



CITY COUNCIL REGULAR MEETING

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

Monday, May 20, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - [A.](#) City Council Minutes - May 6, 2024
 - [B.](#) Stahl Construction – Pay Applications No. 8 – Labor & Material
 - [C.](#) Dollar General #23780 – Annual Tobacco License Renewal
 - [D.](#) DNR ReLeaf Grant RFP
 - [E.](#) Rum River Streambank Stabilization 2024
 - [F.](#) St. Francis Dog Park
 - [G.](#) 2024 Waste Prevention and Recycling Grant
 - [H.](#) Change Orders – City Hall / Fire Station Project
 - [I.](#) Bottle Shop New Hire – Colin Reed
 - [J.](#) Pioneer Days Fireworks Permit Application– Northern Lighter Pyrotechnics, Inc (NLP)
 - [K.](#) Chesters Small Town Tavern & Eatery – Public Dance Permit
 - [L.](#) Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
 - [A.](#) 2023 Annual Comprehensive Financial Report
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
 - [A.](#) Solar Farm Zoning Ordinance Amendment – Second Reading
*Ordinance 329 Amending the zoning code to allow solar farms in the I-2 District
Resolution 2024-18 Authorizing Summary Publication of Ordinance 329*
 - [B.](#) Recreational Motor Vehicles Ordinance Amendment, Second Reading
*Ordinance 330 Amending Chapter 7-3-6 Recreational Motor Vehicles- Redline
Version
Resolution 2024-19 Authorizing Summary Publications of Ordinance 330*
9. **NEW BUSINESS**
 - [A.](#) Work Session Request
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - [A.](#) Fire Department Monthly Report
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

May 6, 2024

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Community Development Director Collette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, Liquor Store Manager Joe Pfeifer, and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

Mayor Muehlbauer shared that they will be removing Items H and L for discussion before approval of the Consent Agenda.

- A. City Council Minutes - April 15, 2024
- B. Resignation- Firefighter Ashley Preiss
- C. Change Orders– City Hall / Fire Station Project
- D. AC License Agreement- City Hall Fire Station Street Landscape
- E. Authorization to Purchase Mobile Radio
- F. Authorization to Purchase Thermal Imagers (3)
- G. Vista Prairie at Eagle Pointe Site Improvement Agreement
- H. Accept Resignation– Community Development Director
- I. Police Department Policy Manual
- J. Surplus Property & Replacement of Office Duty Handguns
- K. South Ambassador Watermain Improvements
- L. Hot Patch Trailer Purchase

- M. Zero Turn Replacement
- N. OPUS Utility Billing Contract Renewal
- O. Rental License Approvals
- P. St. Francis Lions Club Temporary On-Sale License for Pioneer Days 2024
- Q. Public Dance License
- R. Payment of Claims.

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS A-G, I-K, and M-R.

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

Nays: None

Motion carries: 5-0

Robinson asked who will be getting a majority of the Community Development Director's workload after Baumgardner's last day and if it will be split between several individuals. City Administrator Thunstrom shared that the Community Development Specialist has been heavily reliable in this role over the past 12 weeks while Baumgardner has been on maternity leave. She noted that there is not really another internal individual who does the land use and zoning work to this level. She said this work will fall between herself and the Community Development Specialist.

Robinson asked if they anticipate this to be burdensome to take on this additional work for the next few months. Thunstrom explained that they are still working on a number of old projects in Community Development. She noted that the Community Development Specialist has already been a key piece of keeping everything moving.

Robinson said he wants to make sure that Thunstrom is not being overly burdened by this work. He said if she is comfortable with it then he is as well. He asked Thunstrom to let the Council know if she gets overwhelmed with the work.

Kreklow asked if the \$4 per hour increase for the Community Development Specialist is appropriate for the increased workload. Thunstrom said yes and explained that the increase supports the level of work. She added that they may also need some overtime when it comes to getting all of this work done as they are heading into the busy time of year for Community Development. She reiterated that the Community Development Specialist has already been a huge support while Baumgardner has been on maternity leave.

Bauer said he is okay with accepting Baumgardner's resignation, but he is not okay with the \$4 an hour pay raise for the Community Development Specialist.

Mayor Muehlbauer noted that the pay raise is temporary until the Community Development Director position is filled. He explained that the pay raise is to compensate the Community Development Specialist for the extra work that they

are doing and expected to do until the position is filled.

Robinson asked about the longevity of the cold patching compared to the hot patching trailers. Public Works Director Carpenter stated they are about the same. He explained that it comes down to how deep the pothole is. He noted the main reason for this request is that his staff is having to drag out bags of the patching materials by hand and filling single potholes at a time which is taking a lot of time. He said his staff will be able to work and move much faster with this trailer. He added that once this trailer is purchased it will be good for over 20 years.

Robinson asked if there will be safety courses and training that will help the staff operate this equipment. Carpenter said yes.

Robinson asked how much money is in the Public Works miscellaneous CIP. Carpenter said they are using about 50% of this fund for the purchase of this trailer. He noted this amount will come out in 2025.

Bauer asked if there are any other cities in the consortium that do this for hot patching. Carpenter said the hot patch is not included in the consortium.

Bauer said he likes the savings this brings. He noted that he would like them to look at their sister cities to see if this is something that they could rent out. Carpenter shared that he reached out to two different cities who asked why the City did not currently have one, as most cities in the area do already have one.

Mayor Muehlbauer added that this trailer will pay for itself over the next five years due to cost savings in materials. He stated that anything that can make them more efficient and able to serve the residents better is a good idea.

MOTION BY: ROBINSON SECOND: KREKLOW APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEM H.

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

Nays: Bauer

Motion carries: 4-1

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

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

Nays: None.

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Trent Blake, 22816 Poppy Street Northwest, came forward and thanked the City for their work on the golf cart rules he spoke about previously. He shared that he has concerns with speeding on his street. He noted that he was very good friends with the late Mayor Feldman, who mentioned that there was money set aside for

temporary speed bumps in the area. He added that Mayor Feldman had also mentioned speed trailers that take photos of vehicles speeding. He asked what happened to these items. He asked what can be done to help with speeding in this area. Mayor Muehlbauer stated this is the first he has heard that there has been money set aside for speed bumps in this area. He explained that Mayor Feldman had a lot of ideas of things he wanted to do within the City, but he did go rogue on some of these ideas. He noted that Mayor Feldman may have had a plan for this; however, the Council has never budgeted any items for speed bumps.

Mr. Blake asked if they would be able to look into these removable speed bumps as well as bring back the digital speeding signs. Mayor Muehlbauer shared he is open to hearing any ideas from Public Works on what they could do to mitigate the speeding in this area. He added that they will also have to deal with Oak Grove for any project pertaining to Poppy Street.

Police Chief Schwieger shared that they have speed signs that they rotate around different locations throughout the City. He said they will be back on Poppy Street soon. He added that they also rotate extra patrols and stationary patrols in this area.

Dave Voorhees, 23271 Vintage Street Northwest, came forward and shared that he overheard that someone bought out the strip mall where the Subway is located and there are plans to put in a smoke spot in this area. He asked if this is true, and if so, why they are allowing another smoke shop to be opened when there was just one opened down the road. He noted that this is a family-oriented neighborhood. He asked if there is a five-year plan to get more family-oriented activities around the community.

Mayor Muehlbauer explained that the City is a free market. He noted that the only thing he is aware of that was pushed by the City was the Kwik Trip. He said these businesses look into the City to see if it will work and be profitable for them and they buy the lot if it fits within the zoning and there is nothing the City can do legally to say they do not want certain businesses in the City. He noted there are restrictions from the State about the distances that these smoke shops can be from schools and daycares. He said the strip mall that Mr. Voorhees is referring to is likely too close to a school for there to be a smoke shop. He reiterated that if these businesses are complying with all of the legal standards set in place there is not much the City can do to stop businesses from coming to the City.

Mr. Voorhees asked if there are anyways that they can advertise to bring more family-oriented businesses to the City. Mayor Muehlbauer shared that this is a lot of what Community Development does. He noted that they try to attract more business to the City and the current limits to this are location and population.

Baumgardner explained that there are some areas of the City where they do get to have some discretion, which are the City owned lots. She noted that they are

actively recruiting businesses for these lots. She shared that they are also pursuing programming with the City for family-friendly options throughout the City.

Mayor Muehlbauer shared with Mr. Voorhees that if he has any further questions he can reach out to Staff or anyone on the Council. He said that calling Staff directly can help get the most straightforward answers. He noted that contact information for Staff can be found on the City's website.

Robinson added that Thunstrom and Baumgardner attend countless meetings with the County and neighboring cities so there is always networking going on behind the scenes. He noted that there is a coffee shop and other businesses that are making their way into the City.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Vista Prairie at Eagle Point Conduit Bond

Thunstrom reviewed the Staff report in regard to the conduit bond for Vista Prairie at Eagle Point. She introduced attorney Libby Kantner with Kennedy Graven.

Ms. Kantner came forward and shared that Kennedy Graven is the bond counsel for St. Francis and it is their responsibility to ensure that bonds are issued correctly. She gave a brief background of the project and explained how conduit bonds work.

Udvig shared she is excited to see this project moving forward.

Kreklow asked what interest other cities have in bonding for something that is coming to St. Francis. Ms. Kantner explained that these cities will get an issuer fee for issuing these bonds, which is their primary interest. She added that this is also something easy that can be done to help out another community as there is no risk to any of the cities.

Kreklow asked if the City has ever issued these types of bonds for other cities. Thunstrom said no.

Mayor Muehlbauer said there is no risk associated with this and they are able to gain an issuer fee. He noted this project will benefit the community.

Mayor Muehlbauer opened the Public Hearing at 6:37 p.m.

Mayor Muehlbauer closed the Public Hearing at 6:38 p.m.

MOTION BY: BAUER SECOND: KREKLOW TO ADOPT RESOLUTION 2024-15, A RESOLUTION AUTHORIZING THE ISSUANCE OF REVENUE OBLIGATIONS FOR THE BENEFIT OF VISTA PRAIRIE AT EAGLE POINTE, LLC.

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

Nays: None

Motion carries: 5-0

8. **OLD BUSINESS - NONE**

9. **NEW BUSINESS**

A. Solar Farm Zoning Ordinance Amendment – First Reading

Ordinance 329 Amending the zoning code to allow solar farms in the I-2 District

City Planner Richmond reviewed the Staff report concerning a request for a Zoning Code amendment to allow solar farms in the I-2 district. She shared the Planning Commission's recommendation of approval.

Bauer noted that he does not think this is the right area for this kind of industry due to the concussion. He asked if this is owner based that the property owner would be able to sell off. Richmond explained that Connexus Energy is working with Northrup Grumman on this project.

Robinson asked if they will be cutting down trees to put in this solar farm. He asked if any of the solar panels or support frames will be put into the wildland areas. Richmond noted that the next step in this process if this item is approved is for the applicant to submit an application for this. She explained that the standards are written so that certain sizes of these solar farms need conditional approval. She noted that the size of the solar farm that the applicant is interested in would need to go through the conditional use process. She added that this would allow them to look at the site plan to ensure that there are necessary setbacks from wetlands and look at any tree removal that would occur.

Robinson asked if any power that is transmitted by the solar panels will be used on site. He noted that the internet service in this area is not good and asked if there would be any way to tag along with this project by running fiber optic lines. Richmond explained that the energy will be going back to a larger service. She said she is not sure what kind of utilities they could put in.

Robinson asked what this will do for landowners in the area that could decide to put up their own solar farms. He asked what impact this will have on wildlife in the area. Richmond stated that because most of the land in this area is owned by Northrup Grumman, she does not think this will really be opening the door to additional landowners in the area putting up their own solar farms as there are only two property owners currently in the I-2 district. She noted that there are already standards in City Code pertaining to solar panels.

Steve Rauschendorfer, from Northrup Grumman came forward and addressed the concerns with the concussion stated that they do not anticipate this being a problem as the panels will be able to withstand hail and other things of that nature.

Tom Guttormson, Principal Engineer with Connexus Energy, came forward and

shared that the output for this system will be connected into existing power lines so they should not need to build any additional power line facilities. He added that all of the energy will be generated into the distributed lines and consumed by residents in the area. He explained that the solar panels will be pretty tough and he has seen them withstand high winds and hail storms. He said they will be bringing up the concussion as part of the design to see if there are any additional questions. He noted that at this particular site, the solar farm will be designed and owned by Cedar Creek.

MOTION BY: UDVIG SECOND: KREKLOW TO APPROVE THE FIRST READING OF ORDINANCE 329 AMENDING THE ZONING CODE TO ALLOW SOLAR FARMS AS A PERMITTED WITH STANDARDS USE WITHIN THE I-2 DISTRICT.

A roll call vote was performed:

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

Motion carried: 5-0

B. Ordinance Amendment – Chapter 7-3-6 Recreational Motor Vehicles, First Reading

Ordinance 330 Amending Chapter 7-3-6 Recreational Motor Vehicles

Thunstrom reviewed the Staff report in regard to the ordinance amendment to the golf cart ordinance that was requested on April 1 by resident Trent Blake.

Kreklow asked what kind of fee schedule they will be looking at for these permits. Thunstrom explained that the fees are currently set in the fee schedule on an annual basis. She stated they do not put this in the ordinances as they do change.

Schwieger shared that the permit fee is currently \$15.

Robinson asked if this creates any kind of undue burden on the Police Department. Schwieger noted this is just something they will have to monitor, and he is not concerned with the ordinance itself. He added that he does still have some concerns with traffic volumes depending on the time of day.

Bauer shared that he hopes that Staff did their due diligence when it comes to State and County highways. He asked if they talked to the County about putting a walking path on the side of the bridge that could also be used for the golf carts. Mayor Muehlbauer noted that when they directed Staff to look into this they directed them to look into what the City has jurisdiction over and they did not ask Staff to call the County or the State regarding this.

Thunstrom shared that they used State statutes to put together this ordinance.

Mayor Muehlbauer shared that he likes the idea of more freedom and less restrictions when it comes to things like this. He noted that this is something that can change if it ends up creating a public nuisance. He said his biggest fear with this is accidents and underage drivers operating golf carts on the roads. He encouraged those who will be driving their golf carts on the roads to be smart about this so that they can continue to allow golf cart use on City roads.

MOTION BY: KREKLOW SECOND: ROBINSON TO APPROVE THE FIRST READING OF ORDINANCE 330 AMENDING CHAPTER 7-3-6 RECREATIONAL MOTOR VEHICLES.

A roll call vote was performed:

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

Motion carried: 5-0

C. Pioneer Days Donation Request

Thunstrom reviewed the Staff report concerning a request for donations from the St. Francis Area Chamber of Commerce for the Pioneer Days Festival.

Robinson shared that they have donated fireworks in past years. He noted this cost was \$10,000 in years past but now cost \$15,000. Thunstrom explained that since the 2020 Pioneer Days, there has been an increase in fireworks by \$5,000 a year.

Robinson noted he will be abstaining from this vote as his wife is on the Pioneer Days Board.

Bauer said he will not be supporting this.

Mayor Muehlbauer asked what the driving cause is for needing more funds than the request has been in the past. He asked how they could justify this to the residents. Michelle Anderson, Chairperson of the St. Francis Area Chamber of Commerce, shared that Pioneer Day is a huge reflection on the City and they have thousands of people in attendance. She explained that the Chamber of Commerce volunteers have been working very hard on this event. She said this event gets more and more expensive every year. She shared a list of costs for each item.

Mayor Muehlbauer noted that this event helps promote the City. He asked if having Pioneer Days also benefits local businesses. Ms. Anderson shared that she believes the event helps get the word out for businesses throughout the City; however, it is more of an opportunity for the businesses to take advantage of the event if they so choose.

Mayor Muehlbauer asked if this donation request will be an annual request that will require an increased amount every year. Ms. Anderson said she is not sure because there are so many unknowns for future years that she would have no idea how to anticipate what the costs will be. She shared that they are being strategic with their purchases and trying to invest in things that can be reused year after year. She explained that they are also selling Pioneer Days buttons that will help people get into events -and get special discounts during Pioneer Days.

MOTION BY: UDVIG SECOND: KREKLOW TO ACCEPT THE PIONEER DAYS DONATION REQUEST.

Ayes: Kreklow, Udvig, and Mayor Muehlbauer.

Nays: Bauer

Abstain: Robinson

Motion carries: 3-1-1

D. Work Session Request

Thunstrom reviewed the Staff report and shared the request for a Work Session meeting to discuss some items related to Public Works.

The Council agreed to schedule the Work Session meeting for May 13 at 6:00 p.m.

10. MEETING OPEN TO THE PUBLIC

Travis Denzel, 3770 227th Court Northwest, came forward and shared that he pays a large water bill. He noted that his parents live in Blaine and they pay around \$160 to \$180 a quarter for water, sewer, and trash services. He said he pays around \$100 a quarter just for water and sewer, as well as \$45 to \$50 a month in trash service. He asked if there were any plans to contract with private companies to ensure that these utilities are sustainable. Mayor Muehlbauer explained that he had also been very upset about water rates in the past which is what led him to serve on the Council. He noted that Blaine, as well as other cities in the metro area, have a much larger customer base that is able to help split the costs. He explained that St. Francis has their own plant to sustain. He added that these other cities can tie into the Met Council's system and St. Francis cannot, so they do not have the benefit of paying what these other cities pay on a quarterly basis. He noted that he has also heard that there are 'strings-attached' to tying into Met Council systems. He stated that if someone reached out to the City about joining the Met Council's systems then it would be something they could look into and see if it would work for the City.

Mr. Denzel shared that he and his neighbors also noticed a recent increase in their storm water fees. Mayor Muehlbauer stated this is a separate fee. He explained that the MS4 comes down from the State and is a permit that requires certain things to be done, given that they discharge to an outstanding water resource, which is the Rum River. He noted that this is an unfunded mandate from the State. He added that Mr. Denzel can call Public Works or any City Staff at any time with

questions about this.

Mr. Denzel thanked the Council for their transparency and insight. He asked if they anticipate these fees increasing anytime soon. Mayor Muehlbauer stated the fees were just increased so they likely will not have another increase anytime soon. He stated that the wastewater fees are being looked at for a small increase.

11. **REPORTS**

A. Public Works Quarterly Report

Carpenter reviewed the Public Works report for the first quarter of 2024. He highlighted the lack of snow and ice clearing that they did this year, at only 16 days. He said they plowed 800 less miles of road this year than they did last year. He shared that they were able to use the time that they did not have to spend plowing to clean, organize, and maintain the Public Works building. He added that they also did a lot of repair work. He shared that they had a new recycling event during this quarter for oil and appliance recycling. He noted that they were still able to do the Ride to School in a Snowplow event despite there being no snow on the ground. He shared that they also were able to do some grant writing over the winter. He explained that the wastewater Neptune 360 software is able to detect leaks in the system and wastewater Staff started a program in house to help the residents establish if they have leaks in their homes or not. He noted this has become extremely popular. He said they will continue to do this work year-round. He added that the Department of Health came out for a sanitary inspection of all of their water related equipment and there were no inefficiencies found. He noted that Staff has been working with the DNR for the water appropriation permit and they will be asking for a larger amount of water. He shared that they are continuing to work with their engineering consultant and the MPCA on the chlorides issue. He said the wastewater Staff has been able to keep all maintenance in house. He added that the new Public Works employee has been a wonderful addition to the team. He thanked all of Public Works for all of their hard work throughout this very unique year.

The Council thanked Carpenter for a great report and great work by him and his team.

Bauer shared that he would like to see a class of float water brought in to show that they are getting 100% out of the wastewater treatment facility so that what they are putting into the Rum River is clean.

Robinson asked for more information on the Neptune 360 software. Carpenter explained that the meters that are in homes are all read by this software. He shared that they could set parameters on average water usage. He noted that if a certain home has a high water bill, they would be able to look into this to see why that is and give suggestions to the homeowner as to why their bill is so high. He added that the software will also show them outliers so if a household uses way more or less water in a certain month than their average then they can look into this and

see what the cause is. He noted they are trying to help save the residents money on their water bill if necessary.

Robinson asked if this goes for the Oak Grove customers as well. Carpenter said no as they only have one meter in Oak Grove and the meters are not in individual homes.

Robinson asked how many users the water system has. Carpenter said he is not sure; however, they have plenty of space in the software for additional homes.

Mayor Muehlbauer shared that he had an incident in the past where his water bill was very high for a month and Staff was able to look into it and see that he had a toilet running at all times.

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 shared that he was able to tour the new City Hall Fire Station and the building is looking great.

Udvig encouraged residents to get involved with Pioneer Days.

13. UPCOMING EVENTS

May 7 - URRWMO Meeting @ 6:30

May 9 - Citizen's Academy

May 9 - Parks Commission Meeting @ 7:00 pm

May 15 - Planning Commission Meeting @ 7:00 pm

May 16 - Citizen's Academy

May 20 - City Council Meeting @ 6:00 pm

May 27 - City Offices closed for Memorial Day

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:46 p.m.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 8 – Labor & Material
DATE: May 20, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 8 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$1,178,009.69 The breakdown is below.

- Labor - \$636,137.10
- Material - \$541,872.59

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No.

BUDGET IMPLICATION:

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

Attachments:

- Pay Application No. 8 Labor
- Pay Application No. 8 Material

Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 8

App. Date: May 7, 2024

Month: April, 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	28,551.45
Changes Approved Previously	28,551.45
Changes Approved this Month	0.00
Current Contract Price	5,338,548.45
Work Completed and Material Stored to Date	2,313,144.83
Retainage 5% of Completed Work	76,298.84
Total Earned Less Retainage	2,236,845.99
Less Previous Certificates for payment	1,600,708.89

Current Payment Due \$ **636,137.10**

Balance to Finish, Plus Retainage \$ **3,101,702.46**

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.

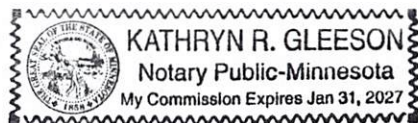
CONTRACTOR

By: *J. Aldrich* Date: 5.4.24

State: **Minnesota**
 County: **Hennepin**

Subscribed and sworn to before me this 6th day of May, 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: 5/6/24

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 \$ **636,137.10**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



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

Stahl Job #: 4020 LABOR
 App. #: 8
 App. Date: May 7, 2024
 Month: April, 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	\$ 1,367,246.00	\$ 552,512.27	115,148.40	\$ -	\$ 667,660.67	49%	\$ 699,585.33	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 1,890.00	288,536.00	208,250.000	64,000.00	-	272,250.00	94%	16,286.00	13,612.50	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	295,201.000	106,314.00	-	401,515.00	100%	0.00	20,075.75	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	310,914.00	38,864.25	-	-	38,864.25	13%	272,049.75	1,943.21	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	66,870.00	45,200.00	-	-	45,200.00	68%	21,670.00	2,260.00	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	98,292.00	44,631.20	-	142,923.20	71%	58,695.80	7,146.16	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	52,947.00	1,559.00	-	54,506.00	71%	22,321.00	2,725.30	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	-	-	-	-	0%	23,352.00	-	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	24,951.00	-	-	-	-	0%	24,951.00	-	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	-	-	-	-	0%	82,500.00	-	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	15,000.00	150,000.00	-	165,000.00	44%	213,500.00	8,250.00	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	1,145.36	-	-	1,145.36	3%	32,755.64	57.27	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	-	-	-	-	0%	26,200.00	-	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	-	-	-	-	0%	22,160.00	-	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	-	-	-	-	0%	86,770.00	-	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	13,295.00	-	-	-	-	0%	13,295.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	7,200.00	-	-	-	-	0%	7,200.00	-	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	1,764.00	-	-	1,764.00	30%	4,116.00	88.20	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	-	-	-	0%	4,500.00	-	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	-	-	-	-	0%	32,512.00	-	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	301.00	-	-	-	-	0%	301.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%
14 60 00		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	9,025.00	-	-	9,025.00	12%	63,975.00	451.25	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 12,344.00	418,213.00	145,000.00	60,449.00	-	205,449.00	49%	212,764.00	10,272.45	5%
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 1,678.00	393,678.00	28,500.00	73,550.00	-	100,050.00	25%	293,628.00	5,002.50	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 15,020.62	300,157.62	45,752.00	39,784.00	-	85,536.00	28%	214,621.62	4,276.80	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	-	-	-	-	0%	34,700.00	-	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 1,376.00	220,376.00	-	-	-	-	0%	220,376.00	-	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%

Continuation Sheet



Agenda Item # 4B.

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. #: 8
 App. Date: May 7, 2024
 Month: April, 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances												
70 80 13		Allowance for Building Permit		110,000.00	\$ 0.00	110,000.00	82,993.56	-	-	82,993.56	75%	27,006.44	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%
		Subtotals		\$ 5,249,997.00	\$ 26,436.62	\$ 5,276,433.62	\$ 1,630,795.44	\$ 655,435.60	\$ 0.00	\$ 2,286,231.04	43%	\$ 2,990,202.58	\$ 76,298.84	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	2,114.83	62,114.83	19,197.93	7,715.86	-	26,913.79	43%	35,201.04	0.00	0%
		Totals		\$ 5,309,997.00	\$ 28,551.45	\$ 5,338,548.45	\$ 1,649,993.37	\$ 663,151.46	\$ 0.00	\$ 2,313,144.83	43%	\$ 3,025,403.62	\$ 76,298.84	

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. #: 8

App. Date: May 7, 2024

Month: April, 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	32,437.72
Changes Approved Previously	32,437.72
Changes Approved this Month	0.00
Current Contract Price	6,564,017.72
Work Completed and Material Stored to Date	4,044,973.99
Retainage	-
Total Earned	4,044,973.99
Less Previous Certificates for payment	3,503,101.40

Current Payment Due \$ **541,872.59**

Balance to Finish, Including Retainage..... \$ **2,519,043.73**

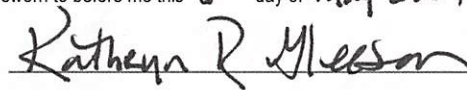
The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued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

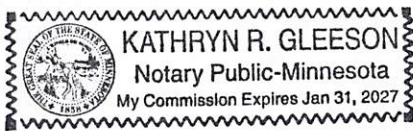
CONTRACTOR

By:  Date: 5.6.24

State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 6th day of May 2024

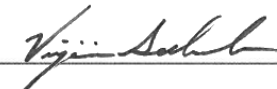
Notary Public: 



Architect's Certificate for Payment

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

ARCHITECT

By:  Date: 5/6/24

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 \$ **541,872.59**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



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

Stahl Job #: 4020-10 Material
 App. #: 8
 App. Date: May 7, 2024
 Month: April, 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	183,797.00	39,288.00	-	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	207,186.00	113,076.00	-	-	113,076.00	55%	94,110.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	34,897.50	-	-	34,897.50	90%	3,877.50	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 0.00	2,251.00	2,251.00	-	-	2,251.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	-	-	-	-	0%	9,277.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	235,613.00	2,156.00	-	237,769.00	91%	23,072.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	-	-	-	-	0%	25,717.90	-	0%	
07 92 00	Joint Sealants	TBD	\$ 8,000.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	188,165.00	66,388.00	-	-	66,388.00	35%	121,777.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	181,945.00	-	-	-	-	0%	181,945.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ (500.00)	144,500.00	5,000.00	40,000.00	-	45,000.00	31%	99,500.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	1,145.36	-	-	1,145.36	3%	33,390.64	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	-	-	-	-	0%	14,740.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	-	-	-	-	0%	16,300.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	6,711.60	-	-	6,711.60	30%	15,658.40	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 0.00	44,955.00	-	-	-	-	0%	44,955.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	46,400.00	-	-	46,400.00	93%	3,600.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	-	-	-	-	0%	7,609.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	37,165.00	-	-	37,165.00	67%	18,583.00	-	0%	
14 60 00	Holst and Cranes	Aero	\$ 7,250.00	\$ 0.00	7,250.00	-	-	-	-	0%	7,250.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ 0.00	58,800.00	-	41,160.00	-	41,160.00	70%	17,640.00	-	0%	
22 00 00	Ptumbing	Falcon	\$ 565,000.00	\$ 27,319.10	612,786.20	327,762.24	105,519.46	-	433,281.70	71%	179,504.50	-	0%	
23 00 00	HVAC	Sentra Sota	\$ 436,000.00	\$ 4,586.00	440,586.00	53,750.00	269,500.00	-	323,250.00	73%	117,336.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ (18,159.07)	826,363.93	236,226.00	38,860.00	-	275,086.00	33%	551,277.93	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	97,000.00	-	-	97,000.00	97%	2,500.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	-	-	-	-	0%	48,800.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	154,983.00	-	-	-	-	0%	154,983.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%	

Continuation Sheet



Agenda Item # 4B.

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

Stahl Job #: 4020-10 Material
 App. #: 8
 App. Date: May 7, 2024
 Month: April, 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	36,163.00	-	-	-	-	0%	36,163.00	-	0%
Subtotals				\$ 6,466,580.00	\$ 32,156.03	\$ 6,498,736.03	\$ 3,468,261.70	\$ 536,483.46	\$ 0.00	\$ 4,004,745.16	62%	\$ 2,493,990.87	\$ 0.00	
90 00 00	Contractor Overhead / Profit		Stahl Construction	65,000.00	281.69	65,281.69	34,839.70	5,389.13	-	40,228.83	62%	25,052.86	0.00	0%
Totals				\$ 6,531,580.00	\$ 32,437.72	\$ 6,564,017.72	\$ 3,503,101.40	\$ 541,872.59	\$ 0.00	\$ 4,044,973.99	62%	\$ 2,519,043.73	\$ 0.00	

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

RESOLUTION 2024-17

**A RESOLUTION ADOPTING AN ADDITIONAL
LICENSE RENEWAL FOR 2024**

(See Attached Exhibit A)

The motion for the adoption of the foregoing resolution was made by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
20th DAY OF MAY, 2023.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

Exhibit A
ADDITIONAL LICENSE RENEWALS FOR 2024

TOBACCO LICENSES:

Dollar General #23780	150.00
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**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2024-17

**A RESOLUTION ADOPTING AN ADDITIONAL
LICENSE RENEWAL FOR 2024**

(See Attached Exhibit A)

The motion for the adoption of the foregoing resolution was made by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
20th DAY OF MAY, 2023.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

Exhibit A
ADDITIONAL LICENSE RENEWALS FOR 2024

TOBACCO LICENSES:

Dollar General #23780	150.00
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12.31.24

City of St Francis
2340 Cree St NW
St. Francis, MN 55070

confirmed online

Agenda Item # 4C.

