

CITY OF ST. FRANCIS
ST. FRANCIS CITY HALL
23340 CREE STREET NW

Work Session Agenda

April 10th, 2017
5:30 PM

- 1) Sunday Sales
- 2) Animals and Fowl
- 3) Website
- 4) Meeting Times
- 5) July 3rd Meeting
- 6) Construction Appointment
- 7) Fire Chief
- 8) Other Business



**CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Liquor Store Manager**

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Sunday Sales
DATE: 4-10-2017

OVERVIEW:

The State of Minnesota has passed a law that allows for Sunday liquor sales. My recommendation is to be open per State Statute. This will require an ordinance amendment as highlighted in the attached document (two sections are seemingly applicable at this time and Council direction will be provided to the City Attorney for execution of the proper Ordinance revisions). Sunday hours of operation would likely be from 11:00 a.m. – 6:00 p.m. (per Statute).

The additional hours of operation will require additional payroll. With that, it can and should be considered to change the Bottle Shop hours of operation from 9:00 a.m. – 10:00 p.m. to 10:00 a.m. – 10:00 p.m. This would alleviate additional costs associated with the added Sunday hours of operation.

Also, Bottle Shop operations require substantial time commitments from Bottle Shop employees to work nights and weekends. With that, there has been concern expressed about employee retention (which is critical) along with the Bottle Shop competing with other local retailers for reliable employees. With that, Staff would like to seek Council direction on determining wage increases for Saturday and Sunday shift hours as requested by the employees. This would be applicable to hourly employees.

Timing wise, the Ordinance would need to be have a 1st Reading on April 17th, Second Reading on May 1st and will be effective 30 days after publication.

Staff is seeking direction on the following:

- 1) Opening for 11:00 a.m. – 6:00 p.m. for Sunday liquor sales
- 2) Adjusting hours of operation Monday through Saturday to 10:00 a.m. open time.
- 3) Allow Staff to review and recommend potential wage increases on Saturdays and Sundays for hourly employees for employee retention.

Attached are the sales per hour for 2016

*Attached are the applicable Ordinance Sections that will need to be changed
(highlighted)*

04/04/17
1:32 pm

time summary Sunday Sales (003)
St. Francis Bottle Shop

Page 1

Time Summary
Time of Day Sales Report
01/01/16 through 12/31/16

Sales Invoice

Time	Number of Sales	Total Amount
0:00 - 8:00	0% 26	0% \$552.73
8:00 - 9:00	0% 48	0% \$847.49
9:00 - 10:00	2% 2453	2% \$53600.18
10:00 - 11:00	3% 2948	3% \$71953.75
11:00 - 12:00 #	4% 3860	4% \$94983.06
12:00 - 1:00 #	5% 4847	5% \$118972.28
1:00 - 2:00 #	6% 6067	6% \$143600.50
2:00 - 3:00 #	8% 7627	8% \$181694.57
3:00 - 4:00 ##	11% 11132	11% \$254934.24
4:00 - 5:00 ##	13% 13641	13% \$305528.79
5:00 - 6:00 ##	14% 14208	14% \$323711.15
6:00 - 7:00 ##	12% 11966	12% \$274584.50
7:00 - 8:00 #	9% 9236	9% \$211444.10
8:00 - 9:00 #	7% 7283	7% \$167165.20
9:00 - 10:00 #	6% 5827	5% \$125458.37
10:00 - 11:59	0% 73	0% \$1422.45
101242		\$2330453.33

Hour	Total Yearly	Average
0:00 - 10:00am	\$55000.40	\$175.72
10:00 - 11:00am	\$71953.75	\$229.88
11:00 - 12:00pm	\$94983.06	\$303.46
12:00 - 1:00pm	\$118972.28	\$380.10
1:00 - 2:00pm	\$143600.50	\$458.78
2:00 - 3:00pm	\$181694.57	\$580.49
3:00 - 4:00pm	\$254934.24	\$814.48
4:00 - 5:00pm	\$305528.79	\$976.13
5:00 - 6:00pm	\$323711.15	\$1034.22
6:00 - 7:00pm	\$274584.50	\$877.26
7:00 - 8:00pm	\$211444.10	\$675.54
8:00 - 9:00pm	\$167165.20	\$543.07
9:00 - 10:00pm +	\$126880.82	\$405.37

SECTION 4

LIQUOR LICENSING AND PROVISIONS

SECTION:

- 5-4-1: Liquor License Required
- 5-4-2: Sunday Sales
- 5-4-3: Hours and Days of Liquor Sales
- 5-4-4: On-Sale Wine Licenses Required
- 5-4-5: Hours and Days of Sales by On-Sale Wine Licensees
- 5-4-6: Liquor and On-Sale Wine License Restrictions, Regulations and Unlawful Acts

5-4-1: LIQUOR LICENSE REQUIRED. It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale, or otherwise dispose of liquor, as part of a commercial transaction, without a license therefore from the City. This Section shall not apply (1) to such potable liquors as are intended for therapeutic purposes and not as a beverage, (2) to industrial alcohol and its compounds not prepared or used for beverage purposes, (3) to wine in the possession of a person duly licensed under this Chapter as an on-sale wine licensee, (4) to sales by manufacturers to wholesalers duly licensed as such by the Commissioner, (5) to sales by wholesalers to persons holding liquor licenses from the City, or (6) to the municipal liquor store. The voters of the City having authorized such issuance at a special election called for that purpose, the City may issue on-sale liquor licenses to (1) restaurants; and, (2) clubs, or congressionally chartered veterans' organizations, provided that liquor sales will be made only to members and bona fide guests.

5-4-2: SUNDAY SALES. (Ord 72, SS, 6-16-2003)

- A. License Required. The electorate of the City having heretofore authorized the same at a general or special election, a Sunday on-sale liquor license may be issued to restaurants or clubs in conjunction with the sale of food, which have on-sale liquor licenses and which also have seating capacity for not less than fifty (50) guests at one time. Prior to issuance of such license, the applicant shall provide the City with proof of financial responsibility for Sunday sales.
- B. Hours of Sale. The hours of Sunday on-sale liquor sales shall be from 10:00 AM on Sundays to 1:00 AM on Mondays, provided that the license is in conformance with the Minnesota Clean Air Act.
- C. Unlawful Acts. It is unlawful to sell liquor on Sunday unless such sales are (1) licensed in accordance with this Section, (2) in conjunction with the sale of food, and (3) during hours of permitted sales.

5-4-3: HOURS AND DAYS OF LIQUOR SALES. No sale of liquor shall be made between the hours of 1:00 AM and 8:00 AM on the days of Monday through Saturday, nor after 1:00 AM on Sundays, nor between the hours of 8:00 PM on December 24 and 8:00 AM on December 25. No off-sale shall be made on Sundays, nor before 8:00 AM or after 10:00 PM on Monday through Saturday, nor on Thanksgiving Day or Christmas Day, December 25. (NOTE: This Section does not prohibit sales during hours when on-sale is permitted on Sunday as stated in the Section of this Chapter entitled "Sunday Sales".)

5-4-4: ON-SALE WINE LICENSES REQUIRED. It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale, or otherwise dispose of wine on-sale, as part of a commercial transaction, without a license therefore from the City. This Section shall not apply (1) to sales by manufacturers to wholesalers duly licensed as such by the Commissioner, (2) to sales by wholesalers to persons holding on-sale or off-sale liquor licenses from the City, (3) to sales by wholesalers to persons holding on-sale wine licenses from the City, or (4) to sales by on-sale liquor licensees on days and during hours when on-sale liquor sales are permitted.

5-4-5: HOURS AND DAYS OF SALES BY ON-SALE WINE LICENSEES. No on-sale of wine shall be made between 1:00 AM and 10:00 AM on Sunday, nor between 1:00 AM and 8:00 AM on the days of Monday through Saturday, nor between the hours of 8:00 PM on December 24 and 8:00 AM on December 25.

5-4-6: LIQUOR AND ON-SALE WINE LICENSE RESTRICTIONS, REGULATIONS AND UNLAWFUL ACTS.

A. Limitations on Issuance of Licenses to One Person or Place.

1. No on-sale liquor license may be issued to any one person for more than one place in the City. Any person holding an interest on two (2) or more such licenses in the City shall be deemed to hold more than one license.
2. For the purpose of this Section, the term "interest": (1) includes any pecuniary interest in the ownership, operation, management, or profits of a retail liquor establishment, and a person who received money from time to time directly or indirectly from a licensee, in the absence of consideration and excluding gifts or donations, has a pecuniary interest in the retail business; and, (2) does not include loans; rental agreements; open

accounts or other obligations held with or without security arising out of the ordinary and regular course of business of selling or leasing merchandise, fixtures, supplies to the establishment; an interest in a corporation owning or operating a hotel but having at least one hundred fifty (150) or more rental units holding a liquor license in conjunction therewith; or ten (10) percent or less interest in any other corporation holding a license.

3. In determining whether an "interest" exists, the transaction must have been bona fide and the reasonable value of the goods and things received as consideration for a payment to the licensee and all other facts reasonably tending to prove or disprove the existence of a purposeful scheme or arrangement to evade the restrictions of this Subdivision must be considered.
- B. Licenses in Connection With Premises of Another. A license may not be issued to a person in connection with the premises of another to whom a license could not be issued under the provisions of this Chapter. This Subdivision does not prevent the granting of a license to a proper lessee because the person has leased the premises of a minor, a non-citizen who is not a resident alien, or a person who has been convicted of a crime other than a violation of this Chapter.
 - C. Employment of Minors. No person under eighteen (18) years of age may sell or serve liquor or wine on licensed premises.
 - D. Premises Eligible. On-sale wine licenses shall be granted only to restaurants as defined in this Code. Provided, however, for purposes of this Section, such restaurant shall have appropriate facilities for seating not less than twenty-five (25) guests at one time.
 - E. Investment. No on-sale liquor or wine license shall be granted to any person which does not have invested or does not propose to invest in the fixtures and structure of the licensed establishment, exclusive of land, at least \$300,000.00. The Council may provide for an independent appraisal, at the expense of the applicant, as an aid in determining such value. If this provision is not complied with within one (1) year from the date of issuance of the license, the same shall be grounds for refusal or revocation of the license. This provision shall not apply to a person who was a licensee on the effective date of this Section, or to the heirs, assigns, or successors of such licensee, or to any subsequent addition, enlargement, or alteration of such licensed premises.
 - F. Church and School Restriction. No license shall be granted for any building within three hundred (300) feet of any public elementary or secondary school structure or within three hundred (300) feet of any church structure. In measuring this distance, measurement shall be from the nearest door of the premises to be licensed to the nearest door of any school or church.

SECTION 8

PRODUCTION FACILITY SALES

5-8-1: Taproom License: Taproom licenses may be granted only to a brewery licensed under Minn. Stat. 340A.601, subdivision 6, clause (c), (i) or (j) for on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer. All relevant codes related to the serving of malt liquor shall be adhered to.

5-8-2: Cocktail Room License: Cocktail room licenses may be granted only to the holder of a microdistillery licensed under Minn. Stat. 340A.301, Subdivision 6c. A cocktail room license authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller. All relevant codes related to the serving of liquor shall be adhered to.

5-8-3: Brewpub License: Restaurants otherwise licensed within this code may receive a brewpub license for the on-sale provision of malt liquor or beer produced on the site consistent with Minnesota State Statutes 340A.24.

5-8-4: Small Brewer & Brewpub Off-Sale License: Small breweries and brewpubs may receive a license for the off-sale consistent with Minnesota State Statutes 340A.28 and 340A.24 Subd 2.

Off-sale of malt liquor shall be limited to the legal hours for off-sale at exclusive liquor stores in the city. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time in Section 5-4-3. All malt liquor sold under this license shall be packaged in the manner required by Minnesota Statutes Section 340A.285 as may be amended. Sales under this license may not exceed 500 barrels per year. If a brewer licensed under this section possesses a license under Section 5-8-3, the brewer's total retail sales on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

5-8-5: Sunday Sales: Off-sale licenses granted pursuant to Section 5-8-4 may receive a Sunday sales license provided that the sales are limited to the legal hours for off-sale in the city for general weekday sales in Section 5-4-3 unless otherwise limited by holiday hours.

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**CITY COUNCIL
WORKSESSION
AGENDA REPORT**
Agenda Item #:
Community Dev.

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: City Code Chapter 8 – Section 3-2: Animals and Fowl
DATE: 04/05/2017

OVERVIEW:

Code reads that a property that has at least five acres, and is not prohibited within a development agreement or PUD agreement, may have chickens. The number of chickens allowed would depend on the property size. There are subsequent codes that outline setbacks, enclosures and animal waste.

In researching this issue I found there are several reasons individuals wish to have chickens. This includes; fresh and organic eggs, educational values, manure used as a fertilizer, they eat kitchen food scraps, weed and pest control and as entertainment and pets.

On the other side, chickens and fowl within an urban area, can create issues for surrounding neighbors. In researching other municipally staff reports, the concerns with having chickens and fowl in urban areas include:

- Noise- roosters crow and are known to be noisy. Hens make noise but to a much lesser degree
- Odor – chicken/fowl waste, similar to all other animal waste, can be an odor nuisance if not frequently attended to
- Rodents - the presence of mice and other rodents should be expected around coops looking for food and water
- Predators – if unprotected, chickens are easy prey for fox, raccoons, eagles and other predators. Keeping fowl could introduce these predators to neighborhoods.
- Disease - there is a risk of disease if there is a lack of good personal hygiene. Per the Center for Disease Control issues include parasites, salmonella and Zoonotic Diseases.
- Waste management – if unkempt, coops can be a nuisance. Manure is high in nitrogen, has a distinct and unpleasant smell as well as it creates ammonia gases. Proper disposal is essential.

ACTION TO BE CONSIDERED:

I have attached a worksheet format that will walk through the codes to be considered and the subsequent decisions that will need to be made as a result of any change.

