of the Mayor, or his designated agent, an emergency exists, he may declare the same and the City Clerk/Treasurer shall cause an announcement thereof to be made over the local news media.	1) City Administrator or Designee
8-2-3-B: MAINTENANCE OF PRIVATE PROPERTY	If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.	1) Community Development Director 2) Finance Director
8-3-1-C-1: License Required and Number of Dogs Restricted	Licenses. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the City Clerk upon forms provided by the Clerk . Said application shall require the owner, among the other information required by the City Clerk , to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the City Clerk shall issue a license, which license shall be effective until the next 31 st day of licensed kennel in a secured, co	1-4) Police Department
8-3-1-R:	Appeals. Any owner who feels aggrieved by the order of the Chief of Police may request a hearing before the City Council by filing an appeal with the City Clerk/Treasurer within fourteen (14) days after receipt of the notice. The appeal shall be filed in such form as the City shall provide. On the filing of such appeal, no further action shall be taken until the matter has been heard. Upon receipt of the request, the City Clerk/Treasurer shall place the matter before the Council at its next regular meeting.	1) City Clerk 2) City Clerk
8-3-1-V:	Appeals. If an owner requests a hearing within five (5) days of the receipt of the Declaration of Dangerous Dog classification for determination as to the dangerous nature of the dog, the City Clerk/Treasurer shall place the matter before the City Council at its next meeting. Notice of the Declaration of Dangerous Dog classification shall be sent by certified mail or posting of such notice on owner's last known residence if the owner(s) cannot be found. The owner may appear with counsel if he/she chooses, and present evidence in opposition of the designation of the animal as dangerous. Following the hearing, the Council shall make a determination of facts and shall make such order as it deems proper. If such hearing cannot be held within the statutory fourteen (14) days, the owner must either comply with the terms of the Statute Section 347.50-347.54 or keep the dog at a licensed kennel in a confined pen until the hearing is held. If the Declaration of Dangerous Dog is upheld, the dog shall remain at a licensed kennel in a secured, confined pen until the dog is either destroyed or all of the dangerous dog requirements of the state statute and local ordinances are complied with and a license is issued by the City Clerk .	1) City Clerk 2) Police Department
8-7-2-B: DISPOSAL OF UNCLAIMED PROPERTY	Preliminary Notice. If the City Clerk/Treasurer knows the identity and whereabouts of the owner, he/she shall serve written notice upon him/her at least thirty (30) days prior to a declaration of abandonment by the Council. If the City acquired possession from a prior holder, the identity and whereabouts of whom are known by the City Clerk/Treasurer notice shall also be served upon him/her. Such notice shall describe the property and state that unless it is claimed and proof of ownership, or entitlement to possession established, the matter of declaring it abandoned property will be brought to the attention of the Council after the expiration of thirty (30) days from the date of such notice.	1) City Clerk 2) City Clerk
8-7-2-C:	Notice of Sale. Upon adoption of a resolution declaring certain property to be abandoned property, the City Clerk/Treasurer shall publish a notice thereof describing the same, together with the names (if known) and addresses (if known) of prior owners and holders thereof, and including a brief description of such property.	1) City Clerk

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

RESOLUTION 2017-16

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
229, SECOND SERIES AMENDING CITY CODE SECTIONS**

**1-1-2-C, 2-2-2, 2-2-3-B, 2-3-2,-7-2-A, 2-7-2-B, 2-7-2-C, 2-7-3-A, 2-7-4-E-1,
2-7-4-E-2, 2-7-4-F-1, 2-10-1, 3-3-8-F, 3-3-9-B, 4-5-1, 6-1-3-A, 6-1-3-D, 6-1-5-B,
6-1-5-F, 6-1-11, 6-6-4-B, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B,
6-6-4-E, 7-2-1-C, 7-2-1-D, 7-2-1-E, 7-2-3-B, 7-2-3-D, 7-2-3-E, 7-2-3-F,
7-2-5-B, 7-2-5-C, 7-2-5-D, 7-2-6-A, 7-2-6-E, 7-4-4-B, 8-2-3-B, 8-3-1-C-1,
8-3-1-R, 8-3-1-V, 8-7-2-B, 8-7-2-C;**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 229, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 229, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 229, SECOND SERIES**

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

Technical corrections to correct obsolete references

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF JUNE, 2017.

APPROVED:

Attest:

Steven D. Feldman, Mayor of St. Francis

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 A**TO:** Joe Kohlmann, City Administrator**FROM:** Paul Teicher, Public Works Director**SUBJECT:** Seal Coating and Crack Filling**DATE:** 6/13/2017

OVERVIEW: The street system strategy plan was introduced to the city council on May 22nd 2017. This plan identifies a systematic approach to road maintenance throughout the city. We are planning on starting in district 2 in 2018. But we have identified a small area in district 1 that needs to be seal coated and crack filled in order for the conditions to remain adequate (green) until the next maintenance cycle (6 years). We feel that the 6 year time frame before we get back to district 1 is too long to wait being this portion of district 1 is already behind compared to everything else in district 1. Our ultimate goal is to keep infrastructure asset conditions at a higher level in order to lower long term maintenance cost and provide a higher level of customer satisfaction.

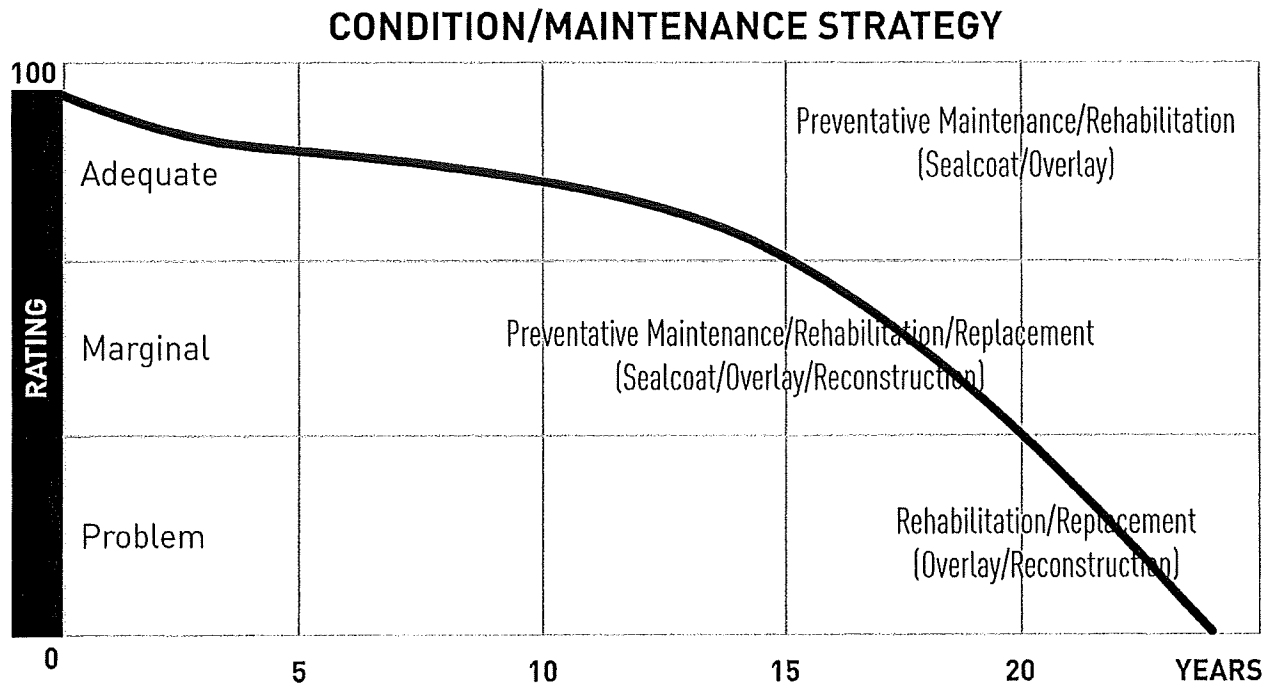
ACTION TO BE CONSIDERED: Authorize staff to hire low bid contractor (Bargen Inc.) for the purpose of crack filling in the amount of \$18,187.00 and sealcoating in the amount of \$60,200.00.

BUDGET IMPLICATION: This is a budgeted for item in the 2017 streets operation and maintenance budget.

Attachments:

1. Quotes from Morris Sealcoat and Bargen Inc.
2. Map of work area
3. Estimated Pavement Life Cycle

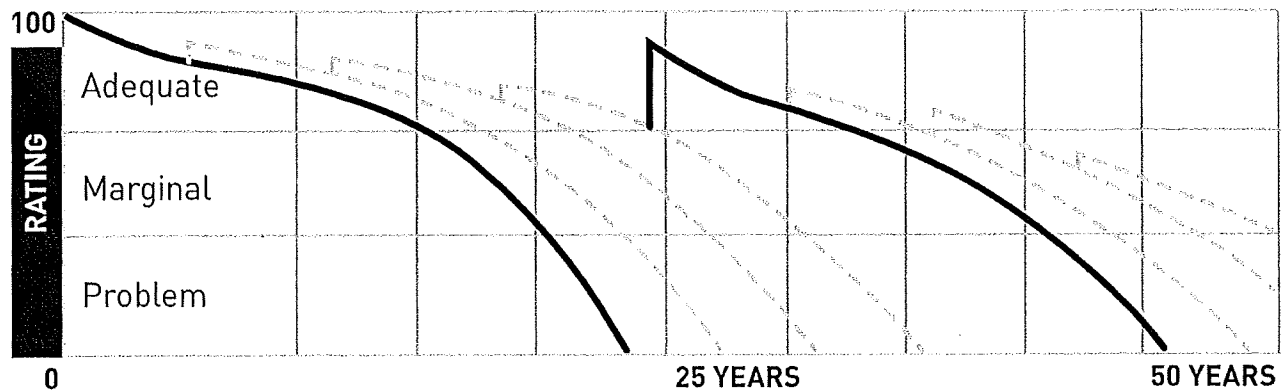
ESTIMATED PAVEMENT LIFE CYCLE



Criteria for selection of sealcoat/overlay/reconstruction is based on the combined evaluation of the following:

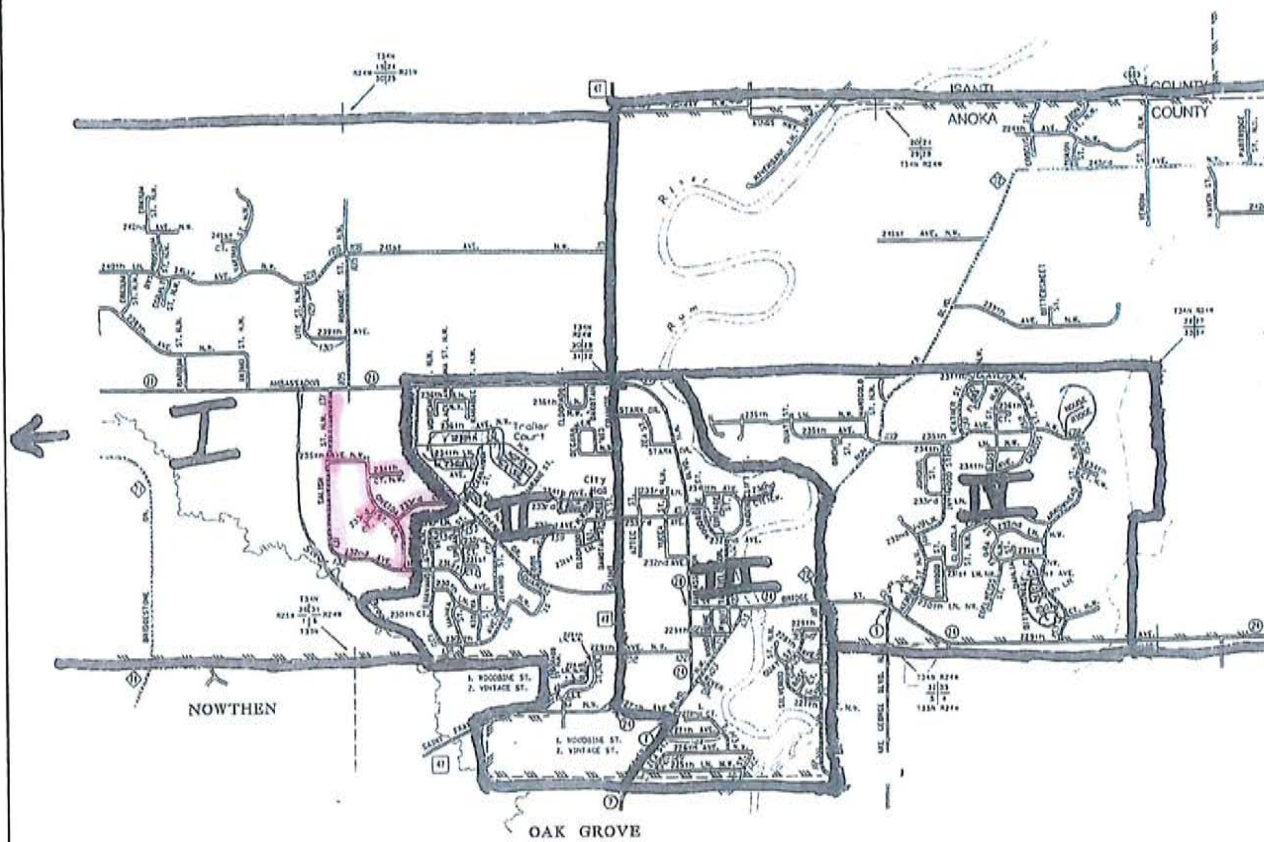
- Street surface condition rating
- Existence of concrete curb and gutter
- Existence of storm sewer
- Edge drainage control/grade of street
- Subbase and subsoil condition
- Storm sewer condition
- Sanitary sewer main and services condition
- Private utilities (electric, gas, telephone, cable TV) condition

MAINT/REHAB PROGRAMS EXTEND LIFE



Sealcoat

Rehab/Overlay



BARGEN

INCORPORATED

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

May 30, 2017

City of St. Francis
Attn: Jeremy Shook
4068 St. Francis Blvd NW
St. Francis, MN 55070

Dear Jeremy,

Thank you for the opportunity to provide you with a quote on the asphalt pavement maintenance needs for your project. I am confident that you will find both the products used and the workmanship of our crew of the highest quality. I would like to explain our service procedure in addition to giving you a price quotation.

Asphalt Rubber Crack Repair

Our service crew will:

- A. rout out all mapping cracks a minimum of $\frac{3}{4}$ " wide by $\frac{3}{4}$ " deep
- B. rout out all stress cracks a minimum of 1" wide by 1" deep
- C. if the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any alleged areas
- I. we will sweep up any debris there may be from routing, which does not include sweeping the entire lot

Chip Seal Procedure

The streets will be re-swept with an Elgin (Pelican) pick up style broom. CRS-2P emulsified asphalt will be applied at .23 gallons per square yard with computerized rate control distributors. $\frac{1}{8}$ " trap rock cover aggregate will be applied at 20lbs. per square yard with a self-propelled computerized chip spreader. Aggregate will be rolled with 2 eleven wheel pneumatic tire rollers. After proper cure the excess aggregate will be swept up and disposed of off site. There is a one year guarantee on workmanship and materials. Owner will be notified prior to construction. Contractor to work with owner to determine schedule that will be least disruptive.

CSSIH diluted 1 to 1 with water at place of manufacture will be applied at approximately 0.10 gallons per square yard. Traffic to be kept off until fog seal is dry. Approximately $\frac{1}{2}$ hour – 3 hours.

Price Quotation includes all equipment, labor and taxes to complete the project

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

Crack Repair - \$18,187.00 per highlighted map
Chip Seal – estimating 35,000 yards for \$60,200.00
Fog Seal – estimating 35,000 yards for \$18,900.00

The total project price is subject to the work chosen to be completed. Also, the price for Chip and Fog Seal are estimated prices ONLY, and are subject to final measurement of the area completed.

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

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

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

Date of acceptance _____

Purchase Order # _____ (if applicable)

Signature _____

Signature _____

I am confident that you will find our service both beneficial and beautifying for your project. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke

BARGEN, INC.

JVD/mq

Project for City of St. Francis – Crack Repair and Chip/Fog Seal

Our Mission

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

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

Proposal

Parking Lots
Driveways
Streets
Roads
Asphalt Sealcoat

Morris Sealcoat & Trucking, Inc.
46253 208th Street, Morris, MN 56267
Phone (320) 589-2844 Fax (320) 589-4890
NAICS: 237310
Federal Tax ID #: 41-1720283

Street
and Lot Sweeping
Patching
Truck Rental

Proposal Submitted To: City of St. Francis	Phone	Date 5/24/2017
	Job Location	
City, State and Zip Code	Contact Person	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Sealcoat with CRS2 and granite chips and fog seal after

Appox 35,000 sq yards \$ 2.45 per yard= \$85,750.00

Mob = \$3,500.00

Total= \$ 89,250.00

Optional Crack repair= \$ 27,900.00

Any questions call my cell 320-815-8660 Thanks Al Holland

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

_____ dollars

Payment to be made as follows:
upon completion

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: _____

Signature: _____

Signature: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9B

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Kings Highway and Riverbank Lane Feasibility Study
DATE: 6-19-2017

OVERVIEW:

The City held a worksession to discuss potential improvements to Kings Highway and Riverbank Lane.

