



CITY COUNCIL REGULAR MEETING

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

Monday, March 18, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - A. City Council Minutes - March 4, 2024
 - B. Change Orders – City Hall / Fire Station Project
 - C. Stahl Construction – Pay Applications No. 6 – Labor & Material
 - D. Police Department Personnel
 - E. Public Works Streets and Parks Position
 - F. Establishing Municipal State Aid Streets
Resolution 2024-12 Establishing Municipal State Aid Streets
 - G. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Portable Audio/Video Recorder Audit
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - March 19 - Special 27B General Election - Polls open at 7:00 AM
 - March 20 - Cancelled - Planning Commission Meeting
 - April 1 - City Council Meeting - 6:00 pm
 - April 15 - City Council Meeting - 6:00 pm
 - April 17 - Planning Commission Meeting - 7:00 pm
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

March 4, 2024

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - February 20, 2024

B. Approve Purchasing Lucas Device

C. Police Department Policy Manual

D. URRWMO Update

E. S.F. Education Local 1977

F. Payment of Claims

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

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

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

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

She said they did not.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

A. Update City Code – Chapter 2 Administration - Second Reading

Ordinance 328 - Amending Chapter 2 Administration of the City Code

City Administrator Thunstrom reviewed the Staff report in regard to the City Code updates.

MOTION BY: UDVIG SECOND: ROBINSON ADOPTING ORDINANCE 328 AMENDING CHAPTER 2 ADMINISTRATION OF THE CITY CODE.

A roll call vote was performed:

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

Motion carried: 4-0

9. NEW BUSINESS

A. City Hall / Fire Station – Public Safety Antenna

Thunstrom reviewed the Staff report with quotes for the public safety antenna at the new City Hall Fire Station. She shared the low bid for the project was from Mobile RA for \$27,033.

Robinson asked if there are any concerns with the large difference in bid prices from the different bidders. Fire Chief Schmidt shared that he spoke to other Fire Departments in the County and they are all very confident in Mobile RA Engineering and their ability to do this work. He added that he was also thrown off by the difference in bids.

MOTION BY: BAUER SECOND: UDVIG APPROVING THE BID FROM MOBILE RA IN THE AMOUNT OF \$27,033.

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

Nays: None

Motion carries: 4-0

B. Fire Services Study

Thunstrom reviewed the Staff report concerning the joint fire services study with the city of Bethel. She shared the low bid was from Triad Paradigm for \$49,900.

Robinson thanked Schmidt, Thunstrom, and all others who were involved in this and helped them get the grant. He asked about the timeline for this. Schmidt stated that Triad Paradigm is projecting a nine month window to complete the core work of what the JPA is intended to be.

Robinson asked if they will be able to use this as a template for another joint venture down the road. Schmidt said that was the hope and they intend to expand this in the future as the County evolves with fire protection services in the future.

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE BID FROM TRIAD PARADIGM IN THE AMOUNT OF \$49,900.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Liquor Store Annual Report-2023

Liquor Store Manager Pfeifer reviewed the Liquor Store annual report for 2023. He shared that total sales increased over previous years, totaling over \$3,000,000 in gross sales, with a gross profit margin of around 25%. He reviewed the sales by month, with June and July being the highest. He added that customer counts are also up. He shared that beer sales account for more than half of the total sales. He noted they had a positive net operating income this year. He discussed the trends they are seeing at the Liquor Store. He added that they did monthly giveaways and other events and fundraisers throughout the year.

Robinson asked if he has made any changes in hours for the staff at the Liquor Store and if he is happy with the shift coverage. Pfeifer said yes and added that the employees have not changed since he took over as manager.

Robinson asked if there has been any enhancements with customer service and if the employees have been seen on their laptops when customers have come into the store. Pfeifer said he has not seen any issues with employees being on their laptops; however, they did talk about it at the beginning of his time. He stated all employees work hard while he is there. He noted that customer satisfaction is prevalent as he has not heard any negative feedback.

Robinson asked about the status of credit cards and the associated fees. Pfeifer said there are a lot of other options that they could be utilizing. He shared that he met with someone at the Capitol last week who handles a service for credit cards where a surcharge is added onto the receipt. He noted this may not be something that the residents would like.

Robinson asked if it would be to their advantage to explore these other credit card options. Pfeifer said he would be comfortable trying new things and will be looking into this.

Robinson asked about what is being discussed at the legislature in regard to liquor store sales. Pfeifer said this is being voted on right now. He added that he does not think that anything will change for this year.

Robinson noted that the store looks very good. He asked if they have been able to expand the use of the wine tasting area. Pfeifer said they will be utilizing this space a lot more in the coming months and they have three different tasters scheduled for every Friday starting in April.

Robinson asked how dormant inventory is handled. Pfeifer stated the slow moving items remain as slow moving items so it is a matter of having these items on display so that people want to purchase them. He added that changing the layout of the store made a huge difference with this.

Robinson shared his appreciation for Pfeifer and his great work so far at the Liquor Store.

Udvig shared that she has heard from quite a few residents who have returned to visiting the Liquor Store after years of not going because of how good it looks and the good selection.

Bauer asked Pfeifer where he sees the gross profit margins going for 2024. Pfeifer said he would like to see the gross profit margins increase by a percentage or two. He added that if they can continue to grow the THC category this will definitely help to increase the profit margins.

Bauer asked if they are able to expand the sales of the fast selling products. Pfeifer said yes and explained that with the remodel, they could add an entire row of shelving just for popular items like THC products.

Mayor Muehlbauer asked if there is anything the Council could do to try to help Pfeifer do better. Pfeifer said he is not sure. He encouraged the Council to stop into the store and share their honest opinions with him.

Mayor Muehlbauer thanked Pfeifer for his great work so far as Liquor Store Manager.

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events. They shared that the Council was able to

go and view the new City Hall Fire Station during their Work Session meeting last week.

Robinson shared that they heard from a developer at the last Work Session who is interested in getting into the City which would bring a lot more housing.

Mayor Muehlbauer shared that he received a call from a new resident to St. Francis who wanted to share her appreciation for two gentlemen, Jacob Heddan and Nicholas Ploussard, who assisted her when she was having car problems, and they were able to fix the issue for her. He reminded residents that the Presidential Primary is tomorrow.

13. UPCOMING EVENTS

March 05 - Presidential Primary Election - Polls Open 7:00 am - 8:00 pm

March 05 - URRWMO Meeting @ Oak Grove City Hall - 6:30 pm

March 18 - City Council Meeting - 6:00 pm

March Planning Commission Meeting is cancelled

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:29 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Change Orders – City Hall / Fire Station Project
DATE: March 18, 2024

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

Project 4020-10 Material - PCO#010

Project 4020 Labor - PCO#011

The following changes are due to

Total cost change to project of \$1,879.48

Total project change orders to date, including the above total \$66,234.68

ACTION TO BE CONSIDERED:

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

Attachments:

- PCO#010 (Material) \$795.88
- PCO#011 (Labor) \$1,083.60



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

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

Prime Contract Potential Change Order #011: PR09 Electrical and Mechanical Modifications

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	011 / 0	CONTRACT:	4020- - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	3/5/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,083.60

POTENTIAL CHANGE ORDER TITLE: PR09 Electrical and Mechanical Modifications

CHANGE REASON: Design Development

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

CE #022 - PR09 Electrical and Mechanical Modifications

ATTN Project Managers:

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

Thank you.

ATTACHMENTS:

[Falcon.pdf](#) , [_A.J Moore.pdf](#) , [_Sentra Sota.pdf](#) , [_PR-09 Elec St Francis.pdf](#) , [_PR-09 St. Francis Cover.pdf](#)

#	Budget Code	Description	Amount
1	26-0000-__-.S DEMO.Electrical/Low Voltage.SUBCONTRACT	PR09 Updates	\$179.00
2	22-0000-__-.S Plumbing.SUBCONTRACT	PR09 Updates	\$460.00
3	23-0000-__-.S DEMO.HVAC.SUBCONTRACT	PR09 Updates	\$393.00
Subtotal:			\$1,032.00
GC Fee 5% (5.00% Applies to all line item types.):			\$51.60
Grand Total:			\$1,083.60



Change Order

A. J. Moore Electric, Inc.
12701 Chowen Ave S., Suite 104B
Burnsville, MN 55337
(952) 303-4865 office
(952) 405-9540 fax

PAGE NO: 1 of 1 page
DATE: 2/29/2024
PROPOSAL NUMBER: CO#5 PR#9 CE#22
Material

PROPOSAL SUBMITTED TO:
Stahl

JOB NAME: St. Francis Fire Station
CITY/STATE: St. Francis, MN
PO#: 23-108

We hereby submit specifications and estimate for: CE#22 Electrical Modifications

We hereby propose to furnish labor and materials complete in accordance with the above specifications in the amount of:
Two Hundred Sixty-One Dollars and 79/100 **\$261.79**

Notes:

Due to the volatility of the metal's markets, proposals that include copper and steel related products are subject to change with or without notice.

- Material cost **\$237.99**
- OHP 10%: **\$23.80**
- Sub ESP: **\$0.00**
- Sub Aspen: **\$0.00**
- Sub OHP 5% **\$0.00**
- Tax Not Included
- Change pole 149 switching to OC switch in upper and lower level
- Change one switch in hose tower to a dimmer in the upper level. Blank off precast switch opening and reroute to the opposite side of the wall. Lower level will remain a 3-way switch.
- Removed lighting controls will be turned over to the owner. Non-returnable
- No Change to EPO

NOTE:

****AVAILABILITY OF MATERIAL SUBJECT TO FACTORY/WAREHOUSE CLOSURES DUE TO COVID19 ****

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. Where trenching is involved, additional costs may be incurred for any unforeseen or unmarked obstacles are struck. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned.

Any alterations or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Authorized Signature Wade Frederickson
Wade Frederickson
wade.f@ajmelectric.com

ACCEPTANCE OF PROPOSAL

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

ACCEPTED:

SIGNATURE: _____

DATE: _____

TITLE: _____



190 3rd Street
Dassel, MN 55325
Phone (320) 894-4948
laif@falcomn.com

DATE: March 5, 2024
ATTN: Stahl construction
RE:
FROM: Laif hendrickson

Additional Cost To Provide: PR09 added three way valves to VAVS along with 2 balancing valves to two different VAVs, and a control valve to the snow melt heat exchanger.

