



CITY COUNCIL REGULAR MEETING

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

Monday, July 15, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - [A.](#) City Council Minutes - July 1, 2024
 - [B.](#) City Council Work Session Minutes - July 1, 2024
 - [C.](#) City Council Work Session Minutes - June 24, 2024
 - [D.](#) Stahl Construction – Pay Applications No. 10 – Labor & Material
 - [E.](#) Police Department Policy Manual
 - [F.](#) City Hall/Fire Station Drainage Basin Fencing
 - [G.](#) Routine sewer system cleaning (Jetting) and Televising
 - [H.](#) Appointment of Election Judges
 - [I.](#) Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - [A.](#) Compensation Study
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - [A.](#) Police Department Quarterly Report - 2nd Quarter
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - July 17 - Planning Commission Meeting @ 7:00 pm
 - July 20 - Recycling Event @ 8:00 am - 12:00 pm
 - July 29 - City Council Special Meeting - Council Vacancy
 - August 5 - City Council Meeting @6:00 pm
 - August 6 - National Night Out
 - August 13 - Election Day - State Primary Election
 - August 19 - City Council Meeting @ 6:00 pm
 - August 21 - Planning Commission Meeting @ 7:00 pm
 - August 22 - Cone with a Cop
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

July 1, 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 Kevin Robinson, Crystal Kreklow, and Sarah Udvig.

Also present: City Administrator Kate Thunstrom, Deputy City Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Police Chief Todd Schwieger.

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - June 17, 2023

B. Authorization to Purchase SCBA Compressor

C. Police Department Policy Manual

D. Dellwood River Park Riverbank Stabilization Project Final Pay Estimate

E. 2025 COLA

F. Change Orders – City Hall / Fire Station Project

G. Payment of Claims

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

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

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

Mayor Muehlbauer asked City Clerk Wida if they had anyone wanting to speak.

She said they did not.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Public Hearing Cancelled

2nd Addition of the Rivers Edge Development - drainage and utility easement

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. City Hall Facility Hours Update

Thunstrom reviewed the Staff report in regard to changing the City Hall hours to Monday through Thursday 7:00 a.m. to 4:30 p.m. and Friday from 7:00 a.m. to 11:00 a.m.

MOTION BY: KREKLOW SECOND: UDVIG APPROVING THE UPDATED CITY HALL HOURS.

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

Nays: None

Motion carries: 4-0

B. City of St. Francis Outlot Rain Garden Project

Public Works Director Carpenter reviewed the Staff report concerning the first City outlot rain garden project.

Kreklow said she loves the look of the design. She asked if residents would be eligible for the same grants that the City is receiving for this project. Carpenter said yes and added that the grant is done by the Anoka County Conservation District who is looking for candidates for these projects.

Kreklow asked if Staff has been communicating with residents about this grant opportunity. Carpenter said yes. He explained that they had a meeting in the County Park and encouraged residents to attend. He said there were three residents who attended, and they seem to be a little uneasy about the maintenance at this time. He noted that he wanted to move forward with the project for the City in hopes that these residents would see how little effort there is for maintenance. He added that there are quite a few residents who are interested but are waiting to see how it will work.

Robinson shared that he appreciates the initiative for this project. He asked if this will be in the outlot by City Hall. Carpenter said no and that it is 225th, on the southside of town, east of Public Works. He stated this outlot can be built on; however, they decided to move forward with the rain garden in this location as this

would only be a 10 year program and he did not see this outlot being used in the next 10 years.

Robinson asked if there are any practices that they can experiment with for the rain garden. Carpenter explained that the rain garden is a drainage basin that filters the water to be cleaner water that is able to be used for watering vegetation. He noted that the drainage basin at the new City Hall building is a much larger engineered basin.

Mayor Muehlbauer asked if this is related to anything having to do with MS4. Carpenter stated that this is unrelated as this project is under the Upper Rum River WMO.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE GRANT AGREEMENT FOR THE PROJECT INSTALLATION, OPERATION, AND MAINTENANCE.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Fire Department Monthly Report - May 2024

Fire Chief Schmidt reviewed the Fire Department report for May. He shared that response times averaged eight minutes and 34 seconds, which is lower than last year. He added that there were 56 calls for service for the month, which has been consistently trending down since 2021. He shared there was an increase in the average number of firefighters per call to 5.4 per response. He noted there were 39 EMS calls and 17 fire calls for the month. He shared that there were no ambulance response times over 20 minutes for the month of May, which is the first time they have not had any response times over 20 minutes in quite a few months. He noted there was a total for seven fire inspections, four fire inspections and three reinspections.

Robinson asked how the new fire truck is working out and if it is having any issues. Schmidt shared that the only repair issue that they had with the vehicle was self-inflicted by a small crash when they were moving it over to the new facility. He noted that it has had no mechanical or operations issues.

Robinson asked if there is any update on Bethel's acceptance of the fire services contract. Schmidt explained that their consultant has been going through and doing all of the meetings for bringing this group together and the consultant received very encouraging and positive feedback. He noted that they are continuing to move through this process and hope to start data collection soon.

Robinson asked how things are going with Nowthen. Schmidt stated that the relationship is going well. He shared that Nowthen has been working through some land use issues; however, they were able to post a Fire Chief position and are reviewing six applications. He said he will be assisting them with this whole process.

Mayor Muehlbauer asked Schmidt if he sees anything changing with the ambulance response times and if they will be able to continue to stay low. Schmidt said he is hopeful for this change to continue; however, the job market when it comes to EMS continues to struggle. He shared that they met with the Medical Director and County Chiefs a few weeks ago and they shared that they had just graduated their largest class of paramedics and EMTs. He explained that during the legislative session, they eliminated the Emergency Medical Services Regulatory Board which could change things as they do not know what things are going to look like.

The Council thanked Schmidt for his presentation and for his and his staff's work.

12. COUNCIL MEMBER REPORTS

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

Robinson wished everyone a safe and Happy 4th of July.

13. UPCOMING EVENTS

July 4 & 5 - City Offices Closed in observance of Independence Day
July 15 - City Council Meeting @ 6:00 pm
July 17 - Planning Commission Meeting @ 7:00 pm
July 20 - Recycling Event @ 8:00 am - 12:00 pm
July 29 - City Council Special Meeting - Council Vacancy

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:17 p.m.

Jennifer Wida, City Clerk

Minutes Prepared by: TimeSavers Secretarial

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
July 1, 2024
5:00 p.m.

1. **CALL TO ORDER**

The City Council Work Session meeting was called to order at 5:00 p.m. by Mayor Joe Muehlbauer.

2. **ROLL CALL**

Members Present: Mayor Joe Muehlbauer and Councilmembers 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), and Public Works Director Paul Carpenter.

3. **AGENDA ITEMS**

A. **23211 Pederson Resident Utility Discussion**

Public Works Director Carpenter reviewed the Staff report in regard to a resident's request for water utility, as their current well is failing at 23211 Pederson Drive. He reviewed the options available to mitigate this issue.

Robinson asked how the Phase #1 costs will be assessed to the homeowners. Carpenter explained that it would be a 60%/40% split. He shared the rough estimated numbers with a 10 year assessment being about \$250 a month per household.

Robinson shared that he asked Staff if these homeowners have been good stewards of the sewer systems. He noted that two of the homes do not have any sewer pumping recorded with the City, while the other two both have sewer pumping recorded in the last five years.

Kreklow asked if Staff has spoken to all four of the residents who are on this portion or Pederson. Carpenter said he has spoken to two different residents, the ones at 23211 and 23249, both of which are present this evening.

Kreklow shared concern if they move forward with option #1 before speaking to the other residents. She asked if the other residents would have an option to not move forward with the connection at their homes at this point. She asked if because one well is failing, if that means the others will likely fail too. Carpenter said it is hard to say as some wells can last longer than others.

Kreklow asked about the assessment rates. Carpenter explained that the rates will

be determined by the length of the assessment term. City Administrator Thunstrom added that the City has the ability to set the assessment length.

Kreklow asked if they will be able to work with these residents to come up with an assessment amount that is reasonable and affordable. Thunstrom said yes; however, the City will be fronting the cost of the project. She added that there is also interest associated with these payments so the longer it takes for someone to pay back the assessment, the more they will pay in interest.

Udvig asked if there are a lot of other properties that are going to find themselves in this same situation. Carpenter said he did not know that this area was an issue until the resident brought it forward. He noted that he is looking to see if there are any other areas of the City that may have a similar issue coming forward.

Thunstrom explained that they have looked at bringing this to other places. She noted that as they pull the trunk lines out, City ordinance does note that when a well fails they will have to connect to City water. She said that as they move up Highway 47 and down 241st and some of the other roads that already have future planned extensions, these properties will all face this same issue.

Mayor Muehlbauer asked if there were to move forward with either of these options how long it would be until these residents could connect. Carpenter explained that in order to move forward, it would be a 90 to 120 day process.

Mayor Muehlbauer noted that the most important thing is to get the residents with the failing system to where they need to be with water. He asked if there is any savings if the other homeowners in this area choose to hook up to water before their well fails. Carpenter said no.

One of the homeowners off of Pederson came forward and asked why the City ordinance was changed and they were not notified. Thunstrom explained that this is not a new ordinance and has been in place since Ambassador was constructed.

The homeowner shared that a few years ago one of the neighbors in this area was given permits to drill into their well before the pump went out. He noted that he, as well as the other residents on Pederson, do not want City sewer and water. He stated that the City should just give permits for new wells to be drilled to fix this issue. He shared that he has his septic tank pumped every three years and it is in perfect condition. He added that they also have no issues with their well water and does not see why they would need City sewer and water.

Mayor Muehlbauer shared that they have to be careful not to set precedents for this that would be difficult for future Councils and would require other taxpayers to pay for this type of project. He stated that the homeowner could apply for an ordinance change if they feel like the ordinance should be updated. He noted that they have to make a decision for this current situation with a water system that is

failing so they are in a tough spot. He shared that he is supportive of moving forward with the third option so they can get the homeowner at 23211 Pederson Drive connected to the water system as soon as possible.

Kreklow noted that this option would not resolve this issue as it is cost prohibitive. Mayor Muehlbauer said it would provide some relief as the City would be able to find a contractor for the project. He stated the relief they would be able to offer to this resident would be the cost savings of the City finding the contractor.

Robinson asked if the resident at 23211 Pederson has had their septic system pumped recently. The homeowner said they had it pumped in 2021.

Robinson said he would also be in support of option three to just help the resident with the failing well.

Mayor Muehlbauer asked what causes a failing septic system. Robinson said it would be a lack of maintenance.

Carpenter said he can get some bids from contractors for the Council and bring this information back so they can discuss assessments.

Council consensus was reached to move forward with the third option of using the City to find a contractor for the resident at 23211 Pederson so he can hook up to City water.

4. **ADJOURNMENT**

There being no further business, Mayor Muehlbauer adjourned the City Council Work Session at 5:25 p.m.

Jennifer Wida, City Clerk

Minutes Prepared by: TimeSavers Secretarial

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
June 24, 2024
5:30 p.m.

1. **CALL TO ORDER**

The City Council Work Session meeting was called to order at 5:30 p.m. by Mayor Joe Muehlbauer.

2. **ROLL CALL**

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

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida and Finance Director Darcy Mulvihill.

3. **AGENDA ITEMS**

A. **City Hall Hours Discussion**

City Administrator Thunstrom reviewed the Staff report in regard to the City Hall hours.

Robinson shared that he is glad that they can be open for a few hours on Fridays for residents. He suggested adjusting work weeks so that some employees work Monday through Thursday and others work Tuesday through Friday. He added that he looked at City Hall hours for surrounding cities and found that three of the surrounding cities are open for at least partial days on Fridays. He noted that two people should be in City Hall at all times for safety reasons.

Kreklow asked how many people come into City Hall or call City Hall during the hours they are looking to reduce. Thunstrom said it is typically one or two people a day during the 4:30 to 5:30 hour, if not less.

Udvig said she is in agreement with this change as she wants to have at least two people at City Hall at any given time for safety reasons.

Robinson added that he has spoken with Police Chief Schwieger who assured him that there are safety measures installed in both the new and current building.

Mayor Muehlbauer said he does not see an issue with the adjusted hours. He noted if residents start to complain about these new hours, then they can reevaluate.

The Council was in agreement with the adjusted City Hall hours as presented.

B. Facility Technician Considerations

Thunstrom reviewed the Staff report concerning the possibility of creating a Facility Technician position.

Udvig shared that she does see the benefit of having a dedicated employee for this work as she believes this employee would take more pride in the work, they are doing over someone who is just contracted to do the work. She stated she would be in support of creating this position with the presented starting wage for the role.

Kreklow said she agrees. She noted that if they could potentially provide employment to someone in the community with benefits, she sees this as a better route than using a contractor. She asked if this would be an unrepresented unit. Thunstrom said this is not completely clear. She noted that the bargaining unit for Public Works would likely not cover this position. She stated she would want to speak with the City Attorney to confirm this.

Robinson said he is not in support of creating this position. He noted that he would like to keep this facility well taken care of. He shared that he spoke with Fire Chief Schmidt about the Fire Department floor and how they plan to take care of this facility. He stated that Schmidt shared with him that the firefighters take care of the facility on their own with the exception of the cleaning service. He suggested tabling this item until the next meeting where they can include Public Works Director Carpenter in the discussion. He shared that he would like them to get into the new building and see how everything works before they create a new position. He suggested also going out for new bids for the cleaning service to see what other options are out there.

Mayor Muehlbauer stated that he agrees with a little bit of everything that the Council has shared. He agreed with Robinson that he would like to see more of a comparison with the contracted services. He asked how much they are currently paying the contract company for air conditioning service. Robinson said he believes they pay \$1,600 a year for their service agreement.

Mayor Muehlbauer said he would like to look for more bids for these services at the next renewal. He asked who this position would be under the supervision of. Thunstrom explained that since she had not gotten Council direction, she left this open ended. She added that the job description and information in the Staff packet is a very rough draft and would be updated based on Council direction and Staff discussion.

Mayor Muehlbauer said he would like to wait to make a decision on this item until they can gather some more information on what is going on. He added that he wonders how they will be able to find someone who will be able to do all the tasks outside in the job description for the suggested wages.

Thunstrom explained that the job description is a lower level facility tech where this individual will be doing cleaning and general maintenance rather than more specialized air conditioning and electrical maintenance. She said the City has lots of facilities, but not every facility needs to be cleaned every day.

Mayor Muehlbauer shared that he would like there to be a hiring freeze until they can bring in more development to support this.

Kreklow added that when they decided to build the new City Hall Fire Station building, they knew that there would have to be an increased cost to cleaning and maintaining the building. She said that it is not realistic to expect current Staff to pick up some of this extra work. Mayor Muehlbauer agreed.

The consensus of the Council was to table this discussion until they can be presented with more information and talk with Carpenter about this.

C. Budget and Levy Discussion

Thunstrom reviewed the Staff report in regard to the 2025 budget and levy.

Finance Director Mulvihill continued the Staff report by reviewing her budget and levy worksheets and answering any preliminary questions the Council may have. She reviewed what they have done for the budget and levy in previous years.

Robinson noted that they still hold a larger than recommended amount in reserves that they have not used. He said that with the way the economy is, families are getting by anyway that they can. He stated he would hate to hit families and business owners with this increase. He added that he still has Highway 47 on his mind that they will need to have something in place for. He noted that he would like to look into using some of the reserves to make the increase less painful for residents. He stated that Staff has always been very creative to lessen the increases to the taxpayers.

Mulvihill stated that they can use the money in reserves; however, when they use it, it would just be a one-time influx and they would be back looking at an increase in the following year and they would have to increase it further to offset what they took from reserves. She added that they took money out of the reserve in the past to start up the street fund.

Robinson said if taking from the reserve would help the residents then we would like it to be looked into.

Udvig agreed with Robinson. She said she could agree with looking into using the reserves; however, she is not sure if she would support actually using the funds. She noted that the budget was a very long and painful discussion last year and she sees the same thing happening this year as no one is happy to see this kind of increase.

Mayor Muehlbauer asked about the benefits of having over 50% in reserves. Mulvihill explained that this would be for any emergencies or unknowns that could come out of nowhere. She added that they were able to use these funds to start the street fund and remove the assessments from property owners, which was a wonderful thing that they were able to do.

Mayor Muehlbauer added that he would also be open to looking at using the reserves and he would like more information on what this could look like. He noted that if they were to use reserves which would cut down the increase in the levy, then they would have to offset it and make up for this in future years.

Robinson asked why the levy increase was able to decrease in 2020 over previous years. Mulvihill noted that the operating budget only went up around \$100,000 in 2020. She said she did not remember anything in particular that affected this when they set the budget for 2020 in 2019.

Robinson asked how much they earned in interest on these reserve funds in the past year. Mulvihill said she could get an average of the interest, but it would be very hard to calculate an exact number.

Kreklow shared that she agrees with Robinson that they need to look into using the reserves. She noted that families are struggling with the increased cost of living as it is. She said she would rather see them set a lower levy that offers immediate relief to families in the community, and they can hope that the economy will turn around in the meantime. She added that there are more businesses coming into the City that may be able to provide some income to the City.

Mulvihill said if they reduce the levy by \$400,000 to \$500,000, they would have to make this up in the following year because they need a certain dollar amount to even operate.

Kreklow reiterated that she does not think an over 10% levy increase is reasonable with what people are dealing with in the economy right now.

Mulvihill explained that if they took out \$500,000 from the levy, it would make the overall increase 1.55%. She noted that if they did this for 2025, in 2026 they would have to add this \$500,000 back into the levy on top of all of the other increases that would go in for inflation.

Mayor Muehlbauer said he does not like the idea of a 10% levy increase; however, he does not like the idea of having to make this up in 2026. He noted that there could be some development that could come into the City to offset the increase but they cannot plan for that until it happens.

Robinson asked about the increase in wages in Mulvihill's worksheets. Mulvihill explained that this has been brought down because of the ARPA funds. She noted that for 2024 they used \$425,000 to lower the levy last year.

Mayor Muehlbauer stated that this 10% increase would be essentially the same thing that they would see in 2026 if they drew down the levy this year. He noted that the 2026 levy would be a 10% to 20% increase. Mulvihill added that it could even be more than this because of inflation.

Thunstrom asked if they used ARPA funds for salaries in both 2023 and 2024. Mulvihill said yes.

Mayor Muehlbauer reiterated that they can look into the effects of using funds from the reserves; however, he does not know if he would support it as it would just pass the increase on to a future year.

Mayor Muehlbauer noted that if they get a lot of development, the tax rates could go down.

Thunstrom explained that whatever is in place by July 1 will be on the next tax roll. She noted that the new Dollar General will be on the 2025 tax roll, but the new AutoZone will not be on the tax roll until 2026. She stated that any new homes that received their certificate of occupancy before July 1 will be included on the 2025 tax roll.

Mulvihill suggested putting money into the street levy to lower this levy over the course of several years. She said if they put \$500,000 into the street levy then they would be able to lower it over the course of several years.

Mayor Muehlbauer stated that it is the City's responsibility to provide the services necessary at the lowest cost possible to the residents. He said it would love to be able to give taxpayers a relief; however, he does not want this to majorly impact future year's increases.

Robinson said they will need to look at what expenses the City can do without.

Mulvihill noted that department requests have been very reasonable this year and she did not see any huge requests. She added that these department heads are not trying to spend more money than the City can handle; however, they do have jobs that they need to get done.

Kreklow said she would like to see a 0% tax increase and what would have to come out of the reserves to make this happen. Mulvihill said they would have to take over \$500,000 out of reserves to make this happen. She shared that the fund balance in reserves as of December 31, 2023, was \$3,400,000.

Mayor Muehlbauer stated they have to think about whether or not the relief they would see by not increasing the tax levy this year would be greater than the burden that they would put back on the taxpayers in 2026. He shared that he is afraid that the burden of 2026 would far outweigh the relief in 2025.

