CITY COUNCIL REGULAR MEETING
St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW
Monday, June 05, 2023 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
   - A. City Council Minutes - May 15, 2023
   - B. Animal Control Service
   - C. Woodbury Park Donation
   - D. 4020 Bldg. Garage Door Opener Replacement
   - E. Rear Swing Flail Mower
   - F. Portable Generator
   - G. UV ballast cards
   - H. Sergeant Promotion
   - I. 2023 Street Rehabilitation Project – Parking Restriction on Municipal State Aid Routes

     Resolution 2023-26 Parking Restrictions on S.A.P. 235-138-001 Fox St and S.A.P. 235-139-001 232nd Ave NW

   - J. Memorandum of Agreement, Local 49
   - K. Dental Office Site Plan Extension

     Resolution 2023-27 Extending the site plan approval for the building and parking lot expansion at 3715 Bridge St NW

   - L. Planning Commission Appointment
   - M. Code Enforcement Extension Request
   - N. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
   - A. City Hall/Fire Station Site Plan
9. **NEW BUSINESS**
   - A. Code Amendment Request and Interim Use Permit (IUP) Application - First Reading

     Ordinance 316 - Modifying Section 10-67-02 Parking Facility in the Zoning Code

     Resolution 2023-28 - Approving a private parking facility Interim Use Permit in the B-1 District

   - B. Code Revisions – B-1 Uses and Design Standards; Signage – First Reading

Ordinance 317 - approving amendments to Section 10-44-00 Business and Industrial Districts of the Zoning Code as presented by Staff

Ordinance 318 - approving amendments to Section 10-61-04 Dwelling, Apartment Mixed Use of the Zoning Code as presented by Staff

Ordinance 319 - approving amendments to Section 10-91-00 Signs of the Zoning Code as presented by Staff

C. 2024 to 2028 Financial Plan

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

A. Fire Department Monthly Report - April 2023

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
May 15, 2023
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

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

A. City Council Minutes - May 1, 2023
B. Police Department UAV Program Policy
C. Bike Rodeo Donation
D. Rivers Edge 6th Extension
   Resolution 2023-16 Extending the final plat submittal deadline for land within the boundaries of the original Rivers Edge PUD preliminary plat
E. Development Agreement Rivers Edge 6th Addition
F. Rental License Approvals
G. Payment of Claims

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

4. CONSENT AGENDA

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

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

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Nays: None
Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

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

6. SPECIAL BUSINESS

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. Patriot Parkway Rezoning – 2nd Reading
Ordinance 310 Approving rezoning approximately 1.2 acres at 23040 Pederson Drive NW from R-3 to B-2
Resolution 2023-17 authorizing the summary publication of Ordinance 310

City Planner Beth Richmond reviewed the Staff report concerning the rezoning for Patriot Parkway. She shared that the MET Council has given final approval for this rezoning.

Mayor Feldman stated that this has been discussed in many work sessions and the rezoning is straightforward. He shared his support.

Robinson thanked Staff for the hard work that they put into this.

MOTION BY: BAUER SECOND: MUEHLBAUER TO ADOPT ORDINANCE 310 APPROVING REZONING APPROXIMATELY 1.2 ACRES AT 23040 PEDERSON DRIVE NW FROM R-3 TO B-2.

A roll call vote was performed:

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

Motion carried 5-0

MOTION BY: UDVIG SECOND: BAUER TO ADOPT RESOLUTION 2023-17 AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 310.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

B. 2023 Code Revisions – 2nd Reading

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Ordinance 313 - Approving amendments to Division 7 Development Standards of the Zoning Code as presented by Staff
Resolution 2023-18 Authorizing Summary Publication of Ordinance 313
Ordinance 314 - Approving amendments to Division 8 Stormwater of the Zoning Code as presented by Staff
Resolution 2023-19 Authorizing Summary Publication of Ordinance 314
Ordinance 315 - Approving amendments to Section 11-43-02 Streets of the Subdivision Code as presented by Staff
Resolution 2023-20 Authorizing Summary Publication of Ordinance 315

Richmond reviewed the Staff report in regard to several Code amendments for the Zoning Code and Subdivision Code.

Mayor Feldman emphasized that a lot of these issues being discussed have been worked out in previous long work sessions. He stated that the hard work has already been done on these matters.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT ORDINANCE 313 - APPROVING AMENDMENTS TO DIVISION 7 DEPARTMENT STANDARDS OF THE ZONING CODE AS PRESENTED BY STAFF.

A roll call vote was performed:

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

Motion carried 5-0

MOTION BY: BAUER SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2023-18 AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 313.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

MOTION BY: BAUER SECOND: UDVIG TO ADOPT ORDINANCE 314 - APPROVING AMENDMENTS TO DIVISION 8 STORMWATER OF THE ZONING CODE AS PRESENTED BY STAFF.

A roll call vote was performed:

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

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Motion carried 5-0

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT RESOLUTION 2023-19 AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 314.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

MOTION BY: BAUER SECOND: MUEHLBAUER TO ADOPT ORDINANCE 315 - APPROVING AMENDMENTS TO SECTION 11-43-02 STREETS OF THE SUBDIVISION CODE AS PRESENTED BY STAFF.

A roll call vote was performed:

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

Motion carried 5-0

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION 2023-20 AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 315.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

C. Construction Manager at Risk Contract

City Administrator Kate Thunstrom reviewed the Staff report concerning the construction manager risk contract for the new City Hall Fire Station project, which is the next step in the process.

Mayor Feldman stated that he looked this over and sees a huge difference in this agreement with Stahl Construction versus a previous agreement with Weber Construction. He stated that this contract is very professional and itemized. He added that he likes that Brunton will be the intermediary between the City and the contractor. He asked what binding dispute resolution meant in the agreement. Assistant City Attorney Dave Schaps stated that usually there is an intermediary that would come up with the terms for the two parties. Mayor Feldman stated that this is a good choice.

Muehlbauer shared he did not see any red flags in the agreement and has no issues with it.

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Robinson deferred to the legal professionals on the matter who have stated that the bases are covered.

Bauer agreed with Robinson.

Udvig stated that she is confident that the legal team thoroughly reviewed this and she is confident in it.

Mayor Feldman shared that he believes this agreement was done very professionally and well. He added that he is very pleased with the team that put this together.

MOTION BY: BAUER SECOND: ROBINSON APPROVING CONSTRUCTION MANAGER AT RISK CONTRACT - STAHL CONSTRUCTION.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

9. NEW BUSINESS

A. 2022 Annual Comprehensive Financial Report

Justin Nilson of Adbo Solutions reviewed the 2022 annual comprehensive financial report. He highlighted the general fund budget, revenue, and expenditures. He also reviewed the capital improvement projects, the debt service, the water, sewer, and stormwater funds, and the liquor fund. He discussed the City's cash and investments, the debt, and the taxes. He concluded by reviewing key performance indicators for St. Francis in comparison to other Anoka County cities or cities of similar size.

Mayor Feldman shared that he likes what he sees in this report. He noted the stormwater fund and how there is more revenue coming in than going out, but mentioned that these funds are not only for stormwater related activities. He stated that the fund balances are good and the percentages seem to be higher than the State, which gives the City a cushion. He said it was a good report.

Udvig stated it was an excellent report and added that she found the graphs in the presentation very helpful. She noted that it is encouraging to see that the City continues to head in the right direction.

Muehlbauer said it was a great report with great information and thanked Abdo Solutions for their hard work on this.

Bauer asked if the tax numbers for the key performance indicators will come out next year as those numbers are not in the graph. Mr. Nilson stated that they do not have these numbers yet. Bauer stated it was a great report.

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Robinson stated it was a great report and that it is great to see the comparison. He noted that this will show the residents how the City does versus other cities in Anoka County. He asked how the limited segregation of duties is remedied and how many times does there have to be a hit before something is done about it. Mr. Nilson explained that hiring more people would be an example of segregating the duties and being of a cost benefit. He stated that it comes down to the Council's acceptance of risk. Robinson asked if Abdo's oversight counts as a segregation of duties. Mr. Nilson stated that the auditors are not a part of the City's internal controls.

Mayor Feldman asked between the discrepancy of what the State says the City should have as a percentage of 35%-50% and what the City does have of 62% of the general fund, if that is left up to the City of what is done with these funds. Mr. Nilson stated that he has not reviewed the State policy in a while but he does believe that they have minimums. He noted that the City can use these funds. Mayor Feldman asked what the benefit is to keep the high percentage. Mr. Nilson explained that the biggest reason to keep reserves is to prevent a big spike in taxes one year.

MOTION: BAUER SECOND: ROBINSON ADOPT THE 2022 ANNUAL COMPREHENSIVE FINANCIAL REPORT.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

Finance Director Darcy Mulvihill thanked Mr. Nilson and his team for their work and guidance.

B. Real Property Acceptance from EDA
Resolution 2023-21 Approving the transfer of property and granting signatory authority

Thunstrom reviewed the Staff report in regard to accepting four parcels from the EDA as a step for the new City Hall Fire Station.

Mayor Feldman noted that this was discussed at a work session and said it is a clear choice to move forward with this.

Udvig agreed that this is the next step in getting the City Hall Fire Station. She asked if the EDA was on board with this. Thunstrom confirmed.

MOTION BY: BAUER SECOND: MUEHLBAUER TO ADOPT REAL PROPERTY ACCEPTANCE FROM EDA, RESOLUTION 2023-21 APPROVING THE TRANSFER OF PROPERTY AND GRANTING SIGNATORY AUTHORITY.

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Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

C. Real Property Transfer to the EDA
Resolution 2023-22 Approving the transfer of property and granting signatory authority

Thunstrom reviewed the Staff report in regard to transferring property north of the 3731 Bridge property to the EDA which will allow the EDA to act as one seller for this property.

Mayor Feldman noted that this was discussed in a work session. He stated that he sees no issues with this.

Bauer asked why there is one property going from the EDA to the City and one property going from the City to the EDA. He asked why these properties are not all coming to the City as they will be used for development. Thunstrom explained that when the EDA sells a property they have the ability to add a performance requirement which would require the developer to build within a set timeframe or structure and the City cannot hold the same requirements.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT REAL PROPERTY TRANSFER TO THE EDA, RESOLUTION 2023-22 APPROVING THE TRANSFER OF PROPERTY AND GRANTING SIGNATORY AUTHORITY.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

D. Personnel Policy Update
Thunstrom reviewed the Staff report concerning the personnel policy updates.

Mayor Feldman noted that this was worked through during a work session.

Udvig thanked Staff for their time and effort in putting this together.

Robinson appreciated the work that has been done on this and the open mindedness of Staff to continue to serve those around them.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT THE PERSONNEL POLICY UPDATES.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

E. St. Francis Dental Clinic Addition – Temporary Construction Easement

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Agreement and Temporary Code Exemption
Resolution 2023-23 Approving a temporary exemption from City Code section 10-72-02 to allow temporary parking on an unimproved surface in the R-3 zoning district

Community Development Director Collette Baumgardner reviewed the Staff report concerning an addition to the dental office at 3715 Bridge Street and the request for a temporary exemption from City Code.

Mayor Feldman asked if this was for construction purposes only. Baumgardner confirmed and stated that once the construction is complete the easement is done.

Bauer stated that this is a great thing to show the City and the businesses within the City are working together to continue to grow.

Mayor Feldman noted that it is a big deal that this applicant wants to stay in St. Francis and continue to grow within the City.

Udvig agreed that this is a great thing to see that businesses want to work and grow within the City.

Robinson stated he is glad to see the City work well with the small business community. He asked if there is additional success with the County on property lines for the dental offer to obtain additional properties. Baumgardner explained that the dental offer has been working with adjoining property owners to the east and they are requesting an interim use permit to turn what is currently the storage area to a surface parking lot. She stated that there is a contingent purchase agreement on this currently.

Muehlbauer noted that this was also discussed with the EDA.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2023-23 APPROVING A TEMPORARY EXEMPTION FROM CITY CODE SECTION 10-72-02 TO ALLOW TEMPORARY PARKING ON AN UNIMPROVED SURFACE IN THE R-3 ZONING DISTRICT.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

F. Meadows of St. Francis 4th Addition – Minor Subdivision and Site Improvement Performance Agreement
Resolution 2023-24 Approving a Minor Subdivision for the 4th Addition of the Meadows of St. Francis Development

Richmond reviewed the Staff report concerning the Meadows at St. Francis Development.

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Mayor Feldman stated that this has to do with the Dollar General and asked if the original owner of this property has come to an agreement on this. Richmond stated that this is part of the reason why the applicant is coming forward with a plat amendment, as the land owner is still hesitant to sign an agreement with the City. She explained that this will still allow for development in the different areas in the future. Mayor Feldman stated that this is standard operating procedures of the City.

Robinson asked the representative from Dollar General if they anticipate keeping both stores. The representative stated that he did not know of any plans to close the second location; however, it is common that both would remain open.

Mayor Feldman asked the representative if he sees the situation arising from the land owner that is holding back. The representative stated that Dollar General is committed to getting this job done and they have never run into this issue before.

Mayor Feldman asked the representative of the property owner what the concern is with a policy that the City has had in effect for many years. The representative of the property owner stated that the owner does not feel as though he has the ability to properly and accurately be a developer. He stated that he is happy to sell the property or he will just keep the property. Mayor Feldman added that when the property owner came forward in the past he mentioned wanting to grow produce on the land for a stream of revenue until the land could be sold. He stated that the City is not asking for another out of line and is a standard procedure of the policies. The representative of the property owner shared that the property owner acknowledges this and his only other option was to keep the land as a whole and wait for someone to buy the whole thing. He emphasized that the property owner does not want to be a developer. Mayor Feldman reiterated that the City is not asking anything outrageous from the property owner. The representative of the property owner stated that this is not about money, rather the perception of responsibilities and obligations of things the property owner would need to take care of. Mayor Feldman asked what the property owner's major concerns are with the policy. The representative of the property owner stated that the property owner just does not want to be a developer.

Mayor Feldman asked Richmond if she is confident that this will move forward. Richmond said yes and explained that with this path forward of doing the subdivision of this parcel will allow for Dollar General to develop. She shared appreciation for Dollar General being so patient with the City. Mayor Feldman stated that there is nothing abnormal that the City is requesting with this.

Udvig stated that if this is the way that this can move forward then this is the way that this needs to be done. She emphasized that they have to be willing to work with the property owner on this one, because if they do not he will just hold onto the property and then there would be no Dollar General on this site.

Mayor Feldman stated that he thought this was off the table and he is glad to see

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this back on the table for discussion.

Bauer shared his appreciation for everyone working together to obtain this property separated for Dollar General to come in. He encouraged the property owner to sell the rest of the land for development.

MOTION BY: UDVIG SECOND: BAUER APPROVING MEADOWS OF ST FRANCIS 4TH ADDITION - MINOR SUBDIVISION AND SITE IMPROVEMENT PERFORMANCE AGREEMENT, RESOLUTION 2023-24 APPROVING A MINOR SUBDIVISION FOR THE 4TH ADDITION FOR THE MEADOWS OF ST. FRANCIS DEVELOPMENT.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

MOTION BY: ROBINSON SECOND: BAUER TO APPROVE THE SITE IMPROVEMENT PERFORMANCE AGREEMENT FOR LOT 1, BLOCK 1, MEADOWS OF ST. FRANCIS 4TH ADDITION.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

G. City Hall/Fire Station Site Plan
Resolution 2023-25 Approving a site plan for City Hall/Fire Station

Richmond reviewed the Staff report and the City Hall Fire Station site plan. She shared Anoka County's recommendations and requests for this project.

Mayor Feldman stated that he would rather lose the 12 parking spots over losing square footage of the building; however, he would rather not have to lose anything. He stated that they have discussed with Fire Chief Dave Schmidt ways to remedy the parking for the Fire Department. He stated that the requests from the County do not surprise him. He shared his support for the site plan the way that it is.

Muehlbauer stated that he attended the building meeting and he is in support of the site plan. He shared his concern with the numbers when the bids come through.

Udvig stated that she is in favor of the site plan and understands that they needed to give up some parking and a bay for a fire truck.

Mayor Feldman added that they fared as well as they could after dealing with the County.

Robinson shared his appreciation for the work that has been done so far. He stated that he is privileged to be a part of the Building Committee. He reiterated that if this

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project comes in above budget it will not be done. He stated that this will be taken one step at a time.

Bauer asked about the easement that is requested by the County. Thunstrom explained that if the County were to put a roundabout or a new turn lane in the area, there would be a new right-of-way and both of these are shown in the packet. Richmond added that Staff is planning to have additional conversations with the County as this project moves forward to better understand what this intersection will look like. Bauer expressed his frustration with the County not making a decision for this intersection. He asked if there was enough room with the two lots on the north to push their request north and keep the City's lot the same size. He added that the County will need to put trees in at 27 feet of the right of way. Richmond noted that they will also be talking to the County about the streetscape. He asked if flagpoles are designed into this. Thunstrom explained that this is proposed in the plaza towards the front entrance.

MOTION BY: BAUER SECOND: UDVIG TO ADOPT RESOLUTION 2023-25 APPROVING A SITE PLAN FOR THE CITY HALL/FIRE STATION.

Ayes: Bauer, Muehlbauer, Udvig, Robinson, and Mayor Feldman.
Nays: None
Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS – NONE

12. COUNCIL MEMBER REPORTS

Bauer shared that the last work session was very lengthy and informational.

Muehlbauer stated that he also attended the work session as well as the construction meeting.

Udvig shared she attended the work session and shared her appreciation in the liquor store presence on social media. She added that residents have told her that they have marked events on their calendar because they have been notified of them ahead of time through social media.

Robinson stated that he also attended the work session which was very fruitful. He noted that there is a volunteer call for Pioneer Days. He added that Councilmembers will also be a part of the dunk tank at this event. He mentioned that the farmer's markets are right around the corner and thanked Baumgardner for her hard work.

Mayor Feldman noted that the agenda packet for this event was 395 pages and they were able to work through it quickly due to the work that gets done outside of

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the Council meetings at work sessions. He emphasized how fruitful the work sessions are. He stated that a lot of the work of Council is done behind the scenes. He thanked Staff and Council for their efforts in work sessions. He emphasized the fact that Staff does a lot of work that is outside of their call-of-duty to get the job done. He asked Liquor Store Manager John Schmidt if there was any update from the MMBA on the direction of the liquor store. Schmidt stated that he will be meeting with MMBA on June 1.

Mayor Feldman noted that Pioneer Days is approaching and encouraged everyone to be safe and enjoy the activities.

13. UPCOMING EVENTS

May 17 - Planning Commission Meeting
May 29 - City Offices Closed in Observance of Memorial Day
June 5 - City Council Meeting
June 20 - City Council Meeting

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:30 p.m.

_____
Jennifer Wida, City Clerk

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CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: Animal Control Service

DATE: June 5, 2023

OVERVIEW:

On July 5, 2022 City Council approved the contract between the City of St. Francis and On Line Retrievers for animal control services which became effective on July 18, 2022. The term of the contract was for one year and is now up for renewal. On Line Retrievers advised that they would continue providing animal control services to the City of St. Francis for another year and that there would be no changes to the terms of the contract.

ACTION TO BE CONSIDERED:

City Council to approve the contract between the City of St. Francis and On Line Retrievers for animal control services.

BUDGET IMPLICATION:

All fees are the responsibility of the animal owner and the only time there is a fee to the City of St. Francis is on the occasion that an owner is unable to be located or a pickup is canceled.

Attachments:

- Prepared Contract Between City of St. Francis and On Line Retrievers, MN Board of Animal Health Kennel License.

Animal Control Agreement

THIS AGREEMENT made this June__5_, 2023, by and between Online Retrievers 1124 175th Ave Ogilvie, MN 56358, hereinafter referred to as "Contractor", and the City of St. Francis 23340 Cree Street, St. Francis MN, 55070 hereinafter referred to as "City".

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

STATEMENT OF THE WORK. The Contractor shall furnish all labor, equipment, and services Performed for the job of animal control officer for the City, as set forth below in an efficient and workmanlike manner in accordance this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.

THE CONTRACT PRICE: The City will pay Contractor for performance of this Contact, in current funds as follows: $100.00 per animal and current IRS rate per mile for pick-up and drop off of dogs as directed by the members of the St. Francis Police Department, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location is no additional charge. If contractor is en route and call is canceled charges will be $100 for the call out and the mileage round trip. If the owner is found, said owner will be responsible for all fees.

$35.00 boarding fee per calendar day, plus tax, per dog that includes all exercise and food. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the City if the owner is not found and the dog is not claimed after the required length of impound stay. If the owner is found, said owner will be responsible for all fees.

Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between City and contractor on a case by case basis.

Contractor shall have 1-2 hours to respond to a call from the City, and have up to 4 hours for a pickup of an animal. All calls from dispatch should leave all information on voicemail to include the reporting party, physical address, type of dog, disposition if known for safety and ICR number.

Contractor will provide the City with a monthly expense sheet showing:

a) the number of animal pickups in that month;

b) the number of animals and days that Contractor boarded animals in that month that have not been subjected to a “Declaration of Dangerous Dog,” or a dog that needs to be quarantined for any reason;

CONTRACTOR'S DUTIES Contractor shall upon request of the members of the St.

Francis Police Department, take all reasonable steps to catch and take into custody any animal determined to be in violation of any City Ordinance or Minnesota State Statue.

All apprehensions of dogs directed by the member of the St. Francis Police Department shall be treated humanely and shall be delivered into the custody of the party of facility designed by the City and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. City is responsible for any and all necessary basic medical attention needed at its discretion, and the Contractor will provide a detailed breakdown of charges for necessary basic medical attention to the City. All stray dogs picked up will be listed on social media such as Lost Dogs MN Facebook page or similar sites in an attempt to locate the owner. Contractor shall supervise the drafting and service of appropriate notice when a dog has been picked up, and deliver notice to the City Clerk for further posting, as required, pursuant to St. Francis Code Section 8-3-1.

The Contractor shall not keep any animal longer than required by City Code Section 8-3-1 All animals unclaimed by the end of the required period shall be surrendered an appropriate facility in accordance with the applicable City Code or State law.

Reclaiming. All animals conveyed to Online Retrievers shall be kept, with humane treatment and sufficient food and water for their comfort, at least five regular business days, unless the animal is a dangerous animal as defined under City Code Section 8-3-1 in which case it shall be kept for ten regular business days or the times specified in City Code Section 8-3-1, and except if the animal is a cruelly- treated animal in which case it shall be kept for ten regular business days, unless sooner reclaimed by their owners or keepers as provided by this section.

Owners reclaiming their dogs will pay for all costs associated with picking up, basic necessary medical attention provided, and boarding the dog. Contractor will obtain verification from the owner as to proof of ownership of the dog such as microchip, vet bills or photos as well as photo identification of the person claiming the dog. All billing to the City will include the ICR number, status of dog (returned, adoption, etc) and rate, mileage and boarding fees.

LICENSING AND CERTIFICATION: Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Association for Dog Catchers and Dog Kennels.

IDENTIFICATION: The City shall provide Contractor with appropriate credentials and/or identification to identify her as the "Animal Control Official for the City of St. Francis".

INDEMNIFICATION/INSURANCE: Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor's performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of any property, or any loss of profits or other consequential damages or any inconvenience resulting from the theft, damage to, or destruction of personal property.

Contractor shall be solely responsible for and shall maintain general liability insurance coverage specifically for the Contractor's duties.

Contractor agrees to maintain in full force and effect general liability coverage in the amount of $1,000,000 per occurrence, $2,000,000 aggregate naming City as an additional insured on the policy. The policy must state that the insurance company must give written notice to the City thirty (30) days prior to canceling the insurance contract. The initial policy and any subsequent changes in the insurance policy must be approved by the City.

LEGAL STATUS: The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the City and shall, in all respects be deemed an Independent Contractor.

TERMINATION: It is further agreed that in a case of violation, breach or non-performance by the Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor.

REPRESENTATION: The Contractor represents that they employ employees who are properly trained to perform the Contract, and if required by the State, are certified by the State of Minnesota.

FACILITIES AND EQUIPMENT: Contractor shall be responsible for providing all tools and equipment necessary to perform its duties as the City dog kennel. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

ACCOUNTING AND BILLING: The City agrees to pay for such services each month within twenty (20) days of its receipt of each month’s billing from Contractor.

BUSINESS RECORDS. At all times during the course of this Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor. Contractor shall maintain records as required by St. Francis City Code Section 8-3-1.

Pursuant to the provisions of Minn. Stat. Sec. 13.05, Subd. 11, Contractor understands that all data created, collected, received, stored, used, maintained, or disseminated by Contractor in performing these functions and under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act as if it were a government entity.

AUDIT OF RECORDS. The books, records, documents and accounting procedures and practices of Contractor relevant to the Agreement are subject to the examination by City representatives and either the legislative auditor or the state auditor as appropriate pursuant to Minn. Stat. §16B.06, Subd. 4. and any amendments there under.

ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

HEADINGS: Headings are for convenience only and are not a part of this Agreement.

TERM**:** This Contract shall become effective upon its execution and continue for one year with a 60-day notification of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and the Contractor.

IN WITNESS THEREOF, the parties have executed this Contract on the day and year first above written.

CITY OF ST. FRANCIS

By: _____

Steven D. Feldman, Mayor

By: _____

Jenni Wida, City Clerk

CONTRACTOR

By: _____

Dated: _____, 2023

MINNESOTA
BOARD OF ANIMAL HEALTH

625 Robert Street North
St. Paul, MN 55155
651-296-2942
animalhealth@state.mn.us
www.mn.gov/bah

License

Kennel

David and Michelle Russell

1124 175th Ave
Ogilvie, MN 56358

MINNESOTA LICENSED KENNEL

License: **MN741271**

Expires December 31, 2023

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: Woodbury Park Donation

DATE: June 5, 2023

OVERVIEW:

The city was approached by Sue Nutter who is one of the last remaining members of The Pioneers of St. Francis organization. She would like to dedicate $1,525.25 toward a picnic table in Woodbury Park. The Park does not have a picnic table at this time and Public Works agrees it would be a nice addition.

ACTION TO BE CONSIDERED:

To accept the donation of $1,525.25 from The Pioneers of St. Francis.

BUDGET IMPLICATION:

The donation will supplement the installation of a pad and picnic table in Woodbury Park.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: 4020 Bldg. Garage Door Opener Replacement

DATE: June 5, 2023

OVERVIEW:

The garage door openers at the 4020 Bldg. are over 25 years old and need to be replaced. This is one of the steps that needs to be done before the Fire Dept. moves into the building. The door openers will be used significantly more often and are at a greater risk of failure in their current condition.

ACTION TO BE CONSIDERED:

Accept the estimate of $5,780.00 from Eagle Garage Door Co. to replace two openers in the 4020 building.

BUDGET IMPLICATION:

The estimate, once accepted, will be paid out of the Building Repair and Maintenance Budget.

Attachments:

- Eagle Garage Door Co. estimate

Eagle Garage Door Co.

4460 241st Ave NW
St. Francis, MN 55070
763-753-2032

Estimate

Date	Estimate #
5/22/2023	700-H

Name / Address	Job Location
CITY OF ST FRANCIS 23340 CREE STREET ST FRANCIS, MN 55070	PUBLIC WORKS CITY OF ST FRANCIS 4058 ST FRANCIS BLVD NW ST FRANCIS, MN 55070

Technician	Contact	Phone #
ROMAN	JEREMY SHOOK	612-590-9354

Description	Qty	Rate	Total
WE PROPOSE THE FOLLOWING: REPLACE ELECTRIC GARAGE DOOR OPERATORS ON 2 - 12' HIGH DOORS, IN THE OLD PUBLIC WORKS GARAGE, WITH 3/4 HP T7501L5 LIFTMASTER OPERATORS. EACH OPERATOR TO INCLUDE 1 - 12' STIFFENER STRUT, 1 - FULL SECTION HEIGHT OPERATOR ATTACHMENT BRACKET, 1 - NEMA 4X PHOTO EYE SET, 1 - NEMA 4X WALL CONTROL STATION (OPEN-CLOSE-STOP) AND 3 - 3 BUTTON REMOTE CONTROL TRANSMITTERS. ALL ITEMS ARE IN STOCK.	2	2,890.00	5,780.00

** ALL ELECTICAL TO BE DONE BY OTHER.
** DOORS WILL BE ORDERED WHEN 50% PAID
** BALANCE DUE UPON COMPLETION.
** FOR CREDIT CARD PAYMENTS ADD 4%.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: Rear Swing Flail Mower

DATE: June 5, 2023

OVERVIEW:

Public Works uses a flail mower to mow city ditches twice yearly. The current flail mower is at the end of its useful life and needs to be replaced.

ACTION TO BE CONSIDERED:

Accept State Contract price quote from Diamond Mowers.

BUDGET IMPLICATION:

The flail mower is budgeted to be replaced in the Equipment CIP.

Attachments:

- Diamond Mowers price quote

Bill To Name	CITY OF ST FRANCIS (MN)	Ship To Name	CITY OF ST FRANCIS (MN)
Bill To	4058 ST. FRANCIS BLVD W ST. FRANCIS, MN 55070	Ship To	4058 St. Francis Blvd W ST. FRANCIS, MN 55070
Date	5/25/2023	Contact Name	Paul Carpenter
		Primary Phone	(651) 253-8067
		Mobile Phone	7632352304
		Email	pcarpenter@stfrancismn.org

Quantity	Product Code	Product	List Price	Sales Price	Ext Cost
1.00	RSF075-C	75" Heavy Duty Rear Swing Flail (9,500 lbs or larger tractor) (Cuttershaft will rotate in the opposite direction of the tractor tires when driving forward unless otherwise noted)	$26,731.00	$21,385.00	$21,385.00

Total Cost	$21,385.00
Freight Estimate	$500.00
Total Price	$21,885.00
Lead Time	22-24 Weeks
Contract Name	MN State 227414

Quote Special Instructions: Requires 9500 lb tractor or front end weights or loader

Prepared By	Paul Schreurs
Phone	(605) 929-3083
Email	pschreurs@diamondmowers.com
OP	OP037017
Quote Number	00040848

DIAMOND MOWERS, LLC
350 E. 60th Street N
Sioux Falls, SD 57104
(605) 977-3300 ph | (605) 655-5870 fx
www.diamondmowers.com

Freight may vary. Invoiced at market rate at time of shipment.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: Portable Generator

DATE: June 5, 2023

OVERVIEW:

Staff has long identified emergency power for our lift stations as an area of need to prevent costly sewer back-ups in the event of power outages. We considered the use of on-site generators, but after researching the property that surrounds our lift stations, we determined that we do not have the space to meet property setbacks for on-site generators. It was determined that adding a second portable generator would be a better direction to go. The new generator would be able to supply power to all lift stations. Our current generator cannot operate river shores lift station because of voltage imbalance. Because our lift stations are located throughout town, the addition of the second generator would decrease travel time in the event of a large-scale power outage. We would also utilize the new generator with our water utilities. A benefit to the new generator is that it does have more usable features such as two 20 amp receptacles that can be used for other city functions, park events etc.

ACTION TO BE CONSIDERED:

Authorize and accept the quote from Cat for $77,725

BUDGET IMPLICATION:

This is a budgeted expense in our CIP.

