



CITY COUNCIL REGULAR MEETING

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

Monday, March 07, 2022 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. City Council Minutes - February 7, 2022
- B. Rental License Approvals
- C. Water Treatment Plant, Spectrophotometer Replacement
- D. Police Officer Resignation, Police Officer Opening
- E. Conditional Offer of Employment – Matthew Chamberlain
- F. Siwek Park Playground Equipment Purchase
- G. Accept Resignation of Liquor Store Clerk Shannon Denny
- H. Interim City Administrator
- I. Planning Commission Appointments for 2022
- J. Personnel
- K. Squad Replacement
- L. Payment of Claims - February 8th-Feb 22, 2022
- M. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

- A. Recognition of the City of St. Francis' Assistance to the City of Nowthen

7. PUBLIC HEARING

8. OLD BUSINESS

- A. Green Valley Preserve 2nd Addition – Findings for Denial
 - 1. Resolution 2022-10 denying the preliminary plat for Green Valley Preserve 2nd Addition with findings of fact as presented by Staff
 - 2. Resolution 2022-11 denying the subdivision variances for a temporary dead-end street narrower than 32 feet wide and longer than 1,500 feet with findings of fact as presented by Staff.
- B. Ordinance 295 – Amending Chapter 5 Section 3 Beer Licensing of City Code, Second Reading

9. NEW BUSINESS

- A. Oak Grove Development
- B. Parking Discussion for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project
- C. Resolution 2022-12 Reestablishing Polling Locations and Precinct Boundaries
- D. City Administrator Search Update
- E. Request a Work Session

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

- A. Public Works Monthly Report
- B. Public Works Streets and Parks Annual Report-2021
- C. Public Works Water and Sewer Annual Report - 2021

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

14. ADJOURNMENT

*****Councilmember Joe Muehlbauer will be attending via Zoom from:*****

5223 S Priest Dr, Tempe, AZ 85283

Join Zoom Meeting

<https://us02web.zoom.us/j/85429658702?pwd=VFZJRjI5dHoxRmJD bVJR UxUxTnAvZz09>

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CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
February 7, 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 Robert Bauer, Kevin Robinson, and Sarah Udvig. Councilmember Joe Muehlbauer attended via Zoom

Also present: City Clerk Jenni Wida, City Administrator Joe Kohlmann, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Planner Beth Richmond (HKGi), Parks/Street Supervisor Jeremy Shook, City Engineer Craig Jochum (Hakanson Associates, Inc.), Finance Director Darcy Mulvihill, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Community Development Director Kate Thunstrom, Water and Sewer Supervisor Parish Barten, and Liquor Store Manager John Schmidt

3. **APPROVAL OF AGENDA**

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

A roll call vote was performed:

Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Mayor Feldman	aye

Motion carried.

4. **CONSENT AGENDA**

- A. City Council Minutes – January 3, 2022
- B. City Council Minutes – January 18, 2022
- C. Police Officer Conditional Offer of Employment
- D. UV System – Bulb Purchase
- E. Acknowledgement to Conduct Excluded Bingo

- F. Temporary Outdoor Sales Permit – Plant Place, Inc.
- G. 30 Day Notice – Joe Kohlmann, City Administrator
- H. Payment of Claims

MOTION BY: BAUER SECOND: ROBINSON APPROVING THE CONSENT AGENDA ITEMS A-H.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye
Councilmember Muehlbauer	aye

Motion carried.

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman stated there were a lot of people in the audience for the Green Valley development issue. He reviewed rules for Council meetings.

1. Common respect, common courtesy, and leave anger at the door when bringing issues up; and, 2. This has gone through PSA meetings, two and a half hours' worth of City Council meetings, and numerous phone calls and emails from the residents to the Council. He stated that the Council understands the residents present don't want this passed, through all that has been done and said over the past couple months. He suggested that unless they have something new to say and reasonable why the Council should deny this, the Council doesn't want to hear it. He stated they know how the residents feel. If they come up to speak they need to state their name and address of where they live.

Zach Stadem 19817 Juneau Trail, Lakeville, stated that he has an injunction that has been given to the City Attorney which would provide a temporary stay of the proceedings tonight and prevent a vote. He stated Green Valley has not done a boundary survey, legal survey and other requirements. He felt this development would be taking his land without doing a condemnation or given payment. He thought a ruling from the court would be coming tonight or tomorrow.

Assistant City Attorney Dave Schaps responded he just checked online and there is no ruling from the judge. He stated what is before the judge and what is before the City Council is a motion. The information has been provided but there is no court order, which is required before anything can be stayed. He also noted that in the approvals for this application all title work needs to be resolved prior to final plat. If a court were to issue an order or if the boundary line were changed, the developer would need

return to the City Council on his approvals because something changed.

Mayor Feldman repeated that all the title questions and boundary rights have to be satisfied before this can go to final plat.

Schaps replied that the developer can't obtain his final land use approvals until all title work has been settled and satisfied.

Mayor Feldman asked if there was anyone else that had new items for discussion.

Bob Olson, 175 245th Avenue NW, stated that the proposed development is the exact opposite from the wording in the zoning ordinance so that it changes it completely. He asked the Council to consider that it is overwhelming unpopular. He stated there are no social, economic or environmental benefit to the City. He asked the Council to vote with the residents.

Mayor Feldman asked Mr. Olson if it is the case that the residents are telling him that the 14 ten-acre lots are fine but not 14 lots clustered on a development. He continued by asking if they are fine with the 176 acres.

Mr. Olson replied that the rules are changing, that people moved to the area knowing there was going to be a certain density of houses but this changes the density. He stated that building rights shouldn't be taken from swamps and put on high ground. He continued that there are hazards from putting communities near farming including a skateboard and a child's trike being caught in his combine equipment.

Mayor Feldman replied are people using your land that shouldn't be?

Mr. Olson replied fields are a good playground for kids when people are clustered into a small area. He continued that farming is the third most dangerous occupation and there have been some horror stories in the news about someone losing a child. He stated the risks are there but could be avoided by not clustering people close to agriculture which he stated is a responsible thing to consider.

Mayor Feldman asked Mr. Olson if he understood it is 14 homes whether it is clustered or not.

Mr. Olson replied there wouldn't be 14 homes if the rules were followed without variances.

Mayor Feldman responded yes there would be, 14 ten-acre lots.

Mr. Olson replied you can't put homes in swamps which is half of the acreage.

Mayor Feldman replied that all the lots that he has seen in the plan is 14 buildable lots and the rest is unbuildable wetlands. It is cost prohibitive, so no one will build on the wetlands.

Mr. Olson replied that wetlands in most responsible places don't contribute to a building site for the total.

Mayor Feldman stated he was trying to understand why 14 homes on ten acre lots is different from 14 clustered. He stated he has been trying to understand this for months while reading all the emails and listening to the responses from everyone. He stated he doesn't understand it. He asked if the Council understands it. He referenced the answer that the developers don't live here and stated that he didn't know of any rule that the developer has to live in the city they build in. He continued that if they waited for a developer to live in the city they build in there would be no building. He stated that planning and developments are a flexible tool.

Mayor Feldman gave the example of an ordinance that was created 20 years ago and during that timeframe the City started growing and developed in a progressive way. That tool would be used to go with the time and changes for growth. He stated that is what the PUD's are and they are not new to St. Francis. He stated he has heard this and other reasons but asked for reasonable reasons why the Council should deny this. He stated that these residents bought off of Ambassador which is a county road. If a bypass lane is approved, that is between the County and the individual.

Mr. Olson stated there is a precedence that has been set in St. Francis. He stated he was a real estate agent for ten years and got turned down twice on a preliminary suggestion for a PUD because it was not in a district to join City sewer and water. He stated that the goal of the zoning ordinance is to be able to hook on to sewer and water which gives a SAC and WAC fee for the City.

Mayor Feldman asked how long ago the request was made. Mr. Olson replied 2014.

Mayor Feldman replied if MUSA were in this area it wouldn't be 14 homes it would be closer to 40 to 60 homes.

Mr. Olson stated building rights are substituting agriculture and asked what is being done for agriculture in the community because it is disappearing but is still viable. He stated that is some of the most productive land in the

area and that farming was stopped in the Honeywell area. He felt if this is allowed it will wipe out another hundred acres for farming. He asked if everything was going to be developed.

Mayor Feldman replied that the City Council is trying to look at the larger picture of the City and not take into consideration one neighborhood over another. He stated that the individuals bought 146 acres, which is no different from what Mr. Olson owns and they fall into the requirements. He asked again for reasonable reasons for denying.

Carolynn Thompson 6938 Ambassador Boulevard, read from the ordinance that is to be voted on and the City ordinance which included what she felt was an omission regarding benefits to the City. She asked the Council to look at the benefits listed in the proposal and see if they are clear, identified, and can be met without changing the zoning.

Mayor Feldman asked the applicants, Josh and Terry Buchanan, to come up to speak to what they have tried to do with berms.

Josh Savageau with Green Valley Development provided the history of the property stating it was originally the Larson Farm, a working farm with one house on it. Part of the land was developed, which included five new houses. He stated the two residents who would see the most impact from this development have been spoken to. Plans for berms, and trees were included as well as regrading to address safety concerns. He stated the intention was to bring the original Larson farm back together as well as create consistency with the parcels that have already been developed.

Mayor Feldman asked if it was the intention to develop the entire Larson property. Josh Savageau confirmed this, and provided history of development for different parcels of the original property. He stated he has been talking to Staff for three years on this development.

Mayor Feldman asked again if it was the intention to develop the land and if it was the case that their intent in dividing 14 lots was not to keep those lots but to sell them. Terry Buchanan confirmed this.

Mayor Feldman continued with a correction on Lot 9, Plot 2 from 27 acres to 89 acres is for them to sell. Josh and Terry confirmed this, it is 14 lots.

Mayor Feldman stated it was 27 acres and 62 acres has been added on to it as a sellable lot. Terry Buchanan confirmed this. Mayor Feldman stated all the lots are buildable lots for sale if this were to go through, this is not for them to hold onto. He wanted to make that clear because there was a question on that from an individual. Terry Buchanan replied no, they are planning to sell.

Mayor Feldman asked if they had anything else to say about the berms. Josh Savageau replied that the surveyor did a good in listening to feedback and placement.

Mayor Feldman stated the title issues have to be corrected before it goes to final plat. Terry Buchanan confirmed this.

Robinson referenced other meetings and asked about the original template that was talked about, and if it was one per ten acres, how many homes would be allowed in that same footprint and how much wetland would have to be traded. Terry Buchanan replied he guessed it would cost \$60,000 to get the permits.

Robinson commented this is their land to do with as they please within reason and asked if they did one per ten acres, would they be giving up the larger portion that is going to be a conservation area. He also asked if the recreational area would be split among the new homes. Terry Buchanan replied then they would have to get permission from everyone that the snowmobile trail crossed through. He wanted to make it a permanent trail.

Robinson asked if the conservation area would be divided up among the residents that would be built there. Terry Buchanan confirmed this and stated all the lots would be buildable if wetland credits were purchased. He felt the residents are looking to the short term.

Robinson asked if dividing the homes would change at all if they were distributed to one per ten acres, would they be more expensive. Terry Buchanan replied the land would be more expensive.

Mayor Feldman asked what the advantage was in going to 14 cluster homes versus 14 on acres from their perspective. Josh Savageau replied it isn't a money thing because they could get more money for ten acres versus a two-acre parcel. The benefit is preserving green space and habitat for the wildlife.

Josh Buchanan replied it is more simple this way, extending the road would cause limitations in the future.

Mayor Feldman asked for comment from the Council. There was none. Mayor Feldman asked for comments from the Staff. There was none at this time.

Mayor Feldman asked Schaps if they are okay to go ahead with the vote. Schaps replied there is no court order.

Mayor Feldman asked if there was a court order, would it be brought back to the Council. Schaps confirmed this. Mayor Feldman asked if there was any gain in delaying this. Schaps replied that the Council does not have to delay this.

Mayor Feldman asked if the Council wanted to delay this.

Councilmember Muehlbauer stated he believed that the issue with delaying it is that if there is not a vote, it will be automatically approved. City Planner Beth Richmond replied the deadline has been extended until March 8, 2022.

Mayor Feldman again asked if the Council wanted to delay the decision.

Councilmember Udvig asked if the temporary injunction went through how it would be resolved. Schaps replied the court order would determine how it would be resolved and it would come back to the City Council.

Councilmember Bauer replied he had nothing for Meeting Open to the Public and didn't feel the agenda should be changed.

Mayor Feldman asked Schaps, before it goes to a vote, if there is no benefit to wait until the injunction comes through. Schaps replied it is up to the pleasure of the Council.

Mayor Feldman reemphasized that the title work has to be corrected before it goes to final and asked if the developers were aware of it. Terry Buchanan confirmed this.

Mayor Feldman asked for a vote. Richmond reminded the Mayor they are still in Meeting Open to the Public and the vote should wait until the agenda item.

6. SPECIAL BUSINESS – NONE

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. Ordinance 294- Amending Chapter 3 of the City Code Regarding Municipal Utilities- Second Reading

1. Resolution 2022-07 Summary Publication of Ordinance 294

Water/Waste Water Supervisor Parish Barten reviewed the staff report.

Mayor Feldman asked if two votes would be needed. Assistant City Attorney Dave

Schaps confirmed this. One for the Ordinance and one for the Resolution.

Mayor Feldman referenced page 103. Parish Barten added it was language that was struck from Section C that was combined with E-1.

Mayor Feldman read "Whereas a hardship exists the City Council may allow a continued use of an existing safe on-site sewage disposal system as a non-conforming use." He noted that Item E1 has the same language so it was not taken out completely and he wouldn't vote for it if it was.

Mayor Feldman stated the Council has discretion if a hardship exists and asked if the Council had any questions. There were none.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO ADOPT ORDINANCE 294- AMENDING CHAPTER 3 OF THE CITY CODE REGARDING MUNICIPAL UTILITIES- SECOND READING.

A roll call vote was performed:

Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Mayor Feldman	aye

Motion carried

MOTION BY: BAUER SECOND: UDVIG TO ADOPT RESOLUTION 2022-07 SUMMARY PUBLICATION OF ORDINANCE 294.

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Mayor Feldman	aye

Motion carried.

B. Green Valley Preserve 2nd Addition – Continued from January 3, 2022 City Council Meeting

1. Ordinance 287 Approving Rezoning of the Property South of Ambassador and East of Nacre from A-2 to PUD A-2; First Reading

City Planner Beth Richmond stated she could offer comments but this had been discussed already.

Mayor Feldman agreed. He asked if the Council had any comments. There was none.

MOTION BY: BAUER SECOND: MUEHLBAUER TO APPROVE ORDINANCE 287 APPROVING REZONING OF THE PROPERTY SOUTH OF AMBASSADOR AND EAST OF NACRE FROM A-2 TO PUD A-2; FIRST READING.

Further Discussion:

Muehlbauer commented for the record and for the public, that when ordinances are considered, there are two readings. He stated that if for some reason an injunction comes through, the second reading would be delayed and nothing would be approved until the second reading is approved.

Mayor Feldman asked if that is correct. Assistant City Attorney Dave Schaps confirmed this. Mayor Feldman thanked Muehlbauer for bring that to their attention.

A roll call vote was performed:

Councilmember Udvig	nay
Councilmember Bauer	nay
Councilmember Robinson	nay
Councilmember Muehlbauer	aye
Mayor Feldman	aye

Motion failed.

2. Resolution 2022-03 Approving the Preliminary Plat PUD Plan and Preliminary Plat for Green Valley Preserve 2nd Addition

Richmond stated the Council will need findings if they are not going to go with the suggested planning spec.

Mayor Feldman asked if the Council understood that.

MOTION BY: MAYOR FELDMAN SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2022-03 APPROVING THE PRELIMINARY PLAT PUD PLAN AND PRELIMINARY PLAT FOR GREEN VALLEY PRESERVE 2ND ADDITION.

Further Discussion:

Muehlbauer asked if this motion can continue even though the first motion was denied. Assistant City Attorney Dave Schaps replied the Council can make a motion to approve or deny. The current motion is to approve, if that doesn't pass

but fails, if the Council states on record the reason for the failure, his understanding would be that the reason for the failure on this motion would be that the ordinance was denied, prior actions. He asked if that makes sense. Muehlbauer replied it makes sense but questioned if it was necessary to vote on. He also asked if the resolution was approved what effect that would have if the ordinance was already denied. Schaps replied it wouldn't have any effect. He advised the proper motion would be to withdraw the motion to approve and have someone make a motion to deny the ordinance and then vote.

Schaps asked if the Mayor wants to withdraw his motion. Mayor Feldman stated yes he withdraws his motion.

MOTION BY MAYOR FELDMAN TO ADOPT RESOLUTION 2022-03 WITHDRAWN.

Schaps then recommended that the Council to consider a motion denying Resolution 2022-03 based upon the finding of the previously denied ordinance. The finding is that the ordinance was denied.

MOTION BY: BAUER SECOND: UDVIG TO DENY RESOLUTION 2022-03 BASED UPON THE FINDING OF THE DENIAL OF ORDINANCE 287.

A roll call vote was performed:

Mayor Feldman	nay
Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	nay

Motion carried.

3. Resolution 2022-04 Approving Subdivision Variances for a Narrow, Long Temporary dead-end Street in the Green Valley Preserve 2nd Addition Development

MOTION BY: MUEHLBAUER SECOND: BAUER TO DENY RESOLUTION 2022-04 BASED UPON THE FINDINGS OF THE DENIAL OF ORDINANCE 287.

A roll call vote was performed:

Councilmember Muehlbauer	nay
Councilmember Udvig	aye
Councilmember Bauer	aye
Mayor Feldman	nay
Councilmember Robinson	aye

Motion carried.

9. NEW BUSINESS

A. Bank Stabilization- Dellwood River Park

City Engineer Craig Jochum stated that Staff has been working with the Anoka Conservation District (ACD) on a grant to stabilize a section of the bank on the Rum River in Dellwood River Park.

Jared Wagner from ACD gave a presentation on the river bank erosion and the need for stabilization. He proposed that the City partner with ACD to cost share the construction costs. The City's portion would be 15% of the actual construction costs to satisfy the grant match requirements versus the City having to do 100% project costs when the trail washes out. The trail costs are not eligible for grant funds.

Mayor Feldman asked if the cost to the City would be \$36,000 and 15%. Mr. Wagner replied \$36,000 is 15% of the construction estimate. He corrected that \$30,000 is a separate estimate for the trail to move the section of trail back from that stretch of the bank. That would be a City expense because the grant they are considering is through the Outdoor Heritage Fund and the trail isn't included.

Mayor Feldman asked if the total cost is \$293,000, \$227,000 would be covered by grants, and \$66,000 would be the City's part for erosion and the trail. Mr. Wagner confirmed this. Mayor Feldman noted if they don't do this, they would be paying more out of pocket as this erodes more over time. Mr. Wagner replied, eventually that would be the case.

Mayor Feldman asked for Council comments.

Councilmember Udvig replied she has seen the erosion and it is quite noticeable. She liked the idea of cost sharing and was in support.

Muehlbauer stated 15% is better than 50%. He questioned if a 5-foot loop could be added to the trail and if the money could be taken out of the park dedication fee to be more cost efficient. He also asked where the money would come for this. City Administrator Joe Kohlmann stated it could be split up that \$36,000 could come from the Storm Water Fund and \$30,000 from the Liquor Fund.

Mr. Wagner stated a requirement of the grant is that no funds can come from the State.

Muehlbauer noted it is State mandated to collect. Mr. Wagner replied that shouldn't matter, only if it is routed through the State and back to the City.

Mayor Feldman commented that they are talking about parks and it is important for future planning. He stated the City can't afford to allow this to erode, which would cost more anyway, and they have to do something. He asked if the funds could be in place to do it. Kohlmann confirmed this.

Bauer commented that these are State grant dollars and asked if they could go to the DNR for City matching funds. Finance Director Darcy Mulvihill replied that would be State money.

Mayor Feldman stated the City takes care of 15% and the grants take care of the rest so they can't take that 15% in State money, it has to be other funds. Mr. Wagner stated the remainder is from the State.

Bauer replied, not from the DNR which is where he would like it to come from. He asked how far the County park comes down. Mr. Wagner replied the entire parcel is City park.

Bauer replied they had talked to the County about an underpass under Bridge Street and that is the same bike path so he was confused. He agreed it was something that needs to get done.

Robinson asked if they are looking at other cities and seeing similar things. Mr. Wagner replied they did a 400-foot project for the City of Andover in the past year. Other projects have had private landowners.

Robinson asked if this area been worked on in the past or if this new erosion within the past 15 or 20 years. Jochum replied he hasn't seen this area worked on in the past and felt Section B had gotten worse in the last five years. He thought this project it would be beneficial.

Robinson stated he would vote for funding from the Liquor Fund because it is a revenue generator. He didn't agree with the Storm Water Funds but felt there were reserves that could be used, especially since there is a match. He asked if there were other spots that are being monitored that may come up in the future. Mr. Wagner replied this is the worst stretch on City property. He stated they did a full inventory report which identified 83 sites. This was the only one owned by the City of St. Francis at this time.

Robinson asked if this grant is certain for funding. Mr. Wagner replied they already have the money. It would just require an agreement with ACD to do the project, which would include the City's portion of the cost. He stated there would also be a ten-year maintenance agreement for the project which would ensure that the property is taken care of.

Mayor Feldman asked when this would be done. Mr. Wagner stated the timing is variable. This grant has funding through 2025 and it's easier to spend it earlier in

that time frame but the Council would have time to decide. It could get pushed to get done this year but a full survey and design are needed.

Mayor Feldman asked about next year. Mr. Wagner replied next year would be an easy timeline.

Consensus of the Council was to direct Staff to prepare an agreement with ACD.

B. Ordinance 295- Amending Chapter 5 Section 3 Beer Licensing of City Code, First Reading

City Administrator Joe Kohlmann presented a code change to allow "Temporary On-Sale Intoxicating Liquor Licenses". This would pertain to community events that would like to sell strong beer. Last year, an event ran into issues with finding a beer vendor. He stated that the trend was in microbreweries.

Mayor Feldman commented that this could only go for a four-day period. Kohlmann replied it's a total of 12 days in a calendar year.

Muehlbauer asked how Police Chief Todd Schwieger felt about it. Police Chief Todd Schwieger stated he had no big concerns with this. He stated it would require monitoring but events in the past have been uneventful.

Muehlbauer commented he didn't have a problem with people wanting to buy good beer. He thought it might be beneficial and bring people into the City.

Bauer referenced the language in the staff report that indicated a license would be needed by the vendor. He asked if there was a brewfest if each brewery would need a license. Assistant City Attorney Dave Schaps replied, as it is listed in point A, the license is only issued to St. Francis based religious, charitable, or non-profit organization. His understanding is that this is specific to that. If the City wanted to host a different event, a different license would need to be looked at.

Bauer asked if it could be any non-profit that wanted to come in. Schaps replied they would have to be St. Francis based.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT ORDINANCE 295-AMENDING CHAPTER 5 SECTION 3 BEER LICENSING OF CITY CODE, FIRST READING.

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye

Mayor Feldman aye

Motion carried.

C. Siwek Park Improvement Project

1. Resolution 2022-08 Accepting Bids for the Siwek Park Improvement Project

City Engineer Craig Jochum reviewed the staff report and recommendation from HKGI recommending that Ashwill Companies be awarded. He pointed out a typo in the packet which states the total cost of the project is \$544,900.65, however the amount needed to finance through the City is still \$306,900.65. The City Park fund is currently 368,784.00.

Mayor Feldman commented that would leave less than \$62,000 left in the account. He stated this is a big and important park and asked if this is going to be a public park. Community Development Director Kate Thunstrom confirmed this, and added that this is the new park in the River's Edge Development.

Mayor Feldman commented that he is in support of this park and when talking about parks, this is a good start in a good development.

Muehlbauer commented that he liked the idea and asked about the costs. Mayor Feldman replied \$382,824.65, add \$112,676 and \$59,400, and you will get \$554,900.65. He noted that \$306,086 is the correct amount, the typo is \$544 to \$554.

Muehlbauer commented that improving the parks is something that has been talked about. He was unsure what the plans were for the future, but if this was the lowest bid, that is what should be done.

Mayor Feldman asked if this was the lowest qualified bid. He wanted to make sure this is the most qualified bid after dealing with Weber with the LiquorMuni. Jochum confirmed this and added that HKGI called references.

Mayor Feldman commented he hoped there was more than one reference that said they completed things on time. That was all they got with Weber and that was wrong, noting 'qualified' is a key word. Jochum replied that it is hard not to pick the lowest bidder on a public project.

Mayor Feldman replied that he looks at it like this, if the lowest bidder isn't the most qualified then you go up the chain. After seven months with Weber on the LiquorMuni, he never wants to go through that again ever because it was a lot of necessary work and that was a low bid.

Assistant City Attorney Dave Schaps commented if there are specific facts that are

received in getting reference checks that provide a basis for going with another bidder, that would be listed out in the resolution.

Mayor Feldman stated that saving \$25,000 to not go through the grief with the last company with that Muni, they went through a lot more grief than \$25,000. He let Council know that there will be \$61,883.35 left in the park fund if this goes through.

Udvig commented on the budget for the equipment and asked if that is a budget or if equipment has already been picked. Thunstrom replied the equipment has already been selected and this is the current estimate.

City Administrator Joe Kohlmann stated he can send it out through email so everyone can see.

Bauer asked if the \$306,900 included alternates two and three. Jochum replied it includes all of the alternates.

Bauer asked if the additional of topsoil should be done. Mayor Feldman replied if they are doing a sprinkler, then topsoil should be done.

Mayor Feldman questioned if a drinking fountain should be done and maintained. Bauer asked what the water source looks like. Water and Sewer Supervisor Parish Barten replied there isn't too much maintenance to a drinking fountain once it's installed, it is simply drained at the end of the season.

Mayor Feldman asked there has been any problems with drinking fountains at any of the parks. Barten replied, not that he was aware of and added he thought it would be a benefit to the park.

Mayor Feldman referenced the topsoil, adding that is a big deal. Jochum replied that the topsoil doesn't all have to be used, it is a unit price bid. They talked about using only half of it, maybe in phases.

Robinson asked when this was originally talked about in a work session it was around \$500,000 and the bid came in around \$600,000. Thunstrom confirmed this, and added when the grant was applied for in 2020, the rough estimate was around \$500,000. It has come in overbid because material and construction costs are high right now.

Robinson stated there shouldn't be any concerns with the alternates. He referenced Alternate One at \$10,000 compared to \$42,000, and asked if there is someone who values it differently. Jochum replied sometimes money is put in different spots; that is probably the case here because that is a quite a difference. He stated it is up to them to complete this project.

Robinson asked if there were timelines and deadlines for them to follow. Jochum

confirmed this.

Robinson asked if there is a picnic pavilion in the park. Thunstrom replied there is a gazebo.

Robinson asked if a spring-loaded faucet could be added to the backside for larger volumes of water for cleanup. He added he is in support of it and reminded the Council that it was supported the last time it was discussed. He stated it was a solid plan for the future even if it takes some reserves. He stated this development deserves this and suggested that other parks should get a stipend as well for improvement.

Mayor Feldman replied that is why they are doing the parks plan. He stated that the water feature Robinson talked about could be added on later.