Clarifications: pending approved submittals. Controls valves provided by others.

Total Materials	\$	303.00
Total Labor	\$	460.00
Total Subcontractor	\$	-
Tax on Materials	\$	-
10% Profit/Overhead	\$	30.30
5% Profit/Overhead (Subcontractor)	\$	-

Total Add:	\$	793
Material contract:	\$	333
Labor contract:	\$	460

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which you agree to pay the amount mentioned in said proposal and according to the terms thereof.

Accepted: _____

Date: _____



3075 3rd Street South ▪ PO Box 400
Waite Park, MN 56387
Office: 320-252-3992 ▪ Fax: 320-252-5479
www.sentra-sota.com

February 27, 2024

Stahl Construction
861 Hennepin Ave
Suite 200
Minneapolis, MN 55414

**RE: St Francis City Fire and City Hall
PR #9**

Sentra Sota Sheet Metal has the following changes for this scope of work:

Subcontractors

Humeratech	Labor	\$374.00
	Material	\$184.00
	Subtotal	\$558.00
	5% OH/P	\$56.00

Total ADD Subcontractors \$586.00

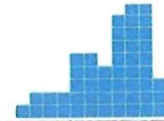
If you have any questions, please contact me.

Thank You


Jeff Popp
Sentra-Sota Sheet Metal Inc



Automation you value



COR-HT01 Material for St. Francis Fire Station - 230913,230923 & 230993

Tuesday, February 27, 2024 - Revision: B

We are pleased to provide the following proposal for your consideration. Please call with any questions.

We will supply 3-way valves fro Vav-6 and VAV-31 instaed of 2-way valves. The PR sequence changes will be input into the project sequences for a resubmittal and approval.

Group	Value	
COR-HT01 Material	\$374	(Three Hundred Seventy Four Dollars)
COR-HT01 Labor	\$184	(One Hundred Eighty Four Dollars)
		(No Dollars)
		(No Dollars)
Total	\$558	(Five Hundred Fifty Eight Dollars)

Qty	Group	Section	Description
1	COR-HT01 Materl	Change Order	PR-09 Material
1	COR-HT01 Labor	Change Order	PR-09 Labor

Change #	Status	Description
COR-HT01		

Excluded:

Notes:

Tom Andrews
Project Manager



MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56003

MINNEAPOLIS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

ROPOSAL REQUEST 09 (PR-09)

ISSUE DATE: 2-15-2024

PROJECT NAME: St. Francis Fire & City Hall

PROJECT NUMBER: 22455-1

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

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

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

DESCRIPTION

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

1. CHANGES TO MECHANICAL DOCUMENTS

- A. Sheet M2-21
 - 1. Revise 2-way control valve on VAV-06 to be a 3-way control valve with line-size bypass piping connecting downstream of the strainer on the heating supply piping. Provide with manual balancing valve in the bypass.
- B. Sheet M2-22
 - 1. Revise 2-way control valve on VAV-31 to be a 3-way control valve with line-size bypass piping connecting downstream of the strainer on the heating supply piping. Provide with manual balancing valve in the bypass.
- C. Sheet P6-11

1. ~~Revise SH 1 information as follows:~~
 - a. ~~MANUFACTURER: BEST BATH~~
 - b. ~~MODEL: LSS4038A5B~~
 - c. ~~TRIM MANUFACTURER: POWERS~~
 - d. ~~TRIM MODEL: e710 0 0 0 1 0 W~~
 - e. ~~REMARKS: ALL CHROME TRIM, PROVIDE WITH FOLDUP SEAT, ADA GRAB BARS, FLEXIBLE DAM, REMOVEABLE THRESHOLD, 59" FLEXIBLE HOSE WITH HANDHELD SHOWER HEAD ON SLIDE BAR.~~

D. Specification Section 230993

1. Remove references to RMB-SM-1 and RMB-SM-2 in Subsection 3.09A.
2. Remove 3.09C Pump P-SM1 (INFLOOR HEAT) and replace with the following:
"C. Pump P-SM1 (SNOWMELT)
 1. Pump shall be enabled only when both the outdoor air sensor measures a temperature below 55 degrees F (adj). Upon a call for heat from either snowmelt zone, the snowmelt circulating pump P-SM1 shall become energized and shall circulate until neither snowmelt zone calls for heat, at which point the pump will become de-energized.
2. Add Subsection "3.09E Pumps RMB-SM-1 and RMB-SM-2".
"E. Pumps RMB-SM-1 and RMB-SM-2
 1. Pump shall be enabled only when both the outdoor air sensor measures a temperature below 55 degrees F (adj). Upon a call for heat from their respective slab moisture sensor, the pump shall become energized and shall circulate until the associated slab moisture sensor is within set point.
3. Remove 3.10B Snowmelt Zones in its entirety.
4. Add Subsection 3.11 Heat Exchanger as follows:
"3.11 HEAT EXCHANGER
 1. Upon activation of P-SM1, the building automation system shall monitor the snowmelt system return water temperature at the inlet of the heat exchanger. The snowmelt system water temperature shall be maintained at set point (109 deg. F adjustable) by modulating the 2-way control valve located in the 2" HWR piping on the building side of the heat exchanger. When P-SM1 is not activated, the 2-way control valve shall be closed."



PH: 507.386.7996 FAX: 507.386.7992

bruntonarchitects.com

CHANGES TO ELECTRICAL DRAWINGS

- A. Sheet E1-20
 - 1. In reference to Hose Tower 145, change 3-way switch to 3-way dimmer.
 - 2. In reference to Pole 149, change 3-way dimmer to occupancy sensor, change lighting control note from '1' to '3' for automatic on/off control of lighting in room.
- B. Sheet E1-22
 - 1. In reference to Hose Tower 245, change 3-way switch to 3-way dimmer.
 - 2. In reference to Pole 249, change 3-way dimmer to 3-way switch and add occupancy sensor over door, change lighting control note from '1' to '3' for automatic on/off control of lighting in room.
- C. Sheet E1-31
 - 1. In reference to Gen154/Mech/Elec 155 – Power & Signal drawing, shift generator emergency power off (EPO) keynoted #6 to be in Mech/Elec 154 adjacent to door entering Generator 155. 2020 NEC NFPA 70 article 445.18.C does not allow the EPO to be installed within the generator room.

END OF PROPOSAL REQUEST 09 (PR-09)



PH: 507.386.7996 FAX: 507.386.7992

bruntonarchitects.com



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 6 – Labor & Material
DATE: March 18, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 6 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$957,506.55 The breakdown is below.

- Labor - \$249,296.46
- Material - \$708,210.09

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No. 6

BUDGET IMPLICATION:

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

Attachments:

- Pay Application No. 6 Labor
- Pay Application No. 6 Material

Application and Certificate for Payment



Agenda Item # 4C.

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 6

App. Date: March 5, 2024

Month: February 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	28,551.45
Changes Approved Previously	21,757.08
Changes Approved this Month	6,794.37
Current Contract Price.....	5,338,548.45
Work Completed and Material Stored to Date.....	1,224,516.77
Retainage 5% of Completed Work.....	33,142.43
Total Earned Less Retainage.....	1,191,374.34
Less Previous Certificates for payment.....	942,077.88

Current Payment Due \$ **249,296.46**

Balance to Finish, Plus Retainage..... \$ **4,147,174.11**

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

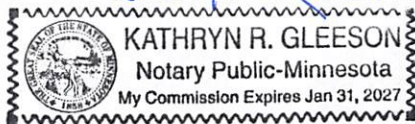
CONTRACTOR

By: *Derek J. Adrich* Date: 3.5.24

State: Minnesota
 County: Hennepin

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

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Virgin Sachdev* Date: 03/06/2024

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

Amount Certified..... \$ **249,296.46**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



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

Stahl Job #: 4020 LABOR
 App. #: 6
 App. Date: March 5, 2024
 Month: February 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance		Retainage	
							Previous	This Period		Total	%	Total	%		
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ 0.00	\$ 1,370,195.00	\$ 363,060.35	91,766.81	\$ -	\$ 454,827.16	33%	\$ 915,367.84	\$ 0.00	0%	
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%	
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 1,890.00	288,536.00	208,250.00	-	-	208,250.00	72%	80,286.00	10,412.50	5%	
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%	
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	173,931.000	-	-	173,931.00	43%	227,584.00	8,696.55	5%	
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	310,914.00	38,864.25	-	-	38,864.25	13%	272,049.75	1,943.21	5%	
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	66,870.00	-	45,200.00	-	45,200.00	68%	21,670.00	2,260.00	5%	
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	-	91,767.00	-	91,767.00	46%	109,852.00	4,588.35	5%	
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	70,200.00	-	-	-	-	0%	70,200.00	-	5%	
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	2,749.00	2,749.00	-	-	2,749.00	100%	0.00	137.45	5%	
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	-	-	-	-	0%	15,000.00	-	5%	
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 836.00	76,827.00	-	-	-	-	0%	76,827.00	-	5%	
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%	
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	-	-	-	-	0%	23,352.00	-	5%	
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	25,641.00	-	-	-	-	0%	25,641.00	-	5%	
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	-	-	-	-	0%	82,500.00	-	5%	
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	-	-	-	-	0%	378,500.00	-	5%	
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	-	345.36	-	345.36	1%	33,555.64	17.27	5%	
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	-	-	-	-	0%	26,200.00	-	5%	
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%	
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	-	-	-	-	0%	22,160.00	-	5%	
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	-	-	-	-	0%	86,770.00	-	5%	
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	13,295.00	-	-	-	-	0%	13,295.00	-	5%	
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	7,200.00	-	-	-	-	0%	7,200.00	-	5%	
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	1,764.00	-	-	1,764.00	30%	4,116.00	88.20	5%	
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%	
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	-	-	-	0%	4,500.00	-	5%	
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	-	-	-	-	0%	32,512.00	-	5%	
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	301.00	-	-	-	-	0%	301.00	-	5%	
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%	
14 60 00		Holists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%	
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ 0.00	73,000.00	-	9,025.00	-	9,025.00	12%	63,975.00	451.25	5%	
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 12,344.00	414,574.00	67,500.00	-	-	67,500.00	16%	347,074.00	3,375.00	5%	
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 1,678.00	393,678.00	-	-	-	-	0%	393,678.00	-	5%	
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 15,020.62	300,157.62	7,217.00	16,236.00	-	23,453.00	8%	276,704.62	1,172.65	5%	
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	-	-	-	-	0%	34,700.00	-	5%	
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 1,376.00	220,376.00	-	-	-	-	0%	220,376.00	-	5%	
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%	

Continuation Sheet



Agenda Item # 4C.

