



## CITY COUNCIL REGULAR MEETING

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

**Monday, September 19, 2022 at 6:00 PM**

---

### AGENDA

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

A. City Council Minutes - September 6, 2022

B. Approval to hire 3 Firefighters

C. Approval to hire 2 additional Lieutenants

D. Accept Donation From W.D. Larson Companies (Allstate-Peterbilt)

E. Gambling Permit – St. Francis Athletics Booster Club

F. Tobacco Permit – Downtown Smoke Shop, Inc

G. URRWMO – Fill Vacancy

H. Interim Bethel Wastewater Plant Operator Contract

I. Domestic Violence Awareness Month

J. Alexandra House Funding Request for 2023

K. Poppy Street and 229<sup>th</sup> Lane Reconstruction Project - Pay Estimate No. 1

L. Payment of Claims

**5. MEETING OPEN TO THE PUBLIC**

**6. SPECIAL BUSINESS**

**7. PUBLIC HEARING**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. MEETING OPEN TO THE PUBLIC**

**11. REPORTS**

A. Fire Department Monthly Report - August

**12. COUNCIL MEMBER REPORTS**

**13. UPCOMING EVENTS**

**14. ADJOURNMENT**

Councilmember Joe Muehlbauer is attending via Zoom from:  
13971 Celebrate Life Way, Goodyear, AZ 85338

City of St. Francis is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81816844607?pwd=M1R2ZkwxMHNHd3BxaERaMnA0K0tndz09>

Meeting ID: 818 1684 4607

Passcode: MRMzQ4

One tap mobile

+16469313860,,81816844607#,,,,\*464161# US

+19292056099,,81816844607#,,,,\*464161# US (New York)

Dial by your location

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

Meeting ID: 818 1684 4607

Passcode: 464161

Find your local number: <https://us02web.zoom.us/j/khC23fml5>

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW  
September 6, 2022  
6:00 p.m.

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

2. **ROLL CALL**

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

Members Absent: Councilmember Robert Bauer

Also present: City Administrator Kate Thunstrom, Deputy City Administrator-City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), and Police Chief Todd Schwieger.

3. **APPROVAL OF AGENDA**

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

A roll call vote was performed:

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

Motion carried 4-0

4. **CONSENT AGENDA**

- A. City Council Minutes - August 15th, 2022
- B. Conditional Offer of Employment - Lucas Sherburne
- C. Siwek Park – Pay Estimate No. 2
- D. Authorization Not to Waive Statutory Liability Limits
- E. Constitution Week Proclamation
- F. Wastewater Biosolids Tank Cleaning
- G. Police Department Personnel
- H. Agreement for Patriot Parkway Project

## I. Payment of Claims

MOTION BY: MUEHLBAUER SECOND: ROBINSON APPROVING THE  
CONSENT AGENDA

A roll call vote was performed:

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

Motion carried 4-0

## 5. MEETING OPEN TO THE PUBLIC

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

## 6. SPECIAL BUSINESS

## 7. PUBLIC HEARINGS – NONE

## 8. OLD BUSINESS

## 9. NEW BUSINESS

### A. Grading Interim Use Permit - Resolution 2022-41 Approving an Interim Use Permit to allow site grading on the Richard D. Schroeder Advanced Ammunition Range

Community Development Director Colette Baumgardner gave a presentation concerning the request for an interim use permit. She added that it had been recommended for approval from the Planning Commission, as well as the technical evaluation panel for wetlands. She mentioned that there was a lot of discussion on the permit and eventually the panel came to the decision that the site would work as it was with additional wetland purchasing requirements and the location would work. She added that the applicant is present to answer any questions.

Mayor Feldman asked if this was just a temporary interim use permit while the grading takes place and if the permit was just for the grading. Baumgardner stated that the permit was just for the grading. Mayor Feldman then asked if the applicant will come back during the other phases. Baumgardner stated that the applicant will come back when the applicant has a site plan and the applicant will have two years to complete the work.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING RESOLUTION 2022-41 APPROVING AN INTERIM USE PERMIT TO ALLOW SITE GRADING ON THE RICHARD D. SCHROEDER ADVANCED AMMUNITION RANGE.



A roll call vote was performed:

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

Motion carried 4-0

**B. 2023 COLA**

City Administrator Kate Thunstrom shared the request to set the COLA for non-union employees for 2023 and stated her recommendation to set the COLA at 3% and she is happy to answer any questions.

Mayor Feldman stated that he did research earlier in the day and the current inflation rate is 8.52%, last year's rate was 5.37%, and the long term average is 3.26%. Because of this, Mayor Feldman said that he does not have a problem with the 3% COLA.

Udvig shared that she also did not have a problem with it.

Robinson agreed and stated that in today's economic climate that number is reasonable.

Muehlbauer stated that he did not have an issue with it.

**MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE 2023 COLA.**

A roll call vote was performed:

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

Motion carried 4-0

**C. Fire Department Wage Increase**

City Administrator Thunstrom discussed the wage increases that had been previously discussed at a work session in regard to the Fire Department. She explained that this would be a step increase at each level, including the Lieutenant, Captain, and Assistant Chief's monthly wages. She added that this would start at the beginning of the new calendar year. She stated she is happy to answer any questions.

Mayor Feldman stated that since this was addressed at a work session, he knew what was going on and didn't have any further questions. No other comments by

council.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING FIRE DEPARTMENT WAGE INCREASE FOR 2023

A roll call vote was performed:

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

Motion carried 4-0

D. Tax Levy - Resolution 2022-42 Adjust the Tax Levy for Bonded Indebtedness  
Finance Director Mulvihill shared with the Council the item before them to adjust the debt service levies. She added that with each bond that is sold, there may be a component of a tax levy in there. Overtime we have equalized a few of the bond payments and the other bond payment that was for the Police Public Works Building instead of the levy we have transferred money from the Water/Sewer fund.

Mayor Feldman stated that he liked this because he sees that in the proposed 2023 amount will be a decrease which he likes. He added that he believes it was a good move to refinance the bond and save the interest. He stated that the decision to refinance shows that the City Staff and Council are good budgetary managers of the taxpayers' dollars, which was not the case before the current Administration, but as this Council has taken this on, the Council has done a great job at this. He mentioned that it is important that the public see this and know that tax dollars are being spent wisely. He added that he also liked that the G.O. improvement bonds 2021, there is no levy attached. He stated he is in support of this.

Robinson said that he appreciates the creativity that the accounting department brings. He stated that he is also glad to see the levy numbers go down.

Muehlbauer had no comment.

Udvig stated that she agrees with Robinson.

Mayor Feldman reiterated that this is strong budgetary management with all departments working as is. He stated that this Council has had balanced budgets since it started six years ago and he wants to make sure the public knows that their tax dollars are being watched carefully and that their government is not wasting these dollars as it has been done in the past.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING RESOLUTION 2022-42 TO ADJUST THE TAX LEVY FOR BONDED INDEBTEDNESS.

A roll call vote was performed:

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

Motion carried 4-0

E. Preliminary Approval of a Proposed 2023 Tax Levy and Budget Public Hearing Date - Resolution 2022-43 Providing the Preliminary Approval of a Proposed 2023 Tax Levy and Setting Budget Public Hearing Date.

Finance Director Mulvihill gave a presentation and stated that this had been discussed at a previous work session. She added that it had been estimated that the tax rate would go up, however, with the final numbers, the tax capacity is higher than what she thought, however; some fiscal disparities were lost, so the tax rate is going down from 51.146% in 2022 to 49.553% which is proposed for next year. These numbers included an increase in the levy of \$888,100 for the new City Hall Fire Station debt service levy. She stated that this will go out on the taxation notices to inform the citizens. Once this is set at the December meeting, the numbers cannot go up, they can only be lowered. The hearing will be set for the first meeting in December which will be December 3<sup>rd</sup>, 2022.

Mayor Feldman reiterated that the tax levy has gone down from 51.146% to 49.553% and this is good. He also liked that this is prudent planning because the general operating levy now has a capital equipment, a building improvement, parks, and street improvement funds in it. He explained that this is a good government running the government. He stated this is exactly how you plan accordingly so that the funds are available to maintain parks and streets and to maintain services that the residents of the City need done. He added that this budget is being run like a household budget, which was part of his 2016 campaign of running a government budget like a household budget and that is what is being done under this Staff and Administration over the last six years. He stated he is very proud of the work being done here and the seeds that are being planted that will change the City dramatically in the next five to ten years. He hopes that the residents will see this as a long term benefit and see the hard work that has been done. He said he will never forget the first two years that this government came into place and it is nice to be in the driver's seat.

Udvig stated she thinks the residents will be happy seeing these numbers, as she is happy herself with it. She thanked Muvihill for all her hard work for making these numbers appealing.

Mayor Feldman stated that it is Muvihill and all Staff that has worked on this because the Staff is a team.

Muehlbauer had no comments.

Robinson added he is happy to see parks get recognized after being set aside for a while. He mentioned that this is all great and will pay dividends five to ten years down the road. He added that the parks have really been needing this and he is happy to see them get the work and improvements.

Mayor Feldman commented that Joe Kohlmann, the previous City Administrator, also did a lot of this work for the parks and street improvements and Mayor Feldman wanted to make sure he gets the recognition he deserves for his hard work.

MOTION: ROBINSON SECOND: UDVIG APPROVING RESOLUTION 2022-42 PROVIDING THE PRELIMINARY APPROVAL OF A PROPOSED 2023 TAX LEVY AND SETTING BUDGET PUBLIC HEARING DATE.

A roll call vote was performed:

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

Motion carried 4-0

#### 10. **MEETING OPEN TO THE PUBLIC – NONE**

#### 11. **REPORTS**

##### A. Public Works Quarterly Report

Public Works Director Paul Carpenter gave an overview on his Quarterly Report. He also added that there will be a recycling event on September 17 at Public Works and on October 1, Anoka will be hosting a Household Hazardous Waste event which has been successful in the past. He also mentioned that there will be a waste oil bin at Public Works in the near future.

Mayor Feldman said that was fantastic.

Carpenter explained that Nate Hanson, the new streets and parks employee, is working out very well and has done a great job. Carpenter discussed Manson's attention to detail and noted that the parks look fabulous when Manson is on the job. Carpenter thanked Jen Gulbrandson, who has become the first official storm water inspector. He said he would be happy to answer any questions the Council may have.

Mayor Feldman asked when the oil bin would be located. Carpenter said it can be moved around, however; right now it will be between the salt bin and the building that the school is using.

Mayor Feldman asked if people will be able to dispose of lawn mower oil in the bin.

Carpenter said yes and that Tom was working on this program. Mayor Feldman added that it is nice to have this for the residents so the residents did not have to go elsewhere for these needs.

Mayor Feldman mentioned the enclosure for the dumpsters was a great move. He expressed concern with the DL6 lift station and stated that this seems to be a hard case area to deal with and asked why that was. Carpenter stated that it cycles in different neighborhoods and there have been troubles in the Turtle Run neighborhood. He added that the crew members are always watching the amperage on the pumps, and often monitor the systems at night from their phones to make sure they do not have any issues to take care of. He added that all it takes is a small piece of a rag against the propellers that get stuck and create a higher amperage.

Mayor Feldman responded that he understands the cause and asked how to educate the residents to avoid this in the future. Carpenter stated that communication is on the website and has sent in newsletters.