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION 2022-08 ACCEPTING BIDS FOR THE SIWEK PARK IMPROVEMENT PROJECT.

A roll call vote was performed:

Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Mayor Feldman	aye

Motion carried.

D. Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project

1. Resolution 2022-09 Receiving Report and Ordering Plans and Specifications for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project

City Engineer Craig Jochum reviewed the staff report including an overview of the project, timeline and funding. He added, not listed in the schedule that could be added if the Council wanted, is a neighborhood meeting.

Mayor Feldman commented that is important to get feedback. He wanted to be fully open on this so no one can say later on that it wasn't talked about.

Mayor Feldman summarized that there will be a change in the pipe and that it will be done all the way around, there will be a sidewalk and safety walk to the mailbox, there will be stormwater and curb. He asked the width of the road. Jochum replied 28 feet.

Mayor Feldman stated that he has mentioned this before that this will be a battle coming up, because everything with Oak Grove is a battle. He referenced plow-friendly speed bumps and stated that is something that they should be looking at. He lives on this street and regarding the speed on this street, cars doing up to 50 miles an hour in a 30 mile zone is not unusual. He asked to get the speed bump if it is correct that they would have to go through MSA and have approval from the other side. Jochum replied they would have to get approval from the State aid for speed bumps. He wasn't sure if they would approve speed bumps but they can ask.

Mayor Feldman replied he gave pictures of other cities that have plow-friendly speed bumps including Minneapolis and Plymouth. Jochum explained they are on state aid roads, but if locally funded the City would need approval. Robinson replied more rumble strips would do that.

Mayor Feldman replied he would have spikes in the road if he could, noting speeders down the road in residential neighborhoods are ridiculous. He asked if that could be checked on. He thought this would be a good test site and if it worked it could be brought to other areas. In other places, there are signs up trying to stop speeders from going through. He stated that he knows in the summer on a Friday afternoon on Poppy Street, with Village Bank right there, from 2:30-4:30 in the afternoon they are speeding to get to the bank and they are coming back the same way to get to Lakeshore Boulevard. That is a fact. He stated he has seen it for eight years, many times, and felt a gradual speed bump could make a difference. Now they just have to sell it. He thought the main thing would be to get the street done. He stated that the irony in this is that Oak Grove, for ten years, had a feasibility study done on this and it should have been completed. Now, here we are, after two years of discussion. Oak Grove would drop \$130,000 on their end. He wants the road done for the safety of everyone.

Robinson referenced the financing for the residents and asked if they are going to be creative, some will be surprised at the cost and ask why and what for. He asked if they were able to work out an easier way to assess people.

Mayor Feldman stated he was glad Robinson brought that up. He stated that his end for assessment was going to be over \$1,600, and now it's down to \$1,300. He stated he is prepared to pay it, the road needs to be done, and safety should be key on any road that is done. He stated he lives there and is saying seriously this road is passed due.

Robinson asked Jochum if the Oak Grove residents would also be getting a letter or if they will be doing their own meeting. Jochum replied it was talked about several years ago, they could be invited.

Robinson commented they wouldn't be assessed so it is really immaterial. He noted that St. Francis paid for the right-of-way and asked why some residents have

\$0 assessed to them. Jochum replied they are Oak Grove residents, they are just included.

Bauer referenced the Oak Grove assessment which is zero, but it is listed for storm water/sewer assessment and says owner zero, City \$17,807. He asked if that is coming out of the Oak Grove's portion of funds. Jochum confirmed this.

Bauer also asked how the Oak Ridge townhome association not assessed. Jochum replied he would double check it but believed individual homes are being assessed, not the association.

Udvig commented if Oak Grove is agreeable, she felt it should get done before Oak Grove changes their mind.

Mayor Feldman asked Jochum if the issue with the easement was taken care of with the bank. Jochum replied they are ready to sign it but he wanted to make sure the project was going forward.

Mayor Feldman asked that a date for the neighborhood hearing be set and asked Jochum when it should be done. Jochum replied opening bids start April 5, 2022 so something later in February or early March.

Mayor Feldman suggested March 2, 2022 before Council approves plans and specs.

There was consensus to hold a neighborhood meeting Wednesday, March 2, 2022, at 5:30 p.m. in the Community Room.

Mayor Feldman asked if mailings would go out. Jochum confirmed this.

Robinson asked if there were any visual aids he could bring to the meeting. Jochum confirmed this.

Mayor Feldman asked staff to get information out about the meeting so people will get it and he doesn't have to hear there was no meeting on it because they are going to have a meeting on it.

MOTION BY: BAUER SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2022-09 RECEIVING REPORT AND ORDERING PLANS AND SPECIFICATION FOR THE POPPY STREET AND 229TH LANE RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT.

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Udvig	aye

Councilmember Bauer	aye
Mayor Feldman	aye
Councilmember Robinson	aye

Motion carried.

E. Proposal for City Administrator Search Process- BGS

Assistant City Attorney Dave Schaps stated that the City Administrator has tendered his resignation. He reviewed the staff report and proposal by BGS for the search process.

Mayor Feldman commented that Schaps did this process when Joe Kohlmann was hired. Schaps confirmed this. Mayor Feldman asked what process would be gone through if they don't do this. Schaps replied they could hire a group that specializes in executive searches which lasts 90 days but going with BGS would be much faster.

Robinson commented this has been done in the past and asked why the firm should be picked over someone else. Schaps replied there are a couple reasons. 1. Cost, because they are in-house, have done this before, and is coming in under what an executive search firm would likely come in for; 2. In terms of expertise, his past career was the Assistant City Administrator of Oakdale so he has familiarity of who is out there in the business. Schaps stated it is a process they are very comfortable with, they know the community and Council, and can make the price more competitive because they can do it fast.

Muehlbauer commented that being cost effective is a good thing. He stated he likes Schaps and trusts his judgement.

Udvig commented she supported going with BGS.

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ACCEPT THE PROPOSAL FOR CITY ADMINISTRATOR SEARCH PROCESS WITH BGS.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye

Motion carried.

10. MEETING OPEN TO THE PUBLIC – NONE

11. **REPORTS**

A. Police Department Annual Report

Police Chief Todd Schwieger presented a brief overview of the Police Department Annual Report. He highlighted the Department personnel and roles, noting the body worn camera initiative began in December 2021, and statics. He noted that assaults and DWI, medical and domestic situations had increased. He also commented on the Toward Zero Deaths Initiative, which he reported has continued to trend in the wrong direction.

Mayor Feldman thanked Schwieger and commented it was a very thorough report. He referenced page 16 of the report and commented that he is amazed at the number of DWI's, that people have not learned not to drink and drive. He commented that from 2020 to 2021 it was up 46 more, almost double. He encouraged people to stay home. Schwieger replied one contributing factor during the peak of COVID in 2020 to keep exposure down they cut back their initiative but it is an issue.

Mayor Feldman commented that he reads about it in the off-week memos and it is insane. He suggested people get an Uber, walk, stay at home, go to the LiquorMuni to drink at home, and be safe. He stated it doesn't pay to go out drinking and driving. He referenced page 17 of the report and commented that medicals are up, which goes along with the EMS reports. He also commented on domestic situations and stated that is concerning to him.

Schwieger replied they do a lot of mediation and not all of them result in arrest but some do. A lot of times there are contributing factors such as alcohol and recently, the economy which creates stress for people.

Mayor Feldman commented those were his concerning areas and repeated it was a thorough report.

Muehlbauer commented it was a good report, as usual. He stated he had attended the Citizen's Academy, which was awesome and encouraged Council members who didn't attend last year to do that this year. He stated they give really good perspective and is a fun experience. He hoped there would be more citizen and Council involvement.

Mayor Feldman referenced page 26 and asked who in the picture doing a kick. Robinson replied it was him.

Udvig commented that the Police Department does a good job. She stated for the residents, the Police Department has different decals that residents can get and put up to alert emergency personnel if the home has a special need or medical condition. She encouraged residents to get one, if needed. Udvig commented that she liked the fast response times. She has heard from people who are stopped

that the officers are respectful and if people are compliant, there is not an issue. She stated the officers do a good job, are respectful, and responsible. She wanted residents to know that if people are breaking the law they are responsible, not the officer who caught them doing it.

Bauer commented it was a great report. He liked the last part and encouraged residents to look through the packets because it humanizes law enforcement. He stated that the pictures show that the officers care about the community. He asked Schwieger to give them the Council's thanks.

Robinson agreed that the packet visuals were awesome and the community involvement was exceptional. He commented that there are seven reserves and that that is pretty cool. Schwieger replied that is low, usually there are closer to ten. He stated the reserves they have, have been with them for quite some time and be an asset.

Robinson asked if they are compensated or volunteer. Schwieger replied they are volunteer but there are some events that the City gets reimbursed for.

Robinson commented on the DUI's and asked if people are still passing through. Schwieger replied that the majority of DUI's are not people living in St. Francis.

Robinson asked about meth production. Schwieger replied he hasn't seen it in recent years.

Robinson asked if there have any concerns that have arisen in the City that Council should be aware of. Schwieger replied speed, DWI's, and finding ways to get ahead of that. He also mentioned finding qualified officer candidates when needed.

Robinson commented on the number of stops being higher than the number of citations and stated it shows that officers are more interested in education than in writing citations. He referenced firearms sales and asked about people going to a sporting goods store for purchase. Schwieger replied if someone goes to a federally-licensed firearms dealer, they are going to need a permit to purchase which is issued through the local law enforcement. To carry a loaded firearm, a permit to carry is need which is done through the Sheriff's office. Schwieger noted the store also has to do their own checks.

12. COUNCIL MEMBER REPORTS

Muehlbauer thanked the Staff and Council for accommodating him remotely again. He referenced the Green Valley Development and stated for the record that for him, he didn't have a finding of fact to deny them given that the PUD was approved months ago. He referenced City Planner Beth Richmond's question relating to a finding of fact, and asked if that was something the Councilmembers that voted against it would have to give to the Mayor.

Community Development Director Kate Thunstrom replied she and Richmond had discussed that if it failed tonight, it would be brought back to the next meeting. Staff did need reasons for denial from the Council and the reasons need to come from either the Comp Plan or Zoning Code in which they failed the project for.

Mayor Feldman stated that for the Councilmembers who were against it, that is their homework. They have to explain their vote.

Muehlbauer suggested that the Councilmembers contact Staff. He stated he wants to make sure the details were taken care of and procedure followed.

Udvig reported that the Chamber of Commerce is working on Pioneer Days. She stated there is a community meeting on February 16, 2022 at Patriot Lanes and it is open to all community members. She is planning to attend on behalf of the City and as a resident. Udvig encouraged the residents to help with that. She noted that Pioneer Days is scheduled for June 3-5, 2022. She asked residents and Council who have resources to attend the meeting or contact the Chamber to help bring Pioneer Days back.

Bauer thanked all the residents who had contacted him about Green Valley.

Robinson stated reasons for his denial of Ordinance 287 for rezoning was because he didn't feel it fit out there yet. He stated in the 2040 Comp Plan, under Agricultural, maximum density one to ten acres, says "future land uses in the development shall maintain and embrace the rural character as an essential element if subdivided. Rural not urban planning and surfacing shall apply to these areas. The City may allow the use of density bonuses if applicable if the applicant or property owners show that their proposal meets additional conservation design." He stated he didn't feel it met that design. He didn't feel the cluster homes belonged out there or met the flow out there. He stated he didn't agree with the wetland credit. As far as the preliminary plat, he felt that a lot of concessions were made. In other areas, it makes sense but not in that area because there isn't anything else like it. He stated that with the variances, even though it can be done doesn't mean it should be done. He stated he supports growth when it is done properly. He had concerns from the time there was a split vote in Planning Commission, which he is the liaison for. He stated the developers weren't there for the first few meetings, which he felt were important.

Mayor Feldman reported he is still working with Weber to sort out the final bills for the LiquorMuni. He stated that John, Crystal, Kate, and Lisa are working with him on promotions for it, which is the most important part now. They are going to be working on upgrading the digital signs and he has some meetings coming up with a company that is looking at that right now and another company. He stated that promotion is key now that we have expanded and highlighting the changes. He stated that delays were due to health issues on both sides.

Mayor Feldman referenced an email that Police Chief Todd Schwieger sent the Council and stated he is very proud to be the Mayor of a town where if one has an ailment, before the ambulance gets there, the percentage of survival is a very high percentage, noting what Schwieger and Fire Chief Dave Schmidt bring and in working together. He stated he can't commend them enough and is very proud to know and be confident that if someone is having an issue and an ambulance is called, before that ambulance gets there, the right care has been given to them and their rate of survival is very high. In those minutes that count before the ambulance gets there. He stated he would like to see someday where every town gets their own ambulance service but that is not going to happen is a short time, if ever, because of cost. He stated it always comes down to dollar amount. If the Council read the email that was sent as he did, he called both Chiefs. He stated he is very proud of them. He noted that public safety is two-thirds of the budget, not just on DUI's, house checks, domestics and all that; it comes down to when the call comes in, residents can be confident that someone is going to be there and is going to give the service and what is needed to stay alive before the ambulance gets there. He thanked them for their service. He also commented that Schwieger's community service since he started has been great.

Mayor Feldman continued that working at a small-town level and having people not be afraid of police is a very big thing. He just read an article about a shooting in Minneapolis last Wednesday of a 22-year-old who was shot in his own home. He has said if police officers were interviewed better, trained better, had unions not protecting, have police departments not defunded, but working better. He stated that Schwieger has done an excellent job at bringing the police one-on-one. St. Francis residents aren't afraid of the police because the police work with them and are community oriented. That is because of Schwieger's leadership. He continued, that Schmidt's leadership with EMS ability at the Fire Station and the Fire Fighter staff today is commendable. Mayor Feldman stated Schmidt has really put St. Francis on the map. He stated he had a heart attack in Ramsey and he knows those minutes count very much. He thanked them.

Mayor Feldman thanked the Community Development Staff for their patience in dealing with the Council, noting he can see it isn't easy. He stated that the distance from being in the audience to the Council may only be 25 or 30 feet but the decisions that are made up here are not easy decisions. He wanted the public to know that. It's not easy deciding what is best for the City at large versus your neighborhoods or our neighborhoods. He stated he doesn't deal Poppy Street because he lives on it; he deal it because it is a street that has to be done on a construction basis and what is best for the City. When he became Mayor in St. Francis, he used to come to meetings dealing with speeding on Poppy Street, as a resident. Now as Mayor, he has gotten more speed signs, more solar signs, and worked with the police on it because he cares about all the streets like Poppy Street and all the speeding going on, not just Poppy Street. He noted that when you are on the Council, you give up the right as an individual and deal with all the residents

that you represent. He stated this job is not easy.

Mayor Feldman stated, as he has before, if anyone has an issue the Council will look into it, will vet it, but at the end of the day, it will be a decision based on what is best for the City at large. It is a tough decision to make and progress is a double edged sword; some will like it and some won't. This City is growing and in growing pains, this is what happens. There will be some development down the road that they will have the same issues with, it will always be something but we have to look at the bigger broader picture of the City, that's our job. That's what we were elected to do.

Mayor Feldman addressed City Administrator Joe Kohlmann, and wished him the best. He stated Kohlmann has contributed to getting the City to where it has been since 2015. He wished Kohlmann all the best and added he will be missed. He hoped someone could be found who is an equivalent to Kohlmann, if not better. He hoped that could be done the first time and not a two-person process. Mayor Feldman again thanked Kohlmann for his service adding he has been an intricate part in making the city better than what it was when they came in. He applauded Kohlmann. Mayor Feldman stated Community Development Director Kate Thunstrom will be taking over the Interim City Administrator job until the permanent person is hired.

Mayor Feldman thanked everyone for their patience during these times. He stated it is hard to give people time to talk and listen to everyone. He repeated the decisions being made are hard. He stated people always think this job is easy, but it's not easy. It would be easy if no work was done but when working like they do at a work session and things done behind the scenes, it is a lot of work.

Mayor Feldman addressed those who may be watching online and urged them to not go to social media to solve their problems but instead to talk to City Staff, an individual Council Member, or the Council as a whole. He asked that people give them the opportunity to look at their issue or concern. He stated they may not get the answer they want but they will get a truly vetted, discussed answer that can be counted on. He wished that people would stay off social media because they won't get a remedy, they may get more disgusted or misinformed but you will not get a solution.

13. UPCOMING EVENTS

February 16, 2022 – Planning Commission Meeting – 7:00 p.m.

February 21, 2022 – City Offices closed in observance of President's Day

February 22, 2022 – City Council Meeting – 6:00 p.m.

March 7, 2022 – City Council Meeting – 6:00 p.m.

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 8:18 p.m.

Jennifer Wida, City Clerk

DRAFT

PERSONS REQUESTING TO APPEAR BEFORE
THE ST. FRANCIS CITY COUNCIL
SIGN UP SHEET
For the meeting of 2/7/22

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.

The Mayor has reviewed City Code 2-2-3 and requested the following direction for the Council meetings. The Mayor's policy is going to be 3 minutes for each person signed up before the meeting, unless too many have signed up on the same topic and the Mayor will allow only a limited number to speak. Additionally, NO council member will be allowed to speak during citizens addressing the Council. The Mayor will not be allowing any dialog with citizens during the meeting (unless during a public hearing, etc.) on regular agenda items.

1. Zack S
Name

Green Valley
Subject you wish to speak about

2. [Signature]
Name

Green Valley
Subject you wish to speak about

3. Carolyn Thompson
Name

Subject you wish to speak about
4. Philip Thompson
Name

Subject you wish to speak about
5. Rebecca Curtis
Name
Green Valley

19817 Juno Trl
Address

Gere Rechtzigel
Individual or entity you are speaking on behalf

ROBERT OLSON
Address

DAVID P. MCGINNIS
Individual or entity you are speaking on behalf

6938 Ambassador Blvd. ST. Francis MN
Address

Individual or entity you are speaking on behalf
6748 Ambassador Blvd
Address

Green Valley
Individual or entity you are speaking on behalf
Address 6481 Ambassador Blvd NW
St. Francis, MN 55070

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1. Jodi Curtis
Name

85155 Liance St
Address

Green Valley
Subject you wish to speak about

Individual or entity you are speaking on behalf

2. Jeff Tener
Name

23003 Spring Hill Rd NW
Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

3. _____
Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

4. _____
Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

5. _____
Name

Address



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rental License Approvals
DATE: February 22, 2022

OVERVIEW:

Rental licensing follows a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program is as follows:

- October, letter to applicable rental properties
- January 15th, rental applications due
- Completed applicants move to Council
- January 16- second letter with late fee to missing applications
- March 16th – third letter with late fees to missing applications
- First week of May – first Citation notice to be sent on missing applications

The attached properties have met the Rental License requirements and are ready for approval.

ACTION TO BE CONSIDERED:

Approval of Rental Licenses identified as attached.

Attachments:

- List of Rental Licenses

RENTAL ADDRESS	OWNER/MANAGEMENT AGENT
3748 227TH AVE NW	WISDORF, JOSEPH & KELLY
23434 PEDERSON DR NW	BARROWS RANDY
23020 BITTERSWEET ST NW	FEMRITE TANYA M
23028 BUTTERFIELD DR NW	ST FRANCIS PROPERTIES CO
23020 BUTTERFIELD DR NW	ST FRANCIS PROPERTIES LLC
22940 WOODBINE ST NW	PAUL OR MARY PIERCE
2570 230TH CT NW #28	TURTLE RIDGE LEASED HOUSING LLC
2788 235TH AVE NW	HENNEN, ANTHONY L
2796 235TH AVE NW	HENNEN ANTHONY
2804 235TH AVE NW	HENNEN ANTHONY
2780 235TH AVE NW	HENNEN ANTHONY
3040 BRIDGE ST 21 UNITS	RUM RIVER SQ ASSOCIATES
4106 DEGARDNER CIR NW	VEE CHRISTOPHER S
23138 DAKOTAH ST NW	PERRY JENNY
22918/22920 POPPY ST NW (Duplex)	MEADE HEIDI K
3256 BRIDGE ST NW	VISION PROPERTIES INC
23076 BITTERSWEET ST NW	PEGGY DRUM



CITY COUNCIL AGENDA
REPORT

TO: Joe Kohlmann, City Administrator
FROM: Parish Barten, Water and Wastewater Supervisor
SUBJECT: Water Treatment Plant, Spectrophotometer Replacement
DATE: February 22, 2022

OVERVIEW:

When our operators perform water analysis at the Water Treatment Facility, they use a piece of equipment called a DR 2800 Spectrophotometer. We use this device to test for Chlorine, Fluoride, Iron, Manganese, and Orthophosphate on daily basis. It is over 14 years old and starting to show its age. The touch screen interface is becoming non-responsive and is limited on what we can test. Staff is looking to replace it with a DR 3900 spectrophotometer. This new device would allow staff to use current and more modern testing methods for analyzing water samples.

ACTION TO BE CONSIDERED:

Consider approving the quote from USA blue book for \$5,843.49

BUDGET IMPLICATION:

This is a 2022 budgeted item

Attachments:

- Quotes from USA Bluebook
- Quote from Hach



DR3900 Laboratory VIS Spectrophotometer with RFID* Technology

Product #:

LPV440.99.00012

USD Price:

\$6,151.04

Available

Expert water analysis made simple.

Hach is committed to understanding your measurement needs in order to provide you and your lab with the right solution.

How do you currently ensure the accuracy of your current measurements? Are your laboratory testing procedures optimized to save time and ensure accuracy?

The DR3900 is designed to deliver accurate results quickly with Hach's innovative TNTplus® and LCK reagents, which are optimized around:

- Sample preparation: reduced handling steps, precise dosing
- Sample analysis: automatic test recognition, expiration date check, etc.
- Utilization of the new Truecal™ software to eliminate lot to lot variation
- Documentation of results: versatile data management

The DR3900 is a benchtop visible spectrum (320 - 1100 nm), split beam spectrophotometer with over 220 pre-programmed methods optimized for laboratory water analysis. With your daily routine of water analysis in mind, the DR3900 spectrophotometer is optimized for safe processes and accurate results. Control-parameters like Ammonium, COD, Phosphate, Nitrate and many others are easy to perform. The handling of tests and spectrophotometer is well designed to avoid any errors in your water analysis.

This instrument connects to Claros™, Hach's innovative Water Intelligence System, enabling you to seamlessly connect and manage instruments, data, and process – anywhere, anytime. The result is greater confidence in your data and improved efficiency in your operations. To unlock the full potential of Claros, insist on Claros Enabled instruments.

Simple Preparation

TNTplus® vials use Dosicaps - freeze-dried reagents integrated into sealed cap - that are easier to use than Powder Pillows or Liquid Reagents, without any risk of contamination.

The boxes and vials are color-coded for a fast and easy parameter and range recognition of exactly the test you need.

Step-by-step illustrated test methods are printed on the box as a quick reference and can also be called up in the instrument menu.

Comprehensive Documentation

Measurement results are documented on the detailed level with timestamp, operator ID, absorbance reading, and calculated concentration. The 2D barcode delivers the lot number and expiry date, logged with every result.

For your accreditation the certificate of analysis can be called up just by wiping the reagent box towards the RFID* sensor.

Bill-to: 829622
SAINT FRANCIS CITY OF

23340 CREE ST NW
SAINT FRANCIS MN 55070
USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
01/27/22	02/26/22	TNL	NET 30	01	FXD/PPD	FEDEXGRND

QUOTED BY: TNL | QUOTED TO: JOHN MAKI

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
203706	DR3900 Spectrophotomer with RFID, LPV440.99.00012	1	EA	5217.40	EA	5217.40
	ITEM IN STOCK OF TIME OF QUOTE					
	12% HACH SURCHARGE \$626.09 WILL BE ADDED AT TIME OF ORDER					#5843 42

Any quoted item(s) without a 5 digit stock # is not normally stocked by USABlueBook and is not normally returnable for credit UNLESS it is determined to be defective and covered under the vendor's warranty. With this in mind, please carefully review this quote BEFORE ordering to be certain it is appropriate for your application. This quote and all sales by HD Supply Facilities Maintenance, Ltd. d/b/aUSABlueBook shall be governed exclusively by the Terms of Sale available at hdsupplysolutions.com/terms.

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

CONTINUED



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Officer Resignation, Police Officer Opening
DATE: February 22nd, 2022

OVERVIEW:

On February 15th, 2022 a letter of resignation was received from Officer Kody Hadler indicating that his last day of employment with the City of St. Francis will be March 2nd, 2022. Officer Kody Hadler has accepted a police officer position with another metro law enforcement agency. In an effort to maintain the current police department staffing levels, the vacancy created by Officer Hadler’s resignation would need to be filled.

During the department’s most recent hiring process which began in November of 2021 several candidates submitted applications for employment and participated in multiple interviews. All candidates were scored and an eligibility list was created. The top candidate has gone through the background process and starts with the department on February 22nd, 2022. During that process candidate Matthew Chamberlain placed second on the eligibility list.

After consulting with staff a conclusion was reached to recommend that Matthew Chamberlain move forward in the hiring process to fill the future vacancy created by the resignation of Officer Hadler. Matthew Chamberlain was contacted on February 17th and confirmed he was interested in serving as a police officer for the City of St. Francis. Matthew appears to be a qualified candidate who holds an active Minnesota Peace Officer license with seven years of law enforcement experience.

The remainder of the hiring process would include a thorough background investigation including successful completion of a psychological and physical exam. A conditional offer of employment would also be presented to the candidate on terms reached and agreed upon by the City Administrator. Hiring Matthew Chamberlain would bring the police department to full strength at 12 licensed officers.

ACTION TO BE CONSIDERED:

City Council approval to accept the resignation of Officer Kody Hadler and to fill the future vacancy and hire candidate Matthew Chamberlain with conditions of successful completion of a thorough background investigation including a psychological and physical exam. The pay step and other terms of the conditional offer of employment would be agreed upon by the City Administrator.

BUDGET IMPLICATION:

The department is currently budgeted for 12 licensed police officers which the police department operating budget accounts for.

Attachments:

- Kody Hadler's Letter of Resignation

Kody Hadler
16399 Flagstaff Ave W
Rosemount, MN 55068

02/15/2022

St. Francis Police Department
4058 Saint Francis Blvd NW
Saint Francis MN, 55070

Dear Chief Schwieger,

I am respectfully submitting my letter of resignation of police officer effective Wednesday March 2nd 2022. It has been a pleasure working for the St. Francis Police Department. Thank you for giving me the opportunity to serve the great citizens of Saint Francis.

I have accepted a conditional offer of Police Officer for the City of North St. Paul with a start date of March 7th 2022.

I want to make it aware there is nothing against the St. Francis Police Department for my resignation. My departure is to continue to grow as an Police Officer and as a person. I am seeking more opportunities to fulfill my career in Law Enforcement.

Sincerely,



Kody Hadler
Police Officer



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Todd Schwieger, Police Chief
SUBJECT: Conditional Offer of Employment – Matthew Chamberlain
DATE: March 7, 2022

OVERVIEW:

On February 24, 2022 Chief Schwieger met with Matthew Chamberlain who signed a conditional offer of employment contingent upon the approval of City Council, a thorough background investigation, physical screening, and psychological exam . Matthew will bring seven years of law enforcement experience to the City. Hiring Matthew Chamberlain would bring the police department to full strength at 12 licensed officers.

