



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Monday, June 20, 2022 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. SPECIAL BUSINESS**
- 5. CONSENT AGENDA**
 - A. City Council Minutes - June 6, 2022
 - B. Surplus Property
Resolution 2022-34 Declaring Surplus property and authorizing the disposal of said property
 - C. Routine sewer system cleaning (Jetting) and Televising
 - D. Policy Update Section 1.6 General Requirements
 - E. Authorize hiring of Nate Hanson for vacant Streets & Parks worker position
 - F. Police Department Donation
 - G. Appoint Colette Baumgardner as Community Development Director
 - H. Payment of Claims
- 6. MEETING OPEN TO THE PUBLIC**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
 - A. Amendment to City Code Section 10-73-03 General Landscaping and Maintenance
Resolution 2022-35 Authorizing the Summary Publication of Ordinance 297, second series amending city code section 10-73-03 - 2nd Reading
 - B. Approval of Labor Agreement with Law Enforcement Labor Services #411, Police Sergeants for 2022-2024
- 9. NEW BUSINESS**
 - A. Public Works Crane Truck Cab and Chassis Purchase
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. St. Francis Fire Department - May 2022 Monthly Comparison Report
 - B. St. Francis Public Works - Monthly Report May 2022
 - C. Bottle Shop Marketing Strategy
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
- 14. ADJOURNMENT**

Councilmember Muehlbauer is attending via Zoom from:

13971 Celebrate Life Way, Goodyear, AZ 85338

Join Zoom Meeting

<https://us02web.zoom.us/j/81335289876?pwd=VkM3ZnloVkVkuU3gwaldSNjJxbCtNQQT09>

Meeting ID: 813 3528 9876

Passcode: 2sGtQe

One tap mobile

+13017158592,,81335289876#,,, *527064# US (Washington DC)

+13126266799,,81335289876#,,, *527064# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 813 3528 9876

Passcode: 527064

Find your local number: <https://us02web.zoom.us/j/81335289876>

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
June 6, 2022
6:00 p.m.

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

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

2. **ROLL CALL**

Members Present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer, Robert Bauer, Kevin Robinson, and Sarah Udvig

Also present: City Administrator Kate Thunstrom, Deputy City Administrator-City Clerk Jenni Wida, Deputy Administrator-Public Works Director Paul Carpenter, Accounting Tech-Deputy Clerk Natalie Santillo, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, and Police Chief Todd Schwieger.

3. **APPROVAL OF AGENDA**

MOTION BY: MUEHLBAUER SECOND: ROBINSON APPROVING THE REGULAR CITY COUCIL AGENDA.

Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robinson

Nays: None

Motion carried 5-0

4. **CONSENT AGENDA**

- A. City Council Minutes - May 16, 2022
- B. Accept the Resignation of Firefighter Will Mangan
- C. Fire Department - Policy Update Section 1.3 Membership Openings
- D. PW/Police Record Clerk Job Description Update
- ~~E. Temporary Animal Control Service~~
- F. Police Officer Conditional Offer of Employment
- ~~G. City Building Pre-Architectural Services~~
- H. Turtle Ponds 4th Addition – Development Agreement
- I. Payment of Claims

Mayor Feldman removed item E and item G for clarification.

MOTION BY: BAUER SECOND: MUEHLBAUER APPROVING THE CONSENT

AGENDA ITEMS A, B,C,D,F,H, I.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

E. Temporary Animal Control Service

Mayor Feldman stated he wanted to bring this to attention for the record because they have been getting emails to Council about this issue from people who don't live in St. Francis. He stated for those who don't live in St. Francis and don't pay taxes to the City, he wanted to say 'MYOB' Mind Your Own Business a saying his mother had. He suggested they deal with problems in their cities and they will deal with the problems in St. Francis for the residents they were elected to serve. He stated that is how it works in this City. He suggested they MYOB and stay off social media pages and stop telling them what to do in St. Francis because they have no responsibility or right to do that. He stated they were told recently by North Metro Animal Care Facility that they can't do their service for the City anymore. He stated these were circumstances out of the City's control so they are no using a temporary service. He stated they have also put out an RFP (Request for Proposals) to get a new company and are going through that process now. In the meantime, Police Chief Todd Schwieger reached out to companies. He stated there aren't a lot of companies that do this so it is limited. They are working with Canine Country Club which will be a temporary facility which may turn out to be permanent if they follow all the guidelines and licenses and everything they need to do in going through the RFP process. He stated they will go through the process and decide what is best for only the St. Francis residents. He clarified they don't serve East Bethel, Zimmerman, or Oak Grove residents but only St. Francis residents who live in St. Francis and pay taxes. He wanted to make it clear for those who are on social media saying what St. Francis government should be doing. He stated they are elected to govern for St. Francis residents and not others. He asked Police Chief Todd Schwieger if it was correct that they said he had reached out to Canine Country Club about the licenses and are in the process of getting State licenses.

Police Chief Todd Schwieger replied yes they have an ID number already through the State and are just on a waiting list for the inspection.

Mayor Feldman wanted it on record and understood that Canine Country Club is in the process of getting a license which people on social media are claiming they don't have. He also stated in the proposal there is a five day waiting period and if the animal isn't picked up after five days it goes to the Humane Society in Coon Rapids. He wanted that to be clear as well because people have been saying differently. He stated if people wanted to know the truth about what is going on in City government they should call City government, not social media. He stated they will not find what they are looking for on social media but will find an answer in the City to the best of their ability as they vet the answer and give people the

best answer they can. He stated it may not be the answer people want but it will be a truthfully vetted answer. He stated he has said this for six, going on seven years. He stated Staff and Council adamantly do that. He asked for Council comment.

Udvig commented she agreed whole-heartedly with what the Mayor just said.

Bauer commented he agreed with what the Mayor said but asked to hear from legal counsel if they move forward and if the licenses aren't achieved, would the contracts be void.

Assistant City Attorney Dave Schaps replied correct, adding this is only a temporary agreement.

Councilmembers Muehlbauer and Robinson both commented they agreed with the Mayor.

Mayor Feldman asked Council to not respond to these emails, he puts them in his junk email, because they are just looking for more to put on social media and it is a waste of time. He stated they went through this before in 2019 from people who don't live in the City. He stated there were threats to the Councilmembers, himself included. He stated he and this Council wouldn't stand for that. He stated they have dealt with this for their residents they were elected to serve, not others. He asked that those who don't live in St. Francis not tell them how to do their government. He wanted that to be made clear and on the record. He thanked Schwieger for checking that out. He asked when the RFP process would be closed. Schwieger replied it closes June 10, 2022.

Mayor Feldman stated it closes June 10, 2022 so they will go through the process they normally do and vet out the new service. He stated he realized that animals are family members and they are going through the process.

G. City Building Pre-Architectural Services

Mayor Feldman stated he looked over the contract with Assistant City Attorney Dave Schaps and pulled out anything that has to do with construction because they are only working on the design phase to see if the building they are looking at will fit on the site they chose for this project. He wanted to make clear for the record, in the RFP proposal it states two rendering drawings, but in the AIA contract it does not say that. He wanted it understood that the two renderings are a part of package, anything above that is an additional cost. He wanted Council to understand that what was brought to the interview process about what they were going to do. He asked Council if this was good enough or if they wanted to put it in the AIA contract.

Schaps commented he thought it was legally sufficient, it is part of the RFP, it is

partial to the agreement.

Mayor Feldman repeated it is legally sufficient. He added, two renderings will be supplied per the bid. Schaps replied that is what the designers said they would provide.

Mayor Feldman added anything above that is additional cost. He asked if that was agreeable to Council. He stated this has been fully vetted by Schaps and himself and now it pertains to just the project they are doing. They are looking closely at the construction of the AIA contract and are looking at that thoroughly. He stated he was taking this on personally because at the Liquor Muni it was found out there were some issues and he will vet this one himself as he has done so far. He stated he wants to learn from mistakes and not repeat it.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING THE CONSENT AGENDA ITEMS E, G.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked if anyone wanted to speak. No one came forward.

6. SPECIAL BUSINESS – NONE

7. PUBLIC HEARINGS

A. River's Edge 6th Addition

- 1) Resolution 2022-30 approving the vacation of the drainage and utility easement over Outlot B of the 5th Addition of the Rivers Edge subdivision
- 2) Resolution 2022-31 approving the final plat and plans of the 6th Addition of the Rivers Edge subdivision with conditions and findings of fact as presented by Staff

City Planner Beth Richmond presented the staff report and recommendation of approval of both the drainage and utility easement vacation and the final plat and plans for the 6th addition.

Mayor Feldman opened the Public Hearing at 6:11 p.m.

Andrew Wood, 3419 236th Lane, stated he is a representative of the Upper Rum River Watershed for the City of St. Francis. He stated he is there to oppose the vacation of the easement because it is an outlot that was promised to not be built on when residents bought the houses. He stated he received a letter six days ago stating they could contact City Planner Richmond if they wanted to come forward to oppose this. He stated he didn't think that was enough time and was asking for

that.

Mayor Feldman asked if others were in agreement. Mr. Wood replied, yes they are.

Mayor Feldman asked what the reason was. Mr. Wood replied it was an outlot which is how they bought it. He stated they looked at survey maps and were told it is an outlot and technically they didn't know and weren't told that the plat was going to change in the future and the easement vacated.

Mayor Feldman asked who told him that. Mr. Wood replied his realtor.

Mayor Feldman replied outlots are always in play for development, they are set aside because it doesn't fit the development or addition that it's in. He stated they are made for future expansion. They are set aside as it is and as a development comes into play, things change, that is what an outlot is. He stated he has run into this before, as he has just retired from building, he has run into this before with realtors who don't give or disclose full information because they want to make the sale. He stated it is kind of like drainage easements on the backside of houses where realtors say it is a big lot, but it is as long as it isn't flooded out. He stated it is a staunch point for underground storm water drainage, noting water will go the easiest way out so by just having drainage areas that are graded in a certain way are just a headache waiting for later on but with underground pipes it will go where you want it to go. That is why he thinks storm water pipes are a much better way to go but of course it is expensive for developments that is why they find a work around and do it.

Mr. Wood stated when he bought the house he had looked at the St. Francis survey map and it was not on there from saying it will be vacated in the near future.

Mayor Feldman asked if this goes through, and this developer has done really well here with this development, it is considered a responsible development which is in the sixth phase now, how would it effect Mr. Wood's property.

Mr. Wood replied when the road was regraded the bulldozers and excavators that came through shook a lot of foundations so windows are offset, his glass patio door was cracked and had to be replaced. People's pools are unlevel because of the vibrations. Also there are environmental reasons, animals that use that land and have dens back there, such as a fox.

Mayor Feldman replied there should be truth in lending, truth in borrowing, and truth in selling; they should put out the facts. He highlighted again the backyard drainage easement that adds land as long as it's dry but once it's wet, it is really a wet backyard which is sad. He asked for Council comment.

Robinson commented Mr. Wood stated he got the letter six days ago and they want full transparency. He stated two or three years ago, he had discussed drainage

issues with another property with City Administrator Thunstrom. In that instance, the realtor had promised one thing but when they saw it, there was three or four feet of water. He stated he has not been to see this current area. He would like the individuals to have more time to discuss it or Council during a Work Session. He asked Richmond if the question is to vacate it entirely.

Richmond referenced the map pointing out the location of Outlot B and stated it has always been planned for the 21 lots that is being proposed tonight. She stated at this point with the final plat, it is expected that the drainage easement will be vacated because that is how this development has been approved so far. She stated an extra easement has been put on there to ensure development doesn't happen until the final plat is through, at which time it will be developed per the approved preliminary plat.

Mr. Wood asked if that was made to be public and if so where. Richmond replied the preliminary plat went through a public process in 2018. She stated this is what Staff expected to see from this area.

Robinson asked if it was the case that it was expected except by the people who live nearby there. Richmond confirmed this stating this is what was approved in the preliminary plat.

Robinson asked how much of a hardship there would be to vet this out further with more neighbors coming forth. He also asked if it would make a difference in discussing it further. He stated the developer has done a good job with this development but the question has been raised by the residents and should be answered as best they can.

Mayor Feldman agreed but added that an outlot set aside will be developed. He stated it is like a couple of sites in St. Francis that are under development or will be developed and people are upset about things changing as the City grows. He stated the option is to buy the land that is for sale and keep it as you want it or when it is up for sale, it is going to be developed. He stated there are 124 acres on Basswood and if someone didn't want a development there they could have bought the land from the seller. He stated particularly people who are on the west side don't want a business park there, their option would have been to buy land and there wouldn't be a business park. They don't do that, therefore, it opens it up to development. He stated his point is that Outlot B was always discussed and always set aside with the notion that it would be developed. He stated what he didn't like was the six-day notice and the lack of information supplied by the realtors, noting that this is not going to be built up.

Mr. Wood replied he should tell that to Progressive because those were the realtors that sold them the house.

Muehlbauer commented he agreed with Richmond that this is how he expected

this to look from the process over the last few years. He asked Mr. Wood how long he has lived there. Mr. Wood replied 2019.

Muehlbauer asked where his house was on the map. Mr. Wood pointed it out.

Mayor Feldman asked if Mr. Wood was told he was next to an open field. Mr. Wood replied he was told it was an outlot that was not going to be developed. He stated because he is in construction, he looked it up and technically it is supposed to be disclosed at what point in the phase it is going to be built. From what he can see, it does not say anything on it and that is why he signed the papers.

Mayor Feldman stated he would like to see the developer's timeframe work as they want but of course the economy dictates what they are going to do and the access to money.

Bauer agreed with Muehlbauer that from many years of working on this, but he didn't like the six-day notice. He stated in looking at the road access point on each side it should be figured that something is going to go in there.

Mr. Wood replied when he moved there, the 237th road wasn't even there.

Udvig agreed, stating this is what she remembered as the plan and it was unfortunate that realtors don't tell the truth. She stated it occurs frequently that people come in saying realtors have promised things that are not true. She asked what happened with the notice.

City Administrator Thunstrom replied a lot of the information came back to the post office. These are mailed by state statute. They have to mail the notice within ten days so these were sent out over two weeks prior but there was a delay somewhere in the mail process.

Mayor Feldman replied yes what was seven days now takes 14 days. He stated basically the City sent them over two weeks ahead and it got delivered in six days which is a sad state of affairs for the postal system.

Mr. Wood replied he was allowed to voice his opinion.

Mayor Feldman replied he is glad Mr. Wood did and wished he could say they could change this. He stated this developer has been a responsible and reputable developer over the years and has worked well with the City. He stated there are builders they have to deal with. He stated being a builder there are a lot of things he wished he didn't see, the quality of the structures, the amount of money they charge for the structures. He wished people could see their house being built because then they would know if they would want to pay. He stated really there isn't anything they can do about this because this was staged a long time ago. He stated there was some time in the beginning but then it goes through the

development process which takes a long time. To Robinson's question if they discussed things more it wouldn't change things. He stated to realtors that full disclosure is the most important thing they can do. On drainage easements, on outlots, no one should tell anyone that this is never going to be built out. As far as development goes, in Andover and Ramsey, what was farm land is now built out. It's called growth. He stated he always says growth is a double edged sword, some will like it and some won't. There is always a price to pay for it. He stated in this particular case he was glad Mr. Wood came forth. He asked that the mailing time be changed to three weeks out to give a ten day notice because they know how the postal service works. He thanked Mr. Wood and wished he could tell him more. He stated they try to be flexible and as honest as possible here but at this stage, if this was an unscrupulous developer, he would have the Council look into it a lot more but being that this developer has been reputable all along and providing five wonderful additions to the City and put up some really nice developments. He stated he has seen some pretty bad developers in the past, he wasn't questioning the developer. He suggested Mr. Wood could reach out to the developer if he wanted but at this time to delay it and bring more people in wouldn't change things.

Mr. Wood replied he wanted his name in the record. Mayor Feldman replied absolutely.

There being no further public comment, he closed the Public Hearing at 6:27 p.m.

MOTION BY: MUEHLBAUER SECOND: BAUER APPROVING RESOLUTION 2022-30 APPROVING THE VACATION OF THE DRAINAGE AND UTILITY EASEMENT OVER OUTLOT B OR THE 5TH ADDITION OF THE RIVERS EDGE SUBDIVISION.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

MOTION BY: ROBINSON SECOND: UDVVIG APPROVING RESOLUTION 2022-31 APPROVING THE FINAL PLAT AND PLANS OF THE 6TH ADDITION OF THE RIVERS EDGE SUBDIVISION WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

8. OLD BUSINESS – NONE

9. NEW BUSINESS

A. 2022 Street Rehabilitation Project

Resolution 2022-29 Accepting Bids and Awarding Contract

City Engineer Craig Jochum gave a presentation on the 2022 Street Rehabilitation Project and bids.

Mayor Feldman stated when he hears the low bid, he asked if it is a qualified company. Jochum replied yes. Mayor Feldman continued he wants that emphasized more and more.