Mayor Feldman discussed the jetting. He thinks some information needs to be put out for the residents regarding the jetting process in case any residents experience some back up. He stated that education is key, for the jetting situation and the lift station situation. He noted that he was glad to see Gulbrandson moving up and doing a great job.

Muehlbauer mentioned the report was great as usual and thanked Carpenter and the Staff for their hard work.

Robinson said it was a nice report. He asked if it was possible to isolate the addresses and send postcards directly to the homes in the areas that have had lift station issues. Carpenter said that was possible.

Robinson reiterated how great the report was and added that Carpenter's enthusiasm radiates through his staff. He asked if the oil bins needed to have a vault to catch the oil. Carpenter stated a vault is not needed under a certain amount of gallons, there just needs to be a double walled tank. Carpenter added that before building this one, he toured different city's tanks to see what they had and how they worked. Robinson explained he is worried that residents will not care about the look or containment of the oil, however; he is happy to see this happening and it is a step in the right direction.

Udvig said this was an excellent report and she loves seeing the Public Works employees out and about, and that she often sees them visiting with residents and she cannot thank them enough for that. She wished there was something that could be done about the lift stations. Mayor Feldman added that he wished there was a way that the residents could see what it takes to clean the lift station as a way of educating them.

Mayor Feldman thanked Carpenter for the enthusiasm he brings to his team.

Udvig agreed that the postcards would be good communication for residents. Mayor Feldman agreed that it would be a good idea to give it a try.

## **12. COUNCIL MEMBER REPORTS**

Muehlbauer encouraged everyone to come to the upcoming work session.

Udvig stated that she attended the work session meeting and thanked all of the Staff for all that they do.

Robinson added he also attended the work session in regards to the City Hall Fire Station building and attended the discussion with the JPA for fire services with the neighboring community. He wanted to let the public know that there are two work sessions this month as well as a few more in October and to let the public know that the Council takes their job very seriously.

Mayor Feldman added that the Council does the work to make the City a better place than when they took office. He wanted to commend Carpenter on taking the initiative on cleaning up the property at the liquor store. He explained that it is cleaned up very nicely and looks bigger with the shrubs cleaned up. He explained how much he likes the initiative Public Works takes on and he loves seeing it. The Public Works staff care for their jobs, and they want to save money where they can while working professionally.

Mayor Feldman noted that the Poppy Street construction had officially started. He asked who was responsible for letting people know that the community mailbox would be down and that the temporary mailboxes were on 228th, whether it was the contractor or the post office. City Engineer Craig Jochum answered that it was the contractor's responsibility. Mayor Feldman stated the reason he asked is because the residents did not receive any information on this. He added that he went out there and the mailboxes were on the ground and stated it would have been nice to send a cutoff date communication to residents. He also mentioned that he spoke with Jon Halter and Police Chief Todd Schwieger and came to the conclusion that there should not be a Closed to Through Traffic sign because it would create more problems, however; there will be more signage closer to Bridge Street, 225th, and Lake George Boulevard, letting citizens know ahead of time there will be road construction in the middle. He added that the delay in the project is mostly due to scheduling of utilities.

Mayor Feldman had questions from the public, the first question was about the driveways. He asked if the new driveways that are put in require a new contractor and North Valley, the contractor doing the work, cannot do them. Jochum said North Valley can be used, however; it would need to be contracted individually.

Mayor Feldman asked if the driveway length will stand where it is now where the cut marks are. Jochum said this was correct, however; there will be a piece of bituminous put back in that area. Jochum explained that from the edge of where the old road was, there is about seven feet to the edge of the new sidewalk and the rest will be filled back in with pavement. Mayor Feldman asked if the area that will be credited is where the sidewalk will be. Jochum stated it was half of the sidewalk to where it is cut. Mayor Feldman confirmed that a whole big section was taken out, part of it will come back as asphalt and part will be credited. He then asked if it would be the curb, then the sidewalk, then sod and fill in the culvert and level it out. Jochum said the culverts will be removed. Mayor Feldman asked if he could add seven feet to where the cut lines are and that would equal the length of his driveway. Jochum said this is correct, take the cut line and add seven feet to that and it would be the new length. Mayor Feldman confirmed that it was seven feet towards the road. Jochum said this was correct. Mayor Feldman then asked if no resident does their driveway and kept it the way it is, the credit comes from what was taken and not put back. Jochum said in this case there is no credit and the contractor will put the pavement back in. Mayor Feldman asked for confirmation that the credit only comes for getting a new driveway. Jochum said this was correct and those funds are already in the bid. Mayor Feldman mentioned that a neighbor of his had discussed the credit and that Halter had given the neighbor the number for the credit, Mayor Feldman asked if this was only on the condition that the neighbor gets a new driveway. Jochum said that was correct. Mayor Feldman stated that he had reached out to Erikson and Fairfax Asphalt to get different bids. Jochum stated he believes that Erikson did many of the driveways last time and that during the last projects, neighbors got a better deal when they went together with one contractor.

Mayor Feldman stated that Michael's has been out doing gas and should be done today, if not tomorrow. He asked if the hourglass 8-6-8 was being changed to 8 all the way around and that the sanitary sewer was coming from the Oak Grove site to the St. Francis site. Jochum said this was correct. Mayor Feldman said he was for this and does not want the possibility of paying Oak Grove for an easement to check out the St. Francis sanitary sewer system.

Mayor Feldman asked Jochum if there was any other information he would like to share about the project. Jochum shared that the project is just getting rolling. Mayor Feldman asked if it was still set to be finished in October. Jochum said it will have to be finished by then. Mayor Feldman asked if the hold up on the project was the utilities. Jochum said yes and explained that this process was started in January with a utility design meeting. Mayor Feldman stated this had also been an issue at the muni.

Mayor Feldman stated as this road gets done it will be nice, smooth asphalt with a straight away from Bridge Street to Lake George Boulevard and some residents had mentioned talking to Oak Grove about a 3-way stop at 227th, however; he does not see this as a possibility. Mayor Feldman added that John Halter is the

one to call with questions about this project.

Mayor Feldman asked Liquor Store Manager John Schmidt about the credit card application for new credit card service at the muni. Schmidt stated he will be scanning the application and sending it over tomorrow. Mayor Feldman stated he was very happy with the state of the store.

Mayor Feldman thanked Staff and expressed that the Council could not do what they do without the help of the Staff as a partner. All the ideas of the Council come to fruition from the help and the teamwork of the Staff. He hopes that the residents see the hard work being done. He reiterated Robinson's earlier point about the work sessions and added that these are long yet fruitful meetings that help move the City forward in a good direction.

Robinson added he did not mean it to be braggadocious, rather that the Council is passionate about what they do and the Council enjoys it and takes it seriously.

Mayor Feldman wants the public to know that the Council takes this work seriously and they put in long hours with work sessions and regular meetings. He added that these meetings take as long as they need to.

**13. UPCOMING EVENT**

September 19 - City Council Meeting @ 6:00 pm  
September 21 - Planning Commission @ 7:00 pm  
October 3 - City Council Meeting @ 6:00 pm

**14. ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular City Council at 6:46 p.m.

---

Jennifer Wida, City Clerk





## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Fire Chief- Dave Schmidt  
**SUBJECT:** Approval to hire 3 Firefighters  
**DATE:** September 19<sup>th</sup>, 2022

---

### **OVERVIEW:**

Over the course of the year, 2 firefighters have resigned from the fire department. One due to a job change and one that moved out of state. A third firefighter has a job offer from another city for a full-time firefighter position that will require them to move. The fire department is requesting authorization to hire 3 paid-on-call/part-time firefighters to get back to our authorized staffing.

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

Approve the fire department to hire 3 paid-on-call/part-time firefighters

### **BUDGET IMPLICATION:**

This would bring the fire department to the authorized staffing level of 25 firefighters which is covered by existing budget for payroll.



## CITY COUNCIL AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Fire Chief- Dave Schmidt  
**SUBJECT:** Approval to hire 2 additional Lieutenants  
**DATE:** September 19<sup>th</sup>, 2022

**OVERVIEW:**

The fire department last did a reorganization of the officer staff back in 2017. For the year of 2017, the fire department responded to 336 incidents for the year. Since 2017 our run volume has grown over 125%. We anticipate, based on current projections, to respond to nearly 770 incidents for 2022. Additionally, we have added significantly to our EMS capacity to serve our community to the highest standards of emergency medical care and completely reformed our inspection and public education divisions.

With the growth in volume and services, our officer staff are at the ceiling of their capabilities to manage their day to day responsibilities. Looking towards future development coming to the city, specifically a senior living facility, additional housing units, and commercial development, the services of the fire department are only expected to continue to grow at an accelerated rate.

The fire department is requesting 2 additional Lieutenant positions to help cover the responsibilities of the fire department operation. This would bring the fire department to a total of 3 Lieutenant Positions. We would assign a Lieutenant under each Captain (Operations, Training, and Fire Prevention/Inspections) to assist those divisions with their day to day responsibilities. Additionally, the 2 positions if approved, would help cover Duty Officer Shifts.

**ACTION TO BE CONSIDERED:**

Authorize the fire department to hire 2 additional Lieutenant Positions to fire department leadership team

**BUDGET IMPLICATION:**

All associated costs to be covered by existing operating budget



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and City Council  
**FROM:** Dave Schmidt, Fire Chief  
**SUBJECT:** Accept Donation From W.D. Larson Companies (Allstate-Peterbilt)  
**DATE:** September 19<sup>th</sup>, 2022

---

### **OVERVIEW:**

W.D. Larson Companies (Allstate-Peterbilt) has donated \$1,400.00 dollars to the fire department. This donation is intended to go towards Fire Prevention Supplies and Activities provided by the fire department.

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

Motion to accept a donation from W.D Larson Companies for the amount of \$1,400.00 dollars to be used in support of Fire Prevention Supplies and Activities



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Gambling Permit – St. Francis Athletics Booster Club  
**DATE:** September 19<sup>th</sup>, 2022

---

### **OVERVIEW:**

The St. Francis Athletics Booster Club submitted an application for an Exempt Gambling Permit for a raffle. The raffle will take place at St. Francis High School on October 7, 2022.

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

Approve Permit application

### Attachments:

- Application

## MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

4/22  
Page 1 of 4

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: ST. FRANCIS ATHLETICS BOOSTER CLUB Previous Gambling Permit Number: X- 95038-22-001

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: Zimmerman State: MN Zip: 55398 County: Isanti

Name of Chief Executive Officer (CEO): Tracy Torson

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis High School

Physical Address (do not use P.O. box): 3325 Bridge St. NW

Check one:

☒ City: St. Francis, MN Zip: 55070 County: Anoka

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 10/7/2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LG220 Application for Exempt Permit****LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: 9-6-22  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Tobacco Permit – Downtown Smoke Shop, Inc  
**DATE:** September 19<sup>th</sup>, 2022

---

### **OVERVIEW:**

We received an application from Downtown Smoke Shop, Inc. for a tobacco license. The location where the license will be active is 3220 Bridge St NW

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

Approve tobacco license.