Mulvihill shared that if they took around \$500,000 out of the reserves so they would not have to increase the levy, they would be done to 53% in reserves, which is still higher than the recommendation of 50% of the 2024 budget.

Mayor Muehlbauer asked if there is a penalty for this amount going below 50%. Mulvihill said no; however, it can affect their credit rating.

The consensus of the Council was to direct Staff to come back with more information on how using some of the fund balance in reserves would affect the levy. The Council wanted to see options of what using \$0, \$250,000 and \$500,000 from reserves would do to the levy. They also decided to schedule another work session in August to discuss the budget.

Mulvihill discussed the proposed COLA for 2025 of 3%, which is the typical amount.

Mayor Muehlbauer agreed that they should stick with the 3% increase. He noted that inflation is very high right now; however, they cannot afford much more than a 3% increase. The Council agreed.

Thunstrom added that this is making an assumption on their two bargaining units. She noted that there will be more discussion on this in August.

The consensus of the Council was in support of keeping the COLA at 3% and waiting until they discuss contracts with the bargaining units.

D. Compensation Study

Thunstrom reviewed the Staff report concerning a compensation study. She noted that the last time the City completed a compensation study was in 2007.

Udvig said that the 2007 study is very outdated so she would support having a new study done. She said she does not like the idea of spending more money; however, this could help the City in the long run and could help in negotiations with bargaining units.

Mayor Muehlbauer asked about the cost of doing this kind of study. Thunstrom said they do not have estimates at this time.

Robinson noted that bargaining units already have data that they use to help them negotiate so he does not see how this data would help with those negotiations. Thunstrom explained that their main bargaining tool is comparing themselves to

other cities. She said this would determine which cities they could use that are actually comparable rather than just the cities that they feel are comparable.

Robinson asked why they are looking at this now, yet they have not in the past. Thunstrom said they have received requests for compensation studies from the bargaining units and it would be very impactful. She noted that this should have been done a few years ago; however, they are in a position where they need this data to sort out some tough decisions.

Thunstrom shared that they are aware that their compensation is not on target; however, they do not know the degree at which they are off target and that is what the compensation study would be able to tell them. She explained that these studies can be used for a long time, given that the last study has been used since 2007.

Robinson asked if the League of Minnesota Cities offers any data on this. Thunstrom said yes; however, it is kind of a lag as well.

Kreklow said she thinks they need to move forward with this compensation study because when the bargaining units are looking at compensation and looking at comparables, there is a good chance that the job descriptions will not match exactly so the wages will not match exactly and for a reason. She noted that this study will give them a good footing to be able to negotiate and will be able to give them a better understanding of how they compare to the market.

Mayor Muehlbauer said he would like to know how much this will cost before they move forward.

E. Other Topics

The consensus of the Council was to direct Staff to get estimates for a compensation study to bring back to the Council for discussion.

Mulvihill shared that they are not looking to increase stormwater rates this year.

Mayor Muehlbauer asked if they are able to include the stormwater rates on the property taxes. Mulvihill explained that they are only able to add special assessments onto the property taxes and this can only be done with delinquent invoices.

Thunstrom asked if the late fee has pushed more people to pay. Mulvihill explained that the late fee has not yet been applied and will be applied on July 1. She added that they have already had a lot of people pay their invoices.

4. ADJOURNMENT

There being no further business, Mayor Muehlbauer adjourned the City Council Work Session at 7:11 p.m.

Jennifer Wida, City Clerk

Minutes Prepared by: TimeSavers Secretarial

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 10 – Labor & Material
DATE: June 17, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 10 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$1,200,912.75 The breakdown is below.

- Labor - \$710,491.86
- Material - \$490,420.89

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No 10.

BUDGET IMPLICATION:

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

Attachments:

- Pay Application No. 10 Labor
- Pay Application No. 10 Material

Application and Certificate for Payment



Agenda Item # 4D.

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. #: 10
 App. Date: July 8, 2024
 Month: June 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	25,611.23
Changes Approved Previously	18,569.59
Changes Approved this Month	7,041.64
Current Contract Price	5,335,608.23
Work Completed and Material Stored to Date	3,690,657.82
Retainage 5% of Completed Work	136,485.28
Total Earned Less Retainage	3,554,172.54
Less Previous Certificates for payment	2,843,680.68

Current Payment Due \$ **710,491.86**

Balance to Finish, Plus Retainage \$ **1,781,435.69**

Architect's Certificate for Payment

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

ARCHITECT

By: *Vijin Sachdev* Date: 07/09/2024

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 \$ **710,491.86**

Approved by OWNER

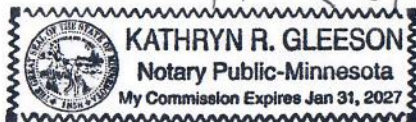
By: _____ Date: _____

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

CONTRACTOR

By: *Deborah Andrade* Date: 7.9.24
 State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 09 day of July, 2024
 Notary Public: *Kathryn R. Gleeson*



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. #: 10
 App. Date: July 8, 2024
 Month: June 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	\$ 748,820.78	75,780.34	\$ -	\$ 824,601.12	60%	\$ 541,345.88	\$ 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	\$ 10,858.32	297,504.32	272,250.00	14,358.32	-	286,608.32	96%	10,896.00	14,330.42	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	0.00	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	313,732.00	38,864.25	250,000.00	-	288,864.25	92%	24,867.75	14,443.21	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	64,052.00	59,381.00	-	-	59,381.00	93%	4,671.00	2,969.05	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	172,408.25	10,012.35	-	182,420.60	90%	19,198.40	9,121.03	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	20,140.00	-	74,646.00	97%	2,181.00	3,732.30	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	-	35,190.00	-	35,190.00	43%	47,310.00	1,759.50	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	330,000.00	48,500.00	-	378,500.00	100%	0.00	18,925.00	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	-	6,000.00	-	6,000.00	23%	20,200.00	300.00	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	17,304.00	-	21,630.00	25%	65,140.00	1,081.50	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)	9,900.00	-	7,700.00	-	7,700.00	78%	2,200.00	385.00	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	1,764.00	4,116.00	-	5,880.00	100%	0.00	294.00	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		Hoists 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	41,605.00	28,295.00	-	69,900.00	96%	3,100.00	3,495.00	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 18,233.00	424,102.00	306,795.00	62,255.50	-	369,050.50	87%	55,051.50	18,452.53	5%
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 6,039.00	398,039.00	217,494.00	40,000.00	-	257,494.00	65%	140,545.00	12,874.70	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 22,265.51	307,402.51	141,710.00	33,821.38	-	175,531.38	57%	131,871.13	8,776.57	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	\$ 1,953.00	220,953.00	-	81,000.00	-	81,000.00	37%	139,953.00	4,050.00	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ (4,120.00)	31,646.00	-	-	-	-	0%	31,646.00	-	5%

Continuation Sheet



Agenda Item # 4D.

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. #: 10
 App. Date: July 8, 2024
 Month: June 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	77,718.00	-	-	-	-	0%	77,718.00	-	0%
		Subtotals		\$ 5,249,997.00	\$ 22,350.39	\$ 5,272,347.39	\$ 2,912,427.20	\$ 734,472.89	\$ 0.00	\$ 3,646,900.09	69%	\$ 1,625,447.30	\$ 136,485.28	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	3,260.84	63,260.84	34,804.12	8,953.61	-	43,757.73	69%	19,503.11	0.00	0%
		Totals		\$ 5,309,997.00	\$ 25,611.23	\$ 5,335,608.23	\$ 2,947,231.32	\$ 743,426.50	\$ 0.00	\$ 3,690,657.82	69%	\$ 1,644,950.41	\$ 136,485.28	



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. #: 10
 App. Date: July 8, 2024
 Month: June 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	48,011.86
Changes Approved Previously	55,423.86
Changes Approved this Month	(7,412.00)
Current Contract Price	6,579,591.86
Work Completed and Material Stored to Date	5,258,063.36
Retainage	-
Total Earned	5,258,063.36
Less Previous Certificates for payment	4,767,642.47

Current Payment Due \$ **490,420.89**

Balance to Finish, Including Retainage \$ **1,321,528.50**

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

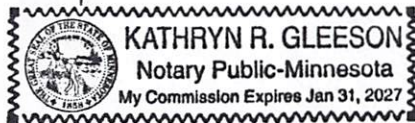
CONTRACTOR

By: *Debra J. Alvick* Date: 7.8.24

State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 8th day of July 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Vijai Sachdev* Date: 07/09/2024

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 \$ **490,420.89**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Agenda Item # 4D.

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. #: 10
 App. Date: July 8, 2024
 Month: June 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	207,781.00	-	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	34,897.50	1,938.75	-	36,836.25	95%	1,938.75	-	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	260,841.00	-	-	260,841.00	100%	0.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	-	15,307.11	-	15,307.11	60%	10,410.79	-	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	156,785.00	-	-	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	-	197,750.00	-	197,750.00	94%	12,450.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ 300.00	145,300.00	144,500.00	800.00	-	145,300.00	100%	0.00	-	0%	
09 30 00	Tiling	Supar 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	-	20,150.00	-	20,150.00	50%	20,150.00	-	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	1,470.00	-	3,675.00	25%	11,065.00	-	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	-	2,000.00	-	2,000.00	12%	14,300.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	6,711.60	15,658.40	-	22,370.00	100%	0.00	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 5,947.55	50,902.55	-	6,819.00	-	6,819.00	13%	44,083.55	-	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	Hoist 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	55,860.00	-	-	55,860.00	95%	2,940.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 30,360.10	615,827.20	497,648.70	38,533.10	-	536,181.80	87%	79,645.40	-	0%	
23 00 00	HVAC	Sentra Sola	\$ 436,000.00	\$ 9,489.00	445,489.00	395,947.00	12,500.00	-	408,447.00	92%	37,042.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ (10,217.07)	834,305.93	346,980.00	100,558.27	-	447,538.27	54%	386,767.66	-	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	-	72,000.00	-	72,000.00	46%	82,983.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ (7,287.00)	37,916.00	-	-	-	-	0%	37,916.00	-	0%	

Continuation Sheet



Agenda Item # 4D.

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. #: 10
 App. Date: July 8, 2024
 Month: June 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%
				Subtotals	\$ 6,466,580.00	\$ 47,502.58	\$ 6,514,082.58	\$ 4,720,227.16	\$ 485,484.63	\$ 0.00	\$ 5,205,711.79	80%	\$ 1,308,370.79	\$ 0.00
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	509.28	65,509.28	47,415.31	4,936.26	-	52,351.57	80%	13,157.71	0.00	0%
				Totals	\$ 6,531,580.00	\$ 48,011.86	\$ 6,579,591.86	\$ 4,767,642.47	\$ 490,420.89	\$ 0.00	\$ 5,258,063.36	80%	\$ 1,321,528.50	\$ 0.00



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Policy Manual
DATE: July 15, 2024

OVERVIEW:

The St. Francis Police Department has adopted Lexipol policy 200 – Organizational Structure and Responsibility, 1010 – Personnel Complaints, 701 – Personal Communication Devices, 1024 – Personal Appearance Standards, 304 – Officer Involved Shootings and Deaths, 1023 – Occupational Disease, Personal Injury and Death Reporting, 1100 – Facility Use.

ACTION TO BE CONSIDERED:

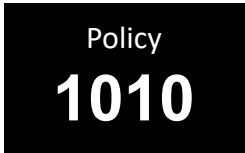
St. Francis City Council to review and approve St. Francis Police Department policies 200, 1010, 701, 1024, 304, 1023, and 1100.

BUDGET IMPLICATION:

None

Attachments: Police Department Policies

- 200 – Organizational Structure and Responsibility
- 1010 – Personnel Complaints
- 701 – Personal Communication Devices
- 1024 – Personal Appearance Standards
- 304 – Officer Involved Shootings and Deaths
- 1023 – Occupational Disease, Personal Injury and Death Reporting
- 1100 – Facility Use



Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the St. Francis Police Department (Minn. R. 6700.2200). This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The St. Francis Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Office of the Chief, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Office of the Chief, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.
- (f) The Minnesota Board of Peace Officer Standards and Training (POST) may refer complaints alleging a violation of a statute or rule that the board is empowered to enforce (Minn. Stat. § 214.10, Subd. 10).
- (g) Any person making a complaint may be accompanied by an attorney or other representative, including at the time the complaint is made.
- (h) Any person wishing to file a complaint against the Chief of Police should be referred to the City Administrator for investigation by an outside agency.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility.

1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly forwarded to the on duty supervisor or on call supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.4.3 COMPLAINT COPIES

After a complaint is filed, the appropriate supervisor should sign the document, keep a copy for the department and provide a copy to the complainant.

1010.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows (Minn. R. 6700.2200).

1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to the supervisor of the accused member who will take appropriate action and/or determine who will have responsibility for the investigation.
 - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution in a complaint summary and forward the report to the Chief of Police.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Chief of Police is notified as soon as practicable.
- (e) Promptly contacting the Chief of Police for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Consulting with the Chief of Police on unresolved personnel complaints, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.

- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 EXTERNAL INVESTIGATIONS

The Chief of Police may request that an outside agency conduct an investigation anytime the Chief of Police determines an external investigation is appropriate.

This department should not conduct an investigation when the Chief of Police is the subject of the complaint. An external investigation should be requested through the City Administrator.

1010.6.3 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or an assigned member of the Office of the Chief, the following shall apply to members covered by the Peace Officer Discipline Procedures Act (Minn. Stat. § 626.89):

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty (Minn. Stat. § 626.89, Subd. 7). If the member is off-duty, he/she shall be compensated.
- (b) Unless waived by the member, interviews of an accused member shall be at the St. Francis Police Department or at a place agreed upon by the accused member (Minn. Stat. § 626.89, Subd. 4).
- (c) No more than two interviewers should ask questions of an accused member.
- (d) Prior to any interview, a member should be informed of the nature of the investigation.
 - 1. The member shall be given a copy of any written complaint signed by the complainant (Minn. Stat. § 626.89, Subd. 5).
- (e) All interviews should be for a reasonable period and the member's personal needs should be accommodated (Minn. Stat. § 626.89, Subd. 7).
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to

avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. A complete copy or transcript of the interview must be made available to the member upon written request without charge or undue delay. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (Minn. Stat. § 626.89, Subd. 8).
 - (i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative or attorney present before or during the interview (Minn. Stat. § 626.89, Subd. 9). When a member requests a representative or attorney, no interview may be taken until a reasonable opportunity is provided for the member to obtain that person's presence. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 - (j) All members shall provide complete and truthful responses to questions posed during interviews.
 - (k) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.
 - (l) Before a formal statement is taken, the member shall be advised in writing or on the record that admissions made may be used as evidence of misconduct or a basis for discipline (Minn. Stat. § 626.89, Subd. 10).
 - (m) A member may not be required to produce financial records (Minn. Stat. § 626.89, Subd. 11).
 - (n) A member's photograph will not be released unless allowed by law (Minn. Stat. § 626.89, Subd. 12).

1010.6.4 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements.

Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.5 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

The Chief of Police may authorize that any investigation be re-opened any time substantial new evidence is discovered concerning the complaint.

1010.6.6 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1010.6.7 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation shall provide the complainant with periodic updates on the status of the investigation, as appropriate and consistent with the provisions of the Minnesota Government Data Practices Act (MGDP) (Minn. Stat. § 13.43, Subd. 2; Minn. R. 6700.2200).

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation.

Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The St. Francis Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

The Chief of Police may postpone making a decision on an administrative investigation until any related criminal charges are resolved. The complainant and involved member should be informed of this decision.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 DISCIPLINE

Disciplinary action may include, but is not limited to (Minn. R. 6700.2200):

- (a) Oral reprimand.
- (b) Written reprimand.
- (c) Suspension.
- (d) Demotion.
- (e) Discharge.

1010.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Department Supervisor for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1010.10.3 MINNESOTA POST INVESTIGATIONS

The Minnesota POST Board may require an administrative investigation based upon a complaint alleging a violation of a statute or rule that the board is empowered to enforce.

Any such misconduct allegation or complaint assigned to this department shall be completed and a written summary submitted to the POST executive director within 30 days of the order for inquiry (Minn. Stat. § 214.10, Subd. 10).

The Department shall cooperate with POST's investigation and provide requested information unless (Minn. Stat. § 626.8457):

- (a) There is an active criminal investigation or active criminal proceeding regarding the same incident or misconduct that is being investigated by POST.
- (b) An active internal investigation exists regarding the same incident or misconduct that is being investigated by POST during 45 days from the time the request was made by POST. The Chief of Police or the authorized designee shall comply with the request upon completion of the internal investigation or once 45 days has passed, whichever occurs first.

1010.10.4 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint. Notice must be consistent with the provisions of the MGDP (Minn. Stat. § 13.43, Subd. 2; Minn. R. 6700.2200).

1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement and/or personnel rules (Minn. R. 6700.2200).

Employees covered by the Veterans Preference Act are entitled to written notice of the right to request a hearing within 30 days of receipt of the notice of intent to terminate, suspend or demote. Failure to request the hearing in the time specified waives the right to the hearing and all other legal remedies. Any hearing shall be held in compliance with law (Minn. Stat. § 197.46).

1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy except for employees covered by the Veterans Preference Act (Minn. Stat. § 197.46). However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee (Minn. R. 6700.2200).

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.15.1 CONFIDENTIALITY OF PERSONNEL FILES

All active investigations of alleged misconduct and personnel complaints shall be considered confidential and maintained separately from peace officer personnel files. The contents of such files shall not be revealed to other than the involved member or authorized personnel, except pursuant to lawful process, such as Minn. R. 6700.2500. Data in closed files shall be treated as private or public data depending on whether discipline was imposed upon the member.

1010.15.2 LETTERS OF DISCIPLINE AND REPRIMANDS

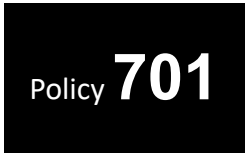
Letters of discipline and reprimands may only be placed in a member’s personnel file after they are received by the member (see generally Minn. Stat. § 626.89, Subd. 13).

1010.16 REQUIRED REPORTING TO POST

The Chief of Police or the authorized designee shall notify POST of certain officer personnel events, including but not limited to:

- (a) A termination or resignation of an officer who is the subject of an internal or criminal investigation due to alleged misconduct regardless of whether the investigation has been initiated or completed, or whether the officer was criminally charged (Minn. Stat. § 626.8457, Subd. 4).

- (b) The violation of a required POST model policy identified in Minn. R. 6700.1615 (Minn. R. 6700.1615, Subd. 2).



Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless-capable tablets, and similar wireless two-way communications and/or portable internet-access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The St. Francis Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable data practices laws and rules of civil or criminal procedures.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Department and shall

have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks (see the Information Technology Use Policy for additional guidance).

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by department procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the Department to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).

2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 3. Searches of a personally owned PCD by the Department should be limited to those matters reasonably associated with the work-related business or work related misconduct.
- (e) The device shall not be utilized to record or disclose any department business related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the St. Francis Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

701.5.1 PUBLIC RECORDS

Work related information including data created, received, recorded or stored on a personally owned PCD in the course of department duties is considered government data subject to the requirements of the Minnesota Government Data Practices Act and discovery obligations (Minn. Stat. § 13.01 et seq.).

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

- (e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires the express authorization of the Chief of Police or the authorized designee.
- (f) Members will not access social networking sites for any purpose that is not official department business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

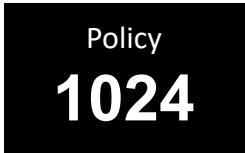
The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters involving official duties and, where practicable, stop the vehicle at an appropriate location to use the PCD (Minn. Stat. § 169.475).