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

Stahl Job #: 4020 LABOR
 App. #: 6
 App. Date: March 5, 2024
 Month: February 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances												
70	80 13	Allowance for Building Permit		110,000.00	\$ 0.00	110,000.00	82,993.56	-	-	82,993.56	75%	27,006.44	-	0%
71	00 00	Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%
		Subtotals		\$ 5,249,997.00	\$ 26,436.62	\$ 5,276,433.62	\$ 955,929.16	\$ 254,340.17	\$ 0.00	\$ 1,210,269.33	23%	\$ 4,066,164.29	\$ 33,142.43	
90	00 00	Contractor Overhead / Profit	Stahl Construction	60,000.00	2,114.83	62,114.83	11,162.48	3,084.96	-	14,247.44	23%	47,867.39	0.00	0%
		Totals		\$ 5,309,997.00	\$ 28,551.45	\$ 5,338,548.45	\$ 967,091.64	\$ 257,425.13	\$ 0.00	\$ 1,224,516.77	23%	\$ 4,114,031.68	\$ 33,142.43	

Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 6

App. Date: March 5, 2024

Month: February 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	32,437.72
Changes Approved Previously	18,819.37
Changes Approved this Month	13,618.35
Current Contract Price	6,564,017.72
Work Completed and Material Stored to Date	3,053,695.01
Retainage	-
Total Earned	3,053,695.01
Less Previous Certificates for payment	2,345,484.92

Current Payment Due \$ **708,210.09**

Balance to Finish, Including Retainage \$ **3,510,322.71**

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

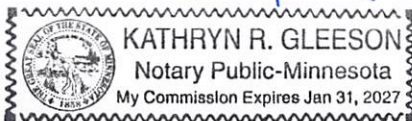
CONTRACTOR

By: *Dennis J. Aldrich* Date: 3.5.24

State: Minnesota
 County: Hennepin

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

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Virgin Sachch* Date: 03/06/2024

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

Amount Certified \$ **708,210.09**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



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

Stahl Job #: 4020-10 Material
 App. #: 6
 App. Date: March 5, 2024
 Month: February 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	110,297.00	-	-	110,297.00	49%	112,788.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,535,336.23	445,742.77	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,186.00	113,076.00	-	-	113,076.00	55%	94,110.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	1,938.75	32,958.75	-	34,897.50	90%	3,877.50	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 0.00	2,251.00	2,251.00	-	-	2,251.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	-	-	-	-	0%	9,277.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	-	-	-	-	0%	260,841.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	26,745.00	-	-	-	-	0%	26,745.00	-	0%	
07 92 00	Joint Sealants	TBD	\$ 8,000.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	188,165.00	29,019.00	-	-	29,019.00	15%	159,146.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	190,981.00	-	-	-	-	0%	190,981.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ (500.00)	144,500.00	-	-	-	-	0%	144,500.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	-	345.36	-	345.36	1%	34,190.64	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	-	-	-	-	0%	14,740.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	-	-	-	-	0%	16,300.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	6,711.60	-	-	6,711.60	30%	15,658.40	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 0.00	44,955.00	-	-	-	-	0%	44,955.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	46,400.00	-	-	46,400.00	93%	3,600.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	-	-	-	-	0%	7,609.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	37,165.00	-	-	37,165.00	67%	18,583.00	-	0%	
14 60 00	Hoist and Cranes	Aero	\$ 7,250.00	\$ 0.00	7,250.00	-	-	-	-	0%	7,250.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ 0.00	58,800.00	-	-	-	-	0%	58,800.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 27,319.10	595,906.10	206,075.37	92,385.00	-	298,460.37	50%	297,445.73	-	0%	
23 00 00	HVAC	Sentra Sota	\$ 436,000.00	\$ 4,586.00	440,586.00	-	31,000.00	-	31,000.00	7%	409,586.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ (18,159.07)	826,363.93	96,888.00	98,735.00	-	195,623.00	24%	630,740.93	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	97,000.00	-	-	97,000.00	97%	2,500.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	-	-	-	-	0%	48,800.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	154,983.00	-	-	-	-	0%	154,983.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%	

Continuation Sheet



Agenda Item # 4C.

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

Stahl Job #: 4020-10 Material
 App. #: 6
 App. Date: March 5, 2024
 Month: February 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
71 00 10	Unallocated			2,980.00		2,980.00		-				2,980.00		
71 00 00	Contingency			40,000.00	\$ 0.00	40,000.00		-				40,000.00		0%
Subtotals				\$ 6,466,580.00	\$ 32,156.03	\$ 6,498,736.03	\$ 2,322,157.95	\$ 701,166.88	\$ 0.00	\$ 3,023,324.83	47%	\$ 3,475,411.20	\$ 0.00	
90 00 00	Contractor Overhead / Profit		Stahl Construction	65,000.00	281.69	65,281.69	23,326.97	7,043.21	-	30,370.18	47%	34,911.51	0.00	0%
Totals				\$ 6,531,580.00	\$ 32,437.72	\$ 6,564,017.72	\$ 2,345,484.92	\$ 708,210.09	\$ 0.00	\$ 3,053,695.01	47%	\$ 3,510,322.71	\$ 0.00	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Personnel
DATE: March 18, 2024

OVERVIEW:

During a recent City Council work session on February 26th, 2024 Administration and City Council discussed the anticipated vacancy of the police department Administrative Assistant position upon the retirement of Lori Roberts in October. After discussion and consideration, the general direction received from City Council was to promote Sandy Hom to the position of Administrative Assistant and to post to fill the future vacant position of Records Clerk. The Records Clerk position would be posted in July of 2024 seeking a quality candidate to fill the position and begin duties in September.

ACTION TO BE CONSIDERED:

City Council to approve the promotion of Sandy Hom to the position of Administrative Assistant, effective September 30th, 2024.

City Council approval to post an opening in July 2024 seeking candidates to fill the future vacant position of Records Clerk.

BUDGET IMPLICATION:

The Administrative Assistant and Records Clerk are both existing positions and are included in the police department operating budget.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Public Works Streets and Parks Position
DATE: March 18, 2024

OVERVIEW:

On the February 5th, 2024 council meeting the City Council authorized staff to fill this vacant position. Through a two step interview process staff has picked Jason Stanius as the top candidate. Jason was offered the position on March 11, 2024, contingent upon City Council approval and successfully completing a background check and medical exam.

ACTION TO BE CONSIDERED:

It is recommended that City Council make a motion to hire Jason Stanius for the position of Streets and Parks worker, pending results with city policy standard requirements. He will be placed at step two on the Streets and Parks pay scale.

BUDGET IMPLICATION:

This is an existing budgeted position.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Establishing Municipal State Aid Streets
DATE: March 18, 2024

OVERVIEW:

The City of St. Francis has an established Municipal State Aid Road System. The city currently receives \$502,891 annually from the State to construct and maintain its MSA system. When the city adds new local streets to their road system they are allowed to add additional mileage to their MSA system. Additional mileage is calculated at 20 percent of the new street segments. The city currently has an excess of 1.33 miles it can designate on the MSA System. The routes proposed to be added are shown on the attached map and are described as follows:

Extension of MSAS 102: Cree Street NW / 229th Avenue NW – from the junction of Cree Street & St. Francis Blvd (TH 47) to the junction of 229th Avenue & St. Francis Blvd (TH 47) (0.36 miles)

Extension of MSAS 122: Butterfield Drive NW – from Rum River Blvd to Bridge Street (0.08 miles)

Extension of MSAS 132: 231st Avenue NW – from Navajo Street to Jivaro Street (0.27 miles)

MSAS 155: Stark Drive NW / Zea Street NW / Stark Drive NW – from St. Francis Blvd (TH 47) to Ambassador Blvd (0.30 miles)

MSAS 156: Woodbine Street NW – from Rum River Blvd to Bridge Street (0.16 miles)

ACTION TO BE CONSIDERED:

Consider approval of Resolution No. 2024-12 Establishing Municipal State Aid Streets.

BUDGET IMPLICATION:

None at this time

Attachments:

- Resolution No. 2024-12 Establishing Municipal State Aid Streets
- Location Map
- Preliminary Approval Letter from MnDOT

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

RESOLUTION NO. 2024-12

A RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the City Council of the City of St. Francis that the streets hereinafter should be designated Municipal State Aid Streets under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that the roads be described as follows, to-wit:

Extension of MSAS 102: Cree Street NW / 229th Avenue NW – from the junction of Cree Street & St. Francis Blvd (TH 47) to the junction of 229th Avenue & St. Francis Blvd (TH 47) (0.36 miles)

Extension of MSAS 122: Butterfield Drive NW – from Rum River Blvd to Bridge Street (0.08 miles)

Extension of MSAS 132: 231st Avenue NW – from Navajo Street to Jivaro Street (0.27 miles)

MSAS 155: Stark Drive NW / Zea Street NW / Stark Drive NW – from St. Francis Blvd (TH 47) to Ambassador Blvd (0.30 miles)

MSAS 156: Woodbine Street NW – from Rum River Blvd to Bridge Street (0.16 miles)

be, and hereby are established, located and designated as Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for consideration, and that upon his approval of the designation of said roads or portions thereof, that same be constructed, improved and maintained as Municipal State Aid Streets of the City of St. Francis, to be numbered and known as Municipal State Aid Streets.

APPROVED AND ADOPTED by the City Council of the City of St. Francis, Minnesota this 18th day of March, 2024.