The general direction at the worksession was for Staff to bring back a request to move forward with the Feasibility Study.

Action to be Considered:

Adopt Resolution 2017-17 Ordering Preparation of Report on Improvements.

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

RESOLUTION 2017-17

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve Kings Highway from 245th to Riverbank Lane and Riverbank Lane from the municipal limit to the cul-de-sac and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to the City Engineer for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement is recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF JUNE, 2017

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 C

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Notification/Alert systems
DATE: June 19th, 2017

OVERVIEW: In early 2017 the City of Blaine MN experienced a water emergency within their city on two separate occasions. In the spring of 2017, I attended a meeting at the City of Blaine to get briefed on how they reacted to the water emergency and how they alerted their residents of the events. After the meeting I had a discussion with City Administrator Joe Kohlmann and we concluded that it could be very beneficial to have mass alert capability within the City of St Francis to notify residents of emergencies.

An alert/notification system would provide city staff the capability to get information to residents through many different avenues including email, land line, cell phone text messages, voice calls and social media. The capability to send information directly to resident's cell phones or home phones are just other ways to assure the safety of St Francis residents by getting them important information fast. The notifications could be sent out to warn residents of any emergency or situation including but not limited to storm events, road closures, evacuation routes, missing persons or imminent threat situations. The system would be utilized as a tool to feed the public with information or reminders of non-emergency type events on an as needed basis. The system would allow us to communicate with residents through many different means instead of being limited in our ways to disperse information. Residents would be able to register to receive the alerts through a link on the city website. They would also indicate the means by which they would like to be notified. The system could also be used for city staff to alert one another of an event and is another way for staff to communicate and share information.

In May 2017 I requested a demo from Nixle and Civic Ready who are both mass notification organizations. City Administrator Joe Kohlmann, Public Works Director Paul Teicher and I took part in the Nixle demo and Joe Kohlmann and I took part in the Civic Ready demo. After viewing both demos and receiving quotes from both organizations it was concluded that Nixle would be the better fit for the City of St Francis. I also spoke with ISD #15 IT Department about Shout Point which is the notification system the school district uses. After speaking with the staff member about Shout Point it was realized that the Shout Point system may be more expensive to use than either Nixle or Civic Ready. The Nixle quote was \$4,250 per year with a one-time setup fee of \$500.00. Civic Ready was more expensive and didn't offer some of the features that Nixle offered.

ACTION TO BE CONSIDERED: City Council approval to enter into a subscription with Nixle mass notification system.

BUDGET IMPLICATION: The annual subscription fee and setup fee would be spread among all department computer consulting fee funds of the existing department budgets.

Attachments:

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9D

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fire Chief
DATE: 6-19-2017

OVERVIEW:

The City conducted Fire Chief Interviews on May 25th. The City moved along two candidates through testing.

The City also held a worksession on the testing results on June 19th. If a conclusion on the selected candidate is made, the City Council should authorize the hiring of a Fire Chief.

Action to be considered:

Motion to Authorize City Staff to extend an offer the selected Fire Chief and hire the candidate contingent upon the offer being accepted and all appropriate requirements fulfilled.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9E

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: MN PFA Amendments
DATE: 6-19-2017

OVERVIEW:

The City of St. Francis constructed a Wastewater Treatment Facility and used a loan from the Public Facilities Authority to finance the project. At the time of the project, the City was eligible for \$3 million dollars in Point Source Implementation Grant (PSIG) Funds. Also, the City qualified for Wastewater Infrastructure Funds (WIF) but the program had no funding at that time.

The City used temporary bonds to fund a portion of the project to have a balance of PFA Loan funds remaining in order to qualify for additional grant funds pending legislative approval. Once the PFA Loan was drawn down past the grant funded eligibility levels, the City could no longer obtain those grant funds. So temporary financing was necessary until the State of Minnesota fully funded the WIF program.

As a result of the legislative process, the State also made adjustments to the Grant funding allocations. The City originally was hoping to secure \$3 million for the PSIG and approximately \$4 million in WIF grant funds. The new allocation formula resulted in the City receiving \$7 million in PSIG funds and \$1,972,371 WIF grant funds for a total of \$8,972,371. This draws down the PFA Loan to \$16,010,544.

Recommended Motion:

Motion to enter into the PFA Loan Agreement Amendments.

 MINNESOTA
PUBLIC FACILITIES AUTHORITY

June 13, 2017

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

**Project Number: MPFA-CWRF-L-029-FY17 / MPFA-WIFC-G-029-FY17
& MPFA-PSIG-G-030-FY17
Amendment #1**

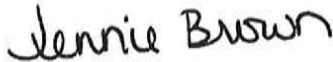
Dear Joe:

Enclosed are two copies of two different project amendments for the **City of Saint Francis**. Please have the appropriate individuals review, sign, date, and then *return both copies* of each agreement in the enclosed envelope.

I will return fully executed project amendments to you for your records upon completion of the state signature process.

If you have any questions about any of this material, please feel free to contact Rebecca Sabie, your program representative, at 651/259-7470.

Sincerely,



Jennie Brown
PFA Contract Coordinator

cc: Rebecca Sabie

Enclosures

MINNESOTA PUBLIC FACILITIES AUTHORITY

1st National Bank Building ■ 332 Minnesota Street ■ Suite W820 ■ Saint Paul, Minnesota 55101-1378 ■ USA
651-259-7469 PHONE ■ 800-657-3858 TOLL FREE ■ 651-296-8833 FAX ■ mn.gov/deed/pfa

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

MINNESOTA PUBLIC FACILITIES AUTHORITY
BOND PURCHASE AND PROJECT LOAN AGREEMENT
CLEAN WATER REVOLVING FUND LOAN
(Taxable Note from Borrower)

**MPFA-CWRF-L-029-FY17
Amendment No. 1**

Original Contract Date: September 8, 2016
Original Contract Amount CWRF Loan: \$21,982,915
This Amendment #1 CWRF Loan: (\$5,972,371)
Current Contract Amount CWRF Loan: \$16,010,544
Original Contract Amount WIF Grant: \$0
This Amendment #1 WIF Grant: \$1,972,371
Current Contract Amount WIF Grant: \$1,972,371

This amendment dated June 1, 2017 is by and between the Minnesota Public Facilities Authority (the "Authority") and the City of Saint Francis (the "Borrower")

Recitals

1. The Authority has a Bond Purchase and Project Loan Agreement (the "Loan Agreement") with the Borrower identified as MPFA-CWRF-L-029-FY17 for construction of an expanded, upgraded wastewater treatment facility consisting of activated sludge with tertiary filters.
2. The date of the original Loan Agreement with the Borrower was September 8, 2016.
3. The Borrower is eligible for a \$1,972,371 grant from the Wastewater Infrastructure Funding (WIF) program, however, at the time the original Loan Agreement award, no WIF Funds were available. WIF funds in the amount of \$1,972,371 are now available.
4. The Authority has a separate Point Source Implementation Grant Agreement with the Borrower identified as MPFA-PSIG-G-030-FY17 for construction of an expanded, upgraded wastewater treatment facility consisting of activated sludge with tertiary filters which was increased by \$4,000,000 by Amendment #1.
5. The total Clean Water Revolving Fund (the "CWRF") loan awarded to the Borrower is not needed due to the increased Point Source Implementation Grant award and award of WIF grant funding for the project.
6. The Authority and the Borrower agree to decrease the CWRF loan by \$5,972,371.
7. The attached Exhibit A replaces Exhibit A of the Loan Agreement.
8. The Authority agrees to add a \$1,972,371 WIF Grant to this Loan Agreement.
9. The Authority and the Borrower are willing to amend the Agreement as stated below.

Amendment

In this Amendment, deleted terms from the Agreement will be struck out and added terms will be underlined.

**MINNESOTA PUBLIC FACILITIES AUTHORITY
BOND PURCHASE AND PROJECT LOAN AGREEMENT**

**CLEAN WATER REVOLVING FUND
with WASTEWATER INFRASTRUCTURE FUND GRANT
(Taxable Note from Borrower)**

**MPFA-CWRF-L-029-FY17
MPFA-WIFC-G-029-FY17**

ARTICLE I - TERMS AND CONDITIONS

Section 1.1. Terms. The Authority hereby commits, subject to the availability of funds and the conditions hereinafter set forth, and pursuant to Minnesota Statutes, Section 446A.07 as amended, and Minnesota Rules Chapter 7380, as amended to provide **SEVENTEEN MILLION NINE HUNDRED EIGHTY TWO NINE HUNDRED FIFTEEN DOLLARS (\$17,982,915)** ~~**TWENTY ONE MILLION NINE HUNDRED EIGHTY TWO THOUSAND NINE HUNDRED FIFTEEN DOLLARS (\$21,982,915)**~~ to the Borrower for the purpose of financing eligible project costs of the Clean Water Revolving Fund project described as follows: construction of an expanded, upgraded wastewater treatment facility consisting of activated sludge with tertiary filters. The improvements will address a MPCA permit phosphorus limit, all as detailed in the MN Pollution Control Agency project certification dated June 30, 2015 (the "Project"). The Project is further described in the Borrower's application which is incorporated herein.

~~The Project financing consists of a loan from the Clean Water Revolving Fund in the amount of **TWENTY ONE MILLION NINE HUNDRED EIGHTY TWO THOUSAND NINE HUNDRED FIFTEEN DOLLARS (\$21,982,915)** (the "Loan") which shall be evidenced by the Note described in Section 1.3 of this Agreement (the "Note"). The final maturity date of the Loan will be August 20, 2046. The aggregate principal amount of the Loan disbursed and outstanding will bear interest and servicing fees collectively at the rate of 1.000% per annum accruing from and after the date of the Note described in Section 1.3 through the date on which no principal of the Loan remains unpaid and all accrued interest and servicing fees thereon have been paid.~~

The Project financing consists of:

- i. **Loan:** A loan from the Clean Water Revolving Fund in the amount of **SIXTEEN MILLION TEN THOUSAND FIVE HUNDRED FOURTY FOUR DOLLARS (\$16,010,544)** (the "Loan") which shall be evidenced by the Note described in Section 1.3 of this Agreement (the "Note"). The final maturity date of the Loan will be August 20, 2046. The aggregate principal amount of the Loan disbursed and outstanding will bear interest and servicing fees collectively at the rate of 1.000% per annum accruing from and after the date of the Note described in Section 1.3 through the date on which no principal of the Loan remains unpaid and all accrued interest and servicing fees thereon have been paid.
- ii. **WIF Grant:** A Wastewater Infrastructure Fund grant in the amount of **ONE MILLION NINE HUNDRED SEVENTY TWO THREE HUNDRED SEVENTY ONE DOLLARS (\$1,972,371)** (the "WIF Grant") granted under the provisions of Minnesota Statutes, Section 446A.072, as amended, which is not required to be repaid except as otherwise provided in Section 2.4, Article VI and Article VIII of this Agreement.

Section 1.4. Disbursements.

(f) If the entire amount specified in Section 1.1 is not fully disbursed by June 30, 2020, no further disbursements will be made. In such event or if final eligible Project costs are less than the total financing amount specified in Section 1.1, the undisbursed balance of the WIF Grant will be cancelled and the Loan amount not disbursed will be applied to the outstanding principal installments of the Loan on a pro rata basis or as otherwise determined by the Authority. The Authority will revise Exhibit A to this Agreement to reflect the reduction in principal amount and promptly deliver a copy to the Borrower.

Section 2.4. Repayment of WIF Grant. If the Borrower fails to comply with Sections 2.1 (a), (b), (e) and Sections 2.2 (a), (b) and (c) of this Agreement, and such failure continues for 90 days after written notification thereof from the Authority, then the Borrower must repay the WIF Grant upon demand by the Authority.

~~ARTICLE VIII – THIS ARTICLE INTENTIONALLY LEFT BLANK~~

ARTICLE VIII – SYSTEM REPLACEMENT FUND

Section 8.1. Replacement Fund. Pursuant to Minnesota Statute, 446A.072, Subdivision 12, the Borrower must establish a wastewater system replacement fund in its official books and records for the major rehabilitation, expansion, or replacement of the wastewater treatment system of the Borrower. During the term of this Agreement, the Borrower shall deposit in the replacement fund each calendar year a minimum of \$0.50 per 1,000 gallons of flow of the wastewater system. Money must remain in the fund for the term of the Loan, unless use of all or a portion of the fund is approved by the Authority for the major rehabilitation, expansion, or replacement of the wastewater treatment system. By March 1 of each year, the Borrower must submit a report to the Authority identifying the amount deposited into the fund during the prior calendar year and the fund balance of the fund as of the end of the prior calendar year. The Authority will assess a penalty fee to the Borrower equal to one percent of the Principal Forgiveness and WIF Grant for each year of noncompliance.

Number: MPFA-CWRF-L-029-FY17
MPFA-WIFC-G-029-FY17
Borrower Name: City of Saint Francis
Amendment No. 1

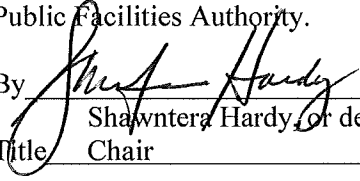
Except as amended herein, the terms and conditions of the original Agreement remain in full force and effect.

BORROWER: We have read and we agree to
all of the above provisions of this agreement.

By _____
Steve Feldman
Title Mayor
Date _____

By _____
Joe Kohlmann
Title City Administrator
Date _____

STATE OF MINNESOTA: by and through the
Public Facilities Authority.

By  _____
Shawntera Hardy, or delegate
Title Chair
Date 6.12.17

ENCUMBERED:
Minnesota Public Facilities Authority

By _____
3-1784
3-1808
Date Encumbered B2401 3-1803 6/1/17
(Individual signing certified that funds have been
encumbered as required by Minnesota Statute 16A)

Exhibit A to Amendment 1

Clean Water State Revolving Fund

Loan Amortization Schedule
MPFA-CWRF-L-029-FY17

funding dates: 09/26/16

21,982,915.00

amend #1:

(5,972,371.00)

Saint Francis - cw01

Rate: 1.000%

Date: 09/26/16

Maturity: 08/20/46

private activity:

final loan amount:

16,010,544.00

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
10/20/16	10/20/16	F2016	9,101,622.77				9,101,622.77	
10/20/16	10/20/16	2016A_CW	6,908,921.23		-		16,010,544.00	
02/21/17	02/20/17			53,368.48	53,368.48		16,010,544.00	
	06/28/17	Op Res			56,926.38		16,010,544.00	
projected	07/26/17	Op Res	-		69,379.03		16,010,544.00	
	08/20/17			298,596.73	80,052.73	218,544.00	15,792,000.00	351,965.21
	02/20/18			78,960.00	78,960.00		15,792,000.00	
	08/20/18			296,960.00	78,960.00	218,000.00	15,574,000.00	375,920.00
	02/20/19			77,870.00	77,870.00		15,574,000.00	
	08/20/19			478,870.00	77,870.00	401,000.00	15,173,000.00	556,740.00
	02/20/20			75,865.00	75,865.00		15,173,000.00	
	08/20/20			485,865.00	75,865.00	410,000.00	14,763,000.00	561,730.00
	02/20/21			73,815.00	73,815.00		14,763,000.00	
	08/20/21			496,815.00	73,815.00	423,000.00	14,340,000.00	570,630.00
	02/20/22			71,700.00	71,700.00		14,340,000.00	
	08/20/22			507,700.00	71,700.00	436,000.00	13,904,000.00	579,400.00
	02/20/23			69,520.00	69,520.00		13,904,000.00	
	08/20/23			518,520.00	69,520.00	449,000.00	13,455,000.00	588,040.00
	02/20/24			67,275.00	67,275.00		13,455,000.00	
	08/20/24			526,275.00	67,275.00	459,000.00	12,996,000.00	593,550.00
	02/20/25			64,980.00	64,980.00		12,996,000.00	
	08/20/25			538,980.00	64,980.00	474,000.00	12,522,000.00	603,960.00
	02/20/26			62,610.00	62,610.00		12,522,000.00	
	08/20/26			544,610.00	62,610.00	482,000.00	12,040,000.00	607,220.00
	02/20/27			60,200.00	60,200.00		12,040,000.00	
	08/20/27			553,200.00	60,200.00	493,000.00	11,547,000.00	613,400.00
	02/20/28			57,735.00	57,735.00		11,547,000.00	
	08/20/28			562,735.00	57,735.00	505,000.00	11,042,000.00	620,470.00
	02/20/29			55,210.00	55,210.00		11,042,000.00	
	08/20/29			571,210.00	55,210.00	516,000.00	10,526,000.00	626,420.00
	02/20/30			52,630.00	52,630.00		10,526,000.00	
	08/20/30			579,630.00	52,630.00	527,000.00	9,999,000.00	632,260.00
	02/20/31			49,995.00	49,995.00		9,999,000.00	
	08/20/31			588,995.00	49,995.00	539,000.00	9,460,000.00	638,990.00
	02/20/32			47,300.00	47,300.00		9,460,000.00	
	08/20/32			594,300.00	47,300.00	547,000.00	8,913,000.00	641,600.00
	02/20/33			44,565.00	44,565.00		8,913,000.00	
	08/20/33			600,565.00	44,565.00	556,000.00	8,357,000.00	645,130.00
	02/20/34			41,785.00	41,785.00		8,357,000.00	
	08/20/34			605,785.00	41,785.00	564,000.00	7,793,000.00	647,570.00
	02/20/35			38,965.00	38,965.00		7,793,000.00	
	08/20/35			610,965.00	38,965.00	572,000.00	7,221,000.00	649,930.00
	02/20/36			36,105.00	36,105.00		7,221,000.00	
	08/20/36			617,105.00	36,105.00	581,000.00	6,640,000.00	653,210.00
	02/20/37			33,200.00	33,200.00		6,640,000.00	
	08/20/37			629,200.00	33,200.00	596,000.00	6,044,000.00	662,400.00
	02/20/38			30,220.00	30,220.00		6,044,000.00	
	08/20/38			629,220.00	30,220.00	599,000.00	5,445,000.00	659,440.00
	02/20/39			27,225.00	27,225.00		5,445,000.00	

