



## CITY COUNCIL REGULAR MEETING

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

Monday, June 17, 2024 at 6:00 PM

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### AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
  - A. City Council Minutes - June 3, 2024
  - B. Work Session Minutes - May 13, 2024
  - C. Stahl Construction – Pay Applications No. 9 – Labor & Material
  - D. Quicksilver Street Surface Improvement Project  
*Resolution 2023-24 Accepting quotes and awarding contract for the Quicksilver Street Surface Improvement*
  - E. Authorization to Purchase Gear Extractors
  - F. DNR ReLeaf Grant RFP Acceptance and Award
  - G. Appoint Jessica Rieland as Community Development Director
  - H. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
  - A. Vista Prairie at Eagle Point Conduit Bond  
*Resolution 2024-25 Giving host approval to the issuance of City of Welcome, Minnesota Senior Housing Revenue note (Vista Prairie Project), series 2024, and approving a joint powers agreement*
8. **OLD BUSINESS**
  - A. I-1 Clinic Zoning Ordinance Amendment – 2nd Reading  
*\*Ordinance 331 amending the zoning code to allow clinics and offices, including medical, dental, and therapeutic, in the I-1 district*  
*\*Resolution 2024-24 Authorizing the Summary Publication of Ordinance 331 allowing clinics and offices, including medical, dental, or therapeutic, in the I-1 District in the zoning code*
9. **NEW BUSINESS**
  - A. Council Vacancy  
*Resolution 2024-26 Declaring vacancy on the St. Francis City Council due to resignation of Councilmember Robert Bauer*
  - B. Set Special Meeting for Council Vacancy
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
14. **ADJOURNMENT**
  - June 18 - Planning Commission Meeting \*Cancelled\*
  - July 01 - City Council Meeting - 6:00 pm
  - July 04 - City offices closed in Observance of Independence Day
  - July 17 - Planning Commission Meeting - 7:00 pm

July 20 - Recycling Event - 8:00 am to 12:00 pm

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

June 3, 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, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, City Planner Beth Richmond (HKGi), and Liquor Store Manager Joe Pfeifer

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

A. City Council Minutes - May 20, 2024

B. Animal Control Service

C. Hiring Part-Time Firefighter- Contingent

D. Rental License Approvals

E. Stericycle Contract

F. Economic Development Software

G. Surplus Property

*Resolution 2024-20 Declaring surplus property and authorizing the disposal of said property*

H. Acknowledgement to Conduct a Raffle

I. Payment of Claims

J. Policy Amendment

MOTION BY: UDVIG SECOND: BAUER 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 - NONE**

**8. OLD BUSINESS**

A. City Hall/Fire Station Final Plat

Resolution 2024-21 approving the final plat for the Village of St. Francis City Hall Addition

City Planner Richmond reviewed the Staff report in regard to the final plat for the new City Hall Fire Station.

MOTION BY: BAUER SECOND: KREKLOW TO ADOPT RESOLUTION 2024-21 APPROVING THE FINAL PLAT FOR THE VILLAGE OF ST. FRANCIS CITY HALL ADDITION.

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

Nays: None

Motion carries: 5-0

**9. NEW BUSINESS**

A. I-1 Clinic Zoning Ordinance Amendment – 1st Reading

Ordinance 331 Amending Zoning Code to allow clinics and offices, including medical, dental, or therapeutic, as a Permitted use within the I-1 district.

Richmond reviewed the Staff report concerning the requested Zoning Ordinance Amendment to allow clinics and offices in the I-1 district. She shared the Planning Commission's recommendation of approval.

MOTION BY: BAUER SECOND: ROBINSON TO APPROVE THE FIRST READING OF ORDINANCE 331 AMENDING ZONING CODE TO ALLOW CLINICS AND OFFICES, INCLUDING MEDICAL, DENTAL, AND THERAPEUTIC, AS A PERMITTED USE WITHIN THE I-1 DISTRICT.

A roll call vote was performed:

Mayor Muehlbauer            aye

Councilmember Udvig       aye

Councilmember Robinson   aye

Councilmember Kreklow     aye

Councilmember Bauer       aye

Motion carried: 5-0

B. Patriot Parkway Preliminary Plat

Resolution 2024-22 Approving the preliminary plat for the Patriot Parkway development with conditions and findings of fact as present by staff

Richmond reviewed the Staff report in regard to the preliminary plat for Patriot Parkway. She shared the Planning Commission's recommendation of approval.

Robinson shared that the biggest concern with this at the Planning Commission meeting was with the access and safety of the entrances.

Mayor Muehlbauer asked how this differs from the original plat. Richmond explained that this item has been ongoing for a while and this plat does not differ from the original plat.

Mayor Muehlbauer asked why this is coming forward for preliminary plat now. Richmond explained that this is coming forward now to get the foundation of the acceptance of the preliminary plat to help things move forward with the church and developers.

MOTION BY: UDVIG SECOND: KREKLOW TO ADOPT RESOLUTION 2024-22 APPROVING THE PRELIMINARY PLAT FOR THE PATRIOT PARKWAY DEVELOPMENT WITH CONDITIONS AND FINDINGS OF FACT AS PRESENT BY STAFF.

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

Nays: None

Motion carries: 5-0

**10. MEETING OPEN TO THE PUBLIC - NONE**

**11. REPORTS - NONE**

**12. COUNCIL MEMBER REPORTS**

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events.

Udvig shared that she attended Pioneer Days and she had the honor of presenting the Certificates of Appreciation from the City. She added that they also crowned the Little Miss and Miss St. Francis'.

Bauer thanked the Chamber of Commerce and the City for all of their work on Pioneer Days as it was well organized and well attended by the community. He shared that his resignation from the Council will be coming shortly as he will be moving in the next few weeks. He stated that it has been a privilege to serve the people of St. Francis over his time on the Council. He added that Staff are amazing

and thanked everyone for all they do.

Kreklow thanked law enforcement for all of their hard work to keep the citizens safe with the increased traffic in the City over the weekend.

Robinson shared his appreciation for the new members of the Planning Commission. He noted that there was a great turnout for the Pioneer Days parade and thanked all the volunteers who helped out with the event. He shared that there will be a new clinic opening up in Downtown St. Francis.

Mayor Muehlbauer thanked the Chamber of Commerce, City Staff, the Bottle Shop, and all first responders for all they did to help with Pioneer Days.

### **13. UPCOMING EVENTS**

June 6 - Bike Rodeo - 5:00 - 7:00 pm  
June 17 - City Council Meeting - 6:00 pm  
June 18 - Planning Commission \*Cancelled\*  
June 19 - City Offices Closed in observance of Juneteenth

### **14. ADJOURNMENT**

MOTION BY: BAUER SECOND: KREKLOW 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 6:16 p.m.

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Jennifer Wida, City Clerk

CITY OF ST. FRANCIS  
CITY COUNCIL WORK SESSION AGENDA  
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW  
May 13, 2024  
6:00 p.m.

1. **CALL TO ORDER**

The City Council Work Session meeting was called to order at 6:00 p.m. by Mayor Joe Muehlbauer.

2. **ROLL CALL**

Members Present: Mayor Joe Muehlbauer (attending remotely) and Councilmembers Kevin Robinson, Crystal Kreklow, and Sarah Udvig.

Also present: City Administrator Kate Thunstrom and Public Works Director Paul Carpenter

3. **AGENDA ITEMS**

A. **Dog Park**

Public Works Director Carpenter reviewed the Staff report on a dog park in the City.

Mayor Muehlbauer asked if the funding for this from the park fund can be used for new parks or if it can also be used for park improvements. Carpenter explained that the funds that will be used for this project are funds that had been set aside by the Council. He added that they will be using grants and some stormwater funds for this as well.

Thunstrom explained that they do have a portion of park dedication fees that can be used for new parks and park improvements.

Mayor Muehlbauer shared that he loves the idea of this dog park.

Kreklow said the pictures of the design look great and shared that she believes this will be well received in the community as there are a lot of dog owners in the City who would love to have a dedicated space that they can go to.

Robinson asked what the City paid for this parcel. Thunstrom said it was around \$200,000 including legal fees, acquisition, and demolition.

Robinson noted that this park will be in the central area of the City with multiple parking lots that can access it. He said this will be a very expensive dog park. He stated he would like to see them look at all of the options of where this dog park can go. He noted that this is such a nice parcel it has so many opportunities. He

added that they received 188 survey responses. He said he is not against this dog park and really likes the idea.

Kreklow asked if the splash pad is something that they can incorporate into this design. Thunstrom shared that the splash pad, dog park, and a farmers' market are the three things that the residents have been asking about for years. She explained that this design would allow for a more natural splash pad. She shared that she and Carpenter have already met with an engineering group on this. She noted they may end up having some funds for a splash pad. She added that there are a lot of moving parts with this park that they have been working through. She said the dog park is the next cheapest thing they can get done. She noted that there are a lot of different things they want to do in and around the park they will all just be done in different phases due to financials and timing.

Carpenter shared that the Parks Commission discussed starting with the dog park to get a win for the parks as it is the most feasible solution. He said he has also been directed by the Parks Commission to begin working on the ice skating rink and the warming house to try to get a plan going so they have somewhere to start. He noted that the Parks Commission wanted there to be something that multiple different ages could use.

Kreklow shared that a resident came forward at the recent Council meeting asking for more family-friendly events and activities in the City. She noted that the City seems to be lacking in activity spaces for kids.

Thunstrom shared that the City does shed a lot of these amenities that would otherwise bring people into the City. She said they have tried to look at the pavilion at the park from a perspective of how it can best be used and rented out. She noted that they are trying to come up with ways to bring these kinds of amenities to the City so residents do not keep going to other cities for these activities.

Carpenter shared that there is also a performance stage in the Park Plan.

Udvig shared that she has heard residents talk about their desire for a dog park in the City since she moved to St. Francis. She said the dog park would get more use out of being in Community Park; however, if people really want to utilize the park then they will drive to it wherever it is. She noted that she would like the dog park to be wherever it will be most used.

Mayor Muehlbauer shared that he likes the idea of having two dog parks at some point in time. He noted that the point of having the Community Park is that it can bring the community together by having a lot of amenities in one place. He added that he has heard a lot of interest in both pickleball and frisbee golf. He noted that the ice skating rink has also been a concern of residents in the past. He said he likes the idea of the whole park in general and understands that there are many steps they have to take to get there. He noted they will need to make sure that this



location is the best place for this dog park. He explained that adding the amenities that are lower priced first is a good idea. He added that he is open to hearing more discussion on the location of the dog park.

Robinson stated that they pay a hockey club to monitor the warming house during the winter. He asked if there was a way that they could solicit any of the hockey groups to repair the boards at the hockey rink to help pay for the project. Thunstrom said they have not approached any of the hockey associations up to this point. She shared that Staff has discussed selling boards to local businesses to help with fundraising; however, they need to design to be able to determine the cost of the project to know what to sell the boards for. She said they are in the early stages of finding someone to draw up this design so they can get these costs.

Robinson suggested reaching out to Oak Grove to ask them about when they did a similar project. He also suggested getting sponsorships for the dog park. He said they could even name the park after one of their sponsors.

Thunstrom explained that the hockey boards as sponsorships are standard and most cities have them but it comes down to getting the design done so they know where to go with this. She shared that they hope to have a lot more work on this coming forward; however, they are not to this point yet where they can start working on these types of things.

Robinson asked where the City stands on restoring the removed playground items that have been removed over the years. He asked how this fits into the Park Plan. Carpenter explained that the one item that was removed from DeGardner Park they are getting to restore it now. He added that Rum River Park has aged out and the Parks Commission will be discussing how they move forward with this park. He shared that there is \$25,000 in the budget for maintenance. He reiterated that if they want to apply for grants for any of these parks, they will first need to have a plan and design before they are able to move forward. He stated they are currently working on this plan.

Thunstrom explained that park dedication fees have their restrictions; however, they are now dedicating some of these funds to parks which is creating opportunities for creativity and maintenance. She explained that they are going to be giving a project update later in the meeting to discuss some potential opportunities to sell off the current City Hall building to generate some income that goes towards other projects.

Robinson asked how much money they have in the levy. Thunstrom stated they allotted \$200,000 and then gave it an additional \$150,000 from ARPA funds for this year.

Thunstrom reiterated that the dog park is a cheap option to get started with as they continue to work out the rest of the plans for the park.

Carpenter added that a lot of these projects are lining up to begin in 2025. He noted there will be a lot more work to do with the bigger projects and the dog park will be a small win to get started.

Robinson asked if there are any liability concerns with the dog park. Carpenter said no and explained that the key is to have the correct rules for the park. He stated he has already researched this and vetted it out. He noted the dog owners are solely responsible for their dogs in the dog park.

Robinson asked if they are planning on having a fence enclosure around the dog park. He said if the area was fenced this could allow dog owners to let the dog off the leash to run around; however, there is a permanency to having a fence in this area.

Kreklow noted that people who may not have pets of their own may be drawn to Community Park as they want to see the dogs who are using the dog park. She noted the importance of the centralized location for this dog park.

Carpenter added that they can look at different multi-use pavilion designs that would allow for the space to be rented for graduations or other parties. He shared that there is a very similar facility in Ramsey at Elmcrest Park which is a very unique space. He explained that for any amenity, there are many things that are needed. He shared that the City concept plan does allow for all of these amenities; however, they do not have the funding at this time for all amenities.

Mayor Muehlbauer shared that he had a resident reach out to him about the lack of pickleball courts in the City. He said he does not know what order they should go in with all of these projects. He noted that affordability will be a major factor. He asked if there is a timeline of when Staff would like to know for sure that Council would like to move forward with the dog park. Thunstrom said the only push to do the dog park sooner rather than later is that they currently have the ability to tie this into an existing road project which would save money to do both projects at once. She explained that the cost provided is based on the ability to tap into other projects and if they do not tap into this then the project will end up being more expensive.

Kreklow asked if they expect pickleball to grow and to continue to be an interest. She said she would not want to spend money and resources on pickleball courts if the popularity of them is going to die down and will not be used for years to come.

Udvig stated that pickleball is big and is continuing to grow. She said this is going to be something that is cost-effective and can give the residents.

Thunstrom explained that frisbee golf would require a lot of land and Bethel already has an expansive frisbee course. She added that pickleball courts are smaller than tennis courts, so they are easier to fit into a smaller space. She noted that pickleball

is a trend, but she sees it continuing to grow.

Robinson asked if the tree clearing as part of the Park Plan is for clearing the trees that are already down or cutting down more trees. Carpenter said they are trying to do this in stages. He explained that they will be taking the underbrush out and leaving anything over eight inches.

Robinson asked if the dog park will be taking up the parcel that the City bought or if the City already owned part of this land. Thunstrom said they already owned part of the parcel and they bought about three more acres.

Mayor Muehlbauer said he would like to capitalize on the amenities that they already have in the park that would make this a nice dog park. He added that he likes the location of the park in proximity to Community Park. He asked what the cost difference would be if they did not do the dog park project along with the road project. Carpenter said that the clearing work that needs to be done in this area needs to be done no matter what.

Robinson asked if they would need electricity for lighting in this area. Carpenter explained that there is lighting right along the driveway going into the parking lot and this will be the only lighting needed in the area for now.

Udvig asked if there will be hours for the dog park. Thunstrom said it would follow typical park hours of closing at dusk.

Mayor Muehlbauer stated he does not want to rush into this; however, he does want to capitalize on the cost savings of doing this at the same time as the road project.

Council consensus was reached to move forward with the dog park plans.

#### B. Oak Grove Request

Carpenter reviewed the Staff report in regard to the letter of request from Oak Grove asking to extend their water and wastewater agreements.

Mayor Muehlbauer shared that he thought they charged the same rates to Oak Grove and Oak Grove was charging an administrative fee on top of the rates for the processing of the billing. He asked if this was correct. Carpenter said he is not familiar with how Oak Grove did this on their side. He noted that he can find out.

Thunstrom explained that Oak Grove has one meter and St. Francis bills their one rate to this one meter and then Oak Grove breaks it down to the residents.

Mayor Muehlbauer asked if this makes those residents be in a higher tier and pay more. Thunstrom said she did not know.

Mayor Muehlbauer stated this seems like a no-brainer as they want more security for their plant. He noted this is also helping to mend the relationship between the two cities.

Robinson asked if this agreement has a cancellation clause and if this request will change it at all. Carpenter explained that the implication is still in the agreement.

Council consensus was reached to agree to Oak Grove's request.

### C. Project Updates

Thunstrom reviewed the Staff report with the Council and gave an update on ongoing projects. She shared that there have been people interested in purchasing the current City Hall building but asked the Council if they want to sell the building or hold on to it and lease it out.

Mayor Muehlbauer shared that his thoughts for the building were to open a City dispensary in it; however, with the proximity to the daycare, it is likely not a possibility. He said he does not see a lot of other uses for this building outside of rental community space. He noted he would rather see it sold and have the money reinvested back into the community. He added that Thunstrom can take the lead on when would be the best time to sell the building.

Kreklow shared her concern about the real estate market starting its downward trend in the summer. She also shared a concern about potentially locking themselves into some non-compete language around the area. She suggested they could turn the building into a senior center or add pickleball courts that can be rented out. She noted that if they did keep the building there are lots of possibilities with what they could do with it. She said she does not think they would be able to get all of the money back that they paid for the building when they go to sell it, so she thinks they should keep it and turn it into something that the community wants.

Mayor Muehlbauer noted they had thought about putting this out on the market and if the market starts going down they could just decide to hang on to the building and use it for community use. He added that if they do decide to keep the building there will be continued maintenance. He said he likes the idea of adding pickleball courts to the building. He noted that if they do hold on to the building, there will be additional costs to make it into a community or senior center. He said he is open to any idea of what they can do with the building.

Udvig said the City is in a nice position with this in that they would not have to sell the building in a hurry and they have time to figure out what they want to do with it. She added that there are groups in the City that may be able to use this space for meetings. She noted they should brainstorm some ideas of what they would be able to utilize this space for before they think about selling.

Kreklow asked if a community center was on the list of survey results of things that residents wanted in the City. Udvig said yes.

Mayor Muehlbauer said when he thinks of a community center, he thinks of something like a YMCA where there are many things that people can do. He noted that he does not think the residents know the costs that would be associated with opening a community center.

Udvig suggested they could label it as a community space rather than a community center.

Robinson asked if they could keep part of the building. He asked about the current appraised value of the building. Thunstrom shared that the building next door sold for \$350,000. She added that the City could keep the whole building and lease out portions of it. She noted that this would put it back on the tax rolls if it was leased to a private business.

Robinson asked if the City would want to be in the rental business.

Mayor Muehlbauer said if they do decide to rent it out they would have to come up with a rent amount and the business would have to be willing to pay the set number so it would make sense to the City.

Thunstrom shared that she can tell the parties who are currently interested in purchasing the building that the City has not yet decided what they want to do with it. She said they have plenty of time to make this decision.

Mayor Muehlbauer asked if there is a number that a buyer could offer that would be too good for the City to turn down. Thunstrom said \$500,000 or above.

Kreklow asked if they were to keep a portion of the building and sell off the other part if they would then be far enough from the daycare to open a dispensary. Mayor Muehlbauer said that would be a possibility; however, they would have to subdivide the property which could be a difficult process.

Mayor Muehlbauer shared his reasoning for wanting a City dispensary as it would be another way, like the liquor store, to generate revenue to lessen the burden on taxpayers.

Thunstrom said the current Bottle Shop manager would be a great manager to expand into the dispensary.

Thunstrom reviewed the Patriot Parkway project. She shared that it has come to the point where the City cannot afford to build all of this infrastructure. She said they will still be going through the preliminary plat process; however, the City does not have funds for the infrastructure.

Robinson asked if the coffee shop in this area will still be happening. Thunstrom said they will have to wait and see what happens on this lot. She explained that the coffee shop took a chance with this property as they knew there was not a road yet. She added that Staff has tried to direct them to multiple other sites, yet they are still hanging onto this one. She said they can pursue State or Federal funding for this.

Thunstrom reviewed the Vista Prairie project. She stated that the groundbreaking is currently scheduled for June 10.

Robinson asked if they plan to have a groundbreaking ceremony. Thunstrom explained that they are waiting until after all of their loans have closed.

Robinson asked if the Chamber of Commerce is involved with this. Thunstrom said no.

Thunstrom shared that they have a pre-construction meeting scheduled for June 5 where they will be able to get some more information on the groundbreaking.

Thunstrom reviewed the Rum River Inn status. She shared that they are not sure if the building can be saved at this point. She said she is working with an engineering team on this. She added that the State has determined this as a historic building. She shared the two options for the buildings are to renovate it or tear it down. She added that there are grant opportunities for this building. She shared that the foreclosure of this will be done in June. She asked the Council how they want to move forward with this building.

Mayor Muehlbauer asked what kind of issues could come about with this building sharing a lot with the hardware store. Thunstrom explained that she has worked with HKGi and if they were to tear down the building then everything on the lot would need to be demolished in order to rebuild on it. She noted that this is a very complex lot and the lot lines for the hardware store are very messy, including the right-of-way.

Thunstrom explained that if they had someone to come in and redevelop this property then the City could ask them to put the right-of-way by the curve in the road rather than at a straight line. She noted that if this were to be torn down it would be a very complex site for someone to put something back on it.

Udvig said if someone comes in and tears the building down to rebuild on this lot then this would likely be an investment there would not be a return. She shared that she gets calls and emails from residents asking if anything can be done about the Rum River Inn and she has to tell them that there is not much they can do at this time.

Robinson asked about the foreclosure parameters. Thunstrom explained that since the building was vacant the bank could have done a five-week foreclosure redemption period; however, this is a court action that would take more money so instead they did it through publication, which is a six-month process. She shared that she has had conversations with a realtor on if the bank would consider a short sale on the building. She said the bank has not entertained this. She added that the bank is thinking that this building is worth a lot more than it is. She noted that an appraiser will come out to assess the property before they try to get this on the market.

Robinson asked about the benefit for the City if they go through this process. Thunstrom explained that getting the grants and doing the studies will only give them hope and give the developer a head start on the project. She noted that this may not be enough to get someone to want to buy the property. She added that now that the building has been deemed historic, it does open up some tax credits and loans.

Thunstrom explained that if they can get some grants for this project then they may be able to do some work on this building. She shared that they could do a use study that would show developers what the property can be used for. She noted that she has a meeting set on Thursday in regard to the grant piece of this. She shared the uses that would be allowed for this property.