MINNESOTA • REVENUE

CT102

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number
8204133

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter Through vending machine Both

Licensee's legal name: DG RETAIL, LLC
Business trade name: DOLLAR GENERAL STORE # 23780
Complete address: 4030 229th Ave NW, Saint Francis, MN 55070
County: Anoka
State: MN, Zip code: 55070
Federal employer ID number (FEIN): 36-4577242
Daytime phone: 763-340-0685
Other phone number: 615-855-4000
Fax number: 877-364-4130
Mailing address: 100 Mission Ridge Attn: Tax Licensing, Goodlettsville, TN 37072
Email address: tax-beerandwinelicense@dollargeneral.com

fee \$150.00 per email

Type of legal organization (check one):

Sole proprietor Partnership Other (describe) LLC
 Minnesota corporation: Enter date of incorporation _____
 Out-of-state corporation: State of incorporation _____
Are you registered to do business in Minnesota? Yes No

Corporate officers or partners (attach a list if necessary)

Name: SEE ATTACHED
Address: _____
Name: DANIEL HOGUE
Address: _____
Vendor #330913
Invoice #202423780TOBCITY2
Batch #27339 \$150.00
State: _____ Zip code: _____

Separate Check.....
Please return check to:
DANIEL HOGUE
CSM

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
- 2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
- 3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
- 4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
- 5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
- 6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
- 7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee signature: Collin Massie Sr. Licensing Specialist
Licensing agent's signature: _____
Title: _____
Print name: Collin Massie
Date: 4-18-24
Daytime phone: 615-855-4000

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: **DNR ReLeaf Grant RFP**
DATE: May 20, 2024

OVERVIEW:

In 2023 Public Works applied for the DNR ReLeaf Grant and received \$147,797.75 in funds to mitigate the Emerald Ash Borer damage in the City. City Council approved the contract with the DNR on January 2, 2024. An EAB Management Plan was then adopted by the City on February 20, 2024. The release of the attached RFP is the next step in the process to selecting a contractor to assist the City in satisfying the grant contract with the DNR.

ACTION TO BE CONSIDERED:

Council to release the DNR ReLeaf Request for Proposals (RFP).

BUDGET IMPLICATION:

None

Attachments:

- City of St. Francis Request for Proposals for Ash Tree Removal and Tree Planting Services



Request for Proposals

Ash Tree Removal and Tree Planting Services

Proposal Deadline:

Wednesday, May 29, 2024 at 12:00PM

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- 8.5 Exhibit E – Documents Submitted for Proposal

SECTION 1.0 – INTRODUCTION

1.1 Project Description

The City of St. Francis is attempting to minimize the disruption to its forest canopy due to infestation of the Emerald Ash Borer (EAB). Based on the current evidence within our city, a proactive approach should eradicate the EAB by removing trees and replanting other disease-free species to protect our forest canopy. Throughout the RFP, the City shall mean the City of St. Francis City and the organization submitting the RFP proposal shall be identified as the Proposer.

1.2 Authority and Ownership

The properties in which work will be completed are owned by the City.

SECTION 2.0 SCOPE OF WORK

2.1 Scope of Work

Increase our tree species in our parks and replace the loss of tree canopy due to Emerald Ash Borer.

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

- the removal and disposal of ash trees,
- stump grinding, repair disturbed areas with black dirt/seed in groomed park areas,
- the ordering/purchasing of trees,
- the planting of other non-disease species to replace all ash tree removal as outlined in 2.2 and in **Exhibit A**,
- Placing mulch around the base of each newly planted tree as defined in the DNR Best Planting Practices in **Exhibit B** or https://www.dnr.state.mn.us/treecare/residential_plant.html
- City will provide the mulch, the bark guard and gator bags,
- Proposer will install mulch, bark guard, and gator bags and will follow DNR's Best Planting Practices. Proposer will provide stakes, if needed
- Diameter of trees to cut: Small Trees < 6 inches DBH; Medium Trees 6"-14" DBH; Large Trees > 14" DBH, see **Exhibit A**

2.2 Specified Products

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

2.3 Project Location

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

2.4 Schedule of Work to be Completed

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

SECTION 3.0 CONTRACTOR REQUIREMENTS

3.1 Proof of Insurance

The proposer shall secure the following coverages and comply with all provisions noted if a contract moves forward. Certificates of Insurance shall be issued evidencing such coverage to the City for this proposal and, if successful, throughout the term of the work contemplated by this RFP.

1. Commercial General Liability Insurance
 - a. \$1,500,000 per occurrence/\$2,000,000 annual aggregate
 - b. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured. All policies shall be written on an occurrence basis using ISO form CG 00 01 07 98 or its equivalent.
 - c. Automobile Insurance
 - d. Coverage shall be provided for hired, non-owned and owned auto.
 - e. Minimum limits: \$1,500,000 per occurrence /\$1,500,000 annual aggregate
2. Workers' Compensation and Employer's Liability as required by Minnesota Law.
3. Certificate of insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of this Agreement; and 2) evidence of coverage shall be provided for three years beyond expiration of this Agreement.
4. All Certificates of Insurance shall provide that the insurance company gives the City sixty (60) days prior written notice of cancellation, non-renewal and/or any material change in policy.
5. The above sub-paragraphs establish the City's insurance requirements, and it is the sole responsibility of Contractor to purchase and maintain additional insurance that may be necessary in connection with this Proposal as it deems fit.
6. Certificate of Insurance must indicate if the policy is issued pursuant to these requirements. Contractor shall not commence work until the Contractor has obtained the required insurance and filed an acceptable Certificate of Insurance with the City. Copies of insurance policies shall be submitted to the City upon request.
7. Nothing in this Agreement shall constitute a waiver by the City of any statutory or common law immunities, limits, or exceptions on liability.

8. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than A.

3.2 Responsible Contractor

The successful Proposer must be a "responsible contractor." The term "responsible contractor" means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project, and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project, as applicable. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor. This project will not contract with any vendors who are suspended or debarred in MN.

3.3 MN State Prevailing Wage

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

Upon entering into a contract, contractors will be required to complete and submit required certified payroll reports no more than 14 days after the end of each pay period to the City. Applicable wage **Exhibit C**. Payroll and Certification Forms **Exhibit D**.

SECTION 4.0 PROPOSAL EVALUATION AND SELECTION

4.1 Evaluation of Proposals

Evaluation of proposals by staff, advisory committees, or by any other group is advisory only. The City may consider or reject such evaluations or recommendations for any or all proposals. Such evaluations are for the sole benefit of the City, and as such, they are not binding upon the City nor may they be relied upon in any way by a Proposer.

4.2 Evaluation.

Each proposal will be evaluated for the following:

1. Completeness.
2. The proposer's understanding of the Scope of Work provided.
3. The proposer's previous experience in providing the services called for in the Scope of Work, and any identified conflicts.
4. The experience, qualifications, and availability of the staff to be assigned to the City for advisory services.
5. City will give preference to proposers with an ISA Certified Arborist as part of their team.
6. The extent to which previous clients have found the services of the proposer, and the staff to be assigned, acceptable.

4.1 Additional Information Requests.

The City reserves the right to request additional information or clarification from Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, the City has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirement will be given as necessary.

4.2 Disqualification.

Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:

1. Incomplete Proposal Submittal.
2. Conflict of Interest with the City or its agents.
3. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
4. Lack of qualifications or experience.
5. Unsatisfactory performance record, judged from the standpoint of references.
6. Failure of the Proposer to be properly licensed or insured.
7. Any other reason to be determined in good faith to be in the best interests of the City.
8. Failure to comply with any qualification requirements of the City.
9. Suspended or Debarred with the State of MN

4.3 Selection. The City will notify the successful proposer on or before the date described in Section 6.

SECTION 5.0 GENERAL CONDITIONS

5.1 Invitation for Proposals.

The issuance of this RFP constitutes only an invitation to submit proposals to the City of St. Francis as a means by which the City can acquire information related to retaining proposers' services. It does not constitute a final contract to provide the services, materials, and equipment contemplated as part of this RFP.

5.2 Submission of Proposals.

The City is not obligated to respond to any proposal submitted nor is the City legally bound in any manner whatsoever by the submission of a proposal.

5.3 Compliance with Minimum Standards.

The City reserves the right to determine, in its sole and absolute discretion, whether any aspect of any proposal satisfactorily meets the criteria established in this RFP.

5.4 Public Record/Confidentiality.

Proposals submitted become a matter of public record. Information supplied by the proposer to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations information pursuant to Minnesota Statute Section 13.37. If the proposer believes any non-public information will be supplied in response to the RFP, the proposer shall take reasonable steps to identify and provide reasonable justification to the City regarding which data, if any, falls within the Minnesota Government Data Practices Act exceptions. The proposer agrees as a condition of submitting a proposal that the City will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted.

5.5 Indemnification.

To the fullest extent permitted by law, the proposer agrees to defend, indemnify and hold harmless the State of MN, the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the proposer's negligence or performance or failure to perform its obligations under this Proposal and any subsequent Agreement. The proposer's indemnification obligation shall apply to the proposer's subcontractor(s), or anyone directly or indirectly employed or hired by the proposer, or anyone for whose acts as the proposers may be liable. The proposer agrees this indemnity obligation shall survive the completion or termination of work requested in this RFP and any subsequent Agreement.

5.6 Independent Contractor.

It is expressly understood that the proposer is an "independent contractor" and not an employee of the City. The proposer shall have control over the manner in which the Services are performed under their Proposal and any subsequent Agreement. The proposer shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this RFP. The proposer shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this RFP or any subsequent Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

5.7 Withdrawing a Proposal

A proposer may withdraw their proposal at any time prior to the submittal deadline by submitting a written request to the contacts for RFP inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the proposer. The proposer may submit another proposal at any time prior to the submittal deadline. No proposal may be withdrawn after the submittal date and time without approval by the City. Such approval shall be based on the proposer's submittal, in writing, of a reason acceptable to the City in its sole discretion.

SECTION 6.0 SUBMISSION REQUIREMENTS

6.1 Documents to be Submitted for Proposal

Contractor is required to submit Form 1, 2 and 3, attached by the deadline to the City in a sealed envelope.

- Form 1 – Proposer Identification/Description
- Form 2 – Cost Sheet
- Form 3 – Proposer Certification

6.2 Timeline

Release Date: May 21, 2024

Deadline for Questions: May 28, 2024

Bid Opening: May 29, 2024

City Council Review: June 3, 2024

Potential Contract / Proceed to work by: June 4, 2024

6.3 Questions

Any and all questions relating to this request for proposals should be directed via email to pcarpenter@stfrancismn.org. Email contact information is indicated below. Questions and answers will be posted with the RFP on the City website.

6.4 Proposal Deadline

All proposals must be received by 12:00 p.m. noon (Central Time), Wednesday, May 29, 2024. Any proposal submitted after this date and time will be rejected. Vendors are responsible for ensuring that the above office receives their proposal before the deadline.

SECTION 7.0 FINAL SUBMISSION

The City requests one hard copy of the proposal in a sealed envelope, no later than May 29, 2024, 12:00 p.m. delivered to:

City of St. Francis
Attn: Paul Carpenter, Public Works Director
23340 Cree Street NW
St. Francis, MN 55070

EXHIBIT A – EAB TREE INVENTORY

EAB - Tree Inventory

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

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

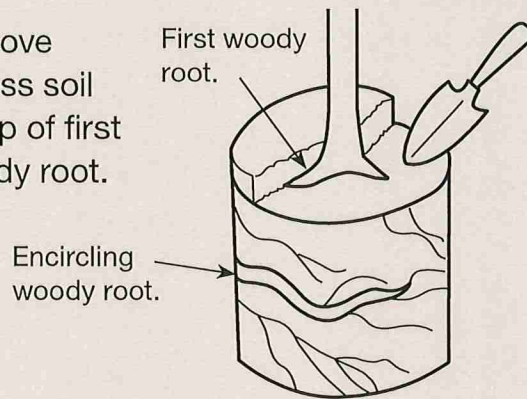


How to Plant a Containerized Tree

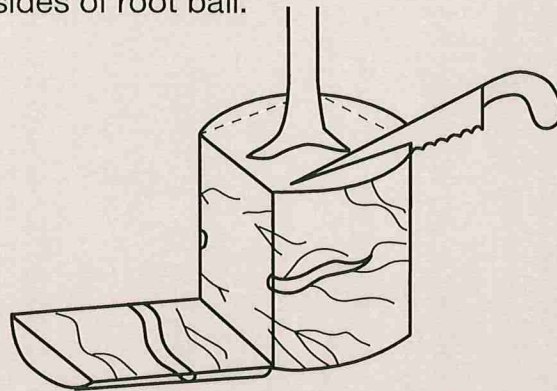
1 Keep root ball moist at all times.
Dry roots die.

2 Remove tree from container by holding trunk with one hand and pushing away or down on container with other hand.

3 Remove excess soil to top of first woody root.



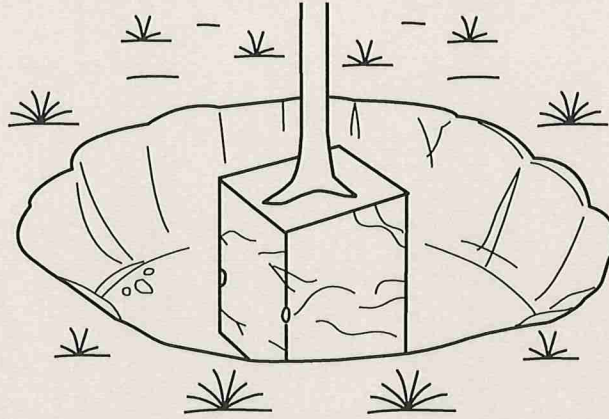
4 If encircling woody roots (pencil size or larger) are found, remove by sawing off sides of root ball.



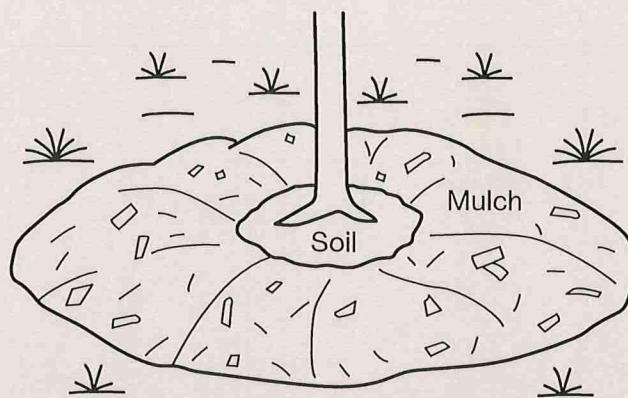
5 Dig a hole two times the width of root ball and as deep as distance from bottom of root ball to top of first woody root.

Celebrate Arbor Month—plant trees.

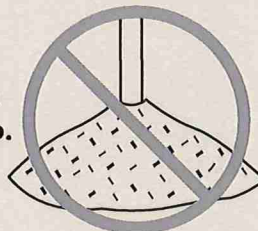
- 6 Carefully place tree in hole, making sure it stands straight and top of first woody root is at ground level.



- 7 Backfill hole to top of first woody root.
- 8 Heel in soil with foot over entire backfill area to remove air pockets in the soil.
- 9 Water root ball and entire backfill area.
- 10 Layer 2"-4" of mulch over backfilled area, keeping mulch away from trunk.



Don't create a mulch volcano.



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



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

Construction Type: Highway and Heavy

Region Number: 09

Counties within region:

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

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

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

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

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

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

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

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

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

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

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
	2024-05-01	41.63	24.24	65.87
112	2023-11-20	16.28	4.07	20.35
QUALITY CONTROL TESTER (FIELD AND COVERED OFF-SITE FACILITIES; TESTING OF AGGREGATE, ASPHALT, AND CONCRETE MATERIALS); LIMITED TO MN DOT HIGHWAY AND HEAVY CONSTRUCTION PROJECTS WHERE THE MN DOT HAS RETAINED QUALITY ASSURANCE PROFESSIONALS TO REVIEW AND INTERPRET THE RESULTS OF QUALITY CONTROL TESTERS. SERVICES PROVIDED BY THE CONTRACTOR.				
SPECIAL EQUIPMENT (201 - 204)				
201	2023-11-20	42.49	25.20	67.69
	2024-04-29	44.67	26.40	71.07
202	2023-11-20	44.94	25.20	70.14
	2024-04-29	47.25	26.40	73.65
203	2023-11-20	28.29	20.41	48.70
	2024-05-01	30.04	21.16	51.20
204	2023-11-20	42.49	25.20	67.69
	2024-04-29	44.67	26.40	71.07
205	2023-11-20	32.04	21.96	54.00
PAVEMENT MARKING OR MARKING REMOVAL EQUIPMENT (ONE OR TWO PERSON OPERATORS); SELF-PROPELLED TRUCK OR TRAILER MOUNTED UNITS.				

HIGHWAY/HEAVY POWER EQUIPMENT OPERATOR

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

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

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
367				
368				
GROUP 5				
	2023-11-20	39.33	25.20	64.53
	2024-04-29	41.36	26.40	67.76
369				
370				
371				
372				
373				
374				
375				
376				
377				
378				
379				
380				
381				
382				
383				
384				
385				
GROUP 6				
	2023-11-20	38.06	25.20	63.26
	2024-04-29	40.02	26.40	66.42
387				
388				
389				
390				
391				
392				
393				
394				
395				
396				
397				

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

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

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

Statement of compliance – Minnesota Department of Labor and Industry

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

(Complete as described on solicitation documents.)

Statement with respect to compliance and wages paid

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

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

Description of legal deductions

- (2) That the payroll submitted under said contract is complete and accurate; that the wage rate(s) of the laborer(s), mechanic(s) and worker(s) performing work under said contract is (are) paid according to the wage determination(s) and labor provisions incorporated in said contract and according to applicable laws; that wages paid to laborer(s) mechanic(s) and worker(s) performing work under said contract is at least the prevailing-wage rate for the most similar classification of labor performed as defined under applicable law; and that the laborer(s), mechanic(s) and worker(s) performing work under said contract is (are) paid for all hours in excess of the prevailing hours at a rate of at least one-and-one-half times the applicable base rate of pay.
- (3) That any apprentices employed during said payroll period are duly registered in a bona fide apprenticeship program registered with the Minnesota Department of Labor and Industry or are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
- (4) That:
- (a) Where fringe benefits are paid to any approved plans, funds or programs –
 - in addition to the basic hourly wage rates paid to each laborer, worker or mechanic listed on said payroll, payments to current, bona fide fringe benefit programs as set forth in paragraph 4(d), have been or will be made to the program's administrators as set forth in paragraph 4(e) for the benefit of said employees, except as noted in Section 4(c).
 - (b) Where fringe benefits are paid in cash to all employees –
 - each laborer, worker or mechanic listed on said payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic rate plus the fringe rate as listed in the appropriate wage determination incorporated into said contract.

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

Certified payroll form – Minnesota Department of Labor and Industry

This is actually two prevailing-wage forms in one: the *Certified payroll* form; and the *Statement of compliance* form. The contractor and subcontractor(s) shall furnish these completed forms every two weeks to the contracting authority. Copies of these forms are available online at www.dli.mn.gov/business/employment-practices/prevailing-wage-contracting-agencies.

All payrolls must be certified by attaching – to each report – a completed and executed Statement of Compliance form.

Name of contractor or subcontractor				Prime contractor name																			
Address and telephone number				Address and telephone number																			
Contract or grant name and number			Pay period end date		Project name and location			Payroll #															
1	2	3	4	5 Day of week and date (MM/DD)							6	7	8	9	10				11				
Employee name, address and identifying number (Do not provide a Social Security number.)	# of exemptions	Labor code and ----- - classification title	OT and ST	Su	M	T	W	Th	F	S	Total hrs, this job	Hrly. rates of pay	Gross amt. earned this job	Gross amt. earned this pay period	FICA	Fed. tax	State tax	Other (specify)	Other (specify)	Total deductions	Total net wages paid		
				Hours worked each day																			
			OT																				
			ST																				
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*Pursuant to the Minnesota Government Data Practices Act, all of the data provided hereunder is public data, which is available to anyone upon request. Do not provide any confidential data, such as Social Security numbers, in part or whole, on this form. This data is collected pursuant to Minnesota Statutes §§ 177.30, subdivision 4, and 177.43, subd. 3. If you have questions about the prevailing-wage laws, contact the Minnesota Department of Labor and Industry at 443 Lafayette Road N., St. Paul, MN 55155, 651-284-5091 or 800-342-5354. The willful falsification of any of the above statements may subject the contractor or subcontractor(s) to civil or criminal prosecution under state and/or federal law.

Exhibit E: Proposer Form 1

PROPOSER IDENTIFICATION / DESCRIPTION

1. Name and Address of Company

Business Name			
Address			
City / State / Zip Code	City:	State:	Zip Code:
Contact Person & Signature	Print Name:	Signature:	
Phone / Fax / E-Mail	Phone:	Fax #:	E-mail:

2. Describe the history and experience of your company. Provide a list of references from previous projects or similar type of work. Attached additional sheet(s) if necessary,

Exhibit E: Proposer Form 2

COST SHEET

Scope of Work for EAB Ash Tree Removal Project 2024:

Increase our tree species in our parks and replace the loss of tree canopy due to Emerald Ash Borer.

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

- the removal and disposal of ash trees,
- stump grinding, repair disturbed areas with black dirt/seed in groomed park areas,
- the ordering/purchasing of trees,
- the planting of other non-disease species to replace all ash tree removal as outlined in **Section 2.2** and in **Exhibit A**,
- placing mulch around the base of each newly planted tree as defined in the DNR Best Planting Practices, see **Exhibit B**,
- City will provide the mulch, the bark guard and gator bags,
- Proposer will install mulch, bark guard, and gator bags and will follow DNR’s Best Planting Practices. Proposer will provide stakes, if needed,
- Diameter of trees to cut: Small Trees < 6 inches DBH; Medium Trees 6”-14” DBH; Large Trees > 14” DBH, see **Exhibit A**,
- All work performed within the Scope shall be managed under MN Prevailing wage requirements including pay rates and submission of all paystubs and required documentation to the City, see **Exhibit C & D**

Scope of Work Total Cost: \$ _____

Proposer FORM 3

Ash Tree Removal and Tree Replacement Project

PROPOSER CERTIFICATION

As the bidding contractor, I hereby declare by my signature below, that this bid is for the Scope of Work described in Section 2 of this Request for Proposal.

I declare by my signature below, that I agree to all conditions set forth in this RFP.

CONTRACTORS SIGNATURE & TITLE

DATE



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: **Rum River Streambank Stabilization 2024**
DATE: May 20, 2024

OVERVIEW:

The City of St. Francis continues to work with the Anoka Conservation District to obtain grant opportunities that benefit the City. The Natural Resource Improvement Grant will allow the ACD to install a Cedar Tree Revetment in the Rum River below our Rum River Woods Park. The fore mentioned project will help stabilize the river bank decreasing pollutions in the river and enhancing in-stream habitat.

ACTION TO BE CONSIDERED:

Council to approve the Grant Agreement for Project Installation, Operation, and Maintenance.

BUDGET IMPLICATION:

The City has a 10% owner responsibility that totals \$2,758.79. The money required for this agreement will be paid for out of the Stormwater Funds upon completion of the project.

Attachments:

- Natural Resource Improvement Grant Agreement

Natural Resource Improvement Grant Agreement for Project Installation, Operation and Maintenance

Project Owner and Location:

Name	Address	Phone	Email
City of Saint Francis	22635 Vintage St NW, St. Francis, MN 55070		pcarpenter@stfrancismn.org jshook@stfrancismn.org

Project Location:

Address	Watershed
Same as above	Upper Rum River

THIS AGREEMENT is made and entered into by and between City of Saint Francis (“OWNER”) and the Anoka Conservation District, a Minnesota Special Purpose Unit of Government with powers set forth in Minnesota Statutes 103C (“ACD”).

WITNESSETH:

WHEREAS, Owners own property located at 22635 Vintage St NW, St. Francis, MN 55070 (Project Location); and

WHEREAS, Owner and ACD have a mutual interest in natural resources improvement or protection, specifically including pollutions reduction in the Rum River and enhancing in-stream habitat within the Rum River; and

WHEREAS, the Owner has applied to the ACD for at Natural Resource Improvement Grant, and the ACD Board has approved to install a Cedar Tree Revetment (Project);

WHEREAS, the Owner wishes to accept the Natural Resources Improvement Grant, comply with ACD grant policies, install the project, and provide ongoing maintenance for the project life;

NOW, THEREFORE, in consideration of mutual covenants herein, Owner and ACD agree as follows:

1. Responsibilities

- 1.1. Responsibilities of the parties are summarized in Exhibit A (Statement of Work), Exhibit B (Project Design) and Exhibit C (Operations and Maintenance Guidelines).

2. Project Effective Life

- 2.1. The Project Effective Life is the period during which the Project is expected to function and achieve natural resource goals and during which the owner is expected to perform Project operations and maintenance. The Effective Life for this Project is 10-years after the Project Completion Date.

3. Project Completion Date

- 3.1. Project will be installed by the date specified in the Scope of Work. Expenses after that date are not eligible for grant payment or as grant match unless approved by ACD.
- 3.2. Project Completion Date, for the purpose of determining the start date of the Project Effective Life, will be evidenced by a Project Close Out form signed by ACD.

4. Term

- 4.1. This Agreement shall commence when executed by both parties.
- 4.2. This Agreement shall remain in effect during the Effective Life of the Project.
- 4.3. ACD may terminate this Agreement with seven days’ notice in the event of insufficient funds, factors that ACD deems compromise the Project’s cost effectiveness toward public benefits, or for other reasons at the ACD’s sole discretion.
- 4.4. The Owner may terminate this Agreement with seven days’ notice. The Owner is responsible for their portion of costs, as described in Exhibit A (Statement of Work), incurred through the date of cancellation.

5. Grant Payments

- 5.1. ACD will issue grant payments for eligible Project expenses as described in Exhibit A (Statement of Work). The manner in which payments will be made is:
 - 5.1.1. **Direct payment:** ACD will directly pay invoices for eligible project expenses to contractors or vendors.

6. Project Financial Management

- 6.1. ACD and Owner agree to work cooperatively to manage cash flow for Project construction costs to minimize short-term financial burdens on the Owner, while still ensuring Project contractor is paid in a timely manner.
- 6.2. Expenses for ACD staff time to perform grant administration, project development, design/engineering, and construction management in excess of those anticipated (Exhibit A) shall be the sole responsibility of ACD.

7. Project Performance

- 7.1. If the Project is installed per the Statement of Work and Project Design and fails to perform as intended under normal operational and environmental conditions, ACD will provide Design modification guidance and seek funding to assist with the installation of a Project repair. Owner(s) agrees to cooperate with ACD throughout this process.
- 7.2. In no case shall the ACD provide financial assistance for the reapplication of a practice that was removed by the owner during its effective life without consent of the ACD, for a practice that was not installed per the Design, or that failed due to improper operations and maintenance.

8. Ownership and Maintenance

- 8.1. Owner, and their respective successors and assigns, shall have the full and sole responsibility for the operation, maintenance, and repair of the Project. Should the Project fail to function over its Effective Life due to Owner’s failure to comply with this agreement, the Owner shall pay to ACD, the lesser of 100% of the cost to rehabilitate or refurbish the Project to its Design performance, install a project of equivalent water quality benefit elsewhere as determined by the ACD, or up to 150% of the total amount of financial assistance provided.
- 8.2. If Owner fails to maintain the Project according to Exhibit D - Operation and Maintenance Plan after 30 days’ written notice to Owner from ACD, ACD or its contractor may complete the maintenance and the Owner shall reimburse ACD for full cost of the work. ACD will notify the Owner by certified mail of the intent to complete maintenance.
- 8.3. In the event that the Project integrity is compromised due to reasons beyond Owner’s control, Owner will immediately notify ACD. Owner(s) is not liable for financial assistance received if the failure was caused by reasons beyond the Owner’s control, or if alternative conservation practices are applied at Owner’s expense that provide equivalent protection of soil and water resources as determined by ACD.

9. Prevailing Wages

- 9.1. Prevailing wages DO NOT apply to this project because:
 - 9.1.1. The Project does not use state funds.
 - 9.1.2. The total estimated cost of completing the project is less than \$2,500 and only one trade or occupation is required to complete it.
 - 9.1.3. The total estimated cost of completing the project is less than \$25,000 and more than one trade or occupation is required to complete it.
- 9.2. Prevailing wages DO apply to this project. Contracts for state projects or using state funds, including cost share projects, are subject to the prevailing wages as established by the Minnesota Department of Labor and Industry (Minnesota Statutes 177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120). Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalty.
- 9.3. The party that hires the installation contractor (Contracting Authority) for the Project is:
 - ACD
 - Owner

10. Assurances and Liability

- 10.1. Owner attests that they are the owner of record for the Property and that Owner has the authority to enter into this agreement and that all other entities with real interest in the Property have provided a written project concurrence to move forward with the Project.
- 10.2. Owner(s) agrees to indemnify, defend, and hold harmless the ACD from all present and future claims that may arise from the installation, operations and maintenance of the Project located on the Property.

11. Site Access and Signage

- 11.1. ACD or its partners or contractors are granted access to the Property and may bring others to the Property, at reasonable times and with prior notice to Owner, for construction, maintenance, or to view the Project. This paragraph does not create any right of public entry onto Owner’s property except as coordinated with Owner and accompanied by a representative of ACD or its partners.
- 11.2. ACD may enter onto the Property to complete routine inspections of the Project at reasonable times without prior notice to or approval from Owner. ACD representatives will attempt to inform Owner (if present) of the inspection upon arrival.
- 11.3. Owner agrees to allow ACD to place and maintain interpretive or accreditation signage at the Project site.

12. Publicity and Education

- 12.1. Owner(s) acknowledges and agrees that ACD may distribute project information such as, but not limited to, project cost, location, design specifications, benefits, photos, and landowner name for promotional and educational purposes.

13. Property

- 13.1. If title to this land is transferred to another party before expiration of the Project Effective Life, it shall be the responsibility of the Owner(s) to inform ACD of the transfer and facilitate communication between ACD and the new owner with the goal of perpetuating Project operations and maintenance.

14. Audit Disclosure and Retention of Record

14.1. Owner agrees to make available to representatives of ACD and of the State of Minnesota, for the purpose of audit examination pursuant to Minn. Stat. § 16C.05, any books, documents, papers, and records of the Owner that are pertinent to the provision of services hereunder. The Owner further agrees to maintain all such required records for the greater of six (6) years after Project Installation date, or the life of the project.

15. Dispute Resolution

- 15.1. Any and all disputes arising under, pertaining to or touching upon this Agreement, or the statutory rights or obligations of either party hereto, shall, if not settled by negotiation, be subject to non-binding mediation before an independent mediator. Notwithstanding the foregoing, any party may seek preliminary injunctive or other judicial relief if such action is necessary to avoid irreparable damage during the pendency of the proceedings described in this Section.
- 15.2. Any demand for mediation shall be made in writing and served upon the other party to the dispute, by certified mail, return receipt requested, or by personal service. The demand shall set forth with reasonable specificity the basis of the dispute and the relief sought.
- 15.3. The mediation hearing will occur at a time and place convenient to the parties in Anoka County, Minnesota, within thirty (30) days of the date of selection or appointment of the mediator. Mediation or the waiver of mediation by both parties shall be a condition precedent to arbitration, the filing/serving of any lawsuit, or any other legal action. Mediation shall be conducted by a qualified neutral mediator selected by mutual agreement of the parties. If the parties cannot mutually agree upon a mediator within 14 days of notice under this section, the parties will promptly select a mutually acceptable mediation provider entity, which entity shall designate a mediator who is a licensed attorney with general knowledge of contract law and who has no ongoing relationship with either party.
- 15.4. Each party shall bear its own costs in the mediation. The parties shall share equally the fees and expenses of the mediator.
- 15.5. The law of the State of Minnesota shall govern all questions as to the validity, performance and enforcement of this Agreement. This Agreement shall be interpreted according to the laws of the State of Minnesota. All proceedings regarding this Agreement and project will be held in the State of Minnesota’s 10th Judicial District, Anoka County District Court.

