REVISED

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
MARCH 20, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW
6:00 PM

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
   A. City Council Minutes –March 6, 2017
   B. Patriot Lanes Outdoor Dance Permit for June 9-11 (Pioneer Days)
   C. Resolution 2017-10 – Amending Resolution 2017-01 Appointments
   D. Connexus Agreement – Updated
   E. Metro West Agreement
   F. Pay Request No. 20 to Gridor Construction for Wastewater Treatment Improvements
   G. Payment of Claims

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

6. SPECIAL BUSINESS
   A. Anoka County Assessor

7. PUBLIC HEARINGS
   A.

8. OLD BUSINESS
   A. ISD #15 – Ord. Amendment, Conditional Use permit & Site Plan Review - Event Parking Lot Ordinance 227, SS (First Reading) and Resolution 2017-08

9. NEW BUSINESS
   A. Schedule a Worksession – Week of April 10th

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

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

12. ADJOURNMENT

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

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MARCH 9, 2017

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
   The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**
   Members present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer and Rich Skordahl. Jerry Tveit and Robert Bauer excused. Also present City Administrator Joe Kohlmann, City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk), City Planner Nate Sparks (Northwest Associated Consultants), Community Development Director Kate Thunstrom, Police Sergeant Ryan Larson, Fire Chief Matt Kohout, Liquor Store Manager John Schmidt, and Public Works Director Paul Teicher,

3. **APPROVAL OF AGENDA**
   MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE AGENDA AS SUBMITTED. Motion carried 3-0.

4. **CONSENT AGENDA**
   MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE CONSENT AGENDA ITEMS A-E AS FOLLOWS:
   A. City Council Minutes – February 6, 2017
   B. Enter into a Hold Harmless Agreement for Water issues with resident at 22545 Zea Street for $4,525.
   C. Enter into service agreements with Sambatek for City Planning Services and Hakanson Anderson for City Engineering Services
   D. Acknowledging and approving the St. Francis Lions Club applied for a State Gambling Application to Conduct Excluded Bingo at the St. Francis American Legion, April 1, 2017.
   E. Payment of Claims $143-619.16 (Checks #72151-72206)

   Motion carried 3-0.

5. **MEETING OPEN TO THE PUBLIC**
   None – Muehlbauer said there is one person signed up but not here right now.

6. **SPECIAL BUSINESS**
   None

7. **PUBLIC HEARINGS**
   None

8. **OLD BUSINESS**
   None

9. **NEW BUSINESS**

A. 23215 Tamarack Street – Excavation & Fill Permit – City Planner Nate Spark presented the request from applicant Paul Emmerich Construction. This application is for an excavation and fill permit to excavate material at 23215 Tamarack Street in order to create a pond. There is 2000 cubic yards of fill being removed and used to elevate the building pad for a new house at 23148 Tamarack Street. The work was started prior to a permit being issued but the applicant stopped the work and has made the required application. Per Section 10-31 of the City's Zoning Ordinance, the City requires all excavation and fill operations greater than 100 cubic yards in the Rural Service Area to receive and interim use permit unless otherwise exempted. Based on the information provided, it appears that the proposed excavation of 2000 cubic yards of fill is being done in a manner consistent with City requirements. The City Engineer has reviewed the request and found the proposed grading to be acceptable and there will not be any impacts to neighboring properties or natural features. The placement of the fill on 23148 Tamarack Street will have the benefit of creating a building site that conforms to City regulations. Therefore, it would appear that the proposed interim use permit for the excavation may be deemed acceptable. The Planning Commission held a public hearing and recommended approval of the application with eight conditions that are noted in the resolution before you. Feldman asked how far along were they? Sparks stated about 2/3's. Feldman asked applicant, why not call? I am a contractor, why not call. Applicant said we didn't know, we have dug many ponds before in other cities. Feldman said that is the key "other cities". Feldman asked them to take the time and make a phone call next time in which they agreed. MOTION BY SKORDAHL SECOND MUEHLBAUER TO ADOPT RESOLUTION 2017-07 A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR AN EXCAVATION PERMIT AT 23215 TAMARACK STREET. Motion carried 3-0.

B. ISD #15 – Ord. Amendment, Conditional Use permit & Site Plan Review Event Parking Lot – City Planner Nate Sparks presented ISD #15's request for an ordinance amendment, conditional use permit, and site plan review. The applications are to place a gravel, limited use event parking lot on recently acquired property located on the southeast corner of 235th Avenue and Rum River Blvd. The City's Zoning Ordinance Section 10-19-8-E prohibits gravel parking lots. Therefore, the applicant it proposing an ordinance amendment to allow for such parking areas under certain conditions as a conditional use. The gravel parking area has already been installed. The parking lot is intended to be overflow parking that's used when the athletic teams are playing. It is adjacent to another gravel parking area. This lot is intended to provide more safe parking area for when the existing parking areas are full. It is intended to only be used three days a week from August until winter. Due to the limited use, the School District does not wish to pave it. Some tree and brush removal was done when installing the lot. There is a fence separating the new parking lot from the main parking lot with access points for pedestrians. The Planning Commission reviewed the request and held a public hearing. The Planning Commission found that the ordinance amendment was reasonable, the conditional use to be acceptable because it is intended for seasonal use. They however did put some conditions on the request noted in the resolution. Due to the fact there are not four council members in attendance the city council cannot act on the ordinance amendment. The driveway access was discussed. Feldman stated this was 4/5 completed. Based on a letter that came from our community development director that they misconstrued to be permission to do this. Discussion was held on a letter that ISD #15 received from the city. Nowhere in this letter does it say go ahead and start the project. It says to them, it is allowable/permitted. There is a proper procedure here to follow. Feldman said don't do this again, you put our backs to the wall. Muehlbauer said if we do say no we still have to pay for it through the school taxes. Skordahl said they did reach out to city staff. I guess I could see where they thought it was okay to proceed. Feldman said I think what they are doing is a good thing and if it goes to a full time use they will pave and curb the lot. I am just saying in the future they need to know there is a procedure. Lepak suggest both of items, resolution and ordinance be tabled. MOTION BY MUEHLBAUER SECOND SKORDAHL TO TABLE THE ISD #15 ORDINANCE AMENDMENT AND RESOLUTION APPROVING THE CONDITIONAL USE PERMIT. Motion carried 3-0.

C. <u>St. Francis Transitional Care Facility – Extension Request</u> – City Planner Nate Sparks presented the extension request for the St. Francis Transitional Care Facility. Sparks stated Able Companies received approval of a Planned Unit Development Amendment and Site Plan Review for an assisted living/transitional care facility in November of 2015. The approval also granted general site and building plan review approval, which is in effect for one year. Prior to the expiration, the applicant requested an extension to explore a tax increment finance district to assist in the financing of the project. Since the time of the extension, the property owner has changed. Therefore, the extension request was submitted by the new property owner not the original applicant. The Planning Commission found the conditions that the approval was based on are still generally in place. By granting the extension, the applicant would be permitted to enter the construction phase of the project. MOTION BY SKORDAHL SECOND MUEHLBAUER TO ADOPT RESOLUTION 2017-09 A RESOLUTION APPROVING AN EXTENSION FOR ZONING APPROVALS FOR THE ST. FRANCIS TRANSITIONAL CARE FACILITY. Motion carried 3-0.

D. <u>Connexus Energy Land Lease Option</u> – The City has been working with Connexus Energy to utilize the former wastewater pond site with the installation of solar panels. Connexus has agreed to pay the City $1,000 annually for each developable acre they use up to fifteen (15) acres with a one percent (1%) annual increase, for an initial term of twenty years (20) with two(2) five (5) year renewal options. Connexus will also provide an incentive share equal to twenty percent (20%) of the Renewable Energy Certificates created from the solar system for the duration of the lease. Feldman gave Public Works Director Paul Teicher credit for thinking outside the box, my hat's off to you. Skordahl asked if this was a permitted use. Kohlmann said this is contingent upon all City approvals. MOTION BY MUEHLBAUER SECOND SKORDAHL TO ENTER INTO THE LEASE AGREEMENT WITH CONNEXUS ENERGY. Motion carried 3-0.

E. Building Inspection Contract Service Agreement – Kohlmann reported the City received two proposals for Building Inspection Services. One from Metro West and the other from the City of East Bethel. The proposals will likely only provide inspection service for commercial and septic inspections. After discussion on the proposals submitted it was decided to go with Metro West. The City used Metro West before we hired our own inspector. MOTION BY SKORDAHL SECOND MUEHLBAUER TO ENTER INTO A CONTRACT SERVICE WITH METRO WEST INSPECTIONS. Motion carried 3-0.

10. **MEETING OPEN TO THE PUBLIC**

Angela Bray, resident of St. Francis talked about moving the council meeting time. She thinks more people would come if they started later. Feldman asked what time are you thinking 6:30 or 7:00 pm. She said, not sure maybe do something on a trial basis. Another thing, she said one time in history there was a contract that said the liquor store staff would have higher wages if there were Sunday sales. Skordahl said we are going to have to figure out how to deal with Sunday sales; maybe we need a work session. Feldman asked when do you think this will go into effect. Liquor Store Manager John Schmidt stated in July.

11. **REPORTS**

A. Administrator's Report – none

B. Fire Department - Annual Report – Fire Chief Matt Kohout gave his annual report. Kohout stated in 2016 the fire department had 241 calls and the times of day the calls come in. He also went over the number of drills, meetings, training and other events they participated in. Feldman asked how was the hiring process going. Kohout replied good.

C. Councilmember Reports – Skordahl indicated he received an email from a citizen about dogs running at large. Maybe we should put something in a newsletter, as a "did you know" regarding dogs running at large and what to do if you see them. Feldman said we have an ordinance on this maybe we should put it on the website. We need a more updated website. Muehlbauer agreed. Let's get the ordinance back up there. Discussion was held on the location of the complaint.

Muehlbauer stated a person contacted him regarding accessory structures. Regarding the sound system, I understand ISD #15 is seeking bids, so it seems that is getting addressed. The mayor, Joe Kohlmann and I met with school representatives to get to the truth about what is going on with the proposed referendum. They informed us there will be getting out a question and answer brochure. It is a $92 million project. Once we receive the brochure we will put it on our website too. This is not the City's say; the school district is a separate entity. The council is just one vote as a citizen.

Feldman said keep signaling your turn in the roundabouts. Teicher will be contacting the county regarding the speed along Bridge Street and getting from signs for Poppy Street. Feldman asked Sgt. Larson for a radar update. Larson reported Stalker will be coming out to the police department and certify us all in using the device.

Feldman stated before we end, I want to thank Nate Sparks and Jared Voge, in my opinion the change was a reflection on your company and not on you.

12. **ADJOURNMENT**
There being no further business, Mayor Feldman adjourned the regular city council at 6:44 pm.

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4B

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Outdoor Dance Permit for Patriot Lanes**

DATE: March 6, 2017

OVERVIEW:

Patriot Lanes has submitted an application to hold an Outdoor Dance during Pioneer Days, June 9th through June 11th. They have had an outdoor dance for a number of years in their parking lot during the Pioneer Day weekend. However, this year they have moved the band to the east side of the building, inside the already fenced in area. This definitely will help with parking issues. In 2016, the City Council amended the dance ordinance allowing the license holder to hire their own security and amended the hours of dancing from 12:30 to midnight. This frees up our police force during this event. The licensee still would call the police department if they are needed.

> *The licensee shall employ, at his own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons in attendance at the Public Dancing Place and for the preservation of order and protection of property in and around the Public Dance site. Security personnel shall be present during the entire time said dance is being held and until all patrons have vacated the property, including parking lots owned by licensee. It should be noted that any public safety incidents that occur during the event may be used by the City Council in the determination to approve or disapprove any future licenses under this Section.*
>
> *Hours of Dancing. No public dance shall be held on Sunday between the hours of midnight. and noon. No public dance shall be held on any day between the hours of midnight and 6:00 am.*

This application has been reviewed by the Police Chief Schwieger. Chief Schwieger will meet with the owner to discuss details. If you have any comments or request, please forward them to Chief Schwieger so he can relay the comments or concerns.

ACTION TO BE CONSIDERED:

As with the other events during Pioneer Day weekend the fee of $10.00 has been waived in the past. Motion to approve the Outdoor Dance Permit for Patriot Lanes June 9th – 11th, 2017.

BUDGET IMPLICATION:

None.

Attachments: Application

City of St. Francis

License # ________
Receipt ________
Date: ________
Fee Paid: ________

PUBLIC DANCE LICENSE
INCLUDES OUTDOOR MUSIC

Applicant Name: Leo D. Zacher
(First) (Middle) (Last)

Home address: 23526 Bittersweet St. ST. FRANCIS, MN 55070 Date of Birth: ________
(Street, City, State, Zip Code)

Driver's License # ________ ontact Telephone # 763-444-0281

I hereby make application for a Public Dance License including outdoor music for the following establishment:
Patriot Lanes Bar and Grill 3085 Bridge St. St. Francis
(Name of Establishment) (Address)

Located in the City of St. Francis, Anoka County, Minnesota.

On-site Manager Leo Zacher Location Telephone: 763-753-4011

Dance Schedule (days and hours of event): June 9, 10 & 11 (Pioneer Days)

Size of dance floor area: 20x20 Approx.

I agree the dance/out door music shall be conducted in accordance with the provisions and regulations of the City of St. Francis pertaining thereto.

I (have) (have not) been convicted of a felony, gross misdemeanor or of violating any of the provisions of the Laws of Minnesota or of any ordinance regulating dances any place in the United States during the past five years. If so, please list the date, location and offense:

I have read the applicable ordinances and am familiar with the content. I will strictly comply with all of the provisions. I agree to waive my constitutional rights against search and seizure and will freely permit peace officers to inspect my premises and agree to the forfeiture of this license if found to have violated the provisions of the Ordinance for the granting of this license. I hereby solemnly swear that the foregoing statements are true and correct to the best of my knowledge.

I have contacted the St. Francis Police Department at 763-753-1264 and arranged to have the required number of officers at the dance. (Officers Expense not included in Permit Fee)

LAST year This WAS NOT Required
We HAD OUR OWN Security. PLEASE ADVISE

2-26-2017 ________ ________
(Date) (Signature)

Leo Zacher

* Certificate of Insurance attached
* Driver's License or State Issued ID attached

License Fee: $100.00 per year (or $10.00 per dance)
License Period: January 1 - December 31

LICENSE APPLICANT INFORMATION

Under Minnesota Law (M.S. 270.72) the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act, we must advise you:

$ This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.

$ The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.

$ Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please print or type in the following information and return along with your application.