Except in an emergency, members who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Minn. Stat. § 169.475). Hands-free use should be restricted to business-related calls or calls of an urgent nature.



Personal Appearance Standards

1024.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1024.2 POLICY

St. Francis Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to members of the Department.

1024.3 GROOMING

Unless otherwise stated and because deviations from these standards could present officer health safety issues, the following appearance standards shall apply to all members, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1024.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1024.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance.

Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

1024.3.3 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

1024.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1024.3.5 FACIAL HAIR

Officers are permitted to have a clean, well-groomed, and neatly trimmed beard or goatee.

Facial hair must be a minimum of 1/4 inch (no stubble) but may not exceed 1/2 inch in length.

Patchy clumps of hair will not be considered beards and are not permitted. Hair shall not extend beyond the Adam's apple. "Soul patch" style of facial hair is not permitted.

1024.3.6 FINGERNAILS

Fingernails shall be cleaned and neatly trimmed to a length that will not present a safety concern.

The color of fingernail polish shall present a professional image.

1024.4 TATTOOS

At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene, indecent, or inappropriate material. Tattoos on the neck, face, head, scalp or hands are prohibited unless authorized by the Chief of Police. The final decision on the interpretation of a tattoo is determined by the Chief of Police.

If the tattoo/body art is deemed to be inappropriate, the member shall take necessary steps to conceal the tattoo/body art.

1024.5 APPEARANCE

1024.5.1 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1024.5.2 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body visible while on-duty or while representing the St. Francis Police Department in any official capacity that is a deviation from normal anatomical features and not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose, or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification, or burning to create a design or pattern.

1024.5.3 DENTAL ORNAMENTATION

Dental ornamentation for decorative purposes that is not medically required is prohibited while on-duty or while representing the St. Francis Police Department in any official capacity. Such ornamentation includes but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum, or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

1024.5.4 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the St. Francis Police Department in any official capacity.

1024.5.5 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

1024.5.6 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1024.6 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

1024.7 EXEMPTIONS

Members who seek an exemption to this policy protected by law (e.g., culturally protective hairstyles) should generally be accommodated (Minn. Stat. § 363A.03). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an

accommodation is denied or when a member with an exemption is denied an assignment based on a safety or security risk.

Officer-Involved Shootings and Deaths

304.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

304.2 POLICY

The policy of the St. Francis Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

304.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

304.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

304.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the St. Francis Police Department would control the investigation if the suspect's crime occurred in St. Francis.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

304.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

304.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

304.4.4 POST ADMINISTRATIVE INVESTIGATIONS

The Minnesota POST Board may require an administrative investigation based on a complaint alleging a violation of a statute or rule that the board is empowered to enforce. An officer-involved shooting may result in such an allegation. Any such complaint assigned to this department shall be completed and a written summary submitted to the POST executive director within 30 days of the order for inquiry (Minn. Stat. § 214.10, Subd. 10).

304.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

304.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved SFPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

304.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved SFPD supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any SFPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
 - (a) Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
 - (b) The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Police Chief and Central Communications. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional SFPD members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved SFPD officer should be given an administrative order not to discuss the incident with other involved officers or SFPD members pending further direction from a supervisor.
2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

304.5.3 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Sergeant
- Outside agency investigators (e.g., Anoka County CID, Minnesota Bureau of Criminal Apprehension) if appropriate
- Psychological/peer support personnel
- Chaplain
- Medical Examiner (if necessary)
- Involved officer's bargaining unit representative

304.5.4 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
 1. Involved SFPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
 2. Requests from involved non-SFPD officers should be referred to their employing agency.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved SFPD officer. A licensed psychotherapist may also be provided to any other affected SFPD members, upon request.
 1. Interviews with a licensed psychotherapist will be considered privileged.

2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Communications between the involved officer and a peer support member, peer support counselors, and critical incident stress management team members are addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved SFPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Supervisor to make schedule adjustments to accommodate such leave.

304.6 CRIMINAL INVESTIGATION

The Prosecuting Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the Prosecuting Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews.

The following shall be considered for the involved officer:

- (a) SFPD supervisors and Office of the Chief personnel should not participate directly in any voluntary interview of SFPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of the officer's choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

- (c) If any involved officer is physically, emotionally, or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

304.6.1 REPORTS BY INVOLVED SFPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved SFPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved SFPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved SFPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

304.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

304.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigations supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the Prosecuting Attorney's Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the Prosecuting Attorney's Office.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigations supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Department Supervisor.

304.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved SFPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Office of the Chief and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (Personnel Complaints Policy; Minn. Stat. § 626.89).

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening in accordance with

the drug and alcohol testing guidelines in the Drug- and Alcohol-Free Workplace Policy adopted under the authority of Minn. Stat. § 181.950 to Minn. Stat. § 181.957. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information (Minn. Stat. § 626.89).
 - (a) Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
 - (b) The interview must be taken at the SFPD or at a place agreed to by the interviewer and the involved officer.
 - (c) The interview must be of reasonable duration and provide the involved officer reasonable periods for rest and personal necessities. When practicable, the interview must be held during the involved officer's regularly scheduled work shift. If not, the involved officer must be compensated at his/her current pay rate.
 - (d) If requested, the officer shall have the opportunity to select an uninvolved representative or an attorney, or both, to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.
 - (e) Administrative interviews shall be recorded electronically or otherwise by the investigator. The officer may also record the interview. A complete copy or transcript of the interview must be provided to the involved officer upon written request without charge or undue delay.
 - (f) The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights and

ordered to provide full and truthful answers to all questions. The officer shall be informed in writing or on the record that the interview will be for administrative purposes only and that the statement cannot be used criminally.

- (g) The Chief shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
- (h) Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

304.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

304.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

304.9.1 AUDIO AND VIDEO RECORDINGS OF USE OF FORCE INCIDENTS INVOLVING DEATHS OF INDIVIDUALS

When a person dies as a result of the use of force by an officer, the Department shall allow certain individuals as identified in Minn. Stat. § 13.825, upon request, to inspect all portable recording system data that documents the incident within five days of the request and pursuant to the provisions of Minn. Stat. § 13.825.

304.10 DEBRIEFING

Following an officer-involved shooting or death, the St. Francis Police Department should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

304.10.1 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

304.11 MEDIA RELATIONS

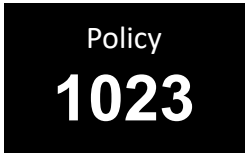
Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to department supervisors in the event of inquiries from the media.

No involved SFPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Department Supervisor.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

304.12 REPORTING

If an officer discharges a firearm in the course of duty, the Chief of Police shall notify the Commissioner of Public Safety within 30 days of the reason for and the circumstances surrounding the discharge of the firearm (Minn. Stat. § 626.553).



St. Francis Police Department

Policy Manual

Occupational Disease, Personal Injury and Death Reporting

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, personal injuries and deaths.

1023.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 176.011):

Occupational disease – A mental impairment or physical disease arising out of and in the course of employment peculiar to the occupation in which the member is engaged and due to causes in excess of the hazards ordinary of employment. The term includes diagnosis of posttraumatic stress disorder (PTSD) by a psychiatrist or psychologist; however, mental impairment is not considered a disease if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Department.

Personal injury – Any mental impairment or physical injury arising out of and in the course of employment, including personal injury caused by occupational disease, while engaged in, on or about the premises where the member’s services require the member’s presence as part of that service at the time of the injury and during the hours of that service. Personal injury does not include an injury caused by the act of a third person or fellow department member who intended to injure the member because of personal reasons, and not directed against the member as a member of the St. Francis Police Department, or because of the employment with the St. Francis Police Department. Mental impairment is not considered a personal injury if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Department.

1023.2 POLICY

The St. Francis Police Department will address occupational diseases, personal injuries and deaths appropriately, and will comply with applicable state workers' compensation requirements (Minn. Stat. § 176.231).

1023.3 RESPONSIBILITIES

1023.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or personal injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1023.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or personal injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related Citywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Workplace Accident and Injury Reduction policies apply and take additional action as required.

1023.3.3 DEPARTMENT SUPERVISOR RESPONSIBILITIES

The Department Supervisor who receives a report of an occupational disease, personal injury or death should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police to ensure any required Minnesota Occupational Safety and Health Administration (MNOSHA) reporting is made as required in the illness and injury prevention plan identified in the Workplace Accident and Injury Reduction Policy.

1023.3.4 CHIEF OF POLICE RESPONSIBILITIES

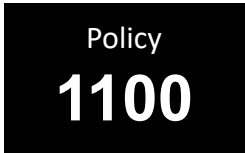
The Chief of Police shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1023.4 SETTLEMENT OFFERS

When a member sustains an occupational disease or personal injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1023.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or personal injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.



Facility Use

1100.1 ST. FRANCIS POLICE FACILITY

The St. Francis Police Facility was designed to reflect the latest in architectural construction, mechanical designs and systems, and at the same time, present a building, which is atmospherically pleasing and offering a functional, secured work environment. It was also designed to allow for the inclusion and implementation of ever-changing computer technologies, information systems and radio communications. The facility is intended to provide a professional work place from which staff can deliver effective public safety services to the community. It is the intent of this policy to keep the St. Francis Police Department in a clean and welcoming environment and violation may cause deterioration of the property and may be subject to disciplinary action.

1100.2 GENERAL FACILITY USE RULES

To maintain a clean, efficient and professional atmosphere within the St. Francis Police Department, the following general facility use rules are in place. Departmental staff violating these rules may be subject to disciplinary action.

1100.3 SMOKING

Consistent with the Minnesota Clean Indoor Air Act and City of St. Francis Administrative Policy, smoking is not permitted in the St. Francis Police Department, including the police department parking facility.

1100.4 FOOD AND BEVERAGE

- (a) As a general rule, food and beverages are to be consumed whenever possible and practical in the break room.
 1. Employees may consume drinks and snack food items in their designated work areas so long as it does not interfere or conflict with their job responsibilities. Appropriate care must be exercised to ensure that food and beverages brought

to the employee's workspace are not spilled, causing damage to equipment or work product.

2. Employees eating meals in the police facility are to do so in the break room unless their current work assignment or responsibilities require them to eat in a workspace area or there is a special circumstance.
3. Food or beverage spills shall be cleaned up immediately, using care not to damage finishes, carpeting, or equipment. All spills shall be reported, providing the type of spill, time and location, cleanup effort performed and any cleaning products used.
 - i. During business hours, the supervisor should be contacted immediately regarding spills.
 - ii. After hours and on weekends, information regarding the spill must be left for the supervisor.
4. All employees are required to clean up the break room or work area following a meal, work break or consuming snacks and/or drinks. This includes:
 - i. Dirty dishes, eating utensils, pots, pans, cooking utensils, glasses, cups, etc. are to be cleaned up after the meal.
 - ii. Employees using the stove, oven or microwave oven are to clean any spills or spray caused by the cooking of their food. Food being cooked should be appropriately covered to prevent or minimize spilling and spraying.
5. Food may be cooked for employee consumption only in the break room.
6. Employees may store food and drinks in the refrigerator and freezer provided in the facility break room. All food and drinks are to be visibly marked on the container and dated, as many items are subject to spoiling.
 - i. Spoiled or contaminated food or drink will be thrown out. Additionally, food without a date will be thrown out.

1100.5 POSTING OF VISUAL MATERIAL

The posting of notices, articles, photographs, cartoons, caricatures and humor-based materials not specifically related to bona fide and official law enforcement organizations/issues, departmental matters, City of St. Francis matters or union business are prohibited unless specifically approved by the Chief of Police or Sergeant. Postings will be placed on bulletin boards only and will have the posting employee's name/badge number and date. No name and date on the posting will result in it being removed and discarded. No removal is permitted unless approved by the Chief of Police or Sergeant.

1100.6 FACILITY CLEANING AND MAINTENANCE

A professional cleaning service on a contractual basis and in-house maintenance staff will be used for regular cleaning and interior maintenance. All police personnel are required to take appropriate care in keeping the police facility as clean as possible and to ensure their actions cause no misuse, abuse or damage to the building and its content.

Personnel finding maintenance or repair issues regarding the facility or its component equipment and systems are to report them to a supervisor. If the issue is of an emergency nature, it should be immediately reported to maintenance personnel.

- (a) With few exceptions, all work areas will be unlocked and left open, so contract cleaning may be performed as scheduled.
 - 1. In accordance with federal requirements and Minnesota State Law, civilian cleaning and maintenance staff given access to the police facility must have prior approval by the Chief of Police or designee after submitting to a criminal history check and basic background check.
 - 2. The Police Department reserves the right to refuse entry into the police facility based upon bona fide security issues reflective of the results of the criminal history and background checks.
- (b) Detention Facility - In-house maintenance staff will perform cleaning and maintenance of the detention facility. They will check in with department staff prior to entry.
- (c) Property and Evidence Rooms - The evidence processing area will be accessed by cleaning or maintenance on an as needed basis. The property and evidence storage area will not be accessed by cleaning or maintenance staff unless accompanied by authorized personnel.
- (d) Armory - The armory will not be accessed by cleaning or maintenance staff unless accompanied by departmental staff.

1100.7 AESTHETICS AND OFFICE FURNISHINGS

- (a) It is the intent of the City of St. Francis and St. Francis Police Department to provide as comfortable, efficient and professional workspaces for all officers and employees. It must be understood, though, that the police facility is a public building and accessible by citizens and others from outside of the department.
 - 1. Minimal decorations, pictures, art accessories and items of a personal nature may be placed in individual offices so long as they are not offensive to

basic community standards and provide a positive work environment that would also be accepted by the mainstream of public visitors.

- i. Prior to decorating their individual offices or workspaces, employees must get prior approval from the Chief of Police or Sergeant.
 - ii. Decorations or accessories requiring mounting or drilling into walls, work surfaces, partitions, etc., must be completed by maintenance staff unless otherwise approved by the Chief of Police or the Sergeant. Tacks, pins, or tape are prohibited on any walls of the facility.
- (b) Personally owned coffee makers, refrigerators, microwave ovens, heaters, televisions, furniture and exercise equipment are prohibited from the police facility unless otherwise approved by the Chief of Police or Sergeant. Radios and personal listening devices may be used so long as the volume does not disturb the work of surrounding employees or the content is not found to be offensive for a public facility.

1100.8 EXPECTATION OF PRIVACY

The St. Francis Police Facility is a public building and the property of the City of St. Francis. The offices, work spaces, lockers, vehicles, computers, telephones and electronic systems are provided to employees for their use in their respective work capacities and in that capacity alone, and no expectation of privacy is extended or implied.

1100.9 LOCKERS

- (a) Employees will be assigned a locker and lock.
 - 1. Lockers will remain the property of the City and must be kept clean and orderly at all times.
- (b) The department will conduct periodic inspections during the course of each year to ensure compliance with this order. If it is deemed necessary, a supervisor may inspect an employee's locker at any time (outside regularly scheduled inspections).
- (c) You are not to store official police reports, evidence or recovered property within your locker.
- (d) If you should decide to post items on the interior of your locker, the following guideline is to be used:
 - 1. Any such item must be suitable for public viewing and not offensive to basic community standards. If there is any doubt of what may be acceptable, contact your immediate supervisor for a determination.

2. Employees will strive to keep the locker rooms as clean and neat as possible at all times.
 - (e) Postings of any kind are prohibited on the outside of lockers. Only the nameplate and locker number will be allowed.
 - (f) No storage or placement of any items will be allowed on top of locker.



Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

200.2 UNITS

The Chief of Police is responsible for administering and managing the St. Francis Police Department. There are two Sergeants, an Investigator and eight Patrol Officers in the St. Francis Police Department.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the St. Francis Police Department. During planned absences the Sergeant shall act with the authority of the Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief is as follows

- (a) Sergeant
- (b) Senior Officer

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Mobile Field Force,), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

200.3.4 UNLAWFUL AND CONFLICTING ORDERS

No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, department policy or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason therefore.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: City Hall/Fire Station Drainage Basin Fencing
DATE: July 15, 2024

OVERVIEW:

The stormwater drainage basin at the new City Hall/Fire Station was originally to be a dry basin, but the soil type in this location has a slower rate of infiltration and the basin will now hold water in it. The water is approximately 12-18 inches deep.

In light of this new situation it has been recommended to enclose this area with chain link fence for safety purposes.

ACTION TO BE CONSIDERED:

Council to approve the lower quote proposal from Arrow Fence Co. in the amount of \$10,795.00.

BUDGET IMPLICATION:

City Hall/Fire Station Funds

Attachments:

- Quotes from Century Fence Company and Arrow Fence Company

Quote

Century Fence Company
14839 Lake Dr NE
Forest Lake, MN 55025



Agenda Item # 4F.

Quote To:
Jennifer Gulbrandson
City of St. Francis
4058 St. Francis Blvd NW
St. Francis, MN 55070

Project Location:
City Hall and Fire Station Retention Pond
Fence

Quote #: 24121
Quote Date: 6/26/2024

Description

Furnish and install 360 LF of 4 Foot high vinyl chain link fence. Line posts shall be 2" O.D. Vinyl steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall consist of top rails which will be 1-5/8" O.D. Vinyl pipe.

- 3 - Corner post: 2-1/2" O.D. Vinyl pipe - Driven
- 2 - Gate post: 3" O.D. Vinyl pipe - Concrete Set
- 2 - End post: 2-1/2" O.D. Vinyl pipe - Driven

- 1 - Double Swing Vinyl Gate: 16' Opening Width

Notes:

Excludes Clearing, Cutting around overhead obstructions, Excavation through rock, Excavation through frost, Grubbing, Hydro-excavating, Permit, Prevailing Wages, Private Utility Locate, Survey

Quote Total: \$11,750.00

Quote Valid For 15 days

Buyer's Signature: _____

Date: _____

Submitted by: _____

Jason Larson

Change This quote when accepted in writing by purchaser and by Century Fence Company includes the terms and conditions set forth on www.centuryfence.com which are incorporated by reference and becomes a contract between two parties. If the project is cancelled upon agreement and special materials were purchased, the customer agrees to pay
Acceptance: 100% of the material cost

Jason Larson
Office: 651-464-7373
Cell: 612-666-1680
Email: JLarson@centuryfence.com

Terms of Payment: Net Cash upon receipt of invoice.

ARROW FENCE CO.
18607 HWY 65 N.E. SUITE B
CEDAR, MN 55011
763-755-0088 FAX: 763-515-4213

PROPOSAL

Proposal Submitted To: **CITY OF ST. FRANCIS PUBLIC WORKS** Date: **6/26/2024**

Address: **4058 ST. FRANCIS BLVD. N.W.** Phone: **JEN 233-5200**

City/State/Zip: **ST. FRANCIS, MN 55070** Fax:

Sales Rep: _____ Date of Plans: _____
Sales Rep #: _____ Customer Email: _____

Job Name: _____ Job Location: **3750 BRIDGE ST. NW
ST. FRANCIS, MN**

We hereby propose to furnish material and labor necessary for the completion of:

480' OF 4' 8GA. BLACK CHAIN LINK FENE WITH 1 - 16' D.D. GATE

Customer is responsible for all property lines and permits. Excess dirt from post holes will be left at job site unless otherwise specified. 50% down, balance due upon completion, unless prior arrangements have been made. In the event of unforeseen digging conditions extra charges for labor and equipment may be applied. Arrow Fence co. is not responsible for costs to repair sprinkler lines in conflict with the fence installation.

We propose hereby to furnish material and labor - complete in accordance with above specification, for the sum of: **TEN THOUSAND SEVEN HUNDRED NINETY-FIVE** dollars \$ **\$10,795.00**

Payment to be made as follows

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

Authorized Signature Date 6/26/24
Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Signature _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Routine sewer system cleaning (Jetting) and Televising
DATE: July 15, 2024

OVERVIEW:

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

ACTION TO BE CONSIDERED:

Council authorize the low quote of \$18,400.00 from Nelson Sanitation & Rental Inc. to perform work.

