CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
APRIL 17, 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 – April 3, 2017
   B. Letter of Resignation from Fire Fighter Jennifer McDonough
   C. Pay Request No. 21 to Gridor Construction for Wastewater Treatment Improvements
   D. Acknowledge the donation from the St. Francis American Legion to the Police Department
   E. Acknowledge the donation from Blaine Festival for Pioneer Days
   F. Authorization to place an Ad for a Part Time Fire Chief and approve job description
   G. Discontinue the Contract with Stericycle
   H. Payment of Claims

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

6. SPECIAL BUSINESS
   None

7. PUBLIC HEARINGS
   None

8. OLD BUSINESS
   None

9. NEW BUSINESS
   A. Northland Securities –
      1) Possible Refunding of the $8,200,000 EDA Lease Rev Bond, Series 2012A
      2) Resolution 2017-11 Approving the Issuance of General Obligation Capital Improvement Plan Bonds, Series 2017A
   B. City Website
   C. Municode-Online Code
   D. Rental Housing Licensing – Program Revisions
   E. City Newsletter Quotes

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

11. REPORTS
   A. Administrator's Report
   B. Public Works – Monthly Report
   C. Councilmember Reports

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 – April 15th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**
   a. *City Council Minutes* – April 3rd, 2017

   b. *Accept resignation of Jennifer McDonough* – Fire Department

   c. *Pay Request No. 21 to Gridor Construction* – WWTF

   d. *Acknowledge Donation from S.F. American Legion to Police Department* – for the Bike Rodeo.

   e. *Acknowledge Donation from Blaine Festival*- for Pioneer Days.

   f. *Authorize Job Advertisement for Fire Chief* – Attached is the job advertisement for the Fire Chief Position. Staff left it open to the possibility of a two-year Interim status or a more open ended deal. The pay range is posted at $24,000 - $30,000 and Staff will disseminate the advertisement to all reasonable outlets.

   g. *Discontinue Contract with Stericycle* - They City entered into a five year agreement to remove regulated waste as mandated by the MPCA. However, the City doesn't accumulate enough waste to justify the contract. Buying out of the contract will cost $698.36 but will likely save the City $1,459.44 by the time the contract is expected to run out in 2020.

   h. *Payment of Claims*–

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

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

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

9. **NEW BUSINESS**
   A. *Northland Securities* – Northland Securities is proposing the City consider refunding the Lease Revenue Bonds, Series 2012A. Their cover sheet suggest the City could save $1,130,592 over the life of the bond and free up annual payment cash of approximately $59,504.
   Resolution 2017-11 Approving the Issuance of General Obligation Capital Improvement Plan Bonds, Series 2017A.

B. *City Website* – At the Worksession on 4/10/17 Staff was directed to bring back a contract proposal with Aha Consulting to upgrade the City's website. The total cost is $11,800 initial installation and $3,300. This is comparison to a quote from Revize for $13,200 and $2,200 annually. In addition, Aha is more compatible with Municode. Motion to enter into the Agreement with Aha.

C. *Online Code, Municode -* Staff was directed at the 4/10/17 Worksession to bring back a formal proposal for Municode to enhance the City's website and search features. The cost is $450 - $1,195 annually depending on options. Motion to sign the quote/agreement.

D. *Rental Housing Licensing* – Community Development is propose reducing the rental housing inspection fees, implement a late fee, add conversion fee, and a re-inspection fee. Provide direction to Staff to bring back the applicable changes to the City Code at a future meeting.

E. *City Newsletter* – The City recently was challenged on the use of TJ Associates for preparation of the newsletter. Staff was then directed to go out for quotes. It should be noted that the City has had good service from TJ Associates. Minuteman Press out of Ham Lake came in with the low quote of $1,433.75. Motion to accept the bid.

11. **Reports:**
A) City Administrator – no report
B) Public Works – Monthly Report

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
APRIL 3, 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 Joe Muehlbauer, Robert Bauer and Rich Skordahl. Councilmember Jerry Tveit excused. Also present City Attorney Scott Lepak (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Matt Kohout, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
   Mayor Feldman asked to remove item 8 A. from the agenda. MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE AGENDA AS AMENDED. Motion carried 4-0.

4. **CONSENT AGENDA**
   MOTION BY BAUER SECOND SKORDAHL TO APPROVE THE CONSENT AGENDA ITEMS A-B AS FOLLOWS:
   A. City Council Minutes – March 20, 2017
   B. Payment of Claims $107,745.38 (Checks # 72274-72327)
      Motion carried 4-0.

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

7. **PUBLIC HEARINGS**
   None

8. **OLD BUSINESS**
   A. ISD #15 – Ord. Amendment, Conditional Use permit & Site Plan Review Event Parking Lot - Feldman stated this was pulled to have the full council address this issue. Also, staff and I met with school district staff to discuss their request further. During this meeting they discussed the possibility of a fence along Rum River Blvd and the installation of a turn lane off Rum River Blvd. to the maintenance road. Anoka County is going to be doing an overlay on Rum River Blvd this year and it would be the county and school district to work together for the installation of the turn lane. The cost of the turn lane would be that of the school district. Skordahl said if this is coming back to the council we can discuss further at that time.

9. **NEW BUSINESS**
   A. Peddlers License – Ice Cream Truck – An application was received from Sara Liebeck to be able to sell ice cream treats through an ice cream truck service for a period including March through October. The hours of operation on her application would be from 10:00 am to 8:30 pm. The applicant also submitted a letter with her application requesting a fee which is less than our current fee structure. Staff did call around to other cities to see what they charge for this type of service. The information was included in the council packet. Skordahl stated that maybe our Peddlers License on the fee schedule could break down the different types of peddler type request a little more. After discussion of the fees and reviewing the other cities fee that were contacted, those chose to stay with our current fee schedule. MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE PEDDLERS LICENSE REQUEST FOR SARA LIEBECK/THE ICE CREAM MACHINE BUT NOT REDUCE THE FEE AS SHE HAD REQUESTED. Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**
   A. Mike Rodger, 2770 232nd Lane NW, asked if the school district was going have an environmental study done for the parking lot property they recently purchased. There will be rain runoff from the parking lot and believes there is a wetland in the area. Kohlmann stated I do believe the engineer did comment on that issue during his review of the project.

   B. Debra Sundberg, 23049 Arrowhead Street NW, said she called city hall today to complain about her water bill. City staff told her to come to the council meeting to voice her concern. My bill went up to $90 a month for a single person and I do not believe I have a leak. I am worried about a family of four and what are their bills. Feldman asked if she had someone look at her meter. Feldman also stated the three of us got elected on that reason of the rates being so high. If you can just be patient with us, we feel your pain.

   C. Barbara Rudnicki 23041 Arrowhead Street NW, with just one person my bill is high. I try to be efficient as possible. I get being patient, but now with summer coming, how patient do I have to be. Feldman again stated we have not forgotten why we ran. Your concerns are heard and we are open and approachable. Unfortunately we are still waiting for the grant. Thank you for coming forth. Skordahl said you should look at your usage/consumption to see if that is the same. If it is the same as years past then it is solely cause by the rate increase. Feldman said we are doing research and have met with the Met Council who will be coming back out.

D. Roger Wallin, 23027 Arrowhead Street NW, asked why did we have two rate hikes in a row. Feldman said we ran on that, need to learn from our mistakes. Could things have been done different, yes. We are not leaving any stone unturned. Wallin said some seniors are living month to month. Skordahl said I am the bad guy. I was on the council when the upgrade went in. The increase rates were put in to help pay for the wastewater treatment facility. The City had not had an increase in rates for a long period of time. Part of the catch up was that there were no recent rates increases and the new wastewater treatment plant. We needed an upgrade and the council at the time went forward with the new plat. Wallin said maybe we should quick expanding. Skordahl said we chose the plant upgrade to allow more people and businesses to come here. It wasn't a popular but with the information we had, we made the best decision. Muehlbauer said it was built so now we have to expand to help get the rates down.

E. Mike Rodger said do you (Skordahl) want to help pay for this (water/sewer expenditures). Skordahl said no.

Feldman said I don't think they looked at other options. Not specifically looking at one council over the other, we are trying to fix this. We have put the brakes on spending, problem that it does not happen overnight. Planning without preparation is worthless. I am factual and honest; we are action not lip service.

11. **REPORTS**

A. Administrator's Report – none

B. Community Development Director – Quarterly Report – Thunstrom gave a quarterly report on building activity, zoning permits and code enforcement. PermitWorks was installed on staff computers. Also reaching out to developers about opportunities on residential and commercial needs.

C. Councilmember Reports –
Muehlbauer reported the Chamber is looking for volunteers for Pioneer Days.

Bauer reported ISD #15 referendum questions will be on the ballot during the May 23, 2017 election. Get out and vote.

Skordahl would like to encourage people to be good neighbors. Be mindful of your neighbors as the weather gets nice there will be more dogs, kids on bikes, be good neighbors. Reminder of the City Council work session set for next Monday evening at 5:30 pm at city hall.

Feldman stated Lisa Rahn of ISD #15 will be putting out factual information regarding the referendum on the school's website. Once it is out there we will post it on the City's Facebook and website. We are currently working on how we can make our website more user friendly. Street sweeping will begin April 4th, volunteers are needed for recycling day, dog leash laws are now on the website along with neighborhood watch programs. Roundabouts please signal your turn when exiting. I appreciate you letting staff and councilmembers know your concerns.

Angie Bray asked from the audience if the council had discussed changing the council meeting start time. Feldman said that is part of our work session discussion.

12. **ADJOURNMENT**
There being no further business, Mayor Feldman adjourned the regular city council at 6:52 pm.

____
Barbara I. Held, City Clerk

BOLTON & MENK

Real People. Real Solutions.

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

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

April 3, 2017

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

RE: Pay Request No. 21
Wastewater Treatment Improvements
St. Francis, Minnesota
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 21 for the above referenced project. This pay request is primarily for purchasing laboratory equipment, finish painting, plumbing, HVAC and electrical work. The requested and certified amount is $143,736.00.

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

Sincerely,

Bolton & Menk, Inc.

Paul Saffert

Paul Saffert, P. E.
Project Manager

PS/jo

cc: Paul Teicher, City of St. Francis

Enclosures (3 copies, signed Pay Request No. 21)

APPLICATION AND CERTIFICATE FOR PAYMENT

O:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\[Pay Estimate #21.xls]Summary Page

TO OWNER:	City of St. Francis 4058 St. Francis Blvd. NW St. Francis, MN 55070	PROJECT:	Wastewater Treatment Facility Improvements	APPLICATION NO.: PERIOD TO: PROJECT NO.: SUBSTANTIAL CONTRACT DATE: FINAL CONTRACT DATE:	21 2/28/17 to 3/27/17 R21.109015 03/20/17 05/19/17
CONTRACTOR:	Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	ENGINEER:	Bolton & Menk, Inc. 7533 Sunwood Drive N.W. Ramsey, MN 55303		
CONTACT:	Gregg Schreiner	CONTACT:	Paul Saffert		

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1.	ORIGINAL CONTRACT SUM		$21,832,300.00
2.	Net change by Change Orders		$0.00
3.	CONTRACT SUM TO DATE (Line 1 + Line 2)		$21,832,300.00
4.	TOTAL COMPLETED & STORED TO DATE		$20,595,905.00
5.	RETAINAGE: Securities in Lieu of Retainage		
	A. 0% of Completed to Date	$0.00	
	B. 0% of Stored Materials	$0.00	
	Total Retainage	$0.00	
6.	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		$20,595,905.00
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior payment)		$20,452,169.00
8.	CURRENT PAYMENT DUE		$143,736.00
9.	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$1,236,395.00

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

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

CONTRACTOR:

By: ______

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

State of Minnesota

Subscribed and sworn to before me this 30th day of March, 2017

Notary Public: ______ 1/31/2020 Commission Expiration

ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED $143,736.00

ENGINEER: Bolton & Menk, Inc.