Applicant's Last	First	Middle Name	Social Security Number
Zacher	Leo	D	

Street Address	City	State	Zip
23526 Bittersweet St	St. Francis	MN	55070

Driver's License Number	State of Issue
[illegible]	MN

Store Name	Store Phone Number
Patriot Lanes Bar & Grill	763-753-4011

Store Contact	Title
Leo Zacher	OWNER

Street Address	City	State	Zip
3085 Bridge St.	St. Francis	MN	55070

Minnesota Tax ID Number	Federal Tax ID Number
88304439	20-8836122

If a Minnesota tax identification number is not required, please explain: ______

Date: Feb-26-2017

Signature: Leo Zacher

Title: Own

CERTIFICATION OF COMPLIANCE
MINNESOTA WORKERS= COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers= compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a $2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: SFM Insurance Company
(NOT the insurance agent)

Policy Number: CL1612158910 Dates of Coverage: 9/7/16 to 9/7/17

(OR)

I am not required to have workers= compensation liability coverage because:

* I have no employees.

* I am self-insured (include permit to self insure).

* I have no employees who are covered by the worker=s compensation law (these include: Spouse, Parents, Children and certain farm employees).

* * * * * * * * * * * * * *

I certify that the information provided above is accurate and complete and that a valid workers= compensation policy will be kept in effect at all times as required by law.

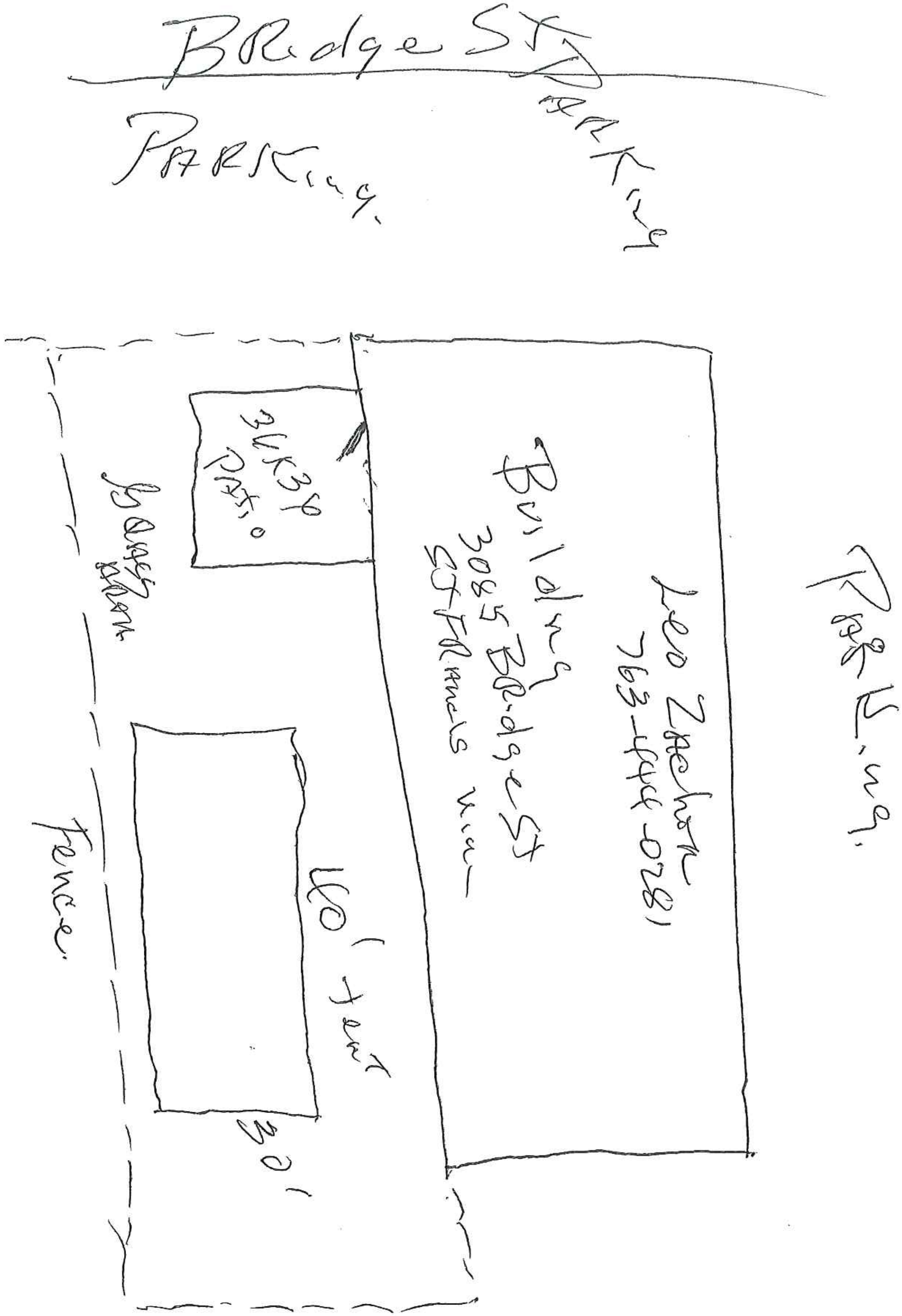
Name: Zacher Leo D
(last, first, middle)

Doing Business As: Patriot Lanes Bar and Grill
(business name if different than your name)

Business Address: 3085 Bridge St NW

City, State, Zip: St. Francis, MN 55070 Phone: (763) 753-4011

Signature: Lee Zacher Date: 2/26/2017


BRidge ST
PARKing.
PARKing
PARKing.
Leo Zachow
763-444-0281
Builders
3085 Bridge St
St Francis MN
Patio
60' tent
30'
Fence.

FAX TO City of ST FRANCIS

753-

Here is an aplication & Drawings for a tent (Party) (Memorial Day Weekend)

We Will be placing this tent on the East Side of our Building this year to accomodate the Parking

Beth

Thank you

Lu Zacha

763-444-0281

8

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Appointments**

DATE: 3-20-17

OVERVIEW:

The City went out for RFPs for Engineering and Planning Services. The City has approved service agreements with Hankanson Anderson and Sambatek.

With that, Staff is looking to update the Appointments.

ACTION TO BE CONSIDERED: Motion to adopt Resolution 2017-10 A Resolution Amending Resolution 2017-01 The Appointments for 2017

Attachments:

- Resolution 2017-10

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

RESOLUTION 2017-10

A RESOLUTION AMENDING RESOLUTION 2017-01 THE APPOINTMENTS FOR 2017

Mayor Pro Tem	Joe Muehlbauer, Council member
City Assessor	Anoka County Assessor's Office
City Attorney	Barna, Guzy & Steffen, Ltd.
City Engineer	<u>Hakanson Anderson</u>
Planning Consultants	<u>Sambatek</u>
Health Officer	Allina Medical Clinic – Coon Rapids
Weed Inspector	Steve Feldman, Mayor
Assistant Weed Inspector	Paul Teicher, Public Works Director
Emergency Management Director	Todd Schwieger, Police Chief
Joint Law Enforcement Council: Police Chief Council Representative	 Todd Schwieger, Police Chief Steve Feldman, Mayor
Official Newspaper	Anoka County Union
Official Public Depository	Village Bank of St. Francis Anoka County Federal Credit Union Morgan Stanley Northland Securities RBC Dain Rauscher US Bank 4 M Fund
Financial Consultant/Bond Underwriter	Northland Securities
Official Signatures	Steven D. Feldman, Mayor Joseph Muehlbauer Mayor Pro Tem Joseph Kohlmann, City Administrator Barbara I. Held, City Clerk Darcy Mulvihill, Finance Director (2 signatures required)

Council Representative to Boards/Commissions/Committees:

Planning Commission	Richard Skordahl, Council member
Charter Commission	Steve Feldman, Mayor
School District #15	Robert Bauer, Council member
Park Commission	Jerry Tveit, Council member
Economic Development Authority:	
Council Representative	Joe Muehlbauer, Council member
Council Representative	Robert Bauer, Council Member
Upper Rum River Watershed:	
Council Representative/Consultant Rep.	Jerry Tveit/City Engineer
Resident Member	Lan Tornes
Metropolitan Council	Steve Feldman, Mayor
Heritage Preservation Commission	Ray Steinke, Resident
Pioneer Days:	
Council Representative	Joe Muehlbauer, Council Member
Staff Representative	Barb Held, City Clerk
Anoka County Joint Fire Powers Agreement	
Fire Chief	Matt Kohout, Fire Chief
Council Representative	Robert Bauer, Council Member

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

and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 6th DAY OF MARCH, 2017.

APPROVED:

____

Steven D. Feldman, Mayor of St. Francis

ATTEST:

____

Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4D

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Connexus Agreement - Updated**

DATE: 3-20-17

OVERVIEW:

Staff received some proposed revisions to the Connexus Agreement. Below are the revisions:

- The escalator was intended to be 1.5%, but the document your mayor signed had 1%. I changed this back to 1.5%.
- There were 2 paragraphs labeled (6). I edited this.
- Paragraph 14 was a hold-over from the National Sports Center agreement that was replaced with 4th *"WHEREAS"* paragraph on page 1.
- I included a description of the property in Appendix A.

ACTION TO BE CONSIDERED: Motion to approve the changes to the Connexus Option to Lease Agreement.

Attachments:

- Revised Option to Lease Agreement

OPTION TO LEASE AGREEMENT

This Option to Lease Agreement ("Agreement") is made this 10th day of March, 2017 (the "Effective Date"), by and between the City of St. Francis, a City (the "Landlord"), and Connexus Energy, a Minnesota cooperative corporation (the "Tenant").

RECITALS:

WHEREAS, Landlord is the fee owner of certain real property being, lying and situated in the County of Anoka, State of Minnesota and legally described more particularly on Exhibit "A" attached hereto and incorporated herein (the "Property");

WHEREAS, Landlord desires to lease to Tenant and Tenant desires to lease from Landlord a portion of the Property consisting of up to a still to be determined number of Developable Acres for use, estimated to be fifteen (15) acres, at a fixed lease rate beginning at One Thousand Dollars ($1,000.00) per developable acre per year with One and half percent (1.5%) annual increases, for an initial term of twenty (20) years with two (2) five (5) year renewal options. The final area to be leased by Tenant will be determined as a surveyed parcel and site plan to be agreed upon by Landlord and Tenant;

WHEREAS, the Developable Acres shall be defined as the solar megawatt DC/nameplate that can be installed at the site multiplied by five (5) acres per MW;

WHEREAS, as a result of this lease arrangement, Landlord will receive an incentive share equal to twenty percent (20%) of the Renewable Energy Certificates (REC's) created from the solar system for the duration of the lease;

WHEREAS, Landlord and Tenant will diligently work together in good faith during the Option Term (as that term is hereinafter defined) to negotiate and execute a ground lease agreement incorporating the terms of this Agreement and other commercially reasonable lease terms (the "Ground Lease Agreement") including, if the Minnesota Pollution Control Agency requires expansion of the waste water treatment facilities, the parties will negotiate in mutual good faith grounds for early termination of the lease in those limited circumstances; and

WHEREAS, Tenant desires to utilize the leased property to construct and operate renewable energy facilities (the "Facilities") on the Property in accordance with the terms and conditions set forth herein.

AGREEMENT:

NOW, THEREFORE, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Landlord hereby grants to Tenant an exclusive option to lease an agreed upon portion of the aforementioned Property, subject to the terms and conditions contained in this Agreement.

1. Option Term and Option Payment. The lease option period commences on the Effective Date and continues for a period of ten (10) months (the "Option Period"). For the sum of One Hundred and No/100 Dollars ($500.00) (the "Option Payment"), as nonrefundable option consideration which shall be paid by Tenant to Landlord within ten (10) days of the Effective Date, Landlord and Tenant agree to the terms set forth in this Agreement.

2. Notice Required to Exercise Option. Prior to the expiration of the Option Period, Tenant shall deliver the Ground Lease Agreement for the Property for review and full execution by Landlord and Tenant, which Ground Lease Agreement incorporates the lease terms set forth in the Recitals section to this Agreement and such other commercially reasonable terms as would be found in a ground lease agreement in this geographic region for the purposes intended by Tenant, including lease commencement and expiration dates, expansion options, installation and operation parameters for the Facilities, insurance and indemnification, access rights, ownership and transferability of the Facilities and renewable energy benefits, representations and warranties, default and remedies and dispute resolution provisions.

3. Exclusivity of Option. This Agreement is exclusive and exists solely for the benefit of Tenant and its permitted assignees. Landlord shall not sell, transfer or assign the Agreement or any interest therein without the prior written consent of Tenant. Tenant may record a memorandum of this Agreement at any time during the Option Period.

4. Remedies Upon Default. If Tenant defaults under this Agreement, then, in addition to any other remedies available to Landlord at law or in equity, Landlord may terminate this Agreement by giving written notice of the termination to Tenant. If terminated, Tenant shall lose entitlement to any refund of the Option Payment. For this Agreement to be enforceable and effective, Tenant must comply with all terms and conditions contained herein.

5. Commission. No real estate commissions or any other commissions shall be paid or payable by either Landlord or Tenant in connection with this transaction.

6. Permits and Land Use Requirements. Tenant is expressly responsible for obtaining any and all necessary permits and/or land use amendments at Tenant's sole cost to allow for the intended use on the Property.

7. Acknowledgments. The parties are executing this Agreement voluntarily and without any duress or undue influence. The parties have carefully read this Agreement and have asked any questions needed to understand its terms, consequences, and binding effect and fully understand them. The parties have sought the advice, or had the opportunity to consult with, legal counsel of their respective choice prior to signing this Agreement. Except as may be required to deemed necessary by Tenant in submitting its solar storage requests or proposals to third parties or in securing governmental approvals for the construction/installation and/or operation of the Facilities on the Property, both parties agree to keep all terms of this Agreement confidential and neither party shall disclose any terms of this Agreement to any third parties without the prior written consent of the other party.

8. Timing. Time is of the essence in this Agreement.

9. Binding Agreement. This Agreement shall become legally binding upon full execution of this Agreement and payment by Tenant to Landlord of the Option Payment.

10. Governing Law and Venue. This Agreement shall be governed, construed and interpreted by, through and under the laws of the State of Minnesota. The parties further agree that the venue for any and all disputes related to this Agreement is the County where the Property is located.

11. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original and all, when taken together, shall constitute one and the same document. Transmission by facsimile or e-mail of an executed counterpart of this Agreement shall be deemed to constitute due and sufficient delivery of such counterpart.

12. Notice. Any notice required or permitted to be given under this Agreement shall be given in writing and shall be sent to the address of the party as listed below that party's signature block, as may be updated by either party upon written notice to the other party within five (5) days of any change. Notices shall be delivered by hand delivery, express courier, facsimile or electronic mail. Except as may otherwise be specified in this Agreement, all notices, requests, statements, and other communications shall be deemed to have been duly given on (a) the date of delivery if delivered by hand or by express courier, (b) the time stamp upon delivery if sent by electronic mail (provided, however, any notice timestamped after 5:00 p.m., Central Time, shall be deemed received on the next day), (c) date of receipt of a time-stamped legible copy thereof if sent by facsimile (provided, however, any notice timestamped after 5:00 p.m., Central Time, shall be deemed received on the next day), or (d) the earlier of the date set forth in clauses (a), (b) and (c) if delivery is made by more than one of such means.

13. No Waiver. A waiver by either party of any breach of any term, condition, or provision herein contained shall not be deemed a waiver of such term, condition, or provision, or any subsequent breach of the same, or any other term, condition, or provision contained herein.