Attachments:

- Ziegler Power Systems Proposal No. EPG05242023
- Cat Generator Spec Sheet

Cat® XQ60 Rental Generator Set



Prime 47.5 kW, 60 kVA
U.S. EPA Tier 4 Final
60 Hz
1800 RPM

Image shown may not reflect actual configuration

Specifications

Generator	Frequency	Voltage	Prime kW (kVA)	Phase	Amp (A)
Standard	60 Hz	480/277 V	47.5 (60)	3-phase	71.42
		208/120 V	47.5 (60)	3-phase	164.8
		240/120 V	39 (39)	1-phase	162.5
Optional	60 Hz	600/349V	47.5 (60)	3-phase	–
		480/277V	47.5 (60)	3-phase	–
		208/120V	42 (53)	3-phase	–
		240/120V	33 (33)	1-phase	–

Cat® C3.4B Diesel Engine	Metric	Imperial (English)
Configuration	I-4, 4-stroke diesel	
Bore	99 mm	3.89 in
Stroke	110 mm	4.83 in
Displacement	3.4 L	207 in^3
Aspiration	ATAAC	
Compression Ratio	17:1	
Engine Speed	1800 rpm	
Governor Type	Electronic	
Governor Class	ISO8528 G1 and G2	
Maximum Power at rated speed – bkW (hp) Standby Prime	 55 49.5	 74 66

Benefits & Features

Fuel/Emissions Strategy
- Meets U.S. EPA Tier 4 Final emission standards and CARB certified for non-road mobile applications at all 60 Hz ratings

Cat® C3.4B Diesel Engine
- Four-stroke diesel engine combines performance and excellent fuel economy with minimum weight
- On-engine aftertreatment consists of NOx Reduction System (NRS), Diesel Oxidation Catalyst (DOC), and Diesel Particle Filter (DPF) for service-free operation
- 500-hour oil change interval
- Electronic engine controls
- Engine block heater 110-120 VAC

Cat LC Series Generator
- Matched to the performance and output characteristics of Cat diesel engines
- Class H Insulation

Cat EMCP 4.2B Control Panel
- Electronic control panel provides power metering, protective relaying, engine and generator parameter viewing, and expanded AC metering
- Graphical display (3.8 in.) denotes text alarm/ event descriptions, set points, engine and generator monitoring, and is visible in all lighting conditions
- Simple, user-friendly interface and navigation
- Integrates with the Cat Integrated Voltage Regulator (IVR) to provide precise control, excellent block loading, and constant voltage

Design Features
- 110% spill containment of all engine fluids
- Nonmetallic fuel tank provides > 24-hour run time at 75% prime load
- Two-way valve and external fuel ports to easily switch between onboard and external fuel source
- Solar battery maintainer

Sound-attenuated Enclosure
- Rugged, corrosion-resistant construction:
  - Galvanealed, sheet steel body panels with zinc phosphate pre-treatment prior to polyester powder coating
  - Stainless steel hinges
- Excellent access for service and maintenance:
  - Two doors on each side, and one rear door for power distribution and control panel access
  - Lube oil and coolant drains piped to exterior of the enclosure
- Security and safety features:
  - Control panel located behind rear access door with safety-glass viewing window
  - Padlockable latches on all access doors
  - Exterior emergency stop (E-stop) button
- Single point lifting

Standard Controls and Power Distribution
- Three-position switch for easy selection of desired output (480/277V 3-phase, 208/120V 3-phase, or 240/120V single phase)
- Controls, sockets, and power distribution all accessible via rear access door
- Hinged door over main bus bars with safety switch to trip breaker

Asset Monitoring and Management
- Cat Connect hardware provides two-way communication for remote control and equipment monitoring via cellular or hardwired network
- Customer-defined, equipment-based real-time status updates and alerts
- Flexible and customer-configurable user interface
- GPS provides asset location and geo-fencing

Options
- Generator anti-condensation heater
- Battery charger
- Trailer brake (electric or hydraulic)
- Trailer hitch (2-in. ball, 2-5/16-in. ball, or pintle)
- 600V generator
- 208V 3-phase sockets with breakers

Standard Equipment

Engine

- Cat C3.4B, heavy-duty, U.S. EPA Tier 4 Final certified diesel engine
- NOx and engine-mounted DOC plus DPF canister
- Block heater, 110-120 VAC
- Requires Ultra Low Sulfur Diesel (ULSD) fuel
- Engine electrical system:
  - 12V, DC electrical system
  - 80A, DC charging alternator
  - Electronic governor and engine controls
  - Oil pressure, coolant temperature, and coolant level shutdown switches
- Engine filtration system:
  - Cartridge-type air filter with service indicator
  - Cartridge-type fuel filter with upstream pre-filter and water separator; requires ULSD fuel
  - Spin-on, full-flow lube oil filter; requires API CJ-4 lube oil

Generator and Voltage Regulation

- Screen protected and drip-proof (IP23), self-regulating, 12-lead, 4-pole, brushless generator
- Sealed-for-life bearing
- Electrical design in accordance with IEC 60034-1, EN 61000-6, NEMA MG 1-22, and CSA
- Self-excited for self protection against short circuits
- Voltage selection switch (3-position) mounted to generator terminal box
- Optional
  - Anti-condensation, space heater, 60-Watt, 110-120 VAC
- Insulation system:
  - Class H insulation system
  - Windings impregnated in a thermo-setting moisture-, oil-, and acid-resisting varnish
  - Heavy coat of anti-tracking varnish for additional protection against moisture or condensation
- IVR:
  - Simplified operation and troubleshooting
  - Configure IVR parameters and view IVR status screens via the EMCP
  - Fully supported by Cat ET service tool
- Waveform distortion, THF, and TIF factors:
  - Total distortion of voltage waveform with open circuit between phases, or phase and neutral, on the order of 1.8 total distortion < 4%, on a 3-phase, balanced, harmonic-free load
  - Total distortion < 2%, under no load
  - Waveform: NEMA (TIF < 50)
  - 2/3 pitch factor standard on all stator windings

Generator Set Packaging

- Base frame and containment tray:
  - Heavy-duty, fabricated steel base frame with specially-designed lifting points
  - Spill containment tray mounted to base frame, with leak-detection switch
- Canopy:
  - Sound attenuated to 63 dBA at 7m (23 ft)
  - Two doors on each side, one rear door for power distribution and control panel access
- Cooling system:
  - Cooling system provides 43°C (109°F) ambient capability at 500 m (2,460 ft) above sea level
- Electrical system:
  - 12V, DC electrical system
  - 850 CCA, maintenance-free, wet battery
  - Battery disconnect switch, lockable
  - Solar battery charger with solar array
  - Resettable, switch-style circuit breakers (DC circuit)
  - Optional – battery charger (12V, 10 A) constant voltage, UL Listed
- Engine and generator mounting:
  - Engine and generator directly coupled by SAE flange
  - Engine flywheel flexibly coupled to the generator rotor, with full torsional analysis completed to ensure no harmful vibration will occur in the assembly
  - Anti-vibration pads between engine/generator feet and base frame
- Fuel system:
  - Cross-linked polyethylene (XLPE) fuel tank;
  - 24 hour runtime @ 75% prime load
  - 2-position valves and external ports (1/4-in.NPT) allow connection of an auxiliary fuel source
- CSA 22.2 Certified

Standard Equipment (continued)

Generator Controls and Power Distribution

- EMCP 4.2B, digital generator set controller, mounted behind a hinged, lockable door with viewing window
- Circuit breaker: 3-pole molded case breaker, 175A, UL Listed and CSA Certified with shunt trip
- Safety switch on hinged main bus cover – trips breaker if cover is opened
- Two-wire, remote start-stop terminals
- Customer auxiliary power connections:
  - Three – 250V, 50A California-style, NEMA, twist lock receptacles
  - Two – 120V, 20A duplex receptacles with GFCI*

*Voltage at receptacle is 120V when switch is in 240/120 and 208 positions, and 139V in 480V position. Receptacles are not powered when 600V is selected.

  - Each receptacle protected by a miniature circuit breaker, which also acts as an on/off switch
- Main customer connections:
  - Tin-plated copper bus bars with phase separators, located behind a protective door with shunt trip switch
  - Bus bars sized for full load capacity of generator set at 0.8 power factor

Quality and Product Support

- Factory load-testing of complete generator set
- Factory test certificate available upon request
- Equipment meets the following standards: BS 4999, BS 5000, BS 5514, IEC 60034, EN 61000-6, NEMA MG 1-22 & CSA
- Full set of operation and maintenance manuals

Technical Data

Cat Generator		
Frame Size		1514P
Pitch		0.6667
No. of poles		4
Insulation		Class H
Enclosure		Drip proof IP23
Voltage regulation		± 0.25% at steady state from no load to full load
Frequency regulation		± 0.25% for constant load from no load to full load
Waveform deviation		THD <4%
Overspeed limit		2250 rpm
Available voltages	Standard	Switchable voltage output: 480/277V, 3-phase; 208/120V, 3-phase; 240/120V, single-phase
	Optional	Switchable voltage output: 600/349V, 3-phase; 480/277V, 3-phase; 208/120V, 3-phase; 240/120V, single-phase

Cat Generator Set – 1800 rpm/60 Hz		
	Units	**Prime**
Power Rating	kW (kVA)	47.5 (60)
Performance Specification		
Lubricating System Total oil Capacity oil	 L (gal) L (gal)	 9.5 (2.5) 8 (2.1)
Fuel System Fuel consumption** 100% Load 75% Load 50% Load Fuel tank capacity	 L/hr (gal/hr) L/hr (gal/hr) L/hr (gal/hr) L/hr (gal/hr)	 13.9 (3.7) 10.5 (2.8) 7.1 (1.9) 303 (80)
ISO Prime Running Time	Hours	>24
Cooling System Radiator system capacity including engine Heat rejected to coolant at rated power	 L (U.S. gal) kW (Btu/min)	 18.9 (5.0) 44.6 (2539)
Air Requirements Combustion air flow Radiator cooling air Generator cooling air	 m^3/min (cfm) m^3/min (cfm) m^3/min (cfm)	 3.3 (117) 77 (2743) 7.8 (275)
Noise Rating** with enclosure at 7 meters (23 feet)	 dB(A)	 63

**Package fuel consumption and sound levels are for reference only.

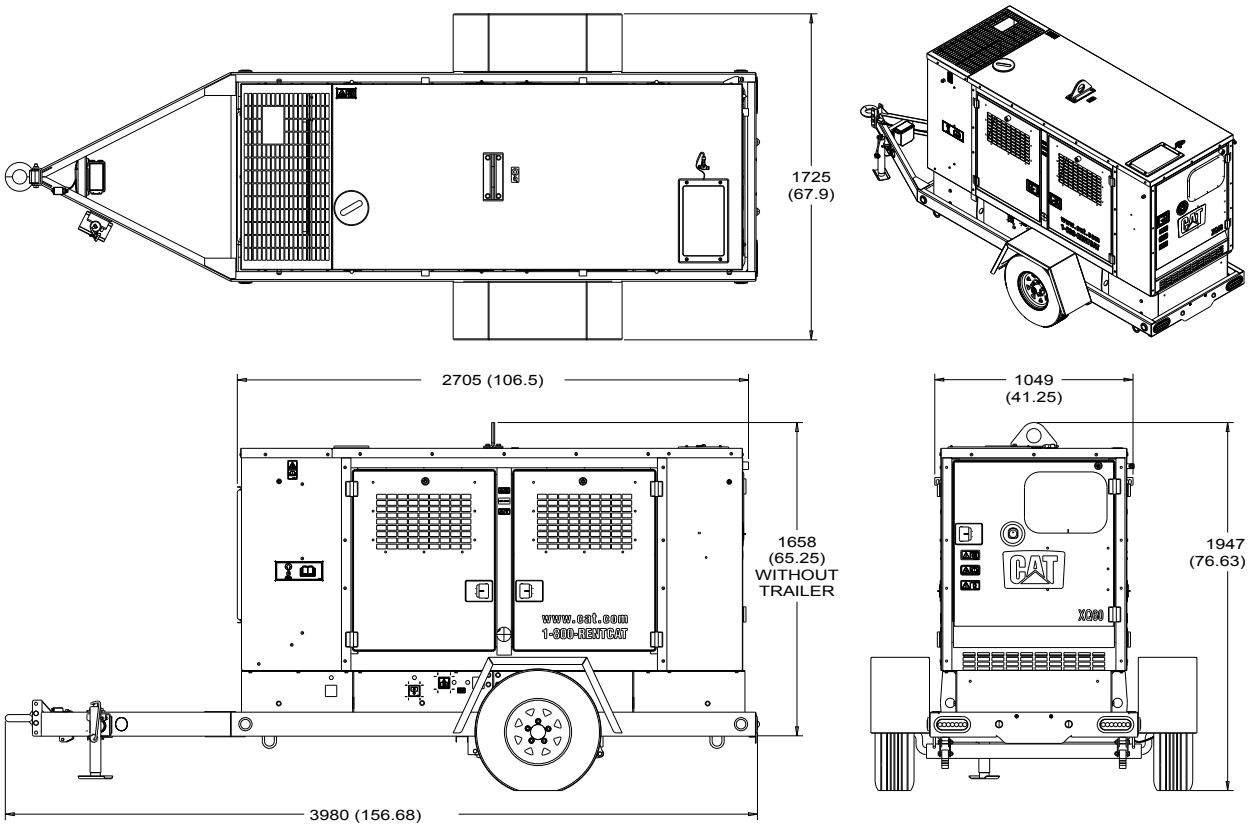
Technical Data (continued)

Dimensions and Weights					
Model	**Length mm (in)**	**Width mm (in)**	**Height mm (in)**	**With Lube Oil & Coolant Kg (lb)**	**With Fuel, Lube Oil & Coolant Kg (lb)**
XQ60	2705 (106.5)	1049 (41.3)	1658 (65.3)	1305 (2877)	1565 (3450)
XQ60 with trailer (electric brakes)	3980 (156.7)	1725 (67.9)	1947 (76.6)	1518 (3347)	1778 (3920)
XQ60 with trailer (hydraulic brakes)	4059 (159.8)	1725 (67.9)	1947 (76.6)	1523 (3357)	1783 (3930)

General Layout Dimensions

Dimensions in millimeters (inches).

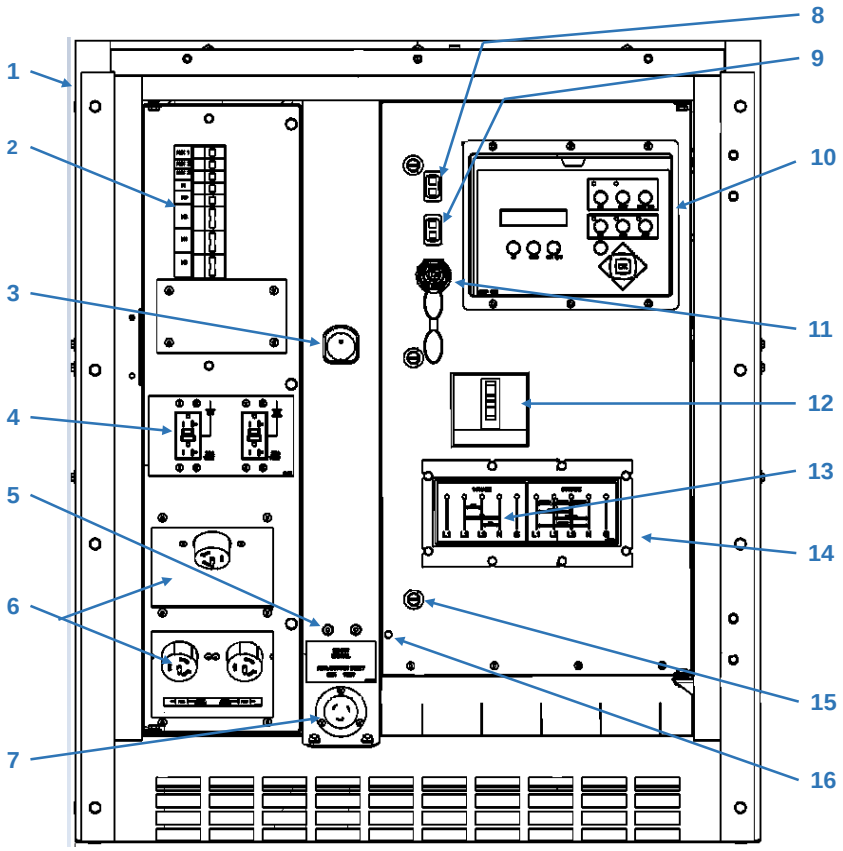
Shown with optional trailer.



XQ60 GENERAL LAYOUT DRAWING

Control Panel and Power Distribution Layout

Item	Description
1	Steel enclosure with hinged, lockable door (not shown)
2	Circuit breakers for receptacles
3	Emergency stop
4	Single-phase GFCI duplex receptacles (20A @120V)
5	Two-wire remote start terminals
6	Single-phase, California-style, twist-lock receptacles, 50A @208V phase-to-phase, 120V phase to neutral, or 240/120 V single phase when in that voltage position
7	Single-phase NEMA locking input receptacle (30A @120V) to power optional block heater, battery charger, and generator space heater
8	HEST and DPF lamp
9	Glow plug lamp
10	EMCP 4.2B digital generator set controller
11	Cat ET service tool connector
12	Circuit breaker, 3-pole molded case, 175A
13	Main bus connection (bus bars attached to breaker) behind door and viewing window
14	Bus bar viewing window w/ phase diagram film
15	Quarter-turn door lock
16	Breaker trip door switch



Ratings Definitions and Conditions

ISO Prime — Output available with varying load for an unlimited time. Average power output is 70% of the prime power rating. Typical peak demand is 100% of prime rated ekW.

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Materials and specifications are subject to change without notice.
The International System of Units (SI) is used in this publication.

CAT, CATERPILLAR, LET'S DO THE WORK, their respective logos, "Caterpillar Corporate Yellow", the "Power Edge" and Cat "Modern Hex" trade dress as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission.

DATE: May 24, 2023

PROPOSAL NO. EPG05242023

ZIEGLER Power Systems CAT

8050 Cty Rd 101, Shakop
Salesperson: Tyler Hanson
Telephone: 952-233-4720
Email: tyler.hanson@zieglercat.com

Agenda Item # 4F.

Purchaser: City of St. Francis, Sourcewell ID#214484
Address: 23340 CREE ST
City, State, Zip: SAINT FRANCIS, MN 55070
Contact Name: Parish Barten
Phone: 763-235-2305 Email: PBarten@stfrancismn.org

RE: CAT Portable Generator, Sourcewell Contract # 092222-CAT
Project Location: City of St Francis
Address:
City, State, Zip: SAINT FRANCIS, MN 55070

WE PROPOSE TO FURNISH IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND TERMS.

EQUIPMENT:
Quantity: 1 **Model:** XQ60 **Rating:** 48kW Stand **Voltage:** selectable **Circuit Breaker:** 175A

OTHER EQUIPMENT:

QUANTITY:	One (1) new Caterpillar portable generator set, mounted on single axle trailer with Electric brakes, packaged in sound attenuated enclosure rated 63dBA @ 23 feet
MODEL:	XQ60 – Tier 4 Final
RATING:	48kW – Standby
VOLTAGE:	Selectable 480/277V 3PH, 120/240V 3PH, 120/208V 3PH
BREAKER:	One (1) mainline circuit breaker, 175 amp, 3 pole, 100% rated
CONNECTIONS:	25ft of cable with 200A 3 phase, 4 wire plug
FUEL TANK:	UL listed 80 gallon sub base fuel tank, 24 hour capacity, locking fuel fill

PRODUCT WARRANTY (copy included): Platinum Level - Four (4) years, 2500 hou

SERVICES (the "Services"):
Commissioning: ☑ by Ziegler ☐ by Other Installation: ☐ by Ziegler ☑ by Other Operator Training: ☑ by Ziegler (at end of start-up)
SERVICES:

PROJECT MANAGEMENT SERVICES
Submittal drawings
{ Dimensional drawings
{ Electrical schematics
{ Product specifications
Prototype testing/Production testing
{ Operation and maintenance manual, Engine, generator
Platinum Level Warranty, four (4) years – 2500 hours
Delivery to jobsite by Ziegler CAT
Training session for owner's personnel on operation & maintenance

CUSTOM ORDER: ☑

TOTAL PRICE PACKAGE: $ 77,725.00 *

***Price does not include state or local sales and/or use tax.** *PRICING VALID FOR 30 DAYS.*

EST. LEAD TIME AFTER RELEASE: September 2024 **DELIVERY LOCATION:** Shakopee yard

SHIPMENT: ☐ by Ziegler ☐ by Customer **UNLOADING:** ☐ by Ziegler ☐ by Customer

PAYMENT TERMS: Net 20

UPON SIGNING THIS PROPOSAL, AND ACCEPTANCE BY ZIEGLER INC., THIS PROPOSAL BECOMES A BINDING AGREEMENT SUBJECT TO THE ATTACHED TERMS. Cancellation of this order by Purchaser is subject to cancellation fees - see Terms.

ACCEPTED:

By: _____
Purchaser

Print Name:
Title:
Date:

Respectfully submitted,
ZIEGLER INC. ("Seller")

By: Tyler Hanson
Sales Engineer Tyler Hanson

Subject to approval by ZIEGLER INC. APPROVED:
By: _____
Date:

BILL OF MATERIAL

EQUIPMENT AND SERVICES NOT EXPRESSLY LISTED ARE EXCLUDED FROM THIS AGREEMENT.

CONTROL SYSTEM
Communications
- Customer data link (Modbus RTU)
- Accessory module data link
- Serial annunciator module data link
- 6 programmable digital inputs
- 4 programmable relay outputs (Form A)
- 2 programmable relay outputs (Form C)
- 2 programmable digital outputs

Compatible with the following optional modules:
- Digital I/O module
- Local Annunciator
- Remote CAN annunciator
- Remote serial annunciator
- RTD module
- Thermocouple module

New features on Rental EMCP 4.2B:
- PLC
- Default screen
- Custom display screens
- Trip kWh and kVArh meters
- Field configurable sender map
- Source of event in event log for easier fault finding
- Automatic Mains Failure logic (AMF/Transfer switch control)
- Load Histogram (see how much time the set us run under or overloaded

COOLING SYSTEM
Radiator package mounted; ambient capability 43Deg C
50% Coolant antifreeze with corrosion inhibitor
Drain lines; exterior
Blower fan drive and fan guard (with vertical discharge through enclosure)
Belt guards
Coolant level reservoir / sight gauge
Cooling drain line with valve

DISTRIBUTION PANEL
NEMA 1 steel enclosure with hinged lockable door
Power connection - ground.
Separate control and load sections
Hinged load cover door with window that must be closed for
Main circuit breaker operation; 175A, 3 pole, 100% rated w/ 12V shunt trip
Wired to door safety switch
Two (2) California style twist lock, 50 amp rated
Two (2) duplex receptacles with GFI, 20 amp rated
Cam lock connections
Two wire start/stop connection terminals
Voltage selector switch located inside enclosure (LH)

SOUND ATTENUATED ENCLOSURE
Rust resistant steel
Black stainless steel pad-lockable latches on all doors
Zinc die cast hinges/grab handles
Doorkeepers on all doors
Modular panel construction
Single point lifting
Sound attenuation

BILL OF MATERIAL, CONT.

EQUIPMENT AND SERVICES NOT EXPRESSLY LISTED ARE EXCLUDED FROM THIS AGREEMENT.

EXHAUST SYSTEM
Integral with flexible connector.

FUEL SYSTEM
Fuel filter - replaceable element
3-way fuel valves - for external tank connection
Dual wall fuel tank base with 24-hour run time capacity at 75% of Prime rating
Fuel priming pump
Fuel/water separator

GENERATORS AND GENERATOR ATTACHMENTS
Self-excited generator
Integrated Voltage Regulator
Permanent magnetic generator (PMG)
Coastal insulation protection.
CSA approval

LUBE SYSTEM
Oil cooler
Lubricating oil
Crankcase breather with collection assembly
Oil filter (spin-on) and dipstick
Oil drain lines with valve.

MOUNTING SYSTEM
Generator set; soft mounted to base to reduce vibration and noise.
Base contains integral fuel tank with bund

STARTING SYSTEM
Battery rack and cables installed on base
Single electric starting motor; 12 volt
Single 12V Battery (Cat brand maintenance free)
Glow plugs fitted on engine
120V Engine block heater

GENERAL
Paint: CAT White
- Caterpillar yellow on engine and generator.
- Black on base, lift arch and radiator.
- CAT White on enclosure.

COMMENTS AND CLARIFICATIONS
Installation provided by others
Fuel fill not included
Unit subject to availability at time of order

NOTES
Ziegler limits the scope of supply for this quotation to the equipment and services listed.

Equipment not listed is assumed to be provided by others.

Ziegler cannot provide air emission permits for customers. We will provide emission information on the Caterpillar engine to the owner to aid in the permitting process.

Orders are subject to re-stocking charges if canceled after release for production.

TERMS

By purchasing or financing the equipment listed on page 1 (collectively, "Products"), Purchaser hereby agrees to t following terms (collectively, "Terms"). Seller rejects any terms submitted by Purchaser not contained herein. Purchaser may issue a purchase order or similar document for administrative purposes only, and any terms in any such document are rejected, not binding, and are of no force or effect.

1. **ACCEPTANCE.** All sales are subject to availability of Products. The prices quoted are subject to change to those in effect at the time of shipment. In its sole discretion, Seller may accept or reject this Agreement and will not be required to give any reason for rejection. For purposes hereof, "Agreement" means, collectively, page 1 attached hereto, the Bill of Material, and the Terms.
2. **ORDER CANCELLATION.** Purchaser may suspend or cancel an order only upon written approval from Seller, such approval not to be unreasonably withheld, conditioned, or delayed. If Purchaser cancels, in whole or in part, Purchaser shall pay Seller the reasonable costs and expenses (including all commitments to suppliers and subcontractors) for all direct or indirect expenses incurred by Seller prior to receiving Purchaser's cancellation notice. In addition, a cancellation fee of 15% of the Total Price Package as identified on the first page shall be paid by Purchaser. For orders identified as Custom Orders on the first page, Purchaser shall be responsible for payment of a cancellation fee equal to the Total Price Package.
3. **PERMITS.** Purchaser is solely responsible for obtaining any applicable federal, state or local permits, licenses, franchises, approvals, authorizations, registrations, certificates, and similar rights (collectively, "Permits") necessary for the ownership and operation of Products, including, but not limited to, fire, air, fuel tanks or building permits. Seller will not obtain or provide any Permits, including, but not limited to, air emission permits, for or on behalf of Purchaser.
4. **EXCLUSIONS.** Unless otherwise stated on page 1, Purchaser is solely responsible for: (1) adequate site conditions and security, (2) off-loading and placement of Products, including, but not limited to, rigging, crane, or other equipment for removal from delivery truck or placement on pad, (3) mechanical and electrical installation, (4) arc-flash study or similar engineering requirements, (5) scheduled maintenance and fuel costs, including initial fuel fill or fuel testing, (6) pad or enclosure, (7) removal or disposal of existing equipment, and (8) any and all other equipment or services not expressly listed on the Bill of Material attached hereto.
5. **SERVICES.** Unless otherwise stated on page 1, any Services shall be performed during normal business hours of Seller, meaning Monday through Friday, 7:30am to 4:00pm. Additional trips or delays required or requested due to Purchaser delay or issues with services or equipment not provided from Seller will be billed at published field rates.
6. **PAYMENT.** Purchaser shall pay Seller the compensation described on page 1, plus expenses as outlined in this Agreement. Unless specifically stated otherwise in this Agreement, payment terms are NET 20 from the date of invoice. Unless prohibited by law, failure to make timely payments shall result in default and a late fee of 1.5% per month (18% annual), which will be assessed on all past due amounts until paid in full. Any payments made will first be applied toward the late fee, then toward the past amount due. Seller reserves the right to discontinue any or all Services, or terminate this Agreement in whole or in part, at Seller's sole discretion, without notice, upon Purchaser's failure to pay or comply with payment requirements. All amounts due under this Agreement shall be paid in full without any setoff, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).
7. **CHANGES**. Seller shall supply the Products and/or Services within the scope described in this Agreement. If changes are needed or additional Products and/or Services are requested by Purchaser, Seller and Purchaser will discuss the additional Products and/or Services, and the amount of Seller's compensation will be equitably adjusted. A verbal commitment or authorization by Purchaser to purchase Products and/or perform Services outside of the initial scope will be binding on Purchaser and will entitle Seller to additional compensation. Any Product orders and/or Services performed outside of the original scope at the direction of the Purchaser will be deemed to be included under this Agreement.
8. **TAXES.** Purchaser agrees to pay all taxes, assessments, licenses, and governmental charges of any kind resulting on account of Purchaser's purchase, possession, or use of Products or Services, except as otherwise provided in Section 24.
9. **FINANCING.** If Purchaser finances Products, Seller's acceptance of this Agreement is subject to the approval of Seller's or Purchaser's lender, and Purchaser shall sign any security agreement and financing statement required by such lender.
10. **ADDITIONAL DOCUMENTATION.** On Seller's request, Purchaser shall, at its sole expense, sign and deliver all such further documents and instruments, and take all such further acts, necessary to give full effect to this Agreement or otherwise required by Seller. If Purchaser fails to sign and deliver such documents or instruments to Seller, the entire balance for the Products sold and Services performed under this Agreement will, upon Seller's tender of performance and at Seller's option, become immediately due and payable.
11. **SECURITY INTEREST.** To secure Purchaser's prompt and complete payment of any present and future indebtedness of Purchaser to Seller under this Agreement, or any document or instrument signed in connection with this Agreement, Purchaser hereby grants Seller a security interest in Products, wherever located, whether now existing or hereafter arising from time to time, and all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. Purchaser acknowledges that the security interest granted under this Section 11 is a purchase-money security interest under applicable law. Seller may file a financing statement to perfect the security interest, and Purchaser shall sign any statements or other documents necessary to perfect Seller's security interest. Purchaser also authorizes Seller to sign, on Purchaser's behalf, statements or other documentation necessary to perfect Seller's security interest. Seller may exercise all rights and remedies of a secured party under applicable law.
12. **TITLE AND RISK OF LOSS; DELIVERY**. Title and risk of loss to Products passes to Purchaser upon Delivery. "Delivery" occurs upon Seller's delivery of the Products to the carrier.
13. **SHIPMENT.** Unless otherwise specified on page 1, Products will be shipped to Purchaser's address set forth on page 1 via carriers selected by Seller. Seller shall not be liable for any delays, loss or damage in transit.
14. **INDEMNIFICATION.** Purchaser shall indemnify Seller, and their respective officers, directors, partners, members, shareholders, employees, agents, affiliates, subsidiaries, successsors, and permitted assigns, against any losses, liabilities, damages, costs or expenses (including reasonable attorneys' fees) for death, personal injury, or damage to property to the proportionate extent the same have been proximately caused by the negligence or willful misconduct of, or breach of this Agreement by, Purchaser or its officers, directors, employees, or agents. Subject to the limitations set forth in thie Agreement, Seller will indemnify Purchaser and its respective officers, directors, employees, agents, assigns and successors, against any losses, liabilities, damages, costs or expenses (including reasonable attorneys' fees) for death, personal injury, or damage to property to the proportionate extent the same have been proximately caused by the negligence or willful misconduct of, or breach of this Agreement by, Seller or its officers, directors, employees, or agents, in the performance and furnishing of the Services.

15. **INSURANCE.** Upon Delivery, and at all times thereafter while there is any balance due under this Agreement, Purchaser shall, at its own expense, have and keep Products insured against loss by fire, theft, collision, vandalism, and any other hazard as Seller may require by an insurance company acceptable to Seller and in an amount no less than the balance due under or in connection with this Agreement. On Seller's request, Purchaser shall provide Seller with a Certificate of Insurance from Purchaser's insurer evidencing the coverages specified in this Section 15. Purchaser shall provide Seller with 10 business days' advance notice in the event of cancellation or a material change in any of its policies. Seller will maintain in full force and effect throughout the term of this Agreement the following forms of insurance: (a) worker's compensation and occupational disease insurance within statutory limits; (b) commercial general liability insurance, including products and completed operations, contractual liability, and personal injury, written on an occurrence basis, with limits not less than a combined single limit per occurrence of $1,000,000 and $2,000,000 general aggregate for bodily injury and property damage; $1,000,000 aggregate for products/completed operations; and $1,000,000 per person for personal injury/advertising injury; (c) automobile liability insurance for vehicles owned or operated by Seller, its employees or agents, with combined bodily injury and property damage limits of liability of no less than $1,000,000 per occurrence; and (d) excess liability insurance over that required in items (a), (b) and (c) above, under the umbrella form, with a limit of liability of no less than $1,000,000 each occurrence. Upon written request, Seller will provide to Purchaser a Certificate of Insurance evidencing Seller's compliance with such insurance requirements. All such policies will be maintained in full force and effect during the term of this Agreement, and will not be permitted to lapse, or be canceled, altered or amended without prior written notice having been furnished to Purchaser.

16. **BILL AND HOLD.** If Purchaser requests to be billed prior to Delivery, in its sole determination, notwithstanding any provisions to the contrary herein, Purchaser assumes all risk of ownership and liability for Products as of the date of the invoice, including insuring Products in accordance with Section 15. Purchaser shall indemnify, hold harmless, and defend Seller and its parent, officers, directors, partners, members, shareholders, employees, agents, affiliates, successors, and permitted assigns against any loss or damage to Products between the invoice date and the date and time of Delivery. In this instance, Purchaser acknowledges, other than Delivery, the transaction with respect to Products is complete, and there are no outstanding obligations preventing Delivery.

17. **DAMAGES; MAXIMUM LIABILITY.** IN NO EVENT WILL SELLER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, ENCHANCED, INDIRECT, OR PUNITIVE DAMAGES, LOST PROFITS OR REVENUES, OR DIMINUTION OF VALUE, ARISING OUT OF OR RELATING TO THIS AGREEMENT OR PRODUCTS OR SERVICES, REGARDLESS OF: (A) WHETHER THE DAMAGES WERE FORESEEABLE; (B) WHETHER OR NOT SELLER WAS ADVISED OF THE POSSIBILITY OF DAMAGES; AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) ON WHICH THE CLAIM IS BASED. IN NO EVENT SHALL SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PRODUCTS OR SERVICES, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT, OR OTHERWISE, EXCEED $500,000 OR THE TOTAL OF THE AMOUNTS PAID TO SELLER UNDER THIS AGREEMENT, WHICHEVER IS LESS. THE FOREGOING LIMITATIONS APPLY EVEN IF PURCHASER'S REMEDIES UNDER THIS AGREEMENT FAIL THEIR ESSENTIAL PURPOSE.

18. **LIMITED WARRANTY**. New Products are subject to a limited warranty ("Limited Warranty") as provided by the manufacturer, which will either be included in a written warranty statement with the Product or the manufacturer's standard limited warranty in force when the Product is delivered to Purchaser. A Limited Warranty extends only to parts or attachments sold by manufacturer, and Purchaser's failure to follow warranty conditions may result in voiding the Limited Warranty. Neither manufacturer nor Seller will be responsible for any other warranty. All used Products are sold "as is with all faults," and no warranty. Services performed by Seller are subject to Seller's Service Department Labor Warranty, as it exists from time to time, and available upon request.

19. **WARRANTY LIMITATIONS.** Notwithstanding the provisions of Section 18, a Limited Warranty does not apply where Products: (a) are subjected to abuse, misuse, neglect, negligence, accident, improper testing, improper installation, improper handling, abnormal physical stress, abnormal environmental conditions, or use contrary to any instructions issued by Seller or manufacturer; (b) have been reconstructed, repaired, or altered by any persons other than Seller or its authorized representative; or (c) have been used with any third-party product, hardware, or product that has not been previously approved in writing by Seller. Notwithstanding anything in this Agreement to the contrary, Seller's liability under any Limited Warranty is discharged, in Seller's sole discretion and at its expense, by repairing or replacing any defective Products, or crediting or refunding the price of any defective Products, less any applicable discounts, rebates, or credits.

20. **WARRANTY DISCLAIMER.** EXCEPT FOR THE LIMITED WARRANTY AND SELLER'S SERVICE DEPARTMENT LABOR WARRANTY SET FORTH IN SECTION 18, NEITHER SELLER NOR ANY PERSON ON SELLER'S BEHALF HAS MADE OR MAKES ANY EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE, ARE EXPRESSLY DISCLAIMED. PURCHASER ACKNOWLEDGES IT HAS NOT RELIED ON ANY REPRESENTATION OR WARRANTY MADE BY SELLER, OR ANY OTHER PERSON ON SELLER'S BEHALF.

21. **DATA AND PRIVACY.** Seller and its partners, affiliates, subsidiaries, and third parties, including, but not limited to, suppliers, manufacturers, dealers, and service providers (collectively, "Seller Parties"), collect and share information relating to products, services, and customers as detailed in Seller's Privacy Policy located at www.zieglercat.com/privacy as well as applicable manufacturers' statements, which are hereby incorporated into this Agreement by this reference. Manufacturers' statements may be updated at any time without notice. Products equipped with telematics or other tools, applications, or devices to collect, process, and assess information, such as equipment locations, operating hours, health of equipment, and basic utilization (collectively, "Telematics"), whether manufactured by Caterpillar or by other companies, collect and transmit information to Seller Parties with a legitimate business reason to access the information, including, but not limited to, providing services and support, developing new products and services, personalizing user experiences, improving products, or compliance with legal obligations. Purchaser understands that Telematics or other tools, as applicable, may have been activated on Products by Seller or the manufacturer, and may be subject to or required by specific manufacturer user agreements available to Purchaser upon request. Purchaser consents to the collection, use, storage, processing, sharing, and disclosure of such information by Seller Parties in accordance with this Agreement, Seller's Privacy Policy, and applicable manufacturers' statements.

