

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
NOVEMBER 6, 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 –October 16, 2017
 - B. City Council Minutes – Special Meeting October 23, 2017
 - C. Homerun Club –Ice Rink Management Agreement
 - D. Hire Michael Harris as a Water/Wastewater System Operations Specialist
 - E. Assistant Chief Declaration into PERA – Resolution 2017-35
 - F. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
 - A. Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2017-36
8. OLD BUSINESS
 - A. Assessing Contract
9. NEW BUSINESS
 - A. Amending the Personnel Policy – Health Insurance Resolution 2017-37
 - B. Approving the Transfer from Liquor Fund to EDA - Resolution 2017-38
 - C. New Fire Fighter Training Manual
 - D. Hiring of Fire Fighters
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
11. REPORTS
 - A. Police Department Quarterly Report –
 - B. Attorney’s Report – Closed meeting to Discuss Union Negotiation Strategy Pursuant to Minn. State Statute 13D.03
 - C. Councilmember Reports -
 - D. Upcoming Events - November 20, 2017 City Council Meeting
12. ADJOURNMENT

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

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – November 6th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – October 16th, 2017
- b. City Council Minutes - Special Meeting October 23rd, 2017
- c. Homerun Club – Ice Rink Maintenance Agreement.
- d. Wastewater System Operations Specialist – Hire Michael Harris.
- e. Assistant Fire Chief PERA – Fire would like to use this tool as succession planning and retention. Finance has estimated a cost of approximately \$1,000 annually.
- f. Payment of Claims –

6. **Special Business:**

- A. None –

7. **PUBLIC HEARINGS**

- A. Public Hearing - Certifying Assessments for Delinquent Utilities, Misc. Invoices, and Administrative Fines. **Resolution 2017-36**. Certifying unpaid bills.

8. **OLD BUSINESS**

A. Assessing Contract – The assessing contracts as they stand show Anoka County proposing a **\$1,284** savings. Eric Skogquist verbally committed to removing the **\$60** fee for tax exempt property with an estimated savings of **\$8,000**. If he is selected, a revised contract should be provided for formal approval at the next Council Meeting on the Consent Agenda. Please consider the following:

- 1) These are 5 year agreements
- 2) There is approximately a two year notice to terminate
- 3) The City hasn't had any clearly documented issues with the current services.
- 4) Anoka County has indicated that tax court and corrections could potentially be billed back to the City if we decide not to renew with them.
- 5) The City and Anoka County's working relationship also includes roads, parks, HRA funds, and other indirect initiatives.

9. NEW BUSINESS

- A. Amending Personnel Policy – A committee of the Mayor, Police Chief, Finance Director, and City Clerks has an amendment to the Personnel Policy to provide group health benefits to City Employees. Most of the costs have been absorbed by the various departments. **Adopt Resolution.**
- B. Liquor Fund Transfer – Community Development is proposing to transfer \$225,000 from the Liquor Fund to purchase the property on Bridge Street located at 3731 Bridge Street. **Adopt Resolution.**
- C. New Fire Fighter Training Manual – Chief Schmidt has prepared the training manual for all new hires on the department.
- D. Hire Firefighters – Authorizing the Fire Department to hire up to 8 fire fighters.

11. Reports:

- A) Police Quarterly Report
- B) Attorney Report - Closed Meeting – Labor Negotiations.

12. Adjournment

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
OCTOBER 16, 2017

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers, Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl. Skordahl stated that he will need to leave at 7:30 pm.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwiager, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY TVEIT SECOND MUEHLBAUER TO ADD A WORK SESSION DATE TO DISCUSS POLICE PROTECTION FOR OAK GROVE TO THE AGENDA. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY MUEHLBAUER SECOND BAUER TO APPROVE THE CONSENT AGENDA ITEMS A-D AS FOLLOWS:

- A. City Council Minutes – October 2, 2017
- B. Local Road Improvement Program (LRIP) Grant – Resolution 2017-33
- C. Embedded Systems, Inc. Contract Renewal for 2018
- D. Payment of Claims \$470,324.39 (ACH 209E & 210E \$289,597.44 and Check #'s 73195 -73277 \$180726.95)

Motion carried 5-0

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

- A. 2017 Budget Award

Mayor Feldman presented Finance Director Darcy Mulvihill the 2017 Distinguished Budget Award. This is the eighth year in a row. Congratulations Darcy.

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. HKgi - St. Francis Forward (re)Development Plan October 2017

Hkgi gave a short presentation on the final plan of the St. Francis Forward. Back in July of 2016 the City entered into an agreement with HKgi to complete a study of the City's two main transportation and retail corridors. This planning effort was to support the retail, commercial and residential land use as it applies to development and redevelopment efforts by the City. These planning documents allow the City to move forward with an organized approach. HKgi worked with the City, stakeholders and the residents to design a community based plan and identify steps to reach our goals. Through this process a City vision, concepts and goals were identified.

Feldman stated I like the plan and the flexibility and also receiving the comments from the surveys. Consensus of the city council was they were pleased with the plan that was developed by HKgi and thanked the residents and staff on their input and work. Council thanked HKgi for preparing a great plan. Feldman specifically wanted to thank City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom. MOTION BY MUEHLBAUER SECOND BAUER THE ACCEPT THE HKgi ST. FRANCIS FORWARD (RE)DEVELOPMENT PLAN DATED OCTOBER 2017. Motion carried 5-0

B. Assessing Contract

The City received two proposals for Assessing Services. Proposals were received from Eric Skogquist/Mary Wells and Anoka County, Alex Guggenberger. Kohlmann said since the packet went out last week a revised contract came in from Skogquist/Wells.

They both presented their proposed contracts to the city council.

Questions from the council for the two representatives included: who is responsible if there is an error, how they determine home values, getting a list of references, hours of operation, staffing level, checks and balances, and board of review. After a lengthy discussion the council decided they would like to see references before making a decision. Feldman thank both for their proposals.

MOTION BAUER SECOND MUEHLBAUER TO TABLE APPROVING AN ASSESSMENT CONTRACT TO CALL THEIR REFERENCES AND BRING IT BACK TO THE NOVEMBER 6, 2017 CITY COUNCIL MEETING. Motion carried 5-0.

Feldman stated being Skordahl needs to leave by 7:30 tonight let's set a work session date to discuss the possibility of providing police protection for the city of Oak Grove. The work session was set for Monday October 23, 2017 5:30 pm at city hall. Notice will be posted.

C. Ordinance 234, Second Series - Stormwater Ordinance Amendment, Chapter 10 Section 93 (Second Reading)

Jochum stated the changes are required due to requirements of the state mandated MS4 Permit. As stated at the last meeting, the updates include revisions to the permanent storm water standards. The current ordinance requires infiltration of 0.5 inches of runoff from the impervious surface, while the proposed ordinance required infiltration of 1 inch of run off from the impervious surface (which is required by the state). Other state required provisions, such as infiltration restrictions and prohibitions, have been added as well. Jochum stated also amended was the minimum building elevation requirement. As Skordahl noted at the last meeting it does not have anything to do with the storm water fee.

MOTION BY MUEHLBAUER SECOND SKORDAHL APPROVING THE SECOND READING OF ORDINANCE 234, SECOND SERIES – CHAPTER 93 STORMWATER MANAGEMENT – STORMWATER POLLUTION PREVENTION.

Roll Call: Yay: Feldman and Bauer, Skordahl, Tveit and Muehlbauer,

Nays: none

Motion carried 5-0.

D. Resolution 2017-34 Authorizing Summary Publication of Ordinance 234, Second Series

MOTION BY TVEIT SECOND MUEHLBAUER ADOPTING RESOLUTION 2017-34 AUTHORIZING A SUMMARY PUBLICATION OF ORDINANCE 234, SECOND SERIES. Motion carried 5-0.

E. Utility Rate Study Discussion

Abdo, Eick & Myers prepared a proposal for a rate study and will take about three months to complete. Discussed rate tiers and maybe breakdown them more to possibly give some relief to low end users. Council agreed with moving forward. We owe it to the residents to do a thorough study. MOTION BY BAUER SECOND MUEHLBAUER TO ACCPET THE ABDO, EICK & MYERS BID TO PREPARE A WATER AND SANITARY SEWER RATE STUDY AT THE COST OF \$12,000. Motion carried 5-0

10. MEETING OPEN TO THE PUBLIC

None

11. REPORTS

A. Public Works Department:

Teicher briefly went over his monthly reports.

Bauer asked again about opening up the treatment center for drops. Teicher said we need to monitor our system first. What if we get in a bad load, we need to know how that could affect our system. Feldman agreed, we have to be able to maintain our system first. Today, staff gave tours to a fourth grade class.

B. Community Development Department:

Thunstrom reported we have 56 new construction homes so far this year and 6 in process. In 2016 we had 37 new homes. The EDA is working on projects.

Plus there is a Citizen Engagement Comprehensive Plan Community Meeting, October 26, at the District Office starting at 6:30 pm.

C. Councilmember Reports-

Bauer thank all the residents that come to the French Toast Breakfast this past Saturday at the Fire Station for Fire Prevention week, great turn out. A great tribute to the fire department.

Muehlbauer said I was unable to make the French Toast Breakfast had a prior commitment. Muehlbauer also thanked all the residents from the Riverbank Lane/Kings Hwy who attended the work session.

Tveit apologized to city council that he missed the last meeting. Work commitment. URRWMO meeting was postponed and I had to work on that date that is was rescheduled. Not too much new going on with URRWMO. Remind everyone to drive safe. Days are shorter, slow down. Thanks to police chief for having the officers do more patrolling.

Feldman thanked the police chief too; I think we are heading in the right direction. Like the community oriented police department, thank you chief. Thank Craig of Hakanson Anderson with the information that was provided for the Riverbank Lane/Kings Hwy street improvement. Ben of Sambatek (Planner) and Craig are working on applying for grant that is due November 3 but will not hear anything until after the first of the year. Thank staff all around. This council and staff are putting teeth behind the words Progress, Pride and Possibilities. We are doing some good things. This council understands that we serve you the public.

- B. Upcoming Events - Oct 16: City Council Meeting @ 6:00 pm
Oct 26: Citizen Engagement Meeting, Comp Plan, District Office
6:30- 8:30 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:48pm.

Barbara I. Held, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

SPECIAL CITY COUNCIL MINUTES
OCTOBER 23, 2017

1. **Call to Order**

The regular City Council meeting was called to order at 5:30 pm by Mayor Steve Feldman.

2. **Roll Call**

Members present: Mayor Steve Feldman, Councilmembers, Joe Muehlbauer, Jerry Tveit and Rich Skordahl. Robert Bauer arrived at 5:40 pm.

Also present City Administrator Joe Kohlmann, Police Chief Todd Schwieger and Public Works Director Paul Teicher,

3. **Public Works Internship Agreement**

Public Works Director Paul Teicher stated a current student in the Water Environment Technologies Program at St. Cloud Technical and Community College approached the city asking if he would be able to do a one week internship in the water department. Teicher said our water treatment plant is suitable for the proper training experience and meets the educational needs of the students enrolled in the program. Tveit stated he would abstain as the potential intern is a nephew of his.

MOTION BY SKORDAHL SECOND BAUER AUTHORIZING THE PUBLIC WORKS DIRECTOR TO SIGN AN AGREEMENT WITH ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP. Motion carried 4-0-1. Tveit abstained.

4. **Hire Public Works Water/Wastewater System Operations Specialist Contingent upon passing all Pre-employment testing and showing up for work the first day**

Teicher indicated that he is still in discussion with the number one candidate. Their concern was about health care coverage. Feldman stated health care coverage for full time employees has been explored. It looks like the city found coverage and still could grandfather the taxable contribution to employees if they have group coverage. Feldman explained this is not a cost savings but to provide a benefit to full time employees. The only reason I am bringing it up now is because this potential employee is questioning group coverage availability. MOTION BY MUEHLBAUER SECOND TVEIT TO TABLE THIS ITEM UNTIL THE NOVEMBER 6, 2017 CITY COUNCIL MEETING. Motion carried 5-0.

5. **Discussion on Providing Police Protection to the City of Oak Grove**

Police Chief Todd Schwieger provided a budget to the city council on what it would cost Oak Grove for police protection from St. Francis. Schwieger said I did a budget

for 24 hour coverage. They currently have 20 hour coverage with Anoka County Sheriff's Office. However in the time they don't have full coverage it is easier for them to draw more officers in from Anoka County. Chief Schwieger stated I didn't want to take away from our residents of St. Francis so that was the reasoning for the 24 hours coverage. After more discussion it was decided not to put in a police protection bid for the City of Oak Grove. No council action was taken.

6. **Other Business**

None.

12. **Adjournment**

There being no further business, Mayor Feldman adjourned the regular city council at 6:48 pm.

Barbara I. Held, City Clerk

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Ice Rink Management
DATE: 11-06-2017

OVERVIEW: We would like to again partner with the St Francis Home Run Club to manage our ice skating facilities. Our goals continue to be: 1. Follow Council direction to stay within our operation and maintenance budget for our parks. 2. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets. Last year, we had a successful 53 day season. This season we again have The St Francis Home Run Club, an Insured Local Non Profit Charitable Organization that would like to manage the warming house, provide rink attendants, care for the rinks/facility and provide snow removal for the facility, all for a fee. They would also have the opportunity to provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice. We are proposing a 51 day season (closed Christmas Day). This will run from 12-22-2017 thru 2-11-2018, weather permitting. The time selected for this season will allow ice making to happen during what should be the "optimum weather period", thus further reducing the amount of man hours it will take to make and maintain the ice. Of course, only if the weather permits.

ACTION TO BE CONSIDERED: Authorize the Mayor to sign Management Agreement entering the City into a contract with The St Francis Home Run Club to manage the outdoor Ice Skating Facility.

BUDGET IMPLICATION: The payment the Home Run Club would receive is approximately \$7,373.58 weather permitting. This is based on a 51 day season (12-22-2017 thru 2-11-2018). This is a budgeted item and would be paid out of our Parks operation and maintenance budget.

Attachments:

- Management Agreement

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT is made and entered into this 6th day of November, 2017, by and between the City of St. Francis, a Minnesota municipal corporation (the "City"), and St Francis Homerun Club, a Minnesota Nonprofit 501 C3 Charitable Organization (the "Contractor").

WHEREAS, Contractor is in the business of providing management services at recreational facilities including ice arenas and outdoor skating rinks; and

WHEREAS, the City desires to retain the services of Contractor to manage its outdoor skating rinks.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. MANAGEMENT SERVICES. The City hereby retains Contractor to provide management services at the City's outdoor skating rinks. In connection with the foregoing, Contractor shall be responsible for the following:
 - (A) Contractor shall provide all operational staff and shall be exclusively responsible for the management of such personnel and the payment of all wages and withholdings in connection therewith. Contractor shall provide site-specific training to all staff members with a focus on providing excellent customer service.
 - (B) Contractor shall maintain all ice surfaces and keep the same free from snow and debris.
 - (C) Contractor shall keep all walkways free from ice and snow.
 - (D) Contractor shall clean and maintain the interior of the warming house and provide all supplies in connection therewith. Contractor's duties shall include, without limitation, vacuuming, cleaning bathrooms, cleaning windows, restocking toilet paper, hand soap, and hand towels, and providing basic first aid supplies.
 - (E) Contractor shall keep all outdoor areas free from trash and debris.
 - (F) Contractor shall ensure that all City ordinances, rules, and regulations are followed and enforced.
 - (G) Contractor shall ensure that the ice rinks are used only by members of the public and for no private purpose or event without the City's prior written consent.
 - (H) Contractor shall immediately notify the City in the event repairs are required to any building, equipment, or area.

- (I) Contractor shall secure all buildings and equipment when not in use and will be liable for any damages, thefts or other costs resulting from the failure to properly secure any building or equipment.
- (J) Contractor shall manage and take full responsibility for all concession activities, including obtaining all necessary licenses and permits and providing all concession merchandise and supplies. On a monthly basis, Contractor shall provide the City with a written report showing concession revenues, product costs, and the gross margin for each month. Along with such report, Contractor shall pay the City an amount equal to ten percent (10%) of the gross margin shown on such report. Contractor shall be entitled to retain the balance of concession proceeds, which amounts shall be in addition to the Management Fee paid hereunder.
- (K) Contractor shall ensure that any costs incurred in connection with the maintenance or operation of the ice rinks, above and beyond the Management Fee, are within budgeted amounts or otherwise approved in advance by the City.

2. CITY RESPONSIBILITIES. Notwithstanding any language in this Agreement to the Contrary, the City shall be responsible for the following:

- (A) The City shall perform all building and grounds repairs.
- (B) The City shall plow all parking areas.
- (C) The City shall provide basic utilities, including water, sewer, garbage, and local phone service (no long distance).
- (D) The City shall provide one (1) handicapped-accessible toilet (mini-biff) and shall be responsible for cleaning and maintaining the same.
- (E) The City shall provide blue hand towel service.
- (F) The City's Public Works Department shall work with the Contractor to make ice for the purpose of skating as weather and time permits. The Contractor must have all snow and debris removed from the ice surface before City Staff will attempt to make ice.

3. MANAGEMENT FEE.

- (A) For all services provided pursuant to this Agreement, the City shall pay Contractor the sum of One Hundred Forty Four and 58/100 Dollars (\$144.58) per day of open operation (the "Management Fee").
- (B) Contractor acknowledges and agrees that the Management Fee shall constitute Contractor's entire compensation hereunder. All expenses of every kind incurred by Contractor in its performance under this Agreement shall be the sole responsibility of and be promptly paid by Contractor.

- (C) All keys, property, and equipment must be returned by Contractor and a final inspection/inventory of the property must be performed by the City prior to the payment of the final installment of the Management Fee.

4. TERM. The term of this Agreement will be for the duration of the 2017-2018 ice skating season, which is anticipated to run approximately 51 days from December 22, 2017, through February 11, 2018, weather permitting (closed Christmas Day). Notwithstanding the foregoing, this Agreement may be terminated at any time:

- (A) Upon the mutual written agreement of the parties;
- (B) By the City in the event the Contractor fails to fully and satisfactorily perform in accordance with the terms and conditions of this Agreement; provided, the City must provide Contractor with written notice and ten (10) days to correct the failure prior to termination.
- (C) By the City, immediately and without prior notice, in the event Contractor (i) files bankruptcy or becomes insolvent, (ii) sells all or substantially all of its assets, or (iii) dissolves or files a notice of intent to dissolve.

5. CONTRACTOR'S REPRESENTATIONS. In order to induce the City to enter into this Agreement, Contractor makes the following representations to the City:

- (A) The Contractor has visited the City's outdoor ice skating rinks and has had the opportunity to become familiar with and is satisfied as to the conditions that may affect its ability to perform under this Agreement.
- (B) The Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect its ability to perform under this Agreement.

6. INDEPENDENT CONTRACTOR STATUS. Contractor shall perform under this Agreement as an independent contractor and nothing contained herein is intended or shall be construed to make or constitute Contractor as the agent, employee, partner, joint venturer, or representative of the City, but rather Contractor shall act and perform hereunder according to its own means and methods, which means and methods shall at all times be under its exclusive charge and control.

