CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
JUNE 5, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW
6:00 PM

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
   A. City Council Minutes – 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
   E. Payment of Claims

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

6. SPECIAL BUSINESS
   A. Abdo Eick & Meyers – 2016 Annual Financial Audit Report

7. PUBLIC HEARINGS
   None

8. OLD BUSINESS
   A. Pete Karpe – Administrative Fine-Reduction Request

9. NEW BUSINESS
   A. Ordinance 229, Second Series – Text amendments to certain sections (First Reading)
   B. Fire Department – SCBA Air Pack Purchase & Resolution 2017-13 Transfer of Funds
   C. Public Works – Routine Replacement of Emergency Snow Removal Truck
   D. Riverbank Lane Work Session
   E. July 3rd City Council Meeting

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

11. REPORTS
   A. Community Development – Monthly Report
   B. Councilmember Reports -

   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 in Comm. Park @ dusk

12. ADJOURNMENT

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

TO: Mayor & City Council

MEMO

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – June 5th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**
   a. *City Council Minutes* – May 15th, 2017

   b. *Part Time Liquor Store Employees* – Hire Rhonda Knutson and Lacey Levitt

   c. *Police Department Policy Revisions*– These are updated as needed, typically reviewed every three years and updated on an as needed basis.

   d. *Strericycle Service Agreement* – A lower priced per pickup hazardous waste service. This is moving away from a fixed contract amount

   e. *Payment of Claims*-

6. **SPECIAL BUSINESS:**
   A. *Abdo Eick & Meyers* – 2016 Annual Financial Audit report – Audit Report is on the City's website under "Departments" – "Finance". A hard copy will be provided on Monday.

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

8. **OLD BUSINESS**
   A. *Administrative Fine Reduction Request* – a timeline of actions taken is attached to the Staff Memo. Staff is seeking direction on how to proceed.

9. **NEW BUSINESS**
   A. *Ordinance Amendment* – (First 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.

   B. *SCBA Purchase* – The Fire Department has requested new SCBAs because their current SCBAs are in need for replacement. This is an unbudgeted expense so Staff has included **RESOLUTION 2017-13** to transfer $139,113.70 from the Liquor Fund to the Capital Equipment Fund to make the purchase.

      1) Motion to approve the SCBA purchase.
      2) Adopt Resolution 2017-13 Authorizing the transfer of Funds from the Liquor Store to the Capital Equipment Fund.

   C. *Public Works Truck Replacement* - $200,000 has been set aside for the replacement of 2005 International Dump Truck. Public Works has obtained quotes for the cab, chassis, and attached equipment. There is an anticipated trade-in value that could be substantial based on past trade-in quotes obtained.

D. *Work session Scheduling* – Staff is proposing a worksession for June 13th at 6:00 p.m. at the Community Center to discuss Riverbank Lane Improvements.

E. *July 3rd Meeting* – Consider canceling the July 3rd Council Meeting. Adopt the Resolution.

11. **Reports:**
  A) City Administrator –
  B) Community Development Report
  B) Mayor and Council Reports

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MAY 15, 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.

   Mayor Feldman wanted to make a quick announcement before we move on in the meeting. One of my jobs is to control the meeting. Issues are important to you but if you come up yelling and shouting at us we may not hear the issue that is important to what you really want to talk about. We want to hear what you have to say. I suggest this, come with common courtesy and respect and leave your anger at the door. We want your engagement and want you to know this council is approachable that is what we ran on. We ran on openness, transparency and accountability and that is what we are doing here. We are here to help you.

3. **APPROVAL OF AGENDA**
   MOTION BY TVEIT SECOND SKORDAHL TO APPROVE THE AGENDA AS PRESENTED. Motion carried 5 -0.

4. **CONSENT AGENDA**
   MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE CONSENT AGENDA ITEMS A-F AS FOLLOWS:
   A. City Council Minutes – May 1, 2017
   B. St. Francis Area Chamber of Commerce Parade Permit – June 10, 2017
   C. St. Francis Lions Club 3.2 Permit @ Fire Station Pioneer Days – June 10, 2017
   D. Pay Request No. 22 for $124,228.00 to Gridor Construction for Wastewater Treatment Improvements
   E. Acknowledge $100 Donation from St. Francis Lions Club for Bike Rodeo
   F. Payment of Claims $393,297.89 (ACH 191E-195E $243,259.59 & Checks # 72479-72560 $150,038.30)
   Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**
   A. Pete Karpe, 24069 Rum River Blvd., in 2007 I pulled a building permit and in

2008 we were hit by the recession. During that time we were able to keep our home but were assessed $4,600 for not completing the work we started on our home. We were not able to finish the house and just received a final inspection this last Friday. I ask the council to turn this back to staff and legal to come up with a reasonable solution to reduce the fine. Feldman asked when did you pull it? Karpe said 2007. Just the outside was not finished. Karpe said the fee was awful high and how did the fine remedy the problem. The $4600 fine was assess and has been paid. I talked to City Administrator Matt Hylen about my hardship. When I was on the council we worked with people. Feldman said the last thing we want to do is fine people. Karpe said I think it seemed unreasonably high and asked to correct the problem. After more discussion between Karpe and the council, the council said they would like to see more detail and timeline in regards to the fine.

LeRoy T. Schaffer, 4526 234th Avenue, I am talking real loud so everyone can hear me. There is a very important meeting coming up. Asking if he can get some people to help me build. Council asked what are you building. Little picnic tables, I have the lumber and spools. Feldman said I will come out with Paul (Public Works Director) and look at it.

Shelly Kaunzner, 24439 River Bank Lane, my concern is a bus safety issue with bus #14. The bus makes a u turn in the T on Kings Highway. Staff will notify the school district.

6. **SPECIAL BUSINESS**

A. Fire Department Badge Presentation: Chad Schroeder, Joe Lawrence, Logan Robinson and Jerad Belter - Fire Chief Matt Kohout gave a brief background on all four fire fighters. They have completed the first year of their training and education requirements for St. Francis Fire. Mayor Feldman presented badges to all four. Each fire fighter had a family member present, to pin on their badges. Congratulations all four fire fighters.

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

A. Ordinance 228, Second Series Amendment– Sunday Off-Sale Hours (Second Reading) – The 2017 legislature amended the off-sale liquor laws in order to allow Sunday liquor sales. Effective July 1, 2017 liquor stores in Minnesota may be open on Sundays from 11 a.m. until 6:00 p.m. MOTION BY TVEIT SECOND BAUER TO APPROVE THE SECOND READING OF ORDINANCE 228 SECOND SERIES AMEND SECTIONS; 5-3-3 HOURS AND DAYS OF BEER SALES; 5-4-2 SUNDAY SALES;' 5-4-3 HOURS AND DAYS OF LIQUOR SALES; 5-4-5 HOURS AND DAYS OF SALES BY ON-SALE WINE LICENSEES; AND 5-8-5 SUNDAY SALES. Roll Call: Ayes: Muehlbauer, Feldman, Bauer, Skordahl and Tveit.

Nays: None   Motion carried 5-0.

9. **NEW BUSINESS**

A. Purchase Agreement – 32-34-24-23-0039 – The City received an offer on this parcel, which is located on Hwy 47. The offer was lower than the listing price. Council directed staff to bring back the full purchase agreement for the next city council meeting.

B. Stacy Lee – Appealing City Fees – Stacy Lee, Rum River Blvd Oak Grove, stated I have been living with my parents this last year. Lee stated she had purchased a parcel off Tamarack Street and went through with a minor subdivision. She had previously sent the city council a letter outlining the fees that she incurred. She thought the city could have a better process of how the parcel process is handled. Lee felt the fees seemed high and asked if they could be reduced. She thanked the council for listening to a new resident. But again would like the city to look at the fees and process.

Feldman stated the City is here to help but some people may not think so but we are here to listen. In the end, you may not like our decision but we are here to listen and ask questions. Feldman asked Lee a number of questions. I did talk to Kate (Community Development Director) and she said too we are going to change the paperwork. We have a new planner. We want to be consistent. If we change the fees for you, what about the property owner to the south that did the same type of split and we didn't reduce their rates. Tveit said I like things consistent. Our fees are set up annually and some of the fees you listed are not city fees.

Muehlbauer said I would like to understand this better myself and discuss this with staff.

Park dedication fees were discussed.

Bauer said it may not apply to you but if she just bought the forty acres and not split until later would she still have to pay the park dedication fee if she split it later. Thunstrom said yes.

Skordahl said I don't really have anything to add. The park dedication fee is consistent within the whole city and the only way to help with and maintain the parks. I like consistency too. I agree the first time you go out and do this it is daunting. I agree if there could be a check list when novice people come in it could be helpful.

Feldman stated if you hired a builder and developer the fees would still be there. The park dedication fee is for the betterment of the whole city. She asked about modeled soil and the three foot separation requirement. Staff will be in contact with her regarding that concern.

10. **MEETING OPEN TO THE PUBLIC**
    A.

11. **REPORTS**
    A. Public Works Department Report – Public Works Director Paul Teicher gave his monthly report.

    Hydrant repair on Bridge Street by the Patriot Lanes will be delayed because of potential rain in the forecast.

    Skordahl asked about County Road 72, is that still on the agenda to get an overlay this year? Teicher reported it is on Anoka County's overlay timeline for 2017.

    Muehlbauer asked about the school maintenance road, it is still being used. Kohlmann said we have an application from them but there are no prohibitions to use it at this time.

    Signage/speed limits for Bridge Street which is a county road was contacted and they have not heard back from MnDOT.

    B. Councilmember Reports- Tveit reminded everyone of the May 24th St. Francis Forward meeting, flyers are here. We would like to get input from residents. Tveit asked Stacy Lee to come being a new resident.

    I am on the St. Francis Ambassador Program Board and they are looking for sponsors. There are four levels of sponsorship. Contact the St. Francis Ambassador Program if wishing to donate.

    Congratulations to the Class of 2017 and school will be out soon. Drive safer because there will be kids out and about. If there is a pothole let us know, if it is a county road the county does have a link you can put in a work request. Feldman said we will do that with our new website too.

    Muehlbauer said "Happy Mother's Day" to all the mothers. Volunteers are needed for Pioneer Days. Took a tour with the mayor, public works director and city administrator to another city to look at their facility.

    Bauer reported, President Kennedy signed a proclamation in 1962 declaring May 15 as National Peace Officer Memorial Day.

    ISD #15 referendum is May 23. Go to their website. Disappointed the school district didn't' come before our council.

Skordahl being last you steal my thunder. May 24 is very important wrap up for St. Francis Forward and to start our comp plan.

Feldman held up the St. Francis Forward flyer. Help us decide what you want your town to be. It is up to you now. We cannot come up with all the ideas. Call City Staff with your ideas. ISD #15 information is on the website.

One week left in the legislation session, we are still waiting for our grant money. We need your help; we and the past council have written letters to help them pass this. It is very important for us to receive this grant money. Not sure why they can't come to middle ground. Bombard them with phone calls.

Signal your turns in the roundabouts. Pioneer Days is coming and I will be volunteering.

Commend staff on recycling days; they let me pass out 400 flyers.

C. Upcoming Events -
May 22nd Work Session @ City Hall 5:30 pm
May 23rd ISD #15 Special Election Polls open 7 am – 8 pm
May 24th HKGi-St. Francis Forward @ District Office 6:30-8:30 pm
June 3rd Last Day of School and Graduation

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7: 11 pm.

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Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Policy revisions**

DATE: June 5, 2017

OVERVIEW: Department policies need to be routinely reviewed and revised due to changes in work duties, legislation etc. Certain policies are often revised when ways to increase accountability and decrease liability are realized as well as ways to provide better overall direction to employees. It should be noted that the areas highlighted in green are added sections to existing polices or added policies. The areas highlighted in yellow are changes in language to existing polices. All police department policies get reviewed every three years and are revised as needed during the time period between review periods.

ACTION TO BE CONSIDERED:

City Council approval of revised policies and policy additions.

BUDGET IMPLICATION: Commendation awards will be paid for out of the miscellaneous line item of the police department budget on an as needed basis. No other budget implications are known as a result of the policy changes or additions.

Attachments: **SHIFT** – That period of a calendar day during which a specified number of members are on duty. For reporting and record keeping purposes, the following number of shifts have been established covering a full day:

The A Shift – day shift (0700-1700) or (0700-1900)

The B2 Shift – late morning shift (1000-2200)

The B Shift – midday shift (1500-2300)

The Power Shift – (1400-0200) or (1600-0200) or (1500-0300)

The C Shift – midnight shift (1900-0700) or (2100-0700)

City of St. Francis

203.00 SERGEANT

Primary Objectives

Performs supervisory police work involving the protection and safety of the community through prevention and control of crime, participating in the judiciary process, maintaining and restoring public order, regulating traffic, and providing emergency services; performs related duties as required.

Supervision Received

Works under the general supervision of the Police Chief.

Supervision Exercised

Provides general supervision to police officers; provides oversight to investigator & parking lot attendant.

MAJOR AREAS OF ACCOUNTABILITY

* 1. Oversees and coordinates day-to-day department operations and works an assigned patrol shift, performing many of the patrol duties as described in the POLICE OFFICER job description.

* 2. Supervises officers including: assigning and reviewing work, recommending and scheduling training, recommending discipline and reward, assisting with the interviewing and hiring process for new officers, prepares and conducts performance reviews & submits to Chief for approval, approving routine overtime and short absences, and approving timesheets.

* 3. Reviews and approves police reports prepared by officers.

* 4. Prepares the patrol and court schedule and revises as needed to ensure coverage.

* 5. Reviews the Chief's incident reports on complaints against officers; conducts or assists in conducting internal affairs investigations; prepares a summary in the findings and presents to the Chief.

* 6. Collects and reviews unit activity history and regularly meets with officers at the beginning and end of sergeant's assigned shift to ensure communication between shifts and maintain awareness of issues and concerns.

* 7. Coordinates and schedules maintenance and repair of police vehicles, equipment, and building and maintains records of service.
* 8. Performs administrative activities such as participating on Radio Users Committee, identifying needs and researching and obtaining quotes for department purchases, making authorized purchases and attending other meetings in the absence of the Police Chief.
* 9. Oversees, coordinates, schedules and participates in police training and ensures department training records are maintained.
*10. Reviews and recommends policies and procedures for operational efficiency.
*11. Promotes Police Department involvement in community relations; assists in coordinating school drills and planning potential law enforcement needs of large events.
*12. Supervises office support staff in the Chief's absence.
*13. Assumes responsibility as acting chief when the Chief is out on an extended absence.
14. Assists City Hall staff in handling code violations as directed.
15. Tracks registered sex offenders within the City, and assists in notification meetings for level III offenders; prepares reports for the Department of Public Safety.
16. Performs other duties as needed or assigned.

208.00 INVESTIGATOR

Primary Objectives

The investigator assignment for St. Francis police officers involves law enforcement investigative duties and follow-up on investigations begun by another police officer. The investigators length of service will be based on performance of duties and discretion of the police chief. The police chief can remove an officer from this assignment at any time if in the chief's judgement it is warranted; performs other police officer duties as needed or assigned.

Supervision Received

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Works under the general supervision of the Police Sergeant; receives some assignments from the Police Chief.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

*1. Reviews all cases requiring investigation and transfers certain crimes against person felony cases to CID at the discretion of the investigator and their immediate supervisor; investigates felony financial and property crimes, misdemeanor and gross misdemeanor crime and follows-up on all criminal case investigation done by other police officers.

*2. Takes charge of a crime scene as investigating officer until or unless higher ranking individuals arrive to take over.

*3. Investigates felony DWI and narcotics cases and others referred by CID; may assist CID with evidence collection for felony investigations.

*4. Reviews and signs criminal complaints and delivers to a judge at the County Courthouse.

*5. Conducts interviews and interrogations, collects and preserves evidence and maintains the chain of custody; sends samples to the Tri County Regional Forensic Laboratory or State BCA for lab work.

*6. Follows up on controlled substance information provided by others or generated by the investigator; documents observed behavioral patterns, and/or works undercover to check out leads or suspicions; coordinates information flow between department and the Drug Task Force.

7. Builds rapport with potential confidential informants to obtain information on low-level crimes; obtains information from sources when needed.

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*8. Works with and coordinates investigations and information with area investigators; may obtain advice from on-call CID investigator; sends out and receives information via Tri-County to assist with investigations.

9. Coordinates and shares information with the St. Francis city attorney, other area city attorneys and the county attorney based on location and level of offense.

*10. Prepares search warrants as needed and works with patrol to serve warrants and search the premises.

*11. Investigates reports of child maltreatment referred to the department by Anoka County Child Protection.

*12. Investigates reports of maltreatment of vulnerable adults from Anoka County Social Services and reports of maltreatment of minors from the MN Department of Education.

13. Completes and serves forfeiture forms and explains the options to owner and the reasons for the forfeiture.

14. Ensures forfeitures are held for required time and if no hearing is requested, or the judge rules in the City's favor, the item is transported to the auction service to obtain funds to use for narcotic prevention and equipment.

15. Works with the State Department of Motor Vehicles to obtain titles and banks if there is a lien on forfeited property.

16. Works with business owners and managers on security and crime prevention issues; reviews protocols and suggests changes; speaks at meetings as requested.

*17. Prepares necessary complaints, reports, logs, affidavits, and other forms and correspondence as required by law or policy.

*18. Assists patrol with other police work as needed; provides some advice to patrol officers as requested and requests officers' assistance with investigations as needed.

19. Conducts background investigations on potential new hires.

*20. Participates in the civil or criminal court system, testifies in court as investigating officer and completes reports related to legal process.

21. Instructs businesses and residents on crime prevention; develops and maintains community relations.

*22. Keeps firearms clean and operating and maintains proficiency in firearm use, self defense, use of force, pursuit driving, and first aid or first responder; operates and assists in maintaining equipment and vehicles used by the department.

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22. Acts as the department Evidence Technician and is responsible for removing evidence from evidence lockers, entering evidence into the computer database, retrieving evidence from the evidence room to provide to officers for court purposes and disposal of applicable evidence during annual evidence room audit.

23. Performs other duties as needed or assigned.

308.00 CELLULAR TELEPHONE USE

308.01 PURPOSE

To establish guidelines for use of the cellular phones.

308.02 GENERAL

1. Cellular phones are a valuable resource that may be used instead of other means of communications when it is operationally necessary or advantageous to do so.

2. Cellular phones may be used for both official business and personal use, however, personal use should be kept within reason while on duty.

308.03 SECURITY

1. Any cellular phone that contains work related messages, emails, text messages or other data is subject to the requirements of the Minnesota Government Data Practices Act in regard to data security and government retention periods.

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308.04 PERSONAL USE

1. Infrequent personal calls may be made while on duty but shall be short and to the point.

308.05 CHECKS

1. Cellular phones may be subject to inspection if data practices violations are suspected.
2. Cellular phones may be subject to inspection if it is believed the devises contain content relevant to a critical event such as an officer involved shooting.

315.00 SOCIAL MEDIA

315.01 Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of St. Francis's social media sites by its representatives.

The City of St. Francis wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

315.02 Policy

The City of St. Francis will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of St. Francis social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of St. Francis, including a link to the City's official web site.

315.03 Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of St. Francis. This policy also covers the private use of the City's social media accounts by all City representatives, including its full time and part time employees, and all public safety paid on call volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

315.04 Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City full time and part time employees, as well as paid volunteers.

315.05 Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator or his or her designee in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of St. Francis site and will be linked with the official City website (www.stfrancismn.org). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Clerk.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of St. Francis as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors. This also includes:

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of St. Francis's staff with administrative rights will not edit any posted comments. However, City social media sites are viewed as moderated online discussion sites and not as a public forum. Comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the moderated online discussion
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

A. Personal Social Media Use

The City of St. Francis respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of St. Francis, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of St. Francis employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Clerk.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the applicable Department Head, and then if any questions persist, the City Administrator.

315.06 Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of St. Francis also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

315.07 Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

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318.00 PROPERTY AND EVIDENCE rev 04/2017

318.01 PURPOSE

It is the policy of the St. Francis Police Department to have an established means of securing property and evidence for safekeeping, and maintaining the property and legal chain of evidence for court proceedings.

318.02 DEFINITIONS

A. Evidence - All physical items, which would tend to prove or substantiate a case in a criminal or civil Court of Law.

B. Evidence Processing Room - The room where property or evidence is packaged and placed into intake lockers, where drugs are Valtox tested and weighed, and where items can be processed for latent prints.

C. Evidence Room – The secured room where all property and evidence is processed from the intake lockers to storage. Only authorized personnel have access. All others must be accompanied by authorized personnel. .

D. Evidence Technician - Manages and maintains the everyday functions of evidence and processing rooms to include; processing of property and evidence from intake lockers to evidence room, release of property and evidence, coordinate the sale of property at public auction or the destruction of property and evidence when such items are no longer needed for court proceedings. The evidence technician will also maintain the supplies needed for the evidence and processing areas.

E. Property - All physical items coming into the possession of any member of the department which have monetary value or worth, and which must be held for safekeeping until the owner is located or until released by the Police Department.

318.03 PROPERTY AND EVIDENCE SHEET

All property or evidence taken into custody by members of the department will be inventoried. The property or evidence report shall be used for this purpose. Such report shall contain the following information:

A. Have all applicable spaces completed.

B. Have a distinct and accurate description of all property or evidence.

C. Have items listed singly, one item per line, except for exact duplicates or non-serial numbered items, which may be listed together.

D. The yellow and pink copy of the evidence sheet will be placed with the evidence in the evidence locker. The original copy will be attached to the officer's report. The pink copy is placed in the evidence desk by the evidence technician.

318.04 LABELING PROPERTY AND EVIDENCE

All property and evidence shall, upon seizure, be properly marked or labeled in order to ensure its proper identification. Items of evidence shall be marked when they are removed from their original location.

The date of recovery, case number, item number, and officer's initials shall be documented on the label, bag or container, which corresponds with the item listed on the property/evidence sheet.

318.05 PACKAGING PROPERTY AND EVIDENCE

Each type of property and/or evidence must be packaged in a bag or container and itemized by a number that corresponds with the item number listed on the property/evidence sheet.

All evidence should be sealed in such a manner that they cannot be opened without breaking the seal. Once the seal has been affixed to the container, the officer should write the date, their initials on the seal, across the sealed flap.

Brown paper, clear plastic ("Ziploc"), cardboard, metal, and glass containers are supplied in the evidence intake room. Brown paper bags should be used when packaging clothing that contains blood, body fluids, or other physical evidence.

Evidence which may be considered a biohazard such as syringes, needles, clothing with blood or body fluids on them, shall also be labeled with biohazard tape on its packaging. Syringes and needles shall be packaged in a "sharps" container before being secured into evidence. All items containing biohazards shall be disposed of in the biohazard "waste" container after such items are no longer needed for court proceedings.

Fluids (alcohol, etc.) – A sample from an open container will be placed into a small sample container and sealed. The remainder of the fluid should be dumped out. The original container and the sealed sample container will be put into an evidence bag and the bag properly marked and sealed with evidence tape.

318.06 INVENTORY OF MONEY

All monies seized, recovered or found shall be counted, listed on the property/evidence sheet, inventoried separately, and sealed with evidence tape in a clear plastic evidence bag. A two-person verification system shall be used and the evidence form signed by both. The officers should write the date and their initials on the seal across the flap. This includes when a wallet or purse or other items are recovered, the monies shall be inventoried separately. The monies shall then be submitted into evidence following the chain of evidence procedure in section 317.11.

The evidence technician shall recount all money and provide the money and copy of the evidence sheet to the chief of police for storage in the chief's safe until a disposition is known or money can be returned or transferred to general fund.

318.07 INVENTORY OF FIREARMS

All firearms shall be unloaded before being secured into an evidence intake locker. If the firearm was used in a crime and Anoka County CSU was not utilized, gloves should be worn to preserve latent print evidence on the firearm, magazine and ammunition. The make & model number, and serial number shall be listed on the property/evidence sheet.

318.08 INVENTORY OR EVIDENCE FOR HOSPITAL PATIENTS

All items of evidence seized from victims or suspects at a hospital (i.e., clothing, blood kits, sexual assault kits, or other items) shall be received from medical personnel. The names of medical shall be documented so as to maintain the chain of evidence. The officer receiving this evidence shall complete an evidence sheet, bag each item of evidence separately, then secured into an evidence intake locker. This includes all legal blood, DWI blood and urine kits.

318.09 INVENTORY OF DRUGS AND CONTROLLED SUBSTANCES

Attempts should be made to identify all drugs/controlled substances seized. Applicable drugs/controlled substances shall be Valtox tested. The description, weight, and quantity shall be listed on the evidence sheet and documented in the initial complaint report.

The evidence technician is responsible for making the arrangements for all appropriate drugs/controlled substances to be delivered to the Midwest Regional Forensic Laboratory or The Bureau of Criminal Apprehension for lab testing, which is required for court proceedings.

318.10 INVENTORY OF BICYCLES AND NON-EVIDENTIARY PROPERTY

All bicycles shall be placed inside the storage area. A wire tag shall have the case and item number written on it and the tag attached to the front handle bars of the bicycle. The color, make, model, and serial numbers shall be listed on the property/evidence sheet. The white copy of the property sheet shall be placed with the officer's report in the ICR box and the yellow copy shall stay with the property.

Other small scale property (cell phones, wallets etc.) that are found or turned into the SFPD can be kept in the East property/inactive records room. A property sheet should be completed as accurately and completely as possible documenting the property. The white copy shall be placed in the ICR box and the yellow copy kept with the property.

318.11 CHAIN OF EVIDENCE

The officer seizing evidence shall, after properly packaging and labeling, secure such evidence in an evidence intake locker accompanied by the yellow and pink copies of the evidence form. The white copy of the evidence form shall be submitted to the ICR box with reports. If evidence changes hands before it is secured in an intake locker (i.e., at the scene, releasing evidence to another agency, or returning to owner), it shall be recorded on the chain of custody section of the evidence sheet and documented in the police report. Once secure in the intake lockers, the evidence technician will be responsible for chain of custody and property or evidence release.

318.12 DISPOSITION OF PROPERTY AND EVIDENCE

The evidence technician responsible for dispositions of property and evidence shall complete the appropriate section of the property/evidence sheet when completed, submit to case file. The type of disposition to be made shall be determined by Minnesota statutes and this policy.

Property and Evidence shall be released to the true owner unless they waive their right to claim in writing or they failed to respond to a certified written request via U.S. Mail to retrieve the property or evidence. If the owner is unknown, has waived right of claim, did not respond to a written request, or upon a court ordered forfeiture or award, the property or evidence shall be:

A. Released to the new owner
B. Retained by the St Francis Police Department for department use
C. Destroyed
D. Sold at public auction

When evidence is needed for a court proceeding, the officer shall email the evidence technician the case number, description of evidence needed and a date of court. The officer can also place a request for evidence form in the evidence technician's mailbox. This should be done as soon as officer receives the court notice. Evidence technician will place evidence on "outgoing evidence" shelve in evidence room. When officer needs the evidence for court he can sign it out through the evidence technician or Investigator. In their absence contact command staff. When officer is done with evidence it should be placed in evidence locker with disposition of case if possible.

318.13 RELEASING, DESTROYING, OR SELLING OF PROPERTY/EVIDENCE

The evidence technician is responsible for releasing, destroying, or selling property and evidence from the evidence room.

A. Items will be returned when:
   1. Proof of ownership exists

2. A disposition from the criminal courts has been determined and there are no appeals in the case. All felony and gross misdemeanor cases will be held until 90 days has expired since the date of sentencing, and 10 days from the date for misdemeanors. (Rules of Criminal Procedure 28.02 sub.4)
3. The owner has legal right to possess the property.
4. No civil action is pending or intent is present or known. The police department will not hold property for civil suits. The evidence may be subpoenaed, but the case attorney must assume responsibility and take custody of property, and is responsible for maintaining integrity of evidence, once the criminal action has been satisfied.

B. Whenever possible, a photo identification card or proper form of identification shall be provided by the owner/claimant when property/evidence is released. A photocopy of the person's identification should be made and attached to the file.

C. A signature by the owner/claimant shall be provided on the property/evidence sheet when property/evidence is released and the signed sheet scanned by office personnel and added to the case file.

D. A photograph shall be taken of the property/evidence before returning it to the owner if the property/evidence may be needed for court proceedings and these photos may be presented as evidence.

E. Property/evidence inventoried by personnel for safekeeping, or a concern exists for a person's welfare, can be released to a responsible adult third party person at the discretion of the Chief of Police or his designee.

F. Property/evidence may be returned to persons other than the owner at the discretion of the Chief of Police if the owner provides an authorization, written or otherwise, to the Chief of Police stating their consent to release the items. The person authorized to pick up the property shall be verified through picture identification and shall sign the property and inventory report that he/she has received the item(s).

G. Items not claimed and in good condition may be sold at public auction when the need arises in accordance with State law or City Ordinance.

H. Items not claimed, or those, which may be beneficial for City use, may be transferred to a department within the City with proper documentation on where the item is going to be used.

I. Evidence technicians shall be responsible for completing all destroy lists and ensuring items are noted in the property/evidence sheet.

J. Items may be destroyed that are considered to be contraband or illegal to possess. Items in which no owner is known or that property/evidence is not claimed may also be destroyed. Items of little or no value or unusable shall also be destroyed.

K. Property will be held for ninety (60) days prior to being destroyed. A final check through NCIC will be performed to ensure that the property is clear.