Robinson asked if this is something that Staff wants to continue to spend time working on. Thunstrom explained that it was bittersweet when the State deemed this a historic building. She said it is a tough site but if they can get help on this and they can do it cheap enough, it would be worth doing something; however, if it is something that would require a lot of time and money then she thinks they need to step back and let it go. She noted that they only have so much capacity for projects right now concerning all of the other ongoing projects. She reiterated that she will be learning more about the possibilities at her grant meeting on Thursday.

Council consensus was reached to direct Staff to move forward with the discussed direction on the current City Hall building and the Rum River Inn.

#### 4. **ADJOURNMENT**

There being no further business, Mayor Muehlbauer adjourned the City Council Work Session at 7:49 p.m.

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Jennifer Wida, City Clerk



**CITY COUNCIL AGENDA  
REPORT**

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Stahl Construction – Pay Applications No. 9 – Labor & Material  
**DATE:** June 17, 2024

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**OVERVIEW:**

Stahl has submitted Pay Application No. 9 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$1,329,503.17 The breakdown is below.

- Labor - \$606,834.69
- Material - \$722,668.48

**ACTION TO BE CONSIDERED:**

Motion to approve Labor & Material Pay Applications No 9.

**BUDGET IMPLICATION:**

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

Attachments:

- Pay Application No. 9 Labor
- Pay Application No. 9 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. #: 9

App. Date: June 4, 2024

Month: May 2024

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	18,569.59
Changes Approved Previously	28,551.45
Changes Approved this Month	(9,981.86)
Current Contract Price	5,328,566.59
Work Completed and Material Stored to Date	2,947,231.32
Retainage 5% of Completed Work	103,550.64
Total Earned Less Retainage	2,843,680.68
Less Previous Certificates for payment	2,236,845.99

**Current Payment Due** ..... \$ **606,834.69**

**Balance to Finish, Plus Retainage** ..... \$ **2,484,885.91**

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

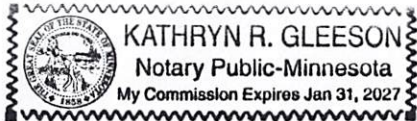
By: *Doroth J. Adrick* Date: *6.4.24*

State: **Minnesota**

County: **Hennepin**

Subscribed and sworn to before me this *4th* day of *June*, 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 Soobh* Date: **06/04/2024**

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** ..... \$ **606,834.69**

### 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. #: 9  
 App. Date: June 4, 2024  
 Month: May 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	\$ 1,365,947.00	\$ 667,660.67	81,160.11	\$ -	\$ 748,820.78	55%	\$ 617,126.22	\$ 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	\$ 1,890.00	288,536.00	272,250.00	-	-	272,250.00	94%	16,286.00	13,612.50	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	401,515.00	-	-	401,515.00	100%	0.00	20,075.75	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	45,200.00	14,181.00	-	59,381.00	89%	7,489.00	2,969.05	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	142,923.20	29,485.05	-	172,408.25	86%	29,210.75	8,620.41	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	\$ 836.00	76,827.00	54,506.00	-	-	54,506.00	71%	22,321.00	2,725.30	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	24,951.00	-	24,500.00	-	24,500.00	98%	451.00	1,225.00	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	165,000.00	165,000.00	-	330,000.00	87%	48,500.00	16,500.00	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	1,145.36	-	-	1,145.36	3%	32,755.64	57.27	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	-	4,326.00	-	4,326.00	5%	82,444.00	216.30	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	1,600.00	-	-	-	-	0%	1,600.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%
14 60 00		Holists 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	9,025.00	32,580.00	-	41,605.00	57%	31,395.00	2,080.25	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 16,156.00	422,025.00	205,449.00	101,346.00	-	306,795.00	73%	115,230.00	15,339.75	5%
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 7,944.00	399,944.00	100,050.00	117,444.00	-	217,494.00	54%	182,450.00	10,874.70	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 21,156.51	306,293.51	85,536.00	56,174.00	-	141,710.00	46%	164,583.51	7,085.50	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	\$ 1,376.00	220,376.00	-	-	-	-	0%	220,376.00	-	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%

# Continuation Sheet



Agenda Item # 4C.

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. #: 9  
 App. Date: June 4, 2024  
 Month: May 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	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%
71	00 00	Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%
		<b>Subtotals</b>		<b>\$ 5,249,997.00</b>	<b>\$ 15,644.07</b>	<b>\$ 5,265,641.07</b>	<b>\$ 2,286,231.04</b>	<b>\$ 626,196.16</b>	<b>\$ 0.00</b>	<b>\$ 2,912,427.20</b>	<b>55%</b>	<b>\$ 2,353,213.87</b>	<b>\$ 103,550.64</b>	
90	00 00	Contractor Overhead / Profit	Stahl Construction	60,000.00	2,925.52	62,925.52	26,913.79	7,890.33	-	34,804.12	55%	28,121.40	0.00	0%
		<b>Totals</b>		<b>\$ 5,309,997.00</b>	<b>\$ 18,569.59</b>	<b>\$ 5,328,566.59</b>	<b>\$ 2,313,144.83</b>	<b>\$ 634,086.49</b>	<b>\$ 0.00</b>	<b>\$ 2,947,231.32</b>	<b>55%</b>	<b>\$ 2,381,335.27</b>	<b>\$ 103,550.64</b>	

# 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. #: 9  
 App. Date: June 4, 2024  
 Month: May 2024

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price .....	6,531,580.00
Net Change by Change Order .....	55,423.86
Changes Approved Previously .....	32,437.72
Changes Approved this Month .....	22,986.14
Current Contract Price .....	6,587,003.86
Work Completed and Material Stored to Date .....	4,767,642.47
Retainage .....	-
Total Earned .....	4,767,642.47
Less Previous Certificates for payment .....	4,044,973.99

**Current Payment Due** ..... \$ **722,668.48**

**Balance to Finish, Including Retainage** ..... \$ **1,819,361.39**

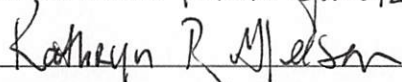
The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued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

### CONTRACTOR

By:  Date: 6.4.23

State: Minnesota  
 County: Hennepin

Subscribed and sworn to before me this 4th day of June, 2024


Notary Public: 



## 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:  Date: 06/04/2024

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** ..... \$ **722,668.48**

### 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 Material  
 App. #: 9  
 App. Date: June 4, 2024  
 Month: May 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	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 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	223,085.00	223,085.00	-	-	223,085.00	100%	0.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,981,079.00	-	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,781.00	113,076.00	94,705.00	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	34,897.50	-	-	34,897.50	90%	3,877.50	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 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	9,277.00	-	-	-	-	0%	9,277.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	237,769.00	23,072.00	-	260,841.00	100%	0.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	-	-	-	-	0%	25,717.90	-	0%	
07 92 00	Joint Sealants	TBD	\$ 8,000.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	188,165.00	66,388.00	90,397.00	-	156,785.00	83%	31,380.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	181,945.00	-	181,945.00	-	181,945.00	100%	0.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ (500.00)	144,500.00	45,000.00	99,500.00	-	144,500.00	100%	0.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	1,145.36	-	-	1,145.36	3%	33,390.64	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	-	2,205.00	-	2,205.00	15%	12,535.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	-	-	-	-	0%	16,300.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 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	\$ 5,947.55	50,902.55	-	-	-	-	0%	50,902.55	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	46,400.00	-	-	46,400.00	93%	3,600.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	-	-	-	-	0%	7,609.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	37,165.00	-	-	37,165.00	67%	18,583.00	-	0%	
14 60 00	Holst and Cranes	Aero	\$ 7,250.00	\$ 0.00	6,850.00	-	-	-	-	0%	6,850.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ 0.00	58,800.00	41,160.00	14,700.00	-	55,860.00	95%	2,940.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 29,472.10	614,939.20	433,281.70	64,367.00	-	497,648.70	81%	117,290.50	-	0%	
23 00 00	HVAC	Sentra Sola	\$ 436,000.00	\$ 11,947.00	447,947.00	323,250.00	72,697.00	-	395,947.00	88%	52,000.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ (10,862.07)	833,660.93	275,086.00	71,894.00	-	346,980.00	42%	486,680.93	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 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	48,800.00	-	-	-	-	0%	48,800.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	154,983.00	-	-	-	-	0%	154,983.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%	

# 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 Material  
**App. #:** 9  
**App. Date:** June 4, 2024  
**Month:** May 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	%
71 00 10	Unallocated			2,980.00		-		-				0.00		
71 00 00	Contingency			40,000.00	\$ 0.00	35,968.00	-	-	-	-	0%	35,968.00	-	0%
<b>Subtotals</b>				<b>\$ 6,466,580.00</b>	<b>\$ 54,914.58</b>	<b>\$ 6,521,494.58</b>	<b>\$ 4,004,745.16</b>	<b>\$ 715,482.00</b>	<b>\$ 0.00</b>	<b>\$ 4,720,227.16</b>	<b>72%</b>	<b>\$ 1,801,267.42</b>	<b>\$ 0.00</b>	
90 00 00	Contractor Overhead / Profit		Stahl Construction	65,000.00	509.28	65,509.28	40,228.83	7,186.48	-	47,415.31	72%	18,093.97	0.00	0%
<b>Totals</b>				<b>\$ 6,531,580.00</b>	<b>\$ 55,423.86</b>	<b>\$ 6,587,003.86</b>	<b>\$ 4,044,973.99</b>	<b>\$ 722,668.48</b>	<b>\$ 0.00</b>	<b>\$ 4,767,642.47</b>	<b>72%</b>	<b>\$ 1,819,361.39</b>	<b>\$ 0.00</b>	



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Quicksilver Street Surface Improvement Project  
**DATE:** June 17, 2024

**OVERVIEW:**

Staff received quotes for the Quicksilver Surface Improvement Project. The request for quotes was sent out on May 28, 2024 and were due by June 11, 2024 at 10:00 AM. A total of four quotes were received. The quotes were as follows:

<u>Contractor</u>	<u>Bid Amount</u>
North Valley, Inc.	\$42,185.59
Knife River Corporation – North Central	\$54,255.30
Park Construction Company	\$56,708.39
Valley Paving Inc.	\$76,547.30

The Quote tabulation is attached. The engineers estimate for this project was \$44,590. In general, the improvements to Quicksilver Street include the reclamation of the existing bituminous pavement, the construction of a new bituminous roadway surface, and new gravel shoulders. The construction plans are attached for reference.

**ACTION TO BE CONSIDERED:**

The attached resolution accepts the quotes and awards the contract to North Valley, Inc. in the amount of \$42,185.59. Consideration to adopt Resolution 2024-23 Resolution Accepting Quotes and Awarding Contract.

**BUDGET IMPLICATION:**

This project will be funded by local street funds. These funds are available and appropriate for this project.

Attachments:

- Resolution 2024-23 – Resolution accepting quotes and awarding contract
- Quote Tabulation
- Construction Plans

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

**RESOLUTION NO. 2024-23**

**A RESOLUTION ACCEPTING QUOTES AND AWARDING CONTRACT  
FOR THE QUICKSILVER STREET SURFACE IMPROVEMENT PROJECT**

**WHEREAS**, pursuant to a request for quotes for the surface improvements of Quicksilver Street, quotes were received, opened, and tabulated according to law, and the following quotes were received complying with the request:

North Valley, Inc.	\$42,185.59
Knife River Corporation – North Central	\$54,255.30
Park Construction Company	\$56,708.39
Valley Paving Inc.	\$76,547.30

**AND WHEREAS**, it appears that North Valley Inc., of Nowthen, Minnesota is the lowest responsible contractor:

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

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with North Valley Inc., of Nowthen, Minnesota in the name of the City of St. Francis for the Quicksilver Street Surface Improvement Project, according to the plans and specifications.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>TH</sup> DAY OF JUNE, 2024.

ATTEST:

\_\_\_\_\_  
Jennifer Wida, City Clerk

APPROVED:

\_\_\_\_\_  
Joseph Muehlbauer, Mayor



**QUOTE TABULATION**  
**City of St. Francis**  
**Quicksilver Street Surface Improvement Project**

Agenda Item # 4D.

Quotes were opened at 10:00 a.m., June 11, 2024.  
 There were four (4) quotes received, as shown herein.

Schedule "A"					North Valley, Inc.		Knife River Corporation North Central	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LUMP SUM	1	\$2,755.02	\$2,755.02	\$12,000.00	\$12,000.00
2	2104.503	SAWCUT BITUMINOUS PAVEMENT – FULL DEPTH	LIN FT	45	\$5.06	\$227.70	\$8.00	\$360.00
3	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	24	\$11.68	\$280.32	\$25.00	\$600.00
4	2211.509	AGGREGATE BASE CLASS II	TON	41	\$67.49	\$2,767.09	\$90.00	\$3,690.00
5	2215.504	FULL DEPTH RECLAMATION	SQ YD	1160	\$7.29	\$8,456.40	\$8.00	\$9,280.00
6	2232.504	MILL BITUMINOUS SURFACE	SQ YD	5.6	\$39.36	\$220.42	\$68.00	\$380.80
7	2357.506	BITUMINOUS MATERIAL TACK COAT	GALLON	73	\$5.45	\$397.85	\$2.50	\$182.50
8	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	SQ YD	24	\$50.98	\$1,223.52	\$68.00	\$1,632.00
9	2360.506	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	TON	114	\$101.13	\$11,528.82	\$95.00	\$10,830.00
10	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	TON	153	\$93.65	\$14,328.45	\$100.00	\$15,300.00
<b>Total Schedule "A"</b>						<b><u>\$42,185.59</u></b>		<b><u>\$54,255.30</u></b>

**QUOTE TABULATION**  
**City of St. Francis**  
**Quicksilver Street Surface Improvement Project**

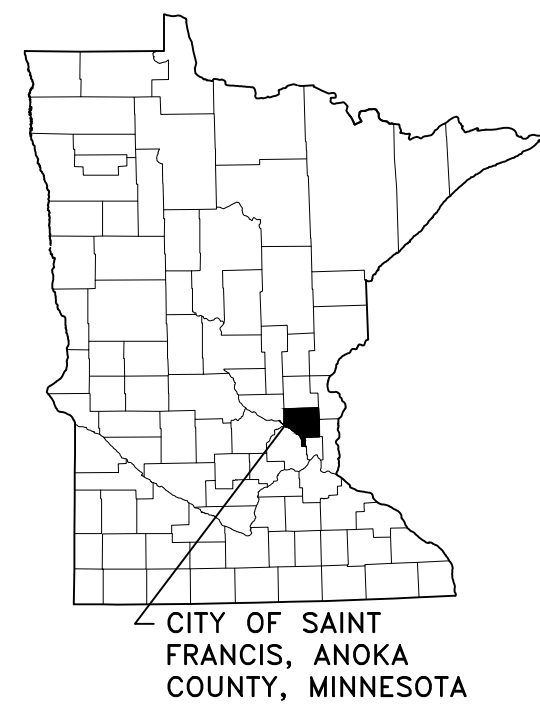
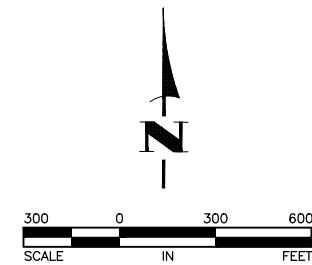
Agenda Item # 4D.

Quotes were opened at 10:00 a.m., June 11, 2024.  
 There were four (4) quotes received, as shown herein.

Schedule "A"					Park Construction Company		Valley Paving, Inc.	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LUMP SUM	1	\$14,000.00	\$14,000.00	\$12,000.00	\$12,000.00
2	2104.503	SAWCUT BITUMINOUS PAVEMENT – FULL DEPTH	LIN FT	45	\$7.30	\$328.50	\$18.40	\$828.00
3	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	24	\$17.80	\$427.20	\$43.00	\$1,032.00
4	2211.509	AGGREGATE BASE CLASS II	TON	41	\$110.00	\$4,510.00	\$153.00	\$6,273.00
5	2215.504	FULL DEPTH RECLAMATION	SQ YD	1160	\$5.30	\$6,148.00	\$11.00	\$12,760.00
6	2232.504	MILL BITUMINOUS SURFACE	SQ YD	5.6	\$29.40	\$164.64	\$265.00	\$1,484.00
7	2357.506	BITUMINOUS MATERIAL TACK COAT	GALLON	73	\$3.25	\$237.25	\$1.10	\$80.30
8	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	SQ YD	24	\$68.20	\$1,636.80	\$128.00	\$3,072.00
9	2360.506	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	TON	114	\$109.00	\$12,426.00	\$149.00	\$16,986.00
10	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	TON	153	\$110.00	\$16,830.00	\$144.00	\$22,032.00
<b>Total Schedule "A"</b>						<b><u>\$56,708.39</u></b>		<b><u>\$76,547.30</u></b>

# QUICKSILVER STREET SURFACE IMPROVEMENT PROJECT

CITY OF ST. FRANCIS, MINNESOTA



## GOVERNING SPECIFICATIONS Agenda Item # 4D.

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

## SHEET INDEX

THIS PLAN CONTAINS 4 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES, CONSTRUCTION NOTES, AND DETAILS
3	EXISTING CONDITIONS AND REMOVALS PLAN
4	CONSTRUCTION PLANS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Samuel G. Jochem*  
 SAMUEL G. JOCHUM, P.E.  
 HAKANSON ANDERSON  
 DESIGN ENGINEER

61933 LIC. NO. DATE 5/28/24

DATE	REVISION

MAY 28, 2024 - 2:31PM K:\MUNICIPAL\SF325\ENGINEERING\PLAN\_DWG\SF325\_TITLE.dwg

**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520

**ESTIMATED QUANTITIES**

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	QUICKSILVER STREET
				ESTIMATED QUANTITY
1	2021.501	MOBILIZATION	LUMP SUM	1
2	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	45
3	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	24
4	2211.509	AGGREGATE BASE CLASS II	TON	41
5	2215.504	FULL DEPTH RECLAMATION	SQ YD	1160
6	2232.504	MILL BITUMINOUS SURFACE	SQ YD	5.6
7	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	73
8	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	SQ YD	24
9	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	TON	114
10	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	TON	153

**BASIS OF ESTIMATED QUANTITIES**

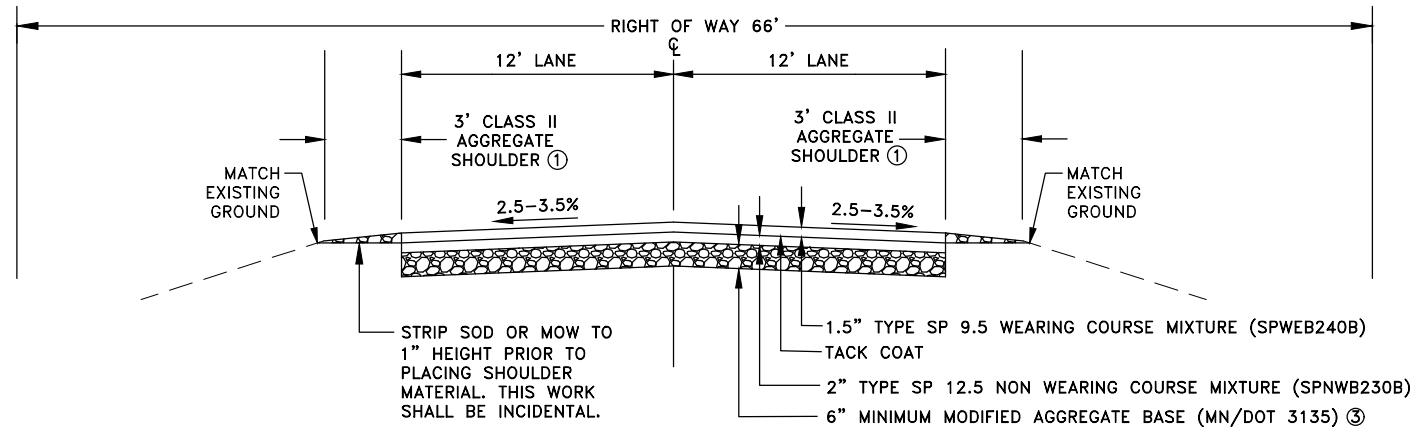
AGGREGATE BASE CLASS 5	100 lbs/yd <sup>2</sup> /in
NON WEARING BITUMINOUS COURSE MIXTURE	110 lbs/yd <sup>2</sup> /in
WEARING COURSE BITUMINOUS MIXTURE	110 lbs/yd <sup>2</sup> /in
BITUMINOUS MATERIAL FOR TACK COAT - NEW ASPHALT	0.06 gal/yd <sup>2</sup>

GENERAL CONSTRUCTION AND SOILS NOTES:

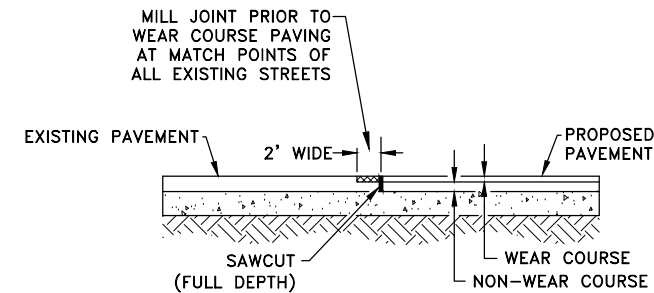
1. PROVIDE A SAW CUT WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT AND AT TERMINI OF CONSTRUCTION TO ENSURE A UNIFORM JOINT.
2. BITUMINOUS ITEMS DISTURBED BY CONSTRUCTION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH MN/DOT SPEC. 2104.
3. USE TACK COAT BETWEEN ALL BITUMINOUS MIXTURES. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF PER THE BASIS OF ESTIMATED QUANTITIES BETWEEN BITUMINOUS LAYERS. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS.
4. PERFORMANCE GRADED (PG) ASPHALT BINDER PG 58-28, SPEC. 3151, SHALL BE USED FOR ALL BITUMINOUS MIXES ON THIS PROJECT. SPECIFIC PG GRADES SHALL BE STATED IN THE SPECIAL PROVISIONS AND AT THE END OF THE MIX DESIGNATION NUMBER SHOWN ON THE TYPICAL SECTION.
5. THE BITUMINOUS MIXTURES SHALL MEET THE REQUIREMENTS OF SPECIFICATIONS 2360 AND 3139.
6. THE CONTRACTOR SHALL HAVE ALL EXISTING UTILITIES FIELD LOCATED PRIOR TO THE START OF WORK. IF NECESSARY, THE UTILITY COMPANIES WILL RELOCATE THEIR FACILITIES CONCURRENTLY WITH THE CONSTRUCTION OPERATIONS UNDER THIS CONTRACT. CONTRACTOR SHALL SCHEDULE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATION.
7. CONTRACTOR SHALL SALVAGE AND REINSTALL ALL SIGNS AND MAILBOXES AS REQUIRED TO COMPLETE THE WORK. THIS WORK SHALL BE INCIDENTAL.
8. CONTRACTOR SHALL PROMPTLY SWEEP EXISTING STREETS WHEN ANY SEDIMENT TRACKING OCCURS.