22. **INTELLECTUAL PROPERTY.** All intellectual property rights in the Products, including patents, trademarks, internet domain names, works of authorship, expressions, designs, and des

registrations, whether are not copyrightable, trade secrets, and all other intellectual property rights related to or associated with Products (collectively, "Intellectual Property") are the sole and exclusive property of manufacturer. Purchaser will not acquire any ownership interest in any Intellectual Property under this Agreement. If Purchaser acquires any Intellectual Property rights in or relating to any Products by operation of law or otherwise, these rights are deemed and are hereby irrevocably assigned to manufacturer or its licensors, as the case may be, without further action by either party.

23. **CONFIDENTIALITY.** Purchaser shall not disclose or otherwise make available to any other person or entity, or use other than in connection with performance of this Agreement, the contents of this Agreement or any other documents, data or information previously delivered or to be delivered to the other party in connection herewith, except as such disclosure may be required by governmental or regulatory authorities. Information may be divulged to other parties upon prior written consent from Seller.

24. **INDEPENDENT CONTRACTOR.** The parties agree that Purchaser and Seller will be independent contractors, and neither Seller nor its employees will be considered employees of Purchaser. It is understood and agreed that nothing herein is intended nor shall be construed to create an employer/employee, partnership, or joint venture relationship between Purchaser and Seller. Purchaser will not deduct from any payment to Seller hereunder any income tax, FICA payments, or any other expenses, unless required by law. Payment of federal income tax, FICA payments and state income taxes relating to Seller's employees or its income are the responsibility of Seller. Purchaser agrees and acknowledges that neither it nor any of its employees, agents or representatives has any right or authorization, express or implied, to act for Seller or incur, assume or create any obligation, responsibility, or liability on behalf of Seller or make any representations or warranties concerning Seller, Products, or Services in the name of or on behalf of Seller or bind Seller in any manner whatsoever.

25. **ENTIRE AGREEMENT; AMENDMENT.** Purchaser may not revoke its purchase of Products. An order will not be binding upon Seller until it is accepted in writing by an authorized representative of Seller. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, written and oral, regarding such subject matter. No modification of this Agreement is effective unless it is in writing and signed by each party.

26. **FORCE MAJEURE.** Seller will not be liable to Purchaser, and will not be deemed to have breached this Agreement, for any failure or delay in performing any term of this Agreement, to the extent the failure or delay is caused by or results from acts beyond Seller's control, including acts of God, flood, fire, earthquake, explosion, war, invasion, hostilities, terrorist threats or acts, cyber-attacks, riot or other civil unrest, requirements of law, embargoes or blockades, actions by any governmental authority, national or regional emergencies, epidemics or pandemics, labor stoppages or slowdowns or other industrial disturbances, delays in manufacture, supply shortages, or shortages of adequate power or transportation facilities (collectively, "Force Majeure Events"). Any Force Majeure Event that has an adverse effect on Seller's ability to perform will absolve Seller from any liability to Purchaser.

27. **ASSIGNMENT.** This Agreement shall not be assignable by either party without the prior written consent of the other party, provided that Seller may use subcontractors to perform portions of the Services at Seller's sole discretion. Except as otherwise provided, this Agreement shall be binding upon and inure to the benefit of the parties' successors and lawful assigns.

28. **NOTICES.** Any notice required or permitted to be given under this Agreement shall be in writing and shall be hand-delivered or sent by registered or certified first-class mail, postage prepaid, or commercial overnight delivery service to the address listed above for the party to whom notice is to be given, and shall be effective upon delivery if hand-delivered, three (3) days after mailing, if mailed, or one (1) day after delivery to a commercial overnight delivery service.

29. **WAIVER.** No waiver of any provisions of this Agreement will be deemed a waiver of any other provisions, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

30. **SEVERABILITY.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement shall remain in full force and effect and will in no way be affected, impaired or invalidated.

31. **DISPUTES.** Purchaser shall pay Seller's legal fees, court costs, and any other costs of recovery incurred in enforcing the terms of this Agreement. This Agreement is governed by and to be construed in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of law. If legal action is brought to enforce this Agreement, the Federal District Court of Minnesota (4th Division) or Hennepin County District Court (4th Judicial District) will be the exclusive jurisdiction and venue for said action unless Seller, in its sole discretion, commences proceedings in a different jurisdiction or venue.

32. **UCC.** All terms used but not defined in this Agreement that are defined in the Minnesota Uniform Commercial Code, as amended from time to time (the "UCC"), have the meanings set forth in the UCC, and such meanings will automatically change at the time any amendment to the UCC, which changes such meanings, becomes effective.

33. **COUNTERPARTS.** This Agreement may be separately signed by Seller and Purchaser in any number of counterparts, each of which, when signed and delivered, will be deemed to be an original, and all of which will constitute the same Agreement.

34. **ELECTRONIC SIGNATURES.** Purchaser agrees that the Electronic Signatures (whether digital or encrypted) included in this Agreement are intended to authenticate this writing and have the same effect as manual signatures. "Electronic Signature" means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a person with the intent to sign the record, including facsimile or email electronic records, in accordance with the Uniform Electronic Transactions Act, Minnesota Statutes 325L.01–325L.19, as amended from time to time. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: UV ballast cards

DATE: June 5, 2023

OVERVIEW:

To meet disinfection limits of our wastewater, we use an UV system. This piece of equipment has 120 bulbs and 60 ballasts. Each Ballast controls two bulbs. The ballast is essentially a smart board or card that works in conjunction with the main PLC of the system to turn on or off and to regulate power for each bulb to maintain efficiency. Ballast typically last for about five-six years depending on usage and they have a five year, pro-rated warranty. Bulbs and ballast are proprietary equipment of Xylem. The use of any other manufactures equipment would void all warranties.

ACTION TO BE CONSIDERED:

Authorize and accept the quote from Xylem for $ 66,975.

BUDGET IMPLICATION:

This is a budgeted expense in our CIP. Due to the price increasing over the last year, $975 will be paid from the wastewater operation and maintenance fund.

Attachments:

- Xylem quote
- Description sheet

xylem

Xylem Water Solutions USA, Inc.
Wedeco Products

4828 Parkway Plaza Blvd.
Suite 200
Charlotte, NC 28217
Tel 704/409-9700
Fax 704/409-9839

May 11, 2023

Quote # 2023-WED-0682

Account# 211130

City of St. Francis
4058 SAINT FRANCIS BLVD NW
SAINT FRANCIS MN 55070-9701

Re: ST. FRANCIS - 211130 - BALLASTS

Xylem Water Solutions USA, Inc. - WEDECO is pleased to provide a quote for the following equipment and/or services for your approval.

UV SPARES

Qty	Description	Unit Price	Extended Price
58	76-610 69 96 BALLAST ECORAY TDS 60	$ 1,150.00	$ 66,700.00

Total Project Price	**$ 66,700.00**
Freight Charge	**$ 275.00**
Total Project Price	**$ 66,975.00**

Incoterm: 3 DAP - Delivered At Place **Named Placed:** 08 - Jobsite
Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.
Terms of delivery: Freight PP/Add Actual
Warranty: Standard warranty terms apply to the items in this quotation.
Validity: This Quote is valid for thirty (30) days.
Taxes: The prices quoted above do not include any state, federal, or local sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Schedule: Delivery lead times are 5-10 working days after order acceptance.
Terms of payment: Net 30 Standard
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by Xylem Inc.

Terms and Conditions: This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and are incorporated herein by reference and made a part of the agreement between the parties

WEDECO
a xylem brand

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Stated lead-times are estimated at time of quotation but may be impacted by the current COVID-19 virus pandemic including effects from supplier's raw material shortages and labor constraints as well as global transportation and logistics delays.

Customer Acceptance: A signed facsimile of this quote is acceptance as a binding contract.

Signature: _____

Name (please print) _____

Date: _____ PO# _____

Sincerely,



JULIE ROPIC

Phone: 704-409-9793

julie.ropic@xylem.com

xylem
Let's Solve Water

Technical Guide UV TB031

New Generation of ECORAY TDS 60

Technical Bulletin No. : **TBENGUV19041431A**
Revision : A
Effective from : April 5, 2019

Product / System Type : Electronic Ballast
Component : ECORAY TDS 60
Article No. / Nos. : 76-6106996
Kind of Information : Technical Information

Contact:

Xylem Services GmbH
Boschstr. 4 – 14, 32051 Herford, Germany
Telefon : +49 5221 930-0
Fax : +49 5221 930-111
E-Mail : service.wedeco.hf@xyleminc.com

Created by: HF

Description

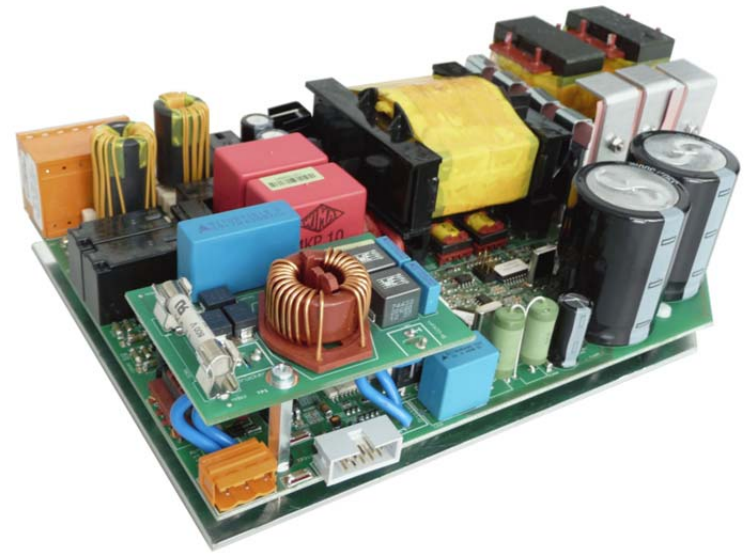
- The electronic ballast ECORAY TDS 60 has been replaced by the new revision TDS60-007 with differences in its appearance compared to the former revision TDS60-006.

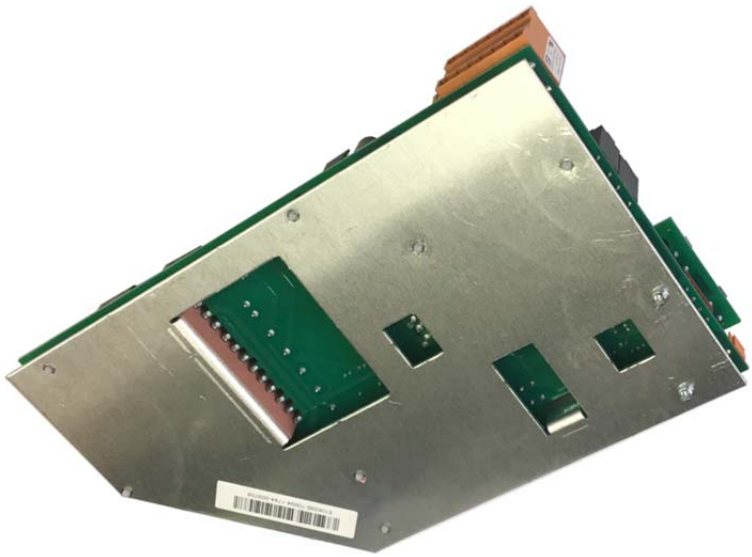
Product Description

- Electronic ballast card for operation of UV-lamps ELR 60-1 and VLR 60-1 in Wedeco UV-systems.

Scope

- The ballast ECORAY TDS60, part-no. 76-6106996, has undergone a value engineering (VE) exercise. As a result it has changed in the electrical and layout design.
- Most obvious differences are:
  - o the heatsink plate at the back of the ballast was removed and extruded heatsinks directly onboard were implemented.
  - o the indicator LEDs on the ballast card are much brighter compared to the former types.
- The new generation TDS60-007 is the compatible replacement for the TDS60-006 generation, therefore the decision was made not to change the product name and the part number.
- For identification reasons the serial number of the new version was fixed to start with number 13000.







Ballast ECORAY TDS60, Revision TDS60-006

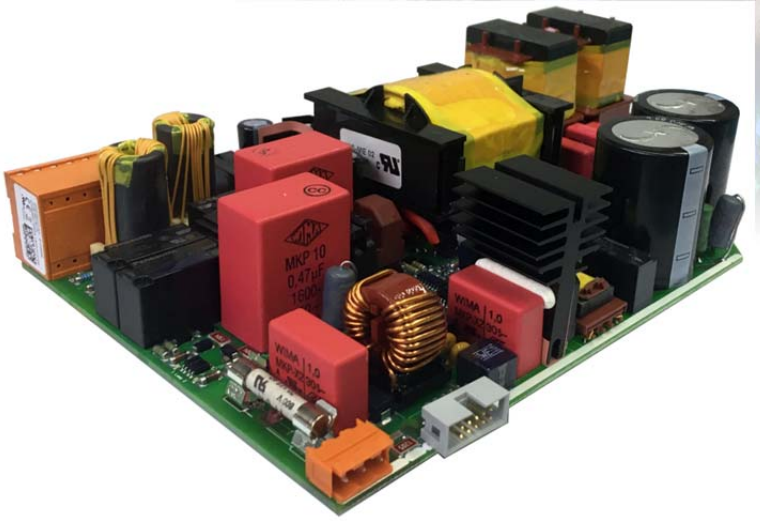
Technical Guide UV TB031

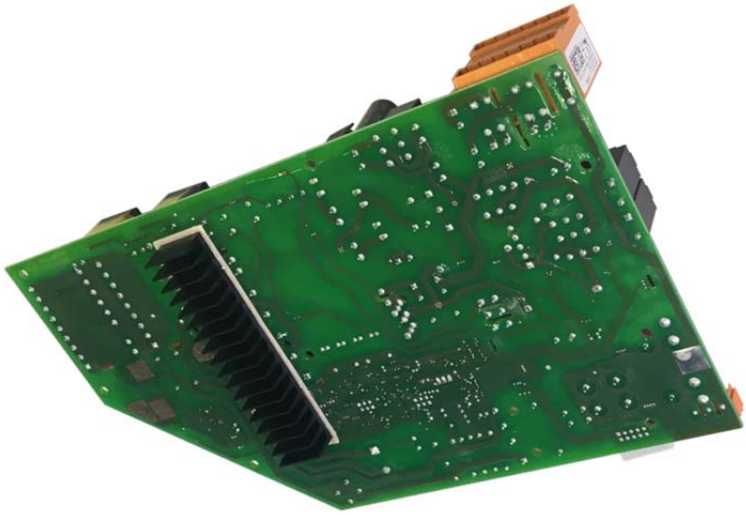
Procedure

- The new revision TDS60-007 is the compatible replacement so a mixed usage of both generations in one rack/cabinet is regular and permitted.
- No modifications or re-adjustment have to be done in case of a 1:1 replacement.

Other Documents Applicable

- Technical change note RAD440, “Revision change TDS 60”







Ballast ECORAY TDS60, Revision TDS60-007

☐ **Draft**
☒ **Approved**

The Technical Bulletin has been created to the best of the author's knowledge.
We do not offer any warranty for the correctness of the data or information respectively, neither expressly nor implicitly, and do not accept any liability for any damage or injuries resulting from improper use / handling of this information or the materials described therein.

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: Sergeant Promotion

DATE: June 5, 2023

OVERVIEW:

On April 19th, 2023 the police department began the process of filling the vacant sergeant position created by the retirement of Sergeant Dan Allen in December of 2022. The process began on April 21, 2023 by accepting letters of interest from internal candidates with three officers applying for the position. The next two phases consisted of the candidates completing a series of essay questions followed by an oral interview on May 10th, 2023.

The oral interview panel was comprised of two St. Francis department heads as well as members from two outside Anoka County law enforcement agencies. All phases of the process were scored and at the conclusion of the process, Officer Brandon Stemme was determined to be the top candidate.

Officer Stemme is an 18 year veteran of the St. Francis Police Department and has the experience and dedication needed to be a successful supervisor for the police department. Officer Stemme is scheduled to begin his supervisory duties on July 5th, 2023.

ACTION TO BE CONSIDERED:

City Council to approve the promotion of Officer Brandon Stemme to the position of sergeant at grade 12, and step 5 of the sergeant 8 step pay scale.

BUDGET IMPLICATION:

This is a budgeted supervisory position which has been vacant since December of 2022.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: 2023 Street Rehabilitation Project – Parking Restriction on Municipal State Aid Routes

DATE: June 5, 2023

OVERVIEW:

Per the City's Capital Improvement Plan, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the rehabilitation (mill and overlay) for Fox Street, 232nd Avenue, and 233rd Avenue from Highway 47 to Pederson Drive and Cree Street in front of City Hall.

Fox Street and 232nd Avenue from Pederson Drive to Eldorado Street are on the City's Municipal State Aid system; therefore, these street improvements can be paid for with Municipal State Aid Funds. These streets were originally constructed to City standards not Municipal State Aid standards. Based on Municipal State Aid Standards, these streets are not constructed wide enough to allow parking on both sides.

The attached resolution is required by the State Aid office for the final approval of the construction plans for the 2023 Street Rehabilitation Project that was discussed with the previous agenda item. This resolution will ban parking on one side of these streets. The ban must include signage on the no parking side

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2023-26 Resolution Relating to Parking Restriction on Arrowhead Street.

BUDGET IMPLICATION:

None at this time.

Attachments:

- RESOLUTION 2023-26 - RESOLUTION RELATING TO PARKING RESTRICTION on S.A.P. 235-138-001 and S.A.P. 235-139-001 232nd Ave NW

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

RESOLUTION 2023-26

RESOLUTION RELATING TO PARKING RESTRICTION ON S.A.P. 235-138-001 FOX STREET NW AND S.A.P. 235-139-001 232ND AVENUE NW

WHEREAS, this resolution passed this 5th day of June 2023, by the City of St. Francis in Anoka County, Minnesota. The Municipal Corporation shall hereinafter be called the City; and

WHEREAS, the City has planned a rehabilitation improvement of Fox Street NW (S.A.P. 235-138-001) from Pederson Drive NW to 232nd Avenue NW in the City of St. Francis, Minnesota; and

WHEREAS, the City has planned a rehabilitation improvement of 232nd Avenue NW (S.A.P. 235-139-001) from Fox Street NW to Eldorado Street NW in the City of St. Francis, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid funds on the improvement of these routes; and

WHEREAS, the intended use of these improvements does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street Project must be conditioned upon certain parking restrictions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. FRANCIS AS FOLLOWS:

1. The City shall ban the parking of motor vehicles on one side of the above-described municipal state aid routes in accordance with the approved plans.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF JUNE, 2023.

APPROVED:

ATTEST:

_____
Steven D. Feldman, Mayor

_____
Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Mayor and Council

FROM: Kate Thunstrom, City Administrator

SUBJECT: Memorandum of Agreement, Local 49

DATE: June 5, 2023

OVERVIEW:

Changes in this year's legislation added a holiday to the 2023 calendar year. As staff was prepared within some agreements to recognize the holiday once it was adopted by the State, the PW agreement specifically spelled out 2024.

The attached MOU is to offer the Local 49 Bargaining Unit to add Juneteenth holiday for 2023 as adopted by the State.

ACTION TO BE CONSIDERED:

Council to review and approve the adoption of Juneteenth in the Local 49 Collective Bargaining Agreement.

Attachments:

- Memorandum of Agreement, Local 49

MEMORANDUM OF AGREEMENT
Between the City of St. Francis and
IUOE Union Local 49
(Juneteenth 2023)

This Memorandum of Agreement is entered into between IUOE Local No. 49 the (hereafter "Union") and the City of St. Francis, MN, (hereafter "City").

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2023, to December 31, 2025, providing for the terms and conditions of employment for certain public works staff working for the City; and

WHEREAS, the City has approved adding the Juneteenth holiday as a paid/recognized City holiday for the general benefit-earning non-union employees of the City to be effective for the 2023 Juneteenth holiday due to the recent change in state law; and

WHEREAS, the terms of the current collective bargaining agreement provides for a paid holiday for Juneteenth effective June 2024; and

WHEREAS, the City has offered, and the Union has agreed, to add the Juneteenth holiday to the members of this bargaining unit for 2023 as noted below due to the state law change; and

NOW, THEREFORE, the parties have agreed to amend Article XII (Holidays) to recognize Juneteenth as a holiday for 2023 only, as it is addressed in the collective bargaining agreement per its current terms effective 2024.

The parties agree that this Memorandum of Agreement will become effective June ___, 2023, and will continue until December 31, 2023 at which time it will be of no further force or effect.

The parties recognize that this Juneteenth revision is the result of factually unique circumstances and shall not operate as a waiver of management or union rights or establish any precedent or past practice.

This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

For the City of St. Francis

_____

Dated_____

For the Union

_____

Dated 5-24-23

CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council

FROM: Beth Richmond, Planner

SUBJECT: Dental Office Site Plan Extension

DATE: June 5, 2023

APPLICANT: Eric Reiners, Sperides Reiners Architects

LOCATION: 3715 Bridge St NW

OVERVIEW:

Staff has received a request from Eric Reiners of Sperides Reiners Architects to extend the deadline to begin construction for the dental clinic expansion at 3715 Bridge St NW. City Code Section 10-31-04 requires that construction begin within one year of site plan approval. The site plan for the dental clinic expansion included an addition onto the rear of the existing building and enlargement of the parking lot and was approved on June 6, 2022. Therefore, the deadline to begin construction is June 6, 2023.

The applicant has been working to purchase the lots to the east of the dental clinic property which would be used to extend the dental parking lot. This requires a Code amendment and Interim Use Permit which will be reviewed at the June 5, 2023 City Council meeting. In order to perform the construction as efficiently as possible, the applicant would prefer to wait to begin construction until the active Code amendment and IUP requests have been reviewed.

The applicant is requesting a one-year extension to the deadline to begin construction. The new deadline would be June 6, 2024. Staff has been working with the applicant to coordinate the various applications related to the site and supports the extension request.

ACTION TO BE CONSIDERED:

Staff recommends approval of the extension request and has prepared a draft extension resolution for the Council's consideration.

Suggested Motions:

1. Move to adopt Resolution 2023-27 to extend the deadline to begin construction of the site improvements at 3715 Bridge St NW for one year to June 6, 2024.

ATTACHMENTS:

- Draft Resolution 2023-27
- Applicant Request

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

RESOLUTION NO. 2023-27

A RESOLUTION EXTENDING THE SITE PLAN APPROVAL FOR THE BUILDING AND PARKING LOT EXPANSION AT 3715 BRIDGE ST NW

WHEREAS, on June 6, 2022, the City of St. Francis passed Resolution No. 2022-33, approving the site plan for a building and parking lot expansion at 3715 Bridge St NW; and

WHEREAS, City Code Section 10-32-08 requires that substantial construction of the site plan elements commence within one year of site plan approval; and

WHEREAS, the applicant has not started construction on the elements approved within the site plan; and

WHEREAS, applicant has submitted an active application to allow expansion of the parking lot across the adjacent lots located southeast of 3715 Bridge St NW at the corner of the intersection of Bridge St NW and Butterfield Dr NW; and

WHEREAS, the applicant would prefer to construct the entire parking lot at one time; and

WHEREAS, the applicant made a written request for an extension of the site plan approval on May 3, 2023; and

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

1. The extension granted by this Resolution shall expire on June 6, 2024, unless construction as shown in the approved site plan has begun substantially or the applicant submits another extension request in writing. In the event that construction has not begun by June 6, 2024 and no extension has been requested, all approvals granted herein shall be voided and it will be necessary for the Developer to file a new site plan application.

PASSED AND ADOPTED by the City Council of the City of St. Francis, Minnesota this 5th day of June, 2023.

_____
Approved: Steven D. Feldman, Mayor

_____
Attest: Jennifer Wida, City Clerk

SRa ARCHITECTURE + INTERIORS

MEMORANDUM

5/3/2023

To: Beth Richmond
City of St. Francis

From: Eric A. Reiners, AIA
SRa

Copy: Dr. Huether, St. Francis Dental Care
Project file

Subject: Request for Administrative approval for extension of Entitlements period

Please accept this request for formal extension of previously granted project entitlements.

Proposed building addition and site work located at 3715 Bridge Street NW was reviewed at the municipal level and received final approvals on June 6, 2022. On behalf of Dr. Huether and St. Francis Dental Care, we respectfully request a 90-day extension of the standard 12-month project start timeline, to allow for complete review and approval of the recently submitted interim use permit application covering the adjacent corner lot. The adjacent corner parcel and its parking lot improvements will be connected to the parking lot modifications proposed as a part of prior approvals.

Thank you very much.

Sincerely,



Eric A. Reiners, AIA

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Colette Baumgardner, Community Development Director

SUBJECT: Planning Commission Appointment

DATE: June 5, 2023

OVERVIEW:

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms. The Planning Commission has one vacancy at this time.

Staff has interviewed two interested residents for this position and recommends appointment of Daniel White. Daniel has a Masters in Environmental Biology and works in marketing and sales. He has experience in managing a business, working with cities through the permitting and zoning process for businesses, and analyzing environmental impacts of land use. He is a relevantly new resident of St. Francis and is enthusiastic to serve.

ACTION TO BE CONSIDERED:

Council is requested to appoint Daniel White to the Planning Commission for a term of June 5, 2023 to December 31, 2025.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Colette Baumgardner, Community Development Director

SUBJECT: Code Enforcement Extension Request

DATE: June 5, 2023

OVERVIEW

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property owner in writing. If an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

A representative of the property owner has come forward requesting an extension beyond the 30 days as set by City Code.

Property: 23209 Bridgestone Road NW

Noticed for:

- *Principle use not permitted in the zoning district*
- *Uninhabitable Vacant Structure*
- *Outdoor Storage*

Property owner is requesting an extension to address the issues of: July 14, 2023.

History: This property was initially registered as a rental in 2021. A single-family home is present on the property, and rental inspections were not being performed in 2021 due to the COVID-19 pandemic. When the property went to renew the rental license in 2023, the application listed “land only.” Staff followed up on the application and found that the home is uninhabitable and land is being used for storage by an environmental services business. Staff meet with the business owner on May 18th and asked the owner to develop a plan to bring the property into compliance. Compliance requires demolishing the house, cleaning up the property, and discontinuing their business operations. Staff has reviewed the action plan and finds it responsible to allow for longer than 30 days to bring the property into compliance.

ACTION TO BE CONSIDERED

- Move to approve the extension request for code compliance until July 14, 2023.

ATTACHMENTS:

1. Extension Request
2. Action Plan
3. Aerial Image of Property

The Administrative Enforcement Program

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

Typical procedure

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a **C***itation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

How to request an extension

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 23340 Cree Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the compliance date on the *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

How to appeal an *Administrative Citation*

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 23340 Cree Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of $750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

NOTICE OF EXTENSION/

Agenda Item # 4M.

Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.

Administrative Citation Number (if applicable)

_____

Property Address: 23209 Bridgestone Rd

- ○ **Appeal**
- ☒ **Extension request**

(Only check one)

Reason for extension/appeal: _____

Additional time to properly dispose of all items that do not meet compliance, and to facilitate the demolition of the house on the property after all utilities are removed according to code, and a trained crew is available to perform demo.

Attach additional pages if needed.
Please attach your written plan of action if an extension is requested.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: M Hansen

Print Name: Michael Hansen

Phone Number: 763-232-6979 **Date:** 5/31/23

Mailing Address:
3825 85th Ave N
Brooklyn Park, MN 55443

Abatement Notice

If an owner fails to bring a property into compliance by the compliance date listed and an *Administrative Citation* is issued, the penalty will become due and the City is authorized by City Code to access your property and abate/remedy the violations. The City may hire a contractor to abate the violation(s) noted on the *Administrative Citation* without further communication. The penalty, abatement costs, and an administrative assessment fee can then be assessed to your property and collected with property taxes.

If you have additional questions regarding the Administrative Enforcement Program, contact the staff listed on the notification.

Payments

To pay penalty and abatement costs make payment to:

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

City of St. Francis

Administrative Enforcement Program

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Phone: 763-753-2630
Fax: 763-753-9881
jsteffes@stfrancismn.org

Action Plan - 23209 Bridgestone Rd, St Francis MN					
Description	**Responsible**	**Start Date**	**Target Complete**	**Resources**	**Potential Blockers**
Inspection of grounds and building by company employees, document all assets on site.	Mike Hansen / Earl Lutz	05/22/2023	05/232023	None	None.
Identify items to be routed for proper disposal and organize into waste streams and remove.	Earl Lutz	05/22/2023	06/02/2023	Roll-off containers and transport	Weather, Truck scheduling delays.
Removal of vehicles and equipment that will need to be trailered out.	Earl Lutz, Mike Hansen, CDL Driver	06/05/2023	06/23/2023	Lowboy Transport and CDL Driver	Disposal site delay in accepting - No entry until 6/20 for some units.
Order LP Tank disconnect and removal.	Mike Hansen	05/25/2023	05/31/2023	Beaudry Fuel/LP	Vendor delay, Weather.
Order, and have power disconnect at house.	Mike Hansen	05/26/2023	06/02/2023	Connexus Energy	Vendor delay, Weather.
Asbestos & Lead Inspection and Engineering Survey	John Ulschmid	06/02/2023	06/09/2023		Sampling and Testing schedules.
Submit Demolition Permit to City of St Francis.	John Ulschmid	06/12/2023		Document provided by City to follow for demolition	

Action Plan - 23209 Bridgestone Rd, St Francis MN					
Description	**Responsible**	**Start Date**	**Target Complete**	**Resources**	**Potential Blockers**
Asbestos & Lead Abatement (if needed per test results)	John Ulschmid	06/26/2023	06/30/2023		
Pump down existing sewage tank from house.	Earl Lutz	06/01/2023	06/02/2023	Sewer service to be identified.	Scheduling of contractor and weather.
Removal of sewage tank and piping.	Earl Lutz	06/05/2023	TBD at Demolition	Equipment and proper fill material.	Weather
Disconnection of water piping to the house from the well.	Earl Lutz	06/05/2023	06/09/2023	Certified Well contractor TBD	Weather, scheduling of contractor
Demolition of existing home	John Ulschmid, Earl Lutz, Demo Crew	07/05/2023	07/10/2023	Demo Crew and Haulout Crew.	Permit approvals, Weather, all testing complete and any required abatement finished.
Final Inspection by City	Mike Hansen	07/14/2023			Any delay in timelines above.
Planning for future property use - potential sale as is - potential split & development of properties	Iwan Griffiths (Vesta Equity Minnesota)	06/12/2023	08/14/2023	Vesta Equity Minnesota (property owner)	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk

SUBJECT: Payment of Claims

DATE: June 5, 2023

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $200,228.11 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks-$43,204.92

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 06-05-2023 Packet List-$200,228.11
- 06-05-2023 Manual Checks-$43,204.92

CITY OF ST FRANCIS

*Claim Register©

AP 06-05-2023

May 2023

Claim Type

Claim# 18471 *ABDO*

Cash Payment	E 101-41540-301	Auditing and Acctg Service	Annual audit services		$4,936.43
Invoice 472006					
Cash Payment	E 601-49440-301	Auditing and Acctg Service	Annual audit services		$822.74
Invoice 472006					
Cash Payment	E 602-49490-301	Auditing and Acctg Service	Annual audit services		$822.74
Invoice 472006					
Cash Payment	E 609-49750-301	Auditing and Acctg Service	Annual audit services		$1,645.48
Invoice 472006					

Transaction Date 5/18/2023 Due 5/18/2023 CASH 10100 **Total** $8,227.39

Claim Type

Claim# 18470 *ALLINA HEALTH SYSTEM*

Cash Payment	E 101-42210-305	Medical Fees	2ND QUARTER EDUCATION BILLING		$1,148.25
Invoice CI00036364					

Transaction Date 5/18/2023 Due 5/18/2023 CASH 10100 **Total** $1,148.25

Claim Type

Claim# 18475 *ALWAYS BRIGHT LIGHTS LTD*

Cash Payment	E 101-45200-311	Contract	PIONEER DAYS BANNERS		$460.00
Invoice 1038					

Transaction Date 5/18/2023 CASH 10100 **Total** $460.00

Claim Type

Claim# 18508 *ANOKA COUNTY TREASURY DEPT*

Cash Payment	E 101-42110-321	Telephone	BROADBAND		$37.51
Invoice B230516P					
Cash Payment	E 101-42210-321	Telephone	BROADBAND		$37.51
Invoice B230516P					
Cash Payment	E 101-43100-321	Telephone	BROADBAND		$37.51
Invoice B230516P					
Cash Payment	E 101-45200-321	Telephone	BROADBAND		$37.51
Invoice B230516P					
Cash Payment	E 601-49440-321	Telephone	BROADBAND		$37.51
Invoice B230516P					
Cash Payment	E 602-49490-321	Telephone	BROADBAND		$37.45
Invoice B230516P					

Transaction Date 5/24/2023 CASH 10100 **Total** $225.00

Claim Type

Claim# 18596 *APFLELBECK, LACY*

Cash Payment	G 803-22000	Deposits	MASSAGE THERAPY IUP-REFUND		$2,350.00
Invoice .06012023					

Transaction Date 5/30/2023 Due 5/30/2023 CASH 10100 **Total** $2,350.00

Claim Type

Claim# 18604 *ASPEN MILLS*

Cash Payment	E 101-42110-437	Uniforms	UNIFORMS		$113.40
Invoice 314353					
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS		$57.00
Invoice 314479					

Transaction Date 6/1/2023 Due 6/1/2023 CASH 10100 **Total** $170.40

Claim Type

Claim# 18507 *BELLBOY CORPORATION*

CITY OF ST FRANCIS

*Claim Register©

AP 06-05-2023

May 2023

Cash Payment	E 609-49751-206	Freight	FREIGHT			$23.51
Invoice 0099448100						
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES			$90.00
Invoice 0106814500						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$6.70
Invoice 0106814500						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$1,470.50
Invoice 0099448100						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$56.15
Invoice 0106814500						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$56.00
Invoice 0099448100						
Transaction Date	5/24/2023		CASH	10100	**Total**	$1,702.86