BUDGET IMPLICATION:

To be determined



List of questions to be answered for consideration of changes to ordinances and subsequent needs:

Is the discussion to allow changes in rules for Chickens only? Or does it include Fowl (ducks, pigeons, geese, etc.)?	
Current Code requires no animals or Fowl on less than 5 Acres. If reduced, what is preferred acreage or lot size?	
Properties of 5 acres are allowed to have 20 fowl with an additional 10 for each additional acre. With fewer than 5 acres, what is a suggested allowance for the number of chicken/fowl?	
Prohibit Roosters?	
Setbacks on 5 acres lots is only 10' for coop enclosures. Should it be greater for smaller lots?	
Based on lot size determined, is the coop enclosure enough or should yard be fenced?	
Require a permit? Permit for smaller lots? Or does it apply to all lot sizes?	
Will there be a fee for the permit? Administering and enforcing a backyard chickens codes has an impact on staff time and resources.	
What does the application involve? Adjoining neighbors to agree in writing? What if neighbors move out after agreeing? Waste management plan?	
Will there be an inspection to verify correct application of rules?	
What are the consequences of violations?	

**CITY COUNCIL
WORKSESSION
AGENDA REPORT**
Agenda Item #:
Community Dev.

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: New/Upgrade City Website
DATE: 4-5-2017

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/mnnesota/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, if 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
1 st Year/Set up cost	
Grand Total (1 st year) \$13,200	Grand Total (1 st year) \$11,800
2 nd year and onward \$2,200/year	2-4 year \$3,300/year



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 Revise 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 Revise.

BUDGET IMPLICATION:

1 st Year/Set up cost	
Grand Total (1 st year) \$13,200	Grand Total (1 st year) \$11,800
2 nd year and onward \$2,200/year	2-4 year \$3,300/year

Attachments:

Revise Quote
Aha Quote



| A municode COMPANY

Exhibit A

St. Francis Minnesota

*Quote for
Website Redesign, Hosting, and Support*

Municipal Code Corporation
PO Box 2235
Tallahassee, FL 32316
www.ahaconsulting.com

Contact: Brian Gilday
bgilday@municode.com
Phone: 503-675-5121
Fax: 888-475-3753

Letter of Transmittal

March 31, 2017

City of St. Francis
23340 Cree Street N.W.
St. Francis, Minnesota 55070

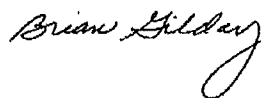
Dear Selection Team:

Thank you for the opportunity to present St. Francis with a quote for website redesign, hosting, and support. We look forward to the possibility of providing first-class customer service and a turnkey website solution that exceeds your requirements.

We will deliver a custom, one-of-a-kind website design for St. Francis that includes robust administrative tools, a resource directory, online forms and applications, emergency alerts, meeting management, and several other out-of-the-box features.

We will also provide the best website search solution available. In addition to indexing your web pages, PDF files, and Office documents our solution allows for advanced filtering of content.

Sincerely,

A handwritten signature in black ink, reading "Brian Gilday". The signature is fluid and cursive, with a large, stylized "G" at the end.

Brian Gilday
President

The MunicodeWEB Difference

Simplicity and ease-of-use!

Simplicity and ease-of-use are bedrock principles for how we approach website design. Once we have an opportunity to demonstrate our solution, you will discover that our websites are:

- ✓ **Simpler for citizens**
 - We have created a way for you to create a page once and have it automatically show up in several places on the website. Citizens do not understand how public sector organizations are organized, so we make it easy to find what they want quickly without a need to know which department or group is responsible.
- ✓ **Easier for staff**
 - We look forward to showing you how our websites are the easiest in the industry for staff to create and edit pages. Our template-driven approach makes it super easy for non-technical staff to quickly and efficiently post content.
- ✓ **Feature-rich**
 - municodeWEB provides a multitude of online features essential to citizen engagement: online calendars, meetings, fillable web forms, email subscriptions, emergency alerts, job postings, bids/rfps, FAQs, online payments, and more

Attention to detail! (Not just a pretty home page)

Having a mobile-friendly, responsive website with a beautiful and professional home page design is extremely important, and we feel that our website designs rank among the best.... but in reality, that is the easy part. What is most important is that your entire site (not just the home page!) works and functions like a well-oiled machine. After we create a beautiful, state-of-the-art home page design, we will ensure that the design flows to your inner site pages as well. We spend a great deal of time to ensure that the many features provided with our municodeWEB CMS are well-integrated into your unique design.

Fanatical customer support! (99% customer retention rate)

There is a reason why our customers stick with us for the long-term. We have a great solution, we take care of our customers, and we are committed to a long-term relationship. When you pick up the phone and call, we answer! When you send an email asking for help, we respond quickly – usually within 30 minutes. When you need us, we will be there for you.

We would very much like to work with St. Francis to create a site that improves your image and profile, promotes transparency and self-service, and empowers staff with simple-to-use tools.

Qualifications and References

Company Profile

Municode's mission is to connect public sector organizations to their communities. To do so, we work with our 4,200 clients across the country to create products and solutions that promote transparency, efficiency and that enable them to more effectively serve their staff and their citizens.

Whether it's through custom website design, our online payment portal, the legal codification process, or our robust suite of online legislative search tools, our goal is to help local government agencies more effectively engage with the citizens in their communities.

For over 65 years, we have earned our clients' trust, loyalty and respect by focusing on what is most important: our customers and their citizens. Our solutions are designed to make your job easier and the relationship you have with your citizens second to none!

Project Team

We have a highly-skilled team with a customer-service focus.

Brian - Project Sponsor / User Experience

Brian is an information technology expert, former U.S. Naval Officer, and former Big 5 consultant with Deloitte Consulting. He holds a BS in Computer Science with distinction from the United States Naval Academy (Annapolis, MD) and an MS in Computer Information Systems from Boston University. Brian has also served as an Associate Professor at MIT and Boston University. Brian has a knack for staying cool under pressure, insulating teams from distraction, and staying focused on achieving the end goal.

Dave – Project Lead / User Experience

Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.

Mary Joy – Content Migration and Customer Support Lead

Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.

Paul - Lead Developer and QA Analyst

Paul has been working on software systems for years and a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years' experience in quality assurance testing, so he will be acting as Municode's lead tester for the engagement.

Drago - Lead Designer

Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

References and Examples of Custom Design Work

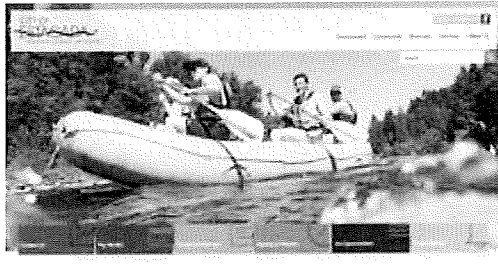
Our designers create a custom layout and graphical elements to fit your exact specifications. We collaborate with you to make iterative updates until we have a final product that is just the way you want it.



Great Falls

www.greatfallsmt.net

Rachel Arms, Webmaster
406-455-8445 rarms@greatfallsmt.net



Estacada

www.cityofestacada.org

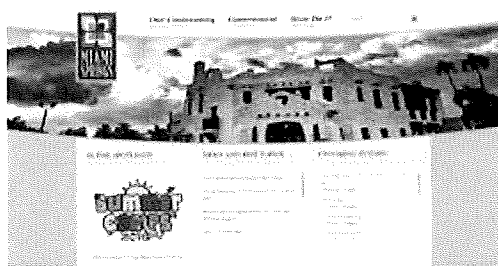
Matt Lorenzen, Economic Development Manager
503-630-8275 x206 lorenzen@cityofestacada.org



Kyle

www.cityofkyle.com

Kim Hilsenbeck, Communications Specialist
512-757-4157 khilsenbeck@cityofkyle.com



Miami Springs

www.miamisprings-fl.gov

Jorge Fonseca, IT Manager
305-805-5021 fonsecaj@miamisprings-fl.gov

municodeWEB Features

Our municodeWEB solution is simple-to-navigate, simple to update, and provides powerful citizen engagement features.

Key Base Features

- ✓ Responsive Mobile Friendly Design
- ✓ Simple Page Editor
- ✓ Best-in-Class Search Engine
- ✓ ADA/Section 508 Compliance
- ✓ Social Media Integration
- ✓ Unlimited Online Fillable Forms
- ✓ Emergency Alerts
- ✓ Meeting Agendas/Minutes/Videos
- ✓ Event Calendar
- ✓ Page Versioning / Audit Trail

Additional Base Features

- ✓ Web Page Categories - create a page once, have it show up in multiple places
- ✓ Department Micro-sites (sites-within-a-site)
- ✓ Rotating Banners and Headline Articles
- ✓ Online Job Postings
- ✓ Online Bid/RFP Postings
- ✓ Photo Album Slideshows
- ✓ Google Maps Integration
- ✓ Resource/Document Center
- ✓ Image auto-scaling and resizing
- ✓ Site Metrics (Google Analytics)
- ✓ Content Scheduling (Publish Today, Unpublish Tomorrow)
- ✓ Unlimited User logins
- ✓ Unlimited Content
- ✓ Word-like WYSIWYG Editor
- ✓ Online Payments (municodePAY)
- ✓ Email Subscriptions/Notifications
- ✓ Property Listings (Commercial /Industrial)
- ✓ Latest News / Press Releases
- ✓ Anti-spam controls
- ✓ Email Harvesting Protection
- ✓ Broken Link Finder
- ✓ Dynamic Sitemap
- ✓ Support for Windows, Mac, Linux
- ✓ Video integration (YouTube, Vimeo, etc.)
- ✓ Client owns rights to all data
- ✓ Organization/Staff Directory
- ✓ Frequently Asked Questions (FAQs)
- ✓ Ordinances and Resolutions
- ✓ Google Translate
- ✓ Share This Button (Facebook/Twitter)
- ✓ Secure Pages / SSL
- ✓ Printer Friendly Pages
- ✓ RSS Feeds Inbound/Outbound
- ✓ Parks and Trails Directory
- ✓ Projects Directory
- ✓ Business Directory

Add-ons

- ✓ Specialty sub-site graphic designs
- ✓ Custom development
- ✓ Design refresh every 4 years
- ✓ Real-time analytics

Project Timeline

The typical project takes from 3 to 6 months. The below high-level timeline is an approximation. We will finalize the schedule once we meet with you:

Phase	Month 1	Month 2	Month 3	Month 4
Analyze and Confirm Requirements				
Design and Build				
Migrate Content				
Train				
Test				
Go-Live			★	
Hosting and Support				

Analyze and Confirm Requirements

Deliverables	
Website Assessment: Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.	• Summary assessment sheet
Organizational Overview Inventory/Survey: Municode will provide an organizational overview document for you to complete as part of this assessment	• Organization Survey
Website Design Meeting: Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.	• Website design specification sheet (graphic design and information/navigation design)

Design and Build

Deliverables	
Design Concept Creation and Approval (Custom Designs): Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all of the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.	• Design concepts • Finalized design (Photoshop PSD)
Website Setup, Configure, and Customization:	• Fully functional beta website with approved design

Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup Municode will finalize any remaining elements to the approved design and navigation.

- Content migration

Train, Migrate, Test, and Go-Live

	Deliverables
Staff Training Municode will provide staff training to train staff on how to use the website. We also provide training videos and user guides. See pricing section for additional details.	• On-site training (if applicable) • Web teleconference training (if applicable) • Videos & User guides
Content Finalization and Departmental Acceptance Municode will migrate content as outlined below. Your trained staff will work on finalizing content prior to go-live. They will analyze the pages that Municode has uploaded, create new pages, and make any final page edits before going into acceptance testing. - <u>Meeting Agendas and Minutes</u> ○ Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. ○ Files must be provided with a standard naming convention to allow for auto parsing of date. (e.g. agenda-20160616.pdf, minutes_061516.pdf, etc.) - <u>Staff/Organization Directory</u> ○ Client completes an excel template with information regarding each directory listing plus corresponding staff photos (if desired). Municode will then auto-import that content. Files must be provided in format specified by the template. - <u>Standard Web Pages</u> ○ Municode defines a standard web page as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex/advanced pages, we can provide a custom quote on a per-page basis See pricing section for specific number of included pages.	• Content creation and migration • Departmental content 'signoff'
Municode Functional Testing Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. Test will confirm proper functionality of all features documented in this proposal.	• Completing Testing Checklists
Acceptance Testing Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.	• Site acceptance by client
Go-Live We will work with you to make the appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address.	• Accepted Final Live Website

Hosting

Web server: Municode will host the website and ensure adequate bandwidth and performance. The site will reside on an Municode-configured server.

Backup, Disk Space, and Bandwidth: A redundant incremental backup of your website database will be made to our web servers in the Pacific and Eastern Time zones.

Guaranteed Uptime: **Municode will guarantee web server uptime of 99.9%.** In the event this service level is not met within a given month, you will receive a credit for that month's service.

Indexed Document Search / Facets – included if using the built-in CMS search.

Maintenance and Customer Support

Free site upgrades: as we update our base Municode features, you receive those upgrades for FREE

24x7 Customer support: We will provide your primary IT contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM Eastern via email and telephone to handle routine questions from staff related to the operation of the website.

Security upgrades: Municode will apply security upgrades to your solution's core and contributed modules as they are published by drupal.org. This ensures that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 12AM-3AM Pacific Time, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Site Monitoring and Site Recovery: Municode will install auto-monitoring software routines that continually monitor website performance and instantly alert us when problems occur. We will take action as soon as possible and no later than two hours after problems are detected.

Assistance from Client

- The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.
- The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders
- The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.
- The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

municodePAY

MunicodePAY is a highly flexible and comprehensive electronic payment solution that lets you collect and process payments from multiple types and channels – quickly and efficiently. Once deployed within your organization, you will be able to accept payment via the web or through your own customer service agents.

Easy for your citizens to use

Provide your citizens the payment options that empower them to pay you anytime, anywhere, the way that makes the most sense for them.

- Online quick pay option
- Mobile payments & alerts
- Choose from multiple funding sources: Credit Card, Debit Card, Electronic Check

Easy for you to manage

Your staff will have 24/7 access to the industry's most comprehensive administrative portal to provide customer support before, during and after payment processing, as well as reporting and other tools for overall payment management.