Mayor Feldman stated after going through what they went through with the Liquor Muni, low bid numbers and well qualified he could handle. He asked if Jochum was familiar with the company OMG Midwest Inc. dba Minnesota Paving and Materials. Jochum replied they are the original Hard Drive.

Mayor Feldman replied that made him feel better. He asked for Council comment. There were no further comments or questions from Council.

MOTION BY: UDVIG SECOND: BAUER APPROVING 2022 STREET REHABILITATION PROJECT, RESOLUTION 2022-29 ACCEPTING BIDS AND AWARDDING CONTRACT TO OMG MIDWEST INC. DBA MINNESOTA PAVING AND MATERIALS.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

B. Ordinance 297 - Amendment to City Code Section 10-73-03 General Landscaping and Maintenance – 1st Reading

City Planner Beth Richmond gave a presentation on a Staff proposed amendment to City Code Section 10-73-03 in order to clarify elements that may be allowed in utility easements.

Mayor Feldman asked if there have been an inquiries about plantings like this in utility easements.

Richmond replied this has come out of a couple of recent development site plans where they wanted to put perimeter plantings around the parking lot. The City requires perimeter plantings around parking lots but trees aren't allowed in easements which are around the perimeter of the site. She stated it is hard to enforce when there are conflicting requirements.

Mayor Feldman read from the draft "Features may be placed in such easements by the owner, at the owner's risk of removal (without compensation) by the City or agencies that may have legal use of the easement." He stated full disclosure by the realtors is something he wished they would do more because he has been in houses in the last couple years of people with big back yards that have flooded out

in the spring with the thaw and realize they don't have much yard because it is like a pond. He has one that happens in his yard they call Lake Feldman. He hoped when they redo Poppy Street and get in culverts, the roundabouts and stormwater that should solve it. He stated he thought this is a good thing. It is simple but explains things well, gives flexibility but also guidelines. He asked for Council comment.

Bauer commented he is in favor of this but wanted to make sure the City is clear on what aspects could happen in their specific easement because every development is a little different. He wanted it clear when people request to put a fence in an easement.

Mayor Feldman replied that whatever is put on there is at the resident's own risk because the easement is owned by the City.

Udvig agreed with making sure that it is clear. She suggested putting something on Facebook to help get the word out because most realtors can't be trusted.

Mayor Feldman commented it also goes to the builder. When the lot is sold they should let people know how much is the drainage. The land is theirs as long as it is dry, when it is wet it's already apart of the development, it's already apart of the drain. He repeated he wished it could all be piped so they could direct water exactly where they want it. He stated he's talked to Public Works about this many time, water goes where it wants to go so unless pipes are used. Drainage easements are graded drainage, that is why it's called a drainage easement. He stated he understood the extra expense of piping would be exorbitant.

Muehlbauer liked the new version but wanted to stress things may be allowed doesn't mean it will be allowed everywhere. He also agreed with Bauer that when people come in that Staff stress the cost part of it so they are aware.

Robinson commented he liked the wording and felt it was good housekeeping. He thought it was more clear when before it was vague. He liked Udvig's idea of posting it initially. He asked if there were other avenues to broadcast notifications other than the newspaper.

Thunstrom replied that in addition to the newspaper using social media and the website are ways to boost it. She didn't know about getting rid of the newspaper.

City Attorney Dave Schaps replied there are avenues they could use but there has to be an official newspaper record.

Robinson commented the newspaper maybe gets five to ten percent and it is a different age that reads it. He felt it was a waste of City money and lacks coverage.

Schaps replied that is something that is complicated at the legislature. He knew of

a group that was doing an online newspaper but that only lasted a couple of years. Smaller newspapers have been going out of business so it has been falling on larger pioneer presses to take up the requirements. He stated it is something that is talked about at the legislature.

Robinson commented it was talked about but not acted upon. Schaps replied the newspaper association is very strong.

Mayor Feldman commented with the City Hall/Fire Station is bringing digital signage for that building so they could put things out like this. Robinson commented it would be like a digital billboard.

Mayor Feldman replied exactly. He has seen them in other cities and when people come to the building the public could see it. He stated it comes down to the responsibility of the public to read documents but it is hard to get them to even read the newsletter.

Robinson commented the public isn't the way they used to be, things are changing.

Mayor Feldman agreed. He added that is something to consider. He thanked Richmond for the clarification. He stated they should make people aware of it. He liked the flexibility of it, letting people be able to do something with the drainage easement within reason, to make it look nicer for them but doesn't effect the drainage of it. It is their yard but not their easement. He thought full disclosure would help a lot. It's better to be informed when you buy something.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING ORDINANCE 297 AMENDING CITY CODE SECTION 10-73-03 GENERAL LANDSCAPING AND MAINTENANCE- 1ST READING.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Udvig	aye
Councilmember Bauer	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Motion carried 5-0	

C. Erkium Street Variance

Resolution 2022-32 approving the public street frontage variance request for XXX Erkium with conditions and findings of fact as presented by Staff

City Planner Beth Richmond gave a presentation on a variance request for Erkium Street.

Mayor Feldman asked Richmond when the cul-du-sac didn't go as far as it should have gone if she knew what year it was. Richmond replied she believed it was 2004.

Mayor Feldman asked if the owner was there. Richmond replied yes.

Mayor Feldman commented because there is all wetland there isn't much place to put the house and a road would be needed to get to the house. He stated he knew the developer on this, that did the cul-de-sac before, is not happy about that but he could only say that should never have been allowed in 2004, the cul-de-sac should have gone all the way. He asked the owner how long ago he bought the lot.

Mr. Baldwin, the owner, replied about three or four months ago.

Mayor Feldman commented he didn't have any problems with this at all. He thought it needed to be corrected from 2004 and should be corrected. The cul-de-sac should go and the road should be put in place. He stated he agreed with Planning and Zoning. He asked for Council comment.

Robinson commented he agreed with the Mayor. He commented the homeowner to the west could bring his own case forward.

Bauer asked if it could be a gravel driveway because it is City right-of-way.

Richmond replied they would expect the code requirements be followed for a residential driveway. A certain number of feet is required to be paved and from there it can be gravel.

Bauer wanted to make sure they are giving the right answers so they don't find out they need to pave it later.

Mayor Feldman asked if they were aware of that already. Richmond replied yes.

Mayor Feldman asked with this passing, when would construction start. Mr. Baldwin replied as soon as possible, they still have to go through building permit.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING ERKIUM STREET VARIANCE RESOLUTION 2022-32 APPROVING THE PUBLIC STREET FRONTAGE VARIANCE REQUEST FOR XXX ERKIUM WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

D. St. Francis Dental Clinic Addition

Resolution 2022-33 approving the site plan for the St. Francis Dental Care expansion at 3715 Bridge St NW with conditions and findings of fact as presented by Staff.

City Planner Beth Richmond gave a presentation on the proposed St. Francis Dental Clinic Addition.

Mayor Feldman stated the City road being used for construction, he had no problem with as long as it is left in the shape it was before because they will need to that to do it. He asked if it was correct that even with the expansion of the parking in front they would still be shy of the spaces needed. Richmond replied yes.

Kurt Huether, the owner/ dentist at St. Francis Dental Care, 3715 Bridge Street, stated he has reviewed the City's 2040 Comprehensive Plan and believes the vision for expansion aligns with the City's plan. He stated the expansion is contingent on their ability to add parking for the increased traffic. He asked for consideration by the City to sell a portion of the north property to allow for expansion.

Mayor Feldman commented the perimeter of the property in the back is six plus total acres and asked if it was correct that only four or so were buildable. Richmond replied correct, there are some challenges because they were also trying to incorporate property to the north but there are some wetlands. They are still working on some surveys.

Mayor Feldman replied Dr. Huether is asking for about a third of an acre. Dr. Huether replied yes.

Mayor Feldman commented it is smaller than a city lot. He asked if it would effect the development. Richmond replied the challenge is they are expecting the road to connect with Ambassador that is going in to take away some of the development area but will allow a route for connection to a higher density lot. There would be two access points to the units. She stated they lost some of the property to that new road. To take that urban acre would eliminate housing units however that property wouldn't be available until the road is built. That is the extension to the north.

Mayor Feldman replied that isn't going to help with the addition now. He shared his thoughts that the eye sore and the problem is the storage area for the hardware store, which has been there since 1998 to 2002. It was supposed to be there five years, then gone but 20 years later it is still there. It is an eye sore to Bridge Street and the St. Francis Forward Plan and doesn't belong there and shouldn't have been allowed to be there as long as it has. He suggested getting that piece of land to expand parking, which would work best for Dr. Huether and the City at large, which is what Council bases decisions upon. He suggested Staff look at code

compliance issues on that site. He stated he has been thinking about this for the last six years and doesn't believe it belongs there and was stated by the owner it would only be there for five years but has been enabled to be there for 20 plus years. He thought there were some issues with the St. Francis Forward Plan and there isn't room for storage material on that street. He commended the doctor's business for being there for many years and not putting an addition on because he wants to move but because he wants to be there a lot longer. He stated they need adequate parking, that is a fact, even by City code. He suggested at this time the storage is discussed with the owner of the property and that something be done. The storage needs to be moved and maybe he will sell the land to Dr. Huether. The City can't allow storage to keep going on that site. The look of the St. Francis Forward plan and what they are trying to do with making a downtown retail site, commercial site on 47th. Getting the Rum River going with new construction with the Rum River Inn opening up and still there is an eye sore right in the middle of it all. He stated it isn't right to keep it going. He stated that the storage site doesn't make sense and when looking at the layout is really the best place for it.

Dr. Huether replied he would be willing to use the gravel that is there if Council would allow it and that would open up that whole parking lot for patients only. He stated he would pay for all the plowing and take care of it. He stated he had the snowplow person grade the road because there were potholes and washouts.

Mayor Feldman asked how many cars are there for employees now. Dr. Huether replied he has about ten employees there a day, so ten cars.

Mayor Feldman if they need to ten cars that would bring him close to the plan because he needs 27 cars, not 28. Dr. Huether replied he would still be low.

Mayor Feldman asked if spaces are being used for employees. Dr. Huether replied very few but yes they still have to do that. They are parking across the street and by the orthodontist. He stated he is plowing that also.

Mayor Feldman suggested on a temporary basis for a temporary use.

Thunstrom explained Bridge Street is a County road so they would have a thirty-day comment period from Anoka County. They can decide that, they would have to put strong agreements in place because this is a future street and is a parcel that is dedicated for future development. They need to think of the whole picture. She cautioned solving one problem while creating another. She stated the City doesn't allow gravel parking lots or streets in urban areas so they would be going outside many of the City codes.

Mayor Feldman stated the other temporary was negotiating on the storage facility and if that were obtained by Dr. Huether that other would be gone. Dr. Huether replied that is the ideal.

Mayor Feldman stated it is time for the storage area to go, the City has known it for six years and has talked about it many times before. Every time he drives down Bridge Street, he tries to look beyond it because it is disgusting and doesn't belong on Bridge Street. It was there for temporary but became permanent because all the other Councils looked the other way. He stated he knew the County had to come into play, but suggested if they did temporary and worked this out where the storage area is gone and Mr. Huether works with the owner, then that would become the permanent and he would give up the temporary.

Dr. Huether replied absolutely, he would do that.

Mayor Feldman asked if that made sense and gave some direction. He thought it was workable. He stated as long as Council looks the other way that storage is going to be there, it doesn't fit what the codes are today. He asked if he was right, that they would not allow that if it was brought up today. Thunstrom agreed they would not allow that if it was brought up today.

Mayor Feldman asked that it was not grandfathered in. It was supposed to be there for five years and then gone. Thunstrom replied she wasn't aware of any agreements were the City allowed it.

Mayor Feldman stated he would find the document and bring it to the attention of legal and Staff. He stated when he read the document there was a verbal agreement that said it would be gone in five years but it is still there. It will be there as long as they allow it to be there and they shouldn't allow it to be there. He stated they are looking at spending money on Bridge Street to bring traffic in and build it up and they don't need an eye sore there. He asked how this could be done in a way that they could do something.

Richmond replied she wasn't prepared to give a good solution tonight, given the coordination that has been discussed tonight but could certainly talk about it with the applicant, bring it to a Work Session, there are a lot of things they can do but she couldn't give a solution tonight.

Mayor Feldman asked if Dr. Huether understood that. Dr. Huether replied absolutely, he appreciated the flexibility.

Mayor Feldman commented Dr. Huether has been there a number of years, supplies a service to the residents, and has done it in a responsible way. He stated that will be taken into consideration. He stated he will give Richmond some time. He stated it could be done at a Work Session or brought to the next meeting, however she wanted to do it.

Thunstrom replied it is going to require some homework. She asked if the site plan approval was still needed tonight and if that is contingent on a parking solution. Richmond replied there is a condition that Staff proposed as a part of the site plan

approval that says they need to figure out construction access. She stated there needs to be construction materials and equipment that needs to be brought to the rear so that construction can take place.

Mayor Feldman replied there is no other way to do it; they have to use that road.

Thunstrom explained this approval is not contingent or dependent on the additional parking so they can move forward tonight and still move forward with the other condition, they are two separate issues.

Mayor Feldman asked for Council comment.

Bauer suggested another scenario. He stated the 2040 Plan is to pull everything to the street. He asked can County parking spots be open up in the back if the back can be turned into a paved parking lot. If they don't put the road in, they have to travel that piece of road, so then it would conform to parking. He asked how many spaces would be gained in the back and how many would be lost in the front. It would pull that building more into conformity with the 2040 Plan closer to the street. If they could get the other property, a breezeway would put another building closer to the street. He stated this could be pulled closer to the street and open avenues to the 2040 Plan and give Bridge Street the aesthetics they are trying to do. If this plan is approved now, they are saying for the next 50 years that building is going to sit further back from the 2040 Plan.

Mayor Feldman noted it is only an addition.

Bauer replied if the addition was done on the front side it's in conformity with the 2040 Plan with buildings closer to the front and parking in the rear. He stated he was for giving up that space so they can do parking in the back. He stated that is how he would like to see it going forward and asked how many spaces would be added.

Muehlbauer replied not much.

Mayor Feldman replied it is in line with the building that is next to it.

Bauer replied they can't look at the building next to it because that could change over time. He stated they either go in conformity with the 2040 Plan or watch all of Bridge Street and all the buildings away from the street.

Mayor Feldman asked for Dr. Huether's comment on that. Dr. Huether replied he would have to put Eric on that but he thought it would be a total tear down and redo if they had to do that.

Mayor Feldman replied he thought so and the business would have to be shut down. Dr. Huether agreed.

City Engineer Craig Jochum replied there is no legal access currently around the west or from the north.

Mayor Feldman replied he understood what Bauer was saying. He stated everything is on a case-by-case basis but it isn't feasible for Dr. Huether to do that, he'd have to rip the building down and redo it.

Richmond replied Bauer is making a good point and wasn't wrong that the St. Francis Forward Plan is looking to pull the buildings to the street but they are just talking about an addition to the building. She stated knowing how the building looks today and how the roadways work today it seems excessive to require complete, that isn't to be said in time if this building were to be torn down they would want the new one to be close to the street.

Mayor Feldman added that is what grandfathering is all about. He stated if you add something new to something old you have to bring the old to code. He stated it is like the zoning codes have changed. If you have an acreage of land and there is a pole barn on it that pole barn has to be grandfathered in, but a new pole barn has to be according to the new zoning. This case is grandfathered in. He stated they put this new requirement in to the St. Francis Forward Plan in 2017 and 2018, they can't ask this gentleman to go ahead and change the structure to meet the new code because it will be costly for him and would be a risk for the business that should stay here.

Bauer stated he is for this but asked if it was feasible to push the building to the front and put parking in the back.

Dr. Huether replied Bauer assumed he would have access to Woodland but he would not and asked what would happen if a developer came in and said he didn't have access to that street. He thought there was an assumption being made that he would have access to that road.

Mayor Feldman repeated that the building was grandfathered in but if a change was made and this building was going to be rebuilt then it would go to the new St. Francis Forward Plan.

Udvig commented this is the best solution that they can move forward. After some more digging, she hoped they could come up with a workable solution. She stated she appreciated Dr. Huether's business.

Muehlbauer stated his only issue was with conformity. He understood that was a separate issue.

Richmond replied the piece that is not conforming is where the front is located. Where the addition is being added it is acceptable by the City codes to put a

building on that is why they started talking about the parking lot.

Muehlbauer commented the urban acre he thought agreed with Thunstrom that he didn't want to solve one problem while creating another.

Mayor Feldman replied the problem is that they don't want to short change the regular property for development. He asked for an third of an acre which is a sizeable amount of land, bigger than a City lot so that is something they are concerned about. If it was six acres of all buildable it would be a lot different, but is about four acres buildable so wetlands are wetlands.

Robinson asked if there would be any trouble with the County in allowing construction traffic in and out on an undocumented entryway. Assistant City Attorney Schaps replied right now they are working on an easement or access agreement to put in place the appropriate legal safeguards on it. It would just be for the construction to this project.