Claim Type

Claim# 18517 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252	Beer	BEER			-$8.46
Invoice 10083470						
Cash Payment	E 609-49751-252	Beer	BEER			$540.20
Invoice 10080988						
Cash Payment	E 609-49751-252	Beer	BEER			$858.80
Invoice 10083469						
Transaction Date	5/30/2023		CASH	10100	**Total**	$1,390.54

Claim Type

Claim# 18390 *BGS (BARNA GUZY)*

Cash Payment	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE			$5,150.00
Invoice 262513						
Cash Payment	E 101-41600-304	Civil Legal Fees	MISCELLANEOUS/NON RETAINER			$3,393.00
Invoice 262507						
Cash Payment	E 101-41600-304	Civil Legal Fees	GENERAL LABOR			$2,098.00
Invoice 262505						
Cash Payment	E 101-41600-304	Civil Legal Fees	MUNICIPAL			$1,957.00
Invoice 262504						
Cash Payment	E 101-41600-304	Civil Legal Fees	GENE RECHTZIGEL PETITION FOR QUO WARRANTO			$145.00
Invoice 262459						
Cash Payment	E 101-41600-304	Civil Legal Fees	TRANSFER OF TITLE			$783.00
Invoice 262859						
Cash Payment	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT			$3,900.50
Invoice 262506						
Transaction Date	5/16/2023		CASH	10100	**Total**	$17,426.50

Claim Type

Claim# 18527 *BOGO PEST CONTROL*

Cash Payment	E 101-41940-401	Buildings Maintenance	PEST CONTROL			$112.52
Invoice 38878						
Cash Payment	E 101-42110-401	Buildings Maintenance	PEST CONTROL			$112.52
Invoice 38878						
Cash Payment	E 101-42210-401	Buildings Maintenance	PEST CONTROL			$112.52
Invoice 38878						
Cash Payment	E 101-45200-401	Buildings Maintenance	PEST CONTROL			$112.52
Invoice 38878						
Cash Payment	E 602-49490-401	Buildings Maintenance	PEST CONTROL			$112.52
Invoice 38878						

CITY OF ST FRANCIS

*Claim Register©

AP 06-05-2023

May 2023

Cash Payment	E 609-49750-401	Buildings Maintenance	PEST CONTROL			$112.40
Invoice 38878						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$675.00

Claim Type

Claim# 18524 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206	Freight	FREIGHT			-$0.06
Invoice 410997324						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$24.65
Invoice 349225260						
Cash Payment	E 609-49751-206	Freight	FREIGHT			-$1.45
Invoice 410997325						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$15.95
Invoice 110501308						
Cash Payment	E 609-49751-206	Freight	FREIGHT			-$2.90
Invoice 410991925						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$1,568.75
Invoice 349225260						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$1,468.23
Invoice 110501308						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			-$353.15
Invoice 410991925						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			-$7.14
Invoice 410997324						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			-$180.00
Invoice 410997325						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$128.18
Invoice 349225260						
Cash Payment	E 609-49751-255	N/A Products	NON ALCOHOLIC PRODUCTS			$176.00
Invoice 110501308						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$2,837.06

Claim Type

Claim# 18602 *CORE & MAIN*

Cash Payment	E 405-43100-303	Engineering Fees	COLD PATCH			$3,896.00
Invoice S893115						
Transaction Date	6/1/2023	Due 6/1/2023	CASH	10100	**Total**	$3,896.00

Claim Type

Claim# 18522 *CRYSTAL SPRINGS ICE*

Cash Payment	E 609-49751-206	Freight	FREIGHT			$4.00
Invoice 700056						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$4.00
Invoice 700085						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$97.20
Invoice 2007900						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$263.70
Invoice 700085						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$175.60
Invoice 700056						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$544.50

Claim Type

Claim# 18519 *DAHLHEIMER DIST. CO. INC.*

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Cash Payment	E 609-49751-252	Beer	BEER			$11,774.90
Invoice 1913897						
Cash Payment	E 609-49751-252	Beer	BEER			-$85.34
Invoice 1914523						
Cash Payment	E 609-49751-252	Beer	BEER			$21,681.99
Invoice 1906416						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$1,181.25
Invoice 1913897						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$320.00
Invoice 1906416						
Cash Payment	E 609-49751-255	N/A Products	NON-ALCOHOLIC PRODUCTS			$51.20
Invoice 1906416						
Cash Payment	E 609-49751-255	N/A Products	NON ALCOHOLIC PRODUCTS			$32.10
Invoice 1913897						
Transaction Date	5/30/2023		CASH	10100	**Total**	$34,956.10

Claim Type

Claim# 18601 *DIRTWORKS*

Cash Payment	E 601-49440-229	Project Maintenance	23490 ARROWHEAD ST - WATERMAIN			$5,494.00
Invoice 1011						
Cash Payment	E 602-49490-229	Project Maintenance	23490 ARROWHEAD ST - WATERMAIN			$5,494.00
Invoice 1011						
Transaction Date	6/1/2023		CASH	10100	**Total**	$10,988.00

Claim Type

Claim# 18511 *ECM PUBLISHERS, INC.*

Cash Payment	E 101-41400-351	Legal Notices Publishing	RESOLUTION 2023-20			$91.37
Invoice 947923						
Cash Payment	E 101-41400-351	Legal Notices Publishing	RESOLUTION 2023-19			$86.00
Invoice 947922						
Cash Payment	E 101-41400-351	Legal Notices Publishing	RESOLUTION 2023-18			$91.37
Invoice 947921						
Cash Payment	E 101-41400-351	Legal Notices Publishing	RESOLUTION 2023-17			$86.00
Invoice 947920						
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORDINANCE 311			$59.12
Invoice 947919						
Transaction Date	5/24/2023	Due 5/24/2023	CASH	10100	**Total**	$413.86

Claim Type

Claim# 18381 *ELITE SANITATION*

Cash Payment	E 101-43210-439	Recycling Days	PORTABLE RENTAL - RECYCLING EVENT			$122.00
Invoice 29586						
Cash Payment	E 101-45200-402	Janitorial Service	PORTABLE RENTAL 4/30/23-5/27/23			$1,004.50
Invoice 29661						
Transaction Date	5/16/2023	Due 5/16/2023	CASH	10100	**Total**	$1,126.50

Claim Type

Claim# 18469 *F.I.R.E.*

Cash Payment	E 101-42210-208	Training	LIVE BURN SIMULATOR 05/17/23			$2,800.00
Invoice 6240						
Transaction Date	5/18/2023	Due 5/18/2023	CASH	10100	**Total**	$2,800.00

Claim Type

Claim# 18536 *FERGUSON WATERWORKS, INC*

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Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT MAINTENANCE			$112.52
Invoice 0510752						
Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT MAINTENANCE			$264.50
Invoice 0511201						
Cash Payment	E 601-49440-259	Water Meters	FLAG KIT			$262.16
Invoice WL005774						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$639.18

Claim Type

Claim# 18531 *GRAINGER, INC.*

Cash Payment	E 601-49440-442	Gopher State	MARKING PAINTS			$34.02
Invoice 9718006803						
Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT MAINTENANCE			$298.70
Invoice 9707992708						
Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT MAINTENANCE			$14.80
Invoice 9713148881						
Cash Payment	E 602-49490-442	Gopher State	MARKING PAINTS			$34.02
Invoice 9718006803						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$381.54

Claim Type

Claim# 18530 *GRANITE CITY JOBBING CO.*

Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			-$5.66
Invoice 3322226						
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES			$343.01
Invoice 334258						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			-$5.33
Invoice 319935						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$10.00
Invoice 334258						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$90.35
Invoice 334258						
Cash Payment	E 609-49751-256	Tobacco Products	TOBACCO			$5,077.20
Invoice 334258						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$5,509.57

Claim Type

Claim# 18528 *GREAT LAKES COCA-COLA*

Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			$1,106.59
Invoice 3636218857						
Transaction Date	5/30/2023		CASH	10100	**Total**	$1,106.59

Claim Type

Claim# 18473 *HACH COMPANY*

Cash Payment	E 601-49440-235	Lab Supplies	LAB SUPPLIES			$78.79
Invoice 13586881						
Transaction Date	5/18/2023		CASH	10100	**Total**	$78.79

Claim Type

Claim# 18474 *HARRIS, INC*

Cash Payment	E 101-41940-401	Buildings Maintenance	CITY HALL HVAC REPAIRS			$2,743.28
Invoice SR000026645						
Transaction Date	5/18/2023		CASH	10100	**Total**	$2,743.28

Claim Type

Claim# 18397 *HAWKINS, INC.*

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Cash Payment	E 601-49440-216 Chemicals		CHEMICALS			$30.00
Invoice 6471143						
Cash Payment	E 601-49440-216 Chemicals		CHEMICALS			$10.00
Invoice 6471612						
Transaction Date	5/16/2023		CASH	10100	**Total**	$40.00

Claim Type

Claim# 18545 *HERMANSON, DUANE & DEBOA*

Cash Payment	R 101-34103 Zoning Fees		FARMERS MARKET FEE REFUND			$100.00
Invoice .05302023						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$100.00

Claim Type

Claim# 18403 *HOISINGTON KOEGLER GROUP, I*

Cash Payment	E 101-41910-311 Contract		GENERAL PLANNING			$2,278.82
Invoice 018-041-55						
Cash Payment	E 101-41910-311 Contract		GENERAL PLANNING			$2,846.39
Invoice 018-041-56						
Cash Payment	E 405-43100-809 Patriot Parkway		PATRIOT PARKWAY			$67.50
Invoice 018-041-56						
Cash Payment	E 405-43100-809 Patriot Parkway		PATRIOT PARKWAY			$276.98
Invoice 018-041-55						
Cash Payment	E 404-41400-589 City Hall/Fire Station		CIVIC CAMPUS			$7,685.73
Invoice 018-041-56						
Cash Payment	E 404-41400-589 City Hall/Fire Station		CIVIC CAMPUS			$8,330.00
Invoice 018-041-55						
Cash Payment	G 803-22001 Turtle Ponds 6th-2022		TURTLE PONDS/BLUE WATERS 6			$18.75
Invoice 018-041-56						
Cash Payment	G 803-22001 Turtle Ponds 6th-2022		TURTLE PONDS/BLUE WATERS 6			$180.00
Invoice 018-041-55						
Cash Payment	G 803-22191 Alliant Finance-Plantinum Land		PLATINUM SUBD/BLUFFS DEVELOPMENT			$253.82
Invoice 018-041-56						
Cash Payment	G 803-22192 Dollar General-Hwy 47		DOLLAR GENERAL HWY 47			$157.50
Invoice 018-041-55						
Cash Payment	G 803-22198 St. Francis Dental Clinic		ST FRANCIS DENTAL ADDITION			$112.50
Invoice 018-041-55						
Cash Payment	G 803-22198 St. Francis Dental Clinic		ST. FRANCIS DENTAL ADDITION			$187.50
Invoice 018-041-56						
Cash Payment	G 803-22004 Serenity at Seelye Brook		SERENITY AT SEELYE BROOK			$759.48
Invoice 018-041-56						
Cash Payment	G 803-22004 Serenity at Seelye Brook		SERENITY AT SEELYE BROOK			$1,040.73
Invoice 018-041-55						
Transaction Date	5/16/2023	Due 5/16/2023	CASH	10100	**Total**	$24,195.70

Claim Type

Claim# 18408 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-41400-200 Office Supplies		OFFICE SUPPLIES			$337.46
Invoice IN4161760						
Cash Payment	E 101-41400-200 Office Supplies		OFFICE SUPPLIES			$5.35
Invoice IN4163071						
Cash Payment	E 101-41400-200 Office Supplies		OFFICE SUPPLIES			$76.08
Invoice IN4214343						
Cash Payment	E 101-42110-200 Office Supplies		OFFICE SUPPLIES			$11.42
Invoice IN4199101						

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Transaction Date	5/16/2023	Due 5/16/2023	CASH	10100	**Total**	$430.31

Claim Type

Claim# 18467 *INTERSTATE TESTING*

Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT TESTING	$1,200.00
Invoice 16186				

Transaction Date	5/18/2023	Due 5/18/2023	CASH	10100	**Total**	$1,200.00

Claim Type

Claim# 18612 *IUOE LOCAL #49*

Cash Payment	G 101-21707	Union Dues	JUNE 2023 UNION DUES	$306.00
Invoice .06012023				

Transaction Date	6/1/2023	Due 6/1/2023	CASH	10100	**Total**	$306.00

Claim Type

Claim# 18537 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-251	Liquor	LIQUOR	-$21.50
Invoice 250146				
Cash Payment	E 609-49751-206	Freight	FREIGHT	$122.85
Invoice 2305789				
Cash Payment	E 609-49751-253	Wine	WINE	-$14.67
Invoice 250147				
Cash Payment	E 609-49751-206	Freight	FREIGHT	$60.97
Invoice 2300855				
Cash Payment	E 609-49751-206	Freight	FREIGHT	$31.85
Invoice 2300856				
Cash Payment	E 609-49751-206	Freight	FREIGHT	$12.74
Invoice 2305790				
Cash Payment	E 609-49751-253	Wine	WINE	-$26.66
Invoice 250148				
Cash Payment	E 609-49751-251	Liquor	LIQUOR	$2,947.50
Invoice 2300855				
Cash Payment	E 609-49751-251	Liquor	LIQUOR	$5,508.16
Invoice 2305789				
Cash Payment	E 609-49751-253	Wine	WINE	$921.99
Invoice 2300856				
Cash Payment	E 609-49751-253	Wine	WINE	$580.00
Invoice 2305790				

Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$10,123.23

Claim Type

Claim# 18553 *KIMS KLEANING*

Cash Payment	E 101-41940-402	Janitorial Service	CITY HALL CLEANING	$354.00
Invoice 9455				
Cash Payment	E 101-45200-402	Janitorial Service	WARMING HOUSE/CONCESSION STAND	$200.00
Invoice 9462				
Cash Payment	E 101-45000-402	Janitorial Service	COMMUNITY CENTER CLEANING	$118.00
Invoice 9456				
Cash Payment	E 601-49440-402	Janitorial Service	WASTE WATER PLANT CLEANING	$259.60
Invoice 9460				
Cash Payment	E 101-42110-402	Janitorial Service	POLICE DEPT CLEANING	$1,062.00
Invoice 9459				
Cash Payment	E 101-42210-402	Janitorial Service	FIRE DEPT CLEANING	$177.00
Invoice 9461				

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Cash Payment	E 601-49440-402 Janitorial Service		WATER TREATMENT PLANT			$236.00
Invoice 9458						
Cash Payment	E 101-43100-402 Janitorial Service		CLEANING			$265.50
Invoice 9457						
Cash Payment	E 101-45200-402 Janitorial Service		CLEANING			$265.50
Invoice 9457						
Cash Payment	E 601-49440-402 Janitorial Service		CLEANING			$265.50
Invoice 9457						
Cash Payment	E 602-49490-402 Janitorial Service		CLEANING			$265.50
Invoice 9457						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$3,468.60

Claim Type

Claim# 18611 *LAW ENFORCEMENT LABOR SVC*

Cash Payment	G 101-21707 Union Dues		OFFICER DUES - JUNE 2023			$675.00
Invoice .06012023						
Transaction Date	6/1/2023	Due 6/1/2023	CASH	10100	**Total**	$675.00

Claim Type

Claim# 18412 *MACQUEEN EMERGENCY*

Cash Payment	E 101-42210-237 Small Equipment		SMALL EQUIPMENT			$459.20
Invoice P14181						
Transaction Date	5/17/2023		CASH	10100	**Total**	$459.20

Claim Type

Claim# 18559 *MCDONALD DIST CO.*

Cash Payment	E 609-49751-252 Beer		BEER			$2,146.10
Invoice 688796						
Cash Payment	E 609-49751-251 Liquor		LIQUOR			$527.50
Invoice 688795						
Cash Payment	E 609-49751-251 Liquor		LIQUOR			-$57.59
Invoice 689920						
Cash Payment	E 609-49751-252 Beer		BEER			$17,764.05
Invoice 689940						
Cash Payment	E 609-49751-252 Beer		BEER			-$210.36
Invoice 689931						
Cash Payment	E 609-49751-251 Liquor		LIQUOR			$167.10
Invoice 689939						
Cash Payment	E 609-49751-252 Beer		BEER			-$45.68
Invoice 689919						
Cash Payment	E 609-49751-255 N/A Products		NON-ALCOHOLIC PRODUCTS			$169.60
Invoice 689940						
Transaction Date	5/30/2023		CASH	10100	**Total**	$20,460.72

Claim Type

Claim# 18472 *MINNESOTA CITY/COUNTY MGT A*

Cash Payment	E 101-41400-433 Dues and Subscriptions		MEMBERSHIP - KATE THUNSTROM			$163.61
Invoice .05182023						
Transaction Date	5/18/2023	Due 5/18/2023	CASH	10100	**Total**	$163.61

Claim Type

Claim# 18565 *MN DEPT OF HEALTH*

Cash Payment	E 101-42110-308 Community Education		STATEWIDE HOSPITALITY FEE - 2023			$40.00
Invoice 991182						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$40.00

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Claim Type
Claim# 18564 *MN NCPERS LIFE INSURANCE*
Cash Payment G 101-21713 MN Life INSURANCE PREMIUM 06/01/23-06/30/23 $128.00
Invoice 733400062023
Transaction Date 5/30/2023 CASH 10100 **Total** $128.00

Claim Type
Claim# 18597 *N6VENTURES, LLC*
Cash Payment E 101-42110-308 Community Education PETTING ZOO $400.00
Invoice 000002
Transaction Date 5/30/2023 CASH 10100 **Total** $400.00

Claim Type
Claim# 18610 *NORTH METRO TREE SERVICE IN*
Cash Payment E 101-43100-311 Contract 4058 ST FRANCIS BLVD TREE REMOVAL $1,375.00
Invoice 004-2023
Transaction Date 6/1/2023 Due 6/1/2023 CASH 10100 **Total** $1,375.00

Claim Type
Claim# 18563 *NORTHLAND OCCUPATIONAL HEA*
Cash Payment E 101-43100-441 Miscellaneous TESTING $12.50
Invoice 18550
Cash Payment E 101-45200-441 Miscellaneous TESTING $12.50
Invoice 18550
Cash Payment E 601-49440-441 Miscellaneous TESTING $12.50
Invoice 18550
Cash Payment E 602-49490-441 Miscellaneous TESTING $12.50
Invoice 18550
Transaction Date 5/30/2023 CASH 10100 **Total** $50.00

Claim Type
Claim# 18419 *NORTHWESTERN POWER EQUIP*
Cash Payment E 601-49440-233 Water Plant Maint WATER PLANT MAINT-START UP SERVICE $1,340.00
Invoice 230077TE-1
Transaction Date 5/17/2023 CASH 10100 **Total** $1,340.00

Claim Type
Claim# 18562 *PAT JOHNSON GRAPHIC ARTIST*
Cash Payment E 101-41400-441 Miscellaneous SUMMER NEWSLETTER DESIGN SERVICES $200.00
Invoice .05152023
Transaction Date 5/30/2023 CASH 10100 **Total** $200.00

Claim Type
Claim# 18574 *PAUSTIS WINE COMPANY*
Cash Payment E 609-49751-206 Freight FREIGHT $27.00
Invoice 202678
Cash Payment E 609-49751-253 Wine WINE $1,688.50
Invoice 202678
Transaction Date 5/30/2023 CASH 10100 **Total** $1,715.50

Claim Type
Claim# 18567 *PHILLIPS WINE & SPIRITS CO.*
Cash Payment E 609-49751-251 Liquor LIQUOR -$29.26
Invoice 696738
Cash Payment E 609-49751-206 Freight FREIGHT $50.97
Invoice 6593934

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Cash Payment	E 609-49751-251	Liquor	LIQUOR			-$15.21
Invoice 696739						
Cash Payment	E 609-49751-253	Wine	WINE			-$9.67
Invoice 696737						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$69.17
Invoice 6597819						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$1.82
Invoice 6597821						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$43.68
Invoice 6597820						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$7.28
Invoice 6593935						
Cash Payment	E 609-49751-253	Wine	WINE			$348.00
Invoice 6593935						
Cash Payment	E 609-49751-253	Wine	WINE			$1,017.25
Invoice 6597820						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$2,620.95
Invoice 6593934						
Cash Payment	E 609-49751-255	N/A Products	NON ALCOHOLIC PRODUCTS			$80.00
Invoice 6597821						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$4,142.60
Invoice 6597819						
Transaction Date	5/30/2023		CASH	10100	**Total**	$8,327.58

Claim Type

Claim#	18586	*PREFERRED CONTRACTING & RE*				
Cash Payment	E 101-45200-401	Buildings Maintenance	LANDSCAPING			$690.00
Invoice 5090						
Cash Payment	E 101-43100-401	Buildings Maintenance	LANDSCAPING			$690.00
Invoice 5090						
Cash Payment	E 601-49440-401	Buildings Maintenance	LANDSCAPING			$690.00
Invoice 5090						
Cash Payment	E 602-49490-401	Buildings Maintenance	LANDSCAPING			$690.00
Invoice 5090						
Cash Payment	E 101-42110-401	Buildings Maintenance	LANDSCAPING			$690.00
Invoice 5090						
Transaction Date	5/30/2023		CASH	10100	**Total**	$3,450.00

Claim Type

Claim#	18415	*RMB ENVIRONMENTAL LAB*				
Cash Payment	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2			$201.47
Invoice B008729						
Cash Payment	E 602-49490-313	Sample Testing	WEEK 1 COOLER 1			$496.58
Invoice B008680						
Cash Payment	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2			$162.26
Invoice B008915						
Cash Payment	E 602-49490-313	Sample Testing	WEEKS 2-4 COOLER 1			$214.53
Invoice B008865						
Cash Payment	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2			$162.26
Invoice B008827						
Cash Payment	E 602-49490-313	Sample Testing	LOW LEVEL MERCURY			$324.52
Invoice B008777						
Cash Payment	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2			$214.53
Invoice B008773						

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Transaction Date	5/17/2023		CASH	10100	**Total**	$1,776.15
Claim Type						
Claim# 18580	*ROYAL SUPPLY*					
Cash Payment	E 101-41940-210	Operating Supplies	SUPPLIES			$174.30
Invoice 4891						
Cash Payment	E 101-42110-217	Other Operating Supplies	SUPPLIES			$87.15
Invoice 4891						
Cash Payment	E 101-43100-217	Other Operating Supplies	SUPPLIES			$43.58
Invoice 4891						
Cash Payment	E 101-45200-217	Other Operating Supplies	SUPPLIES			$43.58
Invoice 4891						
Cash Payment	E 601-49440-217	Other Operating Supplies	SUPPLIES			$43.58
Invoice 4891						
Cash Payment	E 602-49490-217	Other Operating Supplies	SUPPLIES			$43.56
Invoice 4891						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$435.75
Claim Type						
Claim# 18579	*SHI INTERNATIONAL CORP*					
Cash Payment	E 601-49440-240	Office Equip	ADOBE LISENCE			$30.60
Invoice B16843138						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$30.60
Claim Type						
Claim# 18414	*SHORT ELLIOTT HENDRICKSON IN*					
Cash Payment	E 602-49490-303	Engineering Fees	CHLORIDE MONITORING			$390.16
Invoice 442702						
Transaction Date	5/17/2023		CASH	10100	**Total**	$390.16
Claim Type						
Claim# 18608	*SKOGQUIST, ERIK*					
Cash Payment	E 101-41550-311	Contract	2023 QTR 2 ASSESSING			$4,333.76
Invoice .06012023						
Transaction Date	6/1/2023	Due 6/1/2023	CASH	10100	**Total**	$4,333.76
Claim Type						
Claim# 18577	*SOUTHERN GLAZERS OF MN*					
Cash Payment	E 609-49751-206	Freight	FREIGHT			$19.20
Invoice 2346324						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$5.12
Invoice 2348783						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$7.68
Invoice 2348782						
Cash Payment	E 609-49751-206	Freight	FREIGHT			$55.36
Invoice 2346323						
Cash Payment	E 609-49751-253	Wine	WINE			$960.00
Invoice 2346324						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$3,557.76
Invoice 2346323						
Cash Payment	E 609-49751-253	Wine	WINE			$223.84
Invoice 2348783						
Cash Payment	E 609-49751-251	Liquor	LIQUOR			$1,274.68
Invoice 2348782						
Transaction Date	5/30/2023	Due 5/30/2023	CASH	10100	**Total**	$6,103.64

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Claim Type

Claim# 18594 *SPOT ON*

Cash Payment E 101-43100-226 Sign Repair Materials PIONEER DAYS BANNER DATES $150.00
Invoice 2023110

Transaction Date 5/30/2023 Due 5/30/2023 CASH 10100 **Total** $150.00

Claim Type

Claim# 18607 *STERLING TROPHY*

Cash Payment E 101-42210-437 Uniforms UNIFORMS $112.37
Invoice 31476

Transaction Date 6/1/2023 Due 6/1/2023 CASH 10100 **Total** $112.37

Claim Type

Claim# 18593 *THE AMERICAN BOTTLING COMPA*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $292.25
Invoice 3562332528

Transaction Date 5/30/2023 CASH 10100 **Total** $292.25

Claim Type

Claim# 18592 *THE PONDS WOMENS GOLF LEAG*

Cash Payment E 609-49750-340 Advertising 2023 SPONSORSHIP FORM - ST. FRANCIS BOTTLE SHOP $100.00
Invoice .06012023

Transaction Date 5/30/2023 Due 5/30/2023 CASH 10100 **Total** $100.00

Claim Type

Claim# 18591 *TJ ASSOCIATES*

Cash Payment E 101-42110-200 Office Supplies SGT STEMME - BUSINESS CARDS $38.95
Invoice 240599

Cash Payment E 101-42110-200 Office Supplies POLICE MAPS $468.00
Invoice 240607

Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES $329.00
Invoice 240624

Cash Payment E 101-42400-200 Office Supplies SSTS MAINTENANCE RECORDS $36.38
Invoice 240623

Transaction Date 5/30/2023 Due 5/30/2023 CASH 10100 **Total** $872.33

Claim Type

Claim# 18613 *USABLUEBOOK*

Cash Payment E 601-49440-233 Water Plant Maint LAB SUPPLIES $206.29
Invoice 00016793

Cash Payment E 601-49440-233 Water Plant Maint LAB SUPPLIES $55.69
Invoice 00016344

Cash Payment E 601-49440-233 Water Plant Maint LAB SUPPLIES $165.00
Invoice INV00008286

Transaction Date 6/1/2023 CASH 10100 **Total** $426.98

Claim Type

Claim# 18606 *WELLS, MARY*

Cash Payment E 101-41550-311 Contract 2023 QTR 2 ASSESSING $4,333.76
Invoice .06012023

Transaction Date 6/1/2023 CASH 10100 **Total** $4,333.76

Claim Type

Claim# 18605 *XYLEM WATER SOLUTIONS USA, I*

CITY OF ST FRANCIS

*Claim Register©

AP 06-05-2023

May 2023

Cash Payment	E 601-49440-233 Water Plant Maint		WATER PLANT MAINT			$425.00
Invoice 3556C74827						
Transaction Date	6/1/2023	Due 6/1/2023	CASH	10100	**Total**	$425.00

Pre-Written Checks	$0.00
Checks to be Generated by the Computer	$200,228.11
Total	$200,228.11

CITY OF ST FRANCIS

*Check Detail Register©

Batch: AP-MAN-MAY 2023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CASH					
81919	05/22/23	**BELLBOY CORPORATION BAR SUPPLY**			
E 609-49751-206		Freight	$13.50	0099126100	FREIGHT
E 609-49751-251		Liquor	$489.40	0099126100	LIQUOR
E 609-49751-206		Freight	$2.73	0106693100	FREIGHT
E 609-49751-254		Miscellaneous Merchandis	$37.00	0106693100	MISC
		Total	$542.63		
81920	05/22/23	**THE BERNICK COMPANIES**			
E 609-49751-252		Beer	$1,702.20	10070253	BEER
		Total	$1,702.20		
81921	05/22/23	**BREAKTHRU BEVERAGE**			
E 609-49751-206		Freight	$56.55	348767488	FREIGHT
E 609-49751-251		Liquor	$1,482.48	348767488	LIQUOR
E 609-49751-253		Wine	$2,128.00	348767488	WINE
E 609-49751-206		Freight	($1.21)	410848649	FREIGHT
E 609-49751-254		Miscellaneous Merchandis	($16.72)	410848649	MISC
		Total	$3,649.10		
81922	05/22/23	**CRYSTAL SPRINGS ICE**			
E 609-49751-254		Miscellaneous Merchandis	$101.20	4005573	MISC
E 609-49751-206		Freight	$4.00	4005573	FREIGHT
		Total	$105.20		
81923	05/22/23	**DAHLHEIMER DIST. CO. INC.**			
E 609-49751-252		Beer	$19,211.90	1886733	BEER
E 609-49751-254		Miscellaneous Merchandis	$320.00	1886733	MISC
E 609-49751-255		N/A Products	$84.80	1886733	NON-ALCOHOLIC PRODUCTS
		Total	$19,616.70		
81924	05/22/23	**GREAT LAKES COCA-COLA**			
E 609-49751-254		Miscellaneous Merchandis	$697.43	3636218521	MISC
		Total	$697.43		
81925	05/22/23	**JOHNSON BROS WHLSE LIQUOR**			
E 609-49751-206		Freight	$72.80	2261688	FREIGHT
E 609-49751-253		Wine	$3,076.00	2261688	WINE
E 609-49751-206		Freight	$74.62	2281687	FREIGHT
E 609-49751-251		Liquor	$4,379.41	2281687	LIQUOR
		Total	$7,602.83		
81926	05/22/23	**MCDONALD DIST CO.**			
E 609-49751-251		Liquor	$1,058.92	684071	LIQUOR
E 609-49751-252		Beer	$6,007.70	684073	BEER
E 609-49751-255		N/A Products	$150.05	684073	BEER
E 609-49751-252		Beer	($26.85)	684114	BEER
E 609-49751-255		N/A Products	($84.80)	684114	NON-ALCOHOLIC PRODUCTS
		Total	$7,105.02		
81927	05/22/23	**PHILLIPS WINE & SPIRITS CO.**			

CITY OF ST FRANCIS

*Check Detail Register©

Batch: AP-MAN-MAY 2023

Check #	Check Date	Vendor Name		Amount	Invoice	Comment
E 609-49751-206		Freight		$24.57	6578578	FREIGHT
E 609-49751-251		Liquor		$1,062.55	6578578	LIQUOR
E 609-49751-206		Freight		$16.38	6578579	FREIGHT
E 609-49751-253		Wine		$476.60	6578579	WINE
			Total	$1,580.10		
81928	05/22/23	**SOUTHERN GLAZERS OF MN**				
E 609-49751-206		Freight		$13.44	2336281	FREIGHT
E 609-49751-206		Freight		$2.14	2336282	FREIGHT
E 609-49751-251		Liquor		$179.38	2336282	LIQUOR
			Total	$194.96		
81929	05/22/23	**THE AMERICAN BOTTLING COMPANY**				
E 609-49751-254		Miscellaneous Merchandis		$408.75	3562332075	MISC
			Total	$408.75		
			10100 CASH	$43,204.92		

Fund Summary

10100 CASH	
609 Liquor Fund	$43,204.92
	$43,204.92

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council

FROM: Beth Richmond, Planner

SUBJECT: City Hall/Fire Station Site Plan

DATE: June 5, 2023

LOCATION: South of Bridge Street between Ambassador Blvd NW and Woodbine Street NW (PINs:32-34-24-34-0009, 32-34-24-34-0010, 32-34-24-34-0011, 32-34-24-34-0012, 32-34-24-34-0013, 32-34-24-34-0014, 32-34-24-34-0015, 32-34-24-34-0016)

COMP PLAN: Public/Institutional

ZONING: B-1 Central Business

OVERVIEW:

The City Council approved the site plan for the City Hall/Fire Station at their meeting on May 15, 2023. At that time, Staff had just reached an agreement with Anoka County regarding the amount of right-of-way to be dedicated. The City will be dedicating 17' of ROW along Ambassador Blvd NW and a 10' triangular section at the intersection of Ambassador Blvd NW and Bridge St NW. City Staff and their consultant teams have updated the site plan and related plans to include the new parcel lines. Additional minor updates related to the parcel line changes include moving the building closer to Bridge St NW and enlarging the plaza area.