By: ______ Date: 4/3/17

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

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E Work Completed This Period Percent	E Work Completed This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1000.000	Mobilization Insurance & Bonds	$360,000	$360,000			$0	$360,000	100.0%	$0
1020.001	General Construction - Allowance	$250,000	$372,539			$0	[redacted]	149.0%	-$122,539
1020.002	Utility Service - Allowance	$25,000	$19,197			$0	$19,197	76.8%	$5,803
1020.003	Building Permit - Allowance	$150,000	$24,901			$0	$24,901	16.6%	$125,099
Subtotal for	Division 1	$785,000	$776,637			$0	$776,637	98.9%	$8,363
						check	$776,637		
Division 2									
2020.000	Biosolids Site Reclamation	$550,000	$181,500			$0	$181,500	33.0%	$368,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	$40,000	$15,000			$0	$15,000	37.5%	$25,000
2100.000	Site Preparation	$50,000	$50,000			$0	$50,000	100.0%	$0
2110.000	Column Foundation Systems - Allowance	$2,450,000	$2,075,000			$0	$2,075,000	84.7%	$375,000
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					$0	$0	0.0%	$0
2210.000	Finish Grading	$30,000				$0	$0	0.0%	$30,000
2220.000	Excavating & Backfill	$1,100,000	$1,100,000			$0	$1,100,000	100.0%	$0
2221.000	Removing Pavement & Miscellaneous Structures	$20,000	$20,000			$0	$20,000	100.0%	$0
2330.000	Excavation & Embankment - Roadway & Pavement	$30,000	$28,000			$0	$28,000	93.3%	$2,000
2370.000	Storm Water Pollution Prevention Plan (SWPP)	$30,000	$29,000			$0	$29,000	96.7%	$1,000
2550.000	Site Utilities	$1,000,000	$1,000,000			$0	$1,000,000	100.0%	$0
2600.000	Roads, Walks & Curbs	$150,000	$50,000			$0	$50,000	33.3%	$100,000
2813.000	Design Build Irrigation System - Allowance	$150,000	$70,000			$0	$70,000	46.7%	$80,000
2830.000	Chain Link Fence & Gates	$15,000				$0	$0	0.0%	$15,000
2835.000	Modular Block Retaining Wall	$10,000	$6,000			$0	$6,000	60.0%	$4,000
2920.000	Soil Preparation, Seeding & Sodding	$40,000				$0	$0	0.0%	$40,000
2921.000	Prairie Restoration	$10,000				$0	$0	0.0%	$10,000
Subtotal for	Division 2	$5,675,000	$4,624,500.00		$0	$0	$4,624,500	81.49%	$1,050,500
		check				Check	$4,624,500		
Division 3									
3200.000	Concrete Reinforcement - 760 ton	$1,520,000	$1,520,000			$0	$1,520,000	100.0%	$0
3300.000	Cast in Place Concrete - 8600 cy	$3,440,000	$3,440,000			$0	$3,440,000	100.0%	$0
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	$1,630,000	$1,630,000			$0	$1,630,000	100.0%	$0
Subtotal for	Division 3	$6,590,000	$6,590,000.00		$0	$0	$6,590,000	100.00%	$0
		check				Check	$6,590,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E Work Completed: This Period: Percent	E Work Completed: This Period: Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4810.000	Unit Masonry Assemblies	$0				$0	$0	0.0%	$0
Subtotal for	Division 4	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 5									
5100.000	Structural Metal	$30,000	$30,000			$0	$30,000	100.0%	$0
5500.000	Miscellaneous Metal Work	$140,000	$140,000			$0	$140,000	100.0%	$0
5520.000	Handrails & Railings	$50,000	$50,000			$0	$50,000	100.0%	$0
5521.000	Roof Hatches	$6,000	$6,000			$0	$6,000	100.0%	$0
Subtotal for	Division 5	$226,000	$226,000.00		$0	$0	$226,000	100.00%	$0
		check				Check	$226,000		
Division 6									
6100.000	Rough Carpentry	$10,000	$10,000			$0	$10,000	100.0%	$0
6200.000	Finish Carpentry	$1,000	$1,000			$0	$1,000	100.0%	$0
6400.000	Interior Architectural Woodwork	$1,000	$1,000			$0	$1,000	100.0%	$0
6410.000	Solids Surface Sills & Thresholds	$3,000	$3,000			$0	$3,000	100.0%	$0
Subtotal for	Division 6	$15,000	$15,000.00		$0	$0	$15,000	100.00%	$0
		check				Check	$15,000		
Division 7									
7150.000	Dampproofing	$5,000	$5,000			$0	$5,000	100.0%	$0
7190.000	Vapor Barrier	$5,000	$5,000			$0	$5,000	100.0%	$0
7210.000	Building Insulation	$20,000	$20,000			$0	$20,000	100.0%	$0
7535.000	Fully Adhered Membrane Roof System	$170,000	$170,000			$0	$170,000	100.0%	$0
7600.000	Flashing & Sheet Metal Work	$30,000	$30,000			$0	$30,000	100.0%	$0
7900.000	Caulking & Sealants	$20,000	$20,000			$0	$20,000	100.0%	$0
Subtotal for	Division 7	$250,000	$250,000.00		$0	$0	$250,000	100.00%	$0
		check				Check	$250,000		
Division 8									
8110.000	Doors & Frames	$50,000	$50,000			$0	$50,000	100.0%	$0
8360.000	Upward Acting Sectional Doors	$15,000	$15,000			$0	$15,000	100.0%	$0
8700.000	Hardware	$30,000	$30,000			$0	$30,000	100.0%	$0
8800.000	Glass & Glazing	$6,000	$5,000	16.67%	$1,000	$0	$6,000	100.0%	$0
Subtotal for	Division 8	$101,000	$100,000.00		$1,000	$0	$101,000	100.00%	$0
		check				Check	$101,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9111.000	Non-Load Bearing Steel Framing	$15,000	$15,000			$0	$15,000	100.0%	$0
9250.000	Gypsum Drywall	$25,000	$25,000			$0	$25,000	100.0%	$0
9310.000	Ceramic Tile	$8,000	$8,000			$0	$8,000	100.0%	$0
9500.000	Acoustical Ceiling System	$6,000	$6,000			$0	$6,000	100.0%	$0
9900.000	Wastewater Treatment Facility Painting	$350,000	$255,000	15.71%	$55,000	$0	$310,000	88.6%	$40,000
9930.000	Concrete Staining	$15,000	$15,000			$0	$15,000	100.0%	$0
Subtotal for	Division 9	$419,000	$324,000.00		$55,000	$0	$379,000	90.45%	$40,000
		check				Check	$379,000		
Division 10									
10110.000	Marker Board	$1,000	$1,000			$0	$1,000	100.0%	$0
10155.000	Toilet Compartment	$2,300	$2,300			$0	$2,300	100.0%	$0
10250.000	Safety Devices	$4,000	$4,000			$0	$4,000	100.0%	$0
10260.000	Wall Surface Protection	$1,000	$1,000			$0	$1,000	100.0%	$0
10400.000	Identifying Devices	$6,000	$4,000	33.33%	$2,000	$0	$6,000	100.0%	$0
10800.000	Toilet Accessories	$2,000	$2,000			$0	$2,000	100.0%	$0
Subtotal for	Division 10	$16,300	$14,300.00		$2,000	$0	$16,300	100.00%	$0
		check				Check	$16,300		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 11 & 12									
11214.000	Vertical Turbine Pumps	$160,000	$157,000	1.88%	$3,000	$0	$160,000	100.0%	$0
11245.000	Polymer Mix/ Feed System - Allowance	$235,000	$235,000			$0	$235,000	100.0%	$0
11246.000	Carbon Feed System - Allowance					$0	$0	0.0%	$0
11248.000	Ferric Chloride Feed System - Allowance					$0	$0	0.0%	$0
11265.000	Ultraviolet Disinfection - Allowance	$635,000	$634,000			$0	$634,000	99.8%	$1,000
11280.000	Hydraulic Gates	$30,000	$30,000			$0	$30,000	100.0%	$0
11310.000	Centrifugal Wastewater Pumps	$120,000	$120,000			$0	$120,000	100.0%	$0
11311.000	Submersible Centrifugal Pumps	$110,000	$108,000			$0	$108,000	98.2%	$2,000
11312.000	Recessed Impeller Vortex Pump	$25,000	$23,000			$0	$23,000	92.0%	$2,000
11318.000	Screw Impeller Centrifugal Pumps	$25,000	$24,000			$0	$24,000	96.0%	$1,000
11320.000	Grit Removal System	$54,000	$53,000			$0	$53,000	98.1%	$1,000
11321.000	Grit Separation System	$35,000	$34,000			$0	$34,000	97.1%	$1,000
11335.000	Fine Screen	$90,000	$88,000			$0	$88,000	97.8%	$2,000
11345.000	Chlorination/ Dechlorination Equipment - Allowance					$0	$0	0.0%	$0
11351.000	Clarifier Equipment - Suction Type Clarifier	$200,000	$200,000			$0	$200,000	100.0%	$0
11373.000	Blower System (PD w/ Enclosure)	$290,000	$290,000			$0	$290,000	100.0%	$0
11374.000	Fine Pore Membrane Aeration Equipment	$85,000	$83,000			$0	$83,000	97.6%	$2,000
11385.000	Coarse Bubble Aearation System	$85,000	$85,000			$0	$85,000	100.0%	$0
11386.000	Rapid Mixers	$13,000	$12,000	7.69%	$1,000	$0	$13,000	100.0%	$0
11387.000	Submersible Mixers	$55,000	$53,000	3.64%	$2,000	$0	$55,000	100.0%	$0
11600.001	Laboratory Equipment	$46,000		95.65%	$44,000	$0	$44,000	95.7%	$2,000
11600.002	Laboratory Equipment - Allowance	$25,000		7.34%	$1,836	$0	$1,836	7.3%	$23,164
11630.000	Automatic Sampler	$39,000	$38,000	2.56%	$1,000	$0	$39,000	100.0%	$0
12300.000	Furnishings - Allowance	$25,000	$12,632			$0	$12,632	50.5%	$12,368
12346.000	Casework	$30,000	$30,000			$0	$30,000	100.0%	$0
Subtotal for	Division 11 & 12	$2,412,000	$2,309,632.00		$52,836	$0	$2,362,468	97.95%	$49,532
		check							
Division 13									
13126.000	Circular Tank Covers	$290,000	$290,000			$0	$290,000	100.0%	$0
13211.000	Water Storage Tank Disinfection	$1,000	$1,000			$0	$1,000	100.0%	$0
13222.000	Filter Underdrain System	$90,000	$90,000			$0	$90,000	100.0%	$0
13226.000	Filter Media & Gravel	$30,000	$30,000			$0	$30,000	100.0%	$0
13228.000	Filter Washwater Troughs	$30,000	$30,000			$0	$30,000	100.0%	$0
13852.000	Grating	$30,000	$30,000			$0	$30,000	100.0%	$0
Subtotal for	Division 13	$471,000	$471,000.00		$0	$0	$471,000	100.00%	$0
		check				Check	$471,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
14300.000	Hoisting Equipment	$12,000	$12,000			$0	$12,000	100.0%	$0
14620.000	Portable Hoist	$4,000				$0	$0	0.0%	$4,000
Subtotal for	Division 14	$16,000	$12,000.00		$0	$0	$12,000	75.00%	$4,000
		check							
Division 15									
15050.000	Industrial Hose & Fittings	$6,000				$0	$0	0.0%	$6,000
15060.000	Process Pipe & Pipe Fittings	$855,000	$855,000			$0	$855,000	100.0%	$0
15100.000	Valves	$400,000	$400,000			$0	$400,000	100.0%	$0
15101.000	Electric Valve Actuators					$0	$0	0.0%	$0
15102.000	Pneumatic Valve Actuators					$0	$0	0.0%	$0
15130.000	Gauges	$20,000	$20,000			$0	$20,000	100.0%	$0
15140.000	Supports & Anchors	$90,000	$90,000			$0	$90,000	100.0%	$0
15250.000	Mechanical Insulation	$40,000	$40,000			$0	$40,000	100.0%	$0
15400.000	Plumbing	$440,000	$430,000	2.27%	$10,000	$0	$440,000	100.0%	$0
15500.000	Heating/ Ventilating & Air Conditioning	$530,000	$530,000			$0	$530,000	100.0%	$0
15510.000	Hydronic Heating Systems	$300,000	$295,000	1.67%	$5,000	$0	$300,000	100.0%	$0
15950.000	HVAC Controls	$50,000	$45,000	6.00%	$3,000	$0	$48,000	96.0%	$2,000
15990.000	TAB	$5,000				$0	$0	0.0%	$5,000
Subtotal for	Division 15	$2,736,000	$2,705,000.00		$18,000	$0	$2,723,000	99.52%	$13,000
		check				Check	$2,723,000		
Division 16									
16010.000	Electrical General Provisions	$50,000	$50,000			$0	$50,000	100.0%	$0
16100.000	Basic Materials & Methods	$220,000	$214,300	0.77%	$1,700	$0	$216,000	98.2%	$4,000
16200.000	Power Generation System	$200,000	$200,000			$0	$200,000	100.0%	$0
16400.000	Electrical Distribution	$250,000	$248,000			$0	$248,000	99.2%	$2,000
16500.000	Lighting	$80,000	$80,000			$0	$80,000	100.0%	$0
16700.000	Special Systems	$20,000	$20,000			$0	$20,000	100.0%	$0
16900.000	Starters & Motor Control	$250,000	$239,800	2.08%	$5,200	$0	$245,000	98.0%	$5,000
16950.001	Instrumentation & Control	$1,000,000	$982,000	0.80%	$8,000	$0	$990,000	99.0%	$10,000
16950.002	Computer - Allowance	$50,000				$0	$0	0.0%	$50,000
Subtotal for	Division 16	$2,120,000	$2,034,100.00		$14,900	$0	$2,049,000	96.65%	$71,000
		check				Check	$2,049,000		
	Grand Total	$21,832,300	$20,452,169		$143,736	$0	20,595,905	94.34%	$1,236,395

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

Stored Materials & Equipment Summary

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

Pay Req. No. 21
Period Ending: 3/27/2017

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

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

Stored Materials & Equipment Summary

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

Pay Req. No. 21
Period Ending: 3/27/2017

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

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

Stored Materials & Equipment Summary

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

Pay Req. No. 21
Period Ending: 3/27/2017

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

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Donation Approval**

DATE: 04-12-2017

OVERVIEW:

The City has received a donation of $50.00 from the St. Francis American Legion. The donation is for the police department for the bike rodeo.

ACTION TO BE CONSIDERED:

Approved under consent agenda to accept the donation.

BUDGET IMPLICATION:

Pays for part of the costs of the bike rodeo.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Donation Approval**

DATE: 04-17-2017

OVERVIEW:

The City has received a donation of $2000.00 from the Blaine Festival Gambling Fund. The donation is for Pioneer Days. Blaine Festival has the last couple of years donated some of their gambling funds to the City for Pioneer Days. The City in the past has then passed on the donation to the St. Francis Area Chamber of Commerce to help with the cost of Pioneer Days.

ACTION TO BE CONSIDERED:

Approved under consent agenda to accept the donation.

BUDGET IMPLICATION:

None.

