



CITY COUNCIL REGULAR MEETING

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

Tuesday, February 20, 2024 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 5, 2024
 - B. Stahl Construction – Pay Applications No. 5 – Labor & Material
 - C. Emerald Ash Borer Management Plan
Resolution 2024-09 Adopting Emerald Ash Borer Management Plan
 - D. Change Orders – City Hall / Fire Station Project
 - E. Job Description Updates
 - F. Hiring of Captains and Lieutenants
 - G. Police Department Equipment
 - H. Winning With Cops Donation
 - I. 245th Ave Mill and Overlay
 - J. Poppy Street and 229th Lane Reconstruction Project – Final Payment
 - K. 2023 Street Rehabilitation Project – Final Payment
 - L. Appointment of Election Judges
Resolution 2024-10 Appointing Election judges for the Special Primary Election on February 29, 2024
 - M. Approve Application for On-Sale Intoxicating Liquor License for Chester's Small Town Tavern & Eatery
Resolution 2024-11 Approving On-Sale Intoxicating Liquor License, Sunday Sales, and 2 AM License for Chester's Small Town Tavern & Eatery
 - N. Gambling Application
 - O. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Assessing Services Update - Erik Skogquist
 - B. Update City Code – Chapter 2 Administration First Reading
Ordinance 328 - Amending Chapter 2 Administration, Section 5. Departments
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - A. Public Works Annual Report 2023
 - B. Police Department Annual Report 2023
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**

February 20 - Winning with Cops - 4:00 pm - 6:00 pm Tasty Pizza Bar & Bowl
February 26 - City Council Work Session - 6:00 pm

March 4 - City Council Meeting - 6:00 pm
March 5 - URRWMO Meeting - 6:30 pm

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
February 5, 2024
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 Joe Muehlbauer.

2. ROLL CALL

Members Present: Mayor Joe Muehlbauer, Councilmembers Robert Bauer, Kevin Robinson, Crystal Kreklow, and Sarah Udvig.

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

3. APPROVAL OF AGENDA

MOTION BY: UDVIG SECOND: ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.
Nays: None
Motion carries: 5-0

4. CONSENT AGENDA

City Administrator Thunstrom reviewed the change orders for the City Hall Fire Station. She stated these changes came about due to the State plumbing permit review with the changes that were made at the beginning of the year. She noted they are separated based on labor and material and have to do with additional floor drains, pressure zone assemblies, and some piping.

Robinson asked if Brunton had received any of these changes or if they had been given any idea from the State that these changes would need to be made. Thunstrom noted there is a question of how much of this could have been seen ahead of time. She added that some of this also came about due to the last legislative session and some of the commercial changes that were made to plumbing. She said that whether Brunton knew or could anticipate these changes, she is not sure.

Robinson asked if they can be assured that all of these came about because of rules and regulations that went into effect on January 1, 2024. Thunstrom noted

that without having the State comment on this, she would not be sure how they could verify this.

Robinson shared he reached out to Stahl to get some more information on these changes.

- A. City Council Minutes - January 16, 2024
- B. Appointment of Election Judges
Resolution 2024-04 Appointing Election Judges
- C. Rental License Approvals
- D. Acknowledgement for Exempt Permit – Bingo/Raffle
- E. Acknowledgement to Conduct Excluded Bingo
- F. Change Orders – City Hall / Fire Station Project
- G. Police Department Policy Manual
- H. Public Works Streets/Parks Position Resignation/Replacement
- I. Site Improvement Performance Agreement for AutoZone
- J. Real Property Transfer From EDA
Resolution 2024-08 Accepting Property from EDA and authorizing signatories
- K. Payment of Claims

MOTION BY: BAUER SECOND: KREKLOW APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Mayor Muehlbauer asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Tax Abatement for Vista Prairie

Resolution 2024-07 Granting a property tax abatement for certain property in the City of St. Francis

Thunstrom introduced Nick Anhut from Elher's.

Mr. Anhut reviewed the presentation concerning an application that was received by the City for a tax abatement for the Vista Prairie development.

Mayor Muehlbauer opened the Public Hearing at 6:18 p.m.

No one came forward to address the Council.

Mayor Muehlbauer closed the Public Hearing at 6:19 p.m.

Robinson asked who determines the audit at the five year mark to see if this is self-sufficient. Mr. Anhut stated that the financing agreement specifies that they have to provide this information to the City at a certain year mark to reevaluate whether or not they need a continued abatement. He said to keep this open they would need to provide the financial information to justify it.

Robinson asked if they can add additional checks if the different intervals if the five year mark was not sufficient. Mr. Anhut explained that the agreement is written to include a check at the five year mark. He noted if they were to change this agreement then they would have to go back to the developer to make sure it would still fit within their financing.

Robinson asked if it is unheard of to do something like this. Mr. Anhut said he thinks it is a good thing to just have one check, as many agreements do not have any checks.

Robinson noted he would not want to have to wait another five years after the first check to see how the project was doing. Mr. Anhut stated if the Council wanted to amend this they could and then the agreement would be sent back to the developer.

Robinson asked if this would be burdensome or could disrupt the financing for the developer. Mr. Anhut stated everything is a negotiation; however, putting this kind of mechanism in place does not give a lot of security to the bank who is providing the financing. He explained that they use the five year mark because the developer would have to refinance at this time anyway. He said if they pull this back two years after the five year mark, then a bank may not lend to the developer in the first place if there is no determination that the abatement will survive the whole length of time they would be lending the developer money.

Kreklow asked what kind of wages there will be for the 47 jobs that this development will bring. Mr. Anhut shared that the City has a policy that anyone receiving financial assistance from the City has to pay a minimum wage of \$14.50 an hour and the applicant has stated that all jobs will exceed this amount.

Jim Bettendorf, President and CEO of Vista Prairie Communities, came forward and shared that the average wage for the 47 jobs is \$23 an hour, with the lowest wage being \$16.50 an hour. He stated the nursing staff will be making the higher end of this average.

Bauer asked if the tax abatement would start in 2024 or 2026 and go for 10 years. Mr. Anhut said it would start in 2026, after the project is creating new value within

the community.

Mayor Muehlbauer stated it would be helpful to understand the difference between the TIF and an abatement. Mr. Anhut explained that TIF and abatements in this sense are designed in the same way. He noted that an abatement is for the City and its share of the taxes only, whereas, the TIF has the ability to capture all of the local property taxes from the County, School District, and the City. He stated the City would be the lone participant so it would defer the benefit of the property taxes from this property for a period of time, while it will still be included in the County and School District's tax base right away.

Robinson said they have been talking about this for the last eight months or so. He added they have discussed this in many Work Session meetings as well.

Mayor Muehlbauer noted they also discussed that there are many issues with financing for projects of this magnitude given the current state of the economy. He added that they do not take this situation lightly.

MOTION BY: KREKLOW SECOND: BAUER ADOPTING RESOLUTION 2024-07 GRANTING A PROPERTY TAX ABATEMENT FOR CERTAIN PROPERTY IN THE CITY OF ST. FRANCIS.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

8. **OLD BUSINESS**

A. 2023 Code Revisions – 2nd Reading

Ordinance 325 Modifying Divisions 2, 3, 4, 6, 7, 8, and 9 in the zoning code

Resolution 2024-05 Authorizing summary publication of Ordinance 325

Ordinance 326 Modifying Chapter 11 Subdivisions in the City Code

Resolution 2024-06 Authorizing summary publication of Ordinance 326

City Planner Richmond reviewed the Staff report in regard to the code revisions concerning the zoning code and the subdivision code.

MOTION BY: KREKLOW SECOND: UDVIG ADOPTING ORDINANCE 325 MODIFYING DIVISIONS 2, 3, 4, 6, 7, 8, AND 9 OF THE ZONING CODE.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Robinson aye

Councilmember Bauer aye

Councilmember Kreklow aye

Councilmember Udvig aye

Motion carried 5-0

MOTION BY: UDVIG SECOND: ROBINSON ADOPTING RESOLUTION 2024-05
AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 325.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

MOTION BY: ROBINSON SECOND: BAUER ADOPTING ORDINANCE 326
MODIFYING CHAPTER 11 SUBDIVISIONS IN THE CITY CODE.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Robinson aye

Councilmember Bauer aye

Councilmember Kreklow aye

Councilmember Udvig aye

Motion carried 5-0

MOTION BY: ROBINSON SECOND: BAUER ADOPTING RESOLUTION 2024-06
AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 326.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

B. Educational Facility Zoning Ordinance Amendment – 1st Reading

Ordinance 327 amending the zoning code to allow educational facilities in the B-1 District

Richmond reviewed the Staff report concerning an amendment to the zoning ordinance for educational facilities to be allowed in the B-1 zoning district.

Kreklow shared that she is in favor of this as she believes it fits with what they are trying to do off of Bridge Street.

Bauer shared he is leaning towards approval of this as there is not really anywhere else that would be able to accomplish such a thing as this.

Udvig noted that she watched the last Council meeting where this was discussed since she was absent. She said she does not have very many concerns with this zoning change. She added that this would fill one of the many vacant buildings along this corridor and it would allow the City to work with the district in a way that is mutually beneficial. She shared she hopes to see the retail space come to fruition.

Robinson shared that he was originally for this zoning change; however, the

business district is so small and they have already outlined the intent of the district in the Comprehensive Plan. He said he believes a business should have the opportunity to be in the building. He noted he will not be in favor of this change.

Mayor Muehlbauer agreed with Robinson that approving something on a promise or goal put the City in a bind. He said he does not see changing the zoning code for this purpose as the right thing to do at this time.

MOTION BY: KREKLOW ADOPTING ORDINANCE 327 AMENDING THE ZONING CODE TO ALLOW EDUCATIONAL FACILITIES IN THE B-1 DISTRICT.

Motion failed for lack of a second.

MOTION BY: ROBINSON SECOND: MAYOR MUEHLBAUER DENYING ORDINANCE 327 AMENDING THE ZONING CODE TO ALLOW EDUCATIONAL FACILITIES IN THE B-1 DISTRICT.

A roll call vote was performed:

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

Motion failed 3-2

Bauer asked if the applicant could come back and bring this back forward with changes. Richmond explained that the City would be able to consider a similar request a year after zoning has been denied.

City Attorney Schaps explained that the second motion failed because an ordinance requires four votes in order to pass, and since the second motion did not get four votes either way, the votes operate as a denial of the ordinance.

9. **NEW BUSINESS**

A. City Hall Fire Station Fire and Security System

Thunstrom reviewed the Staff report in regard to the City Hall Fire Station's fire and security system. She shared that Electro Watchman came in with the low bid of \$90,024.51.

Robinson asked if they had a discussion with Electro Watchman before construction began about what they would be carrying over and using. He said he thought they had already chosen them since they are familiar with the rest of the City buildings. Thunstrom shared they wanted to roll Electro Watchman into the new building; however, because of what they provided, and they were not a sole proprietor they had to get two bids.

Robinson asked if this amount was included in the current construction budget. Thunstrom said no and that this amount is above and beyond what they have under contract with Stahl as it is not a part of the Stahl process.

Robinson asked why this is not a part of the Stahl process. Thunstrom explained that this is above and beyond the building structure, so they are outside of Stahl's wheelhouse.

Robinson asked if there is money set aside for this as well as other above and beyond items. Thunstrom said yes and explained they have a line item budget for all of these sorts of items.

MOTION BY: ROBINSON SECOND: UDVIG ACCEPTING THE BID FROM ELECTRO WATCHMAN FOR THE CITY HALL FIRE STATION FIRE AND SECURITY SYSTEM.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

B. MOU between City of St. Francis and LELS 319 Police Officers

Thunstrom reviewed the Staff report concerning the MOU between the City and the LELS 319 Police Officers in regard to vacation and severance language which changed in the personnel policy.

Bauer noted that he hated union contracts because they are set for specific times and if they make changes with the non-union Staff, then this is a change that needs to happen through a contract with the union groups. He added that he sees this as something that would come up with the union during their contract negotiations.

Kreklow shared she thinks it is wonderful that the City wants to bring the LELS contract up to par with the personnel policy for other non-union Staff. She added that it is good for the City to be equitable for the union or non-union employees.

Robinson asked if this would just bring LELS to a level playing field with the other agencies in the City and keep them competitive. He asked if any of this also goes along with the sick and safe leave. Thunstrom said this is to bring these items up to match what is in the City's personnel policy. She noted that any improvement that is made benefits their retention for employees.

Robinson asked if they do not approve this if they would be able to bring this in during the next union contract negotiation. Thunstrom explained that they will begin contract negotiations this year with LELS and everything is negotiable with these contracts.

Mayor Muehlbauer said he does not see an issue with bringing the union up to par

with the City Staff.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING THE MOU BETWEEN THE CITY OF ST. FRANCIS AND LELS 319 POLICE OFFICERS.

Ayes: Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: Bauer

Motion carries: 4-1

C. Work Session Request

Thunstrom reviewed the request for a Work Session meeting. She shared the proposed dates of February 26 or March 11.

The Council scheduled the Work Session for Monday, February 26 at 6:00 p.m. in the City Hall Community Room.

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended over the past few weeks.

Mayor Muehlbauer shared the Winning with Cops event will be held on February 20 at Tasty Pizza from 4 p.m. to 6 p.m.

Thunstrom shared that Community Development Director Baumgardner will be out on maternity leave for the next 12 weeks. She added that she will be handling anything Community Development related in the meantime.

13. UPCOMING EVENTS

February 8 - Parks Commission Meeting - 7:00 p.m.

February 19 - City Offices Closed in observance of President's Day

February 20 - City Council Meeting - 6:00 pm

14. ADJOURNMENT

MOTION BY: BAUER SECOND: UDVIG TO ADJOURN THE MEETING.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:03 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 5 – Labor & Material
DATE: February 20, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 4 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$1,795,916.25. The breakdown is below.

- Labor - \$61,583.51
- Material - \$1,734,332.74

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No. 5.

BUDGET IMPLICATION:

These will be paid out of the bond proceeds that were received in August 2023.

Attachments:

- Pay Application No. 5 Labor
- Pay Application No. 5 Material

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 5
 App. Date: February 5, 2024
 Month: January 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	21,757.08
Changes Approved Previously	21,757.08
Changes Approved this Month	0.00
Current Contract Price	5,331,754.08
Work Completed and Material Stored to Date	967,091.64
Retainage 5% of Completed Work	25,013.76
Total Earned Less Retainage	942,077.88
Less Previous Certificates for payment	880,494.37

Current Payment Due \$ **61,583.51**

Balance to Finish, Plus Retainage \$ **4,389,676.20**

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

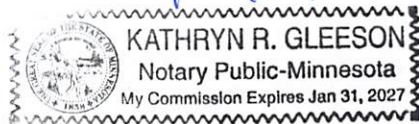
CONTRACTOR

By: *Deborah J. Adrich* Date: 2.5.2024

State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 5th day of February, 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Vijai Sachdev* Date: 02/07/2024

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

Amount Certified \$ **61,583.51**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 5
 App. Date: February 5, 2024
 Month: January 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ 0.00	\$ 1,370,195.00	\$ 303,459.94	59,600.41	\$ -	\$ 363,060.35	26%	\$ 1,007,134.65	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 7,150.00	293,796.00	208,250.000	-	-	208,250.00	71%	85,546.00	10,412.50	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%
03 00 00		Cast-In-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	173,931.000	-	-	173,931.00	43%	227,584.00	8,696.55	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	310,914.00	38,864.25	-	-	38,864.25	13%	272,049.75	1,943.21	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	66,870.00	-	-	-	-	0%	66,870.00	-	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	-	-	-	-	0%	201,619.00	-	5%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	70,200.00	-	-	-	-	0%	70,200.00	-	5%
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	2,749.00	2,749.00	-	-	2,749.00	100%	0.00	137.45	5%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	-	-	-	-	0%	15,000.00	-	5%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 1,559.00	77,550.00	-	-	-	-	0%	77,550.00	-	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	-	-	-	-	0%	23,352.00	-	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	25,641.00	-	-	-	-	0%	25,641.00	-	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	-	-	-	-	0%	82,500.00	-	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	-	-	-	-	0%	378,500.00	-	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	-	-	-	-	0%	33,901.00	-	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	-	-	-	-	0%	26,200.00	-	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	-	-	-	-	0%	22,160.00	-	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	-	-	-	-	0%	86,770.00	-	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	13,295.00	-	-	-	-	0%	13,295.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	7,200.00	-	-	-	-	0%	7,200.00	-	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	-	1,764.00	-	1,764.00	30%	4,116.00	88.20	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	-	-	-	0%	4,500.00	-	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	-	-	-	-	0%	32,512.00	-	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	301.00	-	-	-	-	0%	301.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%
14 60 00		Holsts and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ 0.00	73,000.00	-	-	-	-	0%	73,000.00	-	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 3,757.00	405,987.00	67,500.00	-	-	67,500.00	17%	338,487.00	3,375.00	5%
23 00 00		HVAC	Sentra Sola	\$ 392,000.00	\$ 1,678.00	393,678.00	-	-	-	-	0%	393,678.00	-	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 12,904.27	298,041.27	6,017.00	1,200.00	-	7,217.00	2%	290,824.27	360.85	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	-	-	-	-	0%	34,700.00	-	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ (124.00)	218,876.00	-	-	-	-	0%	218,876.00	-	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%

Continuation Sheet



Project: St. Francis City Hall & Fire Station
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
App. #: 5
App. Date: February 5, 2024
Month: January 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance		Retainage	
							Previous	This Period		Total	%	Total	%		
		Allowances													
70 80 13		Allowance for Building Permit		110,000.00	\$ 0.00	110,000.00	82,993.56	-	-	82,993.56	75%	27,006.44	-	0%	
71 00 00		Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%	
		Subtotals		\$ 5,249,997.00	\$ 20,216.27	\$ 5,270,213.27	\$ 893,364.75	\$ 62,564.41	\$ 0.00	\$ 955,929.16	18%	\$ 4,314,284.11	\$ 25,013.76		
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	1,540.81	61,540.81	11,995.18	(832.70)	-	11,162.48	18%	50,378.33	0.00	0%	
		Totals		\$ 5,309,997.00	\$ 21,757.08	\$ 5,331,754.08	\$ 905,359.93	\$ 61,731.71	\$ 0.00	\$ 967,091.64	18%	\$ 4,364,662.44	\$ 25,013.76		

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW, St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 5

App. Date: Feb 5 2024

Month: January 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	18,819.37
Changes Approved Previously	18,819.37
Changes Approved this Month	0.00
Current Contract Price	6,550,399.37
Work Completed and Material Stored to Date	2,345,484.92
Retainage	-
Total Earned	2,345,484.92
Less Previous Certificates for payment	611,152.18

Current Payment Due \$ **1,734,332.74**

Balance to Finish, Including Retainage..... \$ **4,204,914.45**

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

CONTRACTOR

By: *Debra J. Hedrick* Date: 2.5.2024

State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 5th day of February, 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Vijin Sachdev* Date: 02/07/2024

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

Amount Certified \$ **1,734,332.74**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: **Stahl Construction Company**
 Owner: **City of St. Francis**
 Architect: **Brunton Architects & Engineers**

Stahl Job #: 4020-10
 App. #: 5
 App. Date: Feb 5 2024
 Month: January 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Internal Changes	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
								Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	\$ 0.00	223,085.00	110,297.00	-	-	110,297.00	49%	112,788.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	\$ 0.00	1,981,079.00	198,107.90	1,337,228.33	-	1,535,336.23	78%	445,742.77	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 0.00	\$ 4,692.00	205,349.00	6,500.00	106,576.00	-	113,076.00	55%	92,273.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	\$ 0.00	38,775.00	-	1,938.75	-	1,938.75	5%	36,836.25	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ (1,745.00)	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 2,251.00	\$ 0.00	2,251.00	2,251.00	-	-	2,251.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	\$ 0.00	9,277.00	-	-	-	-	0%	9,277.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 0.00	\$ 2,156.00	262,704.00	-	-	-	-	0%	262,704.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 1,745.00	\$ 0.00	26,745.00	-	-	-	-	0%	26,745.00	-	0%	
07 92 00	Joint Sealants	TBD	\$ 8,000.00	\$ 0.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ 0.00	\$ (35.00)	188,165.00	-	29,019.00	-	29,019.00	15%	159,146.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	\$ 0.00	190,981.00	-	-	-	-	0%	190,981.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ 0.00	\$ (500.00)	144,500.00	-	-	-	-	0%	144,500.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	\$ 0.00	34,536.00	-	-	-	-	0%	34,536.00	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 0.00	\$ 40.00	14,740.00	-	-	-	-	0%	14,740.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ 0.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 0.00	\$ 9,100.00	16,300.00	-	-	-	-	0%	16,300.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	\$ 0.00	22,370.00	-	6,711.60	-	6,711.60	30%	15,658.40	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 0.00	\$ 0.00	44,955.00	-	-	-	-	0%	44,955.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	\$ 0.00	50,000.00	15,466.67	30,933.33	-	46,400.00	93%	3,600.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ (5,838.00)	\$ 0.00	7,609.00	-	-	-	-	0%	7,609.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	\$ 0.00	55,748.00	-	37,165.00	-	37,165.00	67%	18,583.00	-	0%	
14 60 00	Hoist and Cranes	Aero	\$ 7,250.00	\$ 0.00	\$ 0.00	7,250.00	-	-	-	-	0%	7,250.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ 0.00	\$ 0.00	58,800.00	-	-	-	-	0%	58,800.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 3,587.00	\$ 14,922.10	583,509.10	64,018.44	142,056.93	-	206,075.37	35%	377,433.73	-	0%	
23 00 00	HVAC	Sentra Sola	\$ 436,000.00	\$ 0.00	\$ 4,586.00	440,586.00	-	-	-	-	0%	440,586.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ 0.00	\$ (18,998.58)	825,524.42	72,282.00	24,606.00	-	96,888.00	12%	728,636.42	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	\$ 0.00	99,500.00	97,000.00	-	-	97,000.00	97%	2,500.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	\$ 0.00	48,800.00	-	-	-	-	0%	48,800.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 0.00	\$ 2,710.00	154,710.00	-	-	-	-	0%	154,710.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ 0.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%	

Continuation Sheet



Agenda Item # 4B.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10
 App. #: 5
 App. Date: Feb 5 2024
 Month: January 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Internal Changes	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage		
								Previous	This Period		Total	%		Total	%	
71 00 10		Unallocated		2,980.00			2,980.00		-							
71 00 00		Contingency		40,000.00	\$ 0.00	\$ 0.00	40,000.00	-	-	-	-	0%	40,000.00	-	0%	
				Subtotals	\$ 6,466,580.00	\$ 0.00	\$ 18,672.52	\$ 6,485,252.52	\$ 605,923.01	\$ 1,716,234.94	\$ 0.00	\$ 2,322,157.95	36%	\$ 4,160,114.57	\$ 0.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	-	146.85	65,146.85	5,229.17	18,097.80	-	23,326.97	36%	41,819.88	0.00	0%	
				Totals	\$ 6,531,580.00	\$ 0.00	\$ 18,819.37	\$ 6,550,399.37	\$ 611,152.18	\$ 1,734,332.74	\$ 0.00	\$ 2,345,484.92	36%	\$ 4,201,934.45	\$ 0.00	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Emerald Ash Borer Management Plan
DATE: February 20, 2024

OVERVIEW:

One of the requirements of accepting the DNR Releaf grant is adopting an EAB Management Plan for the City. Staff collectively created a customized Plan for the city that can be changed and/or modified as directed by council or required by law. This is the first step in mitigating the EAB problem in the city.

ACTION TO BE CONSIDERED:

To adopt Resolution 2024-09 accepting the Emerald Ash Borer Management Plan for the City of St. Francis.

BUDGET IMPLICATION:

There is no budget implication.

Attachments:

- Emerald Ash Borer Management Plan
- EAB Resolution 2024-09

Emerald Ash Borer Management Plan City of St. Francis, MN

Purpose:

By implementing the provisions of the Emerald Ash Borer Management Plan, the City is attempting to minimize the disruption to its forest canopy due to the current infestation of Emerald Ash Borer (EAB). Based on the current evidence within our city, a proactive approach should eradicate the EAB by removing ash trees and replanting other disease-free species to protect our forest canopy.

Applicability:

This management plan is applicable to all public and private properties within the City, including but not limited to right-of-way, boulevards, parks and open spaces.

Introduction:

Emerald Ash Borer (EAB) is an invasive insect that has killed millions of ash trees throughout the eastern half of the U.S. and southeastern Canada. Native to eastern Russia, northern China, Japan and Korea, emerald ash borer infests and kills both weak and healthy ash trees. All ash species native to North America are vulnerable to attack. With 1 billion ash trees in Minnesota, the spread of emerald ash borer will have a serious impact on our forests and communities.

As of the adoption date of this management plan, EAB has been confirmed in 45 counties in Minnesota, including Anoka County. EAB attacks all species of ash trees found in Minnesota, which are green ash (*Fraxinus pennsylvanica*), white ash (*Fraxinus Americana*) and black ash (*Fraxinus nigra*).

It is not the adult beetles that are detrimental to ash trees, but rather the larvae of EAB (immature stage), which feed on the inner bark of trees, disrupting a tree's ability to transport water and nutrients up the canopy. As the number of larvae in a tree increases, less and less water and nutrients reach the canopy, resulting in dieback in the upper portions of a tree. By the time visible symptoms are obvious, the population of EAB has grown and likely spread to other trees in the area.

Signs/symptoms of EAB that can help detect an infestation include:

- Increased woodpecker activity/damage
- Bark splitting (vertical slits)
- D-shaped exit holes created by adult insects as they emerge from the tree

- Epicormic branching/shoots near base of tree
- Canopy dieback
- Serpentine (s-shaped) larval galleries that are packed with frass

The City does have a full inventory (DNR 2010 Community Tree Survey) of existing boulevard and/or park trees and therefore, it is clear what the true impacts of EAB will be upon public land within the community. The City will implement the following steps to try and allocate the costs of managing the tree loss and replacement over multiple budget cycles.

Ash Management Plan:

1. **Inventory.** City has an updated inventory of all ash trees on city property including right-of-way, boulevards, and parks (well-maintained & green/open spaces).
 - a. The ash tree population makes up 9 percent of our tree canopy, which will help clarify the impact EAB will have on the forest canopy as a whole.
 - b. Provide an accurate budget estimation for maintenance (trimming, removing, planting)
 - c. Replanting efforts will provide a greater tree canopy.
2. **Education.** The City will continue to educate the residents and elected officials concerning EAB. Tools that can and will be utilized include newsletter articles, the city website and city events. Education will emphasize the importance of monitoring management strategies including removal and disposal of infested wood and appropriate times of year to complete such work to avoid inadvertently spreading EAB.
 - a. The most appropriate time to cut and/or remove Ash trees – The EAB low activity period typically begins on October 1st. Prune and remove ash trees as needed. Take bark or wood that is at least one inch thick to the nearest ash tree waste disposal site where it will be taken care of before May 1st. Retrieved from: <https://extension.umn.edu/tree-and-shrub-insects/emerald-ash-borers#replacing-ash-trees-1472163>
 - b. For Ash Tree Disposal sites in our area, go to MDA’s website at: <https://www.mda.state.mn.us/plants-insects/ash-tree-waste-disposal-sites>
 - c. For more information on EAB life cycles, tips on treatments and pesticides, and information on removal of tree/diseased firewood, visit the MN U of M website at: <https://extension.umn.edu/tree-and-shrub-insects/emerald-ash-borers>
 - d. For replanting information, the MN U of M Extension Service has a Recommended Tree List (also recommended by MDA & DNR): Woody Plants Catalog: Coniferous Trees, Deciduous Trees, Shrubs, and Woody Vines, at <https://trees.umn.edu/woody-plants-catalog>
3. **Boulevard Trees:**
 - a. Per City Code 8-2-8 Shade Tree Pest Control, properties are prohibited on the inclusion of planting any ash species (*Fraxinus* spp.) on public/private property and boulevards or as part of any proposed development, whether commercial, residential or industrial.
 - b. Ash trees that are removed will be replaced with another DNR recommended species, budget permitting. Replanting will be done with a keen focus on species diversity and utilizing native trees to the St. Francis area.

4. Park Trees:

- a. The number of ash trees in City Parks, including maintained and wooded areas, is likely beyond a hundred trees. Ash trees will be identified and targeted for removal and replacement.
- b. The City will continue to work with the MN Department of Agriculture (MDA) and the MN Department of Natural Resources (DNR) to ensure we have species diversity and a sustainable community tree canopy.
- c. Ash trees from maintained areas of parks will be replaced, budget permitting, again with a focus on species diversity and a sustainable community tree canopy.
- d. Ash trees in wooded areas found to be infested may be removed and replaced, budget permitting.

5. Trees on Private Property:

- a. Through educational efforts, property owners are required to diligently monitor ash trees for signs of EAB. They can contact the City's Public Works Department (763-233-5200) or the MDA Arrest the Pest hotline (1-888-545-6684) for more information or request a site inspection with a certified tree inspector.
- b. The City encourages all private property owners to diversify the species on their property to buffer against future insect/disease outbreaks and will follow the protocols to ensure we have a sustainable community forest canopy.
- c. For private property owners, see City Code 8-2-8 Shade Tree Pest Control, for more information on planting requirements and restrictions.
- d. For property owners that are unsure of what to plant, go to the University of Minnesota Woody Plants Catalog: Coniferous trees, Deciduous trees, Shrubs, and Woody Vines Catalog. Choices include plantings native to MN that will have a better chance of surviving MN weather conditions.
<https://trees.umn.edu/woody-plants-catalog>

Summary:

It is clear that EAB poses a serious threat to City of St. Francis' community tree canopy. The City will implement this EAB Management Plan to the extent feasible and as budgets permit to mitigate EAB. The management plan is subject to revision(s) as new information about EAB becomes available. Furthermore, this plan is also subject to revision should state and/or federal policies necessitate plan updates. Revisions to the EAB Management Plan would be subject to City Council Approval.

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

RESOLUTION NO. 2024-09

**A RESOLUTION TO ADOPT THE
EMERALD ASH BORER MANAGEMENT PLAN**

WHEREAS, the (EAB) infestation is both an environmental and economic threat to the City of St. Francis;

AND WHEREAS, the City of St. Francis is being proactive in the mitigation of the potential disruption to its urban forest caused by the pending infestation of the (EAB);

AND WHEREAS, taking a proactive approach to this infestation will enable the City to address public and private needs in an efficient manner;

AND WHEREAS, the City will endeavor to distribute the costs associated with certain and pending tree death over a manageable time period, as well as lessen the economic impact that such an extensive loss will have on the quality of life in our community.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA THAT:

1. The Public Works Director or designee, will be responsible for implementing this Plan and seeing that its provisions are carried out.
2. The City will conduct an inventory of all ash trees growing in its Right-Of-Ways, in parks and on other municipal properties. In the municipal Right-Of-Ways, each ash tree will be identified and systematically removed and replaced with a non-host species of tree. In the park areas and other municipal properties, the City Public Works Director or designee will document each ash tree location, size and condition. An estimated budget and timeframe will be generated from the collected data. Tree removal in the parks and the municipal properties will be prioritized with hazardous trees being removed first followed by those that are no longer assets to the community (dead or dying). Utility contractors will be encouraged to remove all ash trees with their easements as part of their normal line clearance activities.
3. As annual budget permits, all removed public ash trees will be replaced with non-host species trees that will enhance the planting site, and add to the diversity and general health of the urban forest. Plantings will be budget-based, and prioritized by canopy cover goals as identified by the Public Works Director or designee. Those areas needing the most coverage to reach their goals will be planted first.
4. The City will create and maintain an EAB Informational Page on the City's website. The City will provide information to assist residents with the current infestation and also provide a list of certified nurseries through which non-host species may be purchased and planted on private property within the City.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF February 2024.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Joseph Meuhlbauer, Mayor



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Change Orders – City Hall / Fire Station Project
DATE: February 20, 2024

The following change orders have been submitted for approval for the appropriate contract:

Project 4020-10 Material - PCO#009

Project 4020 Labor - PCO#010

Staff initiated change.

PCO 009 and 010 are both directly related to the bath and laundry accessories. Throughout the building committee process these items were not included in the bid and were considered as an item that could be handled by staff. After further discussions and a review of the process it is being pulled over to the contractor to handle. This will ensure a coordinated approach on selection, timing and installation.

Total cost change to project of \$6,007.03

ACTION TO BE CONSIDERED:

Council to review and approve the change orders as presented authorizing City Administrator to execute PCO/PCCO documents.

Attachments:

PCO#009 (Material)	\$6,007.03
PCO#009 (Labor)	\$0

Stahl Construction Company
 861 E. Hennepin Avenue, Suite 200
 Minneapolis, Minnesota 55414
 Phone: (952) 931-9300

 Project: 4020-10 - St. Francis City Hall & Fire Station-Material
 3740 Bridge Street NW
 St. Francis, Minnesota 55070

Prime Contract Potential Change Order #009: PR08 Toilet Bath and Laundry Accessories Material

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	009 / 0	CONTRACT:	4020-10 - St. Francis City Hall & Fire Station-Material
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	2/5/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$6,007.03

POTENTIAL CHANGE ORDER TITLE: PR08 Toilet Bath and Laundry Accessories Material

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
 CE #017 - PR08 Toilet Bath and Laundry Accessories

ATTACHMENTS:

[estimate 72050.pdf](#) , [_PR-08_Struct_St Francis.pdf](#) , [_PR-08_Arch_St Francis.pdf](#) , [_10 2800-Toilet, Bath, and Laundry Accessories.pdf](#) , [_PR-08 St. Francis Cover.pdf](#)

#	Budget Code	Description	Amount
1	03-0000-__-.S Concrete.SUBCONTRACT	PR 08 Updates	\$0.00
2	10-7500-__-.S Flagpoles.SUBCONTRACT	PR08 Updates	\$5,947.55
Subtotal:			\$5,947.55
Fee (1.00% Applies to all line item types.):			\$59.48
Grand Total:			\$6,007.03

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

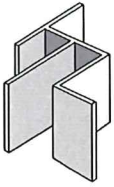
St. Francis, MN (City of)

Stahl Construction Company

 23340 Cree Street NW
 St. Francis, Minnesota 55070

 861 E. Hennepin Avenue, Suite 200
 Minneapolis, Minnesota 55414

SIGNATURE	DATE	SIGNATURE	DATE
-----------	------	-----------	------



Construction Supply, Inc.

2410 5th Avenue North, Fargo, ND 58102

Phone: 701-235-Agenda Item # 4D.

Fax: 701-235-9632

Web Site: www.csi-fargo.com

Bid Date: 2/5/2024

Estimate #: 72050

Estimate

To: **Stahl Construction Co.**
861 E. Hennepin Ave Suite 200
Minneapolis, MN 55414

Phone: 952-767-2123

Fax: 952-931-9941

Estimator Lisa McCullough

Email Address Lisa@csi-fargo.com

Project Name: **St. Francis City Hall & Fire S**
St. Francis, MN

Addendums: na

MATERIAL CONTRACTS ONLY - SUBCONTRACTS ONLY IF WE ARE INSTALLING

Acceptance of listed pricing is also acceptance of terms stated on this estimate.

Terms: NET 30 days, subject to credit approval. NO RETAINAGE ALLOWED. Past due amounts are subject to finance charges of 1-1/2% per month or 18% APR. We propose to furnish MATERIALS ONLY - One Shipment Only Per Section.

Delivery must be made within ^{30 days} from date above or the price may be subject to review.

Section:	Quantity/Description	Total
Toilet Accessories	Cost Add changes on approval	5,947.55

PR #08
Add:

Qty (11) # 0469-2 Paper Towel Dispenser
Qty (11) Auto Soap Dispenser
Qty (11) Sanitary Waste Disposal
Qty (11) Double Toilet Tissue Holder

Please add tax if not exempt.	Sales Tax (8.125%)	\$0.00
	Total	\$5,947.55

****Any sections cancelled after drawings are requested, are subject to a 10% cancellation fee. Any material cancelled after purchase order is sent in to the manufacturer, is subject to manufacturer's cancellation fee policy.**

NOTE: If delivery appointments are required there is a \$40.00 delivery notification charge per shipment. This charge is not included in the prices above. If Payment is to be made by Credit Card, there will be a 3% fee. If a Lift Gate is required there will be a Lift Gate Fee added to your total.

Stahl Construction Company
 861 E. Hennepin Avenue, Suite 200
 Minneapolis, Minnesota 55414
 Phone: (952) 931-9300

 Project: 4020 - St. Francis City Hall & Fire Station
 3740 Bridge St NW
 St. Francis, Minnesota 55070

Prime Contract Potential Change Order #010: PR 08 - Toilet Laundry Bath Accessories Labor

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	010 / 0	CONTRACT:	4020- - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	2/5/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: PR 08 - Toilet Laundry Bath Accessories Labor

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #018 - PR 08 - Toilet Laundry Bath Accessories

ATTN Project Managers:

- Please review the attached PR and associated changes.
- Stahl will issue formal RFQ's (Request for Quotes) to all contractors who we believe will be affected by these changes.
- Please reach out if you do not receive an RFQ but the changes associated with this PR will have cost or schedule impacts to your scope of work. Stahl will ensure an RFQ is sent to you as well.

Thank you.