Robinson asked if there is any liability to the City for having building materials or equipment on the temporary usage outside the boundary and who covers that. Schaps replied that is what they are working on.

Robinson asked about the County easement and road access and if that is a two-part process. Schaps replied this would be for what is on the City's property.

Robinson agreed and added he was also concerned about coming off and on Bridge Street on the dirt path. Richmond replied because this property is on Bridge Street they sent it for review to the Anoka County Highway Department but there was no comment.

Robinson agreed with the Mayor that the neighbor hasn't been a good neighbor. He commented it was time to step up to the vision because some areas of St. Francis are kind of a dump but they are trying to make it not be. He thought something should be done about it.

MOTION BY: MUEHLBAUER SECOND: BAUER TO ADOPT RESOLUTION 2022-33 APPROVING THE SITE PLAN FOR THE ST. FRANCIS DENTAL CARE EXPANSION AT 3715 BRIDGE STREET NW WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Further Discussion:

Mayor Feldman asked how this pertains to the use of the road. Thunstrom replied they will be back to Council with an access agreement. Mayor Feldman asked if right now they are just doing this. Thunstrom replied correct and they will continue to work on the parking.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None
Motion carried 5-0

Mayor Feldman asked about the temporary situation for the parking to get some of the employees in the back with three spaces in the front until they can work on this other site that is the right way to go. He stated that is a private matter between Dr. Huether and the owner but for the City's end, he stated it is time to bring that storage into compliance for the City. In talking about the St. Francis Forward Plan, that doesn't belong here. He asked Richmond if that was correct. Richmond replied correct, storage isn't something they would look to see there. Mayor Feldman stated if it wasn't grandfathered in, he stated he would find the document for legal and Staff to say that it wasn't, then they can take it from there.

E. Software Purchase

Finance Director Darcy Mulvihill gave a presentation on the purchase of software for the City.

Mayor Feldman asked if the cities Columbia Heights, Delano, Dayton and Victoria all said they had used Banyon before and were having the same issues St. Francis was having. Mulvihill replied three of them had used Banyon before and all moved away from it for the same issues.

Mayor Feldman referenced page 168 in the packet and read "unlimited support is included in the annual service fee. Service fees are billed annually. After two years BS&A Software reserves the right to increase the amount of the service fee by no more than a yearly consumer price index." But look at the \$25,705 and then the \$3,500 that give you \$29,205 that is the annual fee they will pay. If they end up not using the software and go to cloud based that will save anywhere from almost \$3,000 a year in license fees.

Mulvihill replied if they went someplace else, there would be license fees also.

Mayor Feldman asked if it is incorporated in this. Mulvihill replied no, the CIP is not incorporated into this.

Mayor Feldman stated whatever software they replace it with has to do the same thing and be able to work with the CIP Plan. That is needed and should have been done years ago but wasn't. He stated there is a \$3,000 upkeep right now and asked if she was saying they would be getting another software program to replace that. Mulvihill replied yes, because they have the same issue of people accessing with the Microsoft App.

Mayor Feldman asked if cloud-based was the best way to go. Thunstrom replied it is, that is the way things are going the last couple of years. Cloud-based allows employees to access it no matter where they are or what system they are using.

She stated cloud-based is the future.

Mayor Feldman wanted Council to understand that there is a ten-year cycle for software and hardware so usually after a ten-year period of time software and hardware will be outdated and changes will have to be made. He stated it is a lot of money but it is being used from a variety of funds which is something that they would use legally and the timing is good for it. He asked if it was correct that this wouldn't go into effect until the third or fourth quarter of 2023.

Mulvihill replied they are estimating the first or second quarter of 2023.

Mayor Feldman stated this will take us to the next level. It will create some problems positive and negative and the negative is they have to increase their capability or implode which wasn't done before. Now they have the right people with the right expertise and they have to have the right equipment for them, the right tools for them, that is the software and hardware. He asked for Council comment.

Robinson asked Thunstrom for a recap on the money sent for Broadband, labor situation and now the software and how much is going to be. Thunstrom stated if she remembered correctly, they have over \$400,000 remaining. They had estimated high with the software package so there will be a savings that will go back to a project or infrastructure fund. The employment was \$50,000 and the broadband was \$150,000.

Robinson asked if will be any additional equipment will be needed. Mulvihill replied she didn't know of any right now.

Robinson asked if the planned software was a separate entity or package they would have to buy down the road or if that is something they are exploring. Mulvihill replied she is just exploring it and didn't know the actual cost.

Robinson asked if this has any police or fire value in the future that the Chiefs could use in their capacity. Mulvihill replied they would have logins so instead of requesting a report from her they could access budgets and invoices and make real-time decisions.

Robinson asked Thunstrom when the deadline they have to use the money by. Thunstrom replied it has to be committed by December 31, 2024, so once they sign into the contract, then they have committed the funds.

Robinson referenced the \$400,000 and asked if there was anything on the list that the City is looking at in the next six to 18 months. Thunstrom replied they have looked at the funds for a couple of different projects, including the City Hall/Fire Station but as far as Staff or equipment she didn't foresee any.

Robinson commented they could use some of the money down the road for infrastructure, necessities, or exploration as far as some of the trunk line.

Mayor Feldman commented the amounts for the other companies weren't included. BS&A is \$139,580 for the software, annual fees with the cloud would \$29,205. He outlined the amounts for the other companies and highlighted that BS&A is the best value. He stated they always get multiple bids on everything. He stated Staff did their homework and picked the right company for this project.

Bauer asked about doing a multiple year contract and if there would be any savings on the annual fees since they are using ARPA money. Mulvihill replied they didn't tell her anything about that but she thought this was a pretty standard agreement but she could ask.

Mayor Feldman did some math and stated they are going to give a good sum of money off, such as a 40% discount, he would say go for it but if they are only going to give \$1,000 off, he would say give them the \$295,205 and put the other money into other projects.

Bauer commented it was worth the question. Mulvihill replied she could ask the question.

Udvig commented she agreed with asking the question and thought Staff had done their homework.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT THE SOFTWARE PURCHASE FROM BS&A IN THE AMOUNT OF \$139,580 WITH ANNUAL FEES FOR A TOTAL OF \$290,205 AND MULVIHILL WILL CHECK ON A SUBSTANTIAL DISCOUNT ON A POSSIBLE THREE-YEAR TERM.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

F. Labor Agreement - Patrol Officers 2022-2024

Assistant City Attorney Dave Schaps gave a presentation on the labor agreement for patrol officers for 2022-2024.

Mayor Feldman asked if they have approved the terms and red lined it, having gone through everything and approved it. Schaps confirmed this adding the next item is approving the Sergeants agreement which still has some language that needs to be worked out.

Mayor Feldman thanked Bauer, Staff and Council for working on this. He was glad Council was involved in it which he thought was the right thing to do. He thought

this was a good faith offer on the part of the Council and he was glad it was accepted. He asked for Council comment.

Muehlbauer commented he was glad they accepted it as well. He hoped the union understood and appreciated that most of the time 3% is given and inflation is only 2 to 2.5%.

Robinson also commended Bauer for his expertise and involvement on this and for bringing a unique skill set.

Bauer commented it was a good contract that felt good negotiating. He stated he appreciated the opportunity to think outside the box.

Udvig agreed that Bauer helped greatly on this. She was happy they were able to move forward.

Mayor Feldman commented it was sad that the labor agreement for the sergeants would be delayed until June 20, 2022 over two words.

MOTION BY: BAUER SECOND: UDVIG TO APPROVE THE LABOR AGREEMENT WITH THE PATROL OFFICERS 2022-2024 APPROVAL OF THE REDLINE CONTRACT.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

G. Labor Agreement - Police Sergeants 2022-2024

MOTION BY: MUEHLBAUER SECOND: BAUER FOR A CONTINUANCE UNTIL THE JUNE 20, 2022 MEETING.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

10. **MEETING OPEN TO THE PUBLIC – NONE**
11. **REPORTS – NONE**
12. **COUNCIL MEMBER REPORTS**

Mayor Feldman welcomed Public Works Director Paul Carpenter to his new position. He stated the meetings can be relaxed at times and they try to have fun. He stated as Mayor he makes mistakes at times and gets corrected.

Udvig reported she attended Pioneer Days this weekend. She wanted to acknowledge the Boy Scouts for their job on the garbage. She stated she was able to be a mock judge for the Little Miss St. Francis candidates. She thought they were impressive. She congratulated the Miss St. Francis and felt they represented the City well. She stated she will work with the Chamber going forward.

Bauer reported he also attended Pioneer Days. He thanked the City and the volunteers. He thought the fireworks were phenomenal. He stated he wanted to see it grow again with a return of the parade and getting volunteers back. He announced the Bike Rodeo going on this Thursday.

Muehlbauer reported he attended the fireworks which was a good show.

Robinson commended the Chamber of Commerce for their advertising campaign on social media which looked great. He stated his wife volunteered and is doing some fundraising. He stated he had to work his day job but his son attended. He reported he attended the Planning and Zoning meeting a couple of weeks ago. He commented it was nice to see a full staff. He stated Thunstrom has done a good job on recruitment and the last two meetings the seats were filled. He reported he attended his last Citizen's Academy session and gave credit to the Police Chief and his crew for the awesome job, thoughtful planning behind it, and dedication.

Mayor Feldman reported he attended the Ambassador coronation on Saturday. He reported it is an excellent program. He stated Council needs to know what they do for the City because they do a lot. He stated in the six years he has been Mayor the Ambassador program has been respected with other ambassador programs. He stated it was nice to see people out enjoying the City and not having to go to other cities. He stated it is time to have events for the residents.

Mayor Feldman asked Police Chief Todd Schwieger about the retainer on canine which is \$350 a month and the cost goes to the owner. He asked if there was anything else besides that cost. Schwieger replied \$350 a month but other than that there shouldn't be anything else.

Mayor Feldman stated he thought there may be a response to what he said about social media earlier and encourage Council not to respond to. He stated Council will deal with issues for St. Francis. He commented that Robinson had stated years ago to the effect of instead of residents spending 30 minutes on social media they should give Council 15 minutes face-to-face which is truly the way to go. He encouraged people to come talk to them to get answers instead of social media. He stated the licenses will be above board, there is nothing back door being done in the City. Everything is open, transparent and they hide nothing. He stated the City is going in a good direction, there is a lot of work to be done. Hwy 47, Vista Prairie, and City Hall/Fire Station, are all big things to boost the City. He read an email from the Metropolitan Council 2021 Preliminary population estimates that the

City is now 8,292. They have grown about 1,500 people so they are going in the right direction. He repeated they have the Staff that is competent with their expertise to handle the growth and take advantage of it. He hoped the economy will last a little longer to be able to get some shovels in the ground and move forward. He reported he attended with Udvig, Carpenter, to see the park invitation that was sent out. He stated he was surprised they didn't get more people there but it was nice to see what Dale has done. Rivers Edge has five additions, going through a sixth so they have something really nice. He liked the developments and felt they were nicely built. He stated people are looking at lot prices and house prices being cheaper here and as more people work from home, St. Francis becomes more appetizing as far as moving out here. He stated they are starting to see that, but with that comes more services being required.

Mayor Feldman stated he looked forward to Carpenter being the new addition here in his new position to help out. He stated public safety is important here and he commended public safety. He stated he wouldn't wish it on anyone but if you have a heart attack, this is the town that is the safest place to have one. He highlighted Robinson's call for his wife. He referenced Poppy Street and stated he had called and emailed City Engineer Craig Jochum and had a conversation with him about Dan Erickson from MSA and the plow-friendly speed bumps are unfortunately out of the picture because of their stiff requirements. He stated he was told that they would work with the City on traffic calming measures to be in effect. Jochum stated he would reach out about that and hoped something could be done. He stated he had also reached out to Police Chief Todd Schwieger about having police on those roads. He stated he knew the police have a lot to do, which he didn't deny. He stated if residents see police on the road they aren't going to speed, especially at certain times a day, which will help out a lot. He stated it isn't just on Poppy Street, there are other streets too. If people know not to speed on those roads because they never know when the police are going to be there. He thought that was important to mention because once that mindset is established with people police won't have to be there as often because people will think police are going to be there, which keeps them on their toes. He gave the example of when he was in construction that they never knew when he was going to be there so they were kept on their toes.

13. UPCOMING EVENTS

June 9, 2022 – Bike Rodeo

June 15, 2022 – Planning & Zoning Commission Meeting – 7:00 p.m.

June 20, 2022 – City Council Meeting – 6:00 p.m.

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 8:06 p.m.

Jennifer Wida, City Clerk

PERSONS REQUESTING TO APPEAR BEFORE
THE ST. FRANCIS CITY COUNCIL
SIGN UP SHEET

Meeting Date: 6-6-22

CITY CODE 2-2-3: Meeting Opened Persons Requesting to Appear Before Council. Persons who wish to appear before the Council must submit a written request to the City Clerk prior to the commencement of the meeting, which lists their name and address, and states their business (or identifies on behalf of whom they wish to speak). Persons requesting to appear before the Council will be recognized during the meeting in the order in which they submitted the written request. The presiding officer may advise any person appearing as to the amount of time allowed prior to his speaking, or later limit such time. Persons speaking shall give their name, address, and state their business for identify on behalf of whom they are speaking.

✓ Andrew Wood

Name

3419 236th LN NW

Address

Vacation of Res 2022-30

Subject you wish to speak about

Individual or entity you are speaking on behalf

✓ Kurt Hwether

Name

3715 Bridge St NW

Address

Land Acquisition

Subject you wish to speak about

St Francis Dental

Individual or entity you are speaking on behalf

Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property
DATE: June 20th, 2022

OVERVIEW:

The Police Department has one seized vehicle that has gone through the forfeiture process and is now the property of the City of St. Francis. The vehicle is a 2006 Chevy Impala bearing VIN # 2G1WT55K069206693. The Police Department will utilize the online bidding service of Municibid to sell and dispose of the vehicle. St. Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2022-34 declaring the listed seized/forfeited vehicle as surplus property to be disposed of under the guidelines of the St Francis city code.

BUDGET IMPLICATION:

Work performed in the preparation and selling of surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the police department forfeiture fund.

Attachments: RESOLUTION 2022-34

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

RESOLUTION 2022-34

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

**Surplus Property
(Forfeiture Vehicles)**

2006 Chevrolet Impala
VIN # 2G1WT55K069206693

Estimated Value

Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF JUNE, 2022.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



June 06, 2022

City of St. Francis
4058 St. Francis Blvd.
St. Francis, MN 55070

Attn: Parish Barten

City of St. Francis

Sanitary Sewer Cleaning & Televisioning Maintenance Proposal for 2022

2022

Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
1	Cleaning & Televisioning of 8-12" existing PVC Sanitary Sewer	LF	18,900	\$1.30	\$24,570.00
2	Cleaning & Televisioning of 8-12" existing PVC Sanitary Sewer along county roads where traffic control is more of a concern		2,100	\$1.50	\$3,150.00
Total Estimated Amount:					\$27,720.00

Please review "Clarifications" on Page 1

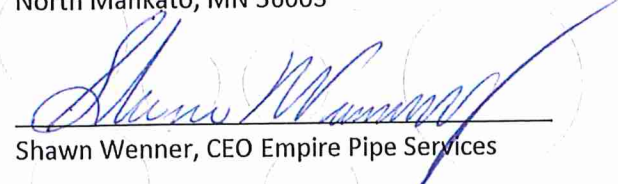
Additional Item Rates that may be needed on a per Incident Basis for the duration of the agreement*

1	Jet Vac Truck w/operator	HR	1	\$255.00
2	Root Cutting & Deposits (Camera & Jet Vac)	HR	1	\$490.00
3	Televisioning Truck w/operator	HR	1	\$235.00
4	Lateral Launch Camera	quote on per incident basis		
5	Manhole Inspections (MACP Level 1)	EA	1	\$75.00
6	Cleaning of Lift station (Average cost)	EA	1	\$460.00
7	Trenchless Spot Repair	per incident basis		
8	Per Diem (only if there is additional work over 6 hrs.)	EA	1	\$300.00
9	Technician only	HR	1	\$75.00

*Additional items will be tracked in half-hour increments

Please note: We share our hourly rates for the "Additional Items" in confidence we ask that you only use this information for city purposes.