16. Counterparts

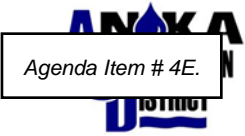
16.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

17. Entire Agreement

- 17.1. This agreement includes the following, which are incorporated by reference.
 - 17.1.1. Exhibit A (Statement of Work),
 - 17.1.2. Exhibit B (Project Design), and
 - 17.1.3. Exhibit C (Operations and Maintenance Plan).
- 17.2. Any modification or cancellation of this agreement shall be in writing and signed by both parties.
- 17.3. Any written notice provided under this Agreement will be sent to the following recipients:

OWNER:	ACD:
<u>Name: City of Saint Francis</u>	Anoka Conservation District
<u>Address1: 22635 Vintage St NW</u>	1318 McKay Drive NE, Suite 300
<u>Address2: Saint Francis, MN 55070</u>	Ham Lake, MN 55304

Project ID: Rum River, City of St. Francis, Streambank Stabilization, 2024



OWNER(S)

ANOKA CONSERVATION DISTRICT

_____Signature

_____Signature

_____Date

_____Title

_____Signature

_____Date

_____Date

EXHIBIT A
STATEMENT OF WORK
Streambank Stabilization

TO THE AGREEMENT BETWEEN
City of Saint Francis and the Anoka Conservation District

This Statement of Work describes work that the Owner will perform pursuant to the Agreement. All activities specified and detailed herein shall be performed in accordance with the Agreement, ACD Policy, and applicable federal and state laws and regulations and local ordinances.

SCOPE OF ACTIVITY

A. Summary of Work: Approximately 345’ of Rum Riverbank within Rum River Woods Park has moderate erosion. The riverbank of Rum River Woods Park is wooded with diverse vegetation established. The hillside is very steep with a small shelf at the bottom of the slope. Rum Woods Park has an unofficial access trail down to the river but is not heavily used. Protecting against further erosion and maintaining the current back conditions will help prevent larger scale erosion issues in the future. Erosion severity along the bank is mild/moderate which makes a cedar tree revetment a viable option to effectively protect the toe of the bank. Bare root natives will be planted along the top of the installed revetment the following spring to further stabilize the bank and to enhance riparian habitat.

ACD staff and Conservation Corps MN & Iowa crew time will be utilized to install a cedar tree revetment project along 345’ of eroding bank. The project will be installed as part of the Anoka Conservation District contract with Anoka County Parks to install 2,000 linear feet of cedar tree revetment on eroding Rum riverbanks.

Project Alternatives Considered: What other projects, approaches or project elements have been considered and why is the proposed project preferable?

- Do nothing: The bank will continue to erode back and progressively become more severe and more trees will be lost. This will increase sediment loading to the river, and make stabilization of the bank in the future more expensive.
- Armor the bank: We alternatively could armor the bank with rock, but this would cost far more along a reach of this length, and is not necessary at these early stages of erosion.

Environmental Benefits: Removal of 6.52 tons of sediment and 5.54 lbs. of phosphorus input into the Rum River annually. Enhances and protects 345’ of riparian-aquatic transitional habitat and provide new in-stream habitat.

B. Work must be completed in a manner consistent with the Project Agreement.

C. Project Location:



D. Existing Conditions:





- E. Activity Timeline:** The Project must be installed between Agreement execution and 11/1/2024.
- F. Eligible Expenses:** Materials and labor consistent with the approved design.
- G. Ineligible Expenses:** Expenses incurred prior to grant approval are ineligible. Expenses not consistent with the approved design. Aesthetic components without natural resources benefits. Structures to allow water access, such as stairs. Others per ACD policy.

H. Responsibilities

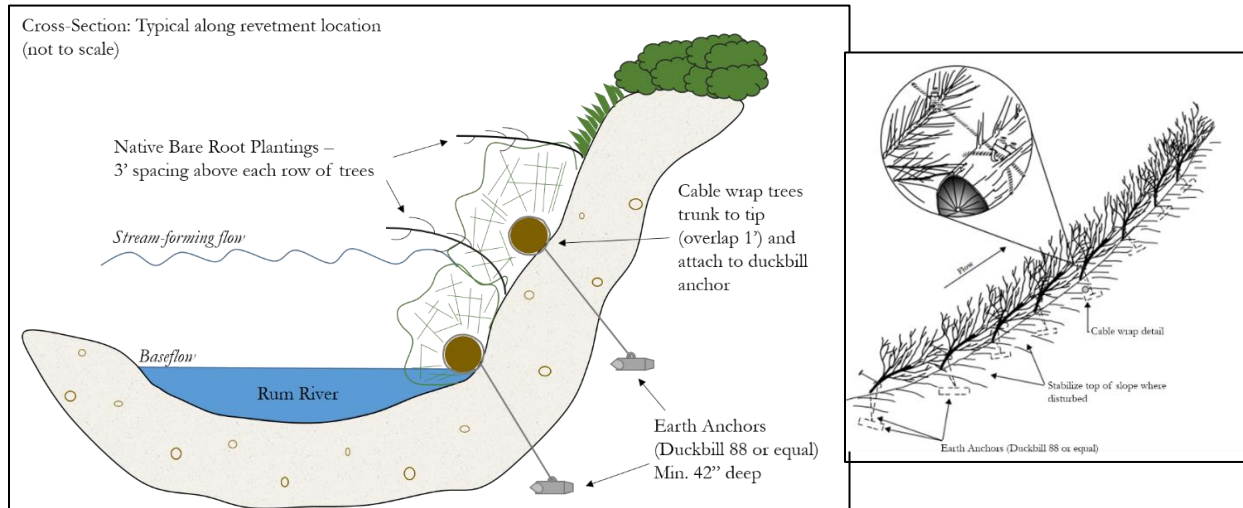
Task	Stipulation	Responsibility	
		Owner	ACD
Complete or secure a project design/plan	Design/plan must be developed by a qualified professional in accordance with funding source design specifications.		X
Approve project design	Construction shall not begin until both the Owner and ACD approve the Design.	X	X
Secure all permits	Anticipated permits needed include:		X
Secure construction quotes	ACD will be installing the project.		X
Secure and pay installation contractor(s) and materials			X
Install the project			X
Oversee and approve installation			X
Pay for labor, materials, and other construction expenses	10% of expenses, landowner contribution not to exceed cost estimate.	X	X
Document expenses			X
Project closeout	Sign project closeout form	X	X
Comply with operations and maintenance requirements for the life of the project.		X	
Complete routine project inspections and provide maintenance guidance.			X
Comply with ACD Cost Share Policy		X	X

ESTIMATED PROJECT COST RESPONSIBILITIES

ELEMENT	EST COST (\$)		RESPONSIBILITY (%)	
	OWNERS	ACD	OWNERS	ACD
Admin/Design/Construction	\$1,150.65	\$10,355.76	10%	90%
Materials	\$228.75	\$2,058.80	10%	90%
TOTAL	\$1,379.39	\$12,414.56		

Final actual costs to be shown on Project Close Out Form.

Exhibit B – Project Design



MATERIALS		Qty	Unit	Unit Cost	Subtotal	Contingency 15%	Total
CPL Grant eligible expenses							
Cut cedar trees (12'-15')		46	tree	\$ 20.00	\$ 920.00		920.000
Duckbill anchors (medium- model 88)		48	each	\$ 15.27	\$ 732.74	\$ 109.91	842.651
Galvanized cable (1/4" dia)		168	ft	\$ 0.88	\$ 147.84	\$ 22.18	170.016
Horseshoe clamps (1/4")		96	clamp	\$ 0.35	\$ 33.60	\$ 5.04	38.640
Bare-root Plants		115	each	\$ 2.75	\$ 316.25		316.250
Other tools provided by ACD: post driver, socket set, cable cutter, pruning saw, safety equipment							
Grant ineligible expenses							
None							
						Materials, Total	2287.557
LABOR/EQUIP		Qty	Unit	Unit Cost	Subtotal	Contingency 15%	Total
Grant eligible expenses							
Project planning, permitting, design, materials ordering, contracts, grant reporting and related	ACD Staff	10	hour	\$78.00	\$ 780.00	\$ 117.00	897.000
Cedar cut, limb, transport	ACD Staff	10	hour	\$72.00	\$ 720.00	\$ 108.00	828.000
Cedar transport	Hauling Contractor	1	n/a	\$900.00	\$ 900.00	\$ 135.00	1035.000
Installation oversight/assistance	ACD Staff	30	hour	\$72.00	\$ 2,160.00	\$ 324.00	2484.000
Bare Root Plantings	ACD Staff	8	hour	\$72.00	\$ 576.00	\$ 86.40	662.400
CCM crew grant							
Revetment install	CCM Crew Day	5	crew day	\$1,120.00	\$ 5,600.00		5600.000
						Labor, Total	11506.400
ESTIMATED PROJECT TOTAL							13793.957

- ACD to provide all trees, hardware, bare-root plants and labor.
- Cedars should be >10' tall and of a single sturdy stem (no split main stems).
- Cedars should have robust branches.
- Installation should start so that subsequent trees are shingled to prevent water flow from undermining the trees.
- Each tree should overlap the next by >1.5'.
- Trees will be limbed on one side to insure contact with the riverbank.
- Trees will be placed at the toe of the bank.
- Run 3' section of steel cable through the anchor eyelet.
- Attach cable with horseshoe clamp to the trunk and overlap material of the tree.
- Duckbill earth anchors (model-88) should be driven at a 45° angle into the substrate at each tree joint and at the beginning and ending point of each row.
- Anchors must be driven so that only the eyelet of the cable is exposed.
- Trees should not be able to be pulled away from the bank once installed.
- Fully install the bottom row of revetment before installing a top row.
- Plant bare root native species at 3' spacing above each row.

Exhibit C – Operation & Maintenance Plan

Operations and Maintenance Guidelines for Streambank Stabilizations Utilizing Cedar Tree Revetments and Bare Root Plantings

This document describes important tasks that should occur on a regular basis to ensure the success of a streambank stabilization project. Neglected maintenance leads to more severe problems that are more difficult to correct.

Task	Frequency			Equipment Needed
	Year 1	Year 2	Year 3+	
Bare Root Inspections Observe sprouting and survival rates.	1x during the growing season	1x during the growing season	1x during the growing season	Loppers
Bare Root Replacement Replace areas where bare root plantings have not survived. ACD may be able to provide new plants.	As needed, early spring and late fall.			Loppers, live stakes
Revetment Inspections Inspect anchored trees for settling, sinking, washout or lost trees. For loose trees, Additional anchors may be available from ACD. In the case of lost trees, contact ACD for possible replacement.	1x during low water	1x during low water	1x during low water	
Revetment Repairs For loose trees, additional anchors may be available from ACD. For lost trees, contact ACD for possible replacement. For void spaces, pack cut branches (cedar or hardwood preferred) under secured trees in a manner that fills the voids.	As needed	As needed	As needed	Earth anchors, anchor driving rod and fence post driver, saw, cut branches, or others.

If you have any other questions, concerns, or identify problems, contact the Anoka Conservation District at 763-434-2030



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: **St. Francis Dog Park**
DATE: May 20, 2024

OVERVIEW:

Current Situation:

Currently the hockey rink is, and has been, used as a makeshift dog park for at least a decade. The use is outgrowing the site and residents are requesting a space designed for the specific use.

- The rink provides limited space and does not allow separation of small and large dogs.
- Currently there is not access to water or shade tree cover
- With the redevelopment and maintenance needs of the rink, we will need to stop allowing dog park use within the rink when work occurs.
- Staff has not had issues related to debris, staff time, clean up, etc. Many of the concerns about a dog park have not been the reality. People have been respectful of the space.

Park Plan:

In July of 2022, Council adopted the Park Plan. The goals within the plan were created from direct community engagement. At that time the community identified the top five interests as the following:

1. Farmers Market – **Completed**
2. Splashpad
3. More paved trails
4. Indoor Community Center
5. Dog Park – **Proposed**

Additionally, a concept for Community Park was created that identified future upgrades of a splash pad and dog park. With the purchase of the three acres alongside the existing city trails and parking lot, the site takes little work or funding to move another community request forward. Our team was able to launch a successful Farmers Market in 2023. Of the top five, this was the least expensive option to begin with. In 2024 staff is looking to move forward with the Dog Park, the second least expensive option residents are requesting.

Currently the closest dog parks are in Ramsey, Andover, and Cambridge. As many of the inner cities have them, suburban and rural cities are quickly also adding them into the communities. There are now websites and apps that track the dog parks, their amenities and

allow people both local and traveling to find their locations. Dog parks have become an attraction for people of all ages and act as another resource that brings people into the community.

Dog Park Location:

The new dog park will be bordered by two county roads and park property giving a unique space from resident properties nearby. The intended location also leads to excellent visibility to activity in Community Park, similar to the successful Farmers Market on the opposite side.

Dog Park Build:

To build the dog park, staff needs roughly \$67,613.00 in park dedicated funds. The City has the funds to complete this project. We also have the ability to create a cost savings by completing the water line for a dog dish drinking fountain along with an existing water utility project already scheduled nearby. Completing the projects together would get the park in place by this fall. The main expense is the fencing, all other project needs are either already in place (parking, trails) or are small additions to existing projects (water). We would begin advertising the new park in the September newsletter.

Dog Park Maintenance:

Maintenance of these types of facilities is designed to be limited. Staff is currently mowing the area where the dog park will be placed so there are no extra mowing duties. The fencing that will be installed will have weed guard added so there will be no weed whipping maintenance. It is expected that the park would take less than two hours per week in the summer months and no additional time in the winter.

ACTION TO BE CONSIDERED:

Council to approve staff to begin construction of the St. Francis Dog Park as discussed at the work session May 13, 2024.

BUDGET IMPLICATION:

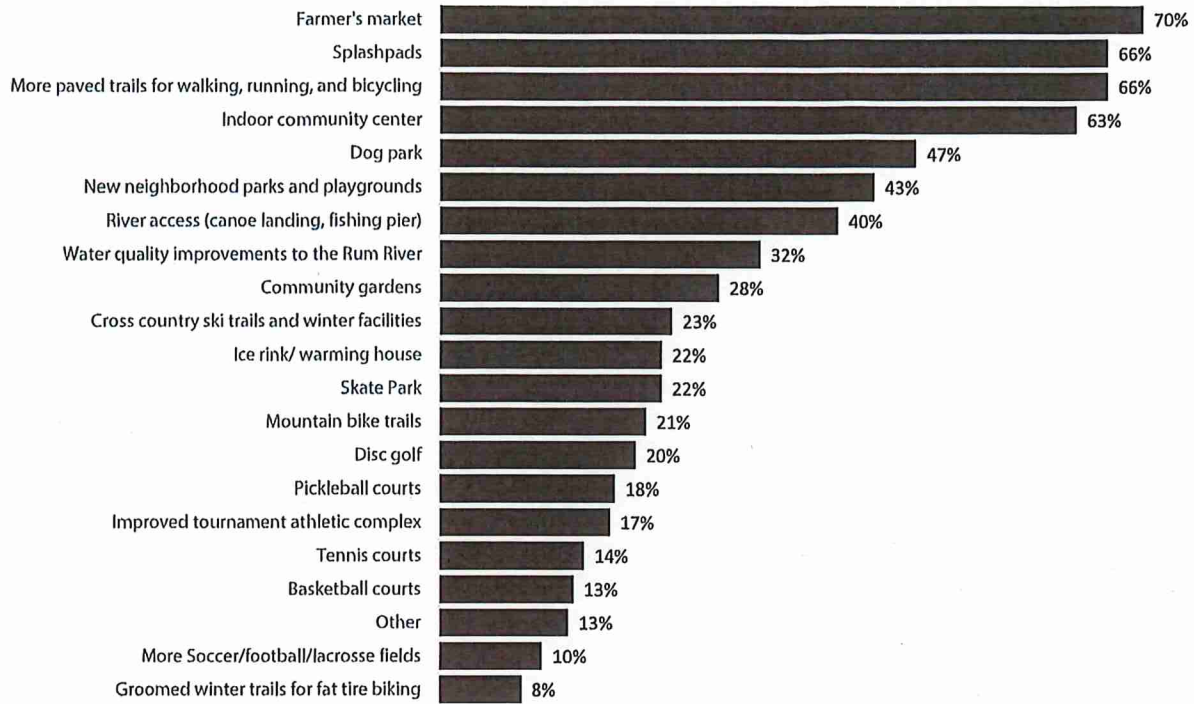
The dog park expense is broken down as follows:

- Stormwater Funds - \$5,080.77
- Anoka County Ship Grant - \$3,209.73
- Dedicated park funds - \$67,613.00

Attachments:

- Dog Park Background Information and price sheet

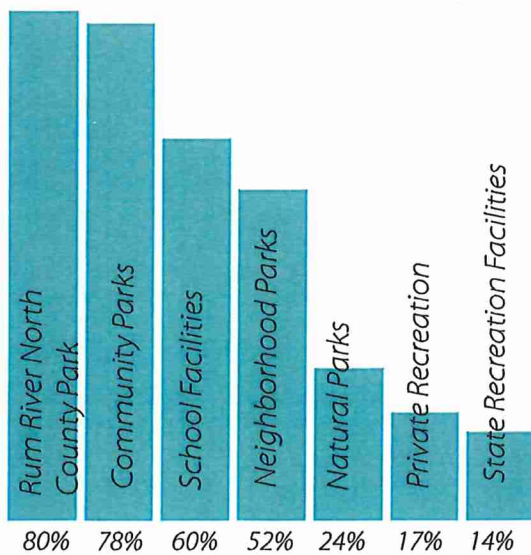
Which new or expanded parks and recreation facilities would you be interested in using in St. Francis?



Based on 188 responses

Have you visited any of the following parks and/or facilities in the City of St. Francis?

Based on 127 responses

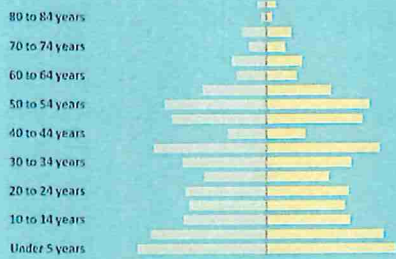


PRIORITIES FOR THE ST. FRANCIS PARK SYSTEM BASED ON SURVEY RESPONSES:

- Effort should be concentrated on development of a community center, splash pad, and youth sports
- Some areas are high use but not a high priority as they are already meeting the needs of the community. Maintain these should be a priority: sports facilities and playgrounds
- Pave off-road trails that would encourage more residents to make use of existing infrastructure
- Based on responses an ice rink/warming house is a low priority for the community at this time

PLANNING FOR FUTURE RECREATIONAL NEEDS

The City currently has a smaller community of older adults than Minnesota as a whole, but an increasing and aging population indicate a coming shift in park use. Older adults are often regular park users, especially retirees with additional free time. Typical recreation activities for this group are geared towards staying active, both physically and socially. Providing facilities such as trails, pickleball courts, and other venues for casual or organized socialization are geared toward senior use.



The age 45-60 population in Saint Francis is approaching retirement age and the predictable shifts in recreational needs that typically accompany that major life transition.

Demographic Trends (Above) and Community Outreach Comments (Right) from the Saint Francis Park System Plan

SUMMARY OF COMMUNITY INPUT

What We Heard From Community Park Users

Community Park is one of the most frequently visited parks in the City's system. Those responding to the Park System Plan's community engagement process felt that recreation for seniors and youth and comfort amenities were among the highest priority improvements to existing park facilities. Top on the list of new facility desires was a new splash pad and more paved trails.

Community Park is also uniquely positioned in the City's overall park system to provide additional information via both dynamic and traditional bulletin signage, to better engage and inform users about upcoming recreational opportunities in the wider park system.

Overall the recommendations of this feasibility study will address community interest in providing a splash pad, paved trails, dog park, new playgrounds, and water quality facilities as part of the wider framework of improvements recommended in the park.

Directly Addressing Community Priorities

Below is a selection of comments made by community members during the engagement process, with highlighted items being part of the proposed improvements in Community Park over the next decade.

- "Pickleball Courts!"
- "Would love more parks and recreation areas outside neighborhoods. Would love more hiking/walking trails."
- "Large playground/activity park for kids with water"
- "Inclusive park for people of all abilities"
- "Pave the ice rink so it can be used in summer for roller rink or roller hockey"
- "Dog park"
- "More interconnected trails"

CONCEPT PLAN



Summary of Park Facilities and Amenities

A typical community scale park provides amenities that serve the community at multiple scales. More specialized and unique facilities like a splash pad or performance pavilion will draw users from throughout the community, while more common features like trails and picnic facilities serve the everyday recreation needs of neighborhood residents.

Community Facilities:

- Splash Pad
- Performance Stage / Picnic Pavilion
- Concession Building with Picnic Shelter and Restrooms
- Large and Small Breed Dog Park
- Multi-age Playground with Nature Play
- Diamond Field with Shaded Spectator Areas
- Ice Rink with Warming House
- Pickleball Courts

Neighborhood Facilities:

- Basketball Court
- Sand Volleyball Court
- Lit Paved Walking Trail Loops
- Picnic Shelter with Grills and Picnic Tables
- Open Lawn Space

PROPOSED PRIORITY PROJECTS

Hockey Upgrades, New Courts and Dog Park

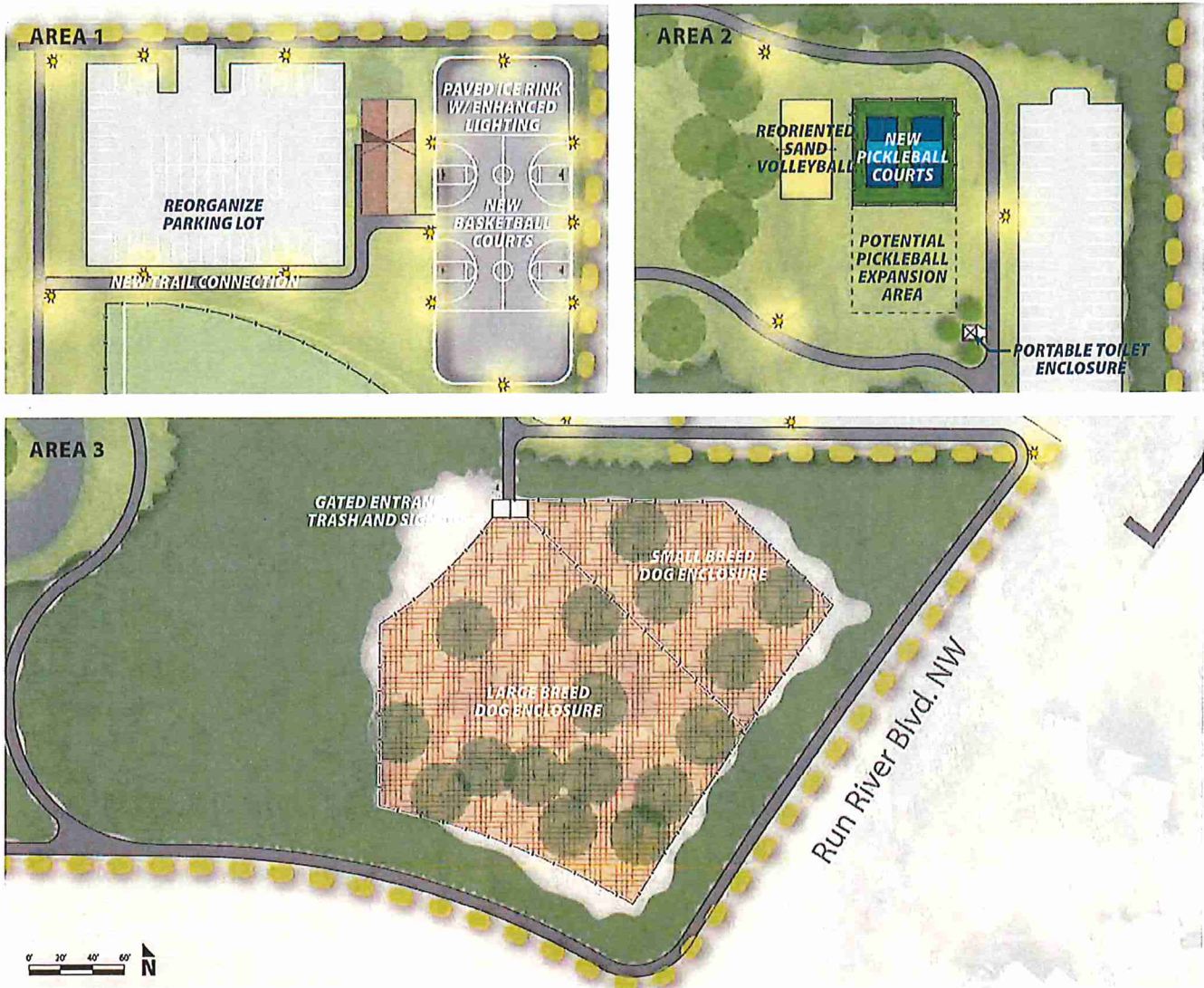
ESTIMATED COST: \$800,000



Priority Project Locations within Community Park

While not a priority project from a community input perspective, the condition of the rink's boards make this a priority project. Replacing the boards and lighting will substantially reduce maintenance inputs and improve user experience and safety. Paving the rink will extend ice longevity on both sides of the season, making for easier ice establishment in early winter and reducing ice loss in the spring. Paving the rink also provides a surface for summer season use as a location for basketball and roller hockey.

This project would shift the existing summer rink use (as a dog run) to the newly acquired property to the southeast, by creating a fenced dog park with separate areas for large and small breed dogs. These recommended improvements better utilize existing parking on the east side, utilize shaded open areas conducive to a typical dog park program, and isolate dog activity from other park uses.



Detail Plans of Community Park Priority Projects

Benefits to the City

Dog Park Defined

A dog park is a clearly defined location where dog owners can safely and legally exercise and socialize their dog's off-leash.

Safety

- Dog parks decrease the number of off-leash dogs in public spaces, making it easier for leash laws to be enforced elsewhere in town.
- Dog parks also reduce the likelihood that dogs will be let loose in park areas where they could interfere with other park users such as bicyclists, skateboarders, and rollerblading.
- Providing separate areas for dog exercise segregates dog owners from the other users and reduces the risk of collisions, etc.
- Pedestrian Safety: those without access to sidewalks would have a place to exercise their dog.
- All Residents that live in multi-unit dwellings or have mobility challenges will now have a designated space to exercise their dog safely.
- Years of experience at dog parks across the country indicate that dogs are less aggressive in open areas because they are on neutral territory and not constrained by their leashes.
- Dog socialization reduces anxiety toward new situations, creating calmer dog-neighborhoods. Less barking, a tired dog is a quiet dog.
- A dog park is an attractive amenity for prospective residents of St. Francis.
- Safety: additional presence of the dog park would deter loiterers and others who may use the nearby land for prohibited activities.

Health Issues/Concerns

City of St. Francis Public Works Department is committed to monitoring park usage along with park users to be sure that they are well maintained, safe, secure, and clean. Dog park experience in hundreds of parks across the United States indicates that users cooperate to keep their designated areas clean and maintained.

Dedicated dog parks improve public health by keeping dog waste confined to one area. Peer pressure encourages dog owners to pick up after their dogs and keep the park clean.

*Other features of the dog park might include (future): paved trail and natural play features such as boulders and/or agility equipment.

Dog Park Stats/Info

- Property Area – 2.5 acres.
- Project Area (Dog Park Fenced area) – 1.21 acres (leaves room for future trail around dog park)
- Need 534² ft Asphalt for Trail Entrance from the Parking lot (may extend parking lot at a future date)
- Fencing: 1500 Linear Feet
- Fencing will be 8 Gauge (black coated), 5 feet in Height
- Fencing will need bottom tension wire
- Underfence (for Minimal Maintenance): 1500 Linear Feet
- Will need 2 Gates for the inner fencing space in the transition area of dog park to separate Big Dog/Small Dog space as well as the 1 Main Gate to the Transition Area (to leash and unleash dogs entering and exiting from the fenced area).
- Will need 2 double-gates for entrance of mowers, skid steer (One set on Big Dog Side/One set on Small Dog Side), etc.
- Potable water line being installed for a drinking fountain.
- Drinking Fountain installed for Dogs & Humans near the transition “entrance” area.
- A Dog Waste Station will be installed to keep the park clean of refuse.

St. Francis Dog Park

<u>Work to be Completed</u>	<u>Quotes</u>	<u>Total Expenditures</u>
DW Site Prep1 - Berm removal, ditch work (SW funds)	\$ 4,844.00	
DW Site Prep2 - Excavation/Grading	\$ 4,850.00	\$ 4,850.00
DW Site Prep3 - Clearing Out Trees	\$ 4,950.00	\$ 4,950.00
Waterline	\$ 4,950.00	\$ 4,950.00
Drinking Fountain (SHIP Grant 2024 attained)	\$ 3,209.73	
Installatino of Drinking Fountain (Dusty's)	\$ 3,919.00	\$ 3,919.00
Fencing 1 - Century Fence	\$ 35,464.00	\$ 35,464.00
Fencing 2 - Arrow Fence Co.	\$ 43,000.00	
Fencing 3 - Northstarfence	\$29,700 to \$39,700	
Asphalt 1 - Erickson Asphalt	\$ 7,500.00	
Asphalt 2- Rum River Contracting Company	\$ 6,880.00	\$ 6,880.00
Underfencing	\$ 6,600.00	\$ 6,600.00
Dog Waste Stations (SW funds)	\$ 236.77	
<hr/>		
Totals		\$ 67,613.00

Notes:

Funded by Grant or Stormwater Funds	
Low Bid	
3 Benches (SHIP Grant - Future)	\$ 2,576.55



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: **2024 Waste Prevention and Recycling Grant**
DATE: May 20, 2024

OVERVIEW:

Staff applied for the Anoka County 2024 Waste Prevention and Recycling Grant and received \$22,000. The funds will be used to improve the recycling stations in the St. Francis Parks by color coding them and placing them on concrete base pads. A total of four recycling stations will be installed.

ACTION TO BE CONSIDERED:

Council to approve the Mayor to sign the Grant Contract via DocuSign.