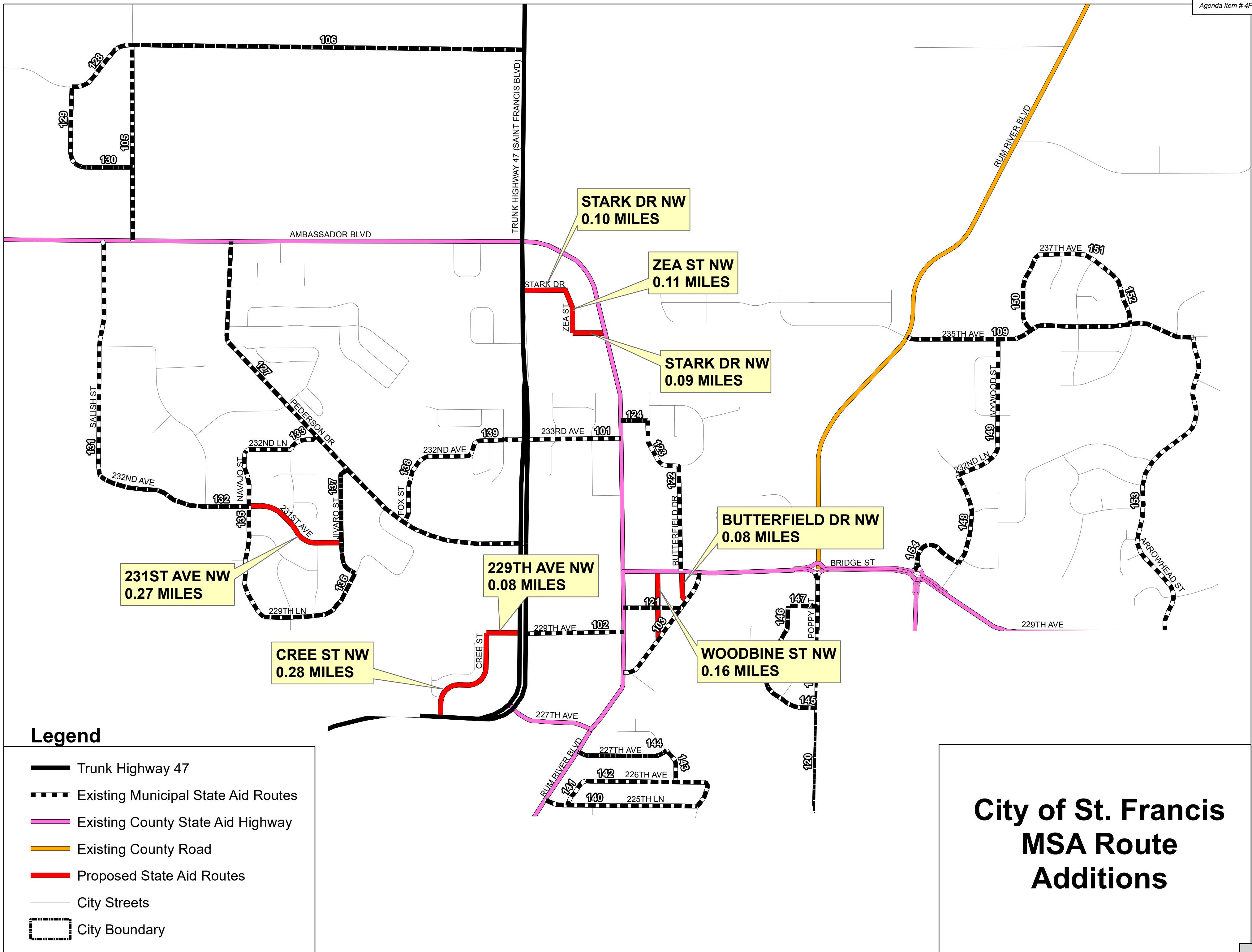
Jenni Wida, City Clerk

Joseph Muehlbauer, Mayor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the City Council of said City on March 18, 2024.

Jenni Wida, City Clerk
City of St. Francis



TO: Craig Jochum
St. Francis City Engineer

FROM: William Lanoux
Manager, Municipal State Aid Needs Unit

DATE: February 15, 2024

SUBJECT: Municipal State Aid Designations

The following Municipal State Aid Street designations will be approved when the *City Council resolution* has been received.

Extension of MSAS 102: *Cree Street NW / 229th Avenue NW*– from the junction of Cree Street & St. Francis Blvd (TH 47) to the junction of 229th Avenue & St. Francis Blvd (TH 47) (0.36 miles)

Extension of MSAS 122: *Butterfield Drive NW* – from Rum River Blvd to Bridge Street (0.08 miles)

Extension of MSAS 132: *231st Avenue NW*– from Navajo Street to Jivaro Street (0.27 miles)

MSAS 155: *Stark Drive NW / Zea Street NW / Stark Drive NW* – from St. Francis Blvd (TH 47) to Ambassador Blvd (0.30 miles)

MSAS 156: *Woodbine Street NW* – from Rum River Blvd to Bridge Street (0.16 miles)

A Commissioner's Order will follow.

Needs Update Comments: Routes can receive Needs and be used in the calculation of your 2025 allotment. Include this revision with your 2024 spring Needs update.

Certification of Mileage Update Comments:

You can include these revisions on the *2024 Annual Certification of Mileage* that is due in January 2025.

	Available Mileage	1.33	2023 Certified Mileage
+	Revoked Mileage	0.00	
-	<u>Designated Mileage</u>	<u>1.17</u>	
	Remaining Available Mileage	0.16	

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: March 18th, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$182,121.95 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments – N/A

Direct Transfers- N/A

Credit Card Payment- N/A

Manual Checks-\$0.00

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 03-18-2024 Packet List-\$182,121.95
- 03-18-2024 Manual Checks-\$0.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 10680 - ADVANCED GRAPHIX INC							
213643							
00035085	ADVANCED GRAPHIX INC	03/12/2024		333.00	333.00	Open	N
	GRAPHICS - INSURANCE CLAIM	NSANTILLO					03/18/2024
	101-42110-40222	VEHICLE MAINTENANCE INSURANCE		333.00		1.00	333.00
Total Vendor 10680 - ADVANCED GRAPHIX INC					<u>333.00</u>	<u>333.00</u>	
Vendor 15 - AIRGAS NORTH CENTAL							
5506007882							
00035065	AIRGAS NORTH CENTAL	02/29/2024		97.58	97.58	Open	N
	CYLINDER RENTAL	NSANTILLO					03/18/2024
	101-43100-40217	OTHER OPERATING SUPPLIES		19.52		1.00	19.52
	101-43210-40217	OTHER OPERATING SUPPLIES		19.52		1.00	19.52
	101-45200-40217	OTHER OPERATING SUPPLIES		19.52		1.00	19.52
	601-49440-40217	OTHER OPERATING SUPPLIES		19.52		1.00	19.52
	602-49490-40217	OTHER OPERATING SUPPLIES		19.50		1.00	19.50
Total Vendor 15 - AIRGAS NORTH CENTAL					<u>97.58</u>	<u>97.58</u>	
Vendor 22 - ANOKA COUNTY PARKS & RECS							
.03132024							
00035091	ANOKA COUNTY PARKS & RECS	03/13/2024		100.00	100.00	Open	N
	CEDAR CREEK CONSERVATION AREA DONATION	DMULVIHILL					03/18/2024
	609-49750-40447	DONATIONS		100.00		1.00	100.00
Total Vendor 22 - ANOKA COUNTY PARKS & RECS					<u>100.00</u>	<u>100.00</u>	
Vendor 2591 - ASPEN MILLS							
328969							
00035002	ASPEN MILLS	02/28/2024		976.50	976.50	Open	N
	BADGES	DMULVIHILL					03/18/2024
	101-42210-40437	UNIFORMS		976.50		1.00	976.50
328598							
00035003	ASPEN MILLS	02/01/2024		32.85	32.85	Open	N
	UNIFORMS-ROGERS	DMULVIHILL					03/18/2024
	101-42210-40437	UNIFORMS		32.85		1.00	32.85