REFERENCE NOTE:

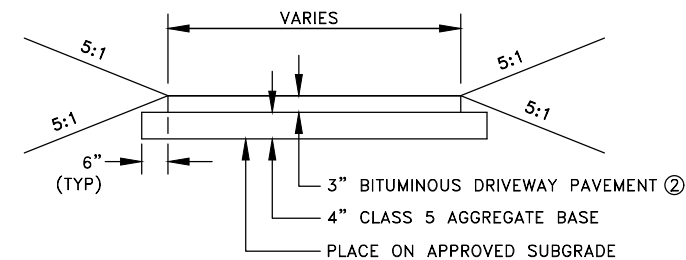
- ① SHOULDER SHALL BE AGGREGATE BASE CLASS 2 (LIMESTONE).
- ② BITUMINOUS DRIVEWAY PAVEMENT SHALL BE PAID PER ITEM 2360 TYPE 9.5 WEARING COURSE MIXTURE (2,B) 3" THICK.
- ③ CONTRACTOR SHALL WORK WITH ENGINEER TO DETERMINE APPROPRIATE RECLAIM DEPTH. A MINIMUM OF 6" OF RECLAIM IS PREFERRED.



① TYPICAL SECTION - QUICKSILVER STREET  
NO SCALE



③ BITUMINOUS MILLING DETAIL  
N.T.S.



② BITUMINOUS DRIVEWAY SECTION  
NO SCALE

May 28, 2024 - 2:32pm K:\MUNICIPAL\SF325\ENGINEERING\PLAN DWG\SF325-DETAILS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Samuel G. Jochum*  
 SAMUEL G. JOCHUM, P.E.  
 Date 5/28/24 Lic. No. 61933

DESIGNED BY: SGJ  
 DRAWN BY: SGJ  
 CHECKED BY: CJJ







**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

**QUICKSILVER STREET SURFACE IMPROVEMENT PROJECT**

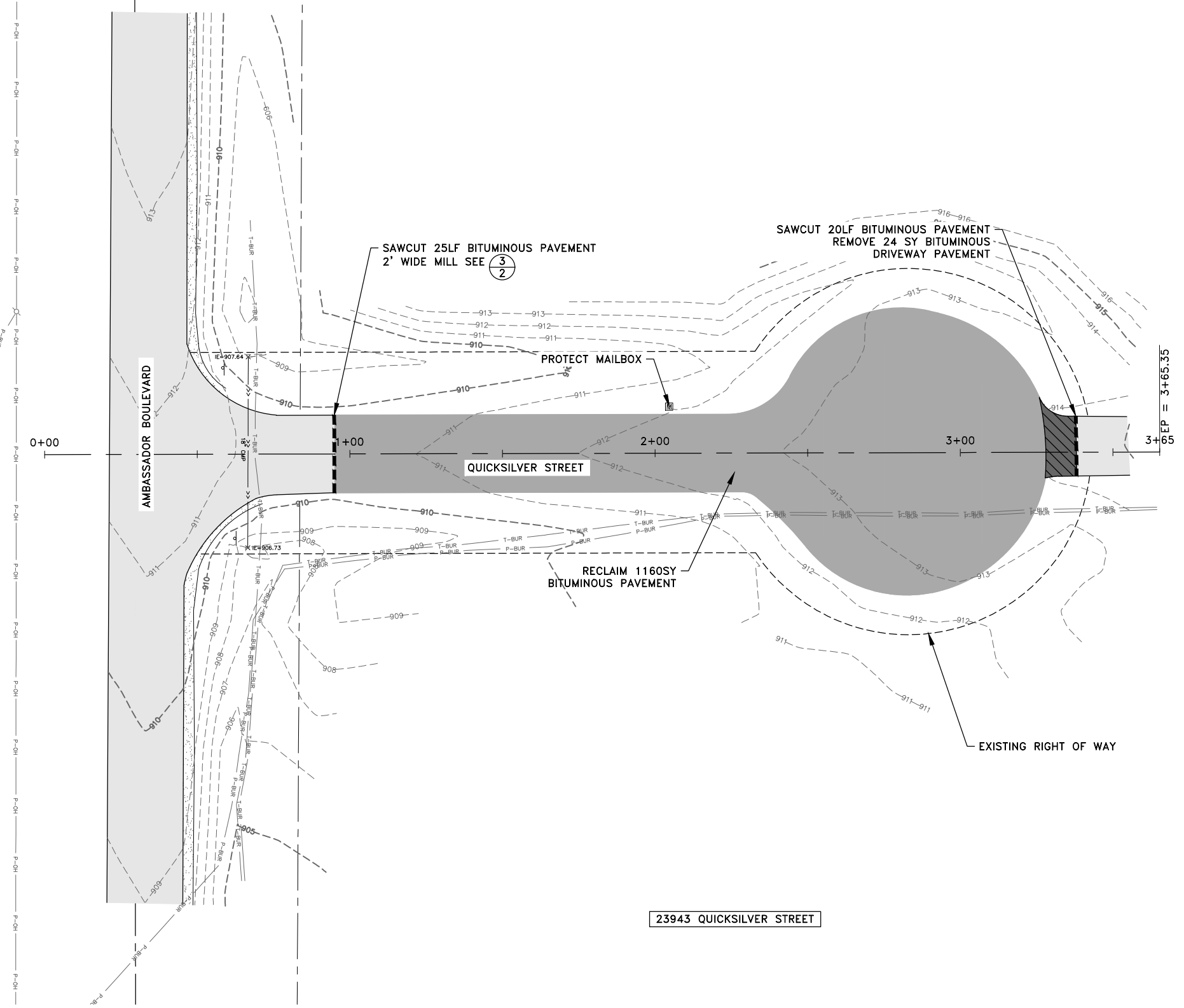
**ESTIMATED QUANTITIES, CONSTRUCTION NOTES, AND DETAILS**  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 2 OF 28

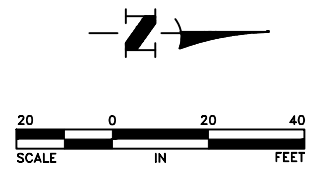
LEGEND

-  EXISTING BITUMINOUS PAVEMENT
-  RECLAIM BITUMINOUS PAVEMENT
-  REMOVE BITUMINOUS DRIVEWAY PAVEMENT
-  EXISTING CONTOUR

23946 QUICKSILVER STREET



23943 QUICKSILVER STREET



May 28, 2024 - 2:32pm K:\MUNICIPAL\SF325\ENGINEERING\PLAN DWG\SF325\_REMOVALS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Samuel G. Jochum*  
**SAMUEL G. JOCHUM, P.E.**  
 Date 5/28/24 Lic. No. 61933

DESIGNED BY: SGJ  
 DRAWN BY: SGJ  
 CHECKED BY: CJJ








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**QUICKSILVER STREET SURFACE IMPROVEMENT PROJECT**

**EXISTING CONDITIONS AND REMOVALS PLAN**  
 QUICKSILVER STREET  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 3 OF 29

LEGEND

-  EXISTING BITUMINOUS PAVEMENT
-  PROPOSED BITUMINOUS PAVEMENT SEE (1/2)
-  PROPOSED BITUMINOUS DRIVEWAY PAVEMENT SEE (2/2)
-  DRAINAGE ARROW
-  913.81 PROPOSED FINAL BITUMINOUS ELEVATION

REFERENCE NOTES:  
 ① CONTRACTOR SHALL TAPER RECLAIM MATERIAL TO MATCH EXISTING PAVEMENT GRADE. CUT AT STA 0+95 SHALL BE 3.5" TO 0" AT STA 1+45. THIS EXCAVATION WORK AND REMOVAL OF THE MATERIAL SHALL BE INCIDENTAL.

23946 QUICKSILVER STREET

23943 QUICKSILVER STREET

AMBASSADOR BOULEVARD

0+00

MATCH AGGREGATE SHOULDER

50' TAPER  
①

3' AGGREGATE SHOULDER CLASS II

3' AGGREGATE SHOULDER CLASS II

MATCH BITUMINOUS PAVEMENT

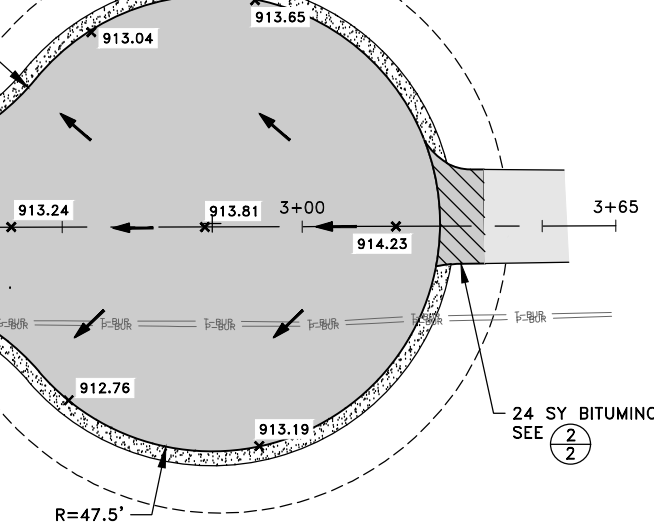
MATCH AGGREGATE SHOULDER

R=50'

R=47.5'

QUICKSILVER STREET

24 SY BITUMINOUS DRIVEWAY PAVEMENT  
SEE (2/2)



May 28, 2024 - 2:32pm K:\MUNICIPAL\SF325\ENGINEERING\PLAN DWG\SF325\_CONST\_PLAN.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Samuel G. Jochum*  
 SAMUEL G. JOCHUM, P.E.  
 Date 5/28/24 Lic. No. 61933

DESIGNED BY: SGJ  
 DRAWN BY: SGJ  
 CHECKED BY: CJJ



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**QUICKSILVER STREET SURFACE IMPROVEMENT PROJECT**

**CONSTRUCTION PLANS**  
 QUICKSILVER STREET  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 4 OF 30



**CITY COUNCIL AGENDA  
REPORT**

**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Authorization to Purchase Gear Extractors  
**DATE:** June 17, 2024

**OVERVIEW:**

The fire department is requesting authorization to purchase two Turnout Gear Extractors for the new fire station/city hall project. Gear extractors are vital to firefighter health and wellness. They are used to decontaminate our personal protective equipment after an incident. They are designed to eliminate the products of combustion that are carcinogens and can also disinfect our protective equipment from bio-hazardous substances such as blood and other bodily fluids.

The fire department received two quotes for the purchase of extractors, Fire Safety USA came in at \$11,249.90 with shipping included in the cost and Alex Air came in at \$11,748.00 without a cost for shipping for a comparable unit (Quotes attached)

The fire department would utilize the Gambling Fund for this purchase which currently has a balance of \$220,000

**ACTION TO BE CONSIDERED:**

Authorize the fire department to purchase Turnout Gear Extractors in the amount of \$11,249.90 from Fire Safety USA, using funds from the Gambling Fund.

**BUDGET IMPLICATION:**

Gambling Fund

Attachments:

- Quotes



312 Oak St S  
 New London, MN 56273  
 Phone: 800-264-2320  
 Fax: 320-763-9077  
 Email: orders@alexairapparatus.com  
 Web Site: www.alexairapparatus.com

# QUOTE

Date	Customer PO
5/20/2024	

BILL TO
St Francis Fire Department  Saint Francis, MN

SHIP TO
Alex Air Apparatus Prep for Install

S.O. #	Promise Date	Terms	Sales Rep
		N30	Corey Thorson

QTY	STOCK ORDER	PART NUMBER	DESCRIPTION	PRICE (Each)	PRICE (Extended)
		CACSM-22-Basic	Circul-Air-Corp Express Soft Mount Extractor	\$4,850.00	
			22lb Capacity (4 pcs)		
		CACSM-22-Pro	Circul-Air-Corp Express Soft Mount Extractor	\$5,874.00	
			22lb Capacity (4 pcs) PRO		
			Includes Detergent Dosing Pump		
			4 Pieces of PPE are considered to be 2 sets of Outershells		
			Or 2 sets of Liners		
		CACSM-35-Pro	Circul-Air-Corp Express Soft Mount Extractor	\$7,950.00	
			35lb Capacity (6 pcs) PRO		
			Includes Detergent Dosing Pump		
		CACSHD-30	Circul-Air-Corp Industrial Soft Mount Extractor	\$14,900.00	
			30lb Capacity (6 pcs) PRO		
			Includes Detergent Dosing Pump		
			Stainless Steel Industrial Design		
			**SHIPPING NOT INCLUDED**		
			**Install Not Included**		

\*CUSTOMERS THAT HAVE NOT PROVIDED TAX EXEMPT FORMS WILL BE CHARGED APPLICABLE SALES TAX

\*FREIGHT PREPAID & ADDED

\*F.O.B SHIPPING POINT

\*THIS IS NOT AN INVOICE

SHIPPING:  
SUB:  
TAX:  
**TOTAL:**

\_\_\_\_\_  
Authorized Signature of Approval

*Tax Rate*





FIRE SAFETY USA, INC.  
 3253 19TH ST NW  
 ROCHESTER, MN 55901  
 PHONE: 507-529-8444  
 FAX: 507-529-8111

# QUOTATION

<b>SHIP TO ADDRESS:</b>
ST FRANCIS FIRE DEPARTMENT

DATE:  
 5/8/2024  
 Rep: Chris Seljan  
 (507)884-0004  
[CHRIS.SELJAN@FIRESAFETYUSA.COM](mailto:CHRIS.SELJAN@FIRESAFETYUSA.COM)

QTY	ITEM	DESCRIPTION	PRICE EACH	PRICE EXTENDED
2	EW22G	READY RACK 22LB EXTRACTOR WASHER SOFT MOUNT	\$4,999.95	\$9,999.90
1	SHIPPING	SHIPPING ESTIMATE	\$1,250.00	\$1,250.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
1			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
0			\$0.00	\$0.00
<b>TOTAL</b>				\$11,249.90



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** DNR ReLeaf Grant RFP Acceptance and Award  
**DATE:** June 17, 2024

**OVERVIEW:**

In 2023 Public Works applied for the DNR ReLeaf Grant and received \$147,797.75 in funds to mitigate the Emerald Ash Borer damage in the City. City Council approved the contract with the DNR on January 2, 2024. An EAB Management Plan was then adopted by the City on February 20, 2024. The ReLeaf RFP was then released by Council on May 20<sup>th</sup> and it closed on May 29<sup>th</sup>.

RFP’s were received from the following companies:

- North Metro Tree Service \$164,076
- Hoffman & McNamara Co. \$125,474
- Rivard Companies, Inc. \$123,000

**ACTION TO BE CONSIDERED:**

Council to accept the received RFP’s by the above-mentioned Companies.

Staff recommends Council to award the RFP to the lowest bid of \$123,000 and approve staff to enter into a contract with Rivard Companies to move forward with tree services for the City.

**BUDGET IMPLICATION:**

None

Attachments:

- Draft Contract for tree services with Rivard Companies.

**CONTRACT FOR TREE SERVICES  
WITH RIVARD CONTRACTING**

THIS AGREEMENT is made this 17th day of June, 2024 by and between Rivard Companies, Inc d/b/a as Rivard Contracting, a tree removal company located at 19801 Hwy 65 NE, East Bethel, MN 55011 (“Contractor”), and the City of St. Francis, Minnesota, a Minnesota municipal corporation located at 23340 Cree Street NW St. Francis, MN 55070 (the “City”):

**RECITALS**

- A. Contractor is engaged in the business of tree services.
- B. The City desires to hire Contractor to provide tree services.
- C. Contractor represents that it has the professional expertise and capabilities to provide the City with the requested work.
- D. The City desires to engage Contractor to provide the work described in this Agreement and Contractor is willing to provide such work on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed herein, the City and Contractor agree as follows:

**AGREEMENT**

1. **The Work.** Contractor shall perform the work more fully described in the attached **Exhibit A – The Work**. The Work includes all work and services required by this Agreement, whether completed or partially completed, and includes all labor, materials, equipment, and services provided or to be provided by Contractor to fulfill Contractor’s obligations. All Work shall be completed according to the specifications set forth in the attached **Exhibit B**.
2. **Time for Completion.** The Contractor shall proceed diligently and shall complete the Work to the satisfaction and approval of the City’s authorized agent according to the length of time set forth in **Exhibit A - The Contract Time**. Contractor shall notify the City in writing of any cause of delay of the Work within 24 hours after such cause of delay arises. If Contractor fails to complete the Work during the Contract Time, the City may immediately, or at any time thereafter, proceed to complete the Work at the Contractor’s expense. If Contractor gives written notice of a delay over which Contractor has no control, the City may at its discretion, extend the Contract Time.
3. **Consideration.** In consideration of the performance of the Work, the City shall pay to Contractor the amount set forth herein **Exhibit C - The Contract Price**. The consideration shall be for both the Work performed by Contractor and the expenses incurred by Contractor in performing the Work. Contractor shall submit statements to the City containing a detailed list of project labor and hours, rates, titles, and amounts undertaken by Contractor during the relevant billing period. The City shall pay Contractor within thirty (30) days after receiving a statement from Contractor.
4. **Extra Work.** Unless approved by the City in writing, Contractor shall make no claim for extra work done or materials furnished, nor shall Contractor do any work or furnish any materials not covered by the plans and specifications of this Agreement.

5. **Contract Documents.** The Contract Documents shall consist of this Agreement; all exhibits to this Agreement, which are incorporated herein by reference; any supplementary drawings, plans, and specifications; and other documents listed herein.

In the event of a conflict among the various provisions of the Contract Documents, the terms shall be interpreted in the following order of priority:

- a. Modifications to this Agreement
- b. This Agreement, including all exhibits
- c. Supplementary drawings, plans, specifications
- d. Other documents listed in this Agreement

6. **Expense Reimbursement.** Contractor shall not be compensated separately for necessary incidental expenses. All expenses of Contractor shall be built into Contractor's fixed compensation rate, unless reimbursement is provided for an expense that received the prior written approval of the City, which approval may be provided via electronic mail.

7. **Approvals.** Contractor shall secure the City's written approval before making any expenditures, purchases, or commitments on the City's behalf beyond those listed in the Work. The City's approval may be provided via electronic mail.

8. **Protection of Persons and Property.** Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Work. Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

- a. Persons performing the Work and other persons who may be affected by the Work;
- b. The Work and materials and equipment to be incorporated therein; and
- c. Other property at the site or adjacent to the site, such as trees, shrubs, lawns, walks, pavement, roadways, structures and utilities.

Contractor shall promptly remedy damage and loss to property caused in whole or in part by Contractor or any of its subcontractors, agents, or anyone directly or indirectly employed by any of them.

9. **Acceptance of the Work.** All of the Contractor's work and labor shall be subject to the inspection and approval of the City. If any materials or labor are rejected by the City as defective or unsuitable, then the materials shall be removed and replaced with other approved materials and the labor shall be done to the satisfaction and approval of the City at the Contractor's sole cost and expense. Contractor shall replace at Contractor's expense any loss or damage to the Work, however caused, which occurs during the construction thereof or prior to the final delivery to and acceptance of the Work by the City. Any payment made to Contractor, shall not be construed as operating to relieve Contractor from responsibility for the construction and delivery of Work. Acceptance of the completed Work shall be evidenced only by a Certificate of Final Completion issued by the City, which shall state the date on which the City accepts the completed Work (the "Final Completion Date").

10. **Warranty.** Contractor represents and warrants that it has the requisite training, skills, and experience necessary to complete the Work, is appropriately licensed by all applicable agencies and governmental entities, and will complete the Work in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar work.

**11. Termination.** This Agreement shall remain in force and effect commencing from the effective date and continuing until the completion of all of the parties' obligations hereunder, unless terminated by the City or amended pursuant to the Agreement. Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. The parties, by mutual written agreement, may terminate this Agreement at any time;
- b. Contractor may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
- c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- d. The City may terminate this Agreement immediately upon Contractor's failure to have in force any insurance required by this Agreement.

In the event of a termination, the City shall pay Contractor for Work performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

**12. Amendments.** No amendments may be made to this Agreement except in a writing signed by both parties.

**13. Remedies.** In the event of a termination of this Agreement by the City because of a breach by Contractor, the City may complete the Work either by itself or by contract with other persons or entities, or any combination thereof. These remedies provided to the City for breach of this Agreement by Contractor shall not be exclusive. The City shall be entitled to exercise any one or more other legal or equitable remedies available because of Contractor's breach.

**14. Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. Contractor shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

**15. Indemnification.** To the fullest extent permitted by law, Contractor, and Contractor's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; and costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Contractor's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct by Contractor, or arising out of Contractor's failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations shall survive the completion or termination of this Agreement.

**16. Insurance.** Contractor shall maintain reasonable insurance coverage throughout this Agreement. Contractor agrees that before any work related to the approved project can be performed, Contractor shall maintain at a minimum:

- a. Worker’s Compensation Insurance as required by Minnesota Statutes, section 176.181;
- b. Business Auto Liability covering vehicles owned by Contractor and non-owned vehicles used by Contractor, with policy limits not less than \$1,000,000.00 per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of such motor vehicles, along with any statutorily required automobile coverage;
- c. Commercial General Liability in an amount of not less than \$1,000,000.00 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 for products-completed operations hazard, providing coverage for claims including:
  - i. Damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
  - ii. Personal and advertising injury;
  - iii. Damages because of physical damage to or destruction of property, including loss of use of such property;
  - iv. Bodily injury or property damage arising out of completed operations; and
  - v. Contractor’s indemnity obligations under this Agreement.