BUDGET IMPLICATION:

None

Attachments:

- Anoka County 2024 Waste Prevention and Recycling Grant Contract



Anoka County
HUMAN SERVICES DIVISION
Public Health & Environmental Services

April 2, 2024

Tom Koep
City of St. Francis
4020 St. Francis Boulevard NW
St. Francis, MN 55070

Dear Tom,

We're pleased to inform you that the City of St. Francis has been awarded a 2024 Waste Prevention and Recycling Grant in the amount of \$22,000.00 for parks recycling containers and concrete base pads. **Work related to this project must be completed and project invoices dated no later than December 31, 2024.** Grant funds will be reimbursed upon project completion and receipt of invoice payment documentation for work related to the project. For all communications related to this grant, please reference contract number: C0010765.

Congratulations to you and the City of St. Francis. Anoka County looks forward to continued support of the City of St. Francis.

Best Regards,

Jill Curran
Supervisor, Recycling and Resource Solution
Anoka County



Anoka County

HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

May 14, 2024

City of St. Francis
Attn: Joe Muehlbauer
23340 Cree Street NW
St. Francis, MN 55070

Dear Mr. Muehlbauer:

Enclosed is your 2024 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us

or

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required

No insurance information is required for this contract.

CONTRACTOR INFORMATION SHEET - Required

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine
Administrative Assistant, Planning and Operations Support Services

Anoka County Contract # C0010765

**2024 SUPPLEMENTAL GRANT
FOR
RESIDENTIAL RECYCLING PROGRAM**

THIS GRANT made and entered into on the 2nd day of April, 2024, notwithstanding the date of the signatures of the parties, by the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", to the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, Anoka County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") and pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2024. The County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs; and

WHEREAS, the County has budgeted \$350,000 for Supplemental Grants for solid waste recycling programs in 2024; and

WHEREAS, the County and Municipality have already executed a grant contract for the Municipality's Residential Recycling Program. The Municipality has identified additional expenses which are eligible for reimbursement under the County program criteria, and the County wishes to reimburse these expenses from remaining available funds.

WHEREAS, Municipality has completed a Supplemental Grant Application and the County has reviewed the Application. The County has available funds from the SCORE/LRDG budget to fund Supplemental Grants; and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Grant, and incorporating the information in the above recitals, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Grant is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.
2. **INCORPORATION OF PREVIOUS AGREEMENT.** The County and the Municipality have entered into an AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM FOR 2024 Anoka County Contract #C0010122. The terms of that Agreement are incorporated into this additional Supplemental Grant by reference and are binding on the parties as if the terms were set out here in full. This Grant will control only to the extent that it applies to the Supplemental Grant exclusively for any inconsistent terms.
3. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices to the County for abatement activities subject to this Supplemental Program Improvement Grant. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.

- 4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for program improvement funds in the amount of twenty-two thousand dollars and zero cents (\$22,000.00). The funds are for the specific purpose of: parks recycling containers and concrete base pads. See attachment A –Supplemental Grant Application and Award Letter. All Supplemental Grant monies will be expended no later than December 31, 2024.

IN WITNESS WHEREOF, the County hereunto set its hand as of the dates first written above:

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____
Jonelle Hubbard
PHES Director

By: _____
Joe Muehlbauer
City Mayor

Dated: _____

Dated: _____

By: _____
Kate Thunstrom
City Administrator

APPROVED AS TO FORM:

Dated: _____

By: _____
Kurt C. Deile
Assistant County Attorney

Dated: _____



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

2024 Municipal Waste Prevention & Recycling Grant Program Application

Date Application Submitted:	3/21/2024
Application Submitted By:	Tom Koep – City of St. Francis
Grant Amount Requested:	\$22,000
Date Application Reviewed by Anoka County:	3/7/2024
Date Application Approved by Anoka County:	4/2/2024
Approved Grant Amount:	\$22,000.00
Date Application Denied by Anoka County:	_____

Grant funding of up to \$25,000 per municipality may be available for municipal waste prevention and recycling projects in Anoka County that are not included in the approved 2024 SCORE grant program. Waste prevention and recycling grant applications will be considered on first-served, case-by-case basis with approval at the discretion Anoka County. **Note that grant requests exceeding \$25,000 may be considered. Contact Jill Curran for further information.**

Submit completed applications and/or grant program questions via email to Jill Curran at jill.curran@co.anoka.mn.us by November 15, 2024. **All projects must be completed and invoiced by the end of day December 31, 2024.**

Eligible Project Expenses

Waste Prevention and Reuse Project Expenses

- New waste prevention or reuse project start-up expenses
 - Project viability study
 - Equipment and supplies
 - Program promotion materials
 - Staff training
- Space remodeling
- New space construction

Organics/Food Waste Project Expenses

- Food waste drop-off start-up expenses
- Food waste enclosure
- Food waste prevention

Problem Materials Project Expenses

- New problem materials collection start-up expenses
- Pop-up event expenses

NEW or Improved Recycling Program Project Expenses

- Mid-calendar year program expansion expenses may be eligible for this grant program if they have not already been approved in the 2024 SCORE grant program application.
- Start-up collection expenses for targeted materials that are not currently being collected may qualify for this grant program.
- Expenses related to reducing contamination may be eligible for this grant program.

Project Description

1. Indicate focus area for project (check one):
 - Waste Prevention or Reuse
 - Organics/Food Waste
 - Problem Materials
 - NEW Recycling
2. Describe in detail the project purpose, scope, design, and detailed project costs. Include in this description how the project will prevent waste, increase materials reuse, improve efficiency, and increase collaboration between communities.

We have identified the need to make it easier for residents to recycle in our parks. By purchasing new recycle stations, this would make it easier for everyone to recycle because the new stations will be clearly labeled and color coordinated. The stations will be almost identical to the previously purchased stations. We have found these stations are effective in clearly identifying the recycle bin from the trash. The total cost of this project will be around \$22,000. This includes 4 recycle stations at a cost of \$2700 ea. and 5 concrete pads at a cost of \$2200 ea. The plan is to include a pad for a recycle station purchased from previous recycling grants.

Project Description, cont.

3. Explain in detail how the project will be sustained over time after the grant funds are depleted.

After the funds are depleted, the stations and pads will be included in our park's maintenance and operations budget. They will be monitored on a weekly basis for maintenance needs.

Project Outcomes

1. Describe in detail the expected project outcomes including materials to be collected for reuse or recycling and estimated annual diversion weight for each material.

We expect to increase our recycling and decrease the contamination. We expect to increase our recycling by 500 lbs. a year total from all 5 recycle stations. The new stations will be more inviting to residents and will encourage people to use them properly. The new stations will coordinate with other parks recycle stations so people can easily recognize what is recycling and what is a trash container. The new recycle stations will be easier for city staff to monitor and remove contamination.

Project Outcomes, cont.

2. For waste prevention and reuse projects, list strategies for promoting and executing these projects. Also list reuse outlets for the materials.

The recycling collected from the stations are brought to a recycle bin at our public works shop and included in all the other parks recycling. It is then emptied on a as needed basis. We promote recycling in our parks with our yearly recycling newsletter and our City newsletters. The City newsletters are sent to the public quarterly.



CITY COUNCIL AGENDA REPORT

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

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

Project 4020-10 Material –

PCO#013 Mechanical and Landscape update

PCO#014 Unit Heater Venting & Break Room Circuit

Project 4020 Labor –

PCO#015 Mechanical and Landscape Update

PCO#016 Break Room Circuit

Breakdown of changes identified on Brunton proposal request attached.

Credit to project of \$370.31

Total project change orders to date, including the above total \$71,282.09

ACTION TO BE CONSIDERED:

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

Attachments:

PCO#013 (Material)	(\$6,757.00)
PCO#014 (Material)	(\$655.00)
PCO#015 (Labor)	\$5,877.19
PCO#016 (Labor)	\$1,164.45

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

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

Prime Contract Potential Change Order #015: PR 11 Mechanical and Landscaping Updates (Labor)

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	015 / 0	CONTRACT:	4020- - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/14/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$5,877.19

POTENTIAL CHANGE ORDER TITLE: PR 11 Mechanical and Landscaping Updates (Labor)

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
 CE #031 - PR 11 Mechanical and Landscaping Updates

- Landscaping Removing the irrigation in the right of way, and the removal of trees and shrubs per the review.
- Revising the grade for the West approach for Ambassador, and shifting the high point of the west parking lot 25' North
- Mechanical
 - Reducing the duct size throughout the first floor of the building
 - Rerouting gas line from the exterior of the building on the north side of the building, and extending the gas line to the range in the day room.
- Changes to the transformer for the power to the reviewed Steam Generators.

ATTACHMENTS:

[PR-11 St. Francis Cover.pdf](#) , [DWCO- RFQ #007- CE #031.pdf](#) , [_PR11 proposal.pdf](#) , [_Sentra.pdf](#) , [_PR 11 R.pdf](#) , [_20240510090536171.pdf](#)

#	Budget Code	Description	Amount
1	32-9000-__-.S Landscaping.SUBCONTRACT	Changes to landscaping for irrigation and planting changes	\$(4,120.00)
2	22-0000-__-.S Plumbing.SUBCONTRACT	Labor for the gas line addition and adjustment	\$2,077.00
3	23-0000-__-.S DEMO.HVAC.SUBCONTRACT	Labor for the revised duct sizes	\$(1,905.00)
4	26-0000-__-.S DEMO.Electrical/Low Voltage.SUBCONTRACT	Labor for revised electrical at the generator	\$0.00
5	02-4116-__-.S DEMO.Building Demolition.SUBCONTRACT	Grading adjustments due to raising the approach at Ambassador Boulevard	\$8,968.32

#	Budget Code	Description	Amount
6	32-1600-__-.S Site Concrete.SUBCONTRACT	Adjustments in the site concrete with the grading adjustments	\$577.00
Subtotal:			\$5,597.32
GC Fee 5% (5.00% Applies to all line item types.):			\$279.87
Grand Total:			\$5,877.19

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

Stahl Construction Company

23340 Cree Street NW
 St. Francis, Minnesota 55070

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

 SIGNATURE DATE

 SIGNATURE DATE

 SIGNATURE DATE

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

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

Prime Contract Potential Change Order #013: PR 11 Mechanical and Landscape Update (Material)

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	013 / 0	CONTRACT:	4020-10 - St. Francis City Hall & Fire Station-Material
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/14/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	(\$6,757.00)

POTENTIAL CHANGE ORDER TITLE: PR 11 Mechanical and Landscape Update (Material)

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
 CE #025 - PR 11 Mechanical and Landscape Updates

- Landscaping Removing the irrigation in the right of way, and the removal of trees and shrubs per the review.
- Revising the grade for the West approach for Ambassador, and shifting the high point of the west parking lot 25' North
- Mechanical
 - Reducing the duct size throughout the first floor of the building
 - Rerouting gas line from the exterior of the building on the north side of the building, and extending the gas line to the range in the day room.
- Changes to the transformer for the power to the reviewed Steam Generators.

ATTACHMENTS:

[PR-11 St. Francis Cover \(1\).pdf](#) , [_PR-11 St. Francis Cover \(1\).pdf](#) , [_PR11 proposal.pdf](#) , [_Sentra \(1\).pdf](#)

#	Budget Code	Description	Amount
1	32-9000-__-.S Landscaping.SUBCONTRACT	Irrigation and tree Omission	\$(7,287.00)
2	22-0000-__-.S Plumbing.SUBCONTRACT	Material for the adjusted gas lines	\$888.00
3	23-0000-__-.S HVAC.SUBCONTRACT	Reducing Duct Sizes on first floor	\$(358.00)
4	26-0000-__-.S Electrical / Low Voltage.SUBCONTRACT	Electrical changes for steam generator	\$0.00
Subtotal:			\$(6,757.00)
Fee (0.00% Applies to all line item types.):			\$0.00
Grand Total:			\$(6,757.00)

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

Stahl Construction Company

23340 Cree Street NW
St. Francis, Minnesota 55070

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56003

MINNEAPOLIS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

ROPOSAL REQUEST 11 (PR-11)

ISSUE DATE: 4-26-2024

PROJECT NAME: St. Francis Fire & City Hall

PROJECT NUMBER: 22455-1

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

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

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

DESCRIPTION

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

1. CHANGES TO CIVIL DOCUMENTS

- A. Sheet C-10 Paving Plan
 - 1. Revise grade as indicated at the entrance road connecting to Ambassador Boulevard
- B. Sheet C-11 Staking Plan
 - 1. Revise grade as indicated at the entrance road connecting to Ambassador Boulevard

2. CHANGES TO LANDSCAPE DOCUMENTS

- A. Sheet L101 Landscape Plan
 - 1. Remove irrigation in ROW.

- 2. Remove trees south of the alley from scope of work – to be installed at future date by Owner.
- B. Sheet L201 Planting Plan - Trees
 - 1. Remove irrigation in ROW.
 - 2. Remove trees south of the alley from scope of work – to be installed at future date by Owner.
 - 3. Revise work south of alley adjacent to residential property as indicated
- C. Sheet L202 Planting Plan – Shrub & Perennial
 - 1. Revise irrigation notes as indicated
- D. Sheet L203 Planting Plan – Shrub & Perennial
 - 1. Revise irrigation notes as indicated
- E. Sheet L204 Planting Plan – Shrub & Perennial
 - 1. Revise irrigation notes as indicated

3. CHANGES TO MECHANICAL DOCUMENTS

- A. Sheet M2-11
 - 1. Revise R/A duct sizes for return duct mains served by RTU-01 and RTU-03 as shown.
- B. Sheet M2-12
 - 1. Revise E/A duct sizes for exhaust duct served by PRV-01.
 - 2. Add 6" E/A ductwork and new E-1 grille in DAYROOM 225 as shown.
- C. Sheet M2-13
 - 1. Omit 2" G piping as shown.
 - 2. Revise section of 2" G piping to be 1" as shown.
- D. Sheet P2-11
 - 1. Add 2" G piping through GENERATOR 155 to MECH/ELEC 154 as shown.
- E. Sheet P2-12
 - 1. Add ½" G piping with shutoff valve, regulator, and drip leg as shown. Extend piping from regulator to 6-burner gas range (by Owner) as shown. Provide shutoff valve at wall rough-in. Coordinate final equipment connection with Owner equipment.
- F. Sheet P3-31
 - 1. Riser diagram included for reference. Refer to Sheet P2-11 and P2-12 narrative.
- G. Sheet P4-11
 - 1. Enlarged plan of MECH/ELEC 154 included for reference. Refer to Sheet P2-11 narrative.
- H. Sheet P6-11



PH: 507.386.7996 FAX: 507.386.7992

bruntonarchitects.com

1. Revise SG-1 and SGC-1 as shown.

4. CHANGES TO ELECTRICAL DRAWINGS

A. Sheet E1-21

1. In reference to Keynote #18, delete buck-boost transformer. Per shop drawing review, supplied steam units will be 208V/1-phase in lieu of 240V/1-phase and will no longer require a voltage change. Retain 60A/2P circuit breaker and 50A fuses in fused disconnect at unit.

END OF PROPOSAL REQUEST 11 (PR-11)



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

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

Prime Contract Potential Change Order #016: CE #032 - RFI 81 Breakroom 125

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	016 / 0	CONTRACT:	4020 - - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/15/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,164.45

POTENTIAL CHANGE ORDER TITLE: CE #032 - RFI 81 Breakroom 125

CHANGE REASON: Design Development

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

CE #032 - RFI 81 Breakroom 125 Dishwasher

Breakroom 125, provide power connection for dishwasher as required – in response to RFI #81. Connect to GFCI 20A/1P circuit breaker in Panel L1 – per NEC 210.8. Delete receptacle shown in tall cabinet.

ATTACHMENTS:

[CO Form CO#10 PR# CE# RFI#81 Dishwasher Circuit Labor.doc](#) , [_CO#10 Proposal PR# CE# RFI#81 Dishwasher Circuit Labor.xlsx](#)

#	Budget Code	Description	Amount
1	26-0000-_-S DEMO.Electrical/Low Voltage.SUBCONTRACT	Dedicated circuit for the dishwasher in Breakroom 125	\$1,109.00
Subtotal:			\$1,109.00
GC Fee 5% (5.00% Applies to all line item types.):			\$55.45
Grand Total:			\$1,164.45

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

23340 Cree Street NW
 St. Francis, Minnesota 55070

Stahl Construction Company

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

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

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

Prime Contract Potential Change Order #014: FI 52 Unit Heater Venting & RFI 81 Break Room Circuit

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	014 / 0	CONTRACT:	4020-10 - St. Francis City Hall & Fire Station-Material
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	5/15/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	(\$655.00)

POTENTIAL CHANGE ORDER TITLE: FI 52 Unit Heater Venting & RFI 81 Break Room Circuit

CHANGE REASON: Design Development

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

CE #019 - RFI 52 Unit Heater Venting & RFI 81 Break Room Circuit
 RFI 52 - Changing the Heater from the Reznor UEZ to Reznor UZD

RFI 81 - Breakroom 125, provide power connection for dishwasher as required – in response to RFI #81. Connect to GFCI 20A/1P circuit breaker in Panel L1 – per NEC 210.8. Delete receptacle shown in tall cabinet.

ATTACHMENTS:

[St Francis Unit Heater Change.pdf](#) , [_CO#10 Proposal PR# CE# RFI#81 Dishwasher Circuit Material.xlsx](#) , [_CO Form CO#10 PR# CE# RFI#81 Dishwasher Circuit Material.doc](#)

#	Budget Code	Description	Amount
1	23-0000-__-.S HVAC.SUBCONTRACT	Unit heater Change	\$(2,100.00)
2	26-0000-__-.S Electrical / Low Voltage.SUBCONTRACT	Dedicated circuit for the dishwasher in Breakroom 125	\$645.00
3	09-2000-__-.S Drywall.SUBCONTRACT	Add (4) 2'x2' Access Panels	\$800.00
Subtotal:			\$(655.00)
Fee (0.00% Applies to all line item types.):			\$0.00
Grand Total:			\$(655.00)

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

Stahl Construction Company

23340 Cree Street NW
St. Francis, Minnesota 55070

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Joe Pfeifer, Bottle Shop Manager
SUBJECT: Bottle Shop New Hire – Colin Reed
DATE: May 20, 2024

OVERVIEW:

The Bottle Shop is ready to fill a part-time position. We lost a part-time employee shortly before I became the new Store Manager and are ready to fill the vacancy. With June and July being our busiest months, now is the time to get this person on board. He will work 10 to 15 hours a week and help fill the gaps as others take vacations.

Staff received applications and conducted interviews, and we've narrowed it down to one person, Colin Reed. He is currently employed at my previous company and should catch on quickly.

ACTION TO BE CONSIDERED:

Council to approve the hiring of Colin Reed for a part-time position at the Bottle Shop.



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Pioneer Days Fireworks Permit Application– Northern Lighter Pyrotechnics, Inc (NLP)
DATE: May 20, 2024

OVERVIEW:

Northern Lighter Pyrotechnics, Inc submitted their permit application for the Pioneer Days Fireworks Display to take place on June 1st, 2024. The fireworks display will be located at the St. Francis High School where it has been in the past years.

ACTION TO BE CONSIDERED:

Consideration to approve the permit application with Northern Lighter Pyrotechnics, Inc for the June 1, 2024 Pioneer Days Fireworks Display.

BUDGET IMPLICATION:

Attachments:

- Northern Lighter Pyrotechnics Permit Application
- Map of Fireworks Display

City of
St. Francis

(FOR USE BY LOCAL JURISDICTIONS)
APPLICATION / PERMIT
OUTDOOR PUBLIC FIREWORKS DISPLAY

Applicant instructions:

1. This application is for an outdoor public fireworks display only and is not valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.
3. Fee upon application is \$ _____ and must be made payable to _____

Name of Applicant (Sponsoring Organization): NORTHERN LIGHTS PYROTECHNICS

Address of Applicant: 503 WILLOW CREEK LANE BUFFALO MN

Name of Applicant's Authorized Agent: PAUL D MARCHIO

Address of Agent: 5 Ave

Telephone Number of Agent: 651-803-8956 Date of Display: JUN 1, 2024 Time of Display: 22:00 - 23:00

Location of Display: ST FRANCIS High School

Manner and place of storage of fireworks prior to display: TRUCK

Type and number of fireworks to be discharged: 1.3 1.4 G FIREWORKS

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: PAUL MARCHIO Certificate No.: 0457

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ 2,000,000
(Suggested Amount: \$1.5 million minimum)
2. A diagram of the ground at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

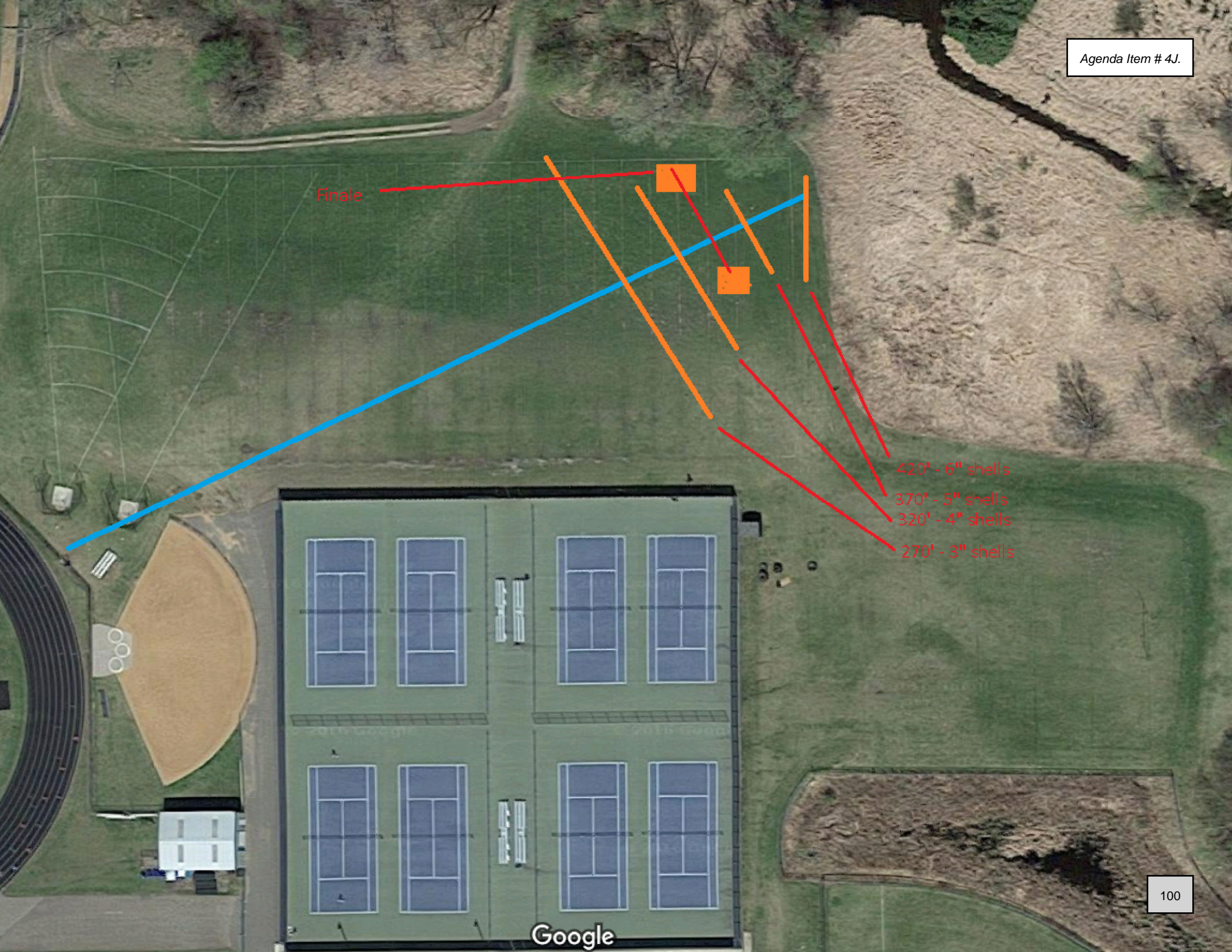
The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): [Signature] Date: 25-APR

Signature of Fire Chief/County Sheriff: _____ Date: _____

Signature of Issuing Authority: _____ Date: _____



Finale

- 420' - 6" shells
- 370' - 5" shells
- 320' - 4" shells
- 270' - 3" shells



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Chesters Small Town Tavern & Eatery – Public Dance Permit
DATE: May 20, 2024

OVERVIEW:

Chesters Small Town Tavern & Eatery submitted an application for a Public Dance from May 30 – June 3, 2024. They will have a band Thursday, Friday, and Saturday night along with Bingo to be held on Saturday afternoon.

In the past council has waived fees for events that coincide with Pioneer Days.

ACTION TO BE CONSIDERED:

Consideration to approve the Public Dance application for Chesters Small Town Tavern & Eatery and waive fees.

Attachments:

- Application

License #	Agenda Item # 4K.
Receipt	
Date:	
Fee Paid:	

**PUBLIC DANCE LICENSE
INCLUDES OUTDOOR MUSIC**

Applicant Name: Elise Marie Chester
(First) (Middle) (Last)

Home address: [REDACTED] Date of Birth: [REDACTED]
(Street, City, State, Zip Code)

Driver's License #: [REDACTED] Contact Telephone #: [REDACTED]

I hereby make application for a Public Dance License including outdoor music for the following establishment:
CSTTE INC. 3220 Bridge St. N W #111 St. Francis MN.
(Name of Establishment) (Address) 55070

Located in the City of St. Francis, Anoka County, Minnesota.

On-site Manager Elise Chester Location Telephone: 763-452-0196

Dance Schedule (days and hours of event): Thursday-Sunday 5/30-6/3

Size of dance floor area: ~~8x10~~ 12x12

I agree the dance/out door music shall be conducted in accordance with the provisions and regulations of the City of St. Francis pertaining thereto.

I (have) (have not) been convicted of a felony, gross misdemeanor or of violating any of the provisions of the Laws of Minnesota or of any ordinance regulating dances any place in the United States during the past five years. If so, please list the date, location and offense:

I have read the applicable ordinances and am familiar with the content. I will strictly comply with all of the provisions. I agree to waive my constitutional rights against search and seizure and will freely permit peace officers to inspect my premises and agree to the forfeiture of this license if found to have violated the provisions of the Ordinance for the granting of this license. I hereby solemnly swear that the foregoing statements are true and correct to the best of my knowledge.

I have contacted the St. Francis Police Department at 763-753-1264 and arranged to have the required number of officers at the dance. (Officers Expense not included in Permit Fee)

5/15/24
(Date)

[Signature]
(Signature)

- * Certificate of Insurance attached
- * Driver's License or State Issued ID attached

What plans do you have to limit the maximum number of persons permitted to assemble?

will provide Security if needed

At the time the application is submitted, the sponsor or applicant must provide a written plan including the provisions herein required for operation of the assembly. Ten days prior to the start of the assembly, a city official will inspect the site (if needed) to determine whether the requirements of these provisions have been met.

- 1. Will intoxicating beverages or non-intoxicating malt liquors be allowed at the assembly? Yes No
 - a. If the answer is YES, then will the applicant be selling such intoxicating beverages or non-intoxicating malt liquor? intoxicating
 - b. Will the application sell tickets for attendance and be providing such beverages? NO

(Note: In the situation where the applicant proposes to sell tickets and provide alcoholic beverages, or proposes to sell the alcohol beverages to the assembly, then an application for the appropriate liquor license will have to accompany the application for the outdoor party license, together with all necessary policies of insurance.)

Liquor License # 77170

- 2. Include plans for illumination of the assembly if it will continue after sundown, including the source and amount of power and the location of lights.
Lights under Tent only.

- 3. List the means by which emergency vehicles will be summoned, and the means of access of emergency vehicles to the outdoor party site. **(MAP OF AREA)**

- 4. Include plans for adequate sanitary facilities (Toilets and lavatory), including the source, number, location, type, and means of disposing of waste deposited.

inside bathrooms only

- 5. Include the plans for holding, collecting, and disposing of solid waste material.

we have a garbage service

- 6. Include plans for parking vehicles including size and location of lots, points of highway access and interior roads, including routes between the highway access and parking lots.

parking in our parking lot.

7. Include plans for fencing the location of assembly and the gates contained in such fences.

NO Fence / gate

8. Include plans for supplying potable water including the source, amount available, and location of outlets.

NA

9. Include plans for sound control and sound amplification, if any, including the number, location, and power of amplifiers and speakers.

**The applicant is hereby notified that the Clerk and/or City Council may attach conditions to any application issued under this ordinance. A copy of the full ordinance is attached for your review. The above plan for the operation of the assembly should conform to the ordinance, especially chapter 8-8-3.*

If the proposed outdoor party is for a maximum of less than 100 persons and will not be held for longer than 8 hours, the City Clerk shall issue the license to the applicant.

For applications which the City Clerk or Police Chief recommends prior approval by the City Council, the Clerk shall place the application together with the recommendations on the agenda of the next regularly scheduled meeting of the City Council for its final review.

8-2-7. - Noise violations.

A. *Prohibited Noises.* The following are declared to be nuisances affecting public health, safety, peace or welfare:

1. Any distinctly and loudly audible noises that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property, or affects their property's value (this general prohibition is not limited by any specific restrictions provided in this ordinance).
2. All obnoxious noises, motor vehicle or otherwise, in violation of Minnesota Rules, Chapter 7030, as may be amended from time to time, are hereby incorporated into this ordinance by reference.
3. The use of any vehicle so out of repair or so loaded as to create loud and unnecessary grating, grinding, rattling, or other noise.
4. The discharging of the exhaust or permitting the discharge of the exhaust of any statutory internal combustion engine, motor boat, motor vehicle, motorcycle, all-terrain vehicle (ATV), snowmobile, or any recreational device, except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations.
5. Any loud or excessive noise in the loading, unloading, or unpacking of any vehicle.
6. The use or operation, or permitting the use or operation, of any radio receiving set, television set, musical instrument, music device, paging system, machine, or other device for producing or reproduction of sound in a distinctly and loudly audible manner so as to disturb the peace, quiet, and comfort of any person nearby.