MINNESOTA LAWFUL GAMBLING 02/16

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Blaine Festival	License Number: 92932
Address: 10801 Town Sq. Dr. NE	City/State/Zip: Blaine MN 55449

1. Amount of proposed lawful purpose expenditure: $ 2000.00
2. Check one expenditure category:
   - [x] A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
   - [ ] B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
   - [ ] C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
   - [ ] D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
   - [ ] E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.
3. Describe the proposed expenditure, including vendors:

   Pioneer Days

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

[signature]
Chief Executive Officer's Signature — Date: 3/14/17

John P Mariman
Print Name — Daytime Phone: 763-755-0101

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: $________. Government use of contribution (check one):

- [ ] **Wildlife**—DNR approves the wildlife management project or activity.
- [ ] **Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- [ ] **Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- [ ] **Water quality testing**—MPCA approves the surface water quality testing project.
- [ ] **Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: City of St. Francis	Phone: 763-753-2630
Address: 23340 Cree St. NW	City/State/Zip: St. Francis MN 55070

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Barb Held
Signature — Date: 04-10-17

Barb Held
Print Name — Title: City Clerk

Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4F

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Fire Chief**

DATE: 4-15-2017

OVERVIEW:

At the April 10th Worksession, Staff was directed to post the position for Part-time Fire Chief. Staff has attached the advertisement as well as an updated job description for the City Council to approve. Staff left it open ended for a two-year Interim Status or an open ended status, depending on the candidates' and City's desires. The posted salary range is $24,000 - $30,000 and all internal and external candidates will be open to apply for the position.

Post position immediately and accept applications until May 1st. Interview candidates the week of May 8th or 15th. Conduct required testing of finalists the week of May 22nd and make an appointment on June 5th (assuming Chief Kohout agrees to prorate the agreement for an additional 5 days or so).

Motion to approve:

1) Job Advertisement
2) Position description and changes

The City of St. Francis, MN is looking for a Part Time Fire Chief with leadership/management experience in a fire department setting to lead this growing city of over 7,300 citizens. This is City is open to potential two-year Interim status as well as open ended status. The position requires:

- Ability to provide leadership within administrative issues, prevention and emergency response thorough knowledge of suppression, rescue and prevention techniques
- Ability to work independently in stressful situations, including Duty Officer Roles
- Ability to make decisions, enforce policies in a consistent manner, and issue directives even when unpopular or themselves don't agree
- Ability to establish positive working relations with the public, city staff, fire personnel and other agencies
- Ability to supervise department staff, assist with performance reviews of subordinate Officers
- Ability to exercise good judgment
- Ability to work within and promote the Incident Command System at all levels
- Ability to manage the organizational structure of the St Francis Fire Department and work within the organizational structure of the City of St Francis

Salary range $24,000 - $30,000 depending upon experience. Applications and more information on this position are available at www.stfrancismn.org. Cover letter, resume and completed application must be received by May 1st, 2017 at 4:00 p.m.

Part time Fire Chief Candidates with the City of St. Francis are subject to pre-employment criminal history and driver's license checks and drug and alcohol testing, physical exam and pre-work screen, psychological exam and thorough background investigation. These pre-employment checks are conducted prior to a final offer of employment being extended.

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Chief
Department: Fire
Division:
Date:

Job Code Number:
Grade Number:
Union:
Location:

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

Works under the General Guidance and Direction of the ~~(insert titles of any full time personnel)~~City Administrator and Mayor/City Council.

SUPERVISION EXERCISED

Supervises the ~~(insert titles of any full time personnel), Assistant Fire Chief directly, and other~~ department staff directly and through ~~these~~ subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Fire and EMS operations.

Establishes policies and procedures for Fire and EMS Departments in order to implement directives from the (City ~~Manager/Mayor)~~Administrator or City Council.

Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.

Responds to alarms and may direct activities at the scene of major emergencies.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the City ~~Manager~~ Administrator regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent with specialized training in fire department administration.
(B) Eight (8) years prior work experience of a progressively responsible nature in fire fighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Lieutenant or higher.
(C) Must have completed all required and desirable education ~~of Assistant Chief~~.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;

(B) Skill in the operation of listed tools and equipment.

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

(A) Must be eighteen (18) years of age or older at time of hire;
(B) Must possess, or be able to obtain by time of hire, a valid State Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state;
(C) No felony convictions or disqualifying criminal histories within the past seven years;
(D) Ability to read and write the English language (substitute any local or State requirements for those listed here), and
(E) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: ______________________ Approval: ____________________
Supervisor Appointing Authority

Effective Date: Revision History: April 15th, 2017
April 15th, 2017

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City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 G

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Stericycle Contract Cancellation**

DATE: 04/17/2017

OVERVIEW:

The Minnesota Pollution Control Agency along with OSHA mandate that Employers have a proper way to collect and dispose of regulated waste. Regulated waste includes items that contain blood or other potentially infectious materials. In April 2015 the Police Department on behalf of the City of St Francis entered into a contract with Stericycle. Stericycle is a hazardous waste company that collects and disposes of hazardous waste and require a 5 year contract. Since contracting with Stericycle it was found that the city doesn't accumulate enough waste to justify the contract with Stericycle as being cost effective. On April 12th, 2017 I communicated with a company called Hazardous Waste Experts who pick up waste on an "on call" basis and don't require a contract. The pickup fee of $120.00 is much cheaper than the fees paid to Stericycle on an annual basis. It is estimated our waste would have to be collected and disposed of once annually. The buyout fee to end the Stericycle contract is $698.36 which is comparable to what would be paid to Stericycle over the remainder of the year under contract with that amount being $454.86. Ending the contract will provide a cost savings of $1459.44 by April of 2020 when the Stericycle contract would end.

ACTION TO BE CONSIDERED:

City Council approval to end the Stericycle contract and use Hazardous Waste Experts on an "as needed" basis.

BUDGET IMPLICATION:

The buyout fee would be paid for out of the "Contract" line item of the 2017 Police Department budget.

Attachments:

-

Stericycle
Protecting People. Reducing Risk.

SteriSafe℠ Service Agreement

	Service Address:		Billing Address:
Customer:	St Francis Police Department	Name:	
Address1 :	4058 St. Francis Blvd NW	Address1 :	4058 St. Francis Blvd NW
Address 2:		Address 2:	
City/State/Zip:	St. Francis, MN 55070	City/State/Zip:	St. Francis, MN 55070
Phone #:	(763) 235-2330	Phone #:	
E-Mail:	tschwieger@stfrancismn.org	Fax #:	1234567890
Sales Rep:	Brittany Cheves	Generator ID #:	

The parties agree as follows:
1) The Effective date of this agreement is 5-1-2015
2) Stericycle shall remove and dispose of Customer's Regulated Medical Waste (Hazardous Waste as applicable) subject to the terms and conditions set forth below.
3) Stericycle will provide additional compliance services for the prices applicable to the service program level Customer has selected below.

Services to be Provided:

STERI-SAFE w/ RMW
Steri-Safe Program Level: Standard
Payment Schedule: Billed Monthly
(Monthly payment schedule only available for selected programs with pickup frequency greater than 13 pickups per year.)
Service Frequency: 2 Per Year
Additional Pickup Charge
(For stops in addition to your regular schedule): $75.00
Maximum Medical Waste Containers per Year: 3
Medical Waste Container Size: Medium
Each Additional Container Charge: Current container rate plus 10%
(For containers above your maximum contracted amount)

*Additional Waste Services

Category	Included w/Contract	Max Yearly Containers	$/Addl. Cont.
Fixer/Developer*	NO	N/A	$0
Chemo/Path*	NO	N/A	$0

Customer certifies that they will properly classify and segregate their waste streams and that they will not co-mingle these waste streams with any other.
*Not Available in All Areas

Monthly Service Fee $25.00

Any additional services or products selected by Customer shall be billed separately according to current Stericycle pricing.
By signing below I acknowledge that I am Customer's authorized officer or agent and that I have the authority to bind Customer to this Agreement. Customer agrees to be bound by the terms and conditions that appear on the second page hereof and comply with Stericycle's Waste Acceptance Policy, both of which are integral parts of this Agreement.

CUSTOMER: X Todd Schwieger Name Todd Schwieger Title Police Sergeant
Todd Schwieger (Apr 30, 2015) Date Apr 30, 2015
STERICYCLE: X Brittany Cheves Name Brittany Cheves Title Compliance Specialist
Brittany Cheves (Apr 30, 2015) Date Apr 30, 2015

STERICYCLE USE ONLY
Type of Agreement: NEW Term of agreement: 60 months Promo Code:
Tax Exempt:________ If YES, ID#________________(Copy must accompany paperwork)
Purchase Order (if applicable):________________ from ____/____/____ to ____/____/____
SFDC Record#:2858455 Segment Code: Affiliation Code: ____________
Routing Information (Operations Department):
Account #:-
Med. Waste Container Code: Qty: 3
Special Waste Container code: ______________ Qty: _______ Sharps Only? (Yes/No)
Service Area:______ Route #:________ Container Setup Date: ____/____/____
First Pickup (Cycle Start) Date:Fri May 01 00:00:00 GMT 2015
Day of Service:Service Hours:
Routing Comments:

4010 Commercial Ave., Northbrook, IL 60062 Phone: (847) 943-6890 Fax: (888) 433-3974

Offer Expiration Date: 5-14-2015

Generated By: Brittany Cheves Contract Number: SRCL-00766755 Office Use Only: Code#: SS25.0.RX-1.0.PC-1.0.FD-1.0.HIPAA.HZ

Todd Schwieger
E-signed 2015-04-30 01:21PM CDT
tschwieger@stfrancismn.org
Police Sergeant

Brittany Cheves
E-signed 2015-04-30 01:22PM CDT
bcheves@stericycle.com
Compliance Specialist

STERISAFE(SM) TERMS AND CONDITIONS

1. Regulated Medical Waste Services:(a) Stericycle, Inc. shall collect, transport, treat and dispose of all Regulated Medical Waste (except Non-conforming Waste) generated by Customer during the term of this Agreement. (b) Responsibility for transportation of Regulated Medical Waste collected from Customer shall transfer and vest in Stericycle at the time it is loaded onto Stericycle's vehicle. Customer shall have title to Regulated Medical Waste at all prior times. Customer shall hold title to any Non-Conforming Waste at all times, whether refused for collection or returned to the customer for proper disposal after collection. All Regulated Medical Waste must be accompanied by a properly completed shipping document pursuant to 49 CFR 172.202 (Manifest). (c) Stericycle employees may refuse containers that are determined to be Non-Conforming Waste as identified in the Waste Acceptance Policy (WAP). Customer shall place only "Regulated Medical Waste" as defined by 49 CFR 173.134 or by any other federal, state and local regulations. (d) Customer represents and warrants that i) the waste presented for disposal will not contain any "hazardous", "toxic", "radioactive" or Non-Conforming Wastes as defined by all applicable laws, regulations and the WAP, ii) the waste strictly conforms to Stericycle's WAP and their local laws and regulations concerning Regulated Medical Waste and iii) they have reviewed the attached WAP and its complete definitions and requirements. (e) Customer shall be liable for any and all injuries, losses and damages resulting from Non-Conforming Waste. (f) All lab wastes or materials which contain or have the potential to contain infectious substances arising from those agents listed under 42 CFR 72.3 are strictly prohibited from medical waste by federal law and must be pretreated prior to disposal. (g) Further definitions are included under the current WAP, which is attached and made a part of this Agreement and specifically incorporated herein. Stericycle reserves the right to change the WAP at any time to ensure compliance with applicable laws or regulations. A copy of Stericycle's WAP may also be obtained from your local Stericycle representative.

2. Term and Pricing: Subject to the provisions below, the term ("Term") of this Agreement shall be 60 months from the Effective Date. (a) This Agreement shall automatically renew for successive terms equal to the original Term (each an "Extension Term") unless either party has given sixty (60) days notice, in writing, during the six (6) month period prior to the renewal date of its desire to terminate this agreement. All Extension Terms shall be subject to the terms and conditions hereunder. (b) Stericycle reserves the right to adjust the contract price to account for operational changes it implements to comply with documented changes in law, to cover increases in the cost of fuel, insurance, or residue disposal, or to otherwise address cost escalation.(c) In the event Customer terminates this Agreement prior to expiration of the term hereof (or any "Extension Term") or fails to perform any of its obligations under this Agreement, Stericycle shall have, without limitation, all rights and remedies provided at law or in equity, as well as the right to recover from Customer an amount (which the parties hereby acknowledge constitutes Stericycle's liquidated damages and not a penalty) equal to fifty percent of the Customer's average monthly charge multiplied by the number of months (including any partial months), remaining until the expiration date of the then current term hereof. (d) Stericycle shall have the right to terminate this Agreement at any time by giving Customer at least sixty (60) days notice in the event that it is unable to continue performing its obligations under this Agreement due to the suspension, revocation, cancellation or termination of any permit required to perform this Agreement or in the event that a change in any law or regulation makes it impractical or uneconomical, in Stericycle's sole discretion, to continue performing this Agreement.