### Attachments:

- Application

**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



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

Downtown Smoke Shop Inc

Federal employer ID number (FEIN)

Business trade name (doing business as)

St Francis Smoke Shop

Daytime phone

Complete address of business location (permit location)

3220 Bridge St NW

County

Anoka

Other phone number

City

St Francis

MN

State

Zip code

55070

Fax number

Mailing address (if different than business address)

City

State

Zip code

Email address

**Type of legal organization** (check one):☐ Sole proprietor☒ Minnesota corporation: Enter date of incorporation

11/01/2017

☐ Partnership☐ Out-of-state corporation: State of incorporation☐ Other (describe)

Are you registered to do business in Minnesota?

☐ Yes☐ No**Corporate officers or partners** (attach a list if necessary)

Name

Maher Mustafakader Safi

Title

President

Address

Name

Title

Address

City

State

Zip code

**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

Title

President

Print name

Maher Safi

Date

8/31/2022

Daytime phone

Licensing agent's signature

Title

Print name

Date

Daytime phone

**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. Fax: 651-297-1939

Phone: 651-297-1882. TTY: Call 711 for Minnesota Relay.





## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** URRWMO – Fill Vacancy  
**DATE:** September 19<sup>th</sup>, 2022

---

### **OVERVIEW:**

The City of St. Francis has one active commission member on the Upper Rum River Water Management Organization. There is still a vacancy to fill. Chris Beyett submitted an application to fill this vacancy.

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

Approve Chris Beyett to fill the vacancy for the Upper Rum River Water Management Organization

### Attachments:

- Beyett Application

**CITY OF ST. FRANCIS  
APPLICATION FOR COMMISSIONS**

☐ Planning Commission ☐ Park Commission ☒ Upper Rum River ☐ Charter Commission ☐ EDA

\*\*\*\*\*

1. Name: Christopher Beyett Home Phone: [REDACTED]  
Work Phone: [REDACTED]
  2. Address: [REDACTED] St Francis MN 55070
  3. How long have you lived in the City? 11 months
  4. Occupation: GIS Tech Services supervisor Employer: Hennepin county MN
  5. Education: (Please indicate highest grade completed or degree and course of study)  
College, B-S Biology and GIS minor, graduated 2012
  6. What skills do you have that you feel would benefit the City? See addendum
  7. Why do you want to serve on this Commission/City Council?  
See addendum
  8. What experience do you have that you feel would be pertinent to this Commission/City Council?  
See addendum
  9. What other civic activities are you involved in? None
  10. Do you participate in any activities that may be viewed as a Conflict of Interest in serving on this Commission/City Council?  
No
  11. Have you attended a Commission/City Council meeting within the past year? No If yes, please indicate the reason for attending:  
N/A
  12. Have you served on any City Commission/Council or board in the past? No If yes, please indicate the Commission and the date of service:  
N/A
- Signature: Chris Beyett Date: 9-9-2022

## Application for Commissions Addendum Form

6. What skills do you have that you feel would benefit the city?

**- Biology**

- Conducted wildlife and stream/hydrologic surveys
- Wildlife tracking
- Conducted biological research projects and can read/interpret primary research documents

**- GIS**

- Cartography and mapping of various assets
- Digital dissemination of projects and data
- Stakeholder engagement

**- Technology/IT**

- Digital data storage and retention

**- Government**

- Understand how government agencies operate
- Manage and influence budgets
- Understand the impact of using public dollars to fund projects and the repercussions of failure

7. Why do you want to serve on this Commission/City Council?

I have a genuine interest in forest and water stewardship and continuing to see our natural resources utilized in a smart and sustainable way for future generations. I pursued Biology and GIS in my undergraduate program in order to one day make a difference in the usage of our natural resources.

As we deal with the unfortunate and inevitable consequences of climate change, we'll also need to shift how we view our natural resources and how we continue to be good stewards for future generations to enjoy. All change starts at the local level, and if given the opportunity I would like to position the City of St. Francis to be a leader among other municipalities within Anoka County in terms of natural resource management, public engagement in the URRWMO, and stakeholder engagement and impact.

8. What experience do you have that you feel would be pertinent to this Commission/City Council?

**2019- Present**

GIS Technical Services Supervisor, Hennepin County GIS

I lead a team of technical developers and analysts to meet the goals of Hennepin County GIS including: public data dissemination, public and internal map creation, data integration and sharing with intra-county departments, facilitating public data and FOIA requests.

**2015-2019**

Solutions Engineer, Esri (North Carolina and Minnesota)

My tasks in this position were to provide technical support to users of Esri's GIS software as well as work with government entities to craft custom solutions to meet their GIS and/or departmental needs. Work within government entities spanned multiple departments including: public health, parks & rec, engineering and administration.

**Summer jobs (2011-2013)**

2013, Piping Plover Technician, US Geological Survey (North Dakota)

2012, Wildlife Technician, US Park Service (Wisconsin)

2011- Hydrologic Technician, US Forest Service (Michigan)



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Interim Bethel Wastewater Plant Operator Contract  
**DATE:** September 19<sup>th</sup> , 2022

**OVERVIEW:**

The City of Bethel's Wastewater Plant Operator will be retiring at the end of October 2022. At that time, the City of Bethel has asked the City of St. Francis to serve as temporary Interim Wastewater Plant Operator.

**ACTION TO BE CONSIDERED:**

The City of St. Francis will perform the services described on the attached Exhibit "A" which is incorporated by reference as if fully set forth herein. The City of St. Francis shall only provide contracted services for the wastewater facility (Pond system) and not collection system. Anticipated staff time will be approximately two hours a week. The manner in which these services shall be performed and the length of time required to perform said services is in the sole discretion of the City of St. Francis, but shall comply with MPCA guidelines on attached exhibit B. The fees for the services rendered are set forth in Exhibit "C" per our Equipment and Staff fee schedule. The City of St. Francis attorney has reviewed and approved this contract.

**BUDGET IMPLICATION:**

Staff will invoice per this contract based on the current Fee Schedule for staff time and equipment usage as to not incur any budget implication.

Attachments:

- Contract Operator Agreement
- Exhibit "A"
- Exhibit "B"
- Exhibit "C"

## CONTRACT OPERATOR AGREEMENT

This Agreement, made by and between the City of St. Francis and the City of Bethel, is made pursuant to the terms and conditions set forth herein:

1. **Scope of Work.** The City of Bethel engages the city of St. Francis to serve as Interim Wastewater Treatment Plant Operator and perform the services described on the attached Exhibit "A" which is incorporated by reference as if fully set forth herein. The City of St. Francis shall only provide contracted services for the wastewater facility (Pond system) and not collection system. The manner in which these services shall be performed and the length of time required to perform said services is in the sole discretion of the City St. Francis, but shall comply with MPCA guidelines on attached Exhibit "B".

2. **Terms of Agreement.** The term of this Agreement shall be for a period commencing on \_\_\_\_\_ and terminating when Bethel employs a person with a Class D Wastewater Certificate. Prior to such date, with reasonable cause, either party may terminate this Agreement.

3. **Payment of Services.** City of Bethel shall pay the City of St. Francis per the Equipment and Staff fee schedule (Exhibit "C"). Bethel shall make payment to St. Francis within twenty-five days following submission of the invoice. Upon receiving corrected invoice from St. Francis, Bethel will make payment as described above. Bethel may refuse to pay any claim that is not specifically authorized by this Agreement. Payment of a claim shall not preclude Bethel from questioning the propriety of the claim. St. Francis reserves the right to offset any underpayment or disallowance of claim by reducing future services. In the event this Agreement is terminated before the completion of services, the City of Bethel shall pay to the City of St. Francis for services provided in a satisfactory manner, a sum based upon the actual time spent at the rate stated above.

4. **Equipment, Materials and Supplies.** It shall be the responsibility of the city of Bethel to provide all equipment, materials and supplies necessary for providing the services specified herein.

5. **Termination.** This Agreement may terminated with or without cause, by either party, upon written notice. Notice of termination shall be made by certified mail or personal delivery to the authorized agent of the party. Notice of termination is deemed effective upon delivery to the address of the party as stated in Section 5. Termination of this Agreement shall not discharge any liability, responsibility, or right of any party that arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.

6. **Notifications.** Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only after they have been reduced to writing and signed by authorized representatives of either city. Bethel shall notify the MPCA at least 30 days

in advance of the contract termination if this Agreement is terminated prior to the expiration date.

7. **Indemnity**. The City of Bethel shall indemnify and hold harmless the City of St. Francis from and against any and all liability, loss, damage, cost, or expense (including reasonable attorney's fees) arising out of or relating to the City of St. Francis performance of services, or which the City of St. Francis may incur or sustain by reason of any malpractice, negligence, or other legal liability.

DRAFT

\*Exhibit "A"

- Perform and provide technical training to the City of Bethel staff on treatment process, preventative maintenance techniques at wastewater facility.
- Perform monitoring, sampling, analyzing, and reporting as required by the Minnesota Pollution Control Agency (MPCA) with respect to the NPDES permit for the wastewater treatment.
- Train City of Bethel's staff as requested on the daily operations of the wastewater treatment facility at a rate set-fourth by this agreement.
- Provide a liaison between the City Bethel and the MPCA in matters relating to compliance with water quality and discharge requirements, and other liaison activities, as required.
- Certify the monthly wastewater monitoring and operation reports to the MPCA.
- Contract to be on-site as required by the MPCA.
- Provide daily operations of the wastewater treatment facility (except for holidays and weekends).
- Answer and provide wastewater operations assistance via in-person, telephone or email on an as needed basis to the City of Bethel Staff. Time spent will be charged on an hourly basis agreed to by both parties.

Operator Requirements: The minimum hour's set- fourth by Minnesota Pollution control agency below are assuming that the city of Bethel currently has an operator. The previous operator was at facility for about ten hours a week. The hours required below are the minimum St. Francis staff would be at facility but could be more.



\*Exhibit "B"

- Wastewater Treatment Facility Contract Operator Guidelines – January 2018  
Minn. Stat. §§ 115.71 – 115.77 and Minn. R. 9400 require that a wastewater treatment facility maintain at least one person that is certified in a class equal to or higher than the class of the system or facility. Additionally, the certified operator must have direct responsibility for the operation of the facility. Direct responsibility means the wastewater operator has full and active responsibility for the operation of a portion of, or all of, a facility or wastewater collection system. A city manager, superintendent of public works, or other administrative official shall not be deemed to have direct responsibility of a wastewater treatment facility unless they have obtained proper certification. It is allowable for a permittee to contract with a properly certified operator to meet this requirement provided the contract is submitted to the Commissioner of the Minnesota Pollution Control Agency (MPCA). In order to fulfill the certification requirement, the contract must include the following:
  - Certified operator name and certificate number .
  - Period covered by the contract and provisions for renewal .
  - Duties and responsibilities of the certified operator .
  - Duties and responsibilities of the permittee .
  - Provisions for notifying the MPCA 30 days in advance of termination if the contract is terminated prior to expiration date. .
  - The contract must specify the number of visits that the certified operator will make and length of visit. .
  - It is recommended that each visit be a minimum of two hours in length and at the frequency listed below. Each facility's management need is unique and each situation will be reviewed individually.
  - **It is emphasized that these hours do not include the time needed to actually complete facility operations and maintenance, only the hours to direct those activities.**

Facility Classification Number of Visits

- Class A- Three times per week
- Class B -Two time per week
- Class C- Onetime per week
- Class D -Onetime per month (December –February) Onetime every two weeks (March –November)
- If an unexpected event leaves a permittee without a certified operator, the permit holder is responsible for contracting with or hiring a certified operator as soon as possible. Please note that the permittee must notify the MPCA of a change of certified operator within 30 days.