Date	Effective	Source	Disbursement	Loan Amortization Schedule		Principal	Loan Balance	Ann'l Debt Srv
				Repayment	Interest			
	08/20/39			635,225.00	27,225.00	608,000.00	4,837,000.00	662,450.00
	02/20/40			24,185.00	24,185.00		4,837,000.00	
	08/20/40			645,185.00	24,185.00	621,000.00	4,216,000.00	669,370.00
	02/20/41			21,080.00	21,080.00		4,216,000.00	
	08/20/41			716,080.00	21,080.00	695,000.00	3,521,000.00	737,160.00
	02/20/42			17,605.00	17,605.00		3,521,000.00	
	08/20/42			721,605.00	17,605.00	704,000.00	2,817,000.00	739,210.00
	02/20/43			14,085.00	14,085.00		2,817,000.00	
	08/20/43			727,085.00	14,085.00	713,000.00	2,104,000.00	741,170.00
	02/20/44			10,520.00	10,520.00		2,104,000.00	
	08/20/44			718,520.00	10,520.00	708,000.00	1,396,000.00	729,040.00
	02/20/45			6,980.00	6,980.00		1,396,000.00	
	08/20/45			717,980.00	6,980.00	711,000.00	685,000.00	724,960.00
	02/20/46			3,425.00	3,425.00		685,000.00	
	08/20/46			688,425.00	3,425.00	685,000.00	-	691,850.00
totals			16,010,544.00	18,775,185.21	2,764,641.21	16,010,544.00		18,775,185.21

MINNESOTA PUBLIC FACILITIES AUTHORITY
PROJECT GRANT AGREEMENT
POINT SOURCE IMPLEMENTATION GRANT

MPFA-PSIG-G-030-FY17
Amendment No. 1

Original Contract Date: September 8, 2016
Original Contract Amount: \$3,000,000
This Amendment #1 Amount: \$4,000,000
Current Contract Amount: \$7,000,000

This amendment dated June 1, 2017 is by and between the Minnesota Public Facilities Authority (the "Authority") and the City of Saint Francis (the "Grantee")

Recitals

1. The Authority has a project Grant Agreement (the "Agreement") with the Grantee identified as MPFA-PSIG-G-030-FY17 to provide funds from the Point Source Implementation Grant Program (PSIG) for construction of an expanded, upgraded wastewater treatment facility consisting of activated sludge with tertiary filters. The improvements will address a MPCA permit phosphorus limit.
2. The Date of the original Agreement with the Grantee was September 8, 2016.
3. Pursuant to Laws of Minnesota 2017, Chapter 8, Article 2, Section 16, the funding criteria and limits for the Point Source Implementation Grant Program were amended.
4. The Authority has determined that the Grantee is eligible for an additional \$4,000,000 in Point Source Implementation Grant funds under the new criteria.
5. The Authority has a separate Bond Purchase and Project Loan Agreement (the "Loan Agreement") with the Grantee identified as MPFA-CWRF-L-029-FY17 which was amended to include a \$1,972,371 grant from the Water Infrastructure Fund and a \$4,000,000 decrease to the Clean Water Revolving Fund loan. The \$4,000,000 decrease to the Clean Water Revolving Fund loan is offset by the increase of the Point Source Implementation Grant under this Amendment #1.
6. The Authority and the Grantee are willing to amend the Agreement to increase the PSIG grant funds as stated below.

Amendment

In this Amendment, deleted terms from the Agreement will be struck out and added terms will be underlined.

Section 1.1. Terms. (a) Pursuant to MN Statutes Section 446A.073 (the "Law"), the Authority hereby commits, subject to the availability of funds and the conditions hereinafter set forth, to grant the sum of ~~THREE MILLION DOLLARS (\$3,000,000)~~ SEVEN MILLION DOLLARS (\$7,000,000) from the Point Source Implementation Grant program (the "Grant") to the Grantee for the purpose of funding eligible project costs as identified by the Minnesota Pollution Control Agency (the "MPCA") project certification dated June 30, 2015 and in the Grant Application which is incorporated herein (the "Project"). The Project is further described as follows: construction of an expanded, upgraded wastewater treatment facility consisting of activated sludge with tertiary filters. The improvements will address a MPCA permit phosphorus limit. The term of this agreement is from September 8, 2016 to June 30, 2020.

(b) The administrative fee pursuant to Minnesota Statutes Section 446A.04, subdivision 5, is waived by the Authority.

Number: MPFA-PSIG-G-030-FY17
Grantee Name: City of Saint Francis
Amendment No. 1

Except as amended herein, the terms and conditions of the original Agreement remain in full force and effect.

GRANTEE: We have read and we agree to
all of the above provisions of this agreement.

By _____
Steve Feldman
Title Mayor
Date _____

By _____
Joe Kohlmann
Title City Administrator
Date _____

STATE OF MINNESOTA: by and through the
Public Facilities Authority

By Shawntera Hardy
Shawntera Hardy, or delegate
Title Chair
Date 6.12.17

ENCUMBERED:
Minnesota Public Facilities Authority

By _____
3-1785
Date Encumbered B2401 3-1848 6/1/17
(Individual signing certified that funds have been
encumbered as required by Minnesota Statute 16A)

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



Barna, Guzy & Steffen, Ltd.

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TAMMY J. SCHEMME
JENNIFER C. MOREAU
DAVID R. SCHAPS
THOMAS R. WENTZELL
NICOLE R. WIEBOLD
LINDSAY K. FISCHBACH

OF COUNSEL
JON P. ERICKSON
STEVEN G. THORSON
W. JAMES VOGL, JR.
*JAMES H. WILLS

MEMORANDUM

TO: St. Francis City Council and Administrator
FROM: Scott Lepak, St. Francis City Attorney
RE: 22708 Rum River Boulevard NW – Fire Damaged House
DATED: June 15, 2017

Staff is seeking direction on the potential abatement (demolition) of a house located in St. Francis.

Background:

The hazardous condition and nuisance is comprised of a home located at the above noted address that sustained serious fire damage on or about February 23, 2012.

The City sent administrative citations to the homeowner on October 23, 2013, November 15, 2013, December 30, 2013 and March 14, 2014.

The matter was also addressed in a June 2, 2014 administrative hearing. That hearing noted that Mr. Smith and the City Building Official both testified that the most efficient solution to fix the house is to tear it down, including the foundation, and build a new structure. At the time the matter was set for litigation between the homeowner and insurance company on whether it would pay for the demolition and rebuild. The outcome of the administrative hearing was a memo from the administrative hearing officer that "it is time for the house to be demolished".

Following that administrative hearing, the City did not take additional enforcement actions pending an anticipated outcome of the litigation that would establish responsibility between the homeowner and insurance company related to the anticipated demolition.

It has now been three years since that determination. To date, the house has not been demolished. To the best knowledge of the City, the house continues in its prior state from the fire on or about February 23, 2012, its subsequent lack of habitability that made the building vacant and deterioration since that time. The property no longer has garbage service or city services to it.

Applicable Code Section:

St. Francis City Code Section 8-2-6-C-19 states that:

8-2-6: PUBLIC NUISANCES. No person shall create, commit, or maintain a public nuisance. No person shall willfully omit or refuse to perform any legal duty in relation to the removal of a public nuisance. No person shall rent or permit to be used any premises, building, or portion thereof, knowing that it is intended to be used for committing or maintaining a public nuisance. No person shall willfully prevent, hinder, oppose, or obstruct a public official in the performance of his duties in carrying out the provisions of this Section or in removing or abating a public nuisance. Unless otherwise permitted by Code, the following are hereby declared to be public nuisances:

C. The following are hereby declared to be nuisances affecting peace and safety

19. Maintaining or permitting the existence of any structure of part of any structure which due to fire, wind, or other natural disaster, physical deterioration, or any other cause, is no longer habitable as a dwelling or is no longer useful for any other purpose for which it may have been intended.

There is also a state statute (Minn. Stat. Sec. 463) that establishes standards and process related to Hazardous and Substandard Buildings.

Requested Direction:

Staff is seeking direction on:

- 1) whether it should seek entry into the house (by consent or, upon refusal by seeking an administrative search warrant) to determine present condition; and
- 2) whether, in the event that the conditions outlined in the prior inspection report remain or have experienced subsequent deterioration so that the house is no longer habitable as a dwelling or is no longer useful for any other purpose for which it may have been intended., City staff should initiate proceedings to demolish the house.

Attachments: Building Inspection Report from 2012
State Statute
City Code Sections

RESIDENTIAL STRUCTURAL INSPECTION

**22708 Rum River Boulevard
St. Francis, MN**

September 17, 2012

Report #120917P



ADVANCED CONSULTING & INSPECTION

**Mark G. Soderlund, P.E.
10621 165th St. W.
Lakeville, MN 55044
952-435-1068
www.aci-eng.com**

ADVANCED CONSULTING & INSPECTION

10621 165th St. W.
Lakeville, MN 55044
952-435-1068

INSPECTION SUMMARY REPORT

INSPECTION DATE: September 17, 2012

ISSUE DATE: October 16, 2012

CLIENT: Gary Smith

ADDRESS: 22708 Rum River Boulevard

TYPE: Consulting – Structural

St. Francis, MN

① Introduction and Background

This home was damaged by fire on February 26, 2012. Subsequently, all of the plaster was removed from all of the interior walls due to damage from the fire and water used to extinguish the fire. Once the plaster was removed, the owner reported the structure starting shifting and settling.

The purpose of this inspection was to review the home for structural deficiencies which would require repair prior to installing gypsum wallboard or plaster.

② Overview of Residence

This two-story home is clad in vinyl lap siding at all four elevations. An addition was installed at the rear or west elevation in 1985. The owner reported that the floor joists in the bedroom above the dining room were sistered in the late 1990s. Asphalt composition shingles were installed on the gable roof about 5-6 years ago. The original stone foundation has been reinforced by installation of poured concrete knee walls at the interior. Photographs #1 - #4 show the various elevations of this home.

③ Investigation

The following series of photographs document the inspection process.

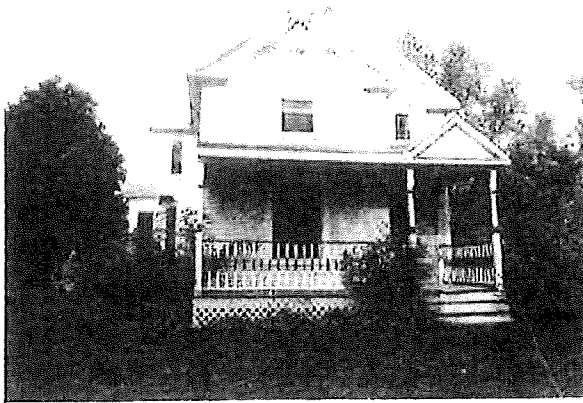


PHOTO #1
Front Elevation



PHOTO #2
Left Elevation

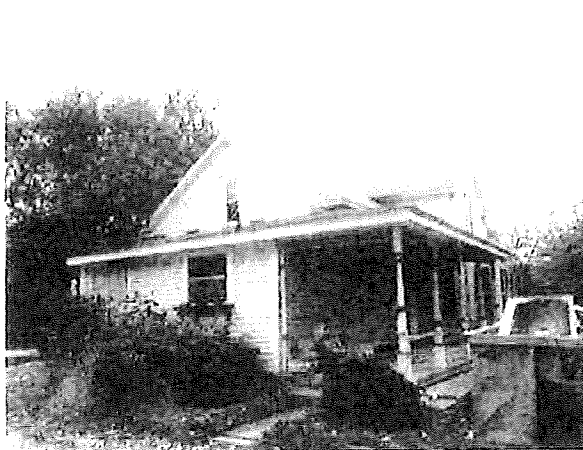


PHOTO #3
Rear Elevation



PHOTO #4
Right Elevation



PHOTO #5

This photo shows the area where the fire originated. The laundry room is in the foreground. The partition wall between the laundry room and the bathroom had previously been removed. There is little fire damage to the structure.



PHOTO #6

There is a small area of charring on an exterior wall stud.

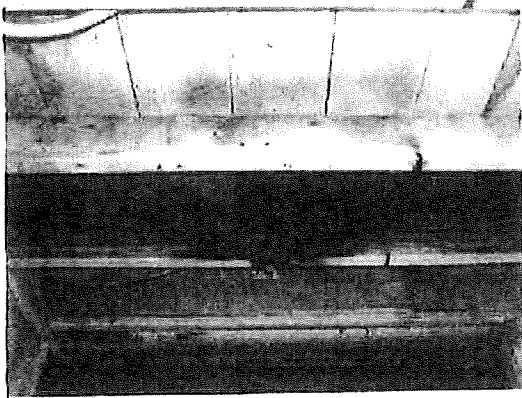


PHOTO #7

There is a small area of charring adjacent to the junction box for the ceiling fixture.

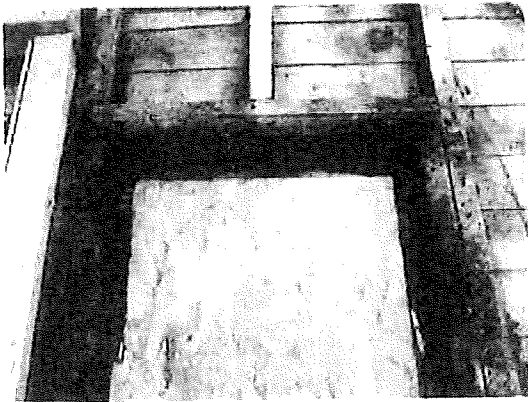


PHOTO #8

There is also damage at the upper portion of a window opening in the laundry room. There is no header at this opening.

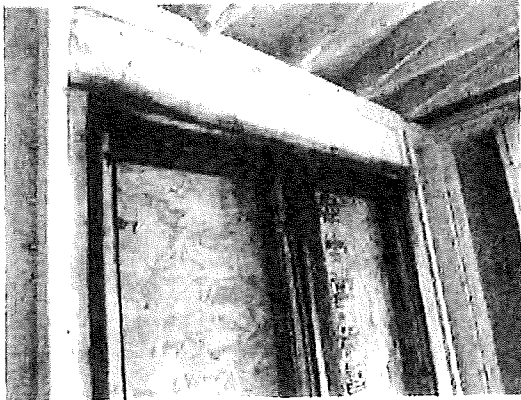


PHOTO #9

The windows in the northwest corner of the home were destroyed. This photo shows the west-facing double casement window in the addition. There is a header present.

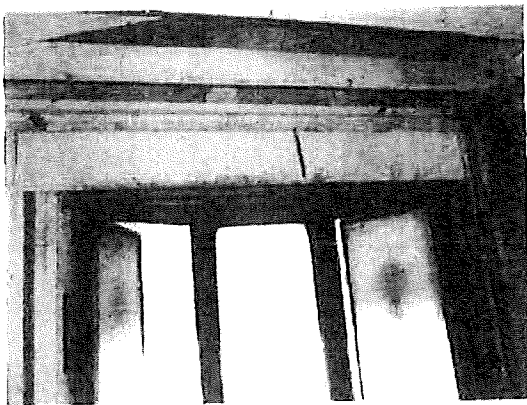


PHOTO #10

This photo shows a bay style triple casement window on the north wall of the west addition.