3. Billing: Stericycle shall provide Customer with monthly, quarterly or annual invoices that are due upon receipt. Customer agrees to pay a late charge on any amounts owed to Stericycle that are more than 30 days old, at a rate equal to the lesser of 1 % per month or the maximum rate permitted by law. Customer shall bear any costs that Stericycle may incur in collecting overdue amounts from Customer, including, but not limited to, reasonable attorneys' fees and court costs. Should any amounts due pursuant to this Agreement remain unpaid for more than 30 days from the date of the debt's first invoice, Stericycle shall have the option, without notice to Customer, to suspend service under this Agreement until the overdue amounts (plus late charges and collection fees) are paid. In addition to Stericycle's charges for services and products under this Agreement, the Customer shall pay all taxes imposed or levied by any governmental authority with respect to such services or products. These taxes include all sales, use, excise, occupation, franchise and similar taxes and tax-like fees and charges (but do not include any taxes on Stericycle's net income). Stericycle shall cooperate with the Customer to determine the applicability of any exemption certificates that the Customer provides to Stericycle in a timely manner. Notwithstanding any limit to adjust the contract price, Stericycle reserves the right to further adjust the amounts payable and due to Stericycle for fees including, but not limited to environmental protection, compliance, waste management, or safety. In the event that Stericycle suspends services under this Agreement for any reason, including the expiration or termination of this Agreement or Customer's breach (see 2(c), above), Stericycle may remove all containers belonging to it from Customer's premises and assess a $50.00 pick up fee for such removal.

4. Surcharge: Stericycle may also impose a surcharge in the event that Stericycle attempts to pick up waste at a Customer location (on either a scheduled pick-up or in response to a Customer request) and, through no fault of Stericycle, either (a) there is no Regulated Medical Waste for Stericycle to pick up, (b) waste is not ready for pick-up or (c) the Customer location is closed. Excess waste volumes significantly greater than average volume for similar generators or exceeding maximum allowable containers per year shall be subject to a surcharge of the Customer's current container rate plus 10% at Stericycles discretion. Stericycle will impose this surcharge to deter abuses, including but not limited to, solid waste disposed in the medical waste stream, or Customer consolidation of the waste of several generators under one site. Stericycle may bill additional charges for each non-compliant container provided by Customer. Non-compliant containers subject to additional charges include, but are not limited to containers that are overweight under applicable laws, rules or regulations; those containers exceeding 50 lbs; containers holding non-conforming waste; and containers where the waste is improperly segregated or packaged.

5. Liability for Equipment: Customer shall have the care, custody and control of containers and other equipment owned by Stericycle and placed at Customers premises and accepts responsibility and liability for the equipment and its contents except when it is being physically handled by employees of Stericycle. Customer agrees to defend, indemnify and hold harmless Stericycle from and against any and all claims for loss or damage to property, or personal injury or death, resulting from or arising in any manner out of Customers use, operation or possession of any containers and other equipment furnished under this Agreement. Any damage or loss to such containers and equipment, other than normal wear and tear, will be charged to Customer at full replacement value.

6. Indemnification: (a) Stericycle shall indemnify and hold Customer harmless from any liabilities arising from the gross negligence or willful misconduct of Stericycle in the performance of its obligations under this Agreement. Customer shall indemnify and hold harmless Stericycle from any liabilities arising from the gross negligence or willful misconduct of Customer, which shall include, but not be limited to, failure toproperly store, package, label, or segregate Regulated Medical Waste and any liabilities relating to Non-Conforming Waste, whether or not collected, transported or treated by Stericycle. Each party agrees to pay the reasonable attorney's fees and costs incurred by the other in bringing a successful indemnification claim under this Paragraph. Customer agrees to pay Stericycle's reasonable attorney's fees incurred for any successful defense by Stericycle of a suit for indemnification brought against Stericycle by Customer. (b) Stericycle will indemnify and hold harmless any Customer who subscribes to a Preferred Program from any fine or portion thereof resulting from an OSHA citation explicitly describing a blood-borne pathogen or medical waste management practice specifically addressed only by the Preferred Program training and materials.

Todd Schwieger
E-signed 2015-04-30 01:21PM CDT
tschwieger@stfrancismn.org
Police Sergeant

Brittany Cheves
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bcheves@stericycle.com
Compliance Specialist

Provided, however, that Stericycle's obligation to indemnify Customer under this sub-Paragraph (b) is contingent upon (1) Customer having followed or following each recommendation and instruction included in the Preferred Program (whether expressed verbally by employees or agents of Stericycle or as set forth in any written or electronic materials) and (2) Customer notifying Stericycle as soon as possible after it learns that it will be the subject of an OSHA inspection, and shall allow employees or agents of Stericycle to attend the inspection and to defend the Customers blood-borne pathogen and medical waste management practices during the inspection. Customers failure to perform any of its obligations under this sub-Paragraph (b) to Stericycle's satisfaction shall absolve Stericycle of its indemnification responsibilities under this sub-Paragraph (b). This sub-Paragraph (b) applies only to the Preferred Level Program.

7. Compliance Materials: To the extent that Stericycle provides Customer with any electronic or printed materials (the "Compliance Materials") it provides these materials subject to a limited license to Customer to use the Compliance Materials for Customer's own, non-commercial use. Stericycle may revoke this license at its discretion at any time.Customer may not copy or distribute the Compliance Materials in any manner, not use or republish the Compliance Materials for or to any third party or audience, including but not limited to business/trade groups or associations, chambers of commerce, professional, fraternal or educational associations or reciprocating or cooperating service providers. Customer acknowledges the prejudice that it causes to Stericycle by its violation of the foregoing terms as well as the difficulty in calculating economic damage to Stericycle as a result thereof and therefore agrees to pay to Stericycle the sum of $5000.00 for each such violation of those terms. Customer agrees to return all Compliance Materials to Stericycle at Customer's expense at the expiration or termination of this Agreement. Stericycle may charge Customer a fee for failure to return Compliance Materials at the expiration of the Term or a restocking fee for return of materials prior to the expiration of the Term. FOR PREFERRED PROGRAM CUSTOMERS ONLY: Stericycles OSHA Compliance Program includes: one annual on-site mock OSHA evaluation and one annual bloodborne pathogens training at a single Customer building for each site location where Regulated Medical Waste Services are provided.

8. Compliance with Laws: Stericycle hereby agrees to carry General Liability, Automobile Liability, and Workmen's Compensation Insurance as required by applicable state law, and to otherwise comply with all federal and state laws, rules and regulations applicable to its performance hereunder. As of the date of this Agreement, Stericycle has all necessary permits, licenses, zoning and other federal, state or local authorizations required to perform the services under this Agreement and will furnish copies of these to Customer upon request. Customer hereby agrees to comply with all federal and state laws, rules and regulations applicable to its handling of Regulated Medical Waste and its performance under this Agreement, including, without limitation, all applicable record keeping, documentation and manifesting requirements. Customer acknowledges that Stericycle has advised Customer of the Regulated Medical Waste service frequency requirements within their state (if applicable), and Customer has determined its desired frequency independent of Stericycle's recommendation. Customer hereby agrees to indemnify and hold Stericycle harmless for any decisions around service frequency by Customer that do not comply with state regulations. Stericycle and Customer shall keep and retain adequate books and records and other documentation including personnel records, correspondence, instructions, plans, receipts, vouchers, copies of manifests and tracking records consistent with and for the periods required by applicable regulations and guidelines pertaining to storage or handling of Regulated Medical Waste and the services to be performed under this Agreement.

9. Exclusivity: Customer agrees to use no other Regulated Medical Waste disposal service or method during the Term of this Agreement and any Extension Terms.

10. Excuse of Performance: Stericycle shall not be responsible if its performance of this Agreement is interrupted or delayed by contingencies beyond its control, including, without limitation, acts of God, war, blockades, riots, explosion, strikes, lockouts or other labor or industrial disturbances, fires, accidents to equipment, injunctions or compliance with laws, regulations, guidelines or orders of any governmental body or instrumentality thereof (whether now existing or

11. Independent Contractor: Stericycle's relationship with Customer pursuant hereto is that of an independent contractor, and nothing in this Agreement shall be construed to designate Stericycle as an employee, agent or partner of or a joint venture with Customer.

12. Amendment and Waiver: Changes in the types, size and amount of equipment or the frequency of service may be mutually agreed to orally or in writing by the parties, without affecting the validity of this Agreement. Consent to oral changes shall be evidenced by the practices and actions of the parties. All other amendments to this Agreement (other than as provided in 2(b)) shall be effected only by a written instrument executed by the parties. No waiver shall be effective unless submitted in writing by the party granting such waiver. No waiver of any provision of this Agreement shall be deemed a waiver of any other provision of this Agreement and no waiver of any breach or duty under this Agreement shall be deemed a waiver of any other breach or later instances of the same duty.

13. Savings Clause: In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provisions of this Agreement; this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein, unless such finding shall impair the rights or increase the obligations of Stericycle hereunder, in which event, at Stericycles option, this Agreement may be terminated.

14. Entire Agreement: This Agreement (including any attachments, exhibits and amendments made in accordance with Paragraph 12) constitutes the entire understanding and agreement of the parties and cancels and supersedes all prior negotiations, representations, understandings or agreements, whether written or oral, with respect to the subject matter of this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the successors, assigns legal representatives and heirs of the parties hereto provided, however, that Customer may not assign its rights or delegate its obligations under this Agreement without the prior written consent of Stericycle, which consent of Stericycle may not unreasonably withhold.

15. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to the conflicts of laws or rules of any jurisdiction.

16. Notices: All required notices, or those which the parties may desire to give under this Agreement shall be in writing and sent to the parties addresses set forth above.

17. Originals: A copy or facsimile of this Agreement shall be as effective as an original.

18. Purchase Orders: Any terms or conditions contained in any Purchase Order, Purchase Order Agreement, or other invoice acknowledgment, Order by Customer or proposed at any time by Customer in any manner, which vary from, or conflict with the terms and conditions in the Stericycle Service Agreement are deemed to be material alterations and are objected to by Stericycle without need of further notice of objection and shall be of no effect nor in any circumstances binding upon Stericycle unless expressly accepted in writing. If Customer's standard purchase order form is provided to Stericycle in connection with this Agreement, the terms and conditions for that Purchase Order will be superseded by the provisions of this Agreement and the use of the purchase order shall be only to facilitate Customers payment of fees to Stericycle. Written acceptance or rejection by Stericycle of any such terms or conditions shall not constitute an acceptance of any other additional terms or conditions.

19. Waste Brokers: Stericycle reserves the right to deal solely with the Customer and not with any third party agents of the customer for all purposes relating to this Agreement. Customer represents and warrants to Stericycle that it is the medical waste generator and is acting for its own account and not through a broker or agent. Stericycle shall be entitled to terminate this agreement and seek all available legal remedies, including but not limited to liquidated damages, in the amount set forth herein for Customer's breach of this representation and warranty.

Todd Schwieger
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Police Sergeant

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E-signed 2015-04-30 01:22PM CDT
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Compliance Specialist

hereafter created).

Stericycle®

REGULATED MEDICAL WASTE ACCEPTANCE POLICY

Stericycle policy requires compliance with all applicable regulations regarding the collection, transportation and treatment of regulated medical waste. Federal Department of Transportation (DOT) Regulations require the generator of regulated medical waste to certify that the packaging and documentation of transported regulated medical waste complies with DOT regulations regarding waste classification, packaging, labeling and shipping documentation. To ensure that neither Stericycle nor the generator of regulated medical waste violates applicable regulations, it is imperative that all parties understand the rules regarding proper identification, classification, segregation and packaging of regulated medical waste. The purpose of this policy is to summarize the minimum requirements for preparing your medical waste for collection, transportation and treatment. Additional facility or state-specific waste acceptance policies may apply based on permit specifications. Please contact your local representative for further information. You may also call (866) 783-7422.

REGULATED MEDICAL WASTE

Stericycle accepts medical waste generated in a broad range of medical, diagnostic, therapeutic and research activities. The term "medical waste" includes biohazardous, biomedical, infectious or regulated medical waste as defined under federal, state or local laws, rules, regulations and guidelines. Except as defined by specific state regulations, this **excludes** RCRA hazardous waste pharmaceuticals, all DEA scheduled drugs including *controlled substances, bulk chemotherapy, waste containing mercury or other heavy metals, batteries of any type, cauterizers, non-infectious dental waste, chemicals such as solvents, reagents, corrosives or ignitable materials classified as hazardous waste under Federal and State EPA Regulations. In addition, Stericycle **cannot accept** bulk liquids, radioactive materials, or complete human remains (including heads, full torsos and fetuses). Stericycle **cannot accept** these excluded materials packaged as regulated medical waste. All lab wastes or materials which contain or have the potential to contain infectious substances arising from those agents listed under 42 CFR 72.3 are strictly prohibited from medical waste by federal law and must be pretreated prior to disposal. Separate protocol and packaging requirements apply for the disposal of non-hazardous pharmaceuticals. Hazardous waste transportation services may be offered in certain geographical locations, under separate contract. Please contact your local representative for details and packaging specifications.

** Un-dispensed from DEA Registrant*

WASTE SEGREGATION AND PACKAGING

The generator is solely responsible for properly segregating, packaging and labeling of regulated medical waste. Proper segregation and packaging reduces the potential for accidental release of the contents and exposure to employees and the general public. DOT regulations require (49 CFR 173.197) that all packages of regulated medical waste be prepared for transport in containers meeting the following requirements: 1) rigid; 2) leak resistant; 3) impervious to moisture; 4) of sufficient strength to prevent tearing or bursting under normal conditions of use and handling; 5) sealed to prevent leakage during transport; and 6) puncture resistant for sharps. All regulated medical waste must be accompanied by a properly completed shipping document (See 49 CFR 172.202).

MANAGEMENT OF NON-CONFORMING WASTE

As required by regulation and company policy, Stericycle employees may refuse containers that are non-conforming because of their contents or are improperly packaged, leaking, damaged or likely to create a risk of exposure to employees or the general public. Any waste found to be non-conforming to this Waste Acceptance Policy identified in route to, or at a Stericycle location, may be returned to the generator for proper packaging and disposal, or may be rerouted for appropriate destruction; this may include improperly marked regulated medical waste which should have been identified for incineration (i.e. pathological, chemotherapy or non-hazardous pharmaceuticals). Proper segregation and packaging is essential to ensure compliant and safe handling, collection, transportation and treatment of regulated medical waste.