7. INSURANCE. During the term of this Agreement, Contractor will maintain the following insurance: (1) commercial general liability insurance with coverage in the minimum coverage amount of \$1,500,000 per occurrence and \$2,000,000 annual aggregate that shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability; and (2) workers compensation insurance; and 3) if the Contractor utilizes an automobile to perform the duties under this agreement, automobile insurance with liability limit of \$1,000,000 combined single limit. All policies of insurance shall name the City as an additional insured and shall require the insurance provider to provide the City with written notice at least thirty (30) days prior to any reduction or termination of such insurance coverage. Upon the execution of this Agreement, and any time thereafter upon

demand of the City, Contractor shall provide a certificate of insurance showing the required coverage.

8. INDEMNIFICATION. To the fullest extent permitted by the 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 indemnification obligations 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 obligations shall survive the completion or termination of this Agreement.

9. REMEDIES. In the event of the breach of this Agreement by Contractor, the City shall be entitled to seek all remedies available at law, in equity, or otherwise. Contractor shall pay the City's costs and expenses, including reasonable attorneys' fees, incurred by the City in order to enforce this Agreement. Contractor expressly agrees that any remedies available to the City are cumulative and in no way exclusive. The seeking or exercising by the City of a particular remedy does not constitute a waiver or relinquishment by the City of its right to seek or exercise any other remedy available to it at law, in equity, or otherwise.

10. MISCELLANEOUS.

- (A) Governing Law. This Agreement has been executed in the State of Minnesota and shall be governed by the laws of said state, without regard to the conflict of laws rules thereof.
- (B) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein.
- (C) Amendment. No amendment or modification of this Agreement shall be deemed effective unless made in writing and signed by both parties.
- (D) Waiver. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.
- (E) Assignment. Except as otherwise provided for herein, no party may assign this Agreement without the consent of the other party. All of the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective transferees, successors and permitted assigns.
- (F) Severability. In the event any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed stricken. The remaining provisions of this Agreement will continue to be valid

and binding and the Agreement will be reformed to replace the stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- (G) Captions and Headings. The captions and paragraph headings used in this Agreement are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement or any of the provisions thereof.
- (H) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have executed this Agreement as of the date first above written.

CITY:

CITY OF ST. FRANCIS

By: _____
Its: _____

CONTRACTOR:

ST FRANCIS HOMERUN CLUB

By: *Michael Jensen*
Its: *President*

514843_1



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

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: **Water and Wastewater Systems Operator Appointment**
DATE: 11-06-2017

OVERVIEW:

At the August 21, 2017 Council Meeting the City Council accepted the letter of resignation of a Water Waste Water Systems Operator and authorized Staff to fill the vacancy. Through a 3 step interview process, staff has picked Michael Harris as the top candidate. Michael was offered the position on October 19th contingent upon City Council approval and successfully completing a workplace assessment, background check and medical exam.

ACTION TO BE CONSIDERED:

It is recommended that City Council make a motion to hire Michael Harris for the position of Water and Wastewater System Operator, pending test results with City policy standard requirements, and be placed at step two on the pay scale.

BUDGET IMPLICATION:

This is an existing budgeted position.

Attachments:

-



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

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Approval of Assistant Chief for Police and Fire PERA Retirement
DATE: November 6th, 2017

OVERVIEW:

In an effort to create a higher level of succession planning, I am requesting that the Assistant Fire Chief be included in to participate in PERA Police and Fire retirement program.

The PERA Police and Fire program is for police and fire employees who meet a certain annual salary threshold and job requirements which the Assistant Chief currently meets. This also provides a higher level of succession planning by allowing the Assistant Chief to gain service credit in the same pension program as the Fire Chief.

This would remove the Assistant Fire Chief from the Paid on Call PERA retirement program and the Relief Association.

Action to be considered:

Motion to accept the approval of the Assistant Chief to participate in PERA Police and Fire Fund for retirement in accordance with the requirements for participation.

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

RESOLUTION 2017-35

FIREFIGHTER DECLARATION INTO PERA

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for non-full-time firefighters provided the fire service position regularly engages in the hazards of firefighting as an employee of a designated fire department.

BE IT RESOLVED that the City Council, of the City of St. Francis hereby declares that the position of Assistant Fire Chief is, for primary services provided, that of a firefighter engaged in the hazards of firefighting.

BE IT FURTHER RESOLVED, that this governing body hereby requests that Joseph Lawrence holding the above named position be accepted as a member of the Public Employees Police and Fire Plan effective the date of this resolution.

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

APPROVED;

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

STATE OF MINNESOTA
COUNTY OF ANOKA

I, Barbara I. Held, City Clerk of St. Francis, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 6th day of November, 2017; the original of which is on file in this office. I further certify that _____ members voted in favor of this resolution and that _____ members were present and voting.

Signed: _____ Date: _____
Barbara I. Held



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 11/02/2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$189,023.45 plus any additional bills that are handed out on Monday night.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 11-06-2017 Packet List



PAYMENT BATCH AP 11/06/17

ALCOHOL AND GAMBLING ENFORCEMENT

10/01/2017	.1017	E 609-49750-433	Dues and Subscriptions	BUYERS CARD	20.00
					\$20.00

ANCOM TECHNICAL CENTER

10/20/2017	73782	E 101-42210-218	Equipment Repair & Maintenance	VHF PAGER	132.00
					\$132.00

BARNA, GUZY & STEFFEN TRUST AC

09/30/2017	178411	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	351.00
09/30/2017	178412	E 101-41600-304	Civil Legal Fees	CONANT FORFEITURE	279.00
09/30/2017	178414	E 101-41600-304	Civil Legal Fees	ESLER FORFEITURE	62.00
09/30/2017	178420	E 101-41600-304	Civil Legal Fees	GREEN JACKET ADMIN CITATIO	224.00
					\$916.00

BELLBOY CORPORATION

10/17/2017	61162900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.80
10/17/2017	61162900	E 609-49751-251	Liquor For Resale	LIQUOR	1,908.00
10/17/2017	96617900	E 609-49750-210	Operating Supplies	OP SUPPLIES	138.55
10/17/2017	96617900	E 609-49751-206	Freight and Fuel Charges	FUEL	4.66
10/24/2017	61273300	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
10/24/2017	61273300	E 609-49751-251	Liquor For Resale	LIQUOR	1,128.15
10/24/2017	61273300	E 609-49751-254	Miscellaneous Merchandise	MISC	48.00
10/24/2017	96650100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.31
10/24/2017	96650100	E 609-49751-254	Miscellaneous Merchandise	MISC	64.10
					\$3,336.07

BERNICK COMPANIES, THE

10/13/2017	386996	E 609-49751-252	Beer For Resale	BEER	44.40
10/13/2017	386996	E 609-49751-255	N/A Products	NA	40.00
10/27/2017	389483	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
10/27/2017	389484	E 609-49751-252	Beer For Resale	BEER	577.00
					\$681.40

BLACKMAN, DIANE

G 601-22200	Deferred Revenues	REFUND ACCT #5158	155.57
			\$155.57

BLADHOLM, TROY & SARAH

G 601-22200	Deferred Revenues	REFUND ACT #4313	11.87
			\$11.87

BRAWTHEN, STEPHEN

10/02/2017	.1017	E 601-49440-441	Miscellaneous	REPLACE CK #71468	38.91
					\$38.91

BREAKTHRU BEVERAGE

10/12/2017	1080703068	E 609-49751-206	Freight and Fuel Charges	FREIGHT	105.60
10/12/2017	1080703068	E 609-49751-251	Liquor For Resale	LIQUOR	5,018.75
10/12/2017	1080703068	E 609-49751-253	Wine For Resale	WINE	536.65
10/19/2017	1080706409	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.16
10/19/2017	1080706409	E 609-49751-251	Liquor For Resale	LIQUOR	1,511.45
10/26/2017	1080709511	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.50
10/26/2017	1080709511	E 609-49751-251	Liquor For Resale	LIQUOR	1,402.92
10/26/2017	1080709511	E 609-49751-253	Wine For Resale	WINE	60.00
10/26/2017	1080709512	E 609-49751-252	Beer For Resale	BEER	246.00

\$8,923.03

CAPITOL BEVERAGE SALES, L.P

10/30/2017	2021501	E 609-49751-252	Beer For Resale	BEER	265.50
					<u>\$265.50</u>

CENTERPOINT ENERGY

10/16/2017	.10170	E 101-41940-383	Gas Utilities	CITY HALL #4	18.94
10/16/2017	.10170	E 101-41940-383	Gas Utilities	CITY HALL #3	17.68
10/16/2017	.10170	E 101-41940-383	Gas Utilities	CITY HALL #2	21.76
10/16/2017	.10170	E 101-41940-383	Gas Utilities	CITY HALL #1	17.68
10/16/2017	.10170	E 101-42110-383	Gas Utilities	POLICE/PW	167.28
10/16/2017	.10170	E 101-42210-383	Gas Utilities	FIRE	88.16
10/16/2017	.10170	E 101-42210-383	Gas Utilities	FIRE GENERATOR	21.71
10/16/2017	.10170	E 101-43100-383	Gas Utilities	POLICE/PW	41.82
10/16/2017	.10170	E 101-45200-383	Gas Utilities	WARMING HOUSE	38.35
10/16/2017	.10170	E 101-45200-383	Gas Utilities	POLICE/PW	41.82
10/16/2017	.10170	E 601-49440-383	Gas Utilities	POLICE/PW	41.82
10/16/2017	.10170	E 601-49440-383	Gas Utilities	WATER PLANT	376.02
10/16/2017	.10170	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	11.88
10/16/2017	.10170	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	11.89
10/16/2017	.10170	E 602-49490-383	Gas Utilities	WWTP	213.97
10/16/2017	.10170	E 602-49490-383	Gas Utilities	WWTP	23.77
10/16/2017	.10170	E 602-49490-383	Gas Utilities	POLICE/PW	41.82
10/16/2017	.10170	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	22.26
10/16/2017	.10170	E 609-49750-383	Gas Utilities	LIQUOR	32.61
					<u>\$1,251.24</u>

CENTURY LINK

10/07/2017	.1017	E 601-49440-321	Telephone	PHONE	69.87
10/07/2017	.1017	E 602-49490-321	Telephone	PHONE	69.86
					<u>\$139.73</u>

CITY EMPLOYEES UNION, LOCAL #3

11/01/2017	.1117	G 101-21707	Union Dues	NOVEMBER UNION DUES	162.80
					<u>\$162.80</u>

CLASSIC CONSTRUCTION

10/27/2017	19974	E 101-41940-401	Repairs/Maint Buildings	REPAIRS	1,110.00
10/27/2017	19974	E 101-43100-410	Sidewalk Repair & Maint	REPAIRS	1,150.00
10/27/2017	19974	E 609-49750-401	Repairs/Maint Buildings	REPAIRS	2,090.00
					<u>\$4,350.00</u>

COLONIAL INSURANCE

10/25/2017	7129661-1105028	G 101-21712	Colonial Insurance	MONTHLY PREMIUM	328.72
					<u>\$328.72</u>

CONNEXUS ENERGY

10/19/2017	.1017	E 101-41940-381	Electric Utilities	CITY HALL	321.66
10/19/2017	.1017	E 101-41940-381	Electric Utilities	SIGN	84.61
10/19/2017	.1017	E 101-42110-381	Electric Utilities	POLICE/PW	869.20
10/19/2017	.1017	E 101-42110-381	Electric Utilities	SIREN	5.00
10/19/2017	.1017	E 101-42110-381	Electric Utilities	SIREN	5.00
10/19/2017	.1017	E 101-42210-381	Electric Utilities	FIRE	406.52
10/19/2017	.1017	E 101-43100-381	Electric Utilities	POLICE/PW	217.31
10/19/2017	.1017	E 101-43100-386	Street Lighting	STREET LIGHTS	2,552.48
10/19/2017	.1017	E 101-45200-381	Electric Utilities	PARKS	286.17
10/19/2017	.1017	E 101-45200-381	Electric Utilities	POLICE/PW	217.31
10/19/2017	.1017	E 601-49440-380	Electric-System	WATER	4,955.66
10/19/2017	.1017	E 601-49440-381	Electric Utilities	POLICE/PW	217.31
10/19/2017	.1017	E 602-49490-381	Electric Utilities	LIFT STATIONS	815.04
10/19/2017	.1017	E 602-49490-381	Electric Utilities	WWTP	6,605.50
10/19/2017	.1017	E 602-49490-381	Electric Utilities	POLICE/PW	217.31
10/19/2017	.1017	E 609-49750-381	Electric Utilities	LIQUOR STORE	1,009.37
10/20/2017	.1017	E 101-41910-441	Miscellaneous	WATER	37.52
					<u>\$18,822.97</u>

CORE & MAIN

09/22/2017	H846490	E 601-49440-229	Project Repair & Maintenance	CAST IRON FLANGE KIT	43.03
------------	---------	-----------------	------------------------------	----------------------	-------

09/22/2017	H847885	E 601-49440-229	Project Repair & Maintenance	GALV PLUG SQ HEAD	24.62
					<u>\$67.65</u>
CRYSTAL SPRINGS ICE					
10/10/2017	003.B006127	E 609-49751-254	Miscellaneous Merchandise	MISC	67.14
10/16/2017	003.B006166	E 609-49751-254	Miscellaneous Merchandise	MISC	116.14
10/24/2017	003.B006225	E 609-49751-254	Miscellaneous Merchandise	MISC	146.00
					<u>\$329.28</u>
DAHLHEIMER DIST. CO. INC.					
10/11/2017	160696	E 609-49751-252	Beer For Resale	BEER	5,429.40
10/18/2017	1309836	E 609-49751-252	Beer For Resale	BEER	2,618.15
10/18/2017	1309836	E 609-49751-254	Miscellaneous Merchandise	MISC	306.00
10/25/2017	130987	E 609-49751-252	Beer For Resale	BEER	15,597.95
10/25/2017	130987	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
					<u>\$23,993.50</u>
DAMA CO., THE					
10/18/2017	14643	E 101-41940-401	Repairs/Maint Buildings	KEY BOX	128.00
10/18/2017	14643	E 609-49750-401	Repairs/Maint Buildings	KEY BOX	128.00
					<u>\$256.00</u>
DAVIDS HYDRO VAC, INC					
09/27/2017	12208	E 602-49490-229	Project Repair & Maintenance	SEWER LINE MAINT	1,696.50
09/29/2017	12326	E 602-49490-229	Project Repair & Maintenance	SEWER LINE MAINT	2,073.50
10/05/2017	12447	E 602-49490-229	Project Repair & Maintenance	VAC HOLE - HWY 47/DEGARNEF	1,260.00
					<u>\$5,030.00</u>
DELTA DENTAL					
10/15/2017	7070248	G 101-21711	Dental Insurance	NOVEMBER PREMIUM	560.65
					<u>\$560.65</u>
DUPONT, BROOKE					
		G 601-22200	Deferred Revenues	REFUND ACCT #1767	504.38
					<u>\$504.38</u>
ECM PUBLISHERS, INC.					
10/20/2017	540113	E 101-41400-351	Legal Notices Publishing	ORD NO 2017-34	112.88
10/27/2017	542054	E 101-41400-351	Legal Notices Publishing	ASSESSMENT HEARING	69.88
					<u>\$182.76</u>
ELITE SANITATION					
10/16/2017	24424	E 101-45200-311	Contract	TOILET RENTAL	678.00
					<u>\$678.00</u>
EMERGENCY MEDICAL PRODUCTS					
10/17/2017	1941235	E 101-42210-217	Other Operating Supplies	SUPPLIES	219.33
					<u>\$219.33</u>
EMERGENCY REPOSE SOLUTIONS					
10/17/2017	9597	E 101-42210-237	Small Equipment	MULTIGAS DETECTOR	877.06
					<u>\$877.06</u>
EXTREME ASPHALT					
10/16/2017	1070	E 602-49490-229	Project Repair & Maintenance	PATCH 23465 ST FRANCIS BLVE	1,950.00
					<u>\$1,950.00</u>
F.I.R.E.					
10/26/2017	2872	E 101-42210-208	Training and Instruction	LIVE BURN TRAINING	1,500.00
					<u>\$1,500.00</u>
FERGUSON WATERWORKS					
10/16/2017	0264917	E 601-49440-259	Water Meters	SUPPLIES	1,351.09
10/18/2017	0264916	E 601-49440-259	Water Meters	WATER METERS	3,049.20
					<u>\$4,400.29</u>
G&K SERVICES, INC					
10/10/2017	6043890472	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31

10/17/2017	6043896166	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
10/17/2017	6043896167	E 101-42110-402	Janitorial Service	RUG MAINT	23.04
10/17/2017	6043896168	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
10/24/2017	6043101845	E 101-42110-402	Janitorial Service	RUG MAINT	48.08
10/24/2017	6043101846	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
10/31/2017	6043107571	E 101-41940-219	Rug Maintenance	RUGS	16.16
10/31/2017	6043107572	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					\$135.75

GEHRING, TED

09/20/2017	.0917	G 601-22200	Deferred Revenues	REFUND ACCT 3244	123.17
					\$123.17

GOPHER STATE ONE-CALL

10/31/2017	7100739	E 601-49440-442	Gopher State	OCTOBER CALLS	45.90
10/31/2017	7100739	E 602-49490-442	Gopher State	OCTOBER CALLS	45.90
					\$91.80

GRANITE CITY JOBBING CO.

09/28/2017	64465	E 609-49751-256	Tobacco Products For Resale	TOBACCO	(82.54)
10/10/2017	65773	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/10/2017	65773	E 609-49751-254	Miscellaneous Merchandise	MISC	88.21
10/10/2017	65773	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,026.02
10/17/2017	66601	E 609-49750-210	Operating Supplies	OP SUPPLIES	70.90
10/17/2017	66601	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/17/2017	66601	E 609-49751-256	Tobacco Products For Resale	TOBACCO	495.24
10/17/2017	66601	G 101-20810	Sales Tax Payable	USE TAX	(4.72)
10/24/2017	67351	E 609-49750-210	Operating Supplies	OP SUPPLIES	28.39
10/24/2017	67351	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.27
10/24/2017	67351	E 609-49751-254	Miscellaneous Merchandise	MISC	114.19
10/24/2017	67351	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,572.28
					\$5,322.74

GRATITUDE FARMS

10/31/2017	.1017	E 101-42700-311	Contract	OCTOBER	350.00
					\$350.00

GREAT LAKES COCA-COLA

10/20/2017	3643204329	E 609-49751-254	Miscellaneous Merchandise	MISC	639.59
10/27/2017	3643204378	E 609-49751-254	Miscellaneous Merchandise	MISC	263.90
					\$903.49

GREAT NORTHERN LANDSCAPES, INC

10/11/2017	12254	E 101-45200-401	Repairs/Maint Buildings	WINTERIZATION - BROKEN HEA	136.00
10/11/2017	12255	E 101-42210-401	Repairs/Maint Buildings	WINTERIZATION	75.00
10/11/2017	12256	E 601-49440-401	Repairs/Maint Buildings	WINTERIZATION	136.00
10/11/2017	12257	E 101-43100-401	Repairs/Maint Buildings	WINTERIZATION - VALVE LEAK	72.25
10/11/2017	12257	E 101-45200-401	Repairs/Maint Buildings	WINTERIZATION - VALVE LEAK	72.25
10/11/2017	12257	E 601-49440-401	Repairs/Maint Buildings	WINTERIZATION - VALVE LEAK	72.25
10/11/2017	12257	E 602-49490-401	Repairs/Maint Buildings	WINTERIZATION - VALVE LEAK	72.25
					\$636.00

GRUNDSTROM, KELLIE

		G 601-22200	Deferred Revenues	REFUND ACCT #1964	196.31
					\$196.31

HAKANSON ANDERSON ASSOC., INC.