ATTACHMENTS:

[PR-08_Struct_St Francis.pdf](#) , [_PR-08_Arch_St Francis.pdf](#) , [_10 2800-Toilet, Bath, and Laundry Accessories.pdf](#) , [_PR-08 St. Francis Cover.pdf](#)

#	Budget Code	Description	Amount
1	03-0000-__-.S Concrete.SUBCONTRACT	PR08 Updates	\$0.00
2	06-1000-__-.S Rough Carpentry.SUBCONTRACT	PR08 Updates	\$0.00
Subtotal:			\$0.00
GC Fee 5% (5.00% Applies to all line item types.):			\$0.00
Grand Total:			\$0.00



MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56003

MINNEAPOLIS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

PROPOSAL REQUEST 08 (PR-08)

ISSUE DATE: 01/29/2024

PROJECT NAME: St. Francis Fire & City Hall

PROJECT NUMBER: 22455-1

ARCHITECT: Brunton Architects & Engineers
225 Belgrade Avenue
North Mankato, MN 56003

**CONSTRUCTION
MANAGER:** Stahl Construction
861 Hennepin Avenue
Suite 200
Minneapolis, MN 55414

OWNER: City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070

DESCRIPTION

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within fourteen (14) calendar days or notify the Owner and Architect in writing of the anticipated date of submission.

1. CHANGES TO SPECIFICATIONS

- A. Section 10 2800 – Toilet, Bath and Laundry Accessories
 - 1. Added Part 2 Products
 - 1. 2.04 Commercial Toilet Accessories
 - a. A: Toilet paper dispenser
 - b. B: Combination towel dispenser/waste receptacle
 - c. C: Automated soap dispenser
 - d. F: Sanitary napkin disposal unit

2. CHANGES TO ARCHITECTURAL DRAWINGS

- A. Sheet A4-11 – Enlarged Plan and Interior Elevations
 - 1. Added toilet, bath and laundry accessories to scope of work.
 - 2. Removed note that stated “All paper towel dispensers, waste receptacles, soap dispensers, toilet paper dispensers, and sanitary napkin disposals are to be provided and installed by owner. Locations noted for coordination and ADA compliance only. Coordinate with owner.”

ATTACHMENTS:

- 1. Section 10-2800 – Toilet, Bath and Laundry Accessories
- 2. Sheet A4-11 – Enlarged Plan and Interior Elevations
- 3. Structural Engineering Supplemental Instructions



PH: 507.386.7996 FAX: 507.386.7992

bruntonarchitects.com



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Job Description Updates
DATE: February 20, 2024

OVERVIEW:

Three administrative job descriptions in the PPW building are being updated and restructured for reasons that include; updated practices for the departments and the building and to remove outdated process.

As part of this process we are clarifying the separation points of the positions. Over the past few years there has been a level of overlap between police and public works admin. Administrative duties are meant to be fluid as they are the support team of the department. As these positions have evolved in their responsibilities for their main department it is no longer practical for the overlap. The departments have identified where change needs or occur and updated the descriptions to reflect that.

ACTION TO BE CONSIDERED:

Council requested to review and approve the updates as identified

Attachments:

- Records Clerk Job Description
- Administrative Assistant - Police Department
- Public Works Office Assistant

1205.00 RECORDS CLERK

205.01 PRIMARY OBJECTIVES

Performs routine to semi-skilled clerical, receptionist and data entry support for the police department; performs related duties as required.

205.02 SUPERVISION RECEIVED

Works under the general and technical supervision of the Administrative Assistant.

205.03 SUPERVISION EXERCISED

None.

205.04 MAJOR AREAS OF ACCOUNTABILITY

- * 1. Enters offense, arrest, and other police data into the records management system; enters citations into **FBR PSDS** software; codes arrests according to the NBRS codes; reviews for accuracy and ensures the information is kept confidential.
- *2. Transcribes reports and statements; prepares and forwards incident reports to appropriate agencies **and Investigator**. **Coordinates and tracks the flow of information and documents to and from the investigator and prosecutors.**
- * 3. Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance, or refers to another staff member as appropriate.
- * 4. Retrieve copies and provide police reports to the public in accordance with strict guidelines and **on what can be released and when**; calculates and collect appropriate fees and prepares receipts **in accordance with state statue 13.82.**
- *5. Performs general clerical support work including typing a variety of documents, letters, reports, and memos, maintaining records and files, scanning, copying, printing, faxing, handling incoming and outgoing mail, records as appropriate, and retrieving data or documents and disposal of. **Maintains and destroys records in accordance with the mandated retention schedule.**
- * 6. Prepares case files for prosecution and reviews **to see that** all required supporting documents **to have them been** and **submits them** **contacts officers for missing information and makes sure it gets** to the proper agencies in a timely manner.
- *7. Performs queries in CJIS and Anoka County records name database and provides the information to the requestor as needed.
- 8. Performs records checks after obtaining appropriate releases; refers any questionable requests to the Administrative Assistant.

9. Issues snowmobile, golf cart permits and dog licenses; verifies identification and insurance and signs off on impounded vehicles authorizing release.

Agenda Item # 4E.

- 10. Performs assigned duties of **their** supervisor in their absence.
- 11. ~~Performs limited duties for public works when admin is out of office which includes answering phone calls and helping with front desk walk-ins.~~
Processes permit to purchases and runs criminal histories and back ground checks. Must have advanced knowledge of state statutes and federal laws as it relates to firearms.
- 12. Helps with community events and performs other duties as needed or assigned.

205.05 KNOWLEDGE, SKILLS, AND ABILITIES

- * ► Working knowledge of police department policies and procedures as it pertains to administrative support work.
- * ► Working knowledge of data practices laws and related department procedures.
- * ► Working knowledge of database and word-processing software and the Minnesota Offense Table, Microsoft word, Excel, Laserfiche, Outlook and Adobe Acrobat.
- * ► Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information and use of law enforcement databases.
- * ► Considerable ability to operate standard office equipment.
- * ► Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- * ► Working ability to obtain and maintain CJIS Hot Files certification.
 - Working ability to respond to questions and requests for information.
- * ► Working ability to perform work that requires bending, crouching, and pushing/pulling to retrieve documents, lifting, and carrying of files and sitting to perform data entry for long periods of time.

205.06 MINIMUM QUALIFICATIONS

- One year of responsible office support work including receptionist, data entry, word processing and operation of standard office equipment.
- Must obtain CJIS Hot Files certification within one year of employment and maintain it thereafter.

* Note: Asterisked items are essential to the job

1206.00 ADMINISTRATIVE ASSISTANT

206.01 PRIMARY OBJECTIVES

Performs skilled administrative support and technical supervision of office staff for the Police Department ensuring accurate and confidential management of police records, correspondence, and other office services as required; performs related duties as required.

206.02 SUPERVISION RECEIVED

Works under the general supervision of the police chief; receives technical work direction from the Police Chief and Sergeants.

206.03 SUPERVISION EXERCISED

Provide technical supervision to the Police Records Clerk.

206.04 MAJOR AREAS OF ACCOUNTABILITY

- * 1. Ensures records function is operating according effectively and legally; oversees and enters offense, arrest, and other police data into the records management system; codes arrests according to the Minnesota Offense Table; reviews entries for accuracy and ensures the information is kept confidential.
- * 2. Performs responsible and confidential secretarial duties for the Police Chief including reviewing incoming documents scans to determine relative importance or urgency and distributing to appropriate staff members, making appointments, arranging meetings, and gathering information needed for such meetings, organizing, and maintaining the chief's files and drafting responses to letters of inquiry of a routine nature for the signature of the Police Chief.
- * 3. Transcribes reports and statements; forwards in-custody complaints to investigator for review and signature; coordinates and tracks the flow of information and documents to and from investigator.
- * 4. Responds to phone, fax and in-person inquiries and requests for information. directs calls, takes messages, provides information and assistance, or refers to another staff member as appropriate.
- * 5. Oversees and/or retrieves copies and provides police reports to the public in accordance with strict guidelines on release; redacts data as appropriate and calculates and collects appropriate fee and prepares receipts.
- * 6. Performs skilled administrative support work including typing a variety of documents, letters, reports, and memos, maintaining records and files, scanning, copying, printing, faxing, record retention, and retrieving data or documents as needed.

* 7 Process court ordered expungements.

* Performs queries in CJIS, and Anoka County records name database and provides the information to the requestor as needed.

- * 8. Supervises the Police Records Clerk, assists in hiring, assigns, and reviews work, advises, and handles the more complex questions or requests, coaches and trains and conducts performance reviews, subject to approval by the Chief.
- * 9. Runs or prepares a variety of correspondence, forms and statistical reports for the department and other agencies as needed; provides information to officers from Department and MINCIS/NCIC files as requested. **Runs criminal histories as requested for criminal investigative purposes.**
- 10. May assist with the police officer hiring process including scheduling exams, interviewing, and preparing correspondence and running the criminal history check.
- *11. Performs a monthly BCA error report to check for record errors, correct the information and resubmits to BCA until error-free. Enter agency submissions for Supplemental Reporting System for BCA.
- *12. Coordinates information with other law enforcement agencies, committees, or other city departments on a variety of issues and attends monthly records meetings.
- 13. Runs criminal history checks for potential new hires within the city and for liquor license applicants and provides results to the Chief.
- 14. Purchases office supplies and a variety of other supplies needed by the department.
- *16. Processes timecards, invoices, **and** fingerprint card dispositions.
- 17. Helps assist with Community Events and oversee the organizing and scheduling of police department related community events.
- 18. Keeps track of Security Awareness and MYBCA Testing for all employees.
- 19. Downloads and processes squad and body cam videos for attorneys.
- 20. Assists with annual and quarterly reports for the Chief.
- 21. Performs monthly state mandated validations on hot files, such as stolen vehicles, guns, and missing person.**
- 22. Processes and submits citations in accordance with state regulations.**
- 23. Performs other duties as needed or assigned.

206.05 KNOWLEDGE, SKILLS, AND ABILITIES

- * ▶ Considerable knowledge of police department policies, procedures, and processes as it pertains to administrative support and records management.
- * ▶ Considerable knowledge of standard office procedures, tools, equipment, and practices.
- * ▶ Considerable knowledge of the English language, law enforcement terminology, grammar, spelling, and vocabulary.
- * ▶ Considerable knowledge of data practices laws related to police records collection, maintenance, and dissemination of information.
- * ▶ Considerable knowledge of database and word-processing software, Microsoft word, excel, Laserfiche, outlook and adobe acrobat and the Minnesota Offense Table.
 - ▶ Working knowledge of department policies and procedures relating to handgun permits and licensing.
- * ▶ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information and use of law enforcement databases.
- * ▶ Considerable ability to operate various office equipment and to enter and retrieve data with speed and accuracy and ability and to detect and correct errors in both written documents and data entry.
- * ▶ Considerable ability to properly organize and route routine and/or complex case files to proper destinations without supervisory review.
- * ▶ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- * ▶ Considerable ability to organize and prioritize work, to work independently with little supervision and to manage multiple tasks in a timely manner.
- * ▶ Considerable ability to obtain and maintain CJIS Hot Files certification.
- * ▶ Considerable ability to respond to questions and requests for information.
- * ▶ Considerable ability to prepare correspondence and to prepare or generate reports.
- * ▶ Considerable ability to see, read and understand written information and to converse with people.
- * ▶ Working ability to perform work that requires bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

206.06 MINIMUM QUALIFICATIONS

- ▶ Three years of increasingly responsible office support work including records management, data entry, word processing and customer service.
- ▶ Must obtain CJIS Hot Files certification within one year of employment and maintain it thereafter.

* Note: Asterisked items are essential to the job.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: June 2022

Position Title: Public Works Office Assistant

Status: Non-Exempt

Department: Public Works

Approved: _____

Accountable to: Public works Director

Primary Objectives

Performs semi-skilled to skilled clerical, receptionist and data entry support for the Streets and Parks, Sewer and Water, ~~and Recycling, and Police~~

Supervision Received

Works under the general and technical supervision of the Public Works Director

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Acts as primary receptionist for Public Works; responds to phone, e-mail and in person inquiries; direct calls, take messages, provides information and assistance or refers to another staff member as appropriate.
- * ~~2.~~ ~~Supports Police Department staff including answering phones, in-person inquires, takes messages and clerical and counter support including filing, copying, mail and record requests~~
- * ~~2.3.~~ Assists city staff in updating websites, Facebook, and other social media sights; take minutes at various meetings when needed; assist with events such as spring clean-up, Pioneer Days and other events as needed.
- * ~~34.~~ Under the Public Works Director’s direction, assist with clerical and administrative duties; assists in researching, compiling, arranging, analyzing and interpreting data, developing reports on special projects and technical issues as assigned.
- * ~~45.~~ Performs general clerical support work including: typing or transcribing a variety of documents, letters, reports and memos, statements, maintaining records and files in accordance to the Record Retention Schedule for MN Cities, scanning, copying, printing, faxing, handling incoming and outgoing mail and retrieving data or documents and disposal of.
- * ~~56.~~ Establish and maintain a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner.

- *~~67~~. Maintain records of inspections to ensure proper safety in the City Water and Wastewater Systems, Streets, Parks, Recycling and Maintenance work areas. Primary staff person for scheduling of all water and sewer inspections.
- *~~78~~. Processes forms, records and files; assist in compilation of statistical data for reports, surveys, and city newsletters; prepares, assembles and distributes memoranda, letters, information, and other communications.
- *~~9~~. ~~Issues snowmobile permits and dog licenses.~~
- *~~810~~. Provide information to OPUS or contractual services for water and sewer billing and receive information on late payments; process late notices and arrange for water shutoffs or reinstatement of service. Track and report all commercial water/sewer billings. Primary contact for OPUS and contractual services regarding work orders, high readings, water leaks, and investigations into customer complaints.
- *~~911~~. Position is required to use more advanced computerized programs, such as asset management and mapping software.
- *~~1012~~. Track, enforce and ~~and~~ report code enforcement violation and Stormwater as needed including, sending out violation notices and citations.
- *~~1113~~. Designated Safety Program manager and this position is responsible to schedule and attend meetings, record minutes and retain in Laserfiche, manage associated documents and manuals, and ensure employee training.
- *~~1214~~. Assist the Recycling Coordinator in overall program management which may include but is not limited to creating materials, coordinate printing of materials, and ensure mailings of such materials.
- *~~13.15~~ Administer permits related to utilities, right of way or other public works related functions.
- *~~14.16~~ Process facility use permit applications- and track as necessary the reservations for city facilities including the ice rink, parks and related facilities
- *~~1517~~. Work with Finance Department on issues related to utility billing
- *~~16.18~~ Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Ability to learn and develop a working knowledge of Public Works policies and procedures as it pertains to administrative support work.
- * ➤ Considerable ability to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information.

- * ➤ Understand how standard office equipment works, including document imaging and have the ability to learn/utilize GIS software.
- * ➤ Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- * ➤ Ability to manage time while performing duties for several departments.
- * ➤ Ability to perform work that may require bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

MINIMUM QUALIFICATIONS

- Experience working in responsible office setting, including receptionist, data entry, word processing and operation of standard office equipment.
- Must obtain and maintain a notary certification.
- Must successfully complete Safety Awareness Training within 6 months of employment and maintain thereafter.

* Note: Asterisked items are essential to the job.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Dave Schmidt, Fire Chief
SUBJECT: Hiring of Captains and Lieutenants
DATE: February 20, 2024

OVERVIEW:

On February 14th, the city staff completed interviews to fill the Vacant Captain and Lieutenant positions due to the reorganization with Bethel. After the interview process along with application and resume review, the following staff were selected for positions.

Station 1, Lieutenant- Rick Phelps

Station 2, Lieutenant- Jim Rogers

Station 2, Captain- Brent Wentworth

Training Lieutenant- Brigit Marshall

Training Captain- Zach Goers.

ACTION TO BE CONSIDERED:

Approve the hiring of Rick Phelps, Jim Rogers, Brigit Marshall as Lieutenants and Brent Wentworth and Zach Goers as Captains, effective March 1st, 2024

BUDGET IMPLICATION:

These are approved and budgeted position for 2024



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Equipment
DATE: February 20, 2024

OVERVIEW:

In efforts to better protect officers during high risk situations the department has decided to provide each officer with a ballistic helmet. The helmets are level III-A and are resistant to certain firearm rounds including 12 gauge shotguns and high powered handguns. Each officer will have the helmets readily available in their assigned squad car during their shift. The helmets will work in conjunction with ballistic vests and shields to protect officers during high risk or volatile situations involving weapons use or the potential for weapons use.

ACTION TO BE CONSIDERED:

City Council approval to purchase of 12 high-cut level III-A ballistic helmets from Executive Defense International for all St. Francis police officers.

BUDGET IMPLICATION:


State Public Safety Funds will be used for the purchase of the helmets at \$499.00 each plus \$54.95 for each carrying bag. The total cost of the helmets and bags is \$5,983.40 after a \$664.00 discount.

Attachments:

- Executive Defense helmet quote

EDI-USA
 Tel: (215) 235-4301
www.ExecDefense.com
INVOICE

Feb 02, 2024

Picture	Description	Price per unit FOB, USD	Quantity	Total
	High-Cut Helmet (III-A), with side rails and front mount	\$499	8 (L)	\$3,992
	Level: Tested to III-A, ambient (To resist .44mag).	\$499	2 (M)	\$998
	Colors: Black	\$499	2 (XL)	\$998
	Sizes: M, L, XL Includes inner padding system & double chin strap.			
	Ballistic Helmet Bag Color: Black Padded inside, to fit the high-cut ballistic helmet.	\$54.95	12	\$659.40

Products Total: \$6,647.40
Shipping: FREE
L&E Discount (10%): - \$664
Total: \$5,983.40

Payment Terms:

EDI-USA accepts payment via bank wire transfer or check.

If paying by check, please remit to “**Executive Distributors International**” and send to:

Executive Distributors International
400 Morris Ave
Bryn Mawr, PA, 19010

If paying by wire transfer, please remit payment to the following bank coordinates:

Name of Bank: Wells Fargo Bank
Name of Bank Account: Executive Distributors International
Address of Company : 400 Morris Avenue, Bryn Mawr, Pennsylvania, 19010, USA.
Bank Account Number: 1103122543
Bank Routing Number: 121000248
Bank SWIFT Code: WFBIUS6S
Bank Address: 420 Montgomery St, San Francisco, CA, 94104, U.S.A.
Bank Telephone: +1-888-384-8400

STATEMENT OF SALE:

By purchase the products in this invoice, the products receiver indicates knowledge / acceptance of this Disclaimer. The total cost of the products and shipping will be paid in full before products are produced and shipped to the receiver. The receiver will not distribute any products in anyway that does not comply with laws of the USA or laws of the country where the products are being received. Receiver indemnifies and holds Executive Distributors International Inc., and all its officers and employees, harmless for any untoward outcomes or losses related directly or indirectly to the performance of these products whether used by receiver or distributed by receiver to other parties. Products receiver assumes all risks, and sole risk, concerning the possession and use of the products sold hereunder. EXECUTIVE DISTRIBUTORS INTERNATIONAL, INC. HEREBY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES, EXPRESS AND IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL EXECUTIVE DISTRIBUTORS INTERNATIONAL, INC. BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL OR EXEMPLARY DAMAGES ARISING OUT OF OR CONNECTED WITH THE DELIVERY, SALE, USE OR PERFORMANCE OF THE PRODUCTS. IN NO EVENT SHALL EXECUTIVE DISTRIBUTORS INTERNATIONAL, INC.'S LIABILITY (WHETHER IN CONTRACT, TORT OR OTHERWISE) FOR DAMAGES ARISING OUT OF OR RELATING TO THE SALE, DELIVERY, USE OR PERFORMANCE OF THE PRODUCT EXCEED THE PRICE OF THE PRODUCTS. Executive Distributors International, Inc. releases all responsibility for products after products are handed over to the shipping company and/or delivered to final address. This includes, theft, shipping disputes, etc. Purchaser shall indemnify and hold Executive Distributors International Inc., and all its officers and employees harmless from and against any and all claims, actions, suits, proceedings, damages, expenses, losses, costs, disbursements, obligations, liabilities and liens (including attorneys', accountants' and experts' fees) relating to or arising from the use of the products, whether by purchaser or any other user, sold to purchaser hereunder. The laws of the State of Pennsylvania govern this Disclaimer and transaction contemplated hereby. The terms of this Disclaimer may not be modified without the prior written consent of Executive Distributors International Inc, duly executed by an authorized representative of Executive Distributors International Inc. Items are imported and non-TAA compliant unless requested by purchaser and re-confirmed in writing by EDI. Due to the nature of EDI's products, Executive Distributors International, Inc does not accept order cancelations, returns, refunds, exchanges, or credits after an order has been placed for the listed in this quotation or invoice. No exceptions. Acts of force majeure for the fulfillment of this order are note responsibility of EDI. Please view delivery guarantee for delivery / production times.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Winning With Cops Donation
DATE: February 20, 2024

OVERVIEW:

The primary mission of the program “Winning with Cops” is for the police department to work in partnership with St. Francis Schools to aid developmentally disabled children and adults. This program is helping law enforcement interact with developmentally disabled individuals and foster a positive interaction between the two groups. The Winning with Cops interaction comes through social events, team sports and exercise. A majority of these events are funded through monetary donations from local businesses. Most recently a monetary donation of \$500.00 has been donated by CHOPS Pull Tabs who sell pull tabs at local St. Francis establishments including Tasty Pizza Bar and Bowl.

ACTION TO BE CONSIDERED:

To accept the donation of \$500.00 from CHOPS Pull Tabs to be utilized for the Winning with Cops program.

BUDGET IMPLICATION:

The donation will supplement the police department budget in supporting the Winning with Cops program.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: 245th Ave Mill and Overlay
DATE: February 20, 2024

OVERVIEW:

The half mile section of 245th Ave east of TH47 is starting to deteriorate and needs to be repaired. The City shares this street with Stanford Township. In light of the Shared Road Agreement, both the Township and the City can now work together on 245th Ave.

The City and Township Staff both agreed it would be best if the Township acquired bids for this project because there are financial advantages that benefit both entities. The total project cost will be \$127,292.50 for the mill and overlay to be split evenly between the City and Township.

ACTION TO BE CONSIDERED:

Council to approve the payment of \$63,646.25, per Shared Road Agreement, to the Stanford Township upon completion on the project.

BUDGET IMPLICATION:

The payment will be taken out of the Street Maintenance Fund.



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Poppy Street and 229th Lane Reconstruction Project – Final Payment
DATE: February 20, 2024

OVERVIEW:

Attached is the Final Payment Form for the Poppy Street and 229th Lane Reconstruction Project. The contractor has submitted the required IC-134 documentation and the Consent of Surety. This final payment includes payment for all the work items completed for this project and releases the retainage. The recommended final payment is \$24,177.42.

ACTION TO BE CONSIDERED:

Consider approval of Final Payment for the Poppy Street and 229th Lane Reconstruction Project.

BUDGET IMPLICATION:

Poppy Street and 229th Lane is on the City’s Municipal State Aid system therefore the street improvements for these streets can be paid for with Municipal State Aid funds. The portion of Poppy Street that is in Oak Grove will be financed by Oak Grove. The sewer and water improvements are not Municipal State aid eligible and will be financed by the City’s Sewer and Water Fund. A portion of this project will also be assessed to the benefiting property owners in accordance with the City’s assessment policy. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source			
	Oak Grove	St. Francis State Aid		Sewer & Water Fund
		Poppy Street	229 th Lane	
Work Completed to Date	\$145,912.04	\$491,269.88	\$100,803.71	\$323,738.60
Less Previous Payments	\$142,993.80	\$478,501.54	\$98,787.64	\$317,263.83
Recommended Payment	\$2,918.24	\$12,768.34	\$2,016.07	\$6,474.77

Attachments:

- Final Payment Form
Consent of Surety
- IC-134 Forms

Contractor's Application for Payment No.

FINAL PAYMENT

To (Owner):	City of St. Francis	Application Period:	FINAL	Application Date:	FEBRUARY 11, 2024
Project:	Poppy Street and 229th Lane Reconstruction Project	From (Contractor):	Douglas-Kerr Underground, LLC	Via (Engineer):	Hakanson Anderson

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$0.00	

1. ORIGINAL CONTRACT PRICE.....	\$	\$1,012,799.97
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$1,012,799.97
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$1,061,724.23
5. RETAINAGE:	\$	
a. 0% X Work Completed.....	\$	\$0.00
b. 0% X Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$1,061,724.23
7. LESS PREVIOUS PAYMENTS.....	\$	\$1,037,546.81
8. AMOUNT DUE THIS APPLICATION.....	\$	\$24,177.42

Contractor's Certification

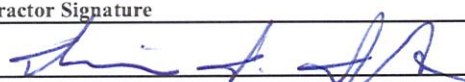
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

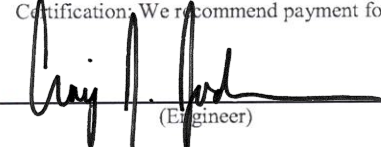
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 2-12-24

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

 Date: 2-14-2024

(Engineer)

OWNER: CITY OF ST. FRANCIS

(Owner) Date

PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project

Base Bid (S.A.P. 223-120-002) - Poppy Street

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.16	LUMP SUM	\$ 30,714.00	\$ 4,914.24	0.16	\$ 4,914.24
2	CLEARING	8	EACH	\$ 300.00	\$ 2,400.00	13	\$ 3,900.00
3	GRUBBING	8	EACH	\$ 125.00	\$ 1,000.00	14	\$ 1,750.00
4	CLEARING	0.1	ACRE	\$ 25,000.00	\$ 2,500.00	0.1	\$ 2,500.00
5	GRUBBING	0.1	ACRE	\$ 5,000.00	\$ 500.00	0.1	\$ 500.00
6	REMOVE MAIL BOX SUPPORT	2	EACH	\$ 150.00	\$ 300.00	2	\$ 300.00
7	SAWING CONCRETE PAVEMENT - FULL DEPTH	1	LIN FT	\$ 4.20	\$ 4.20	2	\$ 8.40
8	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	41	LIN FT	\$ 3.00	\$ 123.00	41	\$ 123.00
9	REMOVE PIPE CULVERT	60	LIN FT	\$ 13.70	\$ 822.00	78	\$ 1,068.60
10	REMOVE CONCRETE CURB	11	LIN FT	\$ 4.55	\$ 50.05	25	\$ 113.75
11	REMOVE BITUMINOUS PAVEMENT	22	SQ YD	\$ 4.30	\$ 94.60	47	\$ 202.10
12	EXCAVATION - SUBGRADE	1,007	CU YD	\$ 21.50	\$ 21,650.50	1,007	\$ 21,650.50
13	DEWATERING	0.16	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
14	SUBGRADE PREPARATION	5.5	ROAD STA	\$ 216.00	\$ 1,188.00	5.5	\$ 1,188.00
15	WATER	28	M GALLON	\$ 75.70	\$ 2,119.60	28.0	\$ 2,119.60
16	AGGREGATE BASE CLASS 5	329	TON	\$ 14.55	\$ 4,786.95	261	\$ 3,797.55
17	FULL DEPTH RECLAMATION	1,479	SQ YD	\$ 3.75	\$ 5,546.25	1,479	\$ 5,546.25
18	HAUL FULL DEPTH RECLAMATION (LV)	427	CU YD	\$ 10.35	\$ 4,419.45	427	\$ 4,419.45
19	MILL BITUMINOUS SURFACE (1.5")	10	SQ YD	\$ 8.45	\$ 84.50	10	\$ 84.50
20	BITUMINOUS MATERIAL FOR TACK COAT	73	GALLON	\$ 4.30	\$ 313.90	73	\$ 313.90
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	68	SQ YD	\$ 41.60	\$ 2,828.80	74	\$ 3,078.40
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	140	TON	\$ 80.45	\$ 11,263.00	140	\$ 11,263.00
23	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	235	TON	\$ 71.80	\$ 16,873.00	200	\$ 14,360.00
24	18" RC PIPE APRON	1	EACH	\$ 1,433.00	\$ 1,433.00	1	\$ 1,433.00
25	12" RC PIPE SEWER DESIGN 3006 CLASS V	339	LIN FT	\$ 51.40	\$ 17,424.60	339	\$ 17,424.60
26	18" RC PIPE SEWER DESIGN 3006 CLASS V	25	LIN FT	\$ 65.65	\$ 1,641.25	25	\$ 1,641.25
27	CASTING ASSEMBLY	3	EACH	\$ 817.00	\$ 2,451.00	3	\$ 2,451.00
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	10.4	LIN FT	\$ 660.00	\$ 6,864.00	10.4	\$ 6,864.00
29	CONCRETE CURB AND GUTTER DESIGN B424	1,092	LIN FT	\$ 18.35	\$ 20,038.20	1,092	\$ 20,038.20
30	6" CONCRETE DRIVEWAY PAVEMENT	30	SQ YD	\$ 58.50	\$ 1,755.00	38	\$ 2,223.00
31	MAIL BOX SUPPORT	2	EACH	\$ 225.00	\$ 450.00	2	\$ 450.00
32	TRAFFIC CONTROL SUPERVISOR	0.16	LUMP SUM	\$ 1,500.00	\$ 240.00	0.16	\$ 240.00

**PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project**

Base Bid (S.A.P. 223-120-002) - Poppy Street (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
33	TRAFFIC CONTROL	0.16	LUMP SUM	\$ 2,450.00	\$ 392.00	0.16	\$ 392.00
34	SIGN TYPE C	5	SQ FT	\$ 90.00	\$ 450.00	5	\$ 450.00
35	STABILIZED CONSTRUCTION EXIT	0.16	LUMP SUM	\$ 2,553.00	\$ 408.48		\$ -
36	EROSION CONTROL SUPERVISOR	0.16	LUMP SUM	\$ 2,725.00	\$ 436.00	0.16	\$ 436.00
37	STORM DRAIN INLET PROTECTION	3	EACH	\$ 171.00	\$ 513.00	5	\$ 855.00
38	SILT FENCE TYPE; MS	60	LIN FT	\$ 2.40	\$ 144.00	60	\$ 144.00
39	LOAM TOPSOIL BORROW	70	CU YD	\$ 38.50	\$ 2,695.00	150	\$ 5,775.00
40	FERTILIZER TYPE 1	43	POUND	\$ 0.75	\$ 32.25	65	\$ 48.75
41	SEEDING	0.14	ACRE	\$ 2,150.00	\$ 301.00	0.13	\$ 279.50
42	HYDRAULIC BONDED FIBER MATRIX	501	POUND	\$ 1.50	\$ 751.50	501	\$ 751.50
43	SEED, MIXTURE 25-121	17	POUND	\$ 5.45	\$ 92.65	17	\$ 92.65
44	4" SOLID LINE MULTI-COMPONENT	546	LIN FT	\$ 0.45	\$ 245.70	587	\$ 264.15
45	4" DOUBLE SOLID LINE MULTI-COMPONENT	500	LIN FT	\$ 0.90	\$ 450.00	508	\$ 457.20

Total Base Bid (S.A.P. 223-120-002) - Poppy Street

\$ 145,912.04

Base Bid (S.A.P. 235-117-002) - Poppy Street

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.47	LUMP SUM	\$ 30,714.00	\$ 14,435.58	0.47	\$ 14,435.58
2	CLEARING	0.05	ACRE	\$ 25,000.00	\$ 1,250.00	0.05	\$ 1,250.00
3	GRUBBING	0.05	ACRE	\$ 5,000.00	\$ 250.00	0.05	\$ 250.00
4	REMOVE SIGN	12	EACH	\$ 40.00	\$ 480.00	12	\$ 480.00
5	REMOVE MAIL BOX SUPPORT	14	EACH	\$ 150.00	\$ 2,100.00	14	\$ 2,100.00
6	SALVAGE SIGN	5	EACH	\$ 40.00	\$ 200.00	6	\$ 240.00
7	SAWING CONCRETE PAVEMENT - FULL DEPTH	13	LIN FT	\$ 4.20	\$ 54.60	22	\$ 92.40
8	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	386	LIN FT	\$ 3.00	\$ 1,158.00	416	\$ 1,248.00
9	REMOVE PIPE CULVERT	591	LIN FT	\$ 13.70	\$ 8,096.70	621	\$ 8,507.70
10	REMOVE CATCH BASINS	2	EACH	\$ 610.00	\$ 1,220.00	2	\$ 1,220.00
11	REMOVE CONCRETE CURB	93	LIN FT	\$ 4.55	\$ 423.15	129	\$ 586.95
12	REMOVE CONCRETE PAVEMENT	16	SQ YD	\$ 8.05	\$ 128.80	16	\$ 128.80
13	REMOVE BITUMINOUS PAVEMENT	864	SQ YD	\$ 4.30	\$ 3,715.20	864	\$ 3,715.20
14	EXCAVATION - SUBGRADE	1,635	CU YD	\$ 21.50	\$ 35,152.50	1,659	\$ 35,668.50

**PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project**

Base Bid (S.A.P. 235-117-002) - Poppy Street (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
15	DEWATERING	0.5	LUMP SUM	\$0.01	\$ 0.01		\$ -
16	SUBGRADE PREPARATION	11.3	ROAD STA	\$216.00	\$ 2,440.80	11.3	\$ 2,440.80
17	WATER	78	M GALLON	\$ 75.70	\$ 5,904.60	60.8	\$ 4,602.56
18	AGGREGATE BASE CLASS 5	1,047	TON	\$ 14.55	\$ 15,233.85	842	\$ 12,251.10
19	FULL DEPTH RECLAMATION	3,261	SQ YD	\$ 3.75	\$ 12,228.75	3,267	\$ 12,251.25
20	HAUL FULL DEPTH RECLAMATION (LV)	942	CU YD	\$ 10.35	\$ 9,749.70	942	\$ 9,749.70
21	MILL BITUMINOUS SURFACE (1.5")	62	SQ YD	\$ 8.45	\$ 523.90	62	\$ 523.90
22	BITUMINOUS MATERIAL FOR TACK COAT	250	GALLON	\$ 4.30	\$ 1,075.00	250	\$ 1,075.00
23	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	549	SQ YD	\$ 41.60	\$ 22,838.40	727.0	\$ 30,243.20
24	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	305	TON	\$ 80.45	\$ 24,537.25	305	\$ 24,537.25
25	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	510	TON	\$ 71.80	\$ 36,618.00	446.3	\$ 32,044.34
26	12" CS PIPE APRON	4	EACH	\$ 520.00	\$ 2,080.00	2.00	\$ 1,040.00
27	12" CS PIPE CULVERT	60	LIN FT	\$ 79.35	\$ 4,761.00	72.0	\$ 5,713.20
28	12" RC PIPE SEWER DESIGN 3006 CLASS V	468	LIN FT	\$ 51.40	\$ 24,055.20	468	\$ 24,055.20
29	18" RC PIPE SEWER DESIGN 3006 CLASS V	38	LIN FT	\$ 65.65	\$ 2,494.70	38	\$ 2,494.70
30	SALVAGE SPRINKLER HEAD	30	EACH	\$ 60.00	\$ 1,800.00	66	\$ 3,960.00
31	INSTALL SPRINKLER HEAD	30	EACH	\$ 60.00	\$ 1,800.00	66	\$ 3,960.00
32	CASTING ASSEMBLY	15	EACH	\$ 817.00	\$ 12,255.00	15	\$ 12,255.00
33	ADJUST FRAME AND RING CASTING	8	EACH	\$ 872.00	\$ 6,976.00	8	\$ 6,976.00
34	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	4	EACH	\$ 1,739.00	\$ 6,956.00	4	\$ 6,956.00
35	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	30.5	LIN FT	\$ 660.00	\$ 20,130.00	33	\$ 21,780.00
36	5" CONCRETE WALK	8,110	SQ FT	\$ 6.80	\$ 55,148.00	7,691.0	\$ 52,298.80
37	6" CONCRETE WALK	1,650	SQ FT	\$ 11.45	\$ 18,892.50	1,779	\$ 20,369.55
38	8" CONCRETE WALK	91	SQ FT	\$ 6.65	\$ 605.15	96	\$ 638.40
39	CONCRETE CURB AND GUTTER DESIGN B424	2,206	LIN FT	\$ 18.35	\$ 40,480.10	2,276	\$ 41,764.60
40	6" CONCRETE DRIVEWAY PAVEMENT	111	SQ YD	\$ 58.50	\$ 6,493.50	131	\$ 7,663.50
41	8" CONCRETE DRIVEWAY PAVEMENT	9	SQ YD	\$ 68.00	\$ 612.00	9	\$ 612.00
42	TRUNCATED DOMES	60	SQ FT	\$ 50.00	\$ 3,000.00	60	\$ 3,000.00
43	MAIL BOX	1	EACH	\$ 50.00	\$ 50.00	1	\$ 50.00
44	MAIL BOX SUPPORT	14	EACH	\$ 225.00	\$ 3,150.00	14	\$ 3,150.00
45	TRAFFIC CONTROL SUPERVISOR	0.47	LUMP SUM	\$ 1,500.00	\$ 705.00	0.47	\$ 705.00
46	TRAFFIC CONTROL	0.47	LUMP SUM	\$ 2,450.00	\$ 1,151.50	0.47	\$ 1,151.50

**PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project**

Base Bid (S.A.P. 235-117-002) - Poppy Street (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
47	INSTALL SIGN	5	EACH	\$ 250.00	\$ 1,250.00	6	\$ 1,500.00
48	SIGN TYPE C	35	SQ FT	\$ 90.00	\$ 3,150.00	35	\$ 3,150.00
49	STABILIZED CONSTRUCTION EXIT	0.47	LUMP SUM	\$ 2,553.00	\$ 1,199.91		\$ -
50	EROSION CONTROL SUPERVISOR	0.47	LUMP SUM	\$ 2,725.00	\$ 1,280.75	0.47	\$ 1,280.75
51	STORM DRAIN INLET PROTECTION	9	EACH	\$ 171.00	\$ 1,539.00	11	\$ 1,881.00
52	SILT FENCE TYPE; MS	1,212	LIN FT	\$ 2.40	\$ 2,908.80	916	\$ 2,198.40
53	LOAM TOPSOIL BORROW	350	CU YD	\$ 38.50	\$ 13,475.00	780	\$ 30,030.00
54	FERTILIZER TYPE 1	167	POUND	\$ 0.75	\$ 125.25	240	\$ 180.00
55	SODDING TYPE MINERAL	710	SQ YD	\$ 11.00	\$ 7,810.00	2,435	\$ 26,785.00
56	SEEDING	0.37	ACRE	\$ 2,150.00	\$ 795.50	0.36	\$ 774.00
57	HYDRAULIC BONDED FIBER MATRIX	1,951	POUND	\$ 1.50	\$ 2,926.50	1,119	\$ 1,678.50
58	SEED, MIXTURE 25-121	68	POUND	\$ 5.45	\$ 370.60	13	\$ 70.85
59	4" SOLID LINE MULTI-COMPONENT	1,131	LIN FT	\$ 0.45	\$ 508.95	1,220	\$ 549.00
60	4" DOUBLE SOLID LINE MULTI-COMPONENT	1,045	LIN FT	\$ 0.90	\$ 940.50	1,063	\$ 956.70
Total Base Bid (S.A.P. 235-117-002) - Poppy Street							\$ 491,269.88

Base Bid (S.A.P. 235-147-001) - 229th Lane

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.11	LUMP SUM	\$ 30,714.00	\$ 3,378.54	0.11	\$ 3,378.54
2	CLEARING	0.05	ACRE	\$ 25,000.00	\$ 1,250.00	0.05	\$ 1,250.00
3	GRUBBING	0.05	ACRE	\$ 5,000.00	\$ 250.00	0.05	\$ 250.00
4	REMOVE SIGN	4	EACH	\$ 40.00	\$ 160.00	4	\$ 160.00
5	SALVAGE SIGN	2	EACH	\$ 40.00	\$ 80.00	2	\$ 80.00
6	SAWING CONCRETE PAVEMENT - FULL DEPTH	20	LIN FT	\$ 4.20	\$ 84.00	20.5	\$ 86.10
7	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	28	LIN FT	\$ 3.00	\$ 84.00	28	\$ 84.00
8	REMOVE CONCRETE CURB	73	LIN FT	\$ 4.55	\$ 332.15	76	\$ 345.80
9	REMOVE CONCRETE PAVEMENT	37	SQ YD	\$ 8.05	\$ 297.85	40	\$ 322.00
10	EXCAVATION - SUBGRADE	207	CU YD	\$ 21.50	\$ 4,450.50	207	\$ 4,450.50
11	DEWATERING	0.11	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
12	SUBGRADE PREPARATION	4.3	ROAD STA	\$ 216.00	\$ 928.80	4.3	\$ 928.80
13	WATER	39	M GALLON	\$ 75.70	\$ 2,952.30	29.2	\$ 2,210.44

Base Bid (S.A.P. 235-147-001) - 229th Lane (Continued)

**PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
14	AGGREGATE BASE CLASS 5	500	TON	\$ 14.55	\$ 7,275.00	414.6	\$ 6,032.43
15	FULL DEPTH RECLAMATION	1,151	SQ YD	\$ 3.75	\$ 4,316.25	1,151	\$ 4,316.25
16	HAUL FULL DEPTH RECLAMATION (LV)	208	CU YD	\$ 10.35	\$ 2,152.80	208	\$ 2,152.80
17	MILL BITUMINOUS SURFACE (1.5")	18	SQ YD	\$ 8.45	\$ 152.10	18	\$ 152.10
18	BITUMINOUS MATERIAL FOR TACK COAT	63	GALLON	\$ 4.30	\$ 270.90	52	\$ 223.60
19	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	120	TON	\$ 80.45	\$ 9,654.00	121	\$ 9,734.45
20	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	200	TON	\$ 71.80	\$ 14,360.00	182.0	\$ 13,067.60
21	12" RC PIPE SEWER DESIGN 3006 CLASS V	66	LIN FT	\$ 51.40	\$ 3,392.40	66	\$ 3,392.40
22	CASTING ASSEMBLY	3	EACH	\$ 817.00	\$ 2,451.00	3.0	\$ 2,451.00
23	ADJUST FRAME AND RING CASTING	1	EACH	\$ 872.00	\$ 872.00	1	\$ 872.00
24	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$ 1,739.00	\$ 1,739.00	1	\$ 1,739.00
25	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	7.9	LIN FT	\$ 660.00	\$ 5,214.00	7.9	\$ 5,214.00
26	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	1	EACH	\$ 3,023.00	\$ 3,023.00	1	\$ 3,023.00
27	RANDOM RIPRAP CLASS III	9	CU YD	\$ 178.00	\$ 1,602.00	12	\$ 2,136.00
28	CONCRETE CURB AND GUTTER DESIGN SPECIAL	895	LIN FT	\$ 17.05	\$ 15,259.75	830	\$ 14,151.50
29	6" CONCRETE DRIVEWAY PAVEMENT	33	SQ YD	\$ 58.50	\$ 1,930.50	38	\$ 2,223.00
30	8" CONCRETE DRIVEWAY PAVEMENT	14	SQ YD	\$ 68.00	\$ 952.00	21	\$ 1,428.00
31	TRAFFIC CONTROL SUPERVISOR	0.11	LUMP SUM	\$ 1,500.00	\$ 165.00	0.11	\$ 165.00
32	TRAFFIC CONTROL	0.11	LUMP SUM	\$ 2,450.00	\$ 269.50	0.11	\$ 269.50
33	INSTALL SIGN	2	EACH	\$ 250.00	\$ 500.00	4	\$ 1,000.00
34	SIGN TYPE C	24	SQ FT	\$ 90.00	\$ 2,160.00	28.50	\$ 2,565.00
35	STABILIZED CONSTRUCTION EXIT	0.11	LUMP SUM	\$ 2,553.00	\$ 280.83		\$ -
36	EROSION CONTROL SUPERVISOR	0.11	LUMP SUM	\$ 2,725.00	\$ 299.75	0.11	\$ 299.75
37	STORM DRAIN INLET PROTECTION	2	EACH	\$ 171.00	\$ 342.00	2	\$ 342.00
38	SILT FENCE TYPE; MS	154	LIN FT	\$ 2.40	\$ 369.60	170	\$ 408.00
39	LOAM TOPSOIL BORROW	97	CU YD	\$ 38.50	\$ 3,734.50	218	\$ 8,393.00
40	FERTILIZER TYPE 1	40	POUND	\$ 0.75	\$ 30.00	145	\$ 108.75
41	SEEDING	0.19	ACRE	\$ 2,150.00	\$ 408.50	0.18	\$ 387.00
42	HYDRAULIC BONDED FIBER MATRIX	630	POUND	\$ 1.50	\$ 945.00	630	\$ 945.00
43	SEED, MIXTURE 25-121	22	POUND	\$ 5.45	\$ 119.90	12	\$ 65.40
Total Base Bid (S.A.P. 235-147-001) - 229th Lane							\$ 100,803.71

PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project

Base Bid (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.26	LUMP SUM	\$ 30,714.00	\$ 7,985.64	0.26	\$ 7,985.64
2	REMOVE CASTING	7	EACH	\$ 187.00	\$ 1,309.00	7	\$ 1,309.00
3	REMOVE GATE VALVE AND BOX	6	EACH	\$ 338.00	\$ 2,028.00	6	\$ 2,028.00
4	REMOVE HYDRANT	3	EACH	\$ 451.00	\$ 1,353.00	3	\$ 1,353.00
5	SALVAGE HYDRANT	1	EACH	\$ 338.00	\$ 338.00	1	\$ 338.00
6	REMOVE WATERMAIN	947	LIN FT	\$ 13.90	\$ 13,163.30	812	\$ 11,286.80
7	DEWATERING	0.23	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
8	4" PVC PIPE SEWER	40	LIN FT	\$ 38.30	\$ 1,532.00	11	\$ 421.30
9	8" PVC PIPE SEWER	55	LIN FT	\$ 62.50	\$ 3,437.50	65	\$ 4,062.50
10	ADJUST SANITARY SEWER MANHOLE	1	EACH	\$ 1,784.00	\$ 1,784.00	1	\$ 1,784.00
11	CONNECT TO EXISTING MANHOLE (SAN)	1	EACH	\$ 2,039.00	\$ 2,039.00	1	\$ 2,039.00
12	CONNECT TO EXISTING STORM SEWER	1	EACH	\$ 2,740.00	\$ 2,740.00	1	\$ 2,740.00
13	CONNECT TO EXISTING DRAINAGE STRUCTURE	1	EACH	\$ 1,713.00	\$ 1,713.00	1	\$ 1,713.00
14	8" PIPE PLUG	1	EACH	\$ 276.00	\$ 276.00	1	\$ 276.00
15	CLEAN AND VIDEO TAPE PIPE SEWER	55	LIN FT	\$ 17.25	\$ 948.75	65	\$ 1,121.25
16	WATERMAIN SYSTEM	1	LUMP SUM	\$ 4,840.00	\$ 4,840.00	1	\$ 4,840.00
17	TEMPORARY WATER SERVICE	10	EACH	\$ 1,023.00	\$ 10,230.00	10	\$ 10,230.00
18	RECONNECT WATER SERVICE	10	EACH	\$ 140.00	\$ 1,400.00	10	\$ 1,400.00
19	CONNECT TO EXISTING WATERMAIN	4	EACH	\$ 1,611.00	\$ 6,444.00	4	\$ 6,444.00
20	HYDRANT	3	EACH	\$ 6,188.00	\$ 18,564.00	3	\$ 18,564.00
21	INSTALL HYDRANT	1	EACH	\$ 1,973.00	\$ 1,973.00	1	\$ 1,973.00
22	1" CORPORATION STOP	13	EACH	\$ 1,058.00	\$ 13,754.00	13	\$ 13,754.00
23	2" CORPORATION STOP	1	EACH	\$ 1,590.00	\$ 1,590.00	1	\$ 1,590.00
24	6" GATE VALVE AND BOX	6	EACH	\$ 2,651.00	\$ 15,906.00	6	\$ 15,906.00
25	8" GATE VALVE AND BOX	6	EACH	\$ 3,965.00	\$ 23,790.00	6	\$ 23,790.00
26	1" CURB STOP AND BOX	13	EACH	\$ 1,264.00	\$ 16,432.00	13	\$ 16,432.00
27	2" CURB STOP AND BOX	1	EACH	\$ 1,830.00	\$ 1,830.00	1	\$ 1,830.00
28	HYDRANT RISER	2	LIN FT	\$ 1,528.00	\$ 3,056.00	2	\$ 3,056.00
29	1" TYPE PE PIPE	500	LIN FT	\$ 7.35	\$ 3,675.00	462.5	\$ 3,399.38
30	2" TYPE PE PIPE	30	LIN FT	\$ 10.60	\$ 318.00	36.5	\$ 386.90
31	6" WATERMAIN DUCTILE IRON CL 52	145	LIN FT	\$ 61.90	\$ 8,975.50	146	\$ 9,037.40
32	8" PVC WATERMAIN	1,417	LIN FT	\$ 62.80	\$ 88,987.60	1,431	\$ 89,866.80

Base Bid (Local Funding) (Continued)

**PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
33	4" POLYSTYRENE INSULATION	11	SQ YD	\$ 41.75	\$ 459.25	4	\$ 167.00
34	DUCTILE IRON FITTINGS	1,193	POUND	\$ 13.45	\$ 16,045.85	1,540	\$ 20,713.00
35	TRAFFIC CONTROL SUPERVISOR	0.26	LUMP SUM	\$ 1,500.00	\$ 390.00	0.26	\$ 390.00
36	TRAFFIC CONTROL	0.26	LUMP SUM	\$ 2,450.00	\$ 637.00	0.26	\$ 637.00
37	SIGN PANEL SPECIAL	12	SQ FT	\$ 65.00	\$ 780.00	12	\$ 780.00
38	STABILIZED CONSTRUCTION EXIT	0.26	LUMP SUM	\$ 2,553.00	\$ 663.78		\$ -
39	EROSION CONTROL SUPERVISOR	0.26	LUMP SUM	\$ 2,725.00	\$ 708.50	0.26	\$ 708.50
Total Base Bid (Local Funding)							\$ 284,352.47

Alternate Bid (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	REMOVE MANHOLE	1	EACH	\$ 947.00	\$ 947.00	1	\$ 947.00
2	REMOVE FORCE MAIN	52	LIN FT	\$ 13.05	\$ 678.60	52	\$ 678.60
3	DEWATERING	1	LUMP SUM	\$ 0.01	\$ 0.01	1	\$ 0.01
4	6" PVC PIPE SEWER	66	LIN FT	\$ 40.40	\$ 2,666.40	85	\$ 3,434.00
5	8" PVC PIPE SEWER	252	LIN FT	\$ 48.10	\$ 12,121.20	252	\$ 12,121.20
6	CONNECT TO EXISTING MANHOLE (SAN)	1	EACH	\$ 2,589.00	\$ 2,589.00	1	\$ 2,589.00
7	CONNECT TO EXISTING FORCEMAIN	1	EACH	\$ 838.00	\$ 838.00	1	\$ 838.00
8	CONNECT TO EXISTING SANITARY SEWER SERVICE	1	EACH	\$ 386.00	\$ 386.00	2	\$ 772.00
9	6" PVC PIPE CAP	1	EACH	\$ 351.00	\$ 351.00	2	\$ 702.00
10	8" PVC PIPE CAP	5	EACH	\$ 176.00	\$ 880.00	5	\$ 880.00
11	8" BY 6" PVC WYE	2	EACH	\$ 1,827.00	\$ 3,654.00	2	\$ 3,654.00
12	CLEAN AND VIDEO TAPE PIPE SEWER	200	LIN FT	\$ 0.01	\$ 2.00	252	\$ 2.52
13	6" PVC FORCE MAIN	18	LIN FT	\$ 34.90	\$ 628.20	28	\$ 977.20
14	CASTING ASSEMBLY	2	EACH	\$ 1,890.00	\$ 3,780.00	2	\$ 3,780.00
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	15.8	LIN FT	\$ 507.00	\$ 8,010.60	15.8	\$ 8,010.60
Total Alternate Bid (Local Funding)							\$ 39,386.13

PAY ESTIMATE #5
City of St. Francis
Poppy Street and 229th Lane Reconstruction Project

Total Base Bid (S.A.P. 223-120-002) - Poppy Street	\$145,912.04
Total Base Bid (S.A.P. 235-117-002) - Poppy Street	\$491,269.88
Total Base Bid (S.A.P. 235-147-001) - 229th Lane	\$100,803.71
Total Base Bid (Local Funding)	\$284,352.47
Total Alternate Bid (Local Funding)	\$39,386.13
TOTAL	\$1,061,724.23

AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

Bond Number: 2333485

PROJECT: *(Name and address)*

Poppy Street and 229th Lane Reconstruction Project

ARCHITECT'S PROJECT NUMBER:

OWNER:

ARCHITECT:

CONTRACT FOR: General Construction

CONTRACTOR:

SURETY:

TO OWNER: *(Name and address)*

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

CONTRACT DATED: May 23, 2022

OTHER:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the *(Insert name and address of Surety)*

Swiss Re Corporate Solutions America Insurance Corporation

1200 Main Street, Suite 800

Kansas City, MO 64105

on bond of

, SURETY,

(Insert name and address of Contractor)

Douglas-Kerr Underground, LLC

PO Box 85

Mora, MN 55051

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to

, CONTRACTOR,

(Insert name and address of Owner)

City of St. Francis

23340 Cree Street NW

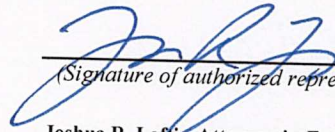
St. Francis, MN 55070

as set forth in said Surety's bond.

, OWNER,

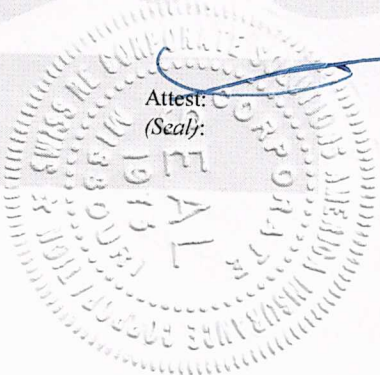
IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **February 12, 2024**
(Insert in writing the month followed by the numeric date and year.)

Swiss Re Corporate Solutions America Insurance Corporation
(Surety)


(Signature of authorized representative)

Joshua R. Loffis, Attorney-in-Fact
(Printed name and title)

Attest:
(Seal)



SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

R. W. FRANK, JOSHUA R. LOFTIS, TINA L. DOMASK, ROSS S. SQUIRES, RACHEL THOMAS, NICOLE STILLINGS, SANDRA M. ENGSTRUM, BRIAN J. OESTREICH, LIN ULVEN, EMILY WHITE, TED JORGENSEN, MELINDA C. BLODGETT, R.C. BOWMAN, COLBY WHITE, ALLISON HILL, and NATHAN WEAVER JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

TWO HUNDRED MILLION (\$200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Erik Janssens, Senior Vice President of SRCSAIC & Senior Vice President of SRCSPIC & Senior Vice President of WIC

By Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC & Vice President of WIC

IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 10 day of NOVEMBER, 20 22

State of Illinois County of Cook

Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

On this 10 day of NOVEMBER, 20 22, before me, a Notary Public personally appeared Erik Janssens, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC and Gerald Jagrowski, Vice President of SRCSAIC and Vice President of SRCSPIC and Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



Christina Manisco, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 12th day of February, 20 24.

Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-758-057-824
Submitted Date and Time:	12-Feb-2024 11:54:39 AM
Legal Name:	DOUGLAS-KERR UNDERGROUND LLC
Federal Employer ID:	20-8396691
User Who Submitted:	ddenny
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1003540480
Minnesota ID:	8735293
Project Owner:	CITY OF ST. FRANCIS
Project Number:	SAP 223-120-002 & SAP 235-147-001
Project Begin Date:	28-Jul-2022
Project End Date:	19-Sep-2023
Project Location:	CITY OF ST. FRANCIS
Project Amount:	\$1,061,724.23

Subcontractor Summary

Name	ID	Affidavit Number
ALVERO LLC	3051898	304140288
ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.	3908651	1942851584
C W HOULE INC	8575384	1618841600
HUSKY CONSTRUCTION	5047998	525815808
KNIFE LAKE CONCRETE INC	5836054	1877954560
LINO LAKES LANDSCAPING LLC	4376698	684773376
NELSON SANITATION & RENTAL INC	2383318	585158656
NORBY LAND CORP	3331676	778096640
NORTH VALLEY INC	3744649	1705463808
SAFETY SIGNS LLC	5139558	1692356608
SIR LINES-A-LOT INC	3509324	1851838464

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-439-935-392
Submitted Date and Time:	10-Oct-2022 1:54:40 PM
Legal Name:	ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.
Federal Employer ID:	47-3023160
User Who Submitted:	APRSINC
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1942851584
Minnesota ID:	3908651
Project Owner:	CITY OF ST FRANCIS
Project Number:	22-0348
Project Begin Date:	22-Aug-2022
Project End Date:	22-Aug-2022
Project Location:	ST FRANCIS POPPY STREET & 229TH LANE RECON
Project Amount:	\$4,780.89
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: September 29th, 2022

The undersigned hereby acknowledges receipt in the sum of \$ 4,780.89

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

By _____

 (Title)
 _____ James Rd
 (Address)
 Rogers MN 55374



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-754-859-424
Submitted Date and Time:	8-Nov-2022 4:21:01 PM
Legal Name:	C W HOULE INC
Federal Employer ID:	41-0834680
User Who Submitted:	cwhoule
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1618841600
Minnesota ID:	8575384
Project Owner:	CITY OF ST FRANCIS
Project Number:	22-SF
Project Begin Date:	24-Oct-2022
Project End Date:	29-Oct-2022
Project Location:	ST FRANCIS MN
Project Amount:	\$6,505.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: November 4th, 2022

The undersigned hereby acknowledges receipt in the sum of \$ 6,505.00

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

C.W. Houle, Inc.
 By Raymond Houle
President
 (Title)
1300 W. Co. Rd I
 (Address)
Shoreview, MN 55126



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-127-467-872
Submitted Date and Time:	6-Feb-2024 7:06:13 AM
Legal Name:	ALVERO LLC
Federal Employer ID:	46-2582481
User Who Submitted:	alvero
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	304140288
Minnesota ID:	3051898
Project Owner:	CITY OF ST FRANCIS
Project Number:	POPPY ST
Project Begin Date:	22-Aug-2022
Project End Date:	01-Nov-2022
Project Location:	ST FRANCIS
Project Amount:	\$7,821.00
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 139.00

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

Alvero LLC dba Herness Construction Co

By Amy Alvero

President

(Title)

15422 Leona Ln, Wayzata, 55391

(Address)

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-230-480-736
Submitted Date and Time:	29-Jan-2024 1:58:51 PM
Legal Name:	HUSKY CONSTRUCTION
Federal Employer ID:	81-5485445
User Who Submitted:	aprilboogren
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	525815808
Minnesota ID:	5047998
Project Owner:	CITY OF ST FRANCIS
Project Number:	POPPY STREET AND 229TH LANE
Project Begin Date:	06-Mar-2023
Project End Date:	17-Nov-2023
Project Location:	ST FRANCIS
Project Amount:	\$12,025.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 601.25

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Husky Construction, Inc
 By David Boyner
President
 (Title)
PO Box 1325
 (Address)
Elk River, MN 55330

* Accepted as Final after check clears Bank in above amount.

AB



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-028-656-992
Submitted Date and Time:	29-Jan-2024 10:04:19 AM
Legal Name:	KNIFE LAKE CONCRETE INC
Federal Employer ID:	41-1375740
User Who Submitted:	knifelakeconcrete
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1877954560
Minnesota ID:	5836054
Project Owner:	CITY OF ST. FRANCIS
Project Number:	43-22
Project Begin Date:	12-Oct-2022
Project End Date:	29-Jan-2024
Project Location:	POPPY STREET & 229TH LANE
Project Amount:	\$148,620.24
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 3,002.43

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Knife Lake Concrete, Inc.
 By Mike Gankowiak
 President

 (Title)
2026 Rowland Road, Mora, MN 55051

 (Address)



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-035-748-704
Submitted Date and Time:	29-Jan-2024 10:30:23 AM
Legal Name:	LINO LAKES LANDSCAPING LLC
Federal Employer ID:	81-1399794
User Who Submitted:	linolakeslandscaping
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	684773376
Minnesota ID:	4376698
Project Owner:	CITY OF ST. FRANCIS
Project Number:	ST. FRANCIS
Project Begin Date:	01-Oct-2022
Project End Date:	01-Oct-2023
Project Location:	ST. FRANCIS POPPY ST
Project Amount:	\$32,532.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 650.64

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

By *[Signature]*
V.P.
 (Title)
18400 LEXINGTON AVE
 (Address)
WYOMING, MN 55092

denny@douglas-kerr.com

From: Amanda Gunther <amanda@nelsonsanitation.com>
Sent: Friday, January 26, 2024 8:07 AM
To: denny
Subject: Fwd: Your Recent Contractor Affidavit Request

----- Forwarded message -----

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Date: Fri, Jan 26, 2024 at 7:58 AM
Subject: Your Recent Contractor Affidavit Request
To: <sales@nelsonsanitation.com>

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-107-567-968
Submitted Date and Time: 26-Jan-2024 7:56:31 AM
Legal Name: NELSON SANITATION & RENTAL INC
Federal Employer ID: 45-4145845
User Who Submitted: derricknelson
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 585158656
Minnesota ID: 2383318
Project Owner: CITY OF ST FRANCIS
Project Number: POPPY ST
Project Begin Date: 25-Jan-2023
Project End Date: 01-Jun-2023
Project Location: ST FRANCIS MN
Project Amount: \$1,184.00
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

How to View and Print this Request

You can see copies of your requests by going into your History.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 0.00

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

By Nelson Sanjatan 3 Rental Inc.
Amanda Gunder
Operations manager (Title)
PO Box 85
Rice MN 56367 (Address)

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Thursday, January 25, 2024 2:48 PM
To: Brian Norby <Brian@norbylandcorp.com>
Subject: Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-351-517-536
Submitted Date and Time:	25-Jan-2024 2:47:59 PM
Legal Name:	NORBY LAND CORP
Federal Employer ID:	46-4414606
User Who Submitted:	Norbyland
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	778096640
Minnesota ID:	3331676
Project Owner:	CITY OF ST FRANCIS
Project Number:	POPPY
Project Begin Date:	15-Jun-2022
Project End Date:	01-Jan-2024
Project Location:	ST FRANCIS
Project Amount:	\$10,322.12
Subcontractors:	No Subcontractors

Important Messages

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Contact Us

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How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 501.07

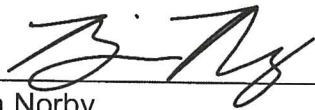
CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.



By Brian Norby
 President

 _____ (Title)
 PO Box 69

 _____ (Address)
 Albertville, MN 55301



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	2-027-906-400
Submitted Date and Time:	29-Jan-2024 3:48:34 PM
Legal Name:	NORTH VALLEY INC
Federal Employer ID:	41-1906523
User Who Submitted:	northva
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1705463808
Minnesota ID:	3744649
Project Owner:	CITY OF ST FRANCIS
Project Number:	N/A
Project Begin Date:	19-Oct-2022
Project End Date:	01-Nov-2022
Project Location:	POPPY ST/229TH LN-ST FRANCIS
Project Amount:	\$151,331.49
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 2,797.40

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

North Valley, Inc.
 By [Signature]
President
 (Title)
20015 Iguana St. NW Ste 102
 (Address)
Northen MN 55330

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-508-803-936
Submitted Date and Time:	26-Jan-2024 2:50:50 PM
Legal Name:	SAFETY SIGNS LLC
Federal Employer ID:	41-1991774
User Who Submitted:	beth novak
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1692356608
Minnesota ID:	5139558
Project Owner:	CITY OF ST FRANCIS
Project Number:	SAP 223-121-002; SAP 235-117-002; SAP 235-147-001
Project Begin Date:	28-Jul-2022
Project End Date:	01-Feb-2023
Project Location:	ST FRANCIS - POPPY STREET & 229TH LANE RECONSTRUCTION - ST. FRANCIS, MN - ANOKA COUNTY
Project Amount:	\$11,067.50
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 553.38

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked. The undersigned affirms that all material furnished by the undersigned has been paid for and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

By Beth Novak
Controller
 (Title)
19784 Kenrick Ave
 (Address)
Lakeville, MN 55044



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-864-410-464
Submitted Date and Time:	25-Jan-2024 2:55:34 PM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1851838464
Minnesota ID:	3509324
Project Owner:	CITY OF ST FRANCIS
Project Number:	POPP STREET & 229TH LANE
Project Begin Date:	01-Nov-2022
Project End Date:	30-Nov-2022
Project Location:	ST FRANCIS
Project Amount:	\$4,027.05
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

RECEIPT AND WAIVER OF MECHANIC’S LIEN RIGHTS

Dated: January 25th, 2024

The undersigned hereby acknowledges receipt in the sum of \$ 201.35

CHECK ONLY ONE

- 1) as partial payment for labor, skill and material furnished
- 2) as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ _____ retainage or holdback)
- 3) as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

St. Francis – Poppy Street & 229th Lane Reconstruction Project

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NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Sir Lines-A-Lot, LLC
 By Ch. VanOverbeke
Chaise VanOverbeke - President
 (Title)
7175 Cahill Rd Edina, MN 55439
 (Address)



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2023 Street Rehabilitation Project – Final Payment
DATE: February 20, 2024

OVERVIEW:

Attached is the Final Payment Form for the 2023 Street Rehabilitation Project. The contractor has submitted the required IC-134 documentation and the Consent of Surety. This final payment includes payment for all the work items completed for this project and releases the retainage. The recommended final payment is \$13,125.87. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of the Final Payment for the 2023 Street Rehabilitation Project.

BUDGET IMPLICATION:

Fox Street, 232nd Avenue, and 233rd Avenue are on the City’s Municipal State Aid System therefore costs for these streets are eligible for reimbursement from the City’s Municipal State Aid account. All costs associated with Cree Street will be financed with local city funds. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source	
	St. Francis State Aid	Local Funding
	Fox Street, 232 nd Avenue, and 233 rd Avenue	Cree Street
Work Completed to Date	\$236,819.71	\$25,697.66
Less Previous Payments	\$224,978.40	\$24,413.10
Recommended Payment	\$11,841.31	\$1,284.56

Attachments:

- Final Payment
- Consent of Surety
- IC-134 Forms

Contractor's Application for Payment No.

FINAL

To (Owner): City of St. Francis	Application Period: Through December 2023	Application Date: December 20, 2023
Project: 2023 Street Rehabilitation Project	From (Contractor): Park Construction Company	Via (Engineer): Hakanson Anderson

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$0.00	

1. ORIGINAL CONTRACT PRICE.....	\$	\$266,415.91
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$266,415.91
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$262,517.36
5. RETAINAGE:	\$	
a. 0% X Work Completed.....	\$	\$0.00
b. 0% X Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$262,517.36
7. LESS PREVIOUS PAYMENTS.....	\$	\$249,391.49
8. AMOUNT DUE THIS APPLICATION.....	\$	\$13,125.87

Contractor's Certification


The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

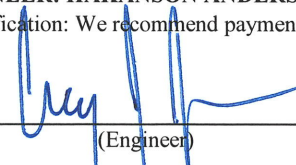
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 1-12-24

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

 12/20/23

 (Engineer) Date

OWNER: CITY OF ST. FRANCIS

 (Owner) Date

**FINAL PAYMENT
City of St. Francis
2023 Street Rehabilitation Project**

Bid Schedule 'A': SAP 235-101-002 - 233rd Avenue

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.45	LUMP SUM	\$ 33,700.00	\$ 15,165.00	0.45	\$ 15,165.00
2	SALVAGE CASTING	2	EACH	\$ 239.00	\$ 478.00	2	\$ 478.00
3	SAWING CONCRETE PAVEMENT - FULL DEPTH	13	LIN FT	\$ 8.00	\$ 104.00	13	\$ 104.00
4	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	354	LIN FT	\$ 4.00	\$ 1,416.00	363	\$ 1,452.00
5	REMOVE CURB AND GUTTER	285	LIN FT	\$ 10.70	\$ 3,049.50	300	\$ 3,210.00
6	REMOVE CONCRETE PAVEMENT	20	SQ YD	\$ 53.60	\$ 1,072.00	20	\$ 1,072.00
7	REMOVE BITUMINOUS PAVEMENT	251	SQ YD	\$ 11.60	\$ 2,911.60	284.8	\$ 3,303.68
8	AGGREGATE BASE CLASS 5	85	TON	\$ 42.00	\$ 3,570.00	15.69	\$ 658.98
9	MILL BITUMINOUS SURFACE	200	SQ YD	\$ 5.95	\$ 1,190.00	200	\$ 1,190.00
10	MILL BITUMINOUS SURFACE (SPECIAL)	781	SQ YD	\$ 2.85	\$ 2,225.85	781	\$ 2,225.85
11	BITUMINOUS MATERIAL FOR TACK COAT	224	GALLONS	\$ 2.40	\$ 537.60	200	\$ 480.00
12	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	125	SQ YD	\$ 40.30	\$ 5,037.50	159.4	\$ 6,423.82
13	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	63	SQ YD	\$ 40.80	\$ 2,570.40	81.2	\$ 3,312.96
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	264	TON	\$ 79.80	\$ 21,067.20	264	\$ 21,067.20
15	ADJUST VALVE BOX - WATER	4	EACH	\$ 58.90	\$ 235.60	5	\$ 294.50
16	INSTALL CASTING	2	EACH	\$ 538.00	\$ 1,076.00	3	\$ 1,614.00
20	GROUT CATCH BASIN OR MANHOLE	5	EACH	\$ 178.00	\$ 890.00	5	\$ 890.00
21	6" CONCRETE WALK	810	SQ FT	\$ 21.00	\$ 17,010.00	704.25	\$ 14,789.25
22	CONCRETE CURB AND GUTTER DESIGN SPECIAL	300	LIN FT	\$ 43.40	\$ 13,020.00	369.5	\$ 16,036.30
23	TRUNCATED DOMES	180	SQ FT	\$ 65.10	\$ 11,718.00	173	\$ 11,262.30
24	TRAFFIC CONTROL SUPERVISOR	0.45	LUMP SUM	\$ 0.01	\$ 0.00	0.45	\$ 0.00
25	TRAFFIC CONTROL	0.45	LUMP SUM	\$ 3,640.00	\$ 1,638.00	0.45	\$ 1,638.00
26	SIGN PANELS TYPE C	4	SQ FT	\$ 98.80	\$ 395.20	4	\$ 395.20
27	EROSION CONTROL SUPERVISOR	0.45	LUMP SUM	\$ 116.00	\$ 52.20	0.45	\$ 52.20
28	SEDIMENT CONTROL LOG TYPE COMPOST	285	LIN FT	\$ 2.85	\$ 812.25	50	\$ 142.50
29	COMMON TOPSOIL BORROW	20	CU YD	\$ 126.00	\$ 2,520.00	4	\$ 504.00
30	RESTORATION	330	SQ YD	\$ 12.00	\$ 3,960.00	330	\$ 3,960.00
31	4" SOLID LINE MULTI-COMPONENT	50	LIN FT	\$ 3.70	\$ 185.00	52	\$ 192.40

**FINAL PAYMENT
City of St. Francis
2023 Street Rehabilitation Project**

Bid Schedule 'A': SAP 235-101-002 - 233rd Avenue (CONTINUED)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
32	4" DOUBLE SOLID LINE MULTI-COMPONENT	205	LIN FT	\$ 7.40	\$ 1,517.00	194	\$ 1,435.60
33	24" SOLID LINE MULTI-COMPONENT	26	LIN FT	\$ 11.10	\$ 288.60	39.5	\$ 438.45
34	PAVEMENT MESSAGE MULTI-COMPONENT	41	SQ FT	\$ 14.80	\$ 606.80	41	\$ 606.80
35	CROSSWALK MULTI-COMPONENT	252	SQ FT	\$ 9.50	\$ 2,394.00	252	\$ 2,394.00
Total Bid Schedule 'A': SAP 235-101-002 - 233rd Avenue					\$ 118,713.30		\$ 116,788.99

Bid Schedule 'B': 235-138-001 - Fox Street

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.18	LUMP SUM	\$ 33,700.00	\$ 6,066.00	0.18	\$ 6,066.00
2	SALVAGE CASTING	3	EACH	\$ 239.00	\$ 717.00	3	\$ 717.00
4	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	84	LIN FT	\$ 4.00	\$ 336.00	84	\$ 336.00
5	REMOVE CURB AND GUTTER	80	LIN FT	\$ 10.70	\$ 856.00	80	\$ 856.00
7	REMOVE BITUMINOUS PAVEMENT	18	SQ YD	\$ 11.60	\$ 208.80	18	\$ 208.80
9	MILL BITUMINOUS SURFACE	64	SQ YD	\$ 5.95	\$ 380.80	64	\$ 380.80
10	MILL BITUMINOUS SURFACE (SPECIAL)	1232	SQ YD	\$ 2.85	\$ 3,511.20	1,232	\$ 3,511.20
11	BITUMINOUS MATERIAL FOR TACK COAT	241	GALLONS	\$ 2.40	\$ 578.40	200	\$ 480.00
13	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	18	SQ YD	\$ 40.80	\$ 734.40	12.1	\$ 493.68
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	285	TON	\$ 79.80	\$ 22,743.00	285	\$ 22,743.00
15	ADJUST VALVE BOX - WATER	1	EACH	\$ 58.90	\$ 58.90	1	\$ 58.90
16	INSTALL CASTING	3	EACH	\$ 538.00	\$ 1,614.00	3	\$ 1,614.00
17	ADJUST FRAME AND RING CASTING	4	EACH	\$ 248.00	\$ 992.00	4	\$ 992.00
20	GROUT CATCH BASIN OR MANHOLE	7	EACH	\$ 178.00	\$ 1,246.00	7	\$ 1,246.00
22	CONCRETE CURB AND GUTTER DESIGN SPECIAL	100	LIN FT	\$ 43.40	\$ 4,340.00	38	\$ 1,649.20
24	TRAFFIC CONTROL SUPERVISOR	0.18	LUMP SUM	\$ 0.01	\$ 0.00	0.18	\$ 0.00
25	TRAFFIC CONTROL	0.18	LUMP SUM	\$ 3,640.00	\$ 655.20	0.18	\$ 655.20
26	SIGN PANELS TYPE C	12	SQ FT	\$ 98.80	\$ 1,185.60	12	\$ 1,185.60
27	EROSION CONTROL SUPERVISOR	0.18	LUMP SUM	\$ 116.00	\$ 20.88	0.18	\$ 20.88
28	SEDIMENT CONTROL LOG TYPE COMPOST	80	LIN FT	\$ 2.85	\$ 228.00	50	\$ 142.50
29	COMMON TOPSOIL BORROW	5	CU YD	\$ 126.00	\$ 630.00	4	\$ 504.00
30	RESTORATION	53	SQ YD	\$ 12.00	\$ 636.00	53	\$ 636.00
Total Bid Schedule 'B': 235-138-001 - Fox Street					\$ 47,738.18		\$ 44,496.76