To meet the Commercial General Liability and Business Auto Liability requirements, Contractor may use a combination of Excess and Umbrella coverage. Prior to commencement of the Work, Contractor shall provide the City with a current certificate of insurance including the following language: “The City of St. Francis is named as an additional insured with respect to the commercial general liability, business automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages.” Such certificate of liability insurance shall list the City as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless 30 days’ written notice is provided to the City, or 10 days’ written notice in the case of non-payment.

**17. Assignment.** Neither the City nor Contractor shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party’s prior written consent.

**18. Independent Contractor.** Contractor is an independent contractor. Contractor’s duties shall be performed with the understanding that Contractor has special expertise as to the Work which Contractor is to perform and is customarily engaged in the independent performance of the same or similar work for others. Contractor shall provide or contract for all required equipment and personnel. Contractor shall control the manner in which the Work is performed; however, the nature of the Work and the results to be achieved shall be specified by the City. The parties agree that this is not a joint venture and the parties are not co-partners. Contractor is not an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement. All Work provided by Contractor pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

**19. Entire Agreement.** The Contract Documents shall constitute the entire agreement between the City and Contractor, and supersede any other written or oral agreements between the City and Contractor.

**20. Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

21. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Anoka County, Minnesota.

22. **Agreement Not Exclusive.** The City retains the right to hire other professionals, contractors and service providers for this or other matters, in the City’s sole discretion.

23. **Data Practices Act Compliance.** Any and all data provided to Contractor, received from Contractor, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor agrees to notify the City within three business days if it receives a data request from a third party. This paragraph does not create a duty on the part of Contractor to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations shall survive the termination or completion of this Agreement.

24. **No Discrimination.** In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

25. **Authorized Agents.** The City’s authorized agent for purposes of administration of this contract is Paul Carpenter, or designee. Contractor’s authorized agent for purposes of administration of this contract is Mike Rivard, or designee who shall perform or supervise the performance of all Work.

26. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

CONTRACTOR  
Mike Rivard

19801 Hwy 65 NE,  
East Bethel, MN 55011

THE CITY  
City of St. Francis

Attn: Public Works Director

23340 Cree Street NW

St. Francis, MN 5507

27. **Payment of Prevailing Wage:** As funding for this contract comes from the Minnesota Department of Natural Resources ReLeaf program, this contract is subject to all prevailing wage rules per Minnesota Statue 177.41 through 177.44. Consequently, the bid request and any contracts entered into by the City of St. Francis must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany pay request submittals under this agreement. The City of St. Francis may refuse to issue payment until appropriate certification and documentation is received and approved by City staff.

28. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

29. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

30. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

31. **Signatory.** Each person executing this Agreement ("Signatory") represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Contractor did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Contractor, described in this Agreement, personally.

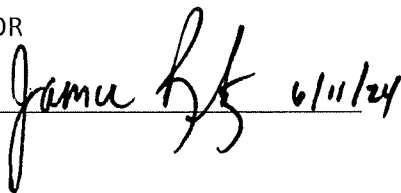
32. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (pdf) and signatures appearing on electronic mail instruments shall be treated as original signatures.

33. **Recitals.** The City and Contractor agree that the Recitals are true and correct and are fully incorporated into this Agreement.

IN WITNESS WHEREOF, the City and Contractor have caused this Independent Contractor Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

CONTRACTOR

By: \_\_\_\_\_  
Mike Rivard



CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Clerk



## Exhibit A

### Description of Work and Contract Time

#### Scope of Work

Proposer shall provide all labor, supervision, equipment, locates (gopher one), services and expertise required to perform:

- the removal and disposal of ash trees,
- stump grinding, repair disturbed areas with black dirt/seed in groomed park areas,
- the ordering/purchasing of trees,
- the planting of other non-disease species to replace all ash tree removal as outlined in **Exhibit B**,
- Placing mulch around the base of each newly planted tree as defined in the DNR Best Planting Practices, go to [https://www.dnr.state.mn.us/treecare/residential\\_plant.html](https://www.dnr.state.mn.us/treecare/residential_plant.html)
- City will provide the mulch, the bark guard and gator bags,
- Proposer will install mulch, bark guard, and gator bags and will follow DNR's Best Planting Practices. Proposer will provide stakes, if needed
- Diameter of trees to cut: Small Trees < 6 inches DBH; Medium Trees 6"-14" DBH; Large Trees > 14" DBH, see **Exhibit B**

#### Specified Products

Proposer shall install trees based on the replacement schedule as outlined in **Exhibit B**. Trees shall be ¾ inch to 2 inches in diameter, container trees (#20 or smaller).

#### Project Location

Work will be performed in City owned public parks and one City owned boulevard. The location of the boulevard and each park by name and address as well as the number of trees being removed and the number and type of trees to be planted at each location are identified in **Exhibit B**.

#### Schedule of Work to be Completed:

- Work to begin removing trees, any time after June 1, 2024, will commence upon receipt of signed, binding contract along with insurance documentation.
- Work to install new plantings based on DNR's Best Planting Practices as soon as purchasing and conditions allow.
- All tree removals to be completed by October 31, 2024.
- All tree plantings must be completed by October 31, 2025.
- All work must be completed as weather and conditions permit prior to October 31, 2025.

Exhibit B

Contract Specifications

<u>Project Location</u>	<u>Site Information</u>	<u>Tree Planting</u>	<u>Tree Removal</u>	<u>Tree Removal Size(s)</u>
Seelye Brook 1 acre 4540 229 <sup>th</sup> Ave NW	Kentucky Coffee Tree -1, Pin Cherry -2	3	0	0
Community 15 acres 22825 St. Francis Blvd NW	White Paper Birch -5, Yellow Birch -5, Hackberry (Disease free Elm), Mulberry and Quaking Aspen	20	29	4 trees < 6" DBH 15 trees 6"-14" DBH 10 trees > 14" DBH
Highland Woods 1 acre 3060 233 <sup>rd</sup> LN NW	River Birch -4 Red Mulberry - 1	5	2	2 trees 6"-14" DBH
Yukon Blvd NW	Pin Cherry -3	3	3	3 trees 6"-14" DBH
Rum River Woods 1 acre 22635 Vintage St NW	Butternut -2 Black Walnut -3	5	1	1 tree 6"-14" DBH
Deer Creek 27 acres 4138 232 <sup>nd</sup> Ave NW	Basswood	1	1	1 tree > 14" DBH
Siwek 8 acres 3550 237 <sup>th</sup> Ave NW	Shagbark Hickory, Blue Beech/Ironwood	5	1	1 tree > 14" DBH

Hidden Ponds 6.7 acres 23950 Roanoke St NW	Balsam Poplar – 4, Mulberry -3, Black Cherry -3, Basswood -3, Black Willow -3, Disease Resistant Elm -3, Ironwood -3, Black Walnut -3, Bitternut Hickory -3	30	0	0
Edgewild 4.5 acres 1800 242 <sup>nd</sup> Ave NW	Tree species: Shagbark Hickory-15, Black Walnut-15 and Hackberry (Disease free Elm) -10	40	0	0
Durigan Locher 1 acre 23248 Woodbine St NW	-	0	8	4 trees 6"-14" DBH 4 trees > 14" DBH
Woodbury Under 1 acre 3646 Bridge St NW	Pin Cherry	1	1	1 tree > 14" DBH
Water Tower Lot Under 1 acre - 3913 233 <sup>rd</sup> Ave NW	Black Cherry - 4	4	4	4 trees 6"-14" DBH
Dellwood 10 acres 22854 Silverod St NW	-	0	54	15 trees < 6" DBH 29 trees 6"-14" DBH 10 trees > 14" DBH
<b>Total Trees =</b>		<b>117</b>	<b>104</b>	<b>104</b>

## Exhibit C

### Contract Price

Proposer shall provide all labor, supervision, equipment, locates (gopher one), services and expertise required to perform:

- the removal and disposal of ash trees,
- stump grinding, repair disturbed areas with black dirt/seed in groomed park areas,
- the ordering/purchasing of trees,
- the planting of other non-disease species to replace all ash tree removal as outlined in **Exhibit B**,
- placing mulch around the base of each newly planted tree as defined in the DNR Best Planting Practices, see [https://www.dnr.state.mn.us/treecare/residential\\_plant.html](https://www.dnr.state.mn.us/treecare/residential_plant.html),
- City will provide the mulch, the bark guard and gator bags,
- Proposer will install mulch, bark guard, and gator bags and will follow DNR's Best Planting Practices. Proposer will provide stakes, if needed,
- Diameter of trees to cut: Small Trees < 6 inches DBH; Medium Trees 6"-14" DBH; Large Trees > 14" DBH, see **Exhibit B**,
- All work performed within the Scope shall be managed under MN Prevailing wage requirements including pay rates and submission of all paystubs and required documentation to the City.

Scope of Work Total Cost: \$     \$123,000.00

MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY PREVAILING WAGES FOR STATE FUNDED CONSTRUCTION PROJECTS



THIS NOTICE MUST BE POSTED ON THE JOBSITE IN A CONSPICUOUS PLACE

Construction Type: Highway and Heavy

Region Number: 09

Counties within region:

- ANOKA-02
- CARVER-10
- CHISAGO-13
- DAKOTA-19
- HENNEPIN-27
- RAMSEY-62
- SCOTT-70
- WASHINGTON-82

Effective: 2023-11-20 Revised: 2024-02-05

This project is covered by Minnesota prevailing wage statutes. Wage rates listed below are the minimum hourly rates to be paid on this project.

All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at a rate of one and one half (1 1/2) times the basic hourly rate. *Note: Overtime pay after eight (8) hours on the project must be paid even if the worker does not exceed forty (40) hours in the work week.*

Violations on MnDOT highways and road projects should be reported to:

Department of Transportation  
 Office of Construction  
 Transportation Building MS650  
 John Ireland Blvd  
 St. Paul, MN 55155  
 (651) 366-4209

All other prevailing wage violations and questions should be sent to:

Department of Labor and Industry  
 Prevailing Wage Section  
 443 Lafayette Road N  
 St Paul, MN 55155  
 (651) 284-5091  
[DLI.PrevWage@state.mn.us](mailto:DLI.PrevWage@state.mn.us)

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE	
<b>LABORERS (101 - 112) (SPECIAL CRAFTS 701 - 730)</b>					
101	LABORER, COMMON (GENERAL LABOR WORK)	2023-11-20	38.90	23.49	62.39
		2024-05-01	41.63	24.24	65.87
102	LABORER, SKILLED (ASSISTING SKILLED CRAFT JOURNEYMAN)	2023-11-20	38.90	23.49	62.39
		2024-05-01	41.63	24.24	65.87

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
103 LABORER, LANDSCAPING (GARDENER, SOD LAYER AND NURSERY OPERATOR)	2023-11-20	28.29	20.41	48.70
	2024-05-01	30.04	21.16	51.20
104 FLAG PERSON	2023-11-20	38.90	23.49	62.39
	2024-05-01	41.63	24.24	65.87
105 WATCH PERSON	2023-11-20	35.50	22.94	58.44
	2024-05-01	38.23	23.69	61.92
106 BLASTER	2023-11-20	22.08	6.87	28.95
107 PIPELAYER (WATER, SEWER AND GAS)	2023-11-20	42.40	23.49	65.89
	2024-05-01	45.13	24.24	69.37
108 TUNNEL MINER	2023-11-20	40.40	23.49	63.89
	2024-05-01	43.13	24.24	67.37
109 UNDERGROUND AND OPEN DITCH LABORER (EIGHT FEET BELOW STARTING GRADE LEVEL)	2023-11-20	40.40	23.49	63.89
	2024-05-01	43.13	24.24	67.37
110 SURVEY FIELD TECHNICIAN (OPERATE TOTAL STATION, GPS RECEIVER, LEVEL, ROD OR RANGE POLES, STEEL TAPE MEASUREMENT; MARK AND DRIVE STAKES; HAND OR POWER DIGGING FOR AND IDENTIFICATION OF MARKERS OR MONUMENTS; PERFORM AND CHECK CALCULATIONS; REVIEW AND UNDERSTAND CONSTRUCTION PLANS AND LAND SURVEY MATERIALS). THIS CLASSIFICATION DOES NOT APPLY TO THE WORK PERFORMED ON A PREVAILING WAGE PROJECT BY A LAND SURVEYOR WHO IS LICENSED PURSUANT TO MINNESOTA STATUTES, SECTIONS 326.02 TO 326.15.	2023-11-20	38.90	23.49	62.39
	2024-05-01	41.63	24.24	65.87
111 TRAFFIC CONTROL PERSON (TEMPORARY SIGNAGE)	2023-11-20	38.90	23.49	62.39

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
	2024-05-01	41.63	24.24	65.87
112	2023-11-20	16.28	4.07	20.35
QUALITY CONTROL TESTER (FIELD AND COVERED OFF-SITE FACILITIES; TESTING OF AGGREGATE, ASPHALT, AND CONCRETE MATERIALS); LIMITED TO MN DOT HIGHWAY AND HEAVY CONSTRUCTION PROJECTS WHERE THE MN DOT HAS RETAINED QUALITY ASSURANCE PROFESSIONALS TO REVIEW AND INTERPRET THE RESULTS OF QUALITY CONTROL TESTERS. SERVICES PROVIDED BY THE CONTRACTOR.				
<b>SPECIAL EQUIPMENT (201 - 204)</b>				
201	2023-11-20	42.49	25.20	67.69
	2024-04-29	44.67	26.40	71.07
202	2023-11-20	44.94	25.20	70.14
	2024-04-29	47.25	26.40	73.65
203	2023-11-20	28.29	20.41	48.70
LANDSCAPING EQUIPMENT, INCLUDES HYDRO SEEDER OR MULCHER, SOD ROLLER, FARM TRACTOR WITH ATTACHMENT SPECIFICALLY SEEDING, SODDING, OR PLANT, AND TWO-FRAMED FORKLIFT (EXCLUDING FRONT, POSIT-TRACK, AND SKID STEER LOADERS), NO EARTHWORK OR GRADING FOR ELEVATIONS				
	2024-05-01	30.04	21.16	51.20
204	2023-11-20	42.49	25.20	67.69
	2024-04-29	44.67	26.40	71.07
205	2023-11-20	32.04	21.96	54.00
PAVEMENT MARKING OR MARKING REMOVAL EQUIPMENT (ONE OR TWO PERSON OPERATORS); SELF-PROPELLED TRUCK OR TRAILER MOUNTED UNITS.				

**HIGHWAY/HEAVY POWER EQUIPMENT OPERATOR**

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
<b>GROUP 2</b>	2023-11-20	43.38	25.20	68.58
	2024-04-29	45.61	26.40	72.01
302	HELICOPTER PILOT (HIGHWAY AND HEAVY ONLY)			
303	CONCRETE PUMP (HIGHWAY AND HEAVY ONLY)			
304	ALL CRANES WITH OVER 135-FOOT BOOM, EXCLUDING JIB (HIGHWAY AND HEAVY ONLY)			
305	DRAGLINE, CRAWLER, HYDRAULIC BACKHOE (TRACK OR WHEEL MOUNTED) AND/OR OTHER SIMILAR EQUIPMENT WITH SHOVEL-TYPE CONTROLS THREE CUBIC YARDS AND OVER MANUFACTURER.S RATED CAPACITY INCLUDING ALL ATTACHMENTS. (HIGHWAY AND HEAVY ONLY)			
306	GRADER OR MOTOR PATROL			
307	PILE DRIVING (HIGHWAY AND HEAVY ONLY)			
308	TUGBOAT 100 H.P. AND OVER WHEN LICENSE REQUIRED (HIGHWAY AND HEAVY ONLY)			
<b>GROUP 3</b>	2023-11-20	42.81	25.20	68.01
	2024-04-29	45.01	26.40	71.41
309	ASPHALT BITUMINOUS STABILIZER PLANT			
310	CABLEWAY			
311	CONCRETE MIXER, STATIONARY PLANT (HIGHWAY AND HEAVY ONLY)			
312	DERRICK (GUY OR STIFFLEG)(POWER)(SKIDS OR STATIONARY) (HIGHWAY AND HEAVY ONLY)			
313	DRAGLINE, CRAWLER, HYDRAULIC BACKHOE (TRACK OR WHEEL MOUNTED) AND/OR SIMILAR EQUIPMENT WITH SHOVEL-TYPE CONTROLS, UP TO THREE CUBIC YARDS MANUFACTURER.S RATED CAPACITY INCLUDING ALL ATTACHMENTS (HIGHWAY AND HEAVY ONLY)			
314	DREDGE OR ENGINEERS, DREDGE (POWER) AND ENGINEER			
315	FRONT END LOADER, FIVE CUBIC YARDS AND OVER INCLUDING ATTACHMENTS. (HIGHWAY AND HEAVY ONLY)			
316	LOCOMOTIVE CRANE OPERATOR			
317	MIXER (PAVING) CONCRETE PAVING, ROAD MOLE, INCLUDING MUCKING OPERATIONS, CONWAY OR SIMILAR TYPE			
318	MECHANIC . WELDER ON POWER EQUIPMENT (HIGHWAY AND HEAVY ONLY)			
319	TRACTOR . BOOM TYPE (HIGHWAY AND HEAVY ONLY)			
320	TANDEM SCRAPER			
321	TRUCK CRANE . CRAWLER CRANE (HIGHWAY AND HEAVY ONLY)			
322	TUGBOAT 100 H.P AND OVER (HIGHWAY AND HEAVY ONLY)			
<b>GROUP 4</b>	2023-11-20	42.49	25.20	67.69
	2024-04-29	44.67	26.40	71.07
323	AIR TRACK ROCK DRILL			
324	AUTOMATIC ROAD MACHINE (CMI OR SIMILAR) (HIGHWAY AND HEAVY ONLY)			
325	BACKFILLER OPERATOR			
326	CONCRETE BATCH PLANT OPERATOR (HIGHWAY AND HEAVY ONLY)			
327	BITUMINOUS ROLLERS, RUBBER TIED OR STEEL DRUMMED (EIGHT TONS AND OVER)			
328	BITUMINOUS SPREADER AND FINISHING MACHINES (POWER), INCLUDING PAVERS, MACRO SURFACING AND MICRO SURFACING, OR SIMILAR TYPES (OPERATOR AND SCREED PERSON)			
329	BROKK OR R.T.C. REMOTE CONTROL OR SIMILAR TYPE WITH ALL ATTACHMENTS			



LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
330				CAT CHALLENGER TRACTORS OR SIMILAR TYPES PULLING ROCK WAGONS, BULLDOZERS AND SCRAPERS
331				CHIP HARVESTER AND TREE CUTTER
332				CONCRETE DISTRIBUTOR AND SPREADER FINISHING MACHINE, LONGITUDINAL FLOAT, JOINT MACHINE, AND SPRAY MACHINE
333				CONCRETE MIXER ON JOBSITE (HIGHWAY AND HEAVY ONLY)
334				CONCRETE MOBIL (HIGHWAY AND HEAVY ONLY)
335				CRUSHING PLANT (GRAVEL AND STONE) OR GRAVEL WASHING, CRUSHING AND SCREENING PLANT
336				CURB MACHINE
337				DIRECTIONAL BORING MACHINE
338				DOPE MACHINE (PIPELINE)
339				DRILL RIGS, HEAVY ROTARY OR CHURN OR CABLE DRILL (HIGHWAY AND HEAVY ONLY)
340				DUAL TRACTOR
341				ELEVATING GRADER
342				FORK LIFT OR STRADDLE CARRIER (HIGHWAY AND HEAVY ONLY)
343				FORK LIFT OR LUMBER STACKER (HIGHWAY AND HEAVY ONLY)
344				FRONT END, SKID STEER OVER 1 TO 5 C YD
345				GPS REMOTE OPERATING OF EQUIPMENT
346				HOIST ENGINEER (POWER) (HIGHWAY AND HEAVY ONLY)
347				HYDRAULIC TREE PLANTER
348				LAUNCHER PERSON (TANKER PERSON OR PILOT LICENSE)
349				LOCOMOTIVE (HIGHWAY AND HEAVY ONLY)
350				MILLING, GRINDING, PLANNING, FINE GRADE, OR TRIMMER MACHINE
351				MULTIPLE MACHINES, SUCH AS AIR COMPRESSORS, WELDING MACHINES, GENERATORS, PUMPS (HIGHWAY AND HEAVY ONLY)
352				PAVEMENT BREAKER OR TAMPING MACHINE (POWER DRIVEN) MIGHTY MITE OR SIMILAR TYPE
353				PICKUP SWEEPER, ONE CUBIC YARD AND OVER HOPPER CAPACITY(HIGHWAY AND HEAVY ONLY)
354				PIPELINE WRAPPING, CLEANING OR BENDING MACHINE
355				POWER PLANT ENGINEER, 100 KWH AND OVER (HIGHWAY AND HEAVY ONLY)
356				POWER ACTUATED HORIZONTAL BORING MACHINE, OVER SIX INCHES
357				PUGMILL
358				PUMPCRETE (HIGHWAY AND HEAVY ONLY)
359				RUBBER-TIRED FARM TRACTOR WITH BACKHOE INCLUDING ATTACHMENTS (HIGHWAY AND HEAVY ONLY)
360				SCRAPER
361				SELF-PROPELLED SOIL STABILIZER
362				SLIP FORM (POWER DRIVEN) (PAVING)
363				TIE TAMPER AND BALLAST MACHINE
364				TRACTOR, BULLDOZER (HIGHWAY AND HEAVY ONLY)
365				TRACTOR, WHEEL TYPE, OVER 50 H.P. WITH PTO UNRELATED TO LANDSCAPING (HIGHWAY AND HEAVY ONLY)
366				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
TRENCHING MACHINE (SEWER, WATER, GAS) EXCLUDES WALK BEHIND TRENCHER (HIGHWAY AND HEAVY ONLY)				
367				
TUB GRINDER, MORBARK, OR SIMILAR TYPE				
368				
WELL POINT DISMANTLING OR INSTALLATION (HIGHWAY AND HEAVY ONLY)				
<b>GROUP 5</b>				
	2023-11-20	39.33	25.20	64.53
	2024-04-29	41.36	26.40	67.76
369				
AIR COMPRESSOR, 600 CFM OR OVER (HIGHWAY AND HEAVY ONLY)				
370				
BITUMINOUS ROLLER (UNDER EIGHT TONS)				
371				
CONCRETE SAW (MULTIPLE BLADE) (POWER OPERATED)				
372				
FORM TRENCH DIGGER (POWER)				
373				
FRONT END, SKID STEER UP TO 1C YD				
374				
GUNITE GUNALL (HIGHWAY AND HEAVY ONLY)				
375				
HYDRAULIC LOG SPLITTER				
376				
LOADER (BARBER GREENE OR SIMILAR TYPE)				
377				
POST HOLE DRIVING MACHINE/POST HOLE AUGER				
378				
POWER ACTUATED AUGER AND BORING MACHINE				
379				
POWER ACTUATED JACK				
380				
PUMP (HIGHWAY AND HEAVY ONLY)				
381				
SELF-PROPELLED CHIP SPREADER (FLAHERTY OR SIMILAR)				
382				
SHEEP FOOT COMPACTOR WITH BLADE . 200 H.P. AND OVER				
383				
SHOULDERING MACHINE (POWER) APSCO OR SIMILAR TYPE INCLUDING SELF-PROPELLED SAND AND CHIP SPREADER				
384				
STUMP CHIPPER AND TREE CHIPPER				
385				
TREE FARMER (MACHINE)				
<b>GROUP 6</b>				
	2023-11-20	38.06	25.20	63.26
	2024-04-29	40.02	26.40	66.42
387				
CAT, CHALLENGER, OR SIMILAR TYPE OF TRACTORS, WHEN PULLING DISK OR ROLLER				
388				
CONVEYOR (HIGHWAY AND HEAVY ONLY)				
389				
DREDGE DECK HAND				
390				
FIRE PERSON OR TANK CAR HEATER (HIGHWAY AND HEAVY ONLY)				
391				
GRAVEL SCREENING PLANT (PORTABLE NOT CRUSHING OR WASHING)				
392				
GREASER (TRACTOR) (HIGHWAY AND HEAVY ONLY)				
393				
LEVER PERSON				
394				
OILER (POWER SHOVEL, CRANE, TRUCK CRANE, DRAGLINE, CRUSHERS, AND MILLING MACHINES, OR OTHER SIMILAR HEAVY EQUIPMENT) (HIGHWAY AND HEAVY ONLY)				
395				
POWER SWEEPER				
396				
SHEEP FOOT ROLLER AND ROLLERS ON GRAVEL COMPACTION, INCLUDING VIBRATING ROLLERS				
397				
TRACTOR, WHEEL TYPE, OVER 50 H.P., UNRELATED TO LANDSCAPING				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
<b>TRUCK DRIVERS</b>				
<b>GROUP 1</b>	2023-11-20	31.25	17.50	48.75
601				MECHANIC . WELDER
602				TRACTOR TRAILER DRIVER
603				TRUCK DRIVER (HAULING MACHINERY INCLUDING OPERATION OF HAND AND POWER OPERATED WINCHES)
<b>GROUP 2</b>	2023-11-20	34.70	21.76	56.46
604				FOUR OR MORE AXLE UNIT, STRAIGHT BODY TRUCK
<b>GROUP 3</b>	2023-11-20	34.60	21.76	56.36
605				BITUMINOUS DISTRIBUTOR DRIVER
606				BITUMINOUS DISTRIBUTOR (ONE PERSON OPERATION)
607				THREE AXLE UNITS
<b>GROUP 4</b>	2023-11-20	37.54	21.76	59.30
608				BITUMINOUS DISTRIBUTOR SPRAY OPERATOR (REAR AND OILER)
609				DUMP PERSON
610				GREASER
611				PILOT CAR DRIVER
612				RUBBER-TIRED, SELF-PROPELLED PACKER UNDER 8 TONS
613				TWO AXLE UNIT
614				SLURRY OPERATOR
615				TANK TRUCK HELPER (GAS, OIL, ROAD OIL, AND WATER)
616				TRACTOR OPERATOR, UNDER 50 H.P.
<b>SPECIAL CRAFTS</b>				
701	2023-11-20	47.10	24.40	71.50
				HEATING AND FROST INSULATORS
702	2023-11-20	44.37	30.55	74.92
				BOILERMAKERS
	2024-01-01	46.00	31.93	77.93
703	2023-11-20	45.47	25.76	71.23
				BRICKLAYERS
	2024-05-01	48.51	25.76	74.27
704	2023-11-20	43.58	27.91	71.49
				CARPENTERS
	2024-05-01	47.08	27.91	74.99
705				CARPET LAYERS (LINOLEUM)

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE	
				FOR RATE CALL 651-284-5091 OR EMAIL <u><a href="mailto:DLI.PREYWAGE@STATE.MN.US">DLI.PREYWAGE@STATE.MN.US</a></u>	
706	CEMENT MASONS	2023-11-20	45.17	24.22	69.39
		2024-04-29	48.57	24.22	72.79
707	ELECTRICIANS	2023-11-20	52.00	32.80	84.80
711	GROUND PERSON	2023-11-20	35.60	18.92	54.52
712	IRONWORKERS	2023-11-20	43.00	34.11	77.11
		2024-04-28	46.00	34.11	80.11
713	LINEMAN	2023-11-20	50.86	23.57	74.43
714	MILLWRIGHT	2023-11-20	40.39	33.37	73.76
		2024-05-01	43.44	33.37	76.81
715	PAINTERS (INCLUDING HAND BRUSHED, HAND SPRAYED, AND THE TAPING OF PAVEMENT MARKINGS)	2023-11-20	38.70	22.76	61.46
716	PILEDRIIVER (INCLUDING VIBRATORY DRIVER OR EXTRACTOR FOR PILING AND SHEETING OPERATIONS)	2023-11-20	43.53	27.91	71.44
		2024-05-01	47.03	27.91	74.94
717	PIPEFITTERS . STEAMFITTERS	2023-11-20	53.94	33.30	87.24
		2024-05-01	57.14	33.30	90.44
719	PLUMBERS	2023-11-20	52.60	31.10	83.70
721	SHEET METAL WORKERS	2023-11-20	44.46	29.17	73.63
723	TERRAZZO WORKERS				FOR RATE CALL 651-284-5091 OR EMAIL <u><a href="mailto:DLI.PREYWAGE@STATE.MN.US">DLI.PREYWAGE@STATE.MN.US</a></u>
724	TILE SETTERS	2023-11-20	34.76	23.29	58.05
725	TILE FINISHERS				FOR RATE CALL 651-284-5091 OR EMAIL <u><a href="mailto:DLI.PREYWAGE@STATE.MN.US">DLI.PREYWAGE@STATE.MN.US</a></u>

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE	
727	WIRING SYSTEM TECHNICIAN	2023-11-20	44.61	20.16	64.77
728	WIRING SYSTEMS INSTALLER	2023-11-20	31.25	16.34	47.59
729	ASBESTOS ABATEMENT WORKER	2023-11-20	37.63	23.36	60.99
		2024-01-01	39.86	24.11	63.97
730	SIGN ERECTOR	FOR RATE CALL 651-284-5091 OR EMAIL <a href="mailto:DL.PREVWAGE@STATE.MN.US">DL.PREVWAGE@STATE.MN.US</a>			

Exhibit D - Payroll & Certification Forms

**Statement of compliance – Minnesota Department of Labor and Industry**

Report number	State project name and location	Date	
Contracting authority	Project	General contractor	
Contractor/subcontractor	Phone number	Contract or grant name and number	
Address	City	State	ZIP code
Type of work			

(Complete as described on solicitation documents.)

**Statement with respect to compliance and wages paid**

I, \_\_\_\_\_ do hereby state:  
 (Name of signatory party) (Title of owner or officer)

(1) That I pay or supervise the payment of the persons employed by \_\_\_\_\_ on said contract; that during the payroll period commencing on the \_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_, and ending the \_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_, there were employees performing work on said contract. That all persons performing work under said contract are listed on the payroll and have been paid the full prevailing wages for all hours worked under said contract, that no rebates and or deductions have or will be made either directly or indirectly to or on behalf of said \_\_\_\_\_ (contractor or subcontractor) from the full wages earned by any person, other than permissible deductions as defined in Minnesota Statutes §§ 177.24, subd. 4, 181.06 and 181.79, issued by the commissioner of the Minnesota Department of Labor and Industry and described below.

**Description of legal deductions**

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- (2) That the payroll submitted under said contract is complete and accurate; that the wage rate(s) of the laborer(s), mechanic(s) and worker(s) performing work under said contract is (are) paid according to the wage determination(s) and labor provisions incorporated in said contract and according to applicable laws; that wages paid to laborer(s) mechanic(s) and worker(s) performing work under said contract is at least the prevailing-wage rate for the most similar classification of labor performed as defined under applicable law; and that the laborer(s), mechanic(s) and worker(s) performing work under said contract is (are) paid for all hours in excess of the prevailing hours at a rate of at least one-and-one-half times the applicable base rate of pay.
- (3) That any apprentices employed during said payroll period are duly registered in a bona fide apprenticeship program registered with the Minnesota Department of Labor and Industry or are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) Where fringe benefits are paid to any approved plans, funds or programs –

in addition to the basic hourly wage rates paid to each laborer, worker or mechanic listed on said payroll, payments to current, bona fide fringe benefit programs as set forth in paragraph 4(d), have been or will be made to the program's administrators as set forth in paragraph 4(e) for the benefit of said employees, except as noted in Section 4(c).

(b) Where fringe benefits are paid in cash to all employees –

each laborer, worker or mechanic listed on said payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic rate plus the fringe rate as listed in the appropriate wage determination incorporated into said contract.

Note: Fringe benefit Sections C, D and E, and the signature block are on the next page.



**CITY COUNCIL  
AGENDA REPORT**

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Appoint Jessica Rieland as Community Development Director  
**DATE:** June 17, 2024

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**OVERVIEW:**

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

Jessica will start at Pay Grade 16, Step 2 in pay and vacation and she begin the position on July 8<sup>th</sup>.

**RECOMMNEDED MOTION:**

Motion to appoint Jessica Rieland as Community and Economic Development Director



# 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:** June 17, 2024

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$379,653.96 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:  
 EFT Payments-\$1,476,430.09  
 Manual Checks- N/A

**ACTION TO BE CONSIDERED:**

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

**BUDGET IMPLICATION:**

City bills

Attachments:

- 06-17-2024 Packet List-\$379,653.96
- 06-17-2024 EFT Payments-\$1,476,430.09



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 10661 - A-1 TIRE SERVICE INC.</b>							
95453							
00036185	A-1 TIRE SERVICE INC.	03/20/2024		287.21	287.21	Open	N
	LOADER TIRE	JSHOOK					06/17/2024
	101-43100-40218	EQUIPMENT MAINTENANCE		287.21		1.00	287.21
Total Vendor 10661 - A-1 TIRE SERVICE INC.				287.21	287.21		
<b>Vendor 15 - AIRGAS NORTH CENTAL</b>							
5508167182							
00036207	AIRGAS NORTH CENTAL	05/31/2024		101.78	101.78	Open	N
	CYLINDER RENTAL	NSANTILLO					06/17/2024
	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		
<b>Vendor 3775 - ALL TRAFFIC SOLUTIONS</b>							
SIN040950							
00036127	ALL TRAFFIC SOLUTIONS	06/03/2024		3,000.00	3,000.00	Open	N
	SFPD SOFTWARE APP	NSANTILLO					06/17/2024
	101-42110-40311	CONTRACT		3,000.00		1.00	3,000.00
Total Vendor 3775 - ALL TRAFFIC SOLUTIONS				3,000.00	3,000.00		
<b>Vendor 6592 - ALLINA HEALTH</b>							
328062988							
00036205	ALLINA HEALTH	06/03/2024		70.90	70.90	Open	N
	OCC HEALTH	NSANTILLO					06/17/2024
	101-43100-40441	MISCELLANEOUS		70.90		1.00	70.90
Total Vendor 6592 - ALLINA HEALTH				70.90	70.90		
<b>Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD</b>							
1078							
00036191	ALWAYS BRIGHT LIGHTS LTD	06/09/2024		500.00	500.00	Open	N
	REPLACE PIONEER DAY BANNERS WITH SUMMER DMULVIHILL						06/17/2024
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD</b>							
				500.00	500.00		
<b>Vendor 6364 - ARTISAN BEER COMPANY</b>							
3686892							
00036175	ARTISAN BEER COMPANY	06/06/2024		69.20	69.20	Open	N
	BEER	CBUSKEY					06/06/2024
	609-49751-40252	BEER		69.20		1.00	69.20
3688302							
00036260	ARTISAN BEER COMPANY	06/13/2024		1,190.95	1,190.95	Open	N
	THC	CBUSKEY					06/13/2024
	609-49751-40257	THC		1,190.95		1.00	1,190.95
Total Vendor 6364 - ARTISAN BEER COMPANY				1,260.15	1,260.15		
<b>Vendor 2591 - ASPEN MILLS</b>							
333849							
00036130	ASPEN MILLS	06/03/2024		353.70	353.70	Open	N
	UNIFORMS-BOLTE	DMULVIHILL					06/17/2024
	101-42110-40437	UNIFORMS		353.70		1.00	353.70
333894							
00036131	ASPEN MILLS	06/04/2024		619.05	619.05	Open	N
	UNIFORMS-BARCK	DMULVIHILL					06/17/2024
	101-42110-40437	UNIFORMS		619.05		1.00	619.05
333661							
00036133	ASPEN MILLS	05/30/2024		153.75	153.75	Open	N
	UNIFORMS-M TROYE	DMULVIHILL					06/17/2024
	101-42210-40437	UNIFORMS		153.75		1.00	153.75
334087							
00036163	ASPEN MILLS	06/06/2024		105.95	105.95	Open	N
	UNIFORMS-BARCK	DMULVIHILL					06/17/2024
	101-42110-40437	UNIFORMS		105.95		1.00	105.95
334033							
00036202	ASPEN MILLS	06/05/2024		565.05	565.05	Open	N
	UNIFORMS-LARSON	DMULVIHILL					06/17/2024
	101-42110-40437	UNIFORMS		565.05		1.00	565.05

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

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OPEN

Agenda Item # 4H.

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
<b>Vendor 2591 - ASPEN MILLS</b>							
334391							
00036226	ASPEN MILLS	06/11/2024		1,518.05	1,518.05	Open	N
	UNIFORMS-HEDGES	DMULVIHILL					06/17/2024
	101-42110-40437	UNIFORMS		1,518.05		1.00	1,518.05
334439							
00036233	ASPEN MILLS	06/12/2024		59.00	59.00	Open	N
	UNIFORMS-HEDGES	DMULVIHILL					06/17/2024
	101-42110-40437	UNIFORMS		59.00		1.00	59.00
Total Vendor 2591 - ASPEN MILLS					<u>3,374.55</u>	<u>3,374.55</u>	
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0203844600							
00036144	BELLBOY CORPORATION BAR SUPPLY	06/04/2024		2,137.85	2,137.85	Open	N
	LIQUOR/THC	CBUSKEY					06/04/2024
	609-49751-40257	THC		400.00		1.00	400.00
	609-49751-40206	FREIGHT		31.35		1.00	31.35
	609-49751-40251	LIQUOR		1,706.50		1.00	1,706.50
0108450400							
00036145	BELLBOY CORPORATION BAR SUPPLY	06/04/2024		211.41	211.41	Open	N
	MISC/OPERATING	CBUSKEY					06/04/2024
	609-49751-40206	FREIGHT		6.96		1.00	6.96
	609-49751-40254	MISCELLANEOUS MERCHANDISE		32.20		1.00	32.20
	609-49750-40210	OPERATING SUPPLIES		172.25		1.00	172.25
010847000							
00036223	BELLBOY CORPORATION BAR SUPPLY	06/06/2024		66.00	66.00	Open	N
	OPERATING	CBUSKEY					06/06/2024
	609-49750-40210	OPERATING SUPPLIES		66.00		1.00	66.00
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY					<u>2,415.26</u>	<u>2,415.26</u>	
<b>Vendor 10711 - BJORKLUND COMPANIES, LLC</b>							
99555							
00036152	BJORKLUND COMPANIES, LLC	05/30/2024		2,940.36	2,940.36	Open	N
	CLASS 5 GRAVEL-SOUTH AMBASSADOR MAIN	NSANTILLO					06/17/2024
	601-49440-40500	CAPITAL OUTLAY		2,940.36		1.00	2,940.36

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

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Agenda Item # 4H.

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
<b>Vendor 10711 - BJORKLUND COMPANIES, LLC</b>							
99614							
00036228	BJORKLUND COMPANIES, LLC	06/06/2024		277.02	277.02	Open	N
	CLASS 5 GRAVEL		NSANTILLO				06/17/2024
	601-49440-40229	PROJECT MAINTENANCE		277.02		1.00	277.02
Total Vendor 10711 - BJORKLUND COMPANIES, LLC					<u>3,217.38</u>	<u>3,217.38</u>	
<b>Vendor MISC - BLUEWATERS-TURTLE PONDS-ST FRANCIS</b>							
06/13/2024							
00036255	BLUEWATERS-TURTLE PONDS-ST FRANCIS	06/13/2024	06/17/2024	10.00	10.00	Open	N
	Refund U.C. for 'BLUEWATERS-TURTLE PONDS DMULVIHILL						06/17/2024
	101-00000-20200	ACCOUNTS PAYABLE		10.00		1.00	10.00
06/13/2024							
00036256	BLUEWATERS-TURTLE PONDS-ST FRANCIS	06/13/2024	06/17/2024	10.00	10.00	Open	N
	Refund U.C. for 'BLUEWATERS-TURTLE PONDS DMULVIHILL						06/17/2024
	101-00000-20200	ACCOUNTS PAYABLE		10.00		1.00	10.00
Total Vendor MISC - BLUEWATERS-TURTLE PONDS-ST FRANCIS					<u>20.00</u>	<u>20.00</u>	
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
116182494							
00036221	BREAKTHRU BEVERAGE	06/07/2024		15,318.39	15,318.39	Open	N
	MISC/LIQUOR/WINE		CBUSKEY				06/07/2024
	609-49751-40206	FREIGHT		197.20		1.00	197.20
	609-49751-40253	WINE		180.00		1.00	180.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		536.67		1.00	536.67
	609-49751-40251	LIQUOR		14,404.52		1.00	14,404.52
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>15,318.39</u>	<u>15,318.39</u>	
<b>Vendor UB-REFUND - BROOKINS, KENNETH &amp; DARCY</b>							
.06062024-2							
00036166	BROOKINS, KENNETH & DARCY	06/06/2024		27.71	27.71	Open	N
	REFUND ACCT#6692		NSANTILLO				06/17/2024
	601-49440-40444	REFUND & REIMBURSEMENT		99.71		1.00	99.71
	603-00000-37400	STORM WATER FEES		(72.00)		1.00	(72.00)
Total Vendor UB-REFUND - BROOKINS, KENNETH & DARCY					<u>27.71</u>	<u>27.71</u>	

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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
<b>Vendor 7779 - CAPITOL BEVERAGE SALES, L.P</b>							
2994098							
00036219	CAPITOL BEVERAGE SALES, L.P	06/11/2024		1,153.00	1,153.00	Open	N
	BEER	CBUSKEY					06/11/2024
	609-49751-40252	BEER		1,153.00		1.00	1,153.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				1,153.00	1,153.00		
<b>Vendor 8014 - CORE &amp; MAIN LP</b>							
U985650							
00036227	CORE & MAIN LP	05/31/2024		865.45	865.45	Open	N
	PROJECT MAINTENANCE	NSANTILLO					06/17/2024
	601-49440-40500	CAPITAL OUTLAY		865.45		1.00	865.45
U974527							
00036229	CORE & MAIN LP	05/30/2024		765.29	765.29	Open	N
	PROJECT MAINTENANCE	NSANTILLO					06/17/2024
	101-45200-40229	PROJECT MAINTENANCE		765.29		1.00	765.29
Total Vendor 8014 - CORE & MAIN LP				1,630.74	1,630.74		
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
1004891							
00036147	CRYSTAL SPRINGS ICE	06/03/2024		140.80	140.80	Open	N
	MISC	CBUSKEY					06/03/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		136.80		1.00	136.80
4008810							
00036148	CRYSTAL SPRINGS ICE	05/31/2024		306.60	306.60	Open	N
	MISC	CBUSKEY					05/31/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		302.60		1.00	302.60
1004910							
00036222	CRYSTAL SPRINGS ICE	06/10/2024		176.23	176.23	Open	N
	MISC	CBUSKEY					06/10/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		172.23		1.00	172.23
Total Vendor 4854 - CRYSTAL SPRINGS ICE				623.63	623.63		
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2198733							
00036146	DAHLHEIMER DIST. CO. INC	06/03/2024		368.00	368.00	Open	N
	BEER	CBUSKEY					06/03/2024
	609-49751-40252	BEER		368.00		1.00	368.00
2198316							
00036153	DAHLHEIMER DIST. CO. INC	06/05/2024		13,247.05	13,247.05	Open	N
	BEER/LIQUOR/NA/MISC	CBUSKEY					06/05/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		165.00		1.00	165.00
	609-49751-40255	N/A PRODUCTS		62.80		1.00	62.80
	609-49751-40251	LIQUOR		864.00		1.00	864.00
	609-49751-40252	BEER		12,155.25		1.00	12,155.25
2204039							
00036246	DAHLHEIMER DIST. CO. INC	06/12/2024		43,707.45	43,707.45	Open	N
	BEER/NA/THC	CBUSKEY					06/12/2024
	609-49751-40255	N/A PRODUCTS		384.00		1.00	384.00
	609-49751-40257	THC		85.00		1.00	85.00
	609-49751-40252	BEER		43,238.45		1.00	43,238.45
2202247							
00036247	DAHLHEIMER DIST. CO. INC	06/12/2024		(380.97)	(380.97)	Open	N
	BEER	CBUSKEY					06/12/2024
	609-49751-40252	BEER		(380.97)		1.00	(380.97)
2209692							
00036264	DAHLHEIMER DIST. CO. INC	06/13/2024		469.00	469.00	Open	N
	BEER	CBUSKEY					06/13/2024
	609-49751-40252	BEER		469.00		1.00	469.00
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					<u>57,410.53</u>	<u>57,410.53</u>	
<b>Vendor 6658 - DAVIDS HYDRO VAC, INC</b>							
240049816							
00036190	DAVIDS HYDRO VAC, INC	06/05/2024		2,520.00	2,520.00	Open	N
	HYDRO EXCAVATION SERVICES-SOUTH	AMBASSAD DMULVIHILL					06/17/2024
	601-49440-40500	CAPITAL OUTLAY		2,520.00		1.00	2,520.00
Total Vendor 6658 - DAVIDS HYDRO VAC, INC					<u>2,520.00</u>	<u>2,520.00</u>	
<b>Vendor 109 - EHLERS &amp; ASSOCIATES, INC</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 109 - EHLERS &amp; ASSOCIATES, INC</b>							
98006							
00036239	EHLERS & ASSOCIATES, INC	06/10/2024		4,275.00	4,275.00	Open	N
	2024 CONTINUING DISCLOSURE	DMULVIHILL					06/17/2024
	101-41540-40301	AUDITING AND ACCTG SERVICES		4,275.00		1.00	4,275.00
Total Vendor 109 - EHLERS & ASSOCIATES, INC					<u>4,275.00</u>	<u>4,275.00</u>	
<b>Vendor 545 - ELITE SANITATION</b>							
30594							
00036149	ELITE SANITATION	05/31/2024		2,630.06	2,630.06	Open	N
	PIONEER DAYS RENTAL	NSANTILLO					06/17/2024
	101-45230-40217	PIONEER DAYS RENTAL		2,630.06		1.00	2,630.06
30625							
00036150	ELITE SANITATION	05/31/2024		1,082.00	1,082.00	Open	N
	PORTABLE RENTAL 4/28/24-5/25/24	NSANTILLO					06/17/2024
	101-45200-40402	JANITORIAL SERVICE		1,082.00		1.00	1,082.00
30684							
00036235	ELITE SANITATION	06/09/2024		130.50	130.50	Open	N
	PORTABLE RENTAL 06/06/2024	NSANTILLO					06/17/2024
Total Vendor 545 - ELITE SANITATION					<u>3,842.56</u>	<u>3,842.56</u>	
<b>Vendor 8132 - ERIK SKOGQUIST</b>							
.06012024							
00036135	ERIK SKOGQUIST	06/01/2024		4,403.13	4,403.13	Open	N
	2ND QTR ASSESSING	DMULVIHILL					06/17/2024
	101-41550-40311	CONTRACT		4,403.13		1.00	4,403.13
Total Vendor 8132 - ERIK SKOGQUIST					<u>4,403.13</u>	<u>4,403.13</u>	
<b>Vendor 7902 - EVERBRIDGE, INC</b>							