ACTION TO BE CONSIDERED:

Motion to authorize hiring police officer candidate Matthew Chamberlain at step 3 of the police officer pay scale contingent upon the successful completion of a physical and psychological exam.

BUDGET IMPLICATION:

The department is currently budgeted for 12 licensed police officers which the police department operating budget accounts for.



CITY COUNCIL AGENDA REPORT

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Siwek Park Playground Equipment Purchase
DATE: February 22nd, 2022

OVERVIEW:

The City has received State Contract pricing on park equipment for the new Siwek Park. Staff has attached the quote and graphical renderings of the equipment for Council's review and approval. This quote is valid for 30 days. Also, if approved and ordered immediately, installation would be anticipated in September.

ACTION TO BE CONSIDERED:

Motion to approve the quote from Northland Recreation in the amount of \$112,676 for park equipment.

BUDGET IMPLICATION:

This would be expensed to the Park Fund.

Attachments:

- Quote from Northland Recreations
- Graphical representation of park equipment



PlayPower LT Farmington, Inc.
878 E. US Hwy 60
Monett, MO 65708
1-800-325-8828

Northland Recreation
10085 Bridgewater Bay
Woodbury, MN 55129
(651) 815-4097 (phone)
(414) 395-8538 (fax)

Agenda Item # 4F.

SIWEK PARK PLAY EQUIPMENT – QUOTATION – REVISED 1-13-22

SOURCEWELL CONTRACT PRICING

Bill To:

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070
Contact Name: Kate Thunstrom
Contact Phone: 763-267-6191
Email: kate.thunstrom@stfrancismn.org

Project Name & Location:

Siwek Park

Ship To Address:

Siwek Park

Quote Date: 2-13-22
Valid For: 30 Days
Customer Sourcewell Number - 214484

Part Number	Description	Qty	Unit Price	Total
Equipment	<u>Age 5-12 Kid Builder Play Equipment</u> --Kid Builder System w/ 5" O.D. Powder Coated Uprights --(3) Slides – 56" Curved, 56" Double, 96" Spiral Slide --Octopus Rope Bridge / Climber, Arch & Catwalk Bridge --NFS Overhead, Funwheel, Climbing Net & Versa Climb --Stand n Spin Upright Spinner <u>Age 2-5 Tot Builder Play Structure</u> --Tot Builders Ground Level Play House --Solo Sit Down Spinner --Tot Builder Garden Panel w/ 2 Activity Panel Inserts --8' MaxPlay Swing w/ 1 ADA, 1 Tot & 2 Belt Seats --Shipping to St Francis, Minnesota			
Install	Installation of Above Equipment Only**	1		\$20,235.00
Surfacing	Engineered Wood Fiber –235 Cubic Yards. Based on 12" Compacted Depth –Delivered in Site w Blower Truck	1		\$8,460.00

Totals:

Notes: **All sitework, border, concrete, sidewalks, landscaping, drain tile, etc...are by others.

Equipment & EWF: \$ 112,676.00
Installation: \$ Above
Estimated Sales Tax*: \$ Not Included
Freight: \$ Included
Grand Total: \$ 112,676.00

Make Purchase Orders Out To:

PlayPower LT Farmington, Inc.

Remit Purchase Orders To:

PlayPower LT Farmington, Inc.
Attention: Sales Administration
878 E US Hwy 60
Monett, Missouri, USA 65708
1-800-325-8828

Make Checks Payable To:

PlayPower LT Farmington, Inc.

Remit Checks To:

PlayPower LT Farmington, Inc.
P.O. 734155
Dallas, TX 75373-4155

NOTE:

* Applicable sales taxes will be confirmed once order and any tax certificates are received

† Denotes drop ship item.

Unloading, storage, installation, surfacing and site work are not included unless specifically noted on quotation. Not responsible for filter cloth, irrigation rerouting, grass damage, or checking for underground utilities.

If installation is quoted, it is assumed that the site has been prepared and that any grade slope in any direction does not exceed 2%. In the event that unexpected soil conditions, such as subsurface rock, are encountered during installation, additional costs to the customer will be applicable.

The acceptance signature below serves as authorization to order the items quoted and indicates acceptance of the prices listed. All terms are subject to credit approval.

COMMENTS:

This playground contains 96.69% recycled content

This playground qualifies for 2 LEED point(s)

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "PPLT Sales Administration" via fax (417)354-2273 or email outdoordes@LTCPS.com. Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or e mail.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 204713, Dallas, TX 75320-4713, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to PPLT, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense.

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

Submitted By

Printed Name and Title

Date

THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY PLAYPOWER LT FARMINGTON INC.

By: _____

Date: _____

ADDITIONAL TERMS & CONDITIONS OF SALE

1. **Use & Maintenance.** Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under and around the Equipment, in accordance with PPLT's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. **Default, Remedies & Delinquency Charges.** Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, PPLT shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with PPLT to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by PPLT of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys' fees plus any costs of collection incurred by PPLT in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to PPLT as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by PPLT within ten (10) days after the date on which due.

3. **Limitation of Warranty/ Indemnity.** PPLT MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. PPLT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE PPLT HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMER'S ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH PPLT'S INSTALLATION AND OWNER'S MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

4. **Restrictions.** Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. **Purchase Money Security Interest.** Customer hereby grants, pledges and assigns to PPLT, and PPLT hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that PPLT may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

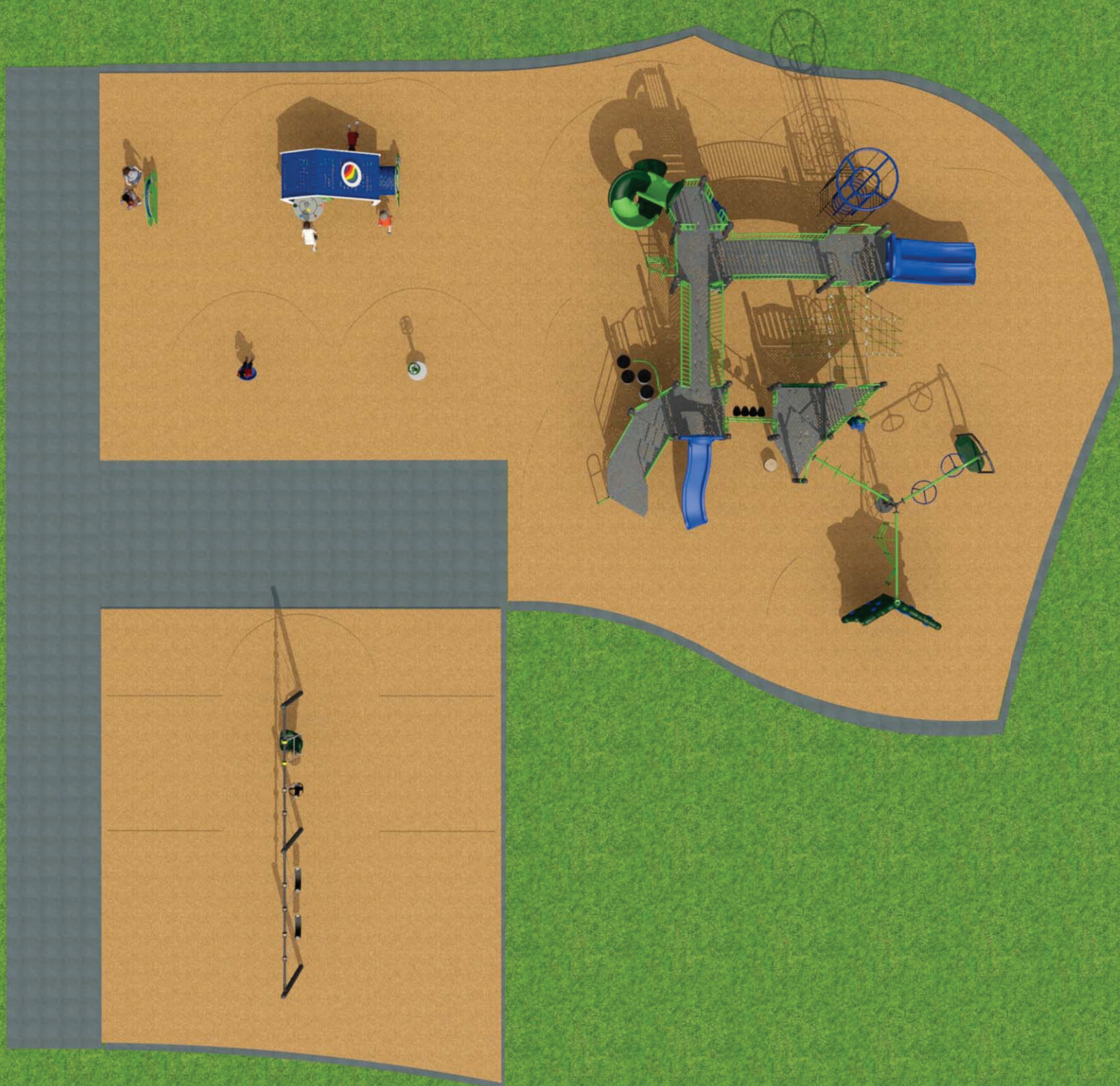
6. **Choice of Law and Jurisdiction.** All agreements between Customer and PPLT shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.

7. **Title; Risk of Loss; Insurance.** PPLT Retains full title to all Equipment until full payment is received by PPLT. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, and the occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

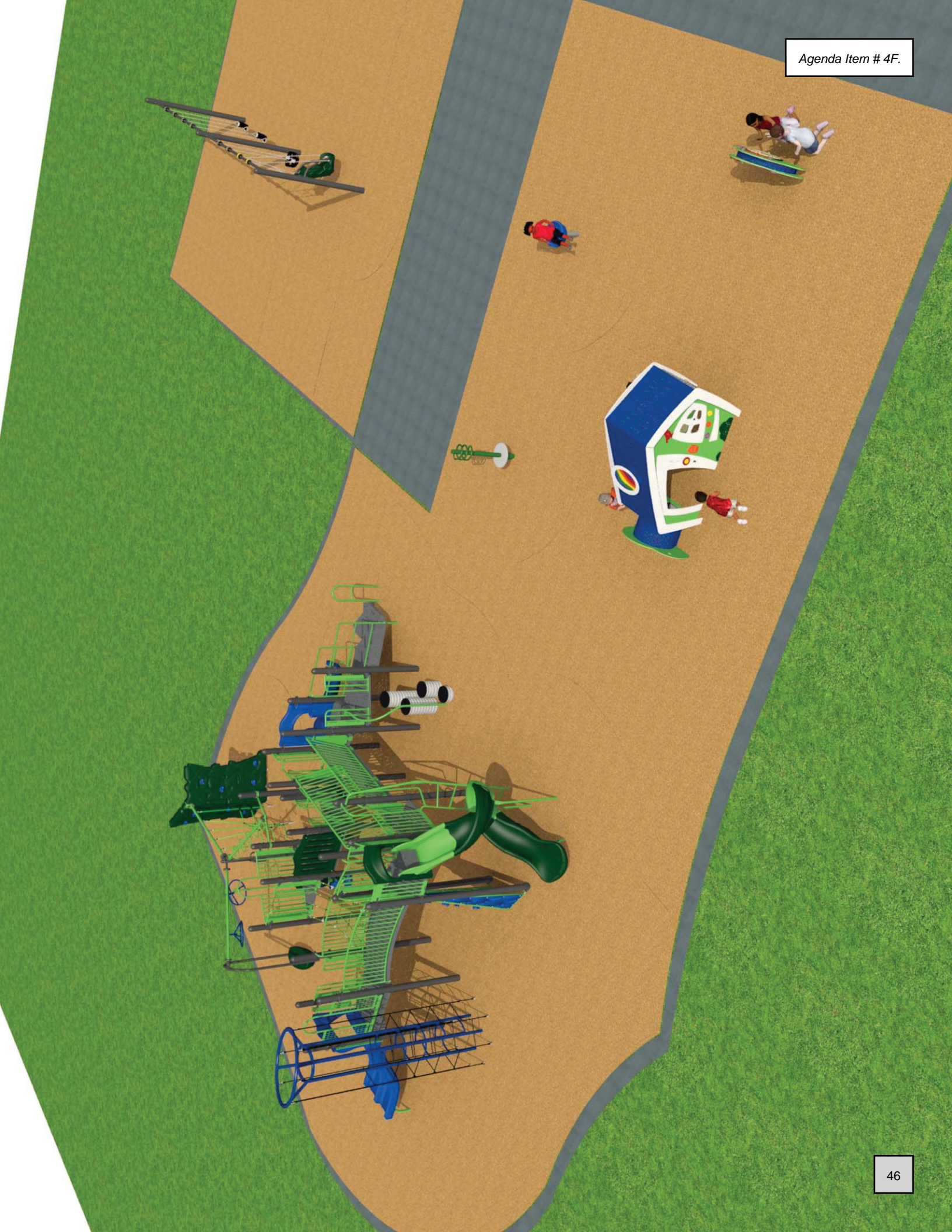
8. **Waiver; Invalidity.** PPLT may waive a default hereunder, or under any invoice or other agreement between Customer and PPLT, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by PPLT. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to PPLT hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

9. **Entire Agreement; Amendment; Binding Nature.** This fully-executed Quote, as supplemented by Change Orders and invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and PPLT stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns.

10. **Counterparts; Electronic Transmission.** This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document, and retransmission of any signed facsimile or other electronic transmission, shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document.

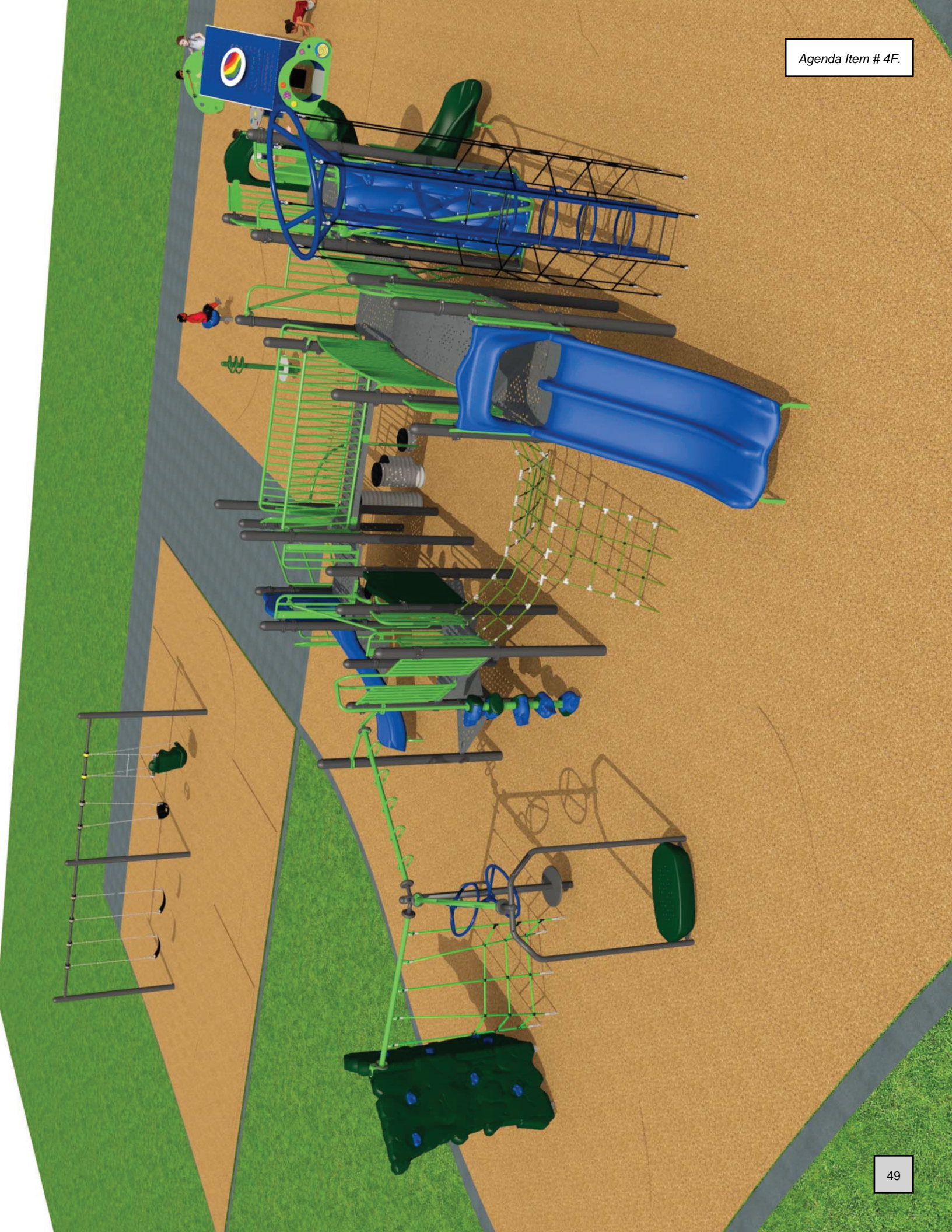
















CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Accept Resignation of Liquor Store Clerk Shannon Denny
DATE: March 7, 2022

OVERVIEW:

Liquor Store Clerk, Shannon Denny submitted her letter of resignation on February 20, 2022.

ACTION TO BE CONSIDERED:

Accept letter of resignation.



CITY COUNCIL AGENDA REPORT

TO: Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Interim City Administrator
DATE: February 22, 2022

OVERVIEW:

With the 30 day noticed provided by the City Administrator, the City will need to appoint an Interim City Administrator until the position is filled permanently.

Typically, when the City Administrator is unavailable (vacation, sick, etc.) an Acting City Administrator is designated to make any decisions that need to be made in their absence. This is typically a temporary placeholder and usually designates personnel to make decisions that need to be made in the Administrator’s absence.

The Interim will be a much longer designation and effectively two roles will need to be handled – both the Community Development Director position and the City Administrator role.

There are a number of things the Interim Administrator will need to coordinate and oversee which include but are not limited to – agenda item management, hiring positions, Highway 47, personnel issues that arise, labor contracts and other day-to-day work the City Administrator would normally handle.

With that, a temporary salary adjustment should be made due to the fact that this person will effectively be doing two jobs at once until the Administrator position is filled. Steps are traditionally factored by years of experience within an organization.

ACTION TO BE CONSIDERED:

Appoint Kate Thunstrom as Interim City Administrator and approve a salary adjustment of Grade 23 step 5.

BUDGET IMPLICATION:

The City will have a vacant Administrator position so this salary adjustment is a small fraction of paying a full time City Administrator.



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Appointments for 2022
DATE: 03-07-2022

OVERVIEW:

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms. One third of the members are up at a time creating up to three open vacancies.

Two-member terms were up as of December 31, 2021.

Applicants to be considered:

- Colleen Sievert – *Planning Commission existing member, this would be a second term*
- Dean Becker – new applicant interested in filling vacancy

ACTION TO BE CONSIDERED:

Council is requested to appoint the two individuals to the Planning Commission for a term of January 1, 2022 to December 31, 2024

Attachments: none



CITY COUNCIL AGENDA REPORT

TO: Mayor and City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Personnel
DATE: March 7th, 2022

OVERVIEW:

As you may recall, the City went through an extensive process to determine the need for a Full Time Fire Chief. After a series of meetings, it was determined to move forward with a Chief.

The City Administrator mistakenly did not credit the new full time chief with the appropriate vacation time traditionally allocated to department heads. This was my oversight. Chief Schmidt should be credited with 5 years of service for vacation accrual purposes, effective upon approval. All other department heads hired under me were given the 3 week annual accrual of vacation and this should be extended to Chief Schmidt as it was my oversight. As an aside, Chief Schmidt had a number of years as a part time Chief with the City.

I don't typically bring requests like this forward but this was truly due to my oversight and should have been handled at the time of the appointment. I do not anticipate such future requests.

ACTION TO BE CONSIDERED:

Motion to credit Chief Schmidt with 5 years of service for vacation accrual purposes.

BUDGET IMPLICATION:

None.

Attachments:



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, Interim City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Squad Replacement
DATE: 03-07-2022

OVERVIEW:

At the October 18th, 2021 City Council meeting the police department received approval to purchase a 2022 Dodge Durango Pursuit Vehicle through Dodge of Burnsville as part of its annual Capital Improvement Plan squad replacement outlined in Plan-It Software. The total state contract purchase price of the vehicle with options totaled \$34,199.00. The order was placed with Dodge of Burnsville on October 19th with an expected spring 2022 delivery date.

On February 28th notification was received from the Dodge of Burnsville fleet manager that our squad order had been cancelled as well as 117 other orders around the state due to manufacturer supply shortages of semiconductor microchips, supplier parts and engines. Unlike standard Dodge Durango's, Pursuit Dodge Durango's include advanced suspension and braking systems as well as other law enforcement friendly features such as vinyl flooring, seating to accommodate duty belts, instrument panel mounted shift lever to free up more center console space, programmable auxiliary switches etc. These are not vehicles that are typically sold on a dealer lot to the public. Also, the option of attempting to find and purchase another vehicle type would disrupt the department's plan to eventually be able to transition equipment from vehicle to vehicle such as cages, push bumpers etc. This is something the department has been striving for by switching the fleet from Dodge Chargers to Dodge Durango's to save future costs on equipment purchases. It would be most cost effective for squad transitions continue to Dodge Durango's.

On March 2nd, 2022 Chief Schwieger spoke with a representative from Guardian Fleet Safety who was scheduled to outfit the departments 2022 Durango with equipment and lighting. The representative advised that Guardian Fleet had placed an order in 2021 for a 2022 Dodge Durango Pursuit AWD vehicle with a V6 engine and were still expecting a spring delivery. The department's current fleet consists of V8 engines but the V6 could still be utilized in the fleet. Guardian Fleet Safety purchased the vehicle outside of state contract and would sell the vehicle to the St. Francis Police Department at a cost of \$36,791. According to Kelly Blue Book the MSRP for a base model Dodge Durango shows \$39,670. Guardian Fleet would also pay \$13,500 for the police department's 2018 Dodge Charger that was originally going to be taken on trade by Burnsville Dodge.

In researching pricing at dealerships around the state, base model 2022 Dodge Durango's are being sold for no less than \$38,000. The department will not place non pursuit models into the fleet for officer and public safety reasons.

ACTION TO BE CONSIDERED:

City Council approval to purchase the 2022 Dodge Durango Pursuit Vehicle from Guardian Fleet upon delivery. This would allow the police department to continue to replace vehicles every four years and keep trade in vehicles below 100,000 miles which increases trade in values.

BUDGET IMPLICATION:

Squad vehicle purchases are described and budgeted for at \$35,000 in the Capital Improvement budget described in Plan-It Software for 2022. After the vehicle purchase, outfitting, and trade in value deducted from the invoice price the total cost would fall within the \$35,000 allotted amount.



Attachments: Guardian Fleet Dodge Durango Sales Quote

Guardian Fleet Safety

PO Box 70

Clear Lake, MN 55319

(320) 245-4000

luke@guardianfleetsafety.com

Quote 22-0146

DATE 03/02/2022

ADDRESS

St. Francis Police Dept

4058 St. Francis Blvd

St. Francis, MN 55070

ACTIVITY

Black V6 AWD Pursuit Durango, Fleet Keyed, Rear Doors/Windows Deactivated,
NO SPOTLIGHT *Delivery expected summer of 2022.

QTY

1 36,791.00

RATE

AMOUNT

36,791.00

INFO

vehicle sale

SALES REP

Jeff

TOTAL

\$36,791.00

Accepted By

Accepted Date



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: February 22, 2022

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$235,877.42 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2021.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-\$491,873.63

Credit Card Payment-\$23,257.55

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:

- 02-22-2022 Packet List-\$235,877.42
- 02-22-2022 ACH Payments-\$491,873.63
- 02-22-2022 Credit Card-\$23,257.55

CITY OF ST FRANCIS

02/17/22 2:39 PM

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*Claim Register©

AP 2022 02-22-2022

February 2022

Claim Type

Claim#	13592	ADVANTAGE TAPE				
Cash Payment	E 609-49750-340	Advertising	ADVERTISING-KINGS COUNTY MARKET			\$390.00
	Invoice	3522Z				
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$390.00

Claim Type

Claim#	13558	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL			\$13.96
	Invoice	9985758962				
Cash Payment	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL			\$13.96
	Invoice	9985758962				
Cash Payment	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL			\$13.96
	Invoice	9985758962				
Cash Payment	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL			\$13.96
	Invoice	9985758962				
Cash Payment	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL			\$13.96
	Invoice	9985758962				
Transaction Date	2/15/2022	Due 2/15/2022	CASH	10100	Total	\$69.80

Claim Type

Claim#	13557	ARTISAN BEER COMPANY				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$33.85
	Invoice	3520296				
Transaction Date	2/15/2022	Due 2/15/2022	CASH	10100	Total	\$33.85

Claim Type

Claim#	13556	BELLBOY CORPORATION				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$23.10
	Invoice	0093558300				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,721.55
	Invoice	0093558300				
Transaction Date	2/15/2022	Due 2/15/2022	CASH	10100	Total	\$1,744.65

Claim Type

Claim#	13555	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$586.25
	Invoice	302487				
Cash Payment	E 609-49751-255	N/A Products	N/A			\$18.95
	Invoice	302487				
Transaction Date	2/15/2022	Due 2/15/2022	CASH	10100	Total	\$605.20

Claim Type

Claim#	13554	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$25.73
	Invoice	342896958				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,388.44
	Invoice	342896958				
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$39.94
	Invoice	342896958				
Transaction Date	2/15/2022	Due 2/15/2022	CASH	10100	Total	\$1,454.11

Claim Type

Claim#	13594	COMPASS MINERALS AMERICA, I				
Cash Payment	G 101-14100	Inventory of Material/Supply	BULK SALT			\$2,131.04
	Invoice	947831				

CITY OF ST FRANCIS

02/17/22 2:39 PM

Agenda Item # 4L.