L. An entry for destruction of property/evidence shall be completed on the property/evidence sheet.

1. Drugs/Controlled Substances
   a. The evidence room technician shall arrange to destroy any controlled substance, containers, and items listed on the evidence sheet.
   b. The destruction of the items shall be witnessed by a sworn officer from the Police Department.
   c. A report must be completed, listing the date, time, location of destruction, name of witnessing officer, and case numbers of all controlled substances destroyed. This completed report will be filed with each related case file.
2. Firearms (to include handguns, pistols, rifles, shotguns)
   a. Firearms not sold to a federally licensed firearm dealer shall be transported to a designed area for

destruction and rendered unusable. **All weapons will be re-checked to make sure they are unloaded and all bullets given to a Range Officer for safe disposal.**

b. A report must be completed, listing the date, time, location of sale or destruction, and case numbers of all firearms sold or destroyed. This completed report will be filed with each related case file.

3. Other Property

a. The destruction shall be noted and dated by the evidence room technician on the property/evidence sheet.

b. The evidence room technician shall be responsible for making all items unusable by tearing or crushing items. Alcoholic beverages shall be poured down the drain. Ammunition will be transferred to the ammunition disposal bin.

M. Several types of property/evidence that are unclaimed may be transferred to General Fund account of the City. These items may be, but are not limited to:

1. Unclaimed monies.

2. Unclaimed jewelry. The Chief of Police shall receive two written estimates from two separate jewelers. The jeweler submitting the highest dollar amount estimate shall take possession of the jewelry and a check made to the City of St. Francis for deposit in the General Fund.

N. Any item found inside the property/evidence room that cannot be traced to a case number will be deemed found property. The evidence technician shall then create an ICR Found Property Report and retain the item for the 60 day holding.

O. The evidence technician will perform an annual audit on the

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the evidence room to assure property is not being held more than the mandated period of time. If at the time of the audit the evidence technician determines certain property can be returned, destroyed or sold at auction, the evidence technician shall follow procedures in this section.

319.00 RIDE ALONGS

For purposes of this section, a ride along is defined as: A person who occupies or rides in a City of St. Francis owned vehicle while in the company of an on duty member of the St. Francis Police Department.

319.01 PURPOSE

To establish guidelines and procedure regarding ride alongs.

319.02 AUTHORIZATION

Each ride along request will receive final approval from a supervisor.

319.03 The St Francis Police Department Ride-Along program is open to City of St Francis residents. The program is also open to non-residents under the following circumstances.

1. Currently enrolled students of The St Francis School District who are 16 years of age or older who wish to participate as part of a school related assignment or activity.
2. Members of Criminal Justice related agencies, who are participating in the course of their employment.
3. Anoka County Dispatchers, when, as part of their job are directed to do ride-alongs for official training.

4. Members of the Anoka County Attorney's or the City Attorney's Office when in official capacity.
5. Person's authorized to perform repairs or service on a City of St Francis vehicle.
6. Individuals with take home vehicles may from time to time transport family members or other authorized persons in their squad without ride along waivers.
7. The department chaplain.
8. City Council members
9. Non-sworn department employees.
10. Police Reserve Officers
11. Any other person as authorized by the Chief of Police.

319.04 PROCEDURE

A ride-along form must be competed and signed by the requestor of the ride-along prior to the ride-along period. If the ride-along requestor is under 18 years old a parent/guardian must be accompany the requestor to the police department to meet with the officer. The parent/guardian must also sign the ride along release form. Juveniles will only be allowed to ride-along during day time and early evening hours no later than 2200 hours.

All ride-along requestors are subject to a criminal history check.

When authorization by a Supervisor is required, it shall be secured prior to the ride along period.

Authorization may be granted by phone and the completed form placed in the box of the commanding officer who approved the ride along.

All approved and signed ride-along forms will be provided to the Chief of Police.

319.05 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

1. The ride-along will follow the directions of the officer.
2. The ride-along will not become involved in any investigation, handling of evidence or discussions with victims or suspects.
3. The officer may terminate the ride-along at any time and return the observer to their home or to the station if the ride-along interferes with the performance of any officer's duties.
4. Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety and also at the discretion of jail staff.
5. Officers will not allow any ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person.

325.00 USE OF DEADLY FORCE

325.01 PURPOSE

To provide officers with an understanding and working knowledge of the department's deadly force and use of deadly force policy.

325.01 SCOPE

A. To inform officers of state statutes regarding use of force including deadly force.

B. To instruct officers as to what the investigative process is after the shooting occurs.

C. To outline the task responsibilities of the officer(s) involved in the shooting, the investigative unit officers, and the internal affairs officer.

325.03 OFFICER MATERIAL

Shall be taken from Department Policy and Minnesota State Statutes.

325.04 MSS 609.065 - JUSTIFIABLE TAKING OF LIFE

The intentional taking of the life of another is not authorized by Section 609.065, except when necessary in resisting or preventing an offense which the actor reasonably believes exposes the actor or another to great bodily harm or death, or preventing the commission of a felony in the actor's place of abode.

325.05 MSS 609.066 - AUTHORIZED USE OF DEADLY FORCE BY PEACE OFFICERS

SUBDIVISION 1. Deadly force defined. For the purposes of this section, "deadly force" means force which the actor uses with the purpose of causing, or which the actor should reasonable know, creates a substantial risk of causing, death or great bodily harm. The intentional discharge of a firearm in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force.

SUBDIVISION 2. Use of deadly force. Notwithstanding the provisions of section 609.06 or 609.065, the use of deadly force by a peace officer in the line of duty is justified only when necessary:

1. To protect the peace officer or another from apparent death or great bodily harm;

2. To effect the arrest or capture, or prevent the escape, of a person whom the peace officer knows or has reasonable grounds to believe has committed or attempted to commit a felony involving the use or threatened use of deadly force; or
3. To effect the arrest or capture, or prevent the escape, of a person whom the officer knows or has reasonable grounds to believe has committed or attempted to commit a felony if the officer reasonably believes that the person will cause death or great bodily harm if the person's apprehension is delayed.

SUBDIVISION 3. This section and sections 609.06, 609.065 and 629.33 may not be used as a defense in a civil action brought by an innocent third party.

325.06 Deadly Force Restrictions

1. Deadly force should not be used against persons whose actions are a threat to themselves or property.
2. Firearms shall not be discharged at a moving vehicle unless:
    a. A person in the vehicle is threatening the officer or another person with deadly force by means other than the vehicle; or
    b. The vehicle is operated in a manner deliberately intended to strike an officer or another person.
3. Firearms shall not be discharged from a moving vehicle except in exigent circumstances. In these situations, an officer must have an articulable reason for this use of deadly force.

325.07 DEPARTMENT INVESTIGATIVE PROCESS

Anytime an officer discharges a department-approved weapon, it is a serious incident and it will be fully investigated by the department or an outside agency. Accurate discovery of all facts regarding the incident is

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required to maintain the confidence of the public, ensure the preservation of the rights of everyone involved including the officers involved and to ensure that proper legal action, if necessary, is taken as a result of the incident.

The department will investigate every incident of firearms discharged by a department employee except for target practice, hunting, ballistics examination, and destruction of animals. If a firearm is used to destroy an animal, the officer will prepare an Initial Complaint Report detailing the reason and circumstances of the destruction.

325.08 OFFICER INVOLVED SHOOTING

Whenever a member discharges a firearm, whether accidentally or intentionally, the employee shall immediately:

1. Determine the physical condition of any injured persons and render first aid, when appropriate. Request medial aid, if necessary.
2. Notify a Supervisor or Senior Officer of your location and the nature of the incident.
3. A Supervisor shall be notified if the discharge involved personal injury or property damage.
4. Those officers who discharged their weapon shall retain their weapon until it is turned over to a supervisor. Unless necessary for officers' safety, officers shall not reload or unload their weapons without being instructed to do so by a supervisor. Officers directly involved in the incident shall not become involved in the gathering or collection of evidence, or interviewing of witnesses. Those officers should remain at the scene until a supervisor arrives, unless they are in need of emergency medical treatment.
5. Any involved officers shall be moved to the police facility as soon as directed by a supervisor or detective in charge.
6. The involved officers shall prepare a report regarding the incident when they are directed by this agency and the BCA.

7. The officer(s) involved in the incident shall assume administrative duties in cases resulting in death or injury. (See 324.13).

325.09 SUPERVISOR OR SENIOR OFFICER ON DUTY

The Supervisor or Senior Officer will be responsible for:

1. Securing the scene and any physical evidence.
2. Determine manpower needs to handle patrol functions during the investigation of the incident.
3. Conduct a preliminary field investigation.
4. Ensure that the Police Chief, The Bureau of Criminal Apprehension and CID are notified.
5. Render assistance to the assigned investigators.
6. Assist the officer involved to insure thoroughness and completeness of all reports; also assist the officer through the early stages of post-shooting trauma. The Anoka County Stress Management Team may be contacted to provide defusing following the incident.

7. The Supervisor, in compliance with MSS 626.553 will prepare the required Firearms Discharge Report. The report will be forwarded to the Chief of Police for his/her signature prior to submission to the Commissioner of Public Safety.

325.10 INTERNAL AFFAIRS INVESTIGATION

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The Chief is responsible for the Internal Affairs investigation of the incident. This administrative investigation will be conducted to determine if the shooting was within policy. The administrative investigation will be conducted separately from any criminal or general investigation. Before taking any statements, the Chief will advise the employee of his/her rights during an administrative investigation. These rights include:

1. The right to know that the investigation is narrowly defined to the specific shooting incident.
2. The right to know that if misconduct is determined that the officer could face disciplinary action including dismissal.
3. The right to have a Union Representative and/or private attorney present while the statement is being taken.
4. The officer will be read the Garrity/Tennesen Warning and will be allowed to ask questions to ensure that he/she understands the Warning. Once the officer understands the Warning, he/she will sign the Warning and will be supplied a copy of the signed waiver.
5. That any statements made during the internal investigation interview cannot be used against the employee in any subsequent criminal proceedings.
6. A copy of the employee's statement shall be provided to the employee upon signing the statement.

325.11 CRIMINAL INVESTIGATION

A shooting incident that results in death will be investigated by an outside agency as directed by the Chief of Police. All other shooting incidents will be investigated by the Investigation Unit of the St. Francis Police Department or another law enforcement agency at the direction of the Chief of Police. In all cases, the Criminal Investigation should be conducted totally separate from the Internal Affairs investigation. If a conflict arises between the two investigations, the criminal investigation will receive first priority. The investigation procedure shall include, but is not limited to:

1. Respond to the scene.
2. Take custody of all weapons, spent and unspent ammunition, for analysis.
3. Separate, secure, and interview all on-scene witnesses.
4. Photographs and diagram to scale of the crime scene.
5. Secure the tapes of all radio transmissions.
6. Secure medial evidence including any projectiles from the individual(s) injured, blood, and urine samples from those involved in the incident.
7. Interview all officers involved in the incident. If applicable, they will be advised of their rights before questioning.
8. A complete report will be forwarded to the Chief of Police and the Anoka County Attorney for review.

325.12 FEDERAL GOVERNMENT INVESTIGATION

The department will respect the rights of the Federal Government to conduct an independent investigation to identify any civil rights violations. However, the department will not order or request any of its members who may be suspects to confer with General investigators without the advice of counsel. If the department's investigation determines that the shooting is within the scope of this policy, the department will supply legal representation for all officers involved.

325.13 ADMINISTRATIVE DUTY/LEAVE

After a shooting incident, the involved officer(s) will be placed on either administrative duty or leave. This shall be without loss of pay or benefit and shall not be interpreted, implied, or indicate that the officer(s) acted improperly. The department recognizes the possible impact that the post-shooting trauma has on officer(s) involved in a shooting incident. During administrative duty/leave, the officer will be provided with all the resources necessary for physical and emotional recovery from the incident. While on administrative duty/leave, the officer(s) will:

1. Remain available at all reasonable times for official interviews.
2. Discuss the incident only with assigned department personnel, personal attorney, medical personnel, clergy, the officer's immediate family, and the department recognized peer-counseling organization.
3. Actively participate in his/her emotional and medial recovery by following the course of treatment developed by health professionals.

The Chief of Police will determine when the officer(s) will be reassigned to their previous duty. This will be done only after consulting with the officer(s) and health care professionals.

Follow-up psychological counseling will be made available to the officer(s) and family members.
This policy is to be used in conjunction with all relevant existing departmental policies, procedures, rules and regulations.

326.00 USE OF FORCE

326.01 PURPOSE

To assure that all police employees use the minimum force necessary when dealing with the public. Through the lawful, prudent use of force, the department will maintain its professional image thereby increasing

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community confidence in the department, which will promote the community's willingness to assist in our law enforcement efforts.

326.02 SCOPE

The department recognizes the employee's need to use discretion when dealing with the public. However, all employees shall comply with MSS 609.06 and other department policies when using force against the public, and no employees shall use more force in any situation than is reasonable and necessary.

326.03 METHOD

A. Under normal circumstances, only the methods or instruments listed may be utilized by an employee to apply force and these methods are listed in ascending order from the least sever to the most severe. An officer should use discretion to determine reasonable force options to bring a subject under control. This policy should not be construed to require officers to first attempt using types and degrees of force that reasonably appear to be inadequate to accomplish the intended objective.

327.00 FIREARM POLICY

327.01 CONDITIONS OF DISCHARGE

A. A weapon may be discharged to exterminate a dangerous animal for self defense, to prevent substantial harm to the officer or others, and when the animal is so badly injured that humanity requires its destruction to prevent further suffering.

B. A weapon may be discharged for target practice at an approved range when accompanied by another competent person or shooting competition on an approved range and under the supervision of an approved firearms instructor or range officer.

327.02 PROHIBITED USE OF FIREARMS

Firearms shall not be discharged in the following situations:

A. As a warning shot

B. In violation of Minnesota State Statutes.

327.03 SAFE HANDLING OF FIREARMS

While lawfully acting in the capacity of a St. Francis peace officer, except for general maintenance, storage, or authorized training, officers shall not draw or exhibit their department approved firearm unless circumstances create reasonable cause to believe that it may be necessary to lawfully use the weapon in conformance with other sections of this policy. This section applies to all officers, whether on-duty or off-duty.

327.04 OFF-DUTY WEAPON

Officers are not required to carry a handgun off-duty. An officer who elects not to carry a handgun while off-duty shall not be subject to disciplinary action if an occasion should arise in which the officer could have taken police action if he/she were armed. Anytime a firearm is carried off-duty, the officer shall possess and have readily accessible their badge and/or police identification card. Off-duty firearms should be carried in a concealed manner whenever possible. If the firearm is visible to the public, the badge must be visible also. The St Francis Police Department prohibits any officer from carrying a handgun or ammunition off-duty while using or under the influence of alcohol or drugs. All officers must qualify with their off-duty weapon if it is a different weapon from what is carried on-duty.

327.05 DEPARTMENT APPROVED FIREARM

A department approved firearm, is any weapon owned by the St. Francis Police Department or owned by a licensed peace officer employed by the St. Francis Police Department and has been approved for duty use by the department. Approval for duty use means that the officer has qualified in the handling of the weapon and actual firing along with cleaning and disassembly. Officers must qualify one time per year with the department approved firearm being carried on duty. This qualification shall be attested to by a qualified range instructor.

327.06 Secondary Weapons

A. All secondary weapons must be approved by the Chief of Police or designee in advance.
B. Officers will qualify with their secondary weapons annually.
C. The method of carry must be approved by the Chief of Police or designee.
D. Officers may be responsible for ammunition and weapon maintenance for secondary weapons.

327.07 REMOVAL OF FIREARMS FROM SQUADS

Officers shall remove all firearms from department vehicles prior to leaving the vehicle at any location away from the police department for service or repairs. The weapons do not need to be removed if an officer will be standing by waiting for service to be completed (ex: radio repair, bus garage). The weapons shall be secured in the gun safe until the vehicle is brought back to the police department from the repair location.

327.08 DUTY WEAPON

A. All officers shall carry a department issued 1911 style handgun chambered in .45 ACP while on duty.

335.00 INCIDENT REPORTS

A. All incident reports shall be factual and accurately and fully describe the circumstances surrounding an incident and the officer's involvement.
B. Incident reports must be completed on all dispatched calls and self-initiated events with the exception of traffic stops that result in a verbal warning.
C. If an officer assists another agency that officer must complete an agency assist incident report.
D. An officer who assists another officer within the department may complete a supplemental report at the officer's discretion if there are specific details the officer should note about their involvement with the incident. Some examples would be if the assisting officer was involved in an arrest of a subject, transport of a subject, the search and/or seizure of property, use of force on a subject, obtaining statements.

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E. Incident reports should be completed prior to going off duty during any given shift. If circumstances arise that don't allow the officer to complete the incident report prior to going off duty the incident report should be completed as soon as possible the following day at the approval of a supervisor.

337.00 COMMENDATION AWARDS

337.01 POLICY

It is the policy of the St Francis Police Department to promote excellence in law enforcement and recognize outstanding performance of its members as well as citizens who significantly support and assist our mission.

337.02 PURPOSE

1. Officers often find themselves in situations dictated by circumstances beyond their control and which they have no way to prepare for or prevent from happening. Within this hectic environment there are times when officers perform at a superior level that is above and beyond the call of duty.

2. Citizens rely upon law enforcement to deal with situations for which they are not equipped or trained to handle. However, citizens may also find themselves in a unique position to provide invaluable service to law enforcement.

3. The purpose of the sections to outline specific standards that will be used to measure outstanding achievement or conduct and how that action will be recognized.

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337.03 DEFINITIONS

For the purpose of this policy, the terms set forth below are defined as follows.

1. MEDAL OF HONOR

The Medal of Honor may be awarded to any St Francis PD member for an act of outstanding bravery or heroism. Demonstrated unselfishness, courage, and the immediate high risk of death or serious physical injury would characterize such and act. The Medal of Honor sworn recipient shall receive a commemorative medal with a blue ribbon, certificate of recognition and a blue uniform bar.

2. MEDAL OF VALOR

The Medal of Valor may be awarded to any St Francis PD member for an act of bravery that demonstrates obvious self-sacrifice in the face of death or serious physical injury. The Medal of Valor sworn recipient shall receive a commemorative medal with a red ribbon, certificate of recognition and a red uniform bar.

3. AWARD OF COMMENDATION

The Award of Commendation may be awarded to any St Francis PD member who, during the course of their duties, provide a service that is carried out in a superior manner. This award may be conferred for duties including, but not limited to: enforcement activity, departmental service, community service. The Award of Commendation sworn member recipient shall receive a certificate of recognition and a green uniform bar. The Award of Commendation non-sworn recipient shall receive a certificate of recognition.

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4. LIFE SAVING AWARD

The Life Saving Award may be awarded to any St Francis member for acts that directly contribute to saving a human life. Intended for all employees directly responsible for the saving of a human life in instances involving but not limited to vehicle accidents, medical emergency, suicide prevention, fire rescues, miscellaneous rescues where the sole action of the employee was the lifesaving act itself. The Life Saving Award sworn member recipient shall receive a certificate of recognition and a white uniform bar. The Life Saving Award non-sworn recipient shall receive a certificate of recognition.

5. CITIZENS AWARD

This award is presented to citizens or community organization in recognition of an outstanding act or service to the department or assistance in law enforcement efforts. The act may include actions that expose them to personal danger. The Citizens Award recipient shall receive a certificate of recognition.

6. **Member** means all personnel of the St Francis Police Department including Reserve Officers.
7. **Citizen** means any resident of the City of St Francis, State of Minnesota or United States of America.
8. **Award Committee:** This is the body that reviews all nominations. The committee is comprised of a sergeant and two additional members of the St Francis Police Department.

City of St. Francis

337.04 PROCEDURE

A. Nomination

1. Any department member who has firsthand information of conduct for which they wish to nominate a member or citizen may submit a written nomination along with supporting documentation to the chief of Police.
2. Nominations for the Chief of Police will be submitted to the City Administrator.
3. Upon receiving a nomination the Chief of Police will notify the Award Committee and a meeting will be convened to review it. The committee may approve, deny, or approve a lower level award than the one noted on the nomination form.
4. If a nomination is approved, denied, or downgraded the nominator will be notified of the committee's decision and their reasoning. The awards committee will also report their decision to the Chief of Police.
5. A simple majority of the Awards Committee must approve the action.

B. Granting an award

1. For any award to be granted a simple majority of the Awards Committee must approve the action.
2. Once the Award Committee has authorized an award the Chief of Police will notify that person of the committee's decision.
3. Presentation of an award to a member or citizen will be done at a place and time of the Awards Committee's choosing, with consent of the Chief of Police.
4. All awards granted to members will be documented in the members personnel file.

400.05 **EXTERNAL VESTS** – Officers may choose to wear the department approved external vest and carrier.

500.00 DETENTION FACILITY (updated 8/8/12)

500.01 PURPOSE

The purpose of this policy is to set forth procedures for the operation and maintenance of the St. Francis Police Department detention facility (hereafter referred to as the "facility"), consistent with the Department's policies and practices and the rules set forth by the Minnesota Department of Corrections.

500.02 POLICY

The Department's facility shall be used for the temporary detention of persons in custody for the purposes of testing, interviewing, or arranging transfer to another facility or release to a responsible person. It is the express intent of this policy that persons in custody shall be detained in the facility no longer than is necessary to transfer them to the Anoka County Jail, the Lino Lakes juvenile detention facility, a detoxification center, a hospital emergency room or crisis center, ambulance personnel, a transporting law enforcement officer, or to release them to a responsible person.

Additionally, the facility will not be used to detain persons who are high escape risks or who are known or believed to be significant risks to the safety of themselves or others. These persons will be transported directly to an appropriate facility. In no event shall any person in custody be temporarily detained in the facility for more than a total of four hours.

For purposes of this policy, the "facility" includes the sally-port garage, east vestibule, intoxilyzer / booking area, interview room, holding cells and west vestibule from the detention facility to St. Francis police offices. "Persons in custody" shall include adults and juveniles.

500.03 RESPONSIBILITY

The St. Francis Chief of Police or his designee shall be the "Facility Administrator." The facility administrator is the person responsible for the overall operation, maintenance and required periodic inspection of the facility. Persons taken into custody are responsibility of the arresting officer. All officers are responsible to maintain the facility and to report any damage or needed repairs to a supervisor. The supervisor shall report all damage or needed repairs to the facility administrator.

500.04 STAFFING

The facility will not be staffed on a full-time basis. Only sworn personnel and reserve officers may perform duties including, but not limited to, monitoring cell occupants within the facility, when persons are in custody.

Janitorial staff may perform services within the facility when no persons are in custody. During the course of any given shift, the highest ranking supervisor present or, in his/her absence, the most senior officer on duty, shall be the person "in charge" of the facility. No person in custody shall be detained in the facility at any time without either a sworn officer or reserve officer being PRESENT IN THE FACILITY, awake and alert at all times, and capable of responding to the reasonable needs of the person in custody.

500.05 KEYS, CARD READERS

The facility has both interior doors (two holding cell doors, mechanical chase between holding cells, cell door pass-through doors and perimeter doors (overhead garage door, east vestibule door and west vestibule door). Interior door keys will be kept in a secure area of the facility for use by officers. For officer safety reasons, a proximity and a code are required to open perimeter doors. Officers will be provided cards and codes to activate the proximity readers, allowing entrance into the facility perimeter doors. A perimeter door key set will be secured in a locked container inside the facility for officer use in the event of a power failure or electrical malfunction. Additionally, perimeter door key sets will be maintained in the Office Supervisor office, and in a lock box near the west garage door card reader for persons to enter the facility in an emergency.

500.06 PROCEDURES

A. Entrance to the Facility

1. All persons in custody shall enter the sally-port/garage or east vestibule handcuffed. Officers shall handcuff all detainees with their hands behind their backs unless medical reasons or other reasonable issues particular to the detainee make this impossible. If it is not possible to handcuff the detainee with his/her hands behind their back, officers shall exercise extra caution to monitor the detainee while escorting them from the squad into the facility.

2. Officers shall not remove detainees from their squad to bring them into the main booking area of the facility until the overhead garage door is fully closed. The

door from the garage into the facility (sally-port/garage door) will not open if <u>any</u> other door is not fully closed. <u>Under no circumstances shall officers prop open any of the sally-port/garage doors or vestibule doors.</u>

B. <u>Firearms / Weapons</u>

1. Except as directed by a supervisor or in case of an emergency mandating that an officer have access to his/her firearm, <u>no firearm or edged weapon shall be brought into the facility (beyond the areas with a weapons storage box) even if no detainee is presently in custody</u>. Firearms and edged weapons shall be stowed in the gun locker provided in the sally-port/garage prior to removing a person in custody from the squad. Officers who enter the facility through the east vestibule shall stow their firearms and edged weapons in the gun locker provided outside of the facility prior to entering. Officers shall take extra care to remove and stow his/her firearm and edged weapons out of the range of the detainee.
2. Tasers, expandable batons and approved chemical agents may be brought into the facility provided they are secured on the officer's person and not removed unless exigent circumstances exist.

C. <u>General Security and Control Issues</u>

1. Per departmental policy, all persons taken into custody shall be searched prior to being transported to the facility.
2. Upon arrival at the facility, officers shall conduct a further thorough search of the detainee for weapons and contraband. All searches shall be conducted in

City of St. Francis

the booking/intoxilyzer area while the detainee is handcuffed.

1. Officers must document when an individual is detained in the facility by completing the intake log located in the DMT area of the facility.

2. Officers shall exercise discretion as to whether they remove a detainee's handcuffs while in the detention facility, except that no detainee shall remain in a detention cell in handcuffs. If during the course of a detention it becomes apparent to the officer that the detainee's welfare or the officer's safety require that the detainee be re-handcuffed in the detention cell then, in that event, the officer shall immediately make arrangements to transport the detainee to an appropriate facility including, but not limited to, the Anoka County Jail, the Lino Lakes juvenile center, a hospital emergency room or crisis center, an ambulance, a detoxification center or a transporting law enforcement officer (hereafter collectively "suitable transport location(s)").

D. Placement of Detainees in Holding Cells

1. No detainee shall be placed in a holding cell who has not already been searched while in the facility.

2. Due to the fact that the holding cell doors are heavy there is a potential for them to be used by detainees to injure an officer. For this reason, officers shall have the discretion to direct detainees into the cells while still in handcuffs. Officers should then remove the handcuffs through the pass-through doors located in each cell door. In the officer's discretion, detainees may be re-cuffed in a similar manner before opening

detainee for any reason.

7. Members of this Department should not enter an occupied holding cell alone if the detainee is not handcuffed. If alone, an officer should, unless otherwise not possible, re-handcuff the detainee through the cell's food pass-through doors. This procedure need not be followed if more than two officers are present. For purposes of this paragraph an officer shall also include a reserve officer.
8. The doors of the detention cells will remain secured at all times while occupied. The cell doors shall remain closed and locked when not in use.
9. With the exception of emergency personnel in the performance of their duties, no person, other than an officer or reserve officer, shall enter the facility when the holding cells are occupied. Department personnel may only enter the facility when engaged in the performance of their official duties. Upon direction of an officer, a person of the same sex as the detainee may be summoned to perform a pat-down search of the detainee. This person may be an employee of the St. Francis Police Department who is not an officer or reserve officer.

E. Monitoring Detainees in holding cell and miscellaneous issues

1. The arresting officer or designee shall visually monitor a person detained in the holding cells at least very fifteen(15) minutes on an irregular schedule and record the observation time on the appropriate form. While it is the Department's policy to transfer to a suitable transport location those detainees who are

violent, suicidal, mentally disturbed, or who demonstrate unusual or bizarre behavior, if circumstances exist which prohibit such transport then more frequent observation is required for these detainees. A record of each such visual observation shall be made on a department-provided form. (The detainee monitoring, visitor, phone, property release).

2. Visually monitoring a detainee means visually observing, in person, the detainee through the detention cell window.

3. Officers and reserve officers monitoring detainees of the opposite sex will announce themselves when they approach the cell door to protect the detainee's privacy. They will ask the detainee to step to the rear of the cell in front of the door. If a detainee does not cooperate with the officer, he/she will summon assistance before making entry into the cell.

4. While detained in the holding cells, detainees shall not be given any object or thing of any kind except as provided for below. When a detainee is searched at the time of arrival, any item the detainee might have on his or her person capable of being used to harm him/herself or others shall be confiscated and logged on the personal property inventory form. The items will be placed in a secured property inventory form. The items will be placed in a secured cabinet provided in the facility until such time as the detainee is transferred to a suitable transport location or released. If an item is not returned to a detainee the reason therefore shall be reflected on the appropriate form. Confiscated items that are returned to a detainee prior to his/her release or transfer to a

suitable transport location shall be logged on the personal property inventory form.

5. Items that shall be removed from detainees prior to their being placed in a holding cell include, but are not limited to: coats/jackets, gloves, hats/caps, belts, ties, footwear, wallets, purses, checkbooks, keys, watches, medications, necklaces, scarves, eyeglasses, cigarette lighters, cigarettes and other tobacco products, food items, writing instruments, cell phones, pagers and the like, and any other item the arresting officer reasonably believes may be used by the detainee to harm him/herself or others.

6. Evidence, contraband and weapons removed from detainees shall be processed pursuant to Department policy pertaining to the same.

7. If any disciplinary action is taken against a detainee (e.g. turning off water to the holding cell, removing an article of the detainee's clothing or other property, removing toilet articles, etc.) the same shall be documented on a form provided for this purpose.

8. A detainee who soils a holding cell shall be directed to clean it. The detainee shall be provided cleaning supplies for this purpose but shall be supervised during the course of the clean up. Under normal circumstances, a dirty holding cell will be cleaned before it is used for a subsequent detainee.