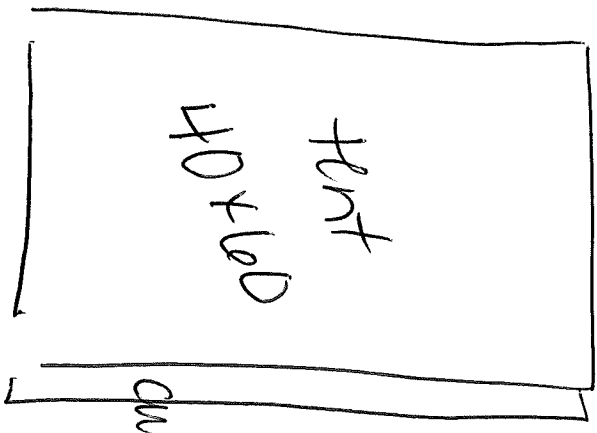
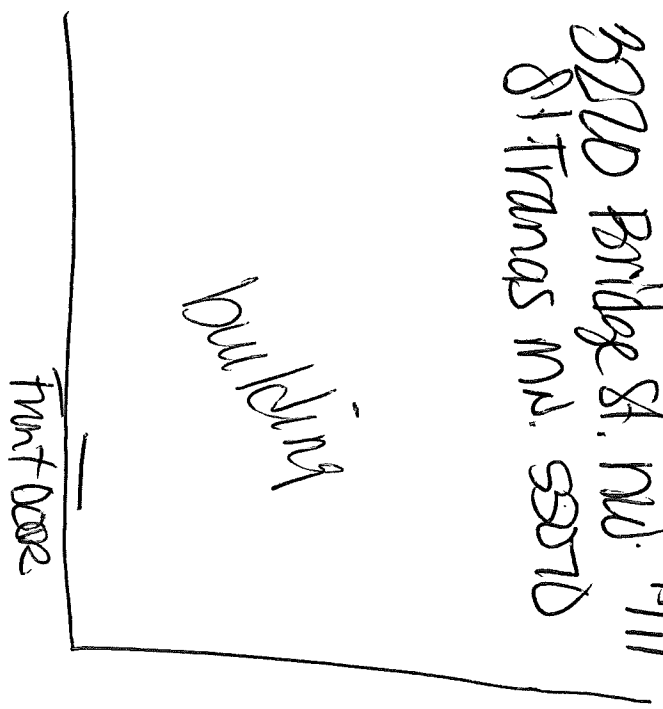
B. *Hourly Restriction of Certain Operations.*

1. *Domestic Power Equipment.* No person shall operate a power lawn mower, power hedge clipper, chain saw, mulcher, garden tiller, edger, drill, or other similar domestic power equipment, except between the hours of 7:00 AM and 10:00 PM on any weekday or between the hours of 9:00 AM and 9:00 PM on any weekend or holiday. Snow removal equipment is exempt from this provision.
2. *Refuse Hauling.* No person shall collect or remove garbage or refuse in any residential district, except between the hours of 6:00 AM and 10:00 PM on any weekday or between the hours of 9:00 AM and 9:00 PM on any weekend or holiday.
3. *Construction Activities.* It is unlawful for any person to engage in or permit construction activities creating audible noise off-site involving the use of hand-held tools including but not limited to tools such as hammers, saws,

Updated 12-2021

Chester's Small Town Tavern & Eatery

322D Bridge St. Md. #111
81 Tramas md. 3307D



grass
curb

← Emergency ~~EXITS~~ EXITS

↓ Parking lot.

**CERTIFICATION OF COMPLIANCE
MINNESOTA WORKERS= COMPENSATION LAW**

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers= compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: Accident Fund General
(NOT the insurance agent)

Policy Number: WC V6220425 Dates of Coverage: 2/15/24 to 2/15/25

(OR)

I am not required to have workers= compensation liability coverage because:

- * I have no employees.
- * I am self-insured (include permit to self insure).
- * I have no employees who are covered by the worker=s compensation law (these include: Spouse, Parents, Children and certain farm employees).

I certify that the information provided above is accurate and complete and that a valid workers= compensation policy will be kept in effect at all times as required by law.

Name: Chester, Elise Marie
(last, first, middle)

Doing Business As: Chesters Smalltown Tavern & Eatery
(business name if different than your name)

Business Address: 3220 Bridge St. NW #111

City, State, Zip: St. Francis MN. 55070 Phone: 763-452-0196

Signature: [Handwritten Signature] Date: 5/20/24

License Fee: \$100.00 per year (or \$10.00 per dance)

License Period: January 1 - December 31


LICENSE APPLICANT INFORMATION

Under Minnesota Law (M.S. 270.72) the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act, we must advise you:

- § This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
- § The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.
- § Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please print or type in the following information and return along with your application.

Chester Elise Marie 
 Applicant's Last First Middle Name Social Security Number


 Street Address City State Zip


 Driver's License Number MN.
 State of Issue

Chesters Small Town 763-452-0196
 Store Name Store Phone Number

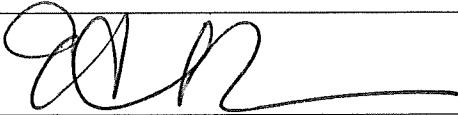
Tavern & Eatery owner
 Store Contact Title

3220 Bridge St. NW St. Francis MN. 55070
 Street Address City State Zip

9423440 81-1248670
 Minnesota Tax ID Number Federal Tax ID Number

If a Minnesota tax identification number is not required, please explain: _____

5/28/24
 Date


 Signature
owner
 Title



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: May 20, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$222,830.79 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

EFT Payments-\$1,130,509.91

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 05-20-2024 Packet List-\$222,830.79
- 05-20-2024 EFT Payments-\$1,130,509.91

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

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 3998 - ABDO							
489605							
00035880	ABDO	05/15/2024		5,734.00	5,734.00	Open	N
	AUDIT WORK	DMULVIHILL					05/20/2024
	101-41540-40301	AUDITING AND ACCTG SERVICES		5,734.00		1.00	5,734.00
Total Vendor 3998 - ABDO				5,734.00	5,734.00		
Vendor 1199 - ADVANCED AUTOMOTIVE CARE, INC							
64703							
00035828	ADVANCED AUTOMOTIVE CARE, INC	05/10/2024		318.40	318.40	Open	N
	CAR REPAIRS	NSANTILLO					05/20/2024
	101-42110-40221	CAR REPAIRS		318.40		1.00	318.40
Total Vendor 1199 - ADVANCED AUTOMOTIVE CARE, INC				318.40	318.40		
Vendor 15 - AIRGAS NORTH CENTAL							
5507443153							
00035827	AIRGAS NORTH CENTAL	04/30/2024		99.68	99.68	Open	N
	CYLINDER RENTAL	NSANTILLO					05/20/2024
	101-43100-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	101-43210-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	101-45200-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	601-49440-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	602-49490-40217	OTHER OPERATING SUPPLIES		19.92		1.00	19.92
Total Vendor 15 - AIRGAS NORTH CENTAL				99.68	99.68		
Vendor 10702 - ALL TERRAIN FABRICATION							
2620							
00035772	ALL TERRAIN FABRICATION	05/03/2024		875.00	875.00	Open	N
	DUMP TRUCK REPAIR	DMULVIHILL					05/20/2024
	101-43100-40218	EQUIPMENT MAINTENANCE		875.00		1.00	875.00
Total Vendor 10702 - ALL TERRAIN FABRICATION				875.00	875.00		
Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

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Agenda Item # 4L.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE							
32822							
00035761	ANOKA AREA CHAMBER OF COMMERCE	05/01/2024		250.00	250.00	Open	N
	ANNUAL MEMBERSHIP	DMULVIHILL					05/20/2024
	101-41400-40433	DUES AND SUBSCRIPTIONS		250.00		1.00	250.00
Total Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE				250.00	250.00		
Vendor 5496 - ANOKA COUNTY FIRE PROTECTION COUNCIL							
300							
00035804	ANOKA COUNTY FIRE PROTECTION COUNCI	01/01/2024		700.00	700.00	Open	N
	ANNUAL MEMBERSHIP DUES: 2024	NSANTILLO					05/20/2024
	101-42210-40433	DUES AND SUBSCRIPTIONS		700.00		1.00	700.00
332							
00035805	ANOKA COUNTY FIRE PROTECTION COUNCI	05/09/2024		330.00	330.00	Open	N
	BOOKS: KIZER, HENNES, MURPHY	NSANTILLO					05/20/2024
	101-42210-40208	BOOKS: KIZER, HENNES, MURPHY		330.00		1.00	330.00
Total Vendor 5496 - ANOKA COUNTY FIRE PROTECTION COUNCIL				1,030.00	1,030.00		
Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS							
.04242024							
00035759	ANOKA COUNTY PROPERTY RECORDS	04/24/2024		1,000.00	1,000.00	Open	N
	AERIAL IMAGERY	DMULVIHILL					05/20/2024
	101-41400-40441	MISCELLANEOUS		1,000.00		1.00	1,000.00
Total Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS				1,000.00	1,000.00		
Vendor 3811 - ANOKA COUNTY TREASURY							
AR021882							
00035771	ANOKA COUNTY TREASURY	03/26/2024		213.00	213.00	Open	N
	BATTERIES	DMULVIHILL					05/20/2024
	402-42210-40583	BATTERIES		213.00		1.00	213.00
Total Vendor 3811 - ANOKA COUNTY TREASURY				213.00	213.00		
Vendor 2591 - ASPEN MILLS							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

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Agenda Item # 4L.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 2591 - ASPEN MILLS							
332708							
00035815	ASPEN MILLS	05/10/2024		114.99	114.99	Open	N
	UNIFORMS- RESERVE OFFICER PADILLA	NSANTILLO					05/20/2024
	101-42110-40448	RESERVE OFFICERS		114.99		1.00	114.99
Total Vendor 2591 - ASPEN MILLS				114.99	114.99		
Vendor 42 - BARNA, GUZY & STEFFEN							
282411							
00035830	BARNA, GUZY & STEFFEN	04/30/2024		150.00	150.00	Open	N
	MISC/NON-RETAINER	NSANTILLO					05/20/2024
	101-41600-40304	CIVIL LEGAL FEES		150.00		1.00	150.00
282468							
00035831	BARNA, GUZY & STEFFEN	04/30/2024		5,375.00	5,375.00	Open	N
	BRIDGE STREET PURCHASE	NSANTILLO					05/20/2024
	101-41600-40304	CIVIL LEGAL FEES		5,375.00		1.00	5,375.00
282410							
00035832	BARNA, GUZY & STEFFEN	04/30/2024		1,440.00	1,440.00	Open	N
	COMMUNITY DEVELOPMENT	NSANTILLO					05/20/2024
	101-41600-40304	COMMUNITY DEVELOPMENT		1,440.00		1.00	1,440.00
282409							
00035833	BARNA, GUZY & STEFFEN	04/30/2024		924.00	924.00	Open	N
	GENERAL LABOR	NSANTILLO					05/20/2024
	101-41600-40304	CIVIL LEGAL FEES		924.00		1.00	924.00
282408							
00035834	BARNA, GUZY & STEFFEN	04/30/2024		5,300.00	5,300.00	Open	N
	PROSECUTION/RETAINER FILE	NSANTILLO					05/20/2024
	101-41600-40312	CRIMINAL LEGAL FEES		5,300.00		1.00	5,300.00
282407							
00035835	BARNA, GUZY & STEFFEN	04/30/2024		2,015.00	2,015.00	Open	N
	MUNICIPAL	NSANTILLO					05/20/2024
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00
Total Vendor 42 - BARNA, GUZY & STEFFEN				15,204.00	15,204.00		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0203594600							
00035870	BELLBOY CORPORATION BAR SUPPLY	05/14/2024		1,760.90	1,760.90	Open	N
	LIQUOR		CBUSKEY				05/14/2024
	609-49751-40206	FREIGHT		21.45		1.00	21.45
	609-49751-40251	LIQUOR		1,739.45		1.00	1,739.45
0108359000							
00035871	BELLBOY CORPORATION BAR SUPPLY	05/14/2024		127.68	127.68	Open	N
	MISC		CBUSKEY				05/14/2024
	609-49751-40206	FREIGHT		6.58		1.00	6.58
	609-49751-40254	MISCELLANEOUS MERCHANDISE		121.10		1.00	121.10
0203594800							
00035872	BELLBOY CORPORATION BAR SUPPLY	05/14/2024		113.65	113.65	Open	N
	WINE		CBUSKEY				05/14/2024
	609-49751-40206	FREIGHT		1.65		1.00	1.65
	609-49751-40253	WINE		112.00		1.00	112.00
0108359100							
00035873	BELLBOY CORPORATION BAR SUPPLY	05/14/2024		32.86	32.86	Open	N
	OPERATING		CBUSKEY				05/14/2024
	609-49751-40206	FREIGHT		6.14		1.00	6.14
	609-49750-40210	OPERATING SUPPLIES		26.72		1.00	26.72
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY					<u>2,035.09</u>	<u>2,035.09</u>	
Vendor 7244 - BREAKTHRU BEVERAGE							
115705055							
00035851	BREAKTHRU BEVERAGE	05/09/2024		970.44	970.44	Open	N
	LIQUOR		CBUSKEY				05/09/2024
	609-49751-40206	FREIGHT		15.95		1.00	15.95
	609-49751-40251	LIQUOR		954.49		1.00	954.49
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>970.44</u>	<u>970.44</u>	
Vendor EMP-REIMB - BRIGIT MARSHALL							
.04282024							
00035770	BRIGIT MARSHALL	04/28/2024		88.01	88.01	Open	N
	FOOD		DMULVIHILL				05/20/2024
	101-42210-40441	MISCELLANEOUS		88.01		1.00	88.01
Total Vendor EMP-REIMB - BRIGIT MARSHALL					<u>88.01</u>	<u>88.01</u>	

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

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Agenda Item # 4L.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor EMP-REIMB - BRIGIT MARSHALL							
Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							
22395							
00035857	BRUNTON ARCHITECTS & ENGINEERS	05/14/2024		3,600.00	3,600.00	Open	N
	CITY HALL/FIRE STATION	DMULVIHILL					05/20/2024
	404-41400-40589	CITY HALL/FIRE STATION		3,600.00		1.00	3,600.00
Total Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS				3,600.00	3,600.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
2985444							
00035876	CAPITOL BEVERAGE SALES, L.P	05/15/2024		389.50	389.50	Open	N
	BEER	CBUSKEY					05/15/2024
	609-49751-40252	BEER		389.50		1.00	389.50
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				389.50	389.50		
Vendor 9746 - CENTURY COLLEGE							
1226351							
00035803	CENTURY COLLEGE	05/09/2024		900.00	900.00	Open	N
	FIREFIGHTER II COURSE: HENNES, KIZER, MU NSANTILLO						05/20/2024
	101-42210-40208	FIREFIGHTER II COURSE: HENNES, KIZER, MU		900.00		1.00	900.00
Total Vendor 9746 - CENTURY COLLEGE				900.00	900.00		
Vendor 4448 - CORPORATE CONNECTION							
65240							
00035881	CORPORATE CONNECTION	05/14/2024		262.30	262.30	Open	N
	SHIRTS	DMULVIHILL					05/20/2024
	101-41500-40441	MISCELLANEOUS		262.30		1.00	262.30
Total Vendor 4448 - CORPORATE CONNECTION				262.30	262.30		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4008666							
00035856	CRYSTAL SPRINGS ICE	05/13/2024		346.00	346.00	Open	N
	MISC	CBUSKEY					05/13/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		342.00		1.00	342.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

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Agenda Item # 4L.

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 4854 - CRYSTAL SPRINGS ICE							
Total Vendor 4854 - CRYSTAL SPRINGS ICE				346.00	346.00		
Vendor 6974 - D & G RECYCLE							
7383							
00035773	D & G RECYCLE RECYCLING EVENT 101-43210-40439	05/06/2024 JSHOOK RECYCLING DAYS		419.50		Open	N 05/20/2024 419.50
				419.50		1.00	
Total Vendor 6974 - D & G RECYCLE				419.50	419.50		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2094798							
00035816	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	01/16/2024 NSANTILLO BEER		(151.20)	(151.20)	Open	N 05/20/2024 (151.20)
				(151.20)		1.00	
971-00235							
00035817	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	01/17/2024 NSANTILLO BEER		(108.00)	(108.00)	open	N 05/20/2024 (108.00)
				(108.00)		1.00	
2174089							
00035818	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	04/30/2024 NSANTILLO BEER		(65.60)	(65.60)	Open	N 05/20/2024 (65.60)
				(65.60)		1.00	
				0.00		1.00	0.00
976-00076							
00035819	DAHLHEIMER DIST. CO. INC KEG RETURN 609-49751-40252	04/03/2024 NSANTILLO BEER		(30.00)	(30.00)	Open	N 04/03/2024 (30.00)
				(30.00)		1.00	
2180879							
00035852	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	05/08/2024 CBUSKEY BEER		228.00	228.00	open	N 05/08/2024 228.00
				228.00		1.00	

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

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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 91 - DAHLHEIMER DIST. CO. INC							
2177601 00035853	DAHLHEIMER DIST. CO. INC BEER/MISC/NA/LIQUOR 609-49751-40255	05/08/2024 CBUSKEY		22,115.95	22,115.95	Open	N 05/08/2024
	609-49751-40254	N/A PRODUCTS		43.10		1.00	43.10
	609-49751-40254	MISCELLANEOUS MERCHANDISE		55.00		1.00	55.00
	609-49751-40251	LIQUOR		2,100.60		1.00	2,100.60
	609-49751-40252	BEER		19,917.25		1.00	19,917.25
2182505 00035869	DAHLHEIMER DIST. CO. INC BEER/MISC/LIQUOR 609-49751-40254	05/15/2024 CBUSKEY		13,151.85	13,151.85	Open	N 05/15/2024
	609-49751-40251	MISCELLANEOUS MERCHANDISE		180.00		1.00	180.00
	609-49751-40251	LIQUOR		263.00		1.00	263.00
	609-49751-40252	BEER		12,708.85		1.00	12,708.85
2185447 00035877	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	05/14/2024 CBUSKEY		(245.10)	(245.10)	Open	N 05/14/2024
	609-49751-40252	BEER		(245.10)		1.00	(245.10)
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				<u>34,895.90</u>	<u>34,895.90</u>		
Vendor 4164 - DELL MARKETING L.P.							
10747541971 00035822	DELL MARKETING L.P. COMPUTER-PARISH 601-49440-40310	05/08/2024 DMULVIHILL		1,709.09	1,709.09	Open	N 05/20/2024
	602-49490-40310	COMPUTER CONSULTING FEES		854.54		1.00	854.54
		COMPUTER CONSULTING FEES		854.55		1.00	854.55
Total Vendor 4164 - DELL MARKETING L.P.				<u>1,709.09</u>	<u>1,709.09</u>		
Vendor 6028 - DUSTY'S DRAIN CLEANING							
14322 00035790	DUSTY'S DRAIN CLEANING 3740 226TH AVE 602-49490-40400	05/08/2024 DMULVIHILL		2,500.00	2,500.00	Open	N 05/20/2024
		SYSTEM JETTING		2,500.00		1.00	2,500.00
Total Vendor 6028 - DUSTY'S DRAIN CLEANING				<u>2,500.00</u>	<u>2,500.00</u>		
Vendor 7927 - DW COMPANIES LLC							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7927 - DW COMPANIES LLC							
1485							
00035829	DW COMPANIES LLC	05/13/2024		13,280.00	13,280.00	Open	N
	EMERGENCY REPAIRS	NSANTILLO					05/20/2024
	601-49440-40229	PROJECT MAINTENANCE		6,640.00		1.00	6,640.00
	602-49490-40229	PROJECT MAINTENANCE		6,640.00		1.00	6,640.00
Total Vendor 7927 - DW COMPANIES LLC					<u>13,280.00</u>	<u>13,280.00</u>	
Vendor 107 - ECM PUBLISHERS, INC							
997012							
00035777	ECM PUBLISHERS, INC	05/03/2024		59.12	59.12	Open	N
	MAY 15TH PH CHAPTER 10	DMULVIHILL					05/20/2024
	101-41400-40351	LEGAL NOTICES PUBLISHING		59.12		1.00	59.12
997013							
00035778	ECM PUBLISHERS, INC	05/03/2024		59.12	59.12	Open	N
	MAY 15TH PH 23040 PEDERSON DRIVE	DMULVIHILL					05/20/2024
	101-41400-40351	LEGAL NOTICES PUBLISHING		59.12		1.00	59.12
Total Vendor 107 - ECM PUBLISHERS, INC					<u>118.24</u>	<u>118.24</u>	
Vendor UB-REFUND - EISENBRAUN, SHERRI							
.05152024							
00035861	EISENBRAUN, SHERRI	05/15/2024		57.16	57.16	Open	N
	REFUND ACCOUNT #1925	NSANTILLO					05/20/2024
	601-49440-40444	REFUND ACCOUNT #1925		57.16		1.00	57.16
Total Vendor UB-REFUND - EISENBRAUN, SHERRI					<u>57.16</u>	<u>57.16</u>	
Vendor 6604 - ELITE LIFT TRUCK, INC							
29125							
00035866	ELITE LIFT TRUCK, INC	04/30/2024		24,567.00	24,567.00	Open	N
	MOWER PURCHASE	NSANTILLO					05/20/2024
Total Vendor 6604 - ELITE LIFT TRUCK, INC					<u>24,567.00</u>	<u>24,567.00</u>	
Vendor 545 - ELITE SANITATION							

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 545 - ELITE SANITATION							
30578	ELITE SANITATION	04/28/2024		130.50	130.50	Open	N
00035763	TOILET RENTAL	DMULVIHILL					05/20/2024
	101-43210-40439	RECYCLING DAYS		130.50		1.00	130.50
Total Vendor 545 - ELITE SANITATION				130.50	130.50		
Vendor 10704 - EMERALD ELEMENTS							
1314	EMERALD ELEMENTS	05/13/2024		846.00	846.00	Open	N
00035860	THC PRODUCTS	NSANTILLO					05/13/2024
	609-49751-40257	THC PRODUCTS		846.00		1.00	846.00
Total Vendor 10704 - EMERALD ELEMENTS				846.00	846.00		
Vendor 3447 - FERGUSON WATERWORKS							
0528001	FERGUSON WATERWORKS	04/23/2024		643.19	643.19	Open	N
00035760	COUPLINGS	DMULVIHILL					05/20/2024
	601-49440-40228	EQUIPMENT MAINTENANCE		643.19		1.00	643.19
WR005983	FERGUSON WATERWORKS	05/03/2024		352.26	352.26	Open	N
00035826	PROJECT SUPPLIES	NSANTILLO					05/20/2024
	601-49440-40237	SMALL EQUIPMENT		352.26		1.00	352.26
Total Vendor 3447 - FERGUSON WATERWORKS				995.45	995.45		
Vendor 9971 - GUARDIAN FLEET SAFETY							
300159	GUARDIAN FLEET SAFETY	05/07/2024		380.00	380.00	Open	N
00035858	2021 DODGE DURANGO	DMULVIHILL					05/20/2024
	101-42110-40218	EQUIPMENT MAINTENANCE		380.00		1.00	380.00
Total Vendor 9971 - GUARDIAN FLEET SAFETY				380.00	380.00		
Vendor 1145 - HACH COMPANY							

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							Unit Price
Vendor 1145 - HACH COMPANY							
14031100							
00035796	HACH COMPANY	05/11/2024		215.59	215.59	Open	N
	CHEMICALS		DMULVIHILL				05/20/2024
	601-49440-40235	LAB SUPPLIES		215.59		1.00	215.59
Total Vendor 1145 - HACH COMPANY					<u>215.59</u>	<u>215.59</u>	
Vendor 5996 - HERC-U-LIFT							
W631903-1							
00035762	HERC-U-LIFT	04/05/2024		185.40	185.40	Open	N
	FORKLIFT MAINTENANCE		DMULVIHILL				05/20/2024
	101-43100-40218	EQUIPMENT MAINTENANCE		46.35		1.00	46.35
	101-45200-40218	EQUIPMENT MAINTENANCE		46.35		1.00	46.35
	601-49440-40228	EQUIPMENT MAINTENANCE		46.35		1.00	46.35
	602-49490-40228	EQUIPMENT MAINTENANCE		46.35		1.00	46.35
Total Vendor 5996 - HERC-U-LIFT					<u>185.40</u>	<u>185.40</u>	
Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.							
IN314539							
00035791	JEFFERSON FIRE & SAFETY, INC.	05/09/2024		8,448.88	8,448.88	Open	N
	THERMAL IMAGING CAMERAS		DMULVIHILL				05/20/2024
	402-42210-40594	THERMAL IMAGERS		8,448.88		1.00	8,448.88
Total Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.					<u>8,448.88</u>	<u>8,448.88</u>	
Vendor 154 - JOHNSON BROTHERS							
2537032							
00035838	JOHNSON BROTHERS	05/09/2024		5,583.16	5,583.16	Open	N
	LIQUOR		CBUSKEY				05/09/2024
	609-49751-40206	FREIGHT		105.56		1.00	105.56
	609-49751-40251	LIQUOR		5,477.60		1.00	5,477.60
2537033							
00035844	JOHNSON BROTHERS	05/09/2024		130.36	130.36	Open	N
	WINE		CBUSKEY				05/09/2024
	609-49751-40206	FREIGHT		1.06		1.00	1.06
	609-49751-40253	WINE		129.30		1.00	129.30
Total Vendor 154 - JOHNSON BROTHERS					<u>5,713.52</u>	<u>5,713.52</u>	

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 154 - JOHNSON BROTHERS							
Vendor 4926 - JRS APPLIANCE							
112924							
00035878	JRS APPLIANCE	05/08/2024		495.00	495.00	open	N
	RECYCLING EVENT	JSHOOK					05/20/2024
	101-43210-40439	RECYCLING DAYS		495.00		1.00	495.00
Total Vendor 4926 - JRS APPLIANCE				495.00	495.00		
Vendor 158 - KENNEDY & GRAVEN							
SA330-00030							
00035779	KENNEDY & GRAVEN	05/01/2024		1,254.00	1,254.00	open	N
	VISTA PRAIRIE ABATEMENT	DMULVIHILL					05/20/2024
	101-41600-40304	CIVIL LEGAL FEES		1,254.00		1.00	1,254.00
Total Vendor 158 - KENNEDY & GRAVEN				1,254.00	1,254.00		
Vendor CD-REFUND - MARTIN CHARLES							
05/06/2024							
00035758	MARTIN CHARLES	05/06/2024	05/20/2024	500.00	500.00	open	N
	Check Request For Escrow: E2024-0005	DMULVIHILL					05/20/2024
	803-00000-20200	E2024-0005 - P2024-00054		500.00		1.00	500.00
Total Vendor CD-REFUND - MARTIN CHARLES				500.00	500.00		
Vendor 173 - MARTIN-MCALLISTER							
16113							
00035821	MARTIN-MCALLISTER	04/30/2024		625.00	625.00	open	N
	PUBLIC SAFETY ASSESSMENT	NSANTILLO					05/20/2024
	101-42210-40305	MEDICAL FEES		625.00		1.00	625.00
Total Vendor 173 - MARTIN-MCALLISTER				625.00	625.00		
Vendor 202 - MCDONALD DIST CO							
746268							
00035839	MCDONALD DIST CO	05/08/2024		17,022.84	17,022.84	open	N
	BEER/NA	CBUSKEY					05/08/2024
	609-49751-40255	N/A PRODUCTS		354.50		1.00	354.50
	609-49751-40252	BEER		16,668.34		1.00	16,668.34

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 202 - MCDONALD DIST CO							
5810346							
00035840	MCDONALD DIST CO BEER 609-49751-40252	05/08/2024 CBUSKEY		(39.20)	(39.20)	Open	N 05/08/2024
		BEER		(39.20)		1.00	(39.20)
746267							
00035841	MCDONALD DIST CO LIQUOR 609-49751-40251	05/08/2024 CBUSKEY		1,120.00	1,120.00	Open	N 05/08/2024
		LIQUOR		1,120.00		1.00	1,120.00
746466							
00035842	MCDONALD DIST CO LIQUOR 609-49751-40251	05/08/2024 CBUSKEY		(89.60)	(89.60)	Open	N 05/08/2024
		LIQUOR		(89.60)		1.00	(89.60)
746562							
00035855	MCDONALD DIST CO BEER 609-49751-40252	05/10/2024 CBUSKEY		134.00	134.00	Open	N 05/10/2024
		BEER		134.00		1.00	134.00
747451							
00035874	MCDONALD DIST CO BEER 609-49751-40252	05/15/2024 CBUSKEY		5,688.13	5,688.13	Open	N 05/15/2024
		BEER		5,688.13		1.00	5,688.13
7550020							
00035875	MCDONALD DIST CO BEER 609-49751-40252	05/15/2024 CBUSKEY		(62.40)	(62.40)	Open	N 05/15/2024
		BEER		(62.40)		1.00	(62.40)
Total Vendor 202 - MCDONALD DIST CO					<u>23,773.77</u>	<u>23,773.77</u>	
Vendor 3689 - METRO SALES, INC							
INV2522810							
00035795	METRO SALES, INC COPIES 101-41400-40200	05/10/2024 DMULVIHILL		196.26	196.26	Open	N 05/20/2024
		OFFICE SUPPLIES		196.26		1.00	196.26

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 3689 - METRO SALES, INC							
INV2523895 00035836	METRO SALES, INC COPIES	05/13/2024 DMULVIHILL		267.49		Open	N 05/20/2024
	101-43100-40200	OFFICE SUPPLIES		66.87		1.00	66.87
	101-45200-40200	OFFICE SUPPLIES		66.87		1.00	66.87
	601-49440-40200	OFFICE SUPPLIES		66.87		1.00	66.87
	602-49490-40200	OFFICE SUPPLIES		66.88		1.00	66.88
Total Vendor 3689 - METRO SALES, INC				463.75	463.75		
Vendor 181 - METRO WEST INSPECTIONS SERVICE							
4129 00035764	METRO WEST INSPECTIONS SERVICE APRIL FINALED PERMITS	04/29/2024 DMULVIHILL		315.00		Open	N 05/20/2024
	101-42400-40311	CONTRACT		315.00		1.00	315.00
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				315.00	315.00		
Vendor 5181 - MINNESOTA CITY/COUNTY MGT ASSO							
.05012024 00035823	MINNESOTA CITY/COUNTY MGT ASSO MEMBERSHIP-THUNSTROM	05/01/2024 NSANTILLO		173.72		Open	N 05/20/2024
	101-41400-40433	DUES AND SUBSCRIPTIONS		173.72		1.00	173.72
Total Vendor 5181 - MINNESOTA CITY/COUNTY MGT ASSO				173.72	173.72		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400062024 00035867	MN NCPERS LIFE INSURANCE INSURANCE PREMIUM 06/01/24-06/30/24	05/01/2024 NSANTILLO		128.00		Open	N 05/20/2024
	101-00000-21713	MN LIFE		0.00		0.00	128.00
	101-00000-21713	MN LIFE		128.00		1.00	128.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				128.00	128.00		
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC							