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*Claim Register©

AP 2022 02-22-2022

February 2022

Cash Payment	G 101-14100 Inventory of Material/Supply	SALT				\$12,744.45
	Invoice 942978					
Cash Payment	G 101-14100 Inventory of Material/Supply	SALT				\$2,035.56
	Invoice 933413					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$16,911.05

Claim Type

Claim#	13573	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$11,427.30
	Invoice 1535848					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$11,427.30

Claim Type

Claim#	13572	DEFIANT DISTRIBUTORS LLC				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.00
	Invoice INV-001903					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$875.20
	Invoice INV-001903					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$885.20

Claim Type

Claim#	13597	DEHN OIL				
Cash Payment	E 101-43100-212 Motor Fuels	DIESEL				\$3,098.48
	Invoice 93428					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$3,098.48

Claim Type

Claim#	13569	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-08				\$231.13
	Invoice 876977					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-09				\$91.38
	Invoice 876976					
Cash Payment	E 101-41400-351 Legal Notices Publishing	ORD 2022-07				\$86.00
	Invoice 876975					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$408.51

Claim Type

Claim#	13567	FERGUSON WATERWORKS, INC				
Cash Payment	E 601-49440-259 Water Meters	WATER METERS				\$2,111.77
	Invoice WL005480-1					
Cash Payment	E 601-49440-259 Water Meters	WATER METERS				\$3,044.35
	Invoice WL005480					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$5,156.12

Claim Type

Claim#	13503	GILES, JASON				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#3899				\$81.19
	Invoice .02092022					
Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$81.19

Claim Type

Claim#	13578	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.25
	Invoice 268560					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$50.64
	Invoice 268560					

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Cash Payment E 609-49751-256 Tobacco Products For Res TOBACCO \$1,830.18
Invoice 268560

Transaction Date 2/16/2022 Due 2/16/2022 CASH 10100 **Total** \$1,885.07

Claim Type

Claim# 13502 HARRINGTON, ARLENE

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#2171 \$77.23
Invoice .02092022

Transaction Date 2/10/2022 Due 2/10/2022 CASH 10100 **Total** \$77.23

Claim Type

Claim# 13599 HARRIS, INC

Cash Payment G 609-16500 Construction in Progress WORK ORDER 3093559 \$2,384.89
Invoice 507029856

Transaction Date 2/17/2022 Due 2/17/2022 CASH 10100 **Total** \$2,384.89

Claim Type

Claim# 13577 HOISINGTON KOEGLER GROUP, I

Cash Payment E 101-41910-311 Contract GENERAL PLANNING \$4,282.50
Invoice 018-041-41

Cash Payment E 101-43100-311 Contract PW SIWEK PARK \$2,402.50
Invoice 018-041-41

Cash Payment E 101-43100-311 Contract CIVIC CAMPUS \$780.00
Invoice 018-041-41

Cash Payment E 225-45100-441 Miscellaneous PARK PLAN \$2,505.63
Invoice 018-041-41

Cash Payment E 101-41910-307 Comp Plan/Wetland Fees COMPREHENSIVE PLAN \$697.50
Invoice 018-041-41

Cash Payment G 803-22178 Green Valley Subdivision GREEN VALLEY \$1,193.95
Invoice 018-041-41

Cash Payment G 803-22191 Alliant Finance-Plantinum Land PLATINUM SUBD \$272.70
Invoice 018-041-41

Cash Payment G 803-22192 Dollar General-Hwy 47 DG HWY 47 \$67.50
Invoice 018-041-41

Transaction Date 2/16/2022 Due 2/16/2022 CASH 10100 **Total** \$12,202.28

Claim Type

Claim# 13501 HOWARD, JOSEPH & RENNAE

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#2832 \$179.39
Invoice .02102022

Transaction Date 2/10/2022 Due 2/10/2022 CASH 10100 **Total** \$179.39

Claim Type

Claim# 13498 HUHTA, TROY

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#5100 \$232.09
Invoice .021022

Transaction Date 2/10/2022 Due 2/10/2022 CASH 10100 **Total** \$232.09

Claim Type

Claim# 13480 INNOVATIVE OFFICE SOLUTIONS,

Cash Payment E 601-49440-217 Other Operating Supplies OFFICE SUPPLIES \$21.77
Invoice IN3656449

Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES \$86.32
Invoice IN3671855

Transaction Date 2/9/2022 Due 2/9/2022 CASH 10100 **Total** \$108.09

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Claim Type

Claim# 13604 *ISD #15*
 Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 121 MAINTAINENCE \$62.79
 Invoice 8409
 Transaction Date 2/17/2022 Due 2/17/2022 CASH 10100 **Total** \$62.79

Claim Type

Claim# 13507 *JANKE, STEVEN*
 Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6172 \$48.50
 Invoice .02072022
 Transaction Date 2/10/2022 Due 2/10/2022 CASH 10100 **Total** \$48.50

Claim Type

Claim# 13576 *JOHNSON BROS WHLSE LIQUOR*
 Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$89.57
 Invoice 1989892
 Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$14.00
 Invoice 1989893
 Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$8.75
 Invoice 1989894
 Cash Payment E 609-49751-253 Wine For Resale WINE \$443.15
 Invoice 1989893
 Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$5,141.75
 Invoice 1989892
 Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC PRODUCTS \$128.00
 Invoice 1989894
 Transaction Date 2/16/2022 Due 2/16/2022 CASH 10100 **Total** \$5,825.22

Claim Type

Claim# 13506 *KNOP, JEFFREY*
 Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#2143 \$80.02
 Invoice .020822
 Transaction Date 2/10/2022 Due 2/10/2022 CASH 10100 **Total** \$80.02

Claim Type

Claim# 13593 *KODIAK POWER SYSTEMS*
 Cash Payment E 602-49490-229 Project Repair & Maintena PUBLIC WORKS -LIFT STATION SERVICE \$1,361.73
 Invoice KPS0919
 Cash Payment E 601-49440-229 Project Repair & Maintena PUBLIC WORKS -LIFT STATION SERVICE \$1,361.73
 Invoice KPS0919
 Transaction Date 2/16/2022 Due 2/16/2022 CASH 10100 **Total** \$2,723.46

Claim Type

Claim# 13505 *LEON, SARAH*
 Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#5782 \$150.00
 Invoice .02082022
 Transaction Date 2/10/2022 Due 2/10/2022 CASH 10100 **Total** \$150.00

Claim Type

Claim# 13504 *LMC INSURANCE TRUST*
 Cash Payment E 101-41110-360 Insurance INSURANCE \$62.40
 Invoice 40005841-02-22
 Cash Payment E 101-49200-360 Insurance INSURANCE \$9.36
 Invoice 40005841-02-22
 Cash Payment E 101-41400-360 Insurance INSURANCE \$655.22
 Invoice 40005841-02-22

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Cash Payment	E 101-41410-360 Insurance	INSURANCE				\$15.60
	Invoice 40005841-02-22					
Cash Payment	E 101-41500-360 Insurance	INSURANCE				\$361.93
	Invoice 40005841-02-22					
Cash Payment	E 101-41600-360 Insurance	INSURANCE				\$20,904.67
	Invoice 40005841-02-22					
Cash Payment	E 101-41910-360 Insurance	INSURANCE				\$443.05
	Invoice 40005841-02-22					
Cash Payment	E 101-41940-360 Insurance	INSURANCE				\$539.78
	Invoice 40005841-02-22					
Cash Payment	E 101-42110-360 Insurance	INSURANCE				\$6,102.92
	Invoice 40005841-02-22					
Cash Payment	E 101-42210-360 Insurance	INSURANCE				\$1,560.05
	Invoice 40005841-02-22					
Cash Payment	E 101-42400-360 Insurance	INSURANCE				\$324.49
	Invoice 40005841-02-22					
Cash Payment	E 101-43100-360 Insurance	INSURANCE				\$3,450.83
	Invoice 40005841-02-22					
Cash Payment	E 101-43210-360 Insurance	INSURANCE				\$109.20
	Invoice 40005841-02-22					
Cash Payment	E 101-45000-360 Insurance	INSURANCE				\$3.12
	Invoice 40005841-02-22					
Cash Payment	E 101-45200-360 Insurance	INSURANCE				\$3,634.92
	Invoice 40005841-02-22					
Cash Payment	E 601-49440-360 Insurance	INSURANCE				\$3,937.57
	Invoice 40005841-02-22					
Cash Payment	E 602-49490-360 Insurance	INSURANCE				\$6,052.99
	Invoice 40005841-02-22					
Cash Payment	E 609-49750-360 Insurance	INSURANCE				-\$16,967.10
	Invoice 40005841-02-22					
Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$31,201.00

Claim Type

Claim# 13511 MAANUM, MEAGAN

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#1430				\$283.81
	Invoice .02072022					

Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$283.81
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Claim Type

Claim# 13581 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$110.40
	Invoice 617813					

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$7,222.70
	Invoice 617796					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$392.00
	Invoice 617795					

Cash Payment	E 609-49751-255 N/A Products	N/A				\$25.15
	Invoice 617796					

Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$7,529.45
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Claim Type

Claim# 13595 METRO WEST INSPECTIONS SER

Cash Payment	E 101-42400-311 Contract	JANUARY 2022 FINALED PERMITS				\$95,793.65
	Invoice 3143					

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Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$95,793.65
Claim Type						
Claim#	13479	MIDCONTINENT COMMUNICATION				
Cash Payment	E 101-42110-321 Telephone		CABLE			\$44.35
Invoice	13332710112473					
Cash Payment	E 601-49440-321 Telephone		CABLE SERVICE			\$153.39
Invoice	13334860112473					
Transaction Date	2/9/2022	Due 2/9/2022	CASH	10100	Total	\$197.74
Claim Type						
Claim#	13580	MULHERON, MICHEAL & JESSICA				
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT#5534			\$149.07
Invoice	.021622					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$149.07
Claim Type						
Claim#	13476	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313 Sample Testing		COOLER 1 01/25/22			\$191.00
Invoice	22100364453					
Cash Payment	E 602-49490-313 Sample Testing		WASTEWATER 01/19/2022			\$242.00
Invoice	22100364304					
Cash Payment	E 602-49490-313 Sample Testing		COOLER 1			\$191.00
Invoice	22100365032					
Cash Payment	E 602-49490-313 Sample Testing		WEEK 1-2ND EVENT			\$209.00
Invoice	22100365146					
Cash Payment	E 602-49490-313 Sample Testing		WASTEWATER 01/26/2022			\$159.00
Invoice	22100363945					
Cash Payment	E 602-49490-313 Sample Testing		COOLER 2 WEEKLY			\$144.00
Invoice	22100365302					
Transaction Date	2/9/2022	Due 2/9/2022	CASH	10100	Total	\$1,136.00
Claim Type						
Claim#	13510	PERMITWORKS				
Cash Payment	E 101-42400-310 Computer Consulting Fee		2022 SOFTWARE			\$3,585.00
Invoice	2022-0037					
Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$3,585.00
Claim Type						
Claim#	13589	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$15.73
Invoice	6347874					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$77.85
Invoice	6347873					
Cash Payment	E 609-49751-253 Wine For Resale		WINE			\$370.00
Invoice	6347874					
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			\$5,315.70
Invoice	6347873					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$5,779.28
Claim Type						
Claim#	13509	PIERE, JASON & HOLLY				
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT#5667			\$92.89
Invoice	.020722					
Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$92.89

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Claim Type

Claim#	13603	PROFESSIONAL SERVICE IND, IN				
Cash Payment	G 609-16500	Construction in Progress	ENGINEERING COSTS			\$2,072.00
Invoice	00806497					
Transaction Date	2/17/2022	Due 2/17/2022	CASH	10100	Total	\$2,072.00

Claim Type

Claim#	13508	ROHL, MORRIS & SHARON				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#4708			\$45.11
Invoice	.020822					
Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$45.11

Claim Type

Claim#	13587	ROYAL SUPPLY				
Cash Payment	E 101-41940-210	Operating Supplies	OPERATING SUPPLIES			\$77.90
Invoice	3099					
Cash Payment	E 101-42110-217	Other Operating Supplies	OPERATING SUPPLIES			\$38.95
Invoice	3099					
Cash Payment	E 101-43100-217	Other Operating Supplies	OPERATING SUPPLIES			\$19.48
Invoice	3099					
Cash Payment	E 101-45200-217	Other Operating Supplies	OPERATING SUPPLIES			\$19.48
Invoice	3099					
Cash Payment	E 601-49440-217	Other Operating Supplies	OPERATING SUPPLIES			\$19.48
Invoice	3099					
Cash Payment	E 602-49490-217	Other Operating Supplies	OPERATING SUPPLIES			\$19.46
Invoice	3099					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$194.75

Claim Type

Claim#	13512	SMITH, JOSH				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#2048			\$212.91
Invoice	.021022-1					
Transaction Date	2/10/2022	Due 2/10/2022	CASH	10100	Total	\$212.91

Claim Type

Claim#	13586	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$60.16
Invoice	2177565					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$3.84
Invoice	2177566					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$288.00
Invoice	2177566					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$6,644.07
Invoice	2177565					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$6,996.07

Claim Type

Claim#	13584	ST. FRANCIS AREA SCHOOLS				
Cash Payment	E 101-41400-441	Miscellaneous	PRINT JOB-NEWSLETTER VOL 7 #1			\$144.00
Invoice	107306					
Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$144.00

Claim Type

Claim#	13591	STREICHER S				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS-LARSON			\$48.98
Invoice	1551255					

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Transaction Date	2/16/2022	Due 2/16/2022	CASH	10100	Total	\$48.98
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Claim Type

Claim# 13475 *UTILITY SERVICE CO., INC.*

Cash Payment E 601-49440-234 Water Tower Maintenance QUARTERLY HYDROPILLAR \$10,468.32

Invoice 552649

Transaction Date	2/9/2022	Due 2/9/2022	CASH	10100	Total	\$10,468.32
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$234,154.52
Total	\$234,154.52

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Claim Type

Claim#	13602	API SUPPLY INC				
Cash Payment	E 601-49440-237	Small Equipment	ANNUAL INSPECTION + BATTERY			\$297.05
	Invoice w4761-1					
Cash Payment	E 602-49490-237	Small Equipment	ANNUAL INSPECTION + BATTERY			\$297.05
	Invoice w4761-1					
Cash Payment	E 101-43100-237	Small Equipment	ANNUAL INSPECTION + BATTERY			\$297.05
	Invoice w4761-1					
Cash Payment	E 101-45200-237	Small Equipment	ANNUAL INSPECTION + BATTERY			\$297.06
	Invoice w4761-1					
Transaction Date	2/17/2022	Due 2/17/2022	CASH	10100	Total	\$1,188.21

Claim Type

Claim#	13481	LEPAGE & SONS				
Cash Payment	E 101-43210-439	Recycling Days	11/20/21 STAFF HOURS			\$360.00
	Invoice 158898					
Transaction Date	2/9/2022	Due 2/9/2022	CASH	10100	Total	\$360.00

Claim Type

Claim#	13600	OREILLY AUTO PARTS				
Cash Payment	E 101-42210-221	Vehicle Repair & Maintena	AUTO PARTS-CREDIT			-\$0.47
	Invoice 1539-487959					
Cash Payment	E 101-42210-221	Vehicle Repair & Maintena	BATTERY			\$175.16
	Invoice 1539-486636					
Transaction Date	2/17/2022	Due 2/17/2022	CASH	10100	Total	\$174.69

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$1,722.90
Total	\$1,722.90

Total Both Batches-\$235,877.42

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Payments

Current Period: January 2022

Payments Batch P-WIRE-01-2022		\$491,873.63	
Refer	13127 HEALTH PARTNERS	Ck# 001321E 1/31/2022	
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE	\$28,780.07
Invoice			
Transaction Date	1/6/2022	CASH	10100
		Total	\$28,780.07
Refer	13128 CAYAN	Ck# 001322E 1/31/2022	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES	\$4,731.82
Invoice			
Transaction Date	1/6/2022	CASH	10100
		Total	\$4,731.82
Refer	13129 SUN LIFE FINANCIAL	Ck# 001323E 1/31/2022	
Cash Payment	E 101-41400-130 Employer Paid Insurance	JANUARY INSURANCE	\$215.87
Invoice			
Cash Payment	E 101-41500-130 Employer Paid Insurance	JANUARY INSURANCE	\$144.70
Invoice			
Cash Payment	E 101-41910-130 Employer Paid Insurance	JANUARY INSURANCE	\$152.55
Invoice			
Cash Payment	E 101-42110-130 Employer Paid Insurance	JANUARY INSURANCE	\$943.16
Invoice			
Cash Payment	E 101-42210-130 Employer Paid Insurance	JANUARY INSURANCE	\$121.70
Invoice			
Cash Payment	E 101-42400-130 Employer Paid Insurance	JANUARY INSURANCE	\$76.33
Invoice			
Cash Payment	E 101-43100-130 Employer Paid Insurance	JANUARY INSURANCE	\$144.50
Invoice			
Cash Payment	E 101-43210-130 Employer Paid Insurance	JANUARY INSURANCE	\$32.10
Invoice			
Cash Payment	E 101-45200-130 Employer Paid Insurance	JANUARY INSURANCE	\$144.50
Invoice			
Cash Payment	E 601-49440-130 Employer Paid Insurance	JANUARY INSURANCE	\$105.26
Invoice			
Cash Payment	E 602-49490-130 Employer Paid Insurance	JANUARY INSURANCE	\$105.25
Invoice			
Cash Payment	E 609-49750-130 Employer Paid Insurance	JANUARY INSURANCE	\$191.40
Invoice			
Transaction Date	1/6/2022	CASH	10100
		Total	\$2,377.32
Refer	13130 ACE SOLID WASTE, INC.	Ck# 001324E 1/31/2022	
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE	\$67.22
Invoice			
Cash Payment	E 101-42210-384 Refuse/Garbage Dispos	GARBAGE	\$72.62
Invoice			
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	GARBAGE	\$247.57
Invoice			
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE	\$86.79
Invoice			
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE	\$86.78
Invoice			
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE	\$76.67
Invoice			

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Payments

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Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 101-42110-384 Refuse/Garbage Dispos	GARBAGE			\$226.45
Invoice					
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE			\$68.58
Invoice					
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE			\$68.57
Invoice					
Transaction Date	1/6/2022	CASH	10100	Total	\$1,227.69
Refer	13131 U S BANK EQUIPMENT FINANCE	Ck# 001325E 1/31/2022			
Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE			\$190.30
Invoice					
Transaction Date	1/6/2022	CASH	10100	Total	\$1,142.95
Refer	13132 WEBER CONSTRUCTION, INC	Ck# 001326E 1/31/2022			
Cash Payment	G 609-20600 Contracts Payable	PAY APP #6			\$115,827.00
Invoice					
Transaction Date	1/6/2022	CASH	10100	Total	\$115,827.00
Refer	13133 FWT	Ck# 001327E 1/31/2022			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 01-06-2022			\$8,183.60
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 01-06-2022			\$3,263.42
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 01-06-2022			\$11,141.84
Invoice					
Transaction Date	1/6/2022	CASH	10100	Total	\$22,588.86
Refer	13134 PERA	Ck# 001328E 1/31/2022			
Cash Payment	G 101-21704 PERA	PAYROLL 01-06-2022			\$23,039.94
Invoice					
Transaction Date	1/6/2022	CASH	10100	Total	\$23,039.94
Refer	13135 VOYA	Ck# 001329E 1/31/2022			

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Payments

Current Period: January 2022

Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-06-2022		\$1,365.00
Invoice				
Transaction Date	1/6/2022	CASH	10100	Total \$1,365.00
Refer	13136 ICMA	Ck# 001330E 1/31/2022		
Cash Payment	G 101-21710 Deferred Comp			\$489.17
Invoice				
Transaction Date	1/6/2022	CASH	10100	Total \$489.17
Refer	13137 SWT	Ck# 001331E 1/31/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-06-2022		\$4,981.58
Invoice				
Transaction Date	1/6/2022	CASH	10100	Total \$4,981.58
Refer	13138 MN STATE RETIREMENT SYSTEM	Ck# 001332E 1/31/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-06-2022		\$531.04
Invoice				
Cash Payment	G 101-21716 Other Deductions	PAYROLL 01-06-2022		\$21,380.66
Invoice				
Transaction Date	1/6/2022	CASH	10100	Total \$21,911.70
Refer	13139 HSA CONTRIBUTION	Ck# 001333E 1/31/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-06-2022		\$818.66
Invoice				
Transaction Date	1/6/2022	CASH	10100	Total \$818.66
Refer	13140 PAYMENT SERVICE NETWORK	Ck# 001334E 1/31/2022		
Cash Payment	E 601-49440-430 Bank Fees	CC FEES		\$532.35
Invoice				
Transaction Date	1/6/2022	CASH	10100	Total \$532.35
Refer	13291 DELTA DENTAL	Ck# 001335E 1/31/2022		
Cash Payment	G 101-21711 Dental Insurance	PREMIUM		\$1,361.78
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$1,361.78
Refer	13292 COLONIAL INSURANCE	Ck# 001336E 1/31/2022		
Cash Payment	G 101-21712 Colonial Insurance	PREMIUM		\$460.66
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$460.66
Refer	13293 RESULTS TITLE	Ck# 001337E 1/31/2021		
Cash Payment	E 405-43100-441 Miscellaneous	PURCHASE 23115 AMBASSADOR		\$148,244.75
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$148,244.75
Refer	13294 CENTERPOINT ENERGY	Ck# 001338E 1/31/2022		
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE-GAS		\$23.68
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$23.68
Refer	13295 FWT	Ck# 001339E 1/31/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 01-19-2022		\$1,108.68
Invoice				

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Cash Payment	G 101-21709 Medicare	PAYROLL 01-19-2022		\$314.46
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 01-19-2022		\$309.17
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$1,732.31
Refer	13296 PERA	Ck# 001340E 1/31/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 01-19-2022		\$483.12
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$483.12
Refer	13297 SWT	Ck# 001341E 1/31/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-19-2022		\$40.77
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$40.77
Refer	13298 STATE OF ARIZONA	Ck# 001342E 1/31/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 01-19-2022		\$120.66
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$120.66
Refer	13299 STATE OF MINNESOTA	Ck# 001343E 1/31/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 01-19-2022		\$240.11
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$240.11
Refer	13300 CONNEXUS ENERGY	Ck# 001344E 1/31/2021		
Cash Payment	G 101-20200 Accounts Payable	ELECTRIC BILL		\$4,713.49
Invoice				
Cash Payment	G 601-20200 Accounts Payable	ELECTRIC BILL		\$5,271.27
Invoice				
Cash Payment	G 602-20200 Accounts Payable	ELECTRIC BILL		\$8,563.28
Invoice				
Cash Payment	G 609-20200 Accounts Payable	ELECTRIC BILL		\$977.02
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$19,525.06
Refer	13301 FWT	Ck# 001345E 1/31/2021		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 01-20-2022		\$8,669.84
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 01-20-2022		\$3,271.32
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 01-20-2022		\$11,697.42
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$23,638.58
Refer	13302 PERA	Ck# 001346E 1/31/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 01-20-2022		\$22,308.42
Invoice				
Transaction Date	1/19/2022	CASH	10100	Total \$22,308.42
Refer	13303 VOYA	Ck# 001347E 1/31/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-20-2022		\$1,365.00
Invoice				

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Transaction Date	1/19/2022	CASH	10100	Total	\$1,365.00
Refer	13304 ICMA	Ck# 001348E 1/31/2022			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-20-2022			\$489.17
Invoice					
Transaction Date	1/19/2022	CASH	10100	Total	\$489.17
Refer	13305 SWT	Ck# 001349E 1/31/2022			
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-20-2022			\$5,009.53
Invoice					
Transaction Date	1/19/2022	CASH	10100	Total	\$5,009.53
Refer	13306 MN STATE RETIREMENT SYSTEM	Ck# 001350E 1/20/2022			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL			\$510.63
Invoice					
Transaction Date	1/19/2022	CASH	10100	Total	\$510.63
Refer	13307 HSA CONTRIBUTION	Ck# 001351E 1/31/2022			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-20-2022			\$818.66
Invoice					
Transaction Date	1/19/2022	CASH	10100	Total	\$818.66
Refer	13308 VILLAGE BANK	Ck# 001352E 1/31/2022			
Cash Payment	E 601-49440-430 Bank Fees	RETURNED CHECK			\$8.00
Invoice					
Transaction Date	1/19/2022	CASH	10100	Total	\$8.00
Refer	13325 MN DEPT OF REVENUE	Ck# 001354E 1/31/2022			
Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX-DECEMBER PAID IN JANUARY			\$23,224.00
Invoice					
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX-DECEMBER PAID IN JANUARY			\$627.00
Invoice					
Transaction Date	1/24/2022	CASH	10100	Total	\$23,851.00
Refer	13326 CAYAN	Ck# 001355E 1/31/2022			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			\$64.11
Invoice					
Transaction Date	1/20/2022	CASH	10100	Total	\$64.11
Refer	13353 CAYAN	Ck# 001356E 1/31/2022			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEE			\$5.95
Invoice					
Transaction Date	1/25/2022	CASH	10100	Total	\$5.95
Refer	13439 ALERUS	Ck# 001358E 1/31/2022			
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	FEE			\$50.00
Invoice					
Transaction Date	1/26/2022	CASH	10100	Total	\$50.00
Refer	13440 CENTERPOINT ENERGY	Ck# 001359E 2/3/2022			
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR			\$488.31
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities	FIRE			\$1,964.23
Invoice					

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Cash Payment Invoice	E 101-42210-383 Gas Utilities	FIRE GENERATOR		\$24.18	
Cash Payment Invoice	E 602-49490-383 Gas Utilities	WWTP		\$16.80	
Cash Payment Invoice	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)		\$226.18	
Cash Payment Invoice	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)		\$226.19	
Cash Payment Invoice	E 101-41940-383 Gas Utilities	CITY HALL #1		\$97.00	
Cash Payment Invoice	E 101-41940-383 Gas Utilities	CITY HALL #2		\$66.34	
Cash Payment Invoice	E 101-41940-383 Gas Utilities	CITY HALL #3		\$33.79	
Cash Payment Invoice	E 101-41940-383 Gas Utilities	CITY HALL #4		\$101.89	
Cash Payment Invoice	E 101-45200-383 Gas Utilities	WARMING HOUSE		\$320.08	
Cash Payment Invoice	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)		\$24.29	
Cash Payment Invoice	E 601-49440-383 Gas Utilities	WATER PLANT		\$1,537.22	
Cash Payment Invoice	E 602-49490-383 Gas Utilities	WWTP		\$2,466.36	
Cash Payment Invoice	E 101-42110-383 Gas Utilities	POLICE/PW		\$1,957.41	
Cash Payment Invoice	E 101-43100-383 Gas Utilities	POLICE/PW		\$489.35	
Cash Payment Invoice	E 101-45200-383 Gas Utilities	POLICE/PW		\$489.35	
Cash Payment Invoice	E 601-49440-383 Gas Utilities	POLICE/PW		\$489.35	
Cash Payment Invoice	E 602-49490-383 Gas Utilities	POLICE/PW		\$489.35	
Transaction Date	1/26/2022	CASH	10100	Total	\$11,507.67
Refer	13441 VILLAGE BANK	Ck# 001360E 1/31/2022			
Cash Payment Invoice	E 101-41500-430 Bank Fees	BANK FEE		\$49.98	
Cash Payment Invoice	E 601-49440-430 Bank Fees	BANK FEE		\$49.98	
Cash Payment Invoice	E 602-49490-430 Bank Fees	BANK FEE		\$49.98	
Cash Payment Invoice	E 609-49750-430 Bank Fees	BANK FEE		\$49.96	
Transaction Date	1/31/2022	CASH	10100	Total	\$199.90

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Fund Summary

	10100 CASH	
101 GENERAL FUND		\$176,342.33
405 Street Improvement Fund		\$148,244.75
601 WATER FUND		\$9,204.22
602 SEWER FUND		\$12,275.19
609 LIQUOR FUND		\$145,807.14
		<hr/>
		\$491,873.63

Pre-Written Checks	\$491,873.63
Checks to be Generated by the Computer	\$0.00
Total	\$491,873.63

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Payments Batch P-CC-JAN 2022