F. Juveniles

1. Only juveniles detained for criminal offenses will be placed in the facility holding cells. A juvenile status offender (runaway, violations of curfew, alcohol, tobacco, etc.) will not be placed in the facility. A juvenile must be separated by sight and sound from

adults. A juvenile will be transported to an appropriate juvenile detention facility or shelter as soon as possible or released to his/her legal guardian.

2. For status offenses juveniles are to wait in the front lobby of the police department under the supervision of an officer until released to a parent/legal guardian or responsible adult.
3. Officers must document when the juvenile is detained in the facility by completing the intake log in the DMT area of the facility.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Chief of Police

SUBJECT: **Stericycle Service Agreement**

DATE: June 5, 2017

OVERVIEW: On April 17, 2017 a proposal was presented and approved by City Council to end a contract the company Stericycle who the city utilized to dispose of hazardous waste. At the time the lengthy contract term with Stericycle of 60 months and regular monthly fees were not proving to be cost effective for the City. There was also an early buyout fee of $698.36 to end the contract early. Contact was then made with a company called Hazardous Waste Experts who would pick up waste on an "on call" type basis and would charge $120.00 per pickup. At that time Stericycle did not offer an "on call" type pickup and the city continued to pay a monthly fee for a service it was not using regularly. Since April, I have been speaking with Stericycle Account Care Specialist Krystle Guzman who advised Stericycle could now provide an "on call" pickup service for St Francis. I was advised by Krystle that the price would be $47.61 per pickup with no other fees. The service agreement would also change from 60 months to 12 months and the City could end the service agreement with advanced notice with no buyout fees. Just a clarification; the City has not paid the early buyout fee to Stericycle for originally cancelling the contract.

ACTION TO BE CONSIDERED: City Council approval to re-enter a service agreement with Stericycle for hazardous waste disposal.

BUDGET IMPLICATION: Hazardous waste disposal service is a budgeted item in the 2017 police department budget.

Attachments:

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 06-01-2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $171,057.03 plus any additional bills that are handed out on Monday night.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 06-05-2017 Packet List

06/01/2017 11:00 am

City of St. Francis

PAYMENT BATCH AP 06-05-17

ARTISAN BEER COMPANY

05/24/2017	3180422	E 609-49751-252	Beer For Resale	BEER	64.00
					$64.00

ASPEN MILLS

05/11/2017	197957	E 101-42110-437	Uniform Allowance	UNIFORM PANT	99.90
					$99.90

BELLBOY CORPORATION

05/09/2017	58762000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
05/09/2017	58762000	E 609-49751-251	Liquor For Resale	LIQUOR	1,128.65
05/09/2017	95760600	E 609-49750-210	Operating Supplies	OPERATING	116.87
05/09/2017	95760600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.20
05/09/2017	95760600	E 609-49751-254	Miscellaneous Merchandise	MISC	140.60
05/23/2017	58967000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.45
05/23/2017	58967000	E 609-49751-251	Liquor For Resale	LIQUOR	1,492.65
05/23/2017	95836500	E 609-49750-210	Operating Supplies	OPERATING	38.84
05/23/2017	95836500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.74
05/23/2017	95836500	E 609-49751-254	Miscellaneous Merchandise	MISC	118.68
					$3,080.18

BERNICK COMPANIES, THE

05/12/2017	52053	E 609-49751-252	Beer For Resale	BEER	831.20
					$831.20

BREAKTHRU BEVERAGE

05/11/2017	1080633551	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.47
05/11/2017	1080633551	E 609-49751-251	Liquor For Resale	LIQUOR	627.41
05/11/2017	1080633551	E 609-49751-253	Wine For Resale	WINE	236.00
05/18/2017	1080636725	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.87
05/18/2017	1080636725	E 609-49751-251	Liquor For Resale	LIQUOR	942.00
05/18/2017	1080636725	E 609-49751-253	Wine For Resale	WINE	94.26
05/25/2017	1080639519	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.60
05/25/2017	1080639519	E 609-49751-251	Liquor For Resale	LIQUOR	1,837.20
05/25/2017	1080639519	E 609-49751-253	Wine For Resale	WINE	200.00
05/25/2017	1080639520	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.15
05/25/2017	1080639520	E 609-49751-251	Liquor For Resale	LIQUOR	801.00
					$4,834.96

CAPITOL BEVERAGE SALES, L.P

05/19/2017	1873591	E 609-49751-252	Beer For Resale	BEER	303.00
					$303.00

CARLSON, DEBRA

05/24/2017	1645	G 601-22200	Deferred Revenues	REFUND ACCT 1645	53.19
					$53.19

CENTERPOINT ENERGY

05/16/2017	.05170	E 101-41940-383	Gas Utilities	CITY HALL #2	18.39
05/16/2017	.05170	E 101-41940-383	Gas Utilities	CITY HALL #1	17.04
05/16/2017	.05170	E 101-41940-383	Gas Utilities	CITY HALL #4	21.14
05/16/2017	.05170	E 101-41940-383	Gas Utilities	CITY HALL #3	21.76
05/16/2017	.05170	E 101-42110-383	Gas Utilities	POLICE/PW	309.08
05/16/2017	.05170	E 101-42210-383	Gas Utilities	FIRE GENERATOR	19.70
05/16/2017	.05170	E 101-42210-383	Gas Utilities	FIRE	314.66
05/16/2017	.05170	E 101-43100-383	Gas Utilities	POLICE/PW	77.27
05/16/2017	.05170	E 101-45200-383	Gas Utilities	WARMING HOUSE	97.61

05/16/2017	.05170	E 101-45200-383	Gas Utilities	POLICE/PW	77.27
05/16/2017	.05170	E 601-49440-383	Gas Utilities	POLICE/PW	77.27
05/16/2017	.05170	E 601-49440-383	Gas Utilities	WATER PLANT	446.66
05/16/2017	.05170	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN(	10.50
05/16/2017	.05170	E 602-49490-383	Gas Utilities	POLICE/PW	77.26
05/16/2017	.05170	E 602-49490-383	Gas Utilities	WWTP	47.97
05/16/2017	.05170	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	19.05
05/16/2017	.05170	E 602-49490-383	Gas Utilities	WWTP	800.45
05/16/2017	.05170	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN(	10.50
05/16/2017	.05170	E 609-49750-383	Gas Utilities	LIQUOR	86.19
					$2,549.77

CITY EMPLOYEES UNION, LOCAL #3

05/25/2017	.0517	G 101-21707	Union Dues	MAINT UNION DUES	206.80
					$206.80

COLONIAL INSURANCE

05/26/2017	7129661-0605233	G 101-21712	Colonial Insurance	JUNE PREMIUM	328.72
					$328.72

CONNEXUS ENERGY

05/22/2017	.0517	E 101-41940-381	Electric Utilities	SIGN	95.02
05/22/2017	.0517	E 101-41940-381	Electric Utilities	CITY HALL	317.39
05/22/2017	.0517	E 101-42110-381	Electric Utilities	POLICE/PW	902.08
05/22/2017	.0517	E 101-42110-381	Electric Utilities	SIREN	5.00
05/22/2017	.0517	E 101-42110-381	Electric Utilities	SIREN	5.00
05/22/2017	.0517	E 101-42210-381	Electric Utilities	FIRE	328.34
05/22/2017	.0517	E 101-43100-381	Electric Utilities	POLICE/PW	225.52
05/22/2017	.0517	E 101-43100-386	Street Lighting	STREET LIGHTS	2,534.25
05/22/2017	.0517	E 101-45200-381	Electric Utilities	PARKS	250.89
05/22/2017	.0517	E 101-45200-381	Electric Utilities	POLICE/PW	225.52
05/22/2017	.0517	E 601-49440-380	Electric-System	WATER	3,293.44
05/22/2017	.0517	E 601-49440-381	Electric Utilities	POLICE/PW	225.52
05/22/2017	.0517	E 602-49490-381	Electric Utilities	WWTP	6,816.31
05/22/2017	.0517	E 602-49490-381	Electric Utilities	LIFT STATIONS	3,287.24
05/22/2017	.0517	E 602-49490-381	Electric Utilities	POLICE/PW	225.52
05/22/2017	.0517	E 609-49750-381	Electric Utilities	LIQUOR STORE	852.24
					$19,589.28

COURIER, THE

05/05/2017	92795	E 101-42110-441	Miscellaneous	STANDARD AD	68.00
					$68.00

CRYSTAL SPRINGS ICE

05/09/2017	003.B003716	E 609-49751-254	Miscellaneous Merchandise	MISC	177.96
05/16/2017	003.B003854	E 609-49751-254	Miscellaneous Merchandise	MISC	142.42
05/23/2017	003.B003962	E 609-49751-254	Miscellaneous Merchandise	MISC	77.12
					$397.50

D & G RECYCLE

05/22/2017	5727	E 101-43210-439	Recycling Days	RECYCLING DAYS	414.00
					$414.00

DAHLHEIMER DIST. CO. INC.

04/25/2017	146393	E 609-49751-252	Beer For Resale	BEER	(70.70)
04/26/2017	146546	E 609-49751-252	Beer For Resale	BEER	(24.20)
05/10/2017	1277680	E 609-49751-252	Beer For Resale	BEER	8,898.60
05/10/2017	1277680	E 609-49751-255	N/A Products	NA	28.00
05/10/2017	147536	E 609-49751-252	Beer For Resale	BEER	(28.00)
05/11/2017	147567	E 609-49751-255	N/A Products	N/A	28.00
05/16/2017	147980	E 609-49751-252	Beer For Resale	BEER	(111.25)
05/17/2017	1277727	E 609-49751-252	Beer For Resale	BEER	4,088.95
05/17/2017	1277727	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
05/24/2017	1277772	E 609-49751-252	Beer For Resale	BEER	12,309.95
05/24/2017	1277772	E 609-49751-254	Miscellaneous Merchandise	MISC	308.00
05/24/2017	1277772	E 609-49751-255	N/A Products	NA	50.20
					$25,519.55

DELL MARKETING L.P.

05/17/2017	10166678448	G 609-16400	Equipment & Machinery	SECURITY SYSTEM	625.48
					$625.48
DELTA DENTAL					
05/15/2017	6911087	G 101-21711	Dental Insurance	JUNE PREMIUM	625.35
					$625.35
EAGLE GARAGE DOOR CO.					
05/23/2017	4552	E 101-42110-401	Repairs/Maint Buildings	PD DOOR REPAIR	293.75
					$293.75
EMERGENCY AUTOMOTIVE TECH. INC					
05/09/2017	MOB050817-100	E 101-42210-218	Equipment Repair & Maintenance	SQUAD CAR CHANGES	1,060.70
05/09/2017	MOB1701	E 402-42110-550	C-O-L Motor Vehicles	SQUAD CAR CHANGES	16,808.22
					$17,868.92
ERDMAN, ZAK					
05/24/2017	3892	G 601-22200	Deferred Revenues	REFUND ACCT 3892	68.07
					$68.07
F.I.R.E.					
05/30/2017	2561	E 101-42210-208	Training and Instruction	TRANING	1,000.00
					$1,000.00
FBI-LEEDA					
01/05/2017	200003991	E 101-42110-208	Training and Instruction	TRAINING-LARSON	650.00
					$650.00
FILTRATION SYSTEMS, INC.					
05/17/2017	78977	E 101-42110-401	Repairs/Maint Buildings	PARTS	57.14
05/17/2017	78977	E 101-43100-401	Repairs/Maint Buildings	PARTS	57.14
05/17/2017	78977	E 101-43210-401	Repairs/Maint Buildings	PARTS	57.14
05/17/2017	78977	E 101-45200-401	Repairs/Maint Buildings	PARTS	57.14
05/17/2017	78977	E 601-49440-401	Repairs/Maint Buildings	PARTS	57.14
05/17/2017	78977	E 602-49490-401	Repairs/Maint Buildings	PARTS	57.14
					$342.84
G&K SERVICES, INC					
04/18/2017	1043748388	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
05/16/2017	6043771144	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
05/16/2017	6043771145	E 101-41940-219	Rug Maintenance	RUG MAINT	16.16
05/16/2017	6043771146	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
05/23/2017	6043776849	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
05/30/2017	6043782527	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
					$66.55
GRANITE CITY JOBBING CO.					
05/09/2017	46876	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/09/2017	46876	E 609-49751-256	Tobacco Products For Resale	TOBACCO	553.63
05/16/2017	990713	E 609-49750-210	Operating Supplies	OP SUPPLIES	73.63
05/16/2017	990713	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.29
05/16/2017	990713	E 609-49751-254	Miscellaneous Merchandise	MISC	42.94
05/16/2017	990713	E 609-49751-256	Tobacco Products For Resale	TOBACCO	851.13
05/16/2017	990713	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
05/23/2017	48653	E 609-49750-210	Operating Supplies	OP SUPPLIES	34.12
05/23/2017	48653	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.09
05/23/2017	48653	E 609-49751-254	Miscellaneous Merchandise	MISC	14.76
05/23/2017	48653	E 609-49751-256	Tobacco Products For Resale	TOBACCO	730.63
05/23/2017	48653	G 101-20810	Sales Tax Payable	USE TAX	(0.48)
					$2,318.03
GRATITUDE FARMS					
06/01/2017	.0617	E 101-42700-311	Contract	MAY ANIMALS	350.00
					$350.00
GREAT LAKES COCA-COLA					
05/16/2017	3607201448	E 609-49751-254	Miscellaneous Merchandise	MISC	860.34
					$860.34

HACH COMPANY					
05/11/2017	10451157	E 601-49440-235	Lab Supplies	SUPPLIES	483.79
05/16/2017	10455904	E 602-49490-235	Lab Supplies	SUPPLIES	360.89
					$844.68
HALFMAN, KARI					
05/24/2017	4426	G 601-22200	Deferred Revenues	REFUND ACCT 4426	209.48
					$209.48
HOME PRIDE BUILDERS					
05/24/2017	4881	G 601-22200	Deferred Revenues	REFUND ACCT4881	84.91
					$84.91
INNOVATIVE OFFICE SOLUTIONS, L					
05/12/2017	IN1611449	E 101-42110-200	Office Supplies	\OFFICE SUPPLIES	135.49
05/12/2017	IN1611449	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	6.84
05/25/2017	IN1625597	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	36.48
					$178.81
ISD #15					
05/18/2017	3184	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER MAINT	43.68
05/19/2017	3185	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER	43.68
					$87.36
ISD #15 COMMUNITY EDUCATION					
05/30/2017	2016-192	E 101-41910-441	Miscellaneous	FACILITY USE	107.50
					$107.50
JJ TAYLOR DISTRIBUTING					
05/10/2017	2688596	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/10/2017	2688596	E 609-49751-252	Beer For Resale	BEER	783.10
05/17/2017	2697063	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/17/2017	2697063	E 609-49751-252	Beer For Resale	BEER	455.75
05/24/2017	2697133	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/24/2017	2697133	E 609-49751-252	Beer For Resale	BEER	540.30
					$1,788.15
JMAKMN, LLC					
05/24/2017	4901	G 601-22200	Deferred Revenues	REFUND ACCT 4901	49.70
					$49.70
JOHNSON BROS WHLSE LIQUOR					
05/10/2017	5721313	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
05/10/2017	5721313	E 609-49751-251	Liquor For Resale	LIQUOR	1,146.15
05/10/2017	5721314	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
05/10/2017	5721314	E 609-49751-253	Wine For Resale	WINE	663.95
05/10/2017	5721315	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
05/10/2017	5721315	E 609-49751-254	Miscellaneous Merchandise	MISC	74.00
05/17/2017	5727110	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.16
05/17/2017	5727110	E 609-49751-251	Liquor For Resale	LIQUOR	954.55
05/17/2017	5727111	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
05/17/2017	5727111	E 609-49751-253	Wine For Resale	WINE	411.15
05/24/2017	5733168	E 609-49751-206	Freight and Fuel Charges	FREIGHT	56.50
05/24/2017	5733168	E 609-49751-251	Liquor For Resale	LIQUOR	3,420.82
05/24/2017	5733169	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.72
05/24/2017	5733169	E 609-49751-253	Wine For Resale	WINE	200.70
05/24/2017	5733170	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.64
05/24/2017	5733170	E 609-49751-254	Miscellaneous Merchandise	MISC	181.75
					$7,187.21
JOHNSON, DEAN					
05/24/2017	3745	G 601-22200	Deferred Revenues	REFUND ACCT 3745	130.91
					$130.91
KIMS KLEANING					
05/23/2017	4472	E 101-42110-402	Janitorial Service	FLOORS - PUBLIC WORKS	150.00
05/23/2017	4472	E 101-43100-402	Janitorial Service	FLOORS - PUBLIC WORKS	150.00
05/23/2017	4472	E 101-45200-402	Janitorial Service	FLOORS - PUBLIC WORKS	150.00

05/23/2017	4472	E 601-49440-402	Janitorial Service	FLOORS - PUBLIC WORKS	150.00
05/23/2017	4472	E 602-49490-402	Janitorial Service	FLOORS - PUBLIC WORKS	150.00
05/23/2017	4473	E 101-42110-402	Janitorial Service	CLEANING - POLICE IT	80.00
05/23/2017	4473	E 101-43100-402	Janitorial Service	CLEANING - POLICE IT	80.00
05/23/2017	4473	E 101-45200-402	Janitorial Service	CLEANING - POLICE IT	80.00
05/23/2017	4473	E 601-49440-402	Janitorial Service	CLEANING - POLICE IT	80.00
05/23/2017	4473	E 602-49490-402	Janitorial Service	CLEANING - POLICE IT	80.00
05/29/2017	4478	E 101-41940-402	Janitorial Service	CLEANING - CITY HALL	120.00
05/29/2017	4479	E 101-45000-402	Janitorial Service	CLEANING - COMMUNITY CENTI	80.00
05/29/2017	4480	E 101-43100-402	Janitorial Service	CLEANING	190.00
05/29/2017	4480	E 101-45200-402	Janitorial Service	CLEANING	190.00
05/29/2017	4480	E 601-49440-402	Janitorial Service	CLEANING	190.00
05/29/2017	4480	E 602-49490-402	Janitorial Service	CLEANING	190.00
05/29/2017	4481	E 601-49440-402	Janitorial Service	CLEANING - WWTP	160.00
05/29/2017	4482	E 101-42110-402	Janitorial Service	CLEANING - POLICE DEPT	900.00
05/29/2017	4483	E 101-45000-402	Janitorial Service	CLEANING - WARMING HOUSE	50.00
					$3,220.00
LAW ENFORCEMENT LABOR SVCS.					
05/25/2017	.0517	G 101-21707	Union Dues	POLICE UNION DUES	343.00
					$343.00
LIBERTY TITLE					
05/24/2017	3690	G 601-22200	Deferred Revenues	REFUND ACCT 3690	99.14
					$99.14
MARCO BUSINESS PRODUCTS, INC.					
05/08/2017	INV4267738	G 609-16400	Equipment & Machinery	SECURITY SYSTEM	7,769.58
					$7,769.58
MARTIES FARM SERVICE					
05/25/2017	355133	E 101-45200-419	Turf/Fertilizer/Weed Control	FERTILIZER	112.86
					$112.86
MASTER TECHNOLOGY GROUP					
05/09/2017	615019	G 609-16400	Equipment & Machinery	SECURITY SYSTEM	3,274.72
					$3,274.72
MCDONALD DIST CO.					
05/11/2017	377077	E 609-49751-252	Beer For Resale	BEER	2,566.75
05/11/2017	377077	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
05/18/2017	3430	E 609-49751-252	Beer For Resale	BEER	(324.00)
05/18/2017	377596	E 609-49751-252	Beer For Resale	BEER	7,674.20
05/18/2017	377596	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
05/18/2017	377596	E 609-49751-255	N/A Products	NA	96.70
05/19/2017	380377	E 609-49751-252	Beer For Resale	BEER	132.00
05/25/2017	379696	E 609-49751-252	Beer For Resale	BEER	(8.00)
05/25/2017	381364	E 609-49751-252	Beer For Resale	BEER	9,543.90
05/25/2017	96867	E 609-49751-252	Beer For Resale	BEER	(47.25)
					$19,706.30
MHSRC/RANGE					
05/22/2017	629430-5769	E 101-42210-208	Training and Instruction	CLASS FEE	1,560.00
					$1,560.00
MN NCPERS LIFE INSURANCE					
05/23/2017	7334617	G 101-21713	MN Life	JUNE PREMIUM	32.00
					$32.00
MY ALARM CENTER					
06/01/2017	8944749	E 609-49750-445	Security	LIQUOR STORE ALARM	39.15
					$39.15
NORTH TITLE INC					
05/24/2017	4793	G 601-22200	Deferred Revenues	REFUND ACCT 4793	182.01
					$182.01
NORTHERN SALT INCORPORATED					
05/10/2017	9309	E 101-43100-407	Gravel Repair & Maint	CHEMICALS	12,005.10

					$12,005.10
NORTHLAND RECREATION, LLC					
05/08/2017	1400210107	E 101-45200-229	Project Repair & Maintenance	PLAYGROUND SCULPTURE	734.88
					$734.88
PACE ANALYTICAL SERVICES					
05/11/2017	171279162	E 602-49490-313	Sample Testing	SAMPLE TESTING	74.00
05/12/2017	171279255	E 602-49490-313	Sample Testing	SAMPLE TESTING	74.00
05/22/2017	171279610	E 602-49490-313	Sample Testing	SAMPLE TESTING	107.00
					$255.00
PARTNERS TITLE					
05/24/2017	2127	G 601-22200	Deferred Revenues	REFUND ACCT 2127	267.39
					$267.39
PHILLIPS WINE & SPIRITS CO.					
05/10/2017	2164451	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.08
05/10/2017	2164451	E 609-49751-251	Liquor For Resale	LIQUOR	1,921.00
05/10/2017	2164452	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
05/10/2017	2164452	E 609-49751-253	Wine For Resale	WINE	178.75
05/10/2017	2164453	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
05/10/2017	2164453	E 609-49751-254	Miscellaneous Merchandise	MISC	42.50
05/17/2017	2168207	E 609-49751-206	Freight and Fuel Charges	FREIGHT	38.00
05/17/2017	2168207	E 609-49751-251	Liquor For Resale	LIQUOR	2,070.30
05/17/2017	2168208	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
05/17/2017	2168208	E 609-49751-253	Wine For Resale	WINE	28.00
05/24/2017	2172206	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.48
05/24/2017	2172206	E 609-49751-251	Liquor For Resale	LIQUOR	1,655.40
05/24/2017	2172207	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
05/24/2017	2172207	E 609-49751-253	Wine For Resale	WINE	82.75
					$6,087.38
REINHART FOODS					
		E 101-42110-441	Miscellaneous	FOOD FOR BIKE RODEO	155.76
					$155.76
ROSEVILLE, CITY OF					
05/12/2017	0222898	E 101-41110-310	Computer Consulting Fees	IT SERVICES	234.99
05/12/2017	0222898	E 101-41400-310	Computer Consulting Fees	IT SERVICES	763.73
05/12/2017	0222898	E 101-42110-310	Computer Consulting Fees	IT SERVICES	2,702.43
05/12/2017	0222898	E 101-42210-310	Computer Consulting Fees	IT SERVICES	434.74
05/12/2017	0222898	E 101-42400-310	Computer Consulting Fees	IT SERVICES	217.41
05/12/2017	0222898	E 101-43100-310	Computer Consulting Fees	IT SERVICES	234.99
05/12/2017	0222898	E 101-45200-310	Computer Consulting Fees	IT SERVICES	234.99
05/12/2017	0222898	E 601-49440-310	Computer Consulting Fees	IT SERVICES	234.99
05/12/2017	0222898	E 602-49490-310	Computer Consulting Fees	IT SERVICES	234.99
05/12/2017	0222898	E 609-49750-310	Computer Consulting Fees	IT SERVICES	117.49
05/12/2017	0222939	E 101-41940-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 101-42110-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 101-42210-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 101-43100-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 101-45200-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 601-49440-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 602-49490-321	Telephone	PHONE	80.59
05/12/2017	0222939	E 609-49750-321	Telephone	PHONE	80.65
					$6,055.53
SOUTHERN GLAZERS OF MN					
05/11/2017	1541867	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.03
05/11/2017	1541868	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.52
05/11/2017	1541868	E 609-49751-251	Liquor For Resale	LIQUOR	907.68
05/18/2017	1544603	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
05/18/2017	1544603	E 609-49751-253	Wine For Resale	WINE	109.09
05/18/2017	1544604	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.60
05/18/2017	1544604	E 609-49751-251	Liquor For Resale	LIQUOR	1,217.90
05/25/2017	1547438	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.25
05/25/2017	1547438	E 609-49751-251	Liquor For Resale	LIQUOR	1,945.31
05/25/2017	1547439	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28

05/25/2017	1547439	E 609-49751-251	Liquor For Resale	LIQUOR	89.91
					$4,318.85

ST. FRANCIS COLLISION & GLASS

05/10/2017	9440	E 101-42110-218	Equipment Repair & Maintenance	AUTO BODY REPAIRS	994.60
					$994.60

ST. FRANCIS HOME RUN CLUB

05/01/2017	.0517	E 101-45200-311	Contract	WH & RINK MANAGEMENT	5,060.30
					$5,060.30

SUN LIFE FINANCIAL

05/22/2017	.0617	E 101-41400-130	Employer Paid Insurance	INSURANCE	256.01
05/22/2017	.0617	E 101-41500-130	Employer Paid Insurance	INSURANCE	75.67
05/22/2017	.0617	E 101-41910-130	Employer Paid Insurance	INSURANCE	71.66
05/22/2017	.0617	E 101-42110-130	Employer Paid Insurance	INSURANCE	737.96
05/22/2017	.0617	E 101-42400-130	Employer Paid Insurance	INSURANCE	62.65
05/22/2017	.0617	E 101-43100-130	Employer Paid Insurance	INSURANCE	184.81
05/22/2017	.0617	E 101-43210-130	Employer Paid Insurance	INSURANCE	41.07
05/22/2017	.0617	E 101-45200-130	Employer Paid Insurance	INSURANCE	184.81
05/22/2017	.0617	E 601-49440-130	Employer Paid Insurance	INSURANCE	60.05
05/22/2017	.0617	E 602-49490-130	Employer Paid Insurance	INSURANCE	126.35
05/22/2017	.0617	E 602-49490-130	Employer Paid Insurance	INSURANCE	60.05
					$1,861.09

SUPERIOR MARKETING CONCEPTS

05/20/2017	.0517	E 609-49750-340	Advertising	ADVERTISING	225.00
					$225.00

SYNOVIA SOLUTIONS

05/10/2017	102537	E 101-43100-311	Contract	LEASE ON GPS	45.79
05/10/2017	102537	E 101-45200-311	Contract	LEASE ON GPS	45.79
05/10/2017	102537	E 601-49440-311	Contract	LEASE ON GPS	45.79
05/10/2017	102537	E 602-49490-311	Contract	LEASE ON GPS	45.82
					$183.19

THE AMERICAN BOTTLING COMPANY

05/25/2017	8257828803	E 609-49751-254	Miscellaneous Merchandise	MISC	240.74
					$240.74

TJ ASSOCIATES

05/01/2017	223021	E 101-42110-217	Other Operating Supplies	WINDOW DECALS	68.40
					$68.40

TRADEMARK TITLE

05/24/2017	2087	G 601-22200	Deferred Revenues	REFUND ACCT 2087	103.91
					$103.91

VANDERHYDE, MICHAEL & KAYLA

05/24/2017	3677	G 601-22200	Deferred Revenues	REFUND ACCT 3677	156.47
					$156.47

VERIZON WIRELESS

05/10/2017	.0517	E 101-42210-321	Telephone	MOBILE DATA	210.06
					$210.06

VINOCOPIA, INC.

05/19/2017	0180578-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
05/19/2017	0180578-IN	E 609-49751-253	Wine For Resale	WINE	400.00
					$412.00

WELLS, ANGELA

05/24/2017	2682	G 601-22200	Deferred Revenues	REFUND 3682	137.81
					$137.81

WINE MERCHANTS

05/17/2017	7133103	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
05/17/2017	7133103	E 609-49751-253	Wine For Resale	WINE	1,090.00

$1,106.72
$171,057.03

FUND SUMMARY

101 GENERAL FUND	$42,006.51
402 CAPITAL EQUIPMENT	$16,808.22
601 WATER FUND	$7,138.73
602 SEWER FUND	$12,953.06
609 MUNICIPAL LIQUOR FUND	$92,150.51
Total	171,057.03

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
6 A

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **2016 Financial Statement**

DATE: May 31, 2017

OVERVIEW:

The 2016 Financial Statement and Audit will be presented by Justin Nilson of Abdo, Eick and Meyers on Monday June 5th. Included in the packet is the 2016 Management Letter from Abdo, Eick & Meyers. The 2016 Financial Statement is posted on the City's website under departments-finance. A hard copy of the financial statement should be available for Council on Monday Night.

ACTION TO BE CONSIDERED:

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

NONE

Attachments:

- 2016 Management Letter

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

May 25, 2017

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

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and *the Uniform Guidance,* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 9, 2016. Professional standards also require that we communicate to you the following information related to our audit.

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

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

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

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with *Uniform Guidance*.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We consider the deficiencies below as item 2016-001 and 2016-002 to be significant deficiencies.

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

2016-001 Limited segregation of duties

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

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

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

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

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

Management response:

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

2016-002 Authorized bank signatories

Condition: During our audit, we requested confirmations of authorized bank signatories from each bank where the City holds deposits. We discovered that the City's former City Administrator as still listed as a signor at one of the banks.

Criteria: Internal controls should be in place to ensure that former employees and City Council members do not have access to City bank accounts.

Cause: Former City Administrator was not removed as a signor.