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Inventory	GL Distribution	Entered By				Units	Quantity	Post Date
								Unit Price
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC								
47759								
00035792		NYSTROM PUBLISHING COMPANY, INC	05/08/2024		2,410.03	2,410.03	Open	N
		SUMMER NEWSLETTER		DMULVIHILL				05/20/2024
		101-43210-40439		RECYCLING DAYS	241.00		1.00	241.00
		609-49750-40441		MISCELLANEOUS	241.00		1.00	241.00
		602-49490-40441		MISCELLANEOUS	241.00		1.00	241.00
		601-49440-40441		MISCELLANEOUS	241.00		1.00	241.00
		101-45200-40441		MISCELLANEOUS	241.00		1.00	241.00
		101-43100-40441		MISCELLANEOUS	241.00		1.00	241.00
		101-42400-40352		GENERAL PUBLISHING	241.00		1.00	241.00
		101-42210-40441		MISCELLANEOUS	241.00		1.00	241.00
		101-42110-40441		MISCELLANEOUS	241.00		1.00	241.00
		101-41400-40441		MISCELLANEOUS	241.03		1.00	241.03
		101-41110-40344		NEWSLETTER	0.00		1.00	0.00
Total Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC					2,410.03	2,410.03		
Vendor 4605 - OPUS 21								
240444								
00035776		OPUS 21	05/05/2024		2,877.08	2,877.08	Open	N
		APRIL UTILITY BILLING		DMULVIHILL				05/20/2024
		601-49440-40382		UTILITY BILLING	1,438.54		1.00	1,438.54
		602-49490-40382		UTILITY BILLING	1,438.54		1.00	1,438.54
Total Vendor 4605 - OPUS 21					2,877.08	2,877.08		
Vendor 1135 - PEARSON BROS. INC								
6022								
00035774		PEARSON BROS. INC	05/07/2024		12,240.00	12,240.00	Open	N
		STREET SWEEPING		DMULVIHILL				05/20/2024
		603-49500-40403		STREET SWEEPING	12,240.00		1.00	12,240.00
Total Vendor 1135 - PEARSON BROS. INC					12,240.00	12,240.00		
Vendor UB-REFUND - PETERSON, LAROLD								
.05152024-3								
00035864		PETERSON, LAROLD	05/15/2024		13.58	13.58	open	N
		REFUND ACCOUNT #6605		NSANTILLO				05/20/2024
		601-49440-40444		REFUND ACCOUNT #6605	13.58		1.00	13.58
Total Vendor UB-REFUND - PETERSON, LAROLD					13.58	13.58		

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Inventory	GL Distribution	Entered By				Units	Quantity	Unit Price
Vendor UB-REFUND - PETERSON, LAROLD								
Vendor 214 - PHILLIPS WINE & SPIRITS CO								
6780698	00035845	PHILLIPS WINE & SPIRITS CO NA	05/09/2024	CBUSKEY	89.82	89.82	Open	N 05/09/2024
		609-49751-40206	FREIGHT		1.82		1.00	1.82
		609-49751-40255	N/A PRODUCTS		88.00		1.00	88.00
6780697	00035846	PHILLIPS WINE & SPIRITS CO WINE	05/09/2024	CBUSKEY	295.60	295.60	Open	N 05/09/2024
		609-49751-40206	FREIGHT		9.10		1.00	9.10
		609-49751-40253	WINE		286.50		1.00	286.50
6780696	00035847	PHILLIPS WINE & SPIRITS CO LIQUOR	05/09/2024	CBUSKEY	2,191.11	2,191.11	Open	N 05/09/2024
		609-49751-40206	FREIGHT		31.86		1.00	31.86
		609-49751-40251	LIQUOR		2,159.25		1.00	2,159.25
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO					2,576.53	2,576.53		
Vendor CD-REFUND - PROGRESSIVE BUILDERS								
05/06/2024	00035748	PROGRESSIVE BUILDERS	05/06/2024	03/13/2024	750.00	750.00	Open	N 05/20/2024
		Check Request For Escrow: E2023-0019	DMULVIHILL					
		803-00000-20200	E2023-0019 - 2023-00596		750.00		1.00	750.00
05/06/2024	00035749	PROGRESSIVE BUILDERS	05/06/2024	03/13/2024	3,500.00	3,500.00	Open	N 05/20/2024
		Check Request For Escrow: E2023-0020	DMULVIHILL					
		803-00000-20200	E2023-0020 - 2023-00596		3,500.00		1.00	3,500.00
Total Vendor CD-REFUND - PROGRESSIVE BUILDERS					4,250.00	4,250.00		
Vendor 10014 - RED BULL DISTRIBUTION CO INC.								
2017177610	00035850	RED BULL DISTRIBUTION CO INC. MISC	05/10/2024	CBUSKEY	218.80	218.80	Open	N 05/10/2024
		609-49751-40254	MISCELLANEOUS MERCHANDISE		218.80		1.00	218.80
Total Vendor 10014 - RED BULL DISTRIBUTION CO INC.					218.80	218.80		

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10014 - RED BULL DISTRIBUTION CO INC.							
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B012609							
00035744	RMB ENVIRONMENTAL LABORATORIES, INC	04/30/2024		182.88		182.88	Open N
	ALL WEEKS COOLER 2	DMULVIHILL					05/20/2024
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
B012642							
00035775	RMB ENVIRONMENTAL LABORATORIES, INC	05/08/2024		233.04		233.04	Open N
	WEEKS 2-4 COOLER 1	DMULVIHILL					05/20/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
B012698							
00035793	RMB ENVIRONMENTAL LABORATORIES, INC	05/10/2024		182.88		182.88	Open N
	ALL WEEKS COOLER 2	DMULVIHILL					05/20/2024
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
B012800							
00035837	RMB ENVIRONMENTAL LABORATORIES, INC	05/13/2024		209.00		209.00	Open N
	99	DMULVIHILL					05/20/2024
	602-49490-40313	SAMPLE TESTING		209.00		1.00	209.00
B012799							
00035882	RMB ENVIRONMENTAL LABORATORIES, INC	05/15/2024		182.88		182.88	Open N
	ALL WEEKS COOLER 2	DMULVIHILL					05/20/2024
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				990.68		990.68	
Vendor UB-REFUND - S&A CONSTRUCTION							
.05152024-4							
00035865	S&A CONSTRUCTION	05/15/2024		46.44		46.44	Open N
	REFUND ACCOUNT#6767	NSANTILLO					05/20/2024
	601-49440-40444	REFUND ACCOUNT#6767		46.44		1.00	46.44
Total Vendor UB-REFUND - S&A CONSTRUCTION				46.44		46.44	
Vendor CD-REFUND - SABA, JOSHUA							
05/15/2024							
00035868	SABA, JOSHUA	05/15/2024		250.00		250.00	Open N
	Check Request For Escrow: E2024-0016	NSANTILLO					05/20/2024
	803-00000-22000	DEPOSITS		250.00		1.00	250.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor CD-REFUND - SABA, JOSHUA							
Total Vendor CD-REFUND - SABA, JOSHUA				250.00	250.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
5110966							
00035848	SOUTHERN GLAZERS OF MN	05/09/2024		2.56	2.56	Open	N
	FREIGHT		CBUSKEY				05/09/2024
	609-49751-40206	FREIGHT		2.56		1.00	2.56
2477706							
00035849	SOUTHERN GLAZERS OF MN	05/09/2024		7,380.40	7,380.40	Open	N
	LIQUOR		CBUSKEY				05/09/2024
	609-49751-40206	FREIGHT		56.11		1.00	56.11
	609-49751-40251	LIQUOR		7,324.29		1.00	7,324.29
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				7,382.96	7,382.96		
Vendor 7693 - SPOT ON							
2023153							
00035767	SPOT ON	05/06/2024		188.00	188.00	Open	N
	ENVELOPES		DMULVIHILL				05/20/2024
	101-41400-40200	OFFICE SUPPLIES		188.00		1.00	188.00
2023152							
00035768	SPOT ON	05/06/2024		371.70	371.70	Open	N
	BIKE RODEO TEES		DMULVIHILL				05/20/2024
	101-42110-40308	COMMUNITY EDUCATION		371.70		1.00	371.70
Total Vendor 7693 - SPOT ON				559.70	559.70		
Vendor 10703 - SPRING LAKE PARK FIRE DEPT., INC							
EMS-2024-05							
00035794	SPRING LAKE PARK FIRE DEPT., INC	05/03/2024		1,650.00	1,650.00	Open	N
	EMT INITIAL CERT-C. YOUNG		NSANTILLO				05/20/2024
	101-42210-40208	TRAINING		1,650.00		1.00	1,650.00
Total Vendor 10703 - SPRING LAKE PARK FIRE DEPT., INC				1,650.00	1,650.00		
Vendor 2983 - ST. FRANCIS AREA CHAMBER							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 2983 - ST. FRANCIS AREA CHAMBER							
.05062024							
00035809	ST. FRANCIS AREA CHAMBER	05/06/2024		5,000.00	5,000.00	Open	N
	DONATION REQUEST	DMULVIHILL					05/20/2024
	101-41110-40441	MISCELLANEOUS		5,000.00		1.00	5,000.00
Total Vendor 2983 - ST. FRANCIS AREA CHAMBER				5,000.00	5,000.00		
Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
.04172024							
00035797	ST. FRANCIS AREA SCHOOLS	04/30/2024		110.00	110.00	Open	N
	COMMUNITY ROOM 04/17/2024	NSANTILLO					05/20/2024
	101-41400-40311	CONTRACT		110.00		1.00	110.00
.05132024							
00035798	ST. FRANCIS AREA SCHOOLS	05/01/2024		520.00	520.00	Open	N
	COUNCIL MEETING ROOM RENTAL - MARCH & AP	NSANTILLO					05/20/2024
	101-41400-40311	CONTRACT		520.00		1.00	520.00
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS				630.00	630.00		
Vendor UB-REFUND - STEEN, KAREN							
.05152024-1							
00035862	STEEN, KAREN	05/15/2024		41.21	41.21	Open	N
	REFUND ACCOUNT #4162	NSANTILLO					05/20/2024
	601-49440-40444	REFUND ACCOUNT #4162		41.21		1.00	41.21
Total Vendor UB-REFUND - STEEN, KAREN				41.21	41.21		
Vendor 7007 - STERICYCLE, INC							
8007102963							
00035824	STERICYCLE, INC	05/03/2024		1,853.60	1,853.60	Open	N
	SHRED EVENT - ON SITE	NSANTILLO					05/20/2024
	101-43210-40439	RECYCLING DAYS		1,853.60		1.00	1,853.60
Total Vendor 7007 - STERICYCLE, INC				1,853.60	1,853.60		
Vendor UB-REFUND - STRECKERT, RYAN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4L.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor UB-REFUND - STRECKERT, RYAN							
.05152024-2							
00035863	STRECKERT, RYAN	05/15/2024		37.86	37.86	Open	N
	REFUND ACCOUNT #5163	NSANTILLO					05/20/2024
	601-49440-40444	REFUND ACCOUNT #5163		109.86		1.00	109.86
	603-00000-37400	STORM WATER FEES		(72.00)		1.00	(72.00)
Total Vendor UB-REFUND - STRECKERT, RYAN					<u>37.86</u>	<u>37.86</u>	
Vendor 7124 - SUN MECHANICAL INC							
6416							
00035765	SUN MECHANICAL INC	05/03/2024		2,693.14	2,693.14	Open	N
	RPZ REBUILD	DMULVIHILL					05/20/2024
	601-49440-40234	WATER TOWER MAINTENANCE		2,693.14		1.00	2,693.14
Total Vendor 7124 - SUN MECHANICAL INC					<u>2,693.14</u>	<u>2,693.14</u>	
Vendor 863 - THE BERNICK COMPANIES							
10191594-1							
00035808	THE BERNICK COMPANIES	03/07/2024		1,018.85	1,018.85	Open	N
	BEER	NSANTILLO					05/20/2024
	609-49751-40255	N/A PRODUCTS		79.20		1.00	79.20
	609-49751-40252	BEER		939.65		1.00	939.65
10215548							
00035843	THE BERNICK COMPANIES	05/09/2024		841.00	841.00	Open	N
	BEER	CBUSKEY					05/09/2024
	609-49751-40252	BEER		841.00		1.00	841.00
Total Vendor 863 - THE BERNICK COMPANIES					<u>1,859.85</u>	<u>1,859.85</u>	
Vendor 10705 - THE WINE COMPANY							
267488							
00035879	THE WINE COMPANY	05/10/2024		1,649.00	1,649.00	Open	N
	WINE	NSANTILLO					05/10/2024
Total Vendor 10705 - THE WINE COMPANY					<u>1,649.00</u>	<u>1,649.00</u>	
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11188							
00035766	TOTAL CONTROL SYSTEMS, INC	05/07/2024		7,975.00	7,975.00	Open	N
	WELL #4		DMULVIHILL				05/20/2024
	601-49440-40229		PROJECT MAINTENANCE	3,987.50		1.00	3,987.50
	601-49440-40233		WATER PLANT MAINT	3,987.50		1.00	3,987.50
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				7,975.00	7,975.00		
Vendor 10697 - TRIAD PARADIGN, LLC							
2024-02							
00035769	TRIAD PARADIGN, LLC	05/03/2024		600.00	600.00	open	N
	BETHEL SHARE SERVICES		DMULVIHILL				05/20/2024
	101-42210-40311		CONTRACT	600.00		1.00	600.00
Total Vendor 10697 - TRIAD PARADIGN, LLC				600.00	600.00		
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1072							
00035799	TRUE NORTH PSYCHOLOGY & CONSULTING, INC	05/10/2024		1,200.00	1,200.00	Open	N
	PSYCHOLOGY & CONSULTING SERVICES		NSANTILLO				05/20/2024
	103-42110-40300		PSYCHOLOGY & CONSULTING SERVICES	1,200.00		1.00	1,200.00
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				1,200.00	1,200.00		
Vendor 4231 - USABLUEBOOK							
INV00346080							
00035825	USABLUEBOOK	04/25/2024		171.90	171.90	open	N
	PROJECT SUPPLIES		NSANTILLO				05/20/2024
	601-49440-40228		EQUIPMENT MAINTENANCE	171.90		1.00	171.90
Total Vendor 4231 - USABLUEBOOK				171.90	171.90		
Vendor 4344 - VINOPIA, INC							
0350776							
00035854	VINOPIA, INC	05/10/2024		590.00	590.00	Open	N
	WINE		CBUSKEY				05/10/2024
	609-49751-40206		FREIGHT	14.00		1.00	14.00
	609-49751-40253		WINE	576.00		1.00	576.00
Total Vendor 4344 - VINOPIA, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

Invoice Number	Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By				Units	Quantity	Unit Price
Vendor 4344 - VINOCOPIA, INC					590.00	590.00		
Vendor 3742 - YALE MECHANICAL								
256046								
00035745		YALE MECHANICAL	04/30/2024		3,178.52	3,178.52	Open	N
		INFARED UNIT HEATER IS NOT WORKING		DMULVIHILL				05/20/2024
		101-45200-40401		BUILDINGS MAINTENANCE	794.63		1.00	794.63
		101-43100-40401		BUILDINGS MAINTENANCE	794.63		1.00	794.63
		101-43210-40401		BUILDING REPAIR	794.63		1.00	794.63
		101-42210-40401		BUILDINGS MAINTENANCE	794.63		1.00	794.63
254377								
00035746		YALE MECHANICAL	04/30/2024		4,264.03	4,264.03	open	N
		TROUBLESHOOT BOILER ALARM AND INVESTIGAT		DMULVIHILL				05/20/2024
		101-43100-40401		BUILDINGS MAINTENANCE	852.81		1.00	852.81
		101-45200-40401		BUILDINGS MAINTENANCE	852.81		1.00	852.81
		601-49440-40401		BUILDINGS MAINTENANCE	852.81		1.00	852.81
		602-49490-40401		BUILDINGS MAINTENANCE	852.81		1.00	852.81
		101-42110-40401		BUILDINGS MAINTENANCE	852.79		1.00	852.79
Total Vendor 3742 - YALE MECHANICAL					7,442.55	7,442.55		
# of Invoices: 100 # Due: 100					Totals: 223,621.89	223,621.89		
# of Credit Memos: 8 # Due: 8					Totals: (791.10)	(791.10)		
Net of Invoices and Credit Memos:					222,830.79	222,830.79		
* 1 Net Invoices have Credits Totalling:					(72.00)			
* 1 Net Credit Memos have Debits Totalling:					0.00			
--- TOTALS BY GL BANK ---								
GNCKG					222,830.79			
--- TOTALS BY GL DISTRIBUTIONS ---								
101-00000-21713					128.00			
101-41110-40441					5,000.00			
101-41400-40200					384.26			
101-41400-40311					630.00			
101-41400-40351					118.24			
101-41400-40433					423.72			
101-41400-40441					1,241.03			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	101-41500-40441		262.30			
	101-41540-40301		5,734.00			
	101-41600-40304		11,158.00			
	101-41600-40312		5,300.00			
	101-42110-40218		380.00			
	101-42110-40221		318.40			
	101-42110-40308		371.70			
	101-42110-40401		852.79			
	101-42110-40441		241.00			
	101-42110-40448		114.99			
	101-42210-40208		2,880.00			
	101-42210-40305		625.00			
	101-42210-40311		600.00			
	101-42210-40401		794.63			
	101-42210-40433		700.00			
	101-42210-40441		329.01			
	101-42400-40311		315.00			
	101-42400-40352		241.00			
	101-43100-40200		66.87			
	101-43100-40217		19.94			
	101-43100-40218		921.35			
	101-43100-40401		1,647.44			
	101-43100-40441		241.00			
	101-43210-40217		19.94			
	101-43210-40401		794.63			
	101-43210-40439		3,139.60			
	101-45200-40200		66.87			
	101-45200-40217		19.94			
	101-45200-40218		46.35			
	101-45200-40401		1,647.44			
	101-45200-40441		241.00			
	103-42110-40300		1,200.00			
	402-42210-40583		213.00			
	402-42210-40594		8,448.88			
	404-41400-40589		3,600.00			
	601-49440-40200		66.87			
	601-49440-40217		19.94			
	601-49440-40228		861.44			
	601-49440-40229		10,627.50			
	601-49440-40233		3,987.50			
	601-49440-40234		2,693.14			
	601-49440-40235		215.59			
	601-49440-40237		352.26			
	601-49440-40310		854.54			
	601-49440-40382		1,438.54			
	601-49440-40401		852.81			
	601-49440-40441		241.00			
	601-49440-40444		268.25			
	602-49490-40200		66.88			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	602-49490-40217		19.92			
	602-49490-40228		46.35			
	602-49490-40229		6,640.00			
	602-49490-40310		854.55			
	602-49490-40313		990.68			
	602-49490-40382		1,438.54			
	602-49490-40400		2,500.00			
	602-49490-40401		852.81			
	602-49490-40441		241.00			
	603-00000-37400		(72.00)			
	603-49500-40403		12,240.00			
	609-49750-40210		26.72			
	609-49750-40441		241.00			
	609-49751-40206		277.84			
	609-49751-40251		21,049.08			
	609-49751-40252		56,813.22			
	609-49751-40253		1,103.80			
	609-49751-40254		916.90			
	609-49751-40255		564.80			
	609-49751-40257		846.00			
	803-00000-20200		4,750.00			
	803-00000-22000		250.00			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		48,015.44	48,015.44		
	103 PUBLIC SAFETY FUNDS		1,200.00	1,200.00		
	402 CAPITAL EQUIPMENT FUND		8,661.88	8,661.88		
	404 BUILDING IMPROVEMENT FUND		3,600.00	3,600.00		
	601 WATER FUND		22,479.38	22,479.38		
	602 SEWER FUND		13,650.73	13,650.73		
	603 STORM WATER FUND		12,168.00	12,168.00		
	609 LIQUOR FUND		81,839.36	81,839.36		
	803 ESCROW		5,000.00	5,000.00		
--- TOTALS BY DEPT/ACTIVITY ---						
	0000 UNASSIGNED		5,056.00	5,056.00		
	41110 CITY COUNCIL		5,000.00	5,000.00		
	41400 ADMINISTRATION		6,397.25	6,397.25		
	41500 FINANCE		262.30	262.30		
	41540 AUDITING & ACCOUNTING		5,734.00	5,734.00		
	41600 LEGAL		16,458.00	16,458.00		
	42110 POLICE		3,478.88	3,478.88		
	42210 FIRE		14,590.52	14,590.52		
	42400 BUILDING INSPECTIONS		556.00	556.00		
	43100 STREETS		2,896.60	2,896.60		
	43210 RECYCLING		3,954.17	3,954.17		
	45200 PARKS		2,021.60	2,021.60		
	49440 WATER DEPT		22,479.38	22,479.38		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4L.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	49490 SEWER DEPT			13,650.73	13,650.73		
	49500 STORM WATER DEPT			12,240.00	12,240.00		
	49750 LIQUOR STORE			267.72	267.72		
	49751 MERCHANDISE PURCHASES			81,571.64	81,571.64		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 04/01/2024 - 04/30/2024

Agenda Item # 4L.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
04/01/2024	3313(E)	HEALTH PARTNERS	34,292.43
04/02/2024	3314(E)	ACE SOLID WASTE, INC.	1,514.12
04/02/2024	3315(E)	CITY HIVE	48.00
04/02/2024	3316(E)	SPOT ON-LIQUOR CC	5,196.40
04/02/2024	3317(E)	SUN LIFE FINANCIAL	3,570.20
04/03/2024	3318(E)	ALERUS	195.21
04/11/2024	3319(E)	EFTPS	34,097.43
04/11/2024	3320(E)	ICMA	290.00
04/11/2024	3321(E)	PERA	36,466.83
04/11/2024	3322(E)	RHS HEALTHCARE SAVINGS	559.30
04/11/2024	3323(E)	STATE	7,839.50
04/11/2024	3324(E)	VOYA	2,015.00
04/16/2024	3325(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
04/16/2024	3326(E)	EFTPS	2,094.40
04/16/2024	3327(E)	MN DEPARTMENT OF REVENUE	240.11
04/16/2024	3328(E)	PERA	40.00
04/16/2024	3329(E)	STATE	73.62
04/08/2024	3330(E)	DELTA DENTAL	1,937.80
04/08/2024	3331(E)	INVOICE CLOUD	1,205.20
04/08/2024	3332(E)	U S BANK EQUIPMENT FINANCE	1,069.20
04/08/2024	3333(E)	WEX CARD	5,226.52
04/10/2024	3334(E)	COLONIAL INSURANCE	497.05
04/10/2024	3335(E)	NEW BENEFITS (FRESH BENIES)	229.77
04/12/2024	3336(E)	CINTAS	207.90
04/17/2024	3337(E)	STAHL CONSTRUCTION	409,334.55
04/17/2024	3338(E)	STAHL CONSTRUCTION	449,406.39
04/16/2024	3339(E)	ALERUS	75.00
04/16/2024	3340(E)	CAYAN	867.96
04/16/2024	3341(E)	CITY HIVE	85.00
04/10/2024	3342(E)	US BANK CREDIT CARD	15,565.83
04/25/2024	3345(E)	EFTPS	24,765.92
04/25/2024	3346(E)	ICMA	290.00
04/25/2024	3347(E)	PERA	26,000.02
04/25/2024	3348(E)	RHS HEALTHCARE SAVINGS	541.42
04/25/2024	3349(E)	STATE	5,492.27
04/25/2024	3350(E)	VOYA	2,015.00
04/22/2024	3351(E)	CONNEXUS ENERGY	17,326.14
04/22/2024	3352(E)	ENTERPRISE FLEET MGMT	9,036.89
04/22/2024	3353(E)	MN DEPT OF REVENUE-SALES TAX	26,435.00
04/29/2024	3354(E)	ALERUS	50.00
04/29/2024	3355(E)	CENTERPOINT ENERGY	3,927.38
04/30/2024	3356(E)	VILLAGE BANK	231.15
GNCKG TOTALS:			
Total of 42 Checks:			1,130,509.91
Less 0 Void Checks:			0.00
Total of 42 Disbursements:			<u>1,130,509.91</u>



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2023 Annual Comprehensive Financial Report
DATE: May 20th, 2024

OVERVIEW:

The 2023 Annual Comprehensive Financial Report and Audit will be presented by Andy Berg of Abdo on Monday, May 20th. Included in the packet is the 2023 Executive Governance and the presentation. The 2023 Financial Statement is posted on the City's website under departments-finance.

ACTION TO BE CONSIDERED:

After the report, Council should accept the Financial Report by motion.

BUDGET IMPLICATION:

None

Attachments:

- 2023 Executive Governance Summary
- 2023 Final Audit Presentation



City of St. Francis

2023 Financial Statement Audit



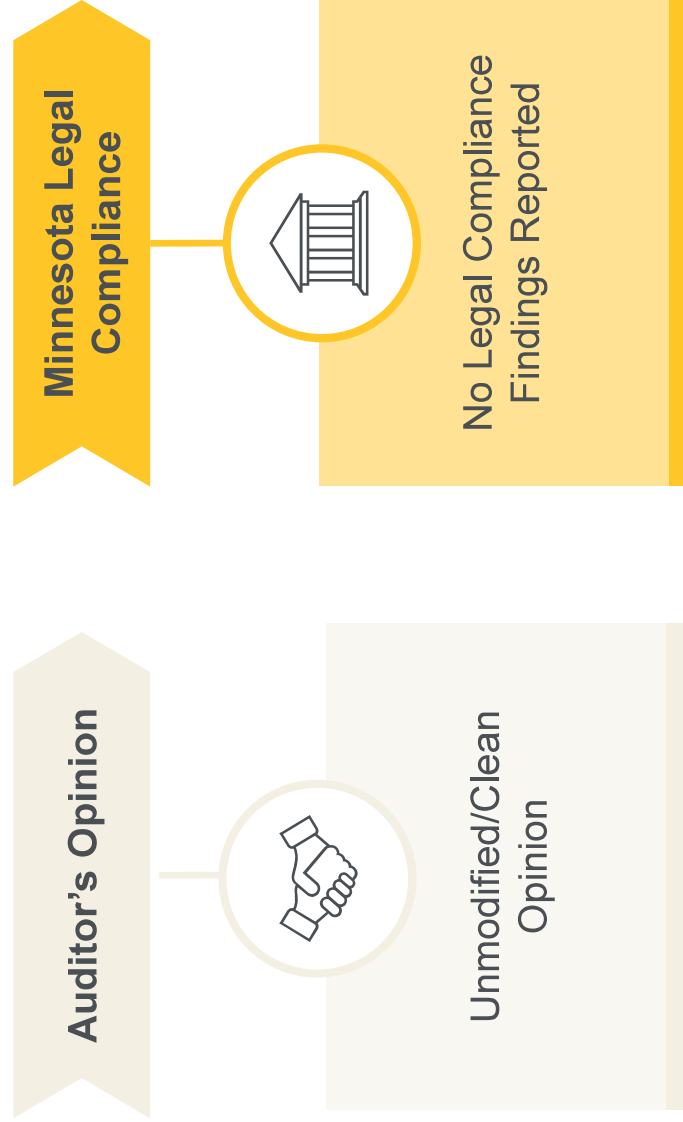
Agenda Item # 6A.

Introduction

- Audit Results
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators

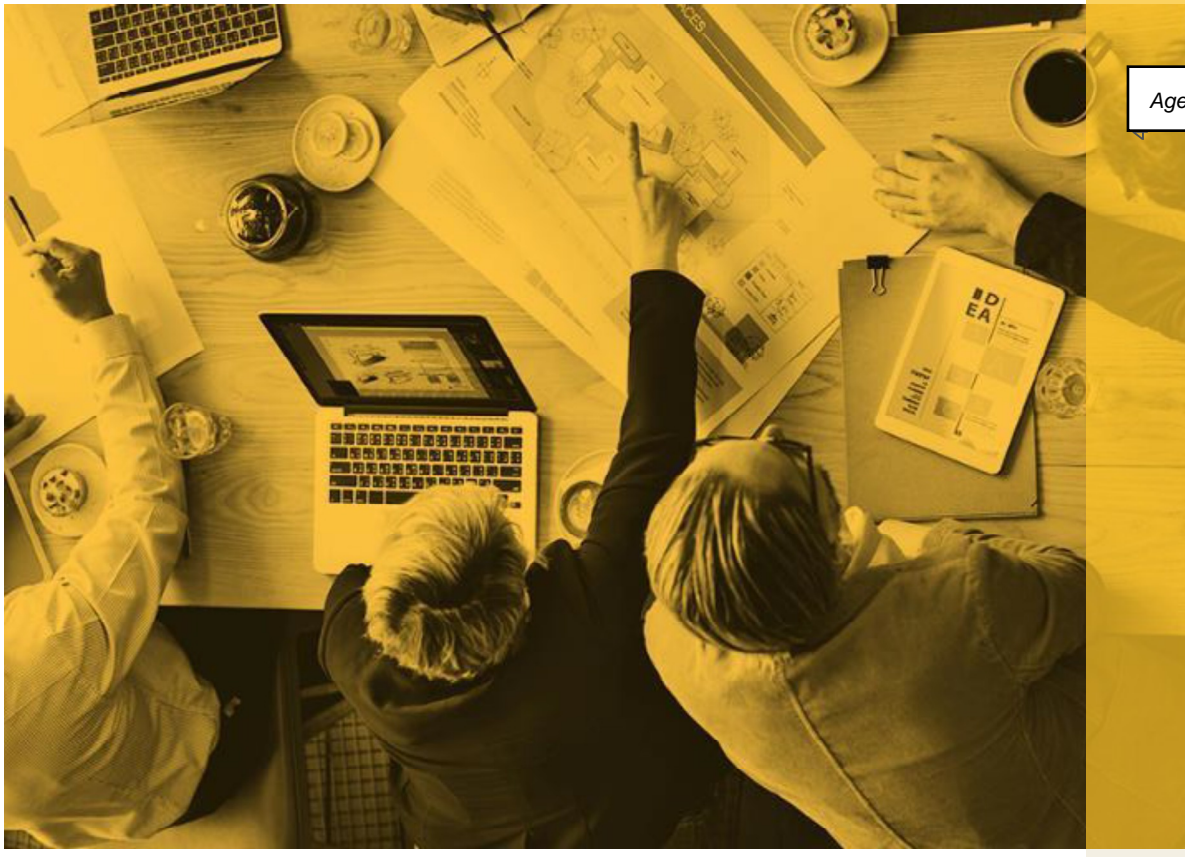


Audit Results



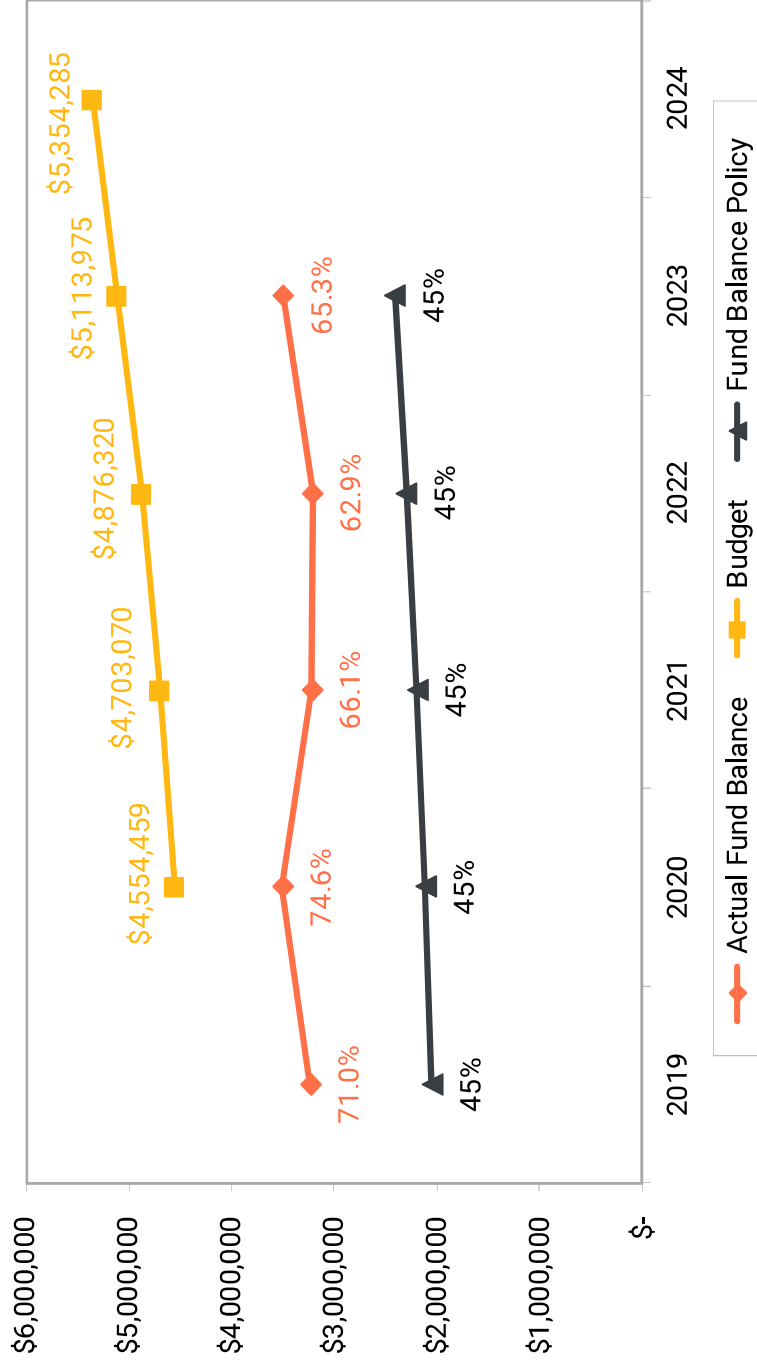
Audit Results 2023 Audit Findings

- Limited Segregation of Duties
 - Internal Control Finding



Agenda Item # 6A.