- Schedule or cancel payments on citizen's behalf
- Capture and process payments in real-time or batch modes
- Flexible settlement and reconciliation options tailored to your needs
- Complete accounting and settlement functions that integrate with CRM, finance, and general ledger systems.
- Role and privilege based security rights to manage staff from multiple departments one platform
- Streamline financial processes including collection, payment & settlement
- Comprehensive reporting reports exportable in multiple formats (HTML, PDF, CSV and Excel)

Flexible Pricing Model

We will work with you to find the right pricing model for your needs. Whether it is a similar citizen convenience fee model like the one you are utilizing today or a more aggressive municipal fee model to drive electronic payment adoption. For this proposal, we have included both customer convenience fee model and municipal absorbed fee model for you to compare.

Total Fee = Transaction Fees + Annual Service Fee

Transaction Fees

- a) Municipal Absorbed Fee Model: \$0.80 + merchant processing fees OR
- b) Citizen Convenience Fee Model: TBD – depends on type of payments

Annual Service Fee only applies if < 480 transactions per year (40 per month average)

- a) ≥ 480 transactions per year – annual service fee waived
- b) < 480 transactions per year - \$400 per year

Project Costs

Design, Development, and Implementation Phase	\$8,500
- Fully functional municodeWEB CMS with all base features - Responsive mobile-friendly website with custom design - Content migration – up to 250 pages and 5 years meeting minutes - Training: 3-hour web teleconference, video training series, user guides	
Annual Hosting, Maintenance, and Customer Support	\$3,300 / year
- 80GB disk space and up to 1 terabyte data transfer per month - 99.9% up-time guarantee, telephone support 8AM-8PM Eastern - Email support with one-hour response time during working hours - Emergency 24x7 support - Up to 3 hours' web teleconference refresher trainings per year as needed - Price lock years 1-4; subject to 5% increase year 5 - Email Subscriptions / Notifications - Projects Directory - Property Listings (Commercial/Industrial) - Business Directory	

Additional Website Options

• Specialty sub-site graphic designs	\$3500 + \$900 per year
• On-site visits (training, consultation, etc.)	\$750 per day + travel
• Real-time Analytics	\$600 per year
• Site graphic redesign every 4th year	\$600 per year
• Additional web page migration	\$6 per basic page or custom quote
• Custom Feature Development	fixed bid quote or \$125/hour

Payment Schedule

- Year 1
 - o Sign contract \$4,250
 - o Implement site design and features \$4,250
 - o Conduct training (site moved to production / annual support begins) \$3,300
 - o **Total** **\$11,800**
- Years 2-5
 - o Yr2 - \$3,300, Yr3 - \$3,300, Yr4 - \$3,300, Yr5 - \$3,435
- Payment schedule will be adjusted accordingly based on selected optional features
- Interest-free payment plans (2-yr, 3-yr, 4-yr) available upon request

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: _____

Revize Quote

Phase 1: Project Planning and Analysis, SOW	\$800
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$2,500
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,900
Phase 5: QA Testing	\$800
Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 191 webpages and 809 documents (approximate number on your website today)	\$3,000
Phase 7: Content editing and site administration training (one day session via web conference)	\$900
Phase 8: Go live!	\$100
Annual tech support, CMS software updates (5 users), and website health checks. website hosting Included free of charge (unlimited GB storage space):	\$2,200
Grand Total (1st year) Second year and onward investment	\$13,200 \$2,200/year

Revize provides a free website redesign after four years of service, if the client chooses to sign a locked-in rate contract for five years. This includes a lifetime warranty.

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

The Revize Client First Plan Annual Recurring Fees – Interest Free

First Year.....	\$ 4,950
Second Year.....	\$ 4,950
Third Year.....	\$ 4,950
Fourth Year.....	\$ 4,950
Fifth Year.....	\$ 1,800

The Following Applications & Features will be integrated into Your Website Project

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Document Center
- Email Notify Center
- FAQs
- Newsletter App
- News Center with Facebook/Twitter Integration
- "Share This" Social Media Flyout App
- Online Forms
- Photo Gallery
- Google Mapping Template
- Quick Link Buttons
- Revize Web Calendar - Unlimited
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with Captcha
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Online Form Builder
- Multi-Use Business Directory
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

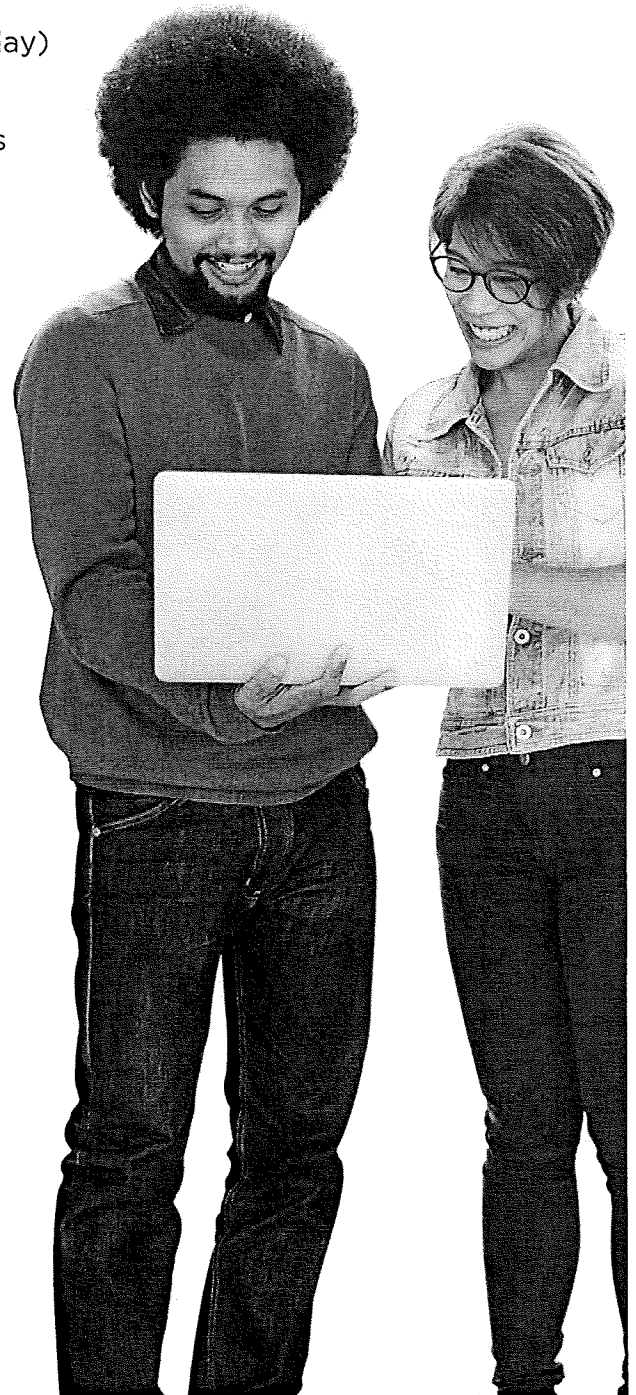
- Audit Trail
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD) -Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes

- 8 AM - 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



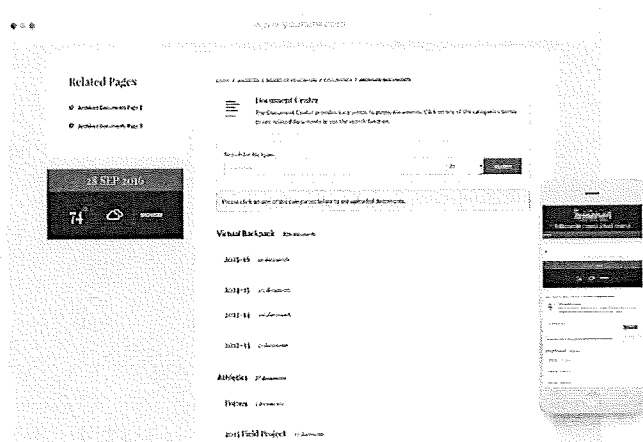
Did you know?

Revize Support is second to none among all government design companies.

Citizen's Communication Center Apps

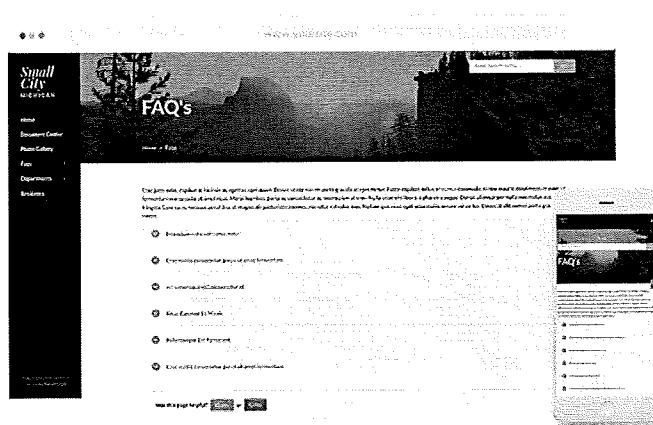
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



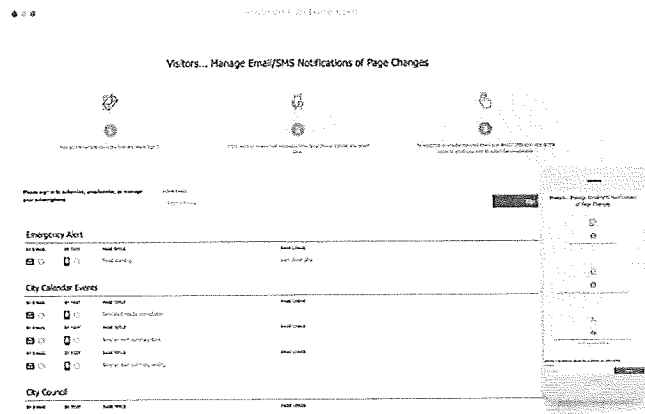
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



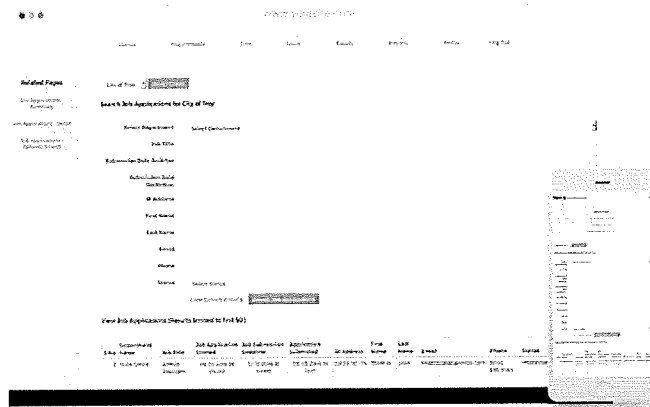
E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



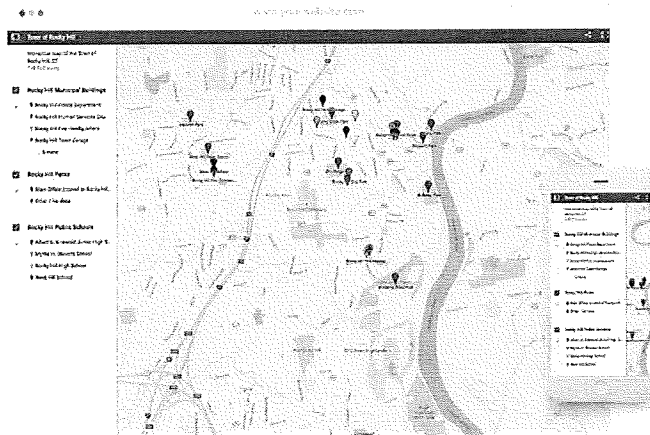
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



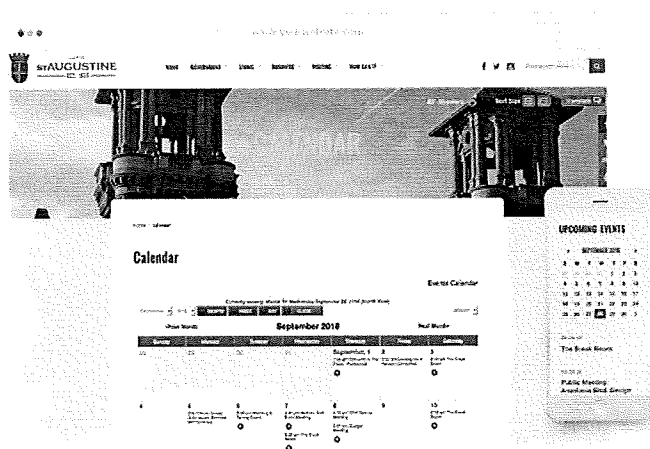
INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



NOTIFICATION CENTER

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.

SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

TRANSLATOR

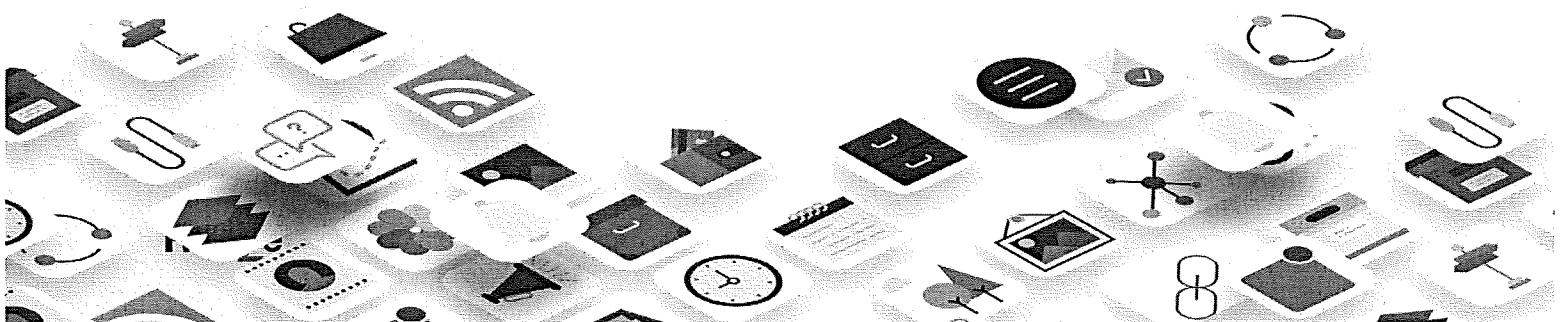
Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

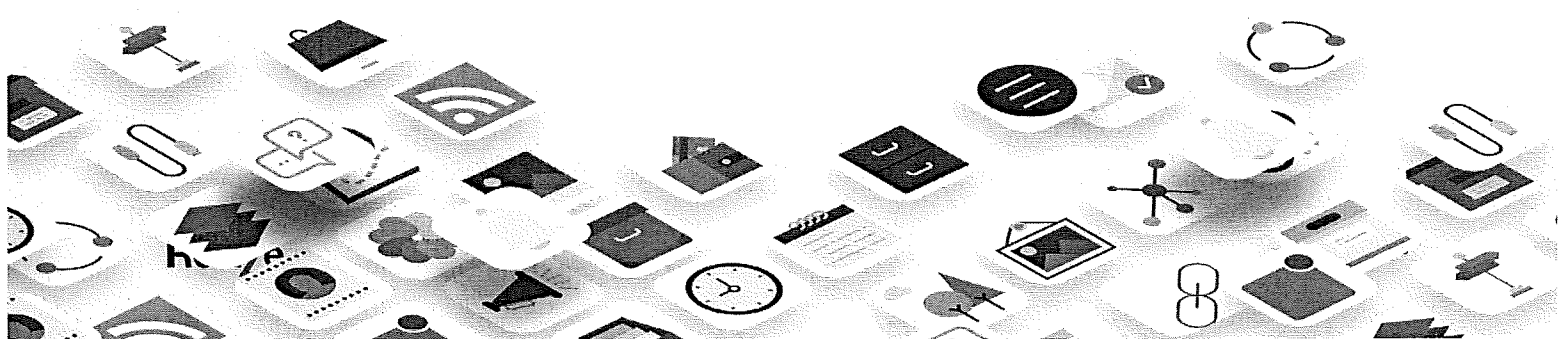
Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”



Did you know?

Revize introduce responsive web design to the government industry

ALT-TAGS

FONT SIZE ADJUSTMENT

RESPONSIVE WEB DESIGN

Revizé

Thank you

For Considering Revize

Prepared by Clay A. Weinand
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x20 Fax: 866-346-8880
www.revize.com

**CITY COUNCIL
WORKSESSION
AGENDA REPORT**
Agenda Item #:
Community Dev.

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Online Code – Municode
DATE: 4-5-2017

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 Quote

municode

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

March 17, 2017

Ms. Anna Anderson
Administrative Assistant
23340 Cree Street NW
P.O. Box 730
St. Francis, MN 55070 0730

Email Sent Via: aanderson@stfrancismn.org

Dear Ms. Anderson,

Thank you for speaking with Tracy Stevanov and expressing interest in utilizing Municode for supplementation services. We have reviewed the City's code and are pleased to submit the following information for your review.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

Why Municode?

Integrity. *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

Attorneys. We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

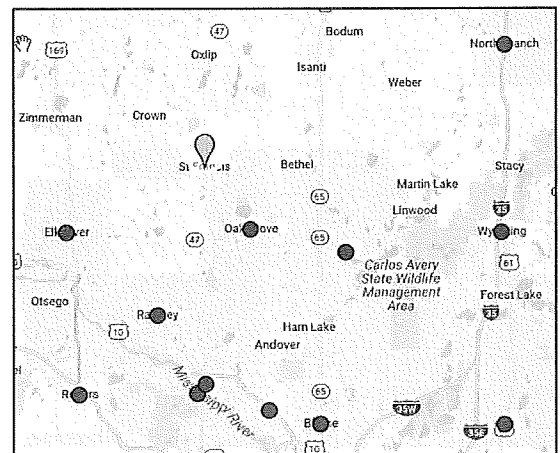
Experience. With over 4,200 customers in all 50 states, we are the nation's most trusted and experienced codifier of local government codes in the nation, currently hosting over 3,275 municipal codes online. Our team of attorneys has an average of over 20 years of codification experience. With over 210 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

Relationships. For over 66 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

Quality. We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

Technological Leadership. MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

Commitment to Minnesota. We are proud to serve 61 municipalities in Minnesota, including several near St. Francis. We also regularly support the Minnesota Municipal Clerks & Finance Officers Association.



Why Our Clients Love Us

Applying our Legal Experience. We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 66 years and have worked for decades serving the biggest and most advanced municipalities in the nation, as well as 61 clients located in Minnesota. No other codification company has this level of experience and knowledge that can be harnessed for your benefit. In 2016, 93 municipalities that had no code, updated their code internally, or used another code publisher chose to join the Municode family based on our qualifications, experience, and reputation, including Anoka, Caledonia, and Wayzata, Minnesota.

Team Approach. We have 14 legal editorial teams consisting of 47 legal editors and proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

Customer Service. Our goal is to fully understand your unique needs. Your Municode Representative, James Bonneville, is able to meet with you anytime. James can also provide onsite training or host webinars throughout the term of the contract.

Your Representative. Municode's Mid-West Regional Sales Representative, James Bonneville, is located in Stillwater, Minnesota. He is available to answer questions and meet with you, as needed. James worked in state government, lobbying and governmental sales for over 13 years. James has been a part of Municode since 2009. He visits the area often and regularly attends the Municipal League Conference, Clerks Conference and IIMC Conference. James is supported by our entire team in Tallahassee.

Municode's Mid-West Inside Sales Representative, Tracy Stevanov, meets with our mid-west clients virtually and on the telephone with webinars and teleconferences. She works hand in hand with James to ensure that our clients are well taken care of in the mid-west. She is available to answer questions or schedule a meeting with you as needed.

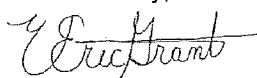
Real People. If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

Personal Touch. We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Responsible Citizen. We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with Sales Representatives James Bonneville or Tracy Stevanov or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant
President

WEG/gm

cc: Steffanie Rasmussen, Assistant Vice President of Sales
steff@municode.com / 800-262-2633 ext. 1148
James Bonneville, Mid-West Regional Sales Representative
JBonneville@municode.com / (651) 262-6262
Tracy Stevanov, Mid-West Inside Sales Representative
tracy@municode.com / (800) 262-2633 ext. 1383

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 charge¹**
- ☞ Supplementation **\$18.50 per page**
- ☞ Online hosting and support..... **1 year free, then \$450²**
- ☞ 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.

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 rate⁵

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 you⁶
- ☐ Updating electronic versions⁷ 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, <i>first year fee waived</i> | 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).

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 = <u>MunicodeNEXT</u> (annually) <i>first year fee waived</i> | \$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 + eNotify¹¹ (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 |
| o 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:

- | | |
|--|--------------------------------------|
| ☐ MyMunicode¹² includes: (first year fee waived) | \$1,195 annually¹³ |
| <u>MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify¹⁴, MuniPRO, and Custom Banner</u> | |

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

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: _____

A handwritten signature in cursive script, appearing to read "Eric Hamb", written over a horizontal line.

Title: President

Date: March 17, 2017

Accepted by:

CITY OF ST. FRANCIS, MINNESOTA

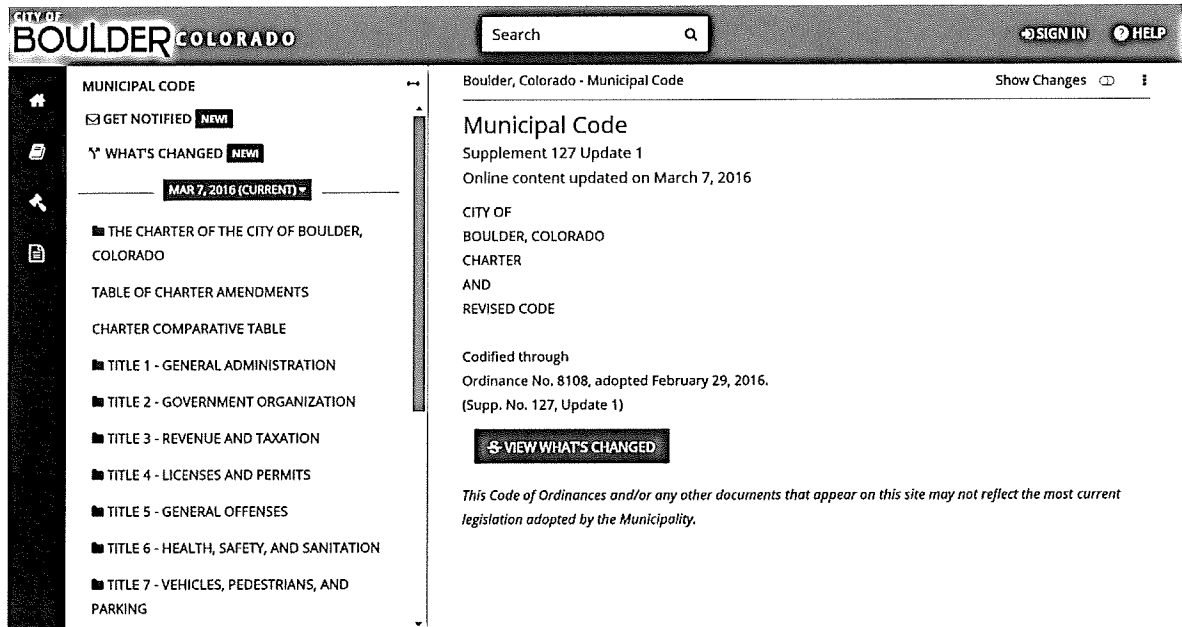
By: _____

Title: _____

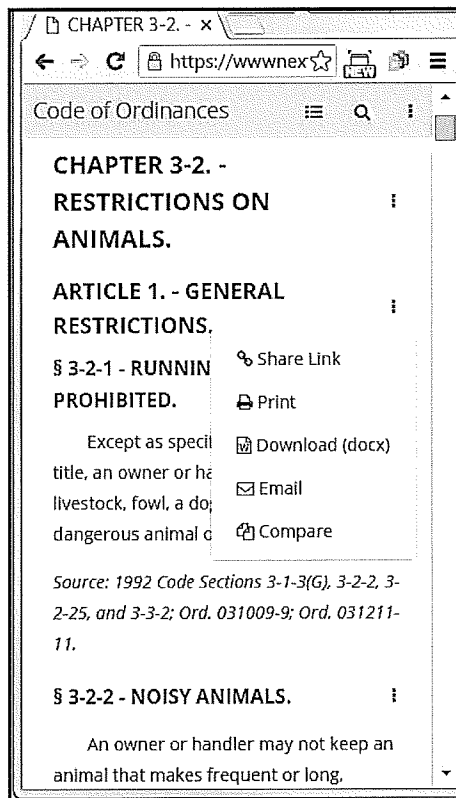
Date: _____

Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

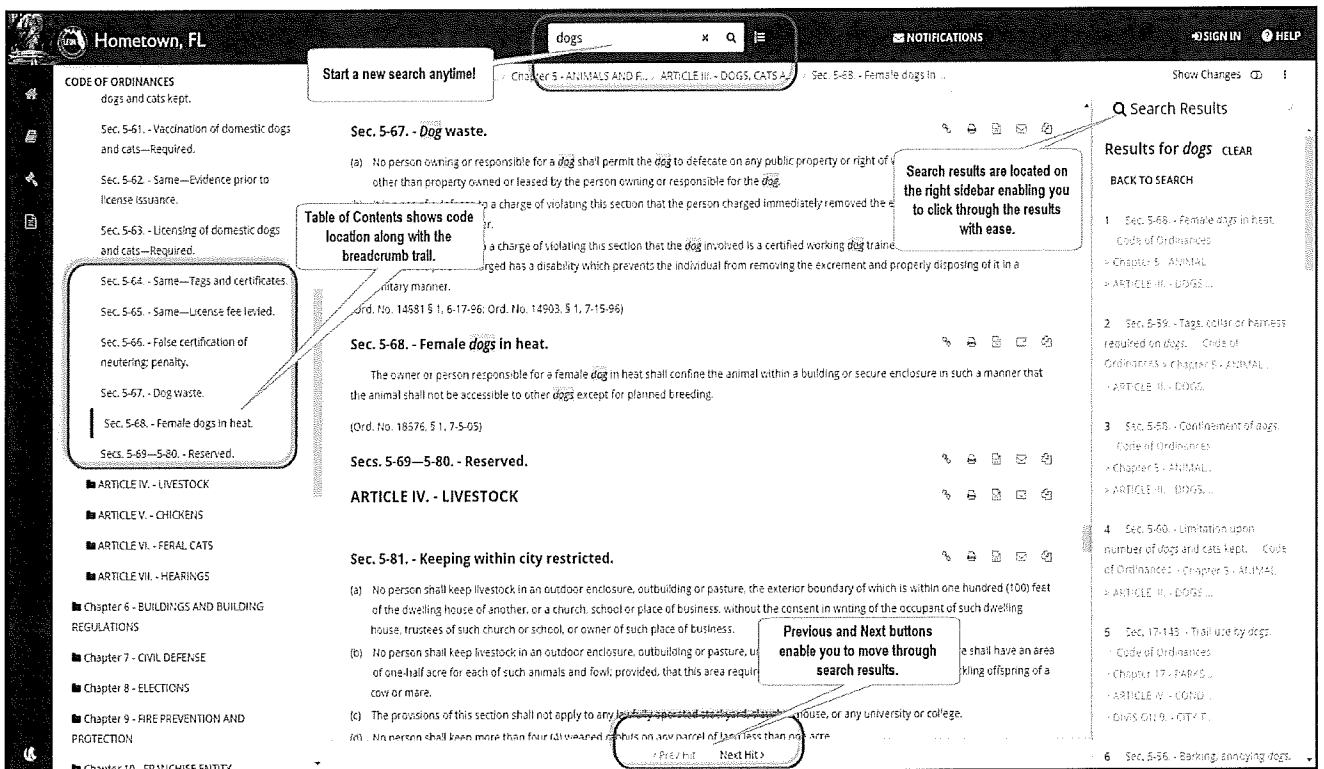


Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



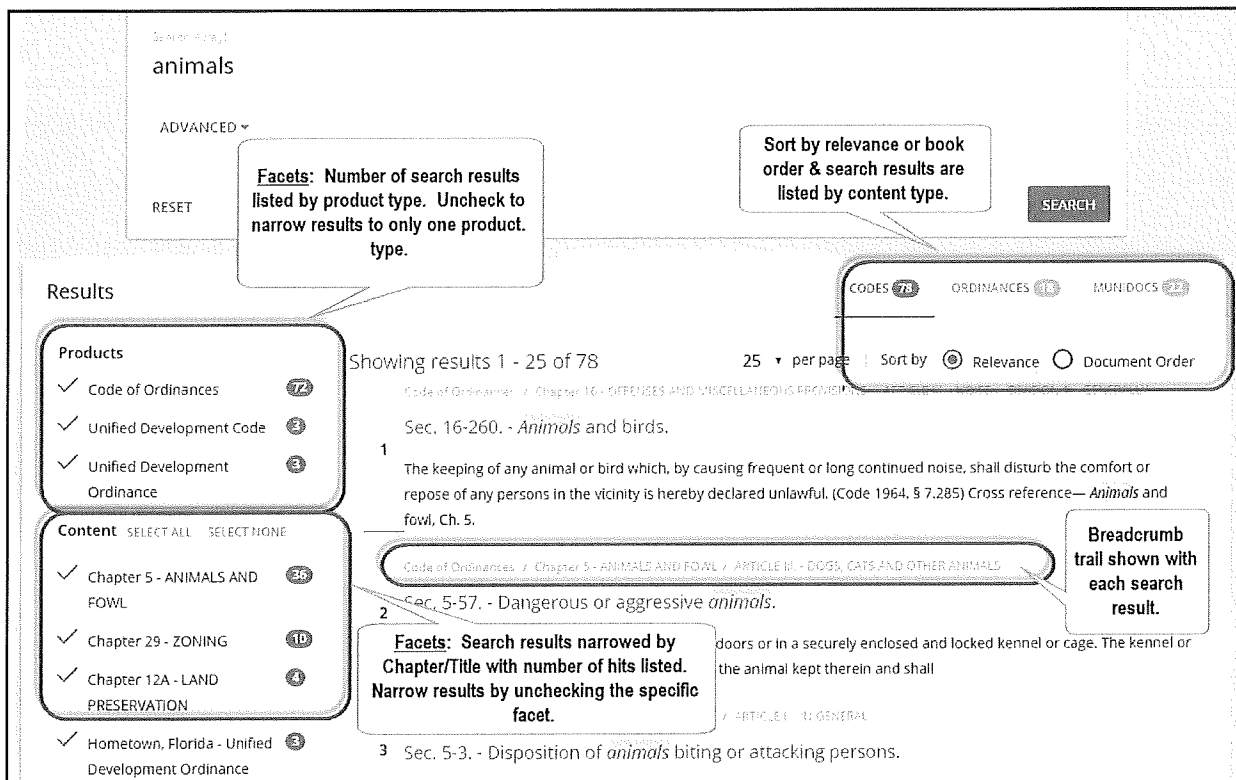
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages ElasticSearch, one of the most powerful open source search platforms that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

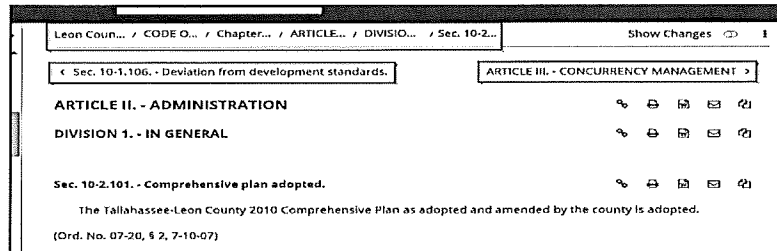
- ⌚ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ⌚ **Multiple Publications** – If you have multiple publications (code, zoning, etc.), they will all be searchable from one interface.
- ⌚ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ⌚ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ⌚ **Narrow Searching** – Your users have the ability to search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ⌚ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmarks or favorites tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.



Search enhancements provided with our latest website upgrade include (see screenshot above):

- Multiple products as facets on the left.
- Number of hits in content types and products displayed.
- Ability to sort code results by relevance OR book order.
- Ability to sort ordinance results by relevance OR date order.
- Ability to sort MuniDocs (minutes, etc.) by relevance OR date order.
- Breadcrumb trail on each search result.
- Prev/Next buttons to navigate through hits.
- COMING SOON! We will be using the ElasticSearch Synonym plugin to provide a **global synonym list**. This component should be in place by the end of 2016.
<https://www.elastic.co/guide/en/elasticsearch/reference/current/analysis-synonym-tokenfilter.html>

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.

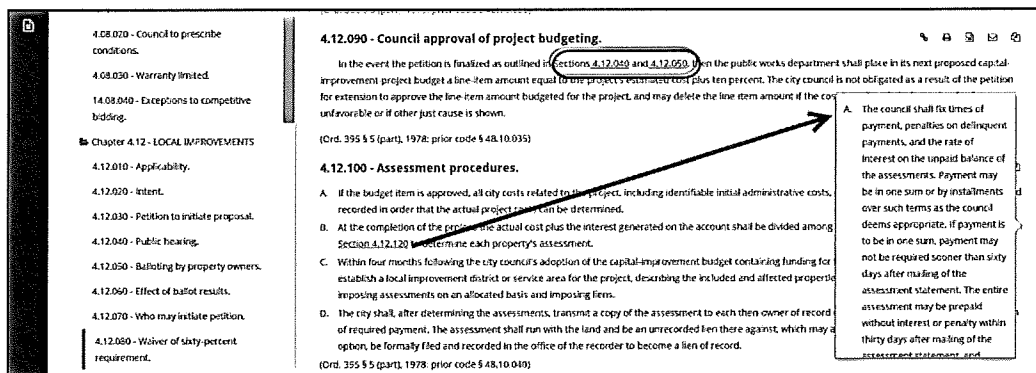


⌘ **Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination Article, Chapter or Section.

⌘ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.

⌘ **Mouseover (cluetips)** – Navigate to your code and any linked cross-reference will quickly display in the pop-up preview window.

(Cross-reference linking and mouseover shown below)



Social Media Sharing – You and your users are able to share code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff to create a link from your GIS system to relevant code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.

Website Accessibility

Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

Custom Banner. We can customize the look and feel of your code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

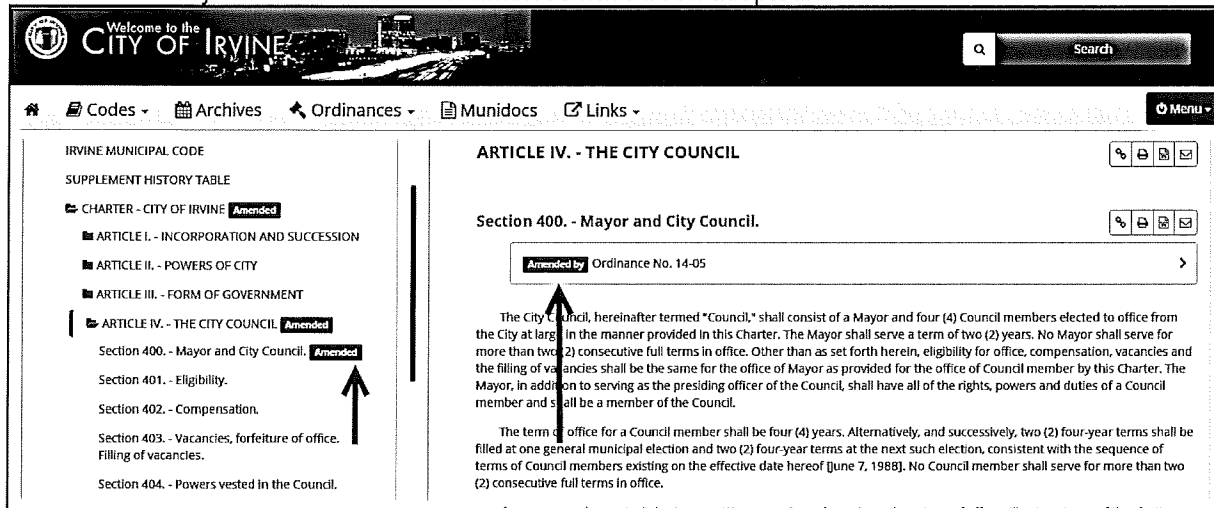
Hyperlinked ordinance in text)

The screenshot shows the City of Arvada Code of Ordinances page. The left sidebar lists various ordinances, including "Sec. 102-161. - Residential water fees within city." and "Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in Candelas Filing 1." The main content area displays the text of Ordinance No. 4027, which includes a reference to "Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008". This reference is highlighted with a red box, indicating it is a hyperlinked ordinance.

(One-Click access to the original ordinance in the OrdBank Repository)

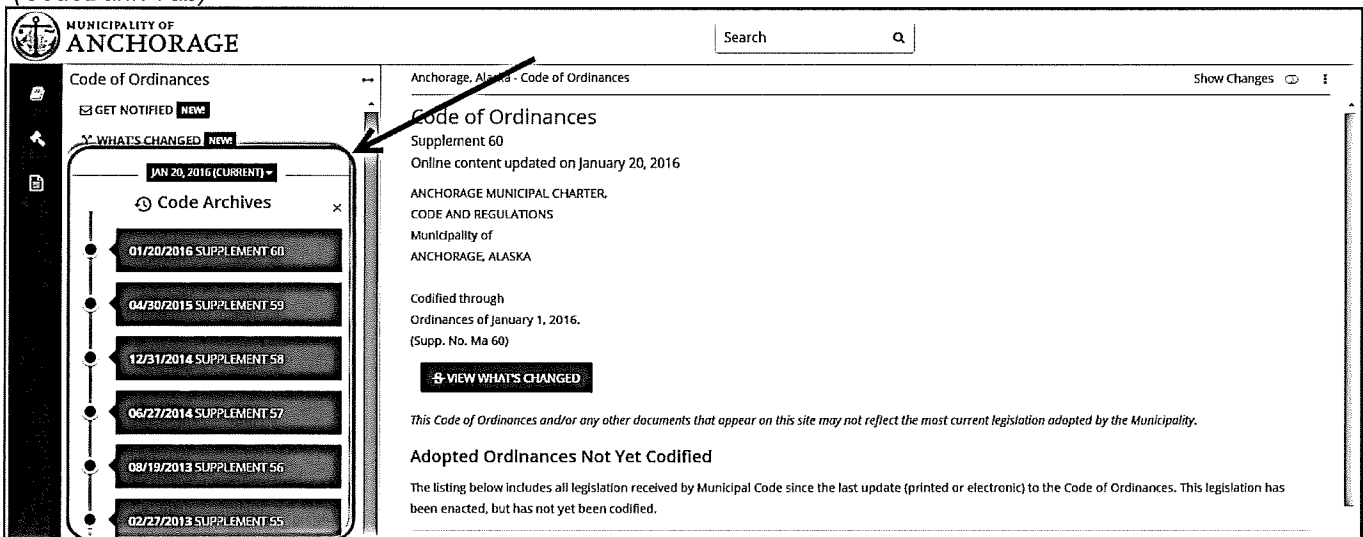
The screenshot shows the City of Arvada Code of Ordinances page. The left sidebar lists various ordinances, including "Ordinance No. 4099". The main content area displays the text of Ordinance No. 4099, which includes a reference to "Ordinance No. 4099". This reference is highlighted with a red box, indicating it is a hyperlinked ordinance. The page also shows a table of fees for residential facilities, including tapping fees, inspection fees, and tap fees determined from a schedule.

OrdLink + OrdBank. Prior to incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online code and compare it to any other version of your online code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online code is updated. This will empower your staff and citizens to receive instant notifications every time your online code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

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Profession
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Codes

- ☐ Unified Development Code
- ☐ Unified Development Ordinance
- ☒ Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

MUNICIPALITY OF ANCHORAGE

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Code of Ordinances

- Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY
 - 2.30.010 - Organization: election of chair and vice-chair.
 - 2.30.020 - Presiding officer.
 - 2.30.030 - Meetings. **modified**
 - 2.30.040 - Appearance requests and audience participation.
 - 2.30.050 - Introduction of ordinances: action on ordinances.
 - 2.30.055 - Conduct of public hearing.
 - 2.30.060 - Public hearings and action on proposed resolutions.
 - 2.30.070 - Voting.

Anchorage, Alaska - Code of Ordinances / TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

K. Executive sessions.

- The assembly may recess to meet in executive session to discuss the following subjects if the express nature of the subject is stated in the motion calling for the session:
 - Pending a specific legal matter, including pending litigation;
 - Labor negotiations with municipal employees;
 - Matters that the immediate knowledge disclosed of which would clearly have an adverse effect upon the finances of the municipality; or
 - Matters which tend to defame or injure the reputation and character of any person, provided the person may request a public discussion;
- Matters which by law, municipal charter, or ordinance are required to be confidential; or
- Matters involving consideration of government records that by law are not subject to public disclosure.