09/30/2017	38806	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND	826.30
09/30/2017	38807	G 803-22054	Esc-Smith Lake 1st	SMITH LAKE WILDLIFE ESTATES	154.50
09/30/2017	38808	G 803-22145	ESC-School Parking Lot	ISD 15 PARKING LOT ESCROW	869.50
09/30/2017	38808	G 803-22151	KWIK TRIP CUP	KWIK TRIP ESCROW	895.50
09/30/2017	38809	E 101-41910-303	Engineering Fees	GENERAL ENGINEERING	103.00
09/30/2017	38810	E 101-41910-303	Engineering Fees	ROUTINE SERVICES	133.33
09/30/2017	38810	E 101-43100-303	Engineering Fees	ROUTINE SERVICES	133.33
09/30/2017	38810	E 101-45200-303	Engineering Fees	ROUTINE SERVICES	133.33
09/30/2017	38810	E 601-49440-303	Engineering Fees	ROUTINE SERVICES	133.33
09/30/2017	38810	E 602-49490-303	Engineering Fees	ROUTINE SERVICES	133.34
09/30/2017	38810	E 603-49490-303	Engineering Fees	ROUTINE SERVICES	133.34
09/30/2017	38811	E 101-42400-303	Engineering Fees	BUILDING PERMIT REVIEWS	618.00

09/30/2017	38812	E 101-43100-309	ROW-Engineering	RIGHT OF WAY	309.00
09/30/2017	38821	E 101-43100-303	Engineering Fees	KINGS HWY AND RIVERBANK LN	4,529.78
					<u>\$9,105.58</u>

HAWKINS, INC.

08/25/2017	4139856	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	30.00
09/29/2017	4160981	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	30.00
10/06/2017	4163399	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	5,003.40
10/09/2017	4164105	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	5,035.45
					<u>\$10,098.85</u>

HORBUL, WILLIAM

10/15/2017	.1017	E 601-49440-441	Miscellaneous	REPLACE CK #69416	117.50
					<u>\$117.50</u>

INNOVATIVE OFFICE SOLUTIONS, L

10/18/2017	IN1791451	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	171.65
10/20/2017	IN1795209	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	114.55
10/24/2017	IN1798649	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	82.63
10/26/2017	IN1803107	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	9.27
					<u>\$378.10</u>

ISD #15

10/16/2017	3341	E 101-42110-221	Vehicle Repair & Maintenance	2016 CHARGER	43.74
10/17/2017	3342	E 101-42110-221	Vehicle Repair & Maintenance	DODGE CHARGER	118.74
					<u>\$162.48</u>

ISD #15 COMMUNITY EDUCATION

10/31/2017	2017-034	E 101-41910-441	Miscellaneous	COMP PLAN MEETING ROOM	80.00
					<u>\$80.00</u>

JJ TAYLOR DISTRIBUTING

10/11/2017	2755749	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
10/11/2017	2755749	E 609-49751-252	Beer For Resale	BEER	2,569.05
10/18/2017	2764610	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/18/2017	2764610	E 609-49751-252	Beer For Resale	BEER	244.85
10/25/2017	2764667	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
10/25/2017	2764667	E 609-49751-252	Beer For Resale	BEER	658.00
					<u>\$3,480.90</u>

JOHNSON BROS WHLSE LIQUOR

10/11/2017	2843825	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
10/11/2017	2843825	E 609-49751-253	Wine For Resale	WINE	215.65
10/11/2017	5843824	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.03
10/11/2017	5843824	E 609-49751-251	Liquor For Resale	LIQUOR	3,910.55
10/18/2017	5849260	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.41
10/18/2017	5849260	E 609-49751-251	Liquor For Resale	LIQUOR	1,180.50
10/18/2017	5849261	E 609-49751-206	Freight and Fuel Charges	FREIGHT	75.89
10/18/2017	5849261	E 609-49751-253	Wine For Resale	WINE	2,927.24
10/18/2017	5849262	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
10/18/2017	5849262	E 609-49751-254	Miscellaneous Merchandise	MISC	176.39
10/25/2017	5854468	E 609-49751-206	Freight and Fuel Charges	FREIGHT	105.19
10/25/2017	5854468	E 609-49751-251	Liquor For Resale	LIQUOR	6,120.40
10/25/2017	5854469	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.71
10/25/2017	5854469	E 609-49751-253	Wine For Resale	WINE	280.00
					<u>\$15,086.80</u>

KIMS KLEANING

10/23/2017	4738	E 602-49490-402	Janitorial Service	CONSTRUCTION CLEANUP	950.00
10/28/2017	4747	E 101-41940-402	Janitorial Service	CLEANING	120.00
10/28/2017	4748	E 101-45000-402	Janitorial Service	CLEANING	80.00
10/28/2017	4749	E 101-43100-402	Janitorial Service	CLEANING	190.00
10/28/2017	4749	E 101-45200-402	Janitorial Service	CLEANING	190.00
10/28/2017	4749	E 601-49440-402	Janitorial Service	CLEANING	190.00
10/28/2017	4749	E 602-49490-402	Janitorial Service	CLEANING	190.00
10/28/2017	4750	E 601-49440-402	Janitorial Service	CLEANING	160.00
10/28/2017	4751	E 101-42110-402	Janitorial Service	CLEANING	900.00
					<u>\$2,970.00</u>

LAW ENFORCEMENT LABOR SVCS.

11/01/2017	.1117	G 101-21707	Union Dues	NOVEMBER UNION DUES	392.00
					<u>392.00</u>

LINCOLN MARKETING, INC

10/20/2017	48012	E 101-41910-318	Economic Development	ADVERTISING	299.00
					<u>299.00</u>

LMC INSURANCE TRUST

10/17/2017	3009	E 101-41400-360	Insurance	LEGAL CLAIM	500.00
					<u>500.00</u>

LOFFLER

10/17/2017	2643991	E 101-42110-237	Small Equipment	RECORDER AND INSTALLATION	503.00
					<u>503.00</u>

LUTZ, COURTNEY

		G 601-22200	Deferred Revenues	REFUND ACCT #4669	211.35
					<u>211.35</u>

MCDONALD DIST CO.

10/12/2017	420235	E 609-49751-252	Beer For Resale	BEER	1,775.95
10/12/2017	420235	E 609-49751-255	N/A Products	NA	80.50
10/13/2017	420819	E 609-49751-252	Beer For Resale	BEER	375.00
10/19/2017	421260	E 609-49751-252	Beer For Resale	BEER	2,422.45
10/19/2017	421260	E 609-49751-255	N/A Products	NA	21.40
10/26/2017	422256	E 609-49751-252	Beer For Resale	BEER	9,181.60
10/26/2017	422256	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
10/26/2017	422256	E 609-49751-255	N/A Products	NA	39.40
					<u>\$13,968.30</u>

MERRILL, ANNETTE

		G 601-22200	Deferred Revenues	REF ACCT #4230	408.43
					<u>408.43</u>

MN COUNTY ATTORNEYS ASSN.

10/26/2017	200003446	E 101-42110-200	Office Supplies	FORMS	165.00
					<u>165.00</u>

MN NCPERS LIFE INSURANCE

10/23/2017	73341117	G 101-21713	MN Life	NOVEMBER	32.00
					<u>32.00</u>

MN SHERIFFS ASSOCIATION

10/23/2017	151540	E 101-42110-200	Office Supplies	PERMIT	60.00
					<u>60.00</u>

M-R SIGN COMPANY, INC.

10/10/2017	197811	E 101-43100-226	Sign Repair Materials	SIGNS	525.06
					<u>525.06</u>

MY ALARM CENTER

11/01/2017	9655357	E 609-49750-445	Security	LIQUOR STORE ALARM	39.15
					<u>39.15</u>

NORTHERN AIR CORPORATION

10/03/2017	142109	E 101-41940-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 101-42110-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 101-42210-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 101-43100-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 101-45200-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 601-49440-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 602-49490-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
10/03/2017	142109	E 609-49750-401	Repairs/Maint Buildings	OCT BI ANNUAL PM INVOICE	111.00
					<u>\$888.00</u>

O LAUGHLIN, RALPH

		G 601-22200	Deferred Revenues	REFUND ACCT #3584	169.19
--	--	-------------	-------------------	-------------------	--------

\$169.19

OPG 3 INC

10/18/2017	2124	E 101-41400-311	Contract	AP PERMIT WORKS	1,850.00
					<u>\$1,850.00</u>

ORPEN, TERESA

	G 601-22200	Deferred Revenues	REFUND ACCT #2453	108.57	
					<u>\$108.57</u>

PACE ANALYTICAL SERVICES

10/04/2017	171286002	E 602-49490-313	Sample Testing	SAMPLE TESTING	105.00
10/08/2017	171286126	E 601-49440-313	Sample Testing	SAMPLE TESTING	122.50
10/18/2017	171286590	E 602-49490-313	Sample Testing	SAMPLE TESTING	90.00
10/20/2017	171286775	E 602-49490-313	Sample Testing	SAMPLE TESTING	215.00
10/24/2017	171286917	E 602-49490-313	Sample Testing	TESTING	148.00
10/25/2017	171287002	E 602-49490-313	Sample Testing	TESTING	163.00
					<u>\$843.50</u>

PAGEL, RICHARD

10/24/2017	.1017	G 803-22000	Deposits	REFUND ESCROW	200.00
					<u>\$200.00</u>

PAUSTIS WINE COMPANY

10/09/2017	8606557-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.25
10/09/2017	8606557-IN	E 609-49751-251	Liquor For Resale	LIQUOR	174.00
10/09/2017	8606557-IN	E 609-49751-253	Wine For Resale	WINE	96.00
10/23/2017	8608253-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
10/23/2017	8608253-IN	E 609-49751-253	Wine For Resale	WINE	571.74
					<u>\$855.74</u>

PHILLIPS WINE & SPIRITS CO.

10/11/2017	2245257	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.83
10/11/2017	2245257	E 609-49751-251	Liquor For Resale	LIQUOR	2,400.37
10/11/2017	2245258	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
10/11/2017	2245258	E 609-49751-253	Wine For Resale	WINE	192.00
10/11/2017	2245259	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
10/11/2017	2245259	E 609-49751-254	Miscellaneous Merchandise	MISC	42.50
10/18/2017	2248986	E 609-49751-206	Freight and Fuel Charges	FREIGHT	55.23
10/18/2017	2248986	E 609-49751-253	Wine For Resale	WINE	2,785.98
10/25/2017	2252638	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.69
10/25/2017	2252638	E 609-49751-251	Liquor For Resale	LIQUOR	593.50
10/25/2017	2252639	E 609-49751-206	Freight and Fuel Charges	FREIGHT	76.93
10/25/2017	2252639	E 609-49751-253	Wine For Resale	WINE	1,873.75
					<u>\$8,067.63</u>

PROGRESSIVE BUILDERS

	G 601-22200	Deferred Revenues	REFUND ACCT #5091	204.22	
					<u>\$204.22</u>

QUILL CORPORATION

10/16/2017	1661150	E 101-41400-200	Office Supplies	SUPPLIES	13.99
					<u>\$13.99</u>

RAMBOW

10/11/2017	587231	E 101-41910-318	Economic Development	WATER BOTTLES	1,259.24
					<u>\$1,259.24</u>

RAU, BRENT

10/01/2017	.1017	G 803-22150	RAU-HOME OCCUPATION	HOME OCCUPATION	810.25
					<u>\$810.25</u>

REI PROPERTY MANAGEMENT

	G 601-22200	Deferred Revenues	REFUND ACCT #4817	73.16	
					<u>\$73.16</u>

REITER, KATHERINE

	G 601-22200	Deferred Revenues	REFUND ACCT #1200	181.56
--	-------------	-------------------	-------------------	--------

					\$181.56
RICE, DIANE					
	G 601-22200	Deferred Revenues	REFUND ACCT #5083		98.55
					\$98.55

ROSEVILLE, CITY OF					
10/26/2017	0223712	E 101-41110-310	Computer Consulting Fees	IT SERVICES	293.82
10/26/2017	0223712	E 101-41400-310	Computer Consulting Fees	IT SERVICES	954.92
10/26/2017	0223712	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,378.95
10/26/2017	0223712	E 101-42210-310	Computer Consulting Fees	IT SERVICES	543.57
10/26/2017	0223712	E 101-42400-310	Computer Consulting Fees	IT SERVICES	271.80
10/26/2017	0223712	E 101-43100-310	Computer Consulting Fees	IT SERVICES	293.82
10/26/2017	0223712	E 101-45200-310	Computer Consulting Fees	IT SERVICES	293.82
10/26/2017	0223712	E 601-49440-310	Computer Consulting Fees	IT SERVICES	293.82
10/26/2017	0223712	E 602-49490-310	Computer Consulting Fees	IT SERVICES	293.82
10/26/2017	0223712	E 609-49750-310	Computer Consulting Fees	IT SERVICES	146.91
10/26/2017	0223755	E 101-41940-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 101-42110-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 101-42210-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 101-43100-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 101-45200-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 601-49440-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 602-49490-321	Telephone	PHONE	80.59
10/26/2017	0223755	E 609-49750-321	Telephone	PHONE	80.65
					\$7,410.03

ROULEAU, MARYANNE					
	G 601-22200	Deferred Revenues	REFUND ACCT #5123		179.98
					\$179.98

ROYAL SUPPLY					
10/27/2017	22118	E 101-42110-217	Other Operating Supplies	SUPPLIES	168.00
					\$168.00

SHRED RIGHT					
10/14/2017	284898	E 101-43210-439	Recycling Days	SHRED EVENT	550.00
					\$550.00

SOUTHERN GLAZERS OF MN					
10/12/2017	1601137	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.20
10/12/2017	1601138	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.08
10/12/2017	1601138	E 609-49751-253	Wine For Resale	WINE	482.00
10/12/2017	1601139	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.61
10/12/2017	1601139	E 609-49751-251	Liquor For Resale	LIQUOR	2,571.39
10/19/2017	1603903	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.44
10/19/2017	1603903	E 609-49751-251	Liquor For Resale	LIQUOR	1,077.58
10/26/2017	1606604	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.89
10/26/2017	1606604	E 609-49751-253	Wine For Resale	WINE	298.00
10/26/2017	1606605	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.52
10/26/2017	1606605	E 609-49751-251	Liquor For Resale	LIQUOR	1,175.86
10/26/2017	1606606	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
10/26/2017	1606606	E 609-49751-251	Liquor For Resale	LIQUOR	77.91
10/26/2017	1606606	E 609-49751-253	Wine For Resale	WINE	36.00
					\$5,794.04

SUN LIFE FINANCIAL					
10/23/2017	.1017	E 101-41400-130	Employer Paid Insurance	INSURANCE	256.01
10/23/2017	.1017	E 101-41500-130	Employer Paid Insurance	INSURANCE	75.67
10/23/2017	.1017	E 101-41910-130	Employer Paid Insurance	INSURANCE	71.66
10/23/2017	.1017	E 101-42110-130	Employer Paid Insurance	INSURANCE	798.61
10/23/2017	.1017	E 101-42400-130	Employer Paid Insurance	INSURANCE	62.65
10/23/2017	.1017	E 101-43100-130	Employer Paid Insurance	INSURANCE	185.85
10/23/2017	.1017	E 101-43210-130	Employer Paid Insurance	INSURANCE	41.29
10/23/2017	.1017	E 101-45200-130	Employer Paid Insurance	INSURANCE	185.85
10/23/2017	.1017	E 601-49440-130	Employer Paid Insurance	INSURANCE	31.73
10/23/2017	.1017	E 602-49490-130	Employer Paid Insurance	INSURANCE	31.72
10/23/2017	.1017	E 609-49750-130	Employer Paid Insurance	INSURANCE	126.35

\$1,867.39

SYNOVIA SOLUTIONS

10/11/2017	105574	E 101-43100-311	Contract	LEASE ON GPS	45.79
10/11/2017	105574	E 101-45200-311	Contract	LEASE ON GPS	45.80
10/11/2017	105574	E 601-49440-311	Contract	LEASE ON GPS	45.80
10/11/2017	105574	E 602-49490-311	Contract	LEASE ON GPS	45.80
					<u>183.19</u>

THARP, STEVE

10/12/2017	.1017	E 602-49490-229	Project Repair & Maintenance	CUSTOM TILL WW PONDS	500.00
					<u>500.00</u>

TJ ASSOCIATES

10/23/2017	225028	E 101-41400-200	Office Supplies	LETTERHEAD	32.60
					<u>32.60</u>

U S BANK EQUIPMENT FINANCE

10/06/2017	341638468	E 101-41400-240	Office Equip	COPIER LEASE	49.99
10/06/2017	341638468	E 101-43100-240	Office Equip	COPIER LEASE	49.99
10/06/2017	341638468	E 101-43210-240	Office Equip	COPIER LEASE	49.99
10/06/2017	341638468	E 101-45200-240	Office Equip	COPIER LEASE	49.99
10/06/2017	341638468	E 601-49440-240	Office Equip	COPIER LEASE	49.99
10/06/2017	341638468	E 602-49490-240	Office Equip	COPIER LEASE	50.00
10/13/2017	341851434	E 101-41400-240	Office Equip	COPIER LEASE	30.00
10/13/2017	341851434	E 101-43100-240	Office Equip	COPIER LEASE	30.00
10/13/2017	341851434	E 101-43210-240	Office Equip	COPIER LEASE	30.00
10/13/2017	341851434	E 101-45200-240	Office Equip	COPIER LEASE	30.00
10/13/2017	341851434	E 601-49440-240	Office Equip	COPIER LEASE	30.00
10/13/2017	341851434	E 602-49490-240	Office Equip	COPIER LEASE	30.00
11/02/2017	341638450	E 101-42110-311	Contract	COPIER LEASE	235.00
					<u>714.95</u>

UTILITY SERVICE CO., INC.

11/01/2017	433979	E 601-49440-234	Water Tower Maintenance	WATER TOWER QTRLY	8,496.32
					<u>8,496.32</u>

VERIZON WIRELESS

10/10/2017	9794267238	E 101-42210-321	Telephone	FIRE DATA	210.06
					<u>210.06</u>

VESSCO, INC.

10/11/2017	70983	E 602-49490-229	Project Repair & Maintenance	ROTAMETER	357.34
					<u>357.34</u>

WINE MERCHANTS

10/18/2017	7154451	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
10/18/2017	7154451	E 609-49751-253	Wine For Resale	WINE	120.00
					<u>121.57</u>

ZIEGLER, INC.

10/13/2017	PC200178066	E 101-43100-221	Vehicle Repair & Maintenance	CAT 140H PARTS	282.40
					<u>282.40</u>

ZIMMERMAN, AVERY

09/25/2017	.0917	E 601-49440-441	Miscellaneous	REPLACE CK #72478	104.51
					<u>104.51</u>

FUND SUMMARY

\$189,023.45

101 GENERAL FUND	\$38,426.85
601 WATER FUND	\$28,060.36
602 SEWER FUND	\$23,716.87
603 STORM WATER	\$133.34

609 MUNICIPAL LIQUOR FUND	\$94,929.98
803 ESCROW	\$3,756.05
Total	<u>189,023.45</u>

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Miscellaneous Special Assessments
DATE: 11/02/2017

OVERVIEW:

Attached is the resolution to certify delinquent bills to 2018 taxes. They include utility billing accounts, storm water fees, escrow balance, miscellaneous invoices and admin citations. The council needs to hold a public hearing to allow for comment.