14. Entire Agreement, Modification. This document sets forth the entire agreement and understanding between the parties relating to the subject matter herein and supersedes all prior discussions between the parties. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the party to be charged.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

LANDLORD:

CITY OF ST. FRANCIS

By: ______________________________
Steve Feldman
Mayor

Mailing Address:

23340 Cree Street NW
St. Francis, MN 55070
E-Mail: sfeldman@st.francismn.org

Facsimile: _________________________

TENANT:

CONNEXUS ENERGY

By: ______________________________
Greg Ridderbusch
President & Chief Executive Officer

Mailing Address:

14601 Ramsey Boulevard
Ramsey, MN 55303
E-mail:
greg.ridderbusch@connexusenergy.com
Facsimile: 763-421-1343

EXHIBIT "A"

DESCRIPTION OF PROPERTY

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

The developable land for solar and storage are shaded in blue.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4E

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Metro West Building Services Agreement**

DATE: 3-20-17

OVERVIEW:

The City Council directed staff to engage with Metro West for building services. Staff has prepared the attached agreement based off of the quote that the City Council reviewed.

ACTION TO BE CONSIDERED: Motion to approve the Building Official and Inspection Services Contract.

Attachments:

- Building Official and Inspection Services Contract

BUILDING OFFICIAL AND INSPECTION SERVICES CONTRACT

This contract (the "Agreement") is made and entered into this _____ day of March, 2017, between:

1. The City of St. Francis, Minnesota (the "City"), located at 23340 Cree Street NW St. Francis, MN 55070; and

2. Metro West Inspection Services, Inc., (the "Contractor"), located at 689 Medina St. Loretto, MN 55357.

The City and the Contractor are referred to herein individually as a "Party" and collectively as the "Parties."

1. Purpose. The purpose of this agreement is to set forth the terms and conditions under which the Contractor will provide certain services to the City.

2. Scope of Services. The Contractor agrees to perform the following services: building inspection services as outlined in Exhibit A to this Agreement which is incorporated herein by reference (the "Services") as attached.

The Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed by all applicable agencies and governmental entities and will perform the Services with reasonable care and skill.

The Contractor shall not perform any additional Services without the express written permission of the City.

3. Term. This Agreement shall be effective on the date hereof and shall continue, unless terminated sooner in accordance with the terms of this Agreement.

Start date: The Contractor shall commence the provision of Services upon execution of this Agreement by both of the Parties.

The City may terminate this Agreement for convenience at any time. Termination shall be effective upon thirty (30) days' written notice to the Contractor.

The Contractor may terminate this Agreement if the City is in breach of any material obligation contained in this Agreement, which is not remedied by the City within thirty (30) days of written notice.

The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

In the event of termination, the City shall only be responsible to pay for the Services satisfactorily performed by the Contractor to the effective date of termination, as described in the final invoice to the City.

4. Compensation. As consideration for the provision of the Services, the City agrees to pay the Contractor as follows in accordance with the payment schedule outlined in Exhibit A to this Agreement which is incorporated herein by reference (the "Services") as attached.

Each invoice shall include in detail the hours worked and a description of the Services performed.

The invoice shall be submitted to the City Council for approval at the first City Council meeting following receipt of the invoice. The City shall pay Contractor within one (1) week after the invoice has been approved for payment by the City Council.

If the City objects to all or any portion of any invoice, the City shall notify the Contractor of the dispute with ten (10) days from the date of receipt and shall pay that portion of the invoice not in dispute. Any dispute shall be settled in accordance with Paragraph 8 of this Agreement.

5. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the Services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

6. Insurance Requirements.

The Contractor, at is expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

A. General Liability. The Contractor agrees to maintain Commercial General Liability insurance in a minimum amount of $1,000,000 per occurrence; $2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.

B. Automobile Liability. If the Contractor operates a motor vehicle in performing the Services under this Agreement, the Contractor shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of $1,000,000, combined single limit.

C. Workers' Compensation. The Contractor agrees to provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employers' Liability Coverage with minimum limits are as follows:

- $500,000 – Bodily Injury by Disease per employee
- $500,000 – Bodily Injury by Disease aggregate
- $500,000 – Bodily Injury by Accident

The Contractor shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

The Contractor's policies shall be primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under this Agreement.

The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City.

7. Indemnification. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement.

The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

8. Dispute Resolution. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the 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. 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. The City shall strike the first name followed by the Contractor, and shall continue in that order until one name remains.

B. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may pursue any legal remedy.

9. 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. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.

C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

D. Nondiscrimination. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Anoka County, Minnesota.

F. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.

G. Government Data/Privacy. The Contractor agrees to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statues, Chapter 13, HIPAA requirements and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained or disseminated by the Contractor in performing those functions that the City would perform is subject to the requirements of Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

Trade Secrets: Assuming that the material that the organization would supply is not just proprietary, but also constitutes a trade secret under the Uniform Trade Secrets Act definition, it could be protected under Minn. Statute. Section 13.37 subd. 1(b) and subd. 2. The MGDPA definition of "trade secret information" tracks the language of the USTA, and thus includes "government data, including formula, pattern, compilation, program, device, method, technique, or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use". If it meets this definition, then subd. 2 makes it nonpublic data with regard to data not on individuals, and private data with regard to data on individuals. Beyond the protections of this provision, it would be difficult for a city to keep a promise of confidentiality.

H. Records – Availability and Retention. The Contractor agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they my reasonably deem necessary, shall have access to and right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and invoice transactions relating to this Agreement.

Contractor agrees to maintain these records for a period of three (3) years from the date of the termination of this agreement.

I. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other 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.

J. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to City:	City of St. Francis Attention: City Administrator 23340 Cree Street NW St. Francis, MN 55070
Notice to Contractor:	Metro West Inspection Services, Inc. 689 Medina Street Loretto, MN 55357

K. Force Majeure. Except for payment of sums due, neither Party shall be liable to the other or deemed in default under this Agreement, if and to the extent that Party's performance is prevented by reason of f*orce majeure*. *"Force majeure"* includes war, an act of terrorism, fire, earthquake, flood and other circumstances which are beyond the control and without the fault or negligence of the Party affected and which by the exercise of reasonable diligence the Party affected was unable to prevent.

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

M. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City of St. Francis, Minnesota

By: ____________________________
Its Mayor

And: ____________________________
Its Clerk

____

Metro West Inspection Services, Inc.

By: ____________________________

Its ____________________________

707990-v1

EXHIBIT A

Metro West Inspection Services, Inc.
689 Medina St.
Loretto, MN 55357
763-479-1720

March 1, 2017

City of St Francis

To Joe Kohlmann:

Thank you for the opportunity to present St Francis the commercial building inspection services that Metro West Inspection Services, Inc. can provide. Our firm has provided comprehensive building inspection services for cities, counties and townships since 1976. We have adequate staffing which allows us to complete all plan reviews and required inspections, despite vacations, continuing education, illness and/or emergencies. Information regarding our company and our proposed fees are noted below:

1. We have a staff of 13 MN. Certified Building Officials. Within that staff, we have (4) building officials approved by the State of Minnesota to review and inspect state building projects.
2. Office hours are 7:00 a.m. to 4:30 p.m. Monday-Friday. In addition to our inspectors, we have two (2) fulltime and one (1) part-time office staff. Our office is fully operational for all building inspection services.
3. All insurances are in place: Workers Comp., Auto and Liability, copies can be provided upon request.
4. Minimum notification time for scheduling is 24 hours.
5. Minimum time for processing permit applications would be 3-5 days; this depends upon the type of said project, i.e. residential or commercial. Also, if the applicant has not submitted required paperwork for project and/or questions that arise from plan review, extra time would be required to complete their permit.
6. Our company is licensed by the MPCA for all septic systems installation, plan review(s) and inspections. Seven (7) of our inspectors are MPCA certified.
7. FEE SCHEDULE for valuation based commercial work: permit fees 50% and plan review fees 50%. The city retains 50% of permit fees and 50% of plan review fees.
8. Re-inspections Fee: $50.00 each.
9. Inspection(s) when fee is not indicated: $95.00 per hour.

10. Site Inspection(s): $95.00 each.
11. Miscellaneous/Special Service(s) Fees: $95.00 per hour.
12. Septic permits 80% of permit fee, city retains 20% of fee.
13. Investigation Fees are determined by the Minnesota State Building Code (MSBC) 2015 when necessary in issuing a building permit. Metro West retains 100% of investigation fee
14. Billing Method: Invoices are sent once a month (15th) for all permits finalized the month before. The statement will include final permits with all generated data attached. The building inspectors will deliver billings to the city each month.

Please contact us at your convenience should the enclosures merit further consideration and explanation. Again, thank you for your interest in our company.

We are looking forward to your response!

Sincerely,

Todd Geske

Todd Geske, MN. Building Official

Metro West Inspection Services, Inc

BOLTON & MENK
Real People. Real Solutions.

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

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

March 1, 2017

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

RE: Pay Request No. 20
Wastewater Treatment Improvements
St. Francis, Minnesota
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 20 for the above referenced project. This pay request is primarily for submersible pumps, furnishing, plumbing, HVAC and electrical work. The requested and certified amount is $299,850.00.

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

Sincerely,

Bolton & Menk, Inc.

Paul Saffert, P. E.
Project Manager

PS/jo

cc: Paul Teicher, City of St. Francis

Enclosures (3 copies, signed Pay Request No. 20)

APPLICATION AND CERTIFICATE FOR PAYMENT

O:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\[Pay Estimate #20.xls]Summary Page

TO OWNER:	City of St. Francis 4058 St. Francis Blvd. NW St. Francis, MN 55070	PROJECT:	Wastewater Treatment Facility Improvements	APPLICATION NO.: PERIOD TO: PROJECT NO.: SUBSTANTIAL CONTRACT DATE:	20 1/28/17 to 2/27/17 R21.109015 03/20/17
CONTRACTOR:	Gridor Constr., Inc. 3990 27th Street SE Buffalo, MN 55313	ENGINEER:	Bolton & Menk, Inc. 7533 Sunwood Drive N.W. Ramsey, MN 55303	FINAL CONTRACT DATE:	05/19/17
CONTACT:	Gregg Schreiner	CONTACT:	Paul Saffert		

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1.	ORIGINAL CONTRACT SUM..		$21,832,300.00
2.	Net change by Change Orders...................................		$0.00
3.	CONTRACT SUM TO DATE (Line 1 + Line 2)...............		$21,832,300.00
4.	TOTAL COMPLETED & STORED TO DATE...................		$20,452,169.00
5.	RETAINAGE: Securities in Lieu of Retainage		
	A. 0% of Completed to Date	$0.00	
	B. 0% of Stored Materials	$0.00	
	Total Retainage	$0.00	
6.	TOTAL EARNED LESS RETAINAGE............................ (Line 4 less Line 5 Total)		$20,452,169.00
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT......... (Line 6 from prior payment)		$20,152,319.00
8.	CURRENT PAYMENT DUE..		$299,850.00
9.	BALANCE TO FINISH, INCLUDING RETAINAGE............ (Line 3 less Line 6)		$1,380,131.00

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

CONTRACTOR:

By: ________________

State of Minnesota

Subscribed and sworn to before me this 27th day of Feb, 2017

Notary Public: ________________ 1/31/2020 Commission Expiration

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

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

ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.. $299,850.00

ENGINEER: Bolton & Menk, Inc.