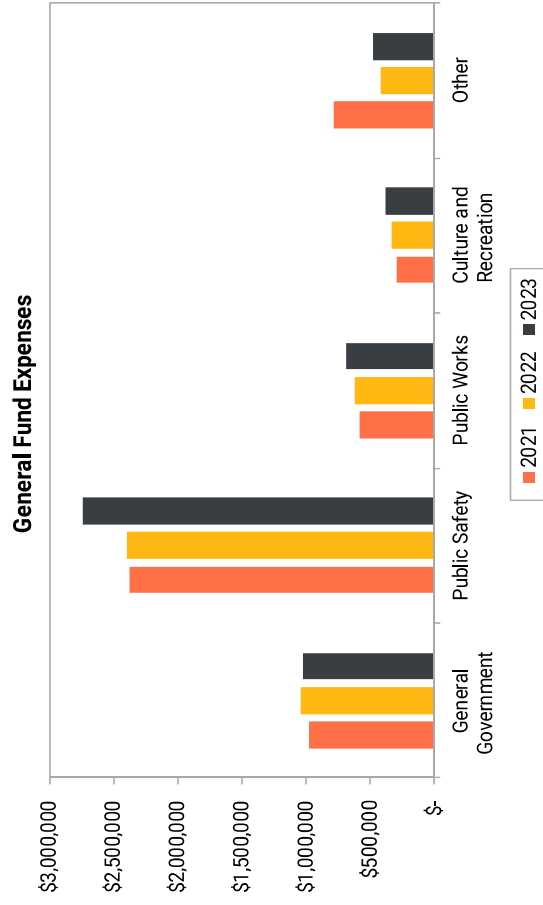
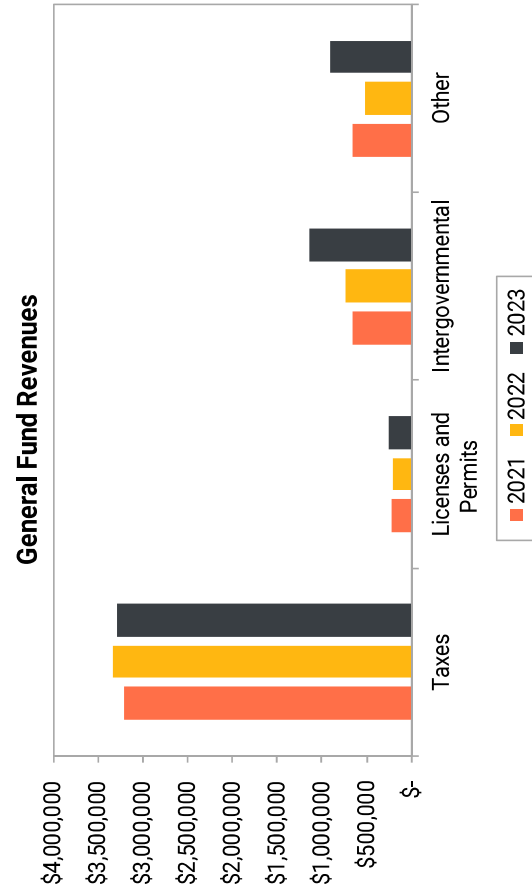
General Fund Compared to Budget



General Fund Budget to Actual

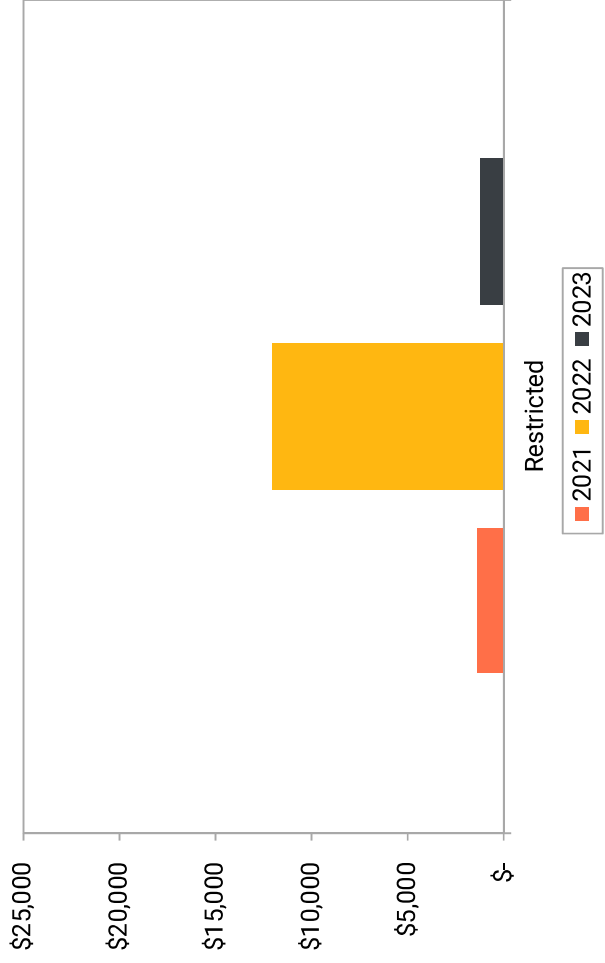
	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 5,053,975	\$ 5,517,914	\$ 463,939
Expenditures	<u>5,113,975</u>	<u>5,297,245</u>	<u>(183,270)</u>
Excess (Deficiency) of Revenues Over Expenditures	(60,000)	220,669	280,669
Other Financing Sources (Uses) Transfers in	<u>60,000</u>	<u>60,000</u>	<u>-</u>
Net Change in Fund Balances	-	280,669	280,669
Fund Balances, January 1	<u>3,215,482</u>	<u>3,215,482</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 3,215,482</u>	<u>\$ 3,496,151</u>	<u>\$ 280,669</u>

General Fund Revenues and Expenditures



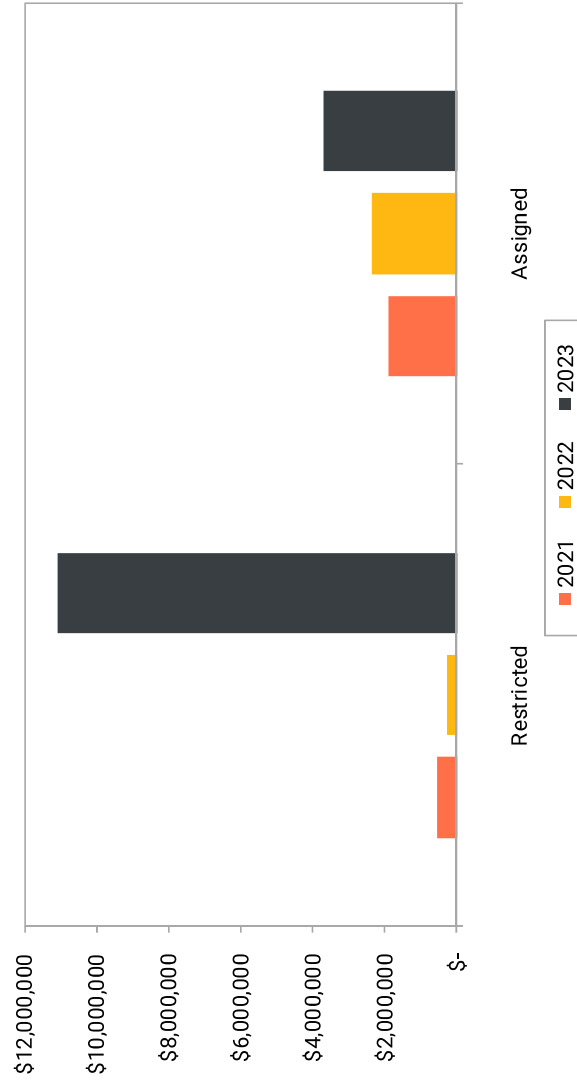
Special Revenue and Component Unit Balances

Fund	Fund Balances/Net Position		Increase (Decrease)
	2023	2022	
Component Unit			
EDA	\$ 43,736	\$ 40,863	\$ 2,873
Nonmajor			
Police Forfeiture	1,145	11,982	(10,837)
Total	\$ 44,881	\$ 52,845	\$ (7,964)



Capital Project Fund Balance

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2023	2022	
Major	\$ 12,079,572	\$ 715,427	\$ 11,364,145
Nonmajor			
Building Improvement	198,960	163,921	35,039
Charitable Gambling	167,756	136,282	31,474
Park Improvements	1,292,429	721,010	571,419
Capital Equipment	1,097,874	877,934	219,940
Street Improvement			
Total	\$ 14,836,591	\$ 2,614,574	\$ 12,222,017



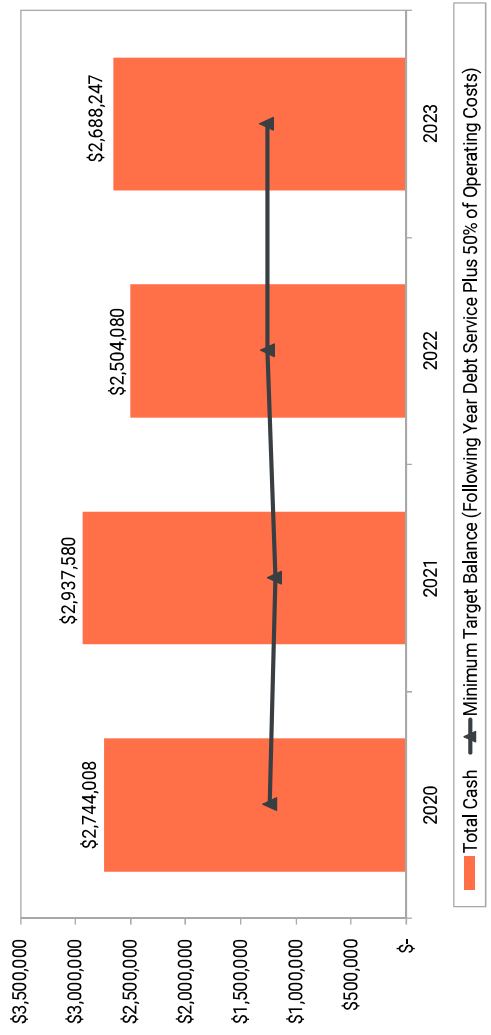
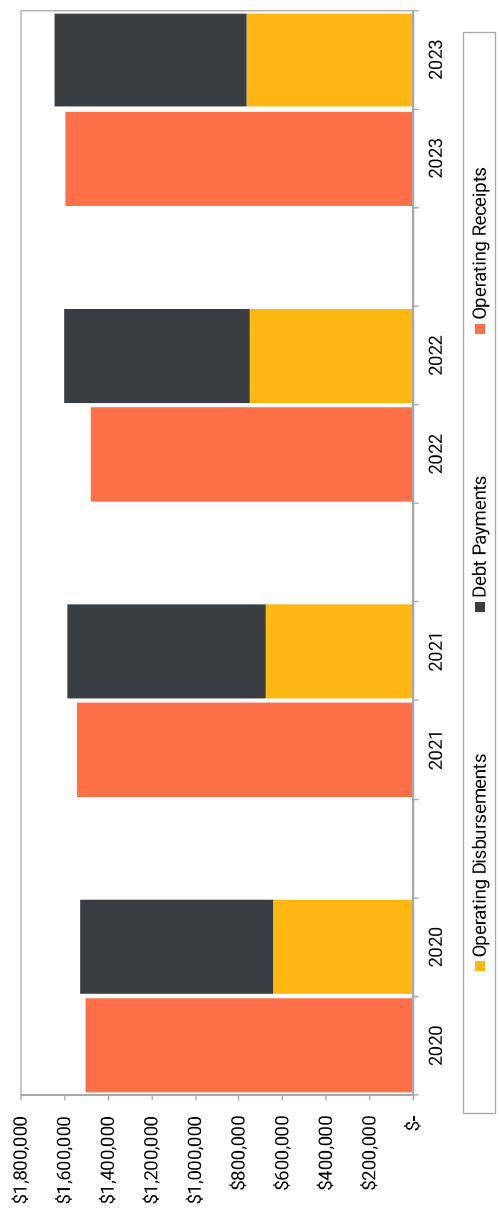
Debt Service

Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	\$ 84,017	\$ 97,376	\$ 90,000	2026
G.O. Improvement Bonds, 2021A	-	2,181	-	2023
G.O. Capital Improvement Bonds, 2023A	-	-	13,000,000	2053
G.O. Capital Improvement Bonds, 2017A	127,717	138,731	4,945,000	2036
Total	\$ 211,734	\$ 238,288	\$18,035,000	
Total Remaining Interest Payments			\$10,851,932	



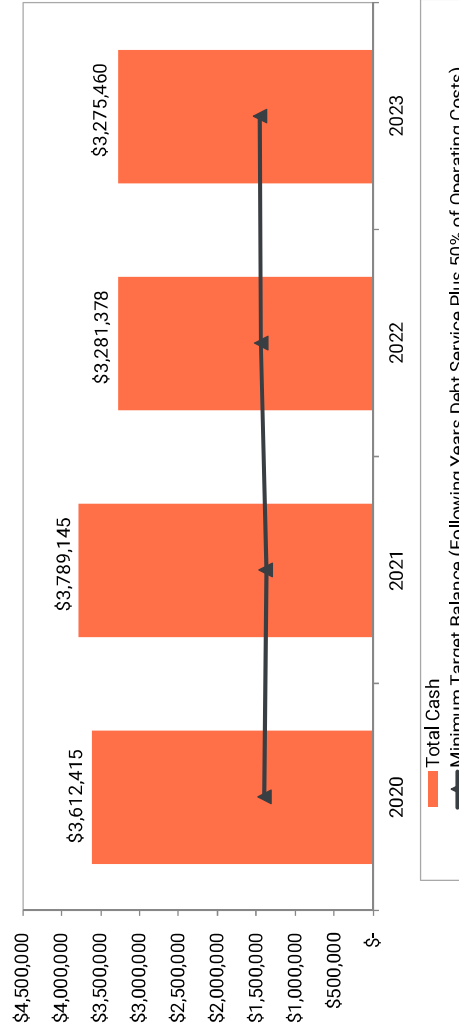
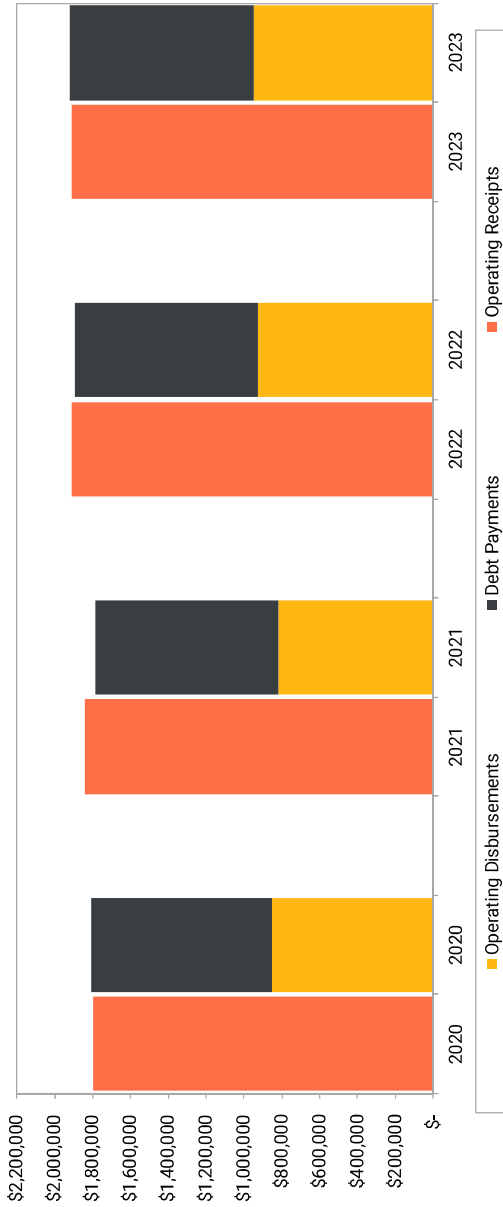
Water Fund

Cash Flows from Operations and Cash Balances



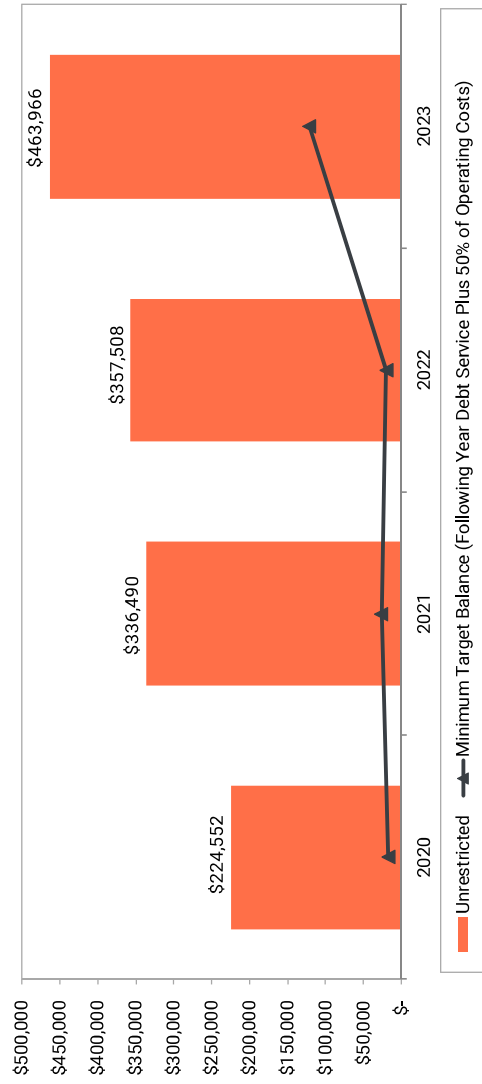
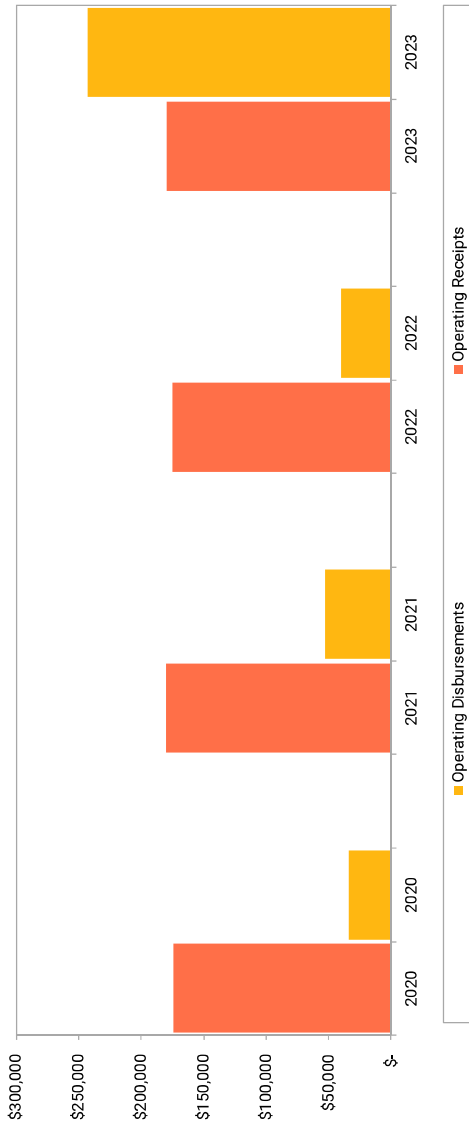
Sewer Fund

Cash Flows from Operations and Cash Balances



Storm Water Fund

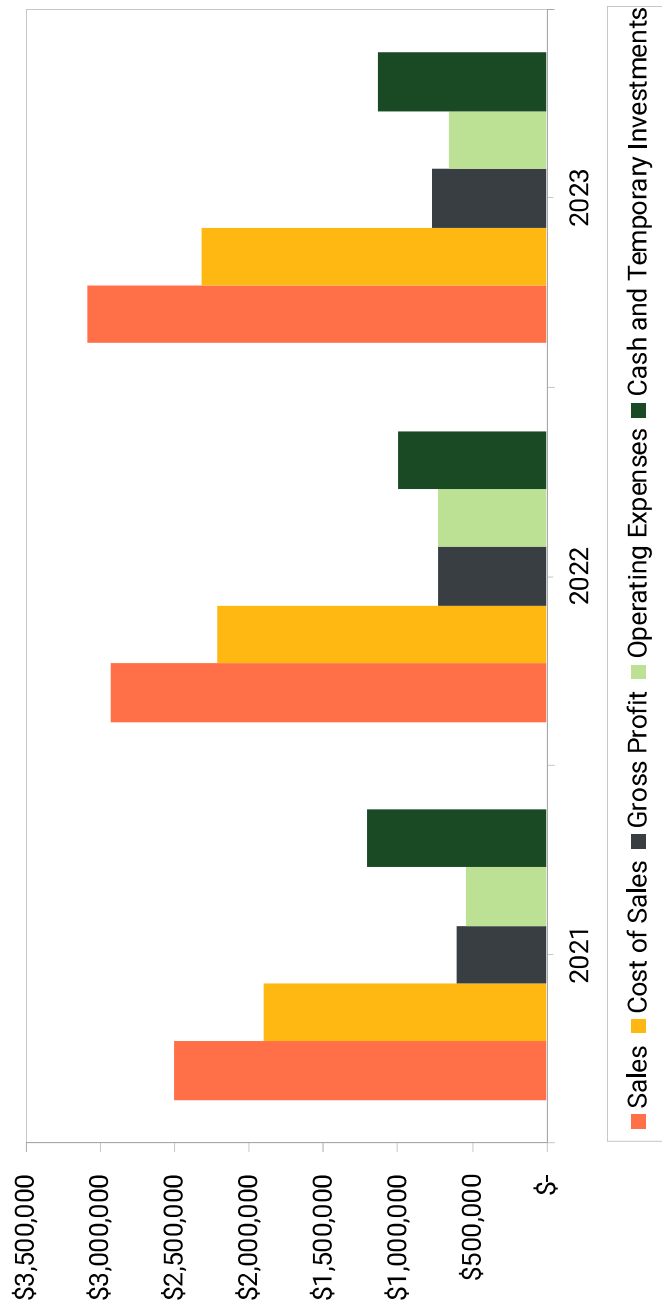
Cash Flows from Operations and Cash Balances



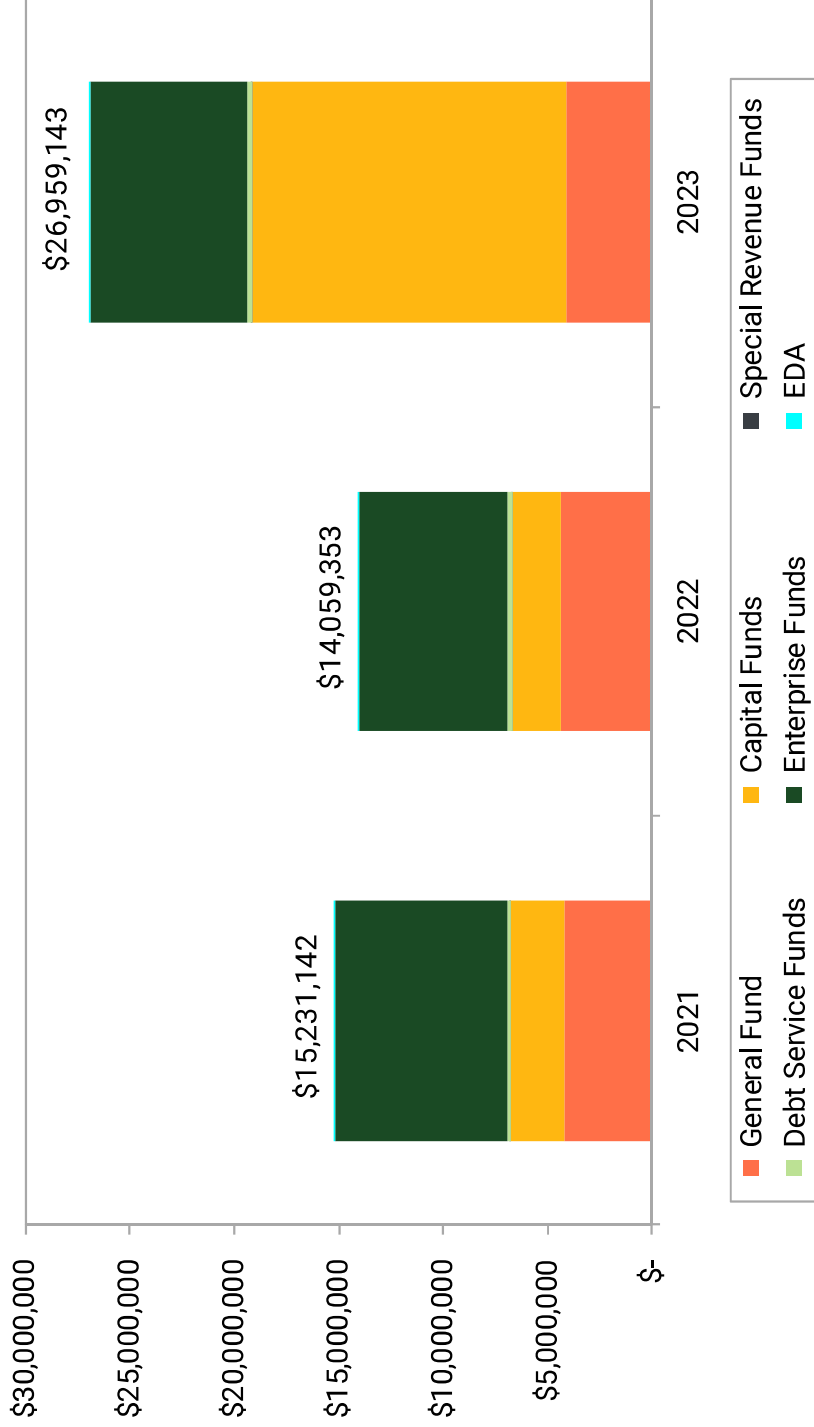
Liquor Fund

	2021		2022		2023		2022 Statewide Average %
	Total	Percent	Total	Percent	Total	Percent	
Sales	\$ 2,501,792	100.0 %	\$ 2,937,081	100.0 %	\$ 3,086,966	100.0 %	100.0
Cost of Sales	1,899,043	75.9	2,211,211	75.3	2,318,382	75.1	73.2
Gross Profit	602,749	24.1	725,870	24.7	768,584	24.9	26.8
Operating Expenses	540,121	21.6	726,267	24.7	654,991	21.2	19.5
Operating Income	62,628	2.5	(397)	(0.0)	113,593	3.7	7.3
Nonoperating Revenues	(10,520)	(0.4)	(24,175)	(0.8)	63,239	2.0	(0.3)
Transfers (Net)	(60,000)	(2.4)	(60,000)	(2.0)	(60,000)	(1.9)	(5.7)
Change in Net Position	\$ (7,892)	(0.3) %	\$ (84,572)	(2.9) %	\$ 116,832	3.8 %	1.3
Cash and Temporary Investments	\$ 1,204,211		\$ 998,920		\$ 1,134,314		

Liquor Fund

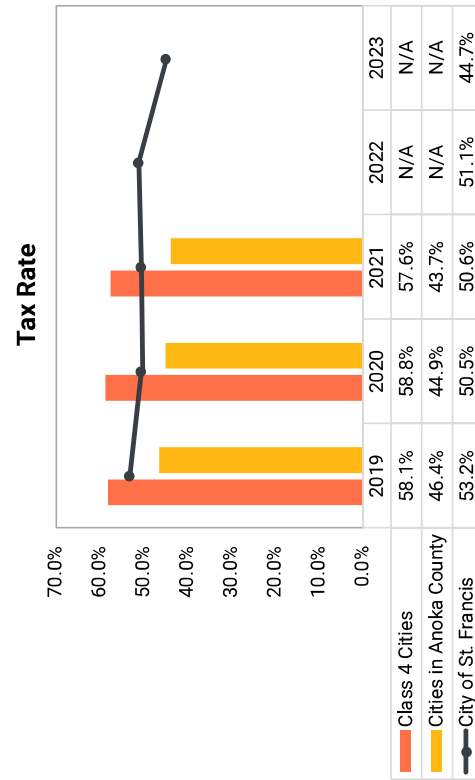
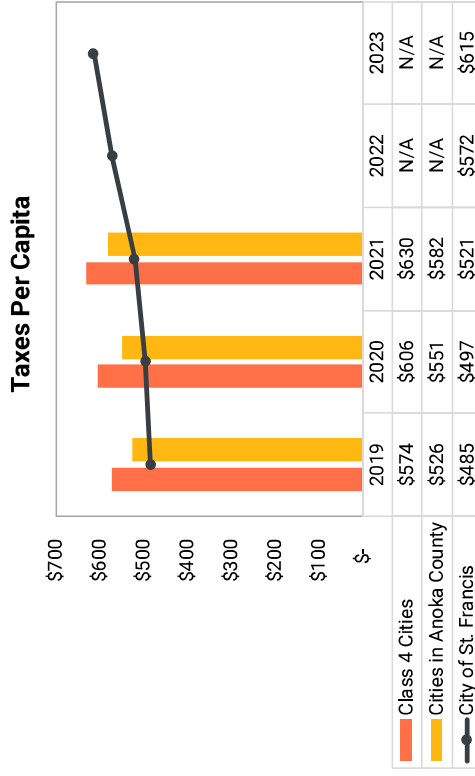