\*Exhibit “C”

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	\$55/Hour
Belos with Attachment	\$55/Hour
Crane Truck	\$60/Hour
Electric Generator	\$60/Hour
Grader	\$90/Hour
Zero Turn Mower	\$50/Hour
Pick Up Truck	\$40/Hour
Tandem Axle Truck	\$90/Hour
Tandem Axle Truck with Plow	\$110/Hour
Tool Cat/Skid Steer w/Attachments	\$80/Hour
Tractor with Loader or Attachments	\$60/Hour
Pay Loader	\$90/Hour
- Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas	
Staff Time	Two Times Step 8 of Their Pay Grade

DRAFT



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Domestic Violence Awareness Month  
**DATE:** September 19<sup>th</sup>, 2022

---

### **OVERVIEW:**

October is recognized nationally as Domestic Violence Awareness month. This is an opportunity to address the gravity of the problem and the importance of the ongoing work to create a violence-free community.

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

Council to adopt Resolution recognizing October as Domestic Violence Awareness Month

### **BUDGET IMPLICATION:**

None

### **Attachments:**

- Alexandra House Memo
- DVAM Initiatives
- Resolution 2022-45 Proclaiming October as Domestic Violence Awareness Month



July 7, 2022

Steve Feldman, Mayor  
City of St. Francis  
23340 Cree St NW  
St. Francis, MN 55070

Dear Mayor Steve Feldman,

Every year throughout the nation, October is recognized as Domestic Violence Awareness Month (DVAM). Counties and cities all over the United States take the opportunity to honor this month through an official proclamation. In choosing to proclaim October as DVAM locally, Anoka County recognizes the gravity of the problem and the importance of the ongoing work to create a violence-free community. St. Francis' proclamation will add to the chorus of voices insisting that women, men, and children all have a right to seek peace and safety in their lives.

Alexandra House is proud of its partnerships with all the communities throughout Anoka County. In this spirit, we will post all proclamations on our social media sites, tagging each respective city throughout October. The proclamations will be one component of the many initiatives we have planned for Domestic Violence Awareness Month.

As you may be aware, Alexandra House hosts its annual HopeFest event the last weekend of September, as our lead into **October, Domestic Violence Awareness Month**. The core principles of the event are to raise awareness about domestic and sexual violence, remember those we have lost, and honor the many survivors. HopeFest will be held in Anoka, at City Hall Plaza, on September 24<sup>th</sup>. We have several initiatives that our community can participate in throughout October, Domestic Violence Awareness Month; such as:

- **Proclamation**
  - Declare October is Domestic Violence Awareness Month and invite an Alexandra House representative to speak at a City Council meeting (in person or virtually) during September or October. (*Sample proclamation is attached*)
- **#PurpleThursday** (Thursday, October 20th)
  - Join Alexandra House in observing #PurpleThursday by wearing purple to show support and awareness of domestic violence. Take a photograph of those wearing purple, post it to your social media platforms with the hashtags #PurpleThursday and #DVAM, and tag us @AlexHouseMN.
- **Ask Me Why I Wear Purple Initiative**
  - We challenge our community to join us in wearing purple and sharing with those who ask, WHY they wear purple. Alexandra House will have our 'Ask Me Why I Wear PURPLE' buttons available.
  - We also have our printable signage 'I/We Wear Purple' available for download and printing on our website.
- **Domestic Violence Awareness Month displays**
  - Place a display table with DVAM information and resources in common, high-traffic public spaces (courthouses, city halls, lobbies, community centers, etc.)
  - Place our 'Are You Safe' posters in your employee break rooms, informational boards, and public/private restrooms.

- **Yard Sign Campaign**
  - Place our Domestic Violence Awareness yard signs in and around courthouses, city halls, community centers, libraries, police departments, etc.)
    - Would St. Francis consider being a yard sign pickup site? If yes, please reach out to Ann Ambach, Donor Services Assistant, at [aambach@alexandrahouse.org](mailto:aambach@alexandrahouse.org) or 763-795-5471, to make arrangements.
- **Purple Lights Campaign**
  - During October, change or mask the color of your porch lights, building's exterior lights, and/or public spaces to the color purple, recognizing domestic violence awareness while creating striking imagery.
  - Put out a social media posting, press release, and/or newsletter article about WHY you are illuminating your space in purple.
- **Social Media**
  - Share Alexandra House's social media posts about Domestic Violence and Domestic Violence Awareness Month on your social media platforms. We are on [Facebook](#), [Twitter](#), and [Instagram](#).

More information on these initiatives is available on our website at <https://www.alexandrahouse.org/get-involved/events/domestic-violence-awareness-month/>. Please contact Tina Bronson, Director of Mission Advancement, at 763-656-1363 or [tbronson@alexandrahouse.org](mailto:tbronson@alexandrahouse.org) if you have any questions regarding our proclamation request.

Thank you for your consideration and support of this vital cause.

Sincerely,



Connie Moore  
Executive Director



# OCTOBER



## is Domestic Violence Awareness Month (DVAM)

Alexandra House invites you to join our efforts to end violence and raise awareness about domestic violence. Awareness months are an effective way to get involved in our work and support your community. DVAM is recognized for the entirety of October; however, it's best to begin planning how you want to participate today!

### Why DVAM?



1 in 3 women have been physically abused by an intimate partner



1 in 4 men have been physically abused by an intimate partner



Alexandra House answered over 4,900 calls on our 24-Hour Emergency Hotline - a 20% increase from 2020



# Get Involved with #DVAM Initiatives

## Purple Lights

We invite you to shine the symbolic color of domestic violence, purple. Get a purple light bulb from Alexandra House, or find out if your building can display a purple hue throughout October or on October 20th, #PurpleThursday!



## Yard Signs

Display a sign in your public space that states "October is Domestic Violence Awareness Month" on one side and "we support and honor victims of domestic violence" on the other. Signs are 18"x24" coroplast and come with a heavy-duty wire stake.

## Wear Purple on #PurpleThursday

Show your support and wear purple on Thursday, October 20, 2022, Domestic Violence Awareness Day, also known as #PurpleThursday. AND - Wear a "Ask Me Why I Wear Purple" button with your purple to show your support and open a space for this conversation.



Yard Signs



## #DVAM Order Form

Name: \_\_\_\_\_ City/Org: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Item Request

- Yard Sign w/ Stake ☐  
 Purple Bulb ☐  
 "Ask Me Why I Wear Purple" Buttons ☐

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

RESOLUTION 2022-45

A RESOLUTION PROCLAIMING OCTOBER AS  
DOMESTIC VIOLENCE AWARENESS MONTH

**WHEREAS,** the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

**WHEREAS,** domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

**WHEREAS,** over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

**WHEREAS,** domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

**WHEREAS,** October is *National Domestic Violence Awareness Month*; and

**WHEREAS,** during *National Domestic Violence Awareness Month*, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

**NOW, THEREFORE, BE IT RESOLVED AND KNOWN TO ALL** that the City of St. Francis proclaims October to be Domestic Violence Awareness Month on this 19<sup>th</sup> day of September 2022.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19<sup>th</sup> DAY OF SEPTEMBER 2022.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor of St. Francis

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





## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Alexandra House Funding Request for 2023  
**DATE:** September 19th, 2022

---

### **OVERVIEW:**

At the September 12, 2022 Work Session Council discussed a funding request that was received by Alexandra House. Connie Moore, the Executive Director spoke on Alexandra House and the services it provides including advocacy and resources to women, men and elderly people who are victims of domestic violence.

At this work session it was discussed that this is a resource for our Police Officers to refer victims and the many services the organization participates in locally such as direct resident representation to education within the schools.

Funds requested are to support the direct services to the community and not the general shelter services.

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

Council to approve a reduced funding allocation be paid to Alexandra House

### **BUDGET IMPLICATION:**

Council to approve a funding allocation of \$2,500 to be paid from the Bottle Shop fund

### **Attachments:**

- Letter of request and community services breakdown

July 14, 2022

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

Dear Kate,

Alexandra House respectfully requests that the City of St. Francis allocate funds to support services provided to St. Francis residents by our Community Programs. Alexandra House responds 24/7 to calls from the St. Francis Police Department, Anoka County Sheriff's Office and Mercy Hospital-Unity Campus as part of your community's public safety and public health infrastructure. In addition, our Youth Services Program offers school-based advocacy, support groups, and prevention education at high schools throughout the St. Francis School District.

Each year, we assist victims/survivors of domestic and sexual violence from the City of St. Francis and beyond. We are the only agency providing these services in Anoka County. Our advocates assist St. Francis residents to address their immediate crisis and safety needs and support them in moving beyond the violence to achieve long-term safety and independence.

While our services are free to those we serve, they are not without costs. The attached budget details services provided to St. Francis residents in 2021, the cost to provide these services, and the unsecured revenue we need to fully fund those services. Your support means so much to us, now more than ever.

We are grateful for your continued support of our work. We could not do it without you! Please do not hesitate to contact me with any questions. I would welcome the opportunity to attend a city council meeting to discuss this funding request and respond to any questions you may have.

Thank you very much for your consideration.



Connie Moore  
Executive Director

<b>ALEXANDRA HOUSE, INC.</b>	
<b>City of St. Francis</b>	
<b>Services Provided</b>	<b>Services Provided in 2021</b>
Protection Order Filings	3
Civil Court Hearings	4
Legal Representation on OFPs	1
Civil Legal Information & Advocacy	30
Arrest/Non-Arrest Victim Follow up	5
Lethality Assessment Follow Up	8
Criminal Court Hearings, Information & Advocacy	151
Hospital Advocacy	2
Crisis Line	37
Community Support Groups	1
Crisis Intervention/Safety Planning	78
Sexual/Domestic Violence Information & Support	89
Food Shelf	1
Case Management / Parent Support Outreach Program	52
Education/Employment/Benefits	71
Anoka County Family Violence Waivers	7
Financial/Basic Needs Assistance	3
Youth Services - Classroom Presentations (11)	278
<b>TOTAL</b>	<b>821</b>
<b>2023 Budget</b>	<b>Amount</b>
Cost of Services Provided to City of St. Francis	\$ 35,445
Revenue allocated from other sources	\$ 21,267
<b>Unsecured Revenue</b>	<b>\$ 14,178</b>



## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Poppy Street and 229<sup>th</sup> Lane Reconstruction Project - Pay Estimate No. 1  
**DATE:** September 19<sup>th</sup>, 2022

### **OVERVIEW:**

Attached is Pay Estimate No. 1 for the Poppy Street and 229<sup>th</sup> Lane Reconstruction Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of \$121,980.18. The payment is summarized by funding source below.

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

Consider approval of Pay Estimate No. 1 for the Poppy Street and 229<sup>th</sup> Lane Reconstruction Project.