By: ________________ Date: 3/1/17

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

Item No.	B	C	D	E		F	G	H	I
	Description of Work	Scheduled Value	Work Completed			Material Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	Percent Completed (G/C)	Balance To Finish (C-G)
			From Previous Application	This Period					
				Percent	Amount				
Division 1									
1000.000	Mobilization Insurance & Bonds	$360,000	$360,000			$0	$360,000	100.0%	$0
1020.001	General Construction - Allowance	$250,000	$250,000	49%	$122,539	$0	[redacted]	149.0%	-$122,539
1020.002	Utility Service - Allowance	$25,000	$19,197			$0	$19,197	76.8%	$5,803
1020.003	Building Permit - Allowance	$150,000	$24,901			$0	$24,901	16.6%	$125,099
Subtotal for	Division 1	$785,000	$654,098		$122,539	$0	$776,637	98.9%	$8,363
						check	$776,637		
Division 2									
2020.000	Biosolids Site Reclamation	$550,000	$181,500			$0	$181,500	33.0%	$368,500
2060.000	Demolition of Existing Wastewater Treatment Facilities	$40,000	$15,000			$0	$15,000	37.5%	$25,000
2100.000	Site Preparation	$50,000	$50,000			$0	$50,000	100.0%	$0
2110.000	Column Foundation Systems - Allowance	$2,450,000	$2,075,000			$0	$2,075,000	84.7%	$375,000
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					$0	$0	0.0%	$0
2210.000	Finish Grading	$30,000				$0	$0	0.0%	$30,000
2220.000	Excavating & Backfill	$1,100,000	$1,100,000			$0	$1,100,000	100.0%	$0
2221.000	Removing Pavement & Miscellaneous Structures	$20,000	$20,000			$0	$20,000	100.0%	$0
2330.000	Excavation & Embankment - Roadway & Pavement	$30,000	$28,000			$0	$28,000	93.3%	$2,000
2370.000	Storm Water Pollution Prevention Plan (SWPP)	$30,000	$29,000			$0	$29,000	96.7%	$1,000
2550.000	Site Utilities	$1,000,000	$1,000,000			$0	$1,000,000	100.0%	$0
2600.000	Roads, Walks & Curbs	$150,000	$50,000			$0	$50,000	33.3%	$100,000
2813.000	Design Build Irrigation System - Allowance	$150,000	$70,000			$0	$70,000	46.7%	$80,000
2830.000	Chain Link Fence & Gates	$15,000				$0	$0	0.0%	$15,000
2835.000	Modular Block Retaining Wall	$10,000	$6,000			$0	$6,000	60.0%	$4,000
2920.000	Soil Preparation, Seeding & Sodding	$40,000				$0	$0	0.0%	$40,000
2921.000	Prairie Restoration	$10,000				$0	$0	0.0%	$10,000
Subtotal for	Division 2	$5,675,000	$4,624,500.00		$0	$0	$4,624,500	81.49%	$1,050,500
		check				Check	$4,624,500		
Division 3									
3200.000	Concrete Reinforcement - 760 ton	$1,520,000	$1,520,000			$0	$1,520,000	100.0%	$0
3300.000	Cast in Place Concrete - 8600 cy	$3,440,000	$3,440,000			$0	$3,440,000	100.0%	$0
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	$1,630,000	$1,630,000			$0	$1,630,000	100.0%	$0
Subtotal for	Division 3	$6,590,000	$6,590,000.00		$0	$0	$6,590,000	100.00%	$0
		check				Check	$6,590,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4810.000	Unit Masonry Assemblies	$0				$0	$0	0.0%	$0
Subtotal for	Division 4	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 5									
5100.000	Structural Metal	$30,000	$30,000			$0	$30,000	100.0%	$0
5500.000	Miscellaneous Metal Work	$140,000	$140,000			$0	$140,000	100.0%	$0
5520.000	Handrails & Railings	$50,000	$50,000			$0	$50,000	100.0%	$0
5521.000	Roof Hatches	$6,000	$6,000			$0	$6,000	100.0%	$0
Subtotal for	Division 5	$226,000	$226,000.00		$0	$0	$226,000	100.00%	$0
		check				Check	$226,000		
Division 6									
6100.000	Rough Carpentry	$10,000	$10,000			$0	$10,000	100.0%	$0
6200.000	Finish Carpentry	$1,000	$1,000			$0	$1,000	100.0%	$0
6400.000	Interior Architectural Woodwork	$1,000	$1,000			$0	$1,000	100.0%	$0
6410.000	Solids Surface Sills & Thresholds	$3,000	$3,000			$0	$3,000	100.0%	$0
Subtotal for	Division 6	$15,000	$15,000.00		$0	$0	$15,000	100.00%	$0
		check				Check	$15,000		
Division 7									
7150.000	Dampproofing	$5,000	$5,000			$0	$5,000	100.0%	$0
7190.000	Vapor Barrier	$5,000	$5,000			$0	$5,000	100.0%	$0
7210.000	Building Insulation	$20,000	$20,000			$0	$20,000	100.0%	$0
7535.000	Fully Adhered Membrane Roof System	$170,000	$170,000			$0	$170,000	100.0%	$0
7600.000	Flashing & Sheet Metal Work	$30,000	$30,000			$0	$30,000	100.0%	$0
7900.000	Caulking & Sealants	$20,000	$20,000			$0	$20,000	100.0%	$0
Subtotal for	Division 7	$250,000	$250,000.00		$0	$0	$250,000	100.00%	$0
		check				Check	$250,000		
Division 8									
8110.000	Doors & Frames	$50,000	$50,000			$0	$50,000	100.0%	$0
8360.000	Upward Acting Sectional Doors	$15,000	$15,000			$0	$15,000	100.0%	$0
8700.000	Hardware	$30,000	$30,000			$0	$30,000	100.0%	$0
8800.000	Glass & Glazing	$6,000	$5,000			$0	$5,000	83.3%	$1,000
Subtotal for	Division 8	$101,000	$100,000.00		$0	$0	$100,000	99.01%	$1,000
		check				Check	$100,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9111.000	Non-Load Bearing Steel Framing	$15,000	$15,000			$0	$15,000	100.0%	$0
9250.000	Gypsum Drywall	$25,000	$25,000			$0	$25,000	100.0%	$0
9310.000	Ceramic Tile	$8,000	$8,000			$0	$8,000	100.0%	$0
9500.000	Acoustical Ceiling System	$6,000	$5,500	8.33%	$500	$0	$6,000	100.0%	$0
9900.000	Wastewater Treatment Facility Painting	$350,000	$245,000	2.86%	$10,000	$0	$255,000	72.9%	$95,000
9930.000	Concrete Staining	$15,000	$15,000			$0	$15,000	100.0%	$0
Subtotal for	Division 9	$419,000	$313,500.00		$10,500	$0	$324,000	77.33%	$95,000
		check				Check	$324,000		
Division 10									
10110.000	Marker Board	$1,000	$1,000			$0	$1,000	100.0%	$0
10155.000	Toilet Compartment	$2,300	$2,300			$0	$2,300	100.0%	$0
10250.000	Safety Devices	$4,000		100.00%	$4,000	$0	$4,000	100.0%	$0
10260.000	Wall Surface Protection	$1,000	$1,000			$0	$1,000	100.0%	$0
10400.000	Identifying Devices	$6,000		66.67%	$4,000	$0	$4,000	66.7%	$2,000
10800.000	Toilet Accessories	$2,000	$2,000			$0	$2,000	100.0%	$0
Subtotal for	Division 10	$16,300	$6,300.00		$8,000	$0	$14,300	87.73%	$2,000
		check				Check	$14,300		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 11 & 12									
11214.000	Vertical Turbine Pumps	$160,000	$157,000			$0	$157,000	98.1%	$3,000
11245.000	Polymer Mix/ Feed System - Allowance	$235,000	$235,000			$0	$235,000	100.0%	$0
11246.000	Carbon Feed System - Allowance					$0	$0	0.0%	$0
11248.000	Ferric Chloride Feed System - Allowance					$0	$0	0.0%	$0
11265.000	Ultraviolet Disinfection - Allowance	$635,000	$634,000			$0	$634,000	99.8%	$1,000
11280.000	Hydraulic Gates	$30,000	$30,000			$0	$30,000	100.0%	$0
11310.000	Centrifugal Wastewater Pumps	$120,000	$120,000			$0	$120,000	100.0%	$0
11311.000	Submersible Centrifugal Pumps	$110,000	$5,000	93.64%	$103,000	$0	$108,000	98.2%	$2,000
11312.000	Recessed Impeller Vortex Pump	$25,000	$23,000			$0	$23,000	92.0%	$2,000
11318.000	Screw Impeller Centrifugal Pumps	$25,000	$24,000			$0	$24,000	96.0%	$1,000
11320.000	Grit Removal System	$54,000	$53,000			$0	$53,000	98.1%	$1,000
11321.000	Grit Separation System	$35,000	$34,000			$0	$34,000	97.1%	$1,000
11335.000	Fine Screen	$90,000	$88,000			$0	$88,000	97.8%	$2,000
11345.000	Chlorination/ Dechlorination Equipment - Allowance					$0	$0	0.0%	$0
11351.000	Clarifier Equipment - Suction Type Clarifier	$200,000	$200,000			$0	$200,000	100.0%	$0
11373.000	Blower System (PD w/ Enclosure)	$290,000	$288,000	0.69%	$2,000	$0	$290,000	100.0%	$0
11374.000	Fine Pore Membrane Aeration Equipment	$85,000	$83,000			$0	$83,000	97.6%	$2,000
11385.000	Coarse Bubble Aearation System	$85,000	$85,000			$0	$85,000	100.0%	$0
11386.000	Rapid Mixers	$13,000	$12,000			$0	$12,000	92.3%	$1,000
11387.000	Submersible Mixers	$55,000	$53,000			$0	$53,000	96.4%	$2,000
11600.001	Laboratory Equipment	$46,000				$0	$0	0.0%	$46,000
11600.002	Laboratory Equipment - Allowance	$25,000				$0	$0	0.0%	$25,000
11630.000	Automatic Sampler	$39,000	$38,000			$0	$38,000	97.4%	$1,000
12300.000	Furnishings - Allowance	$25,000		50.53%	$12,632	$0	$12,632	50.5%	$12,368
12346.000	Casework	$30,000	$30,000			$0	$30,000	100.0%	$0
Subtotal for	Division 11 & 12	$2,412,000	$2,192,000.00		$117,632	$0	$2,309,632	95.76%	$102,368
		check							
Division 13									
13126.000	Circular Tank Covers	$290,000	$290,000			$0	$290,000	100.0%	$0
13211.000	Water Storage Tank Disinfection	$1,000		100.00%	$1,000	$0	$1,000	100.0%	$0
13222.000	Filter Underdrain System	$90,000	$90,000			$0	$90,000	100.0%	$0
13226.000	Filter Media & Gravel	$30,000	$30,000			$0	$30,000	100.0%	$0
13228.000	Filter Washwater Troughs	$30,000	$30,000			$0	$30,000	100.0%	$0
13852.000	Grating	$30,000	$30,000			$0	$30,000	100.0%	$0
Subtotal for	Division 13	$471,000	$470,000.00		$1,000	$0	$471,000	100.00%	$0
		check				Check	$471,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
14300.000	Hoisting Equipment	$12,000	$12,000			$0	$12,000	100.0%	$0
14620.000	Portable Hoist	$4,000				$0	$0	0.0%	$4,000
Subtotal for	Division 14	$16,000	$12,000.00		$0	$0	$12,000	75.00%	$4,000
		check							
Division 15									
15050.000	Industrial Hose & Fittings	$6,000				$0	$0	0.0%	$6,000
15060.000	Process Pipe & Pipe Fittings	$855,000	$855,000			$0	$855,000	100.0%	$0
15100.000	Valves	$400,000	$400,000			$0	$400,000	100.0%	$0
15101.000	Electric Valve Actuators					$0	$0	0.0%	$0
15102.000	Pneumatic Valve Actuators					$0	$0	0.0%	$0
15130.000	Gauges	$20,000	$20,000			$0	$20,000	100.0%	$0
15140.000	Supports & Anchors	$90,000	$90,000			$0	$90,000	100.0%	$0
15250.000	Mechanical Insulation	$40,000	$35,000	12.50%	$5,000	$0	$40,000	100.0%	$0
15400.000	Plumbing	$440,000	$390,000	9.09%	$40,000	$0	$430,000	97.7%	$10,000
15500.000	Heating/ Ventilating & Air Conditioning	$530,000	$523,000	1.32%	$7,000	$0	$530,000	100.0%	$0
15510.000	Hydronic Heating Systems	$300,000	$288,000	2.33%	$7,000	$0	$295,000	98.3%	$5,000
15950.000	HVAC Controls	$50,000	$45,000			$0	$45,000	90.0%	$5,000
15990.000	TAB	$5,000				$0	$0	0.0%	$5,000
Subtotal for	Division 15	$2,736,000	$2,646,000.00		$59,000	$0	$2,705,000	98.87%	$31,000
		check				Check	$2,705,000		
Division 16									
16010.000	Electrical General Provisions	$50,000	$50,000			$0	$50,000	100.0%	$0
16100.000	Basic Materials & Methods	$220,000	$214,300			$0	$214,300	97.4%	$5,700
16200.000	Power Generation System	$200,000	$200,000			$0	$200,000	100.0%	$0
16400.000	Electrical Distribution	$250,000	$186,500		$61,500	$0	$248,000	99.2%	$2,000
16500.000	Lighting	$80,000	$80,000			$0	$80,000	100.0%	$0
16700.000	Special Systems	$20,000	$17,800		$2,200	$0	$20,000	100.0%	$0
16900.000	Starters & Motor Control	$250,000	$239,800			$0	$239,800	95.9%	$10,200
16950.001	Instrumentation & Control	$1,000,000	$960,200		$21,800	$0	$982,000	98.2%	$18,000
16950.002	Computer - Allowance	$50,000				$0	$0	0.0%	$50,000
Subtotal for	Division 16	$2,120,000	$1,948,600.00		$85,500	$0	$2,034,100	95.95%	$85,900
		check				Check	$2,034,100		
	Grand Total	$21,832,300	$20,047,998		$404,171	$0	20,452,169	93.68%	$1,380,131

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

Stored Materials & Equipment Summary

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

Pay Req. No. 20
Period Ending: 2/27/2017

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

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

Stored Materials & Equipment Summary

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

Pay Req. No. 20
Period Ending: 2/27/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 7										
7150.000	Dampproofing	$5,000								
7190.000	Vapor Barrier	$5,000								
7210.000	Building Insulation	$20,000								
7535.000	Fully Adhered Membrane Roof System	$170,000								
7600.000	Flashing & Sheet Metal Work	$30,000								
7900.000	Caulking & Sealants	$20,000								
Subtotal for	Division 7	$250,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8110.000	Doors & Frames	$50,000	$41,000			$41,000	$41,000		$41,000	
8360.000	Upward Acting Sectional Doors	$15,000								
8700.000	Hardware	$30,000	$16,900			$16,900	$16,900		$16,900	
8800.000	Glass & Glazing	$6,000								
Subtotal for	Division 8	$101,000	$57,900	$0		$57,900	$57,900	$0	$57,900	$0
Division 9										
9111.000	Non-Load Bearing Steel Framing	$15,000								
9250.000	Gypsum Drywall	$25,000								
9310.000	Ceramic Tile	$8,000								
9500.000	Acoustical Ceiling System	$6,000								
9900.000	Wastewater Treatment Facility Painting	$350,000								
9930.000	Concrete Staining	$15,000								
Subtotal for	Division 9	$419,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10110.000	Marker Board	$1,000								
10155.000	Toilet Compartment	$2,300	$1,329			$1,329	$1,329		$1,329	
10250.000	Safety Devices	$4,000								
10260.000	Wall Surface Protection	$1,000								
10400.000	Identifying Devices	$6,000	$1,037			$1,037		$1,037	$1,037	
10800.000	Toilet Accessories	$2,000								
Subtotal for	Division 10	$16,300	$2,366	$0		$2,366	$1,329	$1,037	$2,366	$0
Division 11 & 12										
11214.000	Vertical Turbine Pumps	$160,000	$149,975			$149,975	$149,975		$149,975	
11245.000	Polymer Mix/ Feed System - Allowance	$235,000	$235,000			$235,000	$235,000		$235,000	
11246.000	Carbon Feed System - Allowance									
11248.000	Ferric Chloride Feed System - Allowance									
11265.000	Ultraviolet Disinfection - Allowance	$635,000	$632,052			$632,052	$632,052		$632,052	
11280.000	Hydraulic Gates	$30,000	$21,457			$21,457	$21,457		$21,457	
11310.000	Centrifugal Wastewater Pumps	$120,000								
11311.000	Submersible Centrifugal Pumps	$110,000	$103,284			$103,284		$103,284	$103,284	
11312.000	Recessed Impeller Vortex Pump	$25,000	$21,792			$21,792	$21,792		$21,792	
11318.000	Screw Impeller Centrifugal Pumps	$25,000								
11320.000	Grit Removal System	$54,000	$37,406			$37,406	$37,406		$37,406	
11321.000	Grit Separation System	$35,000	$20,000			$20,000	$20,000		$20,000	
11335.000	Fine Screen	$90,000	$78,469			$78,469	$78,469		$78,469	
11345.000	Chlorination/ Dechlorination Equipment - Allowance									
11351.000	Clarifier Equipment - Suction Type Clarifier	$200,000	$167,535			$167,535	$167,535		$167,535	
11373.000	Blower System (PD w/ Enclosure)	$290,000	$285,000			$285,000	$285,000		$285,000	
11374.000	Fine Pore Membrane Aeration Equipment	$85,000	$66,407			$66,407	$66,407		$66,407	
11385.000	Coarse Bubble Aearation System	$85,000	$61,407			$61,407	$61,407		$61,407	
11386.000	Rapid Mixers	$13,000	$12,000			$12,000	$12,000		$12,000	
11387.000	Submersible Mixers	$55,000	$48,581			$48,581	$48,581		$48,581	
11600.001	Laboratory Equipment	$46,000								
11600.002	Laboratory Equipment - Allowance	$25,000								
11630.000	Automatic Sampler	$39,000	$23,701			$23,701	$23,701		$23,701	
12300.000	Furnishings - Allowance	$25,000								
12346.000	Casework	$30,000								
Subtotal for	Division 11 & 12	$2,412,000	$1,964,066	$0		$1,964,066	$1,860,782	$103,284	$1,964,066	$0