BUDGET IMPLICATION:

Jetting and televising are items in the yearly operation and maintenance budget.

Attachments:

- Empire Pipe Services Estimate
- Nelson Sanitation Estimate
- District two map



July 08, 2024

Maintenance Proposal

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

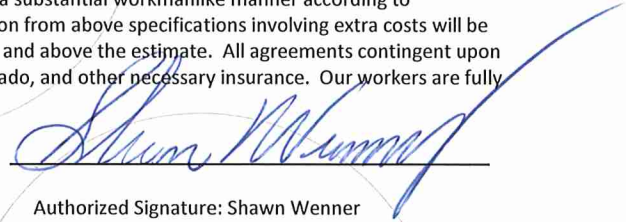
Attn: Parish Barten

Job Name/ Location: Sanitary Sewer Cleaning of District #2, St. Francis, MN

We hereby submit the following specifications per these scope clarifications:

- The total Sanitary Sewer proposed to be Cleaned is approximately 26,000' of 8-12" piping
- Sewer Maps/Plans will need to be provided and manholes need to be exposed
- Pricing breakdown is on the 2nd page of the maintenance proposal
- Cleaning includes up to (2) cleaning passes, over (3) will be considered "heavy cleaning"
- Any specialty cleaning such as root cutting or deposit removal will be at an additional hourly charge
- We assume to have access to water at no additional charge to conduct cleaning
- Dump site for all vacuumed debris will need to be provided by the city pricing does not include dumping elsewhere at this time
- (2) copies of typed reports and flash drive will be provided
- We assume we can utilize the trail along State Hwy 47 to clean the sanitary sewer, any other easement work would be done on an hourly basis if required.
- Manhole Inspections if requested will be conducted per Level 1(MACP guidelines)
- Minimal Traffic Control is included at this time
- Any work done on State or County Highways may require Right of Way work permit

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



Authorized Signature: Shawn Wenner

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

Date of Acceptance

Authorized Signature



July 08, 2024

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

Attn: Parish Barten

Sanitary Sewer Cleaning Maintenance Proposal for 2024-District #2 St. Francis, MN

2024

Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
1	Cleaning only of 8-12" existing PVC Sanitary Sewer	LF	26,000	\$0.80	\$20,800.00
Total Estimated Amount:					\$20,800.00

Please review "Clarifications" on Page 1

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

1	Jet Vac Truck w/operator	HR	1	\$260.00
2	Televising Truck w/operator	HR	1	\$245.00
3	Lateral Launch Camera	quote on per incident basis		
4	Manhole Inspections (MACP Level 1)	EA	1	\$85.00
5	Cleaning of Lift station (Average cost)	EA	1	\$530.00
6	Trenchless Spot Repair	per incident basis		
7	Per Diem (only if there is additional work over 6 hrs.)	EA	1	\$350.00
8	Technician only	HR	1	\$95.00

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

Empire Pipe Services
415 Truman Street
North Mankato, MN 56003


Shawn Wenner, CEO Empire Pipe Services

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

Date of Acceptance

Authorized Signature



Project: 2024 Routine Jetting

City of St. Francis, MN

Work:

Jetting of Sanitary Sewer

26,000 LF x \$0.70/LF = \$18,200.00

Mobilization Fee = \$200.00

Total = \$18,400.00

If the jetter truck can't get close enough to an area it will be an additional \$1.00/LF plus \$200 mobilization for the use of our easement jetter. \$600.00 minimum.

City Responsibilities: Provide exposed & accessible manholes. Provide access to water/fire hydrant at site & location to dump debris at/near site. Provide a legible plan/map showing direction of flow and manhole/catch basin numbers. City responsible for controlling flow if needed.

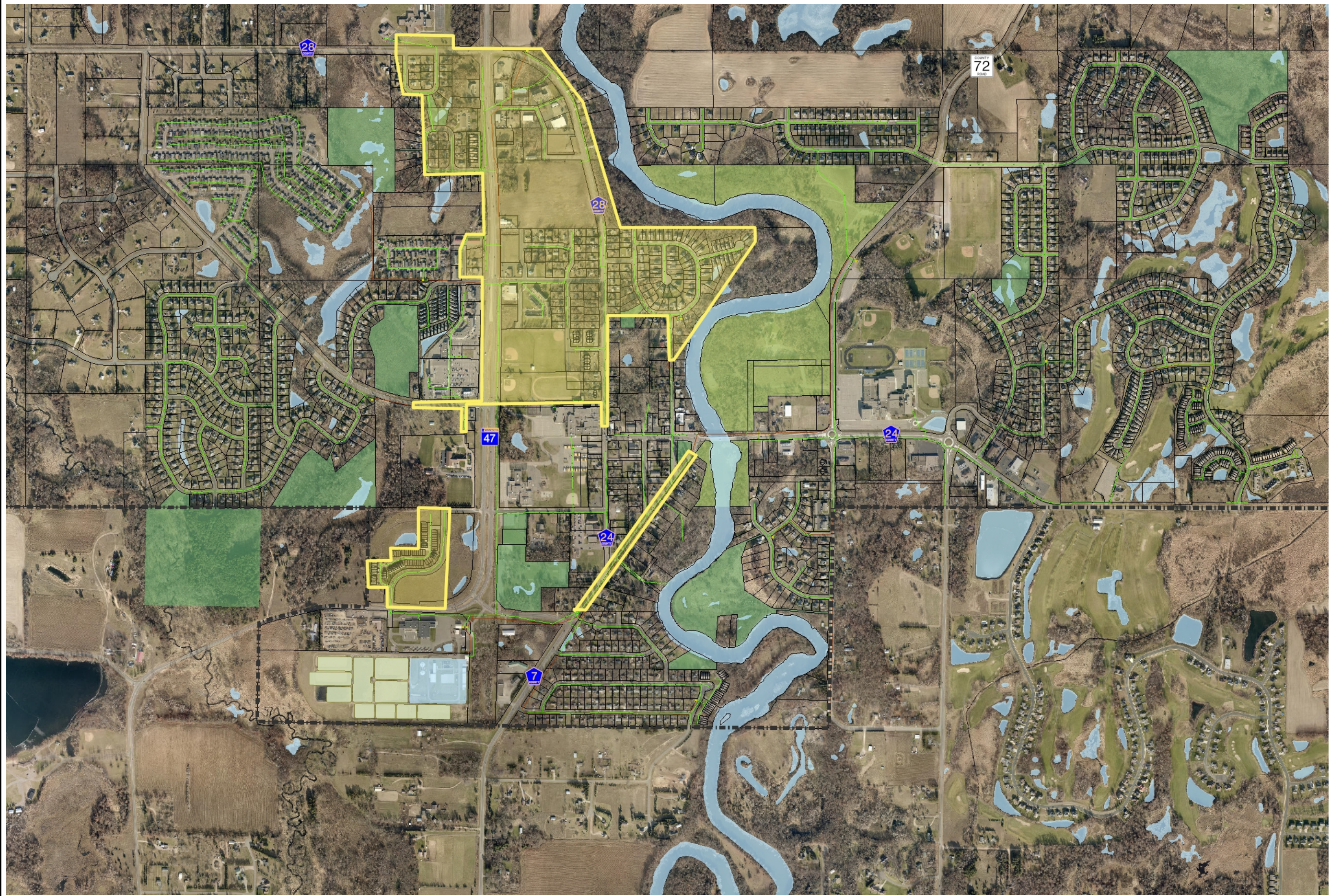
Traffic control: "Utility Work Ahead" type of signs, a few cones and flashing lights on the trucks are included. Anything more than that such as lane closures will be an additional fee.

Above pricing does not include root cutting.
Extra charges apply if more than 3 passes are needed during jetting.

Prepared by:
Chad Houg
Director of Sales & Marketing
Chad@NelsonSanitation.com
Office 320-393-2787 Cell 320-309-6335

Legend

- City Limits
- Sanitary Lift Station
- Sanitary Manhole
- Sanitary Cleanout
- Sanitary Valve
- Sanitary Pipe
- Sanitary Forcemain
- Sanitary Services
- Sanitary Pond
- Railroads
- Parcels (2-8-2017)
- Parcels Isanti
- Ponds
- Lakes
- Rivers
- State Land
- City Parks
- County Parks
- 2017 Aerial Photo
- Red: Band_1
- Green: Band_2
- Blue: Band_3



2018 Section 2 Jetting



Disclaimer:
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is responsible for any inaccuracies herein contained.

0 1,053 Feet



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Appointment of Election Judges
DATE: July 15, 2024

OVERVIEW:

The city of St. Francis will be conducting a State Primary Election, August 13th, 2024. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

ACTION TO BE CONSIDERED:

A motion to adopt Resolution 2024-10 a resolution appointing the election judges for the State Primary Election to be held on August 13th, 2024.

Attachments:

- Resolution 2024-27 – Appointing election judges for the state primary election.

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

RESOLUTION 2024-27

**A RESOLUTION APPOINTING JUDGES OF ELECTION
FOR THE STATE PRIMARY ELECTION, AUGUST 13, 2024**

Whereas, the City of St. Francis will be conducting a State Primary Election on August 13, 2024; and

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

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

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

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

- | | |
|------------------|-------------------|
| Rose Caswell | Linda Watkins |
| Natalie Santillo | Gail Genin |
| Kathleen Stadel | Kaleb Miller |
| Marlene Drozdik | Shirley Williams |
| Greg Zutz | David Watkins |
| Robert Jacobson | Lisa Stoll |
| Tim Kizer | Julie Johnson |
| Richard Williams | Mark Peterson |
| Melissa Denning | Patricia Trombley |
| Jean Rusterholtz | Mike Minkler |
| Kathy Minkler | Rebecca Gerlach |

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 15th DAY OF JULY, 2024.

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



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: July 15th, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$241,757.34 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

EFT Payments-\$1,605,072.36

Manual Checks- \$15,000.00

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 07-15-2024 Packet List-\$241,757.34
- 07-15-2024 EFT Payments-\$1,605,072.36
- 07-15-2024 Manual Checks-\$15,000.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
					Units	Quantity	Unit Price
Vendor 2591 - ASPEN MILLS							
335601 00036555	ASPEN MILLS UNIFORMS-BULERA 103-42110-40437	07/03/2024 DMULVIHILL UNIFORMS		631.55	631.55	Open	N 07/15/2024 631.55
335599 00036556	ASPEN MILLS UNIFORMS-CHANTHAPANYA 103-42110-40437	07/03/2024 DMULVIHILL UNIFORMS		569.60	569.60	Open	N 07/15/2024 569.60
335597 00036558	ASPEN MILLS UNIFORMS-STEMME 103-42110-40437	07/03/2024 DMULVIHILL UNIFORMS		619.05	619.05	Open	N 07/15/2024 619.05
335634 00036562	ASPEN MILLS STOCK GEAR 101-42110-40437	07/08/2024 DMULVIHILL UNIFORMS		216.95	216.95	Open	N 07/15/2024 216.95
335665 00036572	ASPEN MILLS UNIFORMS-K HEARN-RESERVE 101-42110-40437	07/08/2024 DMULVIHILL UNIFORMS		107.80	107.80	Open	N 07/15/2024 107.80
Total Vendor 2591 - ASPEN MILLS				2,144.95	2,144.95		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0204182900 00036577	BELLBOY CORPORATION BAR SUPPLY LIQUOR/WINE 609-49751-40206	07/09/2024 CBUSKEY FREIGHT		1,142.15	1,142.15	Open	N 07/09/2024 18.15
	609-49751-40253	WINE		672.00		1.00	672.00
	609-49751-40251	LIQUOR		452.00		1.00	452.00
0108591400 00036578	BELLBOY CORPORATION BAR SUPPLY OPERATING 609-49751-40206	07/09/2024 CBUSKEY FREIGHT		33.70	33.70	Open	N 07/09/2024 33.70
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,175.85	1,175.85		

Vendor UB-REFUND - BONNIE & MARK RIPLEY

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
Vendor UB-REFUND - BONNIE & MARK RIPLEY							
.07012024							
00036602	BONNIE & MARK RIPLEY	07/01/2024		8.56		8.56	Open N
	REFUND ACCOUNT #6063		DMULVIHILL				07/15/2024
	601-49440-40444		REFUND & REIMBURSEMENT	8.56		1.00	8.56
Total Vendor UB-REFUND - BONNIE & MARK RIPLEY					8.56	8.56	
Vendor 4854 - CRYSTAL SPRINGS ICE							
1005163							
00036551	CRYSTAL SPRINGS ICE	07/05/2024		223.36		223.36	Open N
	MISC		CBUSKEY				07/06/2024
	609-49751-40206		FREIGHT	4.00		1.00	4.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	219.36		1.00	219.36
1005182							
00036563	CRYSTAL SPRINGS ICE	07/08/2024		139.52		139.52	Open N
	MISC		CBUSKEY				07/08/2024
	609-49751-40206		FREIGHT	4.00		1.00	4.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	135.52		1.00	135.52
Total Vendor 4854 - CRYSTAL SPRINGS ICE					362.88	362.88	
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2221220							
00036541	DAHLHEIMER DIST. CO. INC	07/03/2024		12,226.35		12,226.35	Open N
	BEER/NA		CBUSKEY				07/04/2024
	609-49751-40255		N/A PRODUCTS	30.80		1.00	30.80
	609-49751-40252		BEER	12,195.55		1.00	12,195.55
2230129							
00036588	DAHLHEIMER DIST. CO. INC	07/10/2024		20,828.30		20,828.30	Open N
	BEER/NA/THC		CBUSKEY				07/10/2024
	609-49751-40255		N/A PRODUCTS	274.50		1.00	274.50
	609-49751-40257		THC	1,397.00		1.00	1,397.00
	609-49751-40252		BEER	19,156.80		1.00	19,156.80
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					33,054.65	33,054.65	
Vendor UB-REFUND - DAVID MANSON							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
Vendor UB-REFUND - DAVID MANSON							
.07012024							
00036599	DAVID MANSON	07/01/2024		2.42		Open	N
	REFUND ACCOUNT #4694		DMULVIHILL				07/15/2024
	601-49440-40444		REFUND & REIMBURSEMENT	2.42		1.00	2.42
Total Vendor UB-REFUND - DAVID MANSON				2.42	2.42		
Vendor UB-REFUND - DEANNA SCOFIELD							
.07012024							
00036601	DEANNA SCOFIELD	07/01/2024		67.17		Open	N
	REFUND ACCOUNT #5225 LESS STORMWATER		DMULVIHILL				07/15/2024
	601-49440-40444		REFUND & REIMBURSEMENT	139.17		1.00	139.17
	603-00000-37400		STORM WATER FEES	(72.00)		1.00	(72.00)
Total Vendor UB-REFUND - DEANNA SCOFIELD				67.17	67.17		
Vendor 7927 - DW COMPANIES LLC							
1605							
00036591	DW COMPANIES LLC	07/10/2024		4,850.00		Open	N
	DOG PARK GRADING		JSHOOK				07/15/2024
	226-45100-40456		DOG PARK	4,850.00		1.00	4,850.00
1606							
00036592	DW COMPANIES LLC	07/10/2024		4,950.00		Open	N
	TREE MULCHING		JSHOOK				07/15/2024
	226-45100-40456		DOG PARK	4,950.00		1.00	4,950.00
1602							
00036593	DW COMPANIES LLC	07/10/2024		4,844.00		Open	N
	DRIVEWAY AND BERM REMOVAL		JSHOOK				07/15/2024
	603-49500-40418		STORM WATER MANAGEMENT	4,844.00		1.00	4,844.00
Total Vendor 7927 - DW COMPANIES LLC				14,644.00	14,644.00		
Vendor 107 - ECM PUBLISHERS, INC							
1004406							
00036522	ECM PUBLISHERS, INC	06/21/2024		59.12		Open	N
	JULY 1 PH RIVERS EDGE DEVELOPMENT		NSANTILLO				07/15/2024
	101-41400-40351		LEGAL NOTICES PUBLISHING	59.12		1.00	59.12

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 41.

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
Vendor 107 - ECM PUBLISHERS, INC							
1004407							
00036523	ECM PUBLISHERS, INC RESOLUTION 2024-24 101-41400-40351	06/21/2024 NSANTILLO LEGAL NOTICES PUBLISHING		75.25	75.25	Open	N 07/15/2024 75.25
1006320							
00036581	ECM PUBLISHERS, INC REZONING/SETBACKS 101-41400-40351	07/05/2024 DMULVIHILL LEGAL NOTICES PUBLISHING		69.87	69.87	Open	N 07/15/2024 69.87
Total Vendor 107 - ECM PUBLISHERS, INC				204.24	204.24		
Vendor 3447 - FERGUSON WATERWORKS							
0526787							
00036564	FERGUSON WATERWORKS REGISTER 601-49440-40259	06/26/2024 DMULVIHILL WATER METERS		132.56	132.56	Open	N 07/15/2024 132.56
Total Vendor 3447 - FERGUSON WATERWORKS				132.56	132.56		
Vendor 5429 - FIRE SAFETY USA, INC							
188816							
00036524	FIRE SAFETY USA, INC WASHER EXTRACTOR	06/24/2024 NSANTILLO		10,550.00	10,550.00	Open	N 07/15/2024
Total Vendor 5429 - FIRE SAFETY USA, INC				10,550.00	10,550.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-10141							
00036576	GLOBAL RESERVE DISTRIBUTION THC 609-49751-40257	07/09/2024 CBUSKEY THC		806.40	806.40	Open	N 07/09/2024 806.40
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				806.40	806.40		
Vendor 130 - GOPHER STATE ONE-CALL, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4I.