### **BUDGET IMPLICATION:**

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

Description	Funding Source			
	Oak Grove	St. Francis State Aid		Sewer & Water Fund
		Poppy Street	229 <sup>th</sup> Lane	
Work Completed to Date	\$16,471.37	\$26,530.31	\$23,960.94	\$61,437.57
Less 5% Retainage	\$823.57	\$1,326.52	\$1,198.05	\$3,071.87
Recommended Payment	\$15,647.80	\$25,203.79	\$22,762.89	\$58,365.70

Attachments:

- Pay Estimate No. 1

# Contractor's Application for Payment No. 1

To (Owner):	City of St. Francis	Application Period:	Through August 30, 2022	Application Date:	September 14, 2022
Project:	Poppy Street and 229th Lane Reconstruction Project	From (Contractor):	Douglas-Kerr Underground, LLC	Via (Engineer):	Hakanson Anderson

## Application For Payment Change Order Summary

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

1. ORIGINAL CONTRACT PRICE..... \$ \$1,012,799.97
2. Net change by Change Orders..... \$ \$0.00
3. Current Contract Price (Line 1 ± 2)..... \$ \$1,012,799.97
4. TOTAL COMPLETED AND STORED TO DATE \$ \$128,400.19
5. RETAINAGE:
  - a. 5% X Work Completed..... \$ \$6,420.01
  - b. 0% X Stored Material..... \$ \$0.00
  - c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$6,420.01
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$121,980.18
7. LESS PREVIOUS PAYMENTS..... \$ \$
8. AMOUNT DUE THIS APPLICATION..... \$ \$121,980.18

## Contractor's Certification

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

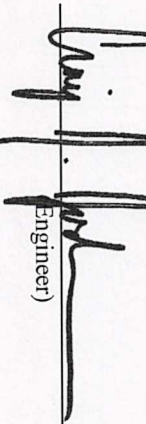
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

## Contractor Signature

By:  Date: 9-15-22

## ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

 (Engineer) Date: 9/14/2022

OWNER: CITY OF ST. FRANCIS

(Owner) Date



# PAY ESTIMATE #1 City of St. Francis

## Poppy Street and 229th Lane Reconstruction Project

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

Agenda Item # 4K.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.16	LUMP SUM	\$ 30,714.00	\$ 4,914.24	0.08	\$ 2,457.12
2	CLEARING	8	EACH	\$ 300.00	\$ 2,400.00	9	\$ 2,700.00
3	GRUBBING	8	EACH	\$ 125.00	\$ 1,000.00	10	\$ 1,250.00
4	CLEARING	0.1	ACRE	\$ 25,000.00	\$ 2,500.00	0.1	\$ 2,500.00
5	GRUBBING	0.1	ACRE	\$ 5,000.00	\$ 500.00	0.1	\$ 500.00
6	REMOVE MAIL BOX SUPPORT	2	EACH	\$ 150.00	\$ 300.00	2	\$ 300.00
7	SAWING CONCRETE PAVEMENT - FULL DEPTH	1	LIN FT	\$ 4.20	\$ 4.20		\$ -
8	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	41	LIN FT	\$ 3.00	\$ 123.00		\$ -
9	REMOVE PIPE CULVERT	60	SQ YD	\$ 13.70	\$ 822.00		\$ -
10	REMOVE CONCRETE CURB	11	LIN FT	\$ 4.55	\$ 50.05		\$ -
11	REMOVE BITUMINOUS PAVEMENT	22	SQ YD	\$ 4.30	\$ 94.60		\$ -
12	EXCAVATION - SUBGRADE	1007	CU YD	\$ 21.50	\$ 21,650.50		\$ -
13	DEWATERING	0.16	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
14	SUBGRADE PREPARATION	5.5	ROAD STA	\$ 216.00	\$ 1,188.00		\$ -
15	WATER	28	M GALLON	\$ 75.70	\$ 2,119.60		\$ -
16	AGGREGATE BASE CLASS 5	329	TON	\$ 14.55	\$ 4,786.95		\$ -
17	FULL DEPTH RECLAMATION	1479	SQ YD	\$ 3.75	\$ 5,546.25	1,479	\$ 5,546.25
18	HAUL FULL DEPTH RECLAMATION (LV)	427	CU YD	\$ 10.35	\$ 4,419.45		\$ -
19	MILL BITUMINOUS SURFACE (1.5")	10	SQ YD	\$ 8.45	\$ 84.50		\$ -
20	BITUMINOUS MATERIAL FOR TACK COAT	73	GALLON	\$ 4.30	\$ 313.90		\$ -
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2:B) 3.0" THICK	68	SQ YD	\$ 41.60	\$ 2,828.80		\$ -
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2:B)	140	TON	\$ 80.45	\$ 11,263.00		\$ -
23	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2:B)	235	TON	\$ 71.80	\$ 16,873.00		\$ -
24	18" RC PIPE APRON	1	EACH	\$ 1,433.00	\$ 1,433.00		\$ -
25	12" RC PIPE SEWER DESIGN 3006 CLASS V	339	LIN FT	\$ 51.40	\$ 17,424.60		\$ -
26	18" RC PIPE SEWER DESIGN 3006 CLASS V	25	LIN FT	\$ 65.65	\$ 1,641.25		\$ -
27	CASTING ASSEMBLY	3	EACH	\$ 817.00	\$ 2,451.00		\$ -
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	10.4	LIN FT	\$ 660.00	\$ 6,864.00		\$ -
29	CONCRETE CURB AND GUTTER DESIGN B424	1092	LIN FT	\$ 18.35	\$ 20,038.20		\$ -
30	6" CONCRETE DRIVEWAY PAVEMENT	30	SQ YD	\$ 58.50	\$ 1,755.00		\$ -
31	MAIL BOX SUPPORT	2	EACH	\$ 225.00	\$ 450.00		\$ -
32	TRAFFIC CONTROL SUPERVISOR	0.16	LUMP SUM	\$ 1,500.00	\$ 240.00	0.08	\$ 120.00



# PAY ESTIMATE #1 City of St. Francis

## Poppy Street and 229th Lane Reconstruction Project

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

Agenda Item # 4K.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
33	TRAFFIC CONTROL	0.16	LUMP SUM	\$ 2,450.00	\$ 392.00	0.08	\$ 196.00
34	SIGN TYPE C	5	SQ FT	\$ 90.00	\$ 450.00		\$ -
35	STABILIZED CONSTRUCTION EXIT	0.16	LUMP SUM	\$ 2,553.00	\$ 408.48		\$ -
36	EROSION CONTROL SUPERVISOR	0.16	LUMP SUM	\$ 2,725.00	\$ 436.00	0.08	\$ 218.00
37	STORM DRAIN INLET PROTECTION	3	EACH	\$ 171.00	\$ 513.00	4	\$ 684.00
38	SILT FENCE TYPE: MS	60	LIN FT	\$ 2.40	\$ 144.00		\$ -
39	LOAM TOPSOIL BORROW	70	CU YD	\$ 38.50	\$ 2,695.00		\$ -
40	FERTILIZER TYPE 1	43	POUND	\$ 0.75	\$ 32.25		\$ -
41	SEEDING	0.14	ACRE	\$ 2,150.00	\$ 301.00		\$ -
42	HYDRAULIC BONDED FIBER MATRIX	501	POUND	\$ 1.50	\$ 751.50		\$ -
43	SEED, MIXTURE 25-121	17	POUND	\$ 5.45	\$ 92.65		\$ -
44	4" SOLID LINE MULTI-COMPONENT	546	LIN FT	\$ 0.45	\$ 245.70		\$ -
45	4" DOUBLE SOLID LINE MULTI-COMPONENT	500	LIN FT	\$ 0.90	\$ 450.00		\$ -
Total Base Bid (S.A.P. 223-120-002) - Poppy Street					\$ 142,990.67		\$ 16,471.37

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

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.47	LUMP SUM	\$ 30,714.00	\$ 14,435.58	0.24	\$ 7,371.36
2	CLEARING	0.05	ACRE	\$ 25,000.00	\$ 1,250.00	0.05	\$ 1,250.00
3	GRUBBING	0.05	ACRE	\$ 5,000.00	\$ 250.00	0.05	\$ 250.00
4	REMOVE SIGN	12	EACH	\$ 40.00	\$ 480.00	12	\$ 480.00
5	REMOVE MAIL BOX SUPPORT	14	EACH	\$ 150.00	\$ 2,100.00	14	\$ 2,100.00
6	SALVAGE SIGN	5	EACH	\$ 40.00	\$ 200.00	5	\$ 200.00
7	SAWING CONCRETE PAVEMENT - FULL DEPTH	13	LIN FT	\$ 4.20	\$ 54.60		\$ -
8	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	386	LIN FT	\$ 3.00	\$ 1,158.00		\$ -
9	REMOVE PIPE CULVERT	591	SQ YD	\$ 13.70	\$ 8,096.70		\$ -
10	REMOVE CATCH BASINS	2	EACH	\$ 610.00	\$ 1,220.00		\$ -
11	REMOVE CONCRETE CURB	93	LIN FT	\$ 4.55	\$ 423.15		\$ -
12	REMOVE CONCRETE PAVEMENT	16	SQ YD	\$ 8.05	\$ 128.80		\$ -
13	REMOVE BITUMINOUS PAVEMENT	864	SQ YD	\$ 4.30	\$ 3,715.20		\$ -
14	EXCAVATION - SUBGRADE	1635	CU YD	\$ 21.50	\$ 35,152.50		\$ -



**PAY ESTIMATE #1**  
**City of St. Francis**  
**Poppy Street and 229th Lane Reconstruction Project**

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

Agenda Item # 4K.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
15	DEWATERING	0.5	LUMP SUM	\$0.01	0.01		\$ -
16	SUBGRADE PREPARATION	11.3	ROAD STA	\$216.00	2,440.80		\$ -
17	WATER	78	M GALLON	\$ 75.70	5,904.60	6	\$ 454.20
18	AGGREGATE BASE CLASS 5	1047	TON	14.55	15,233.85		\$ -
19	FULL DEPTH RECLAMATION	3261	SQ YD	3.75	12,228.75	3,237	\$ 12,138.75
20	HAUL FULL DEPTH RECLAMATION (LV)	942	CU YD	10.35	9,749.70		\$ -
21	MILL BITUMINOUS SURFACE (1.5")	62	SQ YD	8.45	523.90		\$ -
22	BITUMINOUS MATERIAL FOR TACK COAT	250	GALLON	4.30	1,075.00		\$ -
23	TYPE SP 9.5 WEARING COURSE MIXTURE (2:B) 3.0" THICK	549	SQ YD	41.60	22,838.40		\$ -
24	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	305	TON	80.45	24,537.25		\$ -
25	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	510	TON	71.80	36,618.00		\$ -
26	12" CS PIPE APRON	4	EACH	520.00	2,080.00		\$ -
27	12" CS PIPE CULVERT	60	LIN FT	79.35	4,761.00		\$ -
28	12" RC PIPE SEWER DESIGN 3006 CLASS V	468	LIN FT	51.40	24,055.20		\$ -
29	18" RC PIPE SEWER DESIGN 3006 CLASS V	38	LIN FT	65.65	2,494.70		\$ -
30	SALVAGE SPRINKLER HEAD	30	EACH	60.00	1,800.00		\$ -
31	INSTALL SPRINKLER HEAD	30	EACH	60.00	1,800.00		\$ -
32	CASTING ASSEMBLY	15	EACH	817.00	12,255.00		\$ -
33	ADJUST FRAME AND RING CASTING	8	EACH	872.00	6,976.00		\$ -
34	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	4	EACH	1,739.00	6,956.00		\$ -
35	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	30.5	LIN FT	660.00	20,130.00		\$ -
36	5" CONCRETE WALK	8110	SQ FT	6.80	55,148.00		\$ -
37	6" CONCRETE WALK	1650	SQ FT	11.45	18,892.50		\$ -
38	8" CONCRETE WALK	91	SQ FT	6.65	605.15		\$ -
39	CONCRETE CURB AND GUTTER DESIGN B424	2206	LIN FT	18.35	40,480.10		\$ -
40	6" CONCRETE DRIVEWAY PAVEMENT	111	SQ YD	58.50	6,493.50		\$ -
41	8" CONCRETE DRIVEWAY PAVEMENT	9	SQ YD	68.00	612.00		\$ -
42	TRUNCATED DOMES	60	SQ FT	50.00	3,000.00		\$ -
43	MAIL BOX	1	EACH	50.00	50.00		\$ -
44	MAIL BOX SUPPORT	14	EACH	225.00	3,150.00		\$ -
45	TRAFFIC CONTROL SUPERVISOR	0.47	LUMP SUM	1,500.00	705.00	0.24	\$ 360.00
46	TRAFFIC CONTROL	0.47	LUMP SUM	2,450.00	1,151.50	0.24	\$ 588.00