**FINAL PAYMENT
City of St. Francis
2023 Street Rehabilitation Project**

Bid Schedule 'C': 235-139-001 - 232nd Avenue

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.27	LUMP SUM	\$ 33,700.00	\$ 9,099.00	0.27	\$ 9,099.00
2	SALVAGE CASTING	3	EACH	\$ 239.00	\$ 717.00	3	\$ 717.00
4	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	196	LIN FT	\$ 4.00	\$ 784.00	196	\$ 784.00
5	REMOVE CURB AND GUTTER	136	LIN FT	\$ 10.70	\$ 1,455.20	136	\$ 1,455.20
7	REMOVE BITUMINOUS PAVEMENT	89	SQ YD	\$ 11.60	\$ 1,032.40	89	\$ 1,032.40
8	AGGREGATE BASE CLASS 5	25	TON	\$ 42.00	\$ 1,050.00	15	\$ 630.00
9	MILL BITUMINOUS SURFACE	64	SQ YD	\$ 5.95	\$ 380.80	64	\$ 380.80
10	MILL BITUMINOUS SURFACE (SPECIAL)	1127	SQ YD	\$ 2.85	\$ 3,211.95	1,127	\$ 3,211.95
11	BITUMINOUS MATERIAL FOR TACK COAT	242	GALLONS	\$ 2.40	\$ 580.80	200	\$ 480.00
12	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	24	SQ YD	\$ 40.30	\$ 967.20	42	\$ 1,692.60
13	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	36	SQ YD	\$ 40.80	\$ 1,468.80	70.6	\$ 2,880.48
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	286	TON	\$ 79.80	\$ 22,822.80	286	\$ 22,822.80
15	ADJUST VALVE BOX - WATER	3	EACH	\$ 58.90	\$ 176.70	3	\$ 176.70
16	INSTALL CASTING	3	EACH	\$ 538.00	\$ 1,614.00	3	\$ 1,614.00
17	ADJUST FRAME AND RING CASTING	3	EACH	\$ 248.00	\$ 744.00	3	\$ 744.00
18	ADJUST FRAME AND RING CASTING SPECIAL	2	EACH	\$ 1,270.00	\$ 2,540.00	2	\$ 2,540.00
19	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	2	LIN FT	\$ 2,230.00	\$ 4,460.00	3	\$ 6,690.00
20	GROUT CATCH BASIN OR MANHOLE	7	EACH	\$ 178.00	\$ 1,246.00	7	\$ 1,246.00
21	6" CONCRETE WALK	280	SQ FT	\$ 21.00	\$ 5,880.00	200	\$ 4,200.00
22	CONCRETE CURB AND GUTTER DESIGN SPECIAL	150	LIN FT	\$ 43.40	\$ 6,510.00	156	\$ 6,770.40
23	TRUNCATED DOMES	37	SQ FT	\$ 65.10	\$ 2,408.70	36	\$ 2,343.60
24	TRAFFIC CONTROL SUPERVISOR	0.27	LUMP SUM	\$ 0.01	\$ 0.00	0.27	\$ 0.00
25	TRAFFIC CONTROL	0.27	LUMP SUM	\$ 3,640.00	\$ 982.80	0.27	\$ 982.80
26	SIGN PANELS TYPE C	8	SQ FT	\$ 98.80	\$ 790.40	8	\$ 790.40
27	EROSION CONTROL SUPERVISOR	0.27	LUMP SUM	\$ 116.00	\$ 31.32	0.27	\$ 31.32
28	SEDIMENT CONTROL LOG TYPE COMPOST	136	LIN FT	\$ 2.85	\$ 387.60	50.0	\$ 142.50
29	COMMON TOPSOIL BORROW	10	CU YD	\$ 126.00	\$ 1,260.00	4.00	\$ 504.00
30	RESTORATION	131	SQ YD	\$ 12.00	\$ 1,572.00	131	\$ 1,572.00
Total Bid Schedule 'C': 235-139-001 - 232nd Avenue					\$ 74,173.47		\$ 75,533.95

**FINAL PAYMENT
City of St. Francis
2023 Street Rehabilitation Project**

Bid Schedule 'D': Local Funding

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.1	LUMP SUM	\$ 33,700.00	\$ 3,370.00	0.1	\$ 3,370.00
2	SALVAGE CASTING	1	EACH	\$ 239.00	\$ 239.00	1	\$ 239.00
3	SAWING CONCRETE PAVEMENT - FULL DEPTH	1	LIN FT	\$ 8.00	\$ 8.00	1	\$ 8.00
4	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	64	LIN FT	\$ 4.00	\$ 256.00	64	\$ 256.00
5	REMOVE CURB AND GUTTER	60	LIN FT	\$ 10.70	\$ 642.00	60	\$ 642.00
7	REMOVE BITUMINOUS PAVEMENT	13	SQ YD	\$ 11.60	\$ 150.80	13	\$ 150.80
9	MILL BITUMINOUS SURFACE	64	SQ YD	\$ 5.95	\$ 380.80	64	\$ 380.80
10	MILL BITUMINOUS SURFACE (SPECIAL)	663	SQ YD	\$ 2.85	\$ 1,889.55	663	\$ 1,889.55
11	BITUMINOUS MATERIAL FOR TACK COAT	134	GALLONS	\$ 2.40	\$ 321.60	100	\$ 240.00
13	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	13	SQ YD	\$ 40.80	\$ 530.40	42.1	\$ 1,717.68
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	158	TON	\$ 79.80	\$ 12,608.40	144.38	\$ 11,521.52
15	ADJUST VALVE BOX - WATER	2	EACH	\$ 58.90	\$ 117.80	3	\$ 176.70
16	INSTALL CASTING	1	EACH	\$ 538.00	\$ 538.00	1	\$ 538.00
17	ADJUST FRAME AND RING CASTING	1	EACH	\$ 248.00	\$ 248.00	1	\$ 248.00
20	GROUT CATCH BASIN OR MANHOLE	2	EACH	\$ 178.00	\$ 356.00	2	\$ 356.00
22	CONCRETE CURB AND GUTTER DESIGN SPECIAL	60	LIN FT	\$ 43.40	\$ 2,604.00	60	\$ 2,604.00
24	TRAFFIC CONTROL SUPERVISOR	0.1	LUMP SUM	\$ 0.01	\$ 0.00	0.1	\$ 0.00
25	TRAFFIC CONTROL	0.1	LUMP SUM	\$ 3,640.00	\$ 364.00	0.1	\$ 364.00
27	EROSION CONTROL SUPERVISOR	0.1	LUMP SUM	\$ 116.00	\$ 11.60	0.1	\$ 11.60
28	SEDIMENT CONTROL LOG TYPE COMPOST	60	LIN FT	\$ 2.85	\$ 171.00		\$ -
29	COMMON TOPSOIL BORROW	4	CU YD	\$ 126.00	\$ 504.00	4	\$ 504.00
30	RESTORATION	40	SQ YD	\$ 12.00	\$ 480.00	40	\$ 480.00
Total Bid Schedule 'D': Local Funding					\$ 25,790.95		\$ 25,697.66

Bid Schedule 'A': SAP 235-101-002 - 233rd Avenue	\$118,713.30	\$116,788.99
Bid Schedule 'B': 235-138-001 - Fox Street	\$47,738.18	\$44,496.76
Bid Schedule 'C': 235-139-001 - 232nd Avenue	\$74,173.47	\$75,533.95
Bid Schedule 'D': Local Funding	\$25,790.95	\$25,697.66
TOTAL	\$266,415.91	\$262,517.36

AIA[®] Document G707[™] – 1994

Consent Of Surety to Final Payment

Bond Number: 30195489

PROJECT: *(Name and address)*
2023 Street Rehabilitation Project

ARCHITECT'S PROJECT NUMBER:

OWNER:

ARCHITECT:

CONTRACT FOR: General Construction

CONTRACTOR:

SURETY:

TO OWNER: *(Name and address)*
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

CONTRACT DATED: August 3, 2023

OTHER:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Western Surety Company
151 N Franklin St.
Chicago, IL 60606

, SURETY,

on bond of
(Insert name and address of Contractor)

Park Construction Company
1481 81st Avenue NE
Minneapolis, MN 55432

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **January 9, 2024**
(Insert in writing the month followed by the numeric date and year.)

Western Surety Company

(Surety)


(Signature of authorized representative)

Joshua R. Loftis, Attorney-in-Fact

(Printed name and title)

Attest: 
(Seal):
Michelle Morrison



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

R. W. Frank, Nicole Stillings, Rachel Thomas, Joshua R. Loftis, Melinda C. Blodgett, Brian J. Oestreich, Ted Jorgensen, Sandra M. Engstrum, R. C. Bowman, Lin Ulven, Emily White, Nathan Weaver, C. White, Individually

of Minneapolis, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 2nd day of January, 2024.



WESTERN SURETY COMPANY

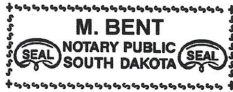
Larry Kasten

Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 2nd day of January, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026



M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of January, 2024.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to www.cnasuretv.com > Owner / Oblige Services > Validate Bond Coverage, if you want to verify bond authenticity.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-959-749-984
Submitted Date and Time:	12-Jan-2024 7:07:08 AM
Legal Name:	PARK CONSTRUCTION CO
Federal Employer ID:	41-0466820
User Who Submitted:	cburke
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1825001472
Minnesota ID:	8139310
Project Owner:	CITY OF ST FRANCIS
Project Number:	22368
Project Begin Date:	01-Sep-2023
Project End Date:	15-Nov-2023
Project Location:	ST FRANCIS
Project Amount:	\$262,517.36

Subcontractor Summary

Name	ID	Affidavit Number
RESTORATION & CONSTRUCTION SERVICES LLC	5068769	699748352
SIR LINES A LOT INC	3509324	1773490176
VIKING RESTORATION LLC	6836508	749424640
WARNING LITES OF MINNESOTA INC	3086922	1831292928
MID STATE RECLAMATION INC.	1719563	214487040

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-108-179-808
Submitted Date and Time:	18-Dec-2023 8:42:55 AM
Legal Name:	RESTORATION & CONSTRUCTION SERVICES LLC
Federal Employer ID:	82-0992599
User Who Submitted:	Am@nda
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	699748352
Minnesota ID:	5068769
Project Owner:	CITY OF ST. FRANCIS
Project Number:	23368
Project Begin Date:	09-Oct-2023
Project End Date:	10-Oct-2023
Project Location:	ST. FRANCIS
Project Amount:	\$61,122.41
Subcontractors:	No Subcontractors

Important Messages

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Please [print this page](#) for your records using the print or save functionality built into your browser.



UNCONDITIONAL RELEASE AND WAIVER OF LIEN RIGHTS

Dated: 12/18/2023

The undersigned hereby acknowledges receipt of the sum of \$61,122.41 from Park Construction Company.

- 1. [] as partial payment for labor, skills and material furnished through 11/30/2023.
2. [X] as payment for all labor, skills and material furnished through 11/30/2023 except the sum of \$3,056.12
3. [] as full and final payment for all labor, skills and material furnished.

To the following described real property: (legal description, street address or project name)

23368 - St. Francis 2023 Street Rehabilitation Project

and for value received the undersigned hereby releases and waives any and all claims, stop payment notice, payment bond rights and liens, including mechanic's liens against said real property for labor, skills or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors engaged by the undersigned have been paid in full for labor, skills and materials furnished through 11/30/2023.

This lien waiver is not valid until payment of the above-referenced sum has been received and cleared all banks.

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Subcontractor: RESTORATION & CONSTRUCTION SERVICES LLC.

By: [Signature]
Signature

Amanda Dirksen
Print Name

Its: Office Manager
Title

1481 81st Avenue NE

Telephone 763.786.9800

Minneapolis, MN 55432
Established in 1916

An Equal Opportunity Employer

Fax 763.786.2952
Estimating Fax 763.717.6237



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-441-430-368
Submitted Date and Time:	18-Dec-2023 8:49:40 AM
Legal Name:	SIR LINES-A-LOT INC
Federal Employer ID:	46-5427787
User Who Submitted:	linesalot
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1773490176
Minnesota ID:	3509324
Project Owner:	CITY OF ST. FRANCIS
Project Number:	23368
Project Begin Date:	01-Oct-2023
Project End Date:	25-Oct-2023
Project Location:	CITY OF ST. FRANCIS
Project Amount:	\$7,296.75
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



UNCONDITIONAL RELEASE AND WAIVER OF LIEN RIGHTS

Dated: 12/18/2023

The undersigned hereby acknowledges receipt of the sum of \$7,296.75 from Park Construction Company.

- 1. [] as partial payment for labor, skills and material furnished through 11/30/2023.
2. [X] as payment for all labor, skills and material furnished through 11/30/2023 except the sum of \$364.84
3. [] as full and final payment for all labor, skills and material furnished.

To the following described real property: (legal description, street address or project name)

23368 - St. Francis 2023 Street Rehabilitation Project

and for value received the undersigned hereby releases and waives any and all claims, stop payment notice, payment bond rights and liens, including mechanic's liens against said real property for labor, skills or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors engaged by the undersigned have been paid in full for labor, skills and materials furnished through 11/30/2023.

This lien waiver is not valid until payment of the above-referenced sum has been received and cleared all banks.

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Subcontractor: SIR LINES A LOT

By: [Signature]
Signature

Chaise VanOverbeke
Print Name

Its: Sir Lines-A-Lot, LLC
Title

1481 81st Avenue NE

Telephone 763.786.9800

Minneapolis, MN 55432
Established in 1916

An Equal Opportunity Employer

Fax 763.786.2952
Estimating Fax 763.717.6237



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-469-397-856
Submitted Date and Time:	21-Dec-2023 4:13:09 PM
Legal Name:	VIKING RESTORATION LLC
Federal Employer ID:	84-2225349
User Who Submitted:	stcpayroll
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	749424640
Minnesota ID:	6836508
Project Owner:	CITY OF ST FRANCIS
Project Number:	23368
Project Begin Date:	01-Sep-2023
Project End Date:	15-Nov-2023
Project Location:	ST FRANCIS 2023 STREET REHABILITAION PROJECT
Project Amount:	\$6,621.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



UNCONDITIONAL RELEASE AND WAIVER OF LIEN RIGHTS

Dated: 12/18/2023

The undersigned hereby acknowledges receipt of the sum of \$6,621.00 from Park Construction Company.

- 1. [] as partial payment for labor, skills and material furnished through 11/30/2023.
2. [X] as payment for all labor, skills and material furnished through 11/30/2023 except the sum of \$331.05
3. [] as full and final payment for all labor, skills and material furnished.

To the following described real property: (legal description, street address or project name)

23368 - St. Francis 2023 Street Rehabilitation Project

and for value received the undersigned hereby releases and waives any and all claims, stop payment notice, payment bond rights and liens, including mechanic's liens against said real property for labor, skills or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors engaged by the undersigned have been paid in full for labor, skills and materials furnished through 11/30/2023.

This lien waiver is not valid until payment of the above-referenced sum has been received and cleared all banks.

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Subcontractor: VIKING RESTORATION LLC

By: [Signature]
Signature

Brooke Starry
Print Name

Its: Contract Admin
Title

1481 81st Avenue NE

Telephone 763.786.9800

Minneapolis, MN 55432
Established in 1916

An Equal Opportunity Employer

Fax 763.786.2952
Estimating Fax 763.717.6237



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-644-898-656
Submitted Date and Time:	11-Jan-2024 3:11:10 PM
Legal Name:	WARNING LITES OF MINNESOTA INC
Federal Employer ID:	36-4762529
User Who Submitted:	jjjewels
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1831292928
Minnesota ID:	3086922
Project Owner:	CITY OF ST FRANCIS
Project Number:	23368
Project Begin Date:	01-Sep-2023
Project End Date:	30-Nov-2023
Project Location:	ST FRANCIS 2023 STREET REHAB
Project Amount:	\$5,780.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.



UNCONDITIONAL RELEASE AND WAIVER OF LIEN RIGHTS

Dated: 12/18/2023

The undersigned hereby acknowledges receipt of the sum of \$6,780.00 from Park Construction Company.

- 1. [] as partial payment for labor, skills and material furnished through 11/30/2023.
2. [X] as payment for all labor, skills and material furnished through 11/30/2023 except the sum of \$289.00
3. [] as full and final payment for all labor, skills and material furnished.

To the following described real property: (legal description, street address or project name)

23368 - St. Francis 2023 Street Rehabilitation Project

and for value received the undersigned hereby releases and waives any and all claims, stop payment notice, payment bond rights and liens, including mechanic's liens against said real property for labor, skills or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors engaged by the undersigned have been paid in full for labor, skills and materials furnished through 11/30/2023.

This lien waiver is not valid until payment of the above-referenced sum has been received and cleared all banks.

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Subcontractor: WARNING LITES OF MINNESOTA INC.

By: [Signature] Signature

JULIE J Johnson Print Name

Its: Contract Administrator Title

1481 81st Avenue NE

Telephone 763.786.9800

Minneapolis, MN 55432
Established in 1916

An Equal Opportunity Employer

Fax 763.786.2952
Estimating Fax 763.717.6237

Christina Burke

From: MN Revenue e-Services <eservices.mdor@state.mn.us>
Sent: Tuesday, December 19, 2023 10:12 AM
To: Brenda Petsch
Subject: [EXTERNAL]: Your Recent Contractor Affidavit Request

You don't often get email from eservices.mdor@state.mn.us. [Learn why this is important](#)
----- CAUTION -----
This email originated from outside of the organization.

This email is an automated notification and is unable to receive replies.

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-350-138-720
Submitted Date and Time: 19-Dec-2023 10:11:55 AM
Legal Name: MID STATE RECLAMATION INC
Federal Employer ID: 39-1727526
User Who Submitted: brendapetsch
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 214487040
Minnesota ID: 1719563
Project Owner: CITY OF APPLE VALLEY
Project Number: 2023-107
Project Begin Date: 05-Jul-2023
Project End Date: 18-Aug-2023
Project Location: 157TH ST W & HAYES ROAD
Project Amount: \$28,104.80
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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How to View and Print this Request

You can see copies of your requests by going into your History.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.



UNCONDITIONAL RELEASE AND WAIVER OF LIEN RIGHTS

Dated: 12/18/2023

The undersigned hereby acknowledges receipt of the sum of \$4,803.00 from Park Construction Company.

- 1. [] as partial payment for labor, skills and material furnished through 11/30/2023.
2. [X] as payment for all labor, skills and material furnished through 11/30/2023 except the sum of \$240.15
3. [] as full and final payment for all labor, skills and material furnished.

To the following described real property: (legal description, street address or project name)

23368 - St. Francis 2023 Street Rehabilitation Project

and for value received the undersigned hereby releases and waives any and all claims, stop payment notice, payment bond rights and liens, including mechanic's liens against said real property for labor, skills or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors engaged by the undersigned have been paid in full for labor, skills and materials furnished through 11/30/2023.

This lien waiver is not valid until payment of the above-referenced sum has been received and cleared all banks.

NOTE: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Subcontractor: MIDSTATE RECLAMATION INC.

By: [Signature]
Signature

[Print Name]
Print Name

Its: [Title]
Title

1481 81st Avenue NE
Minneapolis, MN 55432
Established in 1916

An Equal Opportunity Employer

Telephone 763.786.9800
Fax 763.786.2952
Estimating Fax 763.717.6237



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Appointment of Election Judges
DATE: February 20, 2024

OVERVIEW:

The city of St. Francis will be conducting a Special Primary Election, February 20th, 2024 for the vacancy in House District 27B following the resignation of Kurt Daudt. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

ACTION TO BE CONSIDERED:

A motion to adopt Resolution 2024-10 a resolution appointing the election judges for the Special Primary Election to be held on February 29th, 2024.

Attachments:

- Resolution 2024-10 – Appointing election judges for the special primary election.

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

RESOLUTION 2024-10

**A RESOLUTION APPOINTING JUDGES OF ELECTION
FOR THE SPECIAL PRIMARY ELECTION, FEBRUARY 29, 2024**

Whereas, the City of St. Francis will be conducting a Special Primary Election on February 29, 2024; and

Whereas, pursuant to Minnesota Statutes Section 204B.21. Election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

Whereas, the hourly rate of pay will be \$15.00 for regular election judges and \$15.50 for assistant and head judges.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, as follows:

1) That the following persons be appointed to serve as election judges for the for the Special Primary Election on February 29, 2024:

- | | |
|------------------|-----------------|
| Rose Caswell | Linda Watkins |
| Natalie Santillo | Gail Genin |
| Kathleen Stadel | Kaleb Miller |
| Ray Steinke | Parker Santillo |
| Greg Zutz | David Watkins |
| Robert Jacobson | Lisa Stoll |
| Tim Kizer | Julie Johnson |

2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 20th DAY OF FEBRUARY, 2024.

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Jenni Wida, City Clerk
SUBJECT: Approve Application for On-Sale Intoxicating Liquor License for Chester's Small Town Tavern & Eatery
DATE: February 20, 2024

OVERVIEW:

Chester's Small Town Tavern & Eatery has submitted an application to obtain an On-Sale Intoxicating Liquor License with Sunday Sales along with the 2 AM license.

ACTION TO BE CONSIDERED:

Motion to adopt Resolution 20204-11 Approving an On-Sale Intoxicating Liquor License, Sunday Sales and 2 AM license to Chester's Small Town Tavern & Eatery.

Chester's Small Town Tavern & Eatery has paid the fees for all licenses in the total of \$4,200.00

Attachments:

- Resolution 2024-11

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

RESOLUTION NO. 2024-11

**A RESOLUTION APPROVING AN ON-SALE INTOXICATING LIQUOR LICENSE,
SUNDAY SALES, & 2 AM LICENSE TO CHESTER’S SMALL TOWN TAVERN &
EATERY, LLC**

WHEREAS, Chester's Small Town Tavern & Eatery submitted an application on February 8, 2024 to obtain an On-Sale Intoxicating Liquor License, Sunday Sales License, & 2 AM license for Chester's Small Town Tavern & Eatery located at 3220 Bridge St. NW St. Francis, MN 55070

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that:

1. To grant and approve an On-Sale Intoxicating Liquor License, Sunday Sales License, & 2 AM License to Chester's Small Town Tavern & Eatery for the premises located at 3220 Bridge St. NW St. Francis, MN 55070
2. The license is conditioned on the applicant’s ongoing compliance with its application that is on file with the City Clerk, including its ongoing operation as a restaurant, and are further subject to all terms and conditions of the City Code Chapter 5 Section 4.

APPROVED AND ADOPTED by the City Council of the City of St. Francis, Minnesota this 20th day of February, 2024.

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Gambling Application
DATE: February 20, 2024

OVERVIEW:

Chops Inc, has submitted a premise permit application and a permit to conduct lawful gambling at Chester’s Small Town Tavern & Eatery.

ACTION TO BE CONSIDERED:

Approve application

Attachments:

- LG215 Lease for Lawful Gambling
- LG214 Premise Permit Application



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: February 20th, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$214,045.29 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments – N/A

Direct Transfers- N/A

Credit Card Payment- N/A

Manual Checks-\$90.00

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:

- 02-21-2024 Packet List-\$214,045.29
02-21-2024 Manual Checks-\$90.00

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK NUMBER 82838 - 82838

Agenda Item # 40.

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
01/22/2024	82838	MN BOARD OF PEACE OFFICER STA	90.00
GNCKG TOTALS:			
Total of 1 Checks:			90.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			90.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 15 - AIRGAS NORTH CENTAL							
5505321606							
00034731	AIRGAS NORTH CENTAL	01/31/2024		101.78	101.78	Open	N
	CYLINDER RENTAL		NSANTILLO				02/20/2024
	101-43100-40217		OTHER OPERATING SUPPLIES	20.36		1.00	20.36
	101-43210-40217		OTHER OPERATING SUPPLIES	20.36		1.00	20.36
	101-45200-40217		OTHER OPERATING SUPPLIES	20.36		1.00	20.36
	601-49440-40217		OTHER OPERATING SUPPLIES	20.36		1.00	20.36
	602-49490-40217		OTHER OPERATING SUPPLIES	20.34		1.00	20.34
Total Vendor 15 - AIRGAS NORTH CENTAL				101.78	101.78		
Vendor 10686 - ALDEN POOL AND MUNICIPAL SUPPLY CO							
24-0032							
00034730	ALDEN POOL AND MUNICIPAL SUPPLY CO	01/29/2024		2,994.30	2,994.30	Open	N
	PARTS		NSANTILLO				02/20/2024
	601-49440-40401		BUILDINGS MAINTENANCE	1,497.15		1.00	1,497.15
	602-49490-40401		BUILDINGS MAINTENANCE	1,497.15		1.00	1,497.15
Total Vendor 10686 - ALDEN POOL AND MUNICIPAL SUPPLY CO				2,994.30	2,994.30		
Vendor 6592 - ALLINA HEALTH							
327111512							
00034744	ALLINA HEALTH	02/03/2024		1,493.70	1,493.70	Open	N
	MEDICAL EVALS		NSANTILLO				02/20/2024
	101-42110-40305		MEDICAL EVALS-SFPD	483.20		1.00	483.20
	101-42210-40305		MEDICAL EVALS-SFFD	1,010.50		1.00	1,010.50
Total Vendor 6592 - ALLINA HEALTH				1,493.70	1,493.70		
Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS							
.02012024							
00034674	ANOKA COUNTY PROPERTY RECORDS	02/01/2024		2,636.12	2,636.12	Open	N
	TNT, ASSESSMENTS		DMULVIHILL				02/20/2024
	101-41400-40352		GENERAL PUBLISHING	874.42		1.00	874.42
	405-43100-40441		MISCELLANEOUS	435.70		1.00	435.70
	601-49440-40441		MISCELLANEOUS	442.00		1.00	442.00
	602-49490-40441		MISCELLANEOUS	442.00		1.00	442.00
	603-49500-40418		STORM WATER MANAGEMENT	442.00		1.00	442.00
Total Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS				2,636.12	2,636.12		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 3811 - ANOKA COUNTY TREASURY							
EC123024A							
00034675	ANOKA COUNTY TREASURY LOCAL GOV'T MEETING	02/05/2024 NSANTILLO		13.00	13.00	Open	N 02/20/2024
AR021620							
00034752	ANOKA COUNTY TREASURY FIRE SERVICES 402-42210-40581	12/28/2023 NSANTILLO RADIOS		5,140.80 5,140.80	5,140.80	Open	N 12/31/2023 5,140.80
Total Vendor 3811 - ANOKA COUNTY TREASURY				5,153.80	5,153.80		
Vendor 2591 - ASPEN MILLS							
327304							
00034665	ASPEN MILLS UNIFORMS-GOERS 101-42210-40437	01/30/2024 DMULVIHILL UNIFORMS		263.50 263.50	263.50	Open	N 02/20/2024 263.50
327628							
00034670	ASPEN MILLS UNIFORMS-JOHNSON 101-42210-40437	02/06/2024 DMULVIHILL UNIFORMS		263.50 263.50	263.50	Open	N 02/20/2024 263.50
327489							
00034672	ASPEN MILLS UNIFORMS-HUMANN 101-42110-40437	02/02/2024 DMULVIHILL UNIFORMS		1,231.35 1,231.35	1,231.35	Open	N 02/20/2024 1,231.35
Total Vendor 2591 - ASPEN MILLS				1,758.35	1,758.35		
Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
277213							
00034745	BARNA, GUZY & STEFFEN, LTD PROSECUTION/RETAINER FILE 101-41600-40312	01/31/2024 NSANTILLO CRIMINAL LEGAL FEES		5,300.00 5,300.00	5,300.00	Open	N 02/20/2024 5,300.00
277169							
00034746	BARNA, GUZY & STEFFEN, LTD TRANSFER OF TITLE 101-41600-40304	01/31/2024 NSANTILLO CIVIL LEGAL FEES		2,406.00 2,406.00	2,406.00	Open	N 02/20/2024 2,406.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

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OPEN

Agenda Item # 40.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
277206							
00034747	BARNA, GUZY & STEFFEN, LTD	01/31/2024		1,470.00	1,470.00	Open	N
	AUTOZONE ENCROACHMENT ISSUE	NSANTILLO					02/20/2024
	803-00000-22005	AUTO ZONE #5100 ST. FRANCIS		1,470.00		1.00	1,470.00
277205							
00034748	BARNA, GUZY & STEFFEN, LTD	01/31/2024		282.00	282.00	Open	N
	BRIDGE STREET PURCHASE	NSANTILLO					02/20/2024
	101-41600-40304	CIVIL LEGAL FEES		282.00		1.00	282.00
276780							
00034749	BARNA, GUZY & STEFFEN, LTD	01/31/2024		2,015.00	2,015.00	Open	N
	MUNICIPAL	NSANTILLO					02/20/2024
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00
276781							
00034750	BARNA, GUZY & STEFFEN, LTD	01/31/2024		2,002.00	2,002.00	Open	N
	GENERAL LABOR	NSANTILLO					02/20/2024
	101-41600-40304	CIVIL LEGAL FEES		2,002.00		1.00	2,002.00
276782							
00034751	BARNA, GUZY & STEFFEN, LTD	01/31/2024		2,070.00	2,070.00	Open	N
	COMMUNITY DEVELOPMENT	NSANTILLO					02/20/2024
	101-41600-40304	CIVIL LEGAL FEES		2,070.00		1.00	2,070.00
Total Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
				15,545.00	15,545.00		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0202509100							
00034664	BELLBOY CORPORATION BAR SUPPLY	02/06/2024		3,066.46	3,066.46	Open	N
	LIQUOR	CBUSKEY					02/06/2024
	609-49751-40206	FREIGHT		29.42		1.00	29.42
	609-49751-40251	LIQUOR		3,037.04		1.00	3,037.04
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
				3,066.46	3,066.46		
Vendor EMP-REIMB - BRANDON STEMME							
.02082024							
00034711	BRANDON STEMME	02/08/2024		90.00	90.00	Open	N
	TRAINING-STEMME (PD ON PERSONAL CARD)	DMULVIHILL					02/20/2024
	101-42110-40208	TRAINING		90.00		1.00	90.00
Total Vendor EMP-REIMB - BRANDON STEMME							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor EMP-REIMB - BRANDON STEMME							
				90.00	90.00		
Vendor 7244 - BREAKTHRU BEVERAGE							
114302878							
00034705	BREAKTHRU BEVERAGE	02/08/2024		5,498.49	5,498.49	Open	N
	LIQUOR/WINE		CBUSKEY				02/08/2024
	609-49751-40206	FREIGHT		55.10		1.00	55.10
	609-49751-40253	WINE		952.00		1.00	952.00
	609-49751-40251	LIQUOR		4,491.39		1.00	4,491.39
411345731							
00034867	BREAKTHRU BEVERAGE	01/01/2024		(348.85)	(348.85)	Open	N
	LIQUOR/WINE		CBUSKEY				01/01/2024
	609-49751-40206	FREIGHT		(4.35)		1.00	(4.35)
	609-49751-40251	LIQUOR		(256.50)		1.00	(256.50)
	609-49751-40253	WINE		(88.00)		1.00	(88.00)
411905602							
00034868	BREAKTHRU BEVERAGE	01/31/2024		(45.45)	(45.45)	Open	N
	WINE		CBUSKEY				01/31/2024
	609-49751-40206	FREIGHT		(1.45)		1.00	(1.45)
	609-49751-40253	WINE		(44.00)		1.00	(44.00)
411942575							
00034869	BREAKTHRU BEVERAGE	02/13/2024		(45.45)	(45.45)	Open	N
	WINE		CBUSKEY				02/13/2024
	609-49751-40206	FREIGHT		(1.45)		1.00	(1.45)
	609-49751-40253	WINE		(44.00)		1.00	(44.00)
Total Vendor 7244 - BREAKTHRU BEVERAGE				5,058.74	5,058.74		
Vendor 10683 - CARPET CITY EXPRESS							
214508							
00034673	CARPET CITY EXPRESS	02/02/2024		2,449.28	2,449.28	Open	N
	CITY HALL BATHROOM FLOORING		NSANTILLO				02/20/2024
	101-41940-40223	BUILDING REPAIR		2,449.28		1.00	2,449.28
Total Vendor 10683 - CARPET CITY EXPRESS				2,449.28	2,449.28		
Vendor UB-REFUND - CONOR EUREK							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor UB-REFUND - CONOR EUREK							
.02092024							
00034707	CONOR EUREK	02/09/2024		50.19	50.19	Open	N
	ACCT #6234 REFUND	NSANTILLO					02/20/2024
	601-49440-40444	ACCT #6234 REFUND		50.19		1.00	50.19
Total Vendor UB-REFUND - CONOR EUREK					<u>50.19</u>	<u>50.19</u>	
Vendor 4854 - CRYSTAL SPRINGS ICE							
4008070							
00034702	CRYSTAL SPRINGS ICE	02/08/2024		90.48	90.48	Open	N
	MISC	CBUSKEY					02/08/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		86.48		1.00	86.48
Total Vendor 4854 - CRYSTAL SPRINGS ICE					<u>90.48</u>	<u>90.48</u>	
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2110097							
00034685	DAHLHEIMER DIST. CO. INC.	02/07/2024		(30.50)	(30.50)	Open	N
	BEER	CBUSKEY					02/07/2024
	609-49751-40252	BEER		(30.50)		1.00	(30.50)
2110282							
00034686	DAHLHEIMER DIST. CO. INC.	02/07/2024		(158.40)	(158.40)	Open	N
	BEER	CBUSKEY					02/07/2024
	609-49751-40252	BEER		(158.40)		1.00	(158.40)
2109946							
00034687	DAHLHEIMER DIST. CO. INC.	02/07/2024		17,190.15	17,190.15	Open	N
	BEER/MISC/NA	CBUSKEY					02/07/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		160.00		1.00	160.00
	609-49751-40255	N/A PRODUCTS		241.00		1.00	241.00
	609-49751-40252	BEER		16,789.15		1.00	16,789.15
2111615							
00034861	DAHLHEIMER DIST. CO. INC.	02/14/2024		15,602.00	15,602.00	Open	N
	BEER/NA/MISC	CBUSKEY					02/14/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		160.00		1.00	160.00
	609-49751-40255	N/A PRODUCTS		138.80		1.00	138.80
	609-49751-40252	BEER		15,303.20		1.00	15,303.20

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 40.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2113241							
00034862	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	02/14/2024 CBUSKEY		(55.80)	(55.80)	Open	N 02/14/2024
		BEER		(55.80)		1.00	(55.80)
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				<u>32,547.45</u>	<u>32,547.45</u>		
Vendor 9645 - DOUGLAS-KERR UNDERGROUND, LLC							
FINAL							
00034859	DOUGLAS-KERR UNDERGROUND, LLC POPPY STREET RECONSTRUCTION 405-00000-20600	02/11/2024 DMULVIHILL		24,177.42	24,177.42	Open	N 02/20/2024
		CONTRACTS PAYABLE		24,177.42		1.00	24,177.42
Total Vendor 9645 - DOUGLAS-KERR UNDERGROUND, LLC				<u>24,177.42</u>	<u>24,177.42</u>		
Vendor 6028 - DUSTY'S DRAIN CLEANING							
N24-054							
00034666	DUSTY'S DRAIN CLEANING PULLED AND RESET (4) TOILETS AND (4) 101-41940-40223	02/06/2024 FLO DMULVIHILL		650.00	650.00	Open	N 02/20/2024
		BUILDING REPAIR		650.00		1.00	650.00
Total Vendor 6028 - DUSTY'S DRAIN CLEANING				<u>650.00</u>	<u>650.00</u>		
Vendor 107 - ECM PUBLISHERS, INC.							
985043							
00034727	ECM PUBLISHERS, INC. FEB 15 MARCH 5 PRIMARY ELECTION	02/09/2024 NSANTILLO		32.25	32.25	Open	N 02/20/2024
985044							
00034728	ECM PUBLISHERS, INC. RESOLUTION 2024-05	02/09/2024 NSANTILLO		150.50	150.50	Open	N 02/20/2024
985045							
00034729	ECM PUBLISHERS, INC. RESOLUTION 2024-06	02/09/2024 NSANTILLO		102.12	102.12	Open	N 02/20/2024
Total Vendor 107 - ECM PUBLISHERS, INC.				<u>284.87</u>	<u>284.87</u>		
Vendor 545 - ELITE SANITATION							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 545 - ELITE SANITATION							
30409							
00034679	ELITE SANITATION	02/01/2024		923.00	923.00	Open	N
	PORTABLE RENTAL 01/07-02/03/2024	NSANTILLO		923.00		1.00	02/20/2024
	101-45200-40402	JANITORIAL SERVICE					923.00
Total Vendor 545 - ELITE SANITATION				923.00	923.00		
Vendor 10684 - EXECUTIVE DISTRIBUTORS INTERNATIONAL							
.02052024							
00034656	EXECUTIVE DISTRIBUTORS INTERNATIONA	02/02/2024		5,983.40	5,983.40	Open	N
	BALLISTIC HELMETS	NSANTILLO		5,983.40		1.00	02/20/2024
	103-42110-40237	HELMETS					5,983.40
Total Vendor 10684 - EXECUTIVE DISTRIBUTORS INTERNATIONAL				5,983.40	5,983.40		
Vendor 10685 - FLAGSHIP RECREATION							
F22572							
00034723	FLAGSHIP RECREATION	02/08/2024		482.39	482.39	Open	N
	PROJECT SUPPLIES	NSANTILLO		482.39		1.00	02/20/2024
	101-45200-40229	PROJECT MAINTENANCE					482.39
Total Vendor 10685 - FLAGSHIP RECREATION				482.39	482.39		
Vendor 132 - GRAINGER, INC.							
9017586331							
00034724	GRAINGER, INC.	02/12/2024		44.61	44.61	Open	N
	LIFT STATION SPRAYER	DMULVIHILL		44.61		1.00	02/20/2024
	602-49490-40228	EQUIPMENT MAINTENANCE					44.61
Total Vendor 132 - GRAINGER, INC.				44.61	44.61		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.							
52371							
00034735	HAKANSON ANDERSON ASSOC., INC.	01/17/2024		651.93	651.93	Open	N
	MISC SITE PLAN REVIEWS 2023	NSANTILLO		118.00		1.00	02/20/2024
	803-00000-22005	AUTO ZONE #5100 ST. FRANCIS		279.00		1.00	118.00
	803-00000-22008	PZ2023-0001 WETLAND DELINEATION CH-28		121.10		1.00	279.00
	404-41400-40589	CITY HALL/FIRE STATION		121.10		1.00	121.10
	101-41910-40311	CONTRACT		133.83		1.00	133.83