Empire Pipe Services
415 Truman Street
North Mankato, MN 56003


Shawn Wenner, CEO Empire Pipe Services

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance_____
Authorized Signature



June 06, 2022

Maintenance Proposal

Submitted To: City of St. Francis
4058 St. Francis Blvd.
St. Francis, MN 55070
Attn: Parish Barten

Job Name/ Location: Sanitary Sewer Cleaning & Televising Maintenance, St. Francis, MN

We hereby submit the following specifications per these scope clarifications:

- Sewer Maps/Plans will need to be provided and manholes need to be exposed prior
- Price breakdown is located on the 2nd page of the proposal
- We assume all manholes are accessible by street or alley way
- "Easement work" with difficult access is not included at this time, if required it will be done on hourly basis.
- When cleaning we assume a dump site for all vacuumed debris will be in close proximity
- Cleaning includes up to (2) cleaning passes, over (2) will be considered "heavy cleaning"
- Any specialty cleaning such as root cutting, deposit removal, tap cutting will be at an additional hourly charge
- We assume to have access to water at no additional charge to conduct cleaning
- Our prices are based off this volume, of footage a significant reduction may result in an increase in the per foot price
- (2) Copies of Reports & Videos to be provided at a minimum
- Our technicians are PACP certified (Pipeline Assessment Certification Program) and the video will be conducted per PACP guidelines if requested
- Manhole Inspections if requested will be MACP (Manhole Assessment Certification Program) Level 1
- If needed our televising software is GIS compatible
- Mobilization is included & minimal Traffic Control is included at this time
- Work on State Highways will require a permit & may require additional traffic control

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Shawn Wenner

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Authorized Signature



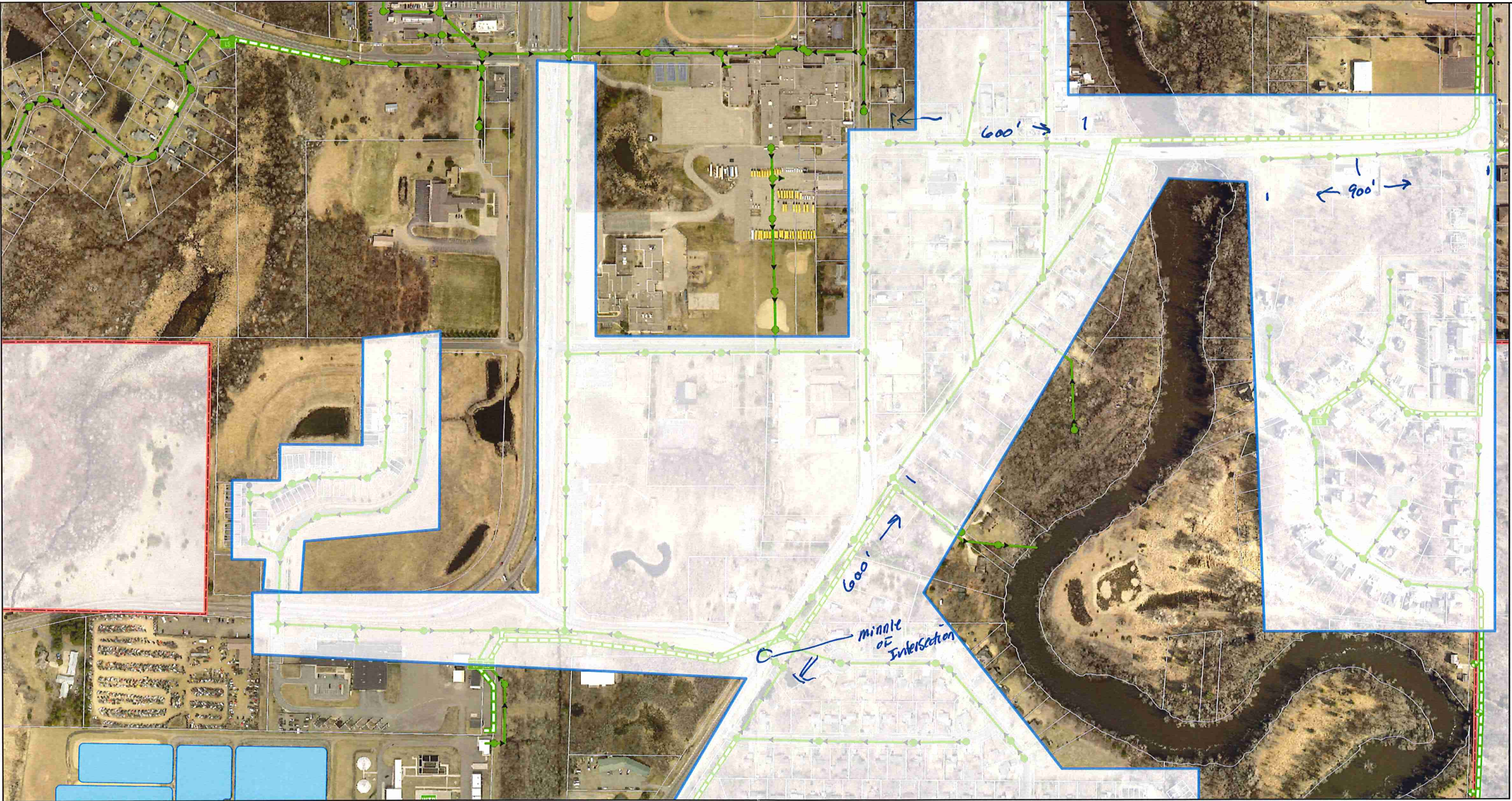
8990 Springbrook Drive, Suite 110
Coon Rapids, MN 55433

Phone 218-838-9700
E-mail joy.larsen@ritterinc.net

Quote: Clean & Televisе Quote
City of St. Francis

ITEM	UNIT	EST QTY	UNIT PRICE	AMOUNT
Clean & Televisе Sanitary Sewer	LF	21,000	\$ 1.97	\$ 41,370.00
Total Quote			\$	41,370.00

Joy Larsen-Ritter
CEO
5/20/2022



May 18, 2022

● Sanitary Manhole	WTP Wastewater Treatment Facility	Parcels
• Sanitary Clean Out	Sanitary Gravity Main	St. Francis City Boundary
● Sanitary Valve	Sanitary Pressurized Main	City Mask
■ Lift Station	■ Detention Pond	

1:4,850

0 325 650 1,300 ft

0 100 200 400 m



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Routine sewer system cleaning (Jetting)and Televising
DATE: June 20, 2022

OVERVIEW:

Each year, the City of St. Francis hires a jetting company to clean one of the five sanitary districts as part of our annual sewer maintenance program. This year, it will be district One. In accordance with our sanitary sewer maintenance policy, we will also be televising the sewer main after jetting. Televising is done on a Five-year cycle, which allows us to see the condition of the sanitary main and look for defects that could contribute to failure. Sewer cleaning or jetting is accomplished by using high-pressure water (2000 psi) to scour and clean the collection system mains. This is done to eliminate any potential blockages or obstructions in the main preventing the flow of wastewater.

ACTION TO BE CONSIDERED:

Council approval of the quotes, Council authorize the low quote of **\$27,720.00** from Empire Pipe Services to perform work.

BUDGET IMPLICATION:

This is a budgeted item in the yearly operation and maintenance budget, typically approved by Council every December.

Attachments:

- Empire Pipe Services Invoice
- Ritter & Ritter
- Map



CITY COUNCIL AGENDA REPORT

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Policy Update Section 1.6 General Requirements**
DATE: June 20th, 2022

OVERVIEW:

The fire department is currently reviewing all department policies. Our current policy manual has not been updated since 2017. The changes requested to the fire department policy manual are intended to more closely match the current needs and preferred methods for department operations the today.

The only change requested to this policy is to update the requirement from Firefighter I to Firefighter II. All firefighters receive Firefighter II level certification during their academy training.

1.6 Continued Skill Competency Requirements

Each member of the department must maintain competency certifications in fire suppression (FF1 ~~FF1~~ **FFII**), EMR/EMT, hazardous materials operations, RIT training, as well as NIMS training certifications, etc. Failure of the employee to maintain these proficiencies shall subject the member to a leave of absence during which the member shall have 90 days to acquire the necessary skills. If such member is unable to certify the required skills, the member may be subject to termination in accordance with these policies. General Requirements may include: Firefighter ~~One~~ **II**, Hazmat Awareness, 800 Mhz Radio Training, NIMS certifications, and EMR/EMT. General requirements may be modified at any time without prior notice.

If the Department pays for any education for any firefighter, that firefighter is expected to successfully pass the course and any associated testing. Should a firefighter fail to successfully complete and pass all applicable courses and testing within six months, s/he will be required to reimburse the department in full for that specific course and/or test immediately. A firefighter must obtain permission to take courses elsewhere prior to the registration process using the "PERMISSION REQUEST TO TAKE COURSES" form. *Please refer to Exhibit B.*

ACTION TO BE CONSIDERED:

Motion to approve policy changes to Section 1.6 Continued Skill Competency Requirements.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: **Public Works Streets and Parks Position**
DATE: June 20, 2022

OVERVIEW:

At the May 16th Council Meeting the City Council authorized staff to fill this vacant position. Through a 2 step interview process staff has picked Nate Hanson as the top candidate. Nate was offered the position on June 15th, 2022, 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 Nate Hanson for the position of Streets and Parks Worker, pending test results with City policy standard requirements, and be placed at step two on the pay scale as a Streets and Parks Worker.

BUDGET IMPLICATION:

This is an existing budgeted position that is currently vacant.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Donation
DATE: June 20, 2022

OVERVIEW:

On June 14th, 2022 the police department received an anonymous donation in the amount of \$150.00. The police department would like to utilize the donation towards the Winning With Cops Program as part of our community engagement efforts.

ACTION TO BE CONSIDERED:

To accept the donation amount of \$150.00 provided to the police department on June 14th, 2022.

BUDGET IMPLICATION:

The police department operating funds used for community engagement efforts and events would be supplemented by the donation.

Attachments: NONE



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Appoint Colette Baumgardner as Community Development Director
DATE: 06-20-2022

OVERVIEW:

After completing interviews, it is the recommendation to appoint Colette Baumgardner to the position of Community and Economic Development Director.

Colette will start at Pay Grade 16, Step 3 with 15 days' vacation. Colette will begin the position on July 18th.

RECOMMENDED MOTION:

Motion to appoint Colette Baumgardner as Community and Economic Development Director



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: June 20, 2022

OVERVIEW:
Attached are the bills received since the last council meeting. Total checks to be written are \$131,150.89 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:
Debt service payments –N/A
Direct Transfers from Previous Month-\$269,247.40
Credit Card Payment-\$19,621.99
Manual Checks-N/A

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

BUDGET IMPLICATION:
City bills

- Attachments:
- 06-20-2022 Packet List-\$131,150.89
 - 06-20-2022 ACH Payments-\$269,247.40
 - 06-20-2022 Credit Card-\$19,621.99

CITY OF ST FRANCIS

06/16/22 8:18 AM

Agenda Item # 5H.

Page 1

*Claim Register©

AP 06-20-2022

June 2022

Claim Type

Claim#	14746 AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	RENTAL		\$14.18
Invoice	9988667059				
Cash Payment	E 101-43210-217	Other Operating Supplies	RENTAL		\$14.18
Invoice	9988667059				
Cash Payment	E 101-45200-217	Other Operating Supplies	RENTAL		\$14.18
Invoice	9988667059				
Cash Payment	E 601-49440-217	Other Operating Supplies	RENTAL		\$14.18
Invoice	9988667059				
Cash Payment	E 602-49490-217	Other Operating Supplies	RENTAL		\$14.18
Invoice	9988667059				
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total \$70.90

Claim Type

Claim#	14686	ALEX AIR APPARATUS INC.				
Cash Payment	E 101-42210-218	Equipment Repair & Maint	EQUIPMENT REPAIR			\$205.00
Invoice	5546					
Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$205.00

Claim Type

Claim#	14685	ALL TRAFFIC SOLUTIONS				
Cash Payment	E 101-42110-311	Contract	SOFTWARE			\$3,000.00
Invoice	SIN032935					
Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$3,000.00

Claim Type

Claim#	14760	ALWAYS BRIGHT LIGHTS LTD				
Cash Payment	E 101-45230-311	Contract	REMOVE PIONEER DAYS BANNERS			\$250.00
Invoice	977					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$250.00

Claim Type

Claim#	14719 ANDRUS, ROBERT & CARLA				
Cash Payment	G 803-22000 Deposits		REFUND DRIVEWAY ESCROW-23695 ELDERADO		\$250.00
Invoice	.060922				
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total \$250.00

Claim Type

Claim#	14750	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 402-42110-581	Radios	POLICE RADIOS			\$9,283.96
Invoice	AR019867					
Transaction Date	6/14/2022	Due 6/14/2022	CASH	10100	Total	\$9,283.96

Claim Type

Claim#	14749	AXON ENTERPRISE, INC				
Cash Payment	E 101-42110-237	Small Equipment	SMALL EQUIPMENT			\$3,807.55
Invoice	INUS078148					
Transaction Date	6/14/2022	Due 6/14/2022	CASH	10100	Total	\$3,807.55

Claim Type

Claim#	14742	BAUER BUILT INC.			
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	CAR MAINTAINENCE		\$1,366.88
Invoice	940088496				

CITY OF ST FRANCIS

*Claim Register©

AP 06-20-2022

June 2022

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR MAINTAINENCE				\$600.28
	Invoice 940088689					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	TIRES				\$170.16
	Invoice 940087492					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$2,137.32

Claim Type

Claim#	14718	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$539.25
	Invoice 343184					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$25.55
	Invoice 343184					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$564.80

Claim Type

Claim#	14717	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$29.48
	Invoice 344448233					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,669.14
	Invoice 344448233					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$141.83
	Invoice 344448233					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$1,840.45

Claim Type

Claim#	14683	BRUNTON ARCHITECTS & ENGINE				
Cash Payment	E 404-41400-589 City Hall/Fire Station	RETAINER FOR PRE-DESIGN				\$2,000.00
	Invoice 22045					
Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$2,000.00

Claim Type

Claim#	14759	CANTWAY, TIM				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6007				\$241.56
	Invoice .06152022-2					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$241.56

Claim Type

Claim#	14775	CARLSON MCCAIN, INC				
Cash Payment	E 405-43100-808 WOODBINE ST EXTENSI	23115 AMBASSADOR DEMO				\$1,452.86
	Invoice 0056555					
Transaction Date	6/16/2022	Due 6/16/2022	CASH	10100	Total	\$1,452.86

Claim Type

Claim#	14690	COUNTY MARKET - CITY ACCOUN				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL-MAY 2022 CHARGES				\$485.81
	Invoice .060122					
Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$485.81

Claim Type

Claim#	14715	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC ITEMS				\$81.60
	Invoice 1003462					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC ITEMS				\$87.80
	Invoice 1003422					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT/FUEL CHARGES				\$4.00
	Invoice 1003462					

CITY OF ST FRANCIS

06/16/22 8:18 AM

Page 3

*Claim Register©

AP 06-20-2022

June 2022

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$4.00
Invoice 1003422

Transaction Date 6/13/2022 Due 6/13/2022 CASH 10100 **Total** \$177.40

Claim Type

Claim# 14725 DAHLHEIMER DIST. CO. INC.

Cash Payment E 609-49751-252 Beer For Resale BEER \$11,841.15
Invoice 1597749

Transaction Date 6/13/2022 Due 6/13/2022 CASH 10100 **Total** \$11,841.15

Claim Type

Claim# 14724 DANE ALLEN HOMES

Cash Payment G 803-22000 Deposits REFUND ESCROW - 23615 UNDERCLIFT ST \$7,500.00
Invoice .060622

Transaction Date 6/13/2022 Due 6/13/2022 CASH 10100 **Total** \$7,500.00

Claim Type

Claim# 14689 DELL MARKETING L.P.

Cash Payment E 101-41910-441 Miscellaneous COMPUTER MAINTAINENCE \$1,021.77
Invoice 10583258450

Transaction Date 6/8/2022 Due 6/8/2022 CASH 10100 **Total** \$1,021.77

Claim Type

Claim# 14758 DELLWOOD CONSTRUCTION

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6304 \$90.69
Invoice .06152022-1

Transaction Date 6/15/2022 Due 6/15/2022 CASH 10100 **Total** \$90.69

Claim Type

Claim# 14687 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing ANIMAL CONTROL SERVICES BIDS \$96.75
Invoice 895678

Cash Payment E 101-41400-351 Legal Notices Publishing JUNE 6 PH UTILITY EASEMENT \$96.75
Invoice 895677

Cash Payment E 101-41400-351 Legal Notices Publishing PIONEER DAYS/BOTTLE SHOP \$75.00
Invoice 896052

Transaction Date 6/8/2022 Due 6/8/2022 CASH 10100 **Total** \$268.50

Claim Type

Claim# 14757 ETHERIDGE, MELISSA

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#2764 \$213.97
Invoice .06152022

Transaction Date 6/15/2022 Due 6/15/2022 CASH 10100 **Total** \$213.97

Claim Type

Claim# 14774 EUROFINIS ENVIRONMENTAL TES

Cash Payment E 405-43100-808 WOODBINE ST EXTENSI ASBESTOS - 23115 AMBASSADOR \$401.88
Invoice 2550037492

Transaction Date 6/16/2022 Due 6/16/2022 CASH 10100 **Total** \$401.88

Claim Type

Claim# 14698 FERGUSON WATERWORKS, INC

Cash Payment E 601-49440-229 Project Repair & Maintena PROJECT MAINTAINENCE \$471.98
Invoice 0494620

Cash Payment E 601-49440-237 Small Equipment SMALL EQUIPMENT \$300.14
Invoice 0494271

CITY OF ST FRANCIS

06/16/22 8:18 AM

Agenda Item # 5H.