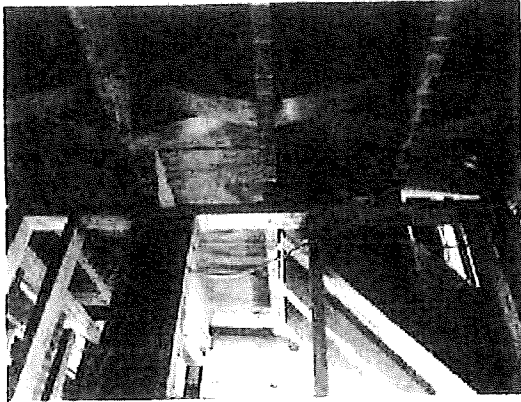


PHOTO #11

This photo shows the south laundry room wall adjacent to the west stairway. The stairway is attached to a floor joist that bears on a single 2x4 top plate several inches away from the nearest stud. The next joist to the right is bearing on the top plate mid-way between two studs that are more than 16" apart.

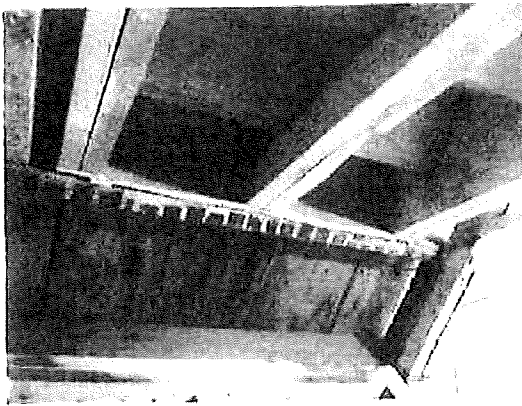


PHOTO #12

The stair stringers are toe nailed to a single floor joist.

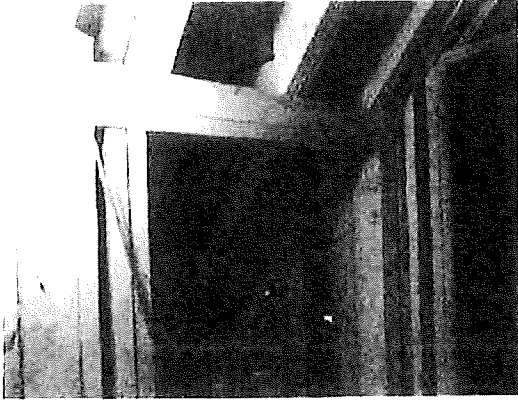


PHOTO #13

The west stairway appears to have been reconstructed at a later date during a remodeling project, which may have followed a previous fire. The doorway constructed at the top of the basement stairs is only 71" tall.

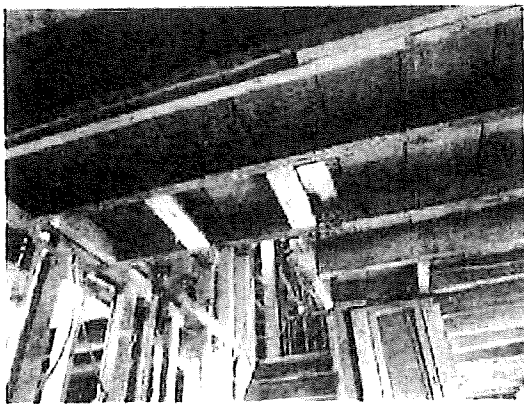


PHOTO #14

The stairway opening has a single 2x4 member on the right side and no framing on the left side. Posts and blocks were installed under the ends of floor joists.

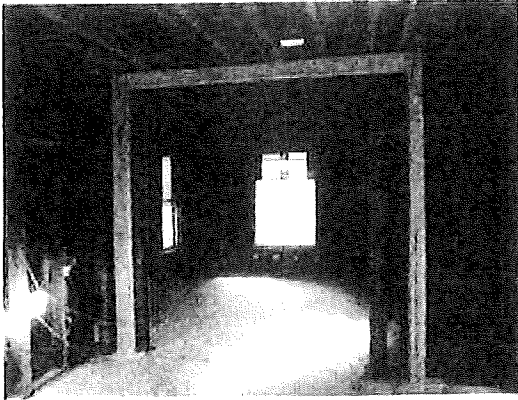


PHOTO #15

Temporary support framing was installed in the doorway between the living room and the dining room after the wood lath and plaster were removed. It is expected that this door opening was originally smaller and included a header which was cut away when the opening was enlarged. The top portions of the trimmers are still in place. After the plaster was removed, it was reported that the structure started to sag in this area.

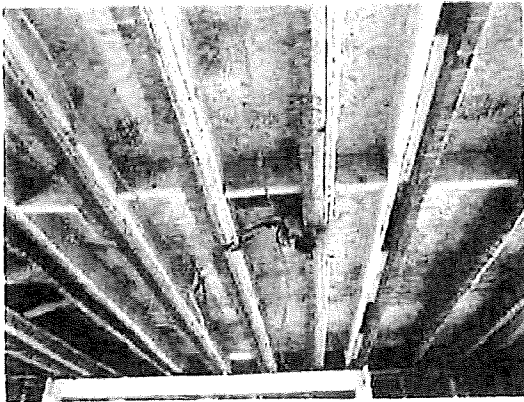


PHOTO #16

The joists in the ceiling of the dining room had previously been reinforced by sistering smaller members to the existing joists, which appears to be the work of a non-professional. Some of these joists span 16 feet and some are notched in the lower 1/3 near the center of the span for electrical wiring.

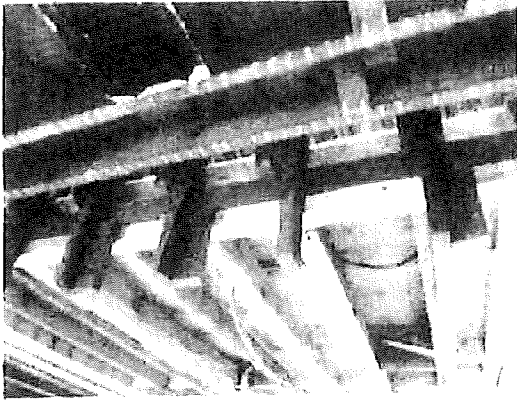


PHOTO #17

This photo shows the ends of floor joists to a wall which was removed. It appears that another 2x4 was installed under the ends of the joists at the time the load bearing wall was cut away.

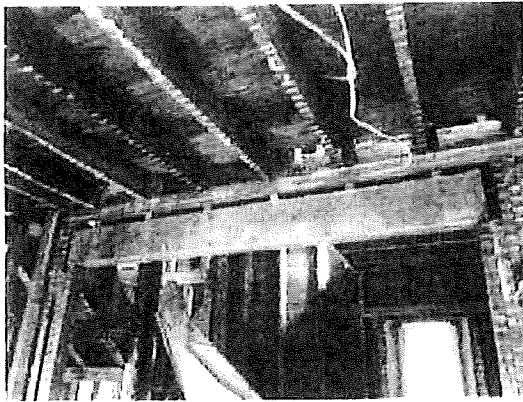


PHOTO #18

This photo shows a triple 2x10 header in an 8' doorway that is load bearing for the floor above. The header is supported on each end by a single 2x4.



PHOTO #19

Many of the window openings do not have headers.

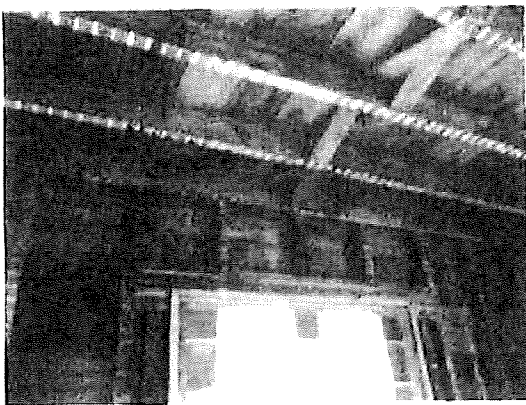


PHOTO #20

This photo shows a front-facing 24" wide window without an adequate header. There are two 2x4s stacked flat above the opening.

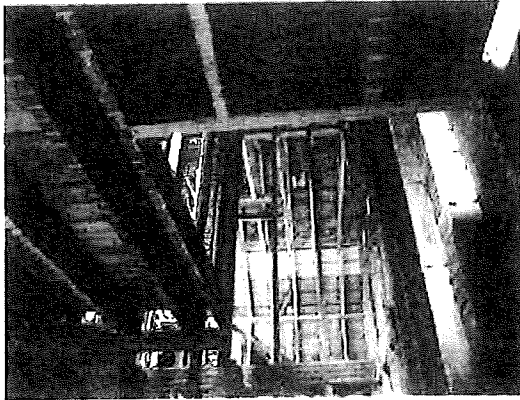


PHOTO #21

The opening for the front stairway only has single 2x6 members and nailed connections. There is only a single 2x6 under the opening at the end of the wall.

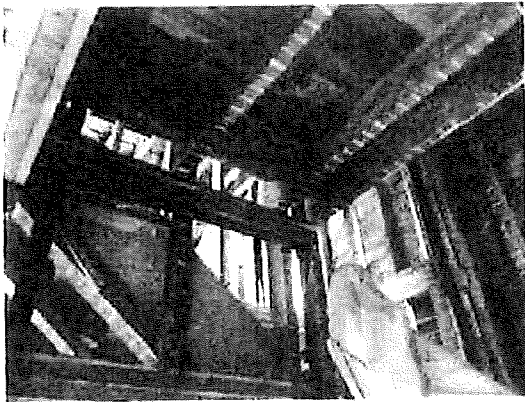


PHOTO #22

The floor joists are notched and bear on 2x4s that bear on notched openings in the wall studs.

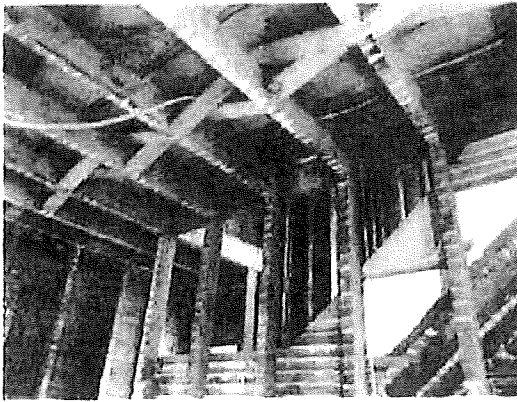


PHOTO #23

The floor joints have 2" of bearing on the top of each wall stud.

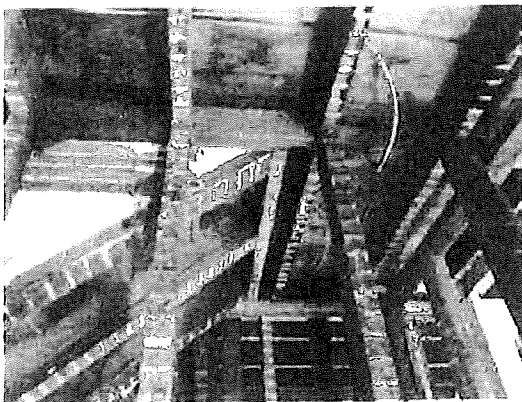


PHOTO #24

The stair stringers are attached to a single 2x4 member which is held in place with two nails at each end.

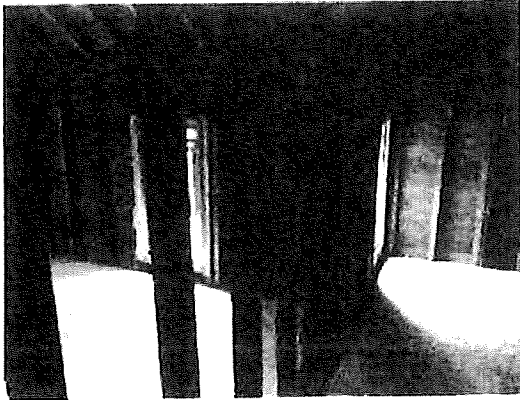


PHOTO #25

This photo shows two of the upper level windows that are within a few inches of the floor. These windows are the egress windows for these upper level bedrooms.

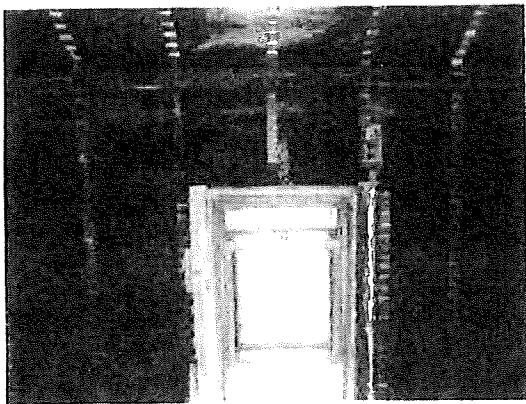


PHOTO #26

There is no header on this bedroom window.

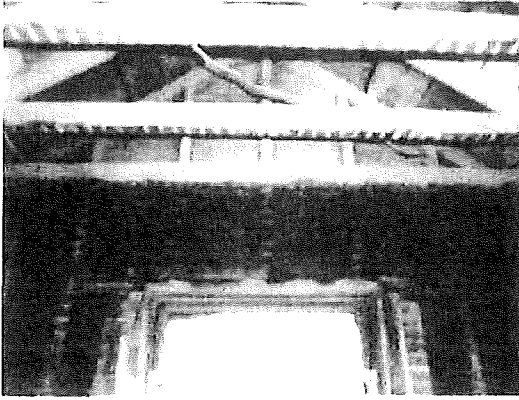


PHOTO #27

There is only a single flat 2x4 member over this window opening.

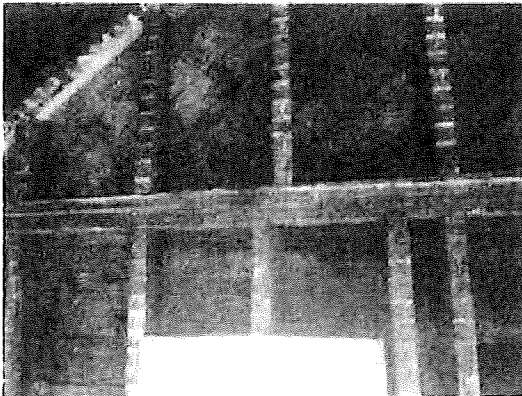
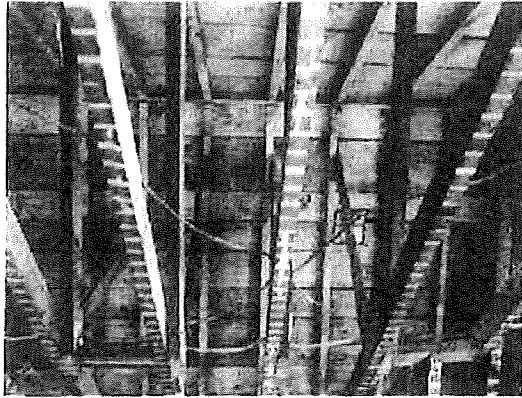


PHOTO #28

There is no header at this window opening.



The rafters are supported with 1x webs that are at least 5' long.

PHOTO #29



There is smoke damage at this upper level window on the north elevation. The opening does not have a header.

PHOTO #30

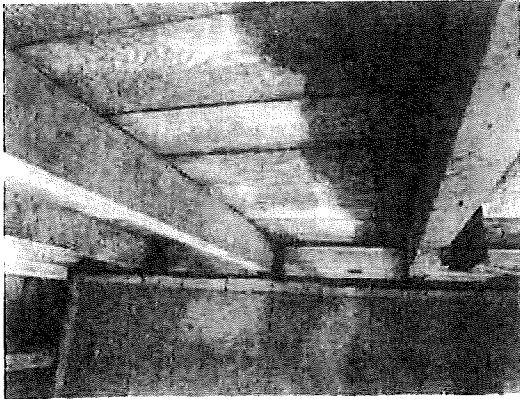


PHOTO #31

The exterior walls are balloon framed. The wall cavities are continuous between the upper and lower levels. This photo is looking down towards the upper level floor and the view of the lower level wall cavity is unobstructed. There is no fire blocking in place.