S:\Municipal\astfrancis\322\IC-CONSTRUCTION PHASE\4-PAY ESTIMATES\SF322 - Pay Estimate



# PAY ESTIMATE #1 City of St. Francis

## Poppy Street and 229th Lane Reconstruction Project

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

Agenda Item # 4K.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
47	INSTALL SIGN	5	EACH	\$ 250.00	\$ 1,250.00		\$ -
48	SIGN TYPE C	35	SQ FT	\$ 90.00	\$ 3,150.00		\$ -
49	STABILIZED CONSTRUCTION EXIT	0.47	LUMP SUM	\$ 2,553.00	\$ 1,199.91		\$ -
50	EROSION CONTROL SUPERVISOR	0.47	LUMP SUM	\$ 2,725.00	\$ 1,280.75	0.24	\$ 654.00
51	STORM DRAIN INLET PROTECTION	9	EACH	\$ 171.00	\$ 1,539.00	4	\$ 684.00
52	SILT FENCE TYPE: MS	1212	LIN FT	\$ 2.40	\$ 2,908.80		\$ -
53	LOAM TOPSOIL BORROW	350	CU YD	\$ 38.50	\$ 13,475.00		\$ -
54	FERTILIZER TYPE 1	167	POUND	\$ 0.75	\$ 125.25		\$ -
55	SODDING TYPE MINERAL	710	SQ YD	\$ 11.00	\$ 7,810.00		\$ -
56	SEEDING	0.37	ACRE	\$ 2,150.00	\$ 795.50		\$ -
57	HYDRAULIC BONDED FIBER MATRIX	1951	POUND	\$ 1.50	\$ 2,926.50		\$ -
58	SEED, MIXTURE 25-121	68	POUND	\$ 5.45	\$ 370.60		\$ -
59	4" SOLID LINE MULTI-COMPONENT	1131	LIN FT	\$ 0.45	\$ 508.95		\$ -
60	4" DOUBLE SOLID LINE MULTI-COMPONENT	1045	LIN FT	\$ 0.90	\$ 940.50		\$ -
Total Base Bid (S.A.P. 235-117-002) - Poppy Street					\$ 451,691.20		\$ 26,530.31

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

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.11	LUMP SUM	\$ 30,714.00	\$ 3,378.54	0.06	\$ 1,842.84
2	CLEARING	0.05	ACRE	\$ 25,000.00	\$ 1,250.00	0.05	\$ 1,250.00
3	GRUBBING	0.05	ACRE	\$ 5,000.00	\$ 250.00	0.05	\$ 250.00
4	REMOVE SIGN	4	EACH	\$ 40.00	\$ 160.00	4	\$ 160.00
5	SALVAGE SIGN	2	EACH	\$ 40.00	\$ 80.00	2	\$ 80.00
6	SAWING CONCRETE PAVEMENT - FULL DEPTH	20	LIN FT	\$ 4.20	\$ 84.00	4	\$ 16.80
7	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	28	LIN FT	\$ 3.00	\$ 84.00		\$ -
8	REMOVE CONCRETE CURB	73	LIN FT	\$ 4.55	\$ 332.15	73	\$ 332.15
9	REMOVE CONCRETE PAVEMENT	37	SQ YD	\$ 8.05	\$ 297.85		\$ -
10	EXCAVATION - SUBGRADE	207	CU YD	\$ 21.50	\$ 4,450.50		\$ -
11	DEWATERING	0.11	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
12	SUBGRADE PREPARATION	4.3	ROAD STA	\$ 216.00	\$ 928.80		\$ -
13	WATER	39	M GALLON	\$ 75.70	\$ 2,952.30		\$ -



**PAY ESTIMATE #1**  
**City of St. Francis**  
**Poppy Street and 229th Lane Reconstruction Project**

Bas Agenda Item # 4K.  
(S.A.P. 235-147-001) - 229th Lane (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
14	AGGREGATE BASE CLASS 5	500	TON	\$ 14.55	\$ 7,275.00		\$ -
15	FULL DEPTH RECLAMATION	1151	SQ YD	\$ 3.75	\$ 4,316.25	1,151	\$ 4,316.25
16	HAUL FULL DEPTH RECLAMATION (LV)	208	CU YD	\$ 10.35	\$ 2,152.80		\$ -
17	MILL BITUMINOUS SURFACE (1.5")	18	SQ YD	\$ 8.45	\$ 152.10		\$ -
18	BITUMINOUS MATERIAL FOR TACK COAT	63	GALLON	\$ 4.30	\$ 270.90		\$ -
19	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	120	TON	\$ 80.45	\$ 9,654.00		\$ -
20	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	200	TON	\$ 71.80	\$ 14,360.00		\$ -
21	12" RC PIPE SEWER DESIGN 3006 CLASS V	66	LIN FT	\$ 51.40	\$ 3,392.40	66	\$ 3,392.40
22	CASTING ASSEMBLY	3	EACH	\$ 817.00	\$ 2,451.00		\$ -
23	ADJUST FRAME AND RING CASTING	1	EACH	\$ 872.00	\$ 872.00		\$ -
24	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$ 1,739.00	\$ 1,739.00	1	\$ 1,739.00
25	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	7.9	LIN FT	\$ 660.00	\$ 5,214.00	7.9	\$ 5,214.00
26	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	1	EACH	\$ 3,023.00	\$ 3,023.00	1	\$ 3,023.00
27	RANDOM RIPRAP CLASS III	9	CU YD	\$ 178.00	\$ 1,602.00	9	\$ 1,602.00
28	CONCRETE CURB AND GUTTER DESIGN SPECIAL	895	LIN FT	\$ 17.05	\$ 15,259.75		\$ -
29	6" CONCRETE DRIVEWAY PAVEMENT	33	SQ YD	\$ 58.50	\$ 1,930.50		\$ -
30	8" CONCRETE DRIVEWAY PAVEMENT	14	SQ YD	\$ 68.00	\$ 952.00		\$ -
31	TRAFFIC CONTROL SUPERVISOR	0.11	LUMP SUM	\$ 1,500.00	\$ 165.00	0.06	\$ 90.00
32	TRAFFIC CONTROL	0.11	LUMP SUM	\$ 2,450.00	\$ 269.50	0.06	\$ 147.00
33	INSTALL SIGN	2	EACH	\$ 250.00	\$ 500.00		\$ -
34	SIGN TYPE C	24	SQ FT	\$ 90.00	\$ 2,160.00		\$ -
35	STABILIZED CONSTRUCTION EXIT	0.11	LUMP SUM	\$ 2,553.00	\$ 280.83		\$ -
36	EROSION CONTROL SUPERVISOR	0.11	LUMP SUM	\$ 2,725.00	\$ 299.75	0.06	\$ 163.50
37	STORM DRAIN INLET PROTECTION	2	EACH	\$ 171.00	\$ 342.00	2	\$ 342.00
38	SILT FENCE TYPE: MS	154	LIN FT	\$ 2.40	\$ 369.60		\$ -
39	LOAM TOPSOIL BORROW	97	CU YD	\$ 38.50	\$ 3,734.50		\$ -
40	FERTILIZER TYPE 1	40	POUND	\$ 0.75	\$ 30.00		\$ -
41	SEEDING	0.19	ACRE	\$ 2,150.00	\$ 408.50		\$ -
42	HYDRAULIC BONDED FIBER MATRIX	630	POUND	\$ 1.50	\$ 945.00		\$ -
43	SEED, MIXTURE 25-121	22	POUND	\$ 5.45	\$ 119.90		\$ -
Total Base Bid (S.A.P. 235-147-001) - 229th Lane					\$ 98,489.42		\$ 23,960.94



# PAY ESTIMATE #1 City of St. Francis

## Poppy Street and 229th Lane Reconstruction Project

(Local Funding)

Agenda Item # 4K.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.26	LUMP SUM	\$ 30,714.00	\$ 7,985.64	0.13	\$ 3,992.82
2	REMOVE CASTING	7	EACH	\$ 187.00	\$ 1,309.00		\$ -
3	REMOVE GATE VALVE AND BOX	6	EACH	\$ 338.00	\$ 2,028.00		\$ -
4	REMOVE HYDRANT	3	EACH	\$ 451.00	\$ 1,353.00		\$ -
5	SALVAGE HYDRANT	1	EACH	\$ 338.00	\$ 338.00	1	\$ 338.00
6	REMOVE WATERMAIN	947	LIN FT	\$ 13.90	\$ 13,163.30		\$ -
7	DEWATERING	0.23	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
8	4" PVC PIPE SEWER	40	LIN FT	\$ 38.30	\$ 1,532.00		\$ -
9	8" PVC PIPE SEWER	55	LIN FT	\$ 62.50	\$ 3,437.50		\$ -
10	ADJUST SANITARY SEWER MANHOLE	1	EACH	\$ 1,784.00	\$ 1,784.00		\$ -
11	CONNECT TO EXISTING MANHOLE (SAN)	1	EACH	\$ 2,039.00	\$ 2,039.00		\$ -
12	CONNECT TO EXISTING STORM SEWER	1	EACH	\$ 2,740.00	\$ 2,740.00		\$ -
13	CONNECT TO EXISTING DRAINAGE STRUCTURE	1	EACH	\$ 1,713.00	\$ 1,713.00		\$ -
14	8" PIPE PLUG	1	EACH	\$ 276.00	\$ 276.00		\$ -
15	CLEAN AND VIDEO TAPE PIPE SEWER	55	LIN FT	\$ 17.25	\$ 948.75		\$ -
16	WATERMAIN SYSTEM	1	LUMP SUM	\$ 4,840.00	\$ 4,840.00	0.5	\$ 2,420.00
17	TEMPORARY WATER SERVICE	10	EACH	\$ 1,023.00	\$ 10,230.00	8	\$ 8,184.00
18	RECONNECT WATER SERVICE	10	EACH	\$ 140.00	\$ 1,400.00		\$ -
19	CONNECT TO EXISTING WATERMAIN	4	EACH	\$ 1,611.00	\$ 6,444.00	1	\$ 1,611.00
20	HYDRANT	3	EACH	\$ 6,188.00	\$ 18,564.00		\$ -
21	INSTALL HYDRANT	1	EACH	\$ 1,973.00	\$ 1,973.00	1	\$ 1,973.00
22	1" CORPORATION STOP	13	EACH	\$ 1,058.00	\$ 13,754.00		\$ -
23	2" CORPORATION STOP	1	EACH	\$ 1,590.00	\$ 1,590.00		\$ -
24	6" GATE VALVE AND BOX	6	EACH	\$ 2,651.00	\$ 15,906.00	1	\$ 2,651.00
25	8" GATE VALVE AND BOX	6	EACH	\$ 3,965.00	\$ 23,790.00	1	\$ 3,965.00
26	1" CURB STOP AND BOX	13	EACH	\$ 1,264.00	\$ 16,432.00		\$ -
27	2" CURB STOP AND BOX	1	EACH	\$ 1,830.00	\$ 1,830.00		\$ -
28	HYDRANT RISER	2	LIN FT	\$ 1,528.00	\$ 3,056.00		\$ -
29	1" TYPE PE PIPE	500	LIN FT	\$ 7.35	\$ 3,675.00		\$ -
30	2" TYPE PE PIPE	30	LIN FT	\$ 10.60	\$ 318.00		\$ -
31	6" WATERMAIN DUCTILE IRON CL 52	145	LIN FT	\$ 61.90	\$ 8,975.50		\$ -
32	8" PVC WATERMAIN	1417	LIN FT	\$ 62.80	\$ 88,987.60	500	\$ 31,400.00



# PAY ESTIMATE #1 City of St. Francis

## Poppy Street and 229th Lane Reconstruction Project

Agenda Item # 4K.