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 2591 - ASPEN MILLS							
328999 00035006	ASPEN MILLS UNIFORMS-L KIZER 101-42210-40437	02/29/2024 DMULVIHILL UNIFORMS		571.70 571.70	571.70	Open	N 03/18/2024 571.70
329327 00035054	ASPEN MILLS UNIFORMS-MURPHY 101-42210-40221	03/07/2024 DMULVIHILL VEHICLE MAINTENANCE		571.70 571.70	571.70	Open	N 03/18/2024 571.70
329561 00035093	ASPEN MILLS UNIFORMS-RES PADILLA 101-42110-40448	03/12/2024 DMULVIHILL RESERVE OFFICERS		112.98 112.98	112.98	Open	N 03/18/2024 112.98
Total Vendor 2591 - ASPEN MILLS				2,265.73	2,265.73		
Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
278732 00035075	BARNA, GUZY & STEFFEN, LTD TRANSFER OF TITLE 101-41600-40304	02/29/2024 NSANTILLO TRANSFER OF TITLE		800.00 800.00	800.00	Open	N 03/18/2024 800.00
278648 00035076	BARNA, GUZY & STEFFEN, LTD 3731 BRIDGE STREET PURCHASE 101-41600-40304	02/29/2024 NSANTILLO 3731 BRIDGE STREET PURCHASE		392.00 392.00	392.00	Open	N 03/18/2024 392.00
278354 00035077	BARNA, GUZY & STEFFEN, LTD MUNICIPAL 101-41600-40304	02/29/2024 NSANTILLO MUNICIPAL		2,015.00 2,015.00	2,015.00	Open	N 03/18/2024 2,015.00
278355 00035078	BARNA, GUZY & STEFFEN, LTD PROSECUTION/RETAINER FILE 101-41600-40312	02/29/2024 NSANTILLO PROSECUTION/RETAINER FILE		5,300.00 5,300.00	5,300.00	Open	N 03/18/2024 5,300.00
278356 00035079	BARNA, GUZY & STEFFEN, LTD GENERAL LABOR 101-41600-40304	02/29/2024 NSANTILLO GENERAL LABOR		658.00 658.00	658.00	Open	N 03/18/2024 658.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
278357 00035080	BARNA, GUZY & STEFFEN, LTD COMMUNITY DEVELOPMENT 101-41600-40304	02/29/2024 NSANTILLO COMMUNITY DEVELOPMENT		3,975.00 3,975.00	3,975.00	Open	N 03/18/2024 3,975.00
278358 00035081	BARNA, GUZY & STEFFEN, LTD MISC/NON-RETAINER 101-41600-40304	02/29/2024 NSANTILLO MISC/NON-RETAINER		1,140.00 1,140.00	1,140.00	Open	N 03/18/2024 1,140.00
Total Vendor 42 - BARNA, GUZY & STEFFEN, LTD				14,280.00	14,280.00		
Vendor 6234 - BARNUM COMPANIES, INC							
39901 00034994	BARNUM COMPANIES, INC GATE REPAIR 101-43210-40401	02/29/2024 JSHOOK BUILDINGS MAINTENANCE		387.74 64.63	387.74	Open	N 03/18/2024 64.63
	601-49440-40401	BUILDINGS MAINTENANCE		64.63		1.00	64.63
	101-43100-40401	BUILDINGS MAINTENANCE		64.63		1.00	64.63
	601-49440-40401	BUILDINGS MAINTENANCE		64.63		1.00	64.63
	101-45200-40401	BUILDINGS MAINTENANCE		64.63		1.00	64.63
	101-42110-40401	BUILDINGS MAINTENANCE		64.59		1.00	64.59
Total Vendor 6234 - BARNUM COMPANIES, INC				387.74	387.74		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0108079700 00034997	BELLBOY CORPORATION BAR SUPPLY MISC 609-49751-40206	03/05/2024 CBUSKEY FREIGHT		26.12 6.12	26.12	Open	N 03/05/2024 6.12
	609-49751-40254	MISCELLANEOUS MERCHANDISE		20.00		1.00	20.00
0202821700 00034998	BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206	03/05/2024 CBUSKEY FREIGHT		1,193.60 23.10	1,193.60	Open	N 03/05/2024 23.10
	609-49751-40251	LIQUOR		1,170.50		1.00	1,170.50
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,219.72	1,219.72		
Vendor UB-REFUND - BLAKE WILLIAMS							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor UB-REFUND - BLAKE WILLIAMS							
.03012024							
00035030	BLAKE WILLIAMS	03/07/2024		41.84	41.84	Open	N
	REFUND ACCT #5978	NSANTILLO					03/18/2024
	601-49440-40444	REFUND ACCT #5978		41.84		1.00	41.84
Total Vendor UB-REFUND - BLAKE WILLIAMS				41.84	41.84		
Vendor 10089 - BLUE CLOUD DISTRIBUTION OF MN							
100982225							
00034995	BLUE CLOUD DISTRIBUTION OF MN	03/05/2024		392.25	392.25	Open	N
	BEER	CBUSKEY					03/05/2024
	609-49751-40252	BEER		392.25		1.00	392.25
Total Vendor 10089 - BLUE CLOUD DISTRIBUTION OF MN				392.25	392.25		
Vendor 7244 - BREAKTHRU BEVERAGE							
114722382							
00035037	BREAKTHRU BEVERAGE	03/07/2024		285.00	285.00	Open	N
	BEER	JPFEIFER					03/07/2024
	609-49751-40252	BEER		285.00		1.00	285.00
114723046							
00035041	BREAKTHRU BEVERAGE	03/07/2024		7,265.22	7,265.22	Open	N
	LIQUOR	JPFEIFER					03/07/2024
	609-49751-40206	FREIGHT		56.55		1.00	56.55
	609-49751-40251	LIQUOR		6,171.17		1.00	6,171.17
	609-49751-40253	WINE		1,037.50		1.00	1,037.50
412022755							
00035042	BREAKTHRU BEVERAGE	03/06/2024		(13.75)	(13.75)	Open	N
	MISC	JPFEIFER					03/06/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(13.75)		1.00	(13.75)
412022756							
00035043	BREAKTHRU BEVERAGE	03/06/2024		(5.30)	(5.30)	Open	N
	MISC	JPFEIFER					03/06/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(5.30)		1.00	(5.30)
Total Vendor 7244 - BREAKTHRU BEVERAGE				7,531.17	7,531.17		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
2954343							
00034996	CAPITOL BEVERAGE SALES, L.P BEER 609-49751-40252	03/05/2024 CBUSKEY		330.00	330.00	Open	N 03/05/2024
		BEER		330.00		1.00	330.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				330.00	330.00		
Vendor 9746 - CENTURY COLLEGE							
1209884							
00035018	CENTURY COLLEGE CLASS REGISTRATIONS 101-42210-40208	02/28/2024 NSANTILLO		3,600.00	3,600.00	Open	N 03/18/2024
		TRAINING		3,600.00		1.00	3,600.00
Total Vendor 9746 - CENTURY COLLEGE				3,600.00	3,600.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4008214							
00035095	CRYSTAL SPRINGS ICE MISC 609-49751-40206	03/13/2024 CBUSKEY		58.24	58.24	Open	N 03/13/2024
		FREIGHT		4.00		1.00	4.00
	609-49751-40206	FREIGHT		54.24		1.00	54.24
Total Vendor 4854 - CRYSTAL SPRINGS ICE				58.24	58.24		
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2130417							
00035023	DAHLHEIMER DIST. CO. INC. BEER/NA/THC 609-49751-40257	03/06/2024 CBUSKEY		11,193.45	11,193.45	Open	N 03/06/2024
		THC		144.00		1.00	144.00
	609-49751-40255	N/A PRODUCTS		489.25		1.00	489.25
	609-49751-40252	BEER		10,560.20		1.00	10,560.20
2136345							
00035094	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	03/13/2024 CBUSKEY		(231.40)	(231.40)	Open	N 03/13/2024
		BEER		(231.40)		1.00	(231.40)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2136335							
00035097	DAHLHEIMER DIST. CO. INC.	03/13/2024		14,250.82	14,250.82	Open	N
	BEER/MISC/NA		CBUSKEY				03/13/2024
	609-49751-40255		N/A PRODUCTS	30.80		1.00	30.80
	609-49751-40254		MISCELLANEOUS MERCHANDISE	451.50		1.00	451.50
	609-49751-40252		BEER	13,768.52		1.00	13,768.52
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				25,212.87	25,212.87		
Vendor UB-REFUND - DALE SORENSON							
.03012024							
00035092	DALE SORENSON	03/13/2024		1,611.16	1,611.16	Open	N
	REFUND OVERCHARGE ON WATER BILL		DMULVIHILL				03/18/2024
	601-00000-37100		WATER SALES	1,611.16		1.00	1,611.16
Total Vendor UB-REFUND - DALE SORENSON				1,611.16	1,611.16		
Vendor 8132 - ERIK SKOGQUIST							
.03012024							
00035008	ERIK SKOGQUIST	03/01/2024		4,403.13	4,403.13	Open	N
	1ST QUARTER ASSESSING		DMULVIHILL				03/18/2024
	101-41550-40311		CONTRACT	4,403.13		1.00	4,403.13
Total Vendor 8132 - ERIK SKOGQUIST				4,403.13	4,403.13		
Vendor EMP-REIMB - EVAN STURZL							
.03022024							
00034999	EVAN STURZL	03/02/2024		46.54	46.54	Open	N
	HARD HATS		DMULVIHILL				03/18/2024
	101-42210-40237		SMALL EQUIPMENT	46.54		1.00	46.54
Total Vendor EMP-REIMB - EVAN STURZL				46.54	46.54		
Vendor 3447 - FERGUSON WATERWORKS #2516							
WL005868							
00035032	FERGUSON WATERWORKS #2516	02/27/2024		385.94	385.94	Open	N
	PARTS		NSANTILLO				03/18/2024
	601-49440-40259		WATER METERS	385.94		1.00	385.94
Total Vendor 3447 - FERGUSON WATERWORKS #2516							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 3447 - FERGUSON WATERWORKS #2516				385.94	385.94		
Vendor 10690 - FRESH PAINT, INC							
13913							
00035027	FRESH PAINT, INC PAINTING AT CITY HALL 101-41940-40223	03/06/2024 DMULVIHILL BUILDING REPAIR		1,690.00 1,690.00	1,690.00	Open 1.00	N 03/18/2024 1,690.00
Total Vendor 10690 - FRESH PAINT, INC				1,690.00	1,690.00		
Vendor 130 - GOPHER STATE ONE-CALL, INC.							
4020764							
00035001	GOPHER STATE ONE-CALL, INC. FEBRUARY CALLS 601-49440-40442 602-49490-40442	02/29/2024 DMULVIHILL GOPHER STATE GOPHER STATE		9.45 4.72 4.73	9.45	Open 1.00 1.00	N 03/18/2024 4.72 4.73
Total Vendor 130 - GOPHER STATE ONE-CALL, INC.				9.45	9.45		
Vendor 9971 - GUARDIAN FLEET SAFETY							
232063							
00035070	GUARDIAN FLEET SAFETY STRIP TAHOE 101-42210-40221	02/06/2024 DMULVIHILL VEHICLE MAINTENANCE		835.00 835.00	835.00	Open 1.00	N 03/18/2024 835.00
232734							
00035086	GUARDIAN FLEET SAFETY DRAWER SYSTEM -2022 DURANGO 103-42110-40237	03/12/2024 NSANTILLO DRAWER SYSTEM -2022 DURANGO		1,870.00 1,870.00	1,870.00	Open 1.00	N 03/18/2024 1,870.00
Total Vendor 9971 - GUARDIAN FLEET SAFETY				2,705.00	2,705.00		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
IN4458695							
00035004	INNOVATIVE OFFICE SOLUTIONS, LLC OFFICE SUPPLIES 101-41400-40200	03/09/2024 DMULVIHILL OFFICE SUPPLIES		267.82 267.82	267.82	Open 1.00	N 03/18/2024 267.82