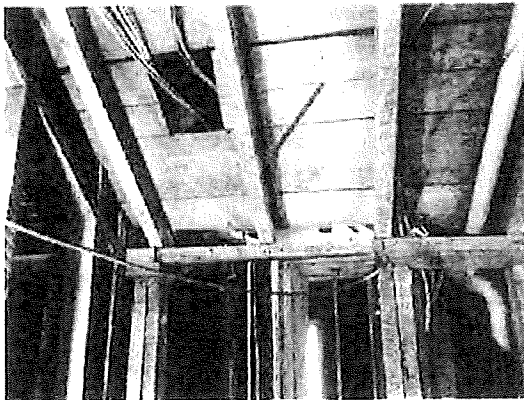


PHOTO #32

This photo shows a 2x4 rafter that bears on a single top plate halfway between two studs.



PHOTO #33

Several of the 2x4 rafters have been notched to over half their depth.

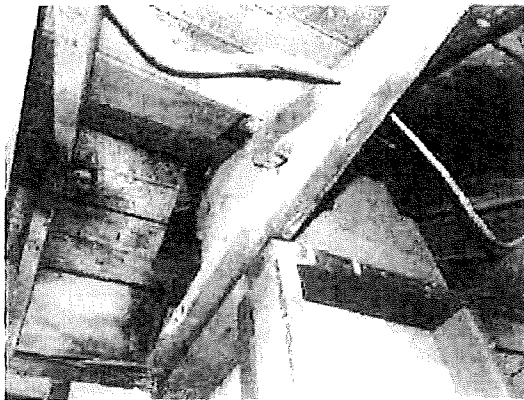


PHOTO #34

Rafters were cut on both sides of the chimney. There is no framing around the chimney.

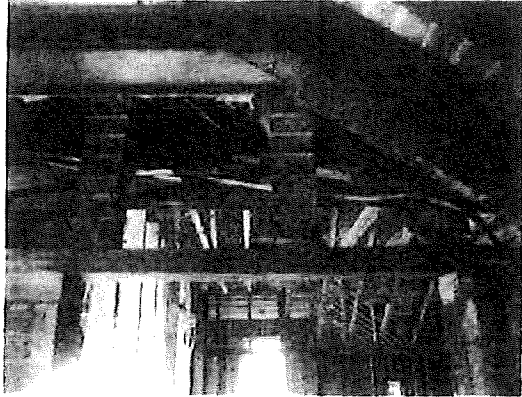


PHOTO #35

There are trimmers installed to the rafters above this doorway but there is no header.

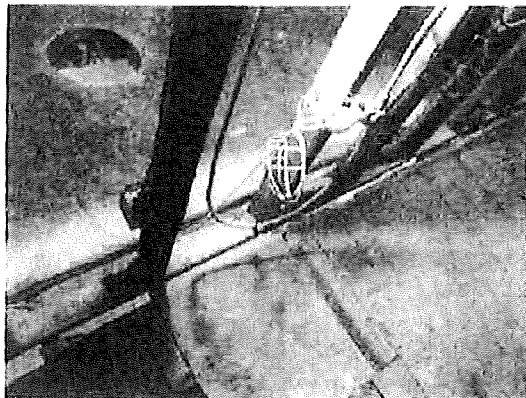


PHOTO #36

This photo shows the lower plate for this upper level wall is not supported underneath. The floor joists run parallel to this wall.

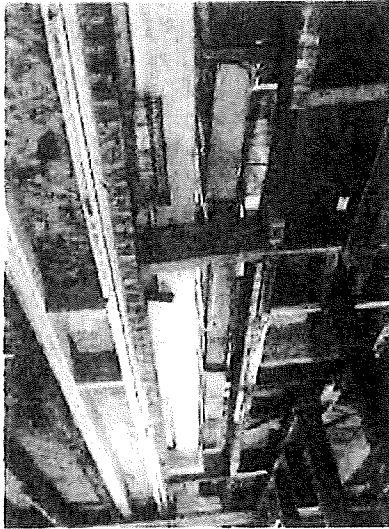


PHOTO #37

This photo was taken from the main level looking upward at the lower wall plate. That is unsupported for 13' except for one block.

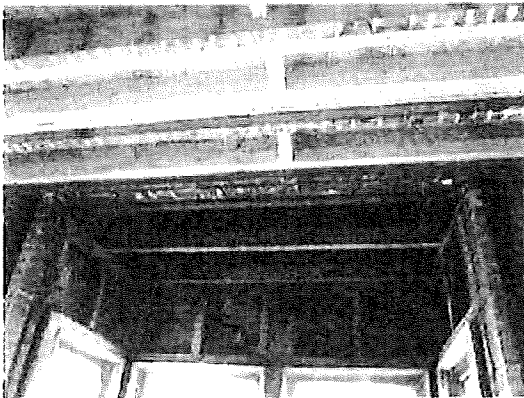


PHOTO #38

This photo shows the bay area windows on the left elevation. The upper level wall is supported across the bay area with no header. The lower 2x4 plate of the upper level wall spans across this 67" wide opening.

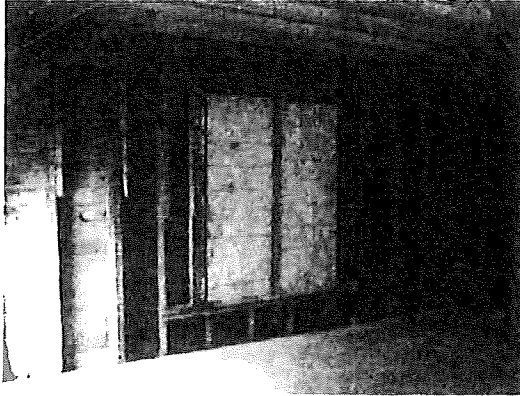


PHOTO #39

This photo shows the wall framing above the bay area which includes two window openings.

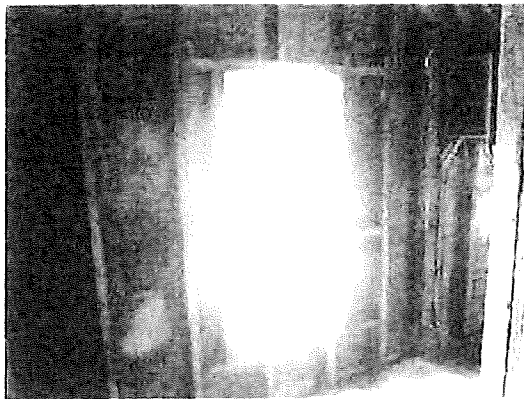


PHOTO #40

The west bedroom window is shown which has an egress opening of 20.5" x 25" which is only 3.56 square feet. The minimum size for egress is 5.7 square feet.

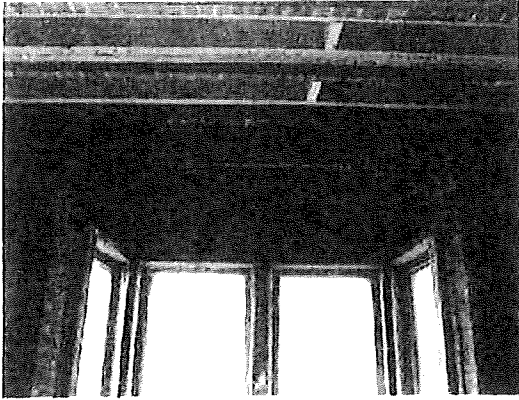


PHOTO #41

This photo shows the bay area windows on the left elevation that do not have headers.

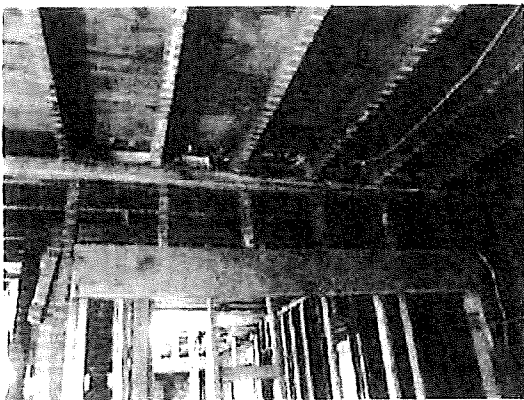


PHOTO #42

The floor joists in the family room are notched at the end which creates a stress concentration area. The joists are bearing on a 2x member that is installed onto notched wall studs.

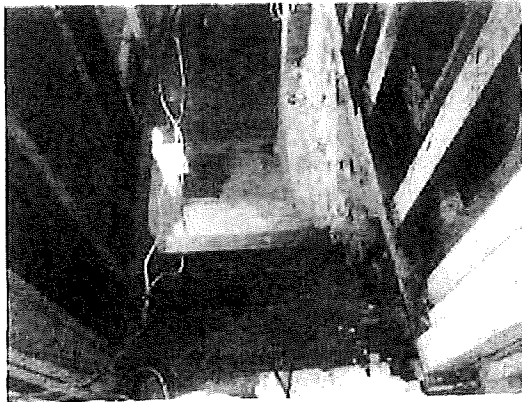


PHOTO #43

The stairway to the basement is very steep with low headroom. The treads are narrow.



PHOTO #44

This photo was taken from the basement looking into the east crawlspace. The floor joists appear to be less than 18" from earth in areas. The crawlspace was too low to enter and verify. There is no poly over the earth.

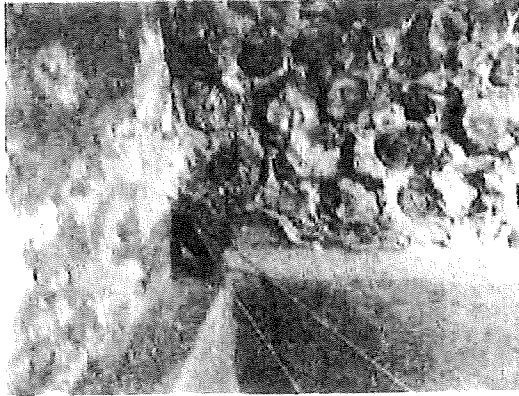


PHOTO #45

The original stone masonry foundation walls are supported by a 6" concrete wall due to deterioration.

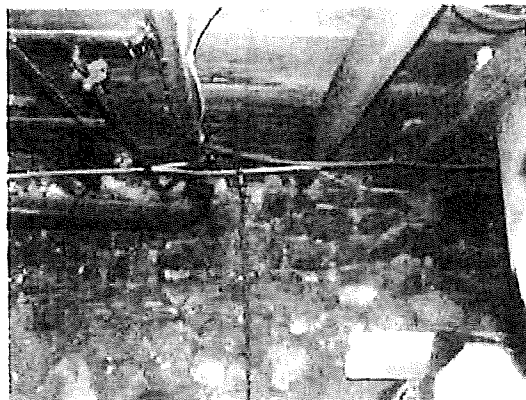


PHOTO #46

The mortar has eroded from between the stones in areas.

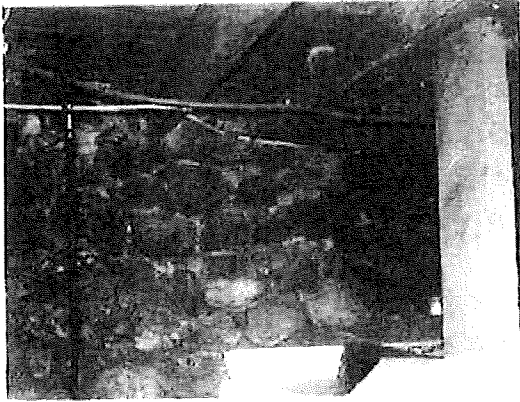


PHOTO #47

Fiberglass insulation was packed into the rim band area.

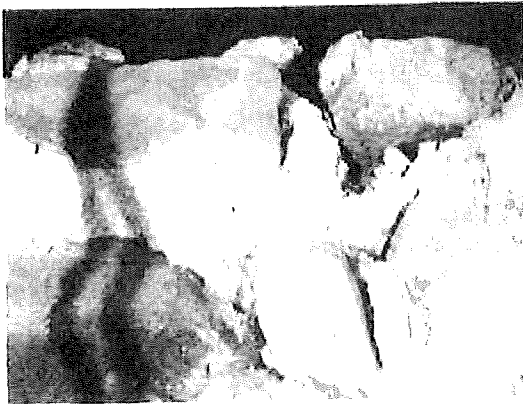


PHOTO #48

This photo shows one area north of the stairs where the mortar has deteriorated.

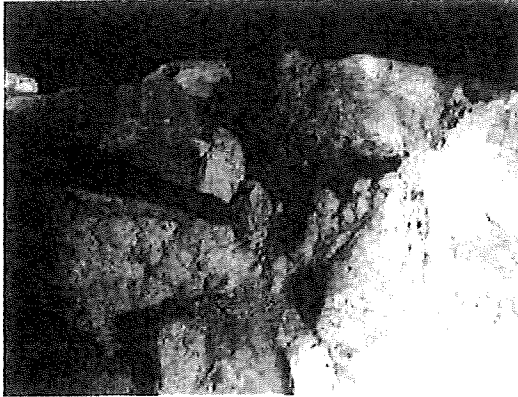


PHOTO #49

The mortar crumbles easily and can easily be removed from between the stones.



PHOTO #50

With little effort, the crumbly mortar can be scraped away between the stones.

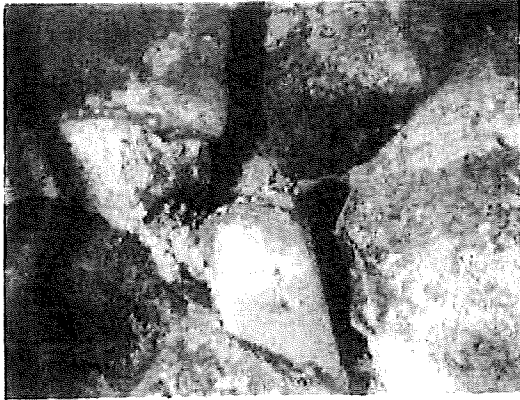


PHOTO #51

The stones are easily removed.

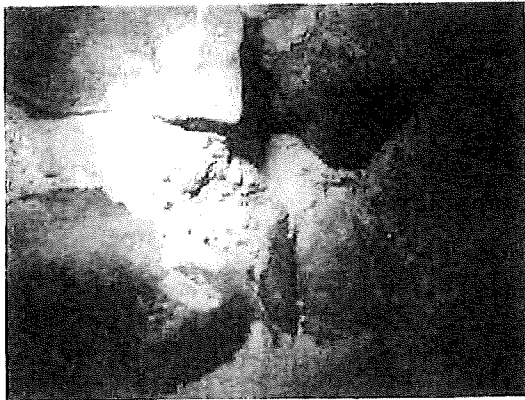


PHOTO #52

This photo shows similar mortar in an adjacent area which was crumbly and easily scraped away from the stones.



PHOTO #53

The top of the wall in this area at the northwest corner of the stairway is deteriorated. Stones can easily be removed.



PHOTO #54

In this area, there are gaps between the stones and the mortar.

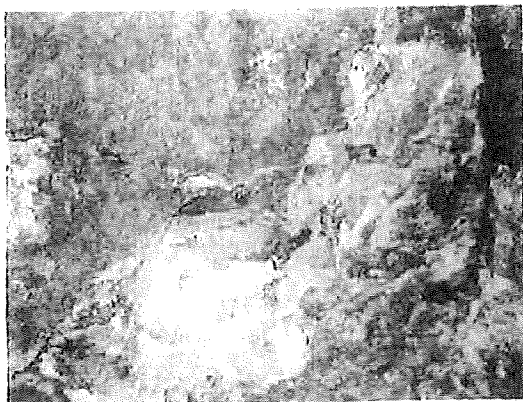


PHOTO #55

The mortar in this area on the south wall was crumbly and was easily scraped away.



PHOTO #56

All of the mortar between the stones could easily be removed.

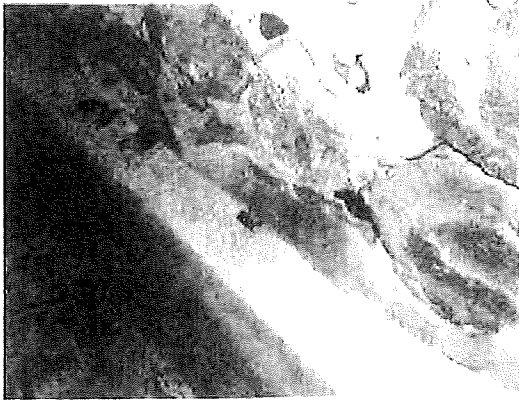


PHOTO #57

It is expected that the poured concrete wall was installed since the lower portion of the wall was failing due to deteriorated mortar.