(Local Funding) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
33	4" POLYSTYRENE INSULATION	11	SQ YD	\$ 41.75	\$ 459.25		\$ -
34	DUCTILE IRON FITTINGS	1193	POUND	\$ 13.45	\$ 16,045.85	300	\$ 4,035.00
35	TRAFFIC CONTROL SUPERVISOR	0.26	LUMP SUM	\$ 1,500.00	\$ 390.00	0.13	\$ 195.00
36	TRAFFIC CONTROL	0.26	LUMP SUM	\$ 2,450.00	\$ 637.00	0.13	\$ 318.50
37	SIGN PANEL SPECIAL	12	SQ FT	\$ 65.00	\$ 780.00		\$ -
38	STABILIZED CONSTRUCTION EXIT	0.26	LUMP SUM	\$ 2,553.00	\$ 663.78		\$ -
39	EROSION CONTROL SUPERVISOR	0.26	LUMP SUM	\$ 2,725.00	\$ 708.50	0.13	\$ 354.25
Total Base Bid (Local Funding)					<u>\$ 282,096.67</u>		<u>\$ 61,437.57</u>

Alternate Bid (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	REMOVE MANHOLE	1	EACH	\$ 947.00	\$ 947.00		\$ -
2	REMOVE FORCE MAIN	52	LIN FT	\$ 13.05	\$ 678.60		\$ -
3	DEWATERING	1	LUMP SUM	\$ 0.01	\$ 0.01		\$ -
4	6" PVC PIPE SEWER	66	LIN FT	\$ 40.40	\$ 2,666.40		\$ -
5	8" PVC PIPE SEWER	252	LIN FT	\$ 48.10	\$ 12,121.20		\$ -
6	CONNECT TO EXISTING MANHOLE (SAN)	1	EACH	\$ 2,589.00	\$ 2,589.00		\$ -
7	CONNECT TO EXISTING FORCEMAIN	1	EACH	\$ 838.00	\$ 838.00		\$ -
8	CONNECT TO EXISTING SANITARY SEWER SERVICE	1	EACH	\$ 386.00	\$ 386.00		\$ -
9	6" PVC PIPE CAP	1	EACH	\$ 351.00	\$ 351.00		\$ -
10	8" PVC PIPE CAP	5	EACH	\$ 176.00	\$ 880.00		\$ -
11	8" BY 6" PVC WYE	2	EACH	\$ 1,827.00	\$ 3,654.00		\$ -
12	CLEAN AND VIDEO TAPE PIPE SEWER	200	LIN FT	\$ 0.01	\$ 2.00		\$ -
13	6" PVC FORCE MAIN	18	LIN FT	\$ 34.90	\$ 628.20		\$ -
14	CASTING ASSEMBLY	2	EACH	\$ 1,890.00	\$ 3,780.00		\$ -
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	15.8	LIN FT	\$ 507.00	\$ 8,010.60		\$ -
Total Alternate Bid (Local Funding)					<u>\$ 37,532.01</u>		<u>\$ -</u>

**PAY ESTIMATE #1**  
**City of St. Francis**  
**Poppy Street and 229th Lane Reconstruction Project**

Total Base Bid (S.A.P. 223-120-002) - Poppy Street	\$142,990.67	\$16,471.37
Total Base Bid (S.A.P. 235-117-002) - Poppy Street	\$451,691.20	\$26,530.31
Total Base Bid (S.A.P. 235-147-001) - 229th Lane	\$98,489.42	\$23,960.94
Total Base Bid (Local Funding)	\$282,096.67	\$61,437.57
Total Alternate Bid (Local Funding)	\$37,532.01	\$0.00
<b>TOTAL</b>	<b>\$1,012,799.97</b>	<b>\$128,400.19</b>



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Payment of Claims  
**DATE:** September 19, 2022

---

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$78,461.90 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-\$218,967.11

Credit Card Payment-\$19,934.56

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:

- 09-19-2022 Packet List-\$78,461.90
- 09-19-2022 ACH Payments-\$218,967.11
- 09-19-2022 Credit Card-\$19,934.56



## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 1

## \*Claim Register©

AP 09-19-2022

September 2022

**Claim Type**

Claim# 15870 ADVANCED AUTOMOTIVE CARE, I

Cash Payment E 101-43100-221 Vehicle Repair & Maintena VEHICLE REPAIR \$699.80  
 Invoice 61066

Transaction Date 9/15/2022 Due 9/15/2022 CASH 10100 **Total** \$699.80

**Claim Type**

Claim# 15793 AIRGAS NORTH CENTRAL

Cash Payment E 101-43100-217 Other Operating Supplies CYLINDER RENTAL \$14.40  
 Invoice 9990816856

Cash Payment E 101-43210-217 Other Operating Supplies CYLINDER RENTAL \$14.40  
 Invoice 9990816856

Cash Payment E 101-45200-217 Other Operating Supplies CYLINDER RENTAL \$14.40  
 Invoice 9990816856

Cash Payment E 601-49440-217 Other Operating Supplies CYLINDER RENTAL \$14.40  
 Invoice 9990816856

Cash Payment E 602-49490-217 Other Operating Supplies CYLINDER RENTAL \$14.41  
 Invoice 9990816856

Transaction Date 9/13/2022 Due 9/13/2022 CASH 10100 **Total** \$72.01

**Claim Type**

Claim# 15740 ANOKA COUNTY ATTORNEYS OFF

Cash Payment E 208-42110-441 Miscellaneous ADMINISTRATIVE FORFEITURE-ICR20-146171 \$495.00  
 Invoice ICR#20-146171

Transaction Date 9/7/2022 Due 9/7/2022 CASH 10100 **Total** \$495.00

**Claim Type**

Claim# 15873 ASPEN MILLS

Cash Payment E 101-42110-437 Uniform Allowance UNIFORMS - SIEBER \$107.98  
 Invoice 300399

Cash Payment E 101-42110-437 Uniform Allowance UNIFORMS-PETERSON RESERVES \$48.95  
 Invoice 300237

Cash Payment E 101-42110-437 Uniform Allowance UNIFORMS - PETERSON RESERVES \$112.98  
 Invoice 300030

Cash Payment E 101-42110-437 Uniform Allowance UNIFORMS - STEMME \$39.99  
 Invoice 300054

Cash Payment E 101-42110-437 Uniform Allowance UNIFORMS - CHANTHAPANYA \$59.95  
 Invoice 299952

Transaction Date 9/15/2022 Due 9/15/2022 CASH 10100 **Total** \$369.85

**Claim Type**

Claim# 15743 AUGUSTA PLUMBING

Cash Payment R 101-32212 Plumbing CANCELLED PERMIT 2022-00622 \$75.00  
 Invoice .09122022

Cash Payment G 101-20820 Surcharge Payable CANCELLED PERMIT 2022-00622 \$1.00  
 Invoice .09122022

Transaction Date 9/12/2022 Due 9/12/2022 CASH 10100 **Total** \$76.00

**Claim Type**

Claim# 15741 BERNICK COMPANIES, THE

Cash Payment E 609-49751-252 Beer For Resale BEER \$706.10  
 Invoice 375868

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$21.71  
 Invoice 375867

## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 2

## \*Claim Register©

AP 09-19-2022

September 2022

Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$727.81</b>
<b>Claim Type</b>						
Claim#	15738	BJORKLUND COMPANIES				
Cash Payment	E 101-45200-217	Other Operating Supplies	BLACK DIRT			\$60.00
Invoice 39904						
Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	<b>\$60.00</b>
<b>Claim Type</b>						
Claim#	15753	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$20.30
Invoice 345594178						
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,226.97
Invoice 345594178						
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$312.00
Invoice 345594178						
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$1,559.27</b>
<b>Claim Type</b>						
Claim#	15860	BSS HOMES, LLC				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#6236			\$80.13
Invoice .09152022-3						
Cash Payment	R 603-37400	Storm Water Fees	STORMWATER FEE 2022			-\$60.00
Invoice .09152022-3						
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$20.13</b>
<b>Claim Type</b>						
Claim#	15871	CENTURY COLLEGE				
Cash Payment	E 101-42210-208	Training and Instruction	CLASS REGISTRATION			\$1,400.00
Invoice 1072476						
Cash Payment	E 101-42210-208	Training and Instruction	CLASS REGISTRATION			\$175.00
Invoice 1072479						
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$1,575.00</b>
<b>Claim Type</b>						
Claim#	15785	CIVICPLUS LLC				
Cash Payment	E 101-41400-311	Contract	MUNICODE ANNUAL RENEWAL			\$3,800.00
Invoice 239633						
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$3,800.00</b>
<b>Claim Type</b>						
Claim#	15736	COUNTY MARKET - CITY ACCOUN				
Cash Payment	E 101-42210-212	Motor Fuels	AUGUST FUEL CHARGES			\$674.42
Invoice .09012022						
Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	<b>\$674.42</b>
<b>Claim Type</b>						
Claim#	15869	CRAWFORD EQUIPMENT				
Cash Payment	E 101-43100-218	Equipment Repair & Maint	EQUIPMENT			\$571.77
Invoice 01-68683						
Cash Payment	E 101-45200-218	Equipment Repair & Maint	EQUIPMENT			\$571.78
Invoice 01-68683						
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$1,143.55</b>
<b>Claim Type</b>						
Claim#	15752	CRYSTAL SPRINGS ICE				



## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 3

## \*Claim Register©

AP 09-19-2022

September 2022

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$4.00  
Invoice 9000561

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$114.40  
Invoice 9000561

Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$118.40</b>
------------------	-----------	---------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15751 DAHLHEIMER DIST. CO. INC.