Page 4

*Claim Register©

AP 06-20-2022

June 2022

Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$772.12
Claim Type						
Claim#	14722 GRAINGER, INC.					
Cash Payment	E 601-49440-234 Water Tower Maintenance	WATER TOWER SUPPLIES				\$34.99
	Invoice 9337861604					
Cash Payment	E 601-49440-234 Water Tower Maintenance	WATER TOWER SUPPLIES				\$132.16
	Invoice 9334863801					
Cash Payment	E 601-49440-234 Water Tower Maintenance	WATER TOWER SUPPLIES				\$38.98
	Invoice 9335242245					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$206.13
Claim Type						
Claim#	14753 HACH COMPANY					
Cash Payment	E 602-49490-237 Small Equipment	SMALL EQUIPMENT				\$1,267.87
	Invoice 13081470					
Transaction Date	6/14/2022	Due 6/14/2022	CASH	10100	Total	\$1,267.87
Claim Type						
Claim#	14754 HARRIS, INC					
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS				\$2,210.41
	Invoice 507031059					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	REPAIRS				\$951.34
	Invoice 507031007					
Transaction Date	6/14/2022	Due 6/14/2022	CASH	10100	Total	\$3,161.75
Claim Type						
Claim#	14721 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$26.82
	Invoice 2070488					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.84
	Invoice 2070489					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,169.80
	Invoice 2070488					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$192.00
	Invoice 2070489					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$2,394.46
Claim Type						
Claim#	14756 JOHNSON, CURTIS					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#1692				\$194.15
	Invoice .061522					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$194.15
Claim Type						
Claim#	14765 LEMKE, RICHARD & JACKIE					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#5825				\$143.93
	Invoice .06152022-7					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$143.93
Claim Type						
Claim#	14764 LERUD, MARK & LUANN					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6033				\$119.46
	Invoice .06152022-6					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$119.46

CITY OF ST FRANCIS

06/16/22 8:18 AM

Agenda Item # 5H.

Page 5

*Claim Register©

AP 06-20-2022

June 2022

Claim TypeClaim# 14745 *LIFELINE INC.*

Cash Payment E 101-42110-217 Other Operating Supplies OPERATING SUPPLIES \$320.02
 Invoice LL-16398

Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$320.02
------------------	-----------	---------------	------	-------	--------------	----------

Claim TypeClaim# 14730 *LMC INSURANCE TRUST*

Cash Payment E 101-41400-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$344.26
 Invoice .070622

Cash Payment E 101-41500-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$238.84
 Invoice .070622

Cash Payment E 101-43100-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$3,252.33
 Invoice .070622

Cash Payment E 101-42210-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$4,271.50
 Invoice .070622

Cash Payment E 101-42110-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$11,680.72
 Invoice .070622

Cash Payment E 101-45200-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$1,167.97
 Invoice .070622

Cash Payment E 101-43210-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$254.09
 Invoice .070622

Cash Payment E 601-49440-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$1,206.32
 Invoice .070622

Cash Payment E 602-49490-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$1,445.89
 Invoice .070622

Cash Payment E 609-49750-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$1,659.26
 Invoice .070622

Cash Payment E 101-42400-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$103.77
 Invoice .070622

Cash Payment E 101-41910-160 Work Comp Insurance WORKERS COMP COVERAGE PREMIUM \$192.05
 Invoice .070622

Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$25,817.00
------------------	-----------	---------------	------	-------	--------------	-------------

Claim TypeClaim# 14763 *MARRON, RENE & JAMES*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6335 \$29.86
 Invoice .06152022-5

Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$29.86
------------------	-----------	---------------	------	-------	--------------	---------

Claim TypeClaim# 14729 *MCDONALD DIST CO.*

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$58.75
 Invoice 635128

Cash Payment E 609-49751-252 Beer For Resale BEER \$14,581.90
 Invoice 635129

Cash Payment E 609-49751-252 Beer For Resale BEER -\$263.90
 Invoice 635241

Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$14,376.75
------------------	-----------	---------------	------	-------	--------------	-------------

Claim TypeClaim# 14762 *MCDONNELL, MEGAN*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#4980 \$36.38
 Invoice .06152022-4

CITY OF ST FRANCIS

06/16/22 8:18 AM

Agenda Item # 5H.

Page 6

*Claim Register©

AP 06-20-2022

June 2022

Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$36.38
Claim Type						
Claim#	14744	METRO WEST INSPECTIONS SER				
Cash Payment	E 101-42400-311	Contract	INSPECTION SERVICES APRIL 2022			\$3,194.37
	Invoice 3259					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$3,194.37
Claim Type						
Claim#	14726	MN DEPT OF HEALTH				
Cash Payment	E 601-49440-434	Permit Fees	COMMUNITY WATER SUPPLY SERVICE FEE			\$4,491.00
	Invoice .061322					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$4,491.00
Claim Type						
Claim#	14761	NOSKO, DANIEL				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#5771			\$140.69
	Invoice .06152022-3					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$140.69
Claim Type						
Claim#	14737	OPUS 21				
Cash Payment	E 601-49440-382	Utility Billing	CIS DATA HOSTING MAY 2022			\$1,553.90
	Invoice 220505					
Cash Payment	E 602-49490-382	Utility Billing	CIS DATA HOSTING MAY 2022			\$1,553.89
	Invoice 220505					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$3,107.79
Claim Type						
Claim#	14736	PEPSI COLA				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$447.21
	Invoice 30839106					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			-\$40.40
	Invoice 30839107					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$406.81
Claim Type						
Claim#	14733	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$24.95
	Invoice 6410396					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$21.46
	Invoice 6410395					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,194.72
	Invoice 6410395					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$1,262.98
	Invoice 6410396					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$2,504.11
Claim Type						
Claim#	14771	PRICKETT, LINDSEY & KADEN				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#4812			\$183.37
	Invoice .06152022-11					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$183.37
Claim Type						
Claim#	14770	REWEY, SUSANNA				

CITY OF ST FRANCIS

06/16/22 8:18 AM

Page 7

*Claim Register©

AP 06-20-2022

June 2022

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6163			\$88.16
	Invoice .06152022-10				

Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$88.16
------------------	-----------	---------------	------	-------	--------------	---------

Claim Type

Claim#	14769	RMB ENVIRONMENTAL LAB			
Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4 COOLER 1			\$115.00
	Invoice B005621				
Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4 COOLER 1			\$115.00
	Invoice B005441				
Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS - COOLER 2			\$91.00
	Invoice B005563				
Cash Payment	E 601-49440-313 Sample Testing	DATA MANAGEMENT FEE			\$80.00
	Invoice B005602				
Cash Payment	E 602-49490-313 Sample Testing	LOW LEVEL MERCURY			\$455.00
	Invoice H006232				

Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$856.00
------------------	-----------	---------------	------	-------	--------------	----------

Claim Type

Claim#	14691	ROSEVILLE, CITY OF			
Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES			\$442.38
	Invoice 0230994				
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES			\$1,548.32
	Invoice 0230994				
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES			\$5,419.14
	Invoice 0230994				
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES			\$995.35
	Invoice 0230994				
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES			\$442.38
	Invoice 0230994				
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES			\$442.38
	Invoice 0230994				
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES			\$442.38
	Invoice 0230994				
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES			\$442.38
	Invoice 0230994				
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES			\$221.19
	Invoice 0230994				
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES			\$442.38
	Invoice 0230994				
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES			\$221.18
	Invoice 0230994				

Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$11,059.46
------------------	----------	--------------	------	-------	--------------	-------------

Claim Type

Claim#	14768	SCHUMACHER, KRISTINE			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#4075			\$59.85
	Invoice .06152022-9				

Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$59.85
------------------	-----------	---------------	------	-------	--------------	---------

Claim Type

Claim#	14767	SEITZ, RICK & JOLI			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#3945			\$152.54
	Invoice .06152022-8				

CITY OF ST FRANCIS

06/16/22 8:18 AM

Agenda Item # 5H.

Page 8

*Claim Register©

AP 06-20-2022

June 2022

Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$152.54
Claim Type						
Claim#	14740	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$22.40
Invoice	2221224					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$3,102.67
Invoice	2221224					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$3,125.07
Claim Type						
Claim#	14772	STREETAR CONSULTING, LLC				
Cash Payment	E 101-41910-318	Economic Development	PATRIOT PARKWAY			\$2,584.00
Invoice	2022-3-1					
Transaction Date	6/16/2022	Due 6/16/2022	CASH	10100	Total	\$2,584.00
Claim Type						
Claim#	14747	STREICHER S				
Cash Payment	E 101-42110-237	Small Equipment	SMALL EQUIPMENT			\$59.99
Invoice	1572262					
Transaction Date	6/14/2022	Due 6/14/2022	CASH	10100	Total	\$59.99
Claim Type						
Claim#	14694	TIMESAVER OFF SITE SEC. INC				
Cash Payment	E 101-41400-311	Contract	COUNCIL MINUTES 5/16+PLANNING COM 5/18			\$664.63
Invoice	M27375					
Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$664.63
Claim Type						
Claim#	14766	TIPPARACH, SANTIPAB & WREN				
Cash Payment	R 603-37400	Storm Water Fees	STORMWATER DUPLICATE PAYMENT			\$60.00
Invoice	.06152022-7					
Transaction Date	6/15/2022	Due 6/15/2022	CASH	10100	Total	\$60.00
Claim Type						
Claim#	14692	TJ ASSOCIATES				
Cash Payment	E 101-45200-319	Events	PUBLIC WORKS TABLE THROWS			\$614.50
Invoice	238448					
Cash Payment	E 101-43100-200	Office Supplies	BUSINESS CARDS- PAUL CARPENTER			\$60.00
Invoice	238434					
Transaction Date	6/8/2022	Due 6/8/2022	CASH	10100	Total	\$674.50
Claim Type						
Claim#	14739	TOTAL REGISTER SYSTEMS, INC				
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING COSTS			\$89.81
Invoice	59310					
Cash Payment	E 609-49750-433	Dues and Subscriptions	DUES			\$1,703.29
Invoice	59461					
Transaction Date	6/13/2022	Due 6/13/2022	CASH	10100	Total	\$1,793.10

CITY OF ST FRANCIS

06/16/22 8:18 AM

Agenda Item # 5H.

Page 9

*Claim Register©

AP 06-20-2022

June 2022

Pre-Written Checks		\$0.00
Checks to be Generated by the Compute		\$131,150.89
Total		\$131,150.89

CITY OF ST FRANCIS

Payments

06/08/22 1:06 PM

Page 1

Current Period: May 2022

Payments Batch P-WIRE MAY 2022		\$269,247.40			
Refer	14332 HEALTH PARTNERS	<u>Ck# 001661E 5/31/2022</u>			
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE			\$30,590.28
Invoice					
Transaction Date	5/2/2022	CASH	10100	Total	\$30,590.28
Refer	14333 CAYAN	<u>Ck# 001662E 5/31/2022</u>			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			\$6,228.38
Invoice					
Transaction Date	5/2/2022	CASH	10100	Total	\$6,228.38
Refer	14334 SUN LIFE FINANCIAL	<u>Ck# 001663E 5/31/2022</u>			
Cash Payment	E 101-41400-130 Employer Paid Insurance	MAY INSURANCE			\$222.22
Invoice					
Cash Payment	E 101-41500-130 Employer Paid Insurance	MAY INSURANCE			\$145.57
Invoice					
Cash Payment	E 101-41910-130 Employer Paid Insurance	MAY INSURANCE			\$70.95
Invoice					
Cash Payment	E 101-42110-130 Employer Paid Insurance	MAY INSURANCE			\$939.38
Invoice					
Cash Payment	E 101-42210-130 Employer Paid Insurance	MAY INSURANCE			\$81.67
Invoice					
Cash Payment	E 101-42400-130 Employer Paid Insurance	MAY INSURANCE			\$77.60
Invoice					
Cash Payment	E 101-43100-130 Employer Paid Insurance	MAY INSURANCE			\$180.77
Invoice					
Cash Payment	E 101-43210-130 Employer Paid Insurance	MAY INSURANCE			\$40.18
Invoice					
Cash Payment	E 101-45200-130 Employer Paid Insurance	MAY INSURANCE			\$180.77
Invoice					
Cash Payment	E 601-49440-130 Employer Paid Insurance	MAY INSURANCE			\$106.99
Invoice					
Cash Payment	E 602-49490-130 Employer Paid Insurance	MAY INSURANCE			\$106.98
Invoice					
Cash Payment	E 609-49750-130 Employer Paid Insurance	MAY INSURANCE			\$196.17
Invoice					
Transaction Date	5/3/2022	CASH	10100	Total	\$2,349.25
Refer	14335 ACE SOLID WASTE, INC.	<u>Ck# 001664E 5/31/2022</u>			
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE			\$76.10
Invoice					
Cash Payment	E 101-42210-384 Refuse/Garbage Dispos	GARBAGE			\$79.89
Invoice					
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	GARBAGE			\$265.28
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE			\$88.90
Invoice					
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE			\$88.90
Invoice					
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE			\$58.00
Invoice					

CITY OF ST FRANCIS

Payments

06/08/22 1:06 PM

Page 2

Current Period: May 2022

Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE		\$57.99
Invoice				
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE		\$57.99
Invoice				
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE		\$57.99
Invoice				
Cash Payment	E 101-42110-384 Refuse/Garbage Dispos	GARBAGE		\$231.97
Invoice				
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE		\$70.26
Invoice				
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE		\$70.25
Invoice				
Transaction Date	5/3/2022	CASH	10100	Total \$1,203.52
Refer	14336 COLONIAL INSURANCE	Ck# 001665E 5/31/2022		
Cash Payment	G 101-21712 Colonial Insurance	PREMIUM		\$417.91
Invoice				
Transaction Date	5/3/2022	CASH	10100	Total \$417.91
Refer	14337 DELTA DENTAL	Ck# 001666E 5/31/2022		
Cash Payment	G 101-21711 Dental Insurance	PREMIUM		\$1,535.02
Invoice				
Transaction Date	5/6/2022	CASH	10100	Total \$1,535.02
Refer	14338 U S BANK EQUIPMENT FINANCE	Ck# 001667E 5/31/2022		
Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE		\$179.70
Invoice				
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE		\$179.70
Invoice				
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE		\$179.70
Invoice				
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE		\$179.70
Invoice				
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE		\$179.70
Invoice				
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE		\$179.50
Invoice				
Transaction Date	5/6/2022	CASH	10100	Total \$1,078.00
Refer	14339 CINTAS	Ck# 001668E 5/31/2022		
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS		\$23.04
Invoice				
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS		\$15.36
Invoice				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$28.87
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES		\$6.46
Invoice				

CITY OF ST FRANCIS

06/08/22 1:06 PM

Page 3

Payments

Current Period: May 2022

Cash Payment Invoice	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES			\$6.46
Cash Payment Invoice	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES			\$6.46
Cash Payment Invoice	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES			\$6.46
Cash Payment Invoice	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES			\$25.84
Cash Payment Invoice	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Cash Payment Invoice	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Cash Payment Invoice	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Cash Payment Invoice	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Cash Payment Invoice	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Cash Payment Invoice	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Cash Payment Invoice	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			\$28.87
Transaction Date	5/10/2022	CASH	10100	Total	\$185.06
Refer	14340 ANOKA COUNTY	Ck# 001669E 5/31/2022			
Cash Payment Invoice	E 101-42210-441 Miscellaneous	TAXES-2022			\$69.14
Cash Payment Invoice	E 609-49750-441 Miscellaneous	TAXES-2022			\$21.30
Cash Payment Invoice	E 602-49490-441 Miscellaneous	TAXES-2022			\$545.16
Cash Payment Invoice	E 101-41940-441 Miscellaneous	TAXES-2022			\$69.14
Cash Payment Invoice	E 601-49440-441 Miscellaneous	TAXES-2022			\$545.16
Cash Payment Invoice	E 101-45200-441 Miscellaneous	TAXES-2022			\$53.24
Cash Payment Invoice	E 101-45200-441 Miscellaneous	TAXES-2022			\$417.22
Cash Payment Invoice	E 101-41940-441 Miscellaneous	TAXES-2022			\$53.24
Cash Payment Invoice	E 101-42210-441 Miscellaneous	TAXES-2022			\$53.24
Cash Payment Invoice	E 101-45200-441 Miscellaneous	TAXES-2022			\$646.46
Cash Payment Invoice	E 101-49200-441 Miscellaneous	TAXES-2022			\$62,827.14
Cash Payment Invoice	E 101-49200-441 Miscellaneous	TAXES-2022			\$1.00
Transaction Date	5/31/2022	CASH	10100	Total	\$65,301.44