**INVOICE REGISTER FOR CITY OF ST. FRANCIS**

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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
<b>Vendor 7902 - EVERBRIDGE, INC</b>							
M82054							
00036128	EVERBRIDGE, INC	06/01/2024		4,243.60	4,243.60	Open	N
	NIXLE 360	NSANTILLO					06/17/2024
	101-41110-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	101-41400-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	101-42110-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	101-42210-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	101-42400-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	101-43100-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	101-45200-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	601-49440-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	602-49490-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
	609-49750-40310	COMPUTER CONSULTING FEES		424.36		1.00	424.36
Total Vendor 7902 - EVERBRIDGE, INC				4,243.60	4,243.60		
<b>Vendor 7798 - FERGUS POWER PUMP, INC</b>							
52207							
00036241	FERGUS POWER PUMP, INC	06/03/2024		32,952.65	32,952.65	Open	N
	CONTRACT BALANCE-2023	NSANTILLO					06/17/2024
	602-49490-40311	CONTRACT		32,952.65		1.00	32,952.65
Total Vendor 7798 - FERGUS POWER PUMP, INC				32,952.65	32,952.65		
<b>Vendor 5429 - FIRE SAFETY USA, INC</b>							
187936							
00036236	FIRE SAFETY USA, INC	06/10/2024		316.25	316.25	Open	N
	ENGINE 1 PUMP TEST	NSANTILLO					06/17/2024
	101-42210-40221	VEHICLE MAINTENANCE		316.25		1.00	316.25
187935							
00036237	FIRE SAFETY USA, INC	06/10/2024		316.25	316.25	Open	N
	TANKER 2 PUMP TEST	NSANTILLO					06/17/2024
	101-42210-40221	VEHICLE MAINTENANCE		316.25		1.00	316.25
187934							
00036238	FIRE SAFETY USA, INC	06/10/2024		316.25	316.25	Open	N
	TANKER 1 PUMP TEST	NSANTILLO					06/17/2024
	101-42210-40221	VEHICLE MAINTENANCE		316.25		1.00	316.25
Total Vendor 5429 - FIRE SAFETY USA, INC				948.75	948.75		



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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
<b>Vendor 10659 - GLOBAL RESERVE DISTRIBUTION</b>							
ORD-9812							
00036225	GLOBAL RESERVE DISTRIBUTION	06/11/2024		1,869.00	1,869.00	Open	N
	THC	CBUSKEY					06/11/2024
	609-49751-40257	THC		1,869.00		1.00	1,869.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,869.00	1,869.00		
<b>Vendor MISC - GONZALEZ JOSE A &amp; PAMELA J</b>							
06/13/2024							
00036258	GONZALEZ JOSE A & PAMELA J	06/13/2024	06/17/2024	10.00	10.00	Open	N
	Refund U.C. for 'GONZALEZ JOSE A & PAMEL DMULVIHILL						06/17/2024
	101-00000-20200	ACCOUNTS PAYABLE		10.00		1.00	10.00
Total Vendor MISC - GONZALEZ JOSE A & PAMELA J				10.00	10.00		
<b>Vendor 130 - GOPHER STATE ONE-CALL, INC</b>							
4050763							
00036178	GOPHER STATE ONE-CALL, INC	05/31/2024		108.00	108.00	Open	N
	MAY LOCATES	DMULVIHILL					06/17/2024
	601-49440-40442	GOPHER STATE		54.00		1.00	54.00
	602-49490-40442	GOPHER STATE		54.00		1.00	54.00
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				108.00	108.00		
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
53073							
00036211	HAKANSON ANDERSON ASSOC., INC	05/31/2024		1,678.51	1,678.51	Open	N
	CITY HALL/FIRE STATION SITE SURVEY	NSANTILLO					06/17/2024
	404-41400-40589	CITY HALL/FIRE STATION SITE SURVEY		1,678.51		1.00	1,678.51
53074							
00036212	HAKANSON ANDERSON ASSOC., INC	05/31/2024		9,070.42	9,070.42	Open	N
	MISC SITE PLAN REVIEWS	NSANTILLO					06/17/2024
	404-41400-40589	CITY HALL/FIRE STATION		6,558.70		1.00	6,558.70
	803-00000-22005	AUTO ZONE #5100 ST. FRANCIS		2,511.72		1.00	2,511.72
53075							
00036213	HAKANSON ANDERSON ASSOC., INC	05/31/2024		296.44	296.44	Open	N
	RIVERS EDGE 6TH ADDITION	NSANTILLO					06/17/2024
	803-00000-22043	ESC-LAKETOWN (RIVERS EDGE)		296.44		1.00	296.44

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
53076	HAKANSON ANDERSON ASSOC., INC	05/31/2024		1,435.25	1,435.25	Open	N
00036214	PATRIOT PARKWAY 405-43100-40809	NSANTILLO PATRIOT PARKWAY		1,435.25		1.00	06/17/2024 1,435.25
53077	HAKANSON ANDERSON ASSOC., INC	05/31/2024		22.25	22.25	Open	N
00036215	2023 STREET REHAB PROJECT 405-43100-40811	NSANTILLO 2023 STREET IMPROVMENTS		22.25		1.00	06/17/2024 22.25
53078	HAKANSON ANDERSON ASSOC., INC	05/31/2024		842.75	842.75	Open	N
00036216	GENERAL ENGINEERING 101-43100-40303	NSANTILLO ENGINEERING FEES		842.75		1.00	06/17/2024 842.75
53079	HAKANSON ANDERSON ASSOC., INC	05/31/2024		393.75	393.75	Open	N
00036218	BUILDING PERMIT REVIEWS 101-42400-40303	NSANTILLO BUILDING PERMIT REVIEWS		393.75		1.00	06/17/2024 393.75
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				13,739.37	13,739.37		
<b>Vendor 1175 - HAWKINS, INC</b>							
6776787	HAWKINS, INC	06/03/2024		8,325.54	8,325.54	Open	N
00036192	CHLORINE 601-49440-40216	DMULVIHILL CHEMICALS		8,325.54		1.00	06/17/2024 8,325.54
6776786	HAWKINS, INC	06/03/2024		8,698.13	8,698.13	Open	N
00036193	FERRIC CHLORIDE 602-49490-40216	DMULVIHILL CHEMICALS		8,698.13		1.00	06/17/2024 8,698.13
Total Vendor 1175 - HAWKINS, INC				17,023.67	17,023.67		
<b>Vendor UB-REFUND - HOVDE, KAREN</b>							
.06062024	HOVDE, KAREN	06/06/2024		38.21	38.21	Open	N
00036164	REFUND ACCT#1273 601-49440-40444	NSANTILLO REFUND ACCT#1273		38.21		1.00	06/17/2024 38.21
Total Vendor UB-REFUND - HOVDE, KAREN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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 UB-REFUND - HOVDE, KAREN					38.21	38.21		
<b>Vendor 154 - JOHNSON BROTHERS</b>								
2555558	00036173	JOHNSON BROTHERS LIQUOR	06/06/2024		4,808.64	4,808.64	Open	N
		609-49751-40206						06/06/2024
		609-49751-40251	FREIGHT		78.26		1.00	78.26
			LIQUOR		4,730.38		1.00	4,730.38
2555559	00036174	JOHNSON BROTHERS WINE	06/06/2024		61.82	61.82	Open	N
		609-49751-40206						06/06/2024
		609-49751-40253	FREIGHT		1.82		1.00	1.82
			WINE		60.00		1.00	60.00
2552435	00036177	JOHNSON BROTHERS LIQUOR	06/03/2024		2,724.50	2,724.50	Open	N
		609-49751-40206						06/06/2024
		609-49751-40251	FREIGHT		45.50		1.00	45.50
			LIQUOR		2,679.00		1.00	2,679.00
295079	00036248	JOHNSON BROTHERS WINE	05/10/2024		(129.30)	(129.30)	open	N
		609-49751-40253						05/10/2024
			WINE		(129.30)		1.00	(129.30)
291712	00036249	JOHNSON BROTHERS WINE	04/05/2024		(123.64)	(123.64)	Open	N
		609-49751-40206						04/05/2024
		609-49751-40253	FREIGHT		(3.64)		1.00	(3.64)
			WINE		(120.00)		1.00	(120.00)
291714	00036250	JOHNSON BROTHERS WINE	04/05/2024		(115.64)	(115.64)	Open	N
		609-49751-40206						04/05/2024
		609-49751-40253	FREIGHT		(3.64)		1.00	(3.64)
			WINE		(112.00)		1.00	(112.00)
2560176	00036262	JOHNSON BROTHERS WINE	06/13/2024		2,539.24	2,539.24	Open	N
		609-49751-40206						06/13/2024
		609-49751-40253	FREIGHT		56.24		1.00	56.24
			WINE		2,483.00		1.00	2,483.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number

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
<b>Vendor 154 - JOHNSON BROTHERS</b>							
2560175							
00036263	JOHNSON BROTHERS	06/13/2024		3,321.73	3,321.73	Open	N
	LIQUOR		CBUSKEY				06/13/2024
	609-49751-40206	FREIGHT		47.32		1.00	47.32
	609-49751-40251	LIQUOR		3,274.41		1.00	3,274.41
Total Vendor 154 - JOHNSON BROTHERS							
				13,087.35	13,087.35		

Vendor 165 - LMC INSURANCE TRUST

.06012024							
00036194	LMC INSURANCE TRUST	06/10/2024		44,101.00	44,101.00	open	N
	THIRD INSTALL WC		DMULVIHILL				06/17/2024
	101-41400-40160	WORK COMP INSURANCE		582.82		1.00	582.82
	101-41410-40160	WORK COMP INSURANCE		25.54		1.00	25.54
	101-41500-40160	WORK COMP INSURANCE		294.23		1.00	294.23
	101-41910-40160	WORK COMP INSURANCE		351.23		1.00	351.23
	101-42110-40160	WORK COMP INSURANCE		22,021.77		1.00	22,021.77
	101-42210-40160	WORK COMP INSURANCE		6,910.16		1.00	6,910.16
	101-42400-40160	WORK COMP INSURANCE		179.27		1.00	179.27
	101-43100-40160	WORK COMP INSURANCE		5,171.16		1.00	5,171.16
	101-43210-40160	WORK COMP INSURANCE		502.58		1.00	502.58
	101-45200-40160	WORK COMP INSURANCE		2,132.40		1.00	2,132.40
	601-49440-40160	WORK COMP INSURANCE		1,606.52		1.00	1,606.52
	602-49490-40160	WORK COMP INSURANCE		1,927.13		1.00	1,927.13
	609-49750-40160	WORK COMP INSURANCE		2,396.19		1.00	2,396.19

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 165 - LMC INSURANCE TRUST</b>							
.06102024							
00036240	LMC INSURANCE TRUST	06/10/2024		43,486.00	43,486.00	Open	N
	PROPERTY INSURANCE #4		DMULVIHILL				06/17/2024
	101-41110-40360	INSURANCE		91.32		1.00	91.32
	101-41400-40360	INSURANCE		969.74		1.00	969.74
	101-41410-40360	INSURANCE		21.74		1.00	21.74
	101-41500-40360	INSURANCE		504.44		1.00	504.44
	101-41600-40360	INSURANCE		156.55		1.00	156.55
	101-41910-40360	INSURANCE		621.85		1.00	621.85
	101-41940-40360	INSURANCE		752.31		1.00	752.31
	101-42110-40360	INSURANCE		8,566.74		1.00	8,566.74
	101-42210-40360	INSURANCE		2,126.47		1.00	2,126.47
	101-42400-40360	INSURANCE		447.91		1.00	447.91
	101-43100-40360	INSURANCE		4,753.02		1.00	4,753.02
	101-43210-40360	INSURANCE		152.20		1.00	152.20
	101-45000-40360	INSURANCE		4.35		1.00	4.35
	101-45200-40360	INSURANCE		5,044.38		1.00	5,044.38
	101-49200-40360	INSURANCE		13.05		1.00	13.05
	601-49440-40360	INSURANCE		5,500.98		1.00	5,500.98
	602-49490-40360	INSURANCE		8,405.84		1.00	8,405.84
	609-49750-40360	INSURANCE		5,353.11		1.00	5,353.11
Total Vendor 165 - LMC INSURANCE TRUST					<u>87,587.00</u>	<u>87,587.00</u>	
<b>Vendor MISC - LOEFFLER WALTER &amp; PAMELA</b>							
.0613/2024							
00036257	LOEFFLER WALTER & PAMELA	06/13/2024	06/17/2024	10.00	10.00	Open	N
	Refund U.C. for 'LOEFFLER WALTER & PAMEL		DMULVIHILL				06/17/2024
	101-00000-20200	ACCOUNTS PAYABLE		10.00		1.00	10.00
Total Vendor MISC - LOEFFLER WALTER & PAMELA					<u>10.00</u>	<u>10.00</u>	
<b>Vendor 8133 - MARY WELLS</b>							
.06012024							
00036134	MARY WELLS	06/01/2024		4,403.13	4,403.13	Open	N
	2ND QUARTER ASSESSING		DMULVIHILL				06/17/2024
	101-41550-40311	CONTRACT		4,403.13		1.00	4,403.13
Total Vendor 8133 - MARY WELLS					<u>4,403.13</u>	<u>4,403.13</u>	
<b>Vendor 202 - MCDONALD DIST CO</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 202 - MCDONALD DIST CO</b>							
750968							
00036154	MCDONALD DIST CO	06/05/2024		8,756.10	8,756.10	Open	N
	BEER	CBUSKEY					06/05/2024
	609-49751-40252	BEER		8,756.10		1.00	8,756.10
750980							
00036155	MCDONALD DIST CO	06/05/2024		(164.58)	(164.58)	Open	N
	BEER	CBUSKEY					06/05/2024
	609-49751-40252	BEER		(164.58)		1.00	(164.58)
752122							
00036242	MCDONALD DIST CO	06/12/2024		10,514.99	10,514.99	Open	N
	BEER/WINE/NA	CBUSKEY					06/12/2024
	609-49751-40255	N/A PRODUCTS		210.50		1.00	210.50
	609-49751-40253	WINE		598.99		1.00	598.99
	609-49751-40252	BEER		9,705.50		1.00	9,705.50
752124							
00036243	MCDONALD DIST CO	06/12/2024		(71.28)	(71.28)	Open	N
	BEER	CBUSKEY					06/12/2024
	609-49751-40252	BEER		(71.28)		1.00	(71.28)
7550033							
00036244	MCDONALD DIST CO	06/12/2024		(17.65)	(17.65)	Open	N
	BEER	CBUSKEY					06/12/2024
	609-49751-40252	BEER		(17.65)		1.00	(17.65)
752123							
00036245	MCDONALD DIST CO	06/12/2024		(2.31)	(2.31)	Open	N
	BEER	CBUSKEY					06/12/2024
	609-49751-40252	BEER		(2.31)		1.00	(2.31)
Total Vendor 202 - MCDONALD DIST CO					19,015.27	19,015.27	
<b>Vendor 176 - MED-COMPASS, INC</b>							
45600							
00036204	MED-COMPASS, INC	05/22/2024		2,270.00	2,270.00	Open	N
	RESPIRATOR/FIT TESTING	NSANTILLO					06/17/2024
	101-42210-40305	MEDICAL FEES		2,270.00		1.00	2,270.00
Total Vendor 176 - MED-COMPASS, INC					2,270.00	2,270.00	
<b>Vendor 3689 - METRO SALES, INC</b>							

**INVOICE REGISTER FOR CITY OF ST. FRANCIS**

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 3689 - METRO SALES, INC</b>							
INV2541910							
00036234	METRO SALES, INC	06/10/2024		195.00	195.00	Open	N
	COPIES	DMULVIHILL					06/17/2024
	101-41400-40200	OFFICE SUPPLIES		195.00		1.00	195.00
<b>INV2543269</b>							
00036253	METRO SALES, INC	06/12/2024		246.31	246.31	Open	N
	COPIES	DMULVIHILL					06/17/2024
Total Vendor 3689 - METRO SALES, INC				441.31	441.31		
<b>Vendor 181 - METRO WEST INSPECTIONS SERVICE</b>							
4174							
00036167	METRO WEST INSPECTIONS SERVICE	05/28/2024		222.00	222.00	Open	N
	FINALIZED PERMITS MAY 2024	NSANTILLO					06/17/2024
	101-42400-40311	CONTRACT		222.00		1.00	222.00
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				222.00	222.00		
<b>Vendor 10337 - METRO-INET</b>							
1984							
00036132	METRO-INET	06/01/2024		15,039.00	15,039.00	Open	N
	JUNE CONSULTING	DMULVIHILL					06/17/2024
	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		
<b>Vendor 5371 - MIDCONTINENT COMMUNICATIONS</b>							
13334860114072							
00036209	MIDCONTINENT COMMUNICATIONS	06/02/2024		158.39	158.39	Open	N
	PHONES	NSANTILLO					06/17/2024
	601-49440-40321	PHONES		158.39		1.00	158.39

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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
<b>Vendor 5371 - MIDCONTINENT COMMUNICATIONS</b>							
13332710114072							
00036210	MIDCONTINENT COMMUNICATIONS	06/02/2024		44.98	44.98	Open	N
	PHONES	NSANTILLO					06/17/2024
	101-42110-40321	PHONES		44.98		1.00	44.98
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS					<u>203.37</u>	<u>203.37</u>	
<b>Vendor 195 - MN DEPARTMENT OF HEALTH</b>							
.06012024							
00036143	MN DEPARTMENT OF HEALTH	06/01/2024		4,496.00	4,496.00	Open	N
	WATER TEST FEE 2ND QUARTER	DMULVIHILL					06/17/2024
	601-49440-40434	PERMIT FEES		4,496.00		1.00	4,496.00
1040595							
00036151	MN DEPARTMENT OF HEALTH	06/05/2024		40.00	40.00	Open	N
	STATEWIDE HOSPITALITY FEE	NSANTILLO					06/17/2024
	101-42110-40308	COMMUNITY EDUCATION		40.00		1.00	40.00
Total Vendor 195 - MN DEPARTMENT OF HEALTH					<u>4,536.00</u>	<u>4,536.00</u>	
<b>Vendor 445 - MN FIRE CERTIFICATION BOARD</b>							
12766							
00036203	MN FIRE CERTIFICATION BOARD	06/04/2024		378.00	378.00	Open	N
	FIREFIGHTER I CERTIFICATION EXAM: KIZER, NSANTILLO						06/17/2024
	101-42210-40221	VEHICLE MAINTENANCE		378.00		1.00	378.00
Total Vendor 445 - MN FIRE CERTIFICATION BOARD					<u>378.00</u>	<u>378.00</u>	
<b>Vendor 8990 - MORRELL &amp; MORRELL LP</b>							
88021							
00036199	MORRELL & MORRELL LP	06/06/2024		3,414.62	3,414.62	Open	N
	GRAVEL	JSHOOK					06/17/2024
	405-43100-40441	MISCELLANEOUS		3,414.62		1.00	3,414.62
88018							
00036200	MORRELL & MORRELL LP	06/06/2024		587.00	587.00	Open	N
	GRAVEL	JSHOOK					06/17/2024
	601-49440-40229	PROJECT MAINTENANCE		587.00		1.00	587.00