Cash Payment E 609-49751-252 Beer For Resale BEER \$19,812.70  
Invoice 1728223

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$300.00  
Invoice 1728223

Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$20,112.70</b>
------------------	-----------	---------------	------	-------	--------------	--------------------

**Claim Type**

Claim# 15792 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing SEPT 21 PH REZONING RIVERS EDGE \$59.13  
Invoice 910511

Transaction Date	9/13/2022	Due 9/13/2022	CASH	10100	<b>Total</b>	<b>\$59.13</b>
------------------	-----------	---------------	------	-------	--------------	----------------

**Claim Type**

Claim# 15859 FREEMAN, JANEEN & ROB

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6516 \$438.85  
Invoice .09152022-2

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$438.85</b>
------------------	-----------	---------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15735 GOPHER STATE ONE-CALL

Cash Payment E 602-49490-442 Gopher State IT TICKETS - AUGUST 2022 \$67.50  
Invoice 2080760

Cash Payment E 601-49440-442 Gopher State IT TICKETS - AUGUST 2022 \$67.50  
Invoice 2080760

Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	<b>\$135.00</b>
------------------	----------	--------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15858 GRAINGER, INC.

Cash Payment E 601-49440-442 Gopher State \$22.68  
Invoice 9416971761

Cash Payment E 601-49440-229 Project Repair & Maintena PROJECT MAINTENANCE \$23.44  
Invoice 9435893640

Cash Payment E 602-49490-442 Gopher State \$22.68  
Invoice 9416971761

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$68.80</b>
------------------	-----------	---------------	------	-------	--------------	----------------

**Claim Type**

Claim# 15791 HAWKINS, INC.

Cash Payment E 601-49440-216 Chemicals and Chem Prod CHEMICALS \$4,118.40  
Invoice 6262413

Transaction Date	9/13/2022	Due 9/13/2022	CASH	10100	<b>Total</b>	<b>\$4,118.40</b>
------------------	-----------	---------------	------	-------	--------------	-------------------

**Claim Type**

Claim# 15747 ISD #15

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 121 MAINTENANCE \$122.90  
Invoice 9131

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 221 MAINTENANCE \$66.30  
Invoice 9127

## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 4

## \*Claim Register©

AP 09-19-2022

September 2022

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 121 MAINTENANCE				\$83.50
Invoice	9120					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 218 MAINTENANCE				\$56.25
Invoice	9141					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 122 MAINTENANCE				\$111.42
Invoice	9119					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 221 MAINTENANCE				\$142.62
Invoice	9140					
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	\$582.99

## Claim Type

Claim#	15761	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.75
Invoice	2133021					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$21.87
Invoice	2133020					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$68.75
Invoice	2133021					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,440.50
Invoice	2133020					
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	\$1,532.87

## Claim Type

Claim#	15857	KUCHER, ROBERT				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#5366				\$125.18
Invoice	.09152022-1					
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	\$125.18

## Claim Type

Claim#	15856	LITTLE FALLS MACHINE INC.				
Cash Payment	E 101-43100-218 Equipment Repair & Maint	EQUIPMENT REPAIRS AND MAINT				\$2,817.13
Invoice	365022					
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	\$2,817.13

## Claim Type

Claim#	15757	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$400.00
Invoice	650058					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$15,050.05
Invoice	649495					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$1,620.25
Invoice	649600					
Cash Payment	E 609-49751-255 N/A Products	N/A				-\$61.20
Invoice	649600					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$237.80
Invoice	649495					
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	\$14,006.40

## Claim Type

Claim#	15733	METRO SALES, INC.				
Cash Payment	E 101-41400-200 Office Supplies	COPIES				\$96.64
Invoice	INV2113093					
Cash Payment	E 101-42400-200 Office Supplies	COPIES				\$96.64
Invoice	INV2113093					

## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 5

## \*Claim Register©

AP 09-19-2022

September 2022

Cash Payment	E 101-42110-200 Office Supplies	COPIES			\$96.64
Invoice	INV2113093				
Cash Payment	E 101-43100-200 Office Supplies	COPIES			\$96.64
Invoice	INV2113093				
Cash Payment	E 101-45200-200 Office Supplies	COPIES			\$96.64
Invoice	INV2113093				
Cash Payment	E 601-49440-200 Office Supplies	COPIES			\$96.64
Invoice	INV2113093				
Cash Payment	E 602-49490-200 Office Supplies	COPIES			\$96.64
Invoice	INV2113093				
Cash Payment	E 609-49750-200 Office Supplies	COPIES			\$96.63
Invoice	INV2113093				
Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b> \$773.11
<b>Claim Type</b>					
Claim#	15787	MIDCONTINENT COMMUNICATION			
Cash Payment	E 601-49440-321 Telephone	TELEPHONE			\$153.39
Invoice	133348601128474				
Cash Payment	E 101-42110-321 Telephone	TELEPHONE			\$45.03
Invoice	13332710112874				
Transaction Date	9/13/2022	Due 9/13/2022	CASH	10100	<b>Total</b> \$198.42
<b>Claim Type</b>					
Claim#	15855	MOE, ROBIN			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6452			\$75.59
Invoice	.09152022				
Cash Payment	R 603-37400 Storm Water Fees	STORMWATER FEE 2022			-\$60.00
Invoice	.09152022				
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b> \$15.59
<b>Claim Type</b>					
Claim#	15867	MOHR, VALERIE & ZACH			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6057			\$157.47
Invoice	.09152022-8				
Cash Payment	R 603-37400 Storm Water Fees	STORMWATER FEE 2022			-\$60.00
Invoice	.09152022-8				
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b> \$97.47
<b>Claim Type</b>					
Claim#	15866	NOVAK, JOSEPH			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6010			\$172.49
Invoice	.09152022-7				
Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b> \$172.49
<b>Claim Type</b>					
Claim#	15754	PAAPE, MARC & QUIGLEY, CARA			
Cash Payment	G 803-22000 Deposits	ESCROW REFUND - 4150 AMBASSADOR BLVD			\$500.00
Invoice	.09082022				
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b> \$500.00
<b>Claim Type</b>					
Claim#	15755	PHILLIPS WINE & SPIRITS CO.			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$45.50
Invoice	6459233				

## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 6

## \*Claim Register©

AP 09-19-2022

September 2022

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$29.76
	Invoice 6459232					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,843.74
	Invoice 6459232					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,082.28
	Invoice 6459233					
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	\$3,001.28

## Claim Type

Claim#	15766	RMB ENVIRONMENTAL LAB				
Cash Payment	E 602-49490-313 Sample Testing	DATA MANAGEMENT FEE				\$119.79
	Invoice B006906					
Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2				\$99.10
	Invoice B006861					
Cash Payment	E 602-49490-313 Sample Testing	WEEK 2-4 COOLER 1				\$125.24
	Invoice B006841					
Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	\$344.13

## Claim Type

Claim#	15737	ROSEVILLE, CITY OF				
Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0231219					
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES				\$1,548.32
	Invoice 0231219					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES				\$5,419.14
	Invoice 0231219					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES				\$995.35
	Invoice 0231219					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0231219					
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0231219					
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0231219					
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0231219					
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES				\$221.19
	Invoice 0231219					
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES				\$442.38
	Invoice 0231219					
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES				\$221.18
	Invoice 0231219					
Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	\$11,059.46

## Claim Type

Claim#	15868	ROYAL SUPPLY				
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$99.20
	Invoice 3937					
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$49.60
	Invoice 3937					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$24.80
	Invoice 3937					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$24.80
	Invoice 3937					

## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 7

## \*Claim Register©

AP 09-19-2022

September 2022

Cash Payment E 601-49440-217 Other Operating Supplies SUPPLIES \$24.80  
Invoice 3937

Cash Payment E 602-49490-217 Other Operating Supplies SUPPLIES \$24.80  
Invoice 3937

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$248.00</b>
------------------	-----------	---------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15865 SNYDER, JOSEPH

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#3868 \$85.59  
Invoice .09152022-6

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$85.59</b>
------------------	-----------	---------------	------	-------	--------------	----------------

**Claim Type**

Claim# 15864 SOTO, OSCAR

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#5315 \$118.93  
Invoice .09152022-5

Cash Payment R 603-37400 Storm Water Fees STORMWATER FEE 2022 -\$60.00  
Invoice .09152022-5

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$58.93</b>
------------------	-----------	---------------	------	-------	--------------	----------------

**Claim Type**

Claim# 15765 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$1.28  
Invoice 2256285

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$6.72  
Invoice 2256286

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,216.83  
Invoice 2256286

Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$1,224.83</b>
------------------	-----------	---------------	------	-------	--------------	-------------------

**Claim Type**

Claim# 15863 SPOT ON

Cash Payment E 101-42110-200 Office Supplies SFPD CHAPLAIN BUSINESS CARDS \$36.00  
Invoice .09142022

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$36.00</b>
------------------	-----------	---------------	------	-------	--------------	----------------

**Claim Type**

Claim# 15732 STATE OF MN, DEPT OF FINANCE

Cash Payment E 208-42110-441 Miscellaneous ICR#20-146171 ADMINISTRATIVE FORFEITURE \$247.50  
Invoice ICR#20-146171

Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	<b>\$247.50</b>
------------------	----------	--------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15862 TH CONSTRUCTION

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6176 \$72.36  
Invoice .09152022-4

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$72.36</b>
------------------	-----------	---------------	------	-------	--------------	----------------

**Claim Type**

Claim# 15746 THE AMERICAN BOTTLING COMP

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$279.30  
Invoice 3562328637

Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$279.30</b>
------------------	-----------	---------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15731 TIMESAVER OFF SITE SEC. INC

## CITY OF ST FRANCIS

09/15/22 1:33 PM

Agenda Item # 4L.

Page 8

**\*Claim Register©**

AP 09-19-2022

September 2022

**Cash Payment** E 101-41400-311 Contract 8/17 PLANNING COMMISSION, 8/15 CITY COUNCIL MINUTES \$411.25

Invoice M27588

Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	<b>\$411.25</b>
------------------	----------	--------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15730 TJ ASSOCIATES

**Cash Payment** E 101-41400-200 Office Supplies STORMWATER ENVELOPES \$399.50

Invoice 238989

Transaction Date	9/7/2022	Due 9/7/2022	CASH	10100	<b>Total</b>	<b>\$399.50</b>
------------------	----------	--------------	------	-------	--------------	-----------------

**Claim Type**

Claim# 15763 WARNING LITES OF MINNESOTA

**Cash Payment** E 405-43100-803 Sealcoating SEALCOATING \$3,451.00

Invoice 239720

**Cash Payment** E 405-43100-803 Sealcoating SEALCOATING PROJECT \$103.00

Invoice 240378

Transaction Date	9/12/2022	Due 9/12/2022	CASH	10100	<b>Total</b>	<b>\$3,554.00</b>
------------------	-----------	---------------	------	-------	--------------	-------------------

**Claim Type**

Claim# 15861 WWGOETSCH ASSOCIATES

**Cash Payment** E 602-49490-229 Project Repair & Maintena PROJECT MAINTENANCE \$294.00

Invoice 108618

Transaction Date	9/15/2022	Due 9/15/2022	CASH	10100	<b>Total</b>	<b>\$294.00</b>
------------------	-----------	---------------	------	-------	--------------	-----------------

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$78,461.90
<b>Total</b>	<b>\$78,461.90</b>

# MONTHLY COMPARISON REPORT 2019-2022

**August**



**ST. FRANCIS**  
***FIRE & RESCUE***