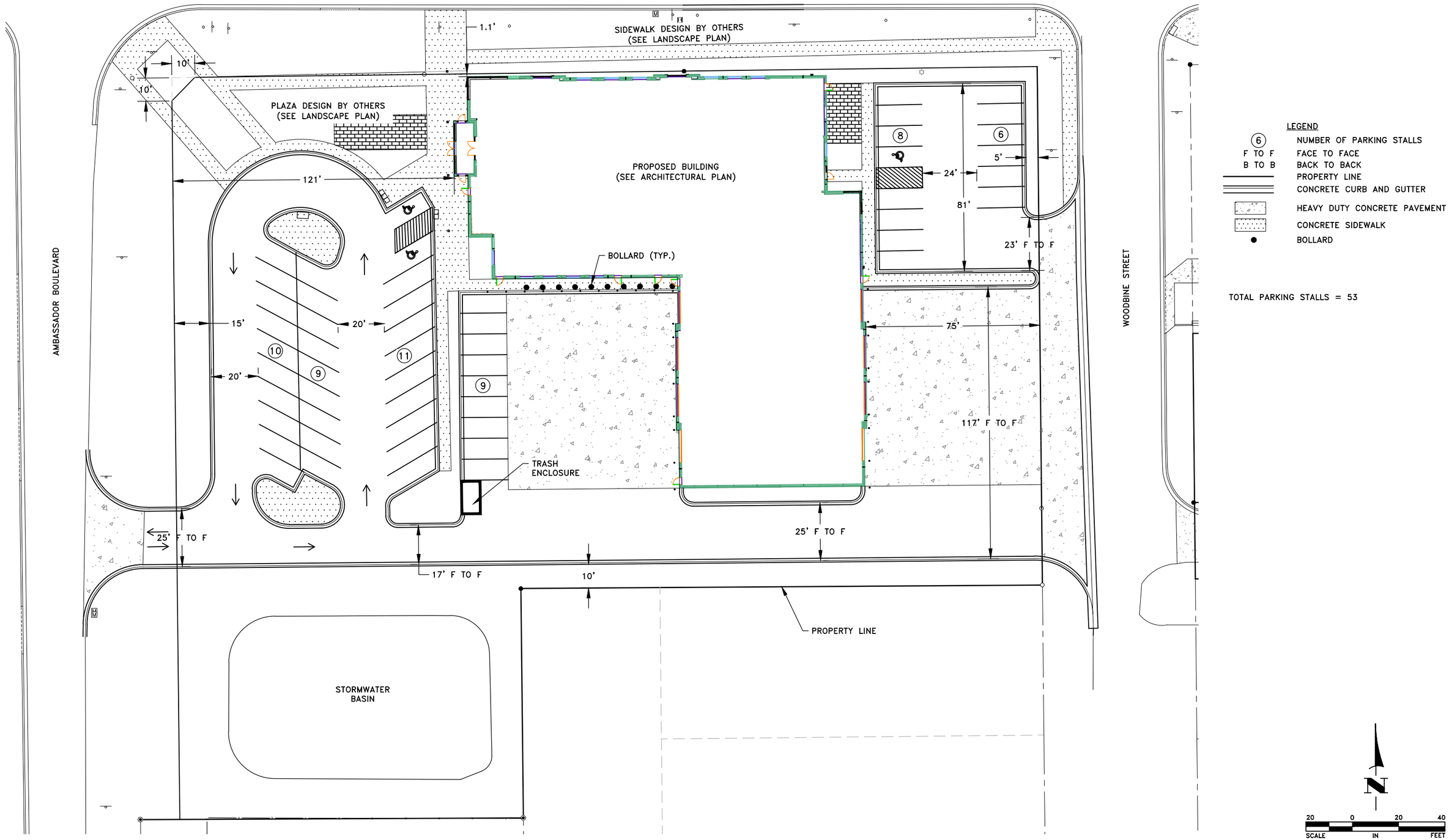
Staff will be meeting with representatives from Anoka County on June 5th to discuss the future of the Ambassador Blvd NW and Bridge St NW intersection and streetscaping along Bridge St NW related to the City Hall project. Staff will share relevant information from this meeting at the June 5 City Council meeting.

ACTION TO BE CONSIDERED:

No action required – these minor updates to the plans can be approved administratively. The updated plans are included for Council's information.

ATTACHMENTS:

- Revised Plans
  - Site Plan
  - Architectural
  - Landscaping



DATE	REVISION

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

CRAIG J. JOCHUM, P.E.
Date 5/4/23 Lic. No. 23461

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

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

ST. FRANCIS CITY HALL AND FIRE STATION
SITE DESIGN

SITE PLAN

CITY OF ST. FRANCIS, MINNESOTA

SHEET 1 OF

4896.01

May 26, 2023 - 9:41am
K:\PRIVATE\4896.01\ENGINEERING\PLAN DWG\4896.01_SITE PLAN.dwg

ELECTRICAL NOTES

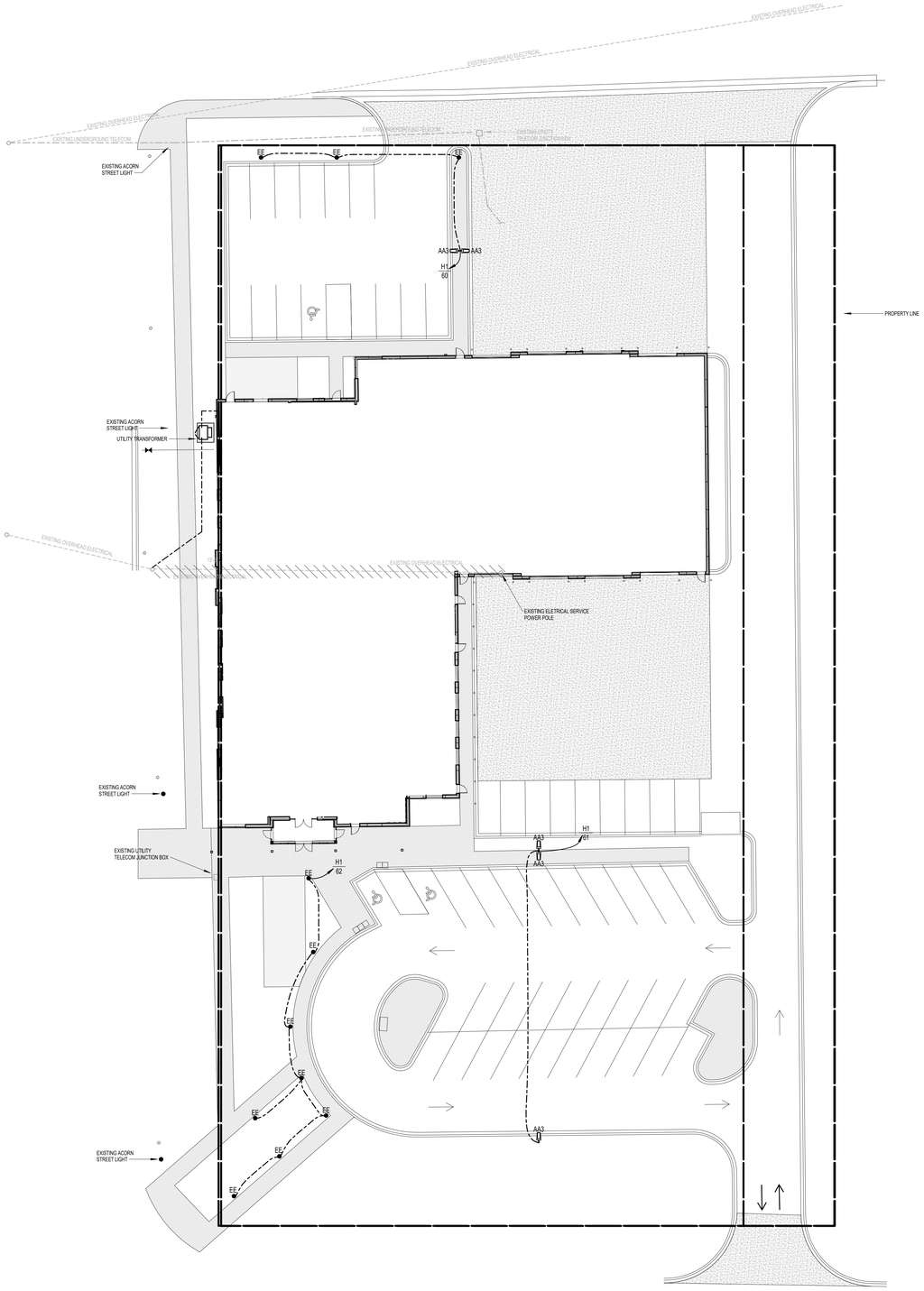
GENERAL SHEET NOTES

A. LOCATE ALL PUBLIC AND PRIVATE LINES WITHIN CONSTRUCTION LIMITS.

B. SITE LIGHTING SHALL BE #10 CU IN 1" CONDUIT UNLESS NOTED OTHERWISE FOR VOLTAGE DROP CONSIDERATIONS.

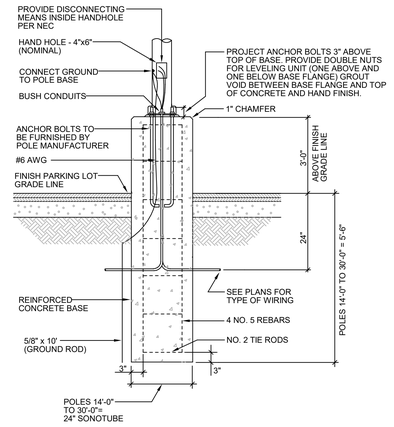
C. FRONT EDGE OF LIGHT POLE BASE SHALL BE A MINIMUM OF 24" BEHIND CURB. TYPICAL.

D. PROVIDE PVC COATED RIGID METAL CONDUIT UNDER ALL DRIVEWAYS.

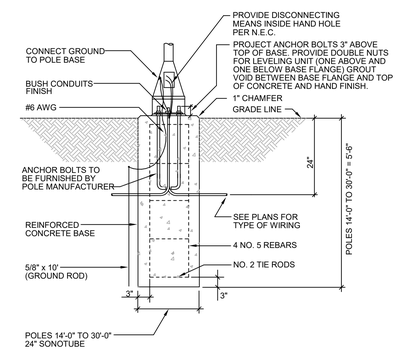


N

SITE PLAN - ELECTRICAL
SCALE 0 10 20 30 40



TYPE "AA3" FIXTURE POLE BASE DETAIL
NO SCALE



TYPE "EE" FIXTURE POLE BASE DETAIL
NO SCALE

BRUNTON ARCHITECTS & ENGINEERS
MINNEAPOLIS
Phone 952.835.2966
1040 South Street South
Hopkins, MN 55343
MANKATO
Phone 507.387.7956
225 Belgrade Ave.
North Mankato, MN 56003

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

Signature:
Jeffrey T. Iverson
Reg. No.: 47199
Date: xx/xx/2023

Associated Consulting Engineering, Incorporated
340 S. Phillips Ave.
Sioux Falls, SD 57104
(605) 335-3720
Fax 335-6220
E-mail acei@aceinet.com
ACEI PROJ. #122083

Consultant

NOT FOR CONSTRUCTION

ST. FRANCIS FIRE & CITY HALL
3740 BRIDGE ST. NW
ST. FRANCIS, MN 55070

Project

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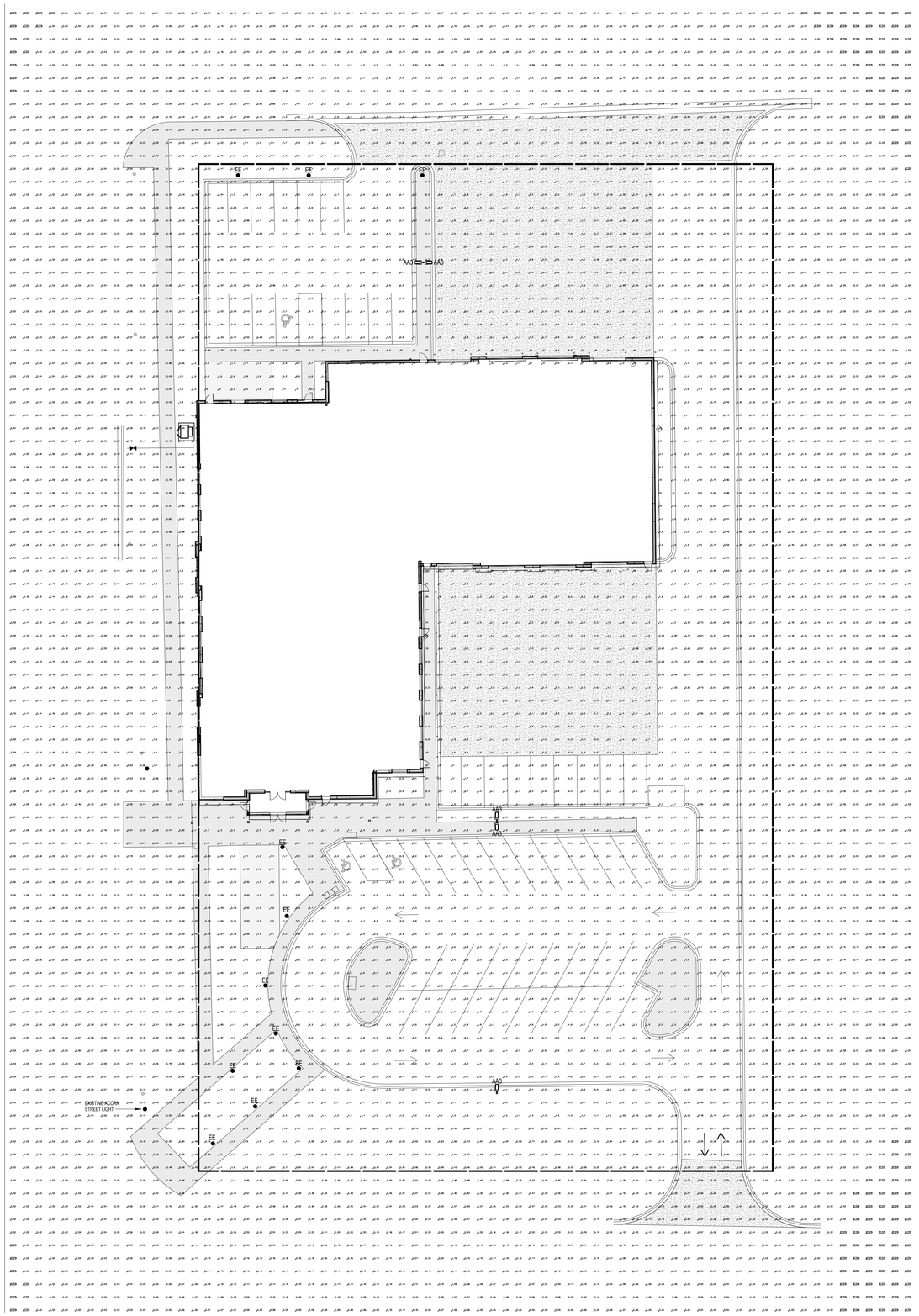
REVISION:

No: 22455-1 Date: 5-30-2023
Drawn: JEB Checked: JAR
Project Manager: DDB
Project Status: DESIGN DOCUMENTS

Sheet Title:
SITE PLAN - ELECTRICAL

Sheet No:
E1-10

5/30/2023 12:58:42 PM



N

SITE PLAN - PHOTOMETRICS

SCALE 0 10 20 30 40

ELECTRICAL NOTES

GENERAL SHEET NOTES

A. LOCATE ALL PUBLIC AND PRIVATE LINES WITHIN CONSTRUCTION LIMITS.

B. SITE LIGHTING SHALL BE #10 CU IN 1" CONDUIT UNLESS NOTED OTHERWISE FOR VOLTAGE DROP CONSIDERATIONS.

C. FRONT EDGE OF LIGHT POLE BASE SHALL BE A MINIMUM OF 24" BEHIND CURB. TYPICAL.

D. PROVIDE PVC COATED RIGID METAL CONDUIT UNDER ALL DRIVEWAYS.

BRUNTON ARCHITECTS & ENGINEERS
MINNEAPOLIS
Phone: 763.412.7000
1040 South Street South
Hopkins, MN 55343
MANKATO
Phone: 507.387.7990
225 Belgrade Ave.
North Mankato, MN 56003

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

Signature:
Name: Jeffrey T. Brunton
Reg. No.: 47199
Date: xx/xx/2023

Associated Consulting Engineering, Incorporated
340 S. Phillips Ave.
Sioux Falls, SD 57104
(605) 335-3720
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E-mail acei@aceinet.com
ACEI PROJ. #122083

Consultant

ST. FRANCIS FIRE & CITY HALL

3740 BRIDGE ST. NW
ST. FRANCIS, MN 55070

Addendum

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REVISION:

No.: 22455-1	Date: 5-30-2023
Drawn: JEB	Checked: JAR
Project Manager: DDB	
Project Status: DESIGN DOCUMENTS	

Sheet Title:
SITE PLAN - PHOTOMETRICS

Sheet No.:
E1-11

NOT FOR CONSTRUCTION

5/30/2023 12:58:44 PM

8FT TIMBER BENCH
SITE LIGHTING, SEE ELECTRICAL
SET TREE BACK 7FT BACK OF EX. CURB
ROW PLANTINGS AND STREETSCAPE TO BE REVIEWED WITH COUNTY FOR APPROVAL -PENDING
8FT TIMBER BENCH
FLAGS
BIKE RACK
8FT TIMBER BENCH
SECURITY BOLLARD LIGHT,TYPICAL
SECURITY FLOWER POT, TYP.
PATIO CONCRETE SCORING AT 3X3FT
(6) CAFE TABLE SETS
(4) POSTS WITH PATIO STRING LIGHTS
PRIVACY FENCE, SEE ARCHITECTURE
STAFF BREAK AREA, 3X3 SCORED CONC.
12FT TIMBER BENCH
DROPBOX
12FT TIMBER BENCH
BENCH
BIKE RACK
SIGN - EMPLOYEE ONLY PARKING
FUTURE SIDEWALK
LIGHT
SITE LIGHTING, SEE ELECTRICAL
AMBASSADOR STREET
TRASH ENCLOSURE, SEE ARCHITECTURE
SIGN "PUBLIC PARKING" <
SIGN "DO NOT ENTER"
SIGN - DO NOT ENTER
SIGN - DO NOT ENTER
6FT WOOD PRIVACY FENCE
FACILITY SIGN, SEE ARCHITECTURE
STORMWATER BASIN, SEE CIVIL
PROPERTY EXTENTS (PURPLE)

LANDSCAPE NOTES:

1. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
2. REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION.
3. REFER TO ARCHITECTURE FOR BUILDING INFORMATION.
4. SEE SPECIFICATION SECTIONS LAWNS AND GRASSES AND EXTERIOR PLANTS FOR TOPSOIL AND PLANTING SOIL REQUIREMENTS. MASS MULCH AT ALL PLANTING BEDS.
5. SHREDDED HARDWOOD MULCH RINGS AROUND ALL TREES IN LAWN OR SEEDED AREAS.
6. LANDSCAPE EDGER WHERE PLANTING BED MEETS LAWN.
7. STAKE ALL TREE LOCATIONS AND PLANTING BED EDGES AND VERIFY LAYOUT IN FIELD FOR LANDSCAPE ARCHITECT APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
8. IRRIGATION: ALL LAWN, SEEDING AND PLANTING BEDS TO RECEIVE IRRIGATION. CONTRACTOR RESPONSIBLE FOR ANY REQUIRED OVERHEAD WATERING NECESSARY DURING ESTABLISHMENT PERIOD.
9. IRRIGATION DESIGN: REFER TO SPECIFICATIONS FOR INFORMATION.

PLAN KEY

- CONCRETE WALK
- PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)
- NATIVE PRAIRIE SEED MIX (SEE LAWNS AND GRASSES SECTION)
- LAWN AREAS (SEE LAWNS AND GRASSES SECTION)
- BIKE RACK
- TIMBER BENCH
- BACKED BENCH
- CAFE TABLE
- SECURITY FLOWER POT
- AREA LIGHT, SEE ELECTRICAL
- SECURITY BOLLARD LIGHT, SEE ELECTRICAL
- SHADE TREE
- ORNAMENTAL TREE
- EVERGREEN TREE

LANDSCAPE SHEET INDEX:

L101 LANDSCAPE PLAN (WALKS AND SITE FURNISHINGS)
L201 - L204 PLANTING PLANS
L401 PLANTING DETAILS

0 10' 20' 40'

NORTH

Date	Description/Revision	By
5.30.23	CITY RE-SUBMITTAL	AJB

HKGI Project No.:
Designed by: AJB
Drawn by: AJB
Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

Paul Paige, LA

23594 Registration No.

05.30.2023 Date

HK gi
Landscape Architecture / Planning / Urban Design
Minneapolis, Minnesota
www.hkgi.com

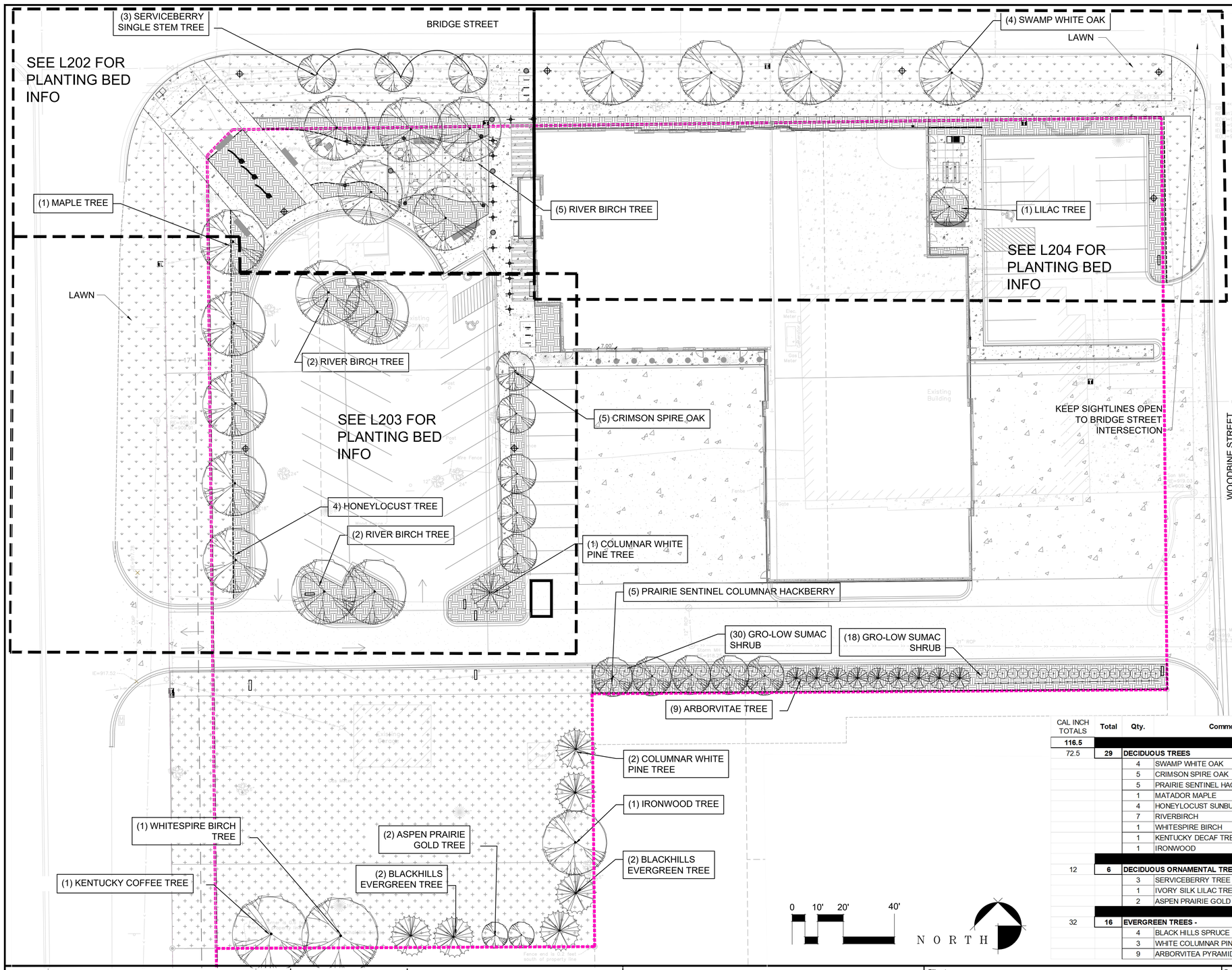
Client:
City of Saint Francis, Minnesota

Project: ST. FRANCIS CITY HALL AND FIRE STATION
3740 BRIDGE STREET NW
ST. FRANCIS, MN 55070

Sheet Title: LANDSCAPE PLAN

SHEET L101

M:\Saint Francis\023-0xx Brunton Architects\5 Autocad\Construction Documents\023-0XX-ST FRANCIS_LANDSCAPE PLAN COUNCIL MAY30.dwg, 5/31/2023 8:20:26 AM, Amy



LANDSCAPE NOTES:

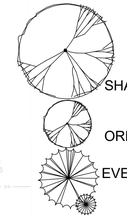
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3. REFER TO ARCHITECTURE FOR BUILDING INFORMATION.
4. SEE SPECIFICATION SECTIONS LAWNS AND GRASSES AND EXTERIOR PLANTS FOR TOPSOIL AND PLANTING SOIL REQUIREMENTS. MASS MULCH AT ALL PLANTING BEDS.
5. SHREDDED HARDWOOD MULCH RINGS AROUND ALL TREES IN LAWN OR SEEDED AREAS.
6. LANDSCAPE EDGER WHERE PLANTING BED MEETS LAWN.
7. STAKE ALL TREE LOCATIONS AND PLANTING BED EDGES AND VERIFY LAYOUT IN FIELD FOR LANDSCAPE ARCHITECT APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
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9. IRRIGATION DESIGN: REFER TO SPECIFICATIONS FOR INFORMATION.

CITY CODE :

1. BUILDING GROSS SF = 35,152 SF. / 320 EQUALS 109.85 CAL INCH TREES MIN. REQUIREMENT. EVERGREEN TREES COUNT AS 2 CAL INCH.

PLAN KEY

- PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)
- NATIVE PRAIRIE SEED MIX (SEE LAWNS AND GRASSES SECTION)
- LAWN AREAS (SEE LAWNS AND GRASSES SECTION)



TREE SCHEDULE

CAL INCH TOTALS	Total	Qty.	Common Name	Scientific Name	Size	Cont.	Comments	MATURE SIZE
116.5								ht / width
72.5	29		**DECIDUOUS TREES**					
		4	SWAMP WHITE OAK	*Quercus alba*	2.5" CAL	B&B	SINGLE STEM	50'/40'
		5	CRIMSON SPIRE OAK	*Quercus alba x Quercus robur (PP9,103)*	2.5" CAL	B&B	SINGLE STEM	45'/15'
		5	PRAIRIE SENTINEL HACKBERRY	*Celtis occidentalis 'JSF-KSU1'*	2.5" CAL	B&B	SINGLE STEM	45'/12'
		1	MATADOR MAPLE	*Acer x freemanii 'Bailston'*	2.5" CAL	B&B	SINGLE STEM	45'/30'
		4	HONEYLOCUST SUNBURST	*Gleditsia triacanthos var. inermis 'Suncole'*	2.5 " CAL	B&B	SINGLE STEM	35'/35'
		7	RIVERBIRCH	*Betula Nigra*	8FT	B&B	3-4 STEM	40'/30'
		1	WHITESPIRE BIRCH	*Betula populifolia 'Whitespire'*	8 FT	B&B	3-4 STEM	40'/30'
		1	KENTUCKY DECAF TREE	*Gymnocladus dioicus "McKBranched' (PPAF)*	2.5" CAL	B&B	SINGLE STEM	50'/40'
		1	IRONWOOD	*Ostrya virginiana*	2.5" CAL	B&B	SINGLE STEM	30'/25'
12	6		**DECIDUOUS ORNAMENTAL TREES**					
		3	SERVICEBERRY TREE	Amelanchier x grandiflora 'Autumn Brilliance"	2.0" CAL	B&B	SINGLE STEM	20'/15'
		1	IVORY SILK LILAC TREE	*Syringa reticulata 'Ivory Silk'*	2.0" CAL	B&B	SINGLE STEM	25'/15'
		2	ASPEN PRAIRIE GOLD	*Populus tremuloides 'NEArb'*	2.0" CAL	B&B	SINGLE STEM	30'/15'
32	16		**EVERGREEN TREES -**					
		4	BLACK HILLS SPRUCE	Picea glauca densata	6' B&B	B&B	PER PLAN	30'/15'
		3	WHITE COLUMNAR PINE	Pinus strobus 'Fastigiata'	6' B&B	B&B	PER PLAN	40'/15'
		9	ARBORVITEA PYRAMIDAL	Thuja occidentalis 'Pyramidalis'	6' B&B	B&B	PER PLAN	20' / 8'

Date	Description/Revision	By
5.30.23	CITY RE-SUBMITTAL	AJB

HKGI Project No.:

Designed by: AJB

Drawn by: AJB

Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

Paul Paige, LA

23594 — Registration No.

05.30.2023 — Date

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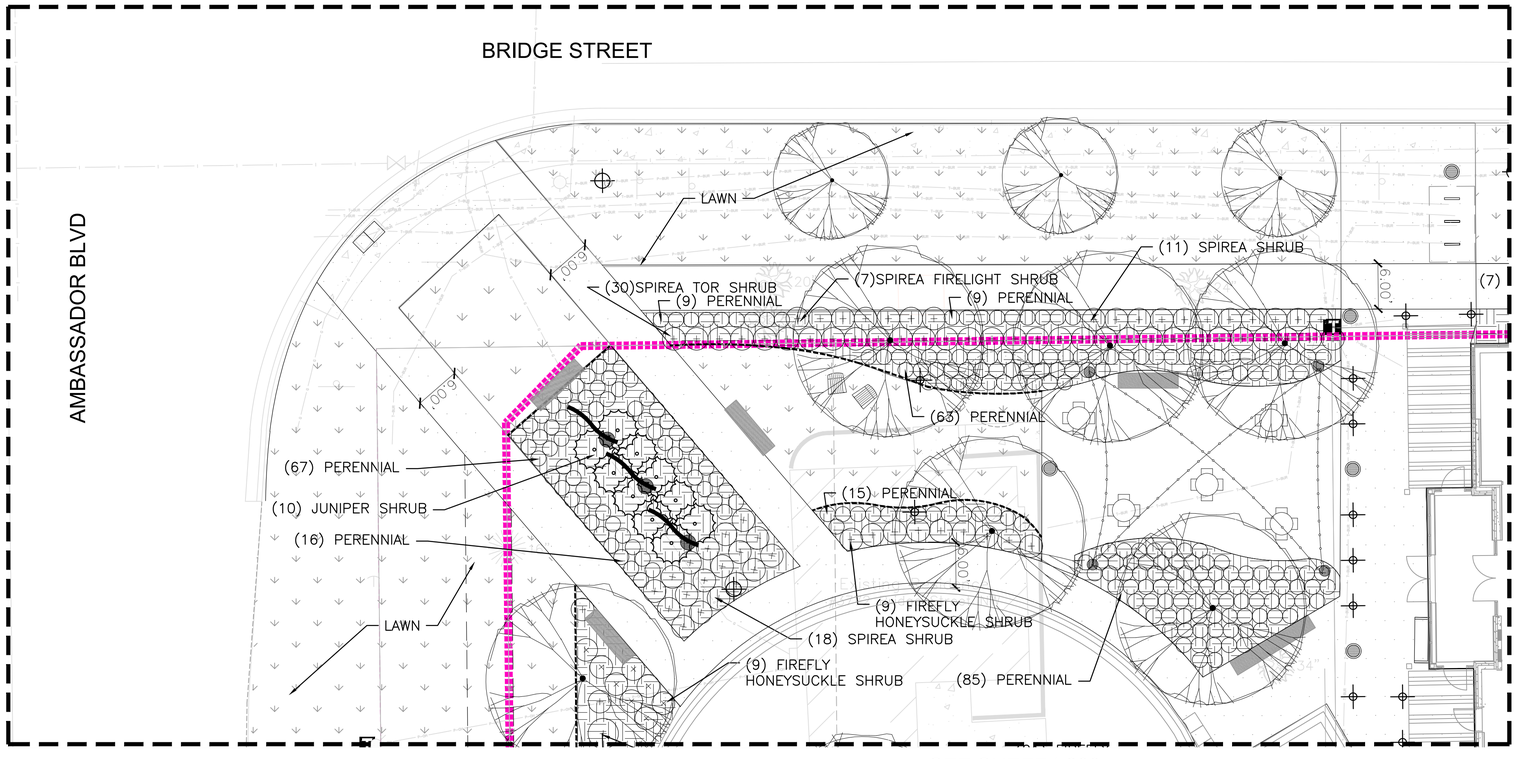
City of Saint Francis, Minnesota

Project: ST. FRANCIS CITY HALL AND FIRE STATION
3740 BRIDGE STREET NW
ST. FRANCIS, MN 55070

Sheet Title: PLANTING PLAN - TREES

SHEET L201

M:\Saint Francis\023-0xx Brunton Architects\5 Autocad\Construction Documents\023-0XX-ST FRANCIS_LANDSCAPE PLAN COUNCIL MAY30.dwg, 5/31/2023 8:20:27 AM, Amy

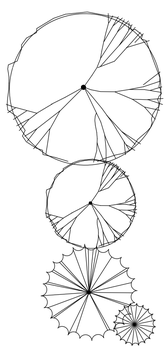


SHRUB / PERENNIAL SCHEDULE: FOR SHEET L202, L203, L204 9 AND L201 ALLEY

Total	Qty.	Common Name	Scientific Name	Size	Cont.	Comments	MATURE SIZE
33	**EVERGREEN SHRUB**					**TYP SPACE**	
	4	MENDORA JUNIPER UPRIGHT	Juniperus scorpulorum 'Mendora'	#5	CONT.	PER PLAN	12'/5'
	3	TECHNITO ARBORVITEA	Thuja occidentalis "Techny"	#5	CONT.	PER PLAN	8'/ 5'
	7	UPRIGHT YEW	*Taxus cuspidata 'Captiata'*	#5	CONT.	PER PLAN	10'/5'
	10	ANDORRA JUNIPER COMPACT	*Juniperus horizontal "Plumosa Compacta"*	#5	CONT.	PER PLAN	18"/4'
367	**DECIDUOUS SHRUB**					**TYP SPACE**	
		FIRELFLY NIGHTGLOW BUSH HONEYSUCKLE	*Diervilla splendens' El Madrigal'*	#5	CONT.	3FT O.C.	3'/3'
		FIRELIGHT SPIREA	*Spirea x "Fire Light'*	#5	CONT.	3FT O.C.	3'/3'
		TOR SPIREA	*Spiraea betulifolia 'Tor'*	#5	CONT.	3FT O.C.	3'/3'
		LOWSCAPE MOUND CHOKECHERRY	*Aronia melanocarpoa 'UNCONNAM165'*	#5	CONT.	3FT O.C.	2'/2'
		FIREDANCE DOGWOOD	*Cornus sericea "Bailadeline"*	#5	CONT.	4FT O.C.	3'/4'
		GRO-LOW SUMAC	*Rhus aromatica "Gro-Low"*	#5	CONT.	4FT O.C.	2'/6'
330	**PERENNIAL**						
		ROSY RETURNS DAYLILY	Hemerocallis 'Rosy Returns' (PP9,779)	NO. 1	CONT.	2FT O.C.	18"/18"
		RUBECKIA	Rudbeckia 'Goldstrum'	NO. 1	CONT.	2FT O.C.	30"/18"
		PURPLE CONEFLOWER	Echinacea purpurea	NO. 1	CONT.	2FT O.C.	30"/24"
		BUTTERLFY FLOWER	Asclepias tuberosa	NO. 1	CONT.	2FT O.C.	30"/24"
		LIATRIS	Liatric spicata 'Kobold Original'	NO. 1	CONT.	2FT O.C.	18"/18"
		PRAIRIE DROPSEED , TARA	Sporobolus heterolepis 'Tara'	NO. 1	CONT.	2FT O.C.	18"/18"
		LITTLE BLUESTEM GRASS	Schizachyrium scoparium 'Minnblue A'	NO. 1	CONT.	2FT O.C.	30"/24"
		SWITCH GRASS RUBY RIBBONS	Pancium virgatum 'Ruby Ribbons'	NO. 1	CONT.	2FT O.C.	24"/24"
		FESTUCA EILERS BEAUTY	Festuca ovina 'Eilers Beauty'	NO. 1	CONT.	2FT O.C.	18"/18"
		HOSTA PATRIOT	Hosta 'Patriot'	NO. 1	CONT.	2FT O.C.	24"/24"
		CAT MINT	Nepeta faassenii ' Kit Kat'	NO. 1	CONT.	2FT O.C.	18"/18"
		JAPANESE FOREST GRASS	Hakonechloa macra 'Aureloa"	NO. 1	CONT.	2FT O.C.	18"/24"
		CIMICIFUGA CHOCOLATE	Actaea racemosa 'Chocoholic'	NO. 1	CONT.	2FT O.C.	30"/24"
		ARALIA SUN KING	Aralia cordata 'Sun King'	NO. 1	CONT.	2FT O.C.	24"/24"

LANDSCAPE NOTES:

1. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
2. REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION.
3. REFER TO ARCHITECTURE FOR BUILDING INFORMATION.
4. SEE SPECIFICATION SECTIONS LAWNS AND GRASSES AND EXTERIOR PLANTS FOR TOPSOIL AND PLANTING SOIL REQUIREMENTS. MASS MULCH AT ALL PLANTING BEDS.
5. SHREDDED HARDWOOD MULCH RINGS AROUND ALL TREES IN LAWN OR SEEDED AREAS.
6. LANDSCAPE EDGER WHERE PLANTING BED MEETS LAWN.
7. STAKE ALL TREE LOCATIONS AND PLANTING BED EDGES AND VERIFY LAYOUT IN FIELD FOR LANDSCAPE ARCHITECT APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
8. IRRIGATION: ALL LAWN, SEEDING AND PLANTING BEDS TO RECEIVE IRRIGATION. CONTRACTOR RESPONSIBLE FOR ANY REQUIRED OVERHEAD WATERING NECESSARY DURING ESTABLISHMENT PERIOD.
9. IRRIGATION DESIGN: REFER TO SPECIFICATIONS FOR INFORMATION.