\$23,257.55

Refer	13214 AMAZON.COM	Ck# 001280E 1/13/2022		
Cash Payment	E 402-42110-554 Body Cameras	BODY CAM ACCESS		\$198.17
Invoice	1/1/2022			
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	BUILDING MAINT.		\$74.70
Invoice	1/1/2022			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING MAINT.		\$251.42
Invoice	1/1/2022			
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT-CHAIR STEFFES		\$232.45
Invoice	1/1/2022			
Cash Payment	E 101-42110-237 Small Equipment	EQUIPMENT		\$87.58
Invoice	1/1/2022			
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT		\$662.60
Invoice	1/1/2022			
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES		\$82.16
Invoice	1/1/2022			
Cash Payment	E 101-41910-441 Miscellaneous	OFFICE SUPPLIES		\$31.06
Invoice	1/1/2022			
Cash Payment	E 101-43210-200 Office Supplies	OFFICE SUPPLIES		\$49.26
Invoice	1/1/2022			
Cash Payment	E 101-43100-217 Other Operating Supplie	OPERATING SUPPLIES		\$143.77
Invoice	1/1/2022			
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$305.26
Invoice	1/1/2022			
Cash Payment	E 101-43100-213 Vehicle Oper Supplies	VEHICLE OPERATING		\$132.43
Invoice	1/1/2022			
Cash Payment	E 101-42210-221 Vehicle Repair & Mainten	VEHICLE REPAIR		\$29.88
Invoice	1/1/2022			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	VEHICLE REPAIR		\$217.62
Invoice	1/1/2022			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE REPAIR		\$143.78
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$2,642.14
Refer	13215 AMERICAN FLOOR MATS	Ck# 001281E 1/13/2022		
Cash Payment	E 101-42110-237 Small Equipment	EQUIPMENT		\$1,403.87
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$1,403.87
Refer	13216 ASPEN MILLS	Ck# 001282E 1/13/2022		
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS		\$66.21
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$66.21
Refer	13217 AT&T, INC	Ck# 001283E 1/13/2022		
Cash Payment	E 101-42210-321 Telephone	PHONE		\$440.26
Invoice	1/1/2022			
Cash Payment	E 101-43100-321 Telephone	PHONE		\$76.46
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$516.72

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Refer	13218 AXON ENTERPRISE, INC	Ck# 001284E 1/13/2022		
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING		\$375.00
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$375.00
Refer	13219 BEST BUY	Ck# 001285E 1/13/2022		
Cash Payment	E 101-41910-441 Miscellaneous	PLANNING COMMISSION TABLET		\$2,250.36
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$2,250.36
Refer	13220 CASEY S GENERAL STORE	Ck# 001286E 1/13/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$818.91
Invoice	1/1/2022			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$46.50
Invoice	1/1/2022			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$487.91
Invoice	1/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$146.70
Invoice	1/1/2022			
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$149.59
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$1,649.61
Refer	13221 CLIPPINGMAGIC.COM	Ck# 001287E 1/13/2022		
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION		\$3.99
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$3.99
Refer	13222 DEPT OF AGRICULTURE	Ck# 001288E 1/13/2022		
Cash Payment	E 101-45200-419 Turf/Fertilizer/Weed Cont	PESTICIDE APPLICATOR		\$30.67
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$30.67
Refer	13223 DEX MEDIA EAST LLC	Ck# 001289E 1/13/2022		
Cash Payment	E 609-49750-340 Advertising	ADVERTISING		\$170.00
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$170.00
Refer	13224 DINO #1	Ck# 001290E 1/13/2022		
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$62.65
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$62.65
Refer	13225 DMI DELL	Ck# 001291E 1/13/2022		
Cash Payment	E 101-41110-433 Dues and Subscriptions	COMPUTER		\$8.50
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$8.50
Refer	13226 DOLLAR GENERAL	Ck# 001292E 1/13/2022		
Cash Payment	E 101-42110-200 Office Supplies	COMMUNITY EVENT		\$89.45
Invoice	1/1/2022			
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENT		\$24.64
Invoice	1/1/2022			

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Transaction Date	1/13/2022	CASH	10100	Total	\$114.09
Refer	13227 IACP	Ck# 001293E 1/13/2022			
Cash Payment	E 101-42110-433 Dues and Subscriptions	SUBSCRIPTION			\$190.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$190.00
Refer	13228 IAPMO	Ck# 001294E 1/13/2022			
Cash Payment	E 101-41400-208 Training and Instruction	TRAINING			\$123.45
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$123.45
Refer	13229 INTOXIMETERS, INC.	Ck# 001295E 1/13/2022			
Cash Payment	E 101-42110-237 Small Equipment	SMALL EQUIPMENT			\$95.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$95.00
Refer	13230 COUNTY MARKET - CITY ACCOUNT	Ck# 001296E 1/13/2022			
Cash Payment	E 101-42110-200 Office Supplies	COMMUNITY EVENT			\$10.77
Invoice	1/1/2022				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			\$50.01
Invoice	1/1/2022				
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$831.74
Invoice	1/1/2022				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			\$41.00
Invoice	1/1/2022				
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			\$46.69
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$980.21
Refer	13231 KWIK TRIP	Ck# 001297E 1/13/2022			
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			\$107.09
Invoice	1/1/2022				
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$958.04
Invoice	1/1/2022				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$132.58
Invoice	1/1/2022				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			\$74.50
Invoice	1/1/2022				
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			\$92.82
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$1,365.03
Refer	13232 MN COUNTY ATTORNEYS ASSN.	Ck# 001298E 1/13/2022			
Cash Payment	E 101-42110-200 Office Supplies	OPERATING SUPPLIES			\$44.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$44.00
Refer	13233 NATIONAL REGISTRY EMT	Ck# 001299E 1/13/2022			
Cash Payment	E 101-42210-433 Dues and Subscriptions	SUBSCRIPTION			\$98.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$98.00
Refer	13234 OREILLY AUTO PARTS	Ck# 001300E 1/13/2022			

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Cash Payment	E 601-49440-233 Water Treatment Plant M	BUILDING MAINT			\$2.88
Invoice	1/1/2022				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT REPAIR			\$197.84
Invoice	1/1/2022				
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	EQUIPMENT REPAIR			\$299.00
Invoice	1/1/2022				
Cash Payment	E 101-43100-213 Vehicle Oper Supplies	VEHICLE OPERATING			\$169.37
Invoice	1/1/2022				
Cash Payment	E 101-42210-221 Vehicle Repair & Mainten	VEHICLE REPAIR			\$7.77
Invoice	1/1/2022				
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE REPAIR			\$299.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$975.86
Refer	13235 OVERSTOCK.COM	Ck# 001301E	1/13/2022		
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES			\$170.33
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$170.33
Refer	13236 POPP TELECOM	Ck# 001302E	1/13/2022		
Cash Payment	E 609-49750-321 Telephone	COMMUNICATIONS			\$52.55
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$52.55
Refer	13237 POSTMASTER - ST. FRANCIS	Ck# 001303E	1/13/2022		
Cash Payment	E 101-42110-308 Community Education	POSTAGE-COMMUNITY EVENT			\$23.20
Invoice	1/1/2022				
Cash Payment	E 101-42210-209 Fire Prevention Supplies	POSTAGE-FIRE PREVENTION			\$7.38
Invoice	1/1/2022				
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$100.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$130.58
Refer	13238 PSN MN	Ck# 001304E	1/13/2022		
Cash Payment	E 601-49440-208 Training and Instruction	TRAINING			\$255.00
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$255.00
Refer	13239 ROGUE	Ck# 001305E	1/13/2022		
Cash Payment	E 101-42110-237 Small Equipment	EQUIPMENT			\$560.57
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$560.57
Refer	13240 SPEEDWAY	Ck# 001306E	1/13/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$237.41
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$237.41
Refer	13241 STAMPS.COM	Ck# 001307E	1/13/2022		
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$35.98
Invoice	1/1/2022				
Transaction Date	1/13/2022	CASH	10100	Total	\$35.98
Refer	13242 STEENSMA LAWN	Ck# 001308E	1/13/2022		

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Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT REPAIR		\$199.43
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$199.43
Refer	13243 TARGET	Ck# 001309E 1/13/2022		
Cash Payment	E 101-41500-200 Office Supplies	SUPPLIES		\$28.02
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$28.02
Refer	13244 UNIVERSITY OF MINNESOTA	Ck# 001310E 1/13/2022		
Cash Payment	E 101-41400-208 Training and Instruction	TRAINING		\$580.00
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$580.00
Refer	13245 ULINE	Ck# 001311E 1/13/2022		
Cash Payment	E 609-49750-240 Office Equip	OFFICE EQUIPMENT		\$1,278.68
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$1,278.68
Refer	13246 UPLIFT DESK	Ck# 001312E 1/13/2022		
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT		-\$35.47
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total -\$35.47
Refer	13247 USA CLEAN INC	Ck# 001313E 1/13/2022		
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	BUILDING MAINT.		\$44.39
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$44.39
Refer	13248 VERIZON WIRELESS	Ck# 001314E 1/13/2022		
Cash Payment	E 101-42110-321 Telephone	PHONE		\$427.50
Invoice	1/1/2022			
Cash Payment	E 601-49440-321 Telephone	PHONE		\$222.88
Invoice	1/1/2022			
Cash Payment	E 602-49490-321 Telephone	PHONE		\$142.86
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$793.24
Refer	13249 WALGREENS	Ck# 001315E 1/13/2022		
Cash Payment	E 101-42210-305 Medical & Testing Fees	MEDICAL TESTING		\$19.98
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$19.98
Refer	13250 ZOOM.US	Ck# 001316E 1/13/2022		
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION		\$16.06
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$16.06
Refer	13251 MENARDS	Ck# 001317E 1/13/2022		
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING MAINT		\$114.77
Invoice	1/1/2022			
Cash Payment	E 101-43100-213 Vehicle Oper Supplies	VEHICLE OPERATING		\$206.70
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$321.47

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Payments

Current Period: January 2022

Refer	13252 TORQUE FITNESS US	Ck# 001318E 1/13/2022		
Cash Payment	E 101-42110-237 Small Equipment	EQUIPMENT		\$1,360.91
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$1,360.91
Refer	13253 TOOLBARN.COM	Ck# 001319E 1/13/2022		
Cash Payment	E 101-43100-237 Small Equipment	TOOLS		\$910.03
Invoice	1/1/2022			
Cash Payment	E 101-45200-237 Small Equipment	TOOLS		\$910.03
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$1,820.06
Refer	13254 TIRESHIPPED2YOU.COM	Ck# 001320E 1/13/2022		
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	VEHICLE OPERATING		\$741.00
Invoice	1/1/2022			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE OPERATING		\$741.00
Invoice	1/1/2022			
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	VEHICLE OPERATING		\$741.00
Invoice	1/1/2022			
Transaction Date	1/13/2022	CASH	10100	Total \$2,223.00

Fund Summary

	10100 CASH
101 GENERAL FUND	\$17,433.17
402 CAPITAL EQUIPMENT	\$198.17
601 WATER FUND	\$2,110.24
602 SEWER FUND	\$1,172.96
609 LIQUOR FUND	\$2,343.01
	\$23,257.55

Pre-Written Checks	\$23,257.55
Checks to be Generated by the Computer	\$0.00
Total	\$23,257.55



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: March 3, 2022

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$142,560.13 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-N/A

Credit Card Payment-N/A

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:

- 03-07-2022 Packet List-\$142,560.13

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***Claim Register©**

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Claim Type

Claim#	13628	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-321 Telephone	BROADBAND				\$37.51
	Invoice B220216P					
Cash Payment	E 101-42210-321 Telephone	BROADBAND				\$37.51
	Invoice B220216P					
Cash Payment	E 101-43100-321 Telephone	BROADBAND				\$37.51
	Invoice B220216P					
Cash Payment	E 101-45200-321 Telephone	BROADBAND				\$37.51
	Invoice B220216P					
Cash Payment	E 601-49440-321 Telephone	BROADBAND				\$37.51
	Invoice B220216P					
Cash Payment	E 602-49490-321 Telephone	BROADBAND				\$37.45
	Invoice B220216P					
Transaction Date	2/23/2022	Due 2/23/2022	CASH	10100	Total	\$225.00

Claim Type

Claim#	13643	BELLBOY CORPORATION				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$42.89
	Invoice 0093741700					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL				\$6.47
	Invoice 0104748800					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,857.16
	Invoice 0093741700					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$97.00
	Invoice 0104748800					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$3,003.52

Claim Type

Claim#	13651	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,153.90
	Invoice 306536					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$1,153.90

Claim Type

Claim#	13692	BGS (BARNA GUZY)				
Cash Payment	E 101-41600-304 Civil Legal Fees	MISCELLANEOUS/NON RETAINER				\$756.00
	Invoice 241500					
Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT				\$2,002.00
	Invoice 241498					
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL				\$1,900.00
	Invoice 241496					
Cash Payment	E 101-41600-304 Civil Legal Fees	PURCHASE OF 23115 AMBASSADOR BLVD				\$336.00
	Invoice 241687					
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER FILE				\$5,000.00
	Invoice 241468					
Cash Payment	E 101-41600-304 Civil Legal Fees	KIMBERLY JEAN HALL FORFEITURE				\$28.00
	Invoice 241395					
Cash Payment	E 101-41600-304 Civil Legal Fees	MEADOWS OF ST FRANCIS PURCHASE				\$168.00
	Invoice 241499					
Cash Payment	E 101-41600-304 Civil Legal Fees	MISC FORFEITURES				\$78.00
	Invoice 241408					
Cash Payment	E 101-41600-304 Civil Legal Fees	WITT FORFEITURE				\$392.00
	Invoice 241397					

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Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR				\$308.00
	Invoice 241497					
Cash Payment	E 101-41600-304 Civil Legal Fees	NOYES FORFEITURE				\$840.00
	Invoice 241396					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$11,808.00

Claim Type

Claim#	13649	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$19.69
	Invoice 343068305					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				-\$1.45
	Invoice 409444751					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$775.15
	Invoice 343068305					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$96.00
	Invoice 409444751					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$304.00
	Invoice 343068305					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$77.02
	Invoice 343068305					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$1,078.41

Claim Type

Claim#	13712	COUNTY MARKET - CITY ACCOUN				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$258.71
	Invoice .03032022					
Transaction Date	3/3/2022	Due 3/3/2022	CASH	10100	Total	\$258.71

Claim Type

Claim#	13647	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$207.07
	Invoice 1542912					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$9,616.97
	Invoice 1542915					
Cash Payment	E 609-49751-255 N/A Products	N/A PRODUCTS				\$41.60
	Invoice 1542915					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$9,451.50

Claim Type

Claim#	13713	DRIVER & VEHICLE SERVICES				
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2022 REGISTRATION RENEWAL-UNMARKED PD				\$332.25
	Invoice .030322					
Transaction Date	3/3/2022	Due 3/3/2022	CASH	10100	Total	\$332.25

Claim Type

Claim#	13700	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	GARAGE DOOR REPAIRS				\$93.75
	Invoice 7680					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	GARAGE DOOR REPAIRS				\$93.75
	Invoice 7680					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	GARAGE DOOR REPAIRS				\$93.75
	Invoice 7680					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	GARAGE DOOR REPAIRS				\$93.75
	Invoice 7680					

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Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$375.00
Claim Type						
Claim#	13637	ECM PUBLISHERS, INC.				
Cash Payment	E 609-49750-340	Advertising	CITY OF ST. FRANCIS MUNICIPAL			\$140.50
	Invoice 878239					
Cash Payment	E 609-49750-340	Advertising	MUNICIPAL			\$280.00
	Invoice 879375					
Transaction Date	2/24/2022	Due 2/24/2022	CASH	10100	Total	\$420.50
Claim Type						
Claim#	13688	EMERGENCY AUTOMOTIVE TECH.				
Cash Payment	E 101-42110-218	Equipment Repair & Maint	UNIT 121- REPAIRS			\$305.00
	Invoice SVC29663					
Cash Payment	E 101-42110-218	Equipment Repair & Maint	UNIT 121 REPAIRS			\$230.00
	Invoice SVC29588					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$535.00
Claim Type						
Claim#	13709	GOPHER STATE ONE-CALL				
Cash Payment	E 602-49490-442	Gopher State	IT EMAIL TICKETS - FEBRUARY 2022			\$16.88
	Invoice 2020755					
Cash Payment	E 601-49440-442	Gopher State	IT EMAIL TICKETS - FEBRUARY 2022			\$16.87
	Invoice 2020755					
Transaction Date	3/3/2022	Due 3/3/2022	CASH	10100	Total	\$33.75
Claim Type						
Claim#	13656	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING			\$160.12
	Invoice 270238					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$4.25
	Invoice 270238					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$94.48
	Invoice 270238					
Cash Payment	E 609-49751-256	Tobacco Products For Res	TOBACCO			\$2,331.81
	Invoice 270238					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$2,590.66
Claim Type						
Claim#	13698	HAWKINS, INC.				
Cash Payment	E 602-49490-216	Chemicals and Chem Prod	CHEMICALS			\$7,135.91
	Invoice 6130157					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$7,135.91
Claim Type						
Claim#	13697	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-43210-200	Office Supplies	OFFICE SUPPLIES-PW			\$28.38
	Invoice IN3679317					
Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES			\$96.58
	Invoice IN3672022					
Cash Payment	E 601-49440-200	Office Supplies	OFFICE SUPPLIES			\$23.51
	Invoice IN3665674					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$148.47
Claim Type						
Claim#	13711	ISD #15				

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Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 118 MAINTAINENCE				\$74.79
	Invoice 8443					

Transaction Date	3/3/2022	Due 3/3/2022	CASH	10100	Total	\$74.79
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Claim Type

Claim# 13654 JOHNSON BROS WHLSE LIQUOR

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$264.25
	Invoice 1998834					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$47.13
	Invoice 1998836					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,754.05
	Invoice 1998836					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$12,273.61
	Invoice 1998834					

Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$14,339.04
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Claim Type

Claim# 13661 KIMS KLEANING

Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPT CLEANING				\$800.00
	Invoice 8317					

Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT CLEANING				\$160.00
	Invoice 8316					

Cash Payment	E 101-45000-402 Janitorial Service	COMMUNITY CENTER CLEANING				\$80.00
	Invoice 8314					

Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL CLEANING				\$240.00
	Invoice 8313					

Cash Payment	E 602-49490-402 Janitorial Service	WWP CLEANING				\$220.00
	Invoice 8318					

Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT CLEANING				\$150.00
	Invoice 8319					

Cash Payment	E 101-43100-402 Janitorial Service	CLEANING				\$200.00
	Invoice 8315					

Cash Payment	E 101-45200-402 Janitorial Service	CLEANING				\$200.00
	Invoice 8315					

Cash Payment	E 601-49440-402 Janitorial Service	CLEANING				\$200.00
	Invoice 8315					

Cash Payment	E 602-49490-402 Janitorial Service	CLEANING				\$200.00
	Invoice 8315					

Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$2,450.00
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Claim Type

Claim# 13686 LAW ENFORCEMENT LABOR SVC

Cash Payment	G 101-21707 Union Dues	OFFICER DUES-MARCH 2022				\$520.00
	Invoice .030222					

Cash Payment	G 101-21707 Union Dues	SERGEANTS DUES-MARCH 2022				\$65.00
	Invoice .030322					

Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$585.00
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Claim Type

Claim# 13704 MACQUEEN EMERGENCY

Cash Payment	E 101-42210-218 Equipment Repair & Maint	EQUIPMENT MAINTENANCE				\$1,465.00
	Invoice P01752					

Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$1,465.00
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Claim Type

Claim#	13672	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$254.70
Invoice	4870062					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$14,030.10
Invoice	619702					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$13,775.40

Claim Type

Claim#	13703	METRO SALES, INC.				
Cash Payment	E 101-41400-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 101-42400-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 101-42110-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 101-43100-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 101-45200-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 601-49440-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 602-49490-200	Office Supplies	COPIES			\$99.11
Invoice	INV1991997					
Cash Payment	E 609-49750-200	Office Supplies	COPIES			\$99.14
Invoice	INV1991997					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$792.91

Claim Type

Claim#	13702	MINUTEMAN PRESS				
Cash Payment	E 101-43210-439	Recycling Days	NEWSLETTER			\$320.08
Invoice	980733					
Cash Payment	E 101-41400-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 601-49440-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 602-49490-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 609-49750-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 101-43100-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 101-41110-344	Newsletter	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 101-42400-352	General Publishing	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 101-42110-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 101-42210-441	Miscellaneous	NEWSLETTER			\$150.89
Invoice	980733					
Cash Payment	E 101-45200-441	Miscellaneous	NEWSLETTER			\$150.91
Invoice	980733					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$1,829.00

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Claim Type

Claim#	13634	MN NCPERS LIFE INSURANCE				
Cash Payment	G 101-21713 MN Life	3/1/22-3/31/22 INSURANCE PREMIUM				\$112.00
	Invoice 733400032022					
Transaction Date	2/23/2022	Due 2/23/2022	CASH	10100	Total	\$112.00

Claim Type

Claim#	13682	MULHERON, MICHEAL & JESSICA	Ck# 080185	3/1/2022		
Cash Payment	G 601-22200 Deferred Revenues	REFUND #5534				\$149.07
	Invoice					
Transaction Date	3/1/2022	Due 3/1/2022	CASH	10100	Total	\$149.07

Claim Type

Claim#	13638	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313 Sample Testing	COOLER 2 EVERY WEEK				\$144.00
	Invoice 22100365991					
Cash Payment	E 602-49490-313 Sample Testing	COOLER 1 WEEKS 2-5				\$227.00
	Invoice 22100366124					
Cash Payment	E 602-49490-313 Sample Testing	COOLER 1				\$191.00
	Invoice 22100366467					
Cash Payment	E 602-49490-313 Sample Testing	COOLER EVERY 2 WEEKS				\$159.00
	Invoice 22100366671					
Transaction Date	2/24/2022	Due 2/24/2022	CASH	10100	Total	\$721.00

Claim Type

Claim#	13669	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$20.00
	Invoice 156384					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,593.75
	Invoice 156384					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$1,613.75

Claim Type

Claim#	13667	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$8.75
	Invoice 6354701					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$52.52
	Invoice 6354700					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$224.00
	Invoice 6354701					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,611.39
	Invoice 6354700					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$3,896.66

Claim Type

Claim#	13683	POSTMASTER - ST. FRANCIS	Ck# 080186	3/2/2022		
Cash Payment	E 101-41400-322 Postage	NEWSLETTER POSTAGE				\$285.73
	Invoice .03022022					
Cash Payment	E 101-42110-322 Postage	NEWSLETTER POSTAGE				\$81.64
	Invoice .03022022					
Cash Payment	E 101-43100-200 Office Supplies	NEWSLETTER POSTAGE				\$163.27
	Invoice .03022022					
Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER POSTAGE				\$81.64
	Invoice .03022022					

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Cash Payment	E 101-45200-200 Office Supplies	NEWSLETTER POSTAGE				\$40.82
	Invoice .03022022					
Cash Payment	E 601-49440-200 Office Supplies	NEWSLETTER POSTAGE				\$81.64
	Invoice .03022022					
Cash Payment	E 602-49490-200 Office Supplies	NEWSLETTER POSTAGE				\$40.82
	Invoice .03022022					
Cash Payment	E 609-49750-322 Postage	NEWSLETTER POSTAGE				\$40.80
	Invoice .03022022					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$816.36

Claim Type

Claim# 13714 ROSEVILLE, CITY OF

Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0230766					
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES				\$1,548.32
	Invoice 0230766					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES				\$5,419.14
	Invoice 0230766					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES				\$995.35
	Invoice 0230766					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0230766					
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0230766					
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0230766					
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0230766					
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES				\$221.19
	Invoice 0230766					
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0230766					
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES				\$221.18
	Invoice 0230766					
Transaction Date	3/3/2022	Due 3/3/2022	CASH	10100	Total	\$11,059.46

Claim Type

Claim# 13677 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.12
	Invoice 2182754					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
	Invoice 2182753					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$409.49
	Invoice 2182754					
Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$421.01

Claim Type

Claim# 13684 ST. FRANCIS COLLISION & GLASS

Cash Payment	E 101-42110-222 Insurance Repairs	PD SQUAD REPAIRS-INSURANCE				\$3,013.63
	Invoice 1385					
Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$3,013.63

Claim Type

Claim# 13707 ST. FRANCIS HOME RUN CLUB

CITY OF ST FRANCIS

03/03/22 2:25 PM

Agenda Item # 4M.

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*Claim Register©

AP 03-07-2022

February 2022

Cash Payment	E 101-45200-311 Contract	2021-2022 WARMING HOUSE ATTENDANCE	\$7,373.58
Invoice			

Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$7,373.58
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Claim TypeClaim# 13706 *SUSA*

Cash Payment	E 601-49440-433 Dues and Subscriptions	PARISH BARTEN-ANNUAL MEMBERSHIP	\$125.00
Invoice 03-2022			

Transaction Date	3/2/2022	Due 3/2/2022	CASH	10100	Total	\$125.00
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Claim TypeClaim# 13644 *THE AMERICAN BOTTLING COMP*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	\$340.95
Invoice 3562325573			

Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$340.95
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Claim TypeClaim# 13633 *TIMESAVER OFF SITE SEC. INC*

Cash Payment	E 101-41400-311 Contract	CITY COUNCIL MINUTES 02/07	\$464.13
Invoice M27107			

Transaction Date	2/23/2022	Due 2/23/2022	CASH	10100	Total	\$464.13
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Claim TypeClaim# 13676 *TJ ASSOCIATES*

Cash Payment	E 101-43100-441 Miscellaneous	BUSINESS CARDS-SHOOK/BARTEN	\$59.95
Invoice 237800			

Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	\$242.35
Invoice 237816			

Cash Payment	E 101-42110-308 Community Education	PD AUTISM DECALS	\$48.00
Invoice 237848			

Cash Payment	E 101-42110-200 Office Supplies	BUSINESS CARDS-JOHNSON	\$38.95
Invoice 237803			

Cash Payment	E 601-49440-441 Miscellaneous	BUSINESS CARDS-SHOOK/BARTEN	\$59.95
Invoice 237800			

Cash Payment	E 603-49490-418 Storm Water Management	STORMWATER MAILINGS	\$2,550.03
Invoice 237817			

Transaction Date	2/28/2022	Due 2/28/2022	CASH	10100	Total	\$2,999.23
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Claim TypeClaim# 13639 *TOTAL CONTROL SYSTEMS, INC.*

Cash Payment	E 601-49440-233 Water Treatment Plant Mai	WWP AERATOR REPAIRS	\$1,108.79
Invoice 10097			

Cash Payment	E 602-49490-228 Equipment Maintenance	WWP AERATOR REPAIRS	\$1,108.79
Invoice 10097			

Transaction Date	2/24/2022	Due 2/24/2022	CASH	10100	Total	\$2,217.58
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Claim TypeClaim# 13635 *XYLEM WATER SOLUTIONS USA, I*

Cash Payment	E 602-49490-229 Project Repair & Maintena	UV LAMPS	\$33,375.00
Invoice 3556C11539			

Transaction Date	2/24/2022	Due 2/24/2022	CASH	10100	Total	\$33,375.00
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CITY OF ST FRANCIS

03/03/22 2:25 PM

Agenda Item # 4M.

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*Claim Register©

AP 03-07-2022

February 2022

Pre-Written Checks	\$965.43
Checks to be Generated by the Compute	\$141,594.70
Total	\$142,560.13



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Mayor Jeff Pilon and Interim City Administrator Frank Boyles – City of Nowthen
SUBJECT: Recognition of the City of St. Francis' Assistance to the City of Nowthen
DATE: March 7, 2022

OVERVIEW:

Mayor Jeff Pilon and Interim City Administrator Frank Boyles of the City of Nowthen would like to thank the City of St. Francis for the help rendered to Nowthen.