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 8990 - MORRELL &amp; MORRELL LP</b>							
88002							
00036201	MORRELL & MORRELL LP	06/08/2024		2,391.97	2,391.97	Open	N
	GRAVEL	JSHOOK					06/17/2024
	405-43100-40441	MISCELLANEOUS		2,391.97		1.00	2,391.97
Total Vendor 8990 - MORRELL & MORRELL LP				6,393.59	6,393.59		
<b>Vendor 4605 - OPUS 21</b>							
240509							
00036208	OPUS 21	06/05/2024		3,201.25	3,201.25	Open	N
	UTILITY BILLING MAY 2024	NSANTILLO					06/17/2024
	601-49440-40382	UTILITY BILLING		1,600.63		1.00	1,600.63
	602-49490-40382	UTILITY BILLING		1,600.62		1.00	1,600.62
Total Vendor 4605 - OPUS 21				3,201.25	3,201.25		
<b>Vendor 3753 - PAUSTIS WINE COMPANY</b>							
238700							
00036224	PAUSTIS WINE COMPANY	06/10/2024		1,197.50	1,197.50	Open	N
	WINE	CBUSKEY					06/10/2024
	609-49751-40206	FREIGHT		19.50		1.00	19.50
	609-49751-40253	WINE		1,178.00		1.00	1,178.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				1,197.50	1,197.50		
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6795126							
00036170	PHILLIPS WINE & SPIRITS CO	06/06/2024		79.12	79.12	Open	N
	MISC	CBUSKEY					06/06/2024
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40254	MISCELLANEOUS MERCHANDISE		75.48		1.00	75.48
6795124							
00036171	PHILLIPS WINE & SPIRITS CO	06/06/2024		2,903.22	2,903.22	Open	N
	LIQUOR	CBUSKEY					06/06/2024
	609-49751-40206	FREIGHT		35.49		1.00	35.49
	609-49751-40251	LIQUOR		2,867.73		1.00	2,867.73

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6795125							
00036172	PHILLIPS WINE & SPIRITS CO	06/06/2024		2,341.78	2,341.78	Open	N
	WINE	CBUSKEY					06/06/2024
	609-49751-40206	FREIGHT		52.78		1.00	52.78
	609-49751-40253	WINE		2,289.00		1.00	2,289.00
524463							
00036251	PHILLIPS WINE & SPIRITS CO	05/24/2024		(15.50)	(15.50)	open	N
	LIQUOR	CBUSKEY					05/24/2024
	609-49751-40251	LIQUOR		(15.50)		1.00	(15.50)
524464							
00036252	PHILLIPS WINE & SPIRITS CO	05/24/2024		(7.69)	(7.69)	open	N
	LIQUOR	CBUSKEY					05/24/2024
	609-49751-40251	LIQUOR		(7.69)		1.00	(7.69)
6798690							
00036261	PHILLIPS WINE & SPIRITS CO	06/13/2024		72.61	72.61	open	N
	LIQUOR	CBUSKEY					06/13/2024
	609-49751-40206	FREIGHT		0.46		1.00	0.46
	609-49751-40251	LIQUOR		72.15		1.00	72.15
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO					5,373.54	5,373.54	
<hr/>							
<b>Vendor 9397 - PLANT &amp; FLANGED EQUIPMENT LLC</b>							
0086532							
00036259	PLANT & FLANGED EQUIPMENT LLC	06/10/2024		1,350.40	1,350.40	open	N
	PROJECT MAINTENANCE	NSANTILLO					06/17/2024
	602-49490-40401	BUILDINGS MAINTENANCE		1,350.40		1.00	1,350.40
Total Vendor 9397 - PLANT & FLANGED EQUIPMENT LLC					1,350.40	1,350.40	
<hr/>							
<b>Vendor 10681 - PTL TIRE &amp; AUTO SERVICE</b>							
119093							
00036184	PTL TIRE & AUTO SERVICE	06/06/2024		154.00	154.00	open	N
	TOWING SERVICES	NSANTILLO					06/17/2024
	101-42110-40441	MISCELLANEOUS		154.00		1.00	154.00
Total Vendor 10681 - PTL TIRE & AUTO SERVICE					154.00	154.00	
<hr/>							
<b>Vendor 10014 - RED BULL DISTRIBUTION CO INC.</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 10014 - RED BULL DISTRIBUTION CO INC.</b>							
2017756092							
00036182	RED BULL DISTRIBUTION CO INC.	06/07/2024		168.00	168.00	Open	N
	MISC	CBUSKEY					06/07/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		168.00		1.00	168.00
Total Vendor 10014 - RED BULL DISTRIBUTION CO INC.					168.00	168.00	
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B012994							
00036129	RMB ENVIRONMENTAL LABORATORIES, INC	06/03/2024		311.41	311.41	Open	N
	LOW LEVEL MERCURY	DMULVIHILL					06/17/2024
	602-49490-40313	SAMPLE TESTING		311.41		1.00	311.41
B013117							
00036157	RMB ENVIRONMENTAL LABORATORIES, INC	06/05/2024		161.98	161.98	Open	N
	ALL WEEKS COOLER 2	DMULVIHILL					06/17/2024
	602-49490-40313	SAMPLE TESTING		161.98		1.00	161.98
B013173							
00036179	RMB ENVIRONMENTAL LABORATORIES, INC	06/06/2024		209.00	209.00	Open	N
	99	DMULVIHILL					06/17/2024
	601-49440-40313	SAMPLE TESTING		104.50		1.00	104.50
	602-49490-40313	SAMPLE TESTING		104.50		1.00	104.50
B012995							
00036181	RMB ENVIRONMENTAL LABORATORIES, INC	06/06/2024		233.04	233.04	Open	N
	WEEKS 2-4 COOLER 1	DMULVIHILL					06/17/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					915.43	915.43	
<b>Vendor 6072 - ROYAL SUPPLY</b>							
6445							
00036254	ROYAL SUPPLY	06/12/2024		102.75	102.75	open	N
	SUPPLIES	DMULVIHILL					06/17/2024
	101-41940-40210	OPERATING SUPPLIES		17.13		1.00	17.13
	101-42110-40217	OTHER OPERATING SUPPLIES		17.13		1.00	17.13
	101-43100-40217	OTHER OPERATING SUPPLIES		17.13		1.00	17.13
	101-45200-40217	OTHER OPERATING SUPPLIES		17.13		1.00	17.13
	601-49440-40217	OTHER OPERATING SUPPLIES		17.13		1.00	17.13
	602-49490-40217	OTHER OPERATING SUPPLIES		17.10		1.00	17.10
Total Vendor 6072 - ROYAL SUPPLY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 6072 - ROYAL SUPPLY</b>								
					102.75	102.75		
<b>Vendor 10712 - RUM RIVER CONTRACTING</b>								
8053								
00036156	RUM RIVER CONTRACTING	06/05/2024			4,000.00	4,000.00	Open	N
	PAVING	NSANTILLO						06/17/2024
	602-49490-40311	CONTRACT			4,000.00		1.00	4,000.00
Total Vendor 10712 - RUM RIVER CONTRACTING					4,000.00	4,000.00		
<b>Vendor UB-REFUND - SELL, JANE</b>								
.06062024-1								
00036165	SELL, JANE	06/06/2024			156.60	156.60	Open	N
	REFUND ACCT#2154	NSANTILLO						06/17/2024
	601-49440-40444	REFUND ACCT#2154			156.60		1.00	156.60
Total Vendor UB-REFUND - SELL, JANE					156.60	156.60		
<b>Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC</b>								
468171								
00036231	SHORT ELLIOTT HENDRICKSON INC	06/11/2024			575.44	575.44	Open	N
	CHLORIDE MONITORING	NSANTILLO						06/17/2024
	601-49440-40303	ENGINEERING FEES			287.72		1.00	287.72
	602-49490-40303	ENGINEERING FEES			287.72		1.00	287.72
Total Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC					575.44	575.44		
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>								
2488719								
00036180	SOUTHERN GLAZERS OF MN	06/06/2024			8,689.66	8,689.66	Open	N
	LIQUOR	CBUSKEY						06/06/2024
	609-49751-40206	FREIGHT			113.17		1.00	113.17
	609-49751-40251	LIQUOR			8,576.49		1.00	8,576.49
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					8,689.66	8,689.66		
<b>Vendor 863 - THE BERNICK COMPANIES</b>								

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

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
<b>Vendor 863 - THE BERNICK COMPANIES</b>							
10226466							
00036176	THE BERNICK COMPANIES	06/06/2024		792.80	792.80	Open	N
	BEER/NA		CBUSKEY				06/06/2024
	609-49751-40255	N/A	PRODUCTS	87.40		1.00	87.40
	609-49751-40252	BEER		705.40		1.00	705.40
6112024							
00036230	THE BERNICK COMPANIES	06/11/2024		62.00	62.00	Open	N
	BEER		JPFEIFER				06/17/2024
	609-49751-40252	BEER		62.00		1.00	62.00
10228902							
00036265	THE BERNICK COMPANIES	06/13/2024		126.00	126.00	Open	N
	NA		CBUSKEY				06/13/2024
	609-49751-40255	N/A	PRODUCTS	126.00		1.00	126.00
10228901							
00036266	THE BERNICK COMPANIES	06/13/2024		2,758.90	2,758.90	Open	N
	BEER		CBUSKEY				06/13/2024
	609-49751-40252	BEER		2,758.90		1.00	2,758.90
Total Vendor 863 - THE BERNICK COMPANIES							
				3,739.70	3,739.70		
<b>Vendor 10705 - THE WINE COMPANY</b>							
270099							
00036220	THE WINE COMPANY	06/07/2024		990.00	990.00	Open	N
	WINE		CBUSKEY				06/07/2024
	609-49751-40206	FREIGHT		18.00		1.00	18.00
	609-49751-40253	WINE		972.00		1.00	972.00
Total Vendor 10705 - THE WINE COMPANY							
				990.00	990.00		
<b>Vendor 9559 - TIMESAVER OFF SITE SEC. INC</b>							
M29230							
00036206	TIMESAVER OFF SITE SEC. INC	05/31/2024		353.00	353.00	Open	N
	5.15 PLANNING COMMISSION/5.20	CITY COUN	NSANTILLO				06/17/2024
	101-41400-40311	5.15 PLANNING COMMISSION/5.20	CITY COUN	353.00		1.00	353.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
				353.00	353.00		
<b>Vendor 10697 - TRIAD PARADIGN, LLC</b>							

**INVOICE REGISTER FOR CITY OF ST. FRANCIS**

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4H.

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
<b>Vendor 10697 - TRIAD PARADIGN, LLC</b>							
2024-03							
00036232	TRIAD PARADIGN, LLC	06/12/2024		3,543.50	3,543.50	Open	N
	BETHEL SHARED SERVICES		NSANTILLO				06/17/2024
	101-42210-40311	CONTRACT		0.00		0.00	0.00
	101-42210-40311	CONTRACT		3,543.50		1.00	3,543.50
Total Vendor 10697 - TRIAD PARADIGN, LLC				3,543.50	3,543.50		
<b>Vendor 10647 - TRUE NORTH PSYCHOLOGY &amp; CONSULTING, LLC</b>							
1082							
00036183	TRUE NORTH PSYCHOLOGY & CONSULTING, LLC	06/07/2024		480.00	480.00	Open	N
	SFPD MEDICAL SERVICES		NSANTILLO				06/17/2024
	103-42110-40300	PROFESSIONAL SERVICES		480.00		1.00	480.00
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				480.00	480.00		
<b>Vendor 10179 - W. W. GOETSCH ASSOCIATES, INC.</b>							
112658							
00036168	W. W. GOETSCH ASSOCIATES, INC.	05/29/2024		7,346.00	7,346.00	Open	N
	PROJECT MAINTENANCE		NSANTILLO				06/17/2024
	601-49440-40229	PROJECT MAINTENANCE		2,448.66		1.00	2,448.66
	602-49490-40229	PROJECT MAINTENANCE		2,448.66		1.00	2,448.66
	602-49490-40400	SYSTEM JETTING		2,448.68		1.00	2,448.68
112663							
00036169	W. W. GOETSCH ASSOCIATES, INC.	05/29/2024		7,346.00	7,346.00	Open	N
	PROJECT MAINTENANCE		NSANTILLO				06/17/2024
	602-49490-40229	PROJECT MAINTENANCE		7,346.00		1.00	7,346.00
Total Vendor 10179 - W. W. GOETSCH ASSOCIATES, INC.				14,692.00	14,692.00		

# of Invoices:	109	# Due: 109	Totals:	380,682.52	380,682.52
# of Credit Memos:	10	# Due: 10	Totals:	(1,028.56)	(1,028.56)
Net of Invoices and Credit Memos:				379,653.96	379,653.96
* 1 Net Invoices have Credits Totalling:				(72.00)	

--- TOTALS BY GL BANK ---

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	GNCKG		379,653.96			
--- TOTALS BY GL DISTRIBUTIONS ---						
	101-00000-20200		40.00			
	101-41110-40310		1,025.92			
	101-41110-40360		91.32			
	101-41400-40160		582.82			
	101-41400-40200		195.00			
	101-41400-40310		2,529.82			
	101-41400-40311		353.00			
	101-41400-40360		969.74			
	101-41410-40160		25.54			
	101-41410-40360		21.74			
	101-41500-40160		294.23			
	101-41500-40360		504.44			
	101-41540-40301		4,275.00			
	101-41550-40311		8,806.26			
	101-41600-40360		156.55			
	101-41910-40160		351.23			
	101-41910-40310		300.78			
	101-41910-40360		621.85			
	101-41940-40210		17.13			
	101-41940-40360		752.31			
	101-42110-40160		22,021.77			
	101-42110-40217		17.13			
	101-42110-40308		40.00			
	101-42110-40310		7,793.47			
	101-42110-40311		3,000.00			
	101-42110-40321		44.98			
	101-42110-40360		8,566.74			
	101-42110-40437		3,220.80			
	101-42110-40441		154.00			
	101-42210-40160		6,910.16			
	101-42210-40221		1,326.75			
	101-42210-40305		2,270.00			
	101-42210-40310		1,777.87			
	101-42210-40311		3,543.50			
	101-42210-40360		2,126.47			
	101-42210-40437		153.75			
	101-42400-40160		179.27			
	101-42400-40303		393.75			
	101-42400-40310		1,025.92			
	101-42400-40311		222.00			
	101-42400-40360		447.91			
	101-43100-40160		5,171.16			
	101-43100-40217		37.49			
	101-43100-40218		287.21			
	101-43100-40303		842.75			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	101-43100-40310		1,025.92			
	101-43100-40360		4,753.02			
	101-43100-40441		70.90			
	101-43210-40160		502.58			
	101-43210-40217		20.36			
	101-43210-40360		152.20			
	101-45000-40360		4.35			
	101-45200-40160		2,132.40			
	101-45200-40217		37.49			
	101-45200-40229		765.29			
	101-45200-40310		1,025.92			
	101-45200-40360		5,044.38			
	101-45200-40402		1,082.00			
	101-45230-40217		2,630.06			
	101-49200-40360		13.05			
	103-42110-40300		480.00			
	404-41400-40589		8,237.21			
	405-43100-40441		5,806.59			
	405-43100-40809		1,435.25			
	405-43100-40811		22.25			
	601-49440-40160		1,606.52			
	601-49440-40216		8,325.54			
	601-49440-40217		37.49			
	601-49440-40229		3,312.68			
	601-49440-40303		287.72			
	601-49440-40310		1,025.92			
	601-49440-40313		104.50			
	601-49440-40321		158.39			
	601-49440-40360		5,500.98			
	601-49440-40382		1,600.63			
	601-49440-40434		4,496.00			
	601-49440-40442		54.00			
	601-49440-40444		294.52			
	601-49440-40500		6,325.81			
	602-49490-40160		1,927.13			
	602-49490-40216		8,698.13			
	602-49490-40217		37.44			
	602-49490-40229		9,794.66			
	602-49490-40303		287.72			
	602-49490-40310		1,025.92			
	602-49490-40311		36,952.65			
	602-49490-40313		810.93			
	602-49490-40360		8,405.84			
	602-49490-40382		1,600.62			
	602-49490-40400		2,448.68			
	602-49490-40401		1,350.40			
	602-49490-40442		54.00			
	603-00000-37400		(72.00)			
	609-49750-40160		2,396.19			



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/18/2024 - 06/18/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By				Post Date
Inventory	GL Distribution			Units	Quantity	Unit Price
	609-49750-40210		238.25			
	609-49750-40310		725.14			
	609-49750-40360		5,353.11			
	609-49751-40206		712.41			
	609-49751-40251		39,151.99			
	609-49751-40252		78,804.01			
	609-49751-40253		7,399.69			
	609-49751-40254		1,588.98			
	609-49751-40255		870.70			
	609-49751-40257		3,544.95			
	803-00000-22005		2,511.72			
	803-00000-22043		296.44			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		112,749.45	112,749.45		
	103 PUBLIC SAFETY FUNDS		480.00	480.00		
	404 BUILDING IMPROVEMENT FUND		8,237.21	8,237.21		
	405 STREET IMPROVEMENT FUND		7,264.09	7,264.09		
	601 WATER FUND		33,130.70	33,130.70		
	602 SEWER FUND		73,394.12	73,394.12		
	603 STORM WATER FUND		(72.00)	(72.00)		
	609 LIQUOR FUND		140,785.42	140,785.42		
	803 ESCROW		2,808.16	2,808.16		
--- TOTALS BY DEPT/ACTIVITY ---						
	00000 UNASSIGNED		2,776.16	2,776.16		
	41110 CITY COUNCIL		1,117.24	1,117.24		
	41400 ADMINISTRATION		12,867.59	12,867.59		
	41410 ELECTIONS		47.28	47.28		
	41500 FINANCE		798.67	798.67		
	41540 AUDITING & ACCOUNTING		4,275.00	4,275.00		
	41550 ASSESSING		8,806.26	8,806.26		
	41600 LEGAL		156.55	156.55		
	41910 COMMUNITY DEVELOPMENT		1,273.86	1,273.86		
	41940 BUILDINGS		769.44	769.44		
	42110 POLICE		45,338.89	45,338.89		
	42210 FIRE		18,108.50	18,108.50		
	42400 BUILDING INSPECTIONS		2,268.85	2,268.85		
	43100 STREETS		19,452.54	19,452.54		
	43210 RECYCLING		675.14	675.14		
	45000 COMMUNITY CENTER		4.35	4.35		
	45200 PARKS		10,087.48	10,087.48		
	45230 PIONEER DAYS		2,630.06	2,630.06		
	49200 UNALLOCATED		13.05	13.05		
	49440 WATER DEPT		33,130.70	33,130.70		
	49490 SEWER DEPT		73,394.12	73,394.12		
	49750 LIQUOR STORE		8,712.69	8,712.69		
	49751 MERCHANDISE PURCHASES		132,072.73	132,072.73		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 05/01/2024 - 05/31/2024

Agenda Item # 4H.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
<b>Bank GNCKG GENERAL CHECKING ACCOUNT</b>			
05/02/2024	3357(E)	ACE SOLID WASTE, INC	1,514.12
05/02/2024	3358(E)	CITY HIVE	99.00
05/02/2024	3359(E)	HEALTH PARTNERS	34,292.43
05/02/2024	3360(E)	SPOT ON-LIQUOR CC	4,861.14
05/02/2024	3361(E)	SUN LIFE FINANCIAL	3,708.45
05/09/2024	3362(E)	EFTPS	25,849.32
05/09/2024	3363(E)	ICMA	290.00
05/09/2024	3364(E)	PERA	26,502.27
05/09/2024	3365(E)	RHS HEALTHCARE SAVINGS	548.60
05/09/2024	3366(E)	STATE	5,627.56
05/09/2024	3367(E)	VOYA	2,015.00
05/07/2024	3368(E)	DELTA DENTAL	1,976.22
05/07/2024	3369(E)	INVOICE CLOUD	1,097.10
05/07/2024	3370(E)	U S BANK EQUIPMENT FINANCE	1,169.50
05/07/2024	3371(E)	WEX CARD	5,923.80
05/09/2024	3372(E)	COLONIAL INSURANCE	506.95
05/09/2024	3373(E)	ISANTI COUNTY TREASURER	8,626.00
05/10/2024	3374(E)	ANOKA COUNTY PROPERTY RECORDS	2,841.12
05/10/2024	3375(E)	NEW BENEFITS (FRESH BENIES)	229.77
05/21/2024	3376(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
05/21/2024	3377(E)	EFTPS	2,337.94
05/21/2024	3378(E)	MN DEPARTMENT OF REVENUE	240.11
05/21/2024	3379(E)	PERA	40.00
05/21/2024	3380(E)	STATE	99.36
05/14/2024	3381(E)	CINTAS	243.39
05/10/2024	3382(E)	US BANK CREDIT CARD	18,147.75
05/22/2024	3385(E)	CAYAN	862.24
05/22/2024	3386(E)	CONNEXUS ENERGY	20,007.91
05/22/2024	3387(E)	EFTPS	26,360.34
05/22/2024	3388(E)	ENTERPRISE FLEET MGMT	36,627.20
05/22/2024	3389(E)	ICMA	290.00
05/22/2024	3390(E)	MN DEPT OF REVENUE-SALES TAX	25,652.00
05/22/2024	3391(E)	PERA	26,747.34
05/22/2024	3392(E)	RHS HEALTHCARE SAVINGS	2,755.65
05/22/2024	3393(E)	STAHL CONSTRUCTION	636,137.10
05/22/2024	3394(E)	STAHL CONSTRUCTION	541,872.59
05/22/2024	3395(E)	STATE	5,885.20
05/22/2024	3396(E)	VOYA	2,015.00
05/30/2024	3397(E)	ALERUS	50.00
05/30/2024	3398(E)	CENTERPOINT ENERGY	1,993.11
05/31/2024	3399(E)	VILLAGE BANK	229.51
<b>GNCKG TOTALS:</b>			
Total of 41 Checks:			1,476,430.09
Less 0 Void Checks:			0.00
Total of 41 Disbursements:			1,476,430.09



**CITY COUNCIL  
AGENDA REPORT**

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Vista Prairie at Eagle Point Conduit Bond  
**DATE:** June 17, 2024

**OVERVIEW:**

A conduit bond is a type of municipal bond sold by a government to make the proceedings available to a private entity to further a public purpose typically for non-profits. The bonds are then issued to a conduit borrower (Vista Prairie). Vista Prairie at Eagle Landing is seeking a conduit bond through one additional City in which St. Francis is the acting host.

The City of St. Francis holds no debt liability or responsibility for this action.

The City completed a similar action for the approval of Bonds in Nowthen and Ham Lake. Both have been completed successfully. Tonight’s approval is for a fourth city, the City of Welcome to also become a bond supporter of the project.

**ACTION TO BE CONSIDERED:**

Council to hold the public hearing and approve Resolution 2024-25

**Attachments:**

- Resolution 2024-25 A Resolution Giving Host Approval to the Issuance of City of Welcome, Minnesota Senior Housing Revenue Note Series 2024 and approving a Joint Powers Agreement
- Joint Powers Agreement providing for the issuance of a revenue note to finance housing facilities (Vista Prairie Project)

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

**RESOLUTION 2024-25**

**A RESOLUTION GIVING HOST APPROVAL TO THE ISSUANCE OF CITY OF WELCOME, MINNESOTA SENIOR HOUSING REVENUE NOTE (VISTA PRAIRIE PROJECT), SERIES 2024, AND APPROVING A JOINT POWERS AGREEMENT**

**EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE  
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly held on Monday, June 17, 2024, commencing at 6:00 P.M.