ACTION TO BE CONSIDERED:

Council can resolve to certify these past due bills to the properties 2018 taxes. These will be a one year assessment due and payable next year. There is a 10% fee added to these bills to cover costs associated with assessing these bills.

BUDGET IMPLICATION:

Collecting revenues due to the city.

Attachments:

- Resolution
- Utility bill assessments-Exhibit 1
- Storm Water Assessments-Exhibit 2
- Miscellaneous Assessments-Exhibit 3

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

RESOLUTION 2017-36

**A RESOLUTION AUTHORIZING AND DIRECTING
CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE
PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, AND REPAIR OF LEAKS AS A
LIEN UPON PREMISES**

WHEREAS, the City of St. Francis Code Section 3-1-4: H provides as follows:

3-1-4: RULES AND REGULATIONS RELATING TO MUNICIPAL
UTILITIES:

H. Municipal Utility Services and Charges a Lien:

1. Payment for all municipal utility (as that term is defined in City Code, Section 3.01) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.

2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk\ in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

2-7-5: SPECIAL ASSESSMENT FOR COST RECOVERY:

B. Assessment. Charges for any services unpaid after billing for at least ninety (90) days, and after notice and hearing, may be certified to the County Auditor and collected as any other special assessment.

and

WHEREAS, THE City of St. Francis Code Section 10-3-7 and 2-7-5

10-3-7: COST RECOVERY:

A. Purpose. The costs of the City for receiving, analyzing, processing, hearing and final process for requests of changes, modification, or special consideration under this Ordinance, such as requests for amendments (map or text), site and building plan reviews, conditional use permits, interim use permits, and variances are considered to be unique to the applicant requesting such consideration, and it is the intent of this section to

provide that all costs of the City occasioned by such requests shall be borne by the applicant. The reimbursement to the City shall be limited to actual costs of the City. Actual costs shall include all engineering, legal, planning, or other consultant fees or costs paid by the City for other consultants for expert review of a development application.

2-7-5: SPECIAL ASSESSMENT FOR COST RECOVERY:

B. Assessment. Charges for any services unpaid after billing for at least ninety (90) days, and after notice and hearing, may be certified to the County Auditor and collected as any other special assessment.

and

WHEREAS, THE City of St. Francis Code Section 2-11-3: E. 3(a)

2-11-3: ADMINISTRATIVE ENFORCEMENT OF CODE REGULATIONS-
PROCEDURE

E. PAYMENT AND PENALTY:

3. No Payment of Penalty and No Correction of Violation. If the owner fails to pay the administrative civil penalty but fails to correct the City Code violation, the City may do any of the following, or any combination thereof:
a. Assess the administrative civil penalty against the property pursuant to Minnesota Statutes Chapter 429.

and

WHEREAS, the following accounts are more than thirty (30) days past due:

<u>Parcel Number</u>	<u>Property Address</u>	<u>Amount Owed</u>
See Exhibit 1 - Section 3-1-4	Delinquent Utility Bills	One Year Assessment
See Exhibit 2 - Section 3-1-4 & 2-7-5	Delinquent Storm Water Fees	One Year Assessment
See Exhibit 3 - Section 10-3-7 & 2-7-5	Delinquent Escrow Account	One Year Assessment
See Exhibit 3 - Section 2-11-3	Delinquent Administrative Civil Penalty	One Year Assessment

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

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 THE CITY OF ST. FRANCIS THIS 6th DAY OF NOVEMBER, 2017.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

Attachments:
Exhibits 1, 2, & 3

Utility Bill Assessments

Exhibit 1

Parcel Number	Property Address	Amount		10% Total	
05-33-24-12-0044	22816 POPPY ST NW	\$ 18.23	\$ 1.82	\$ 20.05	
05-33-24-12-0045	22808 POPPY ST NW	\$ 329.57	\$ 32.96	\$ 362.53	
05-33-24-12-0046	22792 POPPY ST	\$ 1,440.44	\$ 144.04	\$ 1,584.48	
05-33-24-12-0046	3903 233RD AVE NW	\$ 614.06	\$ 61.41	\$ 675.47	
05-33-24-12-0063	3443 228TH AVE NW	\$ 797.17	\$ 79.72	\$ 876.89	
05-33-24-13-0014	22543 TULIP ST NW	\$ 149.69	\$ 14.97	\$ 164.66	
05-33-24-21-0001	22815 AMBASSADOR BLVD NW	\$ 310.52	\$ 31.05	\$ 341.57	
05-33-24-21-0008	22901 RUM RIVER BLVD NW	\$ 1,681.26	\$ 168.13	\$ 1,849.39	
05-33-24-23-0002	3908 225TH LN NW	\$ 1,649.28	\$ 164.93	\$ 1,814.21	
05-33-24-23-0003	3864 225TH LN NW	\$ 1,096.94	\$ 109.69	\$ 1,206.63	
05-33-24-23-0008	3814 225TH LN NW	\$ 464.93	\$ 46.49	\$ 511.42	
05-33-24-23-0012	3835 225TH LN NW	\$ 63.70	\$ 6.37	\$ 70.07	
05-33-24-23-0026	22546 ZEA ST NW	\$ 976.06	\$ 97.61	\$ 1,073.67	
05-33-24-23-0027	22552 ZEA ST NW	\$ 905.01	\$ 90.50	\$ 995.51	
05-33-24-23-0042	3780 227TH CT NW	\$ 1,477.75	\$ 147.78	\$ 1,625.53	
05-33-24-23-0049	3820 227TH AVE NW	\$ 93.55	\$ 9.36	\$ 102.91	
05-33-24-23-0050	3812 227TH AVE NW	\$ 1,868.79	\$ 186.88	\$ 2,055.67	
05-33-24-24-0006	3728 225TH LN NW	\$ 1,105.94	\$ 110.59	\$ 1,216.53	
05-33-24-24-0008	3712 225TH LN NW	\$ 718.02	\$ 71.80	\$ 789.82	
05-33-24-24-0023	3765 225TH LN NW	\$ 1,060.57	\$ 106.06	\$ 1,166.63	
05-33-24-24-0027	3733 225TH LN NW	\$ 493.69	\$ 49.37	\$ 543.06	
05-33-24-24-0030	3709 225TH LN NW	\$ 854.23	\$ 85.42	\$ 939.65	
05-33-24-24-0034	3641 225TH LN NW	\$ 874.16	\$ 87.42	\$ 961.58	
05-33-24-24-0047	3748 226TH AVE NW	\$ 548.87	\$ 54.89	\$ 603.76	
05-33-24-24-0052	3749 226TH AVE NW	\$ 396.52	\$ 39.65	\$ 436.17	
05-33-24-24-0078	3745 227TH AVE NW	\$ 548.01	\$ 54.80	\$ 602.81	
05-33-24-24-0087	3763 227TH CT NW	\$ 1,444.08	\$ 144.41	\$ 1,588.49	
05-33-24-24-0094	3722 227TH AVE NW	\$ 783.78	\$ 78.38	\$ 862.16	
05-33-24-24-0100	22753 VINTAGE ST NW	\$ 155.12	\$ 15.51	\$ 170.63	
05-33-24-24-0104	22709 VINTAGE ST NW	\$ 813.28	\$ 81.33	\$ 894.61	
05-33-24-24-0106	22645 VINTAGE ST NW	\$ 1,583.88	\$ 158.39	\$ 1,742.27	
06-33-24-11-0031	4178 228TH AVE NW	\$ 1,829.35	\$ 182.94	\$ 2,012.29	
06-33-24-11-0036	22776 ELDORADO ST NW	\$ 619.83	\$ 61.98	\$ 681.81	
06-33-24-11-0041	22796 ELDORADO ST NW	\$ 25.98	\$ 2.60	\$ 28.58	
31-34-24-11-0009	4128 DEGARDNER CIR NW	\$ 440.57	\$ 44.06	\$ 484.63	
31-34-24-11-0032	23656 ELDORADO ST NW	\$ 1,791.42	\$ 179.14	\$ 1,970.56	
31-34-24-11-0039	23633 DAKOTAH ST NW	\$ 276.82	\$ 27.68	\$ 304.50	
31-34-24-11-0047	23645 ELDORADO ST NW	\$ 1,341.19	\$ 134.12	\$ 1,475.31	
31-34-24-11-0051	23694 DAKOTAH ST NW	\$ 495.11	\$ 49.51	\$ 544.62	
31-34-24-11-0053	23606 ST FRANCIS BLVD NW	\$ 1,165.53	\$ 116.55	\$ 1,282.08	
31-34-24-11-0071	23518 ST FRANCIS BLVD NW	\$ 866.76	\$ 86.68	\$ 953.44	
31-34-24-14-0029	4006 DEGARDNER CIR NW	\$ 27.84	\$ 2.78	\$ 30.62	
31-34-24-31-0004	23142 NAVAJO ST	\$ 1,892.24	\$ 189.22	\$ 2,081.46	
31-34-24-31-0008	4531 230TH LN NW	\$ 1,874.48	\$ 187.45	\$ 2,061.93	

Parcel Number	Property Address	Amount	10% Total
31-34-24-31-0014	4524 231ST AVE NW	\$ 359.70	\$ 35.97 \$ 395.67
31-34-24-31-0017	23135 NAVAJO ST NW	\$ 28.36	\$ 2.84 \$ 31.20
31-34-24-31-0022	4471 231ST AVE NW	\$ 927.03	\$ 92.70 \$ 1,019.73
31-34-24-31-0043	23241 LIPAN ST NW	\$ 1,025.21	\$ 102.52 \$ 1,127.73
31-34-24-31-0045	23150 LIPAN ST NW	\$ 2,772.48	\$ 277.25 \$ 3,049.73
31-34-24-31-0050	4506 232ND CT NW	\$ 150.80	\$ 15.08 \$ 165.88
31-34-24-31-0057	4490 232ND LN NW	\$ 159.09	\$ 15.91 \$ 175.00
31-34-24-31-0065	23221 NAVAJO ST NW	\$ 587.05	\$ 58.71 \$ 645.76
31-34-24-31-0070	4487 232ND LN NW	\$ 1,102.82	\$ 110.28 \$ 1,213.10
31-34-24-31-0071	4495 232ND LN NW	\$ 2,297.84	\$ 229.78 \$ 2,527.62
31-34-24-31-0078	23266 NAVAJO ST NW	\$ 1,633.11	\$ 163.31 \$ 1,796.42
31-34-24-31-0095	23268 PEDERSON DR NW	\$ 62.86	\$ 6.29 \$ 69.15
31-34-24-34-0007	23021 KIOWA ST NW	\$ 1,525.67	\$ 152.57 \$ 1,678.24
31-34-24-34-0011	22969 KIOWA ST NW	\$ 1,255.08	\$ 125.51 \$ 1,380.59
31-34-24-34-0021	4508 229TH LN NW	\$ 1,048.13	\$ 104.81 \$ 1,152.94
31-34-24-34-0035	23058 NAVAJO ST	\$ 1,587.93	\$ 158.79 \$ 1,746.72
31-34-24-34-0036	4531 229TH LN NW	\$ 1,614.83	\$ 161.48 \$ 1,776.31
31-34-24-34-0040	22966 MAKAH ST	\$ 11.49	\$ 1.15 \$ 12.64
31-34-24-34-0041	22978 MAKAH ST NW	\$ 343.52	\$ 34.35 \$ 377.87
31-34-24-34-0046	23036 MAKAH ST NW	\$ 2,202.63	\$ 220.26 \$ 2,422.89
31-34-24-34-0051	23069 NAVAJO ST NW	\$ 481.10	\$ 48.11 \$ 529.21
31-34-24-34-0061	22939 NAVAJO ST	\$ 665.84	\$ 66.58 \$ 732.42
31-34-24-34-0064	4505 230TH LN NW	\$ 933.80	\$ 93.38 \$ 1,027.18
31-34-24-34-0078	4462 230TH LN NW	\$ 85.15	\$ 8.52 \$ 93.67
31-34-24-34-0083	22970 KIOWA ST NW	\$ 288.45	\$ 28.85 \$ 317.30
31-34-24-34-0088	22953 MAKAH ST NW	\$ 1,608.37	\$ 160.84 \$ 1,769.21
31-34-24-34-0089	22967 MAKAH ST NW	\$ 515.85	\$ 51.59 \$ 567.44
31-34-24-34-0091	22991 MAKAH ST NW	\$ 1,956.58	\$ 195.66 \$ 2,152.24
31-34-24-34-0094	4421 231ST AVE	\$ 1,234.83	\$ 123.48 \$ 1,358.31
31-34-24-34-0096	4447 231ST AVE NW	\$ 407.47	\$ 40.75 \$ 448.22
31-34-24-41-0005	23099 PEDERSON DR NW	\$ 139.07	\$ 13.91 \$ 152.98
31-34-24-41-0008	4185 232ND AVE NW	\$ 571.82	\$ 57.18 \$ 629.00
31-34-24-41-0077	23148 DAKOTAH ST NW	\$ 1,151.28	\$ 115.13 \$ 1,266.41
31-34-24-41-0079	23138 DAKOTAH ST NW	\$ 182.94	\$ 18.29 \$ 201.23
31-34-24-41-0083	23145 ELDORADO ST NW	\$ 151.27	\$ 15.13 \$ 166.40
31-34-24-41-0083	23145 ELDORADO ST NW	\$ 23.59	\$ 2.36 \$ 25.95
31-34-24-41-0091	23157 DAKOTAH ST NW	\$ 1,010.23	\$ 101.02 \$ 1,111.25
31-34-24-41-0095	23131 DAKOTAH ST NW	\$ 517.57	\$ 51.76 \$ 569.33
31-34-24-41-0098	4096 231ST LN NW	\$ 120.38	\$ 12.04 \$ 132.42
31-34-24-41-0105	23146 ELDORADO ST NW	\$ 215.07	\$ 21.51 \$ 236.58
31-34-24-42-0009	23105 GAURANI ST NW	\$ 190.73	\$ 19.07 \$ 209.80
31-34-24-42-0020	23153 JIVARO ST NW	\$ 209.15	\$ 20.92 \$ 230.07
31-34-24-42-0021	23165 JIVARO ST NW	\$ 1,713.91	\$ 171.39 \$ 1,885.30
31-34-24-42-0032	23142 JIVARO ST NW	\$ 170.39	\$ 17.04 \$ 187.43
31-34-24-42-0034	23116 JIVARO ST NW	\$ 890.66	\$ 89.07 \$ 979.73
31-34-24-42-0035	23108 JIVARO ST NW	\$ 17.94	\$ 1.79 \$ 19.73

Parcel Number	Property Address	Amount	10% Total
31-34-24-42-0039	23159 FOX ST NW	\$ 687.66	\$ 68.77 \$ 756.43
31-34-24-42-0057	23244 FOX ST NW	\$ 18.56	\$ 1.86 \$ 20.42
31-34-24-43-0003	23077 GAURANI ST NW	\$ 1,378.10	\$ 137.81 \$ 1,515.91
31-34-24-43-0015	23092 GAURANI ST NW	\$ 36.35	\$ 3.64 \$ 39.99
31-34-24-43-0024	4315 230TH AVE NW	\$ 1,505.19	\$ 150.52 \$ 1,655.71
31-34-24-43-0026	23035 JIVARO ST NW	\$ 839.89	\$ 83.99 \$ 923.88
31-34-24-43-0027	23047 JIVARO ST NW	\$ 1,532.83	\$ 153.28 \$ 1,686.11
31-34-24-43-0029	23077 JIVARO ST NW	\$ 426.59	\$ 42.66 \$ 469.25
31-34-24-43-0036	4336 230TH AVE NW	\$ 2,020.77	\$ 202.08 \$ 2,222.85
32-34-24-11-0009	3332 235TH AVE NW	\$ 1,765.31	\$ 176.53 \$ 1,941.84
32-34-24-11-0017	3279 235TH LN NW	\$ 1,632.20	\$ 163.22 \$ 1,795.42
32-34-24-11-0018	3289 235TH LN NW	\$ 845.97	\$ 84.60 \$ 930.57
32-34-24-11-0023	3353 235TH LN NW	\$ 386.29	\$ 38.63 \$ 424.92
32-34-24-13-0011	3579 232ND COURT NW	\$ 177.99	\$ 17.80 \$ 195.79
32-34-24-22-0009	23647 AMBASSADOR BLVD NW	\$ 721.94	\$ 72.19 \$ 794.13
32-34-24-22-0013	23601 AMBASSADOR BLVD NW	\$ 418.76	\$ 41.88 \$ 460.64
32-34-24-22-0013	23601 AMBASSADOR BLVD NW	\$ 100.12	\$ 10.01 \$ 110.13
32-34-24-23-0008	23390 AMBASSADOR BLVD NW	\$ 1,627.85	\$ 162.79 \$ 1,790.64
32-34-24-23-0020	23311 YUCCA ST NW	\$ 1,662.21	\$ 166.22 \$ 1,828.43
32-34-24-23-0022	23308 YUCCA ST NW	\$ 111.55	\$ 11.16 \$ 122.71
32-34-24-23-0029	3936 233RD LN NW	\$ 869.65	\$ 86.97 \$ 956.62
32-34-24-23-0031	3925 233RD LN NW	\$ 269.73	\$ 26.97 \$ 296.70
32-34-24-24-0003	23339 AMBASSADOR BLVD NW	\$ 1,034.94	\$ 103.49 \$ 1,138.43
32-34-24-24-0025	3717 234TH AVE NW	\$ 406.25	\$ 40.63 \$ 446.88
32-34-24-24-0035	23291 UNDERCLIFT ST	\$ 376.19	\$ 37.62 \$ 413.81
32-34-24-31-0009	23255 AMBASSADOR BLVD NW	\$ 1,163.39	\$ 116.34 \$ 1,279.73
32-34-24-31-0010	23247 AMBASSADOR BLVD NW	\$ 98.88	\$ 9.89 \$ 108.77
32-34-24-31-0010	23247 AMBASSADOR BLVD NW	\$ 23.66	\$ 2.37 \$ 26.03
32-34-24-31-0030	23260 WOODBINE ST NW	\$ 31.76	\$ 3.18 \$ 34.94
32-34-24-31-0031	3720 232ND AVE NW	\$ 628.98	\$ 62.90 \$ 691.88
32-34-24-31-0034	3690 232ND AVE NW	\$ 739.20	\$ 73.92 \$ 813.12
32-34-24-32-0002	23250 AMBASSADOR BLVD NW	\$ 325.79	\$ 32.58 \$ 358.37
32-34-24-32-0032	23225 YUCCA ST NW	\$ 236.96	\$ 23.70 \$ 260.66
32-34-24-32-0035	23254 YUCCA ST NW	\$ 776.47	\$ 77.65 \$ 854.12
32-34-24-32-0036	23242 YUCCA ST NW	\$ 1,382.39	\$ 138.24 \$ 1,520.63
32-34-24-32-0037	23238 YUCCA ST NW	\$ 673.51	\$ 67.35 \$ 740.86
32-34-24-32-0038	23226 YUCCA ST NW	\$ 1,706.55	\$ 170.66 \$ 1,877.21
32-34-24-34-0001	22909 AMBASSADOR BLVD NW	\$ 417.62	\$ 41.76 \$ 459.38
32-34-24-34-0006	22904 WOODBINE ST NW	\$ 416.27	\$ 41.63 \$ 457.90
32-34-24-34-0018	22950 WOODBINE ST NW	\$ 1,350.07	\$ 135.01 \$ 1,485.08
32-34-24-34-0020	3709 229TH LN NW	\$ 179.45	\$ 17.95 \$ 197.40
32-34-24-34-0020	3709 229TH LN NW	\$ 109.78	\$ 10.98 \$ 120.76
32-34-24-34-0033	3765 BRIDGE ST NW	\$ 887.62	\$ 88.76 \$ 976.38
32-34-24-34-0059	22935 RUM RIVER BLVD NW	\$ 1,117.36	\$ 111.74 \$ 1,229.10
32-34-24-34-0068	23040 BUTTERFIELD DR NW	\$ 1,279.62	\$ 127.96 \$ 1,407.58
32-34-24-43-0024	22926 POPPY ST NW	\$ 20.63	\$ 2.06 \$ 22.69