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
Vendor 130 - GOPHER STATE ONE-CALL, INC							
4060763							
00036554	GOPHER STATE ONE-CALL, INC	06/30/2024		136.35	136.35	Open	N
	JUNE CALLS	DMULVIHILL					07/15/2024
	601-49440-40442	GOPHER STATE		68.17		1.00	68.17
	602-49490-40442	GOPHER STATE		68.18		1.00	68.18
Total Vendor 130 - GOPHER STATE ONE-CALL, INC					<u>136.35</u>	<u>136.35</u>	
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
53249							
00036525	HAKANSON ANDERSON ASSOC., INC	06/27/2024		247.27	247.27	Open	N
	UPDATE SURVEY - NEW CITY HALL SITE	NSANTILLO					07/15/2024
	404-41400-40589	CITY HALL/FIRE STATION		247.27		1.00	247.27
53237							
00036526	HAKANSON ANDERSON ASSOC., INC	06/27/2024		666.50	666.50	Open	N
	MISC SITE PLAN REVIEWS - CITY HALL ENGIN	NSANTILLO					07/15/2024
	404-41400-40589	CITY HALL/FIRE STATION		666.50		1.00	666.50
53238							
00036527	HAKANSON ANDERSON ASSOC., INC	06/27/2024		246.00	246.00	Open	N
	TURTLE PONDS 4TH ADDITION	NSANTILLO					07/15/2024
	803-00000-22003	TURTLE PONDS #4		246.00		1.00	246.00
53239							
00036528	HAKANSON ANDERSON ASSOC., INC	06/27/2024		304.95	304.95	Open	N
	RIVERS EDGE 6TH ADDITION	NSANTILLO					07/15/2024
	803-00000-22043	ESC-LAKETOWN (RIVERS EDGE)		304.95		1.00	304.95
53240							
00036529	HAKANSON ANDERSON ASSOC., INC	06/27/2024		932.00	932.00	Open	N
	MUNICIPAL STATE AID	NSANTILLO					07/15/2024
	405-43100-40303	ENGINEERING FEES		932.00		1.00	932.00
53241							
00036530	HAKANSON ANDERSON ASSOC., INC	06/27/2024		592.50	592.50	Open	N
	PATRIOT PARKWAY	NSANTILLO					07/15/2024
	405-43100-40809	PATRIOT PARKWAY		592.50		1.00	592.50
53242							
00036531	HAKANSON ANDERSON ASSOC., INC	06/27/2024		3,432.50	3,432.50	Open	N
	QUICK SILVER STREET NW	NSANTILLO					07/15/2024
	405-43100-40812	2024 STREETS		3,432.50		1.00	3,432.50

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
53243 00036532	HAKANSON ANDERSON ASSOC., INC WOODBINE EXTENSION 405-43100-40808	06/27/2024 NSANTILLO WOODBINE STREET EXTENSION		5,142.50 5,142.50	5,142.50	Open	N 07/15/2024 5,142.50
53244 00036533	HAKANSON ANDERSON ASSOC., INC MS4 PERMIT 603-49500-40303	06/27/2024 NSANTILLO MS4 PERMIT		332.50 332.50	332.50	Open	N 07/15/2024 332.50
53245 00036534	HAKANSON ANDERSON ASSOC., INC GENERAL ENGINEERING 101-43100-40303	06/27/2024 NSANTILLO ENGINEERING FEES		707.25 707.25	707.25	Open	N 07/15/2024 707.25
53246 00036535	HAKANSON ANDERSON ASSOC., INC ROUTINE RETAINER 101-41910-40303 101-43100-40303 101-45200-40303 601-49440-40303 602-49490-40303 603-49500-40303	06/27/2024 NSANTILLO ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES		800.00 133.33 133.33 133.33 133.34 133.33 133.34	800.00	Open	N 07/15/2024 133.33 133.33 133.33 133.34 133.33 133.34
53247 00036536	HAKANSON ANDERSON ASSOC., INC BUILDING PERMIT REVIEWS 101-42400-40303	06/27/2024 NSANTILLO ENGINEERING FEES		815.19 815.19	815.19	Open	N 07/15/2024 815.19
53248 00036537	HAKANSON ANDERSON ASSOC., INC COMPREHENSIVE SEWER/WATER PLAN 2024 601-49440-40303 602-49490-40303	06/27/2024 NSANTILLO ENGINEERING FEES ENGINEERING FEES		12,380.00 6,190.00 6,190.00	12,380.00	Open	N 07/15/2024 6,190.00 6,190.00
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				26,599.16	26,599.16		
Vendor 9357 - HARRIS							
SR000064978 00036574	HARRIS 2ND HALF PREVENTIVE MAINTENANCE	07/02/2024 DMULVIHILL		3,927.00	3,927.00	Open	N 07/15/2024
Total Vendor 9357 - HARRIS				3,927.00	3,927.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 9357 - HARRIS							
Vendor UB-REFUND - JOHN TOWERS							
.07012024							
00036604	JOHN TOWERS	07/01/2024		31.61	31.61	Open	N
	REFUND ACCT #1958	DMULVIHILL					07/15/2024
	601-49440-40444	REFUND & REIMBURSEMENT		31.61		1.00	31.61
Total Vendor UB-REFUND - JOHN TOWERS				31.61	31.61		
Vendor 154 - JOHNSON BROTHERS							
2576375							
00036544	JOHNSON BROTHERS	07/03/2024		634.20	634.20	Open	N
	WINE	CBUSKEY					07/04/2024
	609-49751-40206	FREIGHT		18.20		1.00	18.20
	609-49751-40253	WINE		616.00		1.00	616.00
2576374							
00036545	JOHNSON BROTHERS	07/03/2024		405.46	405.46	Open	N
	LIQUOR	CBUSKEY					07/04/2024
	609-49751-40206	FREIGHT		5.46		1.00	5.46
	609-49751-40251	LIQUOR		400.00		1.00	400.00
Total Vendor 154 - JOHNSON BROTHERS				1,039.66	1,039.66		
Vendor UB-REFUND - KELLY & DAVID MARNICH							
.07012024							
00036600	KELLY & DAVID MARNICH	07/01/2024		116.82	116.82	Open	N
	REFUND ACCOUNT #6770	DMULVIHILL					07/15/2024
	601-49440-40444	REFUND & REIMBURSEMENT		116.82		1.00	116.82
Total Vendor UB-REFUND - KELLY & DAVID MARNICH				116.82	116.82		
Vendor 10717 - KLEIN UNDERGROUND, LLC							
58264							
00036539	KLEIN UNDERGROUND, LLC	07/03/2024		5,444.50	5,444.50	Open	N
	CITY HALL/FIRE STATION	NSANTILLO					07/15/2024
	404-41400-40589	CITY HALL/FIRE STATION		5,444.50		1.00	5,444.50

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 10717 - KLEIN UNDERGROUND, LLC							
58254							
00036540	KLEIN UNDERGROUND, LLC PROJECT WORK 601-49440-40500	07/03/2024 NSANTILLO CAPITAL OUTLAY		3,273.50	3,273.50	Open	N 07/15/2024 3,273.50
Total Vendor 10717 - KLEIN UNDERGROUND, LLC				8,718.00	8,718.00		
Vendor 6206 - LEPAGE & SONS							
250853							
00036596	LEPAGE & SONS PIONEER DAYS 101-45230-40217	06/09/2024 DMULVIHILL OTHER OPERATING SUPPLIES		915.56	915.56	Open	N 07/15/2024 915.56
Total Vendor 6206 - LEPAGE & SONS				915.56	915.56		
Vendor 202 - MCDONALD DIST CO							
755754							
00036542	MCDONALD DIST CO BEER 609-49751-40252	07/03/2024 CBUSKEY BEER		(639.90)	(639.90)	open	N 07/04/2024 (639.90)
755770							
00036543	MCDONALD DIST CO BEER/NA 609-49751-40255 609-49751-40252	07/03/2024 CBUSKEY N/A PRODUCTS BEER		14,232.85	14,232.85	Open	N 07/04/2024 229.60 14,003.25
756852							
00036585	MCDONALD DIST CO LIQUOR 609-49751-40251	07/10/2024 CBUSKEY LIQUOR		1,412.50	1,412.50	Open	N 07/10/2024 1,412.50
756851							
00036586	MCDONALD DIST CO BEER 609-49751-40252	07/10/2024 CBUSKEY BEER		(30.32)	(30.32)	open	N 07/10/2024 (30.32)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
Vendor 202 - MCDONALD DIST CO							
756853 00036587	MCDONALD DIST CO BEER/WINE/NA/THC/MISC	07/10/2024 CBUSKEY		14,464.86	14,464.86	Open	N 07/10/2024
	609-49751-40255	N/A PRODUCTS		204.00		1.00	204.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		39.00		1.00	39.00
	609-49751-40253	WINE		326.16		1.00	326.16
	609-49751-40257	THC		650.00		1.00	650.00
	609-49751-40252	BEER		13,245.70		1.00	13,245.70
Total Vendor 202 - MCDONALD DIST CO				29,439.99	29,439.99		
Vendor 3689 - METRO SALES, INC							
INV2556968 00036559	METRO SALES, INC ROLLS OF PAPER	07/03/2024 DMULVIHILL		101.50	101.50	Open	N 07/15/2024
	101-41400-40200	OFFICE SUPPLIES		101.50		1.00	101.50
INV2556967 00036561	METRO SALES, INC ROLLS OF PAPER	07/03/2024 DMULVIHILL		135.50	135.50	Open	N 07/15/2024
	101-41400-40200	OFFICE SUPPLIES		135.50		1.00	135.50
INV2560740 00036589	METRO SALES, INC COPIES	07/10/2024 DMULVIHILL		235.00	235.00	Open	N 07/15/2024
	101-43100-40240	OFFICE EQUIP		47.00		1.00	47.00
	101-43210-40240	OFFICE EQUIP		47.00		1.00	47.00
	101-45200-40240	OFFICE EQUIP		47.00		1.00	47.00
	601-49440-40240	OFFICE EQUIP		47.00		1.00	47.00
	602-49490-40240	OFFICE EQUIP		47.00		1.00	47.00
INV2560498 00036590	METRO SALES, INC COPIES	07/10/2024 DMULVIHILL		214.96	214.96	Open	N 07/15/2024
	101-41400-40200	OFFICE SUPPLIES		214.96		1.00	214.96
Total Vendor 3689 - METRO SALES, INC				686.96	686.96		
Vendor 181 - METRO WEST INSPECTIONS SERVICE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
Vendor 181 - METRO WEST INSPECTIONS SERVICE							
4201							
00036582	METRO WEST INSPECTIONS SERVICE	06/25/2024		3,961.24	3,961.24	Open	N
	FINALIZED PERMITS-JUNE	DMULVIHILL					07/15/2024
	101-42400-40311	CONTRACT		3,961.24		1.00	3,961.24
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE					<u>3,961.24</u>	<u>3,961.24</u>	
Vendor 10337 - METRO-INET							
2069							
00036560	METRO-INET	07/01/2024		15,039.00	15,039.00	Open	N
	JULY SUPPORT	DMULVIHILL					07/15/2024
	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					<u>15,039.00</u>	<u>15,039.00</u>	
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13332710114129							
00036565	MIDCONTINENT COMMUNICATIONS	07/02/2024		45.11	45.11	Open	N
	PHONE	DMULVIHILL					07/15/2024
	101-42110-40321	TELEPHONE		45.11		1.00	45.11
13334860114129							
00036566	MIDCONTINENT COMMUNICATIONS	07/02/2024		158.39	158.39	Open	N
	PHONE	DMULVIHILL					07/15/2024
	601-49440-40321	TELEPHONE		158.39		1.00	158.39
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS					<u>203.50</u>	<u>203.50</u>	
Vendor 7588 - MINNESOTA EQUIPMENT							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4I.

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
Vendor 7588 - MINNESOTA EQUIPMENT							
E22464							
00036584	MINNESOTA EQUIPMENT	06/05/2024		4,999.00	4,999.00	Open	N
	MISCELLANEOUS GOOSEN VAC SYSTEM	DMULVIHILL					07/15/2024
	101-45200-40237	SMALL EQUIPMENT		4,999.00		1.00	4,999.00
Total Vendor 7588 - MINNESOTA EQUIPMENT				4,999.00	4,999.00		
Vendor 445 - MN FIRE CERTIFICATION BOARD							
12975							
00036519	MN FIRE CERTIFICATION BOARD	06/26/2024		378.00	378.00	Open	N
	FIREFIGHTER II EXAM: HENNES, KIZER, MURP NSANTILLO						07/15/2024
	101-42210-40208	TRAINING		378.00		1.00	378.00
Total Vendor 445 - MN FIRE CERTIFICATION BOARD				378.00	378.00		
Vendor 3753 - PAUSTIS WINE COMPANY							
240948							
00036575	PAUSTIS WINE COMPANY	07/09/2024		1,032.50	1,032.50	open	N
	WINE	CBUSKEY					07/09/2024
	609-49751-40253	WINE		13.50		1.00	13.50
	609-49751-40253	WINE		1,019.00		1.00	1,019.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				1,032.50	1,032.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6809888							
00036546	PHILLIPS WINE & SPIRITS CO	07/03/2024		484.60	484.60	Open	N
	LIQUOR	CBUSKEY					07/04/2024
	609-49751-40206	FREIGHT		18.20		1.00	18.20
	609-49751-40251	LIQUOR		466.40		1.00	466.40
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				484.60	484.60		
Vendor 10718 - PLACER LABS, INC							
12.5778							
00036594	PLACER LABS, INC	06/13/2024		14,750.00	14,750.00	Open	N
	LOCATION BASED SERVICES	DMULVIHILL					07/15/2024
	609-49750-40311	CONTRACT		5,000.00		1.00	5,000.00
	101-41910-40311	CONTRACT		9,750.00		1.00	9,750.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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 10718 - PLACER LABS, INC							
Total Vendor 10718 - PLACER LABS, INC				14,750.00	14,750.00		
Vendor 10716 - RETHOS							
202516							
00036518	RETHOS	06/28/2024		4,440.00	4,440.00	open	N
	HISTORICAL RESEARCH - GRANT WRITING	NSANTILLO					07/15/2024
	101-41910-40318	ECONOMIC DEVELOPMENT		4,440.00		1.00	4,440.00
Total Vendor 10716 - RETHOS				4,440.00	4,440.00		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B013625							
00036553	RMB ENVIRONMENTAL LABORATORIES, INC	07/05/2024		209.00	209.00	open	N
	99	DMULVIHILL					07/15/2024
	601-49440-40313	SAMPLE TESTING		209.00		1.00	209.00
B013511							
00036571	RMB ENVIRONMENTAL LABORATORIES, INC	07/09/2024		274.84	274.84	open	N
	WEEKS 2-4 COOLER 1	DMULVIHILL					07/15/2024
D062135							
00036573	RMB ENVIRONMENTAL LABORATORIES, INC	07/09/2024		182.88	182.88	open	N
	ALL WEEKS COOLER 2	DMULVIHILL					07/15/2024
B013673							
00036579	RMB ENVIRONMENTAL LABORATORIES, INC	07/10/2024		182.88	182.88	open	N
	ALL WEEKS COOLER 2	DMULVIHILL					07/15/2024
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				849.60	849.60		
Vendor UB-REFUND - ROBERT BAUER/SARAH HUNT							
.07012024							
00036603	ROBERT BAUER/SARAH HUNT	07/01/2024		122.84	122.84	open	N
	REFUND ACCOUNT #4093	DMULVIHILL					07/15/2024
	601-49440-40444	REFUND & REIMBURSEMENT		122.84		1.00	122.84
Total Vendor UB-REFUND - ROBERT BAUER/SARAH HUNT				122.84	122.84		
Vendor 6072 - ROYAL SUPPLY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
Vendor 6072 - ROYAL SUPPLY							
6523 00036557	ROYAL SUPPLY SUPPLIES	07/03/2024 DMULVIHILL		137.50	137.50	Open	N 07/15/2024
	101-41940-40210	OPERATING SUPPLIES		22.92		1.00	22.92
	101-42110-40217	OTHER OPERATING SUPPLIES		22.92		1.00	22.92
	101-43100-40217	OTHER OPERATING SUPPLIES		22.92		1.00	22.92
	101-45200-40217	OTHER OPERATING SUPPLIES		22.92		1.00	22.92
	601-49440-40217	OTHER OPERATING SUPPLIES		22.92		1.00	22.92
	602-49490-40217	OTHER OPERATING SUPPLIES		22.90		1.00	22.90
Total Vendor 6072 - ROYAL SUPPLY				137.50	137.50		
Vendor 8827 - SEH							
466841 00036583	SEH CHLORIDE MONITORING	05/09/2024 DMULVIHILL		1,067.92	1,067.92	Open	N 07/15/2024
Total Vendor 8827 - SEH				1,067.92	1,067.92		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2500225 00036547	SOUTHERN GLAZERS OF MN LIQUOR	07/03/2024 CBUSKEY		642.16	642.16	Open	N 07/04/2024
	609-49751-40206	FREIGHT		9.60		1.00	9.60
	609-49751-40251	LIQUOR		632.56		1.00	632.56
2500226 00036548	SOUTHERN GLAZERS OF MN WINE	07/03/2024 CBUSKEY		61.12	61.12	Open	N 07/04/2024
	609-49751-40206	FREIGHT		1.28		1.00	1.28
	609-49751-40253	WINE		59.84		1.00	59.84
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				703.28	703.28		
Vendor 863 - THE BERNICK COMPANIES							
10237300 00036549	THE BERNICK COMPANIES BEER	07/05/2024 CBUSKEY		1,529.40	1,529.40	Open	N 07/06/2024
	609-49751-40252	BEER		1,529.40		1.00	1,529.40

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
Vendor 863 - THE BERNICK COMPANIES							
10237299							
00036550	THE BERNICK COMPANIES THC 609-49751-40257	07/05/2024 CBUSKEY THC		85.00	85.00	Open	N 07/06/2024 85.00
Total Vendor 863 - THE BERNICK COMPANIES				1,614.40	1,614.40		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M29306							
00036520	TIMESAVER OFF SITE SEC. INC CIYT COUNCIL MINUTES - 06.17.2024 101-41400-40311	06/28/2024 NSANTILLO CONTRACT		167.00	167.00	Open	N 07/15/2024 167.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				167.00	167.00		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
.07012024							
00036595	TOM LYNCH ELECTRIC LLC PIONEER DAYS 101-45230-40217	07/01/2024 DMULVIHILL OTHER OPERATING SUPPLIES		1,200.00	1,200.00	open	N 07/15/2024 1,200.00
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				1,200.00	1,200.00		
Vendor 10697 - TRIAD PARADIGN, LLC							
2024-04							
00036552	TRIAD PARADIGN, LLC SHARED FIRE SERVICES 101-42210-40311	07/03/2024 DMULVIHILL CONTRACT		3,743.50	3,743.50	Open	N 07/15/2024 3,743.50
Total Vendor 10697 - TRIAD PARADIGN, LLC				3,743.50	3,743.50		
Vendor 10641 - UNION HERALD							
.06302024							
00036567	UNION HERALD PUBLISHING 101-41400-40352	06/30/2024 DMULVIHILL GENERAL PUBLISHING		22.50	22.50	open	N 07/15/2024 22.50
Total Vendor 10641 - UNION HERALD				22.50	22.50		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4I.

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
Vendor 4231 - USABLUEBOOK							
INV00417194 00036580	USABLUEBOOK CLAMP	07/09/2024 DMULVIHILL		593.57	593.57	Open	N 07/15/2024
INV00417634 00036597	USABLUEBOOK CLAMP	07/10/2024 DMULVIHILL		34.20	34.20	Open	N 07/15/2024
INV00417552 00036598	USABLUEBOOK CLAMP	07/10/2024 DMULVIHILL		248.40	248.40	Open	N 07/15/2024
Total Vendor 4231 - USABLUEBOOK				876.17	876.17		
Vendor 5748 - VALLEY-RICH CO, INC							
33504 00036570	VALLEY-RICH CO, INC DOG PARK WATERLINE 226-45100-40456	06/07/2024 DMULVIHILL DOG PARK		4,950.00	4,950.00	Open	N 07/15/2024 4,950.00
Total Vendor 5748 - VALLEY-RICH CO, INC				4,950.00	4,950.00		
Vendor 5748 - VALLEY-RICH CO., INC							
33505 00036568	VALLEY-RICH CO., INC RUM RIVER BLVD 601-49440-40500	06/05/2024 DMULVIHILL CAPITAL OUTLAY		32,300.00	32,300.00	Open	N 07/15/2024 32,300.00
33506 00036569	VALLEY-RICH CO., INC BRIDGE & AMBASSADOR 601-49440-40500	06/04/2024 DMULVIHILL CAPITAL OUTLAY		13,950.00	13,950.00	Open	N 07/15/2024 13,950.00
Total Vendor 5748 - VALLEY-RICH CO., INC				46,250.00	46,250.00		

of Invoices: 83 # Due: 83
of Credit Memos: 2 # Due: 2
Net of Invoices and Credit Memos:

Totals: 242,427.56 242,427.56
Totals: (670.22) (670.22)
241,757.34 241,757.34
* 1 Net Invoices have Credits Totalling: (72.00)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
--- TOTALS BY GL BANK ---							
	GNCKG			241,757.34			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-41110-40310			601.56			
	101-41400-40200			451.96			
	101-41400-40310			2,105.46			
	101-41400-40311			167.00			
	101-41400-40351			204.24			
	101-41400-40352			22.50			
	101-41910-40303			133.33			
	101-41910-40310			300.78			
	101-41910-40311			9,750.00			
	101-41910-40318			4,440.00			
	101-41940-40210			22.92			
	101-42110-40217			22.92			
	101-42110-40310			7,369.11			
	101-42110-40321			45.11			
	101-42110-40437			324.75			
	101-42210-40208			378.00			
	101-42210-40310			1,353.51			
	101-42210-40311			3,743.50			
	101-42400-40303			815.19			
	101-42400-40310			601.56			
	101-42400-40311			3,961.24			
	101-43100-40217			22.92			
	101-43100-40240			47.00			
	101-43100-40303			840.58			
	101-43100-40310			601.56			
	101-43210-40240			47.00			
	101-45200-40217			22.92			
	101-45200-40237			4,999.00			
	101-45200-40240			47.00			
	101-45200-40303			133.33			
	101-45200-40310			601.56			
	101-45230-40217			2,115.56			
	103-42110-40437			1,820.20			
	226-45100-40456			14,750.00			
	404-41400-40589			6,358.27			
	405-43100-40303			932.00			
	405-43100-40808			5,142.50			
	405-43100-40809			592.50			
	405-43100-40812			3,432.50			
	601-49440-40217			22.92			
	601-49440-40240			47.00			
	601-49440-40259			132.56			
	601-49440-40303			6,323.34			
	601-49440-40310			601.56			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4I.