Effect: The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors or misappropriation of assets of the City.

Recommendation: We recommend that the City remove former employees and City Council members upon termination and confirm signors at each bank regularly to ensure that only current employees and City Council members have authorization as signatories.

Management response:

The City agrees with audit recommendation and has removed former employees as signors at each bank. The City will continue to monitor signors as staff and City Council changes occur.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with the *Uniform Guidance,* we examined, on a test basis, evidence about the City's compliance with the types of compliance requirements described in the "*U.S. Office of Management and Budget (OMB) Compliance Supplement*" applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements and for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported in accordance with the *Uniform Guidance, Government Auditing Standards* or Minnesota statutes.

Difficulties Encountered in Performing the Audit

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

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City changed accounting policies during 2016 related to fair market value and application (GASB 72), accounting and financial reporting for pension and related assets not within the scope of GASB 68, including amendments to certain provisions GASB Statement No. 67 and No. 68 (GASB 73), and certain external investment pools and pool participants (GASB 79). We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were capital asset basis, depreciation, compensated absences, and liability for the City's pensions.

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

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

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

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 25, 2017.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

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

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

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

Financial Position and Results of Operations

Our principal observations and recommendations are summarized below. These recommendations resulted from our observations made in connection with our audit of the City's financial statements for the year ended December 31, 2016.

General Fund

The General fund is used to account for resources traditionally associated with government, which are not required legally or by sound principal management to be accounted for in another fund. The General fund balance increased $602,225 from 2015. The total fund balance of $3,366,509 is 77 percent of the 2017 budgeted expenditures. We recommend the fund balance be maintained at a level sufficient to fund operations until the major revenue sources are received in June. We feel a reserve of approximately 50 percent of planned expenditures and transfers out is adequate to meet working capital and small emergency needs.

The purposes and benefits of a fund balance are as follows:

- Expenditures are incurred somewhat evenly throughout the year. However, property tax and state aid revenues are not received until the second half of the year. An adequate fund balance will provide the cash flow required to finance the General fund expenditures.

- The City is vulnerable to legislative actions at the State and Federal level. The State continually adjusts the local government aid and property tax credit formulas. An adequate fund balance will provide a temporary buffer against aid adjustments and levy limits

- Expenditures not anticipated at the time the annual budget was adopted may need immediate City Council action. These would include capital outlay replacement, lawsuits and other items. An adequate fund balance will provide the financing needed for such expenditures.

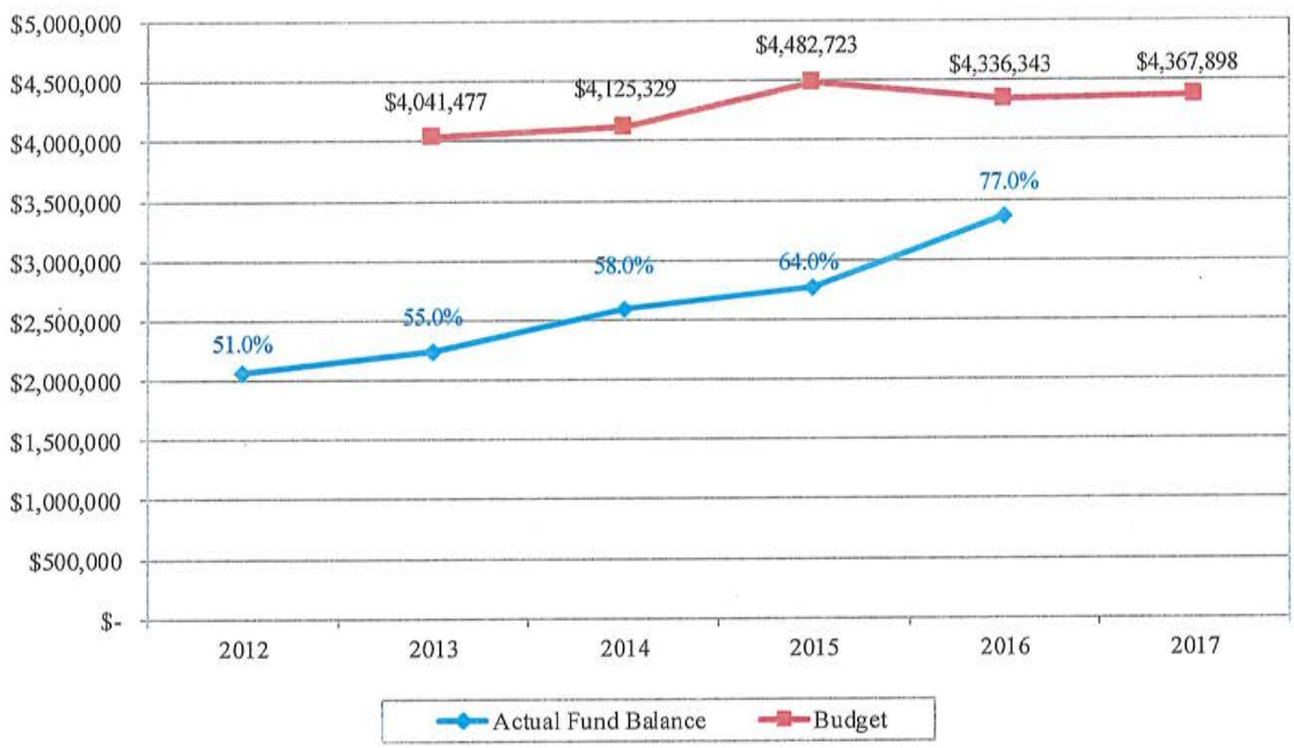
- A strong fund balance will assist the City in maintaining, improving or obtaining a bond rating. The result will be better interest rates in future bond sales.

Fund Balance

A table summarizing the General fund balance in relation to budget follows:

Year	Fund Balance December 31	Budget Year	Original General Fund Budget	Percent of Fund Balance to Budget
2012	$ 2,071,489	2013	$ 4,041,477	51.0 %
2013	2,249,166	2014	4,125,329	55.0
2014	2,589,057	2015	4,482,723	58.0
2015	2,764,284	2016	4,336,343	64.0
2016	3,366,509	2017	4,367,898	77.0

Fund Balance as a Percent of the Following Year's Original Budget



The 2016 operations are summarized as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 4,276,343	$ 4,460,527	$ 184,184
Expenditures	3,976,343	3,558,302	418,041
Excess of revenues over expenditures	300,000	902,225	602,225
Other financing source (uses)			
Transfers in	60,000	60,000	-
Transfers out	(360,000)	(360,000)	-
Total other financing sources (uses)	(300,000)	(300,000)	-
Net change in fund balances	-	602,225	602,225
Fund balances, January 1	2,764,284	2,764,284	-
Fund balances, December 31	$ 2,764,284	$ 3,366,509	$ 602,225

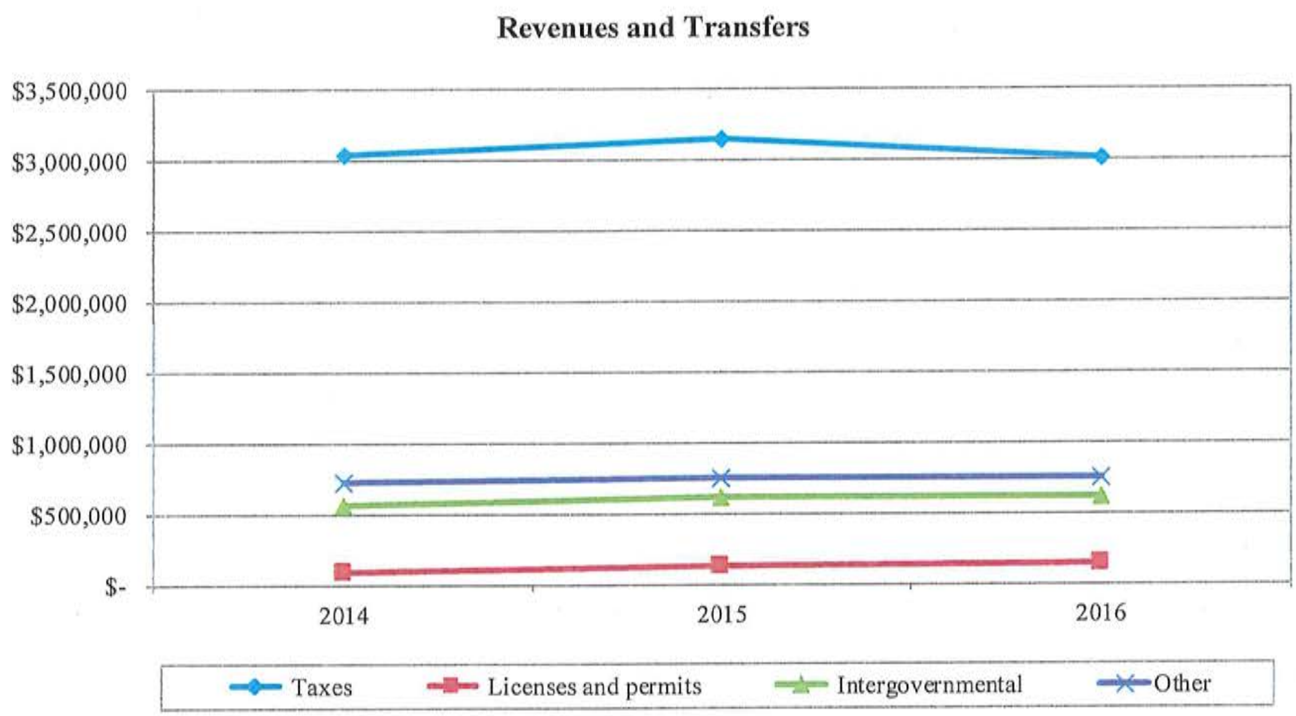
A short analysis of budget variances follows:

- All sources of revenue had a positive budget variance except fines and forfeitures. The largest budget variance in revenues was property taxes with a positive variance of $51,641.
- The General fund current expenditures are classified into six different functions. Expenditures in total were under budget by $418,041. The largest budget variances for expenditures were within public safety and public works which had positive budget variances of $217,222 and $201,722, respectively.

A more detailed comparison for the last three years General fund revenues and transfers as follows:

Source	2014	2015	2016	Percent of Total	Per Capita
Taxes	$ 3,037,312	$ 3,149,389	$ 3,006,641	66.5 %	$ 410
Licenses and permits	94,205	126,862	145,980	3.2	20
Intergovernmental	567,935	611,364	622,652	13.8	85
Charges for services	413,654	447,575	457,765	10.1	62
Fines and forfeitures	49,635	39,909	30,836	0.7	4
Interest on investments	16,690	14,282	16,913	0.4	2
Miscellaneous	184,295	194,018	179,740	4.0	25
Transfers in	66,685	60,000	60,000	1.3	8
Total revenues and transfers	$ 4,430,411	$ 4,643,399	$ 4,520,527	100.0 %	$ 616

The sources of revenues and transfers from the past three years are presented graphically as follows:

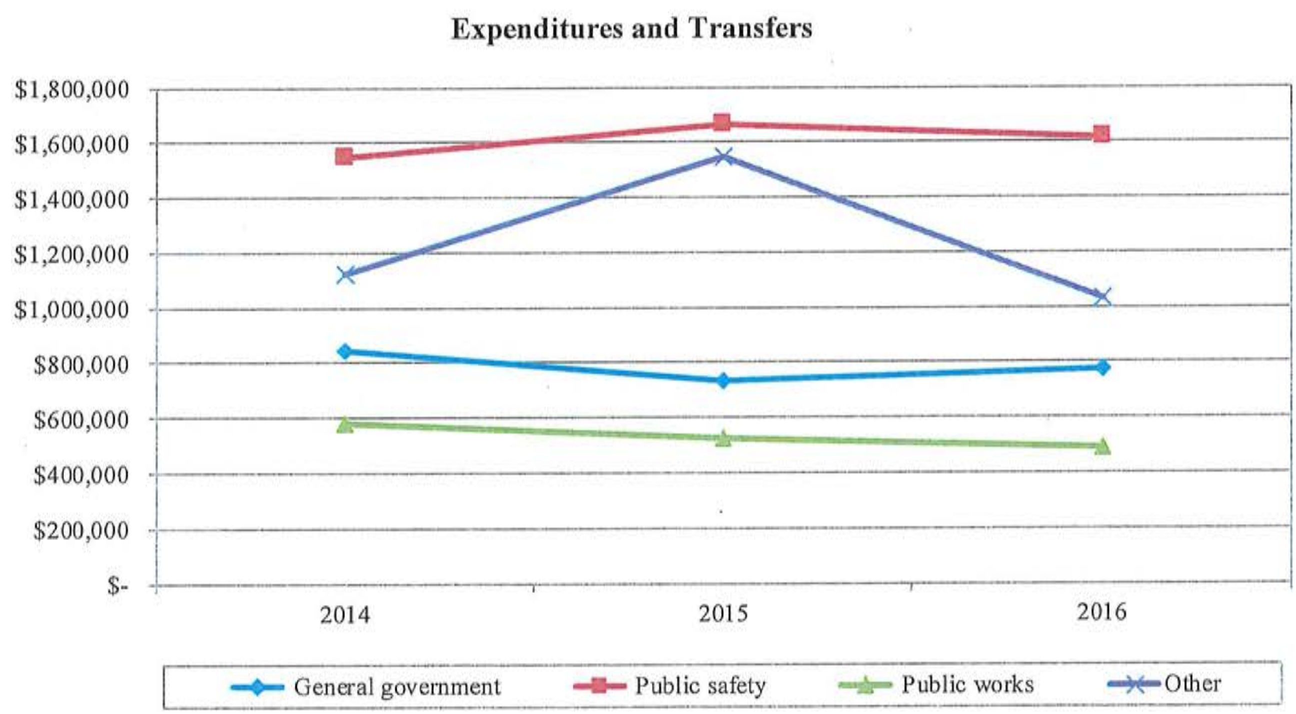


A more detailed comparison for the last three years General fund expenditures and transfers as follows:

Programs	2014	2015	2016	Percent of Total	Per Capita	Peer Group Per Capita
General government	$ 843,302	$ 731,292	$ 774,871	19.7 %	$ 106	$ 133
Public safety	1,547,761	1,664,498	1,618,116	41.3	221	236
Public works	579,810	525,734	491,108	12.5	67	112
Culture and recreation	259,049	291,477	295,925	7.6	40	59
Community development	226,365	309,847	368,373	9.4	50	8
Miscellaneous	16,157	21,335	6,153	0.2	1	16
Capital outlay	194,955	149,728	3,756	0.1	1	29
Debt service	33,121	16,561	-	-	-	-
Transfers out	390,000	757,700	360,000	9.2	49	-
Total expenditures and transfers	$ 4,090,520	$ 4,468,172	$ 3,918,302	100.0 %	$ 535	$ 593

The above chart compares the amount the City spends per capita, in comparison to a peer group. We have compiled a peer group average derived from information we have requested from the Office of the State Auditor and then compiled data for Cities of the 4th class which have populations of 2,500-10,000.

The functional expenditures and transfers from the past three years are presented graphically as follows:



Special Revenue Funds

Special revenue funds receive revenue from specific sources and expenditures are for specific purposes. The following funds, with fund balances included, comprise the special revenue fund types:

Fund	Fund Balances December 31, 2016	Fund Balances December 31, 2015	Increase (Decrease)
Nonmajor			
Police Forfeiture	$ 23,373	$ 34,508	$ (11,135)
EDA	99,079	-	99,079
Turtle Ridge TIF	-	21,259	(21,259)
Total	$ 122,452	$ 55,767	$ 66,685

Debt Service Funds

Debt Service funds are a type of governmental fund to account for the accumulation of resources for the payment of interest and principal on debt (other than enterprise fund debt).

Debt Service funds may have one or a combination of the following revenue sources pledged to retire debt as follows:

- Property taxes - Primarily for general City benefit projects such as parks and municipal buildings. Property taxes may also be used to fund special assessment bonds which are not fully assessed.
- Tax increments - Pledged exclusively for tax increment/economic development districts.
- Capitalized interest portion of bond proceeds - After the sale of bonds, the project may not produce revenue (tax increments or special assessments) for a period of one to two years. Bonds are issued with this timing difference considered in the form of capitalized interest.
- Special assessments - Charges to benefited properties for various improvements.

In addition to the above pledged assets, other funding sources may be received by Debt Service funds as follows:

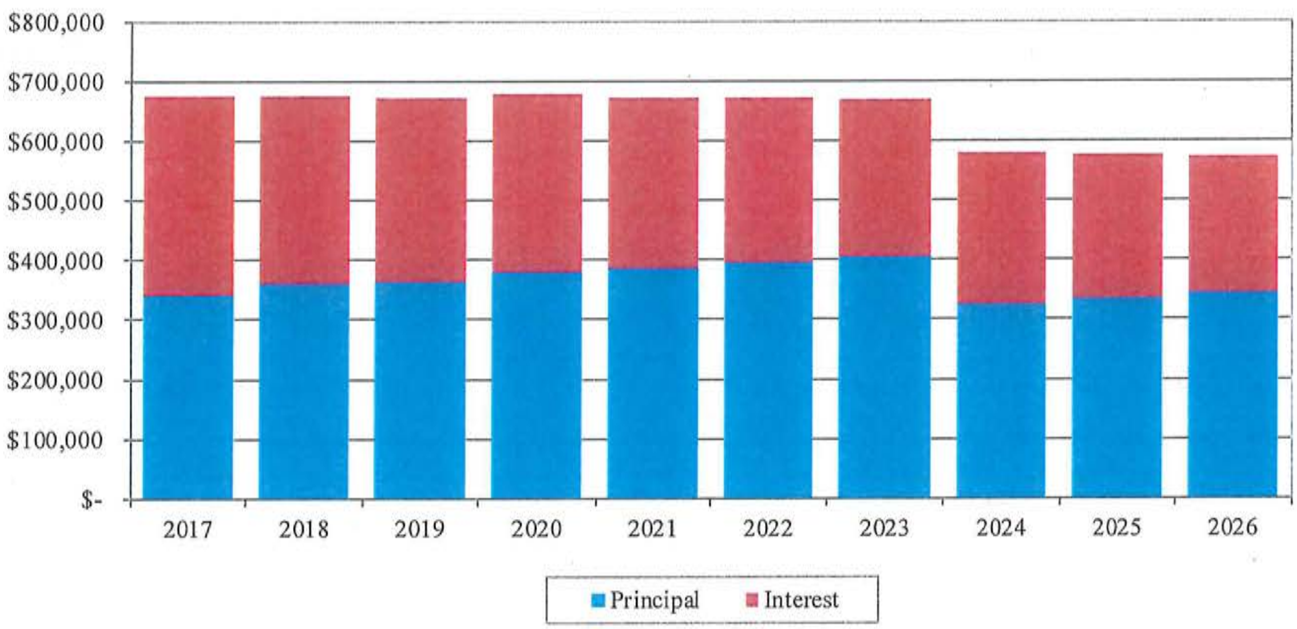
- Residual project proceeds from the related capital projects fund
- Investment earnings
- State or federal grants
- Transfers from other funds

The following summarizes the assets of each Debt Service fund with the bonds payable at year end.

Debt Service Fund	Cash and Temporary Investments	Total Assets	Bonds Outstanding Source of payment City	Fiscal Agent	Final Maturity Date
EDA Lease Revenue Bond	$ 556,699	$ 557,477	$ 7,315,000	$ -	2037
G.O. Improvement Bonds, 2015A	42,616	111,954	265,000	-	2031
G.O. Improvement Bonds, 2013A*	611,141	735,320	635,000	530,000	2023
Total	$ 1,210,456	$ 1,404,751	$ 8,215,000	$ 530,000	
Total interest payments			$ 4,158,242		

* G.O. Improvement Bonds 2007A were refunded in 2013. Crossover date and payoff from fiscal agent of 2007A bonds is set to take place 2/1/2017

Future Debt Service Requirements



People + Process. Going Beyond the Numbers

Capital Projects Funds

Capital projects funds account for the acquisition of capital assets or construction of major capital projects not being financed by proprietary funds. A summary of year end fund balances for all capital projects funds follows:

Capital Projects Fund	Fund Balances December 31, 2016	Fund Balances December 31, 2015	Increase (Decrease)
Major			
Pederson Drive	$ (32,309)	$ (33,503)	$ 1,194
Nonmajor			
Charitable Gambling	49,776	34,717	15,059
Park Improvements	139,539	109,838	29,701
Capital Projects	1,033,809	787,069	246,740
Aztec Street Improvements	(202,858)	(227,634)	24,776
Kerry Street and 232nd	33,839	34,667	(828)
Rum River Bluff's Development	124,738	(286,784)	411,522
Creekview Estate Street and Utility Improvement	(38,348)	(52,651)	14,303
Ivywood and 230th Lane	(48,464)	(63,018)	14,554
Total	$ 1,059,722	$ 302,701	$ 757,021

As projects are completed, the City transfers the remaining resources to the original funding source or to a fund the City Council approves. We recommend the City continue to review fund deficits at least annually.

- The deficit in the Creekview Estate Street, Ivywood and 230th Lane fund, Aztec Street Improvements, and Pederson Drive and are anticipated to be eliminated through future collections of special assessments.

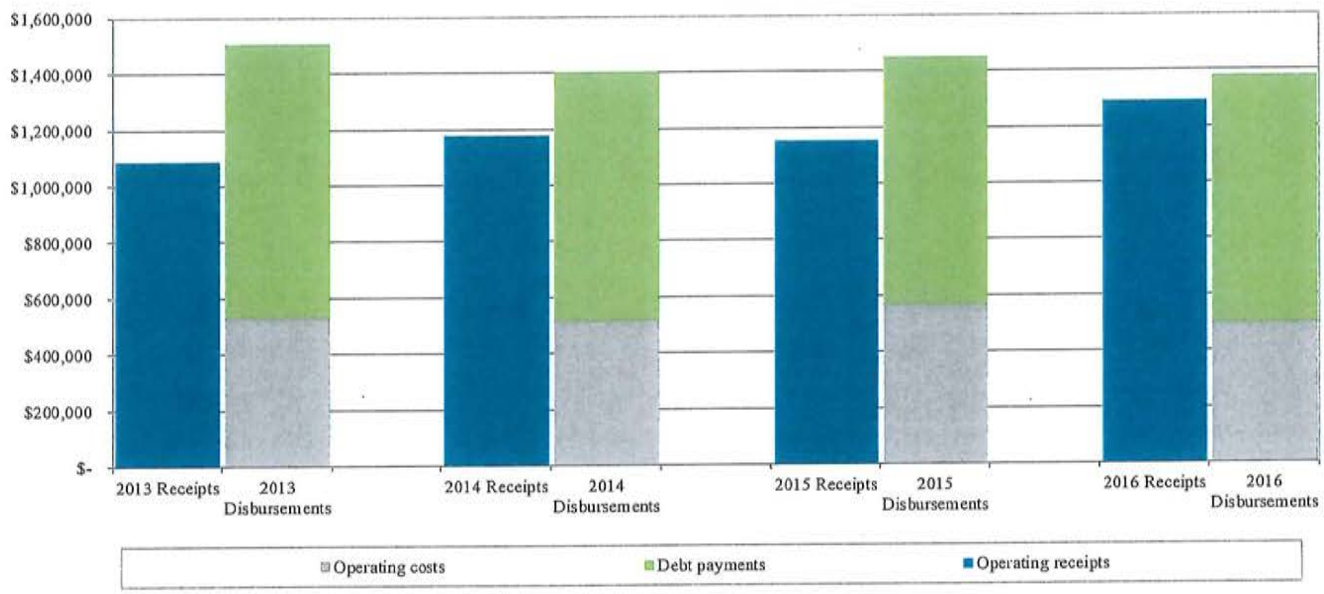
We recommend the City monitor all funds with deficits to ensure the plans to fund the deficits will be sufficient.

Enterprise Funds

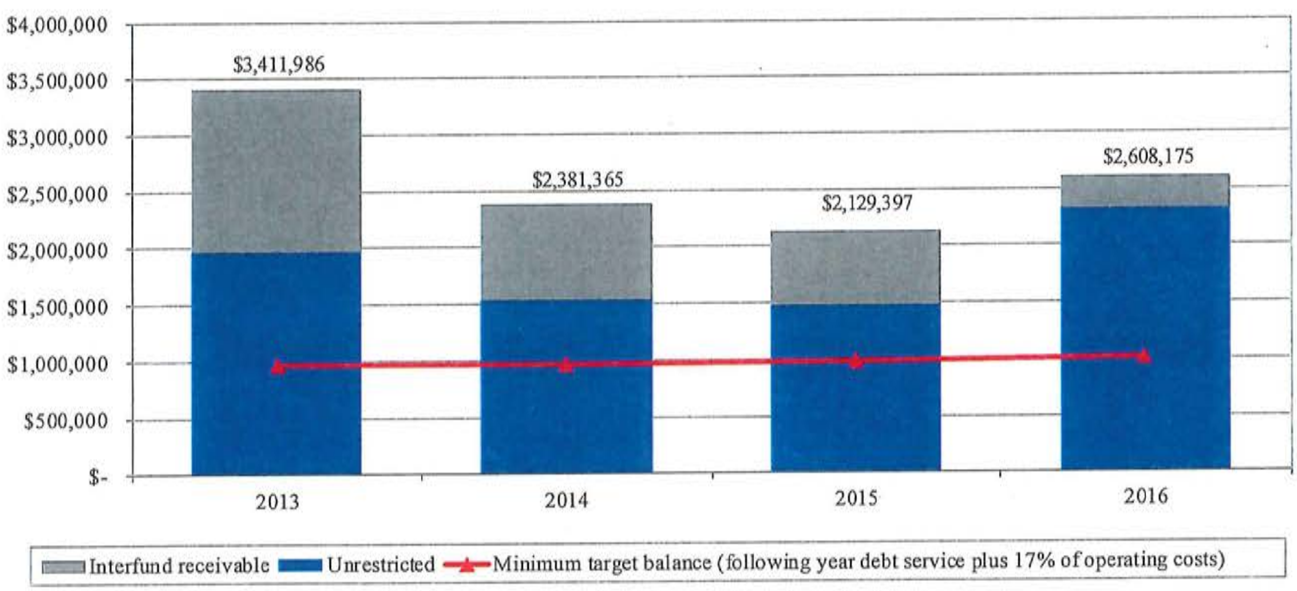
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The results of the operations in terms of cash flow and the breakdown of the cash balances for the past four years are as follows:

Water Fund Cash Flows

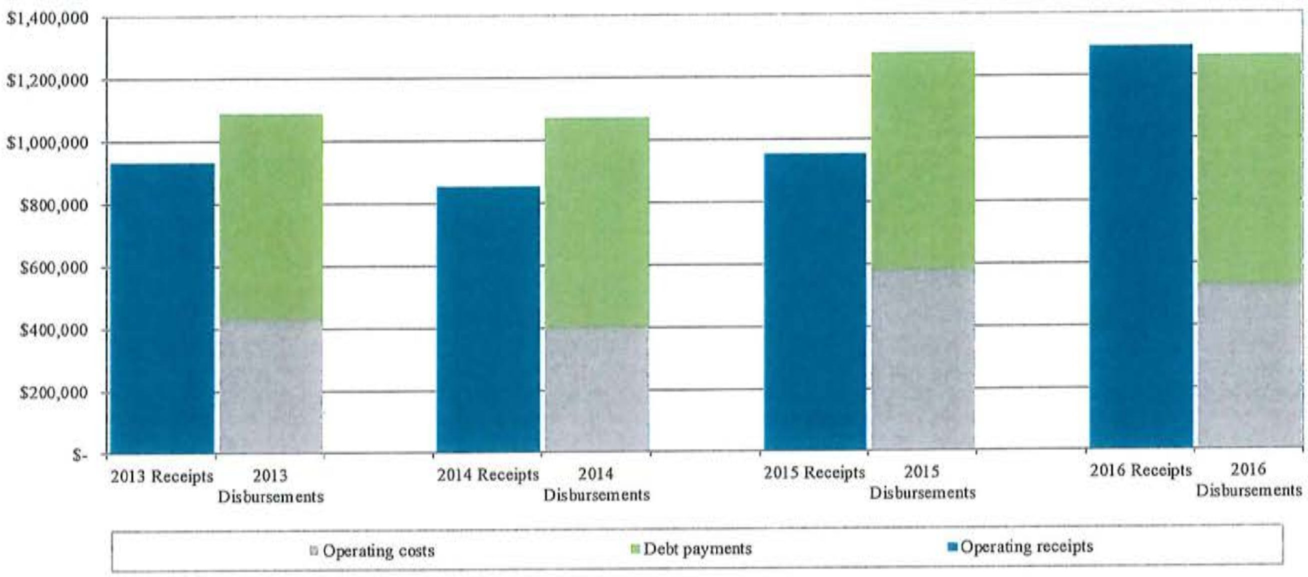


Water Fund Cash Balances

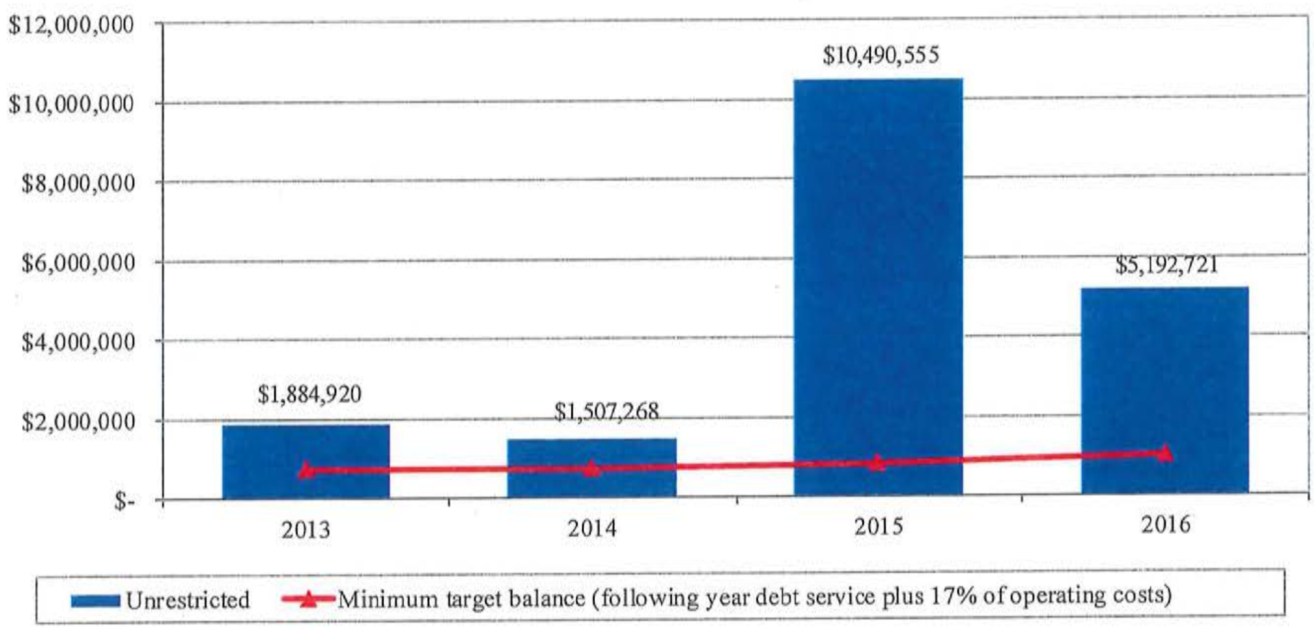


In addition to the cash balance, there is an interfund loan receivable of $289,670 at the end of the year. The City should monitor the operations of the Water fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.