2. No official action may be taken in executive sessions except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation. Although the public may be excluded, the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:

- If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims arising from the matter are otherwise barred;

CHANGED SECTIONS

- ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS **modified**
- SUPPLEMENT HISTORY TABLE **modified**
- TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY / 2.30.030 - Meetings. **modified**
- TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.50 - INITIATIVES, REFERENDUMS, AND PETITIONS / 2.50.090 - Effect of vote. **modified**
- TITLE 3 - ADMINISTRATION / Chapter 3.20 - EXECUTIVE ORGANIZATION / 3.20.010 - Executive and administrative order. **modified**

(Show changes button and a custom banner are shown below)

Bonita Springs, Florida - Code of Ordinances

Code of Ordinances Supplement 2
Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015.
(Supp. No. 2)

[VIEW WHAT'S CHANGED](#)

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

MuniDocs. Enables municipal users to send material of your choosing directly to us to upload documents to your online code. Let us do all the work and upload your minutes, resolutions, budgets and or any other non-code material online. Your collection of documents will be posted alongside your code and will be fully searchable and filterable for ease of use. No need for you and your staff to learn and manage a new system.

(MuniDocs Tab and Repository)

Bonita Springs, Florida - Code of Ordinances

Code of Ordinances Supplement 2
Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015.
(Supp. No. 2)

[VIEW WHAT'S CHANGED](#)

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

State Statute Linking. If elected, for an additional fee, our team of attorneys will ensure that all existing state law references are linked within your code. Empower your staff and citizens to access the State Legislator website with just one click. Please view Petersburg, AK for an online example: <https://www.municode.com/library/ak/petersburg>

municode

Petersburg, Alaska - City ... / Title 7 - ANIMALS / Chapter 7.05 - CRUEL... / 7.05.020 - State statut...

Sections:

7.05.010 - Purpose.

This chapter is enacted for the purpose of adopting Alaska State Statutes for the prosecution of cruelty and/or neglect of animals.
(Ord. No. 952, § 3, 5-16-2011)

7.05.020 - State statutes adopted.

Cruelty and neglect of animals is prohibited and will be prosecuted in accordance with Alaska State Statutes [AK St §§ 03.55.100, 03.55.110, 03.55.120, 03.55.130, 03.55.190; AK St §§ 11.61.140, 11.61.145] as they may be amended from time to time.
(Ord. No. 952, § 3, 5-16-2011)

MuniPRO. MuniPRO Searching allows you to search the over 3,275 codes we host (the entire country, a single state or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- 🔍 **Multiple Code Search.** Search all codes within one state, multiple codes within one state or search the over 3,275 codes in the entire U.S. hosted by Municode! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- 🔍 **MuniPRO Favorites.** Create a “favorites” list of frequently visited codes or sections. This will save time by making navigation a one-click process from your dashboard.
- 🔍 **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the table of contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication and a global listing of notes can be accessed with a single click from your dashboard.
- 🔍 **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Draft icons will appear in the table of contents and search results and can also be accessed from a single click.
- 🔍 Enhancements to MuniPRO provided by our latest website upgrade include:
Search all content types at once – Codes, Ordinances, and MuniDocs.

Narrow scope before searching by State and Municipality, then filter by government type and population

The screenshot displays the MuniPRO search interface. At the top, a search bar contains the word "animals". Below the search bar are buttons for "ADVANCED" and "RESET". A "SEARCH" button is located on the right. The results section is titled "Results" and shows a list of filters on the left and search results on the right. The filters include "Classification" (City, County, Town, Village, Township, Parish, Consolidated Government, Borough, Tribe, Charter Township) and "Pop Range" (Pop 5, Pop 4, Pop 6, Pop 3, Pop 7). The search results show "Showing results 1 - 25 of 129183" and a list of results with excerpts. A red arrow points to the "SEARCH" button.

animals

ADVANCED

RESET

SEARCH

Results

Classification

- ✓ City 67091
- ✓ County 20299
- ✓ Town 11618
- ✓ Village 5680
- ✓ Township 1828
- ✓ Parish 1386
- ✓ Consolidated Government 532
- ✓ Borough 425
- ✓ Tribe 181
- ✓ Charter Township 54

Pop Range

- ✓ Pop 5 22621
- ✓ Pop 4 19502
- ✓ Pop 6 18479
- ✓ Pop 3 14326
- ✓ Pop 7 13206

Showing results 1 - 25 of 129183

Imperial County, California - Code of Ordinances / Title 9 - LAND USE CODE / Division 5 - ZONING AREAS ESTABLISHED / Chapter 4 - R-3 (HIGH DENSITY RESIDENTIAL ZONES)

1 90504.13 - *Animals*.

The keeping of *animals* other than domestic *animals* in the R-3 zone is strictly prohibited. (Prior code § 90504.13)

Libby, Montana - Code of Ordinances / Title 14 - BUILDINGS AND CONSTRUCTION / Chapter 14.28 - TRAILERS AND TRAILER PARKS

2 14.28.350 - *Animals*.

Dogs or other *animals* shall meet the requirements of the chapters of this code pertaining to *animals*. (Ord. 611 § 26, 1966)

Huron, South Dakota - Code of Ordinances / Title 22 - ZONING / Chapter 22.08 - RULES AND DEFINITIONS

3 23.08.020 - *Animals*.

*Domestic *animals** means fish, dogs, cats, birds, rabbits and similar *animals*. *Nondomestic *animals** means cattle, hogs, horses, bees, sheep, mink, goats, chickens, doves, pigeons, and other commonly known farm *animals*. (Ord. 985, 1971).

Imperial County, California - Code of Ordinances / Title 9 - LAND USE CODE / Division 5 - ZONING AREAS ESTABLISHED / Chapter 3 - R-2 (MEDIUM DENSITY ZONES)

4 90503.13 - *Animals*.

The keeping of *animals* except for domesticated *animals* is strictly prohibited. (Prior code § 90503.13) (Ord. No. 1487, §§ 17, 18, 7-2-13)

25 per page | Sort by ☒ Relevance ☐ Document Order

Additional Services

All of the services listed below may be obtained by your municipality with this purchasing vehicle.

Municode and our family of solutions, MunicodeLEGAL, MunicodePAY, MunicodeWEB and MCCi offer a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

When selecting one of the solutions outlined below as your service provider, you can be assured of receiving the same excellent customer service and superior products that over 4,100 clients have come to expect from Municode! Municipalities that utilize all four of Municode's family of service providers can attest that in addition to lower overall costs, their workload is significantly reduced, their citizens are more informed, and they are receiving the best customer service experience possible from the most reliable provider of government services in the nation... **Municode!**

municodeLEGAL

Municode has been the leading provider of **legal publications** and **codification services** since 1951. In addition to codifying, publishing and maintaining your Code of Ordinances both online and in print, we offer our clients the following additional services:

Distribution. Fulfillment services are available to distribute individual printed copies of codes and supplements to departments or subscribers at no additional fee to you. We assume all risk and expense for providing these items. Orders can be placed through our online eStore or via fax, mail or telephone.

Future Legal Review. At any point during the term of this agreement, or extensions thereof, we can provide additional Legal Reviews to identify inconsistencies and internal conflicts and ensure your code conforms to State Law. State law references can be updated in conjunction with the Legal Review or as a separate engagement.

To learn more, please visit: <https://www.municode.com/> or <https://www.municode.com/#codification>

municodeWEB

MunicodeWEB - Government Website Development powered by aHa Consulting! Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community. When MunicodeWEB designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price. To learn more about MunicodeWEB, please visit: <http://www.ahaconsulting.com/>, or <https://vimeo.com/163618297>. To experience a sample of our portfolio: <http://www.ahaconsulting.com/portfolio>

municodePAY

MunicodePAY offers a comprehensive, centralized payment system (Revalocity) that includes a sophisticated user-friendly customer care portal that results in significant operational savings and improved customer retention. With Revalocity, your customers will be able to pay their bills via the web, IVR systems or through customer service agents. Revalocity manages multiple funding sources, stores and maintains user profiles and payment histories and is equipped with complete accounting and settlement functions that integrate with CRM, finance and general ledger systems. Daily, weekly and monthly reports for the tracking and easy reconciliation of payments, returns and fee information are available in a variety of formats including PDF, CSV and Excel.

With MunicodePAY, your funds are collected faster, your operating procedures are simplified, your financial information is at your fingertips and your customers are happy. Currently, over 70 municipalities trust MunicodePAY to process approximately 9 million bill statements annually. MunicodePAY also offers traditional **Bill Printing and**

Mailing services, Lock Box Services and Customer Call Center Outsourcing Solutions. Costs for these services are competitively priced and transaction based with low to no implementation costs. To learn more about MunicodePAY, please follow these links: Website: <https://www.municode.com/#electronicpayments>, Demo: <https://vimeo.com/143619736>



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Enterprise Content Management Software (Laserfiche). With a client base of over 600 government agencies, MCCI is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services. Services include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCI provides the most powerful index retrieval search engine available.

Open Records Request Solution (JustFOIA). Just FOIA helps agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

Contract Management Software (Contract Assistant). MCCI offers Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.

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"We certainly couldn't have done it without your team. MCC is a very customer oriented company."

"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."

"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."

"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"

"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."

"You are true professionals and great to work with!"

"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."

"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"

"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."

"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!!"



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

City Administrator

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Meeting Times
DATE: 4-10-2017

OVERVIEW:

There has been suggestions to move the City Council Meeting from 6:00 p.m. to 7:00 p.m. Professionally, I see no difference. I would strongly suggest that the Council determine the meeting times based solely on their own availability. The City Council Meetings can and need to go on with or without certain Staff or public participation. In order to have a meeting, there needs to be three Councilmembers. So any decision should be based on the best timing for the City Councilmembers.

Review and Discuss:

Keep the meeting time at 6:00 p.m. or move it to 7:00 p.m.



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
City Administrator

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: July 3rd City Council Meeting
DATE: 4-10-2017

OVERVIEW:

The July 3rd City Council Meeting obviously falls a day before a very popular holiday. Councilmembers may have plans. Staff may have plans. People associated with business items may have plans. Attendance for these meetings is generally low and there usually isn't much business to process.

The meeting can be canceled by Resolution. The City Council can consider tentatively canceling the meeting and make a final determination in June when the city's business load for this time is more clear.

Review and Discuss:

Canceling the July 3rd City Council Meeting.



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
City Administrator

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Construction Appointment
DATE: 4-10-2017

OVERVIEW:

Recently there was a resident concern expressed from Kings Highway and Riverbank Lane. As a result, there seemingly was a very good response from those who received the complaint. On the other hand, this led to some confusion from the resident.

Would the City like to appoint a "Construction Liaison" much like other appointments in the City? The Mayor has expressed some interest in being designated as the Construction Liaison due to his extensive construction background.

Review and Discuss:

Provide Staff with direction on appointing a Construction Liaison.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

City Administrator

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fire Chief
DATE: 4-10-2017

OVERVIEW:

Chief Kohout's agreement for Interim Fire Chief Services is set to expire on May 31st, 2017. With that, the City will need to consider how it wants to address the expiring contract. Previous City Councils have seemed to indicate their preference for an internal promotion. An interview process and testing would reveal if there are viable internal candidates for the Chief position at this time. With that, there are the following options to consider:

- 1) Extend the current agreement with Chief Kohout
- 2) Post the position externally and open it to all candidates
- 3) Post the position internally and open it to existing department members
- 4) Explore other jurisdictions willingness to provide Chief services (i.e. Ramsey)
- 5) Explore enhancing the position to a full time Chief status

Timing is a consideration. Options 1-3 would be the quickest options to consider and the City has less than 60 days until the agreement expires. Options 3 and 4 would take a little more time to work through.

For options 2 and 3, a potential timeline could look like this:

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).

Staff is seeking direction on the following:

- 1) Replacement process (if any)
- 2) Chief salary (currently \$24,000)
- 3) Establishing an interview Committee

Attached: Interim Agreement, 5/18/15 Agenda report, Fire Reports from 12/5/16.

**AGREEMENT FOR INTERIM
FIRE CHIEF SERVICES
FOR
THE CITY OF ST. FRANCIS, MINNESOTA**

This agreement (this "Agreement") is made and entered into this ____ day of May, 2015 by and between the City of St. Francis, a Minnesota municipal corporation ("St. Francis") and Matt Kohout ("Mr. Kohout").

WHEREAS, Mr. Kohout is currently a District Chief of the Andover Fire Department and as such has acquired knowledge and expertise in the supervision and operation of a municipal fire department; and

WHEREAS, St. Francis has a fire department and is in immediate need of an interim fire chief to supervise and lead its fire department pending the hiring of a fire chief; and

WHEREAS, Mr. Kohout is willing to accept the position of interim St. Francis Fire Chief; and

WHEREAS, St. Francis is willing to allow Mr. Kohout to continue serving Andover as a firefighter;

NOW THEREFORE, in consideration of the premises and good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE.** The purpose of this Agreement is for St. Francis to retain the temporary services of Mr. Kohout to act as its interim fire chief.

2. **OBJECTIVES.** As interim St. Francis Fire Mr. Kohout's objective will be to:

- Keep stability within the St. Francis Fire Department (the "SFFD") both structurally and operationally;
- Provide interim leadership/management of all aspects of SFFD including its operations, officer placement/roles and responsibilities, and its budget calendar year;
- Conduct a management analysis of SFFD in comparison of community needs
- Review/analyze services provided by SFFD including code enforcement; and
- Create/implement a sustainable structure within the SFFD, including how the Fire Department interacts within the city structure.

3. **STRATEGY AND TACTICS.** Mr. Kohout will be expected to employ the following strategies and tactics as interim St. Francis Fire Chief:

- One on one periodic meetings with each member of the SFFD including those on administrative leave;

- Attend most/all internal meetings including officer meetings, general assembly, training, other miscellaneous fire department personnel meeting;
- Review/amend job descriptions for all levels of SFFD staff as needed;
- Respond to SFFD emergency incidents depending on severity of the incident; and
- Meet with a select group of business owners and the public to discuss the public's perception of the services provided by SFFD.

4. **TERM.** The term of this Agreement shall be from May ____, 2015 to and including May 31, 2017 unless earlier terminated or extended by law or according to the provisions herein.

5. **COMPENSATION.** The total compensation to be paid by St. Francis for Mr. Kohout's services as defined herein shall be \$2,000/month subject to normal state and federal withholding for the portion of the term above through May 31, 2016. The parties agree that the compensation and other benefits for the balance of the term from and after June 1, 2016 through the balance of the Agreement will be reviewed and agreed upon between the parties. Any change in compensation or benefits will be placed in writing and serve as an addendum to this Agreement. Compensation pursuant to this Agreement shall be pro-rated for any part of a month during which this Agreement is in effect.