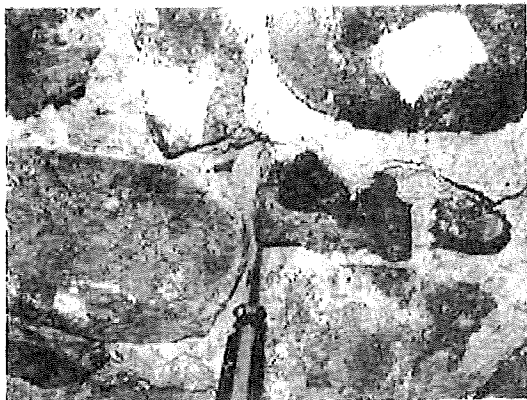
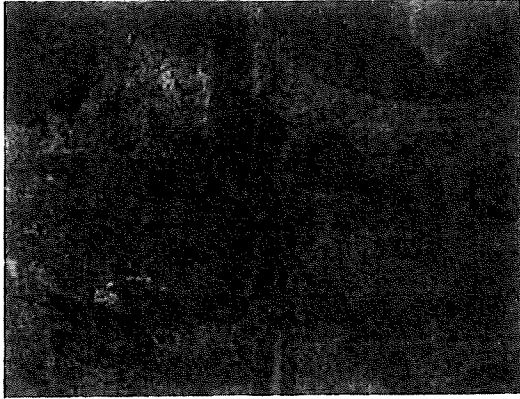


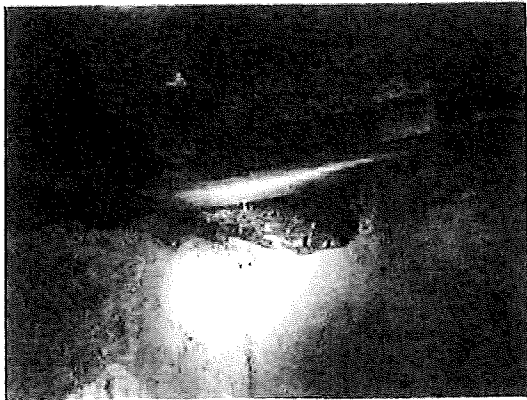
PHOTO #58

A screwdriver can easily be inserted into the crumbly mortar in numerous areas.



The loose mortar is easily removed.

PHOTO #59



In some areas, the lower portion of the joists which are bearing on the foundation wall are deteriorating.

PHOTO #60

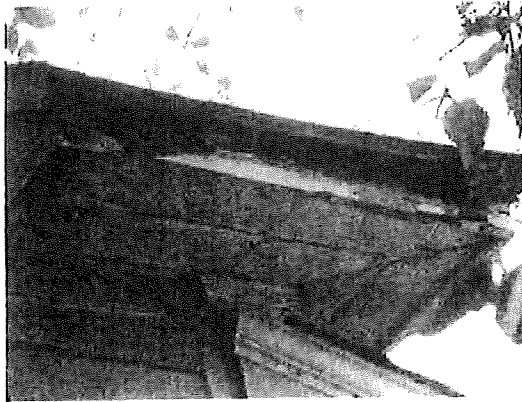


PHOTO #61

This photo shows the soffit area at the northwest corner of the home. The home owner reported that the fire department broke into the soffits in areas to vent smoke and assess for fire.



PHOTO #62

There is now a gap between the soffit panels at the ridge on the north side of the home. The owner reported that this separation at the ridge was not present prior to the fire.

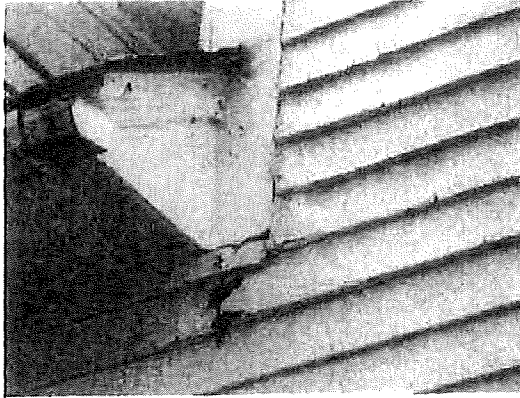


PHOTO #63

There is soot from smoke at the trim band where the rake terminates against the band. The siding below this area is deteriorated.



PHOTO #64

From the exterior, a screwdriver can be inserted fully into the crumbly mortar in areas.

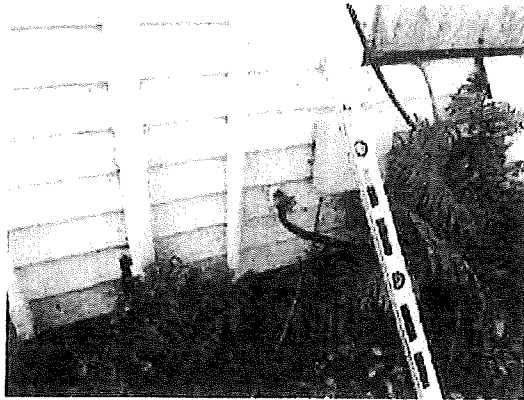


PHOTO #65

The previous photo was taken on the north foundation wall near the area where the fire originated.

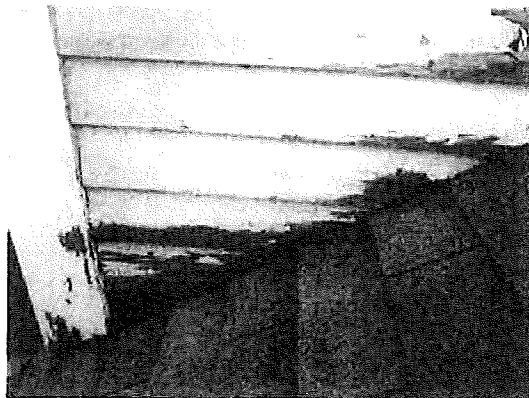
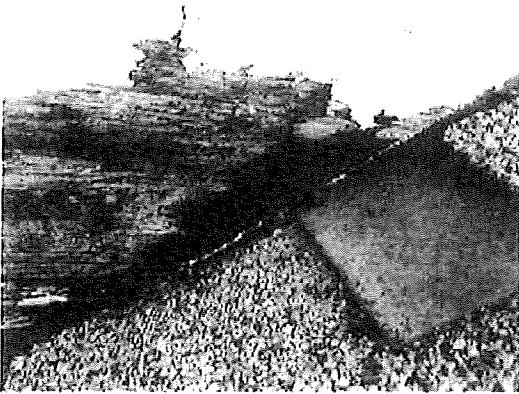


PHOTO #66

There appears to be damage to the siding near the base of this roof/wall intersection.



The ends of the siding panels are charred.

PHOTO #67



This photo shows an overview of the panels along the roof/wall intersection.

PHOTO #68



PHOTO #69

The heat caused the paint to blister and peel in areas.

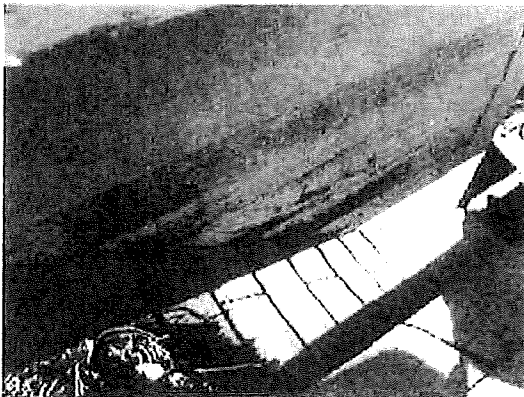


PHOTO #70

This photo shows the damaged siding with soot at the front-facing wall on the north elevation.

④ Summary

The following conclusions and recommendations are based upon a reasonable degree of engineering certainty. The fire caused very little damage to load-bearing structural members. Once all of the wood lath and plaster was removed from the interior of the home, the framing was exposed. There are numerous structural deficiencies resulting from marginal original framing practices, extensive remodeling which removed beams, portions of load bearing walls, and other load bearing members, and repairs from previous fires.

Prior to the fire, the home owner was not aware of any structural distress in the home and there likely was none since the wood lath and plaster contributed to the load-bearing capacity. Replacing the lath and plaster with gypsum wallboard will result in walls with reduced load-bearing capacity. It is expected that with significant live loading such as wind and snow, the wallboard will be prone to cracking, compression, and failure.

Minnesota Rules Chapter 1311 in the 2007 Minnesota State Building Code entitled "Rehabilitation of Existing Buildings" contains Section 411 as follows:

SECTION 411 STRUCTURAL REQUIREMENTS

411.1 Structural safety. The minimum design loads for the structure shall be the loads applicable at the time the building was constructed, provided that no dangerous condition is created. The building official may require that structural members exposed during construction be evaluated by a registered design professional. Structural members that are found to be unsound or dangerous shall comply with the applicable requirements of the Minnesota State Building Code for new construction.

As shown in the previous photographs, structural members that are found to be unsound or dangerous were observed in the home. In one doorway, a temporary support structure was erected after the lath and plaster was removed. Since the lath and plaster is not replaced, these deficiencies are required to be corrected to comply with the current requirements of the Minnesota State Building Code for new construction.

411.2 A building, structure, or an individual structural member that has any of the conditions or defects described below, as determined by a registered design professional, shall be replaced or strengthened when:

1. The stress in any materials, member, or portion thereof, due to all dead and live loads, is more than one and one-half the working stress or stresses allowed in the Minnesota State Building Code for new buildings of similar structure, purpose, or location.

2. Any portion of the building, structure, or member has been damaged by fire, earthquake, wind, flood, or by any other cause, to such an extent that its structural strength or stability is materially less than it was before the catastrophe and is less than the minimum requirements of the Minnesota State Building Code for new buildings of similar structure, purpose, or location.

3. Any portion of the building, structure, or member has wracked, warped, buckled, or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

4. The building or structure, or any portion of it, is likely to partially or completely collapse because of (i) dilapidation, deterioration, or decay; (ii) faulty construction; (iii) the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; (iv) the deterioration, decay, or inadequacy of its foundation; or (v) any other cause.

5. The exterior walls or other vertical structural members list, lean, or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base.

6. The building or structure, exclusive of the foundation, shows 33 percent or more damage or deterioration of its supporting member or members, or 50 percent damage or deterioration of its nonsupporting members, enclosing or outside walls, or coverings.

7. Any building or structure, which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member, or portion less than 50 percent, or in any supporting part, member, or portion less than 66 percent of the (i) strength, (ii) fire-resisting qualities or characteristics, or (iii) weather-resisting qualities or characteristics required by law in the case of newly constructed building or like area, height, and occupancy in the same location.

Paragraph 2 of Sec. 411.2 is noted. Although the fire did not directly result in significant structural damage, the removal of the wood lath and plaster did result in the structural strength of numerous members and assemblies to be materially less than they were prior to the fire and is less than the minimum requirements of the Minnesota State Building Code for new buildings.

Paragraph 7 is also noted with regard to fire-resisting qualities or characteristics. This structure was balloon framed without any fire blocking, which is 0% of what is required in new construction.

In addition to these deficiencies, there are also life-safety issues with stairways, doorways, and egress windows that need to be corrected.

It is my opinion that application of gypsum wallboard to the existing structure without adequate structural repairs will result in an unsafe building due to the inability to withstand design loads, the lack of fire blocking, and egress violations. Extensive structural repair work will need to be performed in compliance with current codes prior to installing gypsum wallboard including:

- Installing beams, headers, and supporting framing of adequate size in doorways and openings in load-bearing walls.
- Installing headers and support framing at window openings.
- Correcting floor and wall framing deficiencies at both stairways.
- Correct roof framing deficiencies, including framing at the chimney.
- Reconstruction of the wall between the laundry room and bathroom.
- Installing fire blocking in all locations required by code.
- Replacement of members improperly notched or cut for electrical and plumbing.
- Reinforcing or replacing floor joists per Tables R502.3.1(1) and R502.3.1(2).
- Installing structural support for the central upper level wall.
- Installation of additional webs, collar ties, and/or larger rafters in the roof framing.
- Installation of a beam over the main floor bay area on the left elevation.
- All structural members are to be fastened per Table R602.3(1)

In addition to the structural work, it is expected that a large portion of the plumbing and electrical systems will need to be replaced due to heat and fire exposure. Analysis of these systems is outside the scope of this inspection. Hardwired and interconnected smoke and carbon monoxide detectors are to be installed per current code requirements. Several windows are damaged and will need to be replaced. Replacement units in sleeping rooms must meet egress requirements per current code. Damaged siding along roof/wall intersections at the northwest corner of the home needs to be replaced.

The heat also caused the exterior paint to blister and peel in areas at the northwest corner of the home. The affected areas of siding will need to be scraped prior to priming and painting. Given the age of this home, it is likely that underlying coats of paint may contain lead so the paint must be tested prior to scraping, sanding, or blasting.

The basement was accessed for inspection. Portions of the original stone foundation in the full basement were reinforced several years ago by installing poured concrete walls against the lower portion of the original stone foundation. Portions of the upper portion of the stone foundation was affected by the high temperatures during the fire. The heat vaporizes the water within the wall which builds pressure. A lack of continuous voids needed to relieve the pressure causes stresses that are only relieved by cracking and spalling. Later, the rapid drop in temperature from the water used during fire fighting will produce cracks. In several locations, the mortar was found to be crumbly and easily reduced to powder when scraped. A screwdriver could easily be inserted six inches or more into the walls from both the interior and exterior faces. Many of the stones are no longer tightly bound by the mortar in these areas and will require repair.

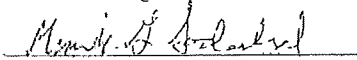
As discovery continues, additional testing and inspections may need to be performed and additional and/or supplemental information and opinions may be contained in future reports issued by Advanced Consulting & Inspection. This report is the exclusive property of the client noted previously and cannot be relied upon by a third party. Copies of this report are released to third parties only by written permission of the client.

Respectfully Submitted,

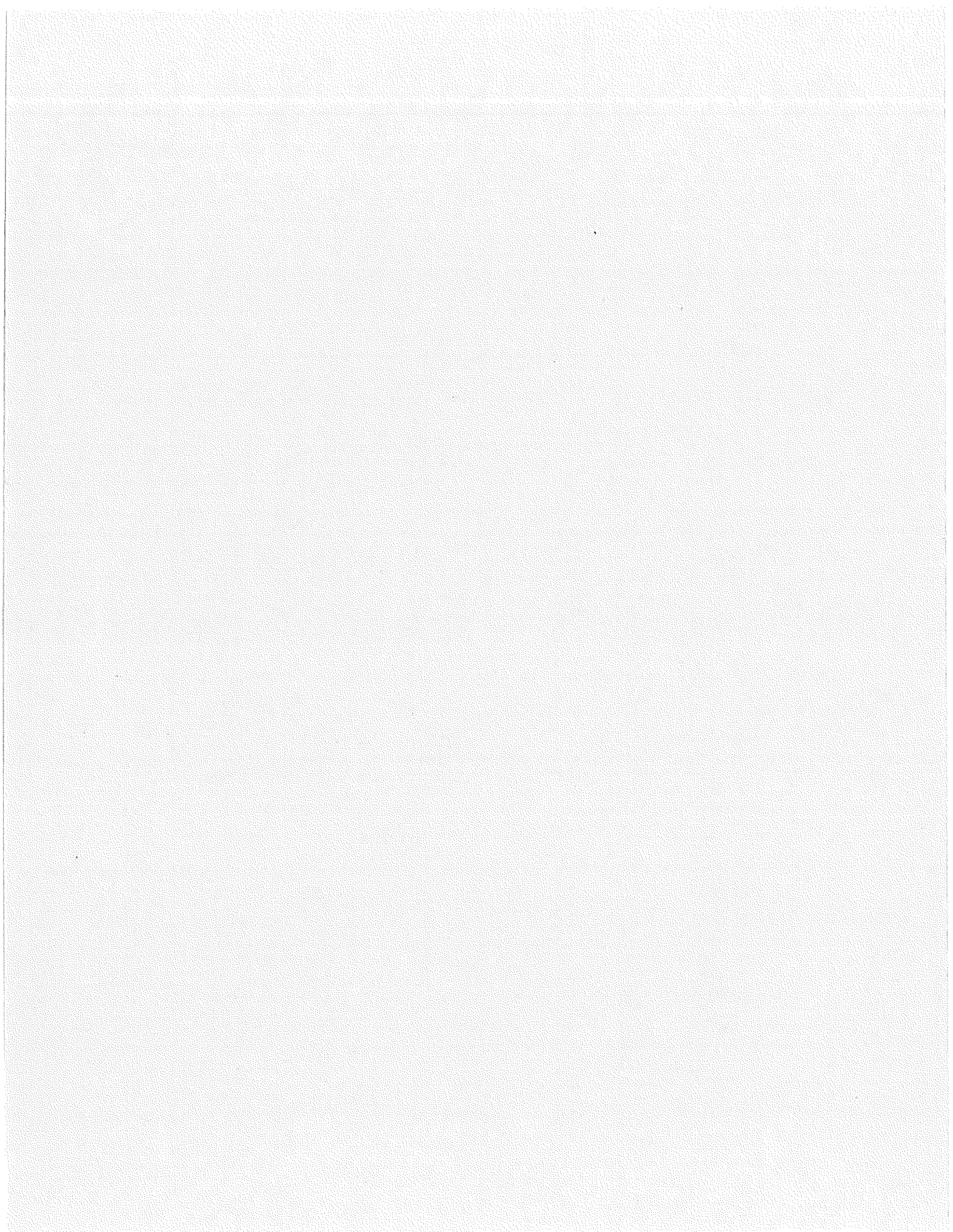


Mark G. Soderlund, P.E.
Principal Engineer
Advanced Consulting & Inspection

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


Mark G. Soderlund

Date: 10/16/11
Reg. # 23685



463.09 [Repealed, 1976 c 44 s 70]

463.10 [Repealed, 1976 c 44 s 70]

463.11 [Repealed, 1976 c 44 s 70]

463.12 [Repealed, 1976 c 44 s 70]

463.13 [Repealed, 1976 c 44 s 70]

HAZARDOUS OR SUBSTANDARD BUILDINGS

463.15 DEFINITIONS.

Subdivision 1. **Coverage.** For purposes of sections 463.15 to 463.26 the terms defined in this section have the meanings given them.