Cash and Investments Balances by Type



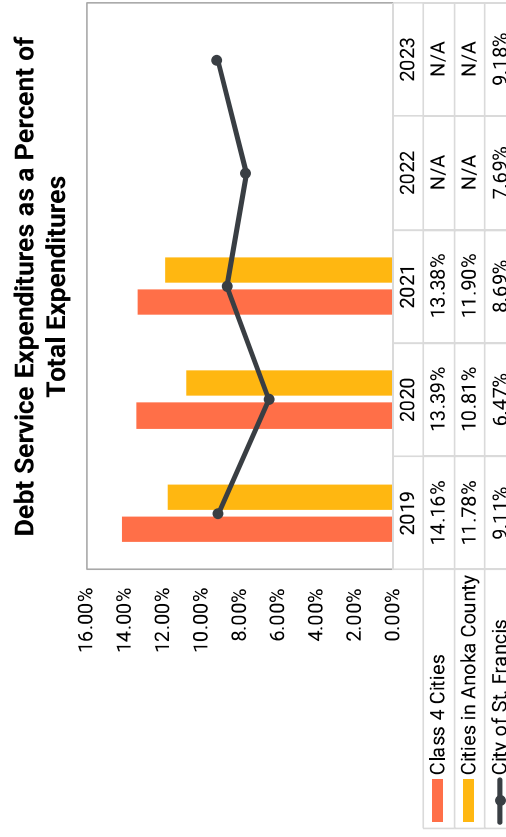
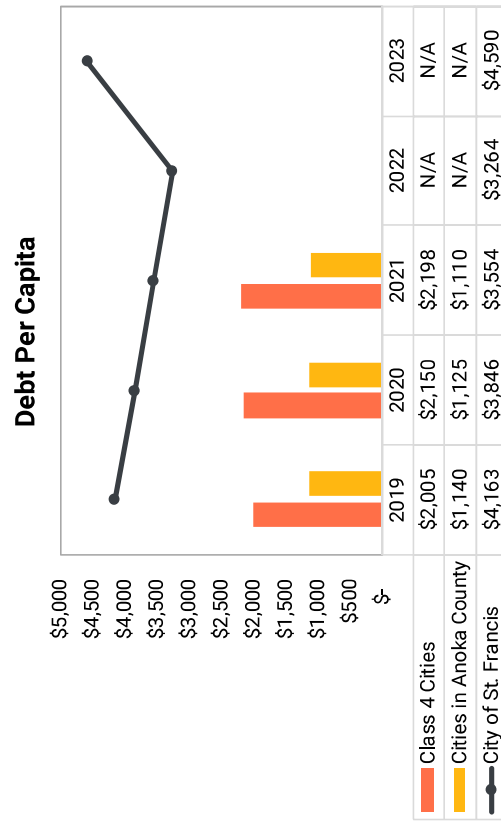
Taxes

Key Performance Indicators



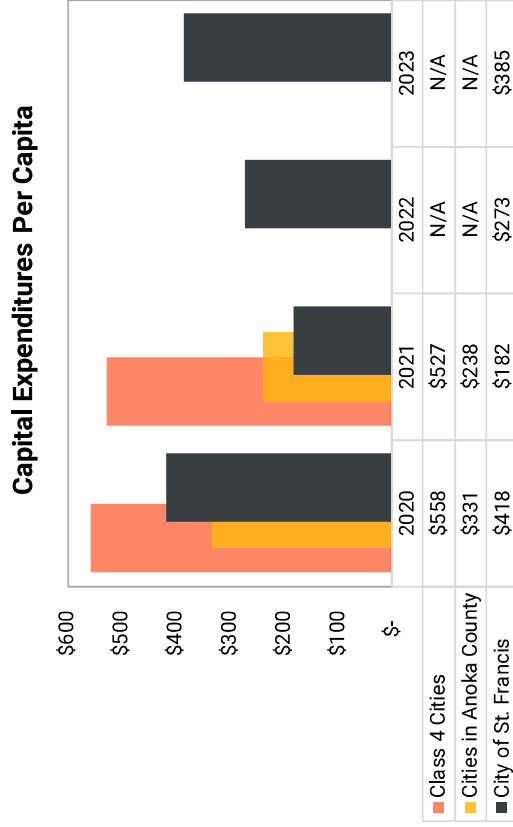
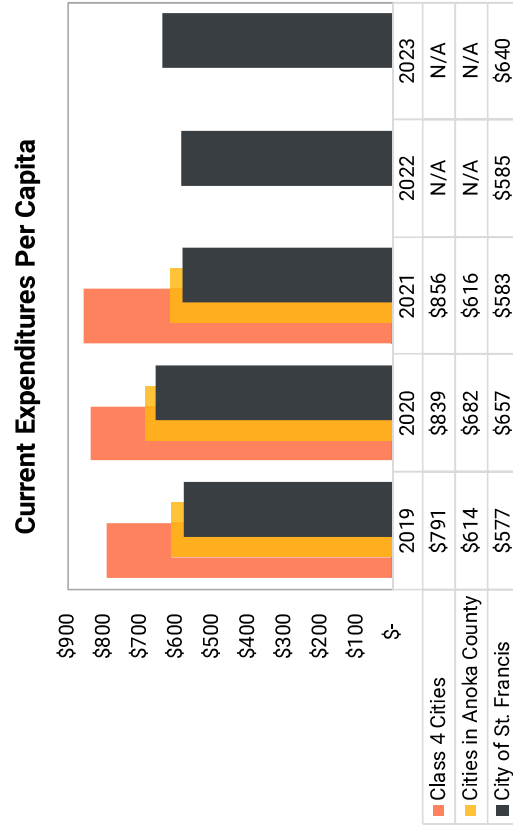
Debt

Key Performance Indicators



Expenditures

Key Performance Indicators



Your Abdo Team



Andy Berg, CPA
Partner



Justin Nilson, CPA
Partner



Jill Knutson, CPA
Senior Associate



Cierra Nagovsky
Associate



Dave Abriol
Associate



Hannah Anderson
Intern



Executive Governance Summary

City of St. Francis

St. Francis, Minnesota

For the year ended December 31, 2023



Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

May 10, 2024

Management, Honorable Mayor and City Council
City of St. Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, discretely presented component unit, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 7, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency below as item 2023-001 to be a significant deficiency.

2023-001

Limited Segregation of Duties

Condition: During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.

Criteria: There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.

Cause: One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.

Effect: The existence of this limited segregation of duties increases the risk of fraud and error.

Recommendation: While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under Minnesota statutes.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2023. All significant transactions have been recognized in the financial statements in the proper period. Our opinion is not modified with respect to this matter.



Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are included below:

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.
- Management's estimate of its lease receivable is based on the present value of lease payments expected to be received during the lease term.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 10, 2024.



Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management’s Discussion and Analysis, the Schedules of Employer’s Share of the Net Pension Liability, the Schedules of Employer’s Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (Combining and Individual Fund Financial Statements and Schedules) , which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City’s financial statements: ⁽¹⁾

GASB Statement No. 100 - Accounting Changes and Error Corrections *Effective: 12/31/2024*

GASB Statement No. 101 - Compensated Absences *Effective: 12/31/2024*

GASB Statement No. 102 – Certain Risk Disclosures *Effective: 12/31/2025*

Further information on upcoming [GASB pronouncements](#).

* * * *

Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



Abdo
Minneapolis, Minnesota
May 10, 2024





CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Solar Farm Zoning Ordinance Amendment – Second Reading
DATE: May 20, 2024

OVERVIEW:

The City has received a request from Connexus Energy to amend the City’s Zoning Code to allow solar farms within the I-2 Isolated Industrial District. The City Council reviewed and approved the 1st reading of the requested amendment on May 6, 2024.

ACTION TO BE CONSIDERED:

Because Council approved the 1st reading of Ordinance 329 at the May 6, 2024 meeting, Staff has prepared a 2nd reading of the ordinance and a summary resolution allowing for publication by summary for Council’s review. The following timeline will apply:

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

ATTACHMENTS:

- Draft Ordinance 329 – 2nd Reading
- Draft Summary Resolution

ORDINANCE NO. 329

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO ALLOW SOLAR FARMS IN
THE I-2 DISTRICT– 2ND READING**

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

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

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

10-44-02 Principal Uses in Business Districts

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

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Utilities					
Community solar energy system (CSES)/Solar garden				C	C
Essential services	PS	PS	PS	PS	PS
Personal wireless service facilities			PS	PS	PS
<u>Solar farm</u>					<u>PS</u>
Satellite dish antennas greater than 2 meters in diameter			P	P	P
Telecommunication structure or tower			PS	PS	PS

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

Approved and adopted by the City Council of the City of St. Francis this 20th day of May, 2024.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

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

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

RESOLUTION 2024-18

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
329, SECOND SERIES, ALLOWING SOLAR FARMS IN THE I-2 DISTRICT IN THE
ZONING CODE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 329, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 329 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 329, SECOND SERIES**

Section 1. Ordinance 329, as adopted, modifies Section 10-44-00 Business and Industrial Districts of the City Zoning Code to allow solar farms as a Permitted with Standards use in the I-2 zoning district. As approved, solar farms in the I-2 District are subject to the use standards found in Code Section 10-67-04 Solar Energy System.

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

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

APPROVED:

Joseph Muehlbauer, Mayor

Attest:

Jennifer Wida, City Clerk

Published in the Anoka County Union Herald the ___ day of May, 2024.

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



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Ordinance Amendment – Chapter 7-3-6 Recreational Motor Vehicles, Second Reading
DATE: May 20, 2024

OVERVIEW

Per the City Council meeting on April 1, Staff was directed to review and update City Codes directed towards the use of Golf Carts on City street. It was identified at the meeting that additional restrictions were not supported in an effort to keep current users eligible while opening uses further within the city.

Staff did find that there was additional language in State Statute that we were not addressing or clarifying very well. We have updated the city ordinance to open the use of golf carts up, updated the layout for easier reading and added clarification based on Statute.

Ordinance was reviewed by our Civil and Criminal team of attorneys and the attached language is the recommended language update to achieve what Council is looking for.

ITEMS TO BE DISCUSSED:

Review and consider approval the updated language in Ordinance 7-3-6 Recreational motor vehicles

TIMELINE:

1st Reading: May 6, 2024
 2nd Reading: May 20, 2024
 30-day public Comment: May 24, 2024
 Effective: June 24, 2024

ATTACHMENTS:

- Ordinance 330 Amending Chapter 7-3-6 Recreational Motor Vehicles – Redline Version
- Resolution 2024-19 Authorizing Summary Publication of Ordinance 330

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

ORDINANCE 330, SECOND SERIES

**AN ORDINANCE CHAPTER 7, AMENDING CHAPTER 7, SECTION 3-6
“RECREATIONAL MOTOR VEHICLES (INCLUDING SNOWMOBILES)”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Addition. That Chapter 7, Section 3-6 shall hereby read as follows:

“Exhibit A”.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 6th DAY OF MAY, 2024.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

“Exhibit A”

7-3-6. Recreational motor vehicles (including snowmobiles).

E. *Golf Carts.* Notwithstanding anything herein to the contrary, a person may operate a Golf Cart on ~~certain designated City streets~~ public roads under the jurisdiction of the city, subject to the following:

1. For purposes of this subdivision, the term motorized “golf cart” means a self-propelled four-wheel vehicle of the type and style designated for and commonly used for transportation on a golf course that is limited in engine displacement of less than 800 cubic centimeters and total dry weight of less than 800 pounds.~~“Golf Cart” shall mean an electric powered recreational motor vehicle that has four wheels, a speed attainable in one mile of at least twenty (20) miles per hour but not more than twenty five (25) miles per hour on a paved level surface, is designed for use on golf courses as a means of transporting golfers and golf equipment and is permitted on the Ponds Golf Course.~~
2. Golf Carts shall be limited to public city roads ~~City streets in an area immediately surrounding the Ponds Golf Course using 237th Avenue as the northern boundary, 230th Avenue as the southern boundary, the 2400 block as the eastern boundary, and the 3000 block as the western boundary.~~ No person shall operate a golf cart on private property or upon lands not belonging to the operator of the vehicle without the written or oral permission of the landowner(s), or other person(s) entitle to the use and position of such property.
3. Permit. ~~St. Francis residents who live within the designated zone~~ must apply for and obtain a permit from the City of St. Francis Police Department prior to the operation of a Golf Cart on City streets.
 - a. The permit application shall include the name and street address of the owner, the vehicle identification number of the Golf Cart, and evidence of liability insurance in amounts required by state law.
 - b. Permits shall be obtained from the City on an annual basis and for the fee set by City Council resolution. Permits shall expire on December 31st of each year.
 - c. Individuals must comply with all permit requirements and the requirements of this subdivision.
 - d. If the application for the permit meets all of the requirements of this section, the permit application shall be approved by the police department and a permit shall be issued by the city.~~ed.~~ The City may revoke any permit for failure to comply with all permit requirements and the requirements of this subdivision.
 - e. No permit shall be granted or renewed if the applicant has had his or her driver's license revoked as the result of a criminal proceeding.
 - f. As part of the permit process, the police department may require the applicant to demonstrate their knowledge in the use of hand signals for turning and stopping.
4. The following rules shall apply at all times a Golf Cart is being operated on a City street:
 - a. ~~Golf Carts may be operated for the sole purpose of traveling to and from the Ponds Golf Course and operators must use the shortest available route to and from the Ponds Golf Course.~~ Every person operating a motorized golf cart under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to motorized golf carts and except as otherwise specifically provided in Minn. Stat. § 169.045, subd.7, as it may be amended from time to time.
 - b. ~~The operator must follow all laws and regulations otherwise applicable to motor vehicles.~~
 - ~~eb.~~ Operators must be age sixteen (16) or older and possess a valid driver's license.

- cd. Golf Carts may only be operated between the hours of sunrise and sunset, unless equipped with original equipment headlights, taillights, rear-facing break lights, and a rear-view mirror as defined in Minn. Stats. § 169.70. Golf Carts shall not be operated in inclement weather, except during emergency conditions, or when visibility is imparted by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet.
- de. Golf Carts must display the slow-moving vehicle emblem provided for in Minnesota Statute Section 169.522.
- ef. -The operator and all passengers must be seated at all times.
- fg. All items being carried on the Golf Cart must be securely fastened.

5. State and county highways. No person shall operate a golf cart on the roadway, on the shoulder, or on the inside bank or slope of any trunk, county state-aide, or county highway.

6. The operator, under permit, of a golf cart, may cross over any street or highway intersecting a designated roadway.

7. The authorized operator must have his or her actual valid, current, and unrevoked golf cart permit displayed on the motorized golf cart at all times while operating the motorized golf cart on a designated public right-of-way along with proof of insurance. A motorized golf cart must only transport as many persons as it was designed by the manufacturer to carry. No objects shall be overhanging from the motorized golf cart.

8. Motorized golf carts must be parked in designated public parking stalls or areas used by automobiles only. No parking is permitted on public sidewalks, public parks, public boulevard areas or other similar public areas. Parking in the parking lot stalls of public parks is allowed if the parking lot is accessible by designated public right-of-way.

7-3-7. Exemptions.

- (a) City operations. The city police and fire departments, parks and recreation department, and public services departments are authorized to utilize motorized golf carts to carry out their operations and are exempt from all requirements under this article.
- (b) Golf course operations. Authorized motorized golf carts utilized on property associated with a golf course are exempt from all requirements under this article.
- (c) Community or special events. Motorized golf carts on public streets during parades and special events by event organizers, and others authorized by the city for such use, are exempt from all requirements under this article. The police chief or their appointee shall determine if an event qualifies for the exemption. Notwithstanding the foregoing, additional conditions and/or restrictions may be imposed upon individuals authorized to use motorized golf carts on designated public rights-of-way under this section.
- (d) Private property. Motorized golf carts utilized on private property, by the property owner or with the property owner's express permission, are exempt from all requirements of this division.
- (e) Physically disabled person. For physically disabled persons, as defined under Minn. Stats. § 169.345, subd. 2, the applicant must provide credible assurance that he/she is a physically disabled person to gain a permit (state-issued parking placard or verbally stating

7-3-8. Violation; penalty.

Any person violating the terms of this division or if there is evidence that the licensee cannot safely operate the motorized golf cart may lose his or her permit to operate a motorized golf cart on designated public rights-of- way in the city. The police chief, or their appointee, may suspend or revoke a permit upon finding evidence that the person cannot safely operate the motorized golf cart. The applicant reserves the right to appeal this revocation to the city council. The penalties shall be as follows:

- (a) All driving offenses are subject to the provisions of the Minn. Stats. ch. 169 and drivers may be subject to an appearance in district court. Citable offenses may result in a revocation of the permit. Motorized golf carts found without a permit may be cited administratively in the amount of \$75.00 or in violation of equipment requirements may be cited administratively in the amount of \$50.00.
- (b) A permit may be revoked at any time for violating any provision of this article, or Minn. Stats. ch. 169, or if there is evidence that the permit holder cannot safely operate the motorized golf cart, after an investigation by the police department and final determination by the police chief or their appointee. The permit holder is subject to the provisions of this chapter in which the following may occur:
 - (1) For the first violation: revocation of permit for one year from the date of the offense, and \$75.00 fine.
 - (2) For the second violation: revocation of permit for three years from the date of the offense, and \$150.00 fine.
 - (3) For the third violation: revocation of permit is indefinite, and \$300.00 fine.
- (c) Any permit revocation may be appealed to the city council by providing a written request for an appeal within ten business days of the revocation to the city clerk. The revocation will remain in full force and effect until the appeal process has been completed.
- (d) Reinstatement of a permit requires a new permit application to be completed and submitted.

(City Code, eff. 6-1-1990; Ord. 83, SS, eff. 4-19-2004; Ord. 119, SS, eff. 4-21-2008; Ord. 135, SS, 11-2-2009; Ord. 261, SS, 3-2-2020, eff. 4-1-2020, Ord.XXX, SS)

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2024-19

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
330, SECOND SERIES, AMENDING SECTION 3-6 “RECREATIONAL MOTOR
VEHICLES (INCLUDING SNOWMOBILES)”

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 330, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 330 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 329, SECOND SERIES

Section 1. Ordinance 330, as adopted, amends Chapter7, Section 3-6 Recreation Motor Vehicles (Including Snowmobiles) of the City Code to allow golf carts to operate on public roads under the jurisdiction of the city.

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

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

APPROVED:

Joseph Muehlbauer, Mayor

Attest:

Jennifer Wida, City Clerk

Published in the Anoka County Union Herald the __ day of May, 2024.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Work Session Request
DATE: May 20, 2024

OVERVIEW:

Staff is requesting Council to discuss budget related topics

Dates to consider:

- Monday June 24th
- Tuesday June 25th

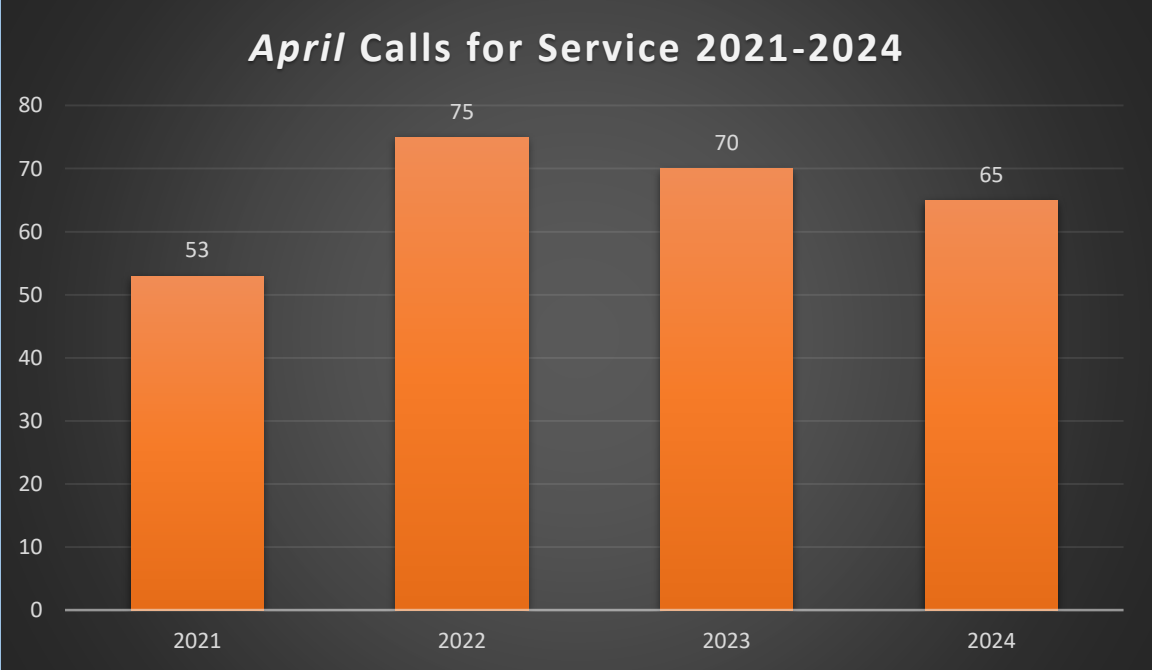
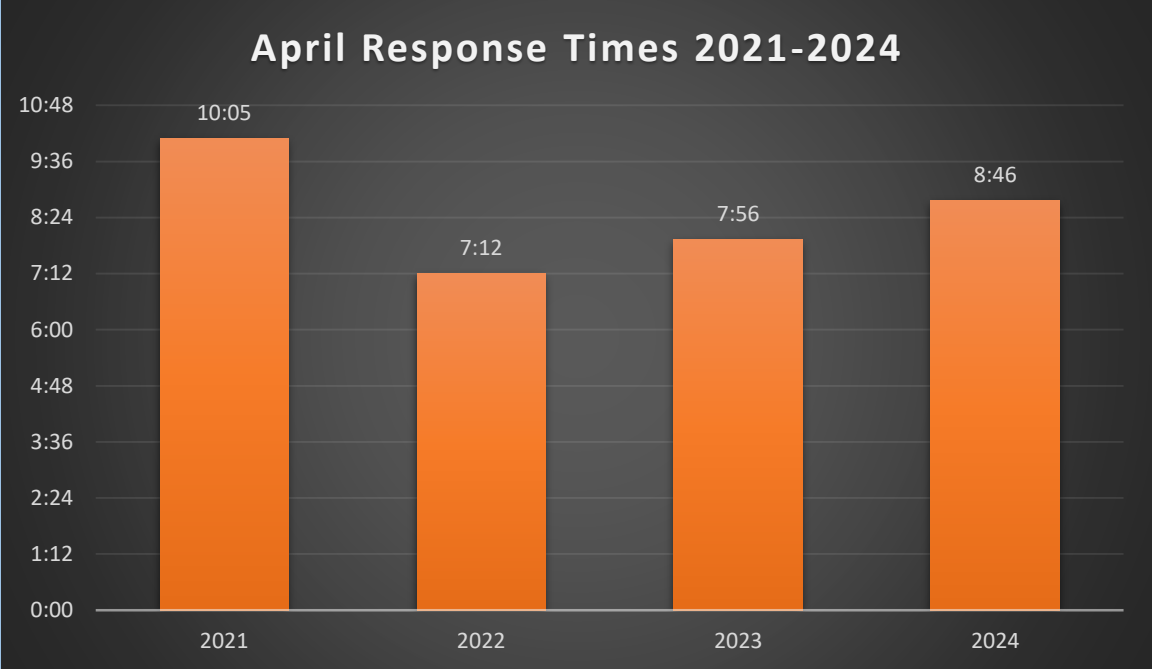
Time 6:00 p.m.

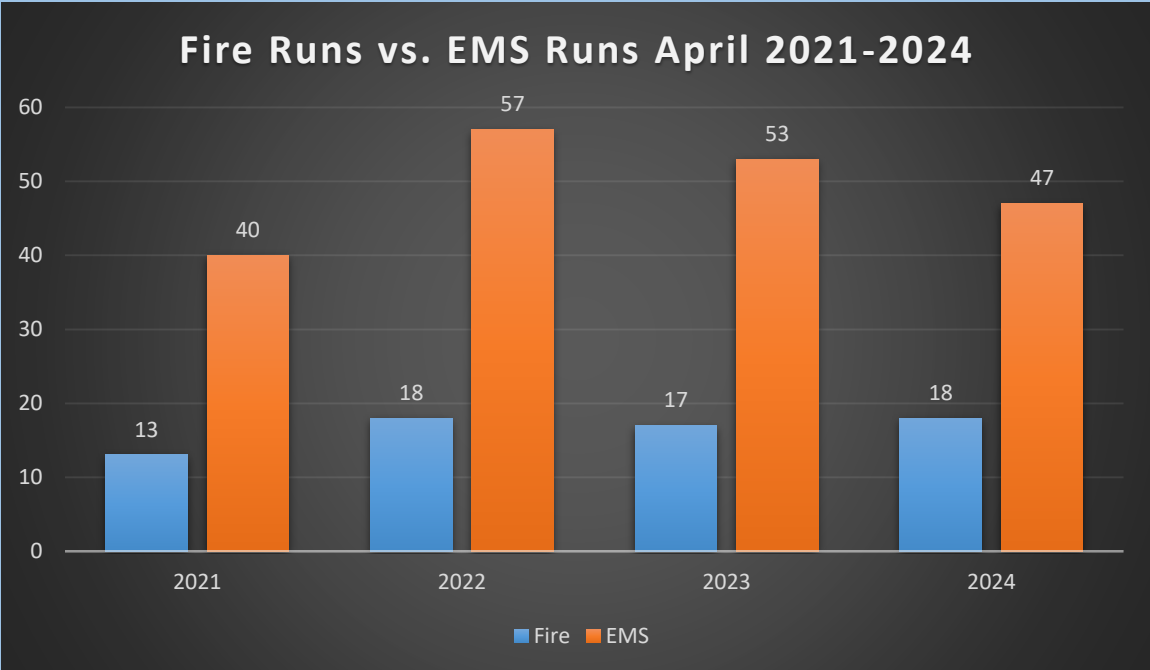
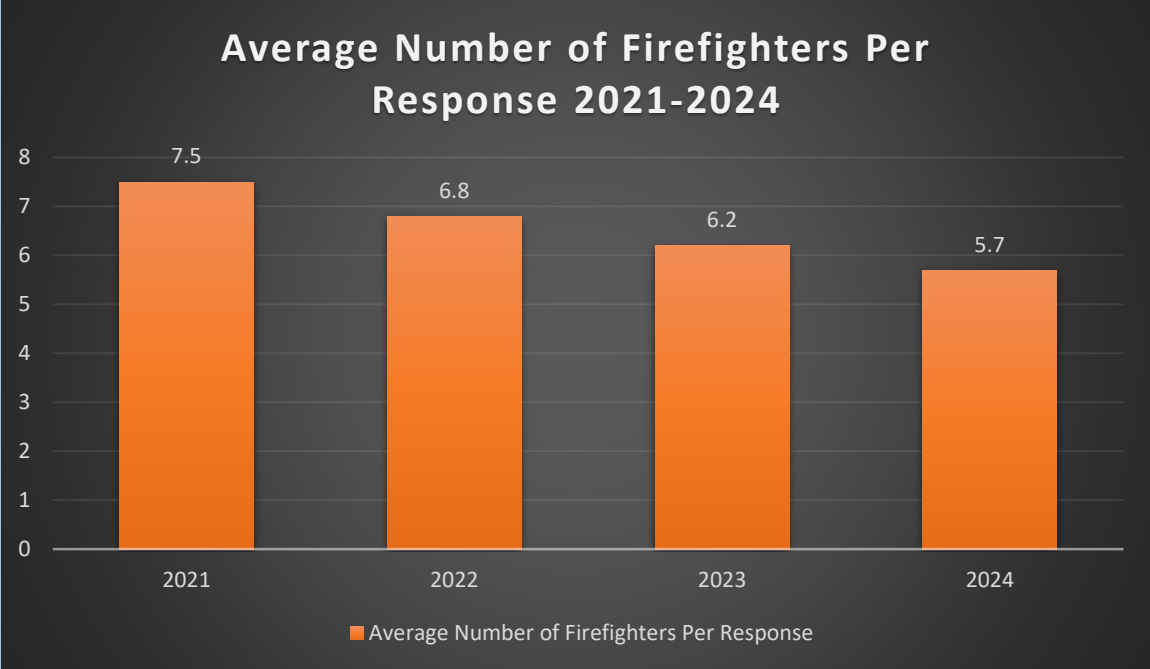
Meeting location; City Hall Community Room

MONTHLY COMPARISON REPORT 2021-2024

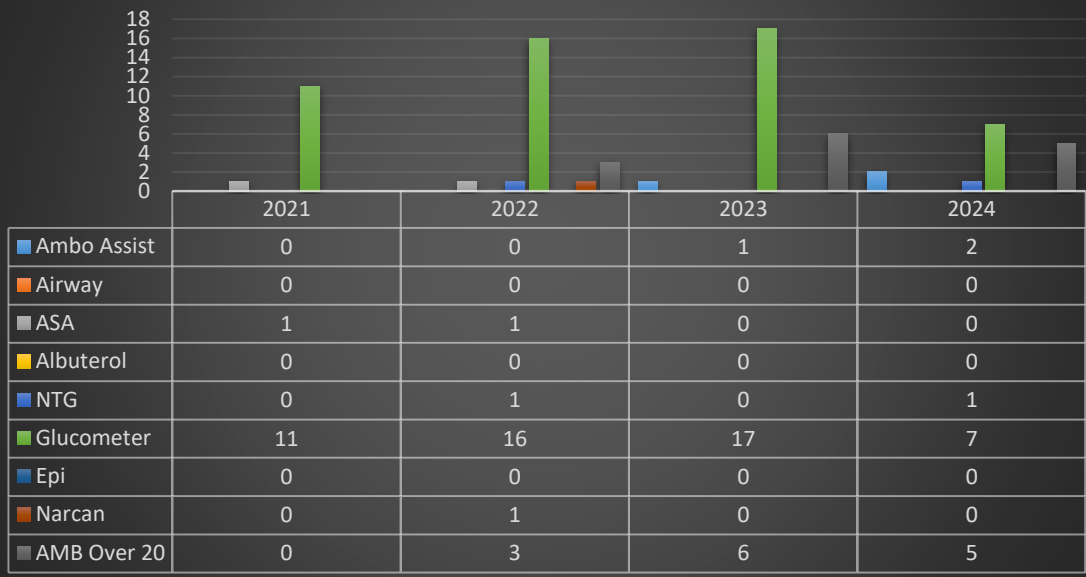
April







Variance Usage April 2021-2024



Fire Inspections April 2021-2024