SHADE TREE

ORNAMENTAL TREE

EVERGREEN TREE

EVERGREEN SHRUB

DECIDUOUS SHRUB

PERENNIAL

PLAN KEY

PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)

NATIVE PRAIRIE SEED MIX (SEE LAWNS AND GRASSES SECTION)

LAWN AREAS (SEE LAWNS AND GRASSES SECTION)

0 5' 10' 20'

NORTH

Date	Description/Revision	By
5.30.23	CITY RE-SUBMITTAL	AJB

HKGI Project No.:

Designed by: AJB

Drawn by: AJB

Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

Paul Paige, LA

23594 Registration No.

05.30.2023 Date

HK gi
Landscape Architecture / Planning / Urban Design
Minneapolis, Minnesota
www.hkgi.com

Client:

City of Saint Francis, Minnesota

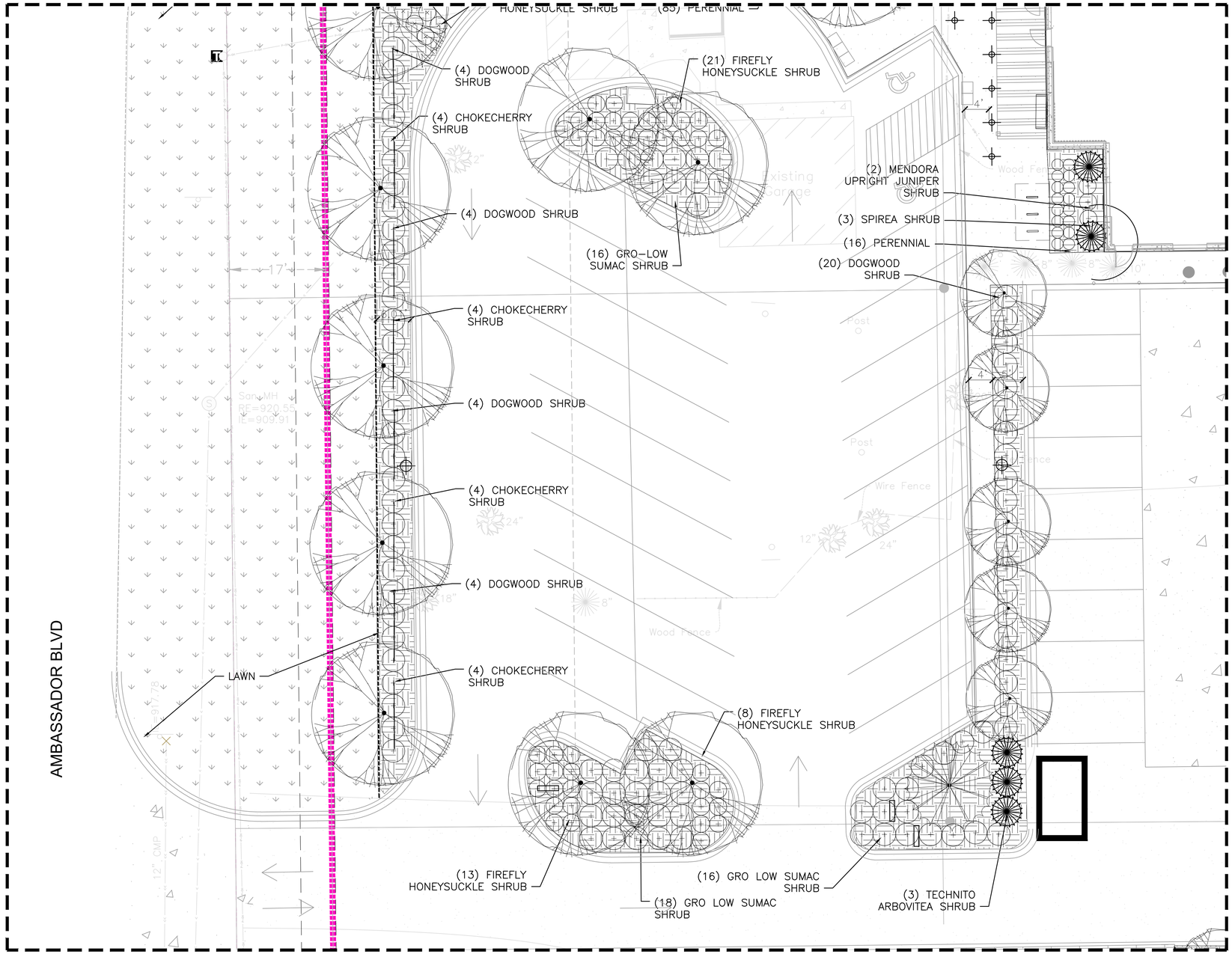
Project: ST. FRANCIS CITY HALL AND FIRE STATION
3740 BRIDGE STREET NW
ST. FRANCIS, MN 55070

Sheet Title: PLANTING PLAN - SHRUB & PERENNIAL

SHEET L202

M:\Saint Francis\023-0xx Brunton Architects\5 Autocad\Construction Documents\023-0XX-ST FRANCIS_LANDSCAPE PLAN COUNCIL MAY30.dwg, 5/31/2023 8:20:32 AM, Amy

SEE SHEET L202



LANDSCAPE NOTES:

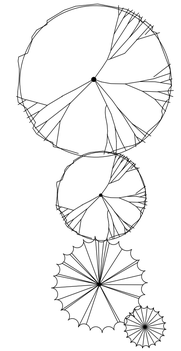
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9. IRRIGATION DESIGN: REFER TO SPECIFICATIONS FOR INFORMATION.

PLAN KEY

PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)

NATIVE PRAIRIE SEED MIX (SEE LAWNS AND GRASSES SECTION)

LAWN AREAS (SEE LAWNS AND GRASSES SECTION)



SHADE TREE

ORNAMENTAL TREE

EVERGREEN TREE

EVERGREEN SHRUB

DECIDUOUS SHRUB

PERENNIAL

0 5' 10' 20'

NORTH

Date	Description/Revision	By
5.30.23	CITY RE-SUBMITTAL	AJB

HKGI Project No.:

Designed by: AJB

Drawn by: AJB

Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

Paul Paige, LA

23594 — Registration No.

05.30.2023 — Date

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Client:

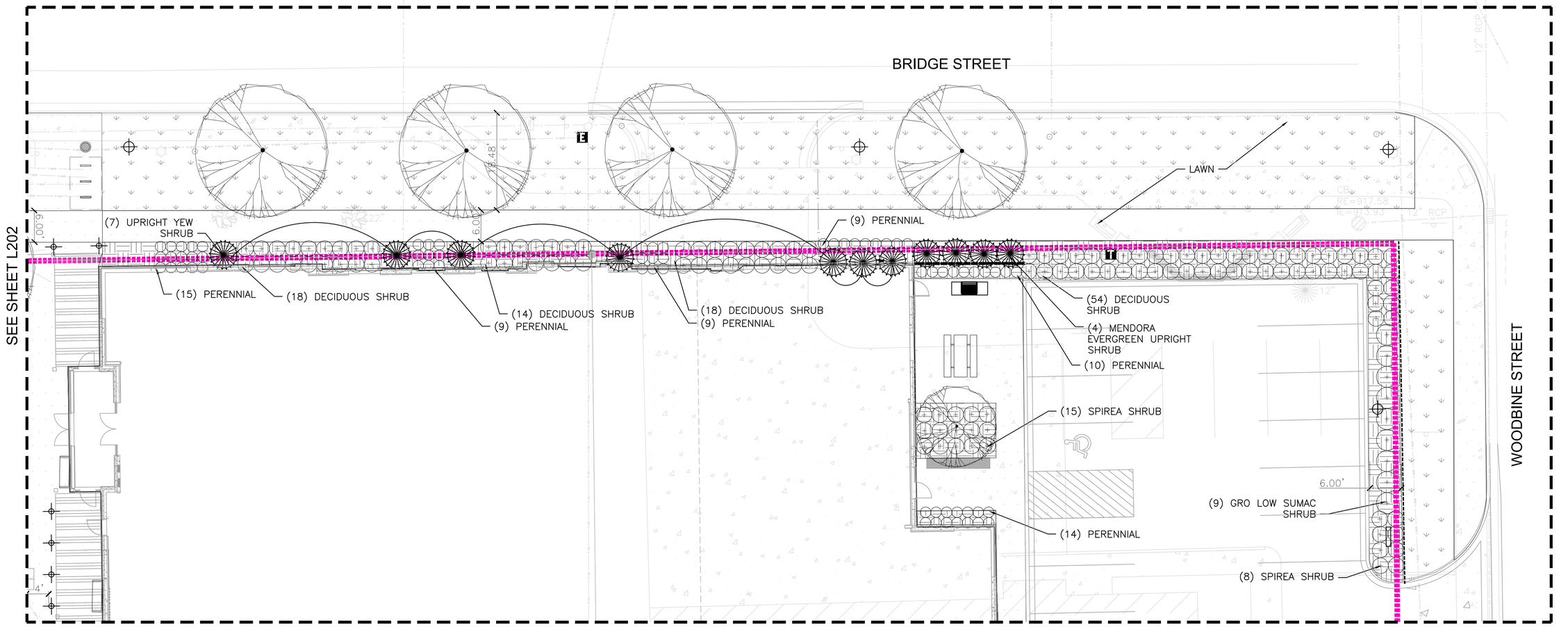
City of Saint Francis, Minnesota

Project: ST. FRANCIS CITY HALL AND FIRE STATION
3740 BRIDGE STREET NW
ST. FRANCIS, MN 55070

Sheet Title: PLANTING PLAN - SHRUB & PERENNIAL

SHEET L203

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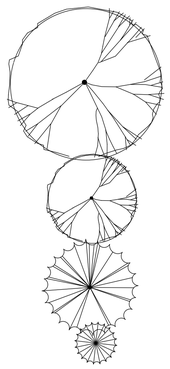


PLAN KEY

- PLANTING BEDS (SEE EXTERIOR PLANTS SECTION)
- NATIVE PRAIRIE SEED MIX (SEE LAWNS AND GRASSES SECTION)
- LAWN AREAS (SEE LAWNS AND GRASSES SECTION)

LANDSCAPE NOTES:

1. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
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SHADE TREE

ORNAMENTAL TREE

EVERGREEN TREE

EVERGREEN SHRUB

DECIDUOUS SHRUB

PERENNIAL

Date	Description/Revision	By
5.30.23	CITY RE-SUBMITTAL	AJB

HKGI Project No.:

Designed by: AJB

Drawn by: AJB

Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

Paul Paige, LA

23594 Registration No.

05.30.2023 Date

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Client:

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Project: ST. FRANCIS CITY HALL AND FIRE STATION
3740 BRIDGE STREET NW
ST. FRANCIS, MN 55070

Sheet Title: PLANTING PLAN - SHRUB & PERENNIAL

SHEET L204

M:\Saint Francis\023-0xx Brunton Architects\5 Autocad\Construction Documents\023-0XX-ST FRANCIS_LANDSCAPE PLAN COUNCIL MAY30.dwg, 5/31/2023 8:20:42 AM, Amy

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council

FROM: Beth Richmond, Planner

SUBJECT: Code Amendment Request and Interim Use Permit (IUP) Application

DATE: June 5, 2023

APPLICANT: Sperides Reiners Architects (Eric Reiners)

LOCATION: NW corner of Bridge St NW and Butterfield Dr NW (3715 Bridge Street and PIDs 32-34-24-34-0047 and 32-34-24-34-0046)

COMP PLAN: Commercial

ZONING: B-1 Central Business District

OVERVIEW:

The City has received a request to amend City Code Section 10-67-02 Parking Facility of the Zoning Code to allow privately-owned parking lots as an interim principal use in the B-1 Zoning District. The applicant has also submitted a related request for an Interim Use Permit (IUP) to allow a private parking facility as a principal use on the properties adjacent to the dental clinic at 3715 Bridge St NW.

The existing dental clinic at 3715 Bridge St received site plan approval on June 6, 2022 for an addition onto the rear of the existing building and an expansion of 6 additional parking stalls on the east side of the parking lot. The current parking lot is shared with the orthodontist property directly to the west. The site is underparked and does not meet the requirements for adequate parking supply in City Code Section 10-79-02. Therefore, the property owner has been exploring options to increase available parking for dental staff and clients. The owner of the dental clinic is now intending to purchase the two lots directly to the southeast of the dental clinic and would like to extend the existing joint parking lot to the east of the dental clinic parking lot.

Parking facilities are allowed as a permitted with standards use in the B-1 district, however, they must be publicly owned and available. The applicant is proposing a Code amendment to allow private parking facilities as an interim use in the B-1 district. If the City is supportive of the Code Amendment request, the applicant has also submitted an application for an interim use permit to allow a private parking facility as a principal use on the properties adjacent to the dental clinic.

PLANNING COMMISSION:

The Planning Commission held a public hearing and reviewed the Code amendment and IUP requests at their May 17th meeting. No members of the public were present to speak on the subject. Commissioners discussed the existing and proposed access points for the parking area. The proposed parking expansion would allow an additional access point onto Butterfield Drive NW. Anoka County has reviewed the plans and did not have any comments pertaining to

access or right-of-way. Following the discussion, the Planning Commission unanimously recommended approval of the Code amendment and IUP requests.

ACTION TO BE CONSIDERED:

Given the Planning Commission's recommendation for approval of the Code amendment and related IUP requests, a draft ordinance and resolution have been prepared for your review.

Suggested Motions:

1. *Move to approve the 1st Reading of Ordinance XXX approving an amendment to Code Section 10-67-02 allowing private parking facilities as an interim use in the B-1 district.*

2. *Move to approve Resolution 2023-XX approving the requested Interim Use Permit to allow a private parking facility as a principal use on PIDs 32-34-24-34-0047 and 32-34-24-34-0046 with conditions and findings of fact as presented by Staff.*

ATTACHMENTS:

- Draft Ordinance 316 – 1st Reading
- Draft Resolution 2023-28
- Draft Interim Use Permit
- Applicant Submittals
- May 17, 2023 Planning Commission Memo

ORDINANCE NO. 316

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING SECTON 10-67-02 PARKING FACILITY IN THE ZONING CODE

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-66-02 Parking Facility of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-67-02. - Parking facility.

A. The parking facility shall be publicly-owned and available for use by the general public. A privately-owned and operated parking facility may be allowed as a principal use in the B-1 district with approval of an interim use permit.
B. The use shall be screened from all adjacent residentially-zoned property, including any properties directly across the street from the facility.

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

Approved and adopted by the City Council of the City of St. Francis this 5th day of June, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

_____
Attest: Jennifer Wida, City Clerk

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

RESOLUTION 2023-28

A RESOLUTION APPROVING A PRIVATE PARKING FACILITY INTERIM USE PERMIT IN THE B-1 DISTRICT

WHEREAS, the applicant, Eric Reiners of Sperides Reiners Architects o has requested an Interim Use Permit to allow a privately-owned parking facility as a principal use on the property known as PIDs 32-34-24-34-0046 and 32-34-24-34-0047 and legally described in Exhibit A; and

WHEREAS, the property is zoned B-1 Central Business; and

WHEREAS, private parking facilities are permitted as an interim use in the B-1 Central Business District; and

WHEREAS, on May 17, 2023, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on May 17, 2023, the Planning Commission unanimously recommended approval of the requested Interim Use Permit; and

WHEREAS, on June 5, 2023, the City Council of the City of St. Francis considered the submitted site plan and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested site plan based on the following findings of fact:

1. The current use of the property as outdoor storage is inconsistent with the Comprehensive Plan and with the uses allowed in the B-1 zoning district. The proposed parking area would bring this site into compliance with the Comprehensive Plan and the City Code.
2. In conjunction with the proposed Code amendment, the proposed parking area is consistent with the City's Zoning Code and all use standards for the site.
3. The proposed parking area will not impose additional unreasonable costs on the public.
4. The proposed parking area will be used to provide additional parking for the adjacent dental clinic which will bring the dental clinic into compliance with the parking supply requirements in the City Code.
5. The proposed parking area will not adversely affect the character of neighboring properties or area.

6. Traffic generation related to the proposed parking area the proposed use is within the capabilities of Bridge St and Butterfield Dr NW.

BE IT FURTHER RESOLVED that approval of the site plan shall be subject to the following conditions:

1. Approval of this request is subject to concurrent approval of the associated Code amendment request to allow private parking lots as interim uses in the B-1 district.
2. PIDs 32-34-24-34-0047 and 32-34-24-34-0046 containing the parking area and the dental clinic site shall remain under the same ownership for the duration of the interim use permit.
3. The IUP shall expire with any change in use of the dental clinic or full redevelopment of the dental clinic site, whichever occurs first.
4. A parcel combination is not required at this time; however, if the IUP expires with the sale of the property or the parking lot use changes, a parcel combination may be required.
5. Applicant shall remove all outdoor storage on the site by June 6, 2024.
6. Applicant shall be responsible for all fees associated with these code amendment and land use applications.
7. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.

Approved and adopted by the City Council of the City of St. Francis on the 5th day of June, 2023.

_____
Steven D. Feldman, Mayor

_____ _____
Attest: Jennifer Wida, City Clerk Dated

EXHIBIT A

Legal Description

Lots 10 and 11, Block 5, Village of St Francis, except the Southerly 31.50 feet thereof. Legal description according to Quit Claim Deed 2026566.013, County of Anoka, Minnesota.

(Reserved for Recording Data)

CITY OF ST. FRANCIS

ANOKA COUNTY, MINNESOTA

INTERIM USE PERMIT FOR PRIVATE PARKING FACILITY IN THE B-1 DISTRICT

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow a private parking facility as a principal use in the B-1 District.

2. **PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:

   Lots 10 and 11, Block 5, Village of St Francis, except the Southerly 31.50 feet thereof. Legal description according to Quit Claim Deed 2026566.013, County of Anoka, Minnesota.

3. **CONDITIONS.** This Interim Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:

   1. PIDs 32-34-24-34-0047 and 32-34-24-34-0046 containing the parking area and the dental clinic site shall remain under the same ownership for the duration of the interim use permit.
   2. A parcel combination is not required at this time; however, if the IUP expires with the sale of the property or the parking lot use changes, a parcel combination may be required.
   3. Applicant shall remove all outdoor storage on the site by June 6, 2024.

4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.

5. **LAPSE.** The Interim Use Permit shall lapse with any change in use of the dental clinic or the full redevelopment of the dental clinic site at 3715 Bridge Street NW, whichever occurs first.

6. **CRIMINAL PENALTY.** Both the owner and occupant of the subject property are responsible for compliance with this Interim Use Permit. Violation of the terms of this Interim Use Permit is a criminal misdemeanor.

7. **RECORDING.** This Interim Use Permit shall be recorded against the title to the Property.

Dated: June 5, 2023

CITY OF ST. FRANCIS

BY: _____
Steven D. Feldman, Mayor

(SEAL)

AND _____
Kate Thunstrom, City Administrator

STATE OF MINNESOTA)

: ss

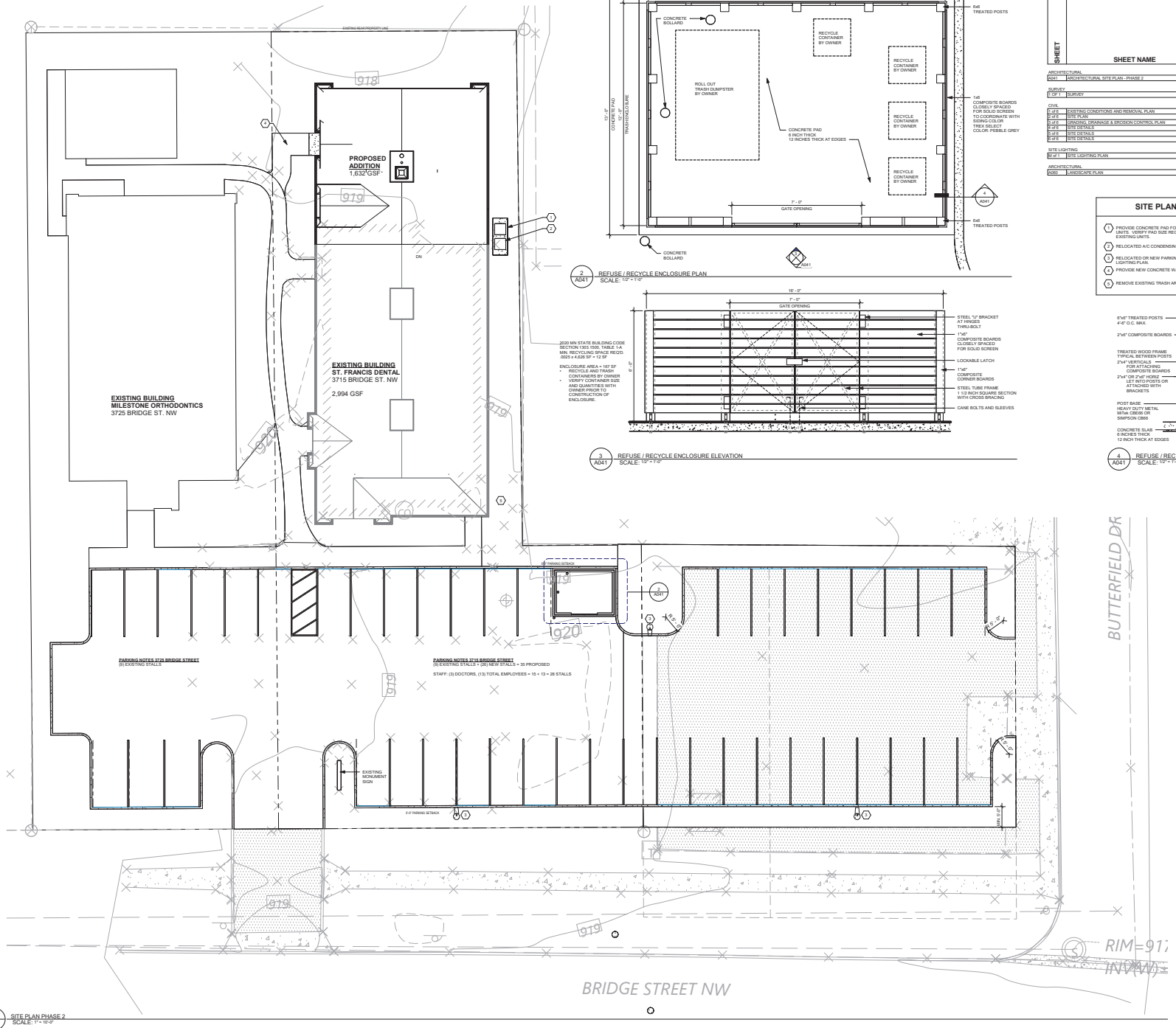
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 5th day of June, 2023, by Steven D. Feldman, Mayor, and by Kate Thunstrom, City Administrator, of the CITY OF ST. FRANCIS, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

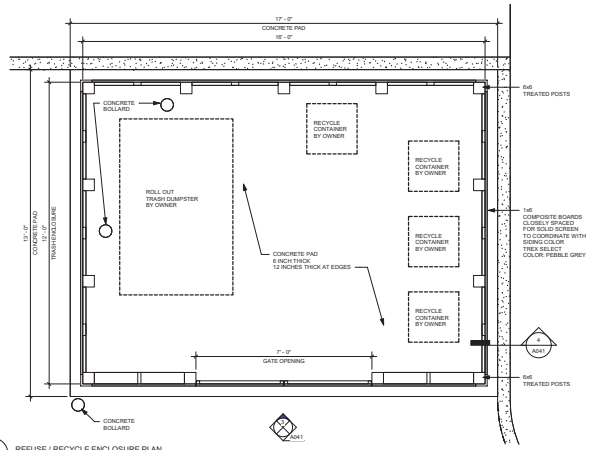
_____
Notary Public

[Notary Seal]

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

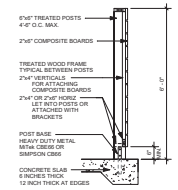


1 A041 SITE PLAN PHASE 2
SCALE: 1" = 10'-0"



2 A041 REFUSE / RECYCLE ENCLOSURE PLAN
SCALE: 1/2" = 1'-0"

3 A041 REFUSE / RECYCLE ENCLOSURE ELEVATION
SCALE: 1/2" = 1'-0"



4 A041 REFUSE / RECYCLE ENCLOSURE - SECTION
SCALE: 1/2" = 1'-0"

SITE PLAN KEYNOTES

1. PROVIDE CONCRETE PAD FOR RELOCATED A/C CONDENSING UNITS. VERIFY PAD SIZE REQUIRED WITH SIZE AND NUMBER OF EXISTING UNITS.
2. RELOCATED A/C CONDENSING UNITS.
3. RELOCATED OR NEW PARKING LOT POLE LIGHT. SEE SITE LIGHTING PLAN.
4. PROVIDE NEW CONCRETE WALK.
5. REMOVE EXISTING TRASH AREA CONCRETE PAD.

SHEET	SHEET NAME	PHASE 2 CITY SUBMITTAL - 04
ARCHITECTURAL		
A041	ARCHITECTURAL SITE PLAN - PHASE 2	•
SURVEY		
1 OF 1	SURVEY	•
CIVIL		
1 of 6	EXISTING CONDITIONS AND REMOVAL PLAN	•
2 of 6	SITE PLAN	•
3 of 6	GRADING, DRAINAGE & EROSION CONTROL PLAN	•
4 of 6	SITE DETAILS	•
5 of 6	SITE DETAILS	•
6 of 6	SITE DETAILS	•
SITE LIGHTING		
M of 1	SITE LIGHTING PLAN	•
ARCHITECTURAL		
A060	LANDSCAPE PLAN	•

SRA ARCHITECTURE + INTERIORS
6449 CITY WEST PARKWAY
SUITE 300
EDEN PRAIRIE, MINNESOTA, 55344
PH: 952.906.9062
WWW.SRA-MN.COM

© COPYRIGHT 2020
SPIRIDES EBNERS ARCHITECTS, INC

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

DEAN A. ERBERG, AIA
DATE: 03/31/2023
REGISTRATION NO. 19176

ISSUE RECORD		
ISSUE #	DATE	DESCRIPTION
1	2021-10-29	PHASE 2 CITY SUBMITTAL

ST. FRANCIS DENTAL CLINIC

3715 Bridge Street NW
St. Francis, MN 55070

ARCHITECTURAL SITE PLAN - PHASE 2

PROJECT NO. 20-014
DRAWN BY: MK & NB
CHECKED BY: EB

4/30/2021

City of St. Francis

PLANNING COMMISSION AGENDA REPORT

TO:	St. Francis Planning Commission
FROM:	Beth Richmond, Planner
SUBJECT:	Code Amendment Request and Interim Use Permit (IUP) Application
DATE:	05-10-2023 for 05-17-2023 meeting
APPLICANT:	Sperides Reiners Architects (Eric Reiners)
LOCATION:	NW corner of Bridge St NW and Butterfield Dr NW (3715 Bridge Street and PIDs 32-34-24-34-0047 and 32-34-24-34-0046)
COMP PLAN:	Commercial
ZONING:	B-1 Central Business

OVERVIEW:

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Site Location (Existing dental clinic in red, proposed parking lot extension in blue)



REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use permits and code amendment requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The 60-day deadline for this project is June 19, 2023.

ANALYSIS:

Land Use

The parcels proposed to be used for dental parking are guided for Commercial use and zoned B-1 Central Business. Currently, these parcels are paved and used for outdoor storage, which is inconsistent with the Comprehensive Plan. A parking facility serving the dental clinic is consistent with the Comprehensive Plan.

Code Amendment

The applicant is not intending to combine the two new parcels with the dental clinic property. Therefore, any use on the two new parcels must be allowed as a principal use. Parking facilities are allowed as a permitted with standards principal use in the B-1 District. The applicant is requesting the following Code amendment to Section 10-67-02 to allow private parking facilities as a principal use with an interim use permit in the B-1 District:

10-67-02. - Parking facility.

A. The parking facility shall be publicly-owned and available for use by the general public. A privately-owned and operated parking facility may be allowed as a principal use in the B-1 district with approval of an interim use permit.
B. The use shall be screened from all adjacent residentially-zoned property, including any properties directly across the street from the facility.

Staff supports the requested amendment to allow private parking as a principal use on an interim basis.

Interim Use Permit (IUP)

If the Planning Commission and City Council are supportive of the Code amendment request, the applicant has requested an IUP to construct a private parking facility expanding the existing parking lot to the east to serve the dental clinic. The proposed expansion would create an additional 19 parking spaces and a second access point off of Butterfield Dr NW, shown in the 2023 site plan in the attachments.

Parking Lot Design

The subject sites are currently paved and are used for outdoor storage. The proposed private parking lot would remove the existing, nonconforming outdoor storage use and install concrete curb and gutter according to the City's design standards to control stormwater runoff. The entire parking lot is proposed to be located 5' from all property lines, which meets City requirements.

City Code requires that clinics provide 5 parking spaces per doctor or dentist, plus one additional space for each employee on the largest work shift. For the dental office, the total number of required spaces is 28. The existing parking lot provides 9 stalls for the dental clinic use. The site plan that was approved on June 6, 2022 increased this number to 17. With the proposed parking lot extension, the total number of stalls is increased to 35.

Currently, the parking lot has a single access point onto Bridge St NW. The proposed extension of the parking lot shows a secondary access point onto Butterfield Dr NW. As the proposed design involves a change on a property abutting a County road, the request has been submitted to Anoka County for comment. Staff has not yet received comments from the County.

Bridge Street Corner

The proposed parking lot extension includes two parcels located at the intersection of Bridge St NW and Butterfield Dr NW, a prominent corner in the City's downtown. The two parcels are both small, roughly 3,500 SF and 6,500 SF in size. In addition, it is anticipated that Anoka County would request additional right-of-way in this area if these parcels were to be developed in the future, further reducing the size of these parcels. Staff believes that a parking lot in this area is an appropriate interim use of this property until such time as the entire area is redeveloped.

Lighting

The applicant has identified three locations where exterior lighting would be added to the site. Two lights would be located on the south side of the new lot along the property line and the third to the north. According to Code Section 10-71-04, exterior lighting may not measure more than 1 footcandle

at the centerline of any street. The proposed lighting measures less than one footcandle at the centerline of Bridge St NW and Butterfield Dr NW and therefore is consistent with Code requirements.

Waste

A 17'x13' dumpster enclosure is proposed on the north side of the parking lot. The materials for this enclosure include composite boards with have been coordinated to complement the building materials for the dental clinic. Currently, the business's waste and recycling is stored outdoors and is not screened appropriately on the site. The proposed enclosure will bring the site up to Code in this respect.

Landscaping

The applicant is proposing to install landscaping around the north and south sides of the parking lot extension in a pattern consistent with the landscaping around the expanded parking lot that was approved in the site plan last June. The landscaping for the site includes a mix of shrubs, trees, and grasses and was designed with the intent to break up the expanse of the parking lot from the point of view of pedestrians using Bridge St NW.

RECOMMENDATION:

Staff recommends approval of the proposed Code Amendment and associated IUP request.

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the Code Amendment and IUP requests. Following the public hearing, the Planning Commission is requested to take action on the requests and provide a recommendation to Council.

Suggested Motions:

1. Recommend approval of the Code Amendment to Section 10-67-02 to allow private parking facilities as an interim use in the B-1 district with findings as presented by Staff.
2. Recommend approval of the requested IUP to allow a private parking facility as a principal use on PIDs 32-34-24-34-0047 and 32-34-24-34-0046 with conditions and findings of fact as presented by Staff.

Findings of Fact –Code Amendment Request

1. The proposed amendment has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed amendment would allow parking serving uses that are compatible with the Comprehensive Plan and the B-1 zoning district.
3. Any parking area allowed under this Code amendment would be designed and maintained according to the City's parking standards.
4. The proposed amendment will not overburden existing public services or infrastructure.