Parcel Number	Property Address	Amount		10% Total	
33-34-24-12-0052	23525 BITTERSWEET ST NW	\$ 96.04	\$ 9.60	\$ 105.64	
33-34-24-12-0102	23571 CROCUS ST NW	\$ 778.23	\$ 77.82	\$ 856.05	
33-34-24-12-0113	2787 235TH AVE NW	\$ 1,058.31	\$ 105.83	\$ 1,164.14	
33-34-24-13-0031	23414 ARROWHEAD ST NW	\$ 849.32	\$ 84.93	\$ 934.25	
33-34-24-13-0044	23423 CROCUS ST NW	\$ 2,381.21	\$ 238.12	\$ 2,619.33	
33-34-24-13-0045	23417 CROCUS ST	\$ 202.49	\$ 20.25	\$ 222.74	
33-34-24-14-0011	2597 234TH CT NW	\$ 804.83	\$ 80.48	\$ 885.31	
33-34-24-21-0016	23680 HEATHER ST	\$ 1,628.64	\$ 162.86	\$ 1,791.50	
33-34-24-21-0024	2921 235TH AVE NW	\$ 188.50	\$ 18.85	\$ 207.35	
33-34-24-21-0032	23593 HEATHER ST NW	\$ 591.81	\$ 59.18	\$ 650.99	
33-34-24-21-0037	2934 237TH AVE NW	\$ 519.35	\$ 51.94	\$ 571.29	
33-34-24-21-0051	23641 FLORA CT NW	\$ 1,030.07	\$ 103.01	\$ 1,133.08	
33-34-24-21-0052	2882 235TH AVE	\$ 1,688.61	\$ 168.86	\$ 1,857.47	
33-34-24-21-0053	2890 235TH AVE NW	\$ 336.45	\$ 33.65	\$ 370.10	
33-34-24-21-0065	2807 235TH AVE NW	\$ 186.36	\$ 18.64	\$ 205.00	
33-34-24-21-0072	2883 237TH AVE NW	\$ 703.78	\$ 70.38	\$ 774.16	
33-34-24-21-0076	2833 237TH AVE NW	\$ 1,122.25	\$ 112.23	\$ 1,234.48	
33-34-24-21-0094	23569 EIDELWEISS ST NW	\$ 243.71	\$ 24.37	\$ 268.08	
33-34-24-21-0103	23617 EIDELWEISS ST	\$ 1,757.64	\$ 175.76	\$ 1,933.40	
33-34-24-21-0105	23641 EIDELWEISS ST NW	\$ 1,475.44	\$ 147.54	\$ 1,622.98	
33-34-24-21-0106	23649 EIDELWEISS ST NW	\$ 1,741.80	\$ 174.18	\$ 1,915.98	
33-34-24-21-0117	2818 235TH AVE NW	\$ 840.08	\$ 84.01	\$ 924.09	
33-34-24-21-0120	2796 235TH AVE NW	\$ 342.17	\$ 34.22	\$ 376.39	
33-34-24-23-0007	23377 IVYWOOD ST NW	\$ 880.94	\$ 88.09	\$ 969.03	
33-34-24-23-0014	3038 234TH LN NW	\$ 1,361.30	\$ 136.13	\$ 1,497.43	
33-34-24-23-0024	23335 JONQUIL ST NW	\$ 290.89	\$ 29.09	\$ 319.98	
33-34-24-23-0025	23347 JONQUIL ST	\$ 232.75	\$ 23.28	\$ 256.03	
33-34-24-23-0030	3050 234TH LN NW	\$ 1,726.40	\$ 172.64	\$ 1,899.04	
33-34-24-23-0039	23368 JONQUIL ST	\$ 1,750.08	\$ 175.01	\$ 1,925.09	
33-34-24-23-0040	23356 JONQUIL ST	\$ 1,486.88	\$ 148.69	\$ 1,635.57	
33-34-24-23-0043	23322 JONQUIL ST	\$ 1,624.44	\$ 162.44	\$ 1,786.88	
33-34-24-23-0047	23297 IVYWOOD ST NW	\$ 2,446.54	\$ 244.65	\$ 2,691.19	
33-34-24-23-0048	23295 IVYWOOD ST	\$ 833.86	\$ 83.39	\$ 917.25	
33-34-24-24-0016	23438 EIDELWEISS ST NW	\$ 182.90	\$ 18.29	\$ 201.19	
33-34-24-24-0018	2880 234TH LN	\$ 14.94	\$ 1.49	\$ 16.43	
33-34-24-24-0019	2875 234TH LN NW	\$ 490.21	\$ 49.02	\$ 539.23	
33-34-24-24-0033	23453 EIDELWEISS ST NW	\$ 3,181.29	\$ 318.13	\$ 3,499.42	
33-34-24-24-0034	2834 234TH LN	\$ 1,870.60	\$ 187.06	\$ 2,057.66	
33-34-24-31-0006	23152 GLADIOLA ST NW	\$ 263.17	\$ 26.32	\$ 289.49	
33-34-24-31-0017	23181 GLADIOLA ST NW	\$ 632.37	\$ 63.24	\$ 695.61	
33-34-24-31-0026	2897 233RD LN	\$ 591.30	\$ 59.13	\$ 650.43	
33-34-24-31-0027	2885 233RD LN NW	\$ 1,595.56	\$ 159.56	\$ 1,755.12	
33-34-24-31-0028	2873 233RD LN NW	\$ 2,617.43	\$ 261.74	\$ 2,879.17	
33-34-24-31-0033	2845 232ND LN NW	\$ 237.59	\$ 23.76	\$ 261.35	
33-34-24-31-0036	2868 233RD LN	\$ 1,333.64	\$ 133.36	\$ 1,467.00	
33-34-24-31-0067	23121 EIDELWEISS ST NW	\$ 859.09	\$ 85.91	\$ 945.00	

Parcel Number	Property Address	Amount	10% Total		
33-34-24-31-0095	2851 233RD LN NW	\$ 1,104.96	\$ 110.50	\$	1,215.46
33-34-24-32-0015	23109 KERRY ST NW	\$ 477.38	\$ 47.74	\$	525.12
33-34-24-32-0025	23162 IVYWOOD ST NW	\$ 955.03	\$ 95.50	\$	1,050.53
33-34-24-32-0035	23255 KERRY ST NW	\$ 387.22	\$ 38.72	\$	425.94
33-34-24-32-0039	23270 KERRY ST NW	\$ 6,394.44	\$ 639.44	\$	7,033.88
33-34-24-32-0048	23186 KERRY ST NW	\$ 1,258.09	\$ 125.81	\$	1,383.90
33-34-24-32-0050	23291 IVYWOOD ST NW	\$ 1,608.98	\$ 160.90	\$	1,769.88
33-34-24-32-0051	23283 IVYWOOD ST NW	\$ 804.14	\$ 80.41	\$	884.55
33-34-24-32-0054	3038 232ND LN NW	\$ 557.11	\$ 55.71	\$	612.82
33-34-24-33-0014	23085 IVYWOOD ST NW	\$ 2,160.43	\$ 216.04	\$	2,376.47
33-34-24-33-0056	23093 KERRY ST NW	\$ 682.33	\$ 68.23	\$	750.56
33-34-24-42-0012	2783 231ST LN NW	\$ 1,529.03	\$ 152.90	\$	1,681.93
33-34-24-42-0017	2768 231ST LN NW	\$ 163.02	\$ 16.30	\$	179.32
33-34-24-42-0020	2790 232ND LN NW	\$ 238.47	\$ 23.85	\$	262.32
33-34-24-42-0038	2739 233RD LN NW	\$ 686.16	\$ 68.62	\$	754.78
33-34-24-42-0042	23179 ARROWHEAD ST NW	\$ 365.66	\$ 36.57	\$	402.23
33-34-24-42-0044	23207 ARROWHEAD ST NW	\$ 1,333.12	\$ 133.31	\$	1,466.43
33-34-24-43-0050	2697 230TH CT NW	\$ 722.41	\$ 72.24	\$	794.65
33-34-24-43-0053	2713 230TH CT NW	\$ 31.96	\$ 3.20	\$	35.16
33-34-24-43-0058	2723 230TH CT NW	\$ 50.62	\$ 5.06	\$	55.68
33-34-24-43-0061	2729 230TH CT NW	\$ 912.92	\$ 91.29	\$	1,004.21
33-34-24-43-0065	2737 230TH CT NW	\$ 832.65	\$ 83.27	\$	915.92
33-34-24-43-0068	2743 230TH CT NW	\$ 842.39	\$ 84.24	\$	926.63
33-34-24-43-0077	2732 230TH CT NW	\$ 1,322.74	\$ 132.27	\$	1,455.01
33-34-24-43-0163	23000 BITTERSWEET ST NW	\$ 255.17	\$ 25.52	\$	280.69
33-34-24-43-0163	23000 BITTERSWEET ST NW	\$ 82.72	\$ 8.27	\$	90.99
33-34-24-43-0192	2753 230TH LN NW	\$ 1,157.02	\$ 115.70	\$	1,272.72
33-34-24-43-0213	2625 230TH CT	\$ 209.10	\$ 20.91	\$	230.01
33-34-24-43-0221	2653 230TH CT NW	\$ 646.97	\$ 64.70	\$	711.67
Total		\$ 183,375.64	\$ 18,337.67	\$	201,713.31

Storm Water Assessments

Exhibit 2

Parcel ID	LOC_ADDR	Amount	10%	Total
05-33-24-12-0031	3468 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0039	3448 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0043	22824 POPPY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0044	22816 POPPY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0045	22808 POPPY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0046	22792 POPPY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0047	22780 POPPY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0051	22759 ROSE CT NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-12-0063	3443 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-13-0014	22543 TULIP ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-13-0018	22557 TULIP ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-13-0021	3555 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-13-0030	22520 POPPY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-21-0001	22815 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-21-0008	22901 RUM RIVER BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0001	3920 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0002	3908 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0003	3864 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0008	3814 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0011	3843 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0026	22546 ZEA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0027	22552 ZEA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0031	3821 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0032	3813 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0037	3831 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0042	3780 227TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0043	3782 227TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0047	3838 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0049	3820 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-23-0050	3812 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0003	3752 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0005	3736 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0006	3728 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0017	3625 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0023	3765 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0027	3733 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0029	3717 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0034	3641 225TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0039	3650 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0041	3700 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0042	3708 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0047	3748 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0052	3749 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0054	3733 226TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0076	3759 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
05-33-24-24-0078	3745 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0080	3727 227TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0085	3752 227TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0103	22719 VINTAGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0104	22709 VINTAGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
05-33-24-24-0106	22645 VINTAGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0003	22861 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0004	22857 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0005	22853 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0006	22849 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0007	22845 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0008	22841 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0009	22837 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0010	22833 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0011	22829 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0017	4120 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0018	4124 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0019	4128 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0020	4132 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0021	4136 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0022	4142 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0023	4144 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0024	4148 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0026	4158 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0031	4178 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0034	22785 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0037	22780 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0041	22796 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0045	4163 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0046	4161 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0047	4157 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0048	4153 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0049	4151 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0050	4149 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0051	4145 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0052	4143 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0053	4135 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0054	4131 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0055	4127 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0056	4125 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0057	4121 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0058	4119 228TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0061	22844 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0062	22848 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0063	22852 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0064	22856 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
06-33-24-11-0065	22864 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0066	22868 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0067	22870 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
06-33-24-11-0068	22874 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-12-0001	24442 DOGWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-12-0004	24302 DOGWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-21-0003	480 245TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-21-0004	532 245TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-21-0005	550 245TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-32-0010	23923 NORWAY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-32-0015		\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-32-0017		\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-32-0018		\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-33-0002	611 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-33-0008	707 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-33-0009		\$ 60.00	\$ 6.00	\$ 66.00
25-34-24-33-0011	23845 PALM ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-22-0003		\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-22-0004	24425 SEELYE BROOK DR NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-31-0004	5341 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-31-0009	23940 COBALT ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-32-0001	5425 240TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-32-0005	24028 GERMANIUM ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-32-0009	5521 239TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-32-0012	23955 ERKIUM ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-34-0002	5227 238TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-41-0002	4838 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-41-0004	4886 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-41-0006	23951 UTE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-41-0013	4915 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-43-0005	5113 238TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-43-0007	5153 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-43-0008		\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-43-0009		\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-44-0004	4889 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-44-0007	4830 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-44-0012		\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-44-0013	4861 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
25-34-25-44-0014		\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-41-0019	833 240TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-41-0025	23980 PALM ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-41-0027	23936 PALM ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-41-0028	883 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-41-0030		\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-43-0009	23870 UNITY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-43-0010		\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
26-34-24-43-0011	23766 UNITY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-44-0015		\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-44-0017	23817 SYCAMORE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-44-0020		\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-44-0021		\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-44-0022	976 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-24-44-0025		\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-11-0002	24305 SEELYE BROOK DR NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-11-0004		\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-11-0009	24407 IODINE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-12-0005	5800 244TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-12-0008	5846 245TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-12-0009	24428 NEON ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-31-0003	6141 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-34-0001		\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-42-0001	23944 SEELYE BROOK DR NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-42-0012	23956 NEON ST NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-43-0006	5980 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
26-34-25-43-0011	5770 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-11-0005	1789 243RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-11-0012	24461 HUMMINGBIRD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-11-0013	24465 HUMMINGBIRD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-12-0011	24367 MARTIN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-12-0012	24331 MARTIN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-12-0014	1793 243RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-13-0002	1944 242ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-13-0006	1933 242ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-14-0006	24280 HUMMINGBIRD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-14-0008	1818 243RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-14-0011	24161 HUMMINGBIRD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-14-0012	24205 HUMMINGBIRD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-21-0003	2127 243RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-21-0012	24375 PARTRIDGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-21-0014	2011 243RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-23-0006	24146 RAVEN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-23-0011	24191 VERDIN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-24-0003	24165 RAVEN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-24-0006	2134 243RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-24-24-0008		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-31-0001	6938 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-32-0001		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-33-0002		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-33-0003	23725 NACRE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-34-0001		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-41-0002		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-41-0004		\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
27-34-25-42-0001		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-43-0001		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-43-0002		\$ 60.00	\$ 6.00	\$ 66.00
27-34-25-44-0004		\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-12-0002		\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-12-0004	24360 YUKON ST NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-12-0010	24442 CROCUS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-13-0003		\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-13-0007		\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-14-0005	24118 VERDIN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-24-0004	2945 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-31-0011	23955 RUM RIVER BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-32-0003	3020 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-32-0004		\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-33-0001		\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-42-0002	24069 RUM RIVER BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-43-0002	2665 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-43-0003	2633 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
28-34-24-44-0006	2546 239TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-11-0004	24455 RIVERBANK LN NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0001	3423 KINGS HIWY NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0005	3531 KINGS HWY NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0006	3461 KINGS HWY NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0007	24321 RIVERBANK LN NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0008	24333 RIVERBANK LN NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0012	24373 RIVERBANK LN NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0018	3530 KINGS HWY NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-12-0021	24358 RIVERBANK LN NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-13-0009	24301 RIVERBANK LN NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-23-0003	24223 SAINT FRANCIS BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
29-34-24-42-0001		\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-11-0006	24320 SAINT FRANCIS BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-12-0004	4333 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-13-0004		\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-13-0007	4275 241ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-21-0003		\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-33-0004	23821 ROANOKE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-33-0007	23723 ROANOKE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-34-0002	4485 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-41-0001		\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-42-0001		\$ 60.00	\$ 6.00	\$ 66.00
30-34-24-43-0001		\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0009	4128 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0013	23524 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0014	23550 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0017	4113 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
31-34-24-11-0018	4103 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0032	23656 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0034	23636 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0035	4140 236TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0036	4120 236TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0040	23643 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0047	23645 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0051	23694 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0070	23522 SAINT FRANCIS BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-11-0071	23518 SAINT FRANCIS BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-12-0003	4314 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-14-0016	4030 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-14-0017		\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-14-0022	4020 233RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-14-0023	4020 233RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-14-0024		\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-14-0030	4000 DEGARDNER CIR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-21-0002	4555 236TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-21-0014	23612 KANABEC ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-21-0015	23632 KANABEC ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-21-0017	4461 236TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-21-0020	23611 KANABEC ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-22-0003	23522 PEDERSON DR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-23-0004	4721 233RD CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-23-0005	4769 233RD CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-23-0008	4651 234TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-23-0012	23371 ONEIDA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-23-0013	4700 234TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-23-0014	4676 234TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-24-0004	4553 239TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-24-0006	4534 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0004	23142 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0007	23110 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0008	4531 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0014	4524 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0015	4532 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0018	23123 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0019	23111 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0020	4459 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0022	4471 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0033	4423 231ST CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0041	4455 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0043	23241 LIPAN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0045	23150 LIPAN ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0049	4488 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0050	4506 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
31-34-24-31-0054	4515 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0056	4489 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0058	4512 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0065	23221 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0067	23191 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0071	4495 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0072	4511 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0083	23210 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-31-0093	4441 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-32-0005	23190 ONEIDA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-32-0006	23220 ONEIDA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-32-0008	4724 233RD CT NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-32-0010	23251 ONEIDA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-32-0011	23171 ONEIDA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-32-0012	4640 232ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0002		\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0007	23021 KIOWA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0017	4444 229TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0024	22944 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0035	23058 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0036	4531 229TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0041	22978 MAKAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0046	23036 MAKAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0050	23081 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0051	23069 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0056	23009 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0057	22991 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0061	22939 NAVAJO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0064	4505 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0069	23040 KIOWA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0071	4440 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0073	4452 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0075	4464 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0078	4462 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0079	4456 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0081	22992 KIOWA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0083	22970 KIOWA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0086	4451 229TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0088	22953 MAKAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-34-0091	22991 MAKAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-41-0008	4185 232ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-41-0009	4173 232ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-41-0091	23157 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-41-0095	23131 DAKOTAH ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-41-0104	23150 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-41-0105	23146 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
31-34-24-41-0108	23128 ELDORADO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0009	23105 GUARANI ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0011	23091 GUARANI ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0012	23144 GUARANI ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0016	23107 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0020	23153 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0025	23220 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0028	23186 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0032	23142 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0034	23116 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0039		\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0040	23159 FOX ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0043	23199 FOX ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0047	23245 FOX ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0052	23198 FOX ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-42-0062	23211 PEDERSON DR NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0009	23023 GUARANI ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0014	23096 GUARANI ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0017	23058 GUARANI ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0024	4315 230TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0026	23035 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0027	23047 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0029	23077 JIVARO ST NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0049	4343 230TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-43-0051	4363 230TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-44-0008	22940 SAINT FRANCIS BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-44-0009	23040 PEDERSON DR NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0009	3332 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0017	3279 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0018	3289 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0021	3327 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0023	3353 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0025	3373 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0037	3264 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0039	3290 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0044	3285 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-11-0048	23575 MARIGOLD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-12-0006	3428 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-12-0012	23556 QUAY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-12-0016	3425 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-12-0024	3440 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-12-0026	3458 235TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-13-0002	3608 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-13-0012	3571 232ND CT NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-14-0003	23400 RUM RIVER BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-22-0012	23611 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
32-34-24-22-0013	23601 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0002	23405 SAINT FRANCIS BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0008	23390 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0013	3815 233RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0020	23311 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0021	3903 233RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0029	3936 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-23-0030	3937 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-24-0012	23322 WOODBINE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-24-0035	23291 UNDERCLIFT ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-24-0038	23290 VINTAGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-31-0009	23255 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-31-0017	23105 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-31-0030	23260 WOODBINE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-31-0031	3720 232ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-31-0034	3690 232ND AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-31-0046	23135 BUTTERFIELD DR NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0001	3814 233RD AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0002	23250 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0032	23225 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0033	23217 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0034	23262 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0035	23254 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0036	23242 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0037	23238 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0038	23226 YUCCA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0053	3832 232ND AVE NW #108	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0060	3831 232ND AVE NW #105	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-32-0061	3831 232ND AVE NW #106	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0006	22904 WOODBINE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0008	22939 AMBASSADOR BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0018	22950 WOODBINE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0023	22944 BUTTERFIELD DR NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0035	3731 BRIDGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0040	23048 BUTTERFIELD DR NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-34-0068	23040 BUTTERFIELD DR NW	\$ 60.00	\$ 6.00	\$ 66.00
32-34-24-43-0036	22911 QUAY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-12-0113	2787 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0010	23371 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0012	23387 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0019	23475 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0027	23382 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0028	23386 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0031	23414 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0037	23490 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-13-0044	23423 CROCUS ST NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
33-34-24-13-0045	23417 Crocus	\$ 30.00	\$ 3.00	\$ 33.00
33-34-24-14-0008	2567 234TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-14-0011	2597 234TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0002	2971 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0004	23542 HEATHER ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0016	23680 HEATHER ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0018	2929 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0021	2881 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0024	2921 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0031	23581 HEATHER ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0032	23593 HEATHER ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0035	23639 HEATHER ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0037	2934 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0041	23632 FLORA CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0051	23641 FLORA CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0052	2882 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0053	2890 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0057	2940 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0065	23628 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0072	2883 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0076	2833 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0099	2813 236TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0103	23617 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0105	23641 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0106	23649 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-21-0117	2818 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-22-0009	3009 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0003	23431 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0004	23423 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0007	23377 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0008	23367 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0014	3038 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0021	23308 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0023	23323 JONQUIL ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0025	23347 JONQUIL ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0027	23369 JONQUIL ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0030	3050 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0032	23426 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0034	3069 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0039	23368 JONQUIL ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0040	23356 JONQUIL ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0045	23302 JONQUIL ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0047	23297 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-23-0048	23295 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0016	23438 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0017	2892 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
33-34-24-24-0018	2880 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0019	2875 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0023	2827 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0024	2819 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0029	2839 234TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0030	23419 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0031	23427 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0033	23453 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-24-0034	2834 234TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0005	23140 GLADIOLA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0006	23152 GLADIOLA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0011	23214 GLADIOLA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0018	23169 GLADIOLA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0026	2897 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0027	2885 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0028	2873 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0030	2813 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0033	2845 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0036	2868 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0038	2814 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0039	2832 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0048	23164 FLORA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0050	23188 FLORA ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0067	23121 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0069	23107 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0083	2808 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0088	2828 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0093	2827 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-31-0095	2851 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0015	23109 KERRY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0025	23162 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0027	23292 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0028	23278 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0029	23260 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0031	3067 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0039	23270 KERRY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0048	23186 KERRY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0049	23154 KERRY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0050	23291 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0051	23283 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0053	23259 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-32-0054	3038 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0006	22905 LAKE GEORGE BLVD NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0007		\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0010	3085 BRIDGE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0014	23085 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
33-34-24-33-0018	23037 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0020	3036 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0031	23058 IVYWOOD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0033	3061 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0035	3103 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0053	23090 KERRY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-33-0056	23093 KERRY ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-34-0059	23024 EIDELWEISS ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-34-0076		\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0010	2757 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0011	2769 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0012	2783 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0017	2768 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0018	2780 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0019	2792 231ST LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0020	2790 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0021	2778 232ND LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0027	2762 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0029	2748 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0030	2730 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0037	23310 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0038	2739 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0040	2785 233RD LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0042	23179 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0044	23207 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0048	23255 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0054	23329 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0058	23341 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-42-0071	23141 ARROWHEAD ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0048	2693 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0050	2697 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0059	2725 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0065	2737 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0068	2743 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0073	2714 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0076	2730 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0081	2692 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0082	2694 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0163	23000 BITTERSWEET ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0188	2762 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0189	2760 231ST AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0192	2753 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0195	2765 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0196	2769 230TH LN NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0208	23076 BITTERSWEET ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0210	23092 BITTERSWEET ST NW	\$ 60.00	\$ 6.00	\$ 66.00