STERICYCLE REGULATED MEDICAL WASTE ACCEPTANCE POLICY CHECKLIST

ACCEPTED REGULATED MEDICAL WASTE

- Sharps - Means any object contaminated with a pathogen or that may become contaminated with a pathogen through handling or during transportation and also capable of cutting or penetrating skin or a packaging material. Sharps includes needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires.
- Regulated Medical Waste or Clinical Waste or (Bio) Medical Waste - Means a waste or reusable material derived from the medical treatment of an animal or human, which includes diagnosis and immunization, or from biomedical research, which includes the production and testing of biological products.

ACCEPTED REGULATED MEDICAL WASTE WHICH MUST BE IDENTIFIED AND SEGREGATED FOR INCINERATION

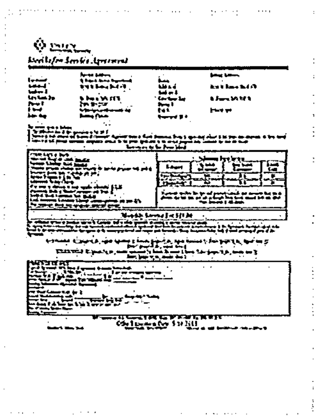
- Trace Chemotherapy Contaminated Waste - RCRA Empty drug vials, syringes and needles, spill kits, IV tubing and bags, contaminated gloves and gowns, and related materials as defined in applicable laws, rules, regulations or guidelines
- Pathological Waste - Human or animal body parts, organs, tissues and surgical specimen (decanted of formaldehyde, formalin or other preservatives as required per hazardous waste rules).
- Non-RCRA Pharmaceuticals - Must be characterized and certified as non-RC RA hazardous material by the generator. Excludes all DEA scheduled drugs, including controlled substances*
- **California Only** - Solidified Suction Canisters - Suction canisters that have been injected with solidifier materials to control liquids or suction canisters made of high heat resistant plastics such as polysulfone

REGULATED MEDICAL WASTE NOT ACCEPTED BY STERICYCLE

- Untreated Category A Infectious Substances
- Complete Human Remains (including heads, full torsos, and fetuses)
- Bulk Chemotherapy Waste
- Mercury-Containing Dental Waste - Non-contact and contact amalgam and products, chairside traps, amalgam sludge or vacuum pump filters, extracted teeth with mercury fillings and empty amalgam capsules
- Any Mercury Containing Material or Devices - Any mercury thermometers, Sphygmomanometers, lab or medical devices
- RCRA Hazardous Pharmaceutical Waste and all DEA Federal and State controlled substances*
- Chemicals - Formaldehyde, formalin, acids, alcohol, waste oil, solvents, reagents, fixer developer, fluorescein
- Compressed Gas Cylinders, Canisters, Inhalers and Aerosol Cans
- Hazardous or Universal Waste - any other waste determined by Federal or State EPA regulations including but not limited to batteries, bulbs, heavy metals, etc.
- Radioactive Waste - Any container with a radioactivity level that exceeds regulatory or permitted limits; lead-containing materials

**Consult Stericycle Representative for specific requirements*

Additional waste acceptance policies may apply based on state or pe rmit specific requirements. Hazardous waste transportation services may be offered in certain geographical locations, under separate contract. Please refer to your local Stericycle Representative for additional information and options for possible hazardous waste handling. For additional information on container and labeling requirements contact our Stericycle Customer Service Department at (866) 783-7422.



St Francis Police Department

Adobe Document Cloud Document History

April 30, 2015

Created:	April 30, 2015
By:	Brittany Cheves (bcheves@stericycle.com)
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April 30, 2015 - 1:22 PM CDT

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 H

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bill List to be considered by Council (Revised)**

DATE: 04-13-2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $165,092.57 plus any additional bills that are handed out on Monday night. There is 1 direct transfers totaling $143,736.00 for Gridor (WWTP). Also to be approved are the March transfers totaling $132,707.00.

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:

- 04-17-2017 Packet List
- 04-17-2017 Other Checks

CITY OF ST. FRANCIS
4/17/2017

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
Gridor	Pay Request #21	143,736.00
TOTAL		143,736.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
03/02/17	Cayan	Liquor CC Fee	2,079.56
03/09/17	Federal Tax	Payroll	22,738.34
	PERA	Payroll	15,768.16
	VOYA	Payroll	1,445.00
	ICMA	Payroll	460.00
	State Tax	Payroll	4,504.91
	MSRS	Payroll	620.34
	Federal Tax	Payroll	1,077.91
	ICMA	Payroll	2,200.00
	State Tax	Payroll	128.09
	MSRS	Payroll	6,956.69
03/10/17	Visa	Credit Card	11,769.99
03/17/17	Cayan	Liquor CC Fee	39.90
03/20/17	State of Minnesota	Sales Tax	13,668.00
03/21/17	Federal Tax	Payroll	1,689.46
	PERA	Payroll	540.00
	State Tax	Payroll	162.31
	Child support	Payroll	126.00
03/23/17	Federal Tax	Payroll	23,281.33
	PERA	Payroll	16,026.22
	VOYA	Payroll	1,445.00
	ICMA	Payroll	360.00
	State Tax	Payroll	4,666.13
	MSRS	Payroll	632.31
03/31/17	Village Bank	Fee	83.85
	Payment Service Network	CC Fee	238.20
	TOTAL		132,707.70

City of St. Francis

04/13/2017 2:19 pm

PAYMENT BATCH AP 04-17-17

ABDO, EICK & MEYERS, LLP

04/10/2017	.0417	E 101-41540-301	Auditing and Acct g Services	Annual audit services	12,000.00
04/10/2017	.0417	E 601-49440-301	Auditing and Acct g Services	Annual audit services	2,000.00
04/10/2017	.0417	E 602-49490-301	Auditing and Acct g Services	Annual audit services	2,000.00
04/10/2017	.0417	E 609-49750-301	Auditing and Acct g Services	Annual audit services	4,000.00
					$20,000.00

ACE SOLID WASTE, INC.

04/01/2017	266167	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	71.31
04/01/2017	266167	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	38.56
04/01/2017	266167	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	17.82
04/01/2017	266167	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	49.97
04/01/2017	266167	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	47.08
04/01/2017	266167	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	17.83
04/01/2017	266167	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	49.97
04/01/2017	266167	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	17.83
04/01/2017	266167	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	71.38
04/01/2017	266167	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	71.38
04/01/2017	266167	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	17.83
04/01/2017	266167	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	153.35
					$624.31

AIRGAS NORTH CENTRAL

03/31/2017	994369332	E 101-43100-217	Other Operating Supplies	CYL RENTAL	11.46
03/31/2017	994369332	E 101-43210-217	Other Operating Supplies	CYL RENTAL	11.46
03/31/2017	994369332	E 101-45200-217	Other Operating Supplies	CYL RENTAL	11.46
03/31/2017	994369332	E 601-49440-217	Other Operating Supplies	CYL RENTAL	11.46
03/31/2017	994369332	E 602-49490-217	Other Operating Supplies	CYL RENTAL	11.48
					$57.32

ANOKA COUNTY CENTRAL COMM.

04/06/2017	2017026	E 101-42210-237	Small Equipment	MICROPHONE	54.00
					$54.00

ANOKA COUNTY PROPERTY RECORDS

03/26/2017	.0317	E 101-41550-311	Contract	2017 ASSESSING CONTRACT	40,513.00
					$40,513.00

ANOKA COUNTY TREASURY DEPT.

03/23/2017	H032317C	E 101-43100-408	Ice& Snow Removal	BRINE	10.75
04/03/2017	B17403P	E 101-42110-321	Telephone	BROADBAND	37.50
04/03/2017	B17403P	E 101-42210-321	Telephone	BROADBAND	37.50
04/03/2017	B17403P	E 101-43100-321	Telephone	BROADBAND	37.50
04/03/2017	B17403P	E 101-45200-321	Telephone	BROADBAND	37.50
04/03/2017	B17403P	E 601-49440-321	Telephone	BROADBAND	37.50
04/03/2017	B17403P	E 602-49490-321	Telephone	BROADBAND	37.50
					$235.75

BELLBOY CORPORATION

03/28/2017	58146000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
03/28/2017	58146000	E 609-49751-251	Liquor For Resale	LIQUOR	983.49
03/28/2017	58146000	E 609-49751-253	Wine For Resale	WINE	648.00
03/28/2017	95552100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.15
03/28/2017	95552100	E 609-49751-254	Miscellaneous Merchandise	MISC	32.60
					$1,681.74

BERNICK COMPANIES, THE

03/31/2017	29850	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
03/31/2017	29851	E 609-49751-252	Beer For Resale	BEER	355.95
					$375.95
BOLTON & MENK, INC.					
03/15/2017	0201219	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND ADD	465.00
03/15/2017	0201220	G 803-22139	Esc-Rum River Terrace	RUM RIVER TERRACE PUD	155.00
					$620.00
BREAKTHRU BEVERAGE					
03/30/2017	1080614565	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.74
03/30/2017	1080614565	E 609-49751-251	Liquor For Resale	LIQUOR	953.00
03/30/2017	1080614565	E 609-49751-253	Wine For Resale	WINE	1,470.00
04/06/2017	1080618107	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.23
04/06/2017	1080618107	E 609-49751-251	Liquor For Resale	LIQUOR	1,285.39
					$3,764.36
BUREAU OF CRIM APPREHENSION					
03/31/2017	370008	E 101-42110-311	Contract	CJND ACCESS FEE	270.00
					$270.00
CAPITOL BEVERAGE SALES, L.P					
03/24/2017	1791115	E 609-49751-252	Beer For Resale	BEER	185.50
					$185.50
CARROLL, JOHN					
03/10/2017	4786	G 601-22200	Deferred Revenues	REFUND ACCT 4786	127.47
					$127.47
COURIER, THE					
04/05/2017	92187	E 101-43210-439	Recycling Days	RECYCLE DAYS AD	419.00
					$419.00
CRYSTAL SPRINGS ICE					
03/28/2017	003.B003177	E 609-49751-254	Miscellaneous Merchandise	MISC	36.48
					$36.48
CUTTER SALES, INC.					
03/21/2017	115519	E 602-49451-229	Project Repair & Maintenance	PARTS	152.63
					$152.63
DAHLHEIMER DIST. CO. INC.					
03/29/2017	1272174	E 609-49751-252	Beer For Resale	BEER	9,229.35
04/04/2017	040417	E 609-49751-252	Beer For Resale	BEER	(16.80)
04/05/2017	1272231	E 609-49751-252	Beer For Resale	BEER	3,544.85
					$12,757.40
E.H. RENNER					
03/29/2017	000154690000	E 601-49440-229	Project Repair & Maintenance	3/8 PACKING	32.12
					$32.12
ECM PUBLISHERS, INC.					
03/31/2017	474398	E 609-49750-340	Advertising	LIQUOR STORE AD	109.80
04/02/2017	475426	E 609-49750-340	Advertising	LIQUOR STORE AD	102.60
					$212.40
FERRELLGAS					
04/07/2017	1096094534	E 101-43100-217	Other Operating Supplies	PROPANE	53.26
					$53.26
FREEDOM SERVICES, INC-MA					
04/07/2017	18154	E 101-41540-301	Auditing and Acct g Services	ADMIN FEE	47.60
					$47.60
G&K SERVICES, INC					
04/04/2017	1043737014	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
04/04/2017	1043737015	E 601-49440-402	Janitorial Service	RUG MAINT	23.04
04/04/2017	1043737016	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.80

04/11/2017	1043742688	E 101-42110-402	Janitorial Service	RUGS AND SUPPLIES	9.86
04/11/2017	1043742688	E 101-43100-402	Janitorial Service	RUGS AND SUPPLIES	9.86
04/11/2017	1043742688	E 101-45200-402	Janitorial Service	RUGS AND SUPPLIES	9.87
04/11/2017	1043742688	E 601-49440-402	Janitorial Service	RUGS AND SUPPLIES	9.86
04/11/2017	1043742688	E 602-49490-402	Janitorial Service	RUGS AND SUPPLIES	9.87
04/11/2017	1043742689	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.80
					$103.19

GOPHER STATE ONE-CALL

03/31/2017	7030734	E 601-49440-442	Gopher State	58 BILLABLE TICKETS	39.15
03/31/2017	7030734	E 602-49490-442	Gopher State	58 BILLABLE TICKETS	39.15
					$78.30

GRANITE CITY JOBBING CO.

03/28/2017	42125	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/28/2017	42125	E 609-49751-254	Miscellaneous Merchandise	MISC	14.76
03/28/2017	42125	E 609-49751-256	Tobacco Products For Resale	TOBACCO	843.18
04/04/2017	42836	E 609-49750-210	Operating Supplies	OPERATING	14.78
04/04/2017	42836	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/04/2017	42836	E 609-49751-254	Miscellaneous Merchandise	MISC	14.76
04/04/2017	42836	E 609-49751-256	Tobacco Products For Resale	TOBACCO	774.60
04/04/2017	42836	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
					$1,669.62

GREAT LAKES COCA-COLA

04/04/2017	3608202639	E 609-49751-254	Miscellaneous Merchandise	MISC	862.09
					$862.09

HAVLIK, DAVID

03/10/2017	1960	G 601-22200	Deferred Revenues	REFUND ACCT 1960	25.30
					$25.30

HAWKINS, INC.