Findings of Fact – Interim Use Permit

1. The current use of the property as outdoor storage is inconsistent with the Comprehensive Plan and with the uses allowed in the B-1 zoning district. The proposed parking area would bring this site into compliance with the Comprehensive Plan and the City Code.
2. In conjunction with the proposed Code amendment, the proposed parking area is consistent with the City's Zoning Code and all use standards for the site.
3. The proposed parking area will not impose additional unreasonable costs on the public.

4. The proposed parking area will be used to provide additional parking for the adjacent dental clinic which meets the parking supply requirements for dental offices.
5. The proposed parking area will not adversely affect the character of neighboring properties or area.
6. Traffic generation related to the proposed parking area the proposed use is within the capabilities of Bridge St and Butterfield Dr NW.

Conditions – Interim Use Permit

1. Approval of this request is subject to concurrent approval of the associated Code amendment request to allow private parking lots as interim uses in the B-1 district.
2. PIDs 32-34-24-34-0047 and 32-34-24-34-0046 containing the parking area and the dental clinic site shall remain under the same ownership for the duration of the interim use permit.
3. The IUP shall expire with the sale of the property or redevelopment of the dental clinic site, whichever occurs first.
4. Staff is not requiring a parcel combination at this time; however, if the IUP expires with the sale of the property or the parking lot use changes, a parcel combination may be required.
5. Applicant shall remove all outdoor storage on the site.
6. The applicant shall address all comments from Anoka County relating to access, traffic, and circulation.
7. Applicant shall be responsible for all fees associated with these code amendment and land use applications.
8. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
9. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. Site Plan (2022)
2. Site Plan (2023)

CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council

FROM: Beth Richmond, Planner

SUBJECT: Code Revisions – B-1 Uses and Design Standards; Signage – 1st Reading

DATE: June 5, 2023

OVERVIEW:

Plans for the new City Hall/Fire Station were recently approved through the City's site plan review process. This is the first major site to be developed along Bridge Street since the creation of the Bridge Street Design Guidelines and the incorporation of related B-1 district design standards into the City Code. As a result of the review process, Staff identified several areas of the Code that would benefit from clarification. These areas include the uses allowed in the B-1 district and their standards, the B-1 site dimensions and district design standards, and signage. Each requested revision is explained in more detail in the attached Planning Commission packet.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Zoning Code amendments at their meeting on May 17, 2023 and held a public hearing. No public comment was received. Following discussion, Commissioners unanimously recommended approval of the Zoning Code amendments as presented by Staff.

ACTION TO BE CONSIDERED:

Given the Planning Commission's recommendation for approval, draft approval documents have been prepared for your consideration.

Suggested Motions:

1. Move to approve the 1st reading of Ordinance 317 approving amendments to Section 10-44-00 Business and Industrial Districts of the Zoning Code as presented by Staff.
2. Move to approve the 1st reading of Ordinance 318 approving amendments to Section 10-61-04 Dwelling, Apartment Mixed Use of the Zoning Code as presented by Staff.
3. Move to approve the 1st reading of Ordinance 319 approving amendments to Section 10-91-00 Signs of the Zoning Code as presented by Staff.

ATTACHMENTS

- Draft Ordinances – 1st Readings

    - Ordinance 317 – Business and Industrial Districts
    - Ordinance 318 – Dwelling, Apartment Mixed Use
    - Ordinance 319 – Signs
- Planning Commission Memo for May 17, 2023

ORDINANCE NO. 317

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING SECTON 10-44-00 BUSINESS AND INDUSTRIAL DISTRICTS IN THE ZONING CODE

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-44-02 Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-44-02. – Uses.

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

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Residential					
Household Living					
Dwelling, farmstead				I	I
Dwelling, apartment mixed use	PS				
Dwelling, live/work	PS				
Commercial					
Retail Sales or Service					
Animal boarding, shelter, or daycare center		PS	PS		
Animal/veterinary clinic or hospital		P	P		
Automobile fueling station		P	P		
Auto repair and service, minor		P	P	P	
Auto repair and service, major				PS	
Car wash		PS	PS		
Commercial center	P	P			
Retail with office above street level	P	P			
Retail with residential above street level (see Dwelling, apartment mixed use)	PS				
Service business, off-site		P	P		
Standalone store, retail or service	P	P			
Vehicle sales, leasing, and rental		C	PS	C	

Section 2. Section 10-44-04 Site Dimensions of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-44-04. – Site dimensions.

B. The table below outlines minimum yard, area, and building size requirements to be provided for each business and industrial zoning district.

C. **Table 10-44-4 Business and Industrial Site Dimensions:**

District	Setback				Height	Impervious Surface
	Front	Interior Side	Corner Side	Rear		
B-1	Residential uses: Min. Setback: 0 ft. Max. Setback: 10 ft. All other uses: Min. Setback: 0 ft. Max. Setback: 5 ft.	0 ft.	Residential uses: Min. Setback: 0 ft. Max. Setback: 10 ft. All other uses: Min. Setback: 0 ft. Max. Setback: 5 ft.[1]	0 ft.		N/A
B-2	50 ft. from collector/arterial streets 35 ft. from local streets	10 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	80%
	25 ft. required setback from all property lines adjacent to any residential district.					
BPK	50 ft. from collector/arterial streets 35 ft. from local streets	10 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	80%
	25 ft. required setback from all property lines adjacent to any residential district.					
I-1	50 ft. from collector/arterial streets 35 ft. from local streets	10 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	80%
	50 ft. required setback from all property lines adjacent to any residential district.					
I-2	75 ft. from collector/arterial streets	20 ft.	20 ft.	25 ft.	3 stories or 35 ft., whichever is less	N/A

	35 ft. from local streets					
	50 ft. required setback from all property lines adjacent to any residential district.					
[1] For sites which include three or more street frontages, differing setbacks may apply. The maximum setback requirement along secondary streets may be increased as approved by the Zoning Administrator.						

Section 3. Section 10-44-05 B-1 Design Standards of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-44-05 B-1 design standards.

A. Purpose. The purpose of the B-1 Design Standards is to enhance the district's role as a key destination in St. Francis and surrounding communities. These standards represent the minimum requirements to enhance design of the district as explored within the Bridge Street Design Guidelines, adopted in 2019.

B. Site Design Standards.

1. Parking Lot Location. Parking lots shall be prohibited ~~in the front yard.~~ between Bridge Street and the front of any principal building.

2. Driveway Access.

a. Properties that are both located on Bridge Street and west of the Rum River:

Driveways/accesses shall be limited to a side street or alley; existing driveways/accesses on Bridge Street may continue to be used or be relocated on Bridge Street, per County approval, but no new curb cuts shall be added.

b. All other properties shall be required to meet driveway access standards in compliance with the rest of the City Code and any applicable County or State access standards.

3. Trash and Loading Location. Trash receptacles and loading areas shall be limited to the rear of the building. These areas shall be fully screened from the right-of-way and adjacent properties, in compliance with Part 10-73-00

C. Building Design Standards.

1. Building Frontage. At least ~~No less than~~ 70 percent of the ground floor frontage on Bridge Street shall be used for publicly-accessible, non-residential, active use purposes including but not limited to storefronts, business lobbies, and meeting areas. ~~a commercial purpose.~~ This provision shall apply to the first 30 feet behind the building façade on Bridge Street.~~; beyond the first 30 feet behind the building facade, any permitted principal and accessory use is allowed on any floor.~~

2. Entries.

a. Properties on Bridge Street. The primary entrance shall orient towards Bridge Street; this entrance's placement may be at the corner of the building to also orient towards a side yard parking lot, if applicable.

b. All other properties. The primary entrance shall orient towards the front yard/front lot line; this entrance's placement may be at the corner of the building to also orient towards a side yard parking lot, if applicable.

3. Rooftops. All rooftop mechanical equipment, including stair towers and elevators, shall be fully screened from view from the public right-of-way and adjacent properties.

4. Façade Articulation and Details. Buildings shall be designed so that building material, color, or massing changes at least every 60 linear feet for all street facing sides of the building. Massing changes may be accomplished through use of articulation details such as cornices, molding, columns, pilasters, or other ornamentation as well as vertical recess or projections of the wall face.

5. Windows/Transparency.

   a. All street-facing building walls shall be at least 30% transparent.

   b. Windows shall be installed at regular intervals along the length of the building.

6. Awnings/Canopies.

   a. Awnings/Canopies shall have a minimum clearance of eight (8) feet above the ground level unless projecting over a vehicular right-of-way, in which case clearance shall be 14 feet.

   b. In no event shall an awning/canopy extend more than three (3) feet into a public right-of-way if the building façade on which it is placed abuts a public right-of-way.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 5th day of June, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

_____
Attest: Jennifer Wida, City Clerk

ORDINANCE NO. 318

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING SECTON 10-61-04 DWELLING, APARTMENT MIXED USE IN THE ZONING CODE

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-61-04 Dwelling, Apartment Mixed Use of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-61-04. - Dwelling, apartment mixed use (see also Retail with residential above street level)

A. Exclusive of required entrances, the residential use and any parking may occupy no portion of the front one-half of the first story floor area. For corner or through lots, the standard shall be applied to one (1) street frontage as determined by the Zoning Administrator in consultation with the applicant. As permitted in Table 10-44-1 Principal Use Table - Business and Industrial Districts, non-residential uses allowed as part of this use ~~in the front one-half of the first story floor area~~ include, but are not limited to, the following:
    1. Retail sales;
    2. Personal services;
    3. Business and technical services;
    4. Food and beverage services.
B. For any part of a rear building line located within 100 feet of a public parking lot, no residential use may occupy the rear one-half of the first story floor area.

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

Approved and adopted by the City Council of the City of St. Francis this 5th day of June, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

_____
Attest: Jennifer Wida, City Clerk

ORDINANCE NO. 319

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING SECTION 10-91-00 SIGNS IN THE ZONING CODE

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-91-05 District Regulations of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-91-05. - District regulations.
The following signs are permitted in their respective Zoning District:

A. A-1, A-2, and UR Districts:
   1. All signs not requiring permits as set forth in this ~~Part~~ Division.
   2. One (1) monument sign per subdivision or development, not to exceed 32 square feet in sign area and six (6) feet in height. The monument sign shall not be placed outside the applicable subdivision or development.
   3. For legally established non-residential uses, one (1) freestanding sign not to exceed 32 square feet and six (6) feet in height, shall be permitted. One (1) wall sign, not to exceed 20 square feet, shall also be permitted. The freestanding sign and wall signage shall be placed on the same premises as the business which it identifies.

B. RR District:
   1. All signs not requiring permits as set forth in this ~~Part~~ Division.
   2. One (1) monument sign per subdivision or development, not to exceed 32 square feet in sign area and six (6) feet in height. The monument sign shall not be placed outside the applicable subdivision or development.
   3. For legally established non-residential uses, one (1) freestanding sign not to exceed 32 square feet and six (6) feet in height, shall be permitted. One (1) wall sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign and wall signage shall be placed on the same premises as the business in which it identifies.

C. R-1, R-2, and R-3 Districts:
   1. All signs not requiring permits as set forth in this ~~Part~~ Division.

2. One (1) monument sign per subdivision or development, not to exceed 32 square feet in sign area and six (6) feet in height. The monument sign shall not be placed outside the applicable subdivision or development.
3. For legally established institutional uses, one (1) freestanding sign per street frontage shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height. One wall sign, not to exceed 20 square feet in sign area, shall be permitted for each structure.

D. B-1 District:

1. All signs not requiring permits as set forth in this ~~Part~~ Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed 64 square feet for lots with a lot width of 100 feet or more and 36 square feet for lots with a lot width of less than 100 feet. The maximum height of a freestanding sign shall be 20 feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height.
5. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
6. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
7. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

E. B-2 and BPK Districts:

1. All signs not requiring permits as set forth in this ~~Part~~ Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height, shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed 80 square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1), shall have a sign area not to exceed 36 square feet. The maximum height of a freestanding sign shall be 25 feet.

4. For legally established institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height.
5. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
6. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
7. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

F. I-1 District:

1. All signs not requiring permits as set forth in this ~~Part~~ Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one (1) street frontage shall not exceed 80 square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1) shall have a sign area not to exceed 36 square feet. The maximum height of a freestanding sign shall be 25 feet.
4. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
5. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
6. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

G. I-2 District:
   1. All signs not requiring permits as set forth in this ~~Part~~ Division.
   2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height, shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.
   3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed 80 square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1) shall have a sign area not to exceed 36 square feet. The maximum height of a freestanding sign shall be 25 feet.
   4. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

H. PUD Districts:
   1. All signs not requiring permits as set forth in this ~~Part~~ Division.
   2. Signage requirements shall be established at the time the PUD is approved by the City.

Section 2. Section 10-91-08 Non-Conforming Signs of the St. Francis Code of Ordinances is hereby amended to read as follows:

Any sign legally existing on the effective date of this Part which does not conform to the requirements set forth in this Part shall become a non-conforming sign. No non-conforming sign shall be enlarged or altered in such a fashion that increases its non-conformity. Non-conforming signs shall be subject to the requirements of Part 10-1~~4~~5-00 of this Ordinance.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 5th day of June, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

_____
Attest: Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Darcy Mulvihill, Finance

SUBJECT: 2024 to 2028 Financial Plan

DATE: June 5, 2023

OVERVIEW:

The 2024 to 2028 Financial Plan will be presented to the council. This plan has been worked on over the last several months along with having multiple work sessions on it.

ACTION TO BE CONSIDERED:

Council needs to accept the plan as a guiding document for the city's financial needs.

BUDGET IMPLICATION:

This will help guide the council and staff on the development of future budgets and rates.

City of St. Francis- Financial Management Plan

Financial Management Plan 2024-2028

Prepared by:

Kate Thunstrom, City Administrator

Darcy Mulvihill, Finance Director

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SUMMARY

The Financial Management Plan serves as a guide for the financial management of the City of St. Francis. This plan contains information on estimated property taxes and utility fees and charges that will be needed to support operations, capital projects and payment of debt service. The plan is built around key assumptions, including cost drivers and estimated fees and charges and other sources of revenue. To the extent the assumptions within the plan change in the months and years ahead, which they will, the city will need to adjust the plan accordingly.

Planning Process

The following steps were taken in the planning process:

- Department heads analyzed their departments for needs and submitted requests.
- Capital equipment was reviewed and updated for inflation.
- Streets, water, sewer, and stormwater infrastructure were reviewed for needed repairs and additions.
- Funds were analyzed for additional revenues.
- The council had multiple work sessions to discuss the results and make needed decisions on the process moving forward.
- The plan was presented to the council on June 5th, 2023 to be approved as a guide for financial management of the city.

Organization of the Plan

1. Summary provides information on the organization of the plan, the planning process, using the plan, and conclusions and recommendations.

2. Property Tax Levy provides information on the projected annual property tax levies that will be needed to support the operational, capital, and annual debt service spending in the plan. The amount of property tax levies shown should not be considered a policy recommendation but rather a function of what will be needed to support the spending included in the plan.

3. Utility Rates provided in the plan include historical, current, and future proposed rates necessary to maintain a positive financial condition for the utility funds. In other words, sufficient cash to cover spending.

4. Capital Improvement Plan and Debt Service provides information on the city's plans for capital improvement and replacement spending and source of funds. The time horizon for the capital plan is fiscal years 2024 through 2028. Information on debt service is included in the plan for anticipated bond issuances.

5. Financial Plans are provided for each individual fund of the city. The financial plans provide both historical, current, and projected sources and uses of funds.

6. Appendix provides supplementary charts and data.

Using the plan

The plan provides a practical guide for on-going management. Much of the information in the plan has enduring value and will serve to continue to guide management decisions over several years. However, management of city funds, especially enterprise funds, is a dynamic system. Customer base changes, statutes and rule changes, cost of labor and materials and supplies will vary from assumptions from year to year. The plan should be the foundation of a bi-annual review and update.

PROPERTY TAX LEVY

The annual property tax levy amounts shown in the plan are a factor of the assumptions and projections for annual spending, including operations, capital, and debt service. The property tax levy amounts shown in the plan do not represent recommended amounts but are simply a factor in the spending projections included in the plan.

A reduction in projected operational or capital spending, supported by property tax levies, will result in a reduction in the amount shown for annual property tax levy.

Chart 1 shows the annual increase in future projected property tax levy that will be needed to cover projected general fund, capital, and to cover debt service on existing and future bonds.

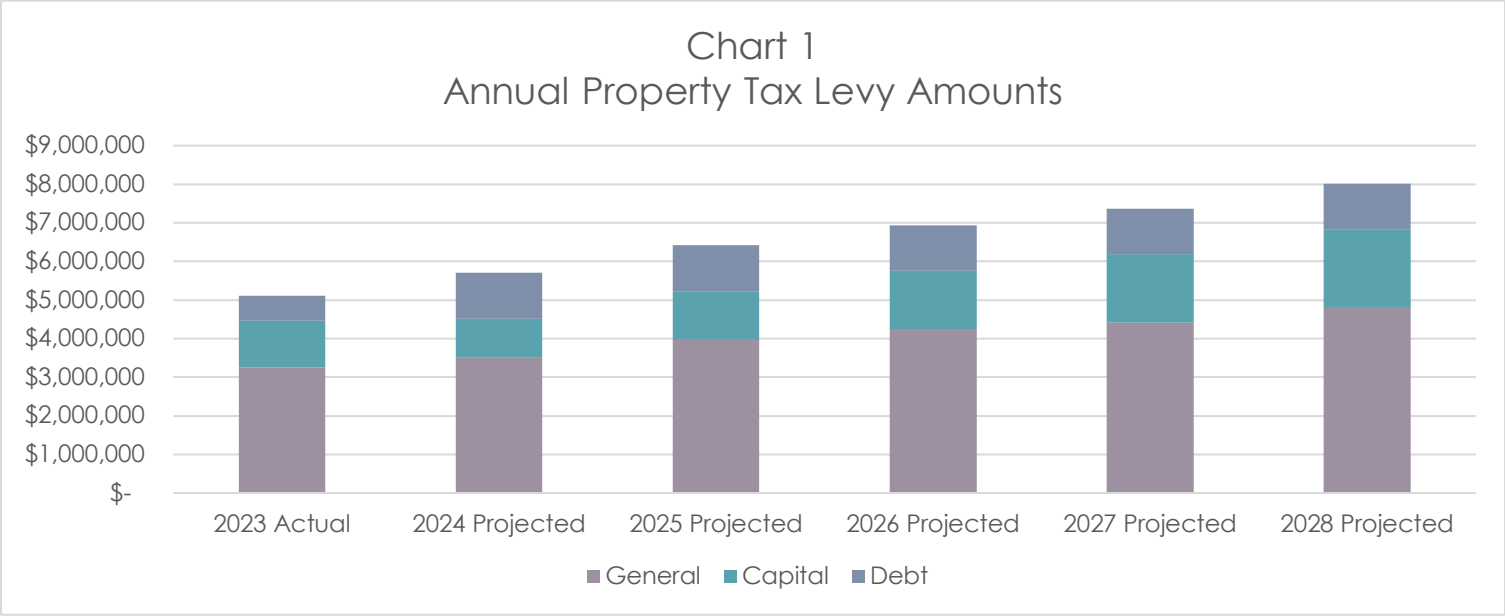
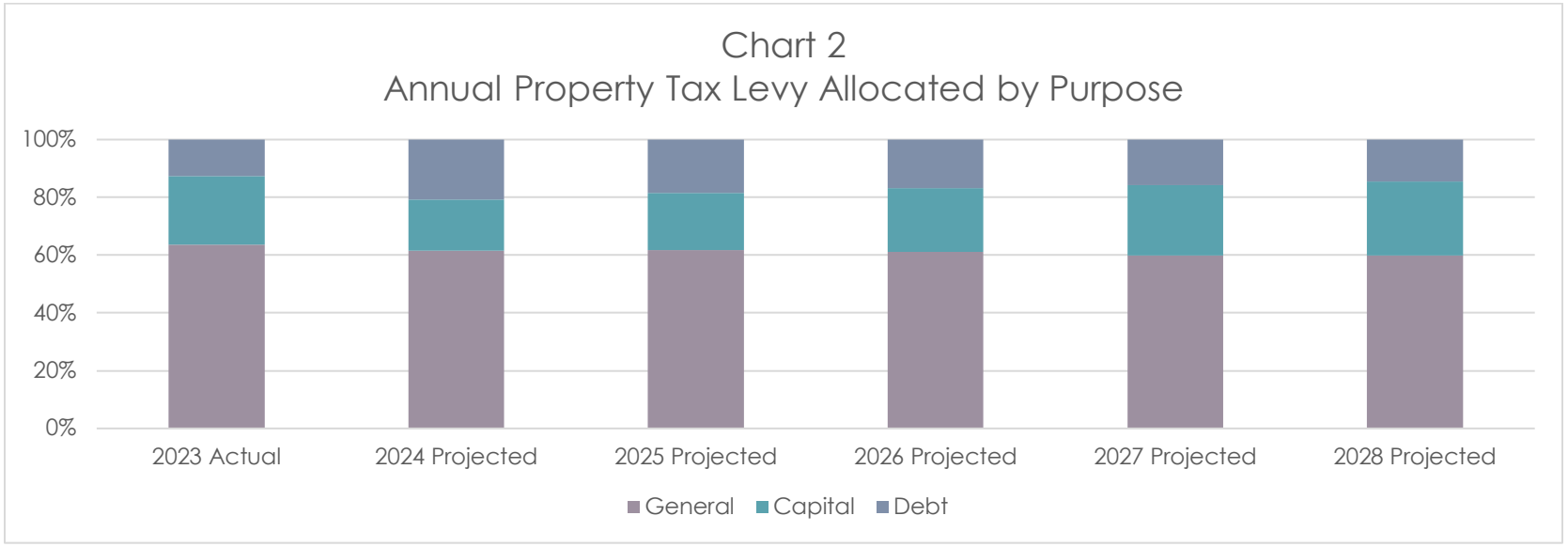


Chart 2 provides a percentage breakdown of the total annual property tax levy by purpose. For example, in 2023, the general fund levy is equal to 64% of the city's total certified levy of $5,107,690. The remaining portion of the 2023 certified levy is for debt service and capital outlay.



The table that follows provides a breakdown by fund for the estimated annual tax levy amounts. It shows the tax levy increase by year and the percentage increase that levy is over the previous levy. There are two main categories to the levy, the general levy and debt service levy. The city breaks down the general levy into the following categories: general operating, capital equipment, building improvement, parks, and street improvements.

City of St. Francis **Property Tax Levy by Purpose**	2023	2024	2025	2026	2027	2028
General Levy						
General Operating	$ 3,250,000	$ 3,507,330	$ 3,963,380	$ 4,237,370	$ 4,408,150	$ 4,792,000
Capital Equipment	$ 280,000	$ 320,000	$ 360,000	$ 400,000	$ 440,000	$ 480,000
Building Improvement	$ 570,000	$ -	$ 50,000	$ 100,000	$ 150,000	$ 200,000
Park	$ -	$ 200,000	$ 250,000	$ 300,000	$ 350,000	$ 400,000
Street Improvement	$ 360,000	$ 480,000	$ 600,000	$ 720,000	$ 840,000	$ 960,000
Total General Levy	**$ 4,460,000**	**$ 4,507,330**	**$ 5,223,380**	**$ 5,757,370**	**$ 6,188,150**	**$ 6,832,000**
Debt Service Levies						
2015 GO	$ 20,470	$ 20,470	$ 20,470	$ -	$ -	$ -
2017 Capital Improvement	$ 327,220	$ 327,220	$ 327,220	$ 327,220	$ 327,220	$ 327,220
2023 Fire Station/City Hall	$ 300,000	$ 840,000	$ 840,000	$ 840,000	$ 840,000	$ 840,000
Total Debt Service Levy	**$ 647,690**	**$ 1,187,690**	**$ 1,187,690**	**$ 1,167,220**	**$ 1,167,220**	**$ 1,167,220**
Total Levy	$ 5,107,690	$ 5,695,020	$ 6,411,070	$ 6,924,590	$ 7,355,370	$ 7,999,220
Tax Levy Increase		$ 587,330	$ 716,050	$ 513,520	$ 430,780	$ 643,850
% increase		11.50%	12.57%	8.01%	6.22%	8.75%

The following table provides information on projected future City property tax rates based on the annual tax levy amounts and estimated tax capacity (assumptions are made, and noted, for future net tax capacity projections, including assumptions for growth in tax base). Management assumed a 5% increase in tax capacity. This increase equates to 17 new homes at a median home value of $300,000 for the 2024 to 2025 tax year. The 2024 tax year has preliminary values from the county already in the calculation. The tax rate is calculated by taking the spreadable levy and dividing it by the net tax capacity.

City of St. Francis
Net Tax Levy, Net Tax Capacity and City Property Tax Rate

	2023	2024	2025	2026	2027	2028
Total Levy	$ 5,107,690	$ 5,695,020	$ 6,411,070	$ 6,924,590	$ 7,355,370	$ 7,999,220
Less Fiscal Disparities	$ 967,230	$ 996,247	$ 1,026,134	$ 1,056,918	$ 1,088,626	$ 1,121,285
Spreadable Levy	$ 4,140,460	$ 4,698,773	$ 5,384,936	$ 5,867,672	$ 6,266,744	$ 6,877,935
Tax Capacity	$ 9,577,860	$ 9,980,461	$ 10,479,484	$ 11,003,458	$ 11,553,631	$ 12,131,313
Subtractions to Tax Capacity						
TIF	$ -					
Contributions To	$ 331,771	$ 341,724	$ 351,976	$ 362,535	$ 373,411	$ 384,613
Joint value	$ 12,953	$ 12,953	$ 12,953	$ 12,953	$ 12,953	$ 12,953
Net Tax Capacity	$ 9,259,042	$ 9,651,690	$ 10,140,461	$ 10,653,876	$ 11,193,173	$ 11,759,653
Tax Rate	44.718%	48.683%	53.103%	55.075%	55.987%	58.488%

The next table provides information for different properties values and the corresponding taxes they will pay based on the projected tax rates calculated in this plan. This also shows the increase in those taxes for each year over the previous year based on a home value staying at the same amount.

City of St. Francis, MN

Estimated City Taxes Payable by Example Residential and Commercial Properties Based on Projected Annual Tax Levy

Total Market Value	Tax Capacity	2023 Actual	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected
		ANNUAL CITY TAXES PAYABLE					
Residential Property:							
$150,000	1,263	$ 564.79	$ 614.87	$ 670.69	$ 695.60	$ 707.12	$ 738.70
$200,000	1,808	$ 808.50	$ 880.19	$ 960.10	$ 995.76	$ 1,012.24	$ 1,057.46
$250,000	2,353	$ 1,052.21	$ 1,145.51	$ 1,249.51	$ 1,295.91	$ 1,317.37	$ 1,376.22
$300,000	2,898	$ 1,295.93	$ 1,410.83	$ 1,538.92	$ 1,596.07	$ 1,622.50	$ 1,694.98
$350,000	3,443	$ 1,539.64	$ 1,676.16	$ 1,828.34	$ 1,896.23	$ 1,927.63	$ 2,013.74
Commercial Property:							
$1,000,000	19,250	$ 8,608.22	$ 9,371.48	$ 10,222.33	$ 10,601.94	$ 10,777.50	$ 11,258.94
		INCREASE IN ANNUAL CITY TAXES PAYABLE					
Residential Property:							
$150,000	1,263		$ 50.08	$ 55.82	$ 24.91	$ 11.52	$ 31.58
$200,000	1,808		$ 71.69	$ 79.91	$ 35.66	$ 16.48	$ 45.22
$250,000	2,353		$ 93.30	$ 104.00	$ 46.40	$ 21.46	$ 58.85
$300,000	2,898		$ 114.90	$ 128.09	$ 57.15	$ 26.43	$ 72.48
Commercial Property:							
$1,000,000	19,250		$ 763.26	$ 850.85	$ 379.61	$ 175.56	$ 481.44

UTILITY RATES

The city's current utility rate fees were raised in 2015 then subsequently lowered in 2018. The City Council did approve a small rate increase for 2023 and 2024 at the end of 2022. These rates provide annual revenues to cover projected operating expenditures, planned capital improvements, and debt service. Future utility rate increases may be needed to fund each of the utility funds.

The city has three utility funds:

- Water fund
- Sewer fund
- Storm Water fund

Key Factors

To project future utility rates necessary to maintain the financial stability of the city's utility funds, including water, sewer, and stormwater, requires development and analysis of the following key factors (see financial plans section for more information on key factors specific to each fund):

- Estimates for future annual operating expenditures, including personnel, materials and supplies, cost of electricity, and other operating expenses.
- Annual capital expenditure to maintain and improve the existing delivery/collection systems.
- Annual debt service on bonds issued to finance capital improvements.

- Growth in customers using and paying for systems. Future growth in customers will provide additional revenue but will also create additional demand for services. The analysis conservatively assumes growth in customers.
- Available other revenue sources, other than monthly fees and charges to users of the systems, is assumed to be limited.

Annual Operating Expenditures

Costs incurred in operating the utility systems, which are depleted in the period in which they are acquired, are recorded as operating expenditures. It is anticipated that growth in future years will be 2% per year, with limited exception. Personnel costs are anticipated to increase 3% per year. The plan does not anticipate any new employees to be added during the plan's time frame for the water/sewer systems.

Water Utility System

The city spends approximately $1.6 million annually to operate the city's water system (not including depreciation and acquisition of capital assets). Depreciation is recorded as an operating expenditure and is the process of allocating the costs of an asset over its useful life in a systematic and rational manner. Annual changes to depreciation are estimated based on the city's planned capital acquisition. Over the long term, net revenue from water fees and charges is projected to be sufficient to cover depreciation. The plan anticipates the issuance of debt to finance some major planned capital projects such as water plant improvements and the Highway 47 project.

Sewer Utility System

The city spends approximately $2 million annually to operate the city's sewer utility system (not including depreciation and acquisition of capital assets). Net revenue from sanitary sewer fees and charges is sufficient to cover estimated depreciation. (Many cities do not have revenue sufficient to cover depreciation.) The plan anticipates the issuance of debt to finance improvements for the sanitary sewer system for the Highway 47 Project.

Storm Water Utility System

The stormwater fund will be responsible for 1/2 of the Administrative Assistant position in the public works department beginning in 2024. The plan also calls for an increase in the rates for the first time since 2016. Rates will increase a dollar per month for the next several years. This will fund future stormwater improvements and projects. The following table shows the fee per month for each year along with the total annual fee.

	2023	2024	2025	2026	2027	2028
Fee Per Month	$ 5.00	$ 6.00	$ 7.00	$ 8.00	$ 9.00	$ 10.00
Annual Fee	$ 60.00	$ 72.00	$ 84.00	$ 96.00	$ 108.00	$ 120.00

Annual Capital Expenditures

The plan anticipates the city will pay for future planned capital improvement project costs from a combination of bonding, grant proceeds, and cash from utility funds. Paying for annual plan capital improvement projects with cash may be a sound strategy depending on the details of the project. It avoids incurring costs of issuance and annual interest expense. However, this strategy requires advanced planning and implementation of the utility fees and charges that provide adequate cash flow. For large (non-routine) capital expenditures or unanticipated capital expenditures, the use of bonding to fund capital minimizes annual rate increases that otherwise would be necessary. It also allows the city to charge future customers the cost of infrastructure with a longer useful life versus putting the entire burden on today's customers.

Debt Service

Debt service in the water fund and the sanitary sewer fund is paid from revenue collected from the utility fees and charges. Presently the city has debt outstanding and payable in both funds with final payments due in 2037 for the Water fund and 2046 for the Sewer Fund. Water and sanitary sewer revenues are also used to support general obligation bonds accounted for in the City's governmental debt service funds (the 2007A Bonds, Refunded with the 2013A, and the 2017A Capital Improvement Bonds). The plan anticipates the issuance of new debt in 2027. That will be supported by future revenue collected from the utility funds. All current debt is accounted for in the financial plans that are included in this plan. Future estimated utility fees and charges reflect the cost of debt service.

Growth In Customers

Growth in customers from future land development is a factor in determining future utility rates. New development will bring an increase in revenue to the city's utility funds through the collection of availability and connection charges and fees collected for service. The plan assumes what is intended to be conservative estimates for the growth at 12 units per year. See table in appendix on page # 68.

Available Other Revenues

There are limited other revenues that provide a source of funding for utility services. Most of the costs to operate and maintain the systems are paid from fees and charges collected from customers of the systems. Other revenue includes interest income on cash balances, meter sales, and transfers from other funds.

Historical And Future Utility Rates

Information on prior years and future projected utility rates is included in the appendix on page # 68. The future rates shown are necessary to meet the city's financial objectives for the utility enterprise funds. The projected future rates will be necessary to maintain adequate cash balances and meet debt service and capital acquisition needs. These rates applied against estimated volumes were used to calculate the annual estimated charges for services operating revenue that is shown in the financial plans in the next section. There are not any modifications to the tier structure for charging customers for water consumed.

Projected volume of Water/Sewer Sold

Annual estimated volume of water and sewer sold by fiscal year is included in the appendix on page # 68. Future volumes estimates are calculated based on 2022 volumes plus estimated growth in customer units, there are no other adjustments made to estimated volumes.

Projected units billed for Storm Water

Stormwater services are projected to be billed on a per parcel unit basis. Future estimated annual units (parcels) to billed for storm water services by fiscal year is included in the appendix on page # 68.

Capital improvement plan (CIP) and Debt Service

The plan includes multi-year capital improvement projects plan for the following:

1. Capital equipment replacement.
2. Buildings
3. Park improvements
4. Street improvements
5. Water utility system
6. Sewer utility system
7. Stormwater system
8. Liquor store

One of the purposes of the plan is to provide the city with options and recommendations for financing capital improvement projects. The CIP and the proposed sources of funding provide an important input for the plan for the individual city funds (financial plans), used to account for sources and uses of funds, and assets and liabilities.

See the appendix on pages # 59 provides information on the city's plan capital improvement projects for each of those areas listed above.

Capital Projects

The projects in the CIP include projects to manage existing service demands and to reconstruct or replace existing infrastructure.