CITY OF ST FRANCIS

Payments

06/08/22 1:06 PM

Page 4

Current Period: May 2022

Refer	14341 ISANTI COUNTY TREASURER	Ck# 001670E 5/31/2022		
Cash Payment	E 602-49490-435 Taxes	2022 TAXES		\$7,984.00
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$7,984.00
Refer	14342 FWT	Ck# 001671E 5/31/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 05-12-2022		\$8,144.60
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 05-12-2022		\$2,971.98
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 05-12-2022		\$9,672.78
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$20,789.36
Refer	14343 PERA	Ck# 001672E 5/31/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 05-12-2022		\$20,131.52
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$20,131.52
Refer	14344 VOYA	Ck# 001673E 5/31/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 05-12-2022		\$1,765.00
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$1,765.00
Refer	14345 ICMA	Ck# 001674E 5/31/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 05-12-2022		\$489.17
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$489.17
Refer	14346 SWT	Ck# 001675E 5/31/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 05-12-2022		\$4,348.78
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$4,348.78
Refer	14347 MN STATE RETIREMENT SYSTEM	Ck# 001676E 5/31/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 05-12-2022		\$418.61
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$418.61
Refer	14348 HSA CONTRIBUTION	Ck# 001677E 5/31/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 05-12-2022		\$818.66
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$818.66
Refer	14349 PAYMENT SERVICE NETWORK	Ck# 001678E 5/31/2022		
Cash Payment	E 601-49440-430 Bank Fees	CC FEES		\$554.60
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$554.60
Refer	14505 VILLAGE BANK	Ck# 001679E 5/31/2022		
Cash Payment	E 601-49440-430 Bank Fees	RETURNED CHECK FEE		\$8.00
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$8.00

CITY OF ST FRANCIS

Payments

06/08/22 1:06 PM

Page 5

Current Period: May 2022

Refer	14506 FWT	Ck# 001680E 5/31/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 05-17-2022		\$1,441.22
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 05-17-2022		\$392.22
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 05-17-2022		\$320.75
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$2,154.19
Refer	14507 PERA	Ck# 001681E 5/31/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 05-17-2022		\$483.12
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$483.12
Refer	14508 SWT	Ck# 001682E 5/31/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 05-17-2022		\$50.99
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$50.99
Refer	14509 STATE OF ARIZONA	Ck# 001683E 5/31/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 05-17-2022		\$233.39
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$233.39
Refer	14510 STATE OF MINNESOTA	Ck# 001684E 5/31/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 05-17-2022		\$240.11
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$240.11
Refer	14511 CONNEXUS ENERGY	Ck# 001685E 5/31/2022		
Cash Payment	E 101-41940-381 Electric Utilities	SIGN		\$61.61
Invoice				
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL		\$359.05
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS		\$943.10
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	PARKS		\$222.52
Invoice				
Cash Payment	E 601-49440-380 Electric-System	WATER		\$4,990.58
Invoice				
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS		\$2,557.00
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	WWTP		\$9,314.35
Invoice				
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE		\$920.03
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42210-381 Electric Utilities	SIREN		\$5.00
Invoice				

CITY OF ST FRANCIS

Payments

06/08/22 1:06 PM

Page 6

Current Period: May 2022

Cash Payment	E 101-42210-381 Electric Utilities	FIRE		\$553.29
Invoice				
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW		\$179.44
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW		\$179.44
Invoice				
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW		\$179.44
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW		\$179.42
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW		\$717.74
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$21,372.01
Refer	14512 CAYAN	Ck# 001686E 5/31/2022		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		\$64.11
Invoice				
Transaction Date	5/18/2022	CASH	10100	Total \$64.11
Refer	14513 CENTERPOINT ENERGY	Ck# 001687E 5/31/2022		
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE-GAS		\$25.36
Invoice				
Transaction Date	5/16/2022	CASH	10100	Total \$25.36
Refer	14579 MN DEPT OF REVENUE	Ck# 001688E 5/31/2022		
Cash Payment	G 609-20810 Sales Tax Payable	APRIL SALES TAX		\$20,579.00
Invoice				
Cash Payment	G 601-20810 Sales Tax Payable	APRIL SALES TAX		\$635.00
Invoice				
Transaction Date	5/20/2022	CASH	10100	Total \$21,214.00
Refer	14580 CAYAN	Ck# 001689E 5/31/2022		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		\$5.35
Invoice				
Transaction Date	5/25/2022	CASH	10100	Total \$5.35
Refer	14581 FWT	Ck# 001690E 5/31/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 05-26-2022		\$8,229.36
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 05-26-2022		\$3,118.84
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 05-26-2022		\$10,375.61
Invoice				
Transaction Date	5/26/2022	CASH	10100	Total \$21,723.81
Refer	14582 PERA	Ck# 001691E 5/31/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 05-26-2022		\$21,503.70
Invoice				
Transaction Date	5/26/2022	CASH	10100	Total \$21,503.70
Refer	14583 VOYA	Ck# 001692E 5/31/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 05-26-2022		\$1,765.00
Invoice				

CITY OF ST FRANCIS

Payments

06/08/22 1:06 PM

Page 7

Current Period: May 2022

Transaction Date	5/26/2022	CASH	10100	Total	\$1,765.00
Refer	14584 ICMA	Ck# 001693E 5/31/2022			
Cash Payment	G 101-21710 Deferred Comp Invoice				\$489.17
Transaction Date	5/26/2022	CASH	10100	Total	\$489.17
Refer	14585 SWT	Ck# 001694E 5/31/2022			
Cash Payment	G 101-21702 State Withholding Invoice	PAYROLL 05-26-2022			\$4,648.19
Transaction Date	5/26/2022	CASH	10100	Total	\$4,648.19
Refer	14586 MN STATE RETIREMENT SYSTEM	Ck# 001695E 5/31/2022			
Cash Payment	G 101-21714 Health Care Savings Invoice	PAYROLL 05-26-2022			\$435.90
Transaction Date	5/26/2022	CASH	10100	Total	\$435.90
Refer	14587 HSA CONTRIBUTION	Ck# 001696E 5/31/2022			
Cash Payment	G 101-21714 Health Care Savings Invoice	PAYROLL 05-26-2022			\$818.66
Transaction Date	5/26/2022	CASH	10100	Total	\$818.66
Refer	14679 VILLAGE BANK	Ck# 001697E 5/31/2022			
Cash Payment	R 603-37400 Storm Water Fees Invoice	RETURNED CHECK			\$60.00
Transaction Date	5/19/2022	CASH	10100	Total	\$60.00
Refer	14680 ALERUS	Ck# 001698E 5/31/2022			
Cash Payment	E 101-41540-301 Auditing and Acct g Servi Invoice	FEE			\$50.00
Transaction Date	5/26/2022	CASH	10100	Total	\$50.00
Refer	14681 CENTERPOINT ENERGY	Ck# 001699E 5/31/2022			
Cash Payment	E 101-41940-383 Gas Utilities Invoice	CITY HALL #1			\$46.08
Cash Payment	E 101-41940-383 Gas Utilities Invoice	CITY HALL #2			\$32.02
Cash Payment	E 101-41940-383 Gas Utilities Invoice	CITY HALL #3			\$22.65
Cash Payment	E 101-41940-383 Gas Utilities Invoice	CITY HALL #4			\$40.56
Cash Payment	E 602-49490-383 Gas Utilities Invoice	23699 AMBASSADOR			\$25.01
Cash Payment	E 101-42210-383 Gas Utilities Invoice	3740 BRIDGE STREET-GENERATOR			\$24.27
Cash Payment	E 101-45200-383 Gas Utilities Invoice	WARMING HOUSE			\$159.84
Cash Payment	E 601-49440-383 Gas Utilities Invoice	4020 ST. FRANCIS BLVD			\$50.24
Cash Payment	E 602-49490-383 Gas Utilities Invoice	4020 ST. FRANCIS BLVD			\$50.24
Cash Payment	E 602-49490-383 Gas Utilities Invoice	4020 ST. FRANCIS BLVD-OLD WWTP			\$16.80

CITY OF ST FRANCIS
Payments

06/08/22 1:06 PM
Page 8

Current Period: May 2022

Cash Payment	E 602-49490-383 Gas Utilities	WWTP		\$1,438.20
Invoice				
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR STORE		\$191.24
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	FIRE STATION		\$1,154.86
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT		\$836.76
Invoice				
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW		\$712.11
Invoice				
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW		\$178.03
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW		\$178.03
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW		\$178.03
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW		\$178.01
Invoice				
Transaction Date	5/27/2022	CASH	10100	Total \$5,512.98
Refer	14682 VILLAGE BANK	Ck# 001700E 5/31/2022		
Cash Payment	E 101-41500-430 Bank Fees	BANK FEES		\$50.20
Invoice				
Cash Payment	E 601-49440-430 Bank Fees	BANK FEES		\$50.20
Invoice				
Cash Payment	E 602-49490-430 Bank Fees	BANK FEES		\$50.20
Invoice				
Cash Payment	E 609-49750-430 Bank Fees	BANK FEES		\$50.20
Invoice				
Transaction Date	5/31/2022	CASH	10100	Total \$200.80

Fund Summary

	10100 CASH
101 GENERAL FUND	\$210,890.59
601 WATER FUND	\$8,535.09
602 SEWER FUND	\$21,182.92
603 STORM WATER	\$60.00
609 LIQUOR FUND	\$28,578.80
	\$269,247.40

Pre-Written Checks	\$269,247.40
Checks to be Generated by the Computer	\$0.00
Total	\$269,247.40

CITY OF ST FRANCIS
Payments

05/19/22 8:56 AM
Page 1

Current Period: May 2022

Payments Batch P-CC-MAY 2022		\$19,621.99		
Refer	14406 ACLSMEDICALTRAINING.COM	Ck# 001609E 5/12/2022		
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING		\$175.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$175.00
Refer	14407 ACTION TARGETS	Ck# 001610E 5/12/2022		
Cash Payment	E 101-42110-437 Uniform Allowance	TARGETS		\$174.65
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$174.65
Refer	14408 ADVANCED AUTOMOTIVE CARE, I	Ck# 001611E 5/12/2022		
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE REPAIR/MAINT		\$95.49
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$95.49
Refer	14409 ALERT-ALL	Ck# 001612E 5/12/2022		
Cash Payment	E 101-42210-208 Training and Instruction	FIRE PREVENTION		\$117.50
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$117.50
Refer	14410 AMAZON.COM	Ck# 001613E 5/12/2022		
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	BUILDING REPAIRS/MAINT		\$68.55
Invoice	5/1/2022			
Cash Payment	E 101-41400-200 Office Supplies	CABINET		\$146.92
Invoice	5/1/2022			
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENTS		\$29.19
Invoice	5/1/2022			
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT REPAIRS		\$34.24
Invoice	5/1/2022			
Cash Payment	E 101-45200-441 Miscellaneous	MISC		\$68.55
Invoice	5/1/2022			
Cash Payment	E 601-49440-441 Miscellaneous	MISC		\$24.48
Invoice	5/1/2022			
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT		\$63.86
Invoice	5/1/2022			
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES		\$107.11
Invoice	5/1/2022			
Cash Payment	E 601-49440-217 Other Operating Supplie	OPERATING SUPPLIES		\$17.12
Invoice	5/1/2022			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-SCHWIEGER, N		\$471.32
Invoice	5/1/2022			
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	VEHICLE REPAIRS		\$59.58
Invoice	5/1/2022			
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	VEHICLE REPAIRS/MAINT		\$74.83
Invoice	5/1/2022			
Cash Payment	E 101-43210-213 Vehicle Oper Supplies	VEHICLE SUPPLIES		\$59.59
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$1,225.34
Refer	14411 ASPEN MILLS	Ck# 001614E 5/12/2022		

CITY OF ST FRANCIS

Payments

05/19/22 8:56 AM

Page 2

Current Period: May 2022

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEARN		\$35.89
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$35.89
Refer	14412 AT&T, INC	Ck# 001615E 5/12/2022		
Cash Payment	E 101-41400-321 Telephone	PHONE		\$38.23
Invoice	5/1/2022			
Cash Payment	E 101-42210-321 Telephone	PHONE		\$439.63
Invoice	5/1/2022			
Cash Payment	E 101-43100-321 Telephone	PHONE		\$76.46
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$554.32
Refer	14413 BILLS SUPERETTE	Ck# 001616E 5/12/2022		
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$48.55
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$48.55
Refer	14414 CASEY S GENERAL STORE	Ck# 001617E 5/12/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$1,179.35
Invoice	5/1/2022			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$47.95
Invoice	5/1/2022			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$311.53
Invoice	5/1/2022			
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$122.49
Invoice	5/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$284.00
Invoice	5/1/2022			
Cash Payment	E 101-42210-441 Miscellaneous	FUEL		\$8.55
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$1,953.87
Refer	14415 CLIPPINGMAGIC.COM	Ck# 001618E 5/12/2022		
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION		\$3.99
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$3.99
Refer	14416 COSTCO	Ck# 001619E 5/12/2022		
Cash Payment	E 101-42210-209 Fire Prevention Supplies	FIRE PREVENTION		\$29.02
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$29.02
Refer	14417 DEPT OF LABOR & INDUSTRY	Ck# 001620E 5/12/2022		
Cash Payment	G 101-20820 Surcharge Payable	1ST QUARTER SURCHARGE		\$947.41
Invoice	5/1/2022			
Cash Payment	R 101-36241 Surcharge-Permits	1ST QUARTER SURCHARGE		-\$37.90
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$909.51
Refer	14418 DEX MEDIA EAST LLC	Ck# 001621E 5/12/2022		
Cash Payment	E 609-49750-340 Advertising	ADVERTISING		\$175.00
Invoice	5/1/2022			

CITY OF ST FRANCIS

Payments

05/19/22 8:56 AM

Page 3

Current Period: May 2022

Transaction Date	5/12/2022	CASH	10100	Total	\$175.00
Refer	14419 DELL MARKETING L.P.	Ck# 001622E 5/12/2022			
Cash Payment	E 101-41110-433 Dues and Subscriptions	SUBSCRIPTION			\$8.50
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$8.50
Refer	14420 DOLLAR GENERAL	Ck# 001623E 5/12/2022			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS/MAINT			\$17.14
Invoice	5/1/2022				
Cash Payment	E 101-42210-441 Miscellaneous	MISC			\$28.12
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$45.26
Refer	14421 GALL S, INC.	Ck# 001624E 5/12/2022			
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-BATON			\$135.61
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$135.61
Refer	14422 GRAINGER, INC.	Ck# 001625E 5/12/2022			
Cash Payment	E 601-49440-216 Chemicals and Chem Pr	CHEMICAL PRODUCTS			\$114.60
Invoice	5/1/2022				
Cash Payment	E 101-43210-417 Uniform Clothing & PPE	RECYCLING PPE			\$92.71
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$207.31
Refer	14423 HAAF RAMP 8070	Ck# 001626E 5/12/2022			
Cash Payment	E 101-42110-441 Miscellaneous	PARKING - MISC			\$5.00
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$5.00
Refer	14424 HOLIDAY STATION	Ck# 001627E 5/12/2022			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$85.85
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$85.85
Refer	14425 HOME DEPOT	Ck# 001628E 5/12/2022			
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	REPAIRS			\$55.42
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$55.42
Refer	14426 HOME DEPOT	Ck# 001629E 5/12/2022			
Cash Payment	E 101-45200-441 Miscellaneous	MISC			\$52.01
Invoice	5/1/2022				
Cash Payment	E 602-49490-441 Miscellaneous	MISC			\$52.02
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$104.03
Refer	14427 HYDRAULICS PLUS	Ck# 001630E 5/12/2022			
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT REPAIR			\$1,567.55
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$1,567.55
Refer	14428 ELITE LIFT TRUCK, INC	Ck# 001631E 5/12/2022			

CITY OF ST FRANCIS
Payments

05/19/22 8:56 AM
Page 4

Current Period: May 2022

Cash Payment	E 101-45200-218 Equipment Repair & Mai	EQUIPMENT REPAIR		\$274.61
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$274.61
Refer	14429 THEMIRRORCOMPANY.COM	Ck# 001632E 5/12/2022		
Cash Payment	E 101-42110-437 Uniform Allowance	SMALL EQUIPMENT		\$1,069.11
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$1,069.11
Refer	14430 COUNTY MARKET - CITY ACCOUN	Ck# 001633E 5/12/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$999.28
Invoice	5/1/2022			
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$37.18
Invoice	5/1/2022			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$77.76
Invoice	5/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$160.50
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$1,274.72
Refer	14431 KWIK TRIP	Ck# 001634E 5/12/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$1,747.27
Invoice	5/1/2022			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$166.70
Invoice	5/1/2022			
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$43.43
Invoice	5/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$99.74
Invoice	5/1/2022			
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$231.58
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$2,288.72
Refer	14432 MENARDS	Ck# 001635E 5/12/2022		
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS		\$43.05
Invoice	5/1/2022			
Cash Payment	E 101-42210-237 Small Equipment	CREEPER		\$43.14
Invoice	5/1/2022			
Cash Payment	E 101-43100-441 Miscellaneous	MISC		\$96.58
Invoice	5/1/2022			
Cash Payment	E 101-45200-441 Miscellaneous	MISC		\$96.58
Invoice	5/1/2022			
Cash Payment	E 101-43210-217 Other Operating Supplie	OPERATING SUPPLIES		\$96.85
Invoice	5/1/2022			
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	REPAIRS		\$141.80
Invoice	5/1/2022			
Cash Payment	E 101-43100-237 Small Equipment	SMALL EQUIPMENT		\$159.67
Invoice	5/1/2022			
Cash Payment	E 101-43210-237 Small Equipment	SMALL EQUIPMENT		\$159.67
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$837.34