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

Stored Materials & Equipment Summary

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

Pay Req. No. 20
Period Ending: 2/27/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 13										
13126.000	Circular Tank Covers	$290,000	$178,516			$178,516	$178,516		$178,516	
13211.000	Water Storage Tank Disinfection	$1,000								
13222.000	Filter Underdrain System	$90,000	$80,000			$80,000	$80,000		$80,000	
13226.000	Filter Media & Gravel	$30,000								
13228.000	Filter Washwater Troughs	$30,000	$27,359			$27,359	$27,359		$27,359	
13852.000	Grating	$30,000								
Subtotal for	Division 13	$471,000	$285,875	$0		$285,875	$285,875	$0	$285,875	$0
Division 14										
14300.000	Hoisting Equipment	$12,000	$9,264			$9,264	$9,264		$9,264	
14620.000	Portable Hoist	$4,000								
Subtotal for	Division 14	$16,000	$9,264	$0		$9,264	$9,264	$0	$9,264	$0
Division 15										
15050.000	Industrial Hose & Fittings	$6,000								
15060.000	Process Pipe & Pipe Fittings	$855,000	$600,072			$600,072	$600,072		$600,072	
15100.000	Valves	$400,000	$339,180			$339,180	$339,180		$339,180	
15101.000	Electrical Valve Actuators									
15102.000	Pneumatic Valve Actuators									
15130.000	Gauges	$20,000								
15140.000	Supports & Anchors	$90,000	$11,771			$11,771	$11,771		$11,771	
15250.000	Mechanical Insulation	$40,000								
15400.000	Plumbing	$440,000	$15,000			$15,000	$15,000		$15,000	
15500.000	Heating/ Ventilating & Air Conditioning	$530,000	$171,663			$171,663	$171,663		$171,663	
15510.000	Hydronic Heating Systems	$300,000								
15950.000	HVAC Controls	$50,000								
15990.000	TAB	$5,000								
Subtotal for	Division 15	$2,736,000	$1,137,686	$0		$1,137,686	$1,137,686	$0	$1,137,686	$0
Division 16										
16010.000	Electrical General Provisions	$50,000								
16100.000	Basic Materials & Methods	$220,000								
16200.000	Power Generation System	$200,000								
16400.000	Electrical Distribution	$250,000								
16500.000	Lighting	$80,000	$70,715			$70,715	$70,715		$70,715	
16700.000	Special Systems	$20,000								
16900.000	Starters & Motor Control	$250,000								
16950.001	Instrumentation & Control	$1,000,000	$60,000			$60,000	$60,000		$60,000	
16950.002	Computer - Allowance	$50,000								
Subtotal for	Division 16	$2,120,000	$60,000	$0		$60,000	$60,000	$0	$60,000	$0
	Grand Totals	$21,832,300	$6,592,742	$0		$6,592,742	$6,488,421	$104,321	$6,592,742	$0

City of St. Francis

CITY COUNCIL AGENDA REPORT Agenda Item #: **4 G**

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 03-20-2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $139,056.08 plus any additional bills that are handed out on Monday night. There is 1 direct transfers totaling $299,850.00 for Gridor (WWTP). Also to be approved are the February transfers totaling $118,744.29.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 03-20-2017 Packet List
- 03-20-2017 Other Checks

City of St. Francis

03/20/2017 9:26 am

PAYMENT BATCH AP 03-20-17

3D SPECIALTIES INC.					
02/24/2017	43187	E 101-43100-226	Sign Repair Materials	TELESPAR	621.92
					$621.92
AA BEST PEST SERVICES, INC					
03/09/2017	7428	E 101-41940-401	Repairs/Maint Buildings	PEST CONTROL	102.84
03/09/2017	7428	E 101-42110-401	Repairs/Maint Buildings	PEST CONTROL	102.84
03/09/2017	7428	E 101-42210-401	Repairs/Maint Buildings	PEST CONTROL	102.84
03/09/2017	7428	E 101-45200-401	Repairs/Maint Buildings	PEST CONTROL	102.84
03/09/2017	7428	E 602-49490-401	Repairs/Maint Buildings	PEST CONTROL	90.80
03/09/2017	7428	E 609-49750-401	Repairs/Maint Buildings	PEST CONTROL	102.84
					$605.00
ACE SOLID WASTE, INC.					
03/01/2017	2580176	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	71.31
03/01/2017	2580176	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	38.56
03/01/2017	2580176	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	17.82
03/01/2017	2580176	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	49.97
03/01/2017	2580176	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	47.08
03/01/2017	2580176	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	17.83
03/01/2017	2580176	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	49.97
03/01/2017	2580176	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	71.38
03/01/2017	2580176	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	17.83
03/01/2017	2580176	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	17.83
03/01/2017	2580176	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	71.38
03/01/2017	2580176	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	153.35
					$624.31
AIRGAS NORTH CENTRAL					
02/28/2017	9942897880	E 101-43100-217	Other Operating Supplies	CYL RENTAL	10.55
02/28/2017	9942897880	E 101-43210-217	Other Operating Supplies	CYL RENTAL	10.55
02/28/2017	9942897880	E 101-45200-217	Other Operating Supplies	CYL RENTAL	10.55
02/28/2017	9942897880	E 601-49440-217	Other Operating Supplies	CYL RENTAL	10.55
02/28/2017	9942897880	E 602-49490-217	Other Operating Supplies	CYL RENTAL	10.56
					$52.76
ANOKA COUNTY TREASURY DEPT.					
03/01/2017	B170301P	E 101-42110-321	Telephone	BROADBAND	37.50
03/01/2017	B170301P	E 101-42210-321	Telephone	BROADBAND	37.50
03/01/2017	B170301P	E 101-43100-321	Telephone	BROADBAND	37.50
03/01/2017	B170301P	E 101-45200-321	Telephone	BROADBAND	37.50
03/01/2017	B170301P	E 601-49440-321	Telephone	BROADBAND	37.50
03/01/2017	B170301P	E 602-49490-321	Telephone	BROADBAND	37.50
					$225.00
BELLBOY CORPORATION					
03/14/2017	57963800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
03/14/2017	57963800	E 609-49751-251	Liquor For Resale	LIQUOR	1,627.98
03/14/2017	57963800	E 609-49751-253	Wine For Resale	WINE	126.00
03/14/2017	95494700	E 609-49750-210	Operating Supplies	SUPPLIES	154.36
03/14/2017	95494700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.73
					$1,928.57
BGS (BARNA GUZY)					
02/28/2017	169738	E 101-41600-304	Civil Legal Fees	PROSECUTION	5,000.00
02/28/2017	169913	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	182.00
02/28/2017	170118	E 101-41600-304	Civil Legal Fees	PROFESSIONAL FEES	1,900.00

02/28/2017	170119	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	27.00
02/28/2017	170120	E 101-41600-304	Civil Legal Fees	LEGAL FEES	312.00
02/28/2017	170240	G 803-22139	Esc-Rum River Terrace	RUM RIVER TERRACE	183.30
					$7,604.30
BREAKTHRU BEVERAGE					
03/02/2017	1080602409	E 609-49751-206	Freight and Fuel Charges	FREIGHT	69.85
03/02/2017	1080602409	E 609-49751-251	Liquor For Resale	LIQUOR	4,827.39
03/02/2017	1080602409	E 609-49751-253	Wine For Resale	WINE	360.00
03/09/2017	1080605484	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.41
03/09/2017	1080605484	E 609-49751-251	Liquor For Resale	LIQUOR	1,326.87
					$6,611.52
CARLSON, ALEXIS					
		E 601-49440-441	Miscellaneous	HOLD HARMLESS	4,525.00
					$4,525.00
CENTURY LINK					
03/07/2017	.0317	E 601-49440-321	Telephone	PHONE	63.67
03/07/2017	.0317	E 602-49490-321	Telephone	PHONE	63.67
					$127.34
CITY OF MINNEAPOLIS					
03/06/2017	400451000968	E 101-42110-311	Contract	APS ANNUAL QOACCESS FEE	204.00
					$204.00
COUNTY MARKET - CITY ACCOUNT					
		E 101-42210-212	Motor Fuels	FUEL	543.50
					$543.50
COURIER, THE					
03/01/2017	91529	E 101-43210-439	Recycling Days	MARCH RECYCLING AD	118.00
					$118.00
CRYSTAL SPRINGS ICE					
03/04/2017	003.B002977	E 609-49751-254	Miscellaneous Merchandise	MISC	66.88
					$66.88
DAHLHEIMER DIST. CO. INC.					
03/07/2017	142688	E 609-49751-252	Beer For Resale	BEER	(129.70)
03/08/2017	1272032	E 609-49751-252	Beer For Resale	BEER	9,854.95
03/08/2017	1272032	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
					$9,809.25
DEX MEDIA EAST LLC					
03/05/2017	.0317	E 609-49750-340	Advertising	ADVERTISING	77.00
					$77.00
DOOR SERVICE COMPANY					
02/28/2017	1002-9037	E 101-41110-100	Wages and Salaries	REPAIR EXTERIOR ENTRY DOOI	228.00
02/28/2017	1002-9037	E 101-43100-401	Repairs/Maint Buildings	REPAIR EXTERIOR ENTRY DOOI	228.00
02/28/2017	1002-9037	E 101-45200-401	Repairs/Maint Buildings	REPAIR EXTERIOR ENTRY DOOI	228.00
02/28/2017	1002-9037	E 601-49440-401	Repairs/Maint Buildings	REPAIR EXTERIOR ENTRY DOOI	228.00
02/28/2017	1002-9037	E 602-49490-401	Repairs/Maint Buildings	REPAIR EXTERIOR ENTRY DOOI	228.00
					$1,140.00
E.H. RENNER					
02/28/2017	000154390000	E 601-49440-229	Project Repair & Maintenance	TURBINE OIL	100.00
					$100.00
ECO SHRED MN					
02/28/2017	18836	E 101-42110-311	Contract	SHREDDING	112.50
02/28/2017	18836	E 101-43100-311	Contract	SHREDDING	112.50
					$225.00
ELITE SANITATION					
03/07/2017	23817	E 101-45200-402	Janitorial Service	PORTABLE TOLIET RENTAL	305.00
					$305.00

FREEDOM SERVICES, INC.-FD					
03/07/2017	17137	G 101-21706	Flex Account	MARCH FLEX	373.34
					$373.34
FREEDOM SERVICES, INC.-RE					
03/08/2017	17148	E 101-41540-301	Auditing and Acct g Services	Admin Fee	800.00
					$800.00
FREEDOM SERVICES, INC-MA					
03/07/2017	17138	E 101-41540-301	Auditing and Acct g Services	Admin Fee	47.60
					$47.60
G&K SERVICES, INC					
03/07/2017	1043714147	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.23
03/07/2017	1043714148	E 601-49440-402	Janitorial Service	RUG MAINTENANCE	23.04
03/07/2017	1043714149	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT.	9.80
03/14/2017	1043719846	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	24.68
03/14/2017	1043719846	E 101-43100-402	Janitorial Service	RUGS & SUPPLIES	6.16
03/14/2017	1043719846	E 101-45200-402	Janitorial Service	RUGS & SUPPLIES	6.16
03/14/2017	1043719846	E 601-49440-402	Janitorial Service	RUGS & SUPPLIES	6.16
03/14/2017	1043719846	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	6.16
03/14/2017	1043719847	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.80
					$103.19
GRAFIX SHOPPE					
02/23/2017	05897	E 101-42210-221	Vehicle Repair & Maintenance	2013 CHARGER FIRE LETTERIN(	575.00
					$575.00
GRANITE CITY JOBBING CO.					
03/07/2017	39992	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/07/2017	39992	E 609-49751-251	Liquor For Resale	MISC	42.94
03/07/2017	39992	E 609-49751-256	Tobacco Products For Resale	TOBACCO	530.96
03/14/2017	40727	E 609-49750-210	Operating Supplies	OP SUPPLIES	53.53
03/14/2017	40727	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.91
03/14/2017	40727	E 609-49751-256	Tobacco Products For Resale	TOBACCO	719.88
03/14/2017	40727	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
					$1,357.51
GREAT LAKES COCA-COLA					
03/14/2017	3608202407	E 609-49751-254	Miscellaneous Merchandise	MISC	287.32
03/14/2017	3608202408	E 609-49751-254	Miscellaneous Merchandise	MISC	(37.85)
					$249.47
HEIMAN FIRE EQUIPMENT					
02/24/2017	0855435-IN	E 101-42210-402	Janitorial Service	GEAR CLEANER	102.65
					$102.65
HOISINGTON KOEGLER GROUP, INC					
03/04/2017	016-043-9	E 101-41910-318	Economic Development	ST. FRANCIS DOWNTOWN PLAN	9,805.55
03/04/2017	017-001-1	E 101-41910-307	Comp Plan/Wetland Fees	ST. FRANCIS COMP PLAN	1,015.00
					$10,820.55
INNOVATIVE OFFICE SOLUTIONS, L					
03/02/2017	IN1527181	E 101-41400-200	Office Supplies	OFFICE SUPLIES	38.54
03/03/2017	IN1527549	E 101-42110-200	Office Supplies	OFFICE SUPPLIES PD	60.22
					$98.76
JJ TAYLOR DISTRIBUTING					
03/08/2017	2667220	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/08/2017	2667220	E 609-49751-252	Beer For Resale	BEER	684.97
					$687.97
JOHNSON BROS WHLSE LIQUOR					
03/01/2017	5667499	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
03/01/2017	5667499	E 609-49751-251	Liquor For Resale	LIQUOR	1,092.31
03/01/2017	5667500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
03/01/2017	5667500	E 609-49751-253	Wine For Resale	WINE	70.50
03/06/2017	617099	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)