ACTION TO BE CONSIDERED:

N/A



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Green Valley Preserve 2nd Addition – Findings for Denial
DATE: 02-16-2022 for 02-22-2022 meeting
APPLICANT: Terry Buchanan
LOCATION: South of Ambassador Blvd NW, east of Nacre St NW (PINs: 27-34-25-44-0004; 27-34-25-43-0002; 34-34-25-11-0001; 34-34-25-14-0001; 34-34-25-13-0001)
COMP PLAN: Agriculture
ZONING: A-2 Rural Estate Agriculture

OVERVIEW:

The City has received land use and subdivision applications from Terry Buchanan to create a Planned Unit Development (PUD) on a 146-acre site in western St. Francis along Ambassador Blvd. The proposed development would include 14 single-unit detached lots and a roughly 60-acre conservation easement.

The City Council reviewed these applications at their meetings on January 3, 2022 and February 7, 2022. On February 7, 2022, the Council entertained a motion to approve the rezoning request which was voted down by a vote of 3 (against) to 2 (for). Subsequent motions to deny the related preliminary plat and subdivision variance requests were approved due to the failure of the rezoning request.

In accordance with Council's actions at the February 7th meeting, Staff has prepared draft denial documents for the land use and subdivision requests related to the 2nd Addition of Green Valley Preserve which are attached for your review.

Suggested Motions

1. Move to adopt the written findings for denial of the proposed rezoning request from A-2 to PUD A-2 for roughly 146 acres south of Ambassador Blvd and east of Nacre St.
2. Move to approve Resolution 2022-10 denying the preliminary plat for Green Valley Preserve 2nd Addition with findings of fact as presented by Staff.
3. Move to approve Resolution 2022-11 denying the subdivision variances for a temporary dead-end street narrower than 32 feet wide and longer than 1,500 feet with findings of fact as presented by Staff.

Attachments:

1. Draft Denial Documents
 - a. Written Findings for Denial of Rezoning Request
 - b. Resolution 2022-10 – Denial of Preliminary Plat
 - c. Resolution 2022-11 – Denial of Subdivision Variances

Hoisington Koegler Group Inc.



Creating Places that Enrich People's Lives

February 22, 2022

Mr. Terry Buchanan
5174 Lexington Ave N
Shoreview, MN 55126

Dear Mr. Buchanan,

This letter is in regard to your rezoning request to rezone the land described in Exhibit A from A-2 Rural Estate-Agriculture to a Planned Unit Development known as Green Valley Preserve 2nd Addition.

The Planning Commission reviewed this request and held a duly-noticed public hearing at their meetings on September 15, 2021 and October 20, 2021. On October 20, 2021, the Planning Commission split their recommendation of the requested rezoning by a vote of 3 for and 3 against.

The City Council reviewed this request at their meetings on January 3, 2022, February 7, 2022, and February 22, 2022 and considered how it might affect public health, safety, or welfare. The City Council of the City of St. Francis considered the rezoning request. Per St. Francis City Charter Section 3.05: "All Ordinances shall be approved by a four-fifths (4/5) vote of the Council." The motion to approve the rezoning ordinance failed on a vote of 3 against to 2 for. Because the motion to approve the ordinance failed, the application to rezone has failed. The following findings of fact provide the reasons for the failed action and denial of your request for rezoning:

1. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be inconsistent with the official City Comprehensive Plan.*
This land is guided for Agriculture use by the Comprehensive Plan. Developments within this area shall "maintain and embrace the existing rural character as an essential element if subdivided." The smaller lots that are proposed would remove a portion of the City's already-limited farmland from productive use and do not embrace the existing rural character of the area. While the proposed development meets the overall average density of the agricultural land use, this type of development with smaller rural lots is more consistent with the City's Rural Residential land use designation.
2. *The proposed use is not compatible with present and future land uses of the area.*
The proposed development is not consistent with the surrounding neighborhood. A large majority of lots within 0.5 mile of the proposed site are larger than 10 acres in size and are currently used for farming or open space. The nearest residential neighborhood with similar-sized lots (2-5 acres) is roughly 0.5 mile to the east, nearer to the center of the City and existing City services.
3. *The flexibilities to be granted through the PUD process for the development do not produce a clear and identified benefit to the City that would not have been achievable following the standard zoning procedure.*

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800 Fax (612) 338-6838 www.hkgi.com

Council has determined that the public benefits proposed by the applicant including a publicly-held 62-acre conservation easement across private land, reduced infrastructure on the site in the form of a temporary dead-end, and the relocation of a portion of the existing snowmobile trail into publicly-held areas such as the right-of-way and the conservation easement are insufficient to warrant a rezoning to a PUD.

4. *The ruling does not deprive the owner of the reasonable use of his land, as the property owner would be permitted to develop in a way that meets A-2 zoning standards, subject to the requirements of the City Code.*

If you have any questions, please feel free to contact me at 612-252-7145 or beth@hkgi.com

Sincerely,

Beth Richmond

Beth Richmond, AICP
City Planner, St. Francis

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

RESOLUTION 2022-10

A RESOLUTION DENYING THE PRELIMINARY PLAT FOR GREEN VALLEY
PRESERVE 2ND ADDITION

WHEREAS, the applicant, Terry Buchanan, has applied for a preliminary plat for the 2nd Addition of the Green Valley Preserve development on August 18, 2021 for the property legally described in Exhibit A; and

WHEREAS, the property is zoned A-2 Rural Estate Agriculture; and

WHEREAS, the minimum lot width in the A-2 district is 300 feet and the minimum lot area is 10 acres; and

WHEREAS, on September 15, 2021 and October 20, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on October 20, 2021, the Planning Commission split their recommendation of the requested preliminary plat by a vote of 3 for and 3 against; and

WHEREAS, the City Council of the City of St. Francis, on January 3, 2022, February 7, 2022, and February 22, 2022, considered the requested preliminary plat and how it might affect public health, safety, or welfare and found that the request does not meet the standards for consideration listed in City Code Section 10-42-00.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby denies the requested preliminary plat for the 2nd Addition of the Green Valley Preserve development:

- 1. Section 10-42-00: Lots in the A-2 district must have a minimum area of 10 acres and a minimum width of 300 feet.*

A rezoning to PUD was requested in conjunction with this preliminary plat. The PUD request would have allowed smaller lots on this site. However, the PUD was not approved by the City Council and therefore the proposed lots are undersized and do not meet lot area and lot width requirements for lots in the A-2 district.

Denied by the City Council of the City of St. Francis on the 22nd day of February, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

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

EXHIBIT A

PID# 27-34-25-44-0004

That part of the Southeast Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying westerly of the East 990.00 feet thereof.

PID# 27-34-25-43-0002

That part of the Southwest Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, described as follows:

Beginning at the SE corner of said quarter-quarter; thence west 825.00 feet; thence north 1056.00 feet; thence east 165 feet; thence south 132.00 feet; thence east 660.00 feet; thence south 924.00 feet to the point of beginning.

PID#34-34-25-11-0001

The Northeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-14-0001

The Southeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-13-0001

The Southwest Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

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

RESOLUTION 2022-11

A RESOLUTION DENYING THE SUBDIVISION VARIANCES FOR GREEN VALLEY
PRESERVE 2ND ADDITION

WHEREAS, the applicant, Terry Buchanan, has applied for subdivision variances related to a public street on August 18, 2021 for the property legally described in Exhibit A; and

WHEREAS, the property is zoned A-2 Rural Estate Agriculture; and

WHEREAS, the property is located within the Rural Service Area; and

WHEREAS, all local public streets within the City are required to have a pavement width of 32 feet; and

WHEREAS, temporary dead-end streets that are designed to serve adjacent unsubdivided property suitable for development may be a maximum of 1,500 feet long in the Rural Service Area; and

WHEREAS, on October 20, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on October 20, 2021, the Planning Commission split their recommendation of the requested subdivision variances by a vote of 3 for and 3 against; and

WHEREAS, the City Council of the City of St. Francis, on January 3, 2022, February 7, 2022, and February 22, 2022, considered the requested subdivision variances and how they might affect public health, safety, or welfare and found that the request does not meet the standards for consideration listed in City Code Section 11-43-02 Streets.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby denies the requested subdivision variances for the public street within the 2nd Addition of the Green Valley Preserve development based on the following findings of fact:

1. Because the related rezoning for this development was not approved, and the preliminary plat was not approved, there is no need for a subdivision variance.

Denied by the City Council of the City of St. Francis on the 22nd day of February, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

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

EXHIBIT A

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PID #34-34-25-14-0001

The Southeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-13-0001

The Southwest Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Ordinance 295 – Amending Chapter 5 Section 3 Beer Licensing of City Code, Second Reading
DATE: February 22, 2022

OVERVIEW:

Staff is proposing to add “Temporary On-Sale Intoxicating Liquor Licenses” to Chapter 5, Section 3 of the City Code. This would pertain to community events that would like to sell strong beer. Last year Pioneer Days planning ran into an issue with a brewery from a neighboring city that wanted to obtain a permit. City Code did not allow for the sale of strong beer.

ACTION TO BE CONSIDERED:

Council to review and approve Ordinance 295 - Amending Chapter 5 Section 3 Beer Licensing of City Code, Second Reading

February 22, 2022 - 2nd Reading

February 25, 2022 - Publish for Comment

March 25, 2022 - Effective

BUDGET IMPLICATION:

None

Attachments:

- Ordinance 295
- Exhibit A – Amendments to Chapter 5 Section 3 of City Code

SECTION 3. BEER LICENSING AND PROVISIONS

5-3-1. Beer license required.

It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale, or otherwise dispose of beer, as part of a commercial transaction, without a license therefore from the City. This Section shall not apply to sales by manufacturers to wholesalers or to sales by wholesalers to persons holding beer licenses from the City.

5-3-2. Temporary beer license.

- A. *Applicant.* A club or charitable, religious, or non-profit organization shall qualify for a temporary on-sale beer license.
- B. *Conditions.*
 1. An application for a temporary license shall state the exact dates and place of proposed temporary sale.
 2. No applicant shall qualify for a temporary license for more than a total of fourteen (14) days in any calendar year.
 3. The Council may, but at no time shall it be under any obligation whatsoever to, grant a temporary beer license on premises owned or controlled by the City. Any such license may be conditioned, qualified or restricted as the Council sees fit. If the premises to be licensed are owned or under the control of the City, the applicant shall file with the City, prior to issuance of the license, a certificate of liability insurance coverage in at least the sum of \$50,000.00 for injury to any one person and \$100,000.00 for injury to more than one person, and \$10,000.00 for property damage, naming the City as an insured during the license period. Such license shall be issued only on the condition that the applicant will not sell in excess of \$10,000.00 (retail value) worth of beer in any calendar year, and thereupon shall be exempt from proof of financial responsibility as provided for herein.

5-3-3. Hours and days of beer sales.

Hours and days of beer sales will be as outlined in Minn. Stat. Sec. 340A.504 and other applicable state law except that no on-sales may occur after 1:00 AM until the beginning of the next morning sales as permitted by state law.
(Ord. 228 , SS, 5-15-2017)

5-3-4. Strong beer sales in restaurants having beer and wine licenses.

A restaurant that is the holder of both an on-sale wine license and an on-sale beer license may sell malt liquor containing more than 3.2 percent alcohol by weight (excluding so-called "wine coolers" which are covered by the wine definition) at on-sale without an additional license provided that the gross receipts of the establishment subject to the license are at least sixty (60) percent attributable to food sales. Failure to provide such information shall constitute grounds for revocation of the license.

(Ord. 78, SS, 11-3-2003)

5-3-5. -Temporary On-Sale Intoxicating Liquor Licenses—Other.

The Council may issue temporary on-sale licenses for the sale of intoxicating liquor, subject to the following:

A. The license will only be issued to a St. Francis based charitable, religious or non-profit organization in existence for at least three years.

B. Such temporary on-sale intoxicating liquor sales shall be limited to strong beer and wine only and will be allowed only in connection with a social event sponsored by the licensee.

C. A temporary on-sale intoxicating liquor license may authorize on-sales on premises other than the premises the organization owns or permanently occupies.

D. The license will be issued for a specific date, time, and place.

E. No license will be longer than four consecutive days, and the City Council shall issue no more than 12 days' worth of temporary licenses to any one organization in one calendar year.

F. The license fee will be established from time to time by ordinance of the City Council.

G. No license issued under this section will be valid unless first approved by the Commissioner of Public Safety.



CITY COUNCIL AGENDA REPORT

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Oak Grove Development
DATE: February 22nd, 2022

OVERVIEW:

St. Francis received the attached request from the City of Oak Grove concerning a development of 11 single family homes adjacent to the ponds. Essentially, they are asking on the developers behalf if St. Francis would extend water/sewer service to these homes.

The City currently charges the following for WAC/SAC charges:

Access Charge, at time of Building Permit

- Sewer Equivalent Connection \$4,284/Each equivalent unit
- Water Equivalent Connection \$3,060/Each equivalent unit

Unsubsidized Access Charge (outside city limits)

- Sewer Equivalent Connection \$8,568/Each Equivalent Unit
- Water Equivalent Connection \$6,120/Each equivalent Unit

ACTION TO BE CONSIDERED:

Provide Staff with direction on how to respond to Oak Grove.

BUDGET IMPLICATION:

Revenue generated for the sewer fund and water fund.

Attachments:

- Request
- Development plans
- Sewer Wastewater Service and Purchase Agreement

Joe Kohlmann

From: Loren Wickham <lwickham@ci.oak-grove.mn.us>
Sent: Tuesday, February 01, 2022 4:13 PM
To: Joe Kohlmann
Subject: Sewer Wastewater Service and Purchase Agreement - Concept Plan
Attachments: Concept 21244 dated 01-10-22.pdf

Caution: This email originated outside our organization; please use caution.

Hi Joe,

Attached is a concept plan that was recently submitted to the City. The plan proposes 11 single family homes that would require connections to city sewer and water.

The proposed project is adjacent to but outside of The Ponds and our existing Sewer Wastewater Service and Purchase Agreement. Per *Section 2.D . Other or Expanded Users* of the agreement, will the City of St. Francis consider expanding The Ponds Development Area to include this project?

Thanks,

Loren

Loren Wickham
City Administrator | City of Oak Grove
19900 Nightingale St. NW | Oak Grove, MN 55011
763.404.7075 | lwickham@ci.oak-grove.mn.us

SEWER WASTEWATER SERVICE AND PURCHASE AGREEMENT

THIS CONTRACT, made and entered into this 25th day of March, 2019, hereinafter referred to as "Effective Date," by and between the City of Saint Francis, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as "Seller," and the City of Oak Grove, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as "Purchaser."

WITNESSETH:

That the said parties, in consideration of the mutual covenants and agreements hereinafter set forth, have agreed to and with each other as follows:

1. Term of Contract

A. This contract shall be for a Term of twenty (20) years from the date of the Effective Date listed above, unless terminated earlier as hereinafter provided. This contract may be terminated pursuant to the provisions of Section 8, or may be terminated upon one hundred and eighty (180) days' written notice by either party if federal or state laws or regulations are enacted or promulgated which substantially affect rights, duties or obligations of either party, or both parties, under this contract.

2. Sewer Waste Water Service

A. Seller hereby agrees to allow Purchaser to connect to Seller's wastewater collection and processing system, hereinafter referred to as "Waste Water Treatment Facility" or "WWTF," in order to service "The Ponds Development Area," as defined in paragraph C below, at rates governed by Section 3. The cost of extending a sewer service main and connecting to the WWTF shall be borne by, and be the responsibility of, Purchaser. As long as all terms and conditions of this contract are complied with, Seller will exercise best efforts to provide sanitary sewer collection system and service up to the connection point between its WWTF and The Ponds Development Area. The connection point shall be defined as manhole "O" which is represented on sheet 33 of 41 of the Record Plans for the 2015 Bridge Street Utility Improvements as shown in Exhibit B.

B. Sewer waste water service under this contract will be provided by the Seller to the Purchaser, and not to a separate entity or person including the residents of the Ponds subdivision. The Purchaser will be responsible for payment to the Seller for sewer wastewater services under this contract. The Purchaser shall be responsible for any billings to end users of the sewer wastewater services in The Ponds Development Area.

C. A sewer wastewater service district is established, hereinafter referred to as "The Ponds Development Area" (see "Exhibit A" for legal description of). Sewer wastewater service will be provided only to The Ponds Development Area as provided in this contract. The Purchaser may request, and the Seller shall consider, an expansion of The Ponds Development Service Area and the extension of services to such additional areas. In addition, the Purchaser may allow up to an additional forty (40) single family residential homes located within the Ponds Development Area to connect to the WWTF. Sewer wastewater service shall be for residential uses only. Sewer wastewater service outside of The

D. Other or Expanded Users. The parties agree that as of the effective date of this Agreement there are no other users than single family residential within The Ponds Development Service Area. Seller reserves the right to refuse to enter a service agreement with any Other or Expanded Users. Sewer wastewater service outside The Ponds Development Area may be permitted upon the mutual agreement of both the seller and purchaser.

The parties agree that this contract shall apply to residences located within The Ponds Development Area, as may be modified from time to time. Seller agrees that it will not unreasonably withhold its consent to a requested expansion of the service area, providing that the WWTF and collection system is reasonably adequate to provide conveyance and treatment for the additional area. This would also include consideration of public, institutional, commercial or industrial uses.

3. Rates

A. Seller hereby agrees to provide sewer wastewater service to Purchaser at a sewer base rate set at an equivalent rate charged to the residents of St. Francis, and a usage fee rate equivalent to that charged to the residents of St. Francis. As of the effective date of this agreement, the City of St. Francis charges a monthly base rate, a monthly usage rate based on water consumption and offers the "Lookback Program" to St. Francis residents (residential rates for May-Oct are based on the average water consumption for Jan-March). This may be amended from time to time and all rates charged to The Ponds Development will be consistent with the rates charged to St. Francis residents for the duration of this agreement.

B. Seller may adjust its sewer wastewater rates to reflect increased costs of Seller's sewer wastewater processing, including cost of power, wastewater treatment, wastewater treatment chemicals and other direct and indirect costs related to the processing of waste water, as well as overall increases in direct, indirect, administrative and other costs of wastewater processing, including, but not limited to: labor; supplies; construction; repair; improvement; fuel; power; transportation; employee benefits; contractual services; replacement; treatment plant construction and maintenance; and general administrative expenses. Seller will provide written notice of any proposed rate or fee adjustment of 10% or more to Purchaser at least forty-five (45) days prior to the proposed effective date of such adjustment, and shall afford Purchaser the opportunity to comment. Seller acknowledges and agrees that Purchaser may notify all sewer service users in The Ponds Development Area of any proposed rate adjustments, and that such users will also be afforded a reasonable opportunity for comment.

C. Purchaser shall pay Seller the following:

- (1) One Hundred Thousand dollars (\$100,000), payable in two (2) installments of \$50,000 paid on or before the date of connection to St. Francis WWTF and the second installment one year from the date of connection to St. Francis WWTF. Such payments shall fully satisfy any and all connection, availability or similar up-front charges or fees that might otherwise be due or owed for existing sewer connections in The Ponds Development Area as of the date of this contract.
- (2) \$4,284 for any new sewer connections made within The Ponds Service Area upon full execution of this agreement, provided that such connection charge amount is subject to change per the St. Francis Fee Schedule set annually, but will reflect the same Sewer Access Charge that is charged in the City of St. Francis. The parties acknowledge and agree that Purchaser will collect this payment amount, prior to or at the time of connection, from each newly connected user of the WWTF and will pay Seller within 30 days of collection.

4. Sewer Wastewater System Facilities

A. Initial Construction: Purchaser will purchase, install and maintain at its own expense, all sanitary sewer system components plus all equipment necessary to connect Purchaser's sanitary sewer to Seller's wastewater collection system. Seller shall review and approve all construction plans for any portion of the collection system located within the Ponds Development modified after the effective date of this contract.

B. Purchaser's Decommissioning of Facilities: Decommissioning of the Purchaser's WWTF serving the Ponds Development Area will occur within three (3) years following the execution of this contract in accordance with MPCA. Prior to decommissioning, Purchaser will make every effort to dispose of treated effluent water from existing pond through normal/routine discharge methods to a level of less than 6 inches of remaining treated water. ONLY clear, treated, wastewater effluent may be discharged to the St Francis wastewater system. Water level in the effluent pond shall be at the minimum level achievable by existing pumping equipment prior to any transfer. Seller shall review and approve Purchaser's decommissioning plans. Influent pump screen shall be placed in a corral to prevent any sludge or biosolids from entering the pump and the City of St Francis wastewater collection system. Transfer rates from the effluent pond shall not exceed 200 gpm or Seller's wastewater collection system capacity, whichever is less at the time of decommissioning. All transfer pumping operations shall be coordinated with the St Francis Wastewater Treatment Plant Staff and will only occur during normal working hours of the St Francis Wastewater Treatment Plant Staff. Purchaser shall notify Seller a minimum of 48 hours in advance of any transfer of treated effluent into the Seller's wastewater collection system. St Francis WWTP Staff has authority to stop transfer pumping or refuse any treated wastewater pond effluent from Purchaser at any time to prevent damage to the St Francis WWTP operations. Transfer pumping operations must be monitored regularly to prevent the pumping of anything other than treated wastewater effluent. Purchaser is responsible for the cost of cleaning any portion of the St Francis wastewater collection system if anything other than treated wastewater pond effluent is accidentally pumped into said system.

C. The Purchaser shall be responsible for the operation, repair and maintenance of the sewer wastewater collection system and equipment within The Ponds Development Area, to the point of connection to the Seller's wastewater collection system. All such equipment and facilities shall conform to the applicable laws and regulations of the State of Minnesota and the United States, including the Minnesota Department of Health and Minnesota Pollution Control Agency. Purchaser shall also be responsible for all testing, flow monitoring, and all analytical work for the sewer wastewater collection system within The Ponds Development, as required by the Minnesota Pollution Control Agency, or other regulatory agency as may be subject to change. Purchaser shall be responsible for any penalties or violation fees from the Minnesota Pollution Control Agency or other similar agency if such penalties or violation fees are due to Purchaser's action or inaction. Purchaser shall also be responsible for any current or future fees from the extension or expansion of the collection system, imposed by the Minnesota Pollution Control Agency or other similar agency.

D. The Purchaser shall keep reliable records of sewer wastewater main construction and a current list of the number of connections. Such records shall be subject to reasonable inspection by representatives of the Seller.

E. Purchaser shall provide a certified collection system operator as required by the Minnesota Pollution Control Agency.

F. Purchaser agrees to provide Seller with right of access for wastewater sampling and monitoring as needed.

5. Meter Reading and Billing

A. Monthly readings of the master drinking water meter measuring total flow from The Ponds Development Area to Seller's WWTF shall be made by the Purchaser and Seller on the last working day of each month. The parties shall reasonably cooperate in scheduling such readings. Billings by the Seller shall be mailed to the Purchaser on or before the tenth (10th) day of the following month and payment on such bills shall be made by the Purchaser to the Seller on or before the twentieth (20th) day of that month at the address provided in Section 10.

B. Infiltration and Inflow: Purchaser will cooperate with Seller and all applicable agencies to eliminate infiltration and inflow into facilities serving The Ponds Development Area. Purchaser shall monitor infiltration and inflow during routine maintenance and review of the collection system and report any findings of the infiltration and inflow to the Seller immediately.

6. Liability of Seller

Except as provided in paragraph 7, the Seller shall not be liable to Purchaser for reasonable interruption in service, or for failure to deliver sewer wastewater processing resulting from the failure of capacity, inability to secure necessary processing materials, breakdown or damage to processing, pumping, transmission, storage or collection facilities, work stoppage or other conditions beyond the control of the Seller.

7. Indemnification

The Seller agrees to indemnify and hold the Purchaser harmless from any and all claims or demands for damages arising out of or which may result from the WWTF and service supplied pursuant to this contract, except as may arise out of or result from facilities under the Purchaser's ownership and control, and from the use, installation, maintenance, modification and repair of its facilities, and from any and all claims arising from the interruption of service, sewer back-ups, or termination of service arising out of or resulting from its WWTF.

The Purchaser agrees to indemnify and hold the Seller harmless from any and all claims or demands for damages arising out of or which may result from facilities under the Purchaser's ownership and control, and from the use, installation, maintenance, modification and repair of its facilities and from any and all claims arising from the interruption of service, sewer back-ups, or termination of service arising out of such facilities.

8. Termination and Default

Either party shall have the right to terminate the water service provided to the Purchaser by the Seller in the event that the other party fails to comply with any of the terms and conditions of this contract upon one hundred eighty (180) days written notice, such written notice to be provided in accordance with Section 10. In the event the Purchaser fails to pay charges lawfully due to the Seller under the terms of this contract, this shall constitute default of the contract by

the Purchaser and the Seller shall have the right to terminate sewer wastewater service. However, such service may be terminated only after reasonable notice to the Purchaser, and the Purchaser shall have a reasonable opportunity after such notice to correct and cure any condition which is cited by the Seller as a cause for termination of sewer wastewater service.

9. Annexation.

Nothing herein changes the parties' annexation rights pursuant to applicable law provided, however, that Seller shall not initiate a petition for annexation of The Ponds Development Area. Moreover, the parties agree that all wastewater facilities in the Ponds Development Area are owned by Purchaser and Purchaser would need to convey such assets to Seller in order for Seller to assume ownership thereof.

10. Enforcement and Attorneys' Fees

In the event that either party to this contract shall bring a claim to enforce any rights hereunder, the prevailing party shall be entitled to recover costs and reasonable attorneys' fees incurred as a result of such claim.

11. Notices

All notices hereunder must be in writing and shall be deemed validly given if delivered personally or if sent by certified mail, return receipt requested, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

If to Seller: City of St. Francis
Attn: Public Works Director
4058 St. Francis Blvd. NW
St. Francis, MN 55070

If to Purchaser: City of Oak Grove
Attn: City Administrator
19900 Nightingale Street NW
Oak Grove, MN 55011

12. Authority

Each of the individuals executing this contract on behalf of the Seller or the Purchaser represents to the other party that such individual is authorized to do so.

13. Binding Effect.

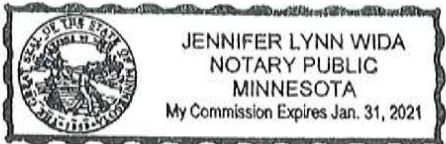
This contract shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.

14. Complete Contract; Amendments.

This contract constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this contract must be in writing and executed by both parties.

COUNTY OF Anoka)SS)

The foregoing instrument was acknowledged before me this 16 day of July, 2019, by Steven Feldman and Barbara I. Held, the Mayor and City Clerk/Treasurer, respectively, of the City of St. Francis, on behalf of the City.