Parcel ID	LOC_ADDR	Amount	10%	Total
33-34-24-43-0214	2621 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0215	2617 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0221	2653 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0222	2651 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-24-43-0226	2633 230TH CT NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-25-11-0003	7382 HILL AND DALE DR NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-25-11-0004	23640 NACRE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-25-12-0004	23555 VARIOLITE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-25-13-0003	23449 VARIOLITE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-25-24-0003	23316 VARIOLITE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
33-34-25-31-0002	23114 VARIOLITE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-12-0004	23633 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-24-0004	23474 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-24-0006	23390 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-24-0007	23450 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-31-0002	23286 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-34-0005	23042 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-34-0008	22986 NIGHTINGALE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-24-34-0010	2077 229TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-11-0001		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-12-0001		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-13-0001		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-14-0001		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-21-0001		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-22-0002		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-23-0001		\$ 60.00	\$ 6.00	\$ 66.00
34-34-25-24-0001		\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-11-0004	839 236TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-11-0013	940 236TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-12-0004	23612 TAMARACK ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-12-0005	1054 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-14-0005	854 235TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-14-0014	23335 TAMARACK ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-22-0011	1524 237TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-23-0004	23384 DRAKE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-32-0002	23278 DRAKE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-32-0004	23174 DRAKE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-32-0006	23261 DRAKE ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-43-0011	23032 TAMARACK ST NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-44-0002	901 229TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-44-0005	825 229TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-24-44-0006		\$ 60.00	\$ 6.00	\$ 66.00
35-34-25-11-0004		\$ 60.00	\$ 6.00	\$ 66.00
35-34-25-11-0005	23540 BRIDGESTONE RD NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-25-11-0012	23636 BRIDGESTONE RD NW	\$ 60.00	\$ 6.00	\$ 66.00
35-34-25-11-0014	5712 236TH AVE NW	\$ 60.00	\$ 6.00	\$ 66.00

Miscellaneous (escrow, plan check, mowing, admin citations)

Exhibit 3

\$75 or

PID	Property Address	Reason	Amount Due	10% Total	
33-34-24-22-0004	3127 235th Avenue	Escrow	\$ 76.50	\$ 7.65	\$ 84.15
30-34-24-33-0007	23723 Roanoke St NW	Plan Check fee	\$ 117.81	\$ 11.78	\$ 129.59
31-34-24-43-0026	23035 Jivaro	Mowing	\$ 300.00	\$ 30.00	\$ 330.00
27-34-24-23-0010	24123 Verdin St NW	Admin Citation	\$ 300.00	\$ 30.00	\$ 330.00
27-34-25-31-0001	6938 Ambassador Blvd NW	Admin Citation	\$ 200.00	\$ 20.00	\$ 220.00
28-34-24-14-0011	2456 243rd Ave NW	Admin Citation	\$ 3,200.00	\$ 75.00	\$ 3,275.00
29-34-24-11-0013	24477 Riverbank Lane NW	Admin Citation	\$ 200.00	\$ 20.00	\$ 220.00
31-34-24-24-0002	23434 Pederson Drive NW	Admin Citation	\$ 60.00	\$ 6.00	\$ 66.00
31-34-24-24-0006	4534 233rd Lane NW	Admin Citation	\$ 900.00	\$ 75.00	\$ 975.00
31-34-24-43-0026	23035 Jivaro ST NW	Admin Citation	\$ 300.00	\$ 30.00	\$ 330.00
32-34-24-22-0012	23611 Ambassador Blvd NW	Admin Citation	\$ 3,300.00	\$ 75.00	\$ 3,375.00
Total Miscellaneous			\$ 8,954.31	\$ 380.43	\$ 9,334.74

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Assessing Contract**
DATE: November 6th, 2017

OVERVIEW:

At the October 16th City Council Meeting, the City Council heard from both parties proposing assessing services. Anoka County and Erik Skogquist. Staff contacted the provided references for Erik Skogquist and there were no concerning issues.

As it stands in the proposed contracts, Anoka County is **\$1,284** cheaper. Eric did say verbally that he would remove the \$60 charge on tax exempt land to reduce his contract an estimated **\$8,000**.

Things to consider:

- 1) These are 5 year agreements
- 2) There is approximately a two year notice to terminate
- 3) The City hasn't had any clearly documented issues with the current services.
- 4) Anoka County has indicated that tax court and corrections could potentially be billed back to the City if we decide not to renew with them.
- 5) The City and Anoka County's working relationship also includes roads, parks, HRA funds, and other indirect initiatives.

ACTION TO BE CONSIDERED:

Motion to enter an agreement for Assessing. *If Erik Skogquist is chosen as the selected service provider, it should be requested that he provide a revised proposal with any changes and a verification of the cost savings to be approved at the next meeting.*



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

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Assessing Contract
DATE: 10-16-2017

OVERVIEW:

The City has received two proposals for Assessing Services. The Anoka County contract is proposed to run from January 2018 through 2023. The following financial analysis was conducted by the current Assessor for the City of St. Francis:

Below is the cost comparison I mentioned in my voicemail this morning. Looking at the rates charged and the parcels billed for by Eric & Mary (numbers taken from a copy of their contract) their per parcel cost is lower however overall cost is higher for the City of St. Francis due to the fact that they bill for tax exempt and utility parcels where the county does not.

Eric & Mary Proposal			Anoka County Proposal		
	Parcels	Cost		Parcels	Cost
Improved Res & Ag @ \$10.10	2,290	\$23,129.00	Improved Res & Ag @ \$12.50	2,290	\$28,625.00
Unimproved Res & Ag @ 4.50	459	\$ 2,065.50	Unimproved Res & Ag @ 4.50	459	\$ 2,065.50
Imp & Unimp Commercial, Industrial, Apartment, Utility, and Tax Exempt @ \$60	277	\$16,620.00	Imp & Unimp Commercial, Industrial, Apartment, and Personal Property @ 80.00	123	\$ 9,840.00
	Grand Total	\$41,814.50		Grand Total	\$40,530.50

Comments: Although Anoka County's cost per parcel is generally higher, Anoka County is not currently charging for Tax Exempt or Utility parcels. The resulting numbers are based upon the parcel counts listed in the PR&T Annual Report on Anoka County's Website.

Attached are the two proposals – Anoka County and from Erik Skogquist.

ACTION TO BE CONSIDERED:

Motion to enter into an assessing contract.



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

Property
Assessment

Property Records
& Public Service

Property Tax
Accounting &
Research

Elections &
Voter Registration

May 2, 2017

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

Dear Barb:

Please find enclosed two (2) original copies of the Joint Powers Agreement Between the City of St. Francis and County of Anoka for Assessment of Property. Both copies need to be signed and returned to me.

I look forward to working with you in this endeavor. If you have any questions regarding the agreement, or require my presence at a council meeting, feel free to contact me at **(763) 323-5548**.

Sincerely,

Alex Guggenberger, S.A.M.A.
Anoka County Assessor

Enclosure(s)

i:\proptax\admin\contracts\assr\assessment contract letter.docx

**JOINT POWERS AGREEMENT
BETWEEN THE CITY OF ST. FRANCIS AND
COUNTY OF ANOKA FOR ASSESSMENT OF PROPERTY**

THIS AGREEMENT is made and entered into this _____ day of _____, 2017, by and between the City of St. Francis, 23340 Cree Street NW, St. Francis, Minnesota 55070, hereinafter referred to as the "Municipality", and the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 1, any county and city, lying wholly or partially within the county and constituting a separate assessment district, may, by agreement entered into under Minn. Stat. § 471.59, provide for the assessment of property in the city by the county assessor; and

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 2, the agreement may provide for the abolition of the office of the city assessor when the assessment of the property within the city is to be made under an agreement by the county assessor; and

WHEREAS, it is the wish of the County to cooperate with the Municipality to provide for a fair and equitable assessment of the property within the Municipality; and

WHEREAS, said work will be carried out in accordance with the provisions of Minn. Stat. § 471.59.

NOW, THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree as follows:

I. That said Municipality constitutes a separate assessment district which lies wholly within the County and that all property in the geographical boundaries of this district shall be assessed by the County Assessor of the County beginning with the assessment year 2019, provided this Agreement is approved by the Commissioner of Revenue.

II. Pursuant to Minn. Stat. § 273.072, subd. 2, the office of the City Assessor in the Municipality shall cease to exist on January 16, 2018, but not before the end of the term of the current City Assessor, if serving for a fixed term, or when an earlier vacancy occurs; provided, however, that upon the termination of this Agreement, the Office of City Assessor shall be automatically reestablished and shall be filled as provided by applicable law or charter in accordance with Minn. Stat. § 273.072.

III. The term of this Agreement shall be from January 16, 2018, through assessment services performed in the year 2023, unless earlier terminated as provided herein.

IV. In consideration of said assessment services, the Municipality shall pay to the County an annual payment as follows:

2019 Assessment services payable on or before January 15, 2018
2020 Assessment services payable on or before January 15, 2019
2021 Assessment services payable on or before January 15, 2020
2022 Assessment services payable on or before January 15, 2021
2023 Assessment services payable on or before January 15, 2022

- V. For year 2019 assessment services, the Municipality shall pay the County as follows:
- A. Twelve Dollars and 50/100s (\$12.50) for each improved parcel of residential, seasonal recreational residential and agricultural type property;
 - B. Four Dollars and 50/100s (\$4.50) for each unimproved parcel of residential, seasonal recreational residential and agricultural type property;
 - C. Eighty Dollars and 11/100s (\$80.00) for each improved and unimproved parcel of commercial, industrial and public utility type of property; and
 - D. Eighty Dollars and 00/100s \$80.00) for each improved and unimproved parcel of apartment and mobile home park type property.

The same procedure shall be used, as described above, in the computation of the assessment payments due in 2020 through 2023, provided, however, that the cost for each type of parcel shall be increased according to the County Assessor's increase in operating costs, cost of living and merit adjustments established by the Anoka County Board of Commissioners for January 1 to December 31 in the year prior to the date of the assessment.

VI. Notwithstanding Section II. above, the County and/or Municipality shall have the right to terminate this Agreement by providing, at a minimum, two years written notice by certified mail, which notice shall be sent prior to January 2 of any year to terminate assessment services to be performed two years from such date (i.e. to terminate this Agreement for assessment services in the year 2020, the party must provide written notice of termination by not later than January 2, 2018).

VII. COUNTERPARTS

This Joint Powers Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

(remainder of page intentionally blank – signature page immediately follows)

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates so indicated.

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____
Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

By: _____
Steve Feldman
Mayor

Dated: _____

Dated: _____

By: _____
Jerry Soma
County Administrator

By: _____
Title: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Dan Klint
Assistant County Attorney

By: _____
Title: _____

Dated: _____

Dated: _____

March 13, 2017

Joe Kohlmann, City Administrator
St. Francis City Hall
22300 Cree Street NW
St. Francis, MN 55070

Subject: Property Assessing Services – Another option to consider

Dear Mr. Kohlmann,

As you know, the City of St. Francis currently contracts with Anoka County for property assessing services and that contract is set to expire in 2017. We are writing today to introduce ourselves, local independent contract assessors, to present another option for you to consider when looking at assessing services in the upcoming year.

Erik Skogquist has been assessing properties for 10 years and holds the Senior Accredited MN Assessor license. He has assessed all types of property (residential, commercial, industrial, ag land, etc.) state wide. Mary Wells has been assessing properties for 5 years and holds the Income Qualified Certified MN Assessor license. Her work experience also includes 13 years of real estate sales.

Our assessing experience includes employment at the City of Coon Rapids and independent contractor work for multiple cities and townships around the state of Minnesota. We are both lifelong Anoka County residents.

Below are a few of the benefits of contracting with us for property assessing services:

1. Save money! Our rates are significantly less than the county's rates because we do not have the overhead costs that the county has. We anticipate your savings to be 20% or more over the current county rates.
2. Professional, accurate and timely processing of all physical inspections, data updates and reporting required by the county and the state.
3. Full representation at all levels of Board of Appeal and Equalization meetings.
4. Caring and responsive communications with property owners – we answer all calls, emails and letters promptly and respectfully.
5. Our focus with property owners is on education and providing the right information. We know that many don't understand how the MN assessing process works. Our experience is that they appreciate getting a full explanation, in terms they understand, and we do that well – in fact, that's our specialty!
6. Interfacing and working together with city departments to answer their questions and to communicate out to the public. For example: we will attend Town Hall or Neighborhood meetings whenever possible, to answer any property owners' questions that may arise. We will also provide printed and or electronic material for your city newsletter periodically.

There are 4 cities in Anoka County that have been contracting with an independent assessor, Ken Tolzmann, for quite a few years. Those cities are Columbus, Centerville, East Bethel and Spring Lake Park. Mary currently works with Mr. Tolzmann on those contracts and a letter of recommendation from him is attached.

We have also included two other letters of recommendation from individuals who have direct experience working with both of us. The letters are from Matt Stemwedel, Coon Rapids City Manager and Cathy Sorenson, Blaine City Clerk.

We will contact you in the next week or two to set up a time to meet in person. We think it is important to meet face-to-face to answer any questions you may have regarding our services. Thank you for your time and consideration. We look forward to discussing our contract property assessing services further with you.

Sincerely,



Erik Skogquist
Email: skog0111@umn.edu
Phone: 763-464-9703



Mary Wells
Email: mnvalues@gmail.com
Phone: 612-770-3254

**AGREEMENT FOR ASSESSMENT SERVICES
BETWEEN THE CITY OF ST. FRANCIS
AND ERIK A. SKOGQUIST, SAMA AND MARY WELLS, CMA
IN THE CITY OF ST. FRANCIS, MN**

This Agreement made and entered into this _____ day of _____, 20____, by and between the City of St. Francis, 23340 Cree St NW, St Francis, MN 55070, a municipal corporations under the laws of Minnesota, hereinafter referred to as the “Municipality”, and Erik Skogquist, Senior Accredited Minnesota Assessor #3121, 314 Monroe St, Anoka, MN 55303 and Mary Wells, Certified Minnesota Assessor #3561 Income Qualified, 3405 Edmar Ln NE, East Bethel, MN 55092, hereinafter referred to as the “City Assessors”.