6. **BENEFITS.** The parties recognize that Mr. Kohout will not be eligible for any payments, benefits (including insurance) or other stipends associated with his employment.

7. **EMPLOYMENT STATUS.** While attending to SFFD matters, Mr. Kohout shall be deemed an employee of St. Francis. St. Francis shall have control over the manner and services performed by Mr. Kohout under this Agreement, and shall be responsible for his wages, benefits, worker's compensation, disability and retirement benefits. St. Francis agrees that Mr. Kohout may continue to serve in the Andover fire department.

8. **INSURANCE AND LIABILITY.** While attending to SFFD matters, Mr. Kohout will be insured by St. Francis under its insurance coverages including commercial general liability, automobile liability, including owned, hired and non-owned automobiles. St. Francis agrees to carry worker's compensation insurance covering Mr. Kohout as required by State law.

9. **DISPUTE RESOLUTION.** The parties shall cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the parties, the following procedures shall be used:

- a. **Mediation.** Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Anoka County District Court Administrator and select a mediator by alternately striking names until one

remains. St. Francis shall strike the first name followed by Ramsey, and shall continue in that order until one names remains.

- b. **Litigation**. If the dispute is not resolved within 30 days after the end of mediation proceedings, the parties may litigate the matter.
- c. **Termination**. In addition to the remedies outlined in this Paragraph, an ongoing dispute may also be resolved by terminating the Agreement as outlined in Paragraph 9.

10. TERMINATION/EXTENSION. This Agreement may be terminated at any time by the party desiring that the Agreement be terminated providing thirty (30) days written prior notice to all other parties. This Agreement may be extended beyond May 31, 2017 by written agreement of all of the parties hereto which written agreement will contain any amendment of the existing terms of this Agreement.

11. GENERAL PROVISIONS.

- a. **Entire Agreement**. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.
- b. **Amendments**. Any modification or amendment to this Agreement shall require a written agreement signed by all parties.
- c. **Notice**. Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the other party, or if deposited in the U.S. First Class mail, postage prepaid, as follows:
 - i. Notice to: City of St. Francis
City Administrator
23340 Cree Street NW
St. Francis, MN 55070
 - ii. Notice to: Matt Kohout

Andover, MN 55433
- d. **Governing Law**. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- e. **Captions**. Captions or headings contained in this Agreement are included for convenience only and form no part of this Agreement between the parties.
- f. **Waivers**. The wavier by any party of any breach or failure to comply with any provision of this Agreement by another party shall not be construed as, or

constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

g. **Counterparts**. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

h. **Savings Clause**. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of this Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the parties, by action of their respective governing bodies, caused this Agreement to be approved on the dates below.

CITY OF ST. FRANCIS

INTERIM FIRE CHIEF

By: _____
Steve Kane, Mayor

By: _____
Matt Kohout

Dated:

Dated:

ATTEST:

By: _____
Barbara I. Held, City Clerk

654670-v1

AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Fire Chief Replacement Process
DATE: May 18, 2015

INTRODUCTION

This report serves as a formal recommendation to council on the Fire Chiefs recommendation for a replacement for the position of Fire Chief.

BACKGROUND

At the Council meeting of April 20, 2015, staff updated council on the internal search for the Fire Chief position and recommended and was directed to perform an external search. After consulting with area departments and a one-on-one interview with 3 prospective candidates, staff is recommending Matt Kohout to be named as the St Francis Fire Chief for a contract term of 2 years.

RECOMMENDATION

Appoint Matt Kohout as the St Francis Fire Chief for a 2 year term contingent on legal approval and creation of a contract between the City of St Francis and Matt Kohout.

BUDGET IMPACT

Budget impact will be determined by details of the contract. It should be noted that the current contract is included in the Fire Department budget.

Attachments: None



CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Fire Report

TO: Joe Kohlmann, City Administrator
FROM: Matt Kohout, Fire Chief
SUBJECT: **Succession Plan Update**
DATE: 12-5-2016

OVERVIEW:

Last Fall the City Council was provided with a Succession Plan in order to provide opportunities for the potential to promote a Fire Chief from within the organization. Attached you will find a report with some of the actions that have been taken to fulfill the Succession Plan effort. I have provided my updates to the plan in **bold underline**.

Overall, I think that the organization has been improving. I encourage active participation and allow firefighters the chance to step up and "take the lead" on various initiatives. Firefighters are encouraged to participate in any and all activities that they are interested in from attending event functions, attending or conducting trainings, and actively discuss issues at the Fire Meetings.

As Chief, I've tried to address the points numbered in the Succession Plan while effectively managing the Fire Department.

ACTION TO BE CONSIDERED:

No action. Any questions you may have can be addressed.

Succession Plan

Succession training for those interested to become a Chief Officer for the City of St. Francis Fire Department has been, and is, an ongoing process. Chief Kohout has been helping firefighters work through the change of new leadership, and observing behavior in the last four months. Those interested, have been advised to take it upon themselves to demonstrate interest, training, skill levels, questions, etc., in order to progress within the Department. As the budget allows, those interested are able to attend training classes to meet qualifications for succession. Some things the Department has done so far include:

1. Chief Kohout introduced the officers to the Minnesota Fire Chiefs Association Conference. St. Francis Fire Department has never attended this event in the past. Chief Kohout and Assistant Chief Barry McDonough attended the event this year. The conference is held every October, rotating between Duluth, Rochester, and St. Cloud. Barry attended New Chief Officer classes, met vendors, and networked with state fire professionals. Next year, all Fire Officers will be offered to attend the conference.

A) Chief Kohout and Assistant Chief McDonough attended Chief's Conference in 2015.

B) Chief Kohout, Assistant Chief McDonough, and Captain Faanes attended in 2016.

C) Lt. Bichler attended some of the Conference and met with vendors in 2016.

2. Chief Kohout and the members of the Department went over the budget, how it works, and the importance of following the budget. Related discussions included what needs to be added or changed in the Department, truck replacement in the CIP, the benefits of adding gear now, and radio replacement.

A) Budgets were discussed at Officer Meeting on 1/12/16

B) Budgets were discussed at Officer Meeting on 4/4/16

C) 2017 Budget was discussed at Officer Meeting on 5/16/16

D) Budget discussions involve CIP, training issues/needs, and personnel.

3. Chief Kohout started to implement in-house training rather than paying an instructor for the same training. Training done in-house includes how to drive, instruct a training drill, take the lead, etc. Training occurs every Wednesday for 2 hours at 0900 or 1800 hours.

A) A snapshot into some of the training topics is below. Most Officers have instructor certification, however we still sometimes rely on outside trainers:

Month	Date	Training
July	7/29/2015	LP Emergencies
	7/29/2015	LP Emergencies
Oct		Chiefs Conference
Dec	12/15/2015	Hazmat Refresher
	12/15/2015	Hazmat Refresher
April		Rochester Sectional School
May	5/25/2016	Ladders/Ropes/Knots
	5/25/2016	Ladders/Ropes/Knots
June	6/15/2016	Railway/Pipeline Ops - 1
	6/15/2016	Railway/Pipeline Ops - 1
	6/22/2016	Railway/Pipeline Ops - 2
	6/22/2016	Railway/Pipeline Ops - 2
	6/29/2016	Relay Pumping
	6/29/2016	Relay Pumping
Sept	9/7/2016	Confined Space Trailer
	9/7/2016	Confined Space Trailer
	9/24/2016	
Nov	11/2/2016	Car Fire,pumping, command
	11/2/2016	Car Fire,pumping, command
	11/23/2016	Emergency Driving
	11/23/2016	Emergency Driving
	11/30/2016	hose testing
	11/30/2016	hose testing
Dec	12/7/2016	Modern Fire Attack - SLICE-RS
	12/7/2016	Modern Fire Attack - SLICE-RS

4. Chief Kohout took advantage of the new fire truck to teach the officers what it takes to obtain new equipment. Following the process start to finish, officers were involved with the development of specifications, made aware of associated costs, how to process change orders, bringing needed items in front of council, and the final inspection of the fire truck.

A) This provided the opportunity for the Fire Department to work through change orders, putting trucks in service, and the Agenda Report for the City Council. Most Officers were involved on some level in this process.

5. Chief Kohout encourages all firefighters to attend as many of the free Homeland Security Emergency Management, state, or federal training classes for continued development. Free training is offered to all firefighters and officers. These trainings come up throughout the year.

A) Assistant Chief and Captain have attended "open for all"

B) One Firefighter attended training in New Mexico for free

C) All training opportunities get forwarded to all Officers or all personnel, budget allowing.

D) Several have taken extra trainings on their own or in groups.

E) A large group attended training at Camp Ripley (Fire apparatus operator)

F) Emergency driving training for all firefighters (Captain Faanes has taken the lead on this)

G) Cevo Driving class for drill from St. Cloud and internally

H) Lt. Carl Johnson is attempting to attend National Fire Academy this fall (if accepted)

I) State Fire Training Board reimburses training up to a certain percentage on some trainings. Each year all invoices are sent to them.

6. Chief Kohout explained the process for becoming a Certified Emergency Manager for the State of Minnesota.

A) Chief Kohout has discussed this process with interested Officers, most notably Captain Faanes has shown interest. Dave Jorgenson has his certification already.

7. Chief Kohout has been driving to start and continue a fire inspection program for the City. Selected Officers will ride along in a larger city in the next couple of weeks to observe experienced fire inspectors, and learn different techniques related to fire inspection. Fire inspections have not been up to date on most records since 2013. This was handled by personnel that is no longer employed by the city, and others who have stepped down.

A) Assistant Chief McDonough has done a ride along with Coon Rapids. Other Officers were encouraged to do the same.

B) Trying to advance the inspection program. Assistant Chief McDonough has been working through commercial properties starting in the east part of the City and working his way west.

C) Chief Kohout is doing spot inspections and responding to issues as they come.

D) Actively encouraging and seeking more participation in this area.

8. Officers began attending Anoka County Fire Protection meetings which are held once every 3 months.

A) We had one officer attend one meeting for this.

9. Chief Kohout finished training on how to use and implement the Mobile 911 Computer Aided Dispatch (CAD) in the fire trucks. Chief Kohout is currently teaching the rest of the Department.

A) Chief Kohout has put on a class for entire department 9/30/15. Also got all fire trucks working with the Cad in a wireless form for use at calls.

B) Discussed at Officer Meeting on 1/12/16

C) Discussed at Officer Meeting on 2/15/16

D) Discussed at Officer Meeting on 3/7/16

E) Discussed at Officer Meeting on 3/21/16

F) Discussed at Officer Meeting on 4/4/16

G) Discussed at Officer Meeting on 5/2/16

H) Lt. Sam Strasburg has been a leader in this effort.

10. With Chief Kohout as the mediator, Officers began to run officer meetings and some business meetings.

A) Still working on this – actively encourage discussion at these meetings to work through all initiatives as a team while allowing Officers the room to step up to address issues.

11. Tabletop exercises have been implemented to discuss emergency management and command within scenes, ranging in difficulty and complexity.

A) Table Top scene size up, risk analysis, emergency management thoughts and tactics, command drill with scenario pictures of buildings. All fire attended on 12/2/15.

12. Firefighters started to implement weekly training without the Chief present.

A) Chief Kohout has attended most trainings. Most Officers are certified instructors. We continue to move in this direction.

13. Firefighters are encouraged to attend or watch council meetings to observe proceedings.

A) This continues as firefighters have the availability. Council Meetings are open to all.

14. At fire scenes, Chief Kohout shadows Officers in command. Chief Kohout guides Officers through decision making processes, while allowing the officer to have ultimate control of the scene. Chief Kohout critiques the Officers post-incident to improve their skills in future scenes.

A) Continuing to shadow, mentor, and critique as needed.

B) We discuss in depth topics our calls and our general business operations in order to provide a better service to the community.

15. Chief Kohout urges firefighters to participate in City functions and City meetings when the Chief is absent. For example, Officers attended the initial meeting to start the planning of a mock car crash for the High School in the spring.

A) Captain Faanes, Lt. Sam Strasburg, and Chief Kohout participated in the mock car crash.

Captain Faanes, was in charge of this event for the fire side of it.

B) Firefighters are encouraged to attend all meetings that interest them.

16. Firefighters are encouraged to attend public events and be visible in the public to build community relations.

A) Football games have had a Fire presence

B) Pioneer Days has had a strong Fire presence

C) Night to Unite had a strong Fire presence

D) Various Fire Department functions

E) Mock Car Crash

17. The Fire Department and the Police Department have begun to work on various public safety matters to better serve the citizens efficiently and cohesively.

A) Police and Chief Kohout are working to update the Emergency Management Plan

B) Mock car crash between Police and Fire

C) Football games working together there.

As with any change of leadership, there have been varying opinions on how to structure meetings, run scenes, select gear or equipment, and decide who is best fit to make these decisions. Relations in the Department since Chief Kohout's appointment have dramatically improved. Chief Kohout remains positive and enthusiastic about the future of the Department and the development of his officers.



**CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Fire Report**

TO: Joe Kohlmann, City Administrator
FROM: Matt Kohout, Fire Chief
SUBJECT: Fire Calls through 10/31/2016
DATE: 12-5-2016

OVERVIEW:

Attached you will find the Fire Calls report from January 1st, 2016 through October 31st, 2016.
In summary you will find:

- 1) 209 calls year to date
- 2) 80 calls have been Medicals
- 3) 17 calls have been Fire Alarms No Smoke
- 4) 16 calls have been Personal Injury/Accident
- 5) 38 calls on Mondays – the busiest day so far
- 6) 28 calls during the month of May – the busiest month so far

Also, not in a report for your information, we have had:

- 1) 30 Drills
- 2) 13 Officer Meetings
- 3) 5 General Meetings
- 4) 9 Maintenance Drills
- 5) 16 Fire Inspections

I've provide for you all of the Officer Meeting Agendas so that you can be informed on the topics that we have been discussing.