03/06/2017	617099	E 609-49751-251	Liquor For Resale	LIQUOR	(72.00)
03/08/2017	5672534	E 609-49751-206	Freight and Fuel Charges	FREIGHT	82.07
03/08/2017	5672534	E 609-49751-251	Liquor For Resale	LIQUOR	4,957.43
03/08/2017	5672535	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.40
03/08/2017	5672535	E 609-49751-253	Wine For Resale	WINE	984.50
					$7,161.93
LEAGUE OF MN CITIES					
02/14/2017	250918	E 101-41910-208	Training and Instruction	WORKSHOP-THUNSTROM	20.00
					$20.00
LMC INSURANCE TRUST					
03/01/2017	10738	E 101-42110-160	Work Comp Insurance	DEDUCTIBLE	607.61
03/05/2017	33733	E 101-41400-160	Work Comp Insurance	3RD INSTALLMENT WC	278.25
03/05/2017	33733	E 101-41410-160	Work Comp Insurance	3RD INSTALLMENT WC	0.00
03/05/2017	33733	E 101-41500-160	Work Comp Insurance	3RD INSTALLMENT WC	103.75
03/05/2017	33733	E 101-41910-160	Work Comp Insurance	3RD INSTALLMENT WC	69.75
03/05/2017	33733	E 101-42110-160	Work Comp Insurance	3RD INSTALLMENT WC	5,249.50
03/05/2017	33733	E 101-42210-160	Work Comp Insurance	3RD INSTALLMENT WC	2,198.50
03/05/2017	33733	E 101-42400-160	Work Comp Insurance	3RD INSTALLMENT WC	96.75
03/05/2017	33733	E 101-43100-160	Work Comp Insurance	3RD INSTALLMENT WC	2,245.00
03/05/2017	33733	E 101-43210-160	Work Comp Insurance	3RD INSTALLMENT WC	164.00
03/05/2017	33733	E 101-45200-160	Work Comp Insurance	3RD INSTALLMENT WC	790.50
03/05/2017	33733	E 601-49440-160	Work Comp Insurance	3RD INSTALLMENT WC	937.25
03/05/2017	33733	E 602-49490-160	Work Comp Insurance	3RD INSTALLMENT WC	1,037.50
03/05/2017	33733	E 609-49750-160	Work Comp Insurance	3RD INSTALLMENT WC	1,217.50
03/05/2017	54955	E 101-41110-360	Insurance	3RD INSTALLMENT	46.90
03/05/2017	54955	E 101-41120-360	Insurance	3RD INSTALLMENT	1.10
03/05/2017	54955	E 101-41400-360	Insurance	3RD INSTALLMENT	533.83
03/05/2017	54955	E 101-41410-360	Insurance	3RD INSTALLMENT	11.44
03/05/2017	54955	E 101-41500-360	Insurance	3RD INSTALLMENT	157.44
03/05/2017	54955	E 101-41600-360	Insurance	3RD INSTALLMENT	154.56
03/05/2017	54955	E 101-41910-360	Insurance	3RD INSTALLMENT	172.59
03/05/2017	54955	E 101-41940-360	Insurance	3RD INSTALLMENT	527.04
03/05/2017	54955	E 101-42110-360	Insurance	3RD INSTALLMENT	3,413.66
03/05/2017	54955	E 101-42210-360	Insurance	3RD INSTALLMENT	1,810.55
03/05/2017	54955	E 101-42400-360	Insurance	3RD INSTALLMENT	279.82
03/05/2017	54955	E 101-43100-360	Insurance	3RD INSTALLMENT	3,350.96
03/05/2017	54955	E 101-43210-360	Insurance	3RD INSTALLMENT	61.86
03/05/2017	54955	E 101-45000-360	Insurance	3RD INSTALLMENT	0.63
03/05/2017	54955	E 101-45200-360	Insurance	3RD INSTALLMENT	3,294.16
03/05/2017	54955	E 101-49200-360	Insurance	3RD INSTALLMENT	7.33
03/05/2017	54955	E 601-49440-360	Insurance	3RD INSTALLMENT	3,432.17
03/05/2017	54955	E 602-49490-360	Insurance	3RD INSTALLMENT	2,990.39
03/05/2017	54955	E 609-49750-360	Insurance	3RD INSTALLMENT	2,831.32
					$38,073.61
MCDONALD DIST CO.					
03/02/2017	354787	E 609-49751-252	Beer For Resale	BEER	6,977.85
03/02/2017	354787	E 609-49751-255	N/A Products	NA	76.25
03/09/2017	356828	E 609-49751-252	Beer For Resale	BEER	8,851.25
03/09/2017	356828	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
					$15,977.35
MHSRC/RANGE					
03/03/2017	629430-5597	E 101-42110-208	Training and Instruction	TRAINING-GREENE	405.00
					$405.00
MIDCONTINENT COMMUNICATIONS					
03/02/2017	.0317	E 101-41940-321	Telephone	CITY HALL	36.76
03/02/2017	.0317	E 101-42110-321	Telephone	Police	16.75
03/02/2017	.0317	E 101-43100-321	Telephone	Public Works	16.75
03/02/2017	.0317	E 601-49440-321	Telephone	WATER PLANT	150.00
03/02/2017	.0317	E 601-49440-321	Telephone	WELL HOUSE	150.00
03/02/2017	.0317	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					$520.26
M-R SIGN COMPANY, INC.					
03/08/2017	194406	E 101-43100-226	Sign Repair Materials	SIGN REPAIR	177.06

					$177.06
NORTH STAR TOWING, INC					
02/28/2017	52726	E 101-42210-221	Vehicle Repair & Maintenance	TOW FORD PICK-UP	172.00
					$172.00
OPUS 21					
03/08/2017	170233	E 601-49440-382	Utility Billing	UTILITY BILLING	1,635.62
03/08/2017	170233	E 602-49490-382	Utility Billing	UTILITY BILLING	1,635.62
					$3,271.24
PACE ANALYTICAL SERVICES					
03/02/2017	17126749	E 602-49490-313	Sample Testing	SAMPLE TESTING	105.00
03/07/2017	171276840	E 602-49490-313	Sample Testing	SAMPLE TESTING	30.00
					$135.00
PHILLIPS WINE & SPIRITS CO.					
03/01/2017	2128334	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.12
03/01/2017	2128334	E 609-49751-251	Liquor For Resale	LIQUOR	1,961.50
03/01/2017	2128335	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
03/01/2017	2128335	E 609-49751-253	Wine For Resale	WINE	82.75
03/08/2017	2131861	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
03/08/2017	2131861	E 609-49751-251	Liquor For Resale	LIQUOR	2,376.79
03/08/2017	2131862	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
03/10/2017	259962	E 609-49751-251	Liquor For Resale	LIQUOR	(1.52)
03/10/2017	259963	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
03/10/2017	259963	E 609-49751-251	Liquor For Resale	LIQUOR	(15.58)
03/10/2017	259964	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
03/10/2017	259964	E 609-49751-251	Liquor For Resale	LIQUOR	(185.35)
					$4,291.55
QUILL CORPORATION					
03/08/2017	4980144	E 101-41400-200	Office Supplies	NAME PLATES	33.97
					$33.97
RICK JOHNSON DEER & BEAVER					
01/01/2017	.0117	E 101-43100-311	Contract	DEER REMOVAL-DEC	90.00
03/01/2017	.0317	E 101-43100-311	Contract	DEER REMOVAL-FEB	200.00
					$290.00
ROSEVILLE, CITY OF					
03/06/2017	0222521	E 101-41110-310	Computer Consulting Fees	IT SERVICES	325.94
03/06/2017	0222521	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,195.14
03/06/2017	0222521	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,466.76
03/06/2017	0222521	E 101-42210-310	Computer Consulting Fees	IT SERVICES	260.75
03/06/2017	0222521	E 101-42400-310	Computer Consulting Fees	IT SERVICES	54.40
03/06/2017	0222521	E 101-43100-310	Computer Consulting Fees	IT SERVICES	347.67
03/06/2017	0222521	E 101-45200-310	Computer Consulting Fees	IT SERVICES	456.32
03/06/2017	0222521	E 601-49440-310	Computer Consulting Fees	IT SERVICES	434.59
03/06/2017	0222521	E 602-49490-310	Computer Consulting Fees	IT SERVICES	434.59
03/06/2017	0222521	E 609-49750-310	Computer Consulting Fees	IT SERVICES	434.59
03/06/2017	0222561	E 101-41940-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 101-42110-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 101-42210-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 101-43100-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 101-45200-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 601-49440-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 602-49490-321	Telephone	PHONE	80.59
03/06/2017	0222561	E 609-49750-321	Telephone	PHONE	80.65
03/06/2017	0222590	E 101-41110-310	Computer Consulting Fees	IT SERVICES	325.94
03/06/2017	0222590	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,195.14
03/06/2017	0222590	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,466.76
03/06/2017	0222590	E 101-42210-310	Computer Consulting Fees	IT SERVICES	260.75
03/06/2017	0222590	E 101-42400-310	Computer Consulting Fees	IT SERVICES	54.40
03/06/2017	0222590	E 101-43100-310	Computer Consulting Fees	IT SERVICES	347.67
03/06/2017	0222590	E 101-45200-310	Computer Consulting Fees	IT SERVICES	456.32
03/06/2017	0222590	E 601-49440-310	Computer Consulting Fees	IT SERVICES	434.59
03/06/2017	0222590	E 602-49490-310	Computer Consulting Fees	IT SERVICES	434.59
03/06/2017	0222590	E 609-49750-310	Computer Consulting Fees	IT SERVICES	434.59

03/06/2017	0222630	E 101-41940-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 101-42110-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 101-42210-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 101-43100-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 101-45200-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 601-49440-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 602-49490-321	Telephone	PHONE	80.59
03/06/2017	0222630	E 609-49750-321	Telephone	PHONE	80.65
					$12,111.06
SOUTHERN GLAZERS OF MN					
03/02/2017	1514974	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.95
03/02/2017	1514974	E 609-49751-251	Liquor For Resale	LIQUOR	456.00
03/09/2017	1517508	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.60
03/09/2017	1517508	E 609-49751-251	Liquor For Resale	LIQUOR	803.60
03/09/2017	1517509	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
03/09/2017	1517509	E 609-49751-253	Wine For Resale	WINE	210.00
					$1,489.55
STREICHER S					
03/01/2017	I1251703	E 208-42110-210	Operating Supplies	PROTECTIVE GEAR	219.98
03/03/2017	I1251990	E 101-42110-437	Uniform Allowance	SERGEANT BADGES	451.60
					$671.58
SYNOVIA SOLUTIONS					
03/10/2017	100827	E 101-43100-311	Contract	LEASE ON GPS	45.79
03/10/2017	100827	E 101-45200-311	Contract	LEASE ON GPS	45.79
03/10/2017	100827	E 601-49440-311	Contract	LEASE ON GPS	45.79
03/10/2017	100827	E 602-49490-311	Contract	LEASE ON GPS	45.82
					$183.19
THE AMERICAN BOTTLING COMPANY					
03/09/2017	8257813406	E 609-49751-254	Miscellaneous Merchandise	MISC	165.76
					$165.76
U S BANK EQUIPMENT FINANCE					
03/10/2017	326200649	E 101-41400-240	Office Equip	COPIER LEASE	96.50
03/10/2017	326200649	E 101-43100-240	Office Equip	COPIER LEASE	96.50
03/10/2017	326200649	E 101-43210-240	Office Equip	COPIER LEASE	96.50
03/10/2017	326200649	E 101-45200-240	Office Equip	COPIER LEASE	96.50
03/10/2017	326200649	E 601-49440-240	Office Equip	COPIER LEASE	96.50
03/10/2017	326200649	E 602-49490-240	Office Equip	COPIER LEASE	96.50
04/02/2017	326088523	E 101-42110-311	Contract	COPIER LEASE	282.00
					$861.00
UHL					
03/08/2017	49700	E 101-42110-401	Repairs/Maint Buildings	BOILER REPAIR	360.92
03/08/2017	49700	E 101-43100-401	Repairs/Maint Buildings	BOILER REPAIR	360.92
03/08/2017	49700	E 101-45200-401	Repairs/Maint Buildings	BOILER REPAIR	360.92
03/08/2017	49700	E 601-49440-401	Repairs/Maint Buildings	BOILER REPAIR	360.91
03/08/2017	49700	E 602-49490-401	Repairs/Maint Buildings	BOILER REPAIR	360.91
					$1,804.58
USABLUEBOOK					
03/06/2017	197744	E 602-49490-417	Uniform Clothing & PPE	CUSHION GASKET ROPE	32.38
					$32.38
VERIZON WIRELESS					
02/26/2017	9781075674	E 101-42110-321	Telephone	DATA	442.61
02/26/2017	9781075674	E 601-49440-321	Telephone	DATA	35.01
					$477.62

$139,056.08

FUND SUMMARY

101 GENERAL FUND	$62,414.09
208 POLICE FORFEITURE	$219.98
601 WATER FUND	$12,956.74
602 SEWER FUND	$7,909.98
609 MUNICIPAL LIQUOR FUND	$55,371.99
803 ESCROW	$183.30
Total	139,056.08

CITY OF ST. FRANCIS
3/20/2017

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
Gridor	Pay Request #19	299,850.00
TOTAL		299,850.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
02/02/17	Cayan	January Fee	2,214.15
02/09/17	Federal Tax	Payroll	22,592.29
02/09/17	PERA	Payroll	15,542.20
02/09/17	VOYA	Payroll	1,145.00
02/09/17	ICMA	Payroll	460.00
02/09/17	State Tax	Payroll	4,486.16
02/09/17	MSRS	Payroll	588.79
02/10/17	VISA	Payroll	11,393.66
02/16/17	Cayan	Liquor CC Fee	39.90
02/21/17	Mn Dept of Revenue	Sales Tax	13,505.00
02/22/17	Federal Tax	Payroll	1,305.80
02/22/17	PERA	Payroll	540.00
02/22/17	State Tax	Payroll	125.72
02/22/17	Child support	Payroll	121.90
02/23/17	Federal Tax	Payroll	22,460.22
02/23/17	PERA	Payroll	15,287.40
02/23/17	VOYA	Payroll	1,145.00
02/23/17	ICMA	Payroll	460.00
02/23/17	State Tax	Payroll	4,431.36
02/23/17	MSRS	Payroll	570.09
02/28/17	PSN	February Fee	255.95
02/28/17	Village Bank	February Fee	73.70
	TOTAL		118,744.29

NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council

FROM: Nate Sparks, Consulting Planner

DATE: February 28, 2017

RE: ISD #15 – Ordinance Amendment, Conditional Use Permit, and Site Plan Review: Event Parking Lot

Background

ISD #15 has made an application for an ordinance amendment, conditional use permit, and site plan review. The applications are to place a gravel, limited use event parking lot on recently acquired property located on the southeast corner of 235th Avenue and Rum River Boulevard. The City's Zoning Ordinance Section 10-19-8-E prohibits gravel parking lots. Therefore, the applicant is proposing an ordinance amendment to allow for such parking areas under certain conditions as a conditional use. The gravel parking area has already been installed.

Parking Lot

The parking lot is intended to be overflow parking that's used when the Junior Varsity, Freshmen, and Middle School football teams are playing. It is adjacent to another gravel parking area that is the primary parking area for the fields in this portion of the School's property. During times of football games, there is substantial overlap of users on the site and when the main parking areas are filled, people resort to parking along the access drives and on the street. This lot is intended to provide a more safe parking area for when the existing parking areas are full. It is intended to only be used three days a week from August until winter. The School District does not intend to maintain it during the winter and there is no planned use in the Spring and Summer months. Due to its limited use, the School District does not wish to pave it. If it were to expand into a more regular, year round use it would be paved. Some tree and brush removal was done when installing the lot. There is a fence separating the new parking lot from the main parking lot with access points for pedestrians.

Parking Ordinance

Section 10-19-8-E of the City's Zoning Ordinance states:

> "All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated."

Section 10-19-8-C also requires:

"Except for single, two family and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line."

The parking area does not meet City standards for surfacing and curbing. Therefore, the applicant is requesting an ordinance amendment to allow for this type of surfacing to be used.