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
	601-49440-40313			209.00			
	601-49440-40321			158.39			
	601-49440-40442			68.17			
	601-49440-40444			421.42			
	601-49440-40500			49,523.50			
	602-49490-40217			22.90			
	602-49490-40240			47.00			
	602-49490-40303			6,323.33			
	602-49490-40310			601.56			
	602-49490-40442			68.18			
	603-00000-37400			(72.00)			
	603-49500-40303			465.84			
	603-49500-40418			4,844.00			
	609-49750-40310			300.78			
	609-49750-40311			5,000.00			
	609-49751-40206			112.59			
	609-49751-40251			3,363.46			
	609-49751-40252			59,460.48			
	609-49751-40253			2,706.50			
	609-49751-40254			393.88			
	609-49751-40255			738.90			
	609-49751-40257			2,938.40			
	803-00000-22003			246.00			
	803-00000-22043			304.95			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			46,293.07	46,293.07		
	103 PUBLIC SAFETY FUNDS			1,820.20	1,820.20		
	226 PARK FUND			14,750.00	14,750.00		
	404 BUILDING IMPROVEMENT FUND			6,358.27	6,358.27		
	405 STREET IMPROVEMENT FUND			10,099.50	10,099.50		
	601 WATER FUND			57,507.86	57,507.86		
	602 SEWER FUND			7,062.97	7,062.97		
	603 STORM WATER FUND			5,237.84	5,237.84		
	609 LIQUOR FUND			75,014.99	75,014.99		
	803 ESCROW			550.95	550.95		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			478.95	478.95		
	41110 CITY COUNCIL			601.56	601.56		
	41400 ADMINISTRATION			9,309.43	9,309.43		
	41910 COMMUNITY DEVELOPMENT			14,624.11	14,624.11		
	41940 BUILDINGS			22.92	22.92		
	42110 POLICE			9,582.09	9,582.09		
	42210 FIRE			5,475.01	5,475.01		
	42400 BUILDING INSPECTIONS			5,377.99	5,377.99		
	43100 STREETS			11,611.56	11,611.56		
	43210 RECYCLING			47.00	47.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/16/2024 - 07/16/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
	45100 RECREATION			14,750.00	14,750.00		
	45200 PARKS			5,803.81	5,803.81		
	45230 PIONEER DAYS			2,115.56	2,115.56		
	49440 WATER DEPT			57,507.86	57,507.86		
	49490 SEWER DEPT			7,062.97	7,062.97		
	49500 STORM WATER DEPT			5,309.84	5,309.84		
	49750 LIQUOR STORE			5,300.78	5,300.78		
	49751 MERCHANDISE PURCHASES			69,714.21	69,714.21		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 07/01/2024 - 07/16/2024

Agenda Item # 41.

- CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
07/02/2024	83499	NORTHERN LIGHTER PYROTECHNICS	15,000.00
GNCKG TOTALS:			
Total of 1 Checks:			15,000.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			15,000.00

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 06/01/2024 - 06/30/2024

Agenda Item # 41.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
06/06/2024	3400(E)	EFTPS	27,022.52
06/06/2024	3401(E)	ICMA	290.00
06/06/2024	3402(E)	PERA	28,581.83
06/06/2024	3403(E)	RHS HEALTHCARE SAVINGS	681.45
06/06/2024	3404(E)	STATE	6,254.82
06/06/2024	3405(E)	VOYA	2,015.00
06/03/2024	3406(E)	CITY HIVE	94.00
06/03/2024	3407(E)	HEALTH PARTNERS	35,403.01
06/03/2024	3408(E)	SPOT ON-LIQUOR CC	5,943.63
06/04/2024	3409(E)	ACE SOLID WASTE, INC	1,634.12
06/04/2024	3410(E)	SPOT ON-LIQUOR CC	25.00
06/04/2024	3411(E)	SUN LIFE FINANCIAL	3,644.72
06/04/2024	3412(E)	U S BANK EQUIPMENT FINANCE	590.80
06/18/2024	3413(E)	AZ DEPARTMENT OF ECONOMIC SEC	132.74
06/18/2024	3414(E)	EFTPS	2,358.43
06/18/2024	3415(E)	MN DEPARTMENT OF REVENUE	240.11
06/18/2024	3416(E)	PERA	40.00
06/18/2024	3417(E)	STATE OF MINNESOTA	90.62
06/06/2024	3418(E)	CINTAS	197.56
06/06/2024	3419(E)	DELTA DENTAL	1,976.22
06/06/2024	3420(E)	INVOICE CLOUD	1,217.75
06/06/2024	3421(E)	WEX CARD	5,722.62
06/10/2024	3422(E)	COLONIAL INSURANCE	506.95
06/10/2024	3423(E)	US BANK CREDIT CARD	21,285.06
06/20/2024	3427(E)	EFTPS	27,554.90
06/20/2024	3428(E)	ICMA	290.00
06/20/2024	3429(E)	PERA	29,335.60
06/20/2024	3430(E)	RHS HEALTHCARE SAVINGS	610.90
06/20/2024	3431(E)	STATE	6,189.11
06/20/2024	3432(E)	VOYA	2,015.00
06/12/2024	3433(E)	DELL MARKETING L.P.	81.00
06/12/2024	3434(E)	NEW BENEFITS (FRESH BENIES)	229.77
06/18/2024	3435(E)	ACE SOLID WASTE, INC	880.54
06/18/2024	3436(E)	CONNEXUS ENERGY	19,115.76
06/20/2024	3437(E)	CAYAN	1,163.76
06/20/2024	3438(E)	ENTERPRISE FLEET MGMT	7,418.30
06/20/2024	3439(E)	MN DEPT OF REVENUE-SALES TAX	33,070.00
06/17/2024	3440(E)	STAHL CONSTRUCTION	722,668.48
06/17/2024	3441(E)	STAHL CONSTRUCTION	606,834.69
06/26/2024	3442(E)	ALERUS	50.00
06/26/2024	3443(E)	U S BANK EQUIPMENT FINANCE	372.92
06/27/2024	3444(E)	CENTERPOINT ENERGY	1,009.27
06/30/2024	3456(E)	VILLAGE BANK	233.40
GNCKG TOTALS:			
Total of 43 Checks:			1,605,072.36
Less 0 Void Checks:			0.00
Total of 43 Disbursements:			<u>1,605,072.36</u>



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Compensation Study
DATE: July 15, 2024

OVERVIEW:

At the June 24th work session council discussed the city completing a compensation study. The City completed its last compensation study in 2007. This work is done to set the scoring principles of job descriptions, provide feedback on organizational structure and identify the city’s placement in wage rates.

Since 2020, several cities have updated their studies with the changing workforce market. A compensation study will review St Francis using same/similar cities to identify an understanding of where we are at. Information obtained by the City can be used as a tool by Council for future decisions.

One of the outstanding items during our last discussion was related to the cost of completing the study. We have received the following quote from Abdo to complete the study this year for a cost not to exceed \$16,300. This is to review up to 20 positions.

ACTION TO BE CONSIDERED

Council to review and provide staff direction on either; continuing with the 2007 study, OR, approve staff to contract with Abdo to update the city compensation study.



Proposed by

Leah Davis, CPA

Partner | Abdo

leah.davis@abdosolutions.com

P 507.524.2347

July 02, 2024

SERVICE PROPOSAL FOR

City of St. Francis

23340 Cree St NW, St. Francis, Minnesota 55070

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ



Executive Summary

Kate Thunstrom, City Administrator
City of St. Francis
23340 Cree St NW
St. Francis, Minnesota 55070

Dear Kate,

Thank you for the opportunity to submit this proposal to the City of St. Francis (the City) to partner with your team on a Position Classification and Compensation Study. Based on our experience with the type of work outlined in the proposal and our in-depth understanding of government employers, I'm confident the scope of services outlined in this proposal will address your needs and provide you the compensation updates and clarity you need to confidently attract, retain, and motivate employees well into the future.

Based upon our communications, we understand that you're seeking a partner to help you:

- Evaluate your existing position classification and compensation program, last updated in 2007, to ensure that it continues to effectively attract, motivate, and retain the high performing talent that you need to serve your community.
- Ensure that your City's compensation program is compliant with Minnesota Local Government Pay Equity and that it is competitive within your established peer group and competitors.
- That every employee is appropriately recognized and compensated for their contributions to the organization.

Abdo's success has been driven by utilizing staff that is experienced and well trained in governmental planning, human resources, payroll, compensation systems, and operations. We understand that there are certain factors that are most important to the City in the selection of a consultant. Factors like our attention to detail, overall project approach, collaboration with City staff and the quality of work and outcomes are just a few of the ways we set ourselves apart in our abilities and value to your City.

Our approach to this project is to engage with City staff to ensure we have an exceptional understanding of the project, each individual's role in the project, overall expectations and needs, as well as exceptions to standard operations. Throughout the project, there will be periodic meetings with City staff to share information, solicit input and provide updates. Based on our experience, we will structure each phase of the project to emphasize efficiencies and streamline processes. By spending time on the front-end evaluating positions, goals, objectives and needed deliverables, the end product for the City will be one that provides analysis and recommendations for marketable, consistent, compliant, and forward-thinking programs and policies.

INVOLVEMENT OF CITY PERSONNEL- No matter the experience of our Abdo team, we recognize that the most critical goals and deliverables of any project relies on collaborating with the right people at the right time. Your internal staff and leadership are key to truly understanding your organization and developing solution that works in "real life."

ABILITY TO SUCCESSFULLY COMPLETE ALL REQUIREMENTS - A component of our mission statement is a philosophy that we will assist clients in reaching their maximum potential by open communications and teamwork. This means we will do the following for you:

- Present to you a clear project plan
- Use portal technology to share and collaborate documents
- Provide an environment that solicits and welcomes ideas and strategies from the city team
- Present recommendations in clear, concise and non-technical terms to all members of the city team
- Collaborate with city team and software vendor to ensure alignment
- Return phone calls and emails promptly

EXPERIENCE WITH SIMILAR PROJECTS - We believe our experience with similar projects and our expertise in governmental planning, human resources, payroll, compensation systems, and process and planning is greater than any other CPA or advisory Firm in Minnesota.

UNDERSTANDING OF THE PROJECT AND ABILITY OF THE FIRM TO COMPLETE THE EXPECTED SCOPE OR WORK ON SCHEDULE AND WITHIN BUDGET - Abdo is committed to a team environment that gives us the ability to complete projects on time and on budget. We leverage our staff to ensure the work is being completed by the appropriate individuals and reviewed by a partner of Abdo. We understand the parameters and expectations of this project and will complete the expected scope of work on schedule and within budget.

ACCOMPLISHING PROJECT OBJECTIVES - Our approach to a project is heavily dependent on communication and technology. We believe that listening to your needs, concerns and challenges is of the utmost importance for a successful project. Our experience and knowledge of government operations allows us to provide independent assessment and recommendations, lighting a clear path forward for City leadership. We use portal technology to securely share and collaborate on documents. This allows us to expedite our work, provide answers to staff questions quickly and communicate instantaneously with City staff.

We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present Abdo for your consideration.

Abdo



Leah Davis, CPA

Partner | Abdo

LIGHTING THE PATH FORWARD

The Abdo Difference

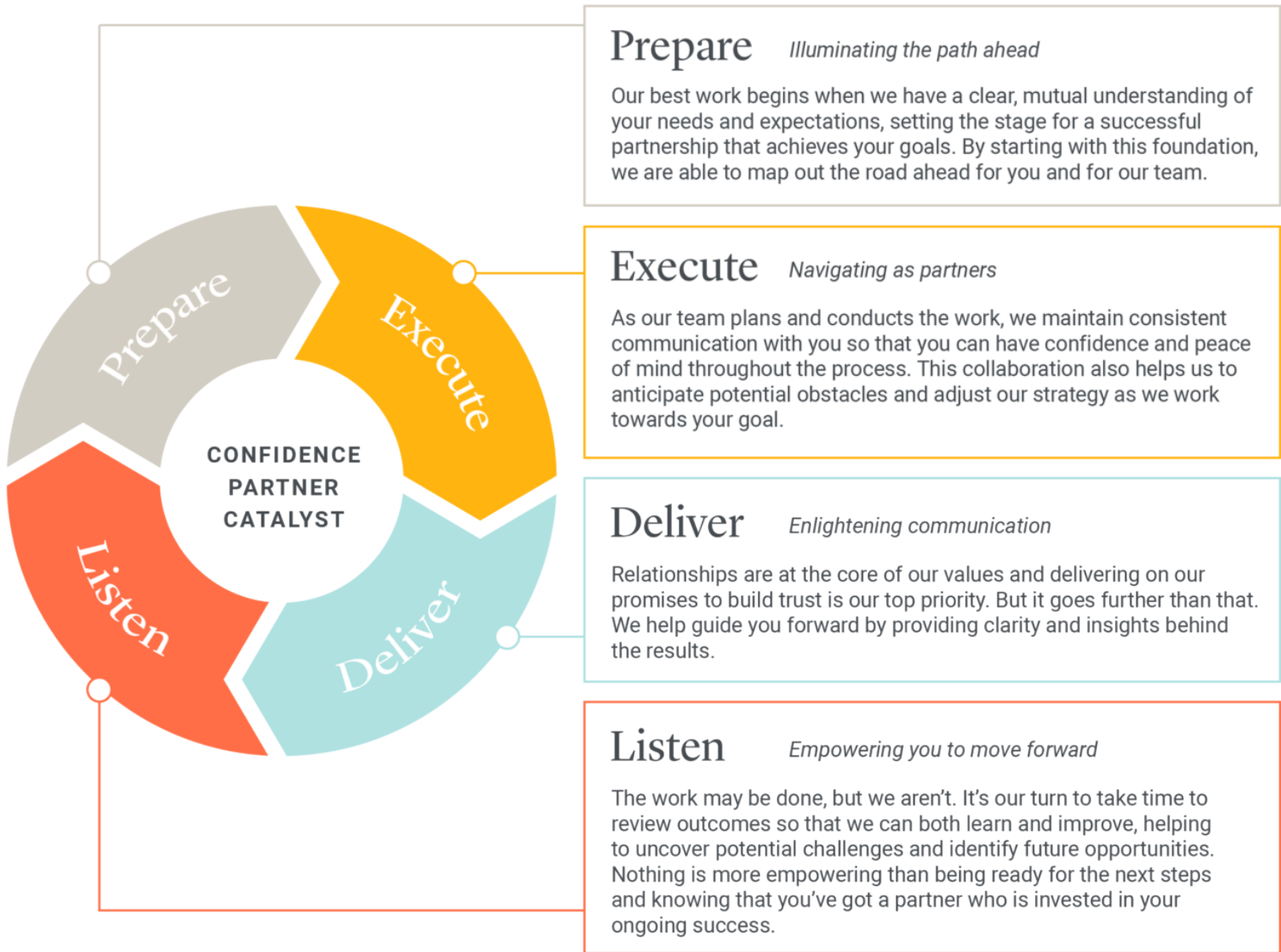
At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



Human Resources Consulting

OUR HUMAN RESOURCES EXPERTS PROVIDE:



Customized HR Support

As-needed support to handle challenging and confusing HR issues, including workplace investigations. We can help translate the rules into real-world solutions.



HR Assessment Projects

Gain clarity of your entire organization through documentation of your current HR policies and procedures, identification of potential risk areas, and recommendations for long-term process and program improvements to help you move forward with confidence.



HR & Payroll Automation

Leverage technology and automation to keep your organization compliant while minimizing the paper shuffle so you can free up your time to focus on your people.



Employee Handbook Development and Manager/Employee Training

Provide your leaders and employees with clear and predictable policies that work in real life and are tailored to your unique organization.



Benefit Plan Value Analysis, Enrollment Support, and Employee Education

Ensure your employee benefit investment is built around what your employees value most and receives the recognition and appreciation it deserves.



Affordable Care Act (ACA) Compliance

Leverage the extensive knowledge of our HR professionals to ensure your organization is proactive and compliant in all areas of ACA planning, management, and reporting.



Performance Management Program Development and Training

Develop customized and intentional programs to motivate, measure, and reward the key behaviors that drive real organizational success.



Manager and Leadership Training

Design customized and comprehensive training curriculum for leaders and employees to support a culture of continuous development and learning. Training topics may include, but are not limited to, sexual harassment, disability accommodation, effective communication and feedback, goal-setting and performance management, change management, and constructive conflict.



Total Compensation Program and Marketability Analysis

Ensure confidence that your compensation program is competitive, motivating, and focused on retaining your highest performers.

Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below and full professional biographies can be found in Appendix C.



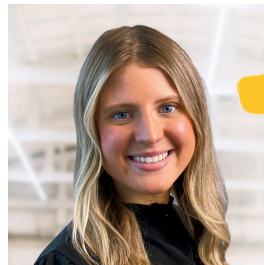
LEAH DAVIS, CPA

Partner
leah.davis@abdosolutions.com
P 507.524.2347



MICHAEL MOONEY, SPHR, SHRM-CP

Manager
michael.mooney@abdosolutions.com
P 952.715.3043



HALIE JOHNSON

Associate
halie.johnson@abdosolutions.com
P 507.304.6848





Project Plan and Timeline

A clear implementation process coupled with frequent and consistent updates is critical to any successful project. The project scope and timeline below includes update meetings with the City leadership and other staff, designed to provide project updates, solicit comments, review progress, and address any challenges.

Timeline assumes project kick-off beginning in August 2024.

PROJECT PHASE	TIMELINE
---------------	----------

Introduction and Project Orientation

The first step to this project is to review and analyze data provided by the City. This includes the existing job descriptions and current compensation model, and any other data the City has available. After this review, we will meet with the City and department leadership to discuss overall project expectations, define strategic goals and outcomes, identify current compensation challenges, and discuss project timelines. This is also an opportunity for the City and department leadership to ask for clarification on the project and address any questions or concerns they may have.

DAY 1 - 15
depending on City availability

Job Description Review

Beginning with the existing City job descriptions, we will conduct a detailed review of your current position duties and overall City organizational structure. During this review, all job descriptions will be reviewed for compliance with the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA/ADAA).

DAY 16 - 30

Position Classification Evaluation

Using the City's job descriptions and our Abdo Position Scoring Methodology (see Appendix D for more information on the Abdo Methodology), which we have utilized for over 10 years, and in collaboration with City leadership, we will evaluate and assign position point values for each City position and organize positions into hierarchical order, based on point assignment.

DAY 31 - 40

Labor Market Employers Criteria and Selection

Our team will solicit input from City and department leadership to develop a list of comparable organizations, based on size, geography, and City services, to be used in the wage analysis.

Compensation Analysis

Abdo will complete a full wage/compensation market survey, utilizing the 2024 Minnesota Local Government Salary and Benefit Survey put out by the League of Minnesota Cities as well as direct wage data surveys and private sector compensation resources, where applicable.

DAY 41 - 60

Abdo will also solicit information related to a variety of non-cash benefits, as instructed. This analysis will include recommendations for maintaining marketable wage scales into future years as well as evaluating approaches to longevity and/or performance recognition.