CITY OF ST FRANCIS

Payments

05/19/22 8:56 AM

Page 5

Current Period: May 2022

Refer	14433 MN STATE COLLEGES	Ck# 001636E 5/12/2022		
Cash Payment	E 101-41400-208 Training and Instruction	TRAINING - WIDA		\$145.00
Invoice	5/1/2022			
Cash Payment	E 601-49440-208 Training and Instruction	WASTEWATER OPERATING-BARTON		\$310.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$455.00
Refer	14434 MN POLLUTION CONTROL AGENC	Ck# 001637E 5/12/2022		
Cash Payment	E 602-49490-433 Dues and Subscriptions	TRAINING -MAKI		\$45.97
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$45.97
Refer	14435 MOPAR PERFORMANCE DIRECT	Ck# 001638E 5/12/2022		
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	CAR MAINT		\$278.25
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$278.25
Refer	14436 NATIONAL REGISTRY EMT	Ck# 001639E 5/12/2022		
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING		\$57.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$57.00
Refer	14437 OFFICE DEPOT	Ck# 001640E 5/12/2022		
Cash Payment	E 101-42210-200 Office Supplies	OFFICE SUPPLIES		\$225.66
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$225.66
Refer	14438 OREILLY AUTO PARTS	Ck# 001641E 5/12/2022		
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT REPAIRS		\$4.61
Invoice	5/1/2022			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE REPAIRS		\$10.69
Invoice	5/1/2022			
Cash Payment	E 101-42210-221 Vehicle Repair & Mainten	VEHICLE REPAIRS/MAINT		\$334.41
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$349.71
Refer	14439 PAYPAL	Ck# 001642E 5/12/2022		
Cash Payment	E 101-43100-441 Miscellaneous	MISC		\$6.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$6.00
Refer	14440 POPP TELECOM	Ck# 001643E 5/12/2022		
Cash Payment	E 609-49750-321 Telephone	PHONE		\$52.25
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$52.25
Refer	14441 POSITIVE PROMOTIONS	Ck# 001644E 5/12/2022		
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENTS		\$533.67
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$533.67
Refer	14442 POSTMASTER - ST. FRANCIS	Ck# 001645E 5/12/2022		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$100.00
Invoice	5/1/2022			

CITY OF ST FRANCIS

Payments

05/19/22 8:56 AM

Page 6

Current Period: May 2022

Cash Payment	E 101-42110-322 Postage	POSTAGE		\$50.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$150.00
Refer	14443 REMARKABLE.COM	Ck# 001646E 5/12/2022		
Cash Payment	E 101-41500-441 Miscellaneous	SUBSCRIPTION		\$15.98
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$15.98
Refer	14444 SMARTSIGN	Ck# 001647E 5/12/2022		
Cash Payment	E 101-43100-226 Sign Repair Materials	SIGN REPAIR		\$908.82
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$908.82
Refer	14445 SOLID LIFT PARTS	Ck# 001648E 5/12/2022		
Cash Payment	E 101-43210-218 Equipment Repair & Mai	EQUIPMENT REPAIR		\$178.99
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$178.99
Refer	14446 SPEEDWAY	Ck# 001649E 5/12/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$363.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$363.00
Refer	14447 ST. CLOUD PARKING SYSTEM	Ck# 001650E 5/12/2022		
Cash Payment	E 101-42110-208 Training and Instruction	PARKING		\$4.50
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$4.50
Refer	14448 STAMPS.COM	Ck# 001651E 5/12/2022		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$17.99
Invoice	5/1/2022			
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$17.99
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$35.98
Refer	14449 BUSINESS JOURNALS	Ck# 001652E 5/12/2022		
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION		\$145.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$145.00
Refer	14450 ULINE	Ck# 001653E 5/12/2022		
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$330.11
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$330.11
Refer	14451 UPLIFT DESK	Ck# 001654E 5/12/2022		
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT		\$188.00
Invoice	5/1/2022			
Transaction Date	5/12/2022	CASH	10100	Total \$188.00
Refer	14452 UPS STORE	Ck# 001655E 5/12/2022		
Cash Payment	E 601-49440-322 Postage	POSTAGE		\$18.93
Invoice	5/1/2022			

CITY OF ST FRANCIS
Payments

05/19/22 8:56 AM
Page 7

Current Period: May 2022

Transaction Date	5/12/2022	CASH	10100	Total	\$18.93
Refer	14453 USABUEBOOK	Ck# 001656E 5/12/2022			
Cash Payment	E 601-49440-216 Chemicals and Chem Pr	CHEMICAL PRODUCTS			\$308.89
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$308.89
Refer	14454 VERIZON WIRELESS	Ck# 001657E 5/12/2022			
Cash Payment	E 101-42110-321 Telephone	PHONES			\$427.56
Invoice	5/1/2022				
Cash Payment	E 601-49440-321 Telephone	PHONES			\$222.67
Invoice	5/1/2022				
Cash Payment	E 602-49490-321 Telephone	PHONES			\$142.71
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$792.94
Refer	14455 CAREERCERT.COM	Ck# 001658E 5/12/2022			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			-\$165.00
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	-\$165.00
Refer	14456 ZIEGLER, INC.	Ck# 001659E 5/12/2022			
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT REPAIRS			\$869.12
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$869.12
Refer	14457 ZOOM.US	Ck# 001660E 5/12/2022			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			\$16.06
Invoice	5/1/2022				
Transaction Date	5/12/2022	CASH	10100	Total	\$16.06

Fund Summary

	10100 CASH
101 GENERAL FUND	\$16,667.83
601 WATER FUND	\$1,667.11
602 SEWER FUND	\$669.50
609 LIQUOR FUND	\$617.55
	\$19,621.99

Pre-Written Checks	\$19,621.99
Checks to be Generated by the Computer	\$0.00
Total	\$19,621.99



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Amendment to City Code Section 10-73-03 General Landscaping and Maintenance – 2nd Reading
DATE: 06-15-2022 for 06-20-2022 meeting

OVERVIEW:

The City has received a request to amend its City Code, Section 10-73-03 to allow certain features in drainage and utility easements with reasonable conditions. Staff prepared amended language for this Section which was reviewed by the Council at their June 6, 2022 meeting. At that meeting, Council approved the 1st reading of Ordinance 297 to conditionally allow fences and landscaping in drainage and utility easements.

ACTION TO BE CONSIDERED:

Because Council approved the 1st reading of Ordinance 297 at the June 6, 2022 meeting, Staff has prepared a 2nd reading of the Ordinance and a resolution authorization publication by summary for Council's review. The following timeline will apply:

- June 6th – 1st Reading
- June 20th – 2nd Reading
- June 24th – Published for Comment
- July 24th – Effective

Suggested Motions:

1. Move to approve the 2nd Reading of Ordinance 297 approving the amendment to Section 10-73-03 of the City Code as presented by Staff.
2. Move to approve Resolution 2022-35 authorizing summary publication of Ordinance 297.

ATTACHMENTS:

- Draft Ordinance 297 – 2nd Reading
- Draft Summary Resolution 2022-35

ORDINANCE NO. 297, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING SECTION 10-73-03 OF THE ZONING CODE TO
ALLOW SITE ELEMENTS WITHIN DRAINAGE AND UTILITY EASEMENTS WITH
RESTRICTIONS – 2ND READING**

THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA,
ORDAINS:

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-73-03 General Landscaping and Maintenance of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-73-03. – General landscaping and maintenance.

- A. All exposed ground areas, including street boulevards, and areas not devoted to off-street parking, drives, sidewalks, patios or other such improvements shall be landscaped with grass, shrubs, trees or other ornamental landscape materials within one (1) year following the date on which the certificate of occupancy is issued.
- B. All landscaped areas shall be maintained by the property owner and kept neat, clear and uncluttered, and where landscaping is required as part of City approvals, any plant material which is diseased or dies shall be replaced with like kind of the original size.
- C. Fences and/or tree plantings ~~are not allowed in utility easements.~~ may be allowed in drainage and utility easements with approval by the City Engineer. Features may be placed in such easements by the owner, at the owner's risk of removal (without compensation) by the City or other agencies that may have legal use of the easement. Such features shall not be placed in a manner that prohibits or significantly impacts the public use of the easement for any utility or drainage purpose.

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 20th day of June, 2022.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

Attest: Jenni Wida, City Clerk

Published in the Anoka County Union Herald _____.

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave. N., Suite 103
Minneapolis, MN 55401

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2022-35

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
297, SECOND SERIES AMENDING CITY CODE SECTION 10-73-03 – 2ND READING

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 297, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City’s website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 297 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 297, SECOND SERIES

Section 1. Ordinance 297, as adopted, amends City Code Section 10-73-03 to conditionally allow fences and tree plantings within drainage and utility easements.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th
DAY OF JUNE, 2022.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of June, 2022.

DRAFTED BY:

Hoisington Koegler Group, Inc.

800 Washington Ave. N., Suite 103

Minneapolis, MN 55401

MEMORANDUM

To: Honorable Mayor and City Councilmembers

Kate Thunstrom, City Administrator

From: David Schaps, City Attorney's Office

Date: June 15, 2022

Re: Approval of Labor Agreement with Law Enforcement Labor Services #411 Police Sergeants for 2022-2024

Please allow the memorandum to provide information regarding the negotiations with the Police Sergeants Union LELS Local #411.

Based upon the direction from the City Council pursuant to its May 2, 2022 closed session to discuss the City's labor negotiation strategy, our office conveyed the City Council's "Final and Best" offer to the Union via the BMS Mediator.

The Union has accepted the City Council's offer.

The agreement changes are summarized as follows:

1. Three year contract covering 2022-2024.
2. 2022 – 3% COLA. 1% market adjustment retention increase starting on the Officer's anniversary of hire date.
3. 2023 – 3% COLA. \$2,000 retention bonus (split into two equal payments) that does not increase base salary. Timing of retention bonuses is \$1,000 payable on the last check in June and \$1,000 payable for the last check in December for each Officer that remains employed with the City of St. Francis through the applicable date.
4. 2024 – 3% COLA. \$2,000 retention bonus (split into two equal payments) that does not increase base salary. Timing of retention bonuses is \$1,000 payable on the last check in June and \$1,000 payable for the last check in December for each Officer that remains employed with the City of St. Francis through the applicable date.

EXPERIENCE | TRUST | RESULTS

Michael F. Hurley
Charles M. Seykora
Daniel D. Ganter, Jr.
Beverly K. Dodge
James D. Hoeft
*Joan M. Quade
*John T. Buchman

Scott M. Lepak
William F. Huefner
Bradley A. Kletscher
Timothy D. Erb Karen
K. Kurth Adriel B.
Villarreal Tammy J.
Schemmel

Carole Clark Isakson
Joseph J. Deuhs, Jr
Jennifer C. Moreau
Herman L. Talle
Elizabeth A. Schading
David R. Schaps
Thomas R. Wentzell

Lindsay K. Fischbach
Nicole R. Wiebold
Tyler W. Eubank
Thomas M. Caturia
Bobbi Hermanson-Albers
Erik C. Ordahl
Stephany J. Elmer

Of Counsel
Jeffrey S. Johnson
James H. Wills

* Also Licensed
in Wisconsin

5. Shift Differential Supplemental Pay: Increase shift differential from \$.60 per hour to \$1.00 per hour.
6. FTO - Employees assigned to conduct field training for new employees shall receive 2 hours pay (up from 1 hour) for each 8, 10, or 12 hours of Field Training Officer duties.
7. Juneteenth Holiday: The City shall add the holiday and adjust holiday balances and the holiday bank contract language accordingly if and when the State of Minnesota approves Juneteenth as an established holiday.
8. All other terms and contract language to remain as is for the duration of this contract.

At the June 6th, 2022 City Council meeting, this item was continued, as the Union required additional time to complete their review of the new language in the contract. The Union has now completed their review, and is in agreement with final language and updated wage tables in the agreement the City provided to them. Therefore, this item can now move forward for approval.

Upon their conformation of the language and salary tables, the City Council conducts the final review and approval of the agreement as a standard “housekeeping item”.

Upon City Council ratification, the City is able to calculate and issue the back pay to the Sergeants from January 1, 2022 through the date of the Council’s approval.

Recommendations and Requested Council Action:

Staff recommends the City Council approve the agreement as presented.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Public Works Crane Truck Cab and Chassis Purchase
DATE: June 20, 2022

OVERVIEW:

Public Works is due to replace the sewer crane truck this is scheduled in “plan it” software as part of our vehicle replacement program. This a two-part process, finding a cab and chassis and then having a truck body utility company outfit the cab and chassis. We have already met with ABM Equipment to go over our options with the truck body and crane. We will need to purchase a cab and chassis in order for them to give us a price. A problem we are currently running into is inventory, these vehicles are being purchased before hitting the lot. With the volatility of the market if you are not able to buy sight unseen you will most likely miss an opportunity to purchase a vehicle you need.

ACTION TO BE CONSIDERED:

Authorize Public Works to spend up to \$75,000 on a cab and chassis.

BUDGET IMPLICATION:

Purchase to be funded out of the CIP vehicle replacement fund.

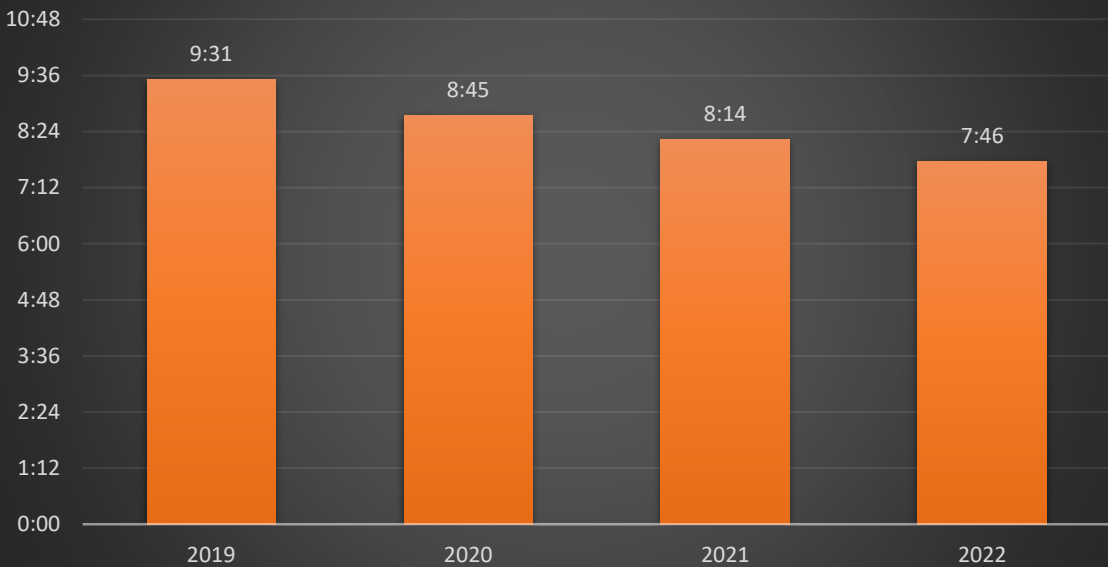
Attachments: None.