Ordinance Amendment
The proposed ordinance amendment is specific to the situation at hand. The School District is attempting to allow for gravel overflow parking areas related to athletic fields. The following clause could be added to the Code (underlined text is proposed to be added):

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. <u>Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.</u>

Site Plan Review
The parking lot is located on a parcel of land on the southeast corner of 235th Ave and Rum River Blvd. It is accessed by a current driveway from Rum River Blvd. No other accesses are proposed. The applicant intends to put fencing along the parking lot to prevent uncontrolled access. There is existing vegetation in between the parking area and the adjacent rights-of-way to provide the requisite screening. Dust control does not appear to be an issue, as there are no residential properties immediately adjacent to the site.

The main parking area is accessed by driveways off both streets. This lot is intended to be used by people who either enter off Rum River Blvd or cannot find parking after entering off of 235th. All drives are of adequate width to handle two-way traffic. The County has expressed a preference that the parking lot not be accessed off of Rum River Blvd.

The City's parking ordinance requires a 5 foot setback to all rights-of-way. The applicant measured the parking areas to be 51 feet from the centerline of 235th Avenue and 71 feet from the centerline of Rum River Blvd. This equates to about 15-20 feet from the property line to Rum River Blvd and 10-15 feet from 235th Ave.

The parking area may require storm water management. The applicant should work with the City Engineer to determine if any permits are required.

The property on which the parking area is placed is a separate lot than the fields and other parking areas. This lot should be combined with other property to ensure it is not separately conveyed.

The applicant is also considering adding a park area next to the parking lot in order to provide some picnic tables and benches for users of the site.

Conditional Use Permit Review Criteria

The proposed ordinance amendment establishes this use as a conditional use permit. This would allow for the Commission and Council to review any future similar use and to seek input from neighboring property owners at a public hearing. The applicant would like to be granted the CUP concurrent with the amendment, if the amendment is deemed acceptable. When considering a conditional use, the following criteria are required by ordinance to be met:

A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.

B. The proposed use is or will be compatible with present and future land uses of the area.

C. The proposed use conforms with all performance standards contained in this Ordinance.

D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

E. Traffic generation by the proposed use is within capabilities of streets serving the property.

The above criteria would appear to be met, if the ordinance amendment is approved.

Planning Commission Recommendation

The Planning Commission reviewed the request and held a public hearing. The Commissioners found that the ordinance amendment was reasonable. The conditional use was found to be acceptable because the proposed parking area is intended for seasonal use on a limited basis. The Planning Commission recommended approval of the ordinance amendment and the granting of the conditional use with the following conditions:

1. All comments from the City Engineer shall be addressed.
2. The applicant shall install fencing to control access.
3. The parking area shall be maintained free of weeds and vegetative growth.
4. Handicapped parking stalls and signage shall be provided.
5. The parking lot shall have signage indicating it is for event parking only.
6. The parking lot shall only be used from August 1st to November 1st.
7. Barriers preventing entry shall be placed when the parking lot is not in use.
8. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.
9. The parcel shall be combined with an adjacent school owned property.

Requested Action

If the Council concurs with the Planning Commission's recommendation, it would be appropriate to first consider the ordinance amendment. By charter, ordinance amendments require a 4/5ths majority vote. If the ordinance amendment is approved, it would be acceptable to take action on the resolution approving the conditional use permit.

Attached:
Engineer's Letter
Aerial Photo
Applicant's Submission
Ordinance No. 227, Second Series
Resolution 2017-08

BOLTON & MENK
Real People. Real Solutions.

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

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

February 7, 2017

Nate Sparks, Consultant Planner
NAC
4800 Olson Memorial Highway, Ste 202
Golden Valley, MN 55422-5169

RE: ISD #15 Soccer Complex Parking Lot
City of St. Francis
Project No.: R18.113082

Dear Nate,

I have reviewed the application submitted for the above-referenced project. It is my understanding that ISD #15 has applied for an Ordinance Amendment associated with the proposed gravel parking area since improved parking surfaces with concrete curb and gutter around the perimeter are required according to the City Ordinances. I also understand that some of the work described within the application has already been completed. I offer the following comments:

1. The applicant shall satisfy all comments received from Anoka County.
2. The applicant shall submit a survey for the property illustrating the location of the proposed improvements with respect to property lines and existing natural features such as trees, drainage ways, and if applicable, wetlands.
3. The applicant shall submit a grading plan for the review of the City of St. Francis.
4. The applicant shall verify that wetlands do not exist on the site and if wetlands do exist, the applicant shall submit a wetland delineation report and comply with all Wetland Conservation Act (WCA) requirements.
5. If wetlands exist on the property, the applicant shall complete a MnRAM classification if the proposed improvements cannot be constructed without encroaching on the maximum required wetland buffer of 25 feet.
6. The applicant shall submit pre and post construction drainage area maps and calculations complete with impervious surface areas for review by the City of St. Francis.
7. The applicant shall prepare a stormwater management plan for the review of the City of St. Francis.
8. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit and satisfying all permit requirements. A copy of the permit shall be submitted to the city for our files.
9. The applicant shall submit a Stormwater Pollution Prevention Plan for the review of the City of St. Francis.
10. All erosion control measures shall be in-place prior to construction and shall be maintained until final turf establishment has been completed.

11. The applicant shall submit a plan illustrating the proposed parking lot layout and identify the anticipated number of parking stalls.

If you have any questions, please call.

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
City Engineer

Anoka County
TRANSPORTATION DIVISION
Highway

Douglas W. Fischer, PE
County Engineer

February 9, 2017

Jared Voge, PE
City of St Francis
23340 Cree Street NW
St Francis, MN 55070

Re: Proposed Parking Lot Expansion -
ISD #15 St. Francis High School

Dear Jared:

We have reviewed the site plan for the proposed parking lot expansion for ISD #15 St Francis High School, to be located east of CR 72 (Rum River Boulevard) and south of 235th Avenue NW within the City of St. Francis, and I offer the following comments:

The parking lot expansion is proposed to utilize the existing maintenance driveway located south of 235th Avenue NW, which we do not recommend. Instead, for safety reasons, we recommend that the access for the parking lot expansion be made via 235th Avenue NW, which will have NB and SB CR 72 right and left turn lanes constructed in conjunction with the Rum River Bluffs Development.

It should be noted that it appears there are deficiencies for the Case I, Case IIIB and Case IIIC intersection sight distance requirements in this area of CR 72, with the obstructions being trees and the existing horizontal alignment of CR 72. Due to the alignment of CR 72, the sight distance deficiencies are considered non-correctable, and that is why the construction of NB and SB right and left turn lanes is critical for any access point in this area. Please note that no plantings or business signs will be permitted within the county right of way, and care should be exercised when locating private signs, buildings, structures, plantings, berms, etc. outside of the county right of way, so as not to create any additional sight obstructions for this section of CR 72.

If there will be any work that will occur in the county right of way, a permit is required and must be obtained prior to the commencement of any construction (permit fee = $150.00). License Permit Bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact the ACHD Permit Office at 763.862.4224 for further information regarding the permit process as applicable.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions.

Sincerely,

Jane K. Rose

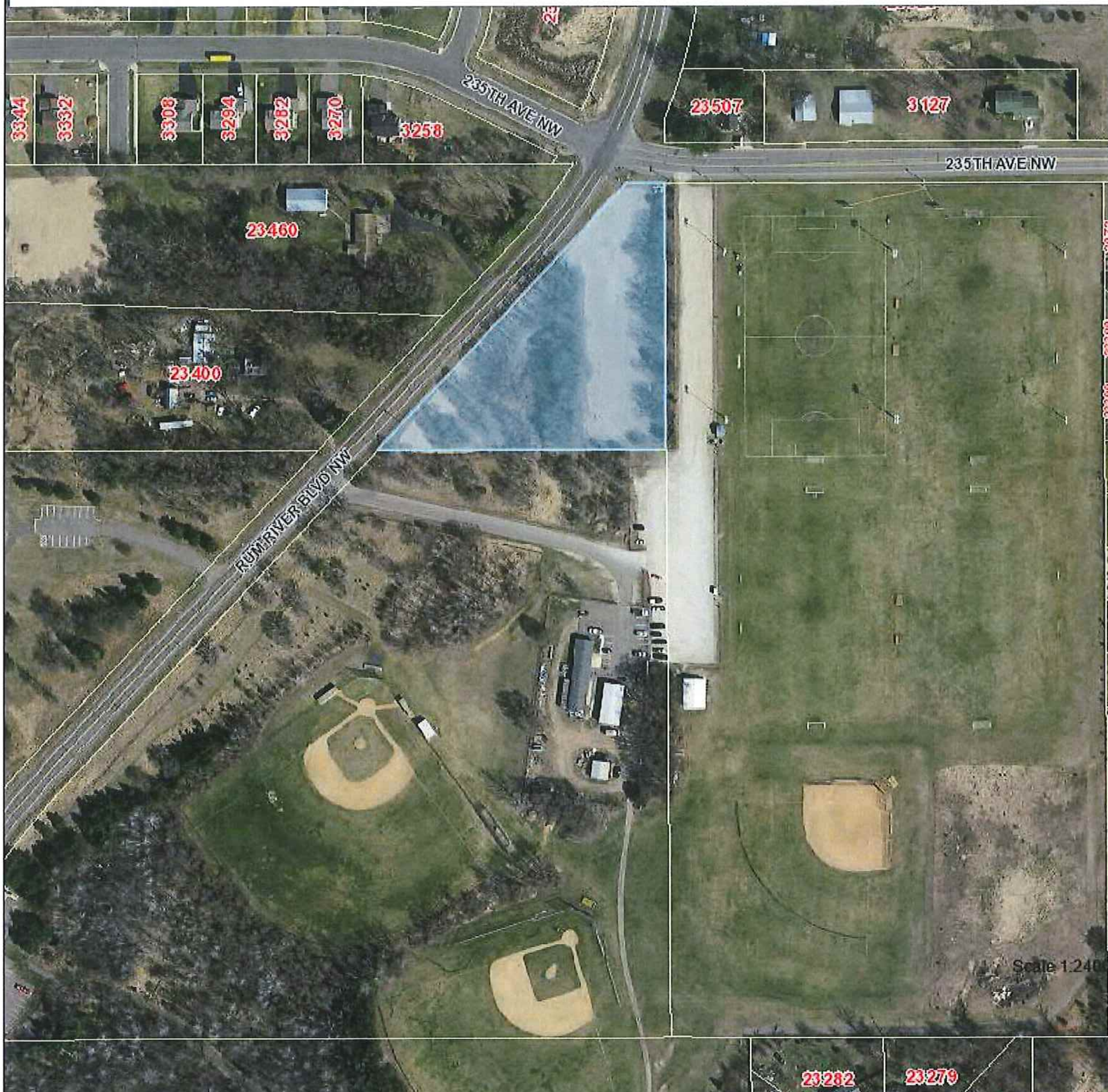
Jane K. Rose
Traffic Engineering Manager

xc: File – CR 72/Plats + Developments/2017
Randy Bettinger, Traffic Engineering Coordinator
Terri Vaughan, Traffic Engineering Technician III
ACHD Permit Office

ANOKA COUNTY

School Parking Lot

Property Site



Aerial Photo: Flown Spring of 2014

Independent School District 15

A K-12 public school district serving the communities of Athens Township, Andover, Bethel, East Bethel, Linwood Township, Nowthen, Oak Grove, St. Francis and Stanford Township

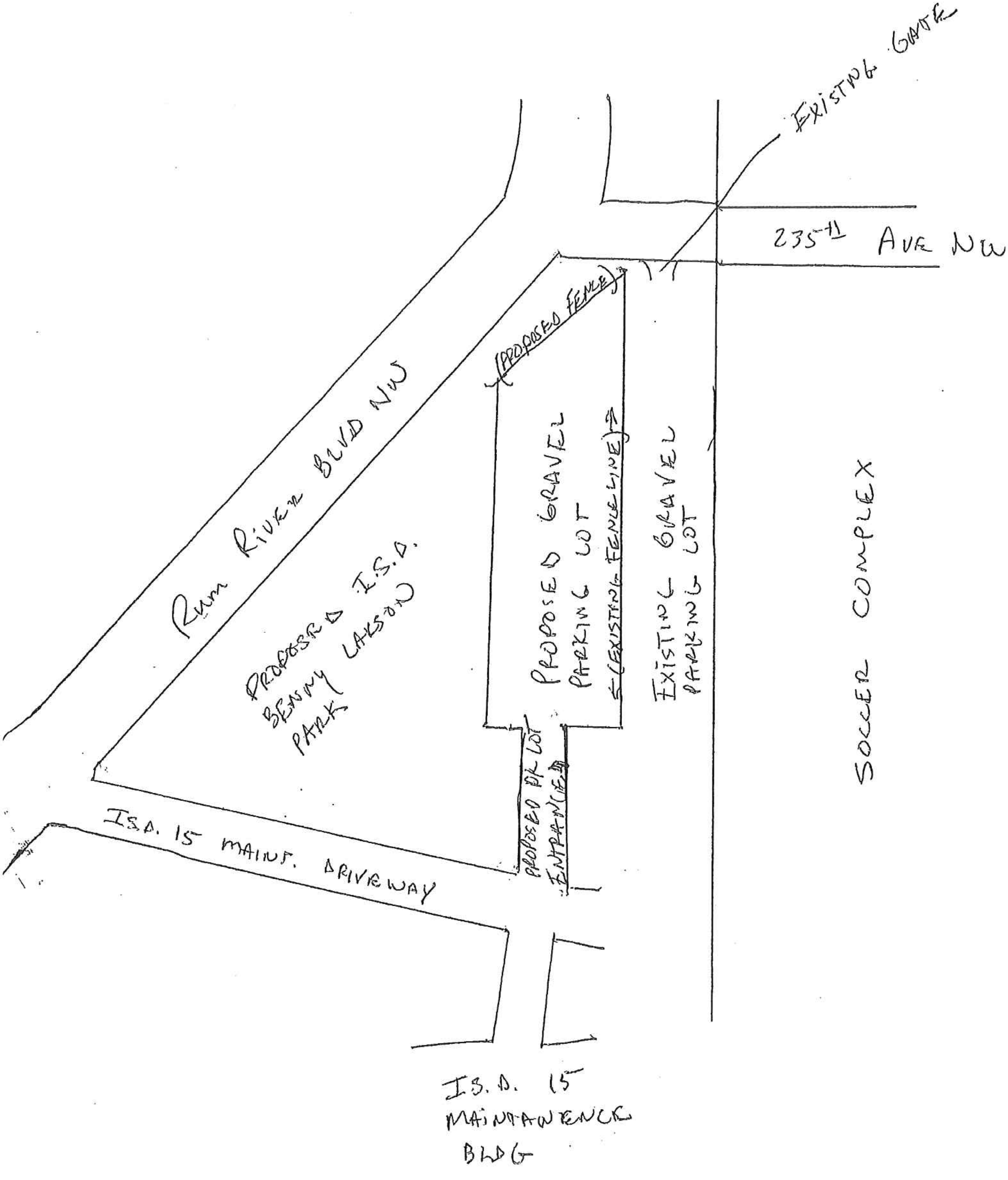
We are seeking an ordinance amendment to allow for a gravel parking lot as an accessory for our school athletic facility on conditional use only during events. The events generate short term, infrequent parking needs that could be exempt from the general paving requirements for permanent parking lots that have use every day. We are seeking to have the amendment approved as well as the conditional use.