WITNESSETH:

WHEREAS, the City of St. Francis, lying wholly within Anoka County, Minnesota is a city constituting a separate assessment district; and

WHEREAS, pursuant to Minnesota Statutes 273.05, the city assessor shall be appointed by the city council; and

WHEREAS, it is the wish of the St. Francis City Council to appoint Erik Skogquist and Mary Wells the St. Francis City Assessors; and

WHEREAS, it is the wish of Erik Skogquist and Mary Wells to serve as the St. Francis City Assessors and to cooperate with the Municipality to perform fair and equitable assessments of the real property within the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. The effective period of this Agreement will be from February 15, 2018 to February 15, _____, unless earlier terminated as provided herein.
2. The City Assessors represents that they are residents of the State of Minnesota, possesses the knowledge and training in the field of property taxation necessary perform the duties of a local assessor, and is duly licensed to perform such duties in compliance with Minnesota Statutes 270.48 and Minnesota Department of Revenue Standards.
3. All real property within the geographical boundaries of Municipality will be assessed by the City Assessors for taxation beginning with the 2019 assessment payable 2020.
4. The duties of the City Assessor with be carried out consistently and in accordance with the provisions of Minnesota Statutes 273.05, 273.064 and 273.08.
5. In consideration for said assessment services, the Municipality with pay the City Assessor quarterly payments (unless earlier terminated as herein provided) as follows:

- a) The first quarterly payment will be billed on March 1, 2018, the second on June 1, 2018, the third on September 1, 2018, and the fourth on December 1, 2018.
 - b) The parties understand that to accomplish the delivery of the assessments on or before February 1, 2019, all work specific to the generation of that assessment must be done prior to February 1, 2019; the same will be true for subsequent years assessments, i.e. all work for the assessment year 2020 assessment must be done prior to February 1, 2020, etc.
6. For the assessment year 2019 assessment, the Municipality will pay the City Assessor as follows:
- a) Ten and 010/100 Dollars (\$10.10) for each improved parcel of residential, seasonal recreational residential, and agricultural type property.
 - b) Four and 50/100 Dollars (\$4.50) for each unimproved parcel of residential, seasonal recreational residential, and agricultural type property.
 - c) Sixty and 00/100 Dollars (\$60.00) for each improved and unimproved parcel of commercial, industrial, and public utility and tax exempt type property.
 - d) Sixty and 00/100 Dollars (\$60.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type property.
7. The same procedure and rates will be followed in the frequency and computation of payments for assessment services for subsequent years.
8. The City Assessor will remit quarterly billings to the Municipality totaling twenty-five (25%) percent of the estimated annual bill, with the fourth payment making up the difference between the estimated and actual amount of parcels assessed. It is hereby agreed that a 1.65% monthly interest shall be charged after the billing date on the unpaid balances, if not paid within thirty (30) days of the billing date.
9. Notwithstanding Section 1 above, the City Assessor and/or Municipality have the right to terminate the Agreement by providing twelve months written notice prior to the beginning of assessment work for the tax year. Such notice to terminate must be sent by certified mail to the other party at the address set forth above. For example, to terminate effective as of the assessment year 2020 assessment, the party must provide written notice of termination to the other party no later than February 15, 2018. Provided further, that this agreement may be terminated at any time by the St. Francis City Council on charges by the Minnesota Commissioner of Revenue on neglect of duty on the part of the City Assessor.
10. The relationship between the parties is that of an independent contractor. Nothing contained in this Agreement is intended to or should be construed as creating the relationship of copartners, employee/employer, or joint ventures between the Municipality and the City Assessor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to Municipality employees will accrue to the City Assessors or employees of the City Assessors performing services under this Agreement. The

relationship between the parties is that of an independent Contractor, the Municipality having no control as to the details of the work nor over the hours or time devoted to said task to be accomplished, said concern of the Municipality being limited only to the results of said work and not the means by which it is accomplished.

11. The City Assessors agree they will defend, indemnify, and hold harmless the Municipality, its officers and employees, against any and all liability, loss, costs, damages, and expenses which the Municipality, its officers or employees, may hereafter sustain, incur, or be required to pay arising out of the City Assessors' performance or failure to adequately perform his obligations pursuant to this Agreement.
12. All data collected, created, received, maintained, or disseminated for any purposes by activates of the City Assessors because of this Agreement is governed by the Minnesota Government Data Practiced Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
13. Pursuant to Minnesota Statutes 16B.06 subd. 4, the City Assessor agrees that the Municipality, the State Auditor, the Minnesota Department of Revenue, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc, which are pertinent to the accounting practices and procedures of the City Assessors and involve transactions relating to this Agreement.
14. During the performance of this Agreement, the City Assessors agree that no person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed, national origin or sexual orientation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.
15.
 - a) The City Assessors warrant and represent that they are currently licensed as assessors by the State of Minnesota. In the event said license is cancelled, revoked, suspended or expires during the term of the contract, the City Assessors agree to immediately inform the Municipality. The Municipality will pay only for serviced pursuant to such licensing requirements.
 - b) The City Assessors will comply with all applicable federal and state statutes and regulations as well as local ordinances.
 - c) Failure to meet the requirements of Paragraphs a) and b) above may be cause for cancellation of this Agreement effective the date of receipt of notice of cancelation, notwithstanding the provisions of Sections 1 and 9 above.
16. Any reports, studies, photographs, negatives, or other documents prepared by the City Assessor in the performance of his obligations under this Agreement will be the exclusive property of the Municipality, and all such materials will be remitted to the Municipality by the City Assessors upon completion, termination, or cancellation of this Agreement upon the request of the Municipality. The City Assessors

will not use, willingly allow, or cause to have such materials used for any purpose other than performance of the City Assessor's obligations under this Agreement without the prior written consent of the Municipality.

IN WITNESS THEROF, the Municipality and City Assessor have herby executed this agreement this _____ day of _____, 20____.

CITY OF ST. FRANCIS

By: _____

Title: _____

Dated: _____

By: _____

Title: _____

Dated: _____

CITY ASSESSORS

By: _____

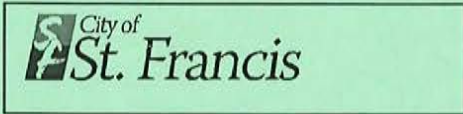
Title: Erik A. Skogquist, SAMA License #3121

Dated: _____

By: _____

Title: Mary Wells, CMA License #3561

Dated: _____



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Resolution Amending the City's Personnel Policy
DATE: 11/01/2017

ITEM FOR CONSIDERATION:

Attached is a resolution to amend the City's Personnel Policy.

BACKGROUND:

The city current pays each full time employee a stipend of \$650.00/month instead of providing a group health insurance policy. To comply with federal regulations, the city wants to provide a group health insurance option to all full time employees. After researching what was available, staff is recommending that the city offer group health insurance from Health Partners administered through the A.T. Group. The city needs to amend the personnel policy as attached so that this can be offered to the employees on December 1, 2017. Please note that if an employee hired before October 1, 2017 has a group health insurance plan right now, they can waive coverage and continue to receive the taxable contribution of \$650.00/month.

ACTION BE TO CONSIDERED:

Approve the attached Resolution 2017-38 amending the personnel policy.

BUDGET IMPLICATION:

It is estimated the 2018 budgets will be increased by \$20,000 across all funds to provide the health insurance. Todd Schwieger has made \$11,200 of cuts in other line items to make up the police departments differences. John Schmidt has cut \$4,500 to help with the Liquor Fund. The rest of the differences will be adjusted in the budgets. Going forward health insurance costs will increase for the city each year. This will be an item to look at each year during the budget cycle.

Attachments:

1. Resolution 2017-38 Amending the Personnel Policy.

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

RESOLUTION 2017-37

**A RESOLUTION AMENDING
THE CITY'S PERSONNEL POLICY**

WHEREAS, the City of St. Francis adopted a Personnel Policy, pursuant to Ordinance 2-6-1, which established personnel rules setting for the rights, duties and responsibilities of employees; and

WHEREAS, Ordinance 2-6-1 allows these Policies to be changed from time to time; and

WHEREAS, the St. Francis City Council has determined the existing policy needs to be clarified to reflect expectations regarding Personnel Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that Section 9 HEALTH/LIFE/SHORT & LONG-TERM DISABILITY of the Personnel Policy is amended as follows:

HEALTH/LIFE/SHORT & LONG-TERM DISABILITY

~~All regular full-time employees shall be paid a monthly stipend for medical insurance of the employee's own choice or the City may provide a group plan. The monthly stipend shall be prorated throughout the year. For the purpose of accumulating time to qualify for health insurance benefits an employee on a leave of absence with pay, vacation or sick leave is considered to be working. During the probationary period following the original appointment an employee shall receive the health insurance monthly benefit. An employee leaving the employment of the City in good standing shall receive the health insurance benefit on a prorated basis for the applicable month.~~

~~Subject to any limitations in the insurance policy, all regular full-time employees shall be eligible for Life Insurance and Disability Benefits in an amount established by the City Council. The City Council shall, by Resolution, determine the City's monthly contribution toward the employee's life insurance and disability premium. Participating employees, who choose coverage beyond that provided by the City, shall be required to pay the difference in the premium for the additional life or disability insurance coverage. Subject to eligibility requirements as outlined in the policy between the City and the insurer, new eligible employees shall be covered on the date of hire. An employee can elect to continue coverage while on leave of absence without pay. However, during this period, the employee shall be responsible for all premiums due. Employees shall also be required to provide proof of health insurance annually.~~

All regular full time employees shall be eligible for a group health insurance plan through the City of St. Francis starting December 1, 2017. Any employee hired prior to October 1st, 2017, can waive the city's group plan and receive a taxable contribution of \$650.00/month if they have group health insurance through a spouse's employment, a secondary job or the VA. This waiver will be good until that employee loses the outside group health insurance or leaves employment. If this occurs, the employee must inform the city so that the taxable contribution is stopped and they can opt into the city's group health insurance if they choose.

The city will cover the cost of the employee's single coverage group health insurance and dental insurance. Family group health insurance will be covered at 66% of the cost or \$200/month whichever is greater. Family dental insurance will be 100% covered by the employee. New employees will be eligible for insurance on the 1st of the month following start of employment. The city's plan year will be from December 1st to November 30th each year. For the purpose of accumulating time to qualify for health insurance benefits an employee on a leave of absence with pay, vacation or sick leave is considered to be working. During the probationary period following the original appointment an employee shall be eligible for health & dental insurance monthly benefit. An employee leaving the employment of the City in good standing shall receive the health insurance benefit on a prorated basis for the applicable month.

Subject to any limitations in the insurance policy, all regular full-time employees shall be eligible for Life Insurance and Disability Benefits in an amount established by the City Council. The City Council shall, by Resolution, determine the City's monthly contribution toward the employee's life insurance and disability premium. Participating employees, who choose coverage beyond that provided by the City, shall be required to pay the difference in the premium for the additional life or disability insurance coverage. Subject to eligibility requirements as outlined in the policy between the City and the insurer, new eligible employees shall be covered on the date of hire. An employee can elect to continue coverage while on leave of absence without pay. However, during this period, the employee shall be responsible for all premiums due.

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:
and the following abstained:
and the following were absent:

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

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Resolution Transferring from Liquor Fund to EDA Fund
DATE: 11/01/2017

ITEM FOR CONSIDERATION:

Attached is a resolution to approve a transfer from the Liquor Fund to EDA Fund.

BACKGROUND:

The EDA is looking to purchase the property at 3731 Bridge Street and is requesting the funds for the purchase and demolition be transferred from the Liquor Fund. The request is for \$225,000.00.

ACTION BE TO CONSIDERED:

Approve the attached resolution transferring \$225,000.00 from the Liquor Fund to the EDA Fund.

BUDGET IMPLICATION:

This will come out of Liquor Fund Cash balance. As of 09/30/2017, the cash balance is \$1,665,343.74.

Attachments:

1. Resolution 2017-38 approving Transfer from Liquor to EDA.

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2017-38

TRANSFER FROM LIQUOR FUND TO EDA FUND

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

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	LIQUOR FUND	EDA Fund	PURCHASE PROPERTY	225,000.00

1. The EDA is requesting a transfer from the Liquor Fund to purchase and demolish the house at 3731 Bridge Street.

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

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Approval of New Firefighter Training Manual**
DATE: 11/06/2017

OVERVIEW:

The fire department previously has never had a prescribed training process or manual for new firefighters. Over the past few months the fire department has been developing a handbook for new firefighters to provide consistent, structured training and instruction on how to be successful as firefighter with the City of St. Francis. This New Firefighter Training Manual will provide all of our new employees with tools and training they need to be a successful member of the organization.

This manual will also become part of the firefighter's permanent training file and will reside as part of our Policies and Guidelines for all firefighters

Action to be considered:

Motion and approval of the "New Firefighter Training Manual" as part of the St. Francis Fire Department Policies and Procedures.

ST. FRANCIS FIRE DEPARTMENT



SECTION 1: INTRODUCTION

INTRODUCTION

This program serves as a major step in the probationary process, and provides an individually tailored program that will identify and stress weak areas while ensuring that each trainee masters a predetermined set of job tasks before completion of their probationary period. Each trainee entering the program will be accepted as having the basic academic and physical qualifications for the job. During the training program, you will be evaluated on a regular basis so that corrective actions can be taken immediately when deficiencies are identified. Only after documentation and unsuccessful attempts to correct deficiencies will the probationary Firefighter be considered for termination.

This evaluation manual has been created as a tool to be used during your twelve-month probationary period with the St Francis Fire Department. The objective of this manual is to provide for:

- A systematic, step-by-step approach for training.
- A means of ensuring trainee capability in performing basic job tasks and skills.
- A means of recording all training activities.
- A means to provide a consistent method of instruction for Firefighter skills.
- A system to detect deficiencies in a trainee's performance.
- A means to document specific deficiencies in a trainee's performance and what steps were taken to overcome these weaknesses.

ORIENTATION CHECKLIST

_____ TOUR OF FACILITIES

_____ Station

_____ Public Works/Police

_____ ISSUE GEAR

_____ Boots

_____ Helmet

_____ Bunker Pants

_____ Bunker Coat

_____ Hood

_____ Gloves

_____ Pager

_____ Flashlight

_____ DEPARTMENT GUIDELINES/POLICIES

ST. FRANCIS FIRE DEPARTMENT



FORMS

QUARTERLY PERFORMANCE EVALUATION

On a quarterly basis, the Assistant Chief will complete this report. The report will be reviewed with the trainee.

TRAINEE SELF-EVALUATION FORM

This form will be completed by the trainee quarterly during the twelve month probation period. The completed form is to be reviewed by the Assistant Chief.

POST INCIDENT EVALUATION

This form will be completed by the duty Captain or Assistant Chief after each incident that the probationary Firefighter participated in. The form will be reviewed with the trainee and initialed.

QUARTERLY PERFORMANCE EVALUATION

The Quarterly Performance Evaluation is an evaluation form that includes the ten categories that the Fire Officer will utilize to formally record and report your performance. The Fire Officer will review with you, category by category, at the end of each quarter. The purpose of this review is to assist you to correct areas of deficient performance and further strengthen those areas in which you are earning acceptable ratings. There are no “secrets” in the Training Program; you know exactly where you stand in terms of performance evaluation. You will be required to sign and date each report after the review. Your signature indicates that you and your Fire Officer discussed the performance rating and that the action(s) during that month measured against the Evaluation Guidelines. This represents your earned rating for the period. Categories that are not observed during this period will be recorded as not observed (NO). When instruction has been provided, but you are still unable to satisfactorily perform/demonstrate or explain the knowledge or skill area, a not responding to training (NRT) will be noted. An NRT is an indication that a serious performance deficiency exists and must be addressed by you and your Fire Officer or your continued employment may be in jeopardy.

All Quarterly Performance Evaluations and other documentation will become part of your training records and reviewed before completion of probation.

QUARTERLY PERFORMANCE EVALUATION

Last Name:	First Name:	Date:							
RATING SCALE									
UNACCEPTABLE	ACCEPTABLE					SUPERIOR			
CATEGORY	1	2	3	4	5	6	7	NO	NRT
APPEARANCE									
1. GENERAL APPEARANCE									
ATTITUDE									
2. LISTENS TO INSTRUCTIONS									
3. ACCEPTANCE OF FEEDBACK									
4. ATTITUDE TOWARDS FIREFIGHTER DUTIES									
KNOWLEDGE									
5. OF DUTIES AND RESPONSIBILITIES									
PERFORMANCE									
6. EQUIPMENT: OPERATION SKILLS									
7. FOLLOW THROUGH									
8. SAFETY									
RELATIONSHIPS									
9. WITH CO-WORKERS									
10. ATTENDANCE									

ADDITIONAL COMMENTS:

EVALUATED BY:

QUARTERLY PERFORMANCE EVALUATION

Evaluation Guidelines

The following scale values of **1** for **Unacceptable**, **2-6** for **Acceptable**, and **7** for **Superior**. This form of rating is to be used when rating a Firefighter Trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

APPEARANCE

1. **GENERAL APPEARANCE** – The Fire Officer will evaluate the physical appearance, dress, and demeanor of the Trainee.
 - (1) Unacceptable- The Trainee's turnout gear, helmet, etc., are dirty and not kept clean. Their personal equipment is dirty or missing. The Trainee's hair is not groomed or effecting personal safety.
 - (2-6) Acceptable- The Trainee's turnout gear is clean. The person is well groomed and their hair is neat and clean.
 - (7) Superior- The Trainee is always well groomed. He or she displays command bearing when representing the Fire Department.

ATTITUDE

2. **LISTENS TO INSTRUCTIONS** – The Fire Officer will evaluate the ability of the Trainee to receive input and to respond in a correct manner.
 - (1) Unacceptable- The Trainee does not understand instructions after being repeated. He or she is unable to carry out instructions. When given instructions, the Trainee responds inappropriately.
 - (2-6) Acceptable- When given instructions, the Trainee follows through in an appropriate manner.
 - (7) Superior- After receiving instructions, the Trainee is able to combine them with previous information to improve on the appropriate response.
3. **ACCEPTANCE OF FEEDBACK** – The Fire Officer will evaluate the way the Trainee accepts criticism and how that feedback is used to further the learning process and improve performance.
 - (1) Unacceptable- The Trainee rationalizes mistakes, denies that errors were made, is argumentative, refuses, or does not attempt to make corrections. He or she considers criticism as a personal attack.

(2-6) Acceptable- The Trainee accepts criticism in a positive manner and applies it to improve performance and further learning.

(7) Superior- Actively solicits criticism and feed back in order to further learning and improve performance. Does not argue or blame others for errors.

4. **ATTITUDE TOWARD FIREFIGHTER DUTIES** – The Fire Officer will evaluate how the Trainee views position in terms of personal motivation, goals, and acceptance of the responsibilities of the job.

(1) Unacceptable- The Trainee sees this position as only a job. He or she uses this “job” to boost ego, abuses authority, or demonstrates little dedication to the principles of the profession.

(2-6) Acceptable- The Trainee demonstrates an active interest in position and responsibilities.

(7) Superior- The Trainee utilizes off-duty time to increase professional knowledge. He or she actively solicits assistance from others to increase knowledge and improve skills. The Trainee demonstrates concern for the Fire Service, maintaining high ideals in terms of professional responsibilities.