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.							
52372							
00034736	HAKANSON ANDERSON ASSOC., INC. RIVERS EDGE 6TH ADDITION 803-00000-22043	01/17/2024 NSANTILLO RIVERS EDGE 6TH ADDITION		225.83 225.83	225.83	Open	N 02/20/2024 225.83
52373							
00034737	HAKANSON ANDERSON ASSOC., INC. MUNICIPAL STATE AID 405-43100-40303	01/17/2024 NSANTILLO ENGINEERING FEES		492.00 492.00	492.00	Open	N 02/20/2024 492.00
52374							
00034738	HAKANSON ANDERSON ASSOC., INC. POPPY ST & 229TH LN RECON 101-43100-40303	01/17/2024 NSANTILLO ENGINEERING FEES		108.00 108.00	108.00	Open	N 02/20/2024 108.00
52375							
00034739	HAKANSON ANDERSON ASSOC., INC. 2023 STREET REHAB PROJECTS 101-43100-40303	01/17/2024 NSANTILLO ENGINEERING FEES		429.65 429.65	429.65	Open	N 02/20/2024 429.65
52376							
00034740	HAKANSON ANDERSON ASSOC., INC. 2023 GENERAL ENGINEERING 101-43100-40303	01/17/2024 NSANTILLO ENGINEERING FEES		708.00 708.00	708.00	Open	N 02/20/2024 708.00
52377							
00034741	HAKANSON ANDERSON ASSOC., INC. ROUTINE RETAINER SERVICES 101-41910-40303 101-43100-40303 101-45200-40303 601-49440-40303 602-49490-40303 603-49500-40303	01/17/2024 NSANTILLO ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES		800.00 133.33 133.33 133.33 133.33 133.33 133.35	800.00	Open	N 02/20/2024 133.33 133.33 133.33 133.33 133.33 133.35
52378							
00034742	HAKANSON ANDERSON ASSOC., INC. BUILDING PERMIT REVIEWS 101-42400-40303	01/17/2024 NSANTILLO ENGINEERING FEES		256.33 256.33	256.33	Open	N 02/20/2024 256.33
52379							
00034743	HAKANSON ANDERSON ASSOC., INC. ADA TRANSITION PLAN 405-43100-40303	01/17/2024 NSANTILLO ENGINEERING FEES		5,077.50 5,077.50	5,077.50	Open	N 02/20/2024 5,077.50

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.							
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.				8,749.24	8,749.24		
Vendor UB-REFUND - HEIDELBERGER FAMILY PROPERTIES, LLC							
.02092024							
00034706	HEIDELBERGER FAMILY PROPERTIES, LLC	02/09/2024		42.65	42.65	Open	N
	ACCOUNT #6763 REFUND		NSANTILLO				02/20/2024
	601-49440-40444		ACCOUNT #6763 REFUND	42.65		1.00	42.65
Total Vendor UB-REFUND - HEIDELBERGER FAMILY PROPERTIES, LLC				42.65	42.65		
Vendor 4919 - JEFFERSON FIRE & SAFETY, INC..							
IN311350							
00034669	JEFFERSON FIRE & SAFETY, INC..	02/06/2024		160.00	160.00	Open	N
	EMERGENCY TECHNICAL DECON REPAIR OR REPL		DMULVIHILL				02/20/2024
	101-42210-40437		UNIFORMS	160.00		1.00	160.00
Total Vendor 4919 - JEFFERSON FIRE & SAFETY, INC..				160.00	160.00		
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2479814							
00034696	JOHNSON BROS WHLSE LIQUOR	02/08/2024		2,926.88	2,926.88	Open	N
	WINE		CBUSKEY				02/08/2024
	609-49751-40206		FREIGHT	70.98		1.00	70.98
	609-49751-40253		WINE	2,855.90		1.00	2,855.90
2479813							
00034697	JOHNSON BROS WHLSE LIQUOR	02/08/2024		8,258.36	8,258.36	Open	N
	LIQUOR		CBUSKEY				02/08/2024
	609-49751-40206		FREIGHT	132.86		1.00	132.86
	609-49751-40251		LIQUOR	8,125.50		1.00	8,125.50
Total Vendor 154 - JOHNSON BROS WHLSE LIQUOR				11,185.24	11,185.24		
Vendor 165 - LMC INSURANCE TRUST							
.10062023							
00034712	LMC INSURANCE TRUST	10/06/2023		5,600.00	5,600.00	Open	N
	WC FINAL		DMULVIHILL				12/31/2023
	101-42110-40160		WORK COMP INSURANCE	5,600.00		1.00	5,600.00

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Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 165 - LMC INSURANCE TRUST							
.02092024							
00034725	LMC INSURANCE TRUST	02/09/2024		250.00	250.00	Open	N
	FIREWORKS ENDORSEMENT	DMULVIHILL					02/20/2024
	101-41400-40360	INSURANCE		250.00		1.00	250.00
Total Vendor 165 - LMC INSURANCE TRUST							
				5,850.00	5,850.00		
Vendor 202 - MCDONALD DIST CO.							
731909							
00034683	MCDONALD DIST CO.	02/07/2024		4,726.15	4,726.15	Open	N
	BEER	CBUSKEY					02/07/2024
	609-49751-40252	BEER		4,726.15		1.00	4,726.15
731931							
00034684	MCDONALD DIST CO.	02/07/2024		(106.42)	(106.42)	Open	N
	BEER	CBUSKEY					02/07/2024
	609-49751-40252	BEER		(106.42)		1.00	(106.42)
733017							
00034863	MCDONALD DIST CO.	02/14/2024		2,176.40	2,176.40	Open	N
	BEER/NA	CBUSKEY					02/14/2024
	609-49751-40255	N/A PRODUCTS		198.40		1.00	198.40
	609-49751-40252	BEER		1,978.00		1.00	1,978.00
5810311							
00034864	MCDONALD DIST CO.	02/14/2024		(82.38)	(82.38)	Open	N
	BEER	CBUSKEY					02/14/2024
	609-49751-40252	BEER		(82.38)		1.00	(82.38)
733016							
00034865	MCDONALD DIST CO.	02/14/2024		1,120.00	1,120.00	Open	N
	LIQUOR	CBUSKEY					02/14/2024
	609-49751-40251	LIQUOR		1,120.00		1.00	1,120.00
Total Vendor 202 - MCDONALD DIST CO.							
				7,833.75	7,833.75		
Vendor 3689 - METRO SALES, INC.							
INV2453822							
00034677	METRO SALES, INC.	01/26/2024		195.84	195.84	Open	N
	COPIES	NSANTILLO					02/20/2024
	101-41400-40200	OFFICE SUPPLIES		195.84		1.00	195.84

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 3689 - METRO SALES, INC.							
INV2463482							
00034858	METRO SALES, INC.	02/12/2024		237.17	237.17	Open	N
	WIDE FORMAT MAINTENANCE	DMULVIHILL					02/20/2024
	101-42400-40200	OFFICE SUPPLIES		237.17		1.00	237.17
Total Vendor 3689 - METRO SALES, INC.				433.01	433.01		
Vendor 10337 - METRO-INET							
1766							
00034676	METRO-INET	02/01/2024		15,039.00	15,039.00	Open	N
	MONTHLY IT SERVICES	NSANTILLO					02/20/2024
	101-41110-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-41400-40310	COMPUTER CONSULTING FEES		2,105.46		1.00	2,105.46
	101-41910-40310	COMPUTER CONSULTING FEES		300.78		1.00	300.78
	101-42110-40310	COMPUTER CONSULTING FEES		7,369.11		1.00	7,369.11
	101-42210-40310	COMPUTER CONSULTING FEES		1,353.51		1.00	1,353.51
	101-42400-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-43100-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-45200-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	601-49440-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	602-49490-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	609-49750-40310	COMPUTER CONSULTING FEES		300.78		1.00	300.78
Total Vendor 10337 - METRO-INET				15,039.00	15,039.00		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13332710113843							
00034692	MIDCONTINENT COMMUNICATIONS	02/02/2024		45.14	45.14	Open	N
	PHONES	NSANTILLO					02/20/2024
	101-42110-40321	PHONES		45.14		1.00	45.14
13334860113843							
00034693	MIDCONTINENT COMMUNICATIONS	02/02/2024		153.39	153.39	Open	N
	PHONES	NSANTILLO					02/20/2024
	601-49440-40321	PHONES		153.39		1.00	153.39
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				198.53	198.53		
Vendor 6094 - MN DEPT OF LABOR & INDUSTRY							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 6094 - MN DEPT OF LABOR & INDUSTRY							
ABR0324292X							
00034680	MN DEPT OF LABOR & INDUSTRY	01/27/2024		10.00	10.00	Open	N
	PRESSURE VESSEL-4020 227TH AVE	NSANTILLO					02/20/2024
	101-45200-40441	MISCELLANEOUS		10.00		1.00	10.00
Total Vendor 6094 - MN DEPT OF LABOR & INDUSTRY				10.00	10.00		
Vendor EMP-REIMB - NATALIE SANTILLO							
.02142024							
00034857	NATALIE SANTILLO	02/14/2024		300.00	300.00	Open	N
	INCREASE THE CHANGE FUND IN CITY HALL	DMULVIHILL					02/20/2024
	101-41500-40441	MISCELLANEOUS		300.00		1.00	300.00
Total Vendor EMP-REIMB - NATALIE SANTILLO				300.00	300.00		
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
21008							
00034671	NORTHLAND OCCUPATIONAL HEALTH	02/08/2024		50.00	50.00	Open	N
	SCREENING	DMULVIHILL					02/20/2024
	101-43100-40441	MISCELLANEOUS		50.00		1.00	50.00
Total Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH				50.00	50.00		
Vendor 10668 - OLSEN CHAIN & CABLE INC.							
711310							
00034694	OLSEN CHAIN & CABLE INC.	02/05/2024		29.96	29.96	Open	N
	PARTS	NSANTILLO					02/20/2024
	602-49490-40228	EQUIPMENT MAINTENANCE		29.96		1.00	29.96
711598							
00034733	OLSEN CHAIN & CABLE INC.	02/07/2024		931.25	931.25	Open	N
	HOIST ANNUAL INSPECTION	NSANTILLO					02/20/2024
	601-49440-40233	WATER PLANT MAINT		232.81		1.00	232.81
	602-49490-40401	BUILDINGS MAINTENANCE		232.81		1.00	232.81
	101-43100-40401	BUILDINGS MAINTENANCE		232.81		1.00	232.81
	101-45200-40401	BUILDINGS MAINTENANCE		232.82		1.00	232.82
Total Vendor 10668 - OLSEN CHAIN & CABLE INC.				961.21	961.21		
Vendor 10211 - ON LINE RETRIEVERS							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 10211 - ON LINE RETRIEVERS							
.02082024							
00034726	ON LINE RETRIEVERS	02/08/2024		275.92	275.92	Open	N
	ANIMAL CONTROL - JANUARY 2024	NSANTILLO					02/20/2024
	101-42110-40311	CONTRACT		275.92		1.00	275.92
Total Vendor 10211 - ON LINE RETRIEVERS				275.92	275.92		
Vendor 4605 - OPUS 21							
240105							
00034695	OPUS 21	02/05/2024		2,903.98	2,903.98	Open	N
	IT SERVICES JANUARY 2024	NSANTILLO					02/20/2024
	601-49440-40382	UTILITY BILLING		1,451.99		1.00	1,451.99
	602-49490-40382	UTILITY BILLING		1,451.99		1.00	1,451.99
Total Vendor 4605 - OPUS 21				2,903.98	2,903.98		
Vendor 10652 - PARK CONSTRUCTION COMPANY							
FINAL							
00034860	PARK CONSTRUCTION COMPANY	12/20/2024		13,125.87	13,125.87	Open	N
	2023 STREET REHABILITATION	DMULVIHILL					02/20/2024
	405-00000-20600	CONTRACTS PAYABLE		13,125.87		1.00	13,125.87
Total Vendor 10652 - PARK CONSTRUCTION COMPANY				13,125.87	13,125.87		
Vendor 3753 - PAUSTIS WINE COMPANY							
227791							
00034703	PAUSTIS WINE COMPANY	02/08/2024		179.00	179.00	Open	N
	WINE	CBUSKEY					02/08/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40253	WINE		175.00		1.00	175.00
228083							
00034866	PAUSTIS WINE COMPANY	02/12/2024		683.50	683.50	Open	N
	WINE	CBUSKEY					02/14/2024
	609-49751-40206	FREIGHT		12.50		1.00	12.50
	609-49751-40253	WINE		671.00		1.00	671.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				862.50	862.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
673597							
00034698	PHILLIPS WINE & SPIRITS CO.	02/08/2024		3,388.91	3,388.91	Open	N
	LIQUOR		CBUSKEY				02/08/2024
	609-49751-40206	FREIGHT		55.51		1.00	55.51
	609-49751-40251	LIQUOR		3,333.40		1.00	3,333.40
6735398							
00034699	PHILLIPS WINE & SPIRITS CO.	02/08/2024		83.64	83.64	Open	N
	WINE		CBUSKEY				02/08/2024
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40253	WINE		80.00		1.00	80.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO.					3,472.55	3,472.55	
Vendor 458 - QUILL CORPORATION							
36832902							
00034668	QUILL CORPORATION	01/24/2024		16.98	16.98	Open	N
	CD - ECONOMIC DEVELOPMENT		NSANTILLO				02/20/2024
	101-41910-40200	OFFICE SUPPLIES		16.98		1.00	16.98
Total Vendor 458 - QUILL CORPORATION					16.98	16.98	
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B011803							
00034681	RMB ENVIRONMENTAL LABORATORIES, INC	01/30/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1		DMULVIHILL				02/20/2024
	602-49490-40313	SAMPLE TESTING		206.91		1.00	206.91
B011850							
00034709	RMB ENVIRONMENTAL LABORATORIES, INC	02/08/2024		188.10	188.10	Open	N
	DATA MANAGEMENT FEE_		DMULVIHILL				02/20/2024
	602-49490-40313	SAMPLE TESTING		188.10		1.00	188.10
B011824							
00034710	RMB ENVIRONMENTAL LABORATORIES, INC	02/08/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DMULVIHILL				02/20/2024
	602-49490-40313	SAMPLE TESTING		156.75		1.00	156.75
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					551.76	551.76	
Vendor 6072 - ROYAL SUPPLY							

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Inventory					Units	Quantity	Unit Price
Vendor 6072 - ROYAL SUPPLY							
5887							
00034682	ROYAL SUPPLY	02/07/2024		104.00	104.00	Open	N
	SUPPLIES	DMULVIHILL					02/20/2024
	101-41940-40210	OPERATING SUPPLIES		17.35		1.00	17.35
	101-42110-40217	OTHER OPERATING SUPPLIES		17.33		1.00	17.33
	101-43100-40217	OTHER OPERATING SUPPLIES		17.33		1.00	17.33
	101-45200-40217	OTHER OPERATING SUPPLIES		17.33		1.00	17.33
	601-49440-40217	OTHER OPERATING SUPPLIES		17.33		1.00	17.33
	602-49490-40217	OTHER OPERATING SUPPLIES		17.33		1.00	17.33
Total Vendor 6072 - ROYAL SUPPLY				104.00	104.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2442839							
00034704	SOUTHERN GLAZERS OF MN	02/08/2024		10,084.49	10,084.49	Open	N
	LIQUOR	CBUSKEY					02/08/2024
	609-49751-40206	FREIGHT		84.69		1.00	84.69
	609-49751-40251	LIQUOR		9,999.80		1.00	9,999.80
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				10,084.49	10,084.49		
Vendor 1944 - ST. FRANCIS COLLISION & GLASS							
2674							
00034663	ST. FRANCIS COLLISION & GLASS	02/06/2024		455.00	455.00	Open	N
	2022 DURANGO REPAIRS	NSANTILLO					02/20/2024
	101-42110-40221	2022 DURANGO REPAIRS		455.00		1.00	455.00
Total Vendor 1944 - ST. FRANCIS COLLISION & GLASS				455.00	455.00		
Vendor 255 - STREICHER							
1680748							
00034708	STREICHER	02/07/2024		369.95	369.95	Open	N
	UNIFORMS	NSANTILLO					02/20/2024
	101-42110-40437	UNIFORMS		369.95		1.00	369.95
Total Vendor 255 - STREICHER				369.95	369.95		
Vendor 863 - THE BERNICK COMPANIES							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 863 - THE BERNICK COMPANIES							
10180677							
00034700	THE BERNICK COMPANIES NA 609-49751-40255	02/08/2024 CBUSKEY N/A PRODUCTS		75.60	75.60	Open	N 02/08/2024 75.60
10180676							
00034701	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	02/08/2024 CBUSKEY N/A PRODUCTS BEER		1,148.40 49.20 1,099.20	1,148.40	Open	N 02/08/2024 49.20 1,099.20
Total Vendor 863 - THE BERNICK COMPANIES				1,224.00	1,224.00		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M28909							
00034678	TIMESAVER OFF SITE SEC. INC CITY COUNCIL MINUTES 01-16-2024 101-41400-40311	01/31/2024 NSANTILLO CITY COUNCIL MINUTES 01-16-2024		220.50 220.50	220.50	Open	N 02/20/2024 220.50
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				220.50	220.50		
Vendor 10641 - UNION HERALD							
39622							
00034734	UNION HERALD ANOKA COUNTY UNION HERALD	01/31/2024 NSANTILLO		25.00	25.00	Open	N 02/20/2024
Total Vendor 10641 - UNION HERALD				25.00	25.00		
Vendor 4556 - UTILITY SERVICE CO., INC.							
597819							
00034732	UTILITY SERVICE CO., INC. TOWER-QUARTERLY 601-49440-40234	02/01/2024 NSANTILLO WATER TOWER MAINTENANCE		10,468.32 10,468.32	10,468.32	Open	N 02/20/2024 10,468.32
Total Vendor 4556 - UTILITY SERVICE CO., INC.				10,468.32	10,468.32		
Vendor 8383 - WSB & ASSOCIATES							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 8383 - WSB & ASSOCIATES							
R-024156-000 -							
00034667	WSB & ASSOCIATES	01/31/2024		13,490.50	13,490.50	Open	N
	TH 47 (SAINT FRANCIS BLVD NW)	IMPROVEMEN	DMULVIHILL	13,490.50		1.00	02/20/2024
	405-43100-40810	ENGINEERING FEES					13,490.50
Total Vendor 8383 - WSB & ASSOCIATES					<u>13,490.50</u>	<u>13,490.50</u>	

# of Invoices:	82	# Due: 82	Totals:	214,918.54	214,918.54
# of Credit Memos:	8	# Due: 8	Totals:	(873.25)	(873.25)
Net of Invoices and Credit Memos:				214,045.29	214,045.29

--- TOTALS BY GL BANK ---

GNCKG	214,045.29
-------	------------

--- TOTALS BY GL DISTRIBUTIONS ---

101-41110-40310	601.56
101-41400-40200	195.84
101-41400-40310	2,105.46
101-41400-40311	220.50
101-41400-40352	874.42
101-41400-40360	250.00
101-41500-40441	300.00
101-41600-40304	8,775.00
101-41600-40312	5,300.00
101-41910-40200	16.98
101-41910-40303	133.33
101-41910-40310	300.78
101-41910-40311	133.83
101-41940-40210	17.35
101-41940-40223	3,099.28
101-42110-40160	5,600.00
101-42110-40208	90.00
101-42110-40217	17.33
101-42110-40221	455.00
101-42110-40305	483.20
101-42110-40310	7,369.11
101-42110-40311	275.92
101-42110-40321	45.14
101-42110-40437	1,601.30
101-42210-40305	1,010.50
101-42210-40310	1,353.51

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By			Units	Quantity	Post Date
Inventory	GL Distribution						Unit Price
	101-42210-40437			687.00			
	101-42400-40200			237.17			
	101-42400-40303			256.33			
	101-42400-40310			601.56			
	101-43100-40217			37.69			
	101-43100-40303			1,378.98			
	101-43100-40310			601.56			
	101-43100-40401			232.81			
	101-43100-40441			50.00			
	101-43210-40217			20.36			
	101-45200-40217			37.69			
	101-45200-40229			482.39			
	101-45200-40303			133.33			
	101-45200-40310			601.56			
	101-45200-40401			232.82			
	101-45200-40402			923.00			
	101-45200-40441			10.00			
	103-42110-40237			5,983.40			
	402-42210-40581			5,140.80			
	404-41400-40589			121.10			
	405-00000-20600			37,303.29			
	405-43100-40303			5,569.50			
	405-43100-40441			435.70			
	405-43100-40810			13,490.50			
	601-49440-40217			37.69			
	601-49440-40233			232.81			
	601-49440-40234			10,468.32			
	601-49440-40303			133.33			
	601-49440-40310			601.56			
	601-49440-40321			153.39			
	601-49440-40382			1,451.99			
	601-49440-40401			1,497.15			
	601-49440-40441			442.00			
	601-49440-40444			92.84			
	602-49490-40217			37.67			
	602-49490-40228			74.57			
	602-49490-40303			133.33			
	602-49490-40310			601.56			
	602-49490-40313			551.76			
	602-49490-40382			1,451.99			
	602-49490-40401			1,729.96			
	602-49490-40441			442.00			
	603-49500-40303			133.35			
	603-49500-40418			442.00			
	609-49750-40310			300.78			
	609-49751-40206			445.45			
	609-49751-40251			29,850.63			
	609-49751-40252			39,462.20			
	609-49751-40253			4,557.90			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/21/2024 - 02/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 40.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	609-49751-40254			406.48			
	609-49751-40255			703.00			
	803-00000-22005			1,588.00			
	803-00000-22008			279.00			
	803-00000-22043			225.83			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			47,149.59	47,149.59		
	103 PUBLIC SAFETY FUNDS			5,983.40	5,983.40		
	402 CAPITAL EQUIPMENT FUND			5,140.80	5,140.80		
	404 BUILDING IMPROVEMENT FUND			121.10	121.10		
	405 STREET IMPROVEMENT FUND			56,798.99	56,798.99		
	601 WATER FUND			15,111.08	15,111.08		
	602 SEWER FUND			5,022.84	5,022.84		
	603 STORM WATER FUND			575.35	575.35		
	609 LIQUOR FUND			75,726.44	75,726.44		
	803 ESCROW			2,092.83	2,092.83		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			39,396.12	39,396.12		
	41110 CITY COUNCIL			601.56	601.56		
	41400 ADMINISTRATION			3,767.32	3,767.32		
	41500 FINANCE			300.00	300.00		
	41600 LEGAL			14,075.00	14,075.00		
	41910 COMMUNITY DEVELOPMENT			584.92	584.92		
	41940 BUILDINGS			3,116.63	3,116.63		
	42110 POLICE			21,920.40	21,920.40		
	42210 FIRE			8,191.81	8,191.81		
	42400 BUILDING INSPECTIONS			1,095.06	1,095.06		
	43100 STREETS			21,796.74	21,796.74		
	43210 RECYCLING			20.36	20.36		
	45200 PARKS			2,420.79	2,420.79		
	49440 WATER DEPT			15,111.08	15,111.08		
	49490 SEWER DEPT			5,022.84	5,022.84		
	49500 STORM WATER DEPT			575.35	575.35		
	49750 LIQUOR STORE			300.78	300.78		
	49751 MERCHANDISE PURCHASES			75,425.66	75,425.66		



2024 ASSESSMENT UPDATE

PRESENTED TO THE CITY OF ST. FRANCIS

ERIK SKOGQUIST, MARY WELLS, CHRIS LARSON

FEBRUARY 20, 2024

- INTRODUCTION

- City Primary Contact: Erik Skogquist, Sr. Accredited MN Assessor
- Commercial/Industrial/Apartment Assessor: Erik Skogquist
- City Residential Assessor: Chris Larson, Accredited MN Assessor
- Newsletters, Memo's, Backup Assessor: Mary Wells, Sr. Accredited MN Assessor

ASSESSMENT AND VALUATION TIMELINE

2024 Market Value for Taxes Payable 2025

Agenda Item # 9A.

**20% of properties reviewed in
Spring & Summer 2023**



**Sales Study
October 2022 - September 2023**



**Estimated Market Value
Set January 2, 2024**



**Tax Statement & Valuation Notices
Sent March 2024**



**Value or Classification Questions?
Call City Assessor's Office 763-412-1966
Or attend Open Book Meetings
May 7th 1:00-7:00 or May 8th 8:00-4:30**



**Anoka County Board of Appeal
June 17, 2024 at 6:00 pm**

HOW ESTIMATED MARKET VALUES (EMV) FOR TAX ALLOCATION PURPOSES ARE DETERMINED

- The 2024 values are determined using qualified sales that took place between October 1, 2022 through September 30, 2023
- 130 residential sales, of those 77 were qualified. 5 CIA, 1 qualified
- Ratios are calculated by dividing the prior year EMV's by the adjusted sale prices and the median ratio is determined
- Current values are adjusted to meet the Dept. of Revenue criteria of median ratio between 90%-105%

PRELIMINARY ASSESSMENT SUMMARY

- Overall Estimated Market Value of Real Estate in Saint Francis is \$1,064,778,600 up 6.7%
- Residential: Most neighborhoods had minimal changes. Notable exceptions: Townhomes up 7%, Large acreage rural up 11%
- Apartments 0%, Commercial 2%, Industrial 13%
- Similar to other cities in Anoka County

CHART OF CITYWIDE VALUES OVER TIME

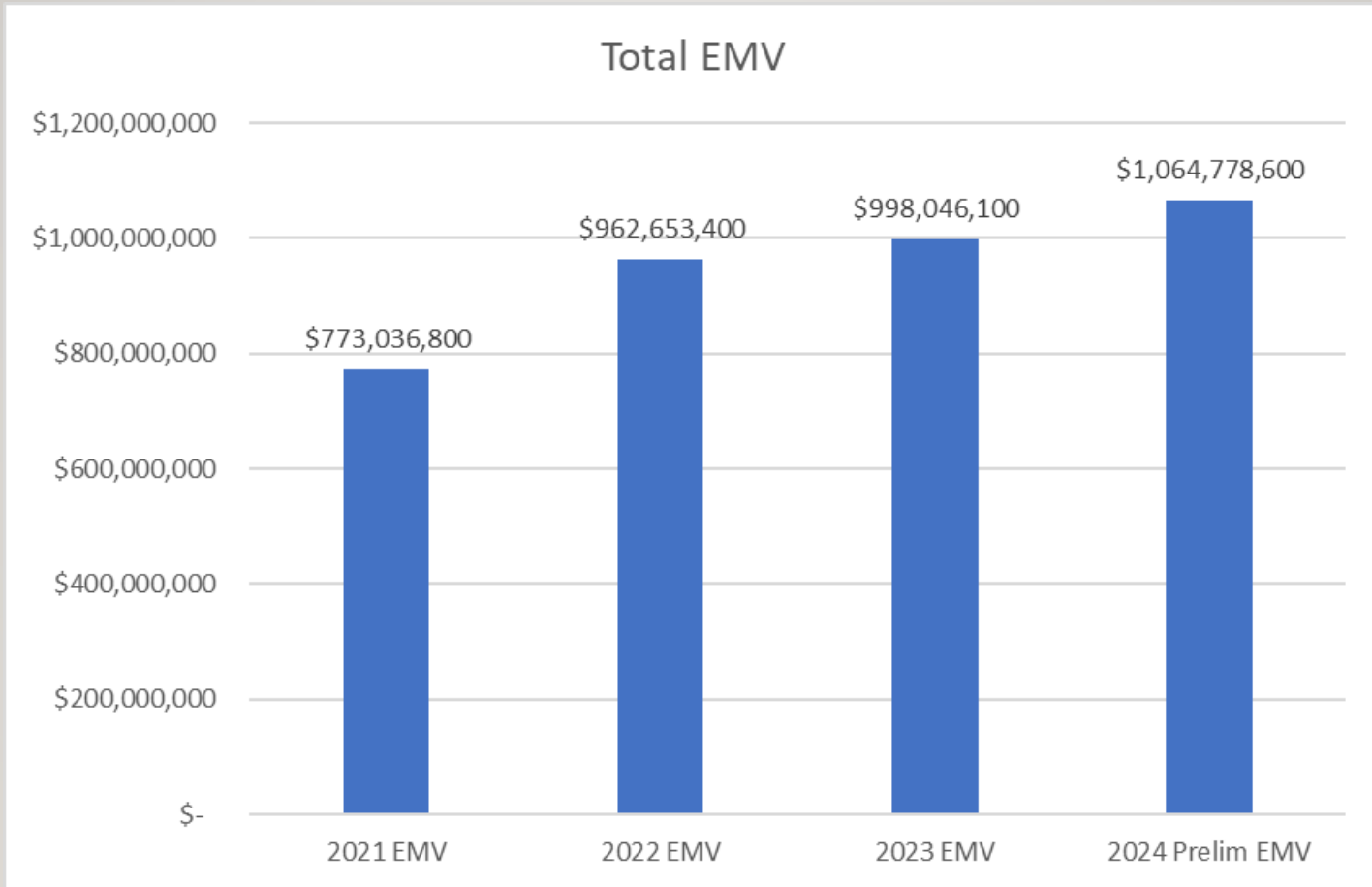


TABLE OF VALUE CHANGES BY PROPERTY TYPE

Property Type	Total Estimated Market Value Change 2023 to 2024
Single Family Non Waterfront	0%
Single Family Waterfront	-1%
Townhomes	7%
Commercial	2%
Industrial	13%
Apartments	0%

CONTACT INFORMATION

- Statements arrive late March
- If property owners have questions or would like to appeal:
 - Call Erik @ 763-412-1966 ext 0 or email: mnaessorerik@gmail.com
 - In person appeals: Tuesday, May 7th 1:00 – 7:00 PM and
Wednesday, May 8th 8:00 AM - 4:30 PM at Anoka County Courthouse

QUESTIONS?



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Update City Code – Chapter 2 Administration 1st Reading
DATE: February 20, 2024

OVERVIEW:

Within city code there are baseline description of the departments and department head responsibilities. As a housekeeping effort staff is moving forward updated language as these codes are over a decade old and no longer support many of the process or current department structures.

ACTION TO BE CONSIDERED:

Council to approve the amended language to City Code Chapter 2 Administration, Section 5 Departments

TIMELINE:

If Council agrees with the Amendments and the following timeline will apply:

- February 20th - 1st Reading
March 4th - 2nd Reading
March 8th - Publish for Comment, 30 days
April 8th - Effective

Attachments:

- Ordinance 328 – Amending Chapter 2 – Administration, Section 5. Departments
Exhibit A - City Code Chapter 2 Administration, Section 5 Departments – Redline

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

ORDINANCE 328

AN ORDINANCE AMENDING CHAPTER 2 - ADMINISTRATION OF THE CITY CODE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. Chapter 2 Administration, Section 5. Departments shall read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 20TH DAY OF FEBRUARY, 2024.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

Code -
CHAPTER 2. - ADMINISTRATION
SECTION 5. DEPARTMENTS

2-5-2. City Clerk.

- A. Pursuant to the authority granted by Laws of the State of Minnesota, the Department of City Clerk is hereby recognized as currently in existence and continued.
- B. ~~Beginning with the year in which this ordinance becomes effective and each year thereafter, there shall be an audit of the City's financial affairs by the Public Examiner or a Public Accountant in accordance with minimum auditing procedures prescribed by the Public Examiner. The clerk shall have the duties provided by law. Minn. Stats. § 412.151, as amended.~~

(Ord. No. 26, eff. 4-4-1971; Ord. 155, SS, 7-5-2011; Ord xx, SS 3-4-2024)

2-5-3. Police Department.

A Police Department is hereby established. The Head of this Department shall be known as the Chief of Police. ~~and~~ The number of additional members and employees of the Police Department shall be determined by the Council which may be changed from time-to-time. The Mayor shall have, without the approval of the Council, authority to appoint additional members of the Police Department for temporary duty when in ~~his~~ their judgment an emergency exists for the preservation of life or property. The Police Chief shall be responsible for the activities of law enforcement and emergency management.

The City may establish a Police Reserve to provide a variety of support services to the police and other city departments as time permits on a volunteer basis. ~~assist in law enforcement.~~ Police reserve officers shall be under the control and supervision of the Chief of Police but shall not be deemed employees of the City and shall be covered as a City employee under the City's worker's compensation insurance policy.

The Chief of Police and all members of the Police Department shall have the powers and authority of police officers generally and shall perform such duties as are required of them by the Council or by law. The Chief of Police shall have overall supervision and management of the Police Department and custody of all property used and maintained for purposes of said Department. ~~The Chief of Police shall make and file such reports as may be required by the Council or City Administrator.~~

(Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-4. Fire Department.

A ~~Volunteer Part Time~~ Fire Department under the control of the Council is hereby established. The size, composition and remuneration shall all be established by resolution of the Council, which may be changed from time-to-time by subsequent resolution. The Council shall ~~also establish~~ adopt written rules and regulations of the Department, a copy of which shall be distributed to each of its members. ~~The members of the Department Council shall elect their own~~ appoint a Chief, Assistant Chief, and other officers subject to confirmation and approval by the Council.

The Chief of the Fire Department shall have general superintendence of the Fire Department and the custody of all property used and maintained for the purposes of said Department. ~~He~~ They shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the State and ordinances of the City relative to a Fire Department and to the prevention and extinguishment of fires are duly observed. ~~He~~ The

~~Chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In case of the absence or disability of the Chief for any cause, the Assistant Chief shall exercise all the powers, perform all the duties and be subject to all the responsibilities of the Chief. The Fire Marshall shall have the authority to issue citations for violations of Sections 7-4-2.G and 7-4-2.P of this Code. The Chief of the Fire Department shall make and file such reports as may be requested by the Council or City Administrator.~~

(Ord. 69, SS, 5-6-2002; Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-5. Public Works Department.

A. A Public Works Department is hereby established. The Head of such Department shall be the Public Works ~~Director~~Superintendent. ~~The~~ The Public Works Director shall be appointed by the Ceity Ceouncil. City buildings, water and sewer systems, storm sewer systems, streets and roadways and park development and maintenance shall be under the direct supervision of the Director. The Director shall supervise operations of the public works department, including all assigned personnel, and shall be responsible for all equipment assigned to the department used in its operation.

~~City water and sewerage systems shall be under the direct supervision of the Public Works Superintendent and he/she shall be responsible for and have custody of all property of such Department. The Public Works Superintendent shall make and file such reports as may be requested by the Council or City Administrator.~~

(Ord. 44, SS, 5-20-1996; Ord. 97, SS, 1-3-2006)

~~2-5-7. Streets, Parks and Recycling Department.~~

~~A Streets, Parks and Recycling Department is hereby established. The Head of such Department shall be the Streets and Parks Superintendent/Recycling Coordinator. The City streets, parks and recycling shall be under the direct supervision of the Streets and Parks Superintendent/Recycling Coordinator and he/she shall also be responsible for the routine repair and maintenance of all City Buildings and Properties. The Streets and Parks Superintendent/Recycling Coordinator shall make and file such reports as may be requested by the Council or City Administrator.~~

(Ord. 97, SS, 1-3-2006; Ord. xx SS 3-4-2024)

2-5-8. City Administration.

An Administration Department is hereby established. The Council shall appoint a City Administrator, who shall be Head of the Administration Department. The City Administrator will perform ministerial duties as follows:

- A. Subject to City Council regulations and applicable laws, the City Administrator shall control and direct the administration of municipal affairs.
- B. The City Administrator shall see that all laws, ordinances and resolutions of the City are enforced.
- C. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City in the administration of the municipal policy with authority to effectively recommend their employment and/or removal.

- D. The City Administrator shall attend and participate in all meetings of the City Council. The City Administrator shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures as ~~he or she~~ they may deem necessary for the welfare of the citizens and the efficient administration of the City. The City Administrator may attend, at ~~his or her~~ their discretion or at the direction of the City Council, other committee and commission meetings.
- E. The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the City Council. The City Administrator shall maintain financial guidelines for the City within the scope of the approved budget and capital program. The City Administrator shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
- F. The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council. The City Administrator shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council.
- G. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
- H. The City Administrator shall act as purchasing agent for the City and be responsible in making all purchases in accordance with the approved municipal budget. The City Administrator shall have the authority to sign purchase orders for routine services, equipment and supplies as per Purchasing Policy. All claims resulting from orders placed by the City Administrator shall be audited for payment by the City Council. The City Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the City Council.
- I. The City Administrator shall coordinate municipal programs and activities as directed by the City Council. The City Administrator shall monitor all consultant and contract work performed for the City. ~~He~~ They shall coordinate the activities of the City Attorney.
- J. The City Administrator shall be informed regarding federal, state and county programs which affect the municipality. ~~He or she~~ They shall consult with officials of both public and private agencies as may be required.
- K. The City Administrator shall inform the City Council on matters dealing with the administration of the City and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure.
- L. The City Administrator shall perform such other duties as may be prescribed by law or required of ~~him~~ ~~or her~~ them by ordinance or resolutions as adopted by the City Council.

(Ord. 97, SS, 1-3-2006; [Ord xx, SS 3-4-2024](#))

2-5-9. Finance [Department](#).