03/17/2017	40443277	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	949.00
					$949.00

HOISINGTON KOEGLER GROUP, INC

04/09/2017	016-043-10	E 101-41910-318	Economic Development	ST.FRANCIS DOWNTOWN PLAN	2,210.00
04/09/2017	017-001-2	E 101-41910-307	Comp Plan/Wetland Fees	ST. FRANCIS COMPREHENSIVE	2,855.06
					$5,065.06

INNOVATIVE OFFICE SOLUTIONS, L

03/30/2017	IN1559951	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	105.73
03/30/2017	IN1559951	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	39.68
					$145.41

ISD #15

04/04/2017	3016	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER MAINT	40.06
04/04/2017	3017	E 101-42110-221	Vehicle Repair & Maintenance	2011 CHEV TAHOE	35.17
04/04/2017	3018	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER MAINT	870.14
					$945.37

JEFFERSON FIRE & SAFETY INC.

03/31/2017	236139	E 101-42210-237	Small Equipment	THERMAL IOMAGING CAMERA	1,688.76
					$1,688.76

JJ TAYLOR DISTRIBUTING

03/29/2017	2678404	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/29/2017	2678404	E 609-49751-252	Beer For Resale	BEER	566.45
03/29/2017	2678404	E 609-49751-255	N/A Products	NA	21.50
04/05/2017	2678463	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/05/2017	2678463	E 609-49751-252	Beer For Resale	BEER	1,030.45
					$1,624.40

JOHNSON BROS WHLSE LIQUOR

03/29/2017	5688050	E 609-49751-206	Freight and Fuel Charges	FREIGHT	111.98
03/29/2017	5688050	E 609-49751-251	Liquor For Resale	LIQUOR	4,959.72
03/29/2017	5688051	E 609-49751-206	Freight and Fuel Charges	FREIGHT	41.16
03/29/2017	5688051	E 609-49751-253	Wine For Resale	WINE	2,337.60

03/30/2017	5688826	E 609-49751-251	Liquor For Resale	LIQUOR	113.31
04/05/2017	5693651	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.08
04/05/2017	5693651	E 609-49751-251	Liquor For Resale	LIQUOR	467.78
04/05/2017	5693652	E 609-49751-206	Freight and Fuel Charges	FREIGHT	88.16
04/05/2017	5693652	E 609-49751-253	Wine For Resale	WINE	2,425.90
					$10,551.69
LAKE LAND ADVERTISING					
03/17/2017	.0317	E 609-49750-340	Advertising	ADVERTISING	260.00
					$260.00
LMC INSURANCE TRUST					
04/05/2017	2376	E 101-42110-360	Insurance	DEDUCTIBLE	500.00
					$500.00
MCDONALD DIST CO.					
03/30/2017	363005	E 609-49751-252	Beer For Resale	BEER	5,151.85
03/30/2017	363005	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
03/30/2017	363005	E 609-49751-255	N/A Products	NA	76.25
03/30/2017	364523	E 609-49751-252	Beer For Resale	BEER	(120.00)
04/06/2017	366599	E 609-49751-252	Beer For Resale	BEER	3,843.60
04/06/2017	366599	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
04/06/2017	366599	E 609-49751-255	N/A Products	NA	20.45
					$9,080.15
MEDTOX LABORATORIES, INC.					
03/31/2017	032017955907	E 101-43100-441	Miscellaneous	MED TESTING	20.83
03/31/2017	032017955907	E 101-45200-441	Miscellaneous	MED TESTING	20.83
03/31/2017	032017955907	E 601-49440-441	Miscellaneous	MED TESTING	20.83
03/31/2017	032017955907	E 602-49490-441	Miscellaneous	MED TESTING	20.86
					$83.35
METRO SALES, INC.					
04/06/2017	INV770116	E 101-42110-311	Contract	COPIES	228.64
					$228.64
MIDCONTINENT COMMUNICATIONS					
04/02/2017	1333016018656	E 101-41940-321	Telephone	CITY HALL	36.83
04/02/2017	1333016018656	E 101-42110-321	Telephone	Police	16.78
04/02/2017	1333016018656	E 101-43100-321	Telephone	Public Works	16.78
04/02/2017	1333016018656	E 601-49440-321	Telephone	WATER PLANT	150.00
04/02/2017	1333016018656	E 601-49440-321	Telephone	WELL HOUSE	150.00
04/02/2017	1333016018656	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					$520.39
MISSION CRITICAL CONCEPTS					
03/27/2017	MCC#DS-P-17-1	E 101-42110-208	Training and Instruction	FORCE INSTRUCTOR COURSE -	625.00
					$625.00
MN FIRE CERTIFICATION BOARD					
03/02/2017	4644	E 101-42210-433	Dues and Subscriptions	PFLSE CERT EXAM - FAANES	230.00
03/14/2017	4677	E 101-42210-433	Dues and Subscriptions	YOUTH FIRESETTER PREVENTI(	125.00
					$355.00
NATIONAL ASSOCIATION OF SCHOOL					
03/31/2017	M9561MN	E 101-42110-433	Dues and Subscriptions	MEMBERSHIP NASRO - BLACK	40.00
					$40.00
NELSON ELECTRIC MOTOR REPAIR					
03/22/2017	8032	E 602-49451-229	Project Repair & Maintenance	FIELD LABOR	330.00
					$330.00
NORTHLAND SECURITIES, INC					
04/10/2017	4866	G 803-22137	Esc-TCO-Assited Living Facilty	TIF ESCROW	200.00
					$200.00
NORTHWEST ASSOC. CONSULTANTS					
04/05/2017	22878	E 101-41910-311	Contract	CITY PROJECTS	1,251.00
04/05/2017	22879	E 101-41910-311	Contract	CITY PROJECTS	200.00

04/05/2017	22880	G 803-22146	ESC-Tamarack Grading	TAMARACK GRADING	51.75
					$1,502.75
OPG 3 INC					
03/30/2017	1746	E 402-41400-560	C-O-L Furniture & Fixtures	CANNON SCANNER	4,200.00
03/30/2017	1746	E 601-49440-240	Office Equip	CANNON SCANNER	2,100.00
03/30/2017	1746	E 602-49490-240	Office Equip	CANNON SCANNER	2,100.00
					$8,400.00
PACE ANALYTICAL SERVICES					
03/29/2017	171277596	E 602-49490-313	Sample Testing	SAMPLE TESTING	96.50
04/06/2017	171277886	E 601-49440-313	Sample Testing	SAMPLE TESTING	122.50
04/07/2017	171277932	E 602-49490-313	Sample Testing	SAMPLE TESTING	97.00
					$316.00
PHILLIPS WINE & SPIRITS CO.					
03/29/2017	2142500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	128.44
03/29/2017	2142500	E 609-49751-251	Liquor For Resale	LIQUOR	8,483.87
03/29/2017	2142501	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.64
03/29/2017	2142501	E 609-49751-253	Wine For Resale	WINE	1,229.75
03/29/2017	2142502	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
03/31/2017	261605	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
03/31/2017	261605	E 609-49751-251	Liquor For Resale	LIQUOR	(66.50)
03/31/2017	261606	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
03/31/2017	261606	E 609-49751-253	Wine For Resale	WINE	(52.75)
04/03/2017	261714	E 609-49751-253	Wine For Resale	WINE	(18.34)
04/05/2017	2146305	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.64
04/05/2017	2146305	E 609-49751-251	Liquor For Resale	LIQUOR	719.25
04/05/2017	2146306	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.44
04/05/2017	2146306	E 609-49751-253	Wine For Resale	WINE	528.00
					$11,026.96
POST BOARD					
04/07/2017	.0417	E 101-42110-433	Dues and Subscriptions	LARSON LICENSE	90.00
04/09/2017	15741	E 101-42110-433	Dues and Subscriptions	HEEREN LICENSE	90.00
					$180.00
QUILL CORPORATION					
03/29/2017	5568211	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	18.68
03/29/2017	782482	E 101-41400-200	Office Supplies	RETURN OFFICE SUPPLY	(9.99)
04/03/2017	5664541	E 101-41400-200	Office Supplies	NAME PLATES	27.98
					$36.67
RICK JOHNSON DEER & BEAVER					
04/01/2017	.0417	E 101-43100-311	Contract	DEER REMOVAL	90.00
					$90.00
ROSEVILLE, CITY OF					
04/06/2017	0222674	E 101-41110-310	Computer Consulting Fees	IT SERVICES	325.94
04/06/2017	0222674	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,195.14
04/06/2017	0222674	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,466.76
04/06/2017	0222674	E 101-42210-310	Computer Consulting Fees	IT SERVICES	260.75
04/06/2017	0222674	E 101-42400-310	Computer Consulting Fees	IT SERVICES	54.40
04/06/2017	0222674	E 101-43100-310	Computer Consulting Fees	IT SERVICES	347.67
04/06/2017	0222674	E 101-45200-310	Computer Consulting Fees	IT SERVICES	456.32
04/06/2017	0222674	E 601-49440-310	Computer Consulting Fees	IT SERVICES	434.59
04/06/2017	0222674	E 602-49490-310	Computer Consulting Fees	IT SERVICES	434.59
04/06/2017	0222674	E 609-49750-310	Computer Consulting Fees	IT SERVICES	434.59
04/06/2017	0222715	E 101-41940-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 101-42110-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 101-42210-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 101-43100-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 101-45200-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 601-49440-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 602-49490-321	Telephone	PHONE	80.59
04/06/2017	0222715	E 609-49750-321	Telephone	PHONE	80.65
04/06/2017	0222786	E 101-41110-310	Computer Consulting Fees	IT SERVICES	93.66
04/06/2017	0222786	E 101-41400-310	Computer Consulting Fees	IT SERVICES	343.43
04/06/2017	0222786	E 101-42110-310	Computer Consulting Fees	IT SERVICES	421.48

04/06/2017	0222786	E 101-42210-310	Computer Consulting Fees	IT SERVICES	74.93
04/06/2017	0222786	E 101-42400-310	Computer Consulting Fees	IT SERVICES	15.66
04/06/2017	0222786	E 101-43100-310	Computer Consulting Fees	IT SERVICES	99.90
04/06/2017	0222786	E 101-45200-310	Computer Consulting Fees	IT SERVICES	131.12
04/06/2017	0222786	E 601-49440-310	Computer Consulting Fees	IT SERVICES	124.88
04/06/2017	0222786	E 602-49490-310	Computer Consulting Fees	IT SERVICES	124.88
04/06/2017	0222786	E 609-49750-310	Computer Consulting Fees	IT SERVICES	124.88
04/06/2017	0222792	E 101-41110-441	Miscellaneous	COUNCIL IPAD COVER	353.98
04/06/2017	0222808	E 101-41110-310	Computer Consulting Fees	IT SERVICES	27.40
04/06/2017	0222808	E 101-41400-310	Computer Consulting Fees	IT SERVICES	100.50
04/06/2017	0222808	E 101-42110-310	Computer Consulting Fees	IT SERVICES	123.34
04/06/2017	0222808	E 101-42210-310	Computer Consulting Fees	IT SERVICES	21.92
04/06/2017	0222808	E 101-42400-310	Computer Consulting Fees	IT SERVICES	4.62
04/06/2017	0222808	E 101-43100-310	Computer Consulting Fees	IT SERVICES	29.23
04/06/2017	0222808	E 101-45200-310	Computer Consulting Fees	IT SERVICES	38.37
04/06/2017	0222808	E 601-49440-310	Computer Consulting Fees	IT SERVICES	36.54
04/06/2017	0222808	E 602-49490-310	Computer Consulting Fees	IT SERVICES	36.54
04/06/2017	0222808	E 609-49750-310	Computer Consulting Fees	IT SERVICES	36.54
					$8,419.33
SAFETY SIGNS					
04/05/2017	1700555	E 101-45200-217	Other Operating Supplies	FLAGS	942.30
					$942.30
SAMBATEK					
03/27/2017	09521	E 101-41910-311	Contract	GENERAL PLANNING	714.00
					$714.00
SEMLER HOMES					
03/10/2017	4805	G 601-22200	Deferred Revenues	REFUND ACCT 4805	34.74
					$34.74
SHI INTERNATIONAL CORP					
03/30/2017	B06331227	E 601-49440-200	Office Supplies	OFFICE 2016	243.00
03/30/2017	B06331227	E 602-49490-200	Office Supplies	OFFICE 2016	243.00
					$486.00
SOUTHERN GLAZERS OF MN					
03/30/2017	1525290	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.08
03/30/2017	1525290	E 609-49751-251	Liquor For Resale	LIQUOR	1,449.98
03/30/2017	1525291	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
03/30/2017	1525291	E 609-49751-251	Liquor For Resale	LIQUOR	298.90
04/06/2017	1527994	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.92
04/06/2017	1527994	E 609-49751-253	Wine For Resale	WINE	725.94
04/06/2017	1527995	E 609-49751-206	Freight and Fuel Charges	FREIGHT	40.64
04/06/2017	1527995	E 609-49751-251	Liquor For Resale	LIQUOR	4,379.65
					$6,929.67
SPOT ON					
03/23/2017	6057	E 101-43210-217	Other Operating Supplies	LETTER REPLACEMENT ON RE(	58.00
					$58.00
STERICYCLE, INC					
04/01/2017	4006984252	E 101-42110-311	Contract	MEDICAL WASTE	50.54
					$50.54
THE AMERICAN BOTTLING COMPANY					
04/06/2017	8257819006	E 609-49751-254	Miscellaneous Merchandise	MISC	361.78
					$361.78
THIEL, JON					
01/26/2017	1-FINAL	E 101-43100-311	Contract	PW SYSTEMS MANAGEMENT	1,248.75
01/26/2017	1-FINAL	E 101-45200-311	Contract	PW SYSTEMS MANAGEMENT	1,248.75
01/26/2017	1-FINAL	E 601-49440-311	Contract	PW SYSTEMS MANAGEMENT	1,248.75
01/26/2017	1-FINAL	E 602-49490-311	Contract	PW SYSTEMS MANAGEMENT	1,248.75
					$4,995.00
TJ ASSOCIATES					
03/16/2017	222555	E 101-43210-439	Recycling Days	RECYCLING NEWSLETTER	890.82

					$890.82
TWIN CITIES FLAG SOURCE, INC					
03/29/2017	30331	E 101-45200-217	Other Operating Supplies	FLAGS	246.00
					$246.00
VINOCOPIA, INC.					
04/07/2017	0177417-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.00
04/07/2017	0177417-IN	E 609-49751-251	Liquor For Resale	LIQUOR	1,120.00
04/07/2017	0177417-IN	E 609-49751-253	Wine For Resale	WINE	120.00
					$1,261.00
					$165,092.57

FUND SUMMARY

101 GENERAL FUND	$77,124.75
402 CAPITAL EQUIPMENT	$4,200.00
601 WATER FUND	$8,090.53
602 SEWER FUND	$7,172.15
609 MUNICIPAL LIQUOR FUND	$67,633.39
803 ESCROW	$871.75
Total	165,092.57

NORTHLAND
SECURITIES

City of St. Francis, Minnesota
Refunding of the Economic Development Authority of the City's $8,200,000 Public Project Lease Revenue Bonds, Series 2012A

Issuance of $7,520,000 General Obligation Refunding Bonds, Series 2017A (based upon preliminary interest rates)

- The bonds will advance refund the 2018-2037 maturities of the Economic Development Authority of the City's Public Project Lease Revenue Bonds, Series 2012A.
- The NEW bonds will mature annually on February 1.