PROJECT PHASE TIMELINE

Classification & Compensation System Development and Compliance Testing

The overall structure of the compensation study and system structure will be reviewed and updated according to the compensation and performance management philosophies of the City and will include identification of current or potential pay compression, pay equity, and collective bargaining issues, if any.

DAY 61 - 80

Once the proposed structure is completed, all data will be tested for compliance with Federal and State regulations, including Minnesota Local Government Pay Equity reporting for all municipal entities.

Final Documents and System Presentation

All documents will be reviewed with the City Management team in draft format before finalization and distribution. Final reporting will include comprehensive project findings, recommendations, description of overall methodology utilized in the project, data analysis, detailed implementation cost estimates, and recommended implementation process.

DAY 81 - 100
depending on City availability

The City will be provided with all tools and resources to administer and maintain the proposed compensation model into the future. Once approved by the City Management team, report findings and recommendations will be presented, in person or virtually, to the City Council for review and discussion.

Implementation and System Administration Training/Support

Our team will develop and lead a customized compensation system implementation and maintenance program for leadership and applicable staff. Training will include suggestions for appropriately awarding step increases and documented plan administration best practices.

Develop Position Reclassification and Review Policy

We are also available to work with internal leadership to develop a formal position review and reclassification request policy to consistently evaluate future requests for position scoring or compensation changes.

Post Contract Support Services

On an as needed basis, Abdo will be available to review new or significantly altered job descriptions, including determination of points and salary ranges for the position, as well as provide documentation support for future pay equity reporting to the Minnesota Department of Management.

Optional & as directed by the City

Value

SERVICE & PRICE GUARANTEE

Our work is guaranteed to the complete satisfaction of the client. Upon payment of your invoices, we will judge you have been satisfied, however, we welcome further conversation if, in any way, you feel your expectations are not being met.

Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of
- yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, is listed on the following pages.

ADDITIONAL SERVICES

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

PAYMENT TERMS

Initial invoice will be sent within 10 days of the execution of this agreement.

Contract Execution - 30% of Contract

Delivery of 1st Draft Report - 40% of Contract

Delivery of Final Report to Council - Remaining Balance

This quote is valid for ninety (90) days following the proposal submission deadline.

POST CONTRACT SUPPORT SERVICES OPTIONS

Annual Market Study Updates

In the future, should you wish to conduct annual updates of relevant position market data, Abdo provides options for clients to perform a full market wage analysis, provide recommendations for updates to your existing compensation structure to ensure ongoing alignment with your compensation philosophy, and provide a cost analysis of any suggested changes.

Individual Position Reclassification/Scoring

As you change or add new positions within your city, Abdo is always available to assist with job description development and review, position reclassification and scoring, and to provide documentation support for future Minnesota pay equity reporting.

Formal Position Reclassification and Review Policy Development

Since positions change over time and employees may occasionally request classification/scoring reviews, make sure your City has a clear, consistent and manageable process and policy in place to handle changes and requests. Abdo will help you draft a customized policy to ensure that you're proactively addressing and administering your position classification maintenance as you move forward.

Tri-Annual Minnesota Local Government Pay Equity Reporting

There aren't many things that cause more stress and uncertainty than complex compliance requirements, especially when they're only required once every three years. Let Abdo take the worry out of your upcoming reporting year and help you ensure accurate, consistent, and timely reporting for your tri-annual Minnesota local government pay equity reporting compliance.

COMPREHENSIVE COMPENSATION & CLASSIFICATION STUDY	PROPOSED INVESTMENT
Job Description Review: assumes up to 20 individual positions	\$1,900
Position Classification Evaluation: assumes up to 20 individual positions and a virtual Abdo Milestone Meeting with City leadership to review scoring.	\$2,300
Market Compensation and Benefit Analysis: assumes up to 20 individual positions	\$4,000
Classification & Compensation System Development and Recommendations: Includes a virtual Abdo Milestone Meeting with City leadership to review market findings, assess cost to implement estimates, and customize compensation plan design.	\$3,500
Minnesota Pay Equity Testing: current and proposed pay systems	\$1,000
Final Documents & Report of Findings and Recommendations: includes up to 2 report draft revisions, up to 2 meetings with City leadership and in-person presentation to Council and related travel time/mileage	\$3,600

TOTAL PROJECT INVESTMENT (LUMP SUM NOT TO EXCEED)	\$16,300
--	-----------------

OPTIONAL POST CONTRACT SERVICES	PROPOSED INVESTMENT
---------------------------------	---------------------

Annual Market Study Updates - up to 2 years	\$4,500
---	---------

Individual Position Reclassification/Scoring Updates \$325/position with current description

Develop Formal Position Reclassification and Review Policy	\$1,900
--	---------

Tri-Annual Minnesota Local Government Pay Equity Reporting \$ 2,000

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

ABDO FINANCIAL SOLUTIONS INTERIM ACCOUNTING SERVICES

With a staff of experienced professionals, we develop and implement creative solutions for entities of all shapes and sizes. We rely on a proven process to provide your city with the very best quality and value in financial management solutions. Our outsourced accounting and financial services include:

- Monthly accounting
- Temporary accounting help
- Finance Director outsourcing

HR & PAYROLL SERVICES

We help employers better support their most valuable resource...their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

LONG TERM PLANNING

How will you fund your city's Capital Improvement Plan? Part of establishing a capital improvement program is determining how to pay for it. Will you issue debt? Raise property taxes? Reorganize your capital budget? A long-term plan can help you answer these questions and more. Depending on your needs, our approach to long term planning may include:

- Preparing projections to gauge future revenue streams
- Conducting a debt management study
- Reviewing reserve and fund balance policies
- Implementing plans to achieve pay-as-you-go financing

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 250 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- **Steve McDonald, CPA** | *Managing Partner*



What Our Clients Say

CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their Position Classification and Compensation Study services. Additional references are available upon request.

CITY OF OTSEGO

Adam Flaherty
City Administrator
P 763.235.3161

CITY OF ELKO NEW MARKET

Tom Terry
City Administrator
P 952.461.2777

CITY OF CARVER

Brent Mareck
City Administrator
P 952.448.8737

CITY OF ROSEVILLE

Rebecca Olson
Assistant City Manager
P 651.792.7446



An ongoing quest to be better, together

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



61%

of our employees are female



51%

of our management level employees are female



23%

of our interns this year were people of color

DEI Initiatives

ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

Appendix A

AGREEMENT FOR SERVICES



Agreement for Services

THIS AGREEMENT, is made and entered into on July 02, 2024, by and between the City of St. Francis, Minnesota (hereinafter referred to as the "Client"), and Abdo LLP (hereinafter referred to as "Abdo" or the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;

The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;

The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.

The Contractor may make recommendations and/or perform services on behalf of the Client but the Client is responsible for all final management decisions and for setting and administering any organizational policies, procedures, or other guidance that result in the services being performed. Further, with respect to the payroll services that are being provided, the Client is responsible for all originating documents (i.e. salary or hourly wage amounts, hours worked, benefits, premium pay policies, etc.) that affect payroll processing, and the Client will review and approve the payroll before or after its processed. The Contractor will not hold or have access to any Client funds as part of the services being provided.

The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

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

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and shall remain in effect for the duration of the consulting engagement, unless earlier terminated as provided in Subsections 2 or 3.

Section 2 Client’s Termination Rights: Client may terminate this Agreement for its convenience by providing written notice of termination to Contractor. Upon any termination by Client for convenience, Client shall be obligated to pay for all services provided by Contractor through the date of termination set forth in the written notice. In addition, Client may terminate this Agreement for Contractor’s failure to perform its services in accordance with the terms of this Agreement (termination for “cause”) by providing Contractor written notice of intent to terminate that sets forth in detail the reasons for cause to terminate, which written notice shall afford Contractor a reasonable period of time of not less than ten (10) business days to cure the stated grounds for termination to the reasonable satisfaction of Client. In the event of Client’s termination of the Agreement for cause, Client shall be obligated to pay for all services provided by Contractor through the date of termination.

Section 3 Contractor’s Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client’s receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client’s authorized agent for the purpose of administration of this Agreement is the City Manager or designee. Said agent shall have final authority for approval and acceptance of the Contractor’s services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor’s rights and obligations under this Agreement are not assignable or transferable, but the Client’s rights and obligations may be assigned to any successor entity upon ten (10) days notice.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

Section 5 Data Accuracy and Prompt Delivery: Client understands, acknowledges and agrees that Contractor's performance of services under this Agreement is dependent on Client promptly providing Contractor with accurate data, documents, and other information pertinent to the subject consulting engagement. Client shall provide Contractor access to data, documents and other information requested by Contractor in accordance with the project schedule mutually agreed to by Client and Contractor. Contractor also represents and warrants that said data, documents and information shall be reliable and accurate to the best of Client's knowledge and agrees that Contractor shall be entitled to rely on the accuracy of the same in the performance of its services under this Agreement. Contractor agrees to promptly notify Client if it identifies any obvious errors or inaccuracies in the data provided by Client.

Client agrees to indemnify and hold harmless Contractor from and against any liability, expense, cost, damages, claim and action arising out of or relating to any errors, inaccuracies, or omissions in the data, documents and other information provided by Client to Contractor pursuant to this Agreement. Further, in the event of any delay on the part of Client to provide to Contractor required data, documents or other information or the identification of any errors, inaccuracies, or omissions in the data, documents or other information provided by Client, Contractor shall be entitled to an equitable adjustment of the schedule and compensation for the performance of its services resulting from said delay or need to address any errors, inaccuracies, or omissions in the data, documents or other information provided by Client.

Section 6 No Legal Advice: Client understands, acknowledges and agrees that the consulting services provided by Contractor under this Agreement do not include or constitute legal advice and that Contractor is not undertaking to provide Client legal advice in connection with the consulting engagement hereunder. Client further understands, acknowledges and agrees that the subject matter of this engagement, including regulatory compliance, implicates complex legal issues requiring assessment and advice from competent legal counsel. Client shall be responsible for engaging and/or consulting with legal counsel of its choosing to assess and advise Client regarding the propriety and legality of any recommendations, guidance or advice of Contractor arising from or relating to Contractor's performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising from or relating to Client's payroll or other human resources policies and/or practices both prior to, during and following Contractor's provision of services under this Agreement, including, but not limited to, any claims by current or former employees of Client challenging the propriety or legality of said practices.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

Section 7 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 8 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 9 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate human resource recommendations and information that allows the Client the ability to make final human resource decisions. Contractor will provide final human resource recommendations, but Contractor is not responsible for the final decisions made regarding human resource matters and Client shall indemnify and hold Contractor harmless from the same.

Section 10 Client Employment of Contractor's Employees: The Client acknowledges and agrees that Contractor's workforce, including employees assigned to staff the engagement provided for under this Agreement, constitutes an important and vital aspect of Contractor's business. In recognition of the foregoing and the harm that Contractor will suffer in the event of the loss of one or more of its employees, the Client agrees that during the Term of this Agreement and for a period of six (6) months following the termination of this Agreement for any reason (the "Restrictive Time Period") the Client shall not, directly or indirectly, on behalf of itself or any person, firm, corporation, association or other entity, (a) recruit, solicit, or assist anyone else in the recruitment or solicitation of, any of Contractor's employees to terminate their employment with Contractor and to become employed by or otherwise engaged with or by the Client in any capacity independent of Contractor; (b) hire or engage any Contractor employee; or (c) otherwise encourage or induce any of Contractor's employees to terminate their employment with Contractor (collectively the "Contractor Employee Restrictive Covenant").

Notwithstanding the foregoing, Contractor may (but shall not be obligated to) consent to the Client's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph provided that (a) the Client discloses to Contractor in writing its desire to recruit, solicit, employ or otherwise engage the Contractor employee independent of Contractor before engaging with the Contractor employee regarding any such potential relationship; (b) the Client agrees to pay Contractor a Restrictive Covenant Exception Fee (as hereafter defined) in the event the Contractor employee becomes employed by or otherwise engaged with the Client independent of Contractor; and (c) Contractor provides written consent to the Client to engage with the Contractor employee regarding any such relationship. For purposes of this Agreement, the Restrictive Covenant Exception Fee shall be the greater of: (i) 200% of the annual contracted cost of Contractor's services under this Agreement in addition to the annual contracted cost paid or due Contractor hereunder; or (ii) 200% of the fees paid or due Contractor for services provided under this Agreement during the twelve (12) month period immediately prior to the termination of this Agreement or, in the event the Agreement has not been terminated, during the twelve (12) month period immediately prior to Contractor's provision of written consent to the Client to engage in the recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

Section 11 Client Employment of Contractor's Employees (Continued): In the event Contractor is unwilling to consent to the Client's recruitment, solicitation, employment, or other engagement of a Contractor employee otherwise prohibited by this paragraph and/or agree on the Client's payment of a Restrictive Covenant Exception Fee, then the Contractor Employee Restrictive Covenant shall remain in full force and effect. If the Client breaches or threatens to breach the Contractor Employee Restrictive Covenant, Contractor shall be entitled to injunctive and other equitable relief from a court of competent jurisdiction restraining the Client's breach of said covenant in addition to such other remedies as may be available to Contractor in law and equity, as well as the recovery from Client of Contractor's reasonable attorneys' fees and costs incurred in any such legal action. The Client also acknowledges, understands, and agrees that although the harm Contractor will suffer as a result of the Client's breach of the Contractor Employee Restrictive Covenant cannot be or is very difficult to accurately estimate, the sum which is the greater of (i) 200% of the average annual fees paid by the Client to Contractor for services under this Agreement during the three-year period preceding the breach, or (b) 200% of the employee's average annual compensation during the three-year period preceding the breach represents and constitutes a reasonable estimation of the damages to Contractor caused by Client's breach (the "Liquidated Damages Amount"). Therefore, at its sole election, Contractor may elect to enforce and compel the Client's compliance with the Contractor Employee Restrictive Covenant or to seek an award from Client of the Liquidated Damages Amount, together with the reasonable attorneys' fees and costs incurred by Contractor in connection with any legal action to obtain such relief.

Section 12 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this Agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 13 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 14 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

ARTICLE IV (CONTINUED)

LIMITATION OF LIABILITY

Section 15 Disputes: If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

Section 16 Limitation of Liability: Abdo's entire liability, and the Client's exclusive remedy, for Abdo's performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided related to the engagement during the previous twelve months. NEITHER PARTY WILL, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT OR ABDO MAY INCUR AS A RESULT OF EITHER PARTY'S FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold it harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) arising out of or relating to Client's negligent performance under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.

Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES



Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of St. Francis
23340 Cree St NW
St. Francis, Minnesota 55070

 SIGNATURE
Kate Thunstrom

Abdo, LLP
100 Warren Street, Suite 600
Mankato, Minnesota 56001



Leah Davis, CPA
Partner | Abdo
July 02, 2024

Appendix C

TEAM BIOS





TEAM MEMBER BIO



Leah Davis

CPA

Partner, HR and Payroll Services
leah.davis@abdosolutions.com
Direct Line 507.524.2347

Leah joined Abdo in 2016 and leads the Firm's HR and Payroll Advisory practice. She spends her time helping employers find creative ways to overcome their most pressing HR and payroll challenges. As an active CPA and after owning and operating an outsourced HR and payroll consulting business for nearly a decade, Leah has worked with employers across all industries. She also has several years of experience in public accounting, focusing on business tax and financial institutions. This variety of experiences equip Leah with a unique perspective on the complex HR, financial, regulatory, and strategic planning issues that public and private employers face every day.

EDUCATION

- Bachelor of Science in Accounting and Business Administration, Minnesota State University, Mankato
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Society for Human Resource Management (SHRM)
- National Public Employer Labor Relations Association (NPELRA)

QUALIFICATIONS

- Human Resources management, consulting, and compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative workflows and compliance
- HR and leadership team coaching and training, focused on strategic though leadership and building technical and practical skills to improve overall performance and operational effectiveness
- Employee Benefit Plan Administration and Analysis, including Affordable Care Act (ACA) compliance, benefit workflow optimization, and evaluation of benefit plan design options to evaluate costs and maximize employee value recognition
- Employee Incentive and Compensation Plan Development, including public sector position classification and compensation plan design and total compensation analysis
- Complex State and Federal employment tax and regulatory compliance consulting, including FLSA wage and hour analysis and tax agency amendments and negotiations





TEAM MEMBER BIO



Michael Mooney

SPHR, SHRM-CP

Senior Associate
michael.mooney@abdosolutions.com
Direct Line 952715.3043

Michael joined the Firm in 2022. He brings over 5 years of experience working closely with business leaders, managers, and employees in a wide variety of HR Functions. He is passionate about utilizing HR technology and data to support growing businesses.

EDUCATION

- Bachelor of Science in Management with HR Emphasis, North Dakota State University

PROFESSIONAL MEMBERSHIPS

- Society for Human Resource Management

QUALIFICATIONS

- Human Resources management & process development
- HRIS implementation, system utilization, and process improvement
- Compensation and benefits plan design and management
- Manager coaching
- Full cycle recruiting and interview training
- Certified DiSC Workplace Profile facilitator
- Employee engagement, development, performance management and retention
- Experience in banking and multi-family housing industries



TEAM MEMBER BIO



Halie Johnson

Associate
halie.johnson@abdosolutions.com
Direct Line 507.304.6848

Halie joined the Firm as an intern in the Firm's government department. Following her internship, Halie started full-time in the Firm's non-profit advisory and HR/Payroll departments. Halie has prior work experience in customer service in a variety of industries. Halie enjoys working with others and helping clients reach goals and success.

EDUCATION

- Bachelor Degree in Corporate Finance, Minnesota State University, Mankato
 - *Minor in Accounting*
 - *Graduated Summa Cum Laude*
 - *Dean's List*

QUALIFICATIONS

- 1 year of experience in governmental auditing

Appendix D

ABDO POSITION SCORING
METHODOLOGY



Abdo Position Scoring Methodology

As part of our position analysis and classification, positions will be scored using a plan adapted from the method used by the State of Minnesota. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions. The following information provides a summary of factors and considerations used to apply this classification method.

Know-How represents the knowledge, skills and abilities an employee needs to be successful in a particular job. The Hay evaluation method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

- **Job-Specific Knowledge** includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial KSAs, when appropriate. This aspect of Know-How does not make distinctions among differently-sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.
- **Integrating Know-How** considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breadth categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.
- **Human Relation Skills** is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

- **Context** includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.
- **Thinking Challenge** includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

- **Freedom to Act/Empowerment** involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?
- **Magnitude** is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget the employee is responsible for, what degree of influence is held and is this person a decision maker.
- **Job Impact** is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e. heat or extreme cold) would receive additional points for these factors.

Second Quarter Report 2024

St. Francis Police Department



Summer is in full swing and with the warmer temperatures, activity has picked up in the city. There was an overall increase in calls for service during the second quarter as well as an increase in traffic stops, citations issued, and cases referred to investigations. Several officers participated in numerous TZD events during the quarter focusing on seatbelt, speed, and impaired driving enforcement. Officers made 685 traffic stops during the quarter and issued 280 citations with most being traffic related.