Subd. 2. **Building.** "Building" includes any structure or part of a structure.

Subd. 3. **Hazardous building or hazardous property.** "Hazardous building or hazardous property" means any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health.

Subd. 3a. **Municipality.** "Municipality" means a county, city, or town.

Subd. 4. **Owner, owner of record, and lienholder of record.** "Owner," "owner of record," and "lienholder of record" means a person having a right or interest in property described in subdivision 3 and evidence of which is recorded in the office of the county recorder or registrar of titles in the county in which the property is situated.

History: 1965 c 393 s 1; 1967 c 324 s 1; 1976 c 181 s 2; 1989 c 328 art 6 s 5,6; 2004 c 147 s 1; 2005 c 4 s 113

463.151 REMOVAL BY MUNICIPALITY; CONSENT; COST.

The governing body of any municipality may remove or raze any hazardous building or remove or correct any hazardous condition of real estate upon obtaining the consent in writing of all owners of record, occupying tenants, and all lienholders of record; the cost shall be charged against the real estate as provided in section 463.21, except the governing body may provide that the cost so assessed may be paid in not to exceed five equal annual installments with interest thereon, at eight percent per annum.

History: 1967 c 324 s 2; 1974 c 341 s 1; 2004 c 147 s 2

463.152 EXERCISE OF EMINENT DOMAIN.

Subdivision 1. **Purpose, public interest.** In order to maintain a sufficient supply of adequate, safe, and sanitary housing and buildings used for living, commercial, industrial, or other purposes or any combination of purposes, it is found that the public interest requires that municipalities be authorized to acquire buildings, real estate on which buildings are located, or vacant or undeveloped real estate which are found to be hazardous within the meaning of section 463.15, subdivision 3, and the acquisition of such buildings and real estate is hereby declared to be a public purpose.

Subd. 2. **Acquisition; procedure.** In furtherance of the public policy declared in subdivision 1, the governing body of any municipality may acquire any hazardous building, real estate on which any such building is located, or vacant or undeveloped real estate by eminent domain in the manner provided by chapter 117.

History: 1974 c 341 s 3; 1976 c 2 s 140; 2004 c 147 s 3

463.16 REPAIR OR REMOVE HAZARDOUS PROPERTY CONDITION.

The governing body of any municipality may order the owner of any hazardous building or property within the municipality to correct or remove the hazardous condition of the building or property or to raze or remove the building.

History: 1965 c 393 s 2; 1973 c 123 art 5 s 7; 1989 c 328 art 6 s 7; 2004 c 147 s 4

463.161 ABATEMENT.

In the manner prescribed in section 463.21 the governing body of any municipality may correct or remove the hazardous condition of any hazardous building or property; the cost of which shall be charged against the real estate as provided in section 463.21 except the governing body may provide that the cost so assessed may be paid in not to exceed five equal annual installments with interest therein, at eight percent per annum.

History: 1974 c 341 s 2; 1989 c 328 art 6 s 8; 2004 c 147 s 5

463.17 ORDER.

Subdivision 1. Contents. The order shall be in writing; recite the grounds therefor; specify the necessary repairs, if any, and provide a reasonable time for compliance; and shall state that a motion for summary enforcement of the order will be made to the district court of the county in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in section 463.18.

Subd. 2. Service. The order shall be served upon the owner of record, or the owner's agent if an agent is in charge of the building or property, and upon the occupying tenant, if there is one, and upon all lienholders of record, in the manner provided for service of a summons in a civil action. If the owner cannot be found, the order shall be served upon the owner by posting it at the main entrance to the building or, if there is no building, in a conspicuous place on the property, and by four weeks' publication in the official newspaper of the municipality if it has one, otherwise in a legal newspaper in the county.

Subd. 3. Filing. A copy of the order with proof of service shall be filed with the court administrator of district court of the county in which the hazardous building or property is located not less than five days prior to the filing of a motion pursuant to section 463.19 to enforce the order. At the time of filing such order the municipality shall file for record with the county recorder or registrar of titles a notice of the pendency of the proceeding, describing with reasonable certainty the lands affected and the nature of the order. If the proceeding be abandoned the municipality shall within ten days thereafter file with the county recorder a notice to that effect.

History: 1965 c 393 s 3; 1976 c 181 s 2; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1989 c 328 art 6 s 9

463.18 ANSWER.

Within 20 days from the date of service, any person upon whom the order is served may serve an answer in the manner provided for the service of an answer in a civil action, specifically denying such facts in the order as are in dispute.

History: 1965 c 393 s 4

463.19 DEFAULT CASES.

If no answer is served, the governing body may move the court for the enforcement of the order. If such a motion is made the court may, upon the presentation of such evidence as it may require, affirm or modify the order and enter judgment accordingly, fixing a time after which the governing body may proceed with the enforcement of the order. The court administrator shall cause a copy of the judgment to be mailed forthwith to persons upon whom the original order was served.

History: 1965 c 393 s 5; 1Sp1986 c 3 art 1 s 82

463.20 CONTESTED CASES.

If an answer is filed and served as provided in section 463.18, further proceedings in the action shall be governed by the Rules of Civil Procedure for the District Courts, except that the action has priority over all pending civil actions and shall be tried forthwith. If the order is sustained following the trial, the court shall enter judgment and shall fix a time after which the building must be destroyed or repaired or the hazardous condition removed or corrected, as the case may be, in compliance with the order as originally filed or modified by the court. If the order is not sustained, it shall be annulled and set aside. The court administrator of the court shall cause a copy of the judgment to be mailed forthwith to the persons upon whom the original order was served.

History: 1965 c 393 s 6; 1Sp1986 c 3 art 1 s 82; 1989 c 328 art 6 s 10

463.21 ENFORCEMENT OF JUDGMENT.

If a judgment is not complied with in the time prescribed, the governing body may cause the building to be repaired, razed, or removed or the hazardous condition to be removed or corrected as set forth in the judgment, or acquire the building, if any, and real estate on which the building or hazardous condition is located by eminent domain as provided in section 463.152. The cost of the repairs, razing, correction, or removal may be a lien against the real estate on which the building is located or the hazardous condition exists, or recovered by obtaining a judgment against the owner of the real estate on which the building is located or the hazardous condition exists. A lien may be levied and collected only as a special assessment in the manner provided by Minnesota Statutes 1961, sections 429.061 to 429.081, but the assessment is payable in a single installment. When the building is razed or removed by the municipality, the governing body may sell the salvage and valuable materials at public auction upon three days' posted notice.

History: 1965 c 393 s 7; 1974 c 341 s 4; 1989 c 328 art 3 s 3

463.22 STATEMENT OF MONEYS RECEIVED.

The municipality shall keep an accurate account of the expenses incurred in carrying out the order and of all other expenses theretofore incurred in connection with its enforcement, including specifically, but not exclusively, filing fees, service fees, publication fees, attorney's fees, appraisers' fees, witness fees, including expert witness fees, and travel expenses incurred by the municipality from the time the order was originally made, and shall credit thereon the amount, if any, received from the sale of the salvage, or building structure, and shall report its action under the order, with a statement of moneys received and expenses incurred to the court for approval and allowance. Thereupon the court shall examine, correct, if necessary, and allow the expense account, and, if the amount received from the sale of the salvage, or of the building or structure, does not equal or exceed the amount of expenses as allowed, the court shall by its judgment certify the deficiency of the amount so allowed to the municipal clerk for collection. The owner or other party interested shall pay the same, without penalty added thereon, and in default of payment on October 1, the clerk shall certify the amount of the expense to the county auditor for entry on the tax lists of the county as a special charge against the real estate on which the building or hazardous condition is or was situated and the same shall be collected in the same manner as other taxes and the amount so collected shall be paid into the municipal treasury. If the amount received for the sale of the salvage or of the building or structure exceeds the expense incurred by the municipality as allowed by the court, and if there are no delinquent taxes, the court shall direct the payment of the surplus to the owner or the payment of the same into court, as provided in sections 463.15 to 463.26. If there are delinquent taxes against the property, the court shall direct the payment of the surplus to the county treasury to be applied on such taxes.

History: 1965 c 393 s 8; 1974 c 329 s 1; 1989 c 328 art 6 s 11

463.23 PAYMENT, TENDER, DEPOSIT IN COURT.

The net proceeds of a sale under section 463.21 or 463.24 shall be paid to persons designated in the judgment in the proportions as their interests shall appear therein. Acceptance of such payment shall be taken as a waiver of all objections to the payment and to the proceedings leading thereto on the part of the payee and of all persons for whom the payee is lawfully empowered to act. In case any party to whom a payment of damages is made be not a resident of the state, or the place of residence be unknown, or the party be an infant or other person under legal disability, or, being legally capable, refuses to accept payment, or if for any reason it be doubtful to whom any payment should be paid, the municipality may pay the same to the clerk, to be paid out under the direction of the court; and, unless an appeal be taken such deposit with the clerk shall be deemed a payment of the award.

History: 1965 c 393 s 9; 1986 c 444

463.24 PERSONAL PROPERTY OR FIXTURES.

If any building ordered razed, removed, or made safe and sanitary by repairs contains personal property or fixtures which will unreasonably interfere with the razing, removal, or repair of such building, or if the razing or removal of the building makes necessary the removal of such personal property or fixtures, the original order of the governing body may direct the removal of such personal property or fixtures within a reasonable time. If the property or fixtures are not removed by the time specified, and the governing body subsequently desires to enforce a judgment under sections 463.15 to 463.26, it may sell the same at public auction as provided in section 463.21, or if without appreciable value, the governing body may destroy the same.

History: 1965 c 393 s 10

463.25 HAZARDOUS EXCAVATIONS.

If in any municipality, an excavation for building purposes is left open for more than six months without proceeding with the erection of a building thereon, whether or not completed, or if any excavation or basement is not filled to grade or otherwise protected after a building is destroyed, demolished or removed, the governing body may order such excavation to be filled or protected or in the alternative that erection of a building begin forthwith if the excavation is for building purposes. The order shall be served upon the owner or the owner's agent in the manner provided by section 463.17. If the owner of the land fails to comply with the order within 15 days after the order is served, the governing body shall cause the excavation to be filled to grade or protected and the cost shall be charged against the real estate as provided in section 463.21.

History: 1965 c 393 s 11; 1973 c 123 art 5 s 7; 1986 c 444; 2004 c 147 s 6

463.251 SECURING VACANT BUILDINGS.

Subdivision 1. Definitions. The following terms have the meanings given them for the purposes of this section.

- (a) "City" means a statutory or home rule charter city.
- (b) "Neighborhood association" means an organization recognized by the city as representing a neighborhood within the city.
- (c) "Secure" may include, but is not limited to, installing locks, repairing windows and doors, boarding windows and doors, posting "no-trespassing" signs, installing exterior lighting or motion-detecting lights, fencing the property, and installing a monitored alarm or other security system.

Subd. 2. Order; notice. (a) If in any city a building becomes vacant or unoccupied and is deemed hazardous due to the fact that the building is open to trespass and has not been secured and the building could be made safe by securing the building, the governing body may order the building secured and shall cause notice of the order to be served upon

the owner of record of the premises or the owner's agent, the taxpayer identified in the property tax records for that parcel, the holder of the mortgage or sheriff's certificate, and any neighborhood association for the neighborhood in which the building is located that has requested notice, by delivering or mailing a copy to the owner or agent, the identified taxpayer, the holder of the mortgage or sheriff's certificate, and the neighborhood association, at the last known address. Service by mail is complete upon mailing.

(b) The notice under this subdivision must include a statement that:

(1) informs the owner and the holder of any mortgage or sheriff's certificate of the requirements of subdivision 3 and that costs may be assessed against the property if the person does not secure the building;

(2) informs the owner and the holder of any mortgage or sheriff's certificate that the person may request a hearing before the governing body challenging the governing body's determination that the property is vacant or unoccupied and hazardous; and

(3) notifies the holder of any sheriff's certificate of the holder's duty under section 582.031, subdivision 1, paragraph (b), to enter the premises to protect the premises from waste and trespass if the order is not challenged or set aside and there is prima facie evidence of abandonment of the property as described in section 582.032, subdivision 7.

Subd. 3. Securing building by city; lien. If the owner of the building or a holder of the sheriff's certificate of sale fails to either comply or provide to the governing body a reasonable plan and schedule to comply with an order issued under subdivision 2 or to request a hearing on the order within six days after the order is served, the governing body shall cause the building to be properly secured and the cost of securing the building may be charged against the real estate as provided in section 463.21. In the metropolitan area, as defined in section 473.121, subdivision 2, the governing body may work with neighborhood associations to develop and implement plans to secure vacant buildings in a timely and cost-effective fashion. The city may use rehabilitation and revitalization funds in implementing this section.

Subd. 4. Emergency securing. A city may provide by ordinance for emergency securing of a building that presents an immediate danger to the health and safety of persons in the community.

History: 1973 c 123 art 5 s 7; 1973 c 520 s 1; 1986 c 444; 1996 c 286 s 1; 2009 c 123 s 1,2; 2010 c 375 s 8

463.26 LOCAL ACTS AND CHARTER PROVISIONS.

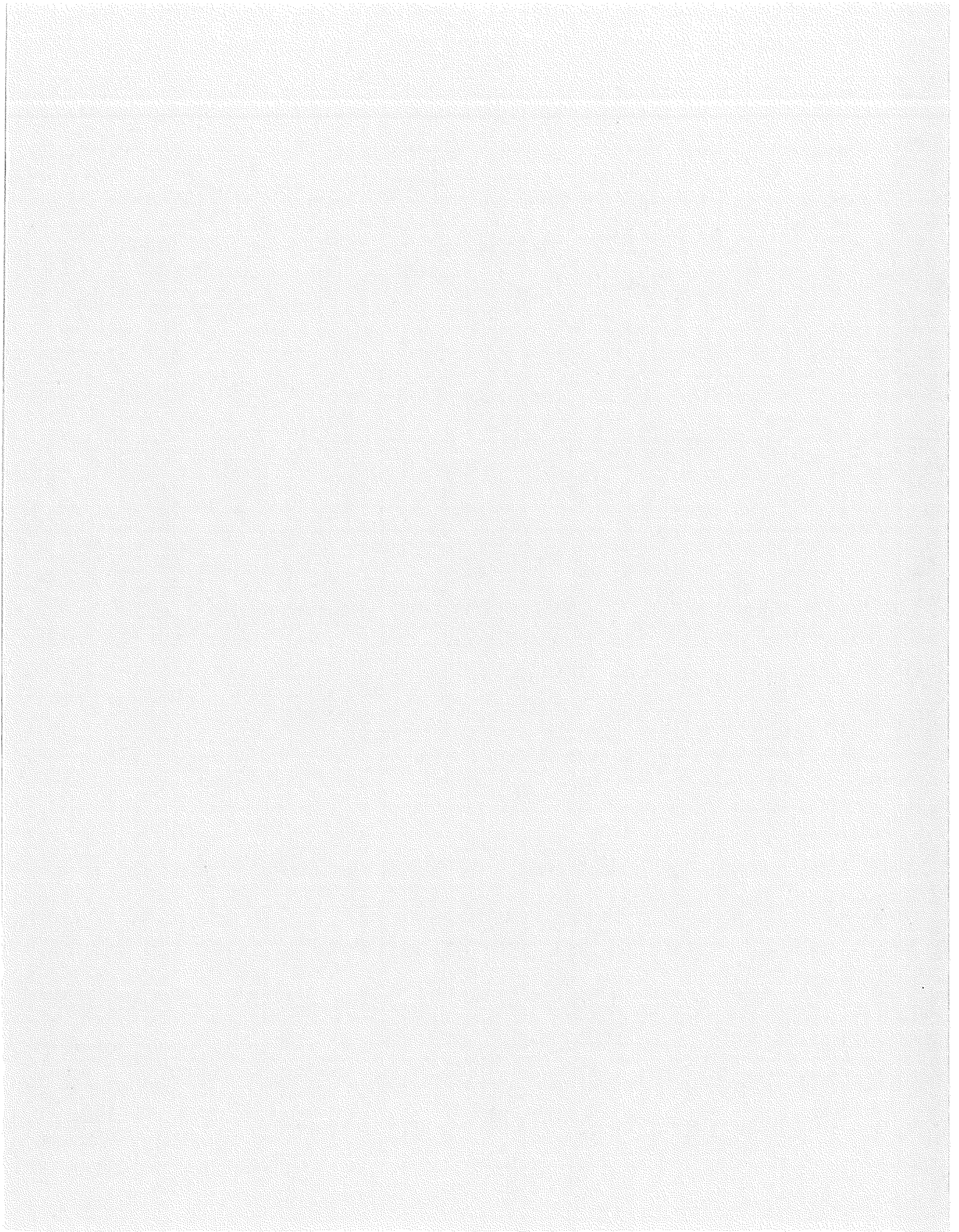
Sections 463.15 to 463.26 are supplementary to other statutory and charter provisions and do not limit the authority of any city to enact and enforce ordinances on the same subject.