Preliminary Refunding Analysis

Bond Size	$ 7,520,000
Final Maturity of 2012A Bonds	2037
Final Maturity NEW Bonds	2037
Average Coupon 2012A Bonds	4.68%
Average Coupon NEW Bonds	2.68%
Total Net Debt Service Reduction	$ 1,130,592
Total Net Present Value Savings	$ 874,624
Average Annual Debt Service Savings	$ 59,504
Net Present Value Savings %	10.23%

** Note - an additional savings is the annual cost difference between a Trustee and a Paying Agent. The EDA Bonds have an annual Trustee fee of approximately $1,600 compared to the annual Paying Agent fee of $495. This fee differential will create an approximate $17,000 overall savings over the remaining term of the bonds.

George Eilertson, Sr. Vice President
800-851-2920 612-851-5906
geilertson@northlandsecurities.com

CERTIFICATION OF MINUTES
RELATING TO GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A

ISSUER: City of St. Francis, Minnesota

BODY: City Council

KIND, DATE, TIME AND PLACE OF MEETING:
A regular meeting held on Monday, April 17, 2017 at 6:00 p.m., in the City Offices

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

RESOLUTION 2017-11 APPROVING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer on April 17, 2017.

____
City Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
STATE OF MINNESOTA

HELD: Monday, April 17, 2017

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, State of Minnesota, was duly held on Monday, April 17, 2017 at 6:00 p.m.

Member ____________________ introduced the following resolution and moved its adoption:

RESOLUTION 2017-11 APPROVING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A

BE IT RESOLVED by the City Council of the City of St. Francis, State of Minnesota (herein, the "City"), as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered general obligation capital improvement plan bonds in the total aggregate principal amount not to exceed $7,600,000 (herein, the "Bonds"). The proceeds of the Bonds will be used, together with any additional funds of the City which might be required (i) for a full net advanced refunding of all outstanding maturities (2018-2037), aggregating $7,075,000 in principal amount, of the Public Project Lease Revenue Bonds, Series 2012A, dated January 1, 2012, issued by the Economic Development Authority for the City of St. Francis; and (ii) to pay the costs associated with issuing the Bonds.

2. The City Council desires to proceed with the sale of the Bonds by direct negotiation with Northland Securities, Inc. ("NSI"). NSI will purchase the Bonds in an arm's-length commercial transaction with the City.

3. The Mayor and the Administrator are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed $7,600,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the total net savings is at least $1,000,000 and the savings meet the 3% savings test as set forth in Minnesota Statutes 475.67, subdivision 12.

4. Upon approval of the sale of the Bonds by the Mayor and the Administrator, the City Council will take action at its next regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.

5. NSI is authorized to prepare an Official Statement related to the sale of the Bonds.

6. If the Mayor and the Administrator have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by October 31, 2017, this resolution shall expire.

The motion for the adoption of the foregoing resolution was duly seconded by Member ____________________, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 B

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: New/Upgrade City Website

DATE: 4-11-2017

OVERVIEW:

Staff has looked into website upgrades to offer a professional, secure, ADA compliant and accessible format. Features of a new website would include a mobile-friendly design, email newsletter subscription, property listings (commercial/industrial) to assist in city development, and business directory.

Staff is requesting Council to consider a new website to offer upgraded features to our residents, developers, and assist the needs of ongoing communication and marketing.

Two proposals have been received and reviewed:

Company	
Revize	Aha Consulting
Site Examples	
1. http://www.ci.columbia-heights.mn.us/ 2. http://cms5.revize.com/revize/designs/minnesota/hubbard_county_mn/Hubbard_home_r2.html User: revizeuser Password: revize123 3. http://www.wylietexas.gov/ 4. http://www.bristolbayboroughak.us/	1. http://www.ci.st-helens.or.us/ 2. http://www.city.kodiak.ak.us/ 3. http://www.mcminnvilleoregon.gov/ 4. http://www.miamisprings-fl.gov/
Key Feature Examples	
Email Subscription: http://www.stpete.org/ (scroll to bottom) Property Listings: http://www.rockyhillct.gov/ (scroll to interactive map at bottom) Business Directory: http://www.enjoybirmingham.com/ *Free website redesign after 4 years of service, it the client chooses to sign a lock-in rate contract for 5 years.	Email Subscription: http://www.losaltosca.gov/subscribe Property Listings: http://www.cityofestacada.org/properties Business Directory: http://www.evanscolorado.gov/directory + Projects Directory: http://www.losaltosca.gov/projects
1st Year/Set up cost	
Grand Total (1st year) $13,200 2nd year and onward $2,200/year	Grand Total (1st year) $11,800 2-4 year $3,300/year

City of St. Francis

MAJOR DIFFERENCES

Aha Consulting offers a Projects Directory. This is a tool that would allow any department in the City to identify ongoing or upcoming projects as a way to provide updates and information. Aha tools and maps are more descriptive and user friendly.

Aha Consulting is directly affiliated with Municode. Although Municode will work with either of the sites, using Aha provides a search bar that will apply to both our webpage and our code.

Revise identifies that they have a free website redesign in the fourth year of service.

IMPLEMENTATION:

Both Revize and Aha Consulting will take approximately 3-4 months to have the new website "Live".

ACTION TO BE CONSIDERED:

Council to consider upgrading our website provider to include updated features.

Staff through its research and conversations with the two companies, believes that Aha Consulting's features are more in-depth and offer more for the public than Revize.

BUDGET IMPLICATION:

Aha Consulting	
Grand Total (1st year)	$11,800
2-4 year	$3,300/year

Attachments:

Aha Executive Summary and Agreement

THIS **LETTER OF ENGAGEMENT** ("Agreement") is entered between the City of St. Francis, Minnesota ("CLIENT") and Aha Consulting, Inc. ("CONSULTANT"), a division of Municipal Code Corporation.

The parties agree as follows:

1. **Term**. This Agreement commences on the date it is executed and shall continue until full performance by both parties, or until earlier terminated by one party under the terms of this Agreement. Any termination of this Agreement shall not extinguish or prejudice CLIENT's right to enforce this Agreement with respect to (i) breach of any warranty; or (ii) any default or defect in CONSULTANT's performance that has not been cured.

2. **Scope of Services**. CONSULTANT's services under this Agreement shall consist of services as detailed in **Exhibit A.**

3. **Compensation**. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for project implementation services as detailed in Exhibit A.

Invoices for project implementation services and hosting/support services will be submitted by CONSULTANT monthly based on the payment schedule as described in Exhibit A and annually thereafter. The processing of payments will be expedited by the CLIENT through proper accounting procedures. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the approved invoices for services rendered.

4. **Integration**. This Agreement, along with the description of services to be performed attached as Exhibit A contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. **Warranty**. CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and your exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).

6. **Liability**. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this agreement.

7. **Termination**. This Agreement shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any

prepaid hosting and support fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this Agreement, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. **Independent Contractor**. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. **Ownership of Product**. CONSULTANT hereby acknowledges that the documentation, materials or intellectual property hereunder (collectively, the "Work Product") are works which have been specially commissioned by CLIENT and are "work made for hire" for CLIENT and CLIENT shall own all right, title, and interest therein. CLIENT shall be considered the author of the Work Product for purposes of copyright and shall own all the rights in and to the copyright of the Work Product and, as between CLIENT and CONSULTANT, only CLIENT shall have the right to obtain a copyright registration on the same which CLIENT may do in its name, its trade name or the name of its nominee(s). Accordingly, among other things, CLIENT is the author and owner of the Work Product and shall have the sole and exclusive rights to do and authorize any and all of the acts set forth in Section 106 of the Copyright Act with respect to the Work Product and any derivatives thereof, and to secure any and all renewals and extensions of such copyrights. To the extent CONSULTANT does not own such Work Product as a work made for hire, CONSULTANT hereby assigns, transfers, releases and conveys to CLIENT all rights, title and interest to such Work Product, including but not limited to all other patent rights, copyrights, and trade secret rights.

10. **Confidentiality**. (a) Confidential Information. For purposes of this Agreement, the term "Confidential Information" means all information that is not generally known by the public and that: (i) is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this Agreement, and (ii) relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) Obligation of Confidentiality. During the term of this Agreement, and at all times thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information, whether or not developed by CONSULTANT, except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

11. **Assignment**. Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld.

12. **Governing Law**. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota without resort to any jurisdiction's conflicts of law, rules or doctrines.

To CLIENT:
City of St. Francis
23340 Cree Street NW
St. Francis, Minnesota 55070-0730

To CONSULTANT:
Aha Consulting, Inc.
PO Box 2235
Tallahassee, FL 32316-2235

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

IN WITNESS, WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this ________ day of __________________, 2017.

CONSULTANT Signature: Brian Gilday

Name and Title: Brian Gilday, President

DATED: 3/31/2017

CLIENT Signature: ______________________________

Name and Title: ______________________________

DATED: ______________________________

City of St. Francis

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

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Online Code – Municode

DATE: 4-11-2017

OVERVIEW:

Searching city codes can be a daunting task for residents, businesses and staff. If you were trying to research answers related to septic systems, building set-backs or the type of businesses allowed in a zoning district, it would be through a page-by-page search of a PDF document. As this is a struggle, staff has reviewed the services offered by a service known as Municode.

Municode was brought to our attention as it is currently used in multiple cities. You can sample the program if you visit websites such as Oak Grove, Elk River or East Bethel. The program is a way to create a searchable code through an online tool that pulls by key words.

The feature sets that may benefit the City include

- an easy to use search functionality with advanced searching capabilities,
- simple retrieval capabilities for constituents and staff extract materials,
- mobile friendly capabilities so internal and external staff and constituents to use if they are away from their laptops,
- the ability to post new ordinances as well as store older ordinances and codebooks for research purposes,
- email notification capability to notify constituents when new ordinances are implemented into the Code,
- the ability to have agendas, minutes and resolutions stored on the system and searchable along with the Code of Ordinances and
- An expansive research database to look what other communities have passed to help our City pass new legislation rather than calling other communities.

ACTION TO BE CONSIDERED:

Council to consider implementing a Municode as an online option for codes and ordinances.

BUDGET IMPLICATION:

3-post expandable binders with stamping, $80 each (order 2)
$18.50/page for ordinance changes
First year (all features provided): No charge
Second year and onward: $450 - $1,195 annually depending on features

Attachments: Municode Agreement

Executive Summary

Republication, Supplementation and MunicodeNEXT:

Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: ***MunicodeNEXT****.*

- Conversion into Municode database & republication. .... **No charge**[1]
- Supplementation .... **$18.50 per page**
- Online hosting and support .... **1 year free, then $450**[2]
- Timeline .... **within 12 weeks**

Pricing = Apples to Apples:

We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

- Conversion into Municode database and republication of the code is **no charge**;
- Supplement charges - **single column per page rate of $18.50**;
- The **online code fee is waived for the first year** and then **only $450** for our basic service,
- If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode package bundle for **only $1,195!**
- Municode **does not** charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

We will handle 100% of the publishing for you. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or electronic copy. We understand the scope of this project to include a complete republication of your code, continued supplementation, and online hosting of your code. Upon completion of the republication project, supplementation services will commence.

When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the re-composition, the entire code is reprinted and supplement number designations start over with supplement No. 1.

The process includes:
- Conversion to our database;
- Removal of supplement numbers;
- Updating of preliminary pages (title page, officials' page, and preface);
- New page numbers;
- Editing & proofreading;
- 10-point font, single column (unless otherwise instructed);
- Incorporation of maps, diagrams, charts and tables;
- Updating the index;
- Proofs provided for your review;
- Posting your newly republished code on MunicodeNEXT;
- Printing 5 new copies with tabs.

The process does not include:
- Reorganizing the structure of your code;
- Review by an attorney;
- Substantive editing or changes to the text.