Sewer Fund Cash Flows



Sewer Fund Cash Balances

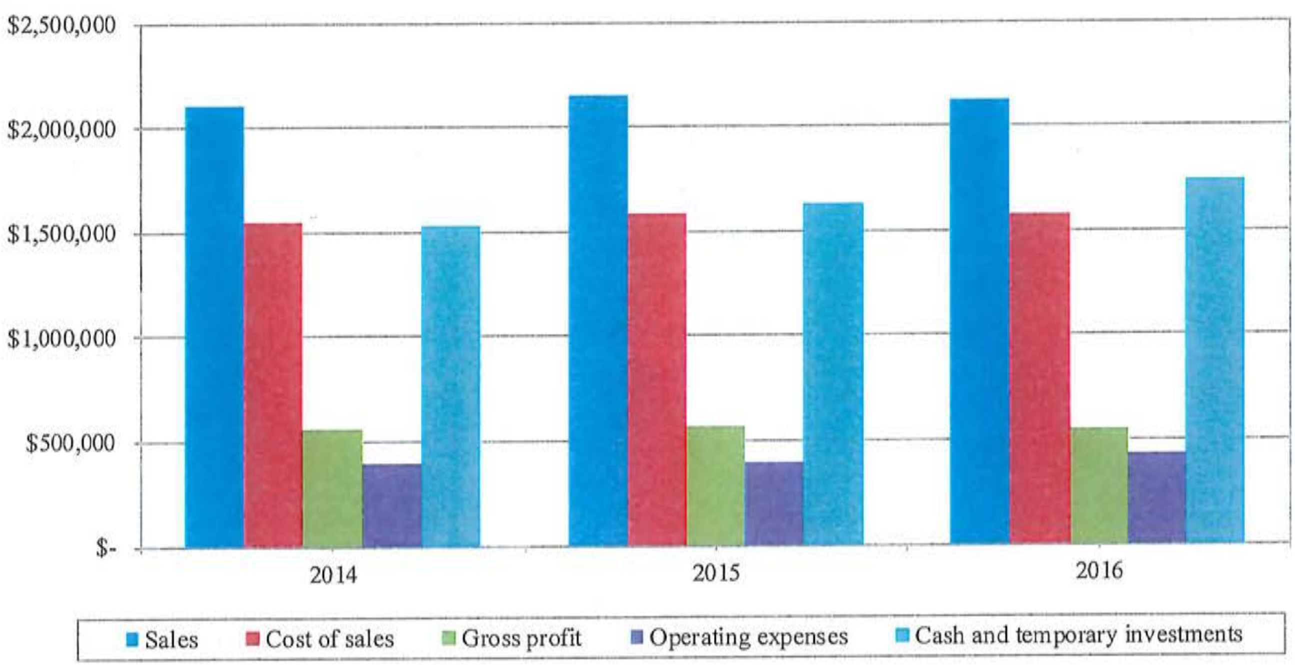


The majority of the cash in the Sewer fund is bond proceeds not yet spent for either the wastewater treatment plant or street improvement projects. With the issuance of debt, the City should continue to monitor the operations of the Sewer fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.

Liquor Store Fund

The results of the operations and cash positions for the Liquor Store fund for the past three years are as follows:

	2014		2015		2016	
	Total	Percent	Total	Percent	Total	Percent
Sales	$ 2,109,482	97.8 %	$ 2,157,141	100.0 %	$ 2,131,490	100.0 %
Cost of sales	1,551,662	71.9	1,590,553	73.7	1,581,494	72.2
Gross profit	557,820	25.9	566,588	26.3	549,996	25.5
Operating expenses	396,770	18.4	396,260	18.4	426,896	19.8
Operating income	161,050	7.5	170,328	7.9	123,100	5.7
Nonoperating revenues	10,693	0.5	12,474	0.6	13,991	0.6
Transfers out	(66,685)	(3.1)	(60,000)	(2.8)	(60,000)	(2.8)
Change in net position	$ 105,058	4.9 %	$ 122,802	5.7 %	$ 77,091	3.6 %
Cash and temporary investments	$ 1,534,589		$ 1,630,550		$ 1,745,175	



The Office of the State Auditor annually publishes a report analyzing the operation of municipal liquor stores in the state. The most recent year of published information is for the year ended December 31, 2015. The statewide averages for Off-Sale operations are summarized below.

	Off Sale		
	2013	2014	2015
	Percent of Sales	Percent of Sales	Percent of Sales
Sales	100.00 %	100.00 %	100.00 %
Cost of sales	74.00	73.90	74.30
Gross profit	26.00	26.10	25.70
Operating expenses	16.90	17.20	17.60
Operating income	9.10	9.00	8.10
Nonoperating revenue (expense)	(0.30)	-	(0.10)
Income before transfers	8.80 %	9.00 %	8.00 %

Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2015. Published by the Minnesota Office of the State Auditor.

Ratio Analysis

The following captures a few ratios from the City's financial statements that give some additional information for trend and peer group analysis. The peer group average is derived from information we requested from the Office of the State Auditor for Cities of the 4th class (2,500 to 10,000). The majority of these ratios facilitate the use of economic resources focus and accrual basis of accounting at the government-wide level. A combination of liquidity (ability to pay its most immediate obligations), solvency (ability to pay its long-term obligations), funding (comparison of financial amounts and economic indicators to measure changes in financial capacity over time) and common-size (comparison of financial data with other cities) ratios are shown below.

Ratio	Calculation	Source	2013	2014	2015	2016
Debt to assets	Total liabilities/total assets	Government-wide	51% *32%*	50% *32%*	64% *34%*	66% *N/A*
Debt service coverage	Net cash provided by operations/ enterprise fund debt payments	Enterprise funds	76% *117%*	77% *114%*	66% *119%*	9% *N/A*
Debt per capita	Bonded debt/population	Government-wide	$ 3,407 *$ 2,656*	$ 3,245 *$ 2,506*	$ 5,390 *$ 2,517*	$ 6,204 *N/A*
Taxes per capita	Tax revenues/population	Government-wide	$ 414 *$ 487*	$ 419 *$ 484*	$ 437 *$ 510*	$ 448 *N/A*
Current expenditures per capita	Governmental fund current expenditures / population	Governmental funds	$ 466 *$ 634*	$ 483 *$ 674*	$ 489 *$ 688*	$ 493 *N/A*
Capital expenditures per capita	Governmental fund capital outlay / population	Governmental funds	$ 122 *$ 294*	$ 83 *$ 320*	$ 128 *$ 354*	$ 133 *N/A*
Capital assets % left to depreciate - Governmental	Net capital assets/ gross capital assets	Government-wide	81% *64%*	79% *63%*	77% *63%*	74% *N/A*
Capital assets % left to depreciate - Business-type	Net capital assets/ gross capital assets	Government-wide	77% *63%*	75% *61%*	79% *61%*	84% *N/A*

Represents the City of St. Francis

Peer Group Ratio

Debt-to-Assets Leverage Ratio (Solvency Ratio)

The debt-to-assets leverage ratio is a comparison of a city's total liabilities to its total assets or the percentage of total assets that are provided by creditors. It indicates the degree to which the City's assets are financed through borrowings and other long-term obligations (i.e. a ratio of 50 percent would indicate half of the assets are financed with outstanding debt).

Debt Service Coverage Ratio (Solvency Ratio)

The debt coverage ratio is a comparison of cash generated by operations to total debt service payments (principal and interest) of enterprise funds. This ratio indicates if there are sufficient cash flows from operations to meet debt service obligations. Except in cases where other nonoperating revenues (i.e. taxes, assessments, transfers from other funds, etc.) are used to fund debt service payments, an acceptable ratio would be above 100 percent.

Bonded Debt per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total bonded debt by the population of the City and represents the amount of bonded debt obligation for each citizen of the City at the end of the year. The higher the amount, the more resources are needed in the future to retire these obligations through taxes, assessments or user fees.

Taxes per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total tax revenues by the population of the City and represents the amount of taxes for each citizen of the City for the year. The higher this amount is, the more reliant the City is on taxes to fund its operations.

Current Expenditures per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total current governmental expenditures by the population of the City and represents the amount of governmental expenditure for each citizen of the City during the year. Since this is generally based on ongoing expenditures, we would expect consistent annual per capita results.

Capital Expenditures per Capita (Funding Ratio)

This dollar amount is arrived at by dividing the total governmental capital outlay expenditures by the population of the City and represents the amount of capital expenditure for each citizen of the City during the year. Since projects are not always recurring, the per capita amount will fluctuate from year to year.

Capital Assets Percentage (Common-size Ratio)

This percentage represents the percent of governmental or business-type capital assets that are left to be depreciated. The lower this percentage, the older the City's capital assets are and may need major repairs or replacements in the near future. A higher percentage may indicate newer assets being constructed or purchased and may coincide with higher debt ratios or bonded debt per capita.

Future Accounting Standard Changes

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

GASB Statement No. 74 - *Financial Reporting for Postemployment Benefit Plans Other than Pension Plans*

Summary

The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces Statements No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, and No. 57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in Statement No. 25, Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans, as amended, Statement 43, and Statement No. 50, Pension Disclosures.

Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB, as well as for certain nonemployer governments that have a legal obligation to provide financial support for OPEB provided to the employees of other entities.

The scope of this Statement includes OPEB plans-defined benefit and defined contribution-administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, and the OPEB plan administrator. If the plan is a defined benefit OPEB plan, plan assets also are legally protected from creditors of the plan members.

This Statement also includes requirements to address financial reporting for assets accumulated for purposes of providing defined benefit OPEB through OPEB plans that are not administered through trusts that meet the specified criteria.

Effective Date and Transition

This Statement is effective for financial statements for fiscal years beginning after June 15, 2016. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting primarily through enhanced note disclosures and schedules of required supplementary information that will be presented by OPEB plans that are administered through trusts that meet the specified criteria. The new information will enhance the decision-usefulness of the financial reports of those OPEB plans, their value for assessing accountability, and their transparency by providing information about measures of net OPEB liabilities and explanations of how and why those liabilities changed from year to year. The net OPEB liability information, including ratios, will offer an up-to-date indication of the extent to which the total OPEB liability is covered by the fiduciary net position of the OPEB plan. The comparability of the reported information for similar types of OPEB plans will be improved by the changes related to the attribution method used to determine the total OPEB liability. The contribution schedule will provide measures to evaluate decisions related to the assessment of contribution rates in comparison with actuarially determined rates, if such rates are determined. In addition, new information about rates of return on OPEB plan investments will inform financial report users about the effects of market conditions on the OPEB plan's assets over time and provide information for users to assess the relative success of the OPEB plan's investment strategy and the relative contribution that investment earnings provide to the OPEB plan's ability to pay benefits to plan members when they come due.

GASB Statement No. 75 - *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pension*

Summary

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions, as amended, and No. 57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans, for OPEB. Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, establishes new accounting and financial reporting requirements for OPEB plans.

The scope of this Statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This Statement also addresses certain circumstances in which a nonemployer entity provides financial support for OPEB of employees of another entity.

In this Statement, distinctions are made regarding the particular requirements depending upon whether the OPEB plans through which the benefits are provided are administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, the OPEB plan administrator, and the plan members.

Effective Date

This Statement is effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire OPEB liability and a more comprehensive measure of OPEB expense. Decision-usefulness and accountability also will be enhanced through new note disclosures and required supplementary information, as follows:

- More robust disclosures of assumptions will allow for better informed assessments of the reasonableness of OPEB measurements.
- Explanations of how and why the OPEB liability changed from year to year will improve transparency.
- The summary OPEB liability information, including ratios, will offer an indication of the extent to which the total OPEB liability is covered by resources held by the OPEB plan, if any.
- For employers that provide benefits through OPEB plans that are administered through trusts that meet the specified criteria, the contribution schedules will provide measures to evaluate decisions related to contributions.

The consistency, comparability, and transparency of the information reported by employers and governmental nonemployer contributing entities about OPEB transactions will be improved by requiring:

- The use of a discount rate that considers the availability of the OPEB plan's fiduciary net position associated with the OPEB of current active and inactive employees and the investment horizon of those resources, rather than utilizing only the long-term expected rate of return regardless of whether the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and is expected to be invested using a strategy to achieve that return.
- A single method of attributing the actuarial present value of projected benefit payments to periods of employee service, rather than allowing a choice among six methods with additional variations.
- Immediate recognition in OPEB expense, rather than a choice of recognition periods, of the effects of changes of benefit terms.
- Recognition of OPEB expense that incorporates deferred outflows of resources and deferred inflows of resources related to OPEB over a defined, closed period, rather than a choice between an open or closed period.

GASB Statement No. 80 - *Blending Requirements for Certain Component Units - an Amendment of GASB Statement No. 14*

Summary

The objective of the Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity, as amended.*

This Statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organizations Are Component Units.*

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement enhance the comparability of financial statements among governments. Greater comparability improves the decision-usefulness of information reported in financial statements and enhances its value for assessing government accountability.

GASB Statement No. 81 - *Irrevocable Split-Interest Agreements*

Summary

The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. Split-interest agreements are a type of giving agreement used by donors to provide resources to two or more beneficiaries, including governments. Split-interest agreements can be created through trusts - or other legally enforceable agreements with characteristics that are equivalent to split-interest agreements - in which a donor transfers resources to an intermediary to hold and administer for the benefit of a government and at least one other beneficiary. Examples of these types of agreements include charitable lead trusts, charitable remainder trusts, and life-interests in real estate.

This Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Furthermore, this Statement requires that a government recognize assets representing its beneficial interests in irrevocable split-interest agreements that are administered by a third party, if the government controls the present service capacity of the beneficial interests. This Statement requires that a government recognize revenue when the resources become applicable to the reporting period.

Effective Date

The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2016, and should be applied retroactively. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

This Statement enhances the comparability of financial statements by providing accounting and financial reporting guidance for irrevocable split-interest agreements in which a government is a beneficiary. This Statement also enhances the decision-usefulness of general purpose external financial reports, and their value for assessing accountability, by more clearly identifying the resources that are available for the government to carry out its mission.

GASB Statement No. 82 - *Pension Issues an Amendment of GASB Statements No. 67, No. 68, and No. 73*

Summary

The objective of this Statement is to address certain issues that have been raised with respect to Statements No. 67, Financial Reporting for Pension Plans, No. 68, Accounting and Financial Reporting for Pensions, and No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements.

Presentation of Payroll-Related Measures in Required Supplementary Information

Prior to the issuance of this Statement, Statements 67 and 68 required presentation of covered-employee payroll, which is the payroll of employees that are provided with pensions through the pension plan, and ratios that use that measure, in schedules of required supplementary information. This Statement amends Statements 67 and 68 to instead require the presentation of covered payroll, defined as the payroll on which contributions to a pension plan are based, and ratios that use that measure.

Selection of Assumptions

This Statement clarifies that a deviation, as the term is used in Actuarial Standards of Practice issued by the Actuarial Standards Board, from the guidance in an Actuarial Standard of Practice is not considered to be in conformity with the requirements of Statement 67, Statement 68, or Statement 73 for the selection of assumptions used in determining the total pension liability and related measures.

Classification of Employer-Paid Member Contributions

This Statement clarifies that payments that are made by an employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements should be classified as plan member contributions for purposes of Statement 67 and as employee contributions for purposes of Statement 68. It also requires that an employer's expense and expenditures for those amounts be recognized in the period for which the contribution is assessed and classified in the same manner as the employer classifies similar compensation other than pensions (for example, as salaries and wages or as fringe benefits).

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of this Statement for the selection of assumptions in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year-end. In that circumstance, the requirements for the selection of assumptions are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting by enhancing consistency in the application of financial reporting requirements to certain pension issues.

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

Summary

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

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

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

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

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

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

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

Effective Date

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

Future Accounting Standard Changes - Continued

How the Changes in This Statement Will Improve Financial Reporting

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

* * * * *

Restriction on Use

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

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

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

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
May 25, 2017

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
8A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Administrative Fine – Reduction Request**

DATE: 6-1-2017

OVERVIEW:

Staff has put together a timeline on the history of the City Code violations for the impacted property. The timeline provides dates of actions taken by the applicant, Staff and City Council.

The City Council has ultimate Authority over the matter. However, in this case, the money has been collected and a reduction would need to be expensed out of City funds. The City Council has essentially four options:

1) Refund the total amount of fines paid
2) Reduce the amount the fines paid
3) Take no action and affirm the Administrative Penalty process/procedure.
4) Request more detailed information on the costs of this process to the City (note: Staff would need to comb through years of legal bills, estimate Staff time based on the timeline, and prepare a formal report for Council).

Staff is seeking Direction on:

Administrative Fine reduction request.

24069 Rum River Blvd – Enforcement History

10-5-07 - Permit for Addition/New. Metro West inspections on progress: 10/24, 10/30, 11/8, 11/15, – 5/21/08, 6/11, 6/13, 6/17.

12-30-08 – notice from Metro West that a final inspection was not completed, 10 days before permit would official expire and owner would be required to obtain a new permit to continue.

1-6-09 – Letter from Mr. Karpe to Metro requesting extension on permit until summer 2009. Extension granted to August 2009. As of August 2009 the Addition/New permit EXPIRED and this permit has not received a final (as of 5/2017).

12-31-12 – compliance inspection by Building Official

1-4-13 – Administrative Notice sent, citing Violation City Code 4-1-5, completion of exterior work. Deadline 1-31-13, Required Action: Secure Building Permit and complete exterior finishes

2-4-13 – compliance inspection

2-6-13 – Administration Citation #1, Violation 4-1-5, Penalty $100.00

2-25-13- Consultation with City Planner and Attorney on situation by City Administrator and Building Official.

2-28-13 - Administrative Citation #2, Violation 4-1-5, Penalty $200.00

3-19-13 – Administrative Citation #3, Violation 4-1-5, Penalty $500.00

4-3-13 – Administrative Citation #4, Violation 4-1-5, Penalty $1,000.00

5-1-13 Administrative citation #5, Violation 4-1-5, Penalty $2,000.00

9-16-13 – Notice of Balance Due and Pending Assessment mailed. Identifies balance due as $3,875.00. Includes $100+$200+$500+$1,000+$2,000+$75 administrative fee.

11-4-13 – **Assessment**, payable on 2014 taxes for $4,262.50. Approved by City Council

5-18-15 - Compliance Inspection

6-9-15 - Compliance Inspection

6-9-15 – Administrative Citation #6, Violation $4-1-5, Penalty $2,000.00

11-2-15 – **Assessment**, payable on 2016 taxes for $2,150.00. Approved by City Council

9-13-16 – Permit was pulled for Exterior (Lath) ONLY. Lath inspection completed by Building Official, noted on report for owner to "call for a final inspection when done".

5-12-17 –Completed final inspection on the Exterior Permit ONLY. Final was not for the original 2007 Addition.

Appeals by owner: *Chapter 2, Section 11* – *Administrative Enforcement of Code Violations, outlines purpose, intent, provisions, procedure appeals and hearings. Appeals are required to* *be received in writing.* I was unable to locate any documentation for the request to appeal or contest the citation.

Fee Schedule for Administrative Penalties:
1st Offense$100
2ND Offense $200
3rd Offense $500
4th Offense $1,000
5th Offense and beyond $2,000

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9 A

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Text Amendments to the City Code**

DATE: June 5, 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.

ACTION TO BE CONSIDERED:

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.

BUDGET IMPLICATION:

None.

Attachments: Ordinance 229, Second Series
Exhibit "A"

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/Treasuer
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 emotion 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 shlicensed kennel in a secured, confined pen until the dog is either destroyed or all of the dangerous dog requ	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 Enginer or Publc 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 31st day of Dlicensed 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

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9B

TO: Joe Kohlmann, City Administrator

FROM: Matt Kohout, Fire Chief

SUBJECT: **SCBA air pack purchase**

DATE: June 5th, 2017

OVERVIEW: The Fire Department Staff has researched pricing for replacement of the Department's Self Contained Breathing Apparatus (SCBA).

Currently, the Fire Department has approximately (some have been damaged) 20 individual SCBA units and 40 Air Bottles. Each Firefighter has their own fitted SCBA Mask. Vendors were requested to provide quotes to replace what the Department currently has. The existing SCBA are manufactured by Dragger, And are over 15 years old. Each Drill, monthly check or emergency scene when the current SCBAs are used, at least one fails. Replacement parts are not available for these anymore unless they are used parts.

The existing SCBA are non-compliant to current standards and regulations without major overhaul. NFPA does not recommend the overhaul of SCBA units because of reliability.

The firefighters and Fire officers conducted a special drill to investigate the different manufacturers of SCBAs. Fire Chief Kohout and Other Fire department officers supervised the project. Vendors were invited to present their products and answer questions. Demo units were left for a week at a time for Firefighters to examine and test.

The committee received the input from our Firefighters and recommend Emergency Response Solutions (East Bethel, Minnesota), the Minnesota distributor for MSA Safety Products. Familiarity, price, use of the SCBA, maintenance and vendor availability were used as some of the criteria. We do have a price quote from ERS and a State contract bid for MSA.

Current standards will be changing at the end of this year requiring these updated air packs and vendors and manufacturers have advised a 15 to 20% INCREASE in pricing. The new purchase will keep St. Francis Fire Department compliant for the next 10 to 12 years.

City of St. Francis

ACTION TO BE CONSIDERED: Consider purchase of SCBA units for the St. Francis Fire Department.

Lead-time would be around 90 days after purchase.

BUDGET IMPLICATION: $139,113.70 would be transferred from the Liquor Fund to the Capital Equipment Fund.

Attachments:

- State Bid Quote
- Resolution 2017-13

HGACBuy	CONTRACT PRICING WORKSHEET For Catalog & Price Sheet Type Purchases	Contract No.:	EE-08-15	Date Prepared:	5/23/2017

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	St Francis Fire Department	Contractor:	Emergency Response Solutions, LLC
Contact Person:	Matt Kohout	Prepared By:	Brian Stromquist
Phone:	763-286-5194	Phone:	651-464-1010
Fax:		Fax:	651-464-1011
Email:	Mkohout@stfrancismn.org	Email:	bstromquist@ers-mn.com

Catalog / Price Sheet Name:	EE-08-15; ACE
General Description of Product:	G1 SCBA, 45 minute service life, 4500 PSI cylinder pressure rating, Carbon cylinder,w/facepiece NFPA 2013 Standard

A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary

Quan	Description	Unit Pr	Total
20	G1 SCBA, 45 minute service life, 4500 PSI cylinder pressure rating, Carbon cylinder,w/facepiece NFPA 2013 S	5720	114400
40	10156424 G1 Cylinder, Remote Connect, 4500 PSI, 45 Min.	993	39720
25	10156459 Face Piece, G1, MD, MD Nosecup, 4 PT Harness	265	6625
3	MSA 10158408 Quick Connect Adaptor for Fill Station	615.4	1846.2
5	10148741-SP Spare Rechargeable Battery Pack	320	1600
40	10149702-sp Quick Connect Adaptor for Cylinder	53	2120
			0
			0
			0
			0
			0
			0
		Total From Other Sheets, If Any:	
		Subtotal A:	166311.2

B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary
(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

Quan	Description	Unit Pr	Total
		0.00	0
			0
			0
			0
		Total From Other Sheets, If Any:	
		Subtotal B:	0

Check: Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	0%

C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges

Quantity Discount	-27,197.50
.	
Subtotal C:	-27197.5

Delivery Date:	7/15/2017	**D. Total Purchase Price (A+B+C):**	139113.7

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2017-13

TRANSFER FROM LIQUOR FUND TO CAPITAL EQUIPMENT FUND

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	FROM	TO	PURPOSE	AMOUNT
1	Liquor Fund	Capital Equipment Fund	Fire-SCBAs	$139,113.70

1. Transfer Liquor Funds to cover the cost of new SCBA's for the Fire Department.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF June, 2017.

APPROVED:

____
Steven D. Feldman, Mayor

ATTEST:

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 C

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: **Routine Replacement of Emergency Snow Removal Vehicle**

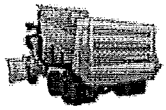
DATE: 5/31/2017

OVERVIEW: It is time to replace our 2004 International single axle dump truck. This is one of our main line emergency snow removal vehicles. As always, we try to find and make improvements to our efficiency whenever we can, especially when it comes to equipment replacement. This truck has been in service for approximately 13 years. At the time of purchase it was put on a 10 year replacement plan due to the harsh environment it had to exist in. The advanced wear from the harsh environment is showing itself in large amounts of rust and corrosion on the plow truck. We feel there is much value in the efficiency the department would gain with the purchase of the tandem axle dump truck with new snow plow equipment. A rear mount wing (ours currently is front mounted and the truck is too short to have a rear mounted wing installed) will eliminate backtracking during scraping (using the belly blade) operations. This will also save some wear and tear on the larger front plow because we can use the belly blade instead during light snowfalls. A larger engine will provide more power resulting in less downtime due to overheating during heavy snowfalls. Improved salting equipment and controls makes for more precise applications and less waste of products, this new equipment is strategically placed so it doesn't not have to be removed prior to using the truck for other tasks like hauling material. A tandem axle truck is a heavier truck and is less likely to get stuck, this allows the operator to use and apply the salt load during the first pass instead of conserving the load for weight and having to make multiple passes to avoid getting stuck. A larger load capacity also means less trips back and forth to reload during snowplow operations. This is a planned for and budgeted item, the funds do exist until we take delivery of it. Currently, delivery dates are about one year out from the truck body manufacturer, I would not plan on having this truck available for the 2017-2018 snowplow season even if we ordered it today.

ACTION TO BE CONSIDERED: Authorize the purchase of 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. This amount does not include the trade of our 2004 International. Also authorize the purchase of the plow equipment from Towmaster per MN State Bid contract in the amount of $117,993.00.

BUDGET IMPLICATION: Funds are available for this purchase in the Capital Equipment Replacement Fund.

Attachments: Specs from Nuss Truck and Towmaster.



towmastertruck.com

TOWMASTER TRUCK EQUIPMENT
61381 US HWY 12, Litchfield, MN 55355
ph: 320-693-7900 fx: 320-693-7921 tf: 800-462-4517

Reference Number
QT 15424

QUOTATION

Ship To: Cust: 3128 Phone:	Bill To: Phone:
ST. FRANCIS, CITY OF 23340 CREE STREET NW ST. FRANCIS MN 55070 USA	ST. FRANCIS, CITY OF 23340 CREE STREET NW ST. FRANCIS MN 55070 USA

ATTN: JEREMY SHOOK

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TIM ERICKSON	NET 30 DAYS	5/23/17	5/23/17	0/00/00

Serial No.