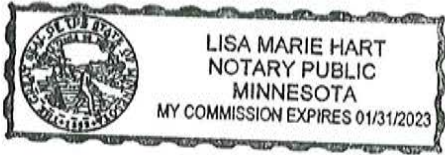


Jennifer Wida
Notary Public

STATE OF MN)
)SS
COUNTY OF Anoka)

The foregoing instrument was acknowledged before me this 2nd day of August, 2019, by Dan Denno the Mayor, of the City of Oak Grove, on behalf of said City. ~~And Loren Wickham the city Administrator~~

Lisa Marie Hart
Notary Public



15. Governing Law.

This contract shall be construed in accordance with the laws of the State of Minnesota.

16. Severability.

If any term of this contract is found to be void or invalid, such invalidity shall not affect the remaining terms of this contract, which shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

SELLER:



CITY OF ST. FRANCIS

By: 
Steven Feldman, Mayor

By: 
Barbara I. Held, City Clerk/Treasurer

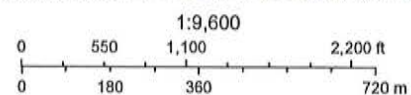
PURCHASER:

CITY OF OAK GROVE

By: 
Mayor

By: 
City Administrator

STATE OF MINNESOTA)



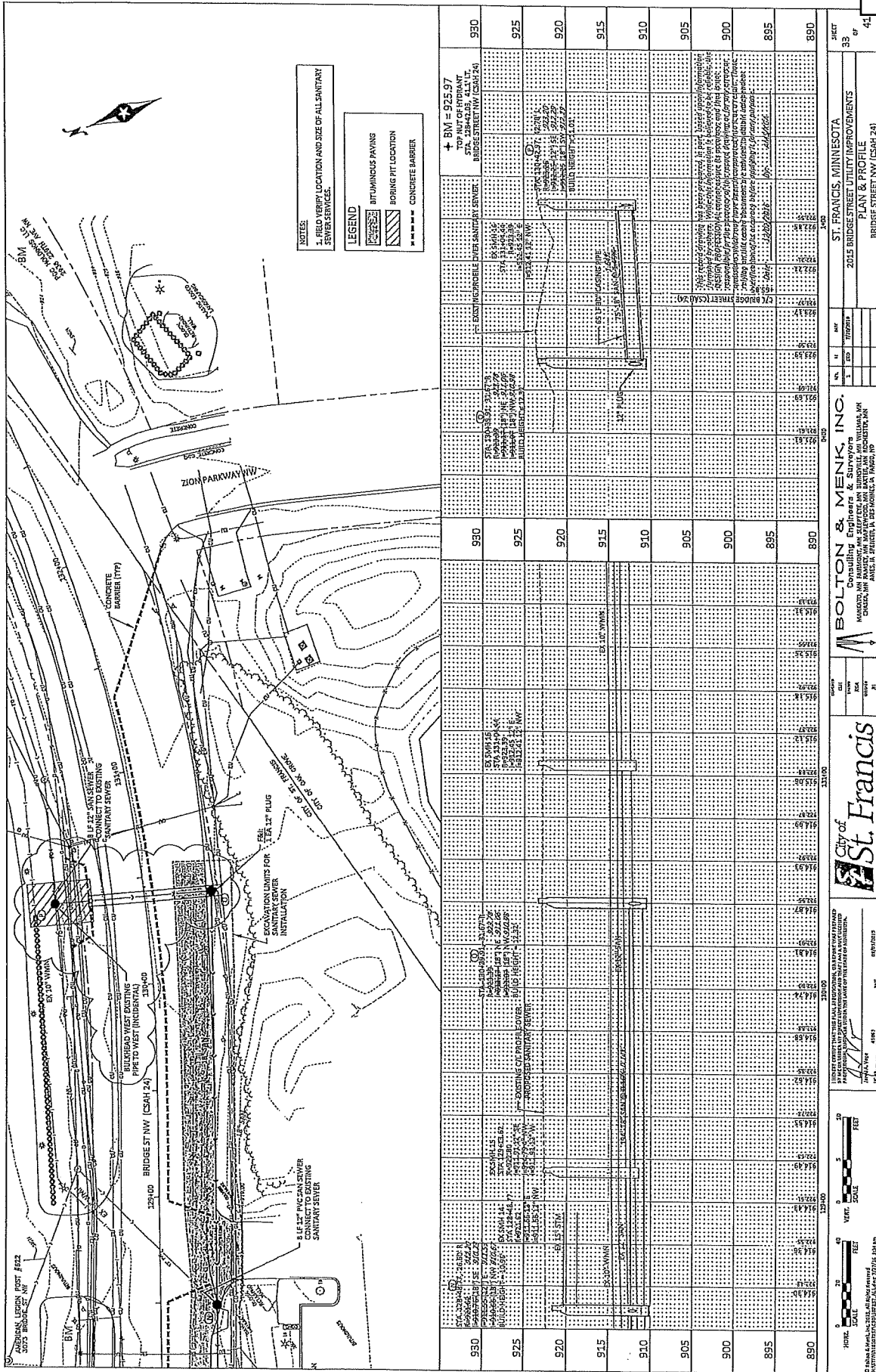
- The Ponds
- The Ponds Second Addition
- The Ponds Third Addition

EXHIBIT B

Agenda Item # 9A.

EXHIBIT B

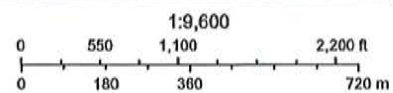
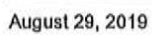
Agenda Item # 9A.



City of St. Francis
BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MUSKOGEE, MISSISSIPPI
CHANDLER, MISSISSIPPI
ANN ARBOR, MICHIGAN
ANN ARBOR, MICHIGAN

PROJECT: ST. FRANCIS, MINNESOTA
2015 BRIDGE STREET UTILITY IMPROVEMENTS
PLAN & PROFILE
BRIDGE STREET NW (CSA# 24)

SHEET: 35 OF 41



- The Ponds
- The Ponds Second Addition
- The Ponds Third Addition



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, Interim City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Parking Discussion for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project
DATE: March 7, 2022

OVERVIEW:

To complete the design for the Poppy Street and 229th Lane improvement project a decision needs to be made regarding parking on each street. The proposed design width allows for parking on one side of the street only. No parking signs will need to be installed in all locations where parking is not allowed.

ACTION TO BE CONSIDERED:

Consider if parking will be allowed on one side of Poppy Street and 229th Lane or neither side.

BUDGET IMPLICATION:

None at this time



CITY COUNCIL AGENDA
REPORT

TO: Mayor and Council
FROM: Jenni Wida, City Clerk
SUBJECT: Resolution 2022-12 Reestablishing Polling Locations and Precinct Boundaries
DATE: March 7, 2022

OVERVIEW:

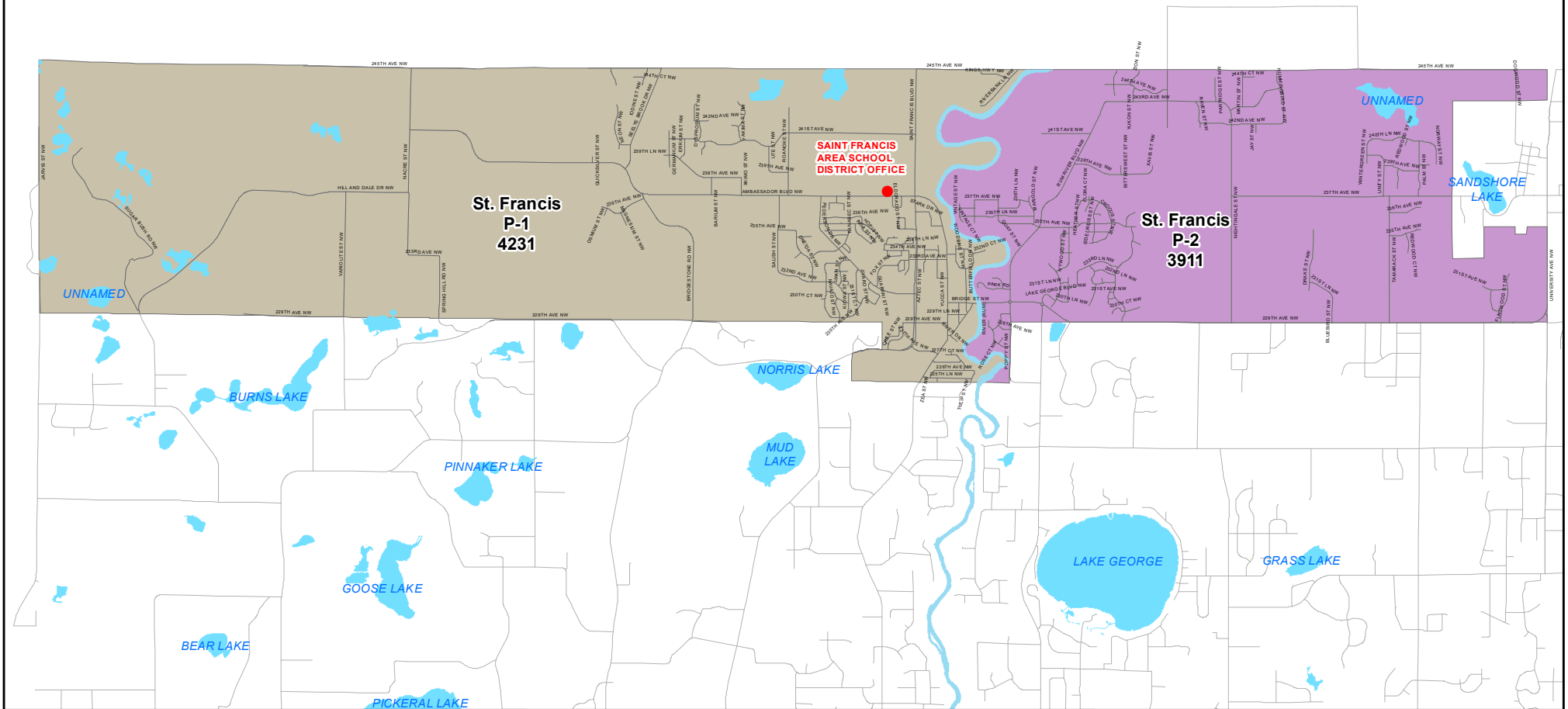
The legislature of the State of Minnesota has been redistricted. Redistricting is the process of redrawing the boundaries of election districts to ensure that the people of each district are equally represented. It is typically done in the United States every ten years. Minnesota Statute 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election. The City of St. Francis did not have any changes during redistricting.

ACTION TO BE CONSIDERED:

Motion to approve the polling locations and precinct boundaries for the City of St. Francis.

Attachments:

- Precinct 1 & 2 boundary map
- Precinct 3 boundary map
- Resolution 2022-12 Reestablishing Polling Locations and Precinct Boundaries



- Polling Places
 - Road Centerlines
 - Lakes & Rivers
- Precincts**
- P-1
 - P-2

City of St. Francis

2022 Redistricting

CITY OF ST FRANCIS, PRECINCT 3



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

Agenda Item # 9C.

RESOLUTION 2022-12

A RESOLUTION ESTABLISHING PRECINCT AND
POLLING LOCATIONS FOR 2022 ELECTION YEAR

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of St. Francis, County of Anoka, State of Minnesota hereby establishes the boundaries of the voting precincts and polling places as follows:

St. Francis Precinct #1 Central Service Offices, 4115 Ambassador Blvd NW
St. Francis residents living west of the Rum River

St. Francis Precinct #2 Central Service Offices, 4115 Ambassador Blvd NW
St. Francis residents living east of the Rum River

St. Francis Precinct #3 Mail Balloting
Property located in Isanti County with in the
St. Francis City limits

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF
MARCH, 2022.

Approved by: Steven D. Feldman, Mayor

ATTEST: Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Dave Schaps, Assistant City Attorney
SUBJECT: City Administrator Search Update
DATE: March 7, 2022

OVERVIEW:

BGS will give an update on the search for candidates for the City Administrator position.

ACTION TO BE CONSIDERED:

No action at this time.



CITY COUNCIL AGENDA REPORT

TO: City Council
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Request a Work Session
DATE: 03-07-2022

OVERVIEW:

Staff is requesting a work session on Monday, March 28th.

Topics include a meeting with Anoka County Hwy Department on Bridge Street billing, development update, and other items identified by that time.

Attachments:

none


**Streets and Parks Monthly
Report – January 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.	42	Hours
Streets	Snowplowing	Plowing City Streets	449.1	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	295	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	145.3	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	35	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	121.5	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	26	Inspections
Parks	Events	Preparation and Inspection	21	Misc.
Parks	Fertilizing	Applied to city properties and parks	0	Tons
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	1	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	4	3 Streets 1 Park
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	34	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	46	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	2	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles

Parks	Ice Rinks	Applying Water On Rinks	26,000	Gallons
Parks	Vandalism	Damage to City Property	1	Hours
Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	2	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events


**Water and Sewer Monthly
Report - January 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	20	Inspections
Water	Operational Hours	Hours spent at facility	40	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.	20	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	13.17	Million Gallons
		Total Finished water	12.5	Million Gallons
		Average Daily Flow	.403	Million Gallons
		Average Chlorine	.89	Mg/l
		Average Raw Iron	1.03	Mg/l
		Average Raw Manganese	.089	Mg/l
		Average Fluoride	.77	Mg/l
		Iron Removal	99	%
		Manganese Removal	84	%

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.	160	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.	160	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	11.56	Million Gallons
		Total Effluent	11.4	Million Gallons
		Reuse effluent	.124	Million Gallons
		Influent TSS	265	Mg/l
	Limit: (30 mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	TSS % Removal	99	% Removal
		Influent CBOD	199	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	CBOD % Removal	99	% Removal
		Influent Phosphorus	5.2	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	28.4	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	16	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	0	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	2	Work Orders

Water/Sewer	Monthly Projects			
Wastewater Treatment Facility	Ferric Chloride	Replace Ferric Chloride Lines	1	Day
Wastewater Training	Class D Training Session	Staff attended training session for Class D exam.	2	Day
Water and Wastewater	Meet with Certified Lab	Meeting with representative of a new certified lab for samples.	2	Hours
Public Works/Police	HVAC Meeting	Meet with HVAC contractor about service contract for building.	1	Hour
Water Training	Credit hours and certification class.	Staff attended class for license re-certification.	1	Day
Dellwood Lift Station	Pulled Pump	Pulled pump due to plugging	1	Pump
DL-6 Lift Station	Pulled Pump	Pulled pump due to plugging	1	Pump
Turtle Run Lift Station	Pulled Pump	Pulled pump due to plugging	1	Pump
Liquor Store	Roof top condensing unit and cooler evaporators.	Unit was low on refrigerant causing units to freeze up. Harris Mechanical fixed issue.	5	Hours

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

2021 STREETS & PARKS Yearly Report

40.9 inches of snow

19.8 inches of rain



Jeremy Shook

Streets and Parks

Supervisor

2/2/2022

MISSION STATEMENT: TO ENSURE SAFE, LONG LIVED, RELIABLE, ATTRACTIVE INFRASTRUCTURE SYSTEMS, WITH DURABLE QUALITY CONSTRUCTION, THAT RESULTS IN EFFICIENT ECONOMICAL OPERATIONS, LOW COST MAINTENANCE AND CONTINUAL IMPROVEMENT.

Mayor and Council:

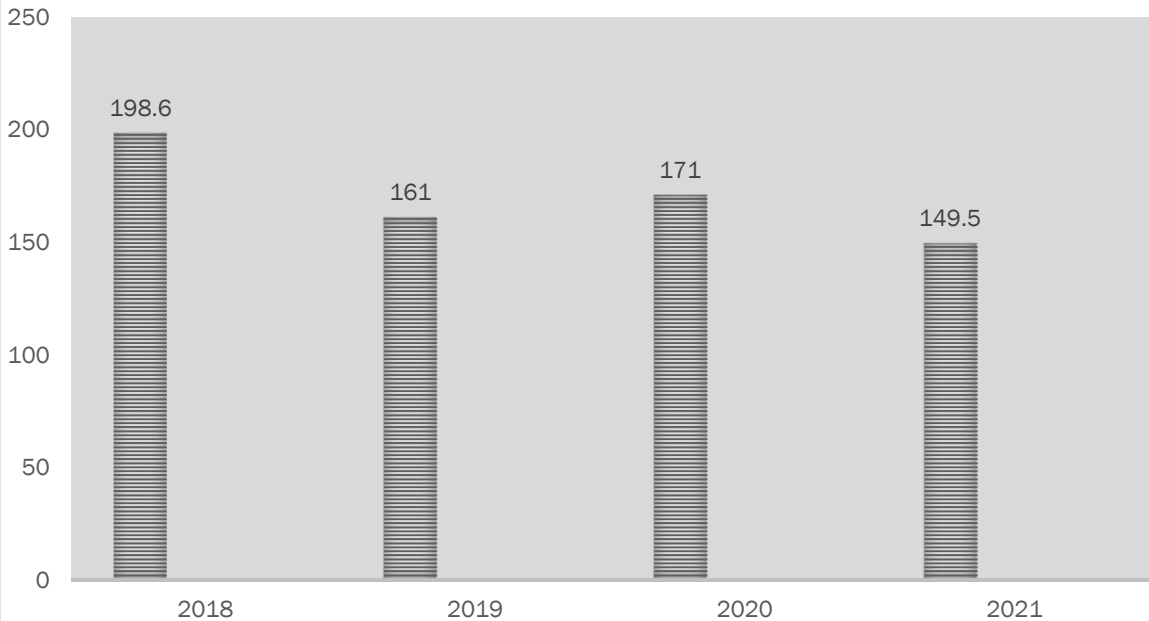
I am pleased to submit the 2021 Streets and Parks Annual Report. The Public Works department encompasses a number of different city services: water, sewer, streets, parks and recycling. The streets and parks department works closely with the water and sewer department which has helped create efficiency in some of the activities performed in the department. In the report you will find several activities of the day to day operations of the department and some of the projects that happened throughout the year.

We had another successful year this past year. One of the things you will notice is the plowing was down this year compared to previous years. We were short by 14 inches of an average snowfall. Short winters are always ok with me because we were blessed with a long spring which allowed us to get a head start on some projects. Even though we were down about 10 inches of rain this past season mowing still stayed consistent with previous years. One last thing I would like to mention that stand out in the stats in our recycling was up by over a 100 tons. This is great news because we exceed our goal that Anoka County sets for us at the beginning of the year.

Staff is looking forward to another successful upcoming year.

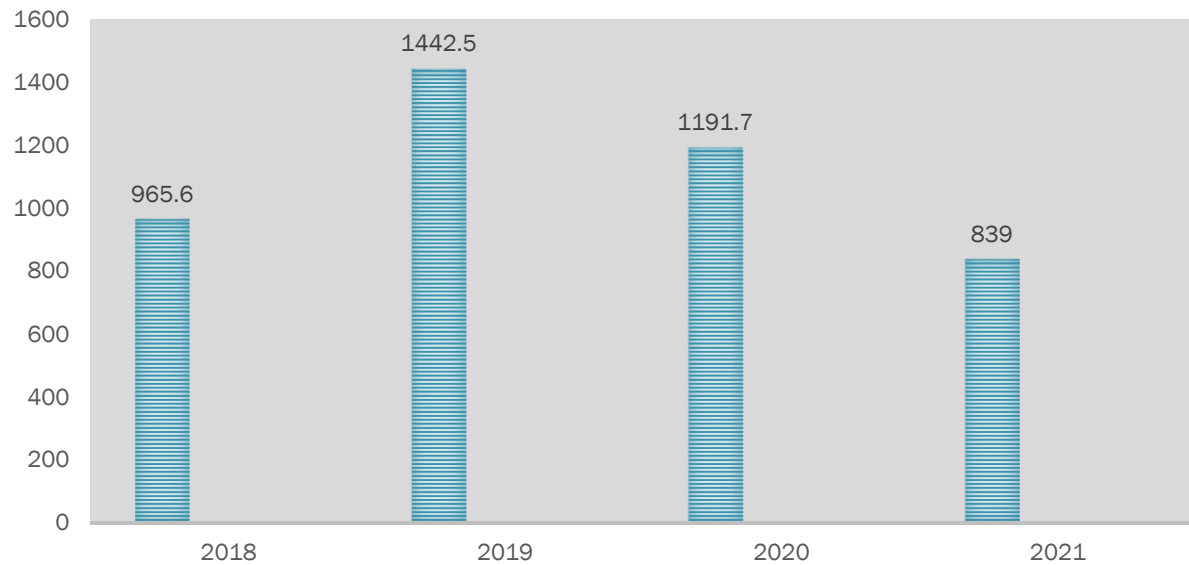
**Sincerely,
Jeremy Shook
Streets and Parks Supervisor**

MILES OF ROAD GRADED



MILES OF ROADWAY PLOWED

Agenda Item # 11B.



590 Cul-du-sacs

51 Parking Lots

298 Miles of Trails

**82.2 Tons of Granite
Chips Applied to
Roads**

**413 Tons of Salt
Applied to Roads**



**88 Streets Signs
Installed**

**508 Hours Spent on
Building
Maintenance**

**Preparation for 166
Events**

**229 Catch Basins
cleaned of Debris
and Ice**

**362 Yards of Debris
Sweep from the
Streets**

**273.8 Miles of
Roadside Mowing**

**64 Call Outs which is
Service Request
Outside of Normal
Working Hours**





**378 Inspections of
Building, Parks, ect.**

**Dragging of the Ball
Fields Happened 91
Times**



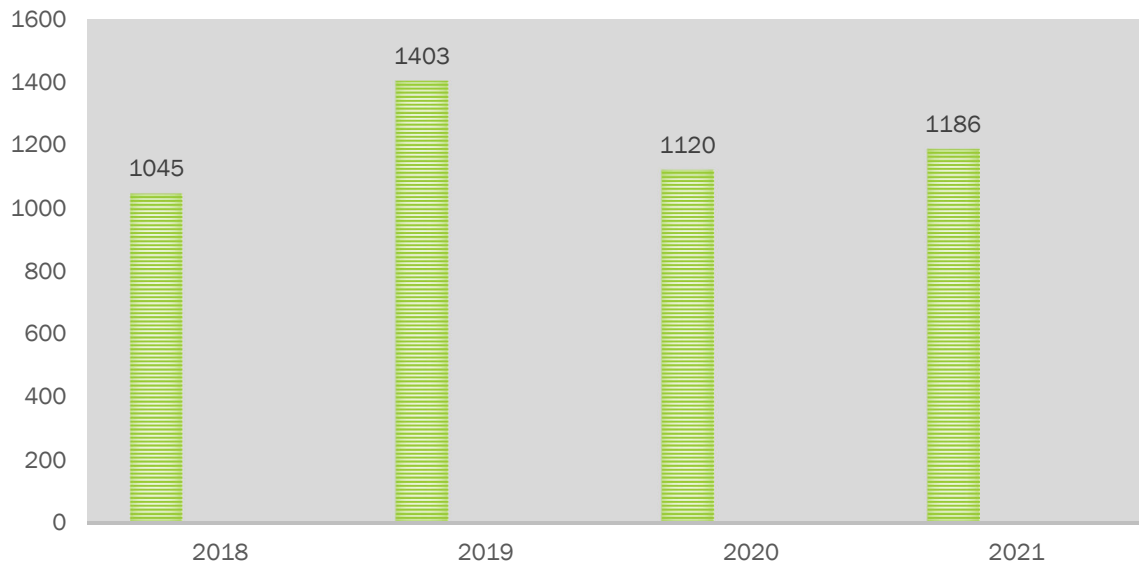
**4,000 Pounds of
Fertilizer Applied to
City Parks and
Properties**



**248 Miles of
Mowing Along Trails
and Walking Paths**

**74,000 Gallons of
Water Used on Rinks**

ACRES OF GRASS MOWED



**155 Yards of Leaves
Gathered in Parks**

**411 Hours Spent on
Equipment
Maintenance
Greasing, Washing,
ect.**

**508 Hours Spent on
Equipment Repair
Which is Anything
Beyond Normal
Maintenance,
Fabrication, ect.**



**11 Meetings with
Anoka County**

5 Recycling Events

**Organic Collections
New to the Recycling
Program this Year**

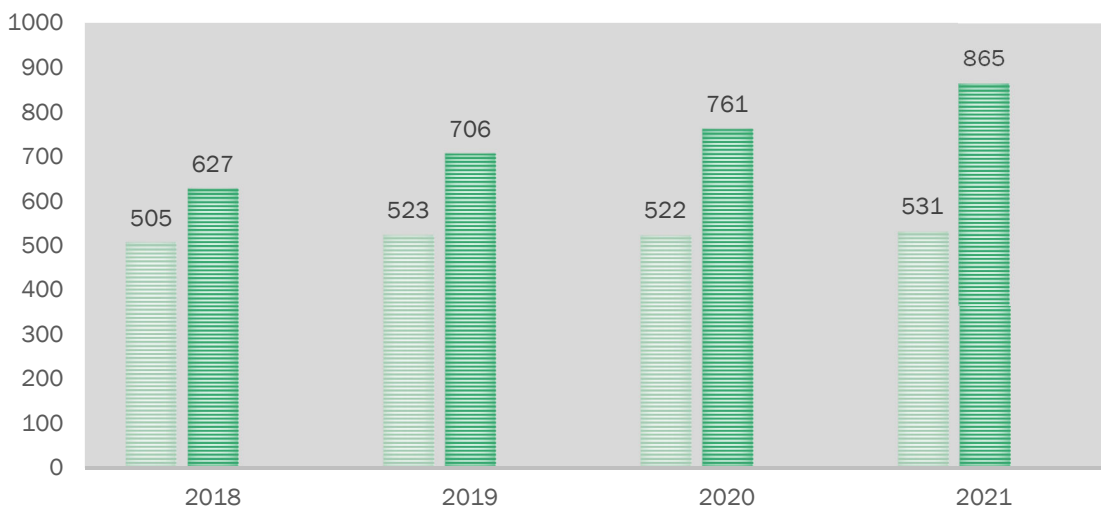
**The City Partnered
with the Anoka
County for a
Hazardous Waste
Collection Which was
Very Popular with
Over 400 Vehicles**

**Our Goal was 834
Tons this Year We
Exceeded that 31
Tons**



VEHICLES/TONS

■ Vehicles ■ Tons



Sealcoating and Crack Seal



Crocus St.	231st Ln.	239th Ln.
Zion St.	Drake St.	Wintergreen St.
244th Ave	Redwood Ct.	Redwood St.
Yukon St.	235th Ave	231st Ave
Partridge ST.	236th Ave	Goldenrod St.
244th Ct.	Unity St.	242nd Ave
Martin St.	Sycamore St.	Jay St.
243rd Ave	Palm St.	Bluebird St.
Hummingbird St.	239th Ave	240th Ln.
Norway St.	Flintwood St.	

Mill and Overlays

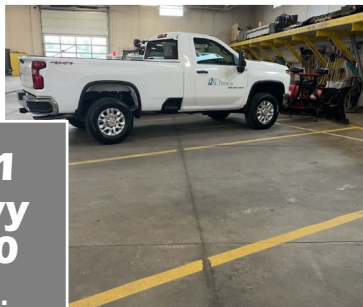
Agenda Item # 11B.