History: 1965 c 393 s 12; 1973 c 123 art 5 s 7

463.261 RELOCATION BENEFITS.

Notwithstanding the provisions of section 117.56, or any other law to the contrary, all acquisitions of buildings and real estate upon which buildings are located by governmental subdivisions pursuant to the exercise of the power of eminent domain as provided in section 463.152 shall be acquisitions for the purposes of sections 117.50 to 117.56.

History: 1974 c 341 s 5; 1976 c 2 s 141



3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. Nuisance. It is unlawful for any person to permit or maintain a nuisance upon any premises.

G. Additional Unlawful Acts.

1. It is unlawful for any person to deposit offal or the body of a dead animal in any place other than a sanitary landfill or other facilities approved by statute of the City Code.
2. It is unlawful for any person to store, deposit or dispose of any refuse which is in flames or heated to the point of danger of fire.

H. Exception. This section shall not apply to premises on which only one unlicensed or inoperable motor vehicle is stored.

8-2-2: ABATEMENT OF EXTERIOR PUBLIC NUISANCES AND OTHER VIOLATIONS. (Ord 29, 22, 8-15-1994) (Ord 182, SS, 6-9-13)

- A. Purpose. The Council of the City of St. Francis has determined that the health, safety, general welfare, good order and convenience of the public are threatened by certain exterior public nuisances and other such violations on property within

the City limits. It is declared to be the intention of the Council to abate such nuisance, and this Section is enacted for that purpose.

- B. Application. This Section shall apply to the abatement of the refuse, junk, nuisances, and other violations maintained exterior to the principal structure as identified in:
1. Refuse as identified in Section 8-2-1-B-1.
 2. Junk as defined in Section 8-2-1-B-2.
 3. Outside storage of materials and all other materials deemed to create a general public nuisance as described in Section 8-2-1-B-3.
 4. Public nuisances enumerated in Section 8-2-6.
 5. Zoning issues to be remedied by Section 10-3-9-C-3.
- C. Hearing Officer. The position of Hearing Officer is hereby created. The City may contract with third parties for the furnishing of all services and set the rate of compensation therefore. The Hearing Officer shall be an individual trained in law; however, it shall not be required that the Hearing Officer be currently licensed to practice law in the State of Minnesota. The Hearing Officer shall have the following duties:
1. Set dates and hear all contested cases following appeals of order of the City or other duly authorized agents.
 2. Take testimony from all interested parties.
 3. Make complete record of all proceedings including findings of fact and conclusions of law.
 4. Affirm, repeal or modify the order of the City or other duly authorized agents.
- D. Inspection, Investigation and Right of Entry. The City or duly authorized agents shall cause to be inspected all public and private properties within the City which might contain an exterior public nuisance as defined in City Code as often as practicable to determine whether any such conditions exist. The City or duly authorized agents shall also investigate all reports of exterior public nuisances located within the City. The City or other duly authorized agents may enter upon all public and private properties for the purposes of conducting inspections for exterior public nuisances. If the property owner and/or occupants of any property refuses said inspector(s) right of entry for inspection, the City may seek an administrative search warrant or other order of the District Court for said purpose of entry and inspection.
- E. Abatement of Violation. Upon a determination by the City or other duly authorized agent that a violation as identified in Section 8-2-2-B exists on any

public or private property within the City, said official shall order the exterior public nuisance to be abated in accordance with this Section.

F. Procedure for Removal of Violation. Whenever the City or other duly authorized agent finds with reasonable certainty that a violation as identified in Section 8-2-2-B exists on any public or private property in the City, said official shall use the following procedure:

1. Notice. The City or other duly authorized agents shall notify the affected property owner by first class mail that the violation must be abated within a reasonable period of time, not less than twenty (20) days from the date of service of the notice. (Service by mail shall be deemed complete upon mailing.) The order shall set forth the following:
 - a. The specific nature of the violations and requirements for compliance.
 - b. That the property owner may, within twenty (20) days of the date of order, request a hearing before the Hearing Officer and by what procedure such hearing may be requested.
 - c. That failure to abate the violation or request a hearing within the applicable time period will result in summary abatement procedures, and that the cost of abatement will be assessed against the subject property.
2. Hearing. Any property owner who feels aggrieved by an order of the City or other duly authorized agent issued pursuant to this Section may request a hearing before the Hearing Officer. Such request shall be filed in writing with the City within twenty (20) days after the date of service of the notice by the City or other duly authorized agent. The City shall notify the property owner of the date, time, and place of the hearing. The hearing shall be conducted no more than twenty (20) days after the Hearing Officer receives notice of the request, unless a later date is mutually agreed to by the Hearing Officer, the property owner and the City. Both the property owner and the City may appear at the hearing with counsel and may call such witnesses and present such evidence as is determined by the Hearing Officer to be relevant. Within ten (10) days after such hearing, the Hearing Officer shall affirm, repeal, or modify the order of the City or other duly authorized agent. The Hearing Officer's order shall be accompanied by written findings of fact, and may include a finding of fact as to the absence of value of the refuse, junk, or other material to constitute a violation. Any person aggrieved by the decision of the Hearing Officer may appeal that decision to the City Council by filing a notice of such appeal with the City within twenty (20) days of receiving notice of the Hearing Officer's decision. At its next available regular

meeting following the filing of a notice of appeal, the Council shall review the decision and findings of fact of the Hearing Officer and shall affirm, repeal or modify that decision. If the Council affirms the Hearing Officer's decision declaring that an exterior public nuisance exists, the City shall abate the exterior public nuisance after twenty (20) days following the Council's final determination, unless the property owner obtains a court order to the contrary within said twenty (20) days.

3. **Disposition of Property.** The City maintains the right to dispose of all property that it removes from public and private properties through abatement procedures as outlines in this Section. Disposal of property deemed to have value shall occur thirty (30) days after the property is secured, unless the property owner obtains a court order to the contrary and/or pays all costs associated with the removal and storage of said property within said thirty (30) day time period. The City maintains the right to immediately dispose of refuse, junk, or other materials deemed to be without value.
 4. **Assessment.** The City or other duly authorized agent shall keep a record of the costs of abatements done under this Section and shall provide regular reports to the City Clerk or other appropriate officer regarding all work performed for which assessments are to be made, stating and certifying the description of the land, lots or parcels involved and the amount assessable to each. The amounts to be assessed shall include up to an additional twenty-five (25) percent to cover any administrative costs associated with the abatements. On or before September 1 of each year, the City Clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this Section. The Council may then spread the charges or any portion thereof against the property involved as a special assessment under the other pertinent statutes, for certification to the County and collection the following year along with current taxes. Such assessment shall be payable in no more than ten (10) equal annual installments, pursuant to Minnesota Statutes, Section 429.01, Subd. 2.
- G. **Severability.** Every sub-section, provision or part of this Section is declared separable from every other sub-section, provision or part to the extent that if any sub-section, provision or part of this Section shall be held to be invalid, such holding shall not invalidate any other sub-section, provision or part thereof.
- H. **Non-exclusiveness.** Nothing in this Section shall be deemed a waiver or limitation of any statutory right and/or power of the City as to hazardous buildings, properties or materials, nor shall this Code Section be deemed to otherwise limit the right and/or power of the City to conduct other administrative and/or regulatory searches and inspections including, but not limited to, health inspections, fire scene and arson inspections and regulated business and

industries inspections, nor shall this Section be deemed to be an exclusive remedy of the City regarding the abatement of exterior public nuisance.

Source: City Code

Effective Date: 06-01-1990

8-2-3: MAINTENANCE OF PRIVATE PROPERTY.

- A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.
- B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

8-2-4: RADIO AND TELEVISION INTERFERENCE. It is unlawful for any person to maintain, use or operate any apparatus or device whether electrical, mechanical or of any other type, so as to cause interference with radio or television reception. This Section shall not apply to electro-medical devices provided that they are equipped so far as reasonably possible with apparatus tending to reduce such interference.

8-2-5: OBSTRUCTIONS TO VISIBILITY. It is unlawful to erect or maintain any structure or vegetation within a radius of twenty (20) feet from the corner created by the projections of the curb lines at intersecting streets. Trees are not obstructions to vision if branches are trimmed to the trunks and to a height of nine (9) feet above the surface of any street. Nor shall traffic control signs or signals be considered obstructions.

8-2-6: PUBLIC NUISANCES. No person shall create, commit, or maintain a public nuisance. No person shall willfully omit or refuse to perform any legal duty in relation to the removal of a public nuisance. No person shall rent or permit to be used any premises, building, or portion thereof, knowing that it is intended to be used for committing or maintaining a public nuisance. No person shall willfully prevent, hinder, oppose, or obstruct a public official in the performance of his duties in carrying out the

provisions of this Section or in removing or abating a public nuisance. Unless otherwise permitted by Code, the following are hereby declared to be public nuisances:

A. The following are hereby declared to be nuisances affecting health:

1. The exposed accumulation of decayed or unwholesome food or vegetable matter.
2. Decayed or unwholesome food offered for sale to the general public.
3. All diseased animals running at large.
4. All ponds or pools of stagnant water not serving a legitimate storm water management function.
5. All ponds or pools of polluted or poisonous water.
6. Carcasses of animals not buried or destroyed within twenty-four (24) hours after death in a manner consistent with Section 8-2-1-G-1 of the City Code.
7. Accumulations of waste, refuse, or other debris.
8. Accumulations of manure outside of a legitimate agricultural function.
9. Privy vaults, garbage cans, and other such waste receptacles which are not rodent-free or fly-tight, or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors.
10. All noxious weeds, poisonous vegetation such as poison ivy, and other rank growths of vegetation upon public or private property.
11. Weeds, grass, brush, or plants constituting a fire hazard.
12. Dense smoke, noxious fumes, gas, soot, or cinders in unreasonable quantities.
13. The depositing or accumulation of refuse, sewage, waste, garbage, rubbish, poisonous, or injurious substances at unlicensed or unauthorized properties.
14. The habitation of temporary structures, accessory buildings, vehicles, dwellings with inadequate sanitary facilities, and other such structures unauthorized or inadequate for a residential use.

15. The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste, animal waste, toxic material, or other such potentially harmful substances.
16. The placement, depositing, or permitting to be deposited in any unsanitary manner on public or private property, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or other objectionable waste.
17. It is unlawful for any person to discharge to any natural outlet or in any area under the jurisdiction of the City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of Chapter 3 of the City Code.
18. Any offensive trade or business as defined by statute not operating under local license.

B. The following are hereby declared to be nuisances affecting morals and decency:

1. All gambling devices, slot machines, and punch boards, except otherwise authorized and permitted by federal, state, or local law.
2. Betting, bookmaking, and all apparatus used in those occupations.
3. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses.
4. All places where intoxicating or 3.2 malt liquor is manufactured or disposed of in violation of law or where, in violation of law, people are permitted to resort, for the purpose of drinking intoxicating or 3.2 malt liquor, or where intoxicating or 3.2 malt liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining that place.
5. Any vehicle used for the unlawful transportation of intoxicating or 3.2 malt liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

C. The following are hereby declared to be nuisances affecting peace and safety:

1. All trees, hedges, fences, signs, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection.
2. All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles.

3. Any person participating in any party of other gathering that causes the unreasonable disturbing of the peace, quiet, or repose of another person.
4. All unnecessary and annoying vibrations.
5. Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law.
6. Radio aerals or television antennae erected or maintained in a dangerous manner.
7. Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk.
8. All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance.
9. The allowing of rainwater, ice or snow to fall from any building or structure upon any street or sidewalk or to follow across any sidewalk.
10. Any barbed wire fence located less than six (6) feet above the ground and within three (3) feet of a public sidewalk or way.
11. All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public.
12. Wastewater cast upon or permitted to flow upon streets or other public properties.
13. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from such accumulation.
14. Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located.
15. Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials.

16. The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance.
17. The depositing of garbage or refuse on a public right-of-way or on adjacent private property.
18. Reflected glare or light from private exterior lighting exceeding the requirements of Section 10-16-8.
19. Maintaining or permitting the existence of any structure of part of any structure which due to fire, wind, or other natural disaster, physical deterioration, or any other cause, is no longer habitable as a dwelling or is no longer useful for any other purpose for which it may have been intended.
20. The existence of any vacant dwelling, garage, or other building, unless such buildings are kept secured and otherwise protected from unauthorized entry.
21. The accumulation of any piles of wood not neatly stacked or secured in a stable manner.
22. A truck or other vehicle that deposits mud, dirt, sticky substances, litter, or other such material on any street or highway.
23. All other conditions or things that are likely to cause injury to the person or property of another.
24. Causing sand, soil, waste, rubbish, vegetation, or such other materials to be deposited into a storm sewer system. (Ord. 190, Effective 1/18/14)
25. Accessing property through a public right-of-way without the use of driveway in a manner that causes disturbance to the vegetation in the right-of-way and/or erosion. (Ord. 190, Effective 1/18/14)

8-2-7: NOISE VIOLATIONS.

- A. Prohibited Noises. The following are declared to be nuisances affecting public health, safety, peace or welfare:
1. Any distinctly and loudly audible noises that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property, or



**Streets and Parks Monthly
Report - May 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 Departments	Building Maintenance	Light bulbs, toilets, sinks, etc.	9	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	65.1	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	116	Inspections
Parks	Events	Preparation and Inspection	28	5 Warming House, 20 Baseball/Softball, 3 misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	182	Acres
Streets	Signs	Signs Installed or Repaired	10	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	4	2 Sewer 2 misc.
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	2	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	12	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	17	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Tons
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	20	Hours

Parks	Trail Mowing	Mowing Along Walking Trails	30.2	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	5	Hours



**Water and Sewer Monthly
Report - May 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	18	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.	18	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	18	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	14.37	Million Gallons
		Total Raw Water	14.31	Million Gallons
		Average Daily Flow0	.462	Million Gallons
		Average Chlorine	.31	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.076	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	99	%
		Manganese Removal	72	%
Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 2 Influent (10 Constituents); 6 Effluent (30 Constituents)	40	Constituents
Wastewater	Operational Hours	Hours spent at facility.	144	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	18	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	18	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.21	Million Gallons
		Total Effluent	17.56	Million Gallons
		Influent TSS	212	Mg/l
		Effluent TSS	5	Mg/l
		TSS % Removal	97	% Removal
		Influent CBOD	267	Mg/l
		Effluent CBOD	1.7	Mg/l
		CBOD % Removal	99	% Removal
		Influent Phosphorus	7	Mg/l
		Effluent Phosphorus	.2	Mg/l
		Phosphorus % Removal	97	% Removal
		Influent Ammonia Nitrogen	33	Mg/l
		Effluent Ammonia Nitrogen	.54	Mg/l
		Ammonia Nitrogen % Removal	98	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	96	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	42	Work Orders
Water/Sewer	Monthly Projects			
Water	Hydrant Flushing	Preventative Maintenance	360	Hydrants
Water	Hydrant Maintenance	Grease/Repair Hydrants	360	Hydrants

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
WWTP	Inspect Blowers	Change Filters/ Tighten Belts	6	Blower Units
Sewer	Clean Lift Stations/Vac Truck	Clean 3 Lift Stations	3	Lift Stations
Water	Clean Reclaim Tanks	Wash Out/Clean	3	Tanks
Water	RPZ Testing	Yearly Inspection	9	RPZ
Water	Pump Meter Pits	Preventative Maintenance	4	Meter Pits
Water	Hydrant Repair	Hydrant Valve Not Closing	1	Hydrant