Build Instructions F.O.B. LITCHFIELD, MN
Other Instructions **STATE OF MN CONTRACT #120920 - - VALID ON PURCHASES MADE BY 3/31/18**

Qty	Part No. Description	Price Ea.	Net Amt.
1	9900140 - Body 14'6" EDGE-RS/CS-56-46-46 - - 56" 7ga Stainless Front w/CS hoist doghouse, 46" 7ga Stainless radius sides (no pocke ts), 46" 7ga Stainless w/Hardox 450 face Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longsills, Air-trip ready linkage, Underside Black	$14,636.00	$14,636.00
1	9901701 - Installation of Dump Body to hoist	$1,366.00	$1,366.00
1	9900145 - Body acc'y TMTE Air trip kit, w/solenoid valve,	$257.00	$257.00
1	9901702 - Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	$259.00	$259.00
1	9900147 - Body acc Box Vibrator - Cougar model DC3200	$695.00	$695.00
1	9901703 - Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	$302.00	$302.00
1	9900156 - Cabshield, 1/2 type Stationary Free-Standing style,w/plain STAINLESS STEEL canopy, Hot-Dipped Galvanized tubing construction support stand, Slotted Center Viewing Window, (2) shovel holders, & reservior mounts, Installed.	$2,214.00	$2,214.00
1	9900185 - Walkrail removable both sides of 14' RC & RS body, Installed	$1,120.00	$1,120.00
1	9900207 - Ladder Flip-A-Way Access ladder (STAINLESS STEEL) Including Grab Handle above, and Interior Step, ea, Installed SPECIFY LOCATION HERE: LH REAR SIDE PANEL AREA	$432.00	$432.00
1	9900211 - Body acc'y Dual "split" sander manifolds in rear corner posts	$311.00	$311.00

--- Continued ---

NOTE: If changes are made to an order after a P.O. has been issued, a fee may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

Accepted by Date

Price:

Net Cost:
Freight:

Total:

towmastertruck.com

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ST. FRANCIS, CITY OF
23340 CREE STREET NW

ST. FRANCIS MN 55070 USA

Bill To: **Phone:**
ST. FRANCIS, CITY OF
23340 CREE STREET NW

ST. FRANCIS MN 55070 USA

ATTN: JEREMY SHOOK

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TIM ERICKSON	NET 30 DAYS	5/23/17	5/23/17	0/00/00

Serial No.

1	9904246 - Light Warning TMTE1SS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	$4,159.00	$4,159.00
1	9900244 - Light Mirror mt HOH plow light pkg INSTALLED	$660.00	$660.00
1	9900267 - Fender set Minimizer M400, for Tandem Axle, black Poly, Installed	$1,138.00	$1,138.00
1	9905144 - Tarp SHURCO electric tarp TDM w/ tarp, STD motor WITH REAR AIR LOCK	$2,880.00	$2,880.00
1	9905402 - Shur-Co Arm-Matic Electric Tarp ROLLER KIT Installed	$288.00	$288.00
1	9904690 - Camera System, NORTECH 9100 HCS, w/9100-1 color 7" LCD video display, mount, & (3) video inputs, 9100-2HC 120° night vision CCD weather-proof HEATED camera, 9100-4 65' waterproof harness, & wireless Remote.	$257.00	$257.00
1	9904691 - INSTALLATION of Single camera system	$258.00	$258.00
1	9901691 - RoadWatch RWSS Sensor only INSTALLED	$466.00	$466.00
1	9902930 - RoadWatch Force America Interface CABLE ONLY for 6100, installed	$199.00	$199.00
1	9900297 - Pre-Wet Towmaster/Varitech LDS-TMR-190-EGF Body Side Mt Sys for Elliptical body. (2) 95 gal tanks, mtg hardware, plumbi ng, Electric Gravity Feed valve	$2,877.00	$2,877.00

--- Continued ---

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ATTN: JEREMY SHOOK

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TIM ERICKSON	NET 30 DAYS	5/23/17	5/23/17	0/00/00

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9902483	- Installation of TMR pre-wet system (New Towmaster Body)	$818.00	$818.00
1	9900317	- Hoist Towmaster/MAILHOT CS130-5.5-3 DOUBLE ACTING	$2,982.00	$2,982.00
1	9901711	- Installation of Telescopic DOUBLE acting hoist	$1,281.00	$1,281.00
1	9900311	- Hoist TMTE 48" Stabilizer	$1,079.00	$1,079.00
1	9902503	- Installation of TMTE Stabilizer & Safety Props	$387.00	$387.00
1	9902924	- Scraper FALLS IB-10A 1" MB, w/single lift cylinder W/12" bolt-on extension (11' total), LESS CUTTING EDGES	$6,226.00	$6,226.00
1	9903276	- VBL PolarFlex 3' Underchassis Complete System (includes bolts & nuts)	$658.00	$658.00
2	9903277	- VBL PolarFlex 4' Underchassis Complete System (includes bolts & nuts)	$877.00	$1,754.00
1	9904802	- VBL V45-PF-HFL Hard Faced Wrap-Around Curb Runner, LH PolarFlex, New Style	$172.00	$172.00
1	9901705	- Installation of underbody fixed angle scraper w/single lift cylinder	$2,010.00	$2,010.00
1	9904232	- Scraper FORCE Up Charge Electric pressure transmitter to read on LCD screen installed	$427.00	$427.00
1	9900351	- Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	$466.00	$466.00
1	9902948	- Wing Falls RHSDL10A-HYDPB Primed LESS CUTTING EDGES	$9,234.00	$9,234.00

--- Continued ---

NOTE: If changes are made to an order after a P.O. has been issued, a fee may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

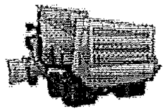
Accepted by Date

Price:

Net Cost:
Freight:

Total:

QUOTE04



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ATTN: JEREMY SHOOK

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TIM ERICKSON	NET 30 DAYS	5/23/17	5/23/17	0/00/00

Serial No.

1	9900388 - Installation Falls SDL Series Wing - w/Bulkhead Couplers	$3,804.00	$3,804.00
1	9901431 - Wing Falls RL (REAR LIFT) up charge SDL WING	$391.00	$391.00
1	9900479 - Wing Falls Gloss Black - Paint Moldboard	$278.00	$278.00
2	9902871 - VBL 3/4" x 6" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: For Wing	$186.00	$372.00
4	9902872 - VBL 3/4" x 6" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: (3) for front plow, (1) for Wing	$248.00	$992.00
2	9902814 - VBL V45-HFR-12 RH Vallite Hard Faced Curb Runner, 12" ctrs **NOTE: (1) for Wing, (1) for Front Plow	$237.00	$474.00
1	9902815 - VBL V45-HFL-12 LH Vallite Hard Faced Curb Runner, 12" ctrs **NOTE: for Front Plow	$237.00	$237.00
1	9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	$2,743.00	$2,743.00
1	9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	$1,595.00	$1,595.00
1	9900625 - Plow Push Unit Falls 24/44 Series Std	$800.00	$800.00
1	9903074 - Plow Falls PTE-1248/TRP-EDG/NOSHU/POLY-BLK Plow LESS CUTTING EDGES	$8,193.00	$8,193.00
1	9900637 - Plow Falls High Visibility Marker Set	$87.00	$87.00
1	9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	$306.00	$306.00

--- Continued ---

NOTE: If changes are made to an order after a P.O. has been issued, a fee may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

Accepted by Date

Price:

Net Cost:
Freight:

Total:

towmastertruck.com

TOWMASTER TRUCK EQUIPMENT
61381 US HWY 12, Litchfield, MN 55355
ph: 320-693-7900 fx: 320-693-7921 tf: 800-462-4517

Reference Number
QT 15424

QUOTATION

Ship To: Cust: 3128 Phone:	Bill To: Phone:
ST. FRANCIS, CITY OF 23340 CREE STREET NW ST. FRANCIS MN 55070 USA	ST. FRANCIS, CITY OF 23340 CREE STREET NW ST. FRANCIS MN 55070 USA

ATTN: JEREMY SHOOK

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TIM ERICKSON	NET 30 DAYS	5/23/17	5/23/17	0/00/00

Serial No.

1	9900641 - Plow Falls Parking Stand - Screw Adj Style	$273.00	$273.00
1	9900757 - Hitch TMTE Heavy Duty plate assembly,	$306.00	$306.00
1	9901716 - Hitch Installation of Pup Hitch (weld in style)	$687.00	$687.00
1	9900764 - Hitch PREMIER 2300 Air Cushion Pintle, installed	$721.00	$721.00
1	9902493 - Hitch 7 contact Standard Round Pin Std socket installed	$102.00	$102.00
1	9900773 - Hitch Furnish and install gladhands on truck	$182.00	$182.00
1	9900791 - Sander Falls 1ASD-6CDSS-6P-1D-1S-LM, Salt Special 6", Stainless Steel Unit, LH Discharge, Single Poly Spinner Ass'y, co mplete sander (includes extra salt shield)	$4,463.00	$4,463.00
1	9901718 - Sander Install & dual manifold RH & LH rear	$787.00	$787.00
1	9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	$356.00	$356.00
1	9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions , INSTALLED **NOTE: Box Hoist, Plow Lift, Plow Angle, Wing Toe, Wing Heel, Wing Push-Bar, Scraper Lift, Auger, & Spinner.	$9,960.00	$9,960.00
1	9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	$10,504.00	$10,504.00
1	9900874 - Filter Force IN-TANK mounted filter installed	$446.00	$446.00
1	9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	$2,155.00	$2,155.00

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Accepted by Date

Price:

Net Cost:
Freight:

Total:

towmastertruck.com

TOWMASTER TRUCK EQUIPMENT
61381 US HWY 12, Litchfield, MN 55355
ph: 320-693-7900 fx: 320-693-7921 tf: 800-462-4517

Reference Number
QT 15424

QUOTATION

Ship To: Cust: 3128 Phone:	Bill To: Phone:
ST. FRANCIS, CITY OF 23340 CREE STREET NW ST. FRANCIS MN 55070 USA	ST. FRANCIS, CITY OF 23340 CREE STREET NW ST. FRANCIS MN 55070 USA

ATTN: JEREMY SHOOK

Customer PO	Salesperson	Terms	Created	Last Rev	Appx Ship
	TIM ERICKSON	NET 30 DAYS	5/23/17	5/23/17	0/00/00

Serial No.

1	9900888 - Pump Force FASD45L LS (6 ci) installed	$3,638.00	$3,638.00
1	9900893 - Valve Force Cable pull-off (for use w/telescopic hoist) installed	$476.00	$476.00
1	9900871 - Switch TMTE BODY UP Installed (electric controls only)	$182.00	$182.00
1	9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	$215.00	$215.00
1	WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 2 yr Hyd, Snow Equip, Tele Hoists, and all otheroists; 4 yr SwapLoader Hoists; 2 yr Hyd, Snow Equip, Tele Hoists, and all otheritemsitems		

NOTE: If changes are made to an order after a P.O. has been issued, a fee may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

Accepted by **Date**

Price:	$117,993.00
Net Cost:	$117,993.00
Freight:	
Total:	$117,993.00

QUOTE04

Print Date & Time 6/1/2017 13:46

Tandem Axle Cab & Chassis

VENDOR NAME NUSS TRUCK & EQUIPMENT

YEAR, MAKE AND MODEL 2018 MACK GU713 TA

This section for use when ordering

WB	212"
CA	125"
AF	62"
Rear Ratio	4.33
Cab Color	WHITE
Wheel Color	ALUM
Note	CITY OF ST FRANCIS

Grand Total $ 117,987.00

Spec #	Description	Qty	Price	Subtotal
1.0	Price for Base Unit:	1	$ 85,275.00	$ 85,275.00
2.0	**FRAME OPTIONS**			
2.1	Front frame extension	1	$ 886.00	$ 886.00
2.2	Custom hole punching in frame		$ 100.00	$ -
2.3	Deduct for no front bumper			$ -
2.4	Frame fastener option (bolt or huck spun)	1	STD	
2.5	Frame, R.B.M., S.M., PSI, CT			
2.6	2,120,000 17.7 120,000 87 - 112 CA		$ (64.00)	$ -
2.7	2,120,000 17.7 120,000 113 - 133 CA		STD	
2.8	2,120,000 17.7 120,000 134 - 152 CA		$ 107.00	$ -
2.9	2,120,000 17.7 120,000 153 - 199 CA		$ 406.00	$ -
2.10	2,120,000 17.7 120,000 200 - 236 CA		$ 482.00	$ -
2.11	2,470,000 20.6 120,000 87 - 112 CA		$ 176.00	$ -
2.12	2,470,000 20.6 120,000 113 - 133 CA		$ 240.00	$ -
2.13	2,470,000 20.6 120,000 134 - 152 CA		$ 347.00	$ -
2.14	2,470,000 20.6 120,000 153 - 199 CA		$ 646.00	$ -
2.15	2,470,000 20.6 120,000 200 - 236 CA		$ 722.00	$ -
2.16	2.820,000 23.5 120,000 87 - 112 CA		$ 521.00	$ -
2.17	2.820,000 23.5 120,000 113 - 133 CA	1	$ 585.00	$ 585.00
2.18	2.820,000 23.5 120,000 134 - 152 CA		$ 692.00	$ -
2.19	2.820,000 23.5 120,000 153 - 199 CA		$ 991.00	$ -
2.20	2.820,000 23.5 120,000 200 - 236 CA		$ 1,067.00	$ -
2.21	3,160,000 26.3 120,000 87 - 112 CA		$ 744.00	$ -
2.22	3,160,000 26.3 120,000 113 - 133 CA		$ 808.00	$ -
2.23	3,160,000 26.3 120,000 134 - 152 CA		$ 915.00	$ -
2.24	3,160,000 26.3 120,000 153 - 199 CA		$ 1,214.00	$ -
2.25	3,160,000 26.3 120,000 200 - 236 CA		$ 1,290.00	$ -
2.26	**DOUBLE FRAME - PARTIAL IC REINFORCEMENT**			
2.27	3,230,000 26.9 120,000 87 - 112 CA		$ 801.00	$ -
2.28	3,230,000 26.9 120,000 113 - 133 CA		$ 865.00	$ -
2.29	3,230,000 26.9 120,000 134 - 152 CA		$ 972.00	$ -
2.30	3,230,000 26.9 120,000 153 - 199 CA		$ 1,214.00	$ -

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Spec #	Description	Qty	Price	Subtotal
2.31	3,230,000 26.9 120,000 200 - 236 CA		$ 1,290.00	$ -
2.32	3,580,000 29.8 120,000 87 - 112 CA		$ 1,041.00	$ -
2.33	3,580,000 29.8 120,000 113 - 133 CA		$ 1,105.00	$ -
2.34	3,580,000 29.8 120,000 134 - 152 CA		$ 1,212.00	$ -
2.35	3,580,000 29.8 120,000 153 - 199 CA		$ 1,511.00	$ -
2.36	3,580,000 29.8 120,000 200 - 236 CA		$ 1,587.00	$ -
2.37	3,920,000 32.7 120,000 87 - 112 CA		$ 1,376.00	$ -
2.38	3,920,000 32.7 120,000 113 - 133 CA		$ 1,450.00	$ -
2.39	3,920,000 32.7 120,000 134 - 152 CA		$ 1,657.00	$ -
2.40	3,920,000 32.7 120,000 153 - 199 CA		$ 1,856.00	$ -
2.41	3,920,000 32.7 120,000 200 - 236 CA		$ 1,932.00	$ -
2.42	4,260,000 35.5 120,000 87 - 112 CA		$ 1,832.00	$ -
2.43	4,260,000 35.5 120,000 113 - 133 CA		$ 1,673.00	$ -
2.44	4,260,000 35.5 120,000 134 - 152 CA		$ 2,003.00	$ -
2.45	4,260,000 35.5 120,000 154 - 199 CA		$ 2,301.00	$ -
2.46	4,260,000 35.5 120,000 200 - 236 CA		$ 2,384.00	$ -
2.47	**DOUBLE FRAME - FULL IC REINFORCEMENT**			
2.48	3,230,000 26.9 120,000 87 - 112 CA		$ 1,001.00	$ -
2.49	3,230,000 26.9 120,000 113 - 133 CA		$ 1,065.00	$ -
2.50	3,230,000 26.9 120,000 134 - 152 CA		$ 1,172.00	$ -
2.51	3,230,000 26.9 120,000 153 - 199 CA		$ 1,414.00	$ -
2.52	3,230,000 26.9 120,000 200 - 236 CA		$ 1,490.00	$ -
2.53	3,580,000 29.8 120,000 87 - 112 CA		$ 1,241.00	$ -
2.54	3,580,000 29.8 120,000 113 - 133 CA		$ 1,305.00	$ -
2.55	3,580,000 29.8 120,000 134 - 152 CA		$ 1,412.00	$ -
2.56	3,580,000 29.8 120,000 153 - 199 CA		$ 1,711.00	$ -
2.57	3,580,000 29.8 120,000 200 - 236 CA		$ 1,787.00	$ -
2.58	3,580,000 29.8 120,000 87 - 112 CA		$ 1,576.00	$ -
2.59	3,580,000 29.8 120,000 113 - 133 CA		$ 1,650.00	$ -
2.60	3,580,000 29.8 120,000 134 - 152 CA		$ 1,857.00	$ -
2.61	3,580,000 29.8 120,000 153 - 199 CA		$ 2,056.00	$ -
2.62	3,580,000 29.8 120,000 200 - 236 CA		$ 1,787.00	$ -
2.63	3,920,000 32.7 120,000 87 - 112 CA		$ 1,576.00	$ -
2.64	3,920,000 32.7 120,000 113 - 133 CA		$ 1,650.00	$ -
2.65	3,920,000 32.7 120,000 134 - 152 CA		$ 1,857.00	$ -
2.66	3,920,000 32.7 120,000 153 - 199 CA		$ 2,056.00	$ -
2.67	3,920,000 32.7 120,000 200 - 236 CA		$ 2,132.00	$ -
2.68	4,260,000 35.5 120,000 87 - 112 CA		$ 2,032.00	$ -
2.69	4,260,000 35.5 120,000 113 - 133 CA		$ 1,873.00	$ -
2.70	4,260,000 35.5 120,000 134 - 152 CA		$ 2,203.00	$ -
2.71	4,260,000 35.5 120,000 153 - 199 CA		$ 2,501.00	$ -
2.72	4,260,000 35.5 120,000 200 - 236 CA		$ 2,584.00	$ -
2.73	**TRIPLE FRAME - FULL IC REINFORCEMENT**			
2.74	5,688,000 47.4 120,000 87 - 112 CA		$ 4,960.00	$ -
2.75	5,688,000 47.4 120,000 113 - 133 CA		$ 5,024.00	$ -
2.76	5,688,000 47.4 120,000 134 - 152 CA		$ 5,131.00	$ -

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Spec #	Description	Qty	Price	Subtotal
2.77	5,688,000 47.4 120,000 153 - 199 CA		$ 5,430.00	$ -
2.78	5,688,000 47.4 120,000 200 - 236 CA		$ 5,506.00	$ -
2.79	Flush bright finish channel steel		$ 113.00	$ -
2.80	Extended stylized-silver-bright finish steel w/stone guard		$ 1,495.00	$ -
2.81	Extended - swept back steel, bright finish with stone guard - includes center tow pin		$ 1,139.00	$ -
2.82	Mill finish, flush mounted, unpainted aluminum		$ 68.00	$ -
2.83	Extended swept back channel steel (includes center tow pin) w/stone guard		$ 805.00	$ -
2.84	Extended swept back channel steel with bright finish w/painted center tow pin		$ 620.00	$ -
2.85	Extended swept back steel channel w/bright finish		$ 258.00	$ -
2.86	Extended swept back painted steel	1	STD	
2.87	Flush painted steel		$ (15.00)	$ -
2.88	Flush stainless clad aluminum		$ 143.00	$ -
2.89	Plate type radiator guard		$ 105.00	$ -
2.90	Bright finish plate type radiator guard		$ 258.00	$ -
2.91	Tectyl 185 GW pigmented compound between frame rails		$ 110.00	$ -
2.92	BOC crossmember, steel HD back to back channel intermediate		$ 66.00	$ -
2.93	BOC & intermediate crossmember, HD I-Beam		$ 332.00	$ -
2.94	Frame rail clearance		$ 62.00	$ -

3.0	**FRONT AXLE/SUSPENSION/BRAKE/OPTION**			
3.1	Set forward front axle option	1	STD	
3.2	12,000 front axle & matching suspension - Mack FXL12		STD	
3.3	14,600 front axle & matching suspension - Mack FXL14.6		$ 771.00	$ -
3.4	16,000 front axle and matching suspension			$ -
3.5	18,000 front axle and matching suspension - Mack FXL18	1	$ 1,361.00	$ 1,361.00
3.6	20,000 front axle and matching suspension - Mack FXL20		$ 2,147.00	$ -
3.7	23,000 front axle and matching suspension - Mack FXL23		$ 2,448.00	$ -
3.8	Heavy duty front axle shocks	1	STD	
3.9	Front stabilizer bar			$ -
3.10	Right hand air bag suspension per Spec 3.6, Driver controlled			$ -
3.11	Left air bag suspension per Spec 3.6, Driver controlled			$ -
3.12	Front axle lubrication cap with slotted venthole			
3.13	Front brake dust shields	1	$ 18.00	$ 18.00
3.14	Dual front auxiliary steering gear		$ 569.00	$ -
3.15	RH spring build up for wing plow application		$ 30.00	$ -
3.16	LH spring build up for wing plow application		$ 30.00	$ -
3.17	All wheel drive front axle		$ 43,000.00	$ -
3.18	Twin Steer Front Axle		$ 12,612.00	$ -
3.19	Aluminum front hubs		$ 53.00	$ -
3.20	Centerfuse outboard mounted brake drums		$ 217.00	$ -
3.21	Multileaf front spring ILO taperleaf (2 leaf spring)		$ 35.00	$ -
3.22	HD mulitileaf front spring ILO taperleaf (2 leaf spring)		$ 65.00	$ -
3.23	HD taperleaf (3 leaf spring) ILO of taperleaf (2 leaf spring)	1	$ 65.00	$ 65.00

Spec #	Description	Qty	Price	Subtotal
3.24	Meritor EX+ Air Disc Brakes requires Meritor rear brakes		$ 653.00	$ -
3.25	Meritor front slack adjustors - Need same slack on rear axle	1	$ 1.00	$ 1.00
3.26	Meritor front slack with stainless steel pins		$ 58.00	$ -
3.27	Haldex front slack adjustors - Need same slack adjustor on rear axle		STD	
3.28	Haldex front slack with stainless steel pins		$ 57.00	$ -
3.29	Meritor front brakes ILO of Bendix - requires Meritor rear brakes	1	$ 131.00	$ 131.00
3.30	Power steering reservoir with visible sight glass		$ 30.00	$ -

4.0	**4.0 TANDEM REAR AXLE/SUSPENSION/BRAKE/OPTIONS**			
4.1	46,000# rear axle & matching suspension Make & Model - Mack SS462 Mack Camelback Suspension		$ 2,240.00	$ -
4.2	40,000# walking beam rear suspension and axle Make & Model - Meritor MT-40-14X4D with Hendrickson HMX400		$ 1,558.00	$ -
4.3	46,000# walking beam rear suspension and axle Make & Model Meritor RT-46-160 with Hendrickson HMX460		$ 3,362.00	$ -
4.4	40,000# air suspension and axle Make & Model Meritor MT-40-14X4D with Mack AL461 46,000 lbs. air suspension		$ 1,578.00	$ -
4.5	46,000# air suspension and axle Make & Model Meritor RT-46-160 with Mack AL461 46,000 lbs. air suspension		$ 2,976.00	$ -
4.6	Dash mounted air dump system - With air ride suspension		STD	
4.7	Driver activated differential lock on one rear axle (front axle ____ rear axle ____, check one)		$ 484.00	$ -
4.8	Driver activated differential lock on both front and rear axles		$ 968.00	$ -
4.9	Driver activated differential lock on both front and rear axles, and lubrication pump and filter system		$ 1,210.00	$ -
4.10	Meritor MT-40-14X4DP, both axles driver differential lock and pump, HMX400 40,000 # walking beam suspension	1	$ 2,768.00	$ 2,768.00
4.11	Meritor RT-46-160P, both axles driver differential lock and pump, HMX460 46,000 # walking beam suspension		$ 4,572.00	$ -
4.12	½ round universal joints	1	STD	
4.13	Spicer 1810 HD drive line with half round universal joints	1	$ 126.00	$ 126.00
4.14	Rear Dust Shields	1	$ 34.00	$ 34.00
4.15	Driver activated differential lock on both front and rear axles with individual switches		$ 1,102.00	$ -
4.16	Meritor 18 MXL extended lube		$ 31.00	$ -
4.17	Meritor 176 MXL extended lube		$ 32.00	$ -
4.18	Dana-spicer SPL170XL extended lube series		$ 453.00	$ -
4.19	Dana-spicer SPL250XL extended lube series		$ 493.00	$ -
4.20	Dana-spicer SPL250HDXL extended lube series		$ 502.00	$ -
4.21	Dana-spicer SPL350HDXL extended lube series		$ 776.00	$ -
4.22	Mack S38R fabricated steel housing		STD	
4.23	Mack SB38 fabricated steel housing -40,000 # recertification		$ 450.00	$ -
4.24	Mack S40 40,000 # rear axle		$ 450.00	$ -
4.25	Mack S402 40,000 # cast iron housing		$ 450.00	$ -
4.26	Mack S440 44,000# fabricated steel housing		$ 1,350.00	$ -
4.27	Mack S440-46 fabricated steel housing - recertification		$ 1,350.00	$ -
4.28	Mack S462 46,000# cast ductile iron housing		$ 1,800.00	$ -

Spec #	Description	Qty	Price	Subtotal
4.29	Mack S462R 46,000# cast ductile iron housing		$ 1,800.00	$ -
4.30	Meritor 40,000# MT-40-14X4C Amboid (High Entry)		$ 765.00	$ -
4.31	Meritor 40,000# MT-40-14X4C Hypoid (Low Entry)		$ 765.00	$ -
4.32	Meritor 46,000# RT-46-160		$ 2,163.00	$ -
4.33	Meritor 46,000# Rt-46-164EH		$ 2,163.00	$ -
4.34	Spicer 46,000# DS405		$ 2,628.00	$ -
4.35	Spicer 46,000# D46-170H		$ 4,305.00	$ -
4.36	Mack SS38 Mack multileaf camelback spring without anti-sway springs		$ (80.00)	$ -
4.37	Mack SS38 multileaf camelback spring with anti-sway springs		STD	
4.38	Mack SSB 38 multileaf camelback spring (boost-a-load)		$ (40.00)	$ -
4.39	Mack SSB 38 multileaf camelback spring 40,000# recertification		$ 273.00	$ -
4.40	Mack SS40 44,000# multileaf camelback suspension without anti sway		$ 226.00	$ -
4.41	Mack SS40 44,000# multileaf camelback suspension with anti sway		$ 330.00	$ -
4.42	Mack SS40 44,000# multileaf camelback suspension 46,000# - recertification		$ 228.00	$ -
4.43	Mack SS462 44,000# multileaf camelback suspension without anti sway		$ 336.00	$ -
4.44	Mack SS462 44,000# multileaf camelback suspension with anti sway		$ 440.00	$ -
4.45	Mack AL-461 46,000# air ride		$ 813.00	$ -
4.46	Mack M-Ride 40 parabolic 2-leaf, 40,000# normal stiffness		$ 959.00	$ -
4.47	Mack M-Ride 40 parabolic 3-leaf, 40,000# stiffer than normal		$ 959.00	$ -
4.48	Mack M-Ride 46 parabolic 3-leaf 46,000#		$ 1,289.00	$ -
4.49	HMX 400 Hendrickson Haulmax rubber suspension 40,000#		$ 803.00	$ -
4.50	HMX 460 Hendrickson Haulmax rubber suspension 46,000#		$ 1,199.00	$ -
4.51	Chambers 46,000# L high stability W#29 can		$ 3,798.00	$ -
4.52	PAX 460 High Stability Hendrickson Primaxx Air Suspension		$ 1,319.00	$ -
4.53	PAX 462 High Stability Hendrickson Primaxx Air Suspension		$ 1,319.00	$ -
4.54	Neway AD-246 air ride suspension		$ 1,825.00	$ -
4.55	Neway AD-252 air ride suspension		$ 2,287.00	$ -
4.56	Delete power divider lockout		$ (153.00)	$ -
4.57	Urethane bushing on Mack camelback suspension		$ (58.00)	$ -
4.58	55" axle spacing		$ 122.00	$ -
4.59	60" axle spacing		$ 317.00	$ -
4.60	Dual leveling valve air suspension height control		$ 149.00	$ -
4.61	Mack CRDP1501/1511 with interwheel power divider - both axles		$ 2,735.00	$ -
4.62	Outboard centrifuse rear brake drums		$ 206.00	$ -
4.63	Haldex automatic rear slack adjustor		STD	
4.64	Haldex automatic rear slack adjustor with stainless steel pins		$ 96.00	$ -
4.65	Meritor automatic rear slack adjustor	1	$ 1.00	$ 1.00
4.66	Meritor automatic rear slack adjustor with stainless steel pins		$ 231.00	$ -
4.67	Haldex S-ABA slack adjustors		$ 50.00	$ -
4.68	30/36 rear brake chamber		$ 156.00	$ -
4.69	Comet aluminum hubs w/preset bearings & seals		$ 385.00	$ -
4.70	Aluminum preset rear hubs with integrated spindle nut		$ 37.00	$ -