- A. A Finance Department is hereby recognized as currently in existence and continued. This department shall perform the duties of the City Treasurer as established in Statute. The head of the Finance Department shall be the Finance Director. [The Finance Director shall be responsible for, but not limited to, the administration, supervision and related financing functions of the following: Finance, Utility Billing, Purchasing, Special Assessments, Payroll and Insurance.](#)

(Ord. 155, SS, 7-5-2011; [Ord xx, SS 3-4-2024](#))

2023 ANNUAL REPORT

ST. FRANCIS PUBLIC WORKS



4058 ST. FRANCIS BLVD NW
ST. FRANCIS, MN 5507



Mayor and Council,

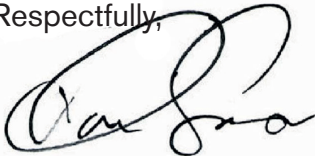
The beginning of 2023 was exactly the same way 2022 ended. The Public Works routine was snow-plow-repeat, little did we know that mother nature would have a much different plan for the rest of the year. The Spring/Summer was one of the wettest on record and the Fall/Winter was one of the driest, ending in a moderate drought for the year. Consequently, the Rum River was at its highest and lowest levels ever recorded in the time span of less than six months.

The Public Works staff capitalized on their certifications and licenses attained in 2022 and utilized their talents to help the team provide better service and cost savings to the residents of St. Francis. I would like to point out some of these achievements by our Water/Wastewater Operators and our Streets/Parks teams specifically. The Water/Wastewater Operators installed the membranes in the Aeration Basins to the savings of approximately \$36,400. They also were able to complete the City's Utility Asset Management Plan using Diamond Maps; this information will be used for years to come. Another achievement is how the Operators are now using the Neptune 360 Program, the City's water usage software, to monitor continuous water usage. Staff can then inform and educate residents on what might be using too much water and how they could stop it, in turn saving themselves money on their water bill. One of the achievements of the Streets/Parks staff was the road wash out on 245th street last spring and how the team was able to restore travel in less than 12 hours, a true test of character. The Streets/Parks Staff was also tested and challenged by multiple break downs caused by the severe winter. The equipment was always repaired and ready for the next event.

Staff was asked to try writing grants this year in response to the increasing costs and prices of doing business. Staff rose to the challenge and was able to procure three Grants in particular, the DNR ReLeaf Grant, the Municipal Solid Waste Grant, and a Grant from OSHA. Staff was also asked to design and host a Public Works event for the residents for the first time and it was very successful.

The Public Works greatest asset is our staff and we would like to thank the Mayor and Council for allowing us to evolve with the City as it changes and moves forward into the future to 2024.

Respectfully,



Paul Carpenter



STREETS AND PARKS 2023

WORDS FROM THE SUPERVISOR



JEREMY SHOOK
STREETS/PARKS
SUPERVISOR

- 18 YEARS OF EXPERIENCE
- CLASS A CDL
- CERTIFIED PESTICIDE APPLICATOR

“Talent wins games, but teamwork and intelligence win championships.”

-Michael Jordan

Mayor and Council,

Another year has come and gone and its with great pleasure to present the 2023 streets and parks report, showcasing the remarkable journey, achievements, and milestones of the streets and parks team.

There are a couple of things I would like to highlight. First is the extremes in weather, last season we set a record for the the 3rd snowiest winter on record with 90.3 inches of snow. This season is quite the opposite with only 7.3 inches of snow so far this season we are on par to set the record for least amount of snow in a season. The quiet winter season has allowed us to do some deep cleaning of our facilities that is not normally possible during the busy winter months. It also has allowed to tackle some new tasks such as grant writing. The team is very proud of the grants that we have received over this past year. One of the last grants that was applied for was the DNR EAB ReLeaf Grant. Over this past year, we have noticed a significant amount of trees affected by EAB and once you start to see the signs of infections, the survival rate is very minimal.

Lastly, I would like to thank my wonderful team for their dedication and hard work without these guys and gal a report like this would not be possible. The team’s innovative spirit and out of the box thinking continues to make it a wonderful place to work. I would also like to thank my boss Paul for his leadership, inspiration, and motivation to push you to be the best version of yourself. I’m looking forward to another successful year in 2024.

Sincerely,

Jeremy Shook
Streets and Parks Supervisor



STREETS AND PARKS TEAM



JEN GULBRANDSON
PUBLIC WORKS ADMIN
STORMWATER INSPECTOR

- 75 YEARS OF EXPERIENCE
- 1 YEAR AS STORMWATER INSPECTOR



NATE HANSON
STREETS/PARKS OPERATOR

- 4 YEARS OF EXPERIENCE
- CLASS A CDL
- CERTIFIED TREE INSPECTOR
- CLASS D WATER LICENSE
- CLASS D WASTEWATER LICENSE



COLIN MCDONAGH
STREETS/PARKS OPERATOR

- 16 YEARS OF EXPERIENCE
- CLASS B CDL
- CERTIFIED TREE INSPECTOR
- CERTIFIED PLAYGROUND INSPECTOR

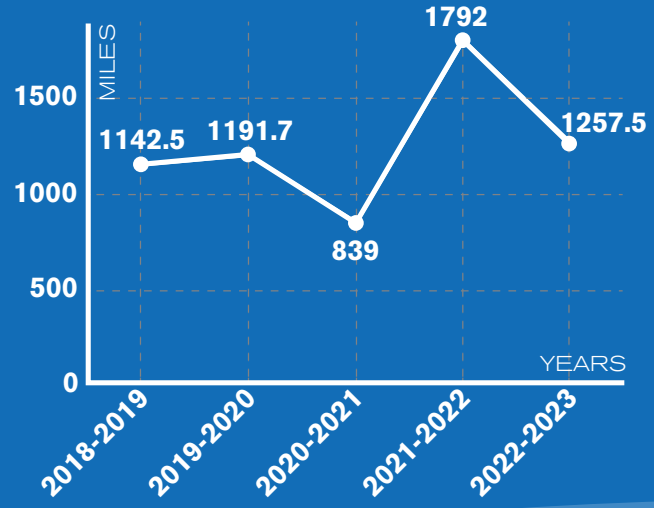


TOM KOEP
STREETS/PARKS OPERATOR
RECYCLING COORDINATOR

- 20 YEARS OF EXPERIENCE
- CERTIFIED TREE INSPECTOR
- CLASS B CDL
- CERTIFIED PESTICIDE APPLICATOR
- CLASS D WATER LICENSE

2022-2023 season ended up being our 3rd snowiest winter on record with a total of 90.3 inches of snow. This is almost double our average snowfall for a season and with that comes challenges like extra stress on the equipment resulting in some unexpected maintenance costs.

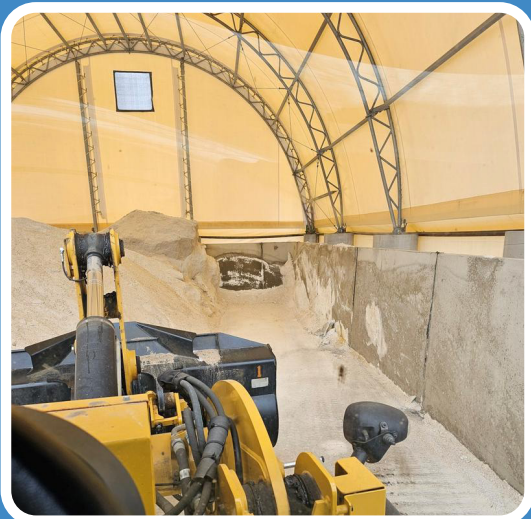
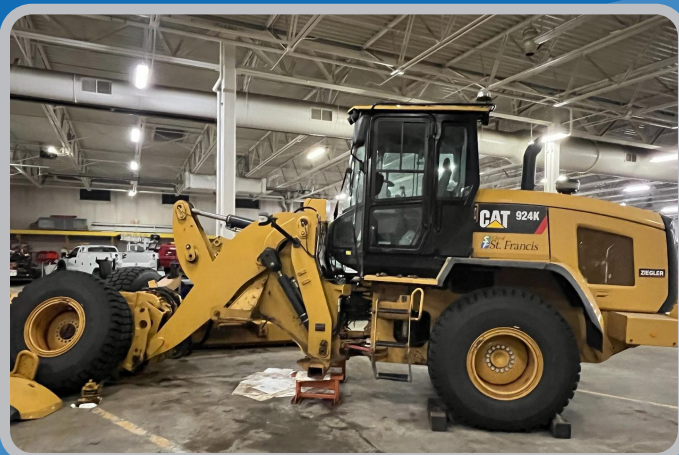
MILES OF ROADWAY PLOWED



- ❄️ 1,257.5 Miles of Roadway Plowed
- ❄️ 826 Cul-Da-Sacs Plowed
- ❄️ 67 Parking Lots Plowed
- ❄️ 364.5 Miles of Trail and Sidewalks Plowed

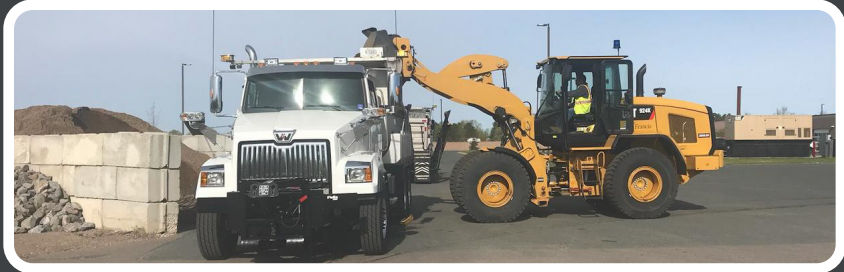
👉 506.8 Tons of Salt Used on City Streets

👉 46.8 Tons of Granite Chips Used on Gravel Roads



- 🔧 Cat Wheel Loader \$28,447.749
- 🔧 Mack Dump Truck \$9,881.79
- 🔧 Miscellaneous \$4,173.89

Equipment maintenance is a crucial aspect of ensuring the reliability, safety, and longevity. Proper maintenance helps prevent breakdown, extends the lifespan of the equipment and reduce the overall cost of ownership.



Emergency road repair on 245th due to the road washing out during Spring melt. Over 200 tons of rock was installed to stabilize the road.

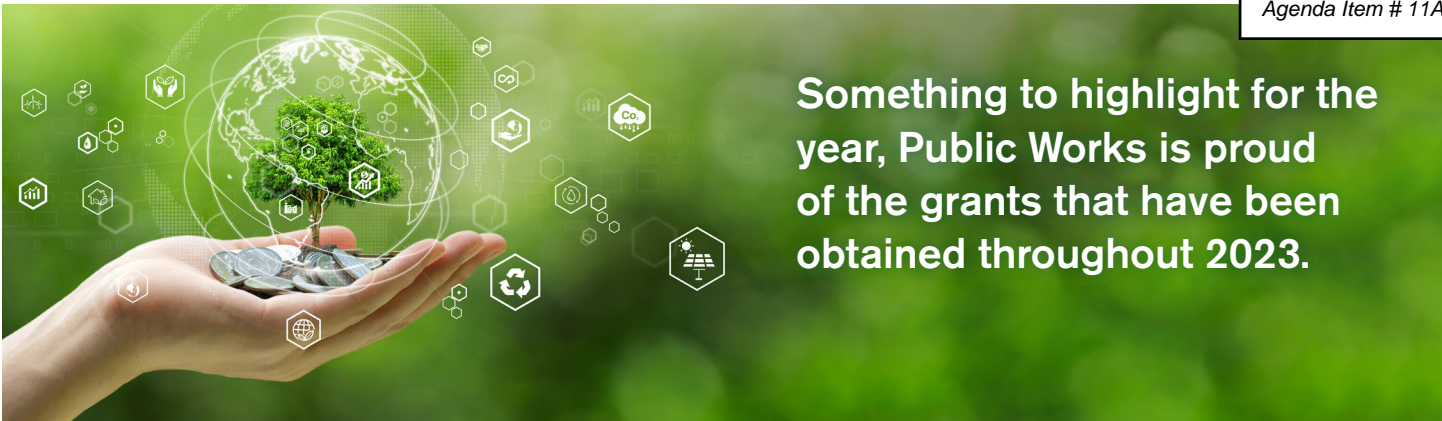


 Equipment Maintenance
448 HOURS

 Equipment Repair
390 HOURS



- 174.5 Miles of Gravel Road Graded
- 18,400 Gallons of calcium chloride was applied to Gravel Roads
- 811 Ton of Class 5 Gravel Spread



Something to highlight for the year, Public Works is proud of the grants that have been obtained throughout 2023.

GRANTS

\$3,000

SHIP GRANT (Statewide Health Improvement Partnership)
 This grant allows us to buy things like park benches, bike fix-it stations, and kiosk boards.

\$3,000

OSHA GRANT
 This is a safety grant that helps buy tools that allow for better ergonomics.

\$5,300

RECYCLING SUPPLIMENTAL GRANT
 This grant has allowed us to buy trash and recycling recepticles for a few of our parks.

\$20,500

MUNICIPLE SOLID WASTE GRANT
 With this grant we were able to purchase an enclosed trailer to be used as temporary storage between recycling events.

\$148,000

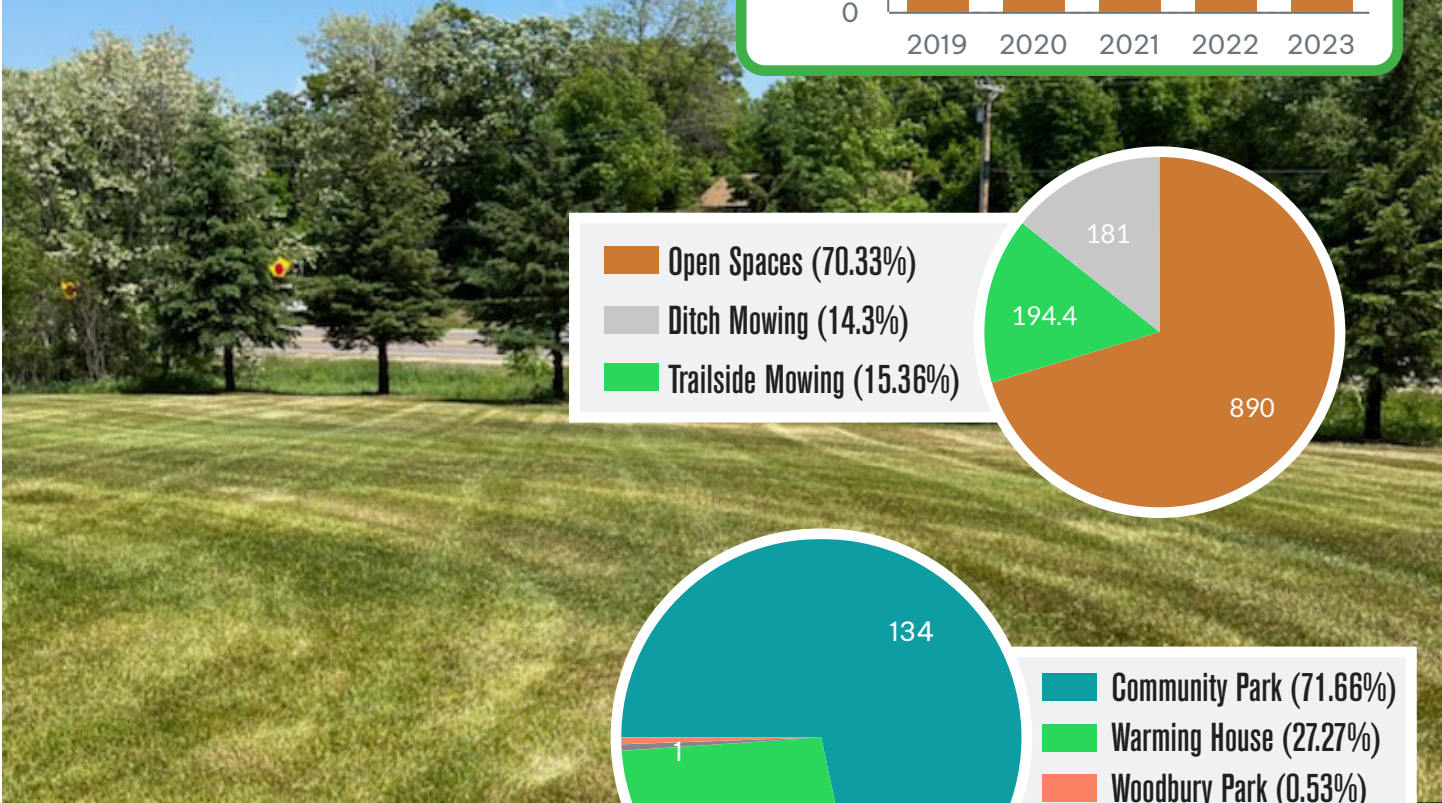
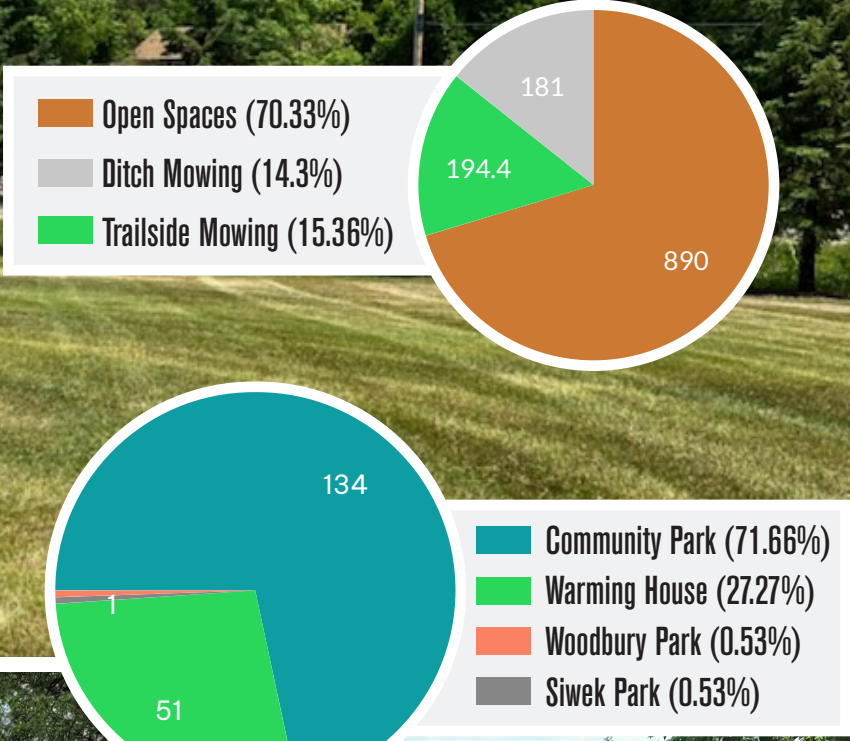
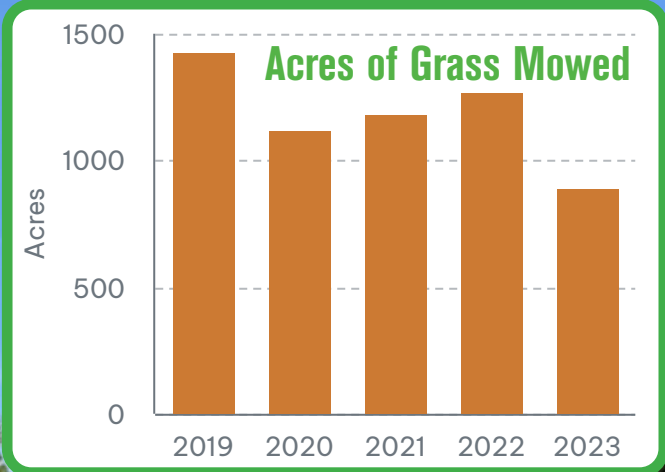
EAB (EMERALD ASH BORER) GRANT
 This grant is to help mitigate the spread of EAB in our parks.

\$225,000

RIVERBANK STABILIZATON AND RESTORATION GRANT
 This allowed us to partner with Anoka Conservation District to correct the erosion on Dellwood Trail.

TOTAL \$404,800.00

Mowing is one of the biggest tasks in the summer. There is a variety of mowing that happens: open spaces in parks, trailside mowing, and ditch mowing.



187 Events were held in our parks this past year.





34 Call Ins
 These are hours that
 are not scheduled
 working hours



With one of the driest winters on record, staff was able to tackle some new projects. This is the lot on the corner of 227th next to Community Park. This lot consisted of overgrown trees and underbrush.

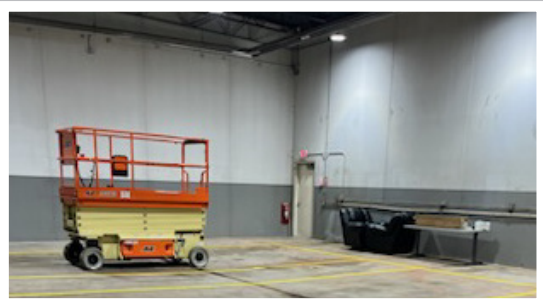


Staff has also done some in-depth cleaning of our facilities during the down time this winter.

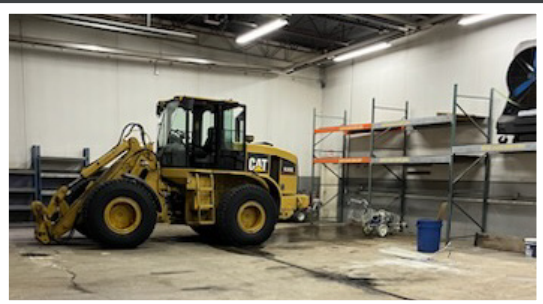
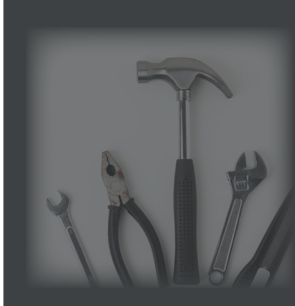
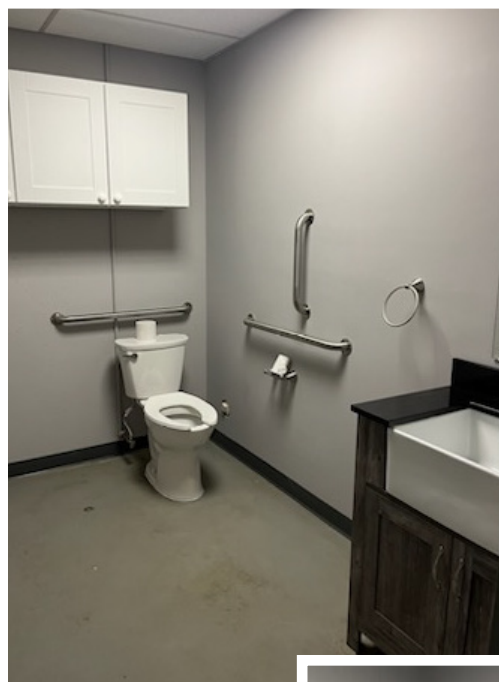




423 Hours of building maintenance

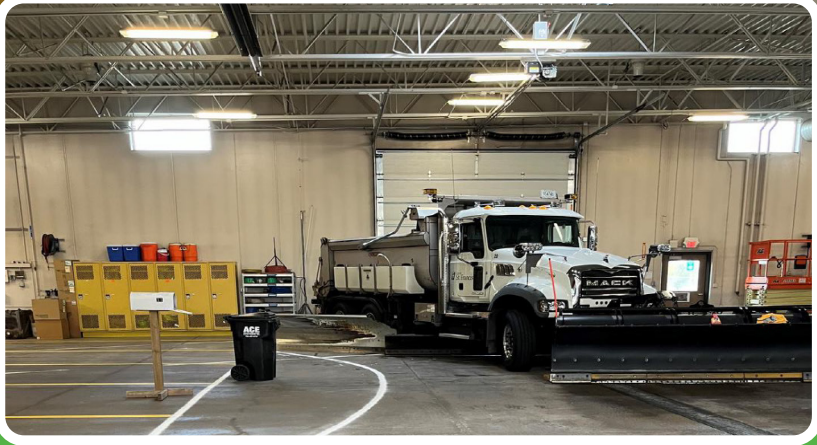
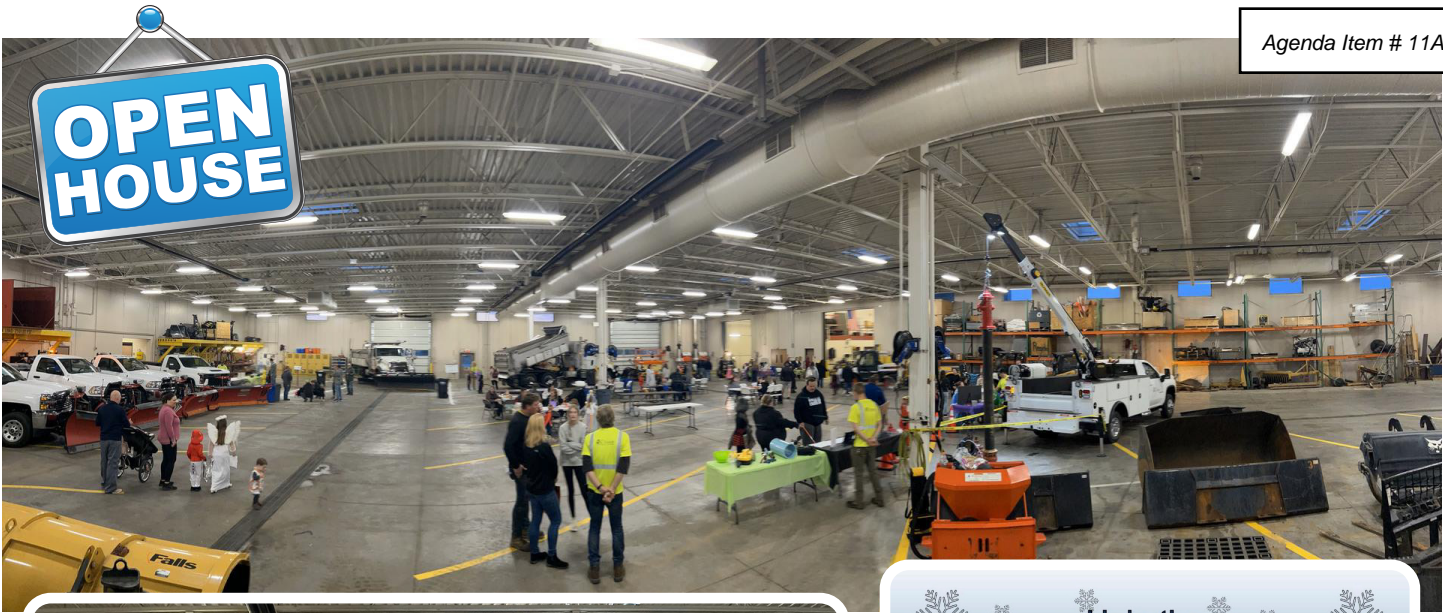


232 Site Inspections/
Preparations for Events



Remodeling the old
Public Works building into
the temporary fire station





Plow truck navigating garage cans in the way

Help the City of St. Francis name our Snow Plow!



We will take the most popular names (up to 5) mentioned below. We will have a table set up at our upcoming Public Works Open House "Truck or Treat" Event to cast YOUR VOTE for your favorite Snow Plow Name! Let's get creative and pick an AWESOME name for our hardworking 65,000 lbs. City of St. Francis Snow Plow!

Winning name for the snow plow is "SNOW FORCE ONE"

PUBLIC WORKS OPEN HOUSE TRUCK OR TREAT EVENT!

- ADULT & KID DRAWINGS TO WIN—FREE ITEMS!
- TEMP TATTOOS/COLOR PAGES
- HOT DOGS, CHIPS SERVED!
- HALLOWEEN CANDY!
- WASTEWATER FACILITY TOUR AT 6:30PM!

HELP US NAME ONE OF OUR CITY SNOW PLOWS!
WIN \$100 CREDIT TOWARDS YOUR WATER BILL!
WIN A RIDE TO SCHOOL ON A SNOW PLOW! (WE WILL PICK YOU UP AND BRING YOU TO SCHOOL!)

WEAR YOUR COSTUMES!

OCTOBER 24TH 5:00 PM-7:00 PM

4050 ST. FRANCIS BLVD NW

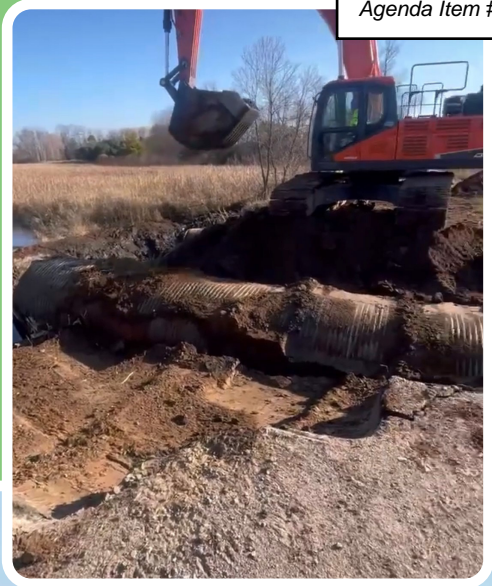
CITY OF ST. FRANCIS

In October, Public Works organized a successful open house event called "Truck or Treat." It was a delightful occasion enjoyed by both staff and attendees.

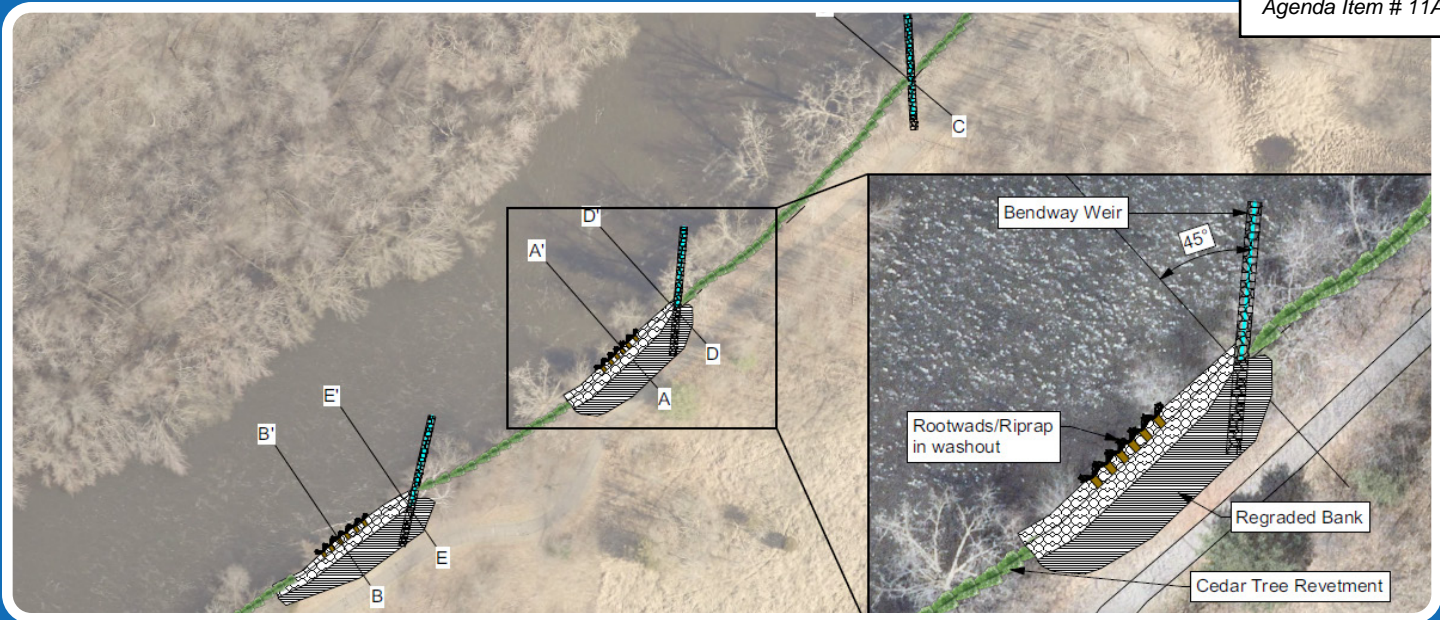
Additionally, we provided tours of our Wastewater Facility during the event.



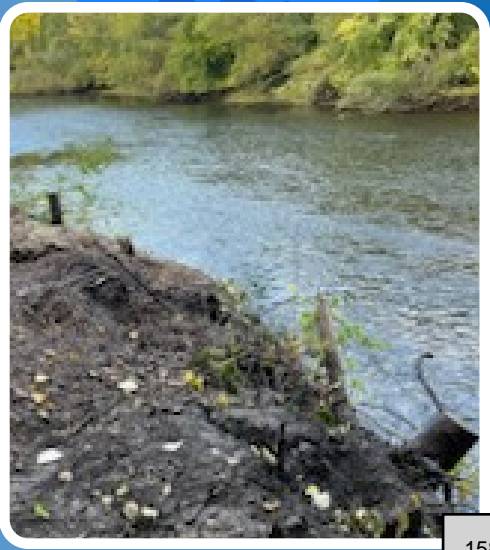
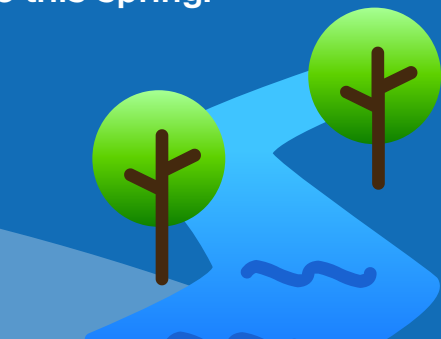
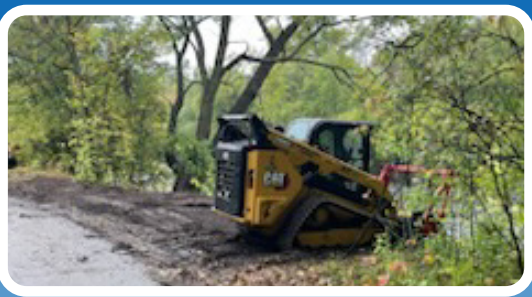
We were happy to see the creative costumes worn not only by the children but also by their parents. 90 kids and 150+ Adults



This past summer, the City of St. Francis and Stanford Township signed a shared road agreement. This allows the two entities to work on projects together. The first order of business was to tackle a much overdue project of three rotting culverts in the Seeyle Brook. These culverts over the years have slowly deteriorated causing failure of the road. When the culverts were removed it was discovered that two of the three culverts were completely collapsed leaving only one to do the job. This is what caused the road to fail this past spring allowing the water to come over the road.



For a few years now the Rum River has been slowly eroding away the bank on portions of the Dellwood Trail. During a Stormwater collaboration meeting it was brought to our attention that the Anoka Conservation District (ACD) was looking for potential projects along the Rum River. In 2020, the ACD met with city staff on site, and it was determined that the site met all the qualifications. In 2022, the city partnered with the Anoka Conservation District to come up with a solution to stabilize the eroding bank along the Dellwood Trail. 85 percent of the cost of this project was grant funded and the city paid for the other 15 percent. This past fall the project was completed except for the trail portion. The portion of the trail that has been disturbed is scheduled to be completed sometime this spring.



Rum River Swale Project

- Anoka Conservation District
- ISD 15
- City of St. Francis



Improving Drainage at the Waste Water Plant



Cleaning of Culverts on 238th Avenue



STORMWATER 2023

The City of St. Francis has been implementing the MS4 stormwater permit requirements and regulations since 2016. Every year, the program requirements and regulations increase and it's the City's job to ensure that we as the municipality as well as the City's residents are following these restrictions and regulations.

I, Jen Gulbrandson, have been certified for stormwater inspection since 08/15/22. I continue to handle approvals of Erosion Control Plans for all (residential) new construction, additions, accessory structures (over 200 sq. ft.), grading/excavation and demolition permits that come in for approval when they submit their building plans and I also handle the site inspections and/or violations. I have to ensure that all contractors/builders/developers are following the Minnesota Pollution Control Agency's Best Management Practices for sediment/erosion control, while doing any work in our City.

PROJECTS

- Swale Project with Anoka Conservation District, ISD 15
- Rain Garden Project with Anoka Conservation District - 2023 we chose sites and approved concepts; construction to begin spring 2024
- 245th Ave Culvert Replacement with Standford Township (3, 72-inch culverts)
- 238th Ave Culvert - Clean Out
- 233rd Ave Culvert - Clean Out
- Stormwater Pond Clean Out - Pond Locations: 238th Ave, 235th Ave, Vintage St and Crocus St
- Stormwater Catch Basin/Storm Drain/Storm Weir/Stormceptor Clean outs:
 - Wier/Storm Pit/Stormceptor Clean out - Butterfield Dr and River Dr
 - Storm Drain Clean out - 233rd Ave, Quay St, Silverod St, Vintage St, 235th Ave, Ivywood St, 225th Ave, 226th Ave, 227th Ave, Rum River Blvd, 238th Ave, Roanoke St, Yakima St, Salish St, 245th Ave, and Variolite St
- Street Sweeping
 - Spring - Swept a total of 95 hours on St. Francis City Streets.
 - Fall - Swept a total of 71.5 hours on St. Francis City Streets.



TRAINING

- PW Staff completed Annual Illicit Discharge Training in March 2023
- PW Staff completed Annual Smart Salt Training in August/September 2023
- Turf Grass Management Training was completed by Colin McDonagh & Nate Hanson

INSPECTIONS

- 65 Inspections/Site Visits - Residential
- 9 Inspections/Site Visits - Commercial (CHFS)
- 2 Demolition Permit - Site Inspection/Approvals
- 1 Excavation Permit - Site Inspection/Approvals



RECYCLING ROCKS!