**-241st Ave
-239th Ave
- Ute St.
- Tamarack St.**

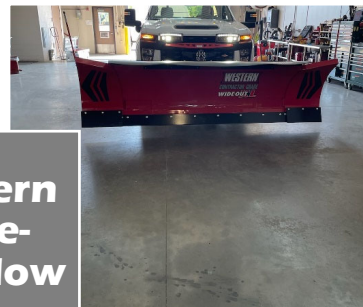


New Equipment

**2021
Chevy
3500
H.D.**



**Western
Wide-
Out Plow**



**Wing
Post For
Road
Grader**



Miscellaneous Photos







PUBLIC WORKS DEPARTMENT



WATER & WASTEWATER REPORT 2021

January 31, 2022

Honorable Mayor and Council,

It is my pleasure to present the 2021 year-end report for Water and Wastewater. It will summarize all maintenance activities performed throughout the year, and all of our analytical data that is collected.

Our Water and Wastewater operators are on call 24/7, 365 days a year to respond to any Water or Wastewater related emergencies that our residents may encounter. Staff could also be called in for any one of over 500 SCADA alarms that could come from either facility or lift stations.

On behalf of the Water and Wastewater team, I'd like to thank you, the City Council, the Administration, and City staff for your ongoing support to meet our goals.

Respectfully,



Parish Barten
Water and Wastewater Supervisor

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WATER TREATMENT FACILITY



Water Treatment Facility High Service Pumps

Overview

Constructed in 2008, the Water Treatment Facility continues to provide quality drinking water for the residents of St. Francis and Oak Grove. The Water Treatment Facility is an iron and manganese removal facility that has a filtration capacity of 4,300,000 gallons a day. Currently, our daily treated (or finished water) average is roughly 578,000 gallons a day. Our highest volume month for 2021 was June, when we sold 34,430,000 gallons or an average of 1,147,000 gallons a day.

The treatment facility receives raw (or untreated water) from three wells and two aquifers that are located near the water tower. The wells range from 212 feet to 412 feet deep. The Minnesota department of Natural Resources allows the city to withdraw 200,000,000 gallons annually. The chart (figure 1) on page 4 shows a comparison of pumping totals and water sold from 2019, 2020 and 2021. The figures in that chart are Million Gallons.

Our raw water pumping has exceeded our 200,000,000 million gallon allowance for two consecutive years now. When we exceed this limit, we are assessed a surcharge of \$30 per million gallons used from June – August. Staff will have to start discussions with the DNR to inquire about an increase to our appropriation permit. They may or may not be open to that, at which time staff would have to bring to council to determine a new watering restriction plan.

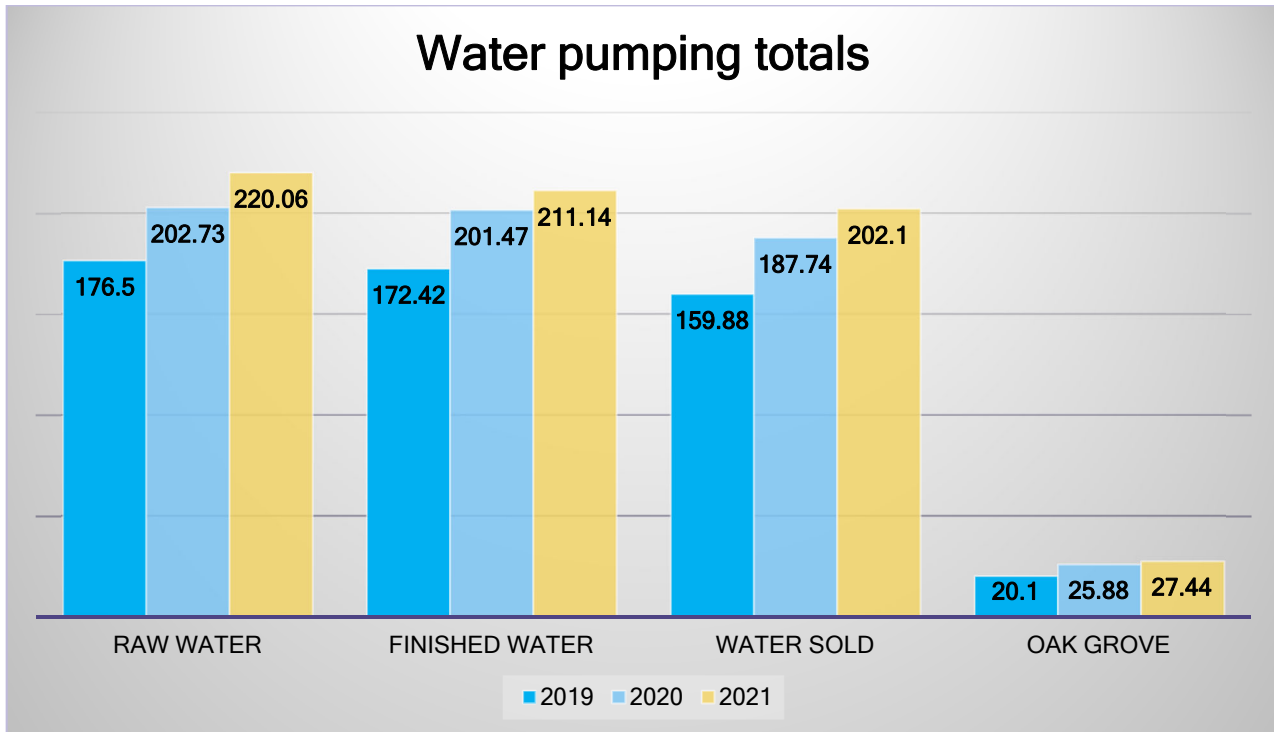


Figure 1: comparison of pumping totals and water sold

As you can see from the figure 1, our water pumped and water sold totals have continued to climb in the last three years, especially in 2021.

For the first time in awhile, our region was included in a severe drought-monitoring phase. Essentially, we were asked to reduce our water usage by 50% of January totals. Although we did not quite make 50%, we did reduce our usage by 38% by implementing new, temporary watering restrictions. Should another dry spring and summer present itself; the city will be strongly encouraged to impose another reduction plan.

Water Quality Assurance and Testing

The Drinking water in St. Francis has over sixty-quality and assurance test performed annually by a certified lab. We met all of the required limits established by the Minnesota Department of Health. Those results are made available each July in our Consumer Confidence Report (CCR). In order to achieve limits set forth by the Minnesota Department of Health, the facility uses four different treatment aids to help treat the water.



Sodium Permanganate Tanks

Water Treatment Aids

This year we used 41,249 lbs. of sodium permanganate to help remove manganese and radium. 1,889 lbs. of chlorine gas were used as a disinfectant. We are also required to add fluoride to the water. 391 gallons was used to help with dental hygiene. Another treatment aid that is used is orthophosphate. 381 gallons was used as a corrosion inhibitor to help prevent pipe failure.

Below, is a list of all tasks completed for the Water Treatment Facility, Well House and Distribution System for 2021.

Drinking Water	Task	Description	Quantity	Units
Water	Inspect Facility Daily	Facility Inspection	234	Inspections
Water	Operational Hours	Hours spent at facility	468	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.	252	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water 2021 In-House Lab Results and Flow Totals				
		Average Chlorine	.77	Mg/l
		Average Raw Iron	1.01	Mg/l
		Average Raw Manganese	.083	Mg/l
		Average Fluoride	.74	Mg/l
		Iron Removal	99	%
		Manganese Removal	80.5	%

Water Treatment Facility, Well House and Distribution System Projects

WTP and Well House	Yearly Maintenance	Change oil, grease and inspect packing glands.	7	Motors
Well House	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	3	VFD's
Distribution System- Water	Hydrant Flushing	Ensure each hydrant is working order. Clean sediment from mains.	357	Hydrants
Distribution System- Water	Hydrant Maintenance	Pump down non-draining hydrants	81	Hydrants
Distribution System- Water	Yearly RPZ Testing	Test all RPZ's and anti-siphon devices at WTP and parks.	10	Units
Water Treatment Facility	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	4	VFD's
Water Treatment Facility	Minnesota Department of Health- Routine Sampling	MDH collected some routine water quality samples - No Deficiencies	3	Samples
Water Treatment Facility	Minnesota Department of Health- Sanitary Inspection	District engineer inspects all water facilities for deficiencies. None to report.	3	Hours
Water Treatment Facility	Generator Exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises
Water Treatment Facility	Detention Tank	Drain and clean out iron deposits	1	Day

Capital Improvement Projects

Every 10 – 11 years, pump manufacturers and the American Water Works Association recommend rebuilding or rehabbing pumps and motors to maintain working efficiencies. This year high service pump three was removed from service to have this work completed.

This work required having one pump at a time removed in order to provide redundancy to supply drinking water and maintain fire protection capabilities. Each pump is 100 hsp and can pump over 1500 gpm. Each pump has all bearings and seals replaced. The motor is completely gone through for any irregularities.

The picture below is pump # 1 casing and pump head being removed from the clear well by overhead crane.



Our next High Service Pump maintenance is scheduled for 2028, when our back wash pump will be removed.



High Service Pump #1 Motor

Well #1 Removal



Well # 1 is our oldest production well and is 412 feet deep. Two hatches on the roof of the well house are centered over Well #1 and Well # 3, which allow the removal of each well.

In the picture to the left, E.H. Renner is using their Boom truck to remove the well motor, drop pipe, and shaft.



In the picture to the left, the drop pipe is being removed from the well casing. Every ten feet of pipe has a threaded connection that has to be split apart with a chain and come-along. Within the pipe is the shaft and spider coupling that keep the shaft centered.

The picture to the right is the drop pipe that has come to the end of its useful life and is being replaced due to the corrosion.



**Well # 3 is scheduled to be removed for service in 2023*

Well House Roof Replacement

Another planned expenditure this year was replacing the twenty-two year old roof at the Well House. It was starting to show its age and started to shrink. This shrinking was pulling on the block wall and creating about an eight-foot crack along on the east side of the building. The old membrane was removed and replaced with a 60 mil, EPDM, ballasted system that has a twenty-year warranty.



New membrane installed



Membrane failing along the skylight



New ballasted roof complete

WASTEWATER TREATMENT FACILITY



Overview

Since becoming operational in 2017, the Wastewater Facility continues to operate very well and meet permit limits. Our facility is an activated sludge, extended aeration facility. It has design wet weather flow .814 million gallons per day (mgd). The total influent flow for 2021 was 127.07 MG or .348 mgd average. Our total effluent flow was 125.9 MG with an average of .349 mgd.

After starting the renewal process in 2019, we received our new National Pollution Discharge Elimination (NPDES) permit in June. The permit has all of our guidelines that we follow, and all of our daily and monthly limits set forth by the Minnesota Pollution Control Agency (MPCA). The intent during this permit renewal was to clean up language and sampling requirements from previous permit cycles.

One of the sampling requirement sections removed pertained to our monitoring wells. They were sealed and sampling requirements were removed. With that being done, this will save the city roughly \$20,000 over five years. We also capped the RIB discharge line, so we no longer discharge to them, which was influencing the monitoring wells when in use.

In each newsletter, staff includes public education on how to reduce chloride in wastewater. The chlorides that we are worried about come from water softeners. Our current limit each month is 445 mg/l. monthly maximum. In 2023, staff has to present a progress report to the MPCA on how we will meet new limits of 354 mg/l monthly average, 427 mg/l daily maximum by 2025.

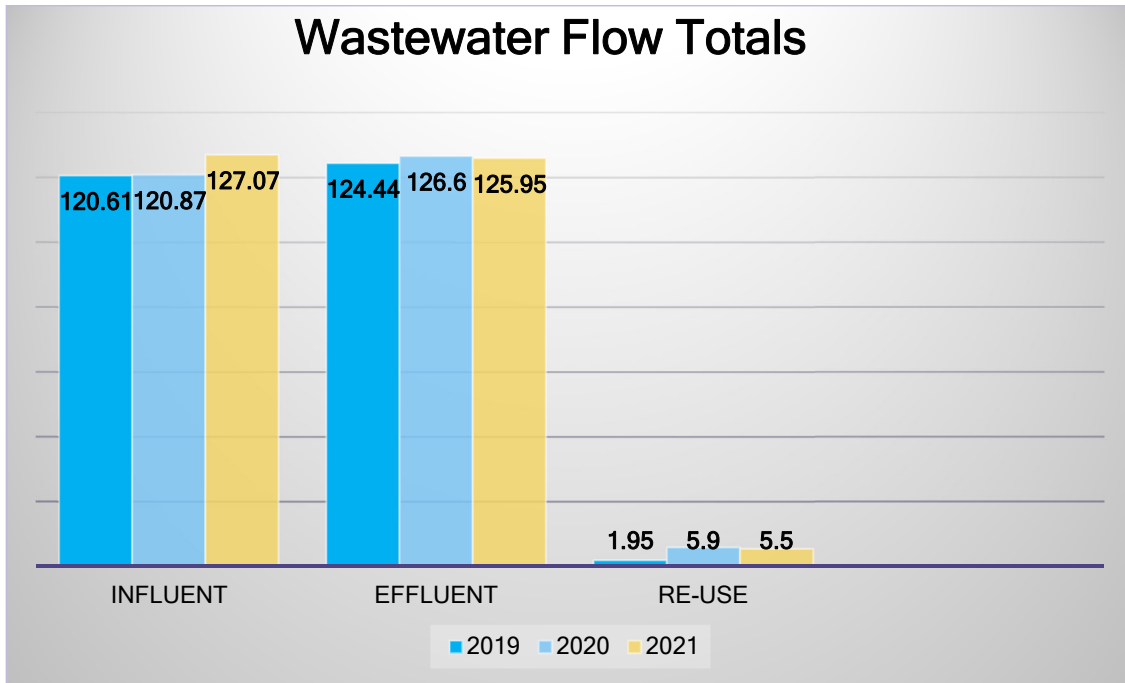
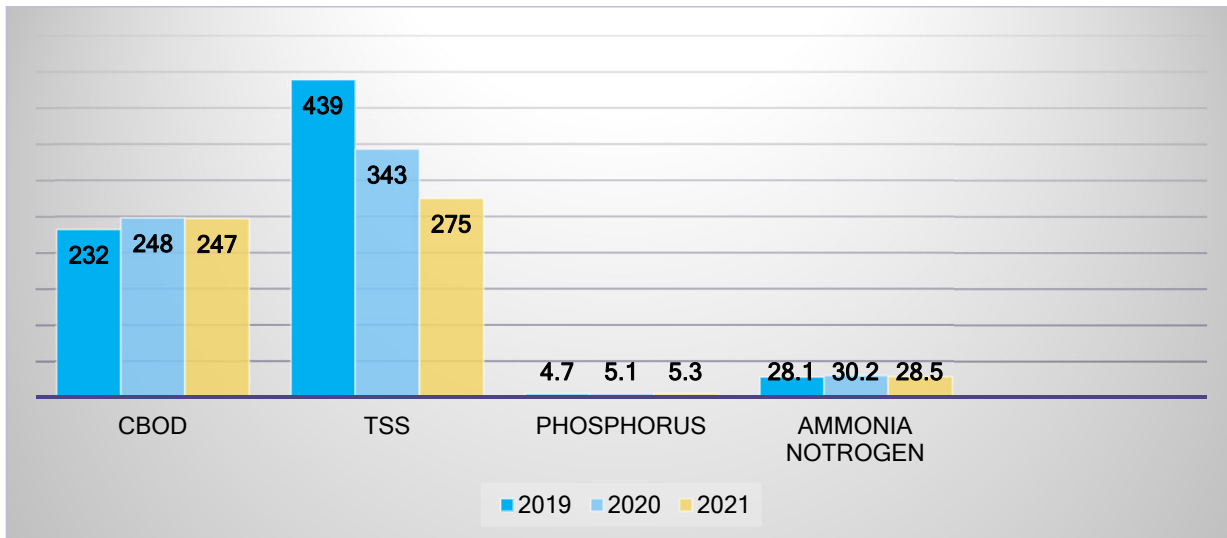


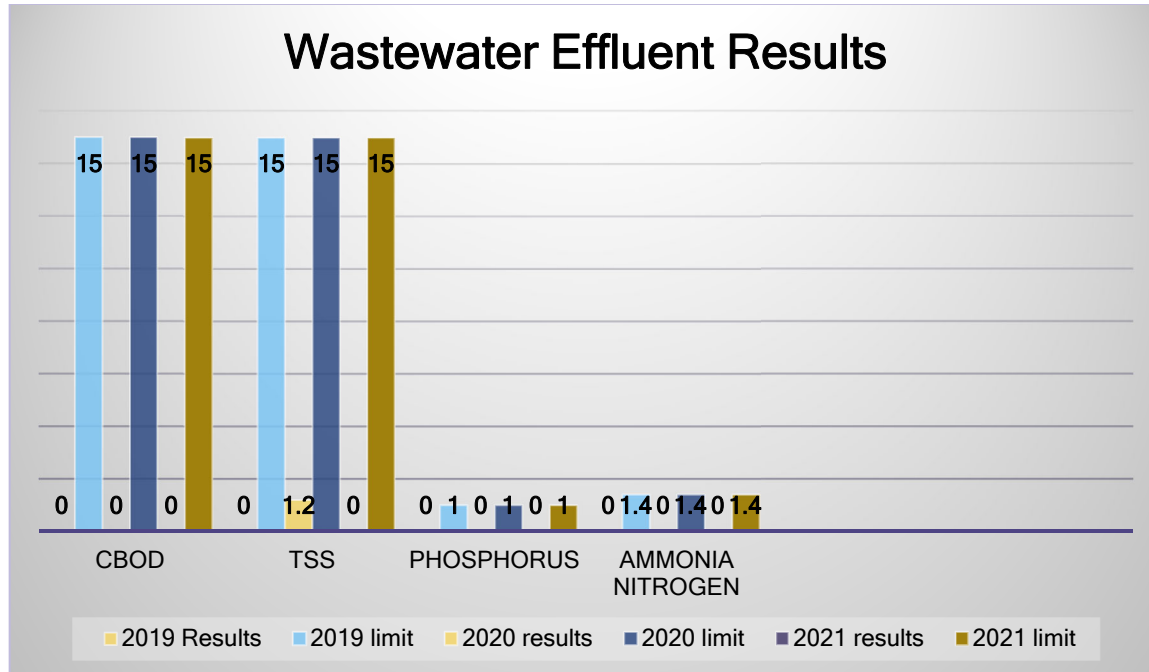
Figure 2: Flow data for the last three years in million gallons

The pollutants that we remove are Cbod, tss, Ammonia Nitrogen and Phosphorus. Our NPDES wastewater permit has limits for each, which are enforced by the Minnesota pollution Control Agency. Those results are reported each month to the MPCA in our discharge monitoring report or DMR.

Below are 2019-2021 average influent results, in mg/l:



Below are 2019-2021 Average effluent results, in mg/l with permit limits:



Please note: Ammonia nitrogen has four seasonal limits that range from 1.4 mg/l -8.2 mg/l. 1.4 mg/l is used as the limit for the three years.

Below is Wastewater Treatment Facility statistics and maintenance completed by staff for 2021.

Wastewater 2021 Yearly Statistics				
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	840	Constituents
Wastewater	Operational Hours	Hours spent at facility.	1872	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	216	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	216	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	216	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	365	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	365	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	1872	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	960	Tests

2021 Wastewater Projects Completed

Wastewater	Biosolids Processing	Fergus power pump processed 847,000 gallons of liquid biosolids	3	Weeks
Wastewater	Biosolids Processing	Land apply processed solids on permitted sites	400	Tons
Wastewater	Clarifier Maintenance	Grease clarifier	2	Clarifier
Wastewater	UV System	Each year, the UV system is taken out of service for cleaning and inspection	1	Week
Wastewater	UV System	Put UV system back in service for wastewater disinfection.	5	Banks (120 bulbs)
Wastewater	Rapid Mixer Maintenance	Oil change and inspect for wear.	3	Mixer
Wastewater	HVAC Maintenance	Change and inspect filters for Makeup Air Units	8	Units
Wastewater	Wastewater Meters	MPCA requires semi- yearly testing of flow meters	6	Meters
Wastewater	Annual RPZ and Vacuum Breaker Testing	Check all RPZ and vacuum breakers to ensure working order	17	Backflow devices
Wastewater	Rapid Infiltration Basin Maintenance	Disk/till up Rapid infiltration basins	3	Basins
Wastewater	Aeration Basins	Drain and clean aeration basin # 2	4	Days
Wastewater	Monitoring Well Testing	Three times a year, the four monitoring wells need to be sampled and tested	3	Wells
Wastewater	Backwash Tank Cleaning	The backwash tank is cleaned of solids from filter backwashing	1	Day
Wastewater	Blower Maintenance	Change oil, replace belts and inspect blowers.	8	Blowers

Wastewater	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	35	VFD's
Wastewater	Generator Exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises

Each year, staff is required to complete reports that are due monthly or yearly and are submitted to the Department of Health, Minnesota Pollution Control Agency, and the Department of Natural Resources.

Required State Agency Reports:				
Wastewater	Discharge Monitoring Report (DMR) (MPCA)	Required by our NPDES permit, each month, staff has to submit the DMR.	12	Reports
Wastewater	Reuse Report (MPCA)	Required by our NPDES permit, this report list all reuse activities and results for the year.	1	Report
Wastewater	Biosolids Report (MPCA)	Required by our NPDES permit, this report lists all results and site application activity.	1	Report
Wastewater	Fluoride Report	This report lists all fluoride used, results and location of test.	12	Reports
WWTP and Well House	Department of Natural Resources, Water Use Report. (DNR)	Required by the DNR, this report list all water pumped and water sold.	1	Report
Water Treatment Facility	Consumer Confidence Report or CCR. (MDH)	Required by the MDH, the city has to publish all Drinking water results for public viewing.	1	Report
Distribution System	Chlorine Residual Report (MDH)	Required by the MDH, this report includes our bacteria results chlorine test results.	12	Reports

Lift Station Maintenance



Ambassador Lift Station

The city has eight lift stations that convey wastewater through the sanitary system. A lift station is required to pump water to a point where water can flow by gravity. All of the lift stations have two pumps. Rivers Edge has three and the main lift at the wastewater plant has four. The pumps range in size from five-horsepower, up to fifty-horsepower. Each year staff performs, preventative maintenance ensure that all lift stations are in working order. Below, is a list of all activity performed in 2021.

St. Francis Lift Stations				
All Lift Stations	Wash Downs	Wash out grease accumulations	12	Lift stations
All Lift Stations	Vac Out Lift Stations	Vac out sediments and grease	12	Lift Stations
All Lift Stations	Yearly Maintenance	Change oil, inspect wear rings.	23	Lift Stations
Main Lift Station (WWTP)	Pull Pumps	Pull pumps due to plugging	0	Pumps
DL-6 Lift Station	Pull Pumps	Pull pumps due to plugging	4	Pumps
Rivers Edge Lift Station	Pull Pumps	Pull pumps due to plugging	1	Pumps

Turtle Run Lift Station	Pull Pumps	Pull pumps due to plugging	4	Pumps
Ambassador Lift Station	Pull Pumps	Pull pumps due to plugging	1	Pumps
River shores Lift Station	Pull Pumps	Pull pumps due to plugging	3	Pumps
Deer Creek Lift Station	Pull Pumps	Pull pumps due to plugging	4	Pumps
Dellwood Lift Station	Pull Pumps	Pull pumps due to plugging	3	Pumps
Royal Oaks Lift Station	Pull Pumps	Pull pumps due to plugging	2	Pumps
*Total man hours for plugged pumps			44	

Lift Station Issues

When we say that a pump is plugged, the image to the right is what it is referring to. Wipes and other debris wind up within the impeller, which can cause a drastic pumping deficiency. Most of the time, staff can free the plug loose by pulling on it. Other times require a cutting device, a pry bar, and channel locks.

When the impeller becomes too entangled, it causes the amps to rise, which can lead to the pump tripping out the breaker or in some cases, lead to motor damage.

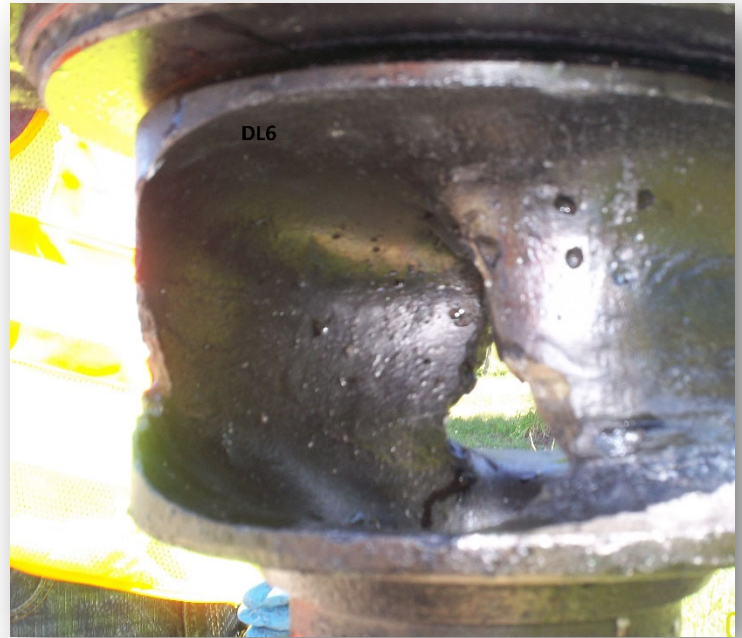
The cost of a new pump is approximately \$5,000. In some cases, we can have the motor repaired.

Depending on the age of the unit, it is sometimes more cost effective to replace the pump. Depending on the age of the unit, it is sometimes more cost effective to replace the pump.



A chipped impeller (image to the right) is another issue that we find. Solid debris that has been flushed or any hard object that is in the sanitary main causes this.

Depending on the severity of the damage, we can sometimes have the impeller sanded and built back up. Otherwise, a new impeller needs to be purchased.



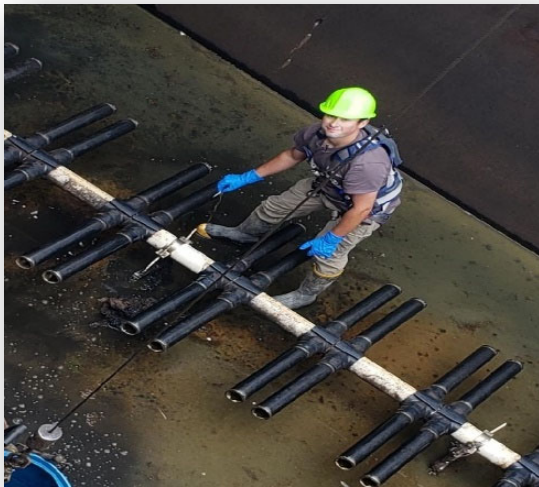
Other Tasks or Projects from 2021:

Staff assisted with this water service repair this summer.



The image to the right is the 104,000 gallon detention tank at the Water Treatment Facility that staff annually cleans iron sentiment. It is used to help oxidize iron from the water.

The picture below is our newest team member John, cleaning out an aeration tank at the Wastewater Treatment Facility.



The image to the right is the UV system getting prepped for a complete cleaning, which includes the removal of all 120 bulbs, inspecting wipers, and scrubbing the channel.

Biosolids Processing



Step One: The image to the left is the liquid bio solids from our Bio solids tank.



Step Two: The image to the left is the liquid becoming a “cake” that can spread on permitted sites.



Step Three: The image to the left is an example of a permitted site that biosolids cake would be applied.