5. **KNOWLEDGE** – The Fire Officer will evaluate the Trainee’s awareness and performance of the various duties and responsibilities that are a part of this position with the Fire Department.

(1) Unacceptable- The Trainee does not take his role seriously in the Public Safety Sector. He or she has an uncaring attitude and has to be reminded about what the duties are.

(2-6) Acceptable-The Trainee performs well under own supervision. He or she completes the duties timely. It is understood what duties are and the Trainee is responsible in completing them.

(7) Superior- The Trainee goes beyond what is expected. He or she embraces extra duties and is very motivated in their completion.

PERFORMANCE

6. **EQUIPMENT: OPERATION SKILLS-** The Fire Officer will evaluate the Trainee's ability to operate various types of equipment.
- (1) Unacceptable- The Trainee is unable to operate equipment after receiving appropriate training. He or she damages equipment because of failure to operate it properly.
- (2-6) Acceptable- After receiving instructions, the Trainee is capable of operating equipment.
- (7) Superior- The Trainee understands how equipment operates and is knowledgeable and able to share knowledge with others.
7. **FOLLOW THROUGH-** The Fire Officer will evaluate the Trainee's motivation when given a task.
- (1) Unacceptable- The Trainee has to be reminded a number of times before the task is completed. He or she starts a task and does not complete it. Time involved in completion of the task is excessive.
- (2-6) Acceptable- When given a task, it is completed in a timely manner.
- (7) Superior- Tasks are completed promptly and thoroughly. The Trainee goes beyond task requirements and does more than was called for.
8. **SAFETY-** The Fire Officer evaluates the Trainee's ability to perform tasks without injuring self or others or exposing self or others to unnecessary danger or risk.
- (1) Unacceptable- The Trainee fails to follow accepted safety procedures, for example:
- a) Does not wear personal safety equipment.
 - b) Does not follow safety procedures when operating equipment.

- c) Freelances on fire ground.
- d) Reckless behavior at emergency scene.

(2-6) Acceptable- The Trainee follows accepted safety procedures, understands and applies them.

(7) Superior- The Trainee always works safely. He or she is always prepared for dangerous situations and is knowledgeable of NFPA safety issues.

RELATIONSHIPS

9. WITH CO-WORKERS:

(1) Unacceptable- The Trainee has constant rationalization of mistakes. He or she resists any suggestions or argues with the Officers. The Trainee patronizes co-workers or is sarcastic and antagonistic. He or she has poor interaction.

(2-6) Acceptable- The Trainee asks pertinent questions of co-workers and is objective in his or her desire to learn. He or she gets along with Officers and staff and interacts with others.

(7) Superior- The Trainee understands and maintains excellent co-worker relationships. He or she respects others and co-workers enjoy their company and interaction.

10. ATTENDANCE

(1) Unacceptable- The Trainee does not attend minimum number of required training sessions.

(2-6) Acceptable- The Trainee attends minimum number of training and alarms. He or she participates in all special Fire Department activities.

(7) Superior- The Trainee attends 100% of all training sessions. He or she attends the minimum number of required alarms as well as additional alarms for the company that they are assigned to.

PAID-ON-CALL TRAINEE SELF-EVALUATION FORM

Trainee Name _____

Date _____

INSTRUCTIONS: You are to complete this self evaluation form and review it with the Assistant Chief at the end of each quarter. Please consider your progress to date and respond to the areas noted below. You may continue on the back if necessary.

My significant strengths are: _____

My performance areas most in need of improvement are: _____

I believe that I am:

- Satisfactorily progressing through the Fire Evaluation Program.
- Experiencing difficulty meeting the expectations for the Fire Evaluation Program.

My concerns are: _____

EVALUATION MEETINGS

Evaluation meetings will be held on a quarterly basis with each probationary Firefighter and the Assistant Chief. These meetings will take place at the first drill following the completion of each quarter (three months) from start date.

At these meetings, the Assistant Chief will discuss the evaluation with the Trainee and review the completed Trainee Self-Evaluation Form. The major strengths and weaknesses possessed by the Trainee will be of critical importance during this discussion.

The atmosphere of these meetings will be of “candid criticism.” This discussion with the Trainee will provide a catalyst for the internal health of the training program and ongoing objectivity of the evaluation program. As each Trainee progresses through the program, the discussion of retention or separation from the Department is a by-product of the evaluation process.

The role of the Fire Department Administration at these meetings includes:

- Assuring a continuity of quality in the training.
- Maintaining sensitivity to the compatibility of the Trainee and the Fire Department Personnel.
- Innovating remedial programs tailored to the individual needs of the Trainee.

These evaluation meetings are strictly between the Firefighter and their supervisors. The issues discussed are to pertain to the individual Firefighter and will not be freely discussed with other personnel.

This is not to mean that supervisors cannot share concerns amongst themselves or with administration, or that the Firefighter cannot share their concerns with peers. The issue is that these meetings are to provide a “candid” atmosphere for discussion and evaluation that must not be compromised.

Post Incident Evaluations will be conducted as soon as possible following the incident. The review will be conducted by the Officer on duty or the Assistant Fire Chief with the Trainee.

POST FIRE CALL EVALUATION

Trainee Name _____

Incident No. _____ Incident Date _____

TRAINEE PERFORMANCE

<u>N.O.</u>	<u>POOR</u>	<u>GOOD</u>	<u>EXCELLENT</u>	
_____	_____	_____	_____	ATTITUDE
_____	_____	_____	_____	COMMUNICATIONS
_____	_____	_____	_____	FOLLOW THROUGH
_____	_____	_____	_____	SAFETY

Additional Comments: _____

Evaluated by _____ Date _____

Trainee Initials _____

PROCEDURES FOR TERMINATION

The following procedures will be adhered to when recommending termination of a Trainee.

If, during any time of the probationary period, it is concluded that the Trainee should be considered for termination, it then becomes necessary for the Assistant Chief to prepare a report summarizing the Trainee's performance and direct it through the chain of command to the Fire Chief. The report shall reflect both the positive as well as the negative aspects of the Trainee's performance and shall include conclusions concerning retention or dismissal. Additional department staff may be called upon to discuss their observations with the Fire Chief.

The decision to terminate will be made only after all reports have been submitted through the chain of command to the Fire Chief.

If the recommendation is for termination, the Fire Chief will notify the Trainee.

ST. FRANCIS FIRE DEPARTMENT

SECTION III: CRITICAL TASKS

CRITICAL TASKS

The critical task section of this evaluation manual identifies the minimum tasks that a Paid-on-Call Firefighter shall have knowledge of and be able to successfully perform at the end of the probation period.

Activities that are highlighted within each task identifies areas that are beyond the scope of this level of training. All activities not shaded must be successfully passed before the probation period is completed. Failure to pass all required activities will affect the successful completion of probation.

At the end of the probation period, but before it has been completed, a random skills test will be given to the probationary Trainee. This test will be used for a final evaluation of that Trainee. The test will measure the cognitive and psychomotor skills of the Trainee. The test will be conducted by two Firefighters with the results reviewed by the Chief and/or Assistant Chief prior to the final probationary evaluation.

TASK LIST INDEX

TASK NO.	TASK DESCRIPTION
1.	DEPARTMENT POLICY
2.	RECOMMENDED OPERATING GUIDELINES
3.	RADIO COMMUNICATIONS AND OPERATIONS
4.	SELF CONTAINED BREATHING APPARATUS
5.	BREATHING AIR COMPRESSOR
6.	MAP AND GEOGRAPHY
7.	PERSONAL EQUIPMENT
8.	ENGINE 1
9.	ENGINE 2
10.	TANKER 1
11.	TANKER 2
12.	GRASS 1
13.	RESCUE 1
14.	DRIVING

TASK NO 1. DEPARTMENT POLICY

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Fuel						
B	Station Uniforms						
C	Smoking Policy						
D	Drug Policy						
E	Blood borne/Airborne Pathogens						
F	Hepatitis B Shot						
G	Public Appearance						
H	Seat Belts						
I	Drivers License						
J	Hearing Protection						
K	Chain of Command						
L	Relief Assoc. Memb. & Benefits						
M	Training Sessions						
N	Turn-Out Gear						
O	Pager						
P	City of St Francis						
Q	Organization Chart						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

(Signature)

(Date)

TASK NO. 2
RECOMMENDED OPERATING GUIDELINES

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Radio Communications						
B	Post Structure Fire						
C	Facial Hair						
D	Mutual Aid Auto Aid						
E	'Passport' Accountability System						
F	Incident Command						
G	Accountability Monitoring System						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 3
RADIO COMMUNICATIONS AND OPERATIONS

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	On/Off						
B	Talk Groups						
C	Vehicle Radios						
D	Portable Radios						
E	Base Station Operation						
F	Unit Identification						
G	Proper Radio Protocol						
H	Mayday						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 4
SELF CONTAINED BREATHING APPARATUS

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Familiar with Operation of Unit						
B	Inspection and Testing of Unit						
C	Change/Replace Air Bottle						
D	Clean and Inspect Face Piece						
E	Properly dons SCBA Equipment over Turnout Gear						
F	Able to Perform Duties with SCBA Equipment on						
G	Proper Storage of SCBA when not in use						
H	Personnel Alert Device						
I	Buddy Breathing/ RIT						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature) (Date)

TASK NO. 5
BREATHING AIR COMPRESSOR

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Location						
B	Operation						
C	Charging System						
D	Filling Air Bottles from Stored Air						
E	Filling Bottles directly thru Compressor						
F	Service of Compressor						
G	Testing Air Quality						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature) (Date)

TASK NO. 6
MAP AND GEOGRAPHY

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	City Map Orientation/Grid						
B	Street Name (Alphabetical)						
C	Avenue and Lane Numbers						
D	Cul-de-Sacs						
E	Numbering System						
F	Industrial Parks						
G	School Buildings						
H	Churches						
I	Medical Buildings						
J	Major Shopping Centers						
K	Apartment Complexes						
L	Grid Maps						
M	High Risk Areas						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 7
PERSONAL EQUIPMENT

ACTIVITY		MENTOR		TRAINEE EXPLAIN		PERFORMANCE	
		EXPLAIN OR DEMO		OR DEMO		PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Station Uniform						
B	Original Issue and Maintenance						
C	Turn-out Coat						
D	Turn-out Pants						
E	Turn-out Boots						
F	Turn-out Helmet						
G	Turn-out Gloves						
H	Turn-out Hood						
I	Turn-out - Proper Donning						
J	Turn-out Hood – Care and Maintenance						
K	Pager Operation						
L	Pager Charging System						
M	Miscellaneous Equipment, ie: Flashlight, Tools						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 8

ENGINE 1

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Function of Vehicle						
B	Unit ID						
C	Cab Layout						
D	Emergency Lights						
E	Siren Operation						
F	Compartment Orientation						
G	Pump Panel Layout/Operation						
H	Hose Lays						
I	Pulling Hand Lines						
J	Loading Hose Bed						
K	Water Supply						
L	Foam Operation						
M	Drafting Operation						
N	Special Equipment						
O	Fan Gas Detector						
P	Smoke Extractor						
R	Chain Saws						
S	General Operation						
T	On Scene Lighting						
U	Wheel Chocks						
V	Generator						
W	Extrication Tools						
X	Truck Check						

COMMENTS: _____

 TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 9
ENGINE 2

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Function of Vehicle						
B	Unit ID						
C	Cab Layout						
D	Emergency Lights						
E	Siren Operation						
F	Compartment Orientation						
G	Pump Panel Layout/Operation						
H	Hose Lays						
I	Pulling Hand Lines						
J	Reloading Hose Bed						
K	Water Supply						
L	Foam Operation						
M	Drafting Operation						
N	Special Equipment						
O	Fan Gas Detector						
P	Smoke Extractor						
R	Chain Saws						
S	General Operation						
T	On Scene Lighting						
U	Wheel Chocks						
V	Generator						
W	Extrication Tools						
X	Truck Check						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature) (Date)

TASK NO. 10

TANKER 1

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Function of Vehicle						
B	Unit ID						
C	Cab Layout						
D	Emergency Lights						
E	Siren Operation						
F	Compartment Orientation						
G	Pump Panel Layout/Operations						
H	Pump Operation						
I	Hose Load Configuration						
J	Pulling Hose						
K	Reloading Hose						
L	Dump Tank Operation						
M	Tank Set-up						
N	Jet Dump Operation						
O	Re-Filling On-Board Tank						
P	Wheel Chocks						
Q	Truck Check						

COMMENTS: _____

 TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 11

TANKER 2

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Function of Vehicle						
B	Unit ID						
C	Cab Layout						
D	Emergency Lights						
E	Siren Operation						
F	Compartment Orientation						
G	Pump Panel Layout/Operations						
H	Pump Operation						
I	Hose Load Configuration						
J	Pulling Hose						
K	Reloading Hose						
L	Dump Tank Operation						
M	Tank Set-up						
N	Jet Dump Operation						
O	Re-Filling On-Board Tank						
P	Wheel Chocks						
Q	Truck Check						

COMMENTS: _____

 TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 12
GRASS FIRE VEHICLES

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Function of Vehicle						
B	Unit ID						
C	Cab Layout						
D	Emergency Lights						
E	Siren Operation						
F	Pump Operation						
G	Hand Line Operation						
H	Re-filling Water Tank						
I	Four Wheel Drive Operation						
J	Off Road Driving						
K	Truck Checks						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

 (Signature)

 (Date)

TASK NO. 13

RESCUE 1

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Function of Vehicle						
B	Unit ID						
C	Cab Layout						
D	Emergency Lights						
E	Siren Operation						
F	Internal Compartment Layout						
G	General Operation						
H	External Lighting/Generator						
I	Rope Rescue Equipment						
J	Water/Ice Rescue Equipment						
K	Confined Space Equipment						
L	Rescue Tools						
M	Truck Check						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

(Signature)

(Date)

TASK NO. 14
DRIVING

ACTIVITY		MENTOR EXPLAIN OR DEMO		TRAINEE EXPLAIN OR DEMO		PERFORMANCE PASS	
		Date	Initial	Date	Initial	Date	Initial
A	Emergency						
B	Routine						
C	Backing						
D	Positioning						
E	Staging						
F	Defensive						
G	Mirrors						

COMMENTS: _____

TRAINEE HAS SUCCESSFULLY PASSED THESE TASKS

(Signature)

(Date)

TO: Mayor & City Council

FROM: Dave Schmidt, Fire Chief

SUBJECT: Approval to begin recruitment and hiring of 8 firefighters

DATE: 11/06/2017

OVERVIEW:

Current staffing in the fire department today is 17 line firefighters, excluding the Fire Chief and Assistant Fire Chief as well as one member currently on leave. The goal of the fire department is achieve a staffing level of 25 line firefighters.

Recruitment would begin immediately and run through 12/31/2017 with interviews, background checks, medical and psychological screening to following in January.

Upon successful completion of the screening process, formal job offers and initial training would occur early in 2018.

Action to be considered:

Motion and approval of the fire department to begin the recruitment and hiring process for no more than 8 firefighters.

To: City Council/City Administrator

From: Todd Schwieger, Chief of Police

Date: November 6th, 2017

RE: 3rd Quarter Report

3rd Quarter 2017 Training:

Officers are required to complete a certain amount of continuing education training hours to maintain their peace officer license. Some trainings are made mandatory by the MN Peace Officer Standards and Training Board (POST) and the department head. Other trainings are suggested but not mandatory. There are many other training courses officers request to attend to increase their knowledge and understanding in certain areas. Officers also do many of their trainings online through a program called PATROL. PATROL allows officers to complete mandatory and optional courses online while also receiving POST continuing education credits. Officers and staff attended a variety of trainings in the 3rd quarter. One major training that all officers participated in was Active Shooter Training at the St Francis High School. This training was also attended by several members of the St Francis Fire department along with volunteer role players. The police department holds this training annually and hopes to include school staff members in future trainings.

Trainings attended by the officers in the 3rd quarter included:

Active Shooter Training
SRO (School Resource Officer) Training
Mental Health Interaction Training
DMT Re-Certification (Machine used to process DWI suspects).
Car Seat Technician Re-Certification
Civil Dispute/Family Law Training
Drug Task Force Training
Firearms

3rd Quarter Stats Report (attached):

The types of calls officers respond to are broken down into Part 1 and 2 offenses and Part 3, 4, 5 offenses. Examples of the offenses are shown as well as how many offenses officers responded to and completed incident reports on in the 3rd quarter of 2017.

Investigations:

In the 3rd quarter there were 35 cases assigned to the department investigator which included cases such as check forgery, credit card fraud, motor vehicle theft, employee theft, elder and child abuse allegations. The investigator also performed tobacco and alcohol compliance checks on local businesses and establishments who sell tobacco or alcohol. Compliance checks are done annually and consist of undercover underage volunteers who attempt to purchase tobacco or alcohol from a business while an undercover officer observes the interaction. The businesses are made aware of the upcoming compliance checks far in advance but the exact date and time is not disclosed. After successful completion of the compliance check the business receives notification that they were successful. Compliance checks are a great way to keep businesses vigilant of who they are serving/selling tobacco and alcohol to and make sure employees are checking ID's. I'm happy to report that all businesses who serve/sell tobacco or alcohol in St Francis successfully passed the compliance checks.

Enforcement:

Traffic enforcement is needed to keep motorists safe and continues to be a priority of the St Francis Police Department. Moving violation stops and citations increased in the 3rd quarter in comparison to the 2nd quarter. DWI violations also increased in the 3rd quarter which included several vehicle seizures due to offenders having multiple prior DWI convictions. Impaired drivers continue to pose a risk to the safety of other drivers and St Francis Officers are doing an excellent job in removing these dangerous drivers from the roads.

Reserve Officers:

Reserve Officers continue to be a big asset to the police department. In the 3rd quarter Reserves assisted with security and traffic control at high school football games, assisted with a 5k run, assisted the City of Blaine with their 4th of July parade and represented the department at the Patriot Ride and Law Enforcement Appreciation Day in Coon Rapids.

Community Outreach:

One of the goals for the police department in 2017 was to increase positive ways the police department staff interacts with the community. In the 3rd quarter officers spoke to a senior citizen group about how to protect themselves from identity theft. Another officer spoke to a Boy Scout group about first aid procedures. Upcoming police department events in the 4th quarter include The Eddie Eagle Program, anti-bullying party, National Drug Takeback Day, Thanksgiving food drive and Santa at the police department. Neighborhood Watch block captains continue to sign up and an annual block captain meeting is scheduled for spring of 2018. The Police department staff feel it's our duty to form relationships with citizens and work together with the community to enhance the quality of life in St Francis.

2017 3rd Quarter Statistics

Offense Type	Description Examples	Number of Calls- 3rd Quarter
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	127
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	970
<u>Total Calls For Service</u>		1,097
<u>Investigations</u>		35

Calls for service breakdown: Part 1 & 2 offenses

	3rd Quarter
Thefts	31
Burglaries	1
Assaults	14
DWIs	10
Citations	81
Fraud	4

Calls for service breakdown: Part 3, 4, 5 offenses

	3rd Quarter
Suspicious Activity	67
Vehicle lockouts	23
Medicals	75
Alarms	42
Vehicle Accidents	33
Agency Assists	46
Domestic situations	72
Juvenile Activity	9
Civil disputes/Landlord-tenant/Child Custody	36