2023 has been a year for the books. We had over 598 vehicles drive through our Recycle Events! That's our highest yet. Contributing factors were good weather and stable prices. We continue to battle rising costs so we are diligently finding new ways to run events that will save money for both the city and residents.



Appliance collection was up 15% from 10 tons to 12 tons collected last year. Cardboard continues to be a big-ticket item. We are looking to expand cardboard collection including larger bins and possibly more events. Organics drop-off program continues to grow. We have a 2-yard bin that gets emptied every week. With periodic checks throughout the year, the bin is over half full. That adds to our recycle tonnage number of around 12 tons a year.

New to 2023!

We finally have our oil bin! We partnered with East Side Oil companies to collect motor oil, filters and coolant. We received the bin in August, and we collected over 500 gallons of oil so far.



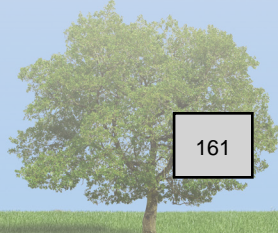
Staff sent out two recycle newsletters this past year. In the past, we had sent out one recycle newsletter and multiple postcards of recycle information. We found it easier to create two newsletters and still send out the same amount of information. This saves the program money by saving on postage and staff time.

Grants

We were awarded over \$65,000 in total grants for Recycling in 2023. This money covers the cost of running events, labor and promotion. We applied for Supplemental funding to pay for two recycle/trash bins for our parks. They cost over \$5300 for the two sets. They will be replacing our old blue barrels that are difficult to handle and not clearly labeled. They make it easier for park visitors to recycle and help keep our parks clean.



Lastly, but certainly not the least, we were awarded a grant for \$20,500 to purchase an enclosed trailer. This will give us the opportunity to collect more items in between events and store items temporarily. It will also help to promote the recycle program at city events including Night to Unite.



City of St. Francis



2023 Water & Wastewater Final Report

Prepared by Parish Barten

WATER TREATMENT FACILITY WELLS & DISTRIBUTION SYSTEM PAGES 22-29

TREATMENT AIDS – ASSET MAINTENANCE – METER READING TECHNOLOGY - UPCOMING 2024 PROJECTS

WASTEWATER TREATMENT FACILITY & COLLECTION SYSTEMS..... PAGES 30-33

MEET THE TEAM..... PAGE 3

Honorable Mayor and Council,

I am pleased to present the Water and Wastewater Final Report for 2023. Throughout the year, we encountered various weather conditions typical of Minnesota, from heavy snowfall in January, February, and March to spring flooding and drought conditions in late summer, followed by a notably snow-free period.

I must acknowledge the late Mayor Feldman; whose dedication continues to inspire us. His calls, often lasting longer than anticipated, were a reminder of his commitment to our community.

Our staff approaches each day prepared for any challenges that may arise. I'd like to highlight a few completed and ongoing projects: the comprehensive utility locating using our RTK-GPS device, focusing on gate valves, curb stops, and manholes. This data has significantly enhanced our Asset Management System through Diamond Maps software, improving maintenance and record-keeping efficiency.

Additionally, we've begun replacing membranes in one of three aeration basins, with the remaining two scheduled for completion by the upcoming spring or summer. This initiative, led by our staff, has resulted in cost savings of approximately \$30,000.

Currently, our team is utilizing Neptune 360 Meter Reading software to identify accounts with continuous water usage, often due to faulty toilets. By addressing this issue, we not only conserve water but also potentially save residents money.

I extend my gratitude to our Public Works Director, Paul Carpenter, for instilling a productive work environment that upholds the standards of our department.

In conclusion, I thank you, Mayor, and all of the Council Members for their support of the Water and Wastewater department.

Respectfully,



Parish Barten
Water & Wastewater Supervisor

WATER TREATMENT FACILITY, WELLS & DISTRIBUTION SYSTEM

The Water and Wastewater Department is comprised of four operators, myself included. We are on call twenty-four/seven; 365 days a year to respond to any one of 600 Scada Alarms at any of the facilities, or to an Anoka County Dispatch call, stating one of our residents has an emergency.

Our weekly rounds are divided into three daily jobs. Water Treatment Operator, Wastewater Treatment Operator, and a Fire Guy. Each week, the three operators rotate each respective job. The Fire Guy duties include locates, meter issues, lift stations and assisting with maintenance at one of the treatment facilities.

The Water Treatment Facility is a Class C, Iron and Manganese Facility that continues to operate as designed. The licensed Water Treatment Operators make treatment aid adjustments, compiles data, performs maintenance, follows, and collects samples, required by the Minnesota Department of Health (MDH). Other tasks performed by the operators this year included:

- Collecting 60 required bacteria, and 28 other samples required by MDH from around the City of St. Francis
- 490 hours of operator interface at the facility
- Performed over 400 Chlorine, Iron, Fluoride, and Manganese tests
- Replace 500 feet of treatment aid lines
- Performed oil changes on four high service pumps
- Completed 1,095 Well drawdowns (inspecting depth to water in the well)
- Cleaned and performed a washout of the detention tank
- Cleaned and performed a washout of three reclaim tanks
- Flushed 400 fire hydrants
- Repaired 20 hydrants
- Painted 40 hydrants
- Inspected our Water Tower for abnormalities; none were found
- Inspected four filters for media loss

Lab results:

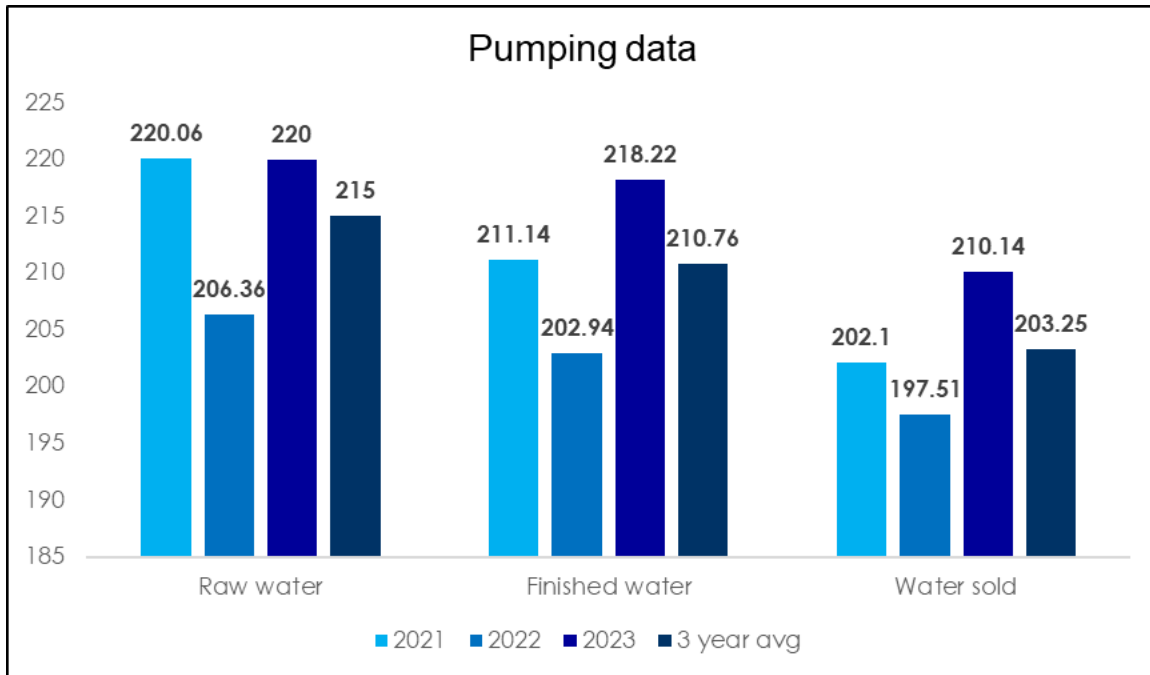
Every day, the Operators collect water samples from both the Raw Water and Finished Water sources and conduct in-house laboratory tests to ensure compliance with the guidelines set forth by the Minnesota Department of Health. Each test is conducted within specified limits and ranges mandated by regulatory standards. In 2023, our daily average results for these tests were as follows:

RAW WATER RESULTS		FINISHED WATER RESULTS	
Iron: 1.02 mg/l		Chlorine: .78 mg/l	Iron: .002 mg/l
Manganese: .089 mg/l		Fluoride: .72 mg/l	Manganese: .032 mg/l



*Every three years, the City of St. Francis is required to collect 20 random lead and copper samples for analysis. **NONE** of the 20 samples exceeded maximum levels!*

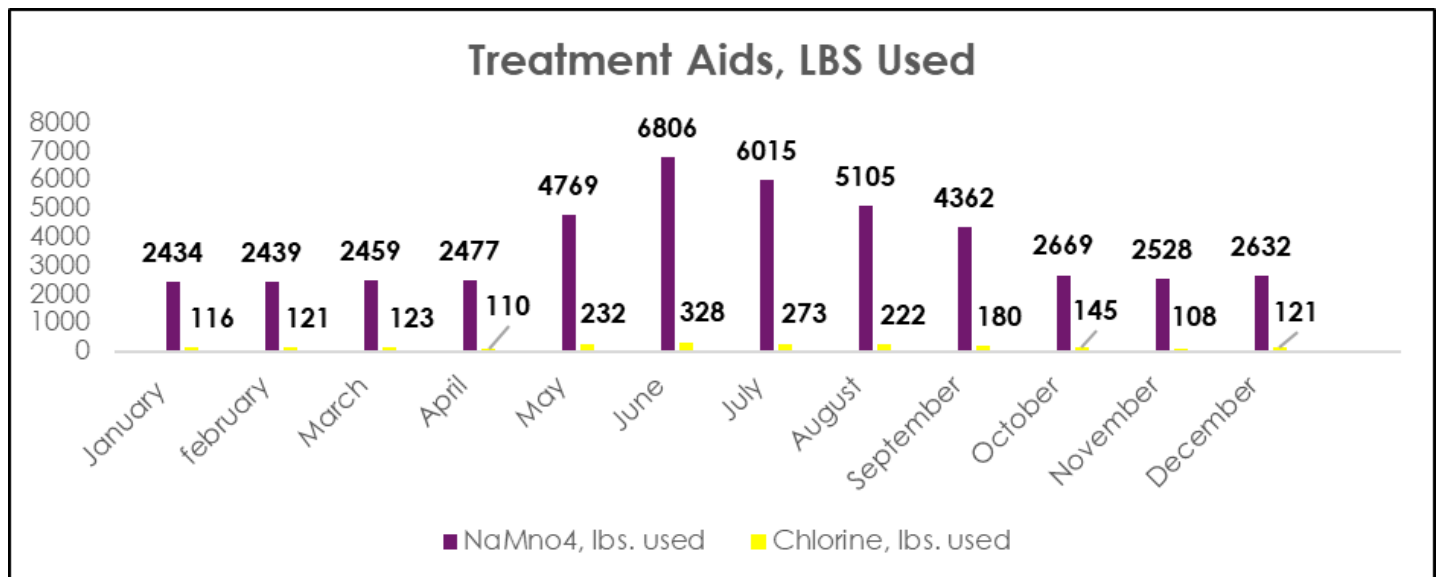
WATER TREATMENT FACILITY, WELLS & DISTRIBUTION SYSTEM

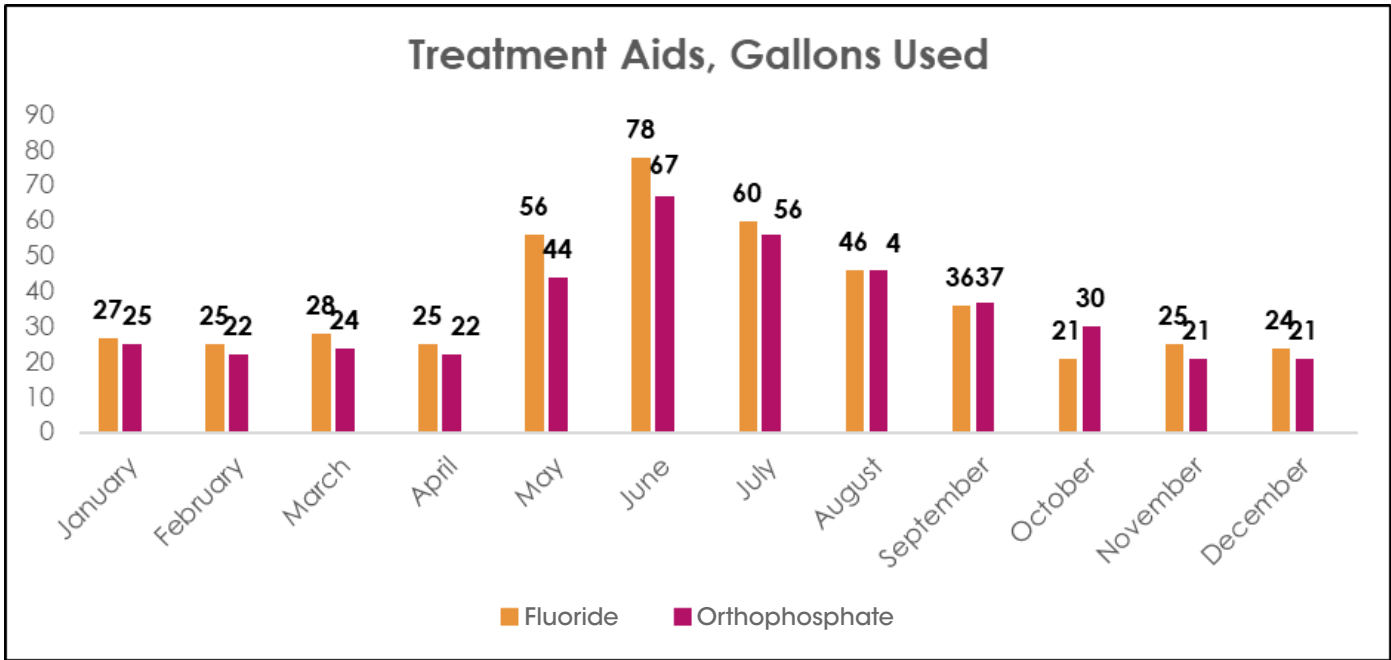


The figure above is in million gallons. We did account for 96% of the water sold in 2023.

Treatment Aids

Treatment Aids play an important role in the treatment of drinking water. Each Treatment Aid accomplishes a particular task in having safe, clean drinking water. Sodium Permanganate (NaMno₄) removes Manganese and Radium. Chlorine is a disinfectant. Orthophosphate is added as a corrosion inhibitor for copper plumbing and Fluoride is used for dental health. Below, you will see the quantities used of each treatment aid.





The graphs display measurements in pounds (lbs.) and gallons, reflecting the units in which the product is supplied to us. Sodium permanganate is our primary aid, extensively employed for removing Radium, Manganese, and maintaining the charged state of greensand media.

Summer Draught

As a Public Water System, we are obligated to conserve water during designated drought conditions. In August, the Department of Natural Resources reiterated their request for our watershed to implement conservation measures. Our watershed entered a drought warning phase, necessitating stricter measures beyond our existing odd/even conservation plan.


Inspections




Every year, the Minnesota Department of Health conducts a sanitary inspection of our water system. They meticulously review our records to ensure accuracy and verify compliance with State and Federal guidelines. This includes reviewing maintenance records, collecting test samples to assess equipment functionality, and evaluating overall cleanliness and conditions. I am pleased to share that we had no deficiencies or violations identified during this inspection.

Asset Maintenance

Every ten years, each well and high service pump is taken out of service for maintenance. This work includes pulling the pump, casing, shaft, and replacing failed and worn parts.


 Above the well house, there are hatches positioned directly over the wells.




 This year, maintenance was performed on well #3. A total of 160 feet of drop pipe and pump shaft were extracted for inspection and servicing.

The bowl assembly houses the impellers responsible for pumping the water.



 Due to the outdoor elements, the hydrants are often in need of a little TLC. Staff painted over 40 hydrants this year.
Nice job, fellas!

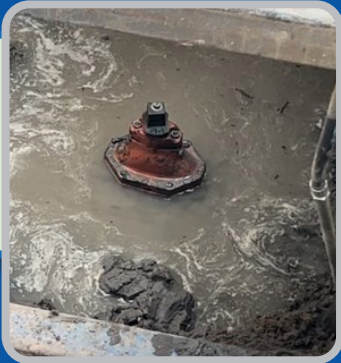
 Hydrants with blue caps signify that they do not drain naturally and require pumping.

The hydrant drain is plugged due to groundwater infiltration.

SOMETIMES THINGS FAIL & JUST START TO LEAK



This picture shows an 11.5-degree bend that had loosened and started leaking. Some bolts on the flange were only hand tight, leading to what was initially presumed to be a water service leak earlier this summer.



During hydrant flushing, this hydrant would not shut off due to failure within the hydrant. When staff went to close the isolation valve, it broke as well. During the repair, it was discovered that stainless-steel bolts were not used.



This picture is the water valve for the fire station site. It started leaking when we turned the water off for demolition. Another case of stainless-steel bolts not being used.



This picture is new valve for the fire station site.



It's worth noting that the majority of water main repairs in St. Francis result from failing bolts rather than issues with the water main itself. We've found that installation methods in the early to mid-nineties didn't utilize stainless bolts.

We usually conduct hydrant flushing in May, which typically lasts two to three days and consumes approximately 200,000 gallons of water. Before the water treatment facility was built, this process would take around two weeks due to the presence of iron in the system.



Hydrant flushing serves two primary purposes: ensuring the hydrants are in working order and removing sediment from the water mains.



The device on the left is a hydrant buddy, a battery-powered tool designed for opening and closing hydrants.

It also includes an adapter for operating gate valves, which will be useful when we begin exercising gate valves this spring.

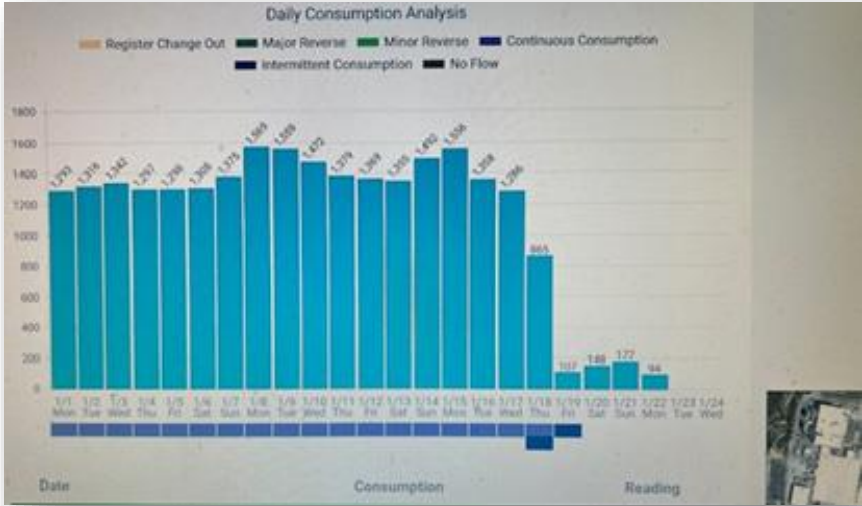
We owe thanks to Wyatt for securing an OSHA grant that covered fifty percent of the device's cost. The crew and I are eager to use it this summer and witness its effectiveness, firsthand!

Meter Reading Technology

The City of St. Francis employs an Automated Metering Infrastructure (AMI) for water meter reading. Utilizing Neptune 360 software, the system continuously gathers data from our water meters and calculates total flows for each account.

Additionally, it categorizes various flow patterns and alerts us to conditions such as reverse flows, continuous flows, no flow, and identifies top users, among other functionalities.

This winter, our staff-initiated work on the continuous flow alert system. This alert, triggers when water flows continuously for 24 hours. We began by sending 10 letters to each account meeting this criteria and scheduling appointments. Our findings indicate that many of these issues stem from leaking toilets, of which most residents are unaware. Thus far, residents have been receptive to receiving notifications about potential problems and appreciate Public Works' assistance in diagnosing them.



This chart describes the daily usage of a flagged account, followed by a mailed letter to the resident and the repair outcomes. After investigation by Public Works, it was discovered that the leaking toilet was the cause. As Public Works continues this effort, we anticipate gathering more data to share at a later date.

So, it's not like it is on TV?

We experienced one incident of a vehicle hitting a hydrant earlier this winter, which occasionally occurs. Our hydrants are specifically engineered for northern climates, with a design feature where the flange attaching the hydrant to the buried barrel section is intended to break away upon impact. Unlike what's often depicted on television, our hydrants, known as dry barrel hydrants, do not release water upon impact. This is due to the valve mechanism being situated 8 feet below ground level, unlike hydrants in warmer climates such as California, where the valves are located on the hydrant itself.



Wet Barrel Hydrant



Hydrant hit this winter

The valve assembly for this hydrant is 8 ft. below ground. When installed correctly, the hydrant breaks off and no water flows. If installed improperly, water could flow similar to “TV hydrants.”



Dry Barrel Hydrant



Wet Barrel Hydrant



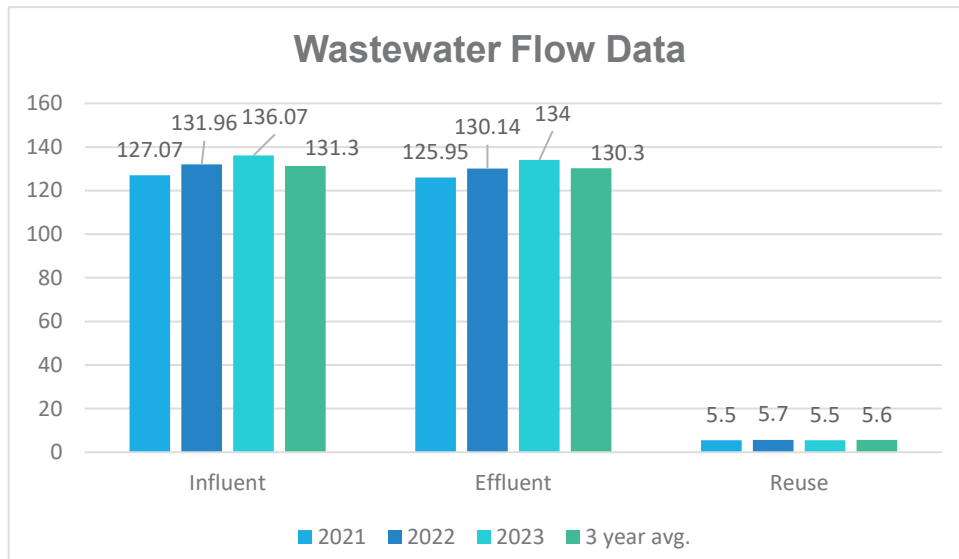
The valve assemblies for this hydrant are actually on the hydrant. They are on opposite sides of the nozzle section, as you can see from the image to the left. When these are hit, water is up to the valve section, where nothing can stop the hydrant from a water geyser.

Upcoming 2024 Water Capital Projects:

- **Ambassador Blvd:** Replacing two 1973 hydrants and adding isolation valves for each hydrant. Also, replacing a gate valve at the intersection of Ambassador and Bridge St. This project will occur in early summer after the middle school year ends.
- **Water Treatment Facility:** Replacing the programmable logic controller (PLC), which controls all treatment facility functions. Scheduled for late fall or early winter.
- **Fiber Network:** Coordinating fiber installation from the new Fire Station and City Hall to the St. Francis Bottle Shop. Tentatively scheduled for this summer.

WASTEWATER TREATMENT FACILITY & COLLECTION SYSTEMS

The Wastewater Treatment Facility is a Class A activated sludge facility utilizing extended aeration to treat pollutants. Operator responsibilities consist of recording meter readings, conducting lab analyses for solids inventory, collecting necessary samples, performing data analysis, maintaining equipment, and submitting reports to the Minnesota Pollution Control Agency.



Water flow & sample results shown above. Flow data is presented in million gallons.



Not all finished water from the Water Treatment Facility is directed to the Wastewater Facility. Out of the 218 million gallons of finished water pumped, only 62 percent (136 million gallons) is routed to the Wastewater Facility.

Every week, our Operators are required to collect two sets of samples for analysis at a certified lab. These samples include CBOD, TSS, Ammonia Nitrogen, and Phosphorus.

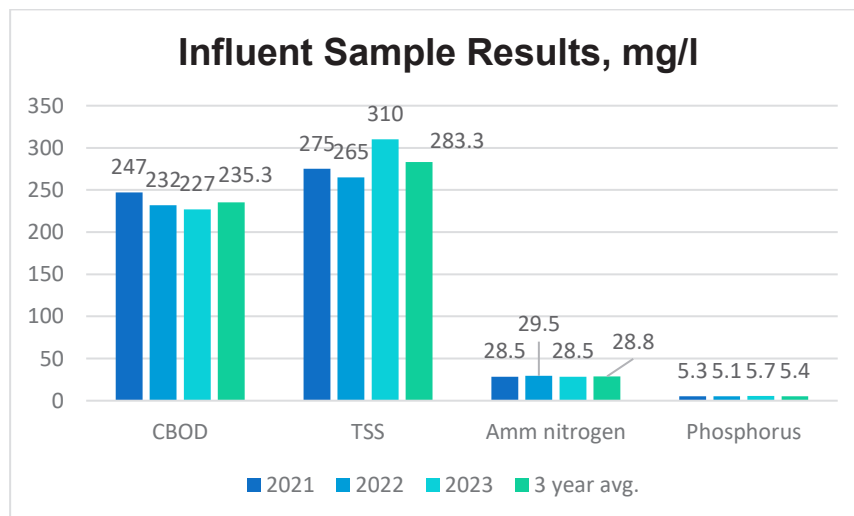


Figure above: Average influent results for 2023

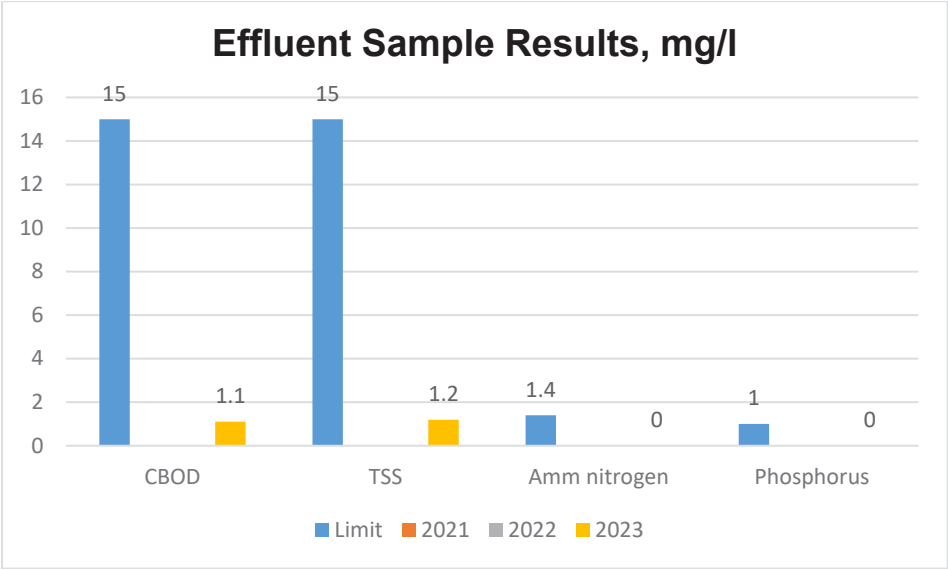


Figure above: Average effluent results for 2023

Reporting:

Annually, staff submits reports to the Minnesota Pollution Control Agency, including:

- 12 Monitoring Discharge Reports (DMRs)
- 1 Reuse Report
- 1 Biosolids Report

Activities Completed:

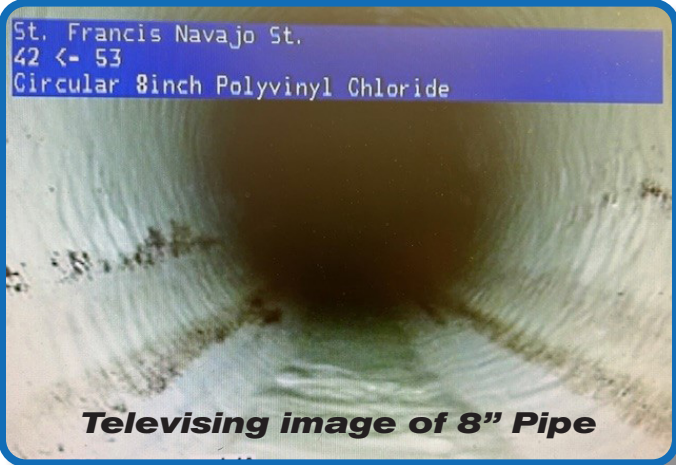
- Collection of 659 samples for lab analysis
- Performance of over 250 solids tests
- HVAC equipment filter changes
- Cleaning of the backwash tank
- Maintenance on two clarifiers, including oil changes and greasing
- Maintenance on eight blowers, including oil changes and greasing
- Processing of over 850,000 gallons of biosolids
- Maintenance on two fine screens, including oil changes
- Maintenance on the UV system, including washing and cleaning

Collection System Maintenance

The City of St. Francis maintains over 24 miles of sanitary sewer pipe ranging from 4” to 18” in size. Following our sanitary sewer policy, we annually clean a fifth of our system to prevent blockages. Additionally, every five years, we conduct televising alongside jetting to assess pipe condition.

This year, we cleaned and televised 25,000 linear feet of sewer main in district three. Upon completion, the contractor provides a written report and a video copy for our assessment. This data helps determine when maintenance or replacement is necessary.

In some cases, we opt for pipe relining using an epoxy liner instead of open trench and full replacement.



Lift Station Maintenance

The City of St. Francis boasts nine lift stations responsible for conveying wastewater. These stations serve the purpose of pumping wastewater to a location where gravity can take over. Annually, our staff conducts oil changes, wash downs, and inspections on electrical components including relays, floats, and transducers.

Listed below are our lift stations and the maintenance tasks completed last year. It's worth noting that we experienced one of our best years with only four instances of pump plugging, necessitating removal.

Lift station	Plugged pump- Pulled	Maintenance	Vac- cleaning
River shores		2	
Dellwood	1	2	
Turtle run	1	2	1
Royal oaks		2	
Rivers edge		2	1
DL-6	1	2	
Ambassador	1	2	1
Deer Creek		2	

Generators

The City possesses six standalone generators and one portable unit, ranging in size from 100kW at the Rivers Edge lift station to 900kW at the wastewater treatment facility. We have a peak shaving agreement with Connexus Energy, enabling remote starting of the Public Works and Water Treatment facility generators during high demand periods on the electrical grid. This arrangement benefits the City with a KW per hour credit.



Each generator undergoes weekly test runs to ensure operational readiness. In the fall, a vendor conducts a comprehensive 120-point inspection, including antifreeze testing, oil changes, belt replacements, and other critical inspections to maintain functionality.

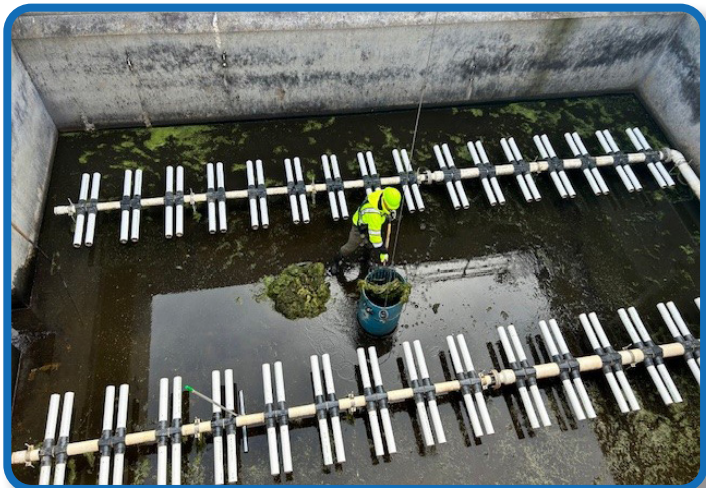
Currently, we are in the process of building a new portable generator, with delivery anticipated later this fall.

Wastewater Maintenance Activities



David's hydro-vac assisted cleaning the bottom of the clarifier with their vac truck.

The new crane truck has been a valuable asset to our department. In the image on the left, staff can be seen conducting training and removing our largest pump. The enhanced lifting power of the new crane truck is a significant improvement compared to our old one.



Staff cleaning out the aeration basin and prepping for membrane replacement. First step is to clean the basin. After that, staff removed the old and installed new membranes.

City of St. Francis MEET THE TEAM

The following individuals make up our Water and Wastewater team of Utility Specialists and Staff. Each member contributes unique skills and expertise, collectively forming a well-rounded team that I'm proud to work with.



MIKE HARRIS

Started in 2017.
Mike is our "Doesn't miss anything" member of the team.
C – Water License
C – Wastewater License



JOHN MAKI

Started in 2021.
John is our in-house Tech Support.
C – Water License
D – Wastewater License



WYATT HUBERTY

Started in 2022.
Wyatt has been known as the steady presence, offering a calming presence.
D – Water License
D – Wastewater License

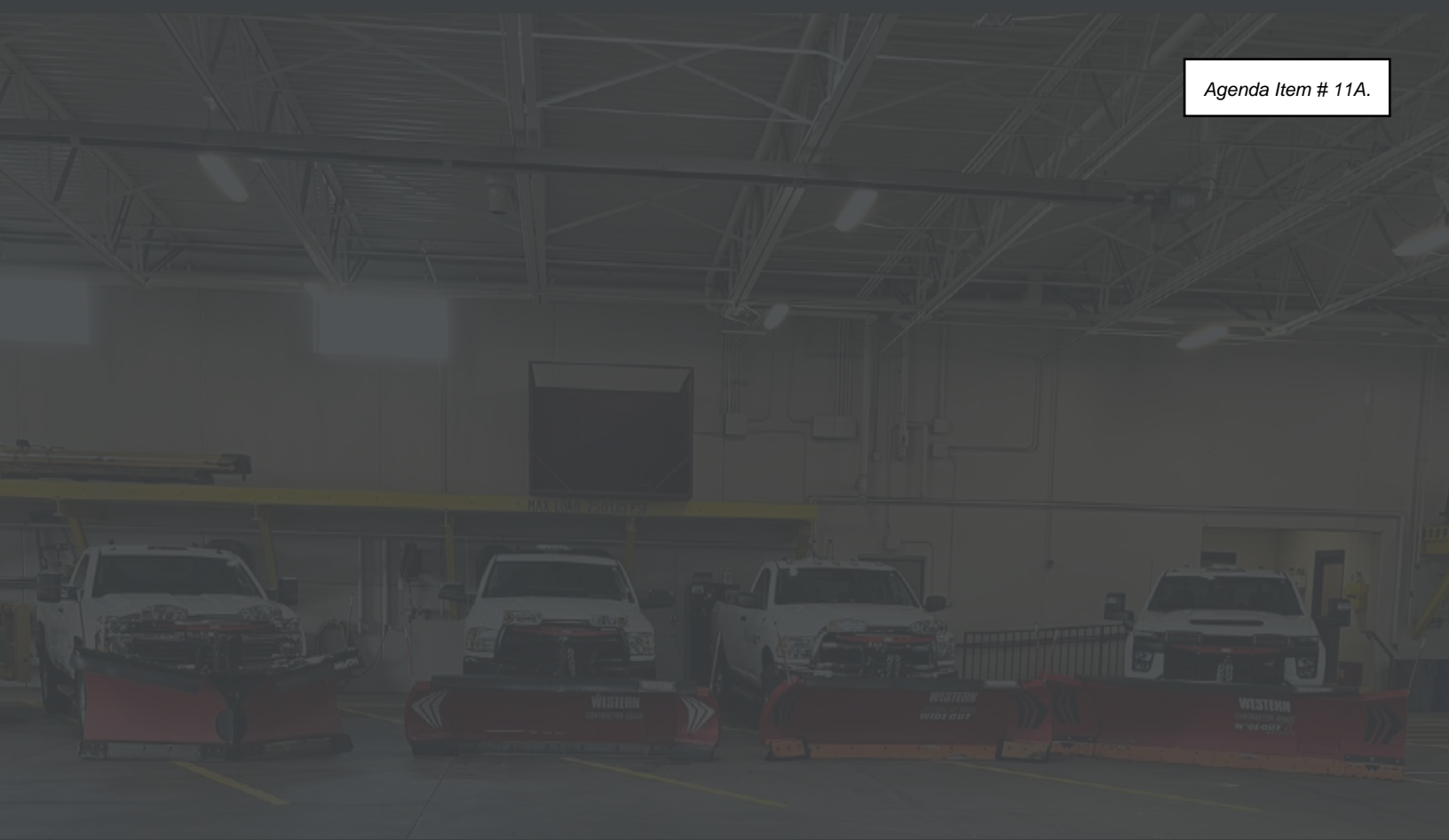


I'd also like to highlight Jen Gulbrandson (top right), for her organizational skills and her pivotal role as our "mission control" in managing work orders and resident interactions. Started in 2016.

As for myself, I've been with the City of St. Francis going on 19 years. In those years, I've seen many changes, and am very proud of the accomplishments during this time. I have a C – Water License, and an A – Wastewater License.

I extend my gratitude to each team member for their hard work and expertise. Together, they ensure that our water flows in the right direction.