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
IN4477502 00035005	INNOVATIVE OFFICE SOLUTIONS, LLC SUPPLIES	03/01/2024 DMULVIHILL		53.56	53.56	Open	N 03/18/2024
	101-43100-40200	OFFICE SUPPLIES		26.78		1.00	26.78
	101-45200-40200	OFFICE SUPPLIES		26.78		1.00	26.78
IN4483628 00035056	INNOVATIVE OFFICE SOLUTIONS, LLC OFFICE SUPPLIES	03/11/2024 NSANTILLO		148.01	148.01	Open	N 03/18/2024
	101-42110-40200	OFFICE SUPPLIES		148.01		1.00	148.01
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				469.39	469.39		
<hr/>							
Vendor 10476 - IUOE LOCAL #49							
.03012024 00035033	IUOE LOCAL #49 MARCH UNION DUES	03/01/2024 NSANTILLO		255.00	255.00	Open	N 03/18/2024
	101-00000-21707	MARCH UNION DUES		255.00		1.00	255.00
Total Vendor 10476 - IUOE LOCAL #49				255.00	255.00		
<hr/>							
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2497069 00035044	JOHNSON BROS WHLSE LIQUOR WINE	03/07/2024 JPFEIFER		177.46	177.46	Open	N 03/07/2024
	609-49751-40253	WINE		172.00		1.00	172.00
	609-49751-40206	FREIGHT		5.46		1.00	5.46
2497070 00035047	JOHNSON BROS WHLSE LIQUOR MISC	03/07/2024 JPFEIFER		390.02	390.02	Open	N 03/07/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		370.00		1.00	370.00
	609-49751-40206	FREIGHT		20.02		1.00	20.02
2497068 00035048	JOHNSON BROS WHLSE LIQUOR LIQUOR	03/07/2024 JPFEIFER		754.22	754.22	Open	N 03/07/2024
	609-49751-40251	LIQUOR		743.30		1.00	743.30
	609-49751-40206	FREIGHT		10.92		1.00	10.92
Total Vendor 154 - JOHNSON BROS WHLSE LIQUOR				1,321.70	1,321.70		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 1601 - KING'S COUNTY MARKET							
.02292024							
00035016	KING'S COUNTY MARKET	02/29/2024		65.10	65.10	Open	N
	FUEL ACCOUNT	NSANTILLO					03/18/2024
	101-42210-40212	MOTOR FUELS		65.10		1.00	65.10
Total Vendor 1601 - KING'S COUNTY MARKET					<u>65.10</u>	<u>65.10</u>	
Vendor 165 - LMC INSURANCE TRUST							
.03112024							
00035053	LMC INSURANCE TRUST	03/11/2024		43,486.00	43,486.00	Open	N
	3RD INSTALLMENT PROPERTY	DMULVIHILL					03/18/2024
	101-41110-40360	INSURANCE		91.32		1.00	91.32
	101-41400-40360	INSURANCE		969.74		1.00	969.74
	101-41410-40360	INSURANCE		21.74		1.00	21.74
	101-41500-40360	INSURANCE		504.44		1.00	504.44
	101-41600-40360	INSURANCE		156.55		1.00	156.55
	101-41910-40360	INSURANCE		621.85		1.00	621.85
	101-41940-40360	INSURANCE		752.31		1.00	752.31
	101-42110-40360	INSURANCE		8,566.74		1.00	8,566.74
	101-42210-40360	INSURANCE		2,126.47		1.00	2,126.47
	101-42400-40360	INSURANCE		447.91		1.00	447.91
	101-43100-40360	INSURANCE		4,753.02		1.00	4,753.02
	101-43210-40360	INSURANCE		152.20		1.00	152.20
	101-45000-40360	INSURANCE		4.35		1.00	4.35
	101-45200-40360	INSURANCE		5,044.38		1.00	5,044.38
	101-49200-40360	INSURANCE		13.05		1.00	13.05
	601-49440-40360	INSURANCE		5,500.98		1.00	5,500.98
	602-49490-40360	INSURANCE		8,405.84		1.00	8,405.84
	609-49750-40360	INSURANCE		5,353.11		1.00	5,353.11
Total Vendor 165 - LMC INSURANCE TRUST					<u>43,486.00</u>	<u>43,486.00</u>	
Vendor 7906 - LUBE-TECH							
3440997							
00035051	LUBE-TECH	03/07/2024		184.54	184.54	Open	N
	MOBILGEAR 600 XP 68	DMULVIHILL					03/18/2024
Total Vendor 7906 - LUBE-TECH					<u>184.54</u>	<u>184.54</u>	
Vendor 9246 - MACQUEEN EMERGENCY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 9246 - MACQUEEN EMERGENCY							
P26560							
00035064	MACQUEEN EMERGENCY	03/01/2024		1,745.00	1,745.00	Open	N
	MSA FLOW TEST	NSANTILLO					03/18/2024
	101-42210-40218	EQUIPMENT MAINTENANCE		1,745.00		1.00	1,745.00
Total Vendor 9246 - MACQUEEN EMERGENCY				<u>1,745.00</u>	<u>1,745.00</u>		
Vendor UB-REFUND - MARGARET LATVALA							
.03072024-1							
00035031	MARGARET LATVALA	03/07/2024		32.22	32.22	Open	N
	REFUND ACCT #3066	NSANTILLO					03/18/2024
	601-49440-40444	REFUND ACCT #3066		32.22		1.00	32.22
Total Vendor UB-REFUND - MARGARET LATVALA				<u>32.22</u>	<u>32.22</u>		
Vendor 8133 - MARY WELLS							
.03012023							
00035007	MARY WELLS	03/01/2024		4,403.13	4,403.13	Open	N
	1ST QUARTER ASSESSING	DMULVIHILL					03/18/2024
	101-41550-40311	CONTRACT		4,403.13		1.00	4,403.13
Total Vendor 8133 - MARY WELLS				<u>4,403.13</u>	<u>4,403.13</u>		
Vendor 202 - MCDONALD DIST CO.							
736318							
00035020	MCDONALD DIST CO.	03/06/2024		(370.00)	(370.00)	Open	N
	BEER	CBUSKEY					03/06/2024
	609-49751-40252	BEER		(370.00)		1.00	(370.00)
736314							
00035021	MCDONALD DIST CO.	03/06/2024		(130.00)	(130.00)	Open	N
	BEER	CBUSKEY					03/06/2024
	609-49751-40252	BEER		(130.00)		1.00	(130.00)
736265							
00035022	MCDONALD DIST CO.	03/06/2024		5,106.45	5,106.45	Open	N
	BEER/NA	CBUSKEY					03/06/2024
	609-49751-40255	N/A PRODUCTS		210.50		1.00	210.50
	609-49751-40252	BEER		4,895.95		1.00	4,895.95

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number	Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By				Units	Quantity	Post Date
								Unit Price
Vendor 202 - MCDONALD DIST CO.								
	737379							
	00035096	MCDONALD DIST CO.	03/13/2024		9,825.40	9,825.40	Open	N
		BEER	CBUSKEY					03/13/2024
		609-49751-40252	BEER		9,825.40		1.00	9,825.40
Total Vendor 202 - MCDONALD DIST CO.					14,431.85	14,431.85		
Vendor 5530 - MCDOWALL COMPANY								
	20995							
	00035024	MCDOWALL COMPANY	01/31/2024		3,400.00	3,400.00	Open	N
		ROOFING MANAGEMENT AGREEMENT 2024	NSANTILLO					03/18/2024
		601-49440-40311	CONTRACT		566.66		1.00	566.66
		602-49490-40311	CONTRACT		566.66		1.00	566.66
		101-43100-40311	CONTRACT		566.66		1.00	566.66
		101-45200-40311	CONTRACT		566.66		1.00	566.66
		609-49750-40401	BUILDINGS MAINTENANCE		566.66		1.00	566.66
		101-42210-40401	BUILDINGS MAINTENANCE		566.70		1.00	566.70
Total Vendor 5530 - MCDOWALL COMPANY					3,400.00	3,400.00		
Vendor 3689 - METRO SALES, INC.								
	INV2483765							
	00035088	METRO SALES, INC.	03/11/2024		235.00	235.00	Open	N
		COPIES	DMULVIHILL					03/18/2024
		101-43100-40240	OFFICE EQUIP		47.00		1.00	47.00
		101-43210-40240	OFFICE EQUIP		47.00		1.00	47.00
		602-49490-40240	OFFICE EQUIP		47.00		1.00	47.00
		601-49440-40240	OFFICE EQUIP		47.00		1.00	47.00
		101-45200-40240	OFFICE EQUIP		47.00		1.00	47.00
Total Vendor 3689 - METRO SALES, INC.					235.00	235.00		
Vendor 181 - METRO WEST INSPECTIONS SERVICE								
	4053							
	00035017	METRO WEST INSPECTIONS SERVICE	02/16/2024		1,411.40	1,411.40	Open	N
		FINALED PERMITS FEBRUARY 2024	NSANTILLO					03/18/2024
		101-42400-40311	CONTRACT		1,411.40		1.00	1,411.40
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE					1,411.40	1,411.40		
Vendor 10337 - METRO-INET								

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number	Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By				Units	Quantity	Post Date
								Unit Price
Vendor 10337 - METRO-INET								
1813								
00035034	METRO-INET	03/01/2024			15,039.00	15,039.00	Open	N
	IT SERVICES	NSANTILLO						03/18/2024
	101-41110-40310	COMPUTER CONSULTING FEES			601.56		1.00	601.56
	101-41400-40310	COMPUTER CONSULTING FEES			2,105.46		1.00	2,105.46
	101-42110-40310	COMPUTER CONSULTING FEES			7,369.11		1.00	7,369.11
	101-42210-40310	COMPUTER CONSULTING FEES			1,353.51		1.00	1,353.51
	101-42400-40310	COMPUTER CONSULTING FEES			601.56		1.00	601.56
	101-43100-40310	COMPUTER CONSULTING FEES			601.56		1.00	601.56
	101-45200-40310	COMPUTER CONSULTING FEES			601.56		1.00	601.56
	601-49440-40310	COMPUTER CONSULTING FEES			601.56		1.00	601.56
	602-49490-40310	COMPUTER CONSULTING FEES			601.56		1.00	601.56
	101-41910-40310	COMPUTER CONSULTING FEES			300.78		1.00	300.78
	609-49750-40310	COMPUTER CONSULTING FEES			300.78		1.00	300.78
Total Vendor 10337 - METRO-INET					15,039.00	15,039.00		
Vendor 195 - MN DEPARTMENT OF HEALTH								
.03012024								
00035028	MN DEPARTMENT OF HEALTH	03/01/2024			4,451.00	4,451.00	Open	N
	QTRLY SERVICE CONNECTIONS	DMULVIHILL						03/18/2024
	601-49440-40434	PERMIT FEES			4,451.00		1.00	4,451.00
Total Vendor 195 - MN DEPARTMENT OF HEALTH					4,451.00	4,451.00		
Vendor 445 - MN FIRE CERTIFICATION BOARD								
12310								
00035068	MN FIRE CERTIFICATION BOARD	03/06/2024			126.00	126.00	Open	N
	STRASSBURG-TRAINING	NSANTILLO						03/18/2024
	101-42210-40208	STRASSBURG-TRAINING			126.00		1.00	126.00
12321								
00035069	MN FIRE CERTIFICATION BOARD	03/06/2024			178.50	178.50	Open	N
	KIZER, L.-TRAINING	NSANTILLO						03/18/2024
	101-42210-40208	KIZER, L.-TRAINING			178.50		1.00	178.50
Total Vendor 445 - MN FIRE CERTIFICATION BOARD					304.50	304.50		
Vendor 4605 - OPUS 21								