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Spec #	Description	Qty	Price	Subtotal
4.71	Chicago Rawhide (Scotseal Longlife) oil seal		$ 59.00	$ -
4.72	National/Federal Mogul		$ 23.00	$ -
4.73	Stemco-Grit Guard oil seals		$ 63.00	$ -
4.74	Stemco - Guardian oil seal		$ 31.00	$ -
4.75	Stemco (Voyager) oil seals		$ (5.00)	$ -
4.76	Scotseal longlife rear oil seals		$ 59.00	$ -
4.77	Air Disc Brake (17") H-Type - Require Air Disc Front Brakes & M-Ride 3 leaf suspension		$ 2,430.00	$ -
4.78	Bendix ES165-08D, 16.5" x 8 5/8" Cast Spider - Require M-Ride suspension. N/A with dust shields		$ 272.00	$ -
4.79	Meritor rear brakes - 16.5"7" Q+	1	$ 115.00	$ 115.00
4.80	Meritor rear brakes - 16.5" x 8 5/8+ Q+ - N/A with dust shields		$ 291.00	$ -
4.81	Meritor rear brakes - 16.5" x 8"+ Q+ - N/A with dust shields		$ 213.00	$ -
4.82	13,500 lbs. Hendrickson steerable composite HLUC-2 pusher axle - includes tires and rims		$ 9,791.00	$ -
4.83	10,000 lbs. Hendrickson steerable composite HLUC-2 pusher axle - includes tires and rims		$ 9,791.00	$ -
4.84	20,000 lbs. Watson-Chalin steerable SL-2089 Thu Track Series pusher axle - includes tire and rims		$ 12,381.00	$ -
4.85	13,200 lbs. Watson-Chalin steerable SL-1187 Thu Track Series pusher axle - includes tire and rims		$ 10,173.00	$ -
4.86	20,000 lbs. Watson-Chalin non-steerable AL-2200 Atlas Series pusher axle - includes tire and rims		$ 9,198.00	$ -
4.87	20,000 lbs. Hendrickson non - steerable composite HLM pusher axle - includes tires and rims		$ 9,091.00	$ -
4.88	13,200 lbs. Hendrickson steerable HLUS2Z pusher axle - includes tires and rims		$ 9,791.00	$ -
4.89	20,000 lbs. Hendrickson Paralift HLP20 steerable pusher axle - includes tires and rims		$ 11,192.00	$ -
4.90	13,500 lbs. Hendrickson steerable composite HLUC-2 tag axle - includes tires and rims		$ 9,791.00	$ -
4.91	10,000 lbs. Hendrickson steerable composite HLUC-2 tag axle - includes tires and rims		$ 9,791.00	$ -
4.92	20,000 lbs. Watson-Chalin steerable SL-2089 Thu Track Series tag axle - includes tire and rims		$ 12,381.00	$ -
4.93	13,200 lbs. Watson-Chalin steerable SL-1187 Thu Track Series tag axle - includes tire and rims		$ 10,173.00	$ -
4.94	20,000 lbs. Watson-Chalin non-steerable AL-2200 Atlas Series tag axle - includes tire and rims		$ 9,198.00	$ -
4.95	20,000 lbs. Hendrickson non - steerable composite HLM tag axle - includes tires and rims		$ 9,091.00	$ -
4.96	13,200 lbs. Hendrickson steerable HLUS2Z tag axle - includes tires and rims		$ 9,791.00	$ -
4.97	20,000 lbs. Hendrickson Paralift HLP20 steerable tag axle - includes tires and rims		$ 11,192.00	$ -
4.98	6S/6M systems sensing both rear axle wheel end sensors		$ 440.00	$ -
4.99	Furnish Meritor wide track axle option - Need for Super Singles		$ 1,032.00	$ -
5.0	**Fifth Wheel options**			
5.1	Frame end tapered and open			$ -

Spec #	Description	Qty	Price	Subtotal
5.2	Frame end tapered and closed		$ 30.00	$ -
5.3	Fixed fifth wheel - Holland FW-35		$ 684.00	$ -
5.4	Mechanical slide fifth wheel - Holland FW35 Travel - 24" slide		$ 562.00	$ -
5.5	Air operated slide fifth wheel - Holland FW35 Travel 24" slide		$ 986.00	$ -
5.6	Stainless 1/4 fenders, mounted front of tandems		$ 109.00	$ -
5.7	Plastic 1/4 fenders, mounted front of tandems		$ 110.00	$ -
5.8	Tractor package hookup		$ 297.00	$ -
5.9	Behind cab deck plate		$ 681.00	$ -
5.10	Holland fixed with non-tilt 5th wheel		$ 1,385.00	$ -
5.11	Holland manual slide 5th wheel		$ 537.00	$ -
5.12	Mack mud flaps with brackets		$ 98.00	$ -
5.13	Betts B60 stainless steel angled mud flap brackets		$ 161.00	$ -
5.14	Hose tender & towel bar assembly		$ 48.00	$ -
5.15	Coiled trailer air hose		$ 28.00	$ -
5.16	Coiled trailer electrical hose		$ 44.00	$ -
5.17	Air Weight AW5800 onboard scales		$ 963.00	$ -
5.18	Medium height 5th wheel ramp guide		$ 192.00	$ -
5.19	Trailer hook up light		$ 37.00	$ -
6.0	**TIRES/RIMS OPTIONS:**			
6.1	Nylon wafers or wheel guards on all wheels (10 ea.)		$ 44.00	$ -
6.2	Heavier 7500 lb. 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (10 ea.)		STD	
6.3	Heavier 7500 lb. 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (8 ea.) in rear only		$ 16.00	$ -
6.4	11R 22.5 H front tires		$ 39.00	$ -
6.5	12R 22.5 H front tires		$ 198.00	$ -
6.6	9000 lb. 22.5 9" front steel rims, 315/80R 22.5 J front tires		$ 187.00	$ -
6.7	10,000 lb. 22.5 9" front steel rims, 315/80R 22.5 J front tires	1	$ 407.00	$ 407.00
6.8	10,500 lb. 22.5 x 12.25 front steel rims, 385/65R 22.5 J front tires		$ 609.00	$ -
6.9	10,500 lb. 22.5 x 12.25 front steel rims, 425/65R 22.5 J front tires		$ 669.00	$ -
6.10	11R 22.5 H rear tires		$ 656.00	$ -
6.11	7,300 lb. 24.5" x 8.25" steel front rims		$ 5.00	$ -
6.12	7300 lb. 24.5" x 8.25" rear steel rims		$ 44.00	$ -
6.13	8,000 lb. 24.5" x 8.25" steel front rims		$ 10.00	$ -
6.14	8,000 lb. 24.5" x 8.25" steel rear rims		$ 164.00	$ -
6.15	11R 24.5 G front tires		$ 63.00	$ -
6.16	11R 24.5 H front tires		$ 105.00	$ -
6.17	11R 24.5 G rear tires		$ 164.00	$ -
6.18	11R 24.5 H rear tires		$ 480.00	$ -
6.19	Steel spare rim, size 22.5 x 8.25		$ 125.00	$ -
6.20	Steel spare rim, size 24.5 x 8.25		$ 148.00	$ -
6.21	Steel spare rim, size 22.5 x 9.0		$ 380.00	$ -
6.22	Steel spare rim, size 22.5 x 12.25		$ 430.00	$ -
6.23	12R22.5 H front tires		$ 439.00	$ -

Spec #	Description	Qty	Price	Subtotal
6.24	12R 22.5 H rear tires		$ 1,752.00	$ -
6.25	Wheel lug wrench - includes handle		$ 48.00	$ -
6.26	Aluminum front wheel - 22.5 x 8.25		$ 141.00	$ -
6.27	Aluminum front wheel - 24.5 x 8.25		$ 156.00	$ -
6.28	Aluminum front wheel - 22.5 x 9.0	1	$ 329.00	$ 329.00
6.29	Aluminum front wheel - 22.5 x 12.25		$ 387.00	$ -
6.30	Polished aluminum front wheel		$ 48.00	$ -
6.31	Dura-bright bright finish front wheels	1	$ 204.00	$ 204.00
6.32	Wheel finishing with extra polished front wheels		$ 76.00	$ -
6.33	Aluminum rear wheels - 22.5 x 8.25	1	$ 492.00	$ 492.00
6.34	Aluminum rear wheels - 24.5 x 8.25		$ 600.00	$ -
6.35	Polished aluminum rear wheel four outboard of dual wheels		$ 132.00	$ -
6.36	Polished aluminum rear wheel all eight (8) wheels		$ 265.00	$ -
6.37	Dura-bright bright finish on all eight (8) rear wheels	1	$ 1,334.00	$ 1,334.00
6.38	Dura-bright bright finish on all four (4) outboard rear wheels		$ 667.00	$ -
6.39	11R22.5 G Bridgestone M843 front tires		$ 223.00	$ -
6.40	11R22.5 G Michelin XZE2 front tires		$ 296.00	$ -
6.41	315/80R22.5 L Michelin XZA1 front tires		$ 532.00	$ -
6.42	385/65R22.5 J Michelin XZY3 front tires		$ 712.00	$ -
6.43	425/65R22.5 L Michelin XZY3 front tires		$ 959.00	$ -
6.44	11R22.5 G Bridgestone M843 rear tires		$ 892.00	$ -
6.45	11R22.5 G Michelin XDN2 rear tires		$ 1,892.00	$ -
6.46	11R22.5 H Michelin XDN2 rear tires		$ 1,964.00	$ -
6.47	11R22.5 G Goodyear G622RSD rear tires		$ 2,504.00	$ -
6.48	11R22.5 H Goodyear G622RSD rear tires		$ 2,672.00	$ -

7.0	**BRAKE SYSTEM OPTIONS:**			
7.1	Wabco System Saver 1200 E heated air dryer	1	STD	
7.2	Manual cable drain valves on air tanks with lanyard on all tanks		$ 24.00	$ -
7.3	Heated air tank			
7.4	Auto drain valves on air tanks		$ 31.00	$ -
7.5	MGM type TR-T rear brake chambers		$ 50.00	$ -
7.6	S.S. pins on slack adjuster yoke (2 ea. per yoke) For all air brake chambers			$ -
7.7	Inverted rear brake chamber mounting in lieu of regular mounting			$ -
7.8	Relocate air dryer		$ 49.00	$ -
7.9	Bendix AD9 heated air dryer		$ 118.00	$ -
7.10	Bendix AD-IP heated air dryer		$ 164.00	$ -
7.11	Meritor/Wabco system twin heated air dryer		$ 539.00	$ -
7.12	Auto heated drain valve- heated supply tank, manual petcock		$ 42.00	$ -
7.13	Auto heated drain valve- heated supply tank, with lanyard on all other tanks		$ 72.00	$ -
7.14	Aluminum air reservoirs	1	$ 192.00	$ 192.00
7.15	Polished aluminum air reservoirs		$ 252.00	$ -
7.16	Increase air capacity for installation of extra axles		$ 289.00	$ -
7.17	MACK Road Stability Adv. Bendix ABS/ATC/RSA w/YAW control with mud/snow switch		$ 1,873.00	$ -

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Spec #	Description	Qty	Price	Subtotal
7.18	Meritor/Wabco ABS system w/o automatic traction control		$ 142.00	$ -
7.19	Bendix ABS system with traction control		$ 270.00	$ -
7.20	Meritor/Wabco ABS system w/auto traction control		$ 357.00	$ -
7.21	Furnish automatic traction control (ATC full disable switch)		$ 105.00	$ -
7.22	Lanyard control on supply wet tank		$ 16.00	$ -
7.23	Haldex "Gold Seal" brake chamber		$ 1.00	$ -
7.24	Haldex "Life Seal" brake chamber		STD	
7.25	MGM TR 30/30 LP3 (3" Stroke) brake chamber		$ 105.00	$ -
7.26	MGM LTR (3" Stroke) brake chamber		$ 285.00	$ -
7.27	MGM TR3030LP3THD		$ 133.00	$ -
7.28	MGM TR-T (Tamper Resistant brake chamber) reclock inlet ports for optimum ground clearance		$ 68.00	$ -
7.29	Haldex "Gold Seal" 3.0" stroke brake chamber		$ 399.00	$ -
7.30	Electric horn sound when driver door open with park brake released		$ 67.00	$ -
7.31	Alarm to sound when driver door open & parking brake not on		$ 43.00	$ -
7.32	Schreader valve located in supply tank		$ 47.00	$ -
7.33	Schreader valve, secondary		$ 47.00	$ -
7.34	Two (2) valve dual brake system-trailer supply and tractor-trailer park		$ 42.00	$ -
7.35	Relocate all air reservoir in frame		$ 48.00	$ -
7.36	Air reservoir in frame, one reservoir on the RH rail behind Cleartech		$ 48.00	$ -
7.37	Never-seize to brake shoes pins & cam rollers		$ 33.00	$ -

8.0 ENGINE/EXHAUST AND FUEL TANKS OPTIONS:
(List Make & Model, H.P., torque of engine and exhaust and fuel tank options)

Spec #	Description	Qty	Price	Subtotal
8.1	Mack MP7-325M 325HP@1400-1900 RPM (Peak) 2100 RPM Gov 1250 LB-FT Torque		STD	
8.2	Mack MP7-355A 355HP@1500-1800 RPM (Peak) 2100 RPM Gov 1250 LB-FT Torque		$ 481.00	$ -
8.3	Mack MP7-375M 375HP@1500-1900 RPM (Peak) 2100 RPM Gov 1360 LB-FT Torque		$ 813.00	$ -
8.4	Mack MP7-425M 425HP@1500-1800 RPM (Peak) 2100 RPM Gov 1560 LB-FT Torque		$ 1,508.00	$ -
8.5	Mack MP7-345C 345HP@1450-1700 RPM (Peak) 1950 RPM Gov 1360 LB-FT Torque		$ 300.00	$ -
8.6	Mack MP7-365C 365HP@1400-1700 RPM (Peak) 1950 RPM Gov 1460 LB-FT Torque		$ 651.00	$ -
8.7	Mack MP7-395A 395HP@1450-1700 RPM (Peak) 1950 RPMGov 1560 LB-FT Torque		$ 1,112.00	$ -
8.8	Mack MP7-395C 395HP@1450-1700 RPM (Peak) 1950 RPM Gov 1560 LB-FT Torque		$ 1,112.00	$ -
8.9	Mack MP8-415C 415HP@1400-1700 RPM (Peak) 1950 RPM Gov 1660 LB-FT Torque		$ 2,064.00	$ -
8.10	Mack MP8-445C 445HP@1300-1700 RPM (Peak) 1950 RPM Gov 1860 LB-FT Torque		$ 2,589.00	$ -
8.11	Mack MP8-505C 505HP@1500-1700 RPM (Peak) 1950 RPM Gov 1860 LB-FT Torque		$ 3,311.00	$ -

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Spec #	Description	Qty	Price	Subtotal
8.12	Mack MP8-425M 425HP@1500-1900 RPM (Peak) 21000 RPM Gov 1560 LB-FT Torque		$ 2,247.00	$ -
8.13	Mack MP8-455M 455HP@1500-1900 RPM (Peak) 21000 RPM Gov 1760 LB-FT Torque	1	$ 2,635.00	$ 2,635.00
8.14	Mack MP8-505M 5055HP@1500-1900 RPM (Peak) 21000 RPM Gov 1860 LB-FT Torque		$ 3,759.00	$ -
8.15	Clear Back of Cab - DPF & SCR Frame Mounted , RH Side under Cab	1	$ 114.00	$ 114.00
8.16	PK7-17C2 93 gallon sleeved fuel tank, 20" clearance for outrigger/wing plow		$ 317.00	$ -
8.17	Cleartech, DPF RH side under cab w/SCR vertical RH side of cab		$ 601.00	$ -
8.18	Cleartech with DPF vertical RH side BOC, w/SCR vertical LH side BOC		$ 3,308.00	$ -
8.19	No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Ventura Diffuser, Turned End	1	$ 318.00	$ 318.00
8.20	No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Ventura Diffuser, Plain End		$ 318.00	$ -
8.21	Single (R/S) Vertical Straight Exhaust Stack Plain End		$ (16.00)	$ -
8.22	Single (R/S) Vertical Straight Exhaust Stack Turned Out	1	STD	
8.23	Single (R/S) Vertical Straight Exhaust Stack Plain End Perf Stack Diffuser		$ 32.00	$ -
8.24	Single (R/S) Vertical Straight Exhaust Stack Plain End Side Outlet Diffuser		$ 126.00	$ -
8.25	Single (R/S) Vertical Straight Exhaust Stack Plain Top Outlet Diffuser		$ 126.00	$ -
8.26	Dual Vertical Straight Exhaust Stack Plain End - N/A with Allison Transmission		$ 1,065.00	$ -
8.27	Dual Vertical Straight Exhaust Stack Turned Out End - N/A with Allison Transmission		$ 1,091.00	$ -
8.28	Dual Vertical Straight Exhaust Stack Plain Side Outlet Diffuser - N/A with Allison Transmission		$ 1,507.00	$ -
8.29	Dual Vertical Straight Exhaust Stack Plain Top Outlet Diffuser - N/A with Allison Transmission		$ 1,507.00	$ -
8.30	Single, Bright finish heat shield & stack	1	$ 65.00	$ 65.00
8.31	Dual, Bright finish heat shield & stack		$ 130.00	$ -
8.32	Single, Bright finish heat shield, stack & elbow		$ 162.00	$ -
8.33	Dual, Bright finish heat shield, stack & elbow		$ 344.00	$ -
8.34	Single, Bright finish stack only		$ 50.00	$ -
8.35	Dual, Bright finish stack only		$ 99.00	$ -
8.36	Single, Bright finish lower elbow & stack		$ 148.00	$ -
8.37	Dual, Bright finish lower elbow & stack		$ 294.00	$ -
8.38	Single, Bright finish heat shield only		$ 16.00	$ -
8.39	Dual, Bright finish heat shield only		$ 31.00	$ -
8.40	Bright finish stainless steel heat shield for frame mounted Mack Cap DPF		$ 171.00	$ -
8.41	50 Gallon LH steel 22" Dia fuel tank		$ (118.00)	$ -
8.42	66 Gallon LH steel 22" Dia fuel tank		$ (96.00)	$ -
8.43	72 Gallon LH steel 26" Dia fuel tank		$ (62.00)	$ -

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Spec #	Description	Qty	Price	Subtotal
8.44	88 Gallon LH steel 22" Dia fuel tank		$ 164.00	$ -
8.45	93 Gallon LH steel 26" Dia fuel tank		$ 267.00	$ -
8.46	116 Gallon LH steel 22" Dia fuel tank		$ 222.00	$ -
8.47	50 Gallon LH aluminum 22" Dia fuel tank		$ (64.00)	$ -
8.48	66 Gallon LH aluminum 22" Dia fuel tank		$ (45.00)	$ -
8.49	72 Gallon LH aluminum 26" Dia fuel tank		$ 24.00	$ -
8.50	88 Gallon LH aluminum 22" Dia fuel tank		$ 231.00	$ -
8.51	93 Gallon LH aluminum 26" Dia fuel tank		$ 272.00	$ -
8.52	116 Gallon LH aluminum 22" Dia fuel tank		$ 292.00	$ -
8.53	50 Gallon LH Steel D-Shape		$ (118.00)	$ -
8.54	66 Gallon LH Steel D-Shape		$ (68.00)	$ -
8.55	88 Gallon LH Steel D-Shape		$ 101.00	$ -
8.56	116 Gallon LH Steel D-Shape		$ 300.00	$ -
8.57	50 Gallon LH Aluminum D-Shape		$ (118.00)	$ -
8.58	66 Gallon LH Aluminum D-Shape		$ (27.00)	$ -
8.59	88 Gallon LH Aluminum D-Shape		$ 173.00	$ -
8.60	93 Gallon LH Aluminum D-Shape		$ 195.00	$ -
8.61	116 Gallon LH Aluminum D-Shape		$ 367.00	$ -
8.62	66 Gallon LH Steel D-Shape with Integral DEF Tank		$ (47.00)	$ -
8.63	88 Gallon LH Steel D-Shape with Integral DEF Tank		$ 213.00	$ -
8.64	111 Gallon LH Steel D-Shape with Integral DEF Tank		$ 325.00	$ -
8.65	66 Gallon LH Aluminum D-Shape with Integral DEF Tank		STD	
8.66	72 Gallon LH Aluminum D-Shape 26" Dia. with Integral DEF Tank		$ 171.00	$ -
8.67	88 Gallon LH Aluminum D-Shape with Integral DEF Tank	1	$ 240.00	$ 240.00
8.68	93 Gallon LH Aluminum D-Shape 26" Dia. with Integral DEF Tank		$ 304.00	$ -
8.69	111 Gallon LH Aluminum D-Shape with Integral DEF Tank		$ 378.00	$ -
8.70	111 & 66 Gallon Aluminum D-Shape tanks, 66 Gallon isolated for Hyd oil		$ 839.00	$ -
8.71	50 Gallon RH steel 22" Dia fuel tank		$ 503.00	$ -
8.72	66 Gallon RH steel 22" Dia fuel tank		$ 529.00	$ -
8.73	88 Gallon RH steel 22" Dia fuel tank		$ 814.00	$ -
8.74	116 Gallon RH steel 22" Dia fuel tank		$ 871.00	$ -
8.75	50 Gallon RH aluminum 22" Dia fuel tank		$ 570.00	$ -
8.76	66 Gallon RH aluminum 22" Dia fuel tank		$ 593.00	$ -
8.77	88 Gallon RH aluminum 22" Dia fuel tank		$ 879.00	$ -
8.78	116 Gallon RH aluminum 22" Dia fuel tank		$ 849.00	$ -
8.79	50 Gallon RH Steel D-Shape		$ 503.00	$ -
8.80	66 Gallon RH Steel D-Shape		$ 566.00	$ -
8.81	88 Gallon RH Steel D-Shape		$ 751.00	$ -
8.82	116 Gallon RH Steel D-Shape		$ 950.00	$ -
8.83	50 Gallon RH Aluminum D-Shape		$ 569.00	$ -
8.84	66 Gallon RH Aluminum D-Shape		$ 617.00	$ -
8.85	88 Gallon RH Aluminum D-Shape		$ 822.00	$ -

Spec #	Description	Qty	Price	Subtotal
8.86	116 Gallon RH Aluminum D-Shape		$ 1,016.00	$ -
8.87	Single polished aluminum fuel tank		$ 197.00	$ -
8.88	Dual polished aluminum fuel tank		$ 393.00	$ -
8.89	Isolate RH fuel tank from fuel system for hyd oil		$ 30.00	$ -
8.90	Dual draw & return fuel system		$ 82.00	$ -
8.91	Filter neck screen for fuel tank		$ 71.00	$ -
8.92	Lockable fuel tank cap		$ 31.00	$ -
8.93	Bright finish DPF tank cover - Requires with bright finish tanks		$ 171.00	$ -
8.94	Bright finish DEF tank cover		$ 29.00	$ -
8.95	Bright Finish Aluminum steps & stainless steel bright finish straps		$ 189.00	$ -
8.96	Bright Finish Fuel Tank Straps - Single Tank	1	$ 32.00	$ 32.00
8.97	Flocs oil change system w/disconnecting fittings		$ 114.00	$ -
8.98	Engine oil drain kit, Flocs, SAE 100R2 hose		$ 136.00	$ -

Spec #	Description	Qty	Price	Subtotal
9.0	**ENGINE RELATED OPTIONS:**			
9.1	Oil fill and dipstick EZ access			$ -
9.2	Delco 35 SI Brushless Alternator, 135 AMP		$ 102.00	$ -
9.3	Delco 24 SI Alternator, 130 AMP		STD	
9.4	Delco 24 SI Alternator, 145 AMP		$ 18.00	$ -
9.5	Leece-Neville Alternator, 145 AMP		$ 70.00	$ -
9.6	Dual element air cleaner			
9.7	Donaldson Single Stage Air cleaner per spec 12.1	1	$ 278.00	$ 278.00
9.8	Thumb screws for Donaldson. Single stage Air Cleaner			$ -
9.9	Fuel/water separator/heated/ Thermostatically controlled, __ (Brand)			$ -
9.10	Davco 382 fuel/water separator, non heated			$ -
9.11	Non-heated fuel/water separator, Mack w/manual drain valve (integral w/primary fuel filter	1	STD	
9.12	Coolant spin on filter/conditioner	1	$ 47.00	$ 47.00
9.13	Front engine powered take off adapter and radiator cut out	1	$ 103.00	$ 103.00
9.14	Air applied fan drive, Kysor two speed K32 Duro speed fan		$ 135.00	$ -
9.15	Air applied fan drive, _______(Brand)			$ -
9.16	Viscous fan drive - Behr Electronically modulated	1	STD	
9.17	Radiator hose package (Silicone) per Spec 12.2	1	$ 240.00	$ 240.00
9.18	Curved exhaust pipe end	1	STD	
9.19	Fuel tank per specification 12.7			$ -
9.20	Engine block heater	1	$ 65.00	$ 65.00
9.21	In line fuel heater		$ 407.00	$ -
9.22	In tank fuel heater		$ 351.00	$ -
9.23	Fuel cooler			$ -
9.24	Radiator bug screen	1	STD	
9.25	Engine brake system	1	$ 604.00	$ 604.00
9.26	Relocate air dryer		$ 66.00	$ -
9.27	Extended life anti-freeze	1	$ 20.00	$ 20.00
9.28	Starter motor options			$ -
9.29	Starter motor options - Delco 39MT-MXT	1	STD	

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Spec #	Description	Qty	Price	Subtotal
9.30	Mitsubishi electric 105P planetary gear reduction		$ 46.00	$ -
9.31	Relocate fuel filter		$ 38.00	$ -
9.32	Non-heated fuel/water separator, Racor 1000 FH		$ 349.00	$ -
9.33	Silicone radiator & heater hose with gate valve on each heater hose		$ 201.00	$ -
9.34	Silicone radiator, spring clamps on radiator & heater, 1/4 turn ball valve heater hose		$ 212.00	$ -
9.35	Mack brand EPDM radiator & heater hoses with 1/4 turn ball valve		$ 79.00	$ -
9.36	Mack brand EPDM radiator & heater hoses with constant torque clamps on all coolant lines		$ 22.00	$ -
9.37	Leece-Neville Alternator, 200 AMP		$ 464.00	$ -
9.38	Leece-Neville Alternator, 270 AMP		$ 659.00	$ -
9.39	Leece-Neville Alternator, 160 AMP Brushless		$ 106.00	$ -
9.40	Delco 24 SI Alternator, 160 AMP		$ 54.00	$ -
9.41	Delco 36SI Alternator, 165A Amp Brushless	1	$ 178.00	$ 178.00
9.42	Delco 36SI Alternator, 165A Amp Brushless, w/remote voltage sensing		$ 166.00	$ -
9.43	Leece-Neville Alternator, 140 Amp		$ 49.00	$ -
9.44	Leece-Neville Alternator, 160 AMP Brush		$ 103.00	$ -
9.45	Meritor/Wabco 636 (37.4 CFM) air compressor		$ 783.00	$ -
9.46	Without bug screen		$ (22.00)	$ -
9.47	Winterfront over radiator mtg bug screen		$ 97.00	$ -
9.48	Winter front cover only		$ 52.00	$ -
9.49	Corrosion resistant oil pan - Recommended for snow plow trucks	1	$ 126.00	$ 126.00
9.50	Stainless steel oil pan		$ 1,950.00	$ -
9.51	Davco 382 heated fuel-water separator		$ 387.00	$ -
9.52	Racor fuel filter 1000 FH, 12V electrical heater with Mack integral fuel-water separator		$ 374.00	$ -
9.53	120V, 1500W block heater with 150W oil pan heater wired to same receptacle		$ 137.00	$ -
9.54	Electric preheater	1	$ 53.00	$ 53.00
9.55	Tether device -furnish cap retainer for oil fill, radiator overflow tank, battery box & tool box when furnish		$ 23.00	$ -
9.56	Electric primer pump (Mack engine) with momentary switch located LH rail BOC		$ 96.00	$ -
9.57	Rear engine PTO (Repto)		$ 1,817.00	$ -
9.58	Furnish transmission thru shaft for local installation of RMPTO for Fuller transmission (lower left)		$ 28.00	$ -
9.59	Provision for local installation of rear mounted PTO (lower center) includes dash mounted indicator light		$ 159.00	$ -
9.60	Air operated PTO control - includes in cab control (RMPTO only)		$ 118.00	$ -
9.61	PTO switch and light with wiring and piping		$ 156.00	$ -
9.62	PTO switch and light with wiring and piping - M-Drive transmission		$ 156.00	$ -

TRANSMISSION OPTIONS:

Spec #	Description	Qty	Price	Subtotal
10.0	**(After the first Six listed options, list manual and automatic transmission options. List make and model, # of speeds, type of shifting and whether or not transmission includes PTO gear(s) or not). Example: Allison 3000 HS, 5 speed, push button, no PTO.**			
10.1	2 plate 14" ceramic clutch option for manual transmission			$ -
10.2	2 plate 15½" ceramic clutch option for manual transmission		$ -	$ -
10.3	External grease fitting for throw out bearing		$ 7.00	$ -
10.4	Adjustment free option for 2 plate clutches		$ 47.00	$ -
10.5	Synthetic (TranSynd) lubrication for Automatic Transmission	1	$ 301.00	$ 301.00
10.6	Synthetic lubrication for manual transmission		STD	
10.7	Factory option lube - transmission		$ (56.00)	$ -
10.8	Allison 3000-RDS 5/6 speed push button, PTO		$ 6,147.00	$ -
10.9	Allison 3000-RDS 5/6 speed push button, PTO, w/output retarder		$ 8,178.00	$ -
10.10	Allison 3000-EVS 6 speed push button, PTO		$ 8,108.00	$ -
10.11	Allison 4000-RDS 5 speed push button, PTO		$ 14,280.00	$ -
10.12	Allison 4000-RDS 5/6 speed push button, PTO		$ 13,776.00	$ -
10.13	Allison 4000-RDS 6 speed push button, PTO, w/output retarder		$ 13,536.00	$ -
10.14	Allison 4000-EVS 6 speed push button, PTO		$ 14,972.00	$ -
10.15	Allison 4500-RDS 6 speed push button, PTO	1	$ 13,776.00	$ 13,776.00
10.16	Allison 4500-RDS-R 6 speed, with retarder, push button, PTO		$ 16,776.00	$ -
10.17	Allison 4500-EVS 6 speed push button, PTO		$ 14,972.00	$ -
10.18	Mack TMD12AFD-HD automated 12 speed transmission (direct drive)		$ 3,718.00	$ -
10.19	Mack TMD12AFD-HD automated 12 speed transmission (over drive)		$ 3,718.00	$ -
10.20	Mack TMD13AFD-HD automated 13 speed. Transmission, creeper/multi-speed reverse (direct drive)		$ 7,438.00	$ -
10.21	Mack TMD13AFD-HD automated 13 speed. Transmission, creeper/multi-speed reverse (over drive)		$ 7,438.00	$ -
10.22	Mack TMD13AFD-HD automated 14 speed. Transmission, ultra-low creeper/multi-speed reverse (over drive)		$ 7,839.00	$ -
10.23	Mack T309, 9 speed transmission, PTO		STD	
10.24	Mack T309LR, 9 speed transmission, PTO		$ 142.00	$ -
10.25	Mack T310, 10 speed manual transmission, PTO		$ (516.00)	$ -
10.26	Mack T310M, 10 speed manual transmission, PTO		$ 1,029.00	$ -
10.27	Mack T310ME, 10 speed manual transmission, PTO		$ 1,193.00	$ -
10.28	Mack T310MLR, 10 speed manual transmission, PTO		$ 1,250.00	$ -
10.29	Fuller FRO-14210C, 10 speed manual transmission, PTO		$ 377.00	$ -
10.30	Fuller RTO-14908LL, 10 speed manual transmission, PTO		$ 855.00	$ -
10.31	Fuller FRO-15210C, 10 speed manual transmission, PTO		$ 1,639.00	$ -
10.32	Fuller FRO-16210C, 10 speed manual transmission, PTO		$ 1,298.00	$ -
10.33	Fuller RTO-16908LL, 10 speed manual transmission, PTO		$ 1,585.00	$ -
10.34	Fuller FRO-18210C, 10 speed manual transmission, PTO		$ 1,614.00	$ -