ST. FRANCIS POLICE DEPARTMENT



4058 St. Francis Blvd. NW
St. Francis, Minnesota 55070

www.stfrancismn.org
f Saint Francis - MN Police Department
763-753-1264



PREVIOUS POLICE DEPARTMENT / CITY HALL BUILDING



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Thank You and Acknowledgements ... Back Cover





OUR MISSION STATEMENT

Our Mission

The St. Francis Police Department is dedicated to provide fair and impartial police service to all persons through education and enforcement. The goal of the St. Francis Police Department is to provide a safer community through partnering with its citizens.

Core Values

We pledge to uphold the core principles in the Police Officer’s Code of Ethics. We utilize this code as our moral compass guiding us to make proper choices.

Integrity

We will act with integrity, which means always doing the right thing legally, ethically and morally.

Respect

We respect all people without personal prejudice, bias, or favoritism.

Courage

We have moral courage and we do what is right even if the personal cost is high.

Trust

We will work to be trusted in the community, we will set a standard for always being truthful and fair.



*To Protect
And Serve*



Message from Chief Schwieger

On behalf of the City of St. Francis I am pleased to present the 2023 St. Francis Police Department Annual Report. In this report, you will see a summary of the police department operations including daily law enforcement activities and accomplishments as well as our commitment to community engagement.

The police department has a dedicated, professional staff of twelve sworn officers, five reserve officers, and two administrative clerical staff, all who are dedicated and work diligently to provide superior public safety services to the 8,300 residents of St. Francis. Despite the challenges of officer recruitment and retention, the department has a well-seasoned staff of officers who continue to dedicate themselves to the community. The department also welcomed Officer James Bolte in February of 2023 who has proven to be a great addition to the department.

The mission of the police department focuses on providing a fair and impartial service to all persons and maintaining a safe community through partnering with its citizens. A safe community takes all of us and by having a good relationship with members of the community, we can assure that St. Francis remains a great place to live, work, and visit.

The St. Francis Community can remain confident that their police department will be there in the time of need and will serve with integrity, respect, courage and trust. I am very proud and honored to work with the outstanding men and women that make up the St. Francis Police Department. Thank you for your support and we look forward to another year of providing quality public safety services to the St. Francis Community.

A handwritten signature in black ink, appearing to read "Todd Schwieger".

Todd Schwieger
Chief of Police
St. Francis Police Department

ADMINISTRATION



Sergeant Larson

Sergeant Larson has been with the St. Francis Police Department since 2006 and has served as a department sergeant for the past six years. He has many roles within the department including overseeing officer training and firearms instruction as well as the firearms armorer. Sergeant Larson has a passion for specialized training including active shooter and tactical training that he instructs for the department. He also oversees the department's field training for new officers and predatory offender registrations. Some of his day-to-day responsibilities at the police department are patrolling, supervising the officers, reviewing and approving officer's reports, viewing of body camera footage, and handling citizen's requests.



Sergeant Stemme

Sergeant Stemme has been with the St. Francis Police Department since 2005 and was recently promoted to Sergeant in July of 2023. Sergeant Stemme is one of the department's Field Training Officers and has a strong passion for traffic safety. He has coordinated the department's Toward Zero Deaths (TZD) program since 2007. Sergeant Stemme oversees the department Reserve Program, manages inventory, does scheduling for patrol, and conducts monthly log and report audits. Some of the day-to-day operations include patrolling, supervising officers, reviewing and approving reports, viewing body camera footage, handling citizen requests, and sending media reports.



Administrative Assistant Lori Roberts

Lori Roberts has been with St Francis Police Department records department since 2008 and the Administrative Assistant since 2013. Her responsibilities are keeping up with training, overseeing day-to-day operations, handling statistical data for crime reporting, responding to data requests, preparing the quarterly and annual reports, along with scheduling. Lori is also involved with helping facilitate community events throughout the year.

STAFF DIRECTORY

St. Francis Police Department consists of three command staff, one Investigator, eight licensed police officers and one support staff. In addition, there are five reserve officers and two chaplains.



**Investigator
Nathan Schwieger**



Officer Chris Bulera



Officer Amanda Dzuris



Officer Lyle Hearn



Officer Chase Hedges



Officer Derek Barck



Officer Gerry Chanthapanya



Officer James Bolte



**Sandy Hom
Records Clerk**



**Pastor Steve Brower
Chaplain**



**Pastor Timothy Vaughn
Chaplain**



New Officer In Training



**Reserve Captain
Rich Johnson**



**Reserve Officer
Richard Sieber**



**Reserve Officer
Brad Peterson**



**Reserve Officer
Blake Schwieger**



**Reserve Officer
Zachary Schwieger**

INVESTIGATIONS

The Investigations unit reviews and follows up on reports submitted by officers. The investigations unit also receives and reviews Anoka County Child Protection cases as well as Minnesota Adult Abuse Reporting Center cases. Other duties include conducting employment background checks for new hires, conducting surveillance, compliance checks, managing evidence, preparing and serving search warrants.

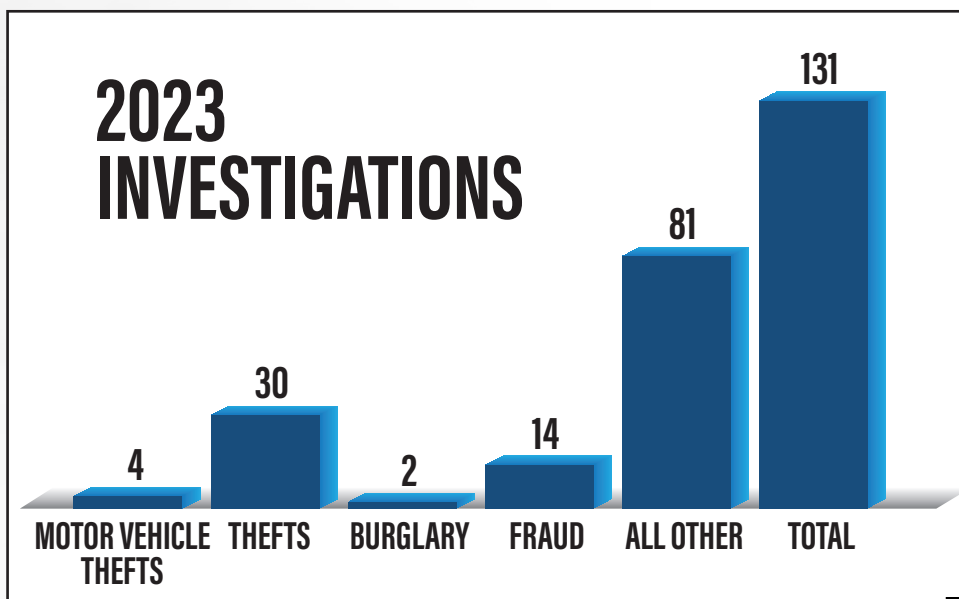
The investigations unit conducts evidence collection on scenes when needed. The unit processes scenes and collects evidence by taking photos, collecting DNA swabs and fingerprints. Evidence will be taken to the Midwest Regional Laboratory at the Anoka County Sheriff's Office where testing is performed. Collecting DNA from crime scenes has proven to be very successful in identifying a suspect.

Types of criminal cases investigated include felony forgery, identity theft, felony theft, burglary, motor vehicle theft, felony financial transaction card fraud and many others. The investigations unit also works with other agencies on multiple cases.

A standout case from 2023 involved a 2nd degree residential burglary in which multiple items were stolen along with firearms. The burglary also caused thousands of dollars of damage to the home. The investigations unit processed the burglary scene by taking photos, DNA swabs and video was obtained from homes and businesses of the surrounding area. After multiple search warrants, items from the burglary scene were successfully recovered and a matching shoe print was used to obtain a confession from the suspect. As a result, the suspect was convicted and is now serving multiple years in prison for the crime.

The investigation unit conducted compliance checks for tobacco and alcohol in 2023. All establishments where tobacco and alcohol are sold within the city were compliant with no violations found.

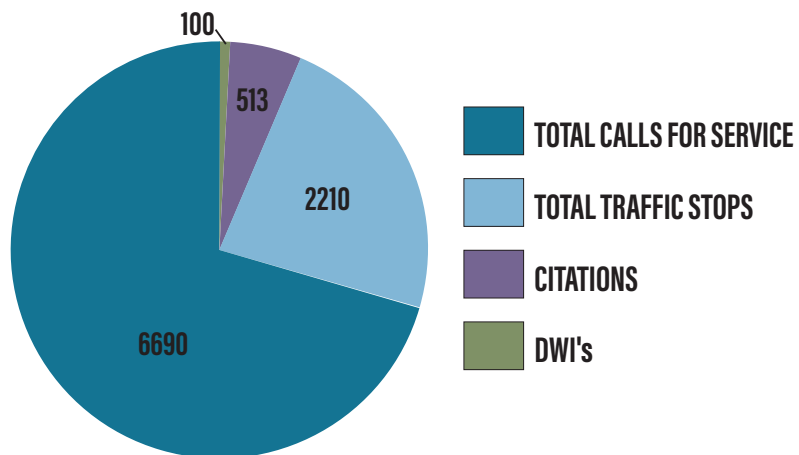
The investigations unit is also in charge of all evidence. Officers will turn over evidence to the investigations unit where it is recorded and placed in the secure evidence room.



PATROL AND ACCIDENTS

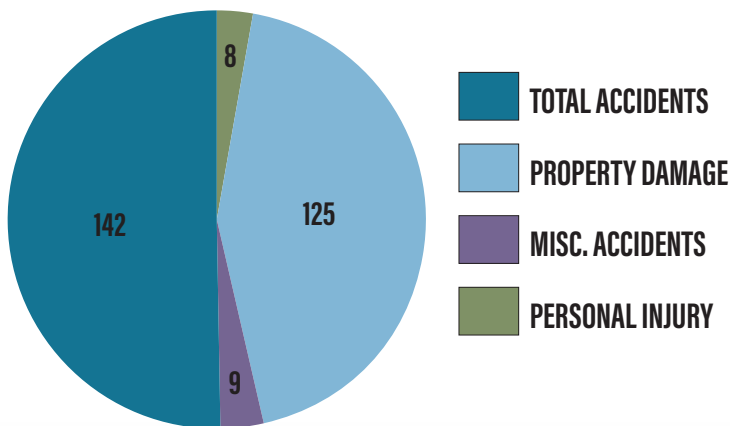
2023 Patrol

St. Francis Officers patrol 24 hours a day everyday, responding to approximately 7000 incidents per year. Of those incidents over 2000 were traffic related incidents with over 500 citations issued and 100 DWI arrests.



2023 Accidents

In 2023, there were 142 vehicle accidents within the city of St. Francis. Officers responded to 125 property damage accidents and 8 personal injury accidents and 9 personal injury.



2023 AVERAGE RESPONSE TIME

High Priority Call Type
5:11 minutes

Low Priority Call Type
6:17 minutes

BY THE NUMBERS (NOT ALL CRIMES ARE REPRESENTED HERE)

2022



6167
TOTAL CALLS FOR SERVICE

2023



6690
TOTAL CALLS FOR SERVICE



151
ARRESTS (JUVENILES INCLUDED)



17
DOMESTIC ASSAULT ARRESTS



513
CITATIONS



470
MEDICALS



421
DRIVING CITATIONS



179
ANIMAL/DOG COMPLAINTS



27
NOISE COMPLAINTS



21
PARKING CITATIONS



20
NEIGHBOR COMPLAINTS/DISPUTES



14
ATV/DIRT BIKE COMPLAINTS



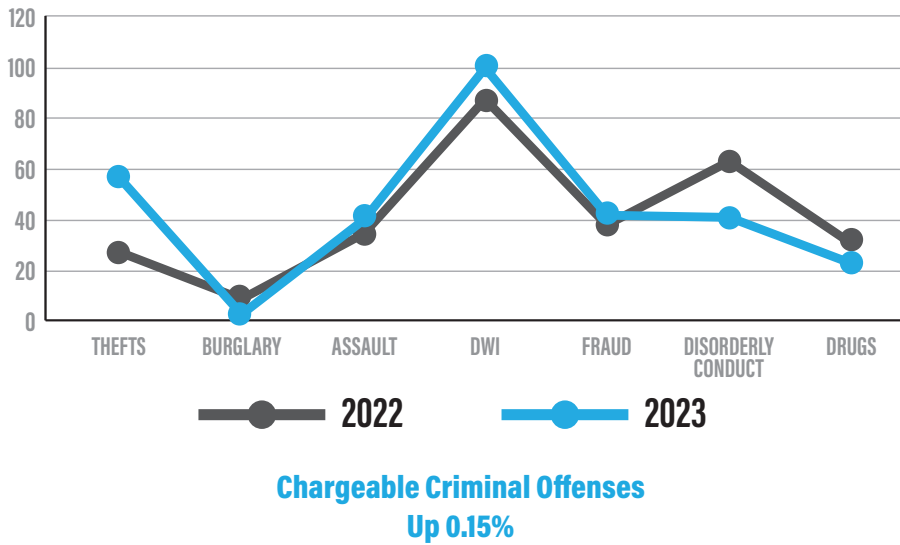
CRIME STATISTICS (2 YEAR TREND)

Our Crime Reporting System uses National Incident Based Reporting System (NIBRS) in accordance with the FBI and BCA reporting requirements. The offenses and their classifications are categorized by Part 1 & 2 offenses, and Part 3, 4 and 5 offenses.

The charts below illustrate 2022 and 2023 breakdowns in classifications.

PART 1 & 2 SERIOUS OFFENSES

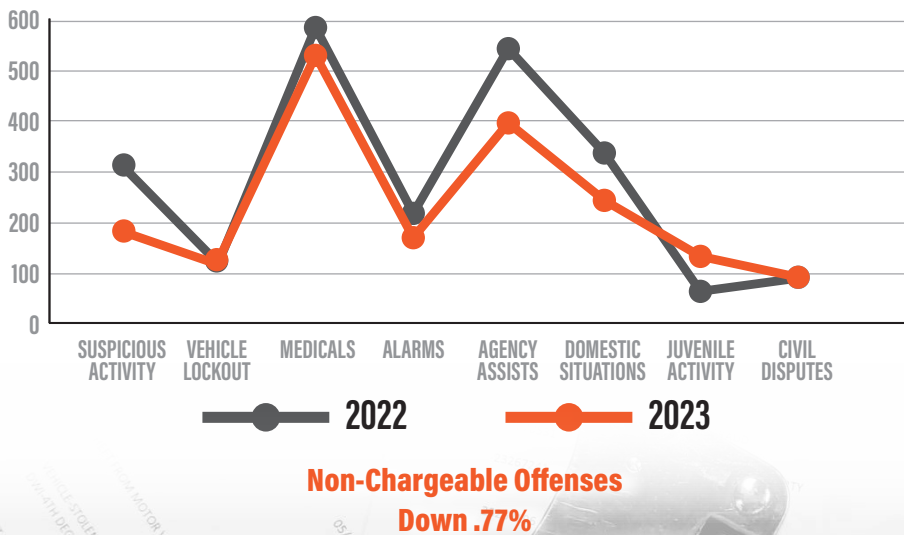
(Not all part 1 and 2 offenses are represented in these groups)



PART 1 & 2	2022	2023
Thefts	27	57
Burglary	9	3
Assault	35	40
DWI	88	100
Fraud	39	42
Disorderly Conduct	63	41
Drugs	31	23

PART 3, 4 & 5 LESS SERIOUS OFFENSES

(Not all part 3, 4 and 5 offenses are represented in these groups)

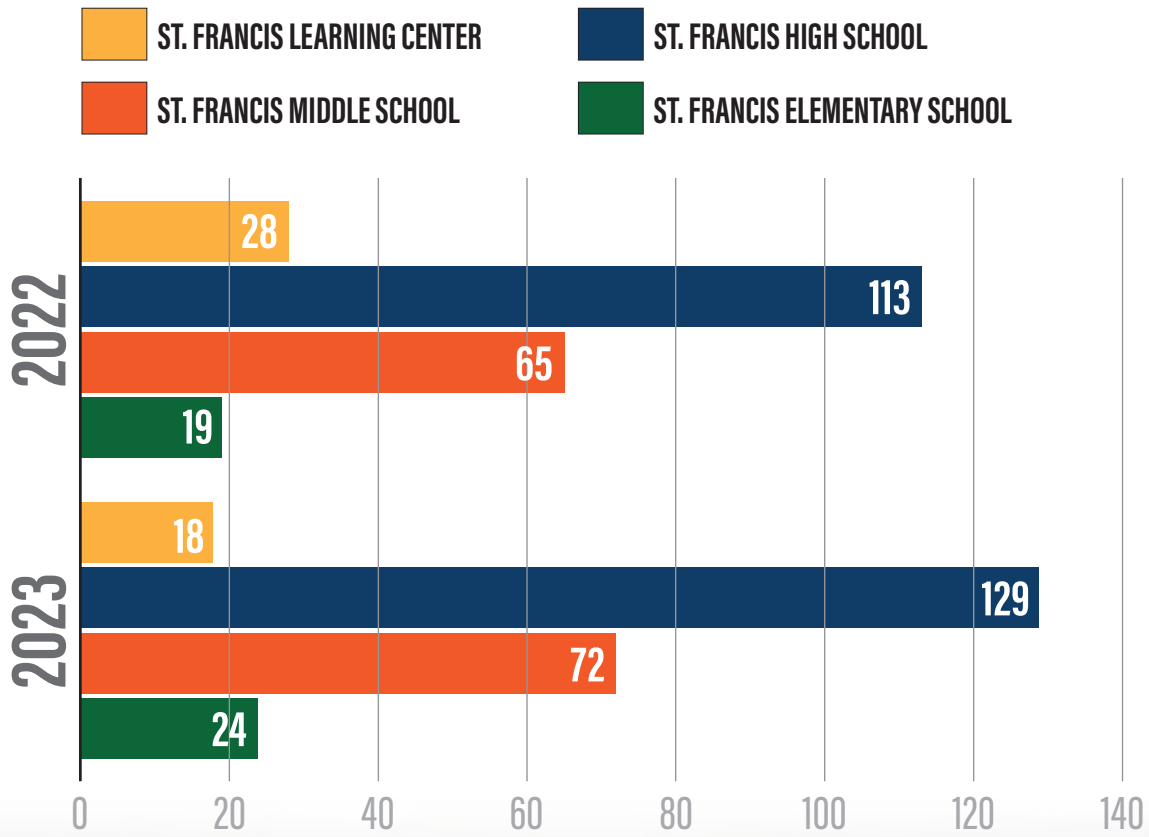


PART 3, 4 & 5	2022	2023
Suspicious Activity	260	163
Vehicle Lock Out	98	99
Medicals	503	470
Alarms	177	147
Agency Assist	469	347
Domestic Situations	282	212
Juvenile Activity	44	111
Civil Disputes	74	74

ST. FRANCIS SCHOOL STATISTICS



CALLS FOR SERVICE





MISSION STATEMENT
 Our mission is to create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement, and emergency medical and trauma services. These efforts will be driven by data, best practices, and research.

- 409 traffic fatalities in 2023 versus 444 in 2022
 - 23 fatalities in Anoka County, which ranks as the second deadliest in the state
 - 27,197 statewide DUI arrests compared to 25,136 last year
 - Anoka County total DUI arrests 1637
 - SFPD stats: DUI Arrests 100, Speed Citations 146, Seat Belt 32
- SFPD used 242 hours of TZD overtime for these enforcements**

Drug-impaired driving is a problem on America's highways. Like drunk driving, drugged driving is impaired driving, which means it is dangerous and illegal in all 50 States, Puerto Rico, and Washington, D.C. Whether the drug is obtained legally or illegally, driving while impaired poses a threat to the driver, the vehicle passengers, and to other road users.

NHTSA wants to spread the word about drug-impaired driving and to remind all drivers: **if you are impaired by drugs and thinking about driving, pass your keys on to a sober driver.**



In 2023 through December 17, there were 388 traffic-related deaths on Minnesota roadways. This is 11 percent less than at this time last year (437) and 19 percent less than 2021 (480), but more than each of the previous four years.

- Alcohol-related deaths are about 33 percent lower than each of the last two years and lower than any of the previous four years.
- Speed-related deaths are 17 percent less than last year, 38 percent less than in 2021 and 10 percent less than in 2020, but 48 percent more than in 2019 and 27 percent more than 2017.

Unbelted deaths are 9 percent less than last year, 29 percent less than in 2021 and 22 percent less than in 2020, but 13 percent more than in 2019.

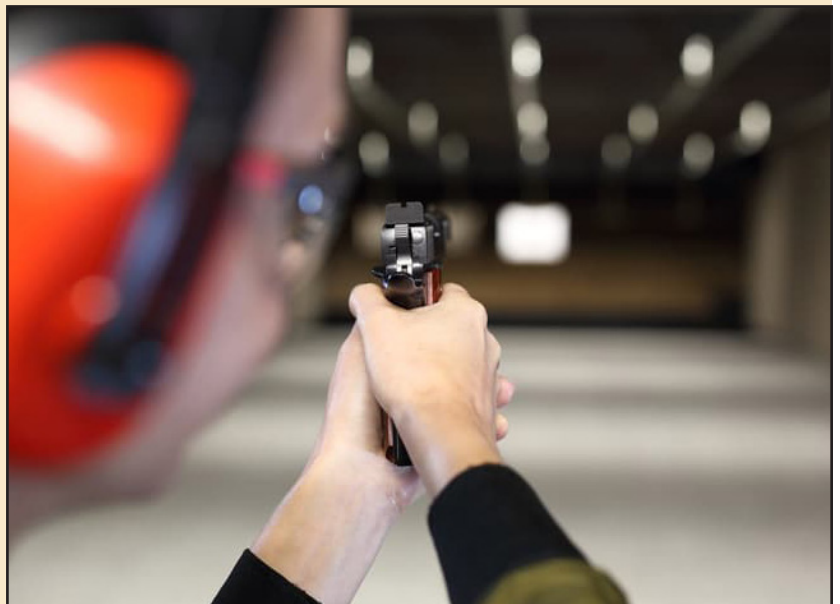
2023 POLICE TRAINING

The past year the officers of the police department put in 526 hours of training and continuing education. The officers need 48 hours of continuing education training every three years to renew their peace officer license. The majority of the training attended by the officers is mandated by the state which includes use of force, firearms, and first aid.



Officer Hedges joined Officer Hearn as the department's use of force instructor after completing over 40 hours of training. Each officer received eight hours of UOF in 2023.

Officer Barck completed over 40 hours of firearms training this past fall and became certified as a firearms instructor for handgun and rifle. He joins Sergeant Larson as the department's firearms instructor. The officers trained and qualified several times over the past year in firearms.

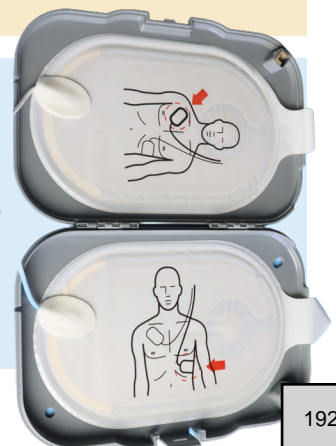


Officer Gerry Chanthanpanya joined the North Command Mobile Field Force unit. This unit is comprised of officers from all Anoka County agencies. Officers train quarterly and specialize in restoring and maintaining public order by safeguarding public safety, property, and the constitutional rights of all.

Sergeant Stemme attended leadership training this past fall which he attended the Supervisor Leadership Institute training that was presented by the FBI LEEDA training. The training was a weeklong training covering topics from leadership techniques, personality diagnostics, mentoring, and risk management. He also attended the training Command and Control for Supervisors. This training went over leadership styles and taking control of scenes out in the field. Congratulations Sergeant Stemme on your promotion.



EMR (Emergency Medical Responder) Officer Bulera and Officer Bolte attended EMR training in September 2023. This training is more encompassing/advanced lifesaving skills.



Welcome Officer Bolte!



We welcomed Officer James Bolte on February 27, 2023. James came to us from the Wright County Sheriff's Office where he served for approximately 2½ years. His law enforcement experience will undoubtedly help him to serve this community. James grew up and attended school in St. Francis and will now have the opportunity to serve and contribute to his hometown. We are pleased that James has joined our department and we know he will be a great addition to the St. Francis team!

FACILITIES AND OPERATIONS



Holding Cells



Squad Computer



**DMT MACHINE
(Breath Test Machine)**

SPECIAL CERTIFICATION



DRONE - UAV In 2023 the department began to look for ways to expand its public safety capabilities to better serve the St. Francis Community. The decision was reached to begin the process of implementing a UAV (unmanned aerial vehicle) program. The implementation of the UAV was a long process that included research/testing of the equipment, policy, legal review, public comment, City Council approval and finally implementation.

With the department's forfeiture funds, the Matrice 30T by DJI was purchased. It has the capabilities of flying over 50 mph and has a wide optical zoom camera with thermal imaging. Officer's Chris Bulera, Amanda Dzuris, Chase Hedges, and Derek Barck were certified as UAV operators after passing the FAA 107 certification exam. Becoming an FAA certified UAV operator involves a rigorous process which involved the officers dedicating time to attend training, studying and taking the FAA licensing exam. This was a great accomplishment for these officers and the department UAV will serve as a valuable tool for the community. The department's UAV has been used several times over the last year and assisted in locating a missing person on the Rum River.



Officer Barck



Officer Bulera



Officer Hedges and Officer Dzuris



WELLNESS PROGRAM

Police Officers and other first responders face unique threats and stresses that can have a direct impact on their safety and well-being. Numerous studies have been conducted which show first responders are at higher risk than the general population of developing post-traumatic stress disorder (PTSD) as a work-related injury or condition. It's been estimated that 400,000 first responders in the US have at least some symptoms of PTSD. Employee wellness programs can be key to reducing stress related incidents, on-duty injuries and medical retirements, as well as preventing officer suicides.

The department has implemented a wellness program that supports physical and mental health amongst all employees by providing its members with proactive wellness resources, critical incident response, and follow-up support. Police department employees have access to an onsite fitness area and receive periodic training in areas including mental health and stress reduction, physical health and disease prevention, sleep, and nutrition. The police department is committed to supporting the mental and physical health of all its employees by providing them with resources that will help ensure stability and longevity in the personal and professional lives of each employee.



RESERVE VOLUNTEER UNIT

The St. Francis Reserve Unit is a volunteer organization committed to assisting the Police Department and the St. Francis community with a wide variety of tasks and assignments. New reservists are schooled through the Anoka County Police Reserve Academy, including training in police skills, tactics, and other duties. The Reserve Unit has been in existence for approximately 40 years.

The St. Francis Reserve Unit is powered of men and women who volunteer their time and effort to help make St. Francis a safe and enjoyable community in which to live, work and play.



The Reserve Officers assist the St. Francis Police Department with both police related and civic duties. The Police Reserve Unit is currently looking for adult volunteers 18 years of age or older. It is not only an excellent opportunity for students who are pursuing law enforcement as a career, but for any citizen who is interested in volunteering to help the Police Department. If you want a fun, challenging and rewarding way to give back to your community, become a Reserve Officer. All training, uniforms and equipment is provided by the St. Francis Police Department.

The statistics are listed below of all the daily duties that the St. Francis Police Reserve Unit assists with, not only the community, but also the St. Francis licensed police officers. The St. Francis Police Reserve Unit also takes part in community outreach events, such as Pioneer Days, Cone with Cops, Winning with Cops and Night to Unite.

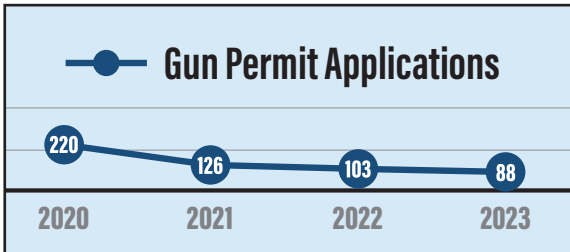
The St. Francis Police Reserve officers are trained in Use of Force and First Aid CPR. St Francis Police Reserve Unit volunteered a total of 773.15 hours for 2023.

2023 St. Francis Police Reserve Stats

DUTIES	AMOUNT	DUTIES	AMOUNT
HOUSE CHECKS	72	PERSONAL INJURY ACCIDENTS	8
PARK CHECKS	514	AGENCY ASSISTS (SFPD)	10
BUSINESS CHECKS	77	AGENCY ASSISTS (SFPD)	19
EXTRA PATROLS	12	AGENCY ASSISTS (OTHER LAW ENFORCMENT AGENCIES)	0
MOTORIST ASSISTS	4	TRANSPORTS (JUVENILE MALES)	5
VEHICLE LOCKOUTS	12	TRANSPORTS (JUVENILE FEMALES)	4
ANIMAL CALLS	3	TRANSPORTS (ADULT MALES)	6
DETAILS	0	TRANSPORTS (ADULT FEMALES)	8
DISPATCHED CALLS	25	SINGLE PERSON CAR PATROL	36
SELF-INITIATED CALLS	10	2 PERSON CAR PATROL	15
PROPERTY DAMAGE ACCIDENTS	0	PATROL HOURS	265.81

ADDITIONAL POLICE SERVICES

GUN PERMITS Applicants can mail or drop off their Permit to Purchase applications anytime. If it is outside office hours you may use the secure drop box in the vestibule of the police department. We only process applications for St. Francis residents.



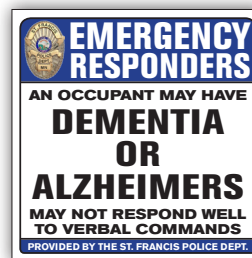
The legislature made changes to gun laws effective August 1st, 2023, and one being law enforcement now has thirty days to conduct the background check to issue or deny versus seven business days. Another significant addition to the reform was Private Party Transfers. Please call our office staff at 763-753-1264 for any questions regarding these processes.

St. Francis Police Department processed 88 permits in 2023. There were 83 permits approved and five permits were denied.

FREE DOG LICENSE DAY Dog licenses are required for all dog owners who live within the city. The registration aids us for purposes of lost/found dogs and encourages citizens to vaccinate. The term of the dog license equals the term of the rabies vaccination. Once a year we offer free licenses to residents. This event is held on the 1st Saturday in May.



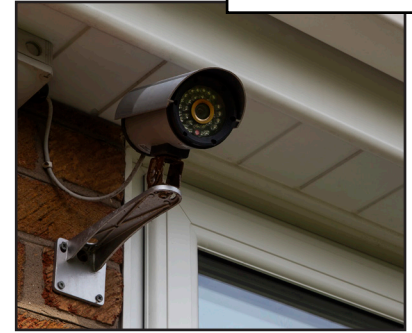
EMERGENCY DOOR DECAL The Emergency Decal Program is to assist police, fire, and paramedics in responding to certain calls for service. These decals alert responding personnel to correct treatment and proper care. These decals are free and are located in our police lobby for the public.



PRESCRIPTION DRUG TAKEBACK Drug takeback program options are the best way to safely dispose of unused or expired prescription and non-prescription (OTC) medications. The St. Francis Police Department is one of 11,000 sites nationwide where unused medications can be dropped off. The National Prescription Drug Take Back Program aims to provide a safe, convenient, and responsible means for disposal while also educating the public about potential abuse of medications. The police department also participated in National Drug Takeback Events in April and October. The police department collected 368 pounds of prescription drugs in 2023.

CAMERA REGISTRATION

The St. Francis Police Department wants to collaborate with residents and business owners who have video surveillance on the exterior of their homes or business. You might have a multi-camera system or a simple doorbell camera at your front door. No matter your level of surveillance, your participation in this program will help the police department in the event of a crime in your area. If you choose to participate, you may register your camera system with the police department on our website at <https://www.stfrancismn.org/police/webform/camera-registration>.



FINGERPRINTING

We offer fingerprinting services to the public. A majority of fingerprints requests are for employment purposes. We do not fingerprint for criminal purposes. No appointment is needed, however we recommend Tuesday, Wednesday or Thursday from 7:00 a.m. to 3:30 p.m.

Naloxone

, also known as Narcan, is a drug that can reverse an opioid overdose. Naloxone can be administered either through injection or nasal spray. Effective August 1st, 2023, all peace officers in the state have been required by the Minnesota Legislature to carry Naloxone.

All St. Francis Police Officers and Reserve Officers were trained in the use of Naloxone and began carrying doses for use on patients in the field. Naloxone was used by St. Francis officers on multiple occasions in 2023 which contributed to saving the lives of two individuals.





SPOTLIGHT ON COMMUNITY

The St. Francis Police Department works hard to build strong relationships with the community by engaging in several community events throughout the year. We strive to create trust and build relationships with the people who reside in the city of St. Francis. Our mission is to improve trust, strengthen relationships, create open lines of communication, and address relevant issues in the community.



CITIZENS ACADEMY The Citizens Academy offers local citizens a unique insight into everyday law enforcement. The program is six weeks of classroom in a hands-on setting. A wide variety of topics are covered such as 9-1-1 Dispatch, Use of Force tactics, felony traffic stops and a brief overview of state and federal statutes. Also included is a tour of the police department and squad cars.



SAFE AT HOME

Officer Hearn instructs a Safe at Home class for children ages 9-12 teaching safety and accident prevention.



CONE WITH A COP August 2023 Cone with Cop is one of many events to connect with the community. Enthusiastic kids are excited to connect with police and enjoy free cones! Thank you to St. Francis Dairy Queen for your generosity again this year.



COFFEE WITH A COP New in 2023 we implemented Coffee with a Cop every third Wednesday of the month and what great response it has had. Occasionally throughout the year we plan morning coffee with residents to discuss concerns, questions and create camaraderie with citizens of St. Francis and the surrounding area. Thank you KEFI Hideaway Kafe for welcoming us!



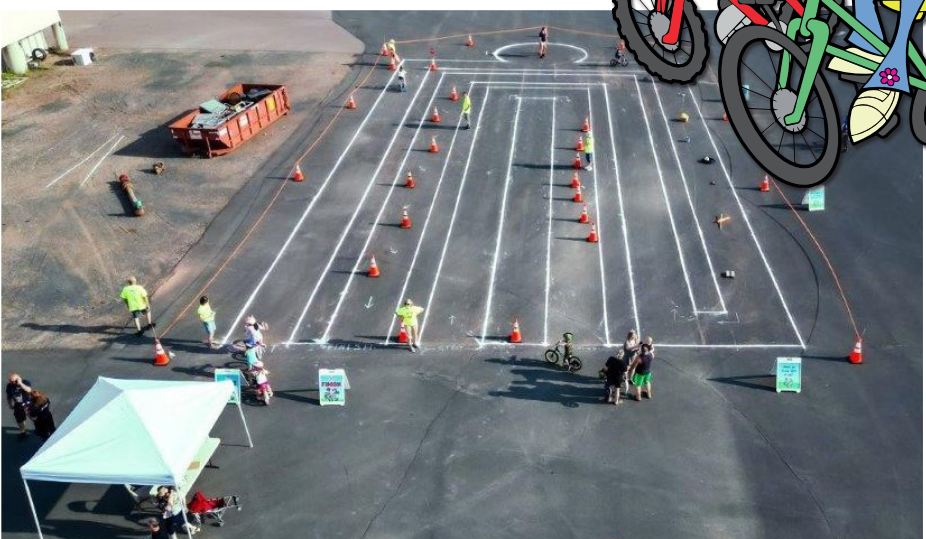
WINNING WITH COPS Winning with Cops is a program designed for law-enforcement to have positive interactions with children of special needs and foster a positive relationship before a medical or mental health crisis. By creating a positive interaction during social functions, such as dinner and a movie, dances and best of all, bowling, it allows us to build trust. This program started out small, but has continued to grow, and our last dinner and bowling event was the largest attended yet. We look forward to more events next year.



ANNUAL BIKE RODEO

The Bike Rodeo is a fun and educational event to institute safe bicycle riding. The bike course teaches riders awareness of surroundings and remaining in control of their bicycle within several different scenarios. Our 7th Annual Bike Rodeo was nothing short of successful once again with very generous donations from local businesses. This year we raffled off six bikes and t-shirts. Food donations were compliments of County Market and Kwik Trip. Minne-ScoopTa was here with their ice cream truck to accompany our hot dogs and chips. A special thank you to all our volunteers from the community for all their hard work making this event epic.





NIGHT TO UNITE St. Francis Police Department participates annually in the Night to Unite event which focuses on crime prevention and it has evolved into a popular night for community bonding. Once again, our event at Community Park emerged successful. The Life Link helicopter landing is always a favorite as well as the dunk tank. Kids participated in dunking police officers as well as St. Francis Council members.

The Ambassadors, St. Francis Fire Department, St. Francis Public Works, City Hall, Lions, petting zoo and a food truck all made this event possible and successful.





VISIT FROM SANTA The Christmas season was a spectacular time here at the St. Francis Police Department in 2023. The Police Department's Officers and Staff put several hours into preparing the visit for Santa. We are proud to report a record setting attendance to visit Santa. Once again, we collected toys for the Toys for Joy Foundation in December. Thank you for all the generous donations from our community.







NEW BUILDING ESTABLISHED IN 2012



Acknowledgements

Mayor

Joe Muehlbauer

City Council Members

**Sarah Udvig, Robert Bauer,
Kevin Robinson and Crystal Kreklow**

City Administrator

Kate Thunstrom

Thank You

1st Baptist Church St Francis - Volunteers for Bike Rodeo

Children's Hospital - Free helmets for kids

County Market - Donations

Dairy Queen - Cone with a Cop

KEFI Hideaway Kafe - Coffee with Cop

Kwik Trip - Donations

Life Link - Night to Unite

Minne - Scoopta - Bike Rodeo

Open Box Buys - Donating four bicycles

Petting Zoo to You - Night to Unite

Ramsey Cycle - Donating two bicycles

Tasty's Pizza Bowl and Bar - Winning with Cops