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

(a) WHEREAS, Minnesota Statutes, Chapter 462C, as amended (the “Act”), gives statutory and home rule cities and other political subdivisions of the State of Minnesota, including housing and redevelopment authorities the power to issue revenue obligations for the purpose of financing or refinancing the cost of housing for the elderly and disabled and to enter into agreements necessary or convenient in the exercise of powers granted by the Act; and

(b) WHEREAS, Minnesota Statutes, Section 471.656, as amended, authorizes a municipality to issue obligations to finance the acquisition or improvement of property located outside of the corporate boundaries of such municipality if the obligations are issued under a joint powers agreement between the municipality issuing the obligations and the municipality in which the property to be acquired or improved is located. Pursuant to Minnesota Statutes, Section 471.59, as amended, by the terms of a joint powers agreement entered into through action of their governing bodies, two or more municipalities may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised and the joint powers agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units; and

(c) WHEREAS, the City of St. Francis, Minnesota (the “City”) has received a proposal from Vista Prairie at Goldfinch Estates, LLC, a Minnesota limited liability company, the sole member of which is Governmental and Educational Assistance Corporation, d/b/a Vista Prairie Communities, an Arkansas non-profit corporation and 501(c)(3) organization (the “Borrower”),

that the City of Welcome, Minnesota (the “Issuer”) assist in (i) providing a cash contribution to the acquisition and construction of a new senior housing facility consisting of 59 units of independent living, 43 units of assisted living, 24 units of memory care, and 8 units of care suites, to be located at 23440 Ambassador Boulevard NW in the City to be known as Eagle Pointe (“Eagle Pointe”), (ii) financing the construction and equipping of improvements to the Goldfinch Estates senior housing facility consisting of 92 assisted living units and 41 memory care units (“Goldfinch Estates”), located at 850 Goldfinch Street and 1640 Blue Jay Boulevard, respectively, in the City of Fairmont, Minnesota (“Fairmont”), (iii) refinancing of existing taxable debt related to Goldfinch Estates, and (iv) paying costs of issuance related to the issuance of the Note (collectively, the “Project”), through the issuance by the Issuer of its Senior Housing Revenue Note (Vista Prairie Project), Series 2024 (the “Note”) pursuant to the Act, in an amount not to exceed \$6,500,000, with approximately \$5,000,000 allocated to Eagle Pointe and \$1,500,000 allocated to Goldfinch Estates. Eagle Pointe will be owned and operated by Vista Prairie at Eagle Pointe, LLC, a Minnesota limited liability company and an entity related to the Borrower, the sole member of which is Governmental and Educational Assistance Corporation, d/b/a Vista Prairie Communities, an Arkansas non-profit corporation and 501(c)(3) organization, and Goldfinch Estates will be owned and operated by the Borrower; and

(d) WHEREAS, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), a Notice of Public Hearing was published in the City’s official newspaper and newspaper of general circulation, for a public hearing on the proposed issuance of the Note by the Issuer, a portion of which will be used to provide a cash contribution to Eagle Pointe; and

(e) WHEREAS, as required by Section 147(f) of the Code, the City has on this same date caused to be held a public hearing on the issuance of the Note by the Issuer and the proposal to undertake and finance Eagle Pointe, which is located within the jurisdictional limits of the City, at which all those appearing who desired to speak were heard and written comments were accepted; and

(f) WHEREAS, the City has been advised that the Note, as and when issued, will not constitute a charge, lien, or encumbrance upon any property of the City or the Issuer, except the revenues to be derived from a revenue agreement between the Borrower and the Issuer. Such Note will not be a charge against the general credit or taxing powers of the City or the Issuer, but is payable from sums to be paid by the Borrower pursuant to a revenue agreement between the Borrower and the Issuer; and

(g) WHEREAS, the City and the Issuer are proposing to enter into a Joint Powers Agreement (the “Joint Powers Agreement”) pursuant to which the City will consent to the issuance of the Note by the Issuer to finance a cash contribution for Eagle Pointe and the Issuer will agree to issue the Note to finance, among other things, a cash contribution for Eagle Pointe;

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

1. Recital of Representations Made by the Borrower. The Borrower has agreed to pay any and all costs incurred by the City in connection with the issuance of the Note, whether or not such issuance is carried to completion.

2. Host Approval. The City Council hereby gives the host approval required under Section 147(f) of the Code and, pursuant to Minnesota Statutes, Section 471.656, Subd. 2(2), the City Council hereby consents to the issuance of the Note by the Issuer to provide a cash contribution for Eagle Pointe.

3. Joint Powers Agreement. The Mayor and the City Administrator are hereby authorized and directed to execute and deliver the Joint Powers Agreement and any other documents deemed necessary to fulfill the intentions of this resolution. All of the provisions of the Joint Powers Agreement, when executed and delivered as authorized herein, shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof. The Joint Powers Agreement shall be substantially in the form on file with the City, which is hereby approved with such omissions and insertions as do not materially change the substance thereof, or as the Mayor and the City Administrator, in their discretion, shall determine, and the execution thereof by the Mayor and the City Administrator shall be conclusive evidence of such determination.

(h) Electronic Signatures Authorized. The execution of any instrument by the appropriate officer or officers of the City herein authorized may be by electronic signature if such an option is available and shall be conclusive evidence of the approval of such documents in accordance with the terms hereof. For purposes of this paragraph: (i) "electronic signature" means a manually signed original signature, an electronic image of a handwritten signature, or a digital signature provided by DocuSign, Adobe Sign, or any other electronic signature provider acceptable to the parties, which in each case is transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a PDF (i.e. portable document format) or other replicating image attached to an electronic mail or internet message.

(The remainder of this page is intentionally left blank.)

Adopted by the City Council of the City of St. Francis, Minnesota, this 17<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Wida, City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
COUNTY OF ANOKA )SS  
CITY OF ST. FRANCIS )

I, the undersigned, being the duly qualified and acting City Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly called and held on the date therein indicated, insofar as such minutes relate to giving host approval to the issuance of a revenue obligation for a project in the City.

WITNESS my hand this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
City Clerk



**JOINT POWERS AGREEMENT  
PROVIDING FOR THE ISSUANCE OF A REVENUE NOTE TO  
FINANCE HOUSING FACILITIES  
(VISTA PRAIRIE PROJECT)**

This Agreement is entered into as of June 1, 2024, by and between the City of Welcome, Minnesota (“Welcome” or the “Issuer”), the City of Fairmont, Minnesota (“Fairmont”), and the City of St. Francis, Minnesota (“St. Francis” and, together with the Issuer and Fairmont, the “Cities”). Each of the Cities is a municipal corporation duly organized under the laws of the State of Minnesota.

**WHEREAS**, the Issuer proposes to adopt a housing program (the “Housing Program”) in accordance with Minnesota Statutes, Chapter 462C; and

**WHEREAS**, it has been proposed by Vista Prairie at Goldfinch Estates, LLC (the “Borrower”), a Minnesota limited liability company whose sole member is Governmental and Educational Assistance Corporation, d/b/a Vista Prairie Communities, an Arkansas non-profit corporation and 501(c)(3) organization, that the Issuer undertake a program to assist in financing the Project (defined below) through the issuance by the Issuer of revenue notes or other obligations, in one or more series, in an aggregate principal amount not to exceed \$6,500,000 (the “Obligations”); and

**WHEREAS**, the Cities desire to assist the Borrower pursuant to this Agreement;

**NOW, THEREFORE**, for and in consideration of the mutual covenants and representations hereinafter contained, the parties hereto agree as follows:

1. Minnesota Statutes, Section 471.59 (the “Joint Powers Act”) provides that two or more governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties, and may provide for the exercise of such power by one of the participating governmental units.
2. In connection with a revenue note issued under Minnesota Statutes, Chapter 462C (the “Housing Programs Act”), Section 462C.14, Subdivision 3 provides for joint action between cities pursuant to the Joint Powers Act.
3. The Borrower has proposed, and the Cities hereby agree, to enter into this Agreement pursuant to the Housing Programs Act. Under the Housing Programs Act, the Issuer will issue the Obligations and loan the proceeds thereof to the Borrower pursuant to agreements with the Borrower that obligate the Borrower to use the proceeds of the Obligations to finance the Project (defined below). The Cities expect that Issuer will issue the Obligations in a principal amount not to exceed \$6,500,000.

As further described in the Housing Program, the “Project” consists of (i) financing the construction and equipping of improvements to an existing senior housing facility, consisting of 92 assisted living units and 41 memory care units, located at 850 Goldfinch Street and 1640 Blue Jay Boulevard, respectively, in Fairmont, known as “Goldfinch Estates” (“Goldfinch Estates”); (ii) refinancing existing taxable debt related to Goldfinch Estates; (iii) providing a cash

contribution to the acquisition and construction of a new senior housing facility consisting of 59 units of independent living, 43 units of assisted living, 24 units of memory care, and 8 units of care suites, to be located at 23340 Ambassador Boulevard NW in St. Francis to be known as Eagle Pointe (“Eagle Pointe”); and (iv) paying all or a portion of costs of issuance (the “Project”). Goldfinch Estates is and will be owned and operated by the Borrower. Eagle Pointe will be owned and operated by Vista Prairie at Eagle Pointe, LLC, an entity related to the Borrower, the sole member of which is Governmental and Educational Assistance Corporation, d/b/a Vista Prairie Communities, an Arkansas non-profit corporation and 501(c)(3) organization.

4. The Issuer has adopted a resolution adopting the Housing Program.

5. Each of the Cities has adopted a resolution evidencing its intent to enter into this Agreement. As required under the Code, Fairmont and St. Francis have each adopted resolutions granting host approval of the issuance of the Obligations by the Issuer and the Issuer has adopted a resolution approving the issuance of its Obligations.

6. The Issuer shall exercise the powers of the Housing Programs Act by adopting, approving, and executing such resolutions, documents, and agreements as shall be necessary or convenient to authorize, issue, and sell the Obligations and such other resolutions, documents, and agreements as shall be necessary or required in connection with the issuance of the Obligations and giving effect to or carrying out the provisions of this Agreement and documents under which the Obligations are issued and/or secured.

7. The Obligations issued by the Issuer will be special, limited obligations of the Issuer, payable solely from proceeds, revenues, and other amounts pledged thereto and more fully described in a loan agreement between that Issuer and the Borrower, executed in connection with the Project. In no event shall the Obligations ever be payable from or charged upon the general credit, taxing powers, or any funds of the Cities; the Cities are not subject to any liability thereon; no owners of the Obligations shall ever have the right to compel the exercise of the taxing power of the Cities to pay any of the Obligations or the interest thereon, nor to enforce payment thereof against any property of any Cities; the Obligations shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the Cities; and the Obligations do not constitute an indebtedness of any of the Cities within the meaning of any constitutional, statutory, or charter limitation.

8. This Agreement will terminate upon the retirement or defeasance of all of the Obligations or any bonds issued to refund the Obligations, and this Agreement may not be terminated in advance of such retirement or defeasance.

9. This Agreement may be executed in counterparts, each of which shall be an original, but such counterparts shall together constitute but one and the same instrument.

10. The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. For purposes of this paragraph: (i) “electronic signature” means a manually signed original signature, an electronic image of a handwritten signature, or a digital signature provided by DocuSign, Adobe Sign, or any other electronic signature provider acceptable to the parties,

which in each case is transmitted by electronic means; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a PDF (i.e. portable document format) or other replicating image attached to an electronic mail or internet message. Paper copies or “printouts” of this Agreement, if introduced as evidence in any judicial, arbitral, mediation, or administrative proceeding will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party may contest the admissibility of true and accurate copies of documents transmitted by electronic means and containing, or to which there is affixed, an electronic signature on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

[Remainder of page intentionally blank; signature page follows.]

IN WITNESS WHEREOF, each of the Cities has caused this Agreement to be executed on its behalf by its duly authorized officers, all as of the day and year first above written.

CITY OF WELCOME, MINNESOTA,  
the Issuer

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Clerk/Treasurer

[Signature page to Joint Powers Agreement]

CITY OF FAIRMONT, MINNESOTA

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Administrator

[Signature page to Joint Powers Agreement]

CITY OF ST. FRANCIS, MINNESOTA

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Administrator

[Signature page to Joint Powers Agreement]



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** I-1 Clinic Zoning Ordinance Amendment – 2<sup>nd</sup> Reading  
**DATE:** June 17, 2024

**OVERVIEW:**

The City has received a request from the property owner at 23671 St. Francis Blvd NW to allow clinics and offices, including medical, dental, or therapeutic, as a permitted use in the I-1 General Industrial Zoning District. The City Council reviewed and approved the 1<sup>st</sup> reading of the requested amendment on June 3, 2024.

**ACTION TO BE CONSIDERED:**

Because Council approved the 1<sup>st</sup> reading of Ordinance 331 at the June 3, 2024 meeting, Staff has prepared a 2<sup>nd</sup> reading of the ordinance and a summary resolution allowing for publication by summary for Council’s review. The following timeline will apply:

- June 3 – 1<sup>st</sup> Reading
- June 17 – 2<sup>nd</sup> Reading
- June 21 – Published for Comment
- July 21 – Effective

Suggested Motions:

1. Move to approve the 2<sup>nd</sup> reading of Ordinance 331 allowing clinics as a permitted use in the I-1 District.
2. Move to approve Summary Resolution 2024-24 allowing publication of Ordinance 331 by summary.

**ATTACHMENTS:**

- Draft Ordinance 331 – 2<sup>nd</sup> Reading
- Draft Summary Resolution

**ORDINANCE NO. 331**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO ALLOW CLINICS AND OFFICES, INCLUDING MEDICAL, DENTAL, AND THERAPEUTIC, IN THE I-1 DISTRICT– 2<sup>ND</sup> READING**

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

Changes in the following sections are denoted with an underline for new text or a ~~strike through~~ for deleted language. Renumbering shall occur as needed when sections are added or deleted.

**Section 1.** Table 10-44-1 Principal Use Table – Business and Industrial Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-44-02 Principal Uses in Business Districts**

A. Table 10-44-1 Principal Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Public, Social, or Health Care					
Child care center	PS	PS			
Clinics and offices, including medical, dental, or therapeutic	P	P	P	<u>P</u>	
Club, lodge, or meeting place of a non-commercial nature	PS	PS			
Financial institution	P	P	P		
Funeral home or mortuary		P			
Municipal, county, state, or federal administrative or services building	P	P	P	P	
Municipal social, cultural, or recreational facility	PS	PS			
Place of worship	PS	PS			
Social assistance, welfare, or charitable service	P	P	P		

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

Approved and adopted by the City Council of the City of St. Francis this 17<sup>th</sup> day of June, 2024.



SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Joseph Muehlbauer, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

DRAFTED BY:  
**HKGi**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401

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

**RESOLUTION 2024-24**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
331, SECOND SERIES, ALLOWING CLINICS AND OFFICES, INCLUDING  
MEDICAL, DENTAL, OR THERAPEUTIC, IN THE I-1 DISTRICT IN THE ZONING  
CODE**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 331, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance 331 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 331, SECOND SERIES**

Section 1. Ordinance 331, as adopted, modifies Section 10-44-00 Business and Industrial Districts of the City Zoning Code to allow clinics and offices, including medical, dental, or therapeutic, as a Permitted use in the I-1 zoning district.

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17<sup>th</sup> DAY OF JUNE, 2024.

APPROVED:

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

Attest:

\_\_\_\_\_  
Jennifer Wida, City Clerk

*Published in the Anoka County Union Herald the \_\_\_ day of June, 2024.*

DRAFTED BY:  
**HKGi**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401

## MEMORANDUM

TO: St. Francis City Councilmembers  
Kate Thunstrom City Administrator  
Jenni Wida, City Clerk

FROM: David Schaps, City Attorney's Office

RE: Council Vacancy – Office of Councilmember

DATED: June 13, 2024

At the last council meeting on June 4th, Council member Bauer announced his upcoming resignation from the City Council. He followed up with correspondence to the City that his resignation would be effective on the date of June 17, 2024.

This memorandum is intended to provide the Council with information regarding the basic laws and requirements to fill the recent City Council vacancy. Since both state law and the City Charter regulate how vacancies are filled by the City Council, I have listed the particular sections that pertain to addressing this issue.

### Process Issues

Per the City of St. Francis Charter:

**Section 2.05 Vacancies In Office.** A vacancy in office on the Council shall be deemed to exist in the case of ... resignation... In such case the Council shall by resolution declare the vacancy to exist shall post and publish notice of vacancy and after thirty (30) days, appoint an eligible person to fill the vacancy until the next Municipal election. (Emphasis added). ...

The City has started the publication process required by Charter.

Per State Law:

The primary law in this area is Minn. Stat. 412.02 Subd. 2a:

### EXPERIENCE | TRUST | RESULTS

Charles M. Seykora	Bradley A. Kletscher	Cathryn D. Reher	Lindsay K. Fischbach	Ashley Kemplin-Gamm *	Senior Counsel
Beverly K. Dodge	Timothy D. Erb	Jason C. Brown	Tyler W. Eubank	Kate R. Fredrickson	Joel T. LeVahn
Joan M. Quade *	Adriel B. Villarreal	Thomas R. Wentzell	Bobbi Hermanson-Albers	James S. Robbins *	Of Counsel
John T. Buchman *	Tammy J. Schemmel	David R. Schaps	Erik C. Ordahl *	Jacob W. LeVahn	James H. Wills *
Scott M. Lepak	Carole Clark Isakson	Carla J. Pedersen	Stephany J. Elmer	Jamie L. Carrell	Scott M. Hagel
William F. Huefner	Joseph J. Deuhs, Jr.	Kristin L. Kingsbury *	Rachel L. Farhi	Travis J. Lutz	Robert A. LaFleur
					* Also Licensed In Wisconsin

**Subd. 2a. Vacancy.**

Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. ... (Emphasis added).

The appointment will be for the unexpired term until a newly elected Councilmember is sworn in January.

Please note that language at the beginning of the above subdivision is mandatory and not permissive. This means that the City Council must appoint after the 30-day period as required in the City Charter is met. This directive was made to ensure that the City Council maintains full membership as quickly as possible so it may effectively act on the business of the City. It also means that the date at which the City Council must approve a new appointment to the City Council should ideally be set by a special meeting of the City Council after the 30-day period has passed, which would be after July 17, 2024. If the City Council prefers not to hold a special meeting, it should at the latest fill the position at its regular City Council meeting scheduled for Monday August 5, 2024 (Please note there are five Mondays in July).

**Applicant Eligibility Requirements**

The minimum criteria that the City Council must use in making an appointment to the City Council are:

- A qualified voter in the state of Minnesota.
- A U.S. citizen.
- At least 21 years of age on the date he or she would take office.
- A resident of the city for 30 days before the election.

See Minnesota State Constitution, Article VI.

State law also provides an additional limitation on who they may appoint to the vacancy. The members of the City Council do not have the power to appoint a current member of the Council to the vacancy per state statute, as listed below:

**471.46 VACANCIES; PERSONS INELIGIBLE TO APPOINTMENT.**

No county, city, town, or school district officer shall be appointed to fill a vacancy in any elective office if the officer has the power, either alone or as a member of a board, to make the appointment; and the ineligibility shall not be affected by resignation before such appointment is made. This section shall not prevent the appointment of a member of a city council to the office of mayor or clerk, but in that case the member shall not vote in the appointment.

Therefore, per this law, the City Council cannot appoint a current Councilmember to the vacant Council seat.

In summary, the Council must choose a person that meets the relevant criteria as listed above but is not a current Councilmember.

**Next Steps**

Upon passing the attached Resolution, the City is publishing the vacancy as required by law. It can then begin seeking interested candidates.

In terms of process, our office recommends that the City Council start to think about how they would like to move forward with the process to meet with interested members of the community that have submitted an application for the vacant seat. As stated in previous memorandums to the City Council regarding vacancies, it has been the practice in the past for the City Council to conduct interviews and then make a decision on who to appoint at an open special or regular meeting of the City Council.

Direction is sought on how the council would like to proceed.

Please do not hesitate to contact me if you have any questions.

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

**RESOLUTION 2024-26**

**RESOLUTION DECLARING VACANCY ON THE ST. FRANCIS CITY COUNCIL  
DUE TO RESIGNATION OF COUNCIL MEMBER ROBERT BAUER**

WHEREAS, Council Member Robert Bauer submitted his resignation effective June 17, 2024; and

WHEREAS, Section 2.05 of the City’s Charter provides that a vacancy in office on the Council shall be deemed to exist in the case of resignation:

**Section 2.05 Vacancies In Office.** A vacancy in office on the Council shall be deemed to exist in the case of the failure of any person elected or appointed to the Council to qualify on or before the date of the second regular meeting of the Council following the person's election or appointment, or by reason of the death, resignation, removal from office, removal from the City, continuous absence from the City or from Council meetings for more than (3) months unless excused by the Council, being adjudged incompetent by a Court of appropriate jurisdiction, or conviction of a felony of any such person after his qualification. In such case the Council shall by resolution declare the vacancy to exist shall post and publish notice of vacancy and after thirty (30) days, appoint an eligible person to fill the vacancy until the next Municipal election;

NOW THEREFORE, BE IT RESOLVED THAT, the City Council of the City of St. Francis, Minnesota hereby accepts the resignation of Robert Bauer and declares his former position of City Council Member to be vacant.

BE IT FURTHER RESOLVED THAT, the City Council of the City of St. Francis, Minnesota hereby directs staff to post and publish the notice of Council Member vacancy for a period of not less than thirty (30) days in order to identify individuals seeking to be appointed to fill the vacancy until the next Municipal election.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF June, 2024.

APPROVED:

\_\_\_\_\_  
Joseph Muehlbauer  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Jennifer Wida  
City Clerk



## CITY COUNCIL AGENDA REPORT

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Set Special Meeting for Council Vacancy  
**DATE:** June 17, 2024

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Dates to consider:

July 29

July 30

### **ACTION TO BE CONSIDERED:**

Council requested to schedule a special meeting to complete vacancy interviews and appointment.