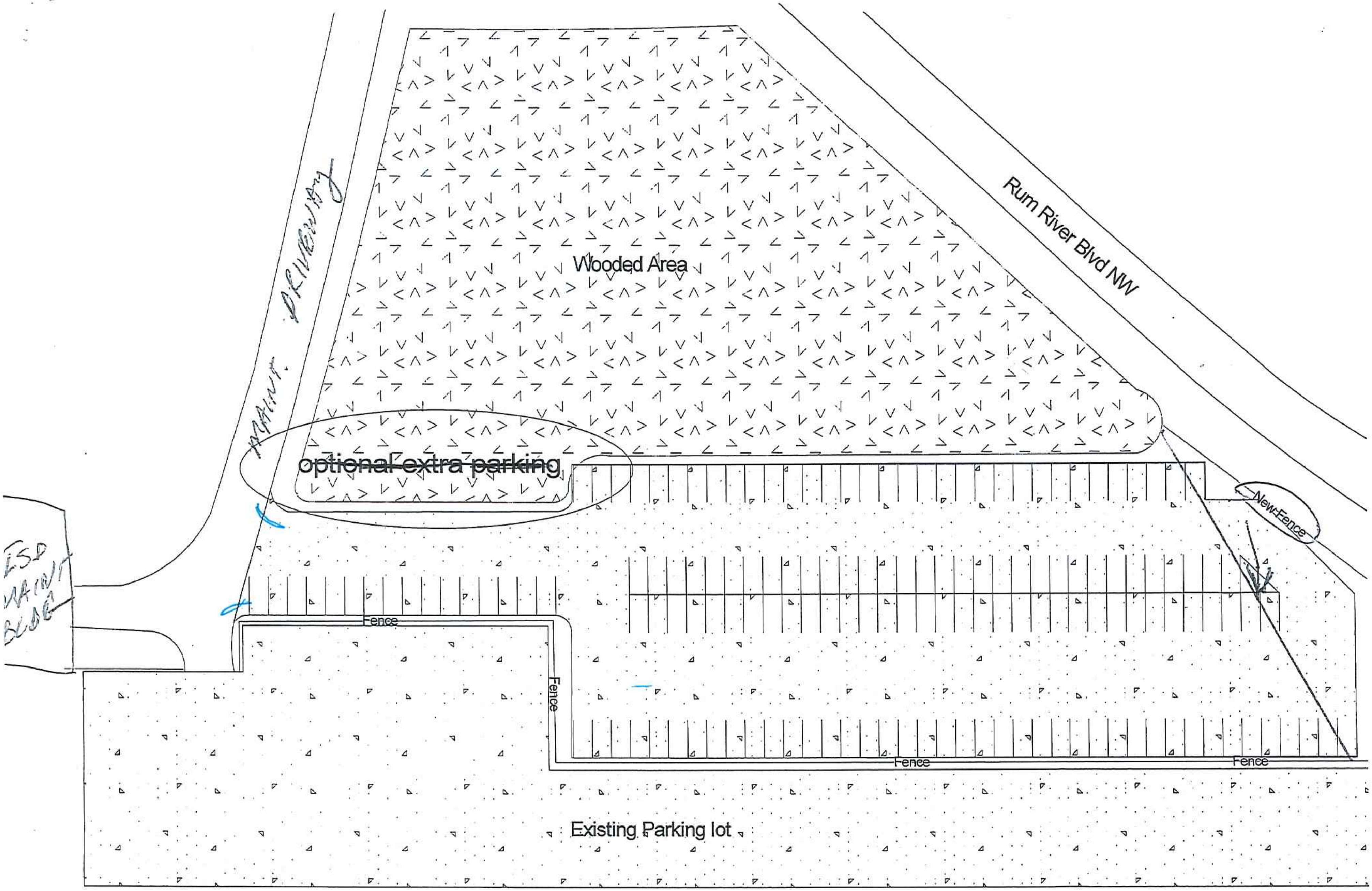
The event parking lot is designed to alleviate our patrons parking on the city street (235th) or the county road (Rum River Blvd). The main concern is safety as well as traffic congestion and emergency vehicle entry. The events that will use this parking lot are normally in the fall during football and soccer season. The days of use are normally Tuesday/Thursdays from 2:30-10:00pm and Saturdays from 8:00am to 5:00pm. The event parking lot will not be used during the winter months and will not be plowed.

The only entrance to the lot will be on our property across from our maintenance facility. The north edge of the lot, by Rum River Blvd., will be fenced off. The driveway for the lot will be approximately 50' wide and 150' long. The size of the lot will be approximately 300' by 150'.

Thank you for your consideration.

SET BACK FROM RUM RIVER BLVD – 70'
SETBACK FROM 235th AVE NW – 51'





ISD MAINT BLDG
MAINT. DRIVEWAY
Wooded Area
Rum River Blvd NW
~~optional extra parking~~
New Fence
Fence
Fence
Fence
Fence
Existing Parking lot

ANOKA COUNTY

BLVD ST Francis

Aerial Photo: Flown Spring of 2014

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 227, SECOND SERIES

AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE REGARDING THE SURFACING OF EVENT PARKING AREAS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-19-8-E of the Zoning Ordinance shall hereby be amended to read as follows:

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF ____, 2017.

APPROVED:

ATTEST:

____
Steven D. Feldman
Mayor of St. Francis

____
Barbara I. Held
City Clerk

(seal)

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

RESOLUTION 2017-08

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A GRAVEL EVENT PARKING LOT FOR ISD #15

WHEREAS, Independent School District #15 ("the Applicant") have made a request for a conditional use permit for a gravel surfaced, limited use event parking lot to be located within the City of St. Francis ("the City"); and

WHEREAS, the subject site ("the Property") is located on the southeast corner of Rum River Boulevard and 235th Avenue and is legally described as:

That part of Outlot 27, Village of St. Francis, according to the recorded plat thereof, described as follows: Beginning at the northeast corner of said Outlot 27; thence South 0 degrees 01 minutes 28 seconds, West, assumed bearing, along the east line of said Outlot 27, a distance of 429 feet to the southeast corner thereof; thence North 89 degrees 36 minutes 50 seconds West, along the south line of said Outlot 27, a distance of 480.52 feet; thence North 43 degrees 46 minutes 40 seconds East a distance of 590.35 feet to the north line of said Outlot 27; thence South 89 degrees 36 minutes 50 seconds East, along the north line of said Outlot 27 a distance of 72.25 feet to the point of beginning; and

WHEREAS, the site is zoned R-2, Single Family Residential and the school and accessory uses are permitted within this District; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing during on February 15, 2017 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use permit based on the following findings of fact:

A. The proposed action has been found to be consistent with the Official City Comprehensive Plan.

B. The proposed use is and will be compatible with present and future land uses of the area.

C. The proposed use conforms with all performance standards contained in this Ordinance.

D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the conditional use permit with the following conditions:

1. All comments from the City Engineer shall be addressed.
2. The applicant shall install fencing to control access.
3. The parking area shall be maintained free of weeds and vegetative growth.
4. Handicapped parking stalls and signage shall be provided.
5. The parking lot shall have signage indicating it is for event parking only.
6. The parking lot shall only be used from August 1^{st} to November 1^{st}.
7. Barriers preventing entry shall be placed when the parking lot is not in use.
8. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.
9. The parcel shall be combined with an adjacent school owned property.
10. Ordinance No. 227, Second Series shall be placed into effect.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6^{TH} DAY OF MARCH, 2017.

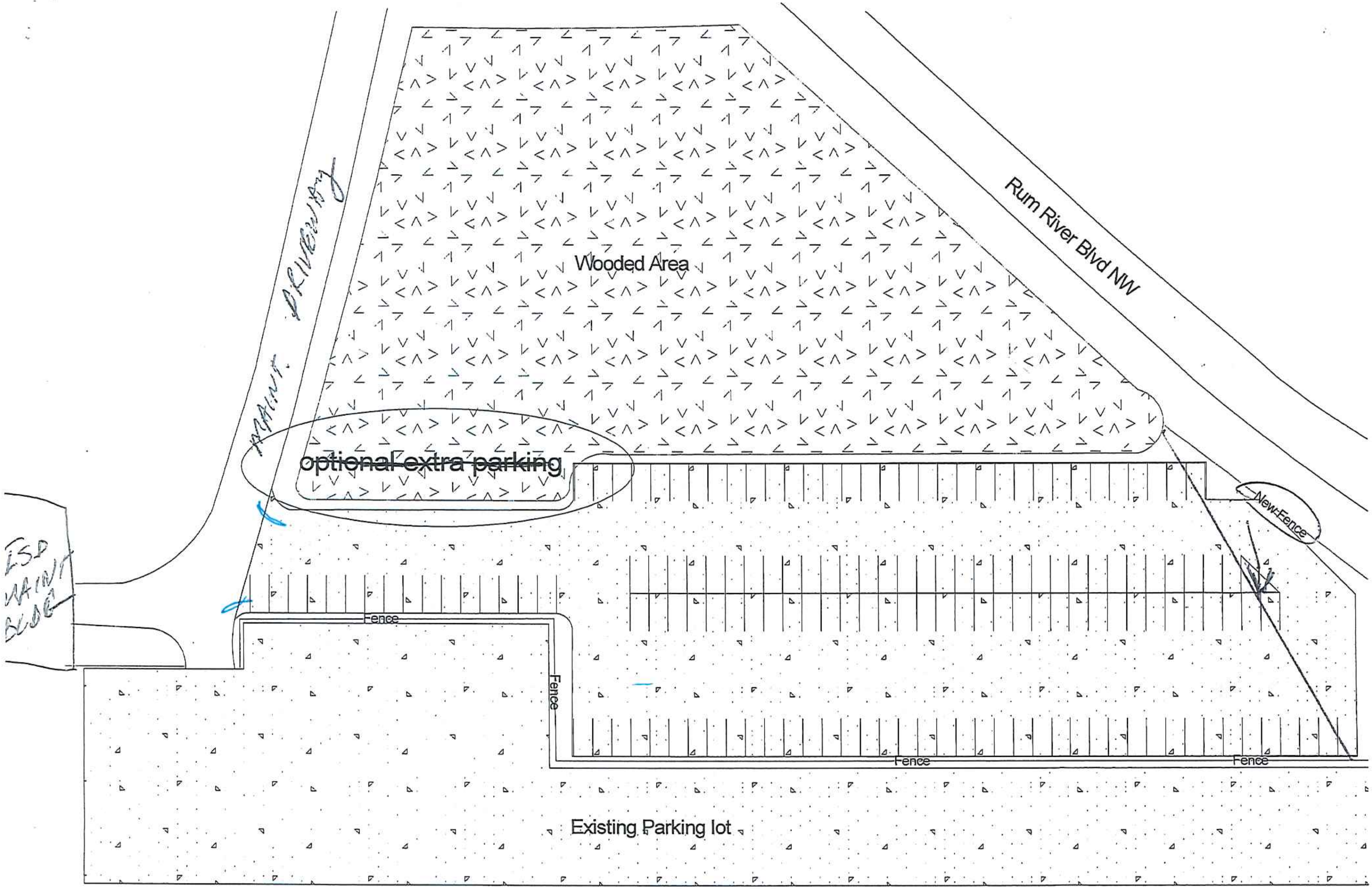
APPROVED

____
Steven D. Feldman
Mayor of St. Francis

Attest:

____
Barbara I. Held
City Clerk

Attachments:
Exhibit A – Site Plan


Wooded Area
Rum River Blvd NW
MAINT. DRIVEWAY
~~optional extra parking~~
ESD MAINT BLDG
Fence
Fence
Fence
Fence
New Fence
Existing Parking lot

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Schedule a Workession week of April 10th**

DATE: 3-20-17

OVERVIEW:

Staff is looking to schedule a worksession in April with the City Council.

ACTION TO BE CONSIDERED: Provide Staff with direction on an appropriate worksession date.

Attachments:

- None

City of St. Francis

Water and Sewer Monthly Report - February 2017

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	20	Inspections
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	20	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	20	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	10.3	Million Gallons
		Total Raw Water	10.95	Million Gallons
		Average Daily Flow	.367	Million Gallons
		Average Chlorine	.45	Mg / l
		Average Raw Iron	1.13	Mg / l
		Average Raw Manganese	.075	Mg / l
		Average Fluoride	.83	Mg / l
		Iron Removal	99	%
		Manganese Removal	80	%
Wastewater	Wastewater Treatment Report			
Wastewater	Inspect Ponds	Daily inspection of WWTF ponds.	20	Inspections
Wastewater	Inspect Blower	Daily inspection of blowers.	20	Inspections
Wastewater	Inspect Control Building	Daily inspection of control building.	20	Inspections

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly Sampling	Perform required monthly sampling: 2 Influent (9 Constituents); 4 Effluent (13 Constituents)	22	Constituents
Wastewater	D.O readings	Take required D.O readings.	20	D.O Readings
Wastewater	pH Readings	Take required pH readings.	3	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	180	Lift Station Inspections
	Wastewater Flows/results			
		Discharge Point	Seelye Brook	
		Total Influent	9.84	Million Gallons
		Total Effluent	9.86	Million Gallons
	Note: (CMA) = Calendar Month Average	Influent TSS	1255	Mg / l
		Effluent TSS	85	Mg / l
		Influent CBOD	658	Mg/l
		Effluent CBOD	88	Mg/l
		Influent Phosphorus	9.2	Mg/l
		Effluent Phosphorus	3.2	Mg/l
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	14	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings (City owned and large user meters.)	53	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect New Water and Sewer Connections	2	Inspections
Water/Sewer	Water Misc.	Work orders: re-reads, high water usage, no read list, and meter installs.	22	Work Orders
Water/Sewer	Monthly Projects			
Water	Changed Oil – 4 HSP	Preventative Maintenance		
Water/sewer	Safety Training	Slings/Rigging	2	Hours
Sewer	Repair Bearing-bar Screen	Old Bar Screen Repair	2	Hours
Sewer	Cleaned Lift Stations	Spray Down Grease	4	
Sewer	Flushed Sewer Main	Slow Moving	150	Feet
Sewer	WWTP Training	PD Blower	2	Hours
Sewer	WWTP Monthly Meeting	Progress Review of New Facility.	4	Weekly

City of St. Francis

Streets and Parks Monthly Report - February 2017

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
Parks	Park Inspections	Inspect equipment, buildings, and trees.	109	Inspections
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Streets	Snowplowing	Amount of salt applied to roads.	35.1	Tons
Parks	Events	Preparation and Inspection	9	9 Warming House
Parks	Ice Rinks	Flooding Ice Rinks	22,000	Gallons of Water
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	7.02	Tons
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basin.	23	Number of Catch Basins
Streets/Parks	Callouts	Response for service requests outside normal working hours.	0	0
Parks	Snowplowing	Trails/Sidewalks	0	Miles
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, Ext.	27	Hours
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, Ext.	42	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing Ext.	20	Hours