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Spec #	Description	Qty	Price	Subtotal
10.35	Fuller RTO-14909ALL, 11 speed manual transmission, PTO		$ 1,390.00	$ -
10.36	Fuller RTO-16908ALL, 11 speed manual transmission, PTO		$ 2,102.00	$ -
10.37	Mack T313LR, 13 speed manual transmission, PTO		$ 1,128.00	$ -
10.38	Mack T313, 13 speed manual transmission, PTO		$ 1,089.00	$ -
10.39	Fuller RTLO-16913A, 13 speed manual transmission, PTO		$ 2,111.00	$ -
10.40	Fuller RTLO-18913A, 13 speed manual transmission, PTO		$ 2,848.00	$ -
10.41	Fuller RTO-16915, 15 speed manual transmission, PTO		$ 2,220.00	$ -
10.42	Mack T318LR21, 18 speed manual transmission, PTO		$ 1,561.00	$ -
10.43	Mack T318LR, 18 speed manual transmission, PTO		$ 1,277.00	$ -
10.44	Mack T318, 18 speed manual transmission, PTO		$ 1,306.00	$ -
10.45	Fuller RTLO-16918B, 18 speed manual transmission, PTO		$ 2,725.00	$ -
10.46	Fuller RTLO-18918B, 18 speed manual transmission, PTO		$ 3,407.00	$ -
10.47	Air assist clutch		$ 359.00	$ -
10.48	Mechanical clutch cable		$ 160.00	$ -
10.49	Open grated clutch pedal		$ 14.00	$ -
10.50	Transmission oil cooler	1	STD	
10.51	Driveshaft guard for center bearing		$ 27.00	$ -
10.52	Transmission dust proofing		$ 15.00	$ -
10.53	T-Handle shift lever for Allison - Floor mounted		$ 203.00	$ -
10.54	Allison shift to neutral when park brake engaged	1	STD	
10.55	3rd or 4th gear hold for Allison transmission		$ 300.00	$ -
10.56	Stainless steel transmission coolant pipes	1	$ 175.00	$ 175.00
10.57	Allison fill tune and dip stick under hood		$ 138.00	$ -
10.58	Remote lube fittings: clutch release, brg & both cross-shaft; mounted under LH door		$ 50.00	$ -
10.59	GP1-23 Parker gear pump - requires M-Drive transmission and RMPO		$ 425.00	$ -
10.60	GP1-41 Parker gear pump - requires M-Drive transmission and RMPO		$ 434.00	$ -
10.61	GP1-60 Parker gear pump - requires M-Drive transmission and RMPO		$ 548.00	$ -
10.62	GP1-80 Parker gear pump - requires M-Drive transmission and RMPO		$ 588.00	$ -
10.63	F1-61R Parker gear pump - requires M-Drive transmission and RMPO		$ 637.00	$ -
10.64	F1-81R Parker gear pump - requires M-Drive transmission and RMPO		$ 710.00	$ -
10.65	F1-101R Parker gear pump - requires M-Drive transmission and RMPO		$ 857.00	$ -
11.0	**ELECTRICAL OPTIONS:**			
11.1	Resettable circuit breaker electrical protection			$ -
11.2	Automatic reset circuit breakers			$ -
11.3	Solid state circuit protection			$ -

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Spec #	Description	Qty	Price	Subtotal
11.4	Circuit box under hood or end of frame, each			$ -
11.5	Battery disconnect off negative side in cab control		$ 97.00	$ -
11.6	Remote jump start terminals		$ 111.00	$ -
11.7	Back up alarm (Preco Factory Model)			$ -
11.8	OEM daytime running lights	1	STD	
11.9	3000 CCA batteries in lieu of 1950CCA		$ 66.00	$ -
11.10	3 each 650/1950 CCA batteries in lieu of 2 each batteries	1	STD	
11.11	Battery box aft of cab			$ -
11.12	Grote 44710 flasher			$ -
11.13	Signal Stat 935 turn signal per Spec 12.6			$ -
11.14	Auxiliary customer access circuits			$ -
11.15	Switch for snowplow lights mounted on instrumental panel. Includes wiring terminated near headlights, for customer mounted auxiliary snowplow lights.	1	$ 80.00	$ 80.00
11.16	Power source terminal-2 stud type-mounted on firewall or inside cab with ground to frame rail and to starter, with 6 gauge wire.			$ -
11.17	10-position switch panel mounted on instrument panel. Includes 10 lighted switches, ignition control; switches will control relays which will feed stud type junction block mounted inside cab.			$ -
11.18	Vehicle speed sensor with speed signal at fuse panel for sander ground speed control system.	1	$ 20.00	$ 20.00
11.19	Battery box left hand rail back of fuel tank		$ 48.00	$ -
11.20	Battery terminal cable with tall battery terminal nuts		$ 8.00	$ -
11.21	Dash mounted indicator body/hoist up body builder lamp		$ 71.00	$ -
11.22	RH/LH led work light on both side of truck		$ 113.00	$ -
11.23	Polished aluminum battery box cover		$ 52.00	$ -
11.24	Molded plastic with splash guard		$ 29.00	$ -
11.25	Painted steel battery box		$ 23.00	$ -
11.26	Lockable steel battery box		$ 69.00	$ -
11.27	Battery shock pad		$ 4.00	$ -
11.28	Body Link w/cab floor pass thru hole/rubber boot		$ 1.00	$ -
11.29	Body Link w/o cab floor pass thru hole/rubber boot	1	STD	
11.30	2 Extra dash mounted illuminated toggle switches		$ 16.00	$ -
11.31	One extra dash mounted rocker switch thru battery for local installed items		$ 10.00	$ -
11.32	One extra dash mounted rocker switch thru ignition for local installed items		$ 10.00	$ -
11.33	Six extra switches 2-15A ignition, 1-20A ignition, 1-10A ignition, 1-5A battery, & 1-20A battery		$ 111.00	$ -
11.34	Eight switches - front strobe, rear strobes, wing light, wing strobe, sander light, tail gate lock, and vibrator	1	$ 237.00	$ 237.00
11.35	Back up alarm with intermittent feature (Ambient noise sensitive)		$ 98.00	$ -
11.36	Ecco back-up alarm 575 constant sound level	1	$ 74.00	$ 74.00
11.37	Ecco back-up alarm SA917 ambient noise sensitive		$ 98.00	$ -

Spec #	Description	Qty	Price	Subtotal
11.38	Pollak 41-722 constant audible (mounted on rear crossmember)		$ 80.00	$ -
11.39	Fog lights		$ 93.00	$ -
11.40	Fog lights provisions - includes dash control & wiring for local installation of fog lights		$ 13.00	$ -
11.41	Omit rear tail lights		$ (38.00)	$ -
11.42	Incandescent tail light module		$ 91.00	$ -
11.43	Brake lighting on with engine brake		$ 84.00	$ -
11.44	LED type tail lights	1	$ 199.00	$ 199.00
11.45	Two Mack M/F 925/1850 CCA batteries		$ 56.00	$ -
11.46	Three Mack 730/2190 CCA batteries		$ 5.00	$ -
11.47	Three Mack 800 CCA AGM Long Life Batteries		$ 263.00	$ -
11.48	Four Mack 1000/4000 CCA		$ 182.00	$ -
11.49	Switch in dash with wiring to cab roof, above LH & RH doors for local installation of strobe lights		$ 32.00	$ -
11.50	LED strobe beacon lights mounted on top of cab with switch on D-panel		$ 196.00	$ -
11.51	LH roof mounted spot light		$ 71.00	$ -
11.52	Trucklite LED side marker light		$ 102.00	$ -

12.0 CAB EXTERIOR OPTIONS:

Spec #	Description	Qty	Price	Subtotal
12.1	Dual electric horns		$ 6.00	$ -
12.2	Air horns, dual, round, with snow shields	1	$ 95.00	$ 95.00
12.3	Dual rectangular air horns		$ 72.00	$ -
12.4	Fender mirrors per Spec 12.4	1	$ 133.00	$ 133.00
12.5	Heated mirrors per Spec 12.5 -West Coast		$ 104.00	$ -
12.6	Remote control for R.H. mirror & heated -Bulldog stylized mirrors		$ 378.00	$ -
12.7	Remote control for dual mirrors & heated - Bulldog stylized mirrors with integral convex mirror	1	$ 474.00	$ 474.00
12.8	Upcharge for cab extension or larger cab			$ -
12.9	Severe duty aluminum cab option			$ -
12.10	Dupont Highway orange paint or equal		$ 31.00	$ -
12.11	Premium paint color option		$ 233.00	$ -
12.12	Imron paint option		STD	
12.13	Imron and clear coat paint option	1	STD	
12.14	Top of hood painted flat black		$ 607.00	$ -
12.15	Cab Air Ride Suspension	1	STD	
12.16	Tilting hood per Spec 12.8		STD	
12.17	Butterfly option on hood		$ 413.00	$ -
12.18	Transverse hood opening w/setback axle			$ -
12.19	Front fender mounted turn signals			$ -
12.20	Cab visor, external, painted to match cab color	1	$ 184.00	$ 184.00
12.21	Front fender extensions	1	$ 105.00	$ 105.00

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Spec #	Description	Qty	Price	Subtotal
12.22	Front fender mud flaps	1	STD	
12.23	Arctic winter wiper blades	1	$ 19.00	$ 19.00
12.24	Optional windshield washer tank		$ 26.00	$ -
12.25	Per truck charge for all trucks, key identical		$ 20.00	$ -
12.26	RH observation prism window in door		$ 28.00	$ -
12.27	Spotlight LH, RH, or roof mounted each		$ 71.00	$ -
12.28	Front tow hooks	1	STD	
12.29	Rear tow hooks		$ 22.00	$ -
12.30	Per truck charge for all trucks, key identical - 4 keys		$ 39.00	$ -
12.31	Heated mirrors per Spec 12.5 -West Coast heated & illuminated		$ 123.00	$ -
12.32	Heated mirrors per Spec 12.5 -Bulldog Stylized mirrors w/integral convex mirrors		$ 272.00	$ -
12.33	Heated mirrors per Spec 12.5 -Body color aero mirror with integrated convex mirror		$ (49.00)	$ -
12.34	Remote control for R.H. mirror & heated -Aerodynamic		$ 344.00	$ -
12.35	Hadley/Kam 4-way mirrors with chrome steel - RH motorized & heated		$ 214.00	$ -
12.36	Remote control for dual mirrors & heated - Bulldog stylized mirrors illuminated with integral convex mirror		$ 502.00	$ -
12.37	Remote control for dual mirrors & heated - Aerodynamic		$ 444.00	$ -
12.38	Remote control for dual mirrors & heated - Aerodynamic body color		$ 134.00	$ -
12.39	Hadley/Kam 4-way mirrors with chrome steel - RH/LH both motorized & heated		$ 252.00	$ -
12.40	RH observation prism window in door		$ 28.00	$ -
12.41	Heated electric wiper blades		$ 118.00	$ -
12.42	Heated windshield	1	$ 425.00	$ 425.00
12.43	One piece windshield		$ 83.00	$ -
12.44	Tinted windshield and sides w/50% transmittance gray, tinted rear window		$ 50.00	$ -
12.45	Bright finish hood intake	1	$ 16.00	$ 16.00
12.46	Bright finish bars with surround grille	1	$ 240.00	$ 240.00
12.47	Bright finish grille		$ 32.00	$ -
12.48	Bullet type chrome marker & clearance lights		$ 75.00	$ -
12.49	Led type marker & clearance lights	1	$ 75.00	$ 75.00
12.50	RH tool box mounted on frame rail		$ 221.00	$ -
12.51	Heated convex mirrors		$ 34.00	$ -
12.52	Electronic keyless entry		$ 130.00	$ -
12.53	Bright finish RH fender mirror		$ 67.00	$ -
12.54	Bus style 1/4 round black finish fender mirrors		$ 191.00	$ -
12.55	Stainless steel exterior sun visor		$ 247.00	$ -
12.56	Bright Finish hood latches		$ 89.00	$ -
12.57	10" round bright finish heated fender mirrors		$ 234.00	$ -
12.58	Rect convex mirror above RH driver door window		$ 23.00	$ -

Spec #	Description	Qty	Price	Subtotal
13.0	**CAB INTERIOR OPTIONS:**			
13.1	**Medium grade interior trim package**			$ -
13.2	Sandstone Color with woodgrain instrument panel		$ 292.00	$ -
13.3	Sandstone Color with brushed metallic instrument panel		$ 292.00	$ -
13.4	Slate Gray Color with woodgrain instrument panel		$ 292.00	$ -
13.5	Slate Gray Color with brushed metallic instrument panel		$ 292.00	$ -
13.6	**Premium grade interior trim package includes power window and locks in package**			
13.7	Sandstone Color with woodgrain instrument panel		$ 1,087.00	$ -
13.8	Sandstone Color with brushed metallic instrument panel		$ 1,087.00	$ -
13.9	Slate Gray Color with woodgrain instrument panel		$ 1,087.00	$ -
13.10	Slate Gray Color with brushed metallic instrument panel	1	$ 1,087.00	$ 1,087.00
13.11	Round universal gauge package	1	STD	
13.12	Power window, passenger side		$ 158.00	$ -
13.13	Power window/both passenger and driver window		$ 325.00	$ -
13.14	O.E.M factory installed, AM/FM Premium stereo, CD-Player, Weatherboard, Handfree interface, Bluetooth	1	STD	
13.15	O.E.M factory installed, AM/FM Premium stereo, CD-Player, Weatherband, Handfree interface, Bluetooth, Sirius/XM Satellite		$ 157.00	$ -
13.16	Radio accommodation package includes antenna, power supply and two speakers (No radio)		$ (175.00)	$ -
13.17	O.E.M factory installed, AM/FM stereo, MP3, Weatherband, Handfree interface, Bluetooth		$ (45.00)	$ -
13.18	O.E.M factory installed, air conditioning	1	STD	
13.19	Cab mounted non-resettable hour meter			$ -
13.20	Dash mounted air cleaner air restriction gauge - (Display in Co-Pilot only)	1	STD	
13.21	Transmission temp gauges	1	STD	
13.22	Windshield defroster fan w/switch dash mounted		$ 87.00	$ -
13.23	Between seats mounted console		$ 308.00	$ -
13.24	Transmission oil sensor (check & fill)	1	STD	
13.25	CB hot jacks dash mounted		$ 13.00	$ -
13.26	Tilt & telescope steering wheel	1	STD	
13.27	Tilt steering wheel			$ -
13.28	Self canceling turn signals	1	STD	
	List seating options for driver and passenger seats. Use as many options as you need to offer seat variations customers have been buying.			
13.29	Bostrom Talladega 915 Hi-Back air driver seat		$ 26.00	$ -
13.30	Bostrom Talladega 915 wide ride Hi-Back air driver with 4 chamber air lumbar		$ 181.00	$ -
13.31	Bostrom Talladega 915 Hi-Back air driver seat and air lumbar support		$ 137.00	$ -

Spec #	Description	Qty	Price	Subtotal
13.32	Air-Sears Atlas 70 hi-back driver seat		$ 246.00	$ -
13.33	Air-Sears Atlas 70 hi-back driver seat "Premium comfort with height adj. Air lumbar		$ 301.00	$ -
13.34	Air-Sears Atlas 80 hi-back driver seat 4 chamber air lumbar		$ 374.00	$ -
13.35	National 2000 hi-back air driver seat - single chamber air lumbar, 2 position front cushion adjustable	1	$ 104.00	$ 104.00
13.36	National 2000 hi-back air driver seat - three chamber air lumbar, 2 position front cushion adjustable front cushion with adjustable rear cushion		$ 199.00	$ -
13.37	Mack fixed rider seat mid-back with integral storage compartment		$ 82.00	$ -
13.38	Mack fixed rider seat hi-back with integral storage compartment		$ 106.00	$ -
13.39	Extended non suspension rider seat with seat belts (2)		$ 101.00	$ -
13.40	Mack fixed hi-back rider seat		$ 44.00	$ -
13.41	Bostrom Talladega 900R mid-back non suspension rider seat		$ 74.00	$ -
13.42	Bostrom Talladega 900R hi-back non suspension rider seat		$ 95.00	$ -
13.43	Bostrom Talladega 915 mid back air rider seat		$ 200.00	$ -
13.44	Bostrom Talladega 915 hi-back air rider seat		$ 297.00	$ -
13.45	Bostrom Talladega 915 hi-back air rider seat with air lumbar		$ 297.00	$ -
13.46	National 2000 mid-back air rider seat		$ 214.00	$ -
13.47	National 2000 hi-back air rider seat		$ 250.00	$ -
13.48	Omit rider seat		$ (40.00)	$ -
13.49	Inboard mounted driver arm rest	1	$ -	$ -
13.50	Inboard mounted rider arm rest - Air Ride Seat Only		$ -	$ -
13.51	Cloth with vinyl driver & rider seat	1	$ -	$ -
13.52	Driver seat dust cover	1	$ -	$ -
13.53	Passenger seat dust cover - Not Available with fix passenger seat		$ -	$ -
13.54	All ultra leather drive and ride set		$ 95.00	$ -
13.55	Orange driver & rider seat belt		$ 76.00	$ -
13.56	Light & buzzer for seat belt		$ 35.00	$ -
13.57	Push button type starter		$ 13.00	$ -
13.58	Diagonal grab handle on inside of driver door	1	$ 35.00	$ 35.00
13.59	Co-pilot driver display (enhanced 4.5" diagonal graphic LCD display w/4-button stalk control - includes guard dog routine maintenance monitoring	1	STD	
13.60	Roadwatch ambient air temp gauge for outside and road temps - requires aero-dynamic mirrors		$ 648.00	$ -
13.61	Roadwatch ambient air temp gauge for outside and road temps without display - includes cable to D panel with 6" extra wire		$ 967.00	$ -
13.62	Roadwatch ambient air temp gauge for outside and road temps with display on dash panel		$ 1,081.00	$ -
13.63	5lb fire extinguisher between LH seat base and door with valve	1	$ 66.00	$ 66.00
13.64	Reflector kit parallel to inside of rider base seat	1	$ 27.00	$ 27.00
13.65	Air conditioning blend air HVAC with ATC temp regulation		$ 81.00	$ -
13.66	Air conditioning blend air HVAC with ATC temp regulation & APADS		$ 226.00	$ -

Spec #	Description	Qty	Price	Subtotal
13.67	Air conditioning with air conditioning protection & diagnostic system (APADS)		$ 132.00	$ -
13.68	Cab cleanout - includes in cab pneumatic line		$ 46.00	$ -
13.69	40 Channel CB Radio, 10 channel weather		$ 205.00	$ -
13.70	48" Radio antenna right side mirror mounted	1	$ 4.00	$ 4.00
13.71	48"CB Antenna left side mirror mounted	1	$ 38.00	$ 38.00
13.72	CB hot jacks mounted on the dash and in header console		$ 17.00	$ -
13.73	CB mounting in console & external speakers		$ 107.00	$ -
13.74	Auto shutoff for radio when truck is in reverse		$ 47.00	$ -
13.75	Exhaust pyrometer & transmission oil temperature gauges		STD	
13.76	Exhaust pyrometer, transmission oil temperature, manifold pressure and air application gauges	1	$ 75.00	$ 75.00
13.77	Exhaust pyrometer, transmission oil temperature, manifold pressure and air application gauges, Air Suspension		$ 100.00	$ -
13.78	Rear Axle temperature gauge		$ 91.00	$ -
13.79	Red floor lighting w/switch plus (4) door lamps w/switches		$ 103.00	$ -
13.80	Interior storage console mounted on floor between seats w/12 volt power outlet		$ 308.00	$ -
13.81	Bodybuilder interior console mounted to floor between seats		$ 209.00	$ -
14.0	**MN/DOT OPTIONS:**			
14.10	Additional warranty coverage per spec 12.9			$ -
14.20	Engine Plan 1 60 months 250,000 miles		$ 1,200.00	$ -
14.30	Engine Plan 1 72 months 250,000 miles		$ 2,200.00	$ -
14.40	Engine Plan 1 84 months 250,000 miles		$ 2,520.00	$ -
14.50	Engine Plan 1 60 months 250,000 miles - HP over 460 horses		$ 2,000.00	$ -
14.60	Engine Plan 1 72 months 250,000 miles - HP over 460 horses		$ 3,300.00	$ -
14.70	Engine Plan 1 84 months 250,000 miles - HP over 460 horses		$ 3,800.00	$ -
14.80	Engine Plan 2 60 months 250,000 miles		$ 1,900.00	$ -
14.90	Engine Plan 2 72 months 250,000 miles		$ 3,800.00	$ -
14.10	Engine Plan 2 84 months 250,000 miles		$ 4,300.00	$ -
14.11	Engine Plan 2 60 months 250,000 miles - HP over 460 horses		$ 2,950.00	$ -
14.12	Engine Plan 2 72 months 250,000 miles - HP over 460 horses		$ 5,675.00	$ -
14.13	Engine Plan 2 84 months 250,000 miles - HP over 460 horses		$ 6,450.00	$ -
14.14	Engine after-treatment systems (EATS) 60 months 250,000 miles		$ 675.00	$ -
14.15	Engine after-treatment systems (EATS) 72 months 250,000 miles		$ 825.00	$ -
14.16	Engine after-treatment systems (EATS) 84 months 250,000 miles		$ 950.00	$ -
14.17	M-Drive Transmission 48 months 500,000 miles		$ 971.00	$ -
14.18	M-Drive Transmission 60 months 500,000 miles		$ 2,067.00	$ -
14.19	M-Drive HD Transmission 48 months 250,000 miles		$ 775.00	$ -
14.20	M-Drive HD Transmission 60 months 250,000 miles		$ 1,150.00	$ -
14.21	M-Drive Clutch 48 months 250,000		$ 395.00	$ -
14.22	M-Drive Clutch 60 months 250,000		$ 695.00	$ -

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Spec #	Description	Qty	Price	Subtotal
14.23	HVAC (Air Conditioning) 60 months		$ 600.00	$ -
14.24	Starter 60 months 300,000 miles		$ 203.00	$ -
14.25	Alternator 60 months 300,000 miles		$ 231.00	$ -
14.26	Starter & Alternator 60 months 300,000 miles		$ 315.00	$ -
	For Prebuild and Pilot meets See RFP special Terms and conditions			
14.27	Prebuild specification meeting (per person) to be held in St. Paul/Minneapolis area.		$ 1.00	$ -
14.28	Pilot inspection meeting (per person).		$ 900.00	$ -
15.0	**TRAILER TOW OPTIONS:**			
15.1	Trailer tow package extended to rear of frame	1	$ 317.00	$ 317.00
15.2	Trailer package extend to rear of frame per Spec 12.12		$ 417.00	$ -
15.3	Single 7 pin SAE type, end of frame	1	$ 117.00	$ 117.00
15.4	Dual 7 pins standard SAE type, end of frame (1) for trailer with electric brakes, (1) for trailer with air brakes		$ 158.00	$ -
15.5	Hand control valve for trailer brakes	1	$ 47.00	$ 47.00
16.0	**MANUALS / TRADE-IN INTEREST FEE:**			
16.1	Percent interest per month (non-compounding) on unpaid cab & chassis balance. Applies only to CPV Members. (Payable after trade-in is delivered to vendor). Percentage/per month.		$ 1.50	$ -
	SEE Special Terms and Conditions re interest to State agencies.			
16.2	Manuals in print form, parts repair and service, per set		$ 900.00	$ -
16.3	Manuals in CD form, parts repair and service, per set		$ 500.00	$ -
16.4	Premium Tech Tool		$ 3,200.00	$ -
17.0	**Delivery Charges:**			
17.1	Price per loaded mile Starting Point Roseville, MN 55113		$ 2.00	$ -
18.0	**Maintence/ Body Shop Labor Rates Per Hour**			
18.1	Rate for Initial Inspection/Diagnostic		$ 142.00	$ -
18.2	Rate for Mechanical Work		$ 142.00	$ -
18.3	Rate for Body Work		$ 142.00	$ -

19.0 Quantity Discounts:
Enter the number of units that must be purchased and the corresponding discount offered to the purchaser. More than one quantity discount may be entered.

PRICING PAGE

Spec #	Description	Qty	Price	Subtotal
19.1				
19.2				
20.0	**Next Model Year Upcharges**			
	Enter the following Production Model Year here >>>>>>>>>>		2019	
20.1	Percentage Upcharge for the following Model Year Base Unit		1.50%	$ -
20.2	Percentage Upcharge for the following Model Year Options		1.50%	$ -
			Total Cost:	$ 117,987.00

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9D

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Riverbank Lane Worksession**

DATE: 6-1-2017

OVERVIEW:

Staff has reserved the Community Center for Tuesday June 13th at 6:00 p.m. for a workession on Riverbank Lane.

Staff will notify residents immediately via letter once the workession date and time have been approved.

Action Requested:

Schedule a workession to discuss Riverbank Lane on Tuesday June 13th at 6:00 p.m. at the Community Center.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9E

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **July 3rd City Council Meeting**

DATE: 6-5-2017

OVERVIEW:

The July 3rd City Council Meeting obviously falls a day before a very popular holiday. Councilmembers may have plans. Staff may have plans. People associated with business items may have plans. Staff is unaware of any urgent agenda items that would require processing on July 3rd and there is not Planning Commission Meeting in June. It is expected city business would be light for this meeting.

The meeting can be canceled by Resolution.

Review and Discuss:

Consider adopting the Attached Resolution canceling the July 3rd Meeting.

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

RESOLUTION 2017-14

A RESOLUTION CANCELLING THE JULY 3, 2017 REGULAR CITY COUNCIL MEETING

WHEREAS, the City of St. Francis generally holds 24 Regular City Council Meetings; and;

WHEREAS, July 3, 2017 is the day before a holiday; and

WHEREAS, there is little to no City business to conduct; and

WHEREAS, it does not appear City business will be negatively impacted by canceling the July 3, 2017 regular meeting.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF JUNE, 2017

APPROVED:

____

ATTEST: Steven D. Feldman, Mayor

____

Barbara I. Held, City Clerk

City of St. Francis

Building

Community Development Department

Building Report – May 31, 2017

Building Permit	Year to Date Number	Revenue $
Residential - new construction	31	$281,909.11
Residential – Other: plumbing, septic, mechanical	116	$26,345.76
Commercial – all types	7	$80,199.00
Public Facilities – all types	0	0
Public facilities includes govt. and school district Value does not include WAC/SAC	154	$388,453.87

	Revenue - Year to Date
Water Connect, Water Meter, Sewer Connect Fees	$195,728.00

	Year to Date
Zoning Permits Includes review for temporary signs, driveways/parking pads, accessory structures under 200 sq. ft.	5

Number of Registered Vacant Buildings: 7   Number of Registered Rental Units: 143

Code Enforcement

	Year to Date
Administrative Notices created by a complaint	16
Citations Issued	3
Citations Resolved	0

Highlights/Updates

Economic Development Highlights:

- Redevelopment Plan for Hwy 47/Bridge Street in final stages, to be brought to Council for adoption.
- Comprehensive Plan kicked off, working towards a plan to meet state requirements and use towards marketing city opportunities
- Meeting with HKGi and Developers in regards to opinions on growth, development and expectations
- Developer bringing City Concept and Community Profile to national retail convention. Audience 38,000

- Countywide Assessment Initiative
    - Lead by Connexus and Metro North Chamber with steering committee including various cities including St. Francis
    - Outside consultant to complete a Strengths, Weaknesses, Opportunities and Threats (SWOT) report.
    - Expect report completion this fall, ability to use initiative in Comprehensive Plan, Marking and guiding development
- Discussions with various housing developers and land owners in regards to residential opportunities
- Two of the three city parcels have purchase agreements.
- Countywide Broker event hosted by the Anoka County Cities on October 11, 17. Projected attendance 100 real estate brokers and developers
- State MNCAR event, St. Francis to have a booth with marketing and development information, October 11, 17. Projected attendance 3,000 real estate brokers and developers