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 4605 - OPUS 21							
240252							
00035066	OPUS 21	02/06/2024		2,886.46	2,886.46	Open	N
	FEBRUARY 2024 SERVICES	NSANTILLO					03/18/2024
	601-49440-40382	UTILITY BILLING		1,443.23		1.00	1,443.23
	602-49490-40382	UTILITY BILLING		1,443.23		1.00	1,443.23
Total Vendor 4605 - OPUS 21					<u>2,886.46</u>	<u>2,886.46</u>	
Vendor 3753 - PAUSTIS WINE COMPANY							
230522							
00035083	PAUSTIS WINE COMPANY	03/12/2024		271.50	271.50	open	N
	WINE	CBUSKEY					03/12/2024
	609-49751-40206	FREIGHT		7.50		1.00	7.50
	609-49751-40253	WINE		264.00		1.00	264.00
Total Vendor 3753 - PAUSTIS WINE COMPANY					<u>271.50</u>	<u>271.50</u>	
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6749032							
00035038	PHILLIPS WINE & SPIRITS CO.	03/07/2024		266.92	266.92	open	N
	WINE	JPFEIFER					03/07/2024
	609-49751-40253	WINE		256.00		1.00	256.00
	609-49751-40206	FREIGHT		10.92		1.00	10.92
6749033							
00035045	PHILLIPS WINE & SPIRITS CO.	03/07/2024		107.94	107.94	Open	N
	MISC	JPFEIFER					03/07/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		104.30		1.00	104.30
	609-49751-40206	FREIGHT		3.64		1.00	3.64
6749031							
00035046	PHILLIPS WINE & SPIRITS CO.	03/07/2024		3,420.11	3,420.11	Open	N
	LIQUOR	JPFEIFER					03/07/2024
	609-49751-40251	LIQUOR		3,348.19		1.00	3,348.19
	609-49751-40206	FREIGHT		71.92		1.00	71.92
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO.					<u>3,794.97</u>	<u>3,794.97</u>	
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B012027							
00035000	RMB ENVIRONMENTAL LABORATORIES, INC	03/04/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1		DMULVIHILL				03/18/2024
	602-49490-40313	SAMPLE TESTING		206.91		1.00	206.91
B012047							
00035050	RMB ENVIRONMENTAL LABORATORIES, INC	03/07/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DMULVIHILL				03/18/2024
B012105							
00035052	RMB ENVIRONMENTAL LABORATORIES, INC	03/08/2024		209.00	209.00	Open	N
	99		DMULVIHILL				03/18/2024
D056556							
00035089	RMB ENVIRONMENTAL LABORATORIES, INC	03/11/2024		537.13	537.13	Open	N
	BIOSOLIDS		DMULVIHILL				03/18/2024
B012111							
00035098	RMB ENVIRONMENTAL LABORATORIES, INC	03/13/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DMULVIHILL				03/18/2024
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					1,266.54	1,266.54	
Vendor 6072 - ROYAL SUPPLY							
6029							
00035049	ROYAL SUPPLY	03/05/2024		14.25	14.25	Open	N
	COFFEE FILTERS		DMULVIHILL				03/18/2024
	101-42110-40217	OTHER OPERATING SUPPLIES		7.13		1.00	7.13
	101-43100-40217	OTHER OPERATING SUPPLIES		7.12		1.00	7.12
6053							
00035087	ROYAL SUPPLY	03/12/2024		117.00	117.00	Open	N
	COFFEE		DMULVIHILL				03/18/2024
	101-41940-40210	OPERATING SUPPLIES		19.50		1.00	19.50
	101-42110-40217	OTHER OPERATING SUPPLIES		19.50		1.00	19.50
	101-43100-40217	OTHER OPERATING SUPPLIES		19.50		1.00	19.50
	101-45200-40217	OTHER OPERATING SUPPLIES		19.50		1.00	19.50
	601-49440-40217	OTHER OPERATING SUPPLIES		19.50		1.00	19.50
	602-49490-40217	OTHER OPERATING SUPPLIES		19.50		1.00	19.50
Total Vendor 6072 - ROYAL SUPPLY					131.25	131.25	
Vendor UB-REFUND - RYAN THOMPSON							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor UB-REFUND - RYAN THOMPSON							
.03072024							
00035029	RYAN THOMPSON	03/07/2024		132.10	132.10	Open	N
	REFUND ACCT #5430	NSANTILLO					03/18/2024
	601-49440-40444	REFUND ACCT #5430		132.10		1.00	132.10
Total Vendor UB-REFUND - RYAN THOMPSON					132.10	132.10	
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2453257							
00035039	SOUTHERN GLAZERS OF MN	03/07/2024		418.80	418.80	Open	N
	WINE	JPFEIFER					03/07/2024
	609-49751-40253	WINE		409.84		1.00	409.84
	609-49751-40206	FREIGHT		8.96		1.00	8.96
2453256							
00035040	SOUTHERN GLAZERS OF MN	03/07/2024		282.24	282.24	Open	N
	LIQUOR	JPFEIFER					03/07/2024
	609-49751-40251	LIQUOR		278.40		1.00	278.40
	609-49751-40206	FREIGHT		3.84		1.00	3.84
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					701.04	701.04	
Vendor 7693 - SPOT ON							
2023144							
00035019	SPOT ON	03/05/2024		141.10	141.10	Open	N
	COMMUNITY EVENTS	NSANTILLO					03/18/2024
	101-42110-40308	COMMUNITY EDUCATION		141.10		1.00	141.10
2023143							
00035035	SPOT ON	03/05/2024		110.00	110.00	Open	N
	RECYCLING SIGNS	JSHOOK					03/18/2024
	101-43210-40439	RECYCLING DAYS		110.00		1.00	110.00
Total Vendor 7693 - SPOT ON					251.10	251.10	
Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
.03062024							
00035057	ST. FRANCIS AREA SCHOOLS	03/06/2024		563.75	563.75	Open	N
	FEBRUARY COMMUNITY ROOM USE	NSANTILLO					03/18/2024
	101-41400-40311	CONTRACT		563.75		1.00	563.75
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
				563.75	563.75		
Vendor 1944 - ST. FRANCIS COLLISION & GLASS							
2745							
00035082	ST. FRANCIS COLLISION & GLASS	03/12/2024		4,607.95	4,607.95	Open	N
	2022 DURANGO REPAIRS		NSANTILLO				03/18/2024
	101-42110-40222		INSURANCE REPAIRS	4,607.95		1.00	4,607.95
Total Vendor 1944 - ST. FRANCIS COLLISION & GLASS							
				4,607.95	4,607.95		
Vendor 8546 - THOMSON REUTERS-WEST							
6159681531							
00035055	THOMSON REUTERS-WEST	03/11/2024		478.78	478.78	Open	N
	MN CRIMINAL LAW		NSANTILLO				03/18/2024
	101-42110-40200		MN CRIMINAL LAW	478.78		1.00	478.78
Total Vendor 8546 - THOMSON REUTERS-WEST							
				478.78	478.78		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M28983							
00035015	TIMESAVER OFF SITE SEC. INC	02/29/2024		206.50	206.50	Open	N
	CITY COUNTIL MINUTES 02-20-2024		NSANTILLO				03/18/2024
	101-41400-40311		CONTRACT	206.50		1.00	206.50
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
				206.50	206.50		
Vendor 10674 - ULINE							
175181899							
00035067	ULINE	03/03/2024		209.57	209.57	Open	N
	MESH TASK CHAIR		NSANTILLO				03/18/2024
	101-42110-40401		BUILDINGS MAINTENANCE	209.57		1.00	209.57
Total Vendor 10674 - ULINE							
				209.57	209.57		
Vendor 8383 - WSB & ASSOCIATES							
R-0124156-000-2							
00035084	WSB & ASSOCIATES	02/29/2024		8,684.25	8,684.25	Open	N
	TH 47 IMPROVEMENT PROJECT		NSANTILLO				03/18/2024
	405-43100-40810		TH 47 IMPROVEMENT PROJECT	8,684.25		1.00	8,684.25

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4G.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 8383 - WSB & ASSOCIATES							
Total Vendor 8383 - WSB & ASSOCIATES				8,684.25	8,684.25		

# of Invoices:	80	# Due: 80	Totals:	182,872.40	182,872.40
# of Credit Memos:	5	# Due: 5	Totals:	(750.45)	(750.45)
Net of Invoices and Credit Memos:				182,121.95	182,121.95

--- TOTALS BY GL BANK ---
GNCKG 182,121.95

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21707	255.00
101-41110-40310	601.56
101-41110-40360	91.32
101-41400-40200	267.82
101-41400-40310	2,105.46
101-41400-40311	770.25
101-41400-40360	969.74
101-41410-40360	21.74
101-41500-40360	504.44
101-41550-40311	8,806.26
101-41600-40304	8,980.00
101-41600-40312	5,300.00
101-41600-40360	156.55
101-41910-40310	300.78
101-41910-40360	621.85
101-41940-40210	19.50
101-41940-40223	1,690.00
101-41940-40360	752.31
101-42110-40200	626.79
101-42110-40217	26.63
101-42110-40222	4,940.95
101-42110-40308	141.10
101-42110-40310	7,369.11
101-42110-40360	8,566.74
101-42110-40401	274.16
101-42110-40448	112.98
101-42210-40208	3,904.50
101-42210-40212	65.10
101-42210-40218	1,745.00
101-42210-40221	1,406.70
101-42210-40237	46.54