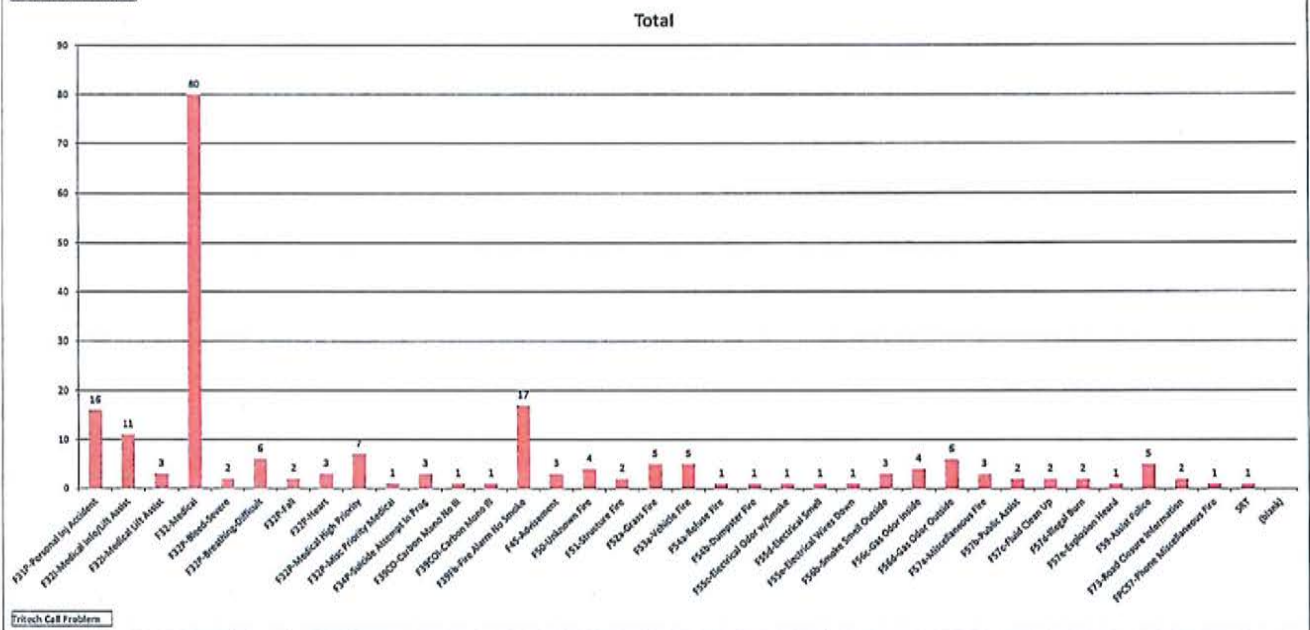
ACTION TO BE CONSIDERED:

No action. Any questions you may have can be addressed.

Row Labels	Count of Tritech Call Problem
F31P-Personal Inj Accident	16
F32I-Medical Info/Lift Assist	11
F32I-Medical Lift Assist	3
F32-Medical	80
F32P-Bleed-Severe	2
F32P-Breathing-Difficult	6
F32P-Fall	2
F32P-Heart	3
F32P-Medical High Priority	7
F32P-Misc Priority Medical	1
F34P-Suicide Attempt In Prog	3
F39CO-Carbon Mono No Ill	1
F39COI-Carbon Mono Ill	1
F39Fb-Fire Alarm No Smoke	17
F45-Advisement	3
F50-Unknown Fire	4
F51-Structure Fire	2
F52a-Grass Fire	5
F53a-Vehicle Fire	5
F54a-Refuse Fire	1
F54b-Dumpster Fire	1
F55c-Electrical Odor w/Smoke	1
F55d-Electrical Smell	1
F55e-Electrical Wires Down	1
F56b-Smoke Smell Outside	3
F56c-Gas Odor Inside	4
F56d-Gas Odor Outside	6
F57a-Miscellaneous Fire	3
F57b-Public Assist	2
F57c-Fluid Clean Up	2
F57d-Illegal Burn	2
F57e-Explosion Heard	1
F59-Assist Police	5
F73-Road Closure Information	2
FPC57-Phone Miscellaneous Fire	1
SRT	1
(blank)	
Grand Total	209

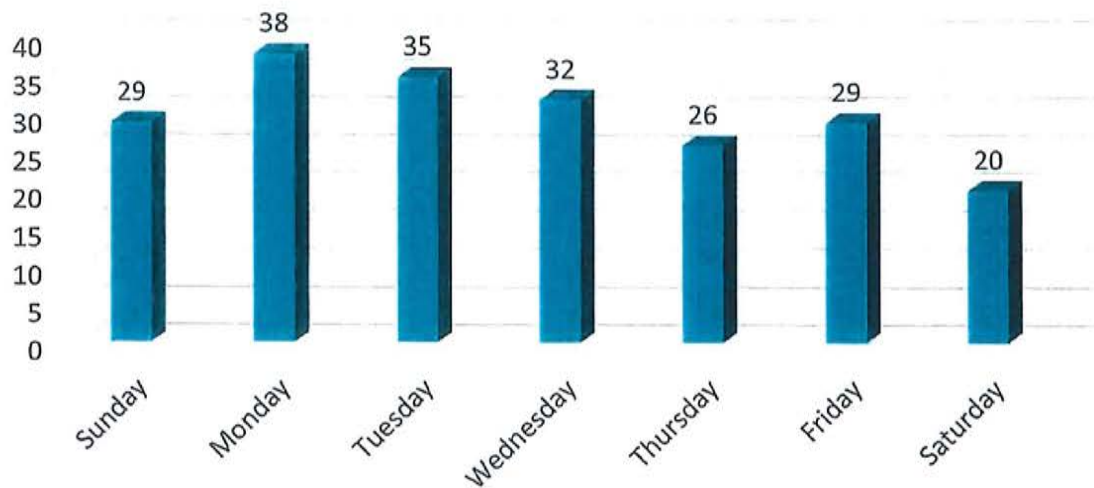
*The one blank call type does not show so grand
total would be 210!*

Count of TriTech Call Problem



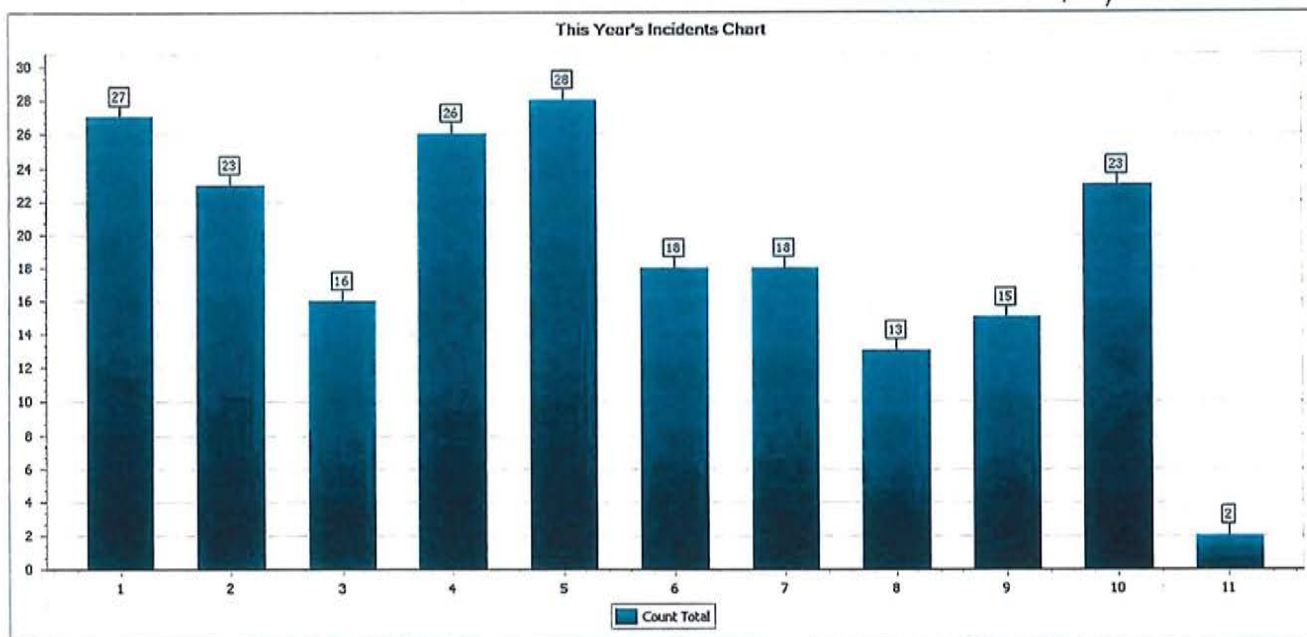
St. Francis Fire Department 2016 Calls by Day of Week

2016



St. Francis Fire Department
2016 Calls by Month

2209





St. Francis Fire Department

Officers Meeting 01-12-2016 /17:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. Safety Concerns
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint. / Engine 2/other- outside lights.
5. Call Reviews/Oak grove mutual aid truck response/freelancing.
6. Training
7. Hiring status/progress agility tonight at 7.
8. Rms/Cad Update – Sam.
9. Driving Sog/PAR sog.
10. Budgets-Last years and this years.
11. Succession plan
12. Truck pulling with new Tanker/pumper.
13. Radios
14. New Gear:
15. Dept. Secretary Duty's
16. Fire explorer Engine Company 6.
17. New business:
18. Old business

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 02-15-2016 /18:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. Safety Concerns
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint.
5. Call Reviews
6. Training "back to basics"
7. Hiring status New Members starting Wednesday
8. Rms/Cad Update/2015 calls entered – Sam.
9. Driving Sog.
10. Awards Dinner/Firefighter of the year.
11. Truck pulling with new Tanker/pumper.
12. New Radios
13. New Gear:
14. New Defib.
15. Fire explorer Engine Company 6.
16. New business:
17. Old business

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 03-07-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. New Defibrillator (Paul Mendosa)
2. **Safety Concerns**
3. Asst. Chief Report/Fire Inspections
4. Officer Reports/
5. Truck/building Maint.
6. Call Reviews
7. Training
8. Rms/Cad Update
9. Truck pulling with new Tanker/pumper
- 10.SOG's
- 11.New business:
- 12.Old business

Adjourn @ ____Hours.



St. Francis Fire Department

Officers Meeting 03-21-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. Safety Concerns
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint.
5. Call Reviews
6. Training " this wed training"
7. Rms/Cad Update switchover to FDM
8. Truck pulling
9. SOG formats.
10. New business:
11. Old business

Adjourn @ ____ Hours.

FIRE & RESCUE CALL RESPONSE ORDER (Optimal 101)

Medical **R1** (3 MAX) Cardiac's can be toned out for additional help

Heavy Medical / PI **R1 * E2** (2 in Rescue if leaves first)

CO Calls **R1** (Rescue Tone Only)

Illegal Burn (Hydranted) **E2** (Rural) **E1**

Structure Fire (Hydranted) **E2 * E1 * T2 * G1 * U1** (if needed)

Structure Fire (Rural) **E1 * T2 * E2 * T1 * G1 * U1** (if needed)

Wildland Fire **G1 * T1 * E1 * T2 * U1** (if needed)

Car Fire **E2 * T2 * U1** (if needed)

Hazmat Call **E1 * G1 & U1 * T2**

Technical Rescue **G1 & U1 * E2**

Ice Rescue **E2 * R1 * G1 & U1**

Mutual Aid **E1** or **T2** or both (ONLY what is requested)

AUTO Aid **SEND: Bethel: T2 & E1, Ramsay: T2, Oak Grove: T2, East Bethel: T2**

RECEIVE Bethel: Eng & Tanker, Ramsay: Tender, Oak Grove: Eng & Tender, East Bethel: Tender

(Eng's leaves with NO less than 5 * Tankers have a MAX of 2 * Changes may be made at officers discretion)



St. Francis Fire Department

Officers Meeting 04-04-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint.
5. Call Reviews
6. Training
7. Mock Car crash update.
8. Rms/Cad Update switchover to FDM
9. Budget review
10. Truck pulling/response SOG.
11. Driving SOG/new Checkoff
12. SOG formats.
13. New business:
14. Old business

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 05-02-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Mock Car crash Final update/Thursday.
6. Explorers at drills.
7. Rms/Cad Update switchover to FDM.
8. Driving SOG/new Check off. Discussion.
9. New business: Pet Clinic Sat 9-noon.
10. Old business

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 05-16-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Gear issues.
6. Tools not being cleaned
7. Trailer use
8. Pioneer Days.
9. 2017 proposed budget
10. New business:
11. Old business:

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 07-18-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Nite to unite
6. Training officer position
7. Trailer use now, water rescue equipment
8. Pioneer Days.
9. Sog's: water rescue/uniform
10. New business:
11. Old business:

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 08-01-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Nite to unite
6. Possible house burn
7. Sog's: water rescue/uniform
8. New business:
9. Old business:

Adjourn @ ____Hours.



St. Francis Fire Department

Officers Meeting 08-15-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. Safety Concerns
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Truck Maintenance /Pump testing.
5. Call reviews/Car crash/Medical calls
6. Request to be at the park Aug 26th 6pm. For Kiana.
7. Alcohol policy/sog- Sam
8. New business:
9. Old business:

Adjourn @ ____Hours.



St. Francis Fire Department

Officers Meeting 09-19-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training. Driving St cloud.
4. Truck Maintenance /
5. Call reviews/
6. Roundabouts response
7. new gear and air packs
8. Open house and French toast breakfast ideas.
9. Chief Conf.
10. Explorers.
11. Oak grove Conf.
12. New business:
13. Old business:

Adjourn @ ____ Hours.



St. Francis Fire Department

Officers Meeting 10-03-2016 /19:00 hrs

Meeting called to Order at ____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training this weekend.
4. Truck Maintenance /
5. Call reviews
6. new gear and air packs
7. Open house and French toast breakfast.
8. Chief Conf.
9. Sog's
10. Oak grove standby the 22nd 4-8
11. New business:
12. Old business:

Adjourn @ ____ Hours.