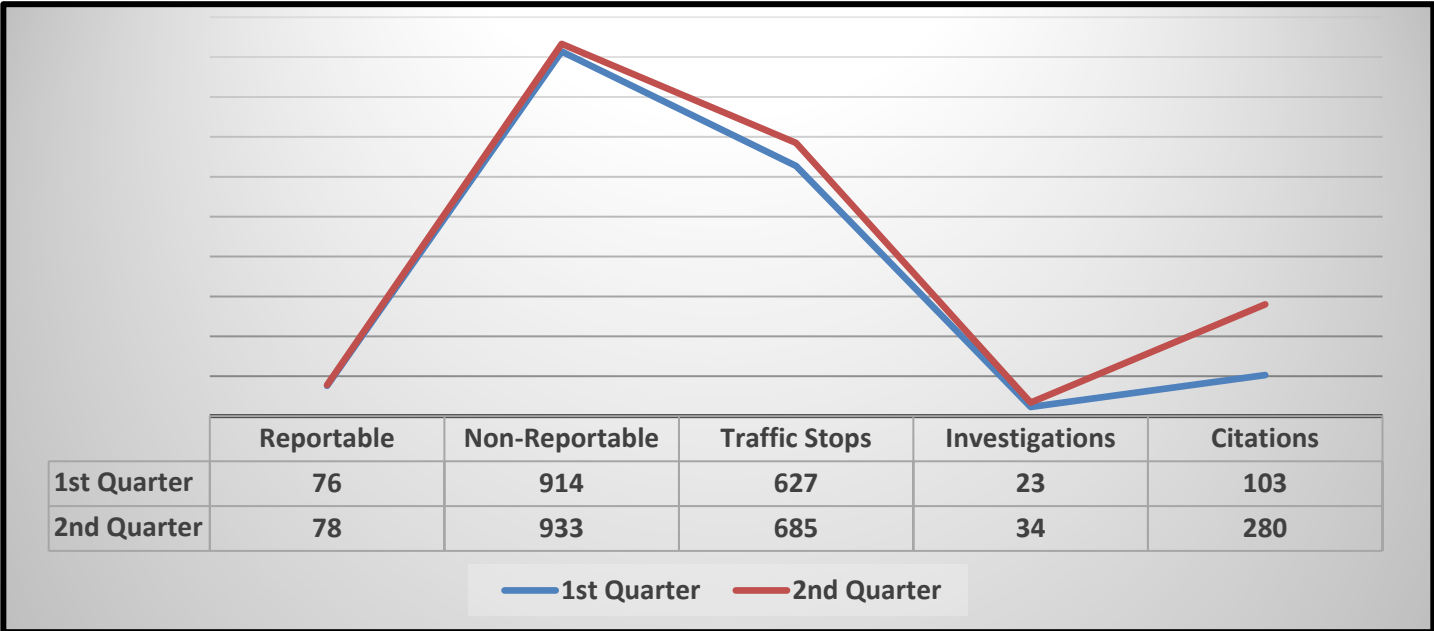
When not working, testifying in court, or participating in community engagement events officers spend a lot of their time training. Officers completed 176 hours of training during the quarter in areas including use of force, firearms, first aid/CPR, Standardized Field Sobriety Test (SFST), crisis response, conflict management, autism, and cultural diversity.

In April the police department held its annual awards ceremony where several officers and civilian staff members received awards for actions taken in 2023. Seven officers received Life Saving Awards for actions taken that saved a human life. Two officers received Commendation Awards for their dedication to traffic and DWI enforcement in efforts to make our roadways a safer place for our families and friends. Two officers and one civilian staff member received Commendation Awards for their community engagement efforts to help form relationships with the community. It was a great ceremony to highlight outstanding performance and superior dedication to the City of St. Francis.

Community engagement also remains a top priority for the police department. The department hosted the 4th annual Citizens Academy in April and May as well as a free dog license day in May and the 8th annual Bike Rodeo in June. The department looks forward to many more events throughout the remainder of the year.

The department is made up of a group of dedicated professionals who will continue to serve the St. Francis Community with integrity, respect, courage, and trust.

SECOND QUARTER CALLS FOR SERVICE



DESCRIPTION EXAMPLES

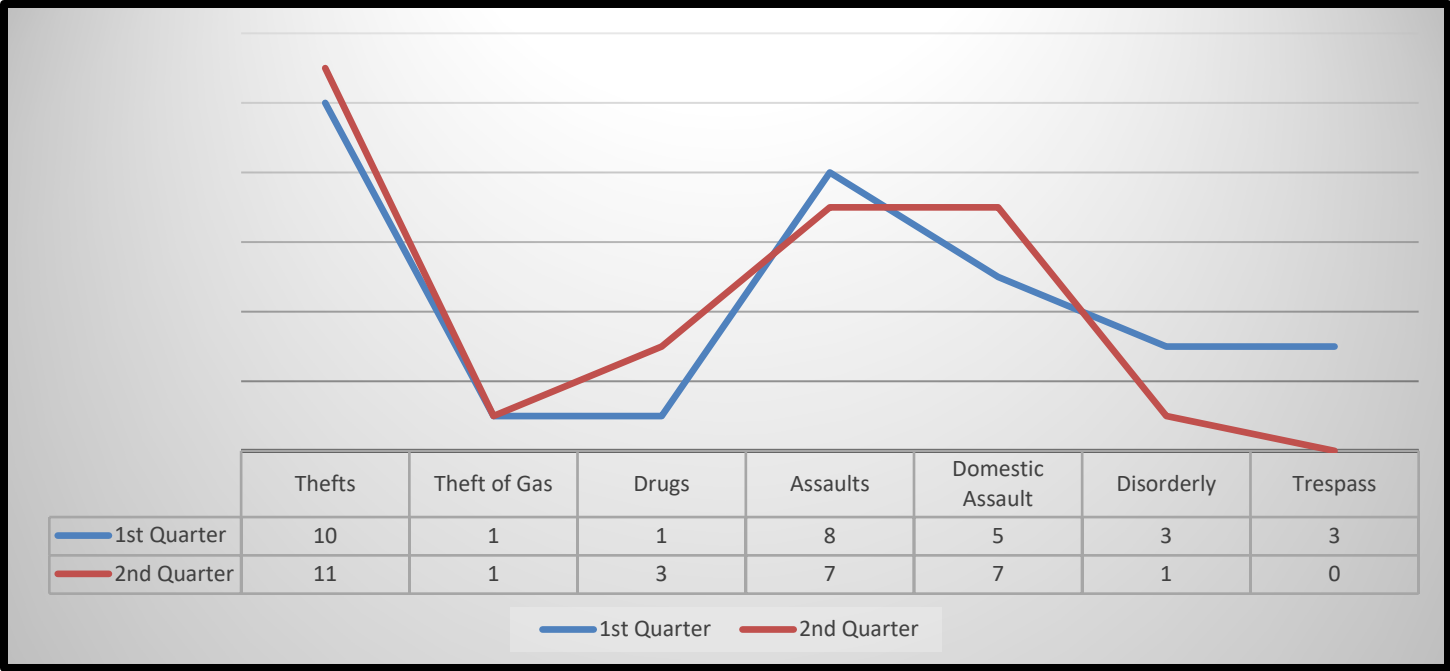
Reportable Crimes:

Theft, Fraud, Damage to Property, Burglary, DWI and Assaults etc.

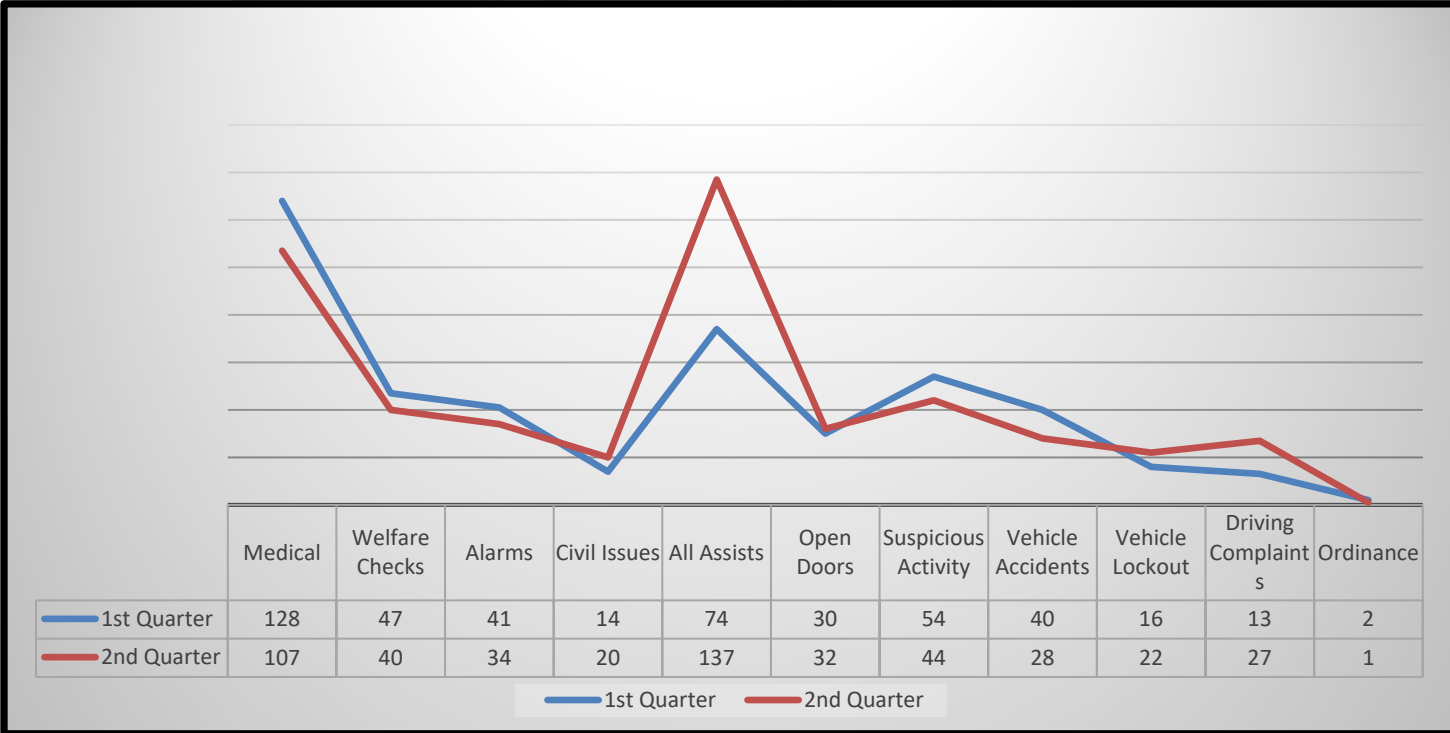
Non-Reportable Crimes:

Suspicious Activity, Vehicle Lockouts, Animal Complaints, Welfare Checks, Accidents, Alarms, Medical, Parking Complaints, MV Complaints, Warrant Arrests, Neighborhood Disputes, Extra Patrol Requests etc.

CALLS FOR SERVICE BREAK DOWN REPORTABLE CRIMES



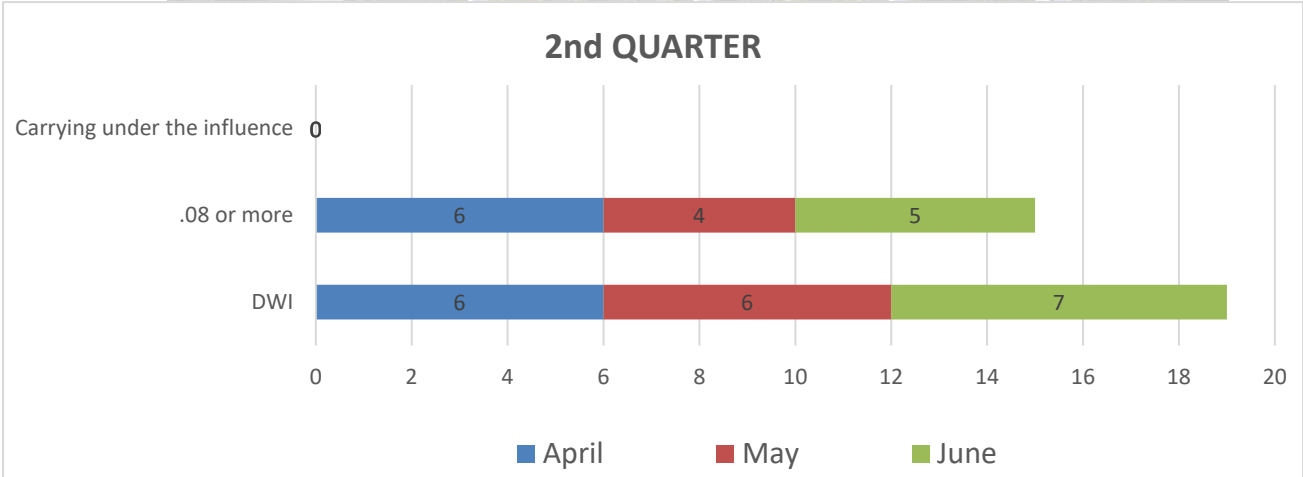
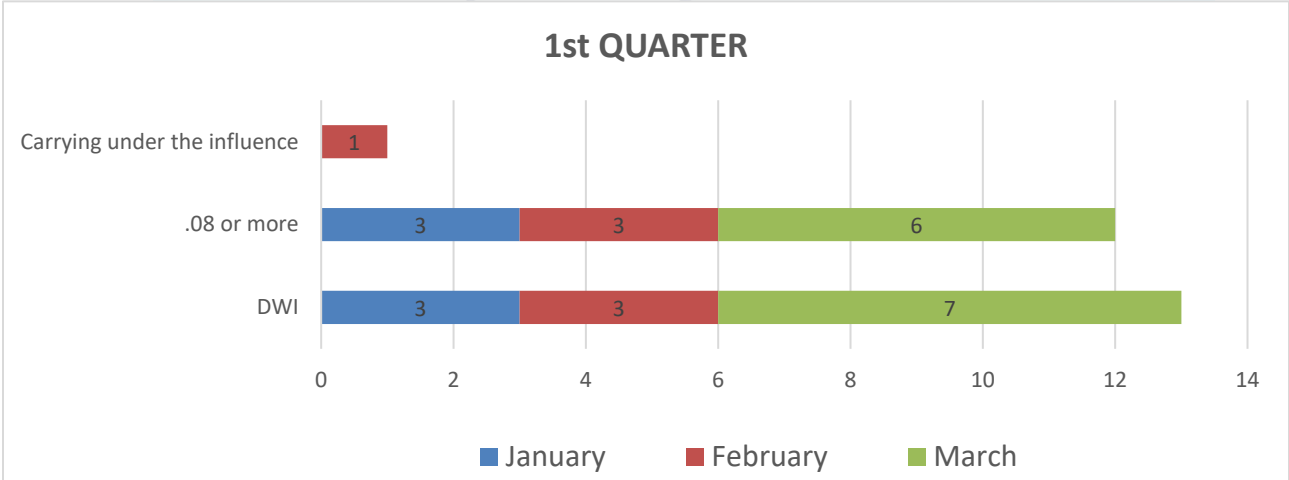
CALLS FOR SERVICE BREAK DOWN NON-REPORTABLE CRIMES



TOWARD ZERO DEATHS MINNESOTA TOWARD ZERO DEATHS

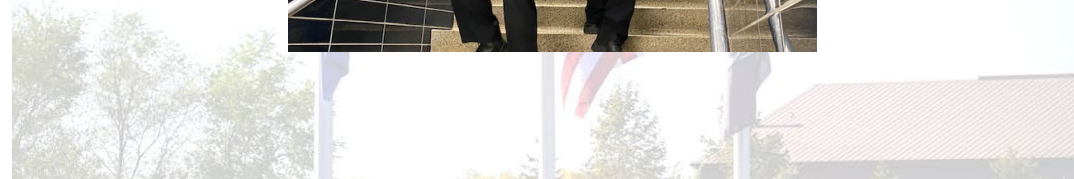
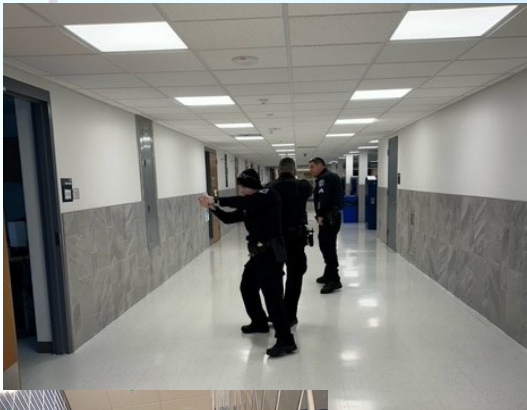
Minnesota TZD is the state’s cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program’s vision is to reduce fatalities and serious injuries to zero.

The program is a partnership between the Minnesota Departments of Public Safety, Transportation, and Health; the University of Minnesota; and other stakeholders.



TRAINING

ACTIVE SHOOTER TRAINING



SPRING QUALIFICATION SHOOT



2024 AWARDS

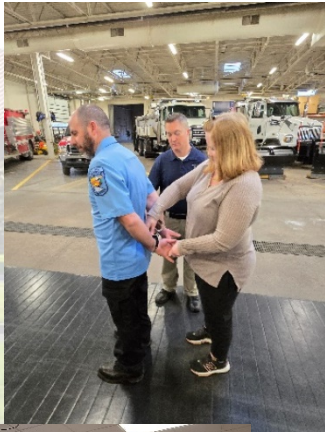
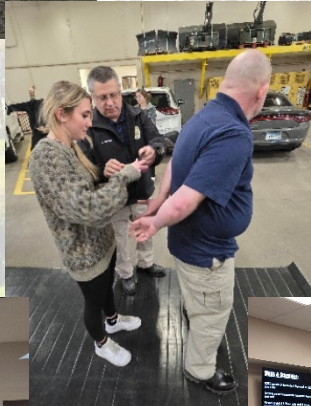


SECOND QUARTER COMMUNITY CONNECTIONS

BIKE RODEO



CITIZENS ACADEMY



FREE DOG LICENSE DAY

We had a great turn out from the St. Francis residents who took advantage of the opportunity to receive a free dog license!



UPCOMING EVENTS:



JOIN THE CITY OF ST. FRANCIS

FOR A FREE PARTY IN THE PARK!

TUESDAY AUGUST 6, 5:00PM -7:30PM

Police squad cars to explore & giveaways for kids.

Inflatable games and dunk tank-St. Francis PD

Fire Trucks and water hose to spray

Public Work Trucks and giveaways.

Rock climbing wall-Army National Guard

Life Link Helicopter landing

N6 Petting Zoo

Root Beer Floats-St. Francis Chamber

Hot dogs & Chips – Lions

Kids Tattoos & Bake Sale-St. Francis Ambassadors

DJ and prizes

Food Venders

St. Francis City Hall

Food donations accepted and will go to NACE

CONE WITH A COP AUGUST 22, 4PM -6PM

This program gives kids an opportunity to visit with members of the police department and cool off with a free ice cream cone.



SANTA DECEMBER 12, 5PM-7PM



SERVICES

PRESCRIPTION DRUG DISPOSAL

The St. Francis Police Department is one of many sites that unused prescription drugs can be dropped off as part of the “Prescription Drug Take Back Program”. This gives community members an opportunity to bring unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The department aims to provide a safe means of disposing of prescription drugs, while also educating the public about the potential for abuse of medications.

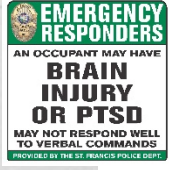
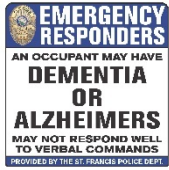


AMMUNITION DISPOSAL

The St. Francis Police Department also continues to accept unwanted ammunition from the public for disposal. Many residents have ammunition that they no longer wish to keep and are often unsure how to dispose of it. Sometimes people encounter ammunition while assisting a family member move or while just cleaning out the garage or basement. Whatever the case may be, the police department can assist with the safe disposal of the unwanted ammunition. Hundreds of pounds of ammunition were collected from residents and disposed of.



EMERGENCY RESPONSE STICKER PROGRAM



We have an Emergency Response Decal Program. The reason behind the program is to assist police in responding to certain calls for service. These decals will help to know who we could possibly be dealing with, and to assist them with the correct treatment or care. This will also help officers pass along useful information obtained from the decals to the responding paramedics and fire departments.