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	101-42210-40310		1,353.51			
	101-42210-40360		2,126.47			
	101-42210-40401		566.70			
	101-42210-40437		1,581.05			
	101-42400-40310		601.56			
	101-42400-40311		1,411.40			
	101-42400-40360		447.91			
	101-43100-40200		26.78			
	101-43100-40217		46.14			
	101-43100-40240		47.00			
	101-43100-40310		601.56			
	101-43100-40311		566.66			
	101-43100-40360		4,753.02			
	101-43100-40401		64.63			
	101-43210-40217		19.52			
	101-43210-40240		47.00			
	101-43210-40360		152.20			
	101-43210-40401		64.63			
	101-43210-40439		110.00			
	101-45000-40360		4.35			
	101-45200-40200		26.78			
	101-45200-40217		39.02			
	101-45200-40240		47.00			
	101-45200-40310		601.56			
	101-45200-40311		566.66			
	101-45200-40360		5,044.38			
	101-45200-40401		64.63			
	101-49200-40360		13.05			
	103-42110-40237		1,870.00			
	405-43100-40810		8,684.25			
	601-00000-37100		1,611.16			
	601-49440-40217		39.02			
	601-49440-40240		47.00			
	601-49440-40259		385.94			
	601-49440-40310		601.56			
	601-49440-40311		566.66			
	601-49440-40360		5,500.98			
	601-49440-40382		1,443.23			
	601-49440-40401		129.26			
	601-49440-40434		4,451.00			
	601-49440-40442		4.72			
	601-49440-40444		206.16			
	602-49490-40217		39.00			
	602-49490-40240		47.00			
	602-49490-40310		601.56			
	602-49490-40311		566.66			
	602-49490-40313		206.91			
	602-49490-40360		8,405.84			
	602-49490-40382		1,443.23			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/19/2024 - 03/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4G.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	602-49490-40442		4.73			
	609-49750-40310		300.78			
	609-49750-40360		5,353.11			
	609-49750-40401		566.66			
	609-49750-40447		100.00			
	609-49751-40206		287.19			
	609-49751-40251		11,711.56			
	609-49751-40252		39,325.92			
	609-49751-40253		2,139.34			
	609-49751-40254		926.75			
	609-49751-40255		730.55			
	609-49751-40257		144.00			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		82,436.05	82,436.05		
	103 PUBLIC SAFETY FUNDS		1,870.00	1,870.00		
	405 STREET IMPROVEMENT FUND		8,684.25	8,684.25		
	601 WATER FUND		14,986.69	14,986.69		
	602 SEWER FUND		11,314.93	11,314.93		
	609 LIQUOR FUND		61,585.86	61,585.86		
--- TOTALS BY DEPT/ACTIVITY ---						
	00000 UNASSIGNED		1,866.16	1,866.16		
	41110 CITY COUNCIL		692.88	692.88		
	41400 ADMINISTRATION		4,113.27	4,113.27		
	41410 ELECTIONS		21.74	21.74		
	41500 FINANCE		504.44	504.44		
	41550 ASSESSING		8,806.26	8,806.26		
	41600 LEGAL		14,436.55	14,436.55		
	41910 COMMUNITY DEVELOPMENT		922.63	922.63		
	41940 BUILDINGS		2,461.81	2,461.81		
	42110 POLICE		23,928.46	23,928.46		
	42210 FIRE		12,795.57	12,795.57		
	42400 BUILDING INSPECTIONS		2,460.87	2,460.87		
	43100 STREETS		14,790.04	14,790.04		
	43210 RECYCLING		393.35	393.35		
	45000 COMMUNITY CENTER		4.35	4.35		
	45200 PARKS		6,390.03	6,390.03		
	49200 UNALLOCATED		13.05	13.05		
	49440 WATER DEPT		13,375.53	13,375.53		
	49490 SEWER DEPT		11,314.93	11,314.93		
	49750 LIQUOR STORE		6,320.55	6,320.55		
	49751 MERCHANDISE PURCHASES		55,265.31	55,265.31		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Portable Audio/Video Recorder Audit
DATE: March 18, 2024

OVERVIEW:

The police department implemented a Portable Audio/Video Recorder System (body worn cameras (BWCs)) in December of 2021. There are many legislative mandates in place governing the use of Portable Audio/Video Recorder Systems which includes a biennial audit to determine whether data are appropriately classified according to state statute, how the data are used, whether the data are destroyed as required by statute, and to verify compliance with all of areas of statutes §13.825 and §626.8473. The audit was performed by Lynn Lembcke Consulting who met with department staff in December of 2023 to gather the necessary information to conduct a complete and thorough audit. On March 3rd, 2024 the department received the audit report showing no discrepancies in any area, confirming that the department is in full compliance with Minnesota Statutes §13.825 and §626.8473.

State statute indicates that the results of the audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit..

ACTION TO BE CONSIDERED:

City Council to review and accept the St. Francis Police Department Portable Audio/Video Recorder audit results contained within the audit report performed by Lynn Lembcke Consulting.

BUDGET IMPLICATION:

The costs associated with the audit services were budgeted for in the department operating budget.

Attachments:

- Portable Audio/Video Recorder Audit Report

INDEPENDENT AUDIT REPORT

Todd Schwieger
Chief of Police
St. Francis Police Department
4058 St. Francis Blvd. NW
St. Francis, MN 55070

Dear Chief Schwieger:

An independent audit of the St. Francis Police Department’s Portable Recording System (body-worn cameras (BWCs)) was conducted of December 15, 2023. The objective of the audit was to verify St. Francis Police Department’s compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Portable Recording System Policy

The St. Francis Police Department is located in Anoka County and employs twelve (12) peace officers. The St. Francis Police Department utilizes Panasonic Arbitrator body-worn cameras and Arbitrator 360° Back-End Client. BWC data is stored on a local file server hosted by Metro-INET. The audit covers the time period December 1, 2021 to November 30, 2023.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

St. Francis Police Department BWC data is presumptively private. All BWC data collected during the audit period is classified as private or non-public data. The St. Francis Police Department had no instances of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWC's are appropriately retained and destroyed in accordance with statutes.

The St. Francis Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in the Arbitrator 360° Back-End Client. Either during, or at the conclusion of a BWC recording, an Arbitrator classification is assigned. Each Arbitrator classification has an associated retention period. Upon reaching the retention date, data is systematically deleted.

A server log report of all data created and deleted during the audit period was provided. Randomly selected records from the server log report were reviewed and the date and time the data was created was verified against the deletion date. Each of the records were deleted or maintained in accordance with the record retention. All records were maintained for at least the minimum ninety (90) days required by statute.

The St. Francis Police Department had received no requests from data subjects to retain BWC data beyond the applicable retention period.

The Chief of Police and Sergeants monitor categorization of BWC data to ensure data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

BWC data is available to data subjects and access may be requested by submission of an St. Francis Police Department Data Request Form. During the audit period, the St. Francis Police Department had received both requests to view BWC data and requests for copies of BWC data from data subjects. Data subjects who had not consented to release of the data were redacted. Access to data is documented in an Excel spreadsheet and data request forms are maintained in a file.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the

policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.

St. Francis Police Department's BWC inventory consists of fifteen (15) devices. An inventory of the total number of devices owned by the agency is maintained in a Microsoft Word document. BWCs are assigned to officers.

The St. Francis Police Department BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The BWC policy requires officers to ensure the BWC is in good working order. Peace officers noting a malfunction during testing, or at any other time, are required to promptly report the malfunction to their supervisor and obtain a functioning device as soon as reasonably practicable.

Peace officers were initially trained on the use of BWC's by Panasonic Arbitrator. New officers are trained as part of their field training program.

Officers working on randomly selected dates from the patrol schedule, and randomly selected calls for service, were compared to the server log report and confirmed that BWCs are being deployed and activated by officers. A review of the total number of BWC videos created per quarter in comparison to calls for service shows an increase in the collection of BWC data.

The total amount of active BWC data is accessible in Arbitrator 360°. The server log report details the total amount of BWC data created, deleted, and stored/maintained. The St. Francis Police Department utilizes the General Records Retention Schedule for Minnesota cities and agency specified retention in Arbitrator 360°. BWC video is fully deleted from the Arbitrator 360° Back-End Client and local file server upon reaching the scheduled deletion date. Meta data information is maintained on the server. BWC data is available upon request, and access may be requested by submission of a St. Francis Police Department Data Request Form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.

The St. Francis Police Department's BWC policy states that members are prohibited from using personally owned recording devices while on-duty without the express consent of a supervisor. An officer who uses a personally owned recorder for department-related activities must comply with the provisions of the BWC policy.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

The Chief of Police and Sergeants conduct monthly random reviews of BWC data to ensure proper categorization and that BWCs are being utilized in compliance with policy.

Nonpublic BWC data is only available to persons whose work assignment reasonably requires access to the data. User access to BWC data is managed by the assignment of group roles and permissions in Arbitrator 360° Back-End Client. Permissions are based on staff work assignments. Metro-INET, the St. Francis Police Departments information technology service provider, under the direction of the police department, is responsible for managing the assignment of user rights. Access to Arbitrator 360° Back-End Client is password protected.

The agency’s BWC policy governs access to BWC data. Agency personnel may access BWC data only when there is a business need for doing so and are prohibited from accessing BWC data for non-business reasons. User access to data is captured in the audit trail. The BWC policy states that unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

When BWC video is deleted from Arbitrator 360° Back-End Client, its contents cannot be determined. The St. Francis Police Department has had no security breaches. A BCA CJIS security audit was last conducted in August of 2022.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic BWC data shared with other law enforcement agencies, government entities, or federal agencies is in accordance with statute.

The St. Francis Police Department’s BWC and Records Maintenance and Release policies allow for the sharing of BWC data with other law enforcement agencies, prosecutors, courts, and other criminal justice entities as provided by law. Agencies seeking access to BWC data submit a written request. Sharing of BWC data is documented in an Excel spreadsheet and requests forms are maintained in a file.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and

whether data are destroyed as required.

The Arbitrator 360° Back-End Client documents the date and time data was collected, and the database server log report documents the date and time BWC data was collected and deleted. All BWC data for the audit period is classified as private or non-public data. The audit trail and an Excel spreadsheet document how the data are used and shared.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

St. Francis Police Department BWC data is stored on a file server hosted by Metro-INET. The server is stored in a secure location and access is password protected and requires dual authentication.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The St. Francis Police Department solicited for public comment by online survey on the City's website. The St. Francis City Council held a public hearing at their October 4, 2021, meeting. The BWC program was implemented December 1, 2021.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

The St. Francis Police Department has established and enforces a BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The agency's policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3. The BWC policy is posted on the agency's website.

No discrepancies noted.

This report was prepared exclusively for the City of St. Francis and St. Francis Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: March 11, 2024

Lynn Lembcke Consulting

Lynn Lembcke

Lynn Lembcke