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[1] Please see page 4 for additional pricing details.
[2] Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

Quotation Sheet

Conversion and Republication

Conversion of code to Municode database	No charge[3]
Removal of supplement numbers	No charge
Updating of preliminary pages (title page, officials' page, and preface)	No charge
New page numbers	No charge
Creation of a consistent style	No charge
5 printed copies of the new code with tabs	No charge
Inclusion of adopted legislation, per page added or amended	$18.50
Current code can be posted online as a PDF during conversion & republication project	
☐ 3-post expandable binders with stamping, $80[4] each	qty_____ $_____
☐ 3-ring vinyl binders, $20 each (stamping not available)	qty_____ $_____

Binder Color: ☐ Semi-Bright Black ☐ Dark Blue ☐ Hunter Green ☐ Burgundy

Binder Stamping Color: ☐ Gold ☐ Silver ☐ White

Supplement service base page rate[5]

Page Format	Base Page Rate
Single Column	$18.50 per page

Base page rate above includes:

- Acknowledgement of material
- Data conversion, as necessary
- Editorial work
- Proofreading
- Updating the index
- Schedule as selected by you[6]
- Updating electronic versions[7] and online code
- Printing 5 copies

Base page rate above excludes:

Freight, pre-billed	Actual freight
State sales tax	If applicable
Graphics[8] & tabular[9] matter, per graphic or table	$10
Administrative Support Fee	$275
Code on internet, *first year fee waived*	Selections on page 5

Electronic media options for Code of Ordinances (sent via download) [10]

☐ Folio Bound Views	$295 initially then $100 per update
☐ WORD (DOCX)	$150 initially then $75 per update
☐ Adobe PDF of the code	$150 initially then $75 per update
☐ Adobe PDF of each supplement	$150 initially then $75 per update

Payment for Supplements and Additional Services: Invoices will be submitted upon shipment of project(s).

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[3] Provided Municode can rely upon the version of the code furnished and it is in an editable, electronic format. Conversion will take approximately 12 weeks upon receipt of all required materials.

[4] Price does not include shipping costs. Quotations for 3-ring or alternate binders available upon request.

[5] All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

[6] Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

[7] We do not charge a per page rate for updating the internet, however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

[8] Includes printing all copies. Additional fees may apply if graphics are printed color.

[9] Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

[10] "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, XML, Folio or Word, via one of the afore-mentioned mediums.

Online Services Quotation Sheet

The current code can be posted online as a PDF during the recodification project at no charge to you.

Please check the appropriate box(es) to indicate your selection. To learn more about our online services, you can participate in one of our free webinars here or view a pre-recorded version of the webinar here.

- ☐ **Online Code = *MunicodeNEXT*** (annually) *first year fee waived* — **$450**

  Collapsible TOC (Frameless Version); Mobile friendly site; In-line images & PDF's; Social Media sharing; Scrolling tables & charts; Narrow, Pinpoint & Advanced Searching; Search by Relevance or Document order, Multiple facets added to narrow search parameters, Previous and Hit buttons, Persistent breadcrumb trail, Save as WORD (DOCX); Hide the TOC; Print & Email; Internal Linking within the code; Static Linking/Bookmarking; Server Stability & Disaster Recovery Plan; Phone & Web support; Co-server backup location in Atlanta, GA
- ☐ **CodeBank** (annually) — **$150**
- ☐ **CodeBank Compare** + **eNotify**[11] (annually) — **$250**
- ☐ **MuniPRO Service** (annually) — **$295**
- ☐ **Custom Banner** (onetime fee) — **$250**

MuniDocs – only select one option below for MuniDocs.

- ☐ MuniDocs (up to 25 documents per year updated quarterly) — **$350**
- ☐ MuniDocs (up to 100 documents per year updated quarterly) — **$750**
  - Additional documents, each with either option — **$7.50**

(If MuniDocs is elected, please circle the list of categorized and dated documents to be posted)

Minutes - Council Minutes - Committee Minutes – Agendas – Resolutions – Budgets - Other____________

ORDINANCES PENDING CODIFICATION

Option 1) OrdBank

- ☐ Per ordinance fee — **$35**
- ☐ Flat annual fee (recommended if MyMunicode is not selected) — **$340**

Option 2) OrdBank + OrdLink

- ☐ Per ordinance fee — **$60**
- ☐ Flat annual fee (recommended if MyMunicode is not selected) — **$440**

Value Pricing:

- ☐ **MyMunicode**[12] includes: (*first year fee waived*) — **$1,195 annually**[13]
  MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify[14]**, MuniPRO, and Custom Banner**

Municode does not charge an extra fee to update the internet – this is included in your supplement rate.

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[11] Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

[12] Municode does not charge a per page rate for updating the online code (Internet). Your per page supplement rate for the codification of new legislation is not affected by selecting our budget friendly and feature enriched MyMunicode bundle package.

[13] Total value if each item were to be purchased a la carte would be approximately $1,485 per year with participation in our OrdBank service.

[14] Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316
info@municode.com | 800.262.2633
www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: E Eric Grant

Title: President

Date: March 17, 2017

Accepted by:

CITY OF ST. FRANCIS, MINNESOTA

By: ______________________

Title: ______________________

Date: ______________________

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Rental Housing Licensing – Program Revisions

DATE: 04/11/2017

OVERVIEW:

The City of St. finalized a Rental Housing License ordinance in December 2013.

All rental units within the City were to have established their first license by January 15, 2014. A reminder was sent out to all units in which had not registered by April 2014 with a May 15, 2014 deadline. From this initial registration point, all properties with even numbered addresses would then renew on even years and odd numbered addresses would renew on odd years. This would allow the city to balance its capacity to administer the program and inspect the rental units more effectively.

On January 15, 2016 the first set of two year renewals for even numbered properties was due. A majority of the rental units have met this deadline. A handful of units continued into the spring as they were not responding or refusing to work with the City. Code enforcement measures were started to satisfy the unmet requirements. If the unit fully complied, they would have now been licensed from January 15, 2014 to January 15, 2016.

On January 15, 2017 the odd year renewals were due. Again a majority of the rental units complied with and met the deadline. To date we have 3 units that have not met City requirements and will begin the Administrative process.

Since implementation the city has received comments from tenants, landlords and neighbors regarding the rental housing. As rental programs are put in place to serve residents of these properties, neighbors of the properties and the community as a whole, we need to continue to create a program that serves the community needs by holding property owners to a standard of safe and decent housing in the City of St. Francis.

City of
St. Francis

ITEMS TO BE REVIEWED:

Below I have outlined the individual items in which consideration of a change is needed. Each item is a separate item for consideration.

1. **Fees,** reconsider the fee schedule and ensure it continues to meet the needs of administration while promoting a strong and efficient program.

   a. New unit and Renewal fee's

Proposed	Existing Fee Structure
Single Unit / First Unit $50.00 Each Additional Unit $15.00 each	Single Family New $150.00 Multi Family New $150.00 per unit
Set for New and Renewal $50+(X*15) = biennial fee	Single Family Renew $100.00 Multi-Family Renew $75.00 per unit
What it would look like for new and renewals:	What this looks like, based on *renewal* fee schedule:
SF Home $50 2 Unit = $65 4 Unit = $59 8 Unit = $155 16 Unit = $275 24 Unit = $395 32 Unit = $515 42 Unit = $665	SF Home $150 2 Unit = $150 4 Unit = $300 8 Unit = $600 16 Unit = $1200 24 Unit = $1,800 32 Unit = $2,400 42 Unit = $3,150

   b. Add a Late Fee Structure
      i. $50.00 late fee due as of January 16th of renewal year deadline Fee to cover additional administration requirements for late and missed payments.

      ii. $150.00 late fee due as of May 1st of renewal year deadline Fee to cover administration and legal expenses related to late and missed payments.

   c. Add a Conversion Fee Structure
      i. $100.00 one-time fee in additional to first year license fee to convert existing structures, both residential and non-residential into rental housing.

   d. Add a Re-inspection Fee Structure
      i. $25 per unit that is not in compliance at the time of original inspection, on issues that require an inspector to revisit the site.

City of St. Francis

All fee changes would be reflected beginning with the 2018 Fee Schedule as adopted. Schedule would become effective and be applicable to all renewals due January 15, 2018. Any prior renewals not yet settled would be due the fees based on the structure at the time of their renewal deadline.

Fees should be evaluated no less than every two years to ensure they meet administrative needs for Rental Registration programs.

2. **Codes,** Clarifications to be updated,
    a. Clarify Inspection Requirements. Current language leaves question in regards to if unit will be inspected. Bring program to a housing qualify, health and safety type inspection process.
    b. Clarify the landlord responsibility in regards to working directly with tenants for inspection purposes.

Rental Property Notice

Staff would notify rental properties of the change in October/November with renewal notices.

Estimated Timeframe for processing

- Changes in Code language:
    - language to be written by City Planner and Staff
    - Reviewed by City Attorney
    - Council in June/July
        - Two Readings, then 30 day notice.

- Change in Fee Schedule
    - Approval with 2018 Fee Schedule October/November

- Changes to:
    - Application form
    - Website
    - Notices to property owners

Actions for Council Consideration

1. Change New and Renewal Fee Structure
2. Add a late fee
3. Add a conversion fee
4. Add a re-inspection fee
5. Instruct staff to review and update codes

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9 E

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: City Newsletter Quotes

DATE: 4-11-2017

OVERVIEW:

The City releases a newsletter on a quarterly basis. The newsletter is multi colored and eight pages in length. Pages are offered to the St. Francis Area Chamber to meet their newsletter needs. The Chamber contributes to the overall cost of the newsletter.

Recently the City was challenged on its use of TJ Associates by another printing shop for its newsletter needs. In response, Administration reviewed the pricing and services of several additional printing offices. The following identifies the companies that submitted a quote and the cost to complete the city newsletter.

Company	Location	Cost
Countryside Printing	Ramsey	$2,250.00
Print Central	Minneapolis	$1,858.00
TJ Associates	Ramsey	$1,850.75
Presto Graphics	Anoka	$1,694.80
Skyline Graphics	Minneapolis	$1,608.00
Do All Printing	Ramsey	$1,550.67
Minuteman Press	Ham Lake	$1,433.75

ACTION TO BE CONSIDERED:

Review and determine the company to meet City needs for the printing and services of the newsletter.

BUDGET IMPLICATION:

The current total cost of the city newsletter is approximately $1900. Staff believes the city will be able to save on the city newsletter by choosing a print shop that offers a lower cost but is still in close proximity to St. Francis.

Choosing a lower costing printing services for the city newsletter will free up dollars to improve other marketing avenues, such as the city website.

Attachments: none

City of St. Francis

Water and Sewer Monthly Report - March 2017

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	23	Inspections
Water	Operational Hours	Hours spent at the facility.	46	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	23	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	23	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	10.88	Million Gallons
		Total Raw Water	11.18	Million Gallons
		Average Daily Flow	.351	Million Gallons
		Average Chlorine	.47	Mg/l
		Average Raw Iron	.03	Mg/l
		Average Raw Manganese	.018	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	99	%
		Manganese Removal	80	%
Wastewater	Wastewater Treatment Report			
Wastewater	Inspect Ponds	Daily inspection of WWTF ponds.	23	Inspections
Wastewater	Operational Hours	Hours spent at the	69	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
		facility.		
Wastewater	Inspect Blower	Daily inspection of blowers.	23	Inspections
Wastewater	Inspect Control Building	Daily inspection of control building.	23	Inspections
Wastewater	Monthly Sampling	Perform required monthly sampling: 2 Influent (6 Constituents); 6 Effluent (28 Constituents)	34	Constituents
Wastewater	D.O Readings	Take required D.O readings.	11	D.O Readings
Wastewater	pH Readings	Take required pH readings.	3	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	230	Lift Station Inspections
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook/ RIB's	
		Total Influent	10.5	Million Gallons
		Total Effluent	9.2	Million Gallons
	Note: (CMA) = Calendar Month Average	Influent TSS	460	Mg/l
		Effluent TSS	72	Mg/l
		Influent CBOD	296	Mg/l
		Effluent CBOD	120	Mg/l
		Influent Phosphorus	7.2	Mg/l
		Effluent Phosphorus	1.9	Mg/l
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	53	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings (City owned and large user meters.)	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect New Water and Sewer Connections	9	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	27	Work Orders
Water/Sewer	Monthly Projects			
Water	Install New Packing	2 Wells	2	
Sewer	Clean Lift Stations	Monthly Wash Down	10	
Sewer	Training on New Equipment	WWTP	12	# of Equipment

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Sewer	Disassemble Ferric Equipment	Discontinue ferric chloride equipment at old WWTP.		
Sewer	Asset Inventory of New WWTP	Maintenance Schedule	20	Hours
Sewer	WWTP Monthly Meeting	Progress Review of New Facility	4	Weekly

City of St. Francis

Streets and Parks Monthly Report - March 2017

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
Parks	Park Inspections	Inspect equipment, buildings, and trees.	135	Inspections
Parks	Events	Preparation and Inspection	3	3 Warming House
Parks	Snowplowing	Trails/Sidewalks	9.1	Miles
Streets	Snowplowing	Plowing City Streets	67.4	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets/Parks	Snowplowing	Plowing Parking Lots	4	Number of Lots
Streets	Snowplowing	Amount of Salt Applied to Roads	16.6	Tons
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Signs	Signs Installed or Repaired	5	Number of Signs
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	56	Number of Catch Basins
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1	1 Salting
All Dept.	Building Maintenance	Light Bulbs, Toilets, Sinks, Etc.	19	Hours
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, Etc.	11	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, Etc.	18	Hours