MONTHLY COMPARISON REPORT 2019-2022

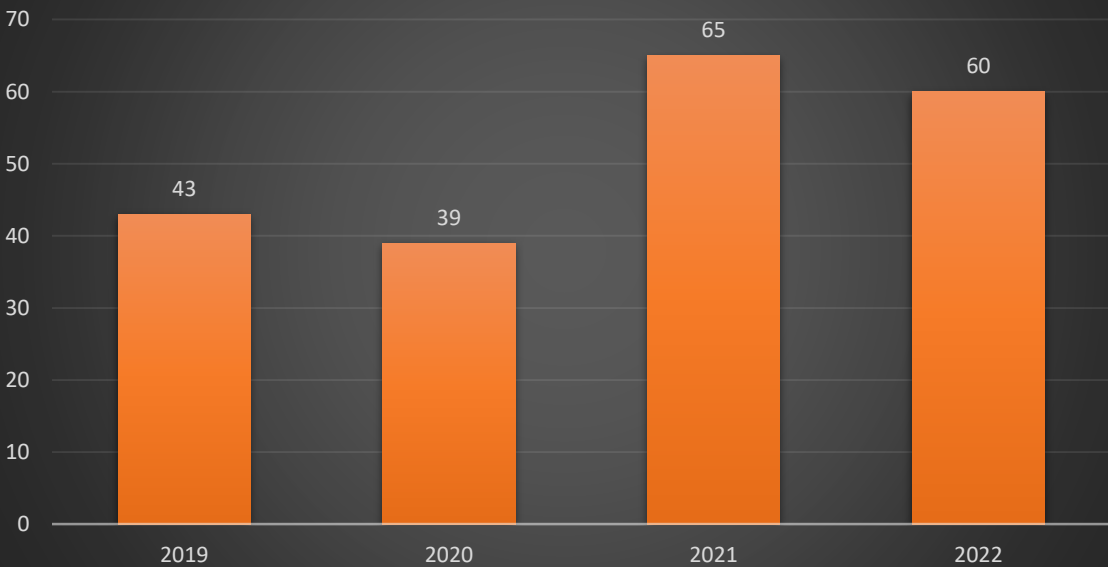
May



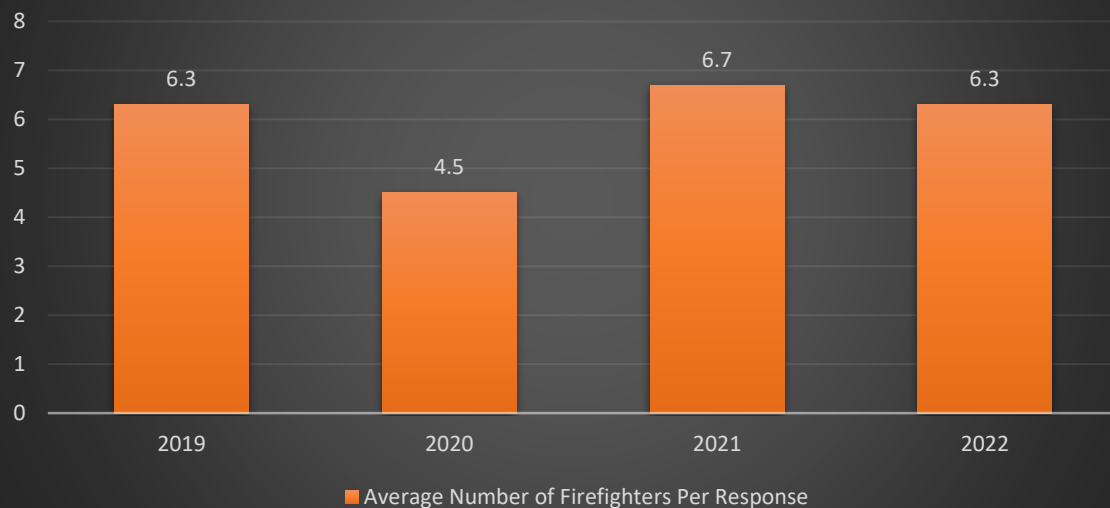
May Response Times 2019-2022



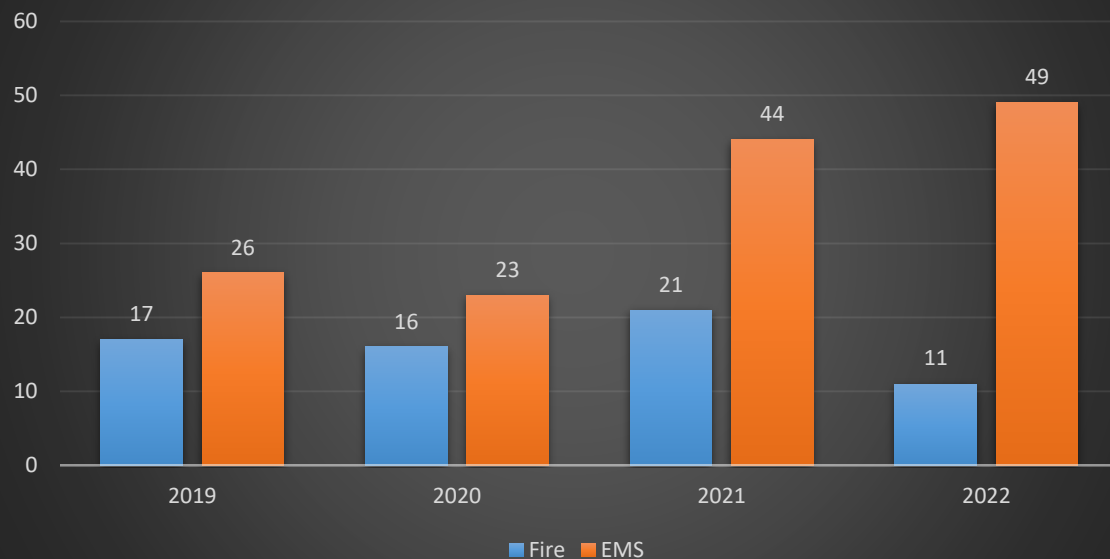
May Calls for Service 2019-2022



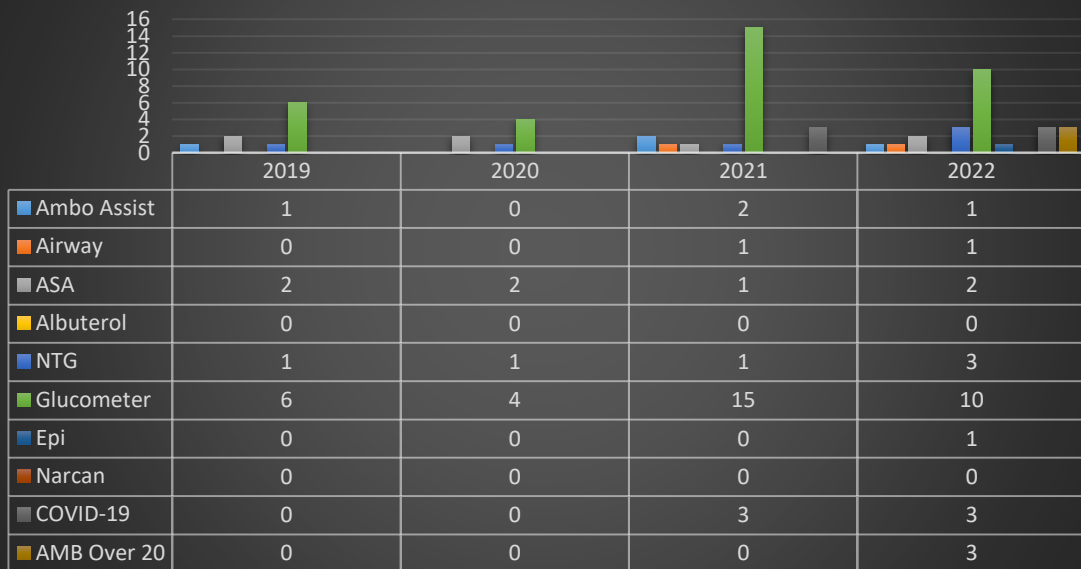
Average Number of Firefighters Per Response 2019-2022



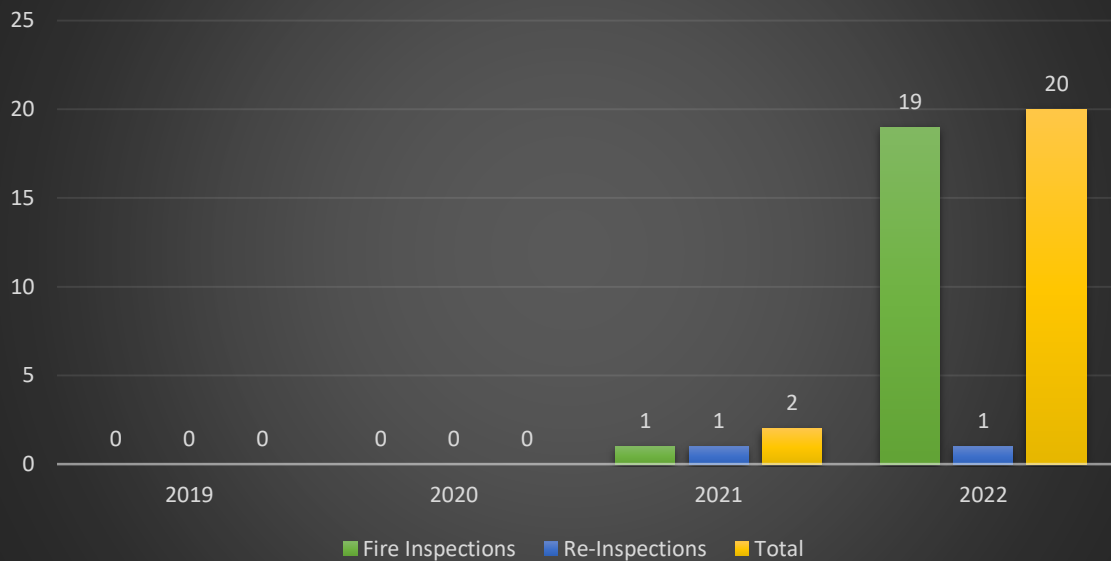
Fire Runs vs. EMS Runs May 2019-2022



Variance Usage May 2019-2022



Fire Inspections May 2019-2022




**Streets and Parks Monthly
Report – May 2022**

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	34	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	23.7	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	51	Inspections
Parks	Events	Preparation and Inspection	26	16 Ball Games 10 Misc.
Parks	Fertilizing	Applied to city properties and parks.	0	Tons
Parks	Mowing	City Parks and Property	221	Acres
Streets	Signs	Signs Installed or Repaired	2	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	7	2 Streets 4 Parks 1 Sewer
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	32	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	24	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	6	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	15	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	6	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons

Parks	Vandalism	Damage to City Property	4	Hours
Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events



Water and Sewer Monthly Report - May 2022

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at facility.	42	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	60	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw Water	16.2	Million Gallons
		Total Finished Water	15.7	Million Gallons
		Average Daily Flow	.506	Million Gallons
		Average Chlorine	.72	Mg/l
		Average Raw Iron	1.02	Mg/l
		Average Raw Manganese	.089	Mg/l
		Average Fluoride	.71	Mg/l
		Iron Removal	99	%
		Manganese Removal	99	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents: Monitoring wells (25)	72	Constituents
Wastewater	Operational Hours	Hours spent at facility.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	11.55	Million Gallons
		Total Effluent	11.6	Million Gallons
		Reuse Effluent	.217	Million Gallons
		Influent TSS	256	Mg/l
	Limit: (30 mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	TSS % Removal	100	% Removal
		Influent CBOD	201	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.6	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	28.6	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal

Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	81	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: Meter inspections.	24	Work Orders
Water/Sewer	Monthly Projects			
Lift Station Maintenance	Pump and Lift Station Maintenance	Check and change oil, inspect wear rings, floats, transducers and pump cables. Wash downs as well.	9	Lift Stations
Wastewater Treatment Facility	Clarifier Maintenance	Drain, wash down and complete oil change and greasing of motor.	1	Clarifier
Wastewater Treatment Facility	RPZ Testing	Testing of backflow devices to ensure working order.	17	Devices
Wastewater Treatment Facility	Transducer Replacement	Replace three transducers for biosolids level monitoring.	3	Units
Water Treatment Facility	Storm Repair	Flashing at facility that was damaged due to high winds was fixed.	100	Feet of Flashing
Water Treatment Facility	Preventative Maintenance	Due to the age of above flashing and the fact the roof is to be replaced in 2028, staff had contractor inspect and re-secure all flashing.	1	Project
Water Treatment Facility	RPZ Testing	Testing of backflow devices to ensure working order.	8	Devices
Water Treatment Facility	High Service Pump and Well Maintenance	Change oil, grease and inspect packing glands on pumps and wells	4	Units
Police Officer Interviews	Police Officer Interviews	Assist with interviewing police officer candidates.	3	Days
Ambassador Lift Station	Pulled Pump	Pulled pump due to plugging.	1	Pump
Water Certification	Water Certification	Staff attended all day training for credit hours.	1	Day
Water Tower	Water tower load out/ fill station.	Staff made sure the fill station is operational for summer use.	3	Hours

*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom
FROM: John Schmidt
SUBJECT: Bottle Shop Marketing Strategy
DATE: June 20, 2022

OVERVIEW:

We are giving an overview of what our Marketing Strategy is for the newly remodeled Bottle Shop

ACTION TO BE CONSIDERED:

No Action

BUDGET IMPLICATION:

There will be some Budget Implication felt. With the avenues we are taking, the advertising budget will see an increase.

Attachments: Marketing Strategy PDF

BOTTLE SHOP MARKETING PLAN

AND FIRST QUARTER REPORT

CURRENT AND UPCOMING PROMOTIONS



Spring



Summer



Autumn

MMBA COMMUNITY EVENT

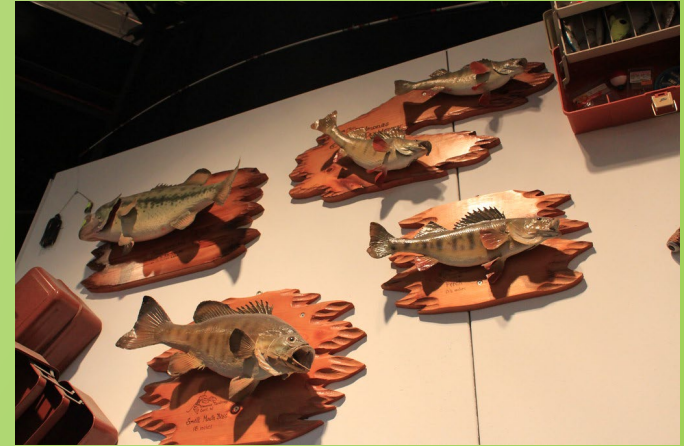
Pet Drive April,
sponsored by
Coors Light



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

DISPLAY YOUR MOUNT

Show off your prized mount!
Bird, fish, or big game! New
name picked every month.



WEEKLY PROMOTIONS

Military Monday – 10% off for members of the military.

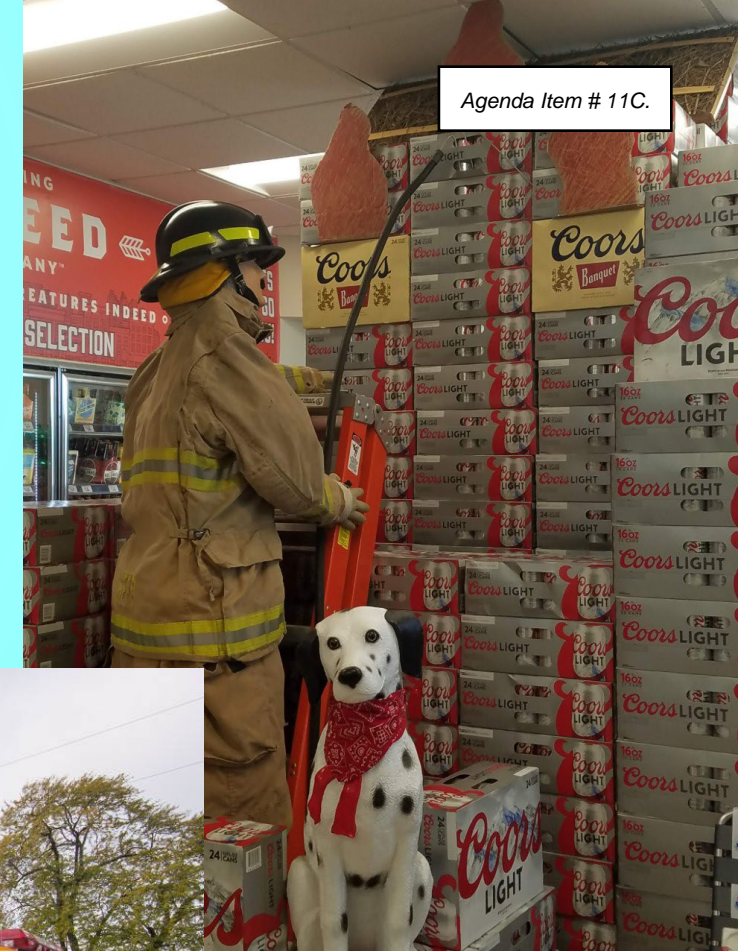
Senior Discount Tuesday – 10% off for old people.

Wine Wednesday – 15% off wines or 20% off if you buy a case.



MMBA COMMUNITY EVENT

Local Fire Department
Fundraiser August,
sponsored by Coors
Banquet.



Agenda Item # 11C.

PIONEER DAYS FIREWORKS

The Bottle Shop donates
to Pioneer Days
Fireworks as part of our
Community Relations.



MMBA COMMUNITY EVENT

Give back to the
Veterans in June,
sponsored by Anheuser
Busch.



MMBA COMMUNITY EVENT

Local food shelf food
drive October, sponsored
by Miller.



Agenda Item # 11C.



FOOTBALL PICK EM

Weekly football picks
with chances to win a
variety of prizes.



MINNESOTA
VIKINGS

SOCIAL MEDIA

*Facebook

*Instagram

*Current webpage

*New webpage



ADVERTISING

- ~Mansetti's Pizza Boxes
- ~Tasty Pizza Boxes
- ~County Market Receipt
- ~Women's Golf League Hole Sponsor
- ~Local Golf Tournament Hole Sponsorship
- ~Electronic In Store Advertising(coming soon)