Source of funding for capital projects

The source of funding for the planned capital projects is estimated to come from the following sources:

- Cash on hand (within a fund or through interfund transfers)
- Tax Levy
- Bond proceeds issued to finance the city's portion of project cost.
- Bond proceeds issued to finance a special assessment portion of project costs.
- Grant funds (if available)
- State funds (including municipal state aid funds for streets)

Debt Issuance Authority

The financial management plan anticipates issuance of general obligation debt under the following authority provided in Minnesota Statutes (M.S.), but not limited to these authorities:

- Capital improvement bonds, M.S. 475.521
- Improvement bonds, M.S. 429.091
- Equipment certificates M.S. 412.301
- Revenue bonds M.S. 444.075

Public Facilities

The plan includes a strategy for funding the city's plan facility improvements to build a new Fire Station/City Hall. The city anticipates issuance of capital improvement bonds in 2023 of $13 million. The debt service on the bonds will be paid from a debt service tax levy.

Park Improvements

The plan anticipates capital improvements to the park system. The source of funding will need to come from the park improvement fund and the general tax levy. There are limited options for financing park improvements with the issuance of bonds (i.e., voter approved referendum or property tax abatement projects). The financial plan does not anticipate any debt issuance to finance park improvements.

Street Improvements

The street improvement fund is projected to have sufficient cash to pay for planned projects except for the Highway 47 project. A future bond issuance is anticipated to cover the Highway 47 project in 2027 (estimate).

Water utility system

The water fund's revenues are anticipated to cover most capital improvements over the next 5 years except for the Hwy 47 project and any upgrades to the Water Plant if needed in 2028 or later. Each year revenues will be analyzed to determine rates needed to cover operating, debt and capital improvements.

Sewer utility system

The sewer fund's revenues are anticipated to cover most capital improvements over the next 5 years except for the Hwy 47 project. Each year revenues will be analyzed to determine rates needed to cover operating, debt and capital improvements.

Stormwater utility system

The plan anticipates revenue from within the stormwater fund will be sufficient to pay for capital projects on a pay go basis. Please note this plan does call for increasing the stormwater fee each year over the next 5 years. This is based on the assumptions for future annual revenue from collection of stormwater utility fee from property owners in the city.

Liquor store

Renovations to the liquor store occurred in 2021. Moving forward, the liquor fund has scheduled its capital improvements within its fund. The financial plan does not anticipate any debt issuance to finance liquor store improvements.

FINANCIAL PLANS

Financial plans have been prepared and are presented in this section for each city fund. For each fund a narrative is provided that includes purpose of the fund, any important background information, explanation of sources and uses of funds, including information on transfers, and comments on any important balance sheet items is provided in the narrative.

The financial plan for each fund includes the following data:

- Two years of historical financial data, as reported in the City's audited financial statements.
- 2023 budgeted amounts
- 2024 estimated financial data based off 2023 budgeted amounts with limited adjustments made as determined by staff for input into the plan.
- Future projected financial data for the years 2025 to 2028.

Key Assumptions

The following key assumptions were made for all funds, unless otherwise noted in the specific financial plan for the individual fund:

- 3% annual increase in personnel costs
- 2% annual increase in current operating expenditures
- 2% annual increase in non-tax revenues except for utility revenue which separate assumptions were used.
- .5% annual earnings on investments.

General Fund (101)

Fund Description

The General Fund is used to account for the revenues and expenditures necessary to provide basic governmental services. The principal sources of revenues are property tax and intergovernmental. Expenditures are for general government, public safety, streets, recreation, and other functions.

Background

The general fund is in sound financial condition. The city has historically ended its fiscal year with general fund sources of funds more than uses of funds. The fund balance for the general fund has been stable from year to year.

Fund balance for the general fund ended 2022 at 62% of 2023 budgeted expenditures. The MN State Auditor's Office recommends a fund balance of 35 to 50% of the next year's budgeted expenditures. The city has a fund balance policy recommending a 45% fund balance to budgeted expenditures.

Source of funds

Property tax provides the major source of revenue to the general fund. The next major source is intergovernmental revenue, which includes local government aid. Charges for services include charges to the enterprise funds for general government support. This is another significant source of revenue for the general fund.

Use of Funds

The General Fund use of funds includes personnel costs, professional services, and other operating expenditures. The financial plan anticipates that beginning in 2024 the fire department will start to add full-time staff to its department. For the 2024 budget year, the city is anticipating adding a full-time assistant fire chief and a part time administrative assistant. Please see the appendix on page #5 for proposed new positions over the next 10+ years.

Transfers

The General Fund receives $60,000 a year from the liquor fund. This will go up to $65,000 in 2024. It does not transfer to any other fund.

City of St. Francis General Fund #101	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues:								
Property Taxes	$ 3,177,442	$ 3,333,370	$ 3,197,630	$ 3,507,330	$ 3,963,380	$ 4,237,370	$ 4,408,150	$ 4,792,000
Licenses and permits	215,026	212,051	218,430	218,430	218,430	218,430	218,430	218,430
Fines and forfeits	24,163	41,526	36,340	36,620	36,620	36,900	37,190	37,480
Intergovernmental	656,391	728,039	963,134	980,960	706,460	724,800	743,660	763,070
Charges for services	433,565	403,613	427,781	455,110	455,320	462,510	469,910	477,530
Miscellaneous	194,590	185,601	184,360	186,810	186,840	189,320	191,840	194,400
Interest	(25,229)	(168,483)	26,300	26,560	26,570	26,840	27,110	27,380
Transfer	60,000	60,000	60,000	65,000	65,000	65,000	65,000	65,000
Total Revenues	**$ 4,735,948**	**$ 4,795,717**	**$ 5,113,975**	**$ 5,476,820**	**$ 5,658,620**	**$ 5,961,170**	**$ 6,161,290**	**$ 6,575,290**
Expenditures:								
General Government	$ 974,756	$ 1,038,931	$ 1,017,900	$ 1,115,810	$ 1,143,530	$ 1,190,990	$ 1,221,410	$ 1,272,870
Public Safety	2,377,974	2,397,161	2,591,500	2,806,960	2,909,870	3,016,750	3,127,730	3,342,250
Community Development	507,917	412,901	492,825	510,350	528,540	547,390	566,970	587,270
Public Works	575,455	623,820	630,350	650,720	671,760	788,760	815,110	885,985
Culture & Recreation	297,505	329,669	371,550	382,930	394,670	406,830	419,410	476,045
Miscellaneous	286,719	-	9,850	10,050	10,250	10,450	10,660	10,870
Total Expenditures	**$ 5,020,326**	**$ 4,802,482**	**$ 5,113,975**	**$ 5,476,820**	**$ 5,658,620**	**$ 5,961,170**	**$ 6,161,290**	**$ 6,575,290**
Net Change in Fund Balance	$ (284,377)	$ (6,765)	$ -	$ -	$ -	$ -	$ -	$ -
Balance Sheet								
Cash	$ 4,143,325	$ 4,344,826	$ 4,344,826	$ 4,344,826	$ 4,344,826	$ 4,344,826	$ 4,344,826	$ 4,344,826
Other Assets	258,406	2,061,688	-	$ -	$ -	$ -	$ -	$ -
Total Assets	**$ 4,401,731**	**$ 6,406,514**	**$ 4,344,826**	**$ 4,344,826**	**$ 4,344,826**	**$ 4,344,826**	**$ 4,344,826**	**$ 4,344,826**
Liabilities	$ 1,179,484	$ 3,191,032	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance	3,222,247	3,215,482	3,215,482	3,215,482	3,215,482	3,215,482	3,215,482	3,215,482
Total Liabilities and Fund Balance	**$ 4,401,731**	**$ 6,406,514**	**$ 3,215,482**	**$ 3,215,482**	**$ 3,215,482**	**$ 3,215,482**	**$ 3,215,482**	**$ 3,215,482**
Fund Balance % to Next years Expenditures	67%	63%	59%	57%	54%	52%	49%	47%

Debt Service for GO Bonds (311)

Fund Description

This fund is used to account for a portion of the General Obligation Bonds issued in 2007 to finance street improvements, a portion of which was assessed to property owners that benefited from the project. This bond was subsequently refunded in 2013.

Background

The 2007A Bonds, issued in the total power amount of $4,225,000, included $1,110,000 for street improvements and $3,115,000 for utility improvements. The street improvement portion is accounted for in fund of 311 and the utility improvement portion is accounted for in the water fund and the sewer fund.

The city issued $2,730,000 of bonds in 2013, the G.O. 2013A Bonds, to refund the maturities of the 2007A Bonds callable in 2017. The portion of the 2013 Bonds accounted for in Fund 311 is $560,000 and $2,170,000 is accounted for in the utility funds.

Source of Funds

The source of funds for payments of debt service on the 2013A Bonds is a collection of special assessments, property tax levy, and transfers from the water fund and the sewer fund.

Use of Funds

Use of funds is for the payment of principal and interest on the outstanding bonds. The final payment year on the 2013 bonds is 2023, but to balance the fund transfers from Water and Sewer Funds will be made in 2024.

Transfers

The final transfer from the Water and Sewer Funds will happen in 2024. With this transfer, the fund will be at a $0 balance and will be closed.

City of St. Francis
Debt Service Fund #311

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ 21,157	$ 21,125	$ -	$ -	$ -	$ -	$ -	$ -
Special Assessments	22,026	16,223	-	-	-	-	-	-
Interest Income	(273)	(142)	-	-	-	-	-	-
Miscellaneous	2,536	-	-	-	-	-	-	-
Total Revenues	**$ 45,446**	**$ 37,207**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Expenditures								
Principal	$ 95,000	$ 95,000	$ 95,000	$ -	$ -	$ -	$ -	$ -
Interest	4,884	4,101	1,425	-	-	-	-	-
Fees	475	475	475	-	-	-	-	-
Total Expenditures	**$ 100,359**	**$ 99,576**	**$ 96,900**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Other Sources (Uses)								
Water Transfer	$ 21,300	$ 21,300	$ 21,300	$ 28,190	-	-	-	-
Sewer Transfer	18,580	18,580	18,580	25,470	-	-	-	-
Total Other Sources (Uses)	**$ 39,880**	**$ 39,880**	**$ 39,880**	**$ 53,659**	**$ -**	**$ -**	**$ -**	**$ -**
Net Change in Fund Balance	**$ (15,033)**	**$ (22,489)**	**$ (57,020)**	**$ 53,659**	**$ -**	**$ -**	**$ -**	**$ -**
Balance Sheet								
Cash	$ 23,546	$ 2,439	$ (53,659)	$ -	$ -	$ -	$ -	$ -
Other Assets	20,951	4,393	-	-	-	-	-	-
Total Assets	**$ 44,496**	**$ 6,833**	**$ (53,659)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Liabilities	$ 18,646	$ 3,472	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance	25,850	3,361	(53,659)	-	-	-	-	-
Total Liabilities and Fund Bala	**$ 44,496**	**$ 6,833**	**$ (53,659)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Debt Service for GO Bonds (327)

Fund Description

This fund is used to account for a portion of the General Obligation Bonds issued in 2015 to finance street improvements, a portion of which was assessed to property owners that benefited from the project.

Background

The 2015A Bonds, issued in the total power amount of $955,000, included $265,000 for street improvements and $690,000 for utility improvements. The street improvement portion is accounted for in fund #327 and the utility improvement portion is accounted for in the sewer fund.

Source of Funds

The source of funds for payments of debt service on the 2015A Bonds is a collection of special assessments and the property tax levy.

Use of Funds

Use of funds is for the payment of principal and interest on the outstanding bonds. The final payment year on the 2015A bonds is 2026. Any balance remaining will be transferred to the street fund in 2027.

Transfers

This fund does not receive and transfers from other funds. It will be closed to the street fund in 2027.

City of St. Francis
Debt Service Fund #327

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ 20,778	$ 20,751	$ 20,470	$ 20,470	$ 20,470	$ -	$ -	$ -
Special Assessments	8,847	6,457	6,000	6,000	6,000	-	-	-
Interest Income	(497)	(2,478)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	**$ 29,128**	**$ 24,730**	**$ 26,470**	**$ 26,470**	**$ 26,470**	**$ -**	**$ -**	**$ -**
Expenditures								
Principal	$ 25,000	$ 25,000	$ 25,000	$ 30,000	$ 30,000	$ 30,000	$ -	$ -
Interest	3,950	3,450	2,950	2,250	1,350	450	-	-
Fees	475	475	475	475	475	475	-	-
Total Expenditures	**$ 29,425**	**$ 28,925**	**$ 28,425**	**$ 32,725**	**$ 31,825**	**$ 30,925**	**$ -**	**$ -**
Other Sources (Uses)								
Transfer out-Street Fund	-	-	-	-	-	-	(36,712)	-
	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (36,712)**	**$ -**
Net Change in Fund Balance	**$ (297)**	**$ (4,195)**	**$ (1,955)**	**$ (6,255)**	**$ (5,355)**	**$ (30,925)**	**$ (36,712)**	**$ -**
Balance Sheet								
Cash	$ 84,954	$ 84,709	$ 79,247	$ 72,992	$ 67,637	$ 36,712	$ -	$ -
Other Assets	24,742	15,253	-	-	-	-	-	-
Total Assets	**$ 109,696**	**$ 99,961**	**$ 79,247**	**$ 72,992**	**$ 67,637**	**$ 36,712**	**$ -**	**$ -**
Liabilities	$ 24,298	$ 18,759	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	85,398	81,202	79,247	72,992	67,637	36,712	-	-
Total Liabilities and Fund Balance	**$ 109,696**	**$ 99,961**	**$ 79,247**	**$ 72,992**	**$ 67,637**	**$ 36,712**	**$ -**	**$ -**

Debt Service for 2017A GO Capital Improvement Bonds (330)

Fund Description

The debt service fund for the 2017A Bonds is used to account for the bonds issued to refund the 2010 EDA lease revenue bonds.

Background

This fund accounts for the debt service which originally was issued in 2010 by the EDA as lease revenue bonds to fund the construction of the police public works building. The lease revenue bonds were refunded in 2017 with general obligation capital improvement funds.

Source of Funds

The source of funds is a combination of debt service levy and transfers from the water and sewer funds.

Use of Funds

Use of funds is for the payment of principal and interest on the outstanding bonds the final payment year on the bonds is 2036.

Transfers

The water and sewer funds each transfer $82,500 to this fund and are scheduled to do so until 2035.

City of St. Francis
Debt Service Fund #330

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ 329,455	$ 328,742	$ 327,220	$ 327,220	$ 327,220	$ 327,220	$ 327,220	$ 327,220
Special Assessments	-	-	-	-	-	-	-	-
Interest Income	-	(4,573)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	**$ 329,455**	**$ 324,169**	**$ 327,220**	**$ 327,220**	**$ 327,220**	**$ 327,220**	**$ 327,220**	**$ 327,220**
Expenditures								
Principal	$ 290,000	$ 300,000	$ 310,000	$ 320,000	$ 325,000	$ 335,000	$ 345,000	$ 355,000
Interest	172,631	163,781	154,631	145,181	135,506	125,606	115,406	104,906
Fees	475	475	475	475	475	475	475	475
Transfer out	-	-	-	-	-	-	-	-
Total Expenditures	**$ 463,106**	**$ 464,256**	**$ 465,106**	**$ 465,656**	**$ 460,981**	**$ 461,081**	**$ 460,881**	**$ 460,381**
Other Sources (Uses)								
Water Transfer	$ 82,500	$ 82,500	$ 82,500	$ 82,500	$ 82,500	$ 82,500	$ 82,500	$ 82,500
Sewer Transfer	82,500	82,500	82,500	82,500	82,500	82,500	82,500	82,500
Total Other Sources (Uses)	**$ 165,000**	**$ 165,000**	**$ 165,000**	**$ 165,000**	**$ 165,000**	**$ 165,000**	**$ 165,000**	**$ 165,000**
Net Change in Fund Balance	**$ 31,349**	**$ 24,913**	**$ 27,114**	**$ 26,564**	**$ 31,239**	**$ 31,139**	**$ 31,339**	**$ 31,839**
Balance Sheet								
Cash	$ 71,424	$ 95,698	$ 128,549	$ 155,113	$ 186,351	$ 217,490	$ 248,829	$ 280,668
Other Assets	$ 7,498	$ 11,860	$ -	$ -	$ -	$ -	$ -	$ -
Total Assets	**$ 78,922**	**$ 107,558**	**$ 128,549**	**$ 155,113**	**$ 186,351**	**$ 217,490**	**$ 248,829**	**$ 280,668**
Liabilities	$ 2,400	$ 6,123	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ 76,522	$ 101,435	$ 128,549	$ 155,113	$ 186,351	$ 217,490	$ 248,829	$ 280,668
Total Liabilities and Fund Balance	**$ 78,922**	**$ 107,558**	**$ 128,549**	**$ 155,113**	**$ 186,351**	**$ 217,490**	**$ 248,829**	**$ 280,668**

Debt Service for 2023A GO Capital Improvement Bonds (335)

Fund Description

The debt service fund for the 2023A Bonds will be used to account for the bonds proposed to finance the construction of the new Fire Station/City Hall.

Background

This fund will be created when the bonds are sold in 2023 for the construction of the building.

Source of Funds

The source of funds is the debt service tax levy.

Use of Funds

Use of funds is for the payment of principal and interest on the outstanding bonds. The final payment year on the bonds is proposed to be 2053.

Transfers

There will not be any transfers to or from this fund.

City of St. Francis
Debt Service Fund #335 (New for Fire Station/City Hall)

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ -	$ -	$ 300,000	$ 840,000	$ 840,000	$ 840,000	$ 840,000	$ 840,000
Interest Income	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	**$ -**	**$ -**	**$ 300,000**	**$ 840,000**	**$ 840,000**	**$ 840,000**	**$ 840,000**	**$ 840,000**
Expenditures								
Principal	$ -	$ -	$ -	$ -	$ 250,000	$ 260,000	$ 270,000	$ 275,000
Interest	-	-	-	283,321	566,643	557,268	547,388	537,668
Fees	-	-	-	475	475	475	475	475
Transfer out	-	-	-	-	-	-	-	-
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 283,796**	**$ 817,118**	**$ 817,743**	**$ 817,863**	**$ 813,143**
Other Sources (Uses)								
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Change in Fund Balance	**$ -**	**$ -**	**$ 300,000**	**$ 556,204**	**$ 22,883**	**$ 22,258**	**$ 22,138**	**$ 26,858**
Balance Sheet								
Cash	$ -	$ -	$ 300,000	$ 856,204	$ 879,086	$ 901,344	$ 923,481	$ 950,339
Other Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Assets	**$ -**	**$ -**	**$ 300,000**	**$ 856,204**	**$ 879,086**	**$ 901,344**	**$ 923,481**	**$ 950,339**
Liabilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ -	$ 300,000	$ 856,204	$ 879,086	$ 901,344	$ 923,481	$ 950,339
Total Liabilities and Fund Balance	**$ -**	**$ -**	**$ 300,000**	**$ 856,204**	**$ 879,086**	**$ 901,344**	**$ 923,481**	**$ 950,339**

Capital Fund for Charitable Gambling (210)

Fund Description

The charitable gambling fund was established for regulatory compliance purposes to account for proceeds.

Background

Gambling fund proceeds are regulated by the MN Gambling Control Board. Proceeds may generally be used only for public safety purchases. The City Council has designated this to be used for Fire Department purposes.

Source of Funds

The source of funds comes from gambling proceeds. The city has five establishments that offer pull tabs. These establishments must pay 10% of their net profit to the city.

Use of Funds

The only use of funds is for training and equipment; use of funds for other purposes is not allowable under state law. The financial plan does account for the use of funds for fire safety equipment in the new fire station.

Transfers

There are no transfers of funds.

Balance Sheet

The only balance sheet item is cash available within the fund.

City of St. Francis Gambling Fund (#210)	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Gambling Fees	$ 47,340	$ 35,573	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Interest	$ (150)	$ (4,505)	$ 500	$ 500	$ 500	$ 500	$ 500	$ 500
Total Revenues	**$ 47,190**	**$ 31,068**	**$ 40,500**	**$ 40,500**	**$ 40,500**	**$ 40,500**	**$ 40,500**	**$ 40,500**
Expenditures								
Fire Capital	$ -	$ -		$ 168,468	$ -	$ -	$ -	$ -
Total Expenditures			**$ -**	**$ 168,468**	**$ -**	**$ -**	**$ -**	**$ -**
Net Change in Fund Balance	**$ 47,190**	**$ 31,068**	**$ 40,500**	**$ (127,968)**	**$ 40,500**	**$ 40,500**	**$ 40,500**	**$ 40,500**
Balance Sheet								
Cash	$ 128,370	$ 160,488	$ 204,421	$ 76,453	$ 116,953	$ 157,453	$ 197,953	$ 238,453
Other Assets	$ 4,483	$ 3,433	$ -	$ -	$ -	$ -	$ -	$ -
Total Assets	**$ 132,853**	**$ 163,921**	**$ 204,421**	**$ 76,453**	**$ 116,953**	**$ 157,453**	**$ 197,953**	**$ 238,453**
Liabilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ 132,853	$ 163,921	$ 204,421	$ 76,453	$ 116,953	$ 157,453	$ 197,953	$ 238,453
Total Liabilities and Fund Bala	**$ 132,853**	**$ 163,921**	**$ 204,421**	**$ 76,453**	**$ 116,953**	**$ 157,453**	**$ 197,953**	**$ 238,453**

Capital Fund for Park Improvements (225 & 226)

Fund Description

The park improvement fund includes funds 225 from 226 for capital improvements within city parks.

Background

The city prepared a comprehensive park plan which now needs the park commission to select the improvements to work on. See the appendix page # 56 for the details on the annual planned improvements.

Source of Funds

The source of funds for financing park improvements is limited. It includes revenue from park dedication fees charged at time of development, based upon city policy. The financial plan for the park improvements fund on the next page includes an anticipation of collection of annual property tax levy for park improvements, beginning in the year 2024. Without the phasing of an annual tax levy, it will need to be decided to reduce the annual plan capital improvements or identify other sources of funds.

Use of Funds

The use of funds is to pay for planned capital improvements within the parks.

Transfers

There are no transfers in this fund currently.

Balance Sheet

There is receivable of $245,000 for the construction the Siwek Park that happened in 2022.

City of St. Francis
Park Fund (#225 & #226)

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ -	$ -	$ -	$ 200,000	$ 250,000	$ 300,000	$ 350,000	$ 400,000
Intergovernmental	-	245,000	-	-	-	-	-	-
Charges for Services	65,942	2,530	1,000	-	-	-	-	-
Interest	(1,127)	3,475	700	-	-	-	-	-
Miscellaneous	150							
Total Revenues	**$ 64,965**	**$ 251,005**	**$ 1,700**	**$ 200,000**	**$ 250,000**	**$ 300,000**	**$ 350,000**	**$ 400,000**
Expenditures								
Park Maintenance	$ 28,274	$ 43,943	$ -	$ -	$ -	$ -	$ -	$ -
Park Construction	216,933	516,297	-	-	-	-	-	-
Per Park Plan			*1,310,000*	*535,000*	*1,010,000*	*830,000*	*4,200,000*	*595,000*
Total Expenditures	**$ 245,207**	**$ 560,240**	**$ 1,310,000**	**$ 535,000**	**$ 1,010,000**	**$ 830,000**	**$ 4,200,000**	**$ 595,000**
Other Sources (Uses)								
Transfer in	$ 278,018	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	**$ 278,018**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Change in Fund Balance	**$ 97,776**	**$ (309,235)**	**$ (1,308,300)**	**$ (335,000)**	**$ (760,000)**	**$ (530,000)**	**$ (3,850,000)**	**$ (195,000)**
Balance Sheet								
Cash	$ 448,614	$ (91,284)	$ (1,172,018)	$ (1,507,018)	$ (2,267,018)	$ (2,797,018)	$ (6,647,018)	$ (6,842,018)
Other Assets	836	245,176	-	-	-	-	-	-
Total Assets	**$ 449,450**	**$ 153,892**	**$ (1,172,018)**	**$ (1,507,018)**	**$ (2,267,018)**	**$ (2,797,018)**	**$ (6,647,018)**	**$ (6,842,018)**
Liabilities	$ 3,933	$ 17,610	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	445,517	136,282	(1,172,018)	(1,507,018)	(2,267,018)	(2,797,018)	(6,647,018)	(6,842,018)
Total Liabilities and Fund Balance	**$ 449,450**	**$ 153,892**	**$ (1,172,018)**	**$ (1,507,018)**	**$ (2,267,018)**	**$ (2,797,018)**	**$ (6,647,018)**	**$ (6,842,018)**

Capital Equipment Fund (402)

Fund Description

Capital equipment fund accounts for acquisition of vehicles and equipment and or replacement.

Background

This fund was set up to account for vehicle and equipment acquisition for general government, police, fire, public works, and parks. Each year the CIP is presented to council in July which requests what capital equipment replacements and purchases for the next five years.

Source of Funds

The source of funds for these purchases and replacements comes from the tax levy.

Use of Funds

The use of funds is for vehicle and equipment acquisitions and or replacements as included in the cities annual CIP see the appendix on page # 59 for details planned purchases.

Transfers

The water fund and the sewer fund will transfer in funds to pay a portion of the cost of equipment which is shared with the enterprise funds.

Balance Sheet

The plan anticipates this fund will keep a positive cash balance.

City of St. Francis Capital Equipment #402	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ 250,000	$ 260,000	$ 280,000	$ 320,000	$ 360,000	$ 400,000	$ 440,000	$ 480,000
Interest Income	(8,154)	(18,915)	7,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous	6,000	13,133	-	-	-	-	-	-
Total Revenues	**$ 247,846**	**$ 254,218**	**$ 287,000**	**$ 325,000**	**$ 365,000**	**$ 405,000**	**$ 445,000**	**$ 485,000**
Expenditures								
General Government	$ 13,449	$ 4,168	$ 103,314	$ 76,000	$ 116,000	$ 166,000	$ 196,000	$ 196,000
Public Safety	643,614	103,993	388,196	173,200	161,900	157,300	179,300	257,500
Public Works	60,190	75,091	246,584	66,500	66,000	11,000	140,000	141,500
Total Expenditures	**$ 717,253**	**$ 183,252**	**$ 738,094**	**$ 315,700**	**$ 343,900**	**$ 334,300**	**$ 515,300**	**$ 595,000**
Other Sources (Uses)								
Water Transfer	$ 10,000	$ 10,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 25,000
Sewer Transfer	10,000	10,000	20,000	20,000	20,000	20,000	20,000	25,000
Total Other Sources (Uses)	**$ 20,000**	**$ 20,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 50,000**
Net Change in Fund Balance	**$ (449,407)**	**$ 90,966**	**$ (411,094)**	**$ 49,300**	**$ 61,100**	**$ 110,700**	**$ (30,300)**	**$ (60,000)**
Balance Sheet								
Cash	$ 635,131	$ 719,622	$ 309,916	$ 359,216	$ 420,316	$ 531,016	$ 500,716	$ 440,716
Other Assets	1,148	1,388	-	-	-	-	-	-
Total Assets	**$ 636,279**	**$ 721,010**	**$ 309,916**	**$ 359,216**	**$ 420,316**	**$ 531,016**	**$ 500,716**	**$ 440,716**
Liabilities	$ 6,235	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance	630,044	721,010	309,916	359,216	420,316	531,016	500,716	440,716
Total Liabilities and Fund Balance	**$ 636,279**	**$ 721,010**	**$ 309,916**	**$ 359,216**	**$ 420,316**	**$ 531,016**	**$ 500,716**	**$ 440,716**

Building Fund (404)

Fund Description

The building fund accounts for the monies needed to construct the new fire station/City Hall. This is scheduled to begin construction in 2023. After the construction, the fund will then be used to account for monies levied for maintenance on the city's buildings.

Background

This fund was set up to provide for maintenance of existing buildings and the construction of the new building.

Source of Funds

The source of funds for this fund comes from the tax levy.

Use of Funds

The use of funds is first scheduled to construct the new building then starting in 2025 the city will be levying for maintenance on our buildings.

Transfers

There are no transfers for this fund.

Balance Sheet

The plan anticipates this fund to use existing cash for the construction of the new building.

City of St. Francis Building-#404	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ 246,000	$ 470,000	$ 570,000	$ -	$ 50,000	$ 100,000	$ 150,000	$ 200,000
Interest	579	(24,377)	1,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	**$ 246,579**	**$ 445,623**	**$ 571,000**	**$ 5,000**	**$ 55,000**	**$ 105,000**	**$ 155,000**	**$ 205,000**
Expenditures								
Fire Station/ City Hall Construction	$ -	$ -	$ 14,200,000	$ -	$ -	$ -	$ -	$ -
General Government	-	36,857	-	-	-	40,000	40,000	40,000
Public Works	16,072	405	-	60,000	-	40,000	40,000	40,000
Total Expenditures	**$ 16,072**	**$ 37,262**	**$ 14,200,000**	**$ 60,000**	**$ -**	**$ 80,000**	**$ 80,000**	**$ 80,000**
Other Sources (Uses)								
Bond Proceeds	$ -	$ -	$ 13,000,000	$ -	$ -	$ -	$ -	$ -
	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	**$ -**	**$ -**	**$ 13,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Change in Fund Balance	**$ 230,507**	**$ 408,361**	**$ (629,000)**	**$ (55,000)**	**$ 55,000**	**$ 25,000**	**$ 75,000**	**$ 125,000**
Balance Sheet								
Cash	$ 306,512	$ 715,318	$ 86,427	$ 31,427	$ 86,427	$ 111,427	$ 186,427	$ 311,427
Other Assets	554	1,379	-	-	-	-	-	-
Total Assets	**$ 307,066**	**$ 716,697**	**$ 86,427**	**$ 31,427**	**$ 86,427**	**$ 111,427**	**$ 186,427**	**$ 311,427**
Liabilities	$ -	$ 1,270	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance	307,066	715,427	86,427	31,427	86,427	111,427	186,427	311,427
Total Liabilities and Fund Balance	**$ 307,066**	**$ 716,697**	**$ 86,427**	**$ 31,427**	**$ 86,427**	**$ 111,427**	**$ 186,427**	**$ 311,427**

Street Fund (405)

Fund Description

The street fund was set up to pay for Street improvements removing the need for the city to special assess for those projects.

Background

This fund was set up in 2018 to fund street improvements. The city also eliminated assessments to property owners on the street portion of work completed except for new construction.

Source of Funds

The source of funds for this fund comes from the tax levy, municipal maintenance, and municipal construction state aid. It also receives the old special assessments from past projects until those assessments are paid off.

Use of Funds

The use of funds is for street improvements that are part of the CIP that is given to the council each year. This fund also pays for routine maintenance gravel repair and engineering.

Transfers

There are no transfers for this fund.

Balance Sheet

This plan anticipates a fluctuation in cash based on the improvements needed in each year.

City of St. Francis
Street Fund-#405

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Taxes	$ 240,000	$ 300,000	$ 360,000	$ 480,000	$ 600,000	$ 720,000	$ 840,000	$ 960,000
Intergovernmental								
Municipal Maintenance	$ 144,995	$ 993,724	$ 116,097	$ 116,097	$ 116,097	$ 116,097	$ 116,097	$ 116,097
Municipal Construction	-	-	-	-	-	-	-	-
Special Assessments	$ 44,638	$ 33,222	$ 39,000	33,000	33,000	24,800	24,800	24,800
Interest	(6,194)	(2,313)	10,000					
Miscellaneous	-	144,350	-	-	-	-	-	-
Total Revenues	**$ 423,439**	**$ 1,468,983**	**$ 525,097**	**$ 629,097**	**$ 749,097**	**$ 860,897**	**$ 980,897**	**$ 1,100,897**
Expenditures								
Sealcoating/Crack Filling/Rehab	$ 487,674	$ 1,526,775	$ 115,000	$ 457,711	$ 258,940	$ 423,450	$ 897,505	$ 300,000
Yearly Maintenance	-	-	79,000	79,000	79,000	79,000	79,000	79,000
Street Projects	-	-	209,391	440,000	158,478	1,452,000	554,645	559,787
Total Expenditures	**$ 487,674**	**$ 1,526,775**	**$ 403,391**	**$ 976,711**	**$ 496,418**	**$ 1,954,450**	**$ 1,531,150**	**$ 938,787**
Other Sources (Uses)								
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ 1,500,000	$ -	$ -
	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,500,000**	**$ -**	**$ -**
Net Change in Fund Balance	**$ (64,235)**	**$ (57,792)**	**$ 121,706**	**$ (347,614)**	**$ 252,679**	**$ 406,447**	**$ (550,253)**	**$ 162,110**
Balance Sheet								
Cash	$ 1,066,726	$ 837,013	$ 999,640	$ 652,026	$ 904,705	$ 1,311,152	$ 760,899	$ 923,009
Other Assets	786,296	427,010	-	-	-	-	-	-
Total Assets	**$ 1,853,022**	**$ 1,264,023**	**$ 999,640**	**$ 652,026**	**$ 904,705**	**$ 1,311,152**	**$ 760,899**	**$ 923,009**
Liabilities	$ 917,296	$ 386,089	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance	935,726	877,934	999,640	652,026	904,705	1,311,152	760,899	923,009
Total Liabilities and Fund Balance	**$ 1,853,022**	**$ 1,264,023**	**$ 999,640**	**$ 652,026**	**$ 904,705**	**$ 1,311,152**	**$ 760,899**	**$ 923,009**

Special Revenue Fund-Police Forfeiture (208)

Fund Description

The police forfeiture fund is used to account for police forfeiture, including cash and sale of proceeds.

Background

Right business and expenditures may vary from year to year depending on the receipt of funds and the cash balance available.

Source of Funds

The source of funds comes from the receipt of cash forfeiture or the sale of assets.

Use of Funds

The use of funds is for public safety purposes.

Transfers

There are no transfers for this fund.

Balance Sheet

The fund's cash balance can fluctuate each year based on uses of funds.

City of St. Francis
Police Forfeiture #208

	Actual 2021	Actual 2022	Budget 2023	Estimate 2024	Estimate 2025	Estimate 2026	Estimate 2027	Estimate 2028
Revenues								
Forfeitures	$ 8,210	$ 14,526	$ -	$ -	$ -	$ -	$ -	$ -
Interest	-	-	-	-	-	-	-	-
Total Revenues	**$ 8,210**	**$ 14,526**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Expenditures								
Police Capital	$ 23,898	$ 3,819	$ 7,416	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ 23,898**	**$ 3,819**	**$ 7,416**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Change in Fund Balance	**$ (15,688)**	**$ 10,707**	**$ (7,416)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Balance Sheet								
Cash	$ 13,283	$ 11,982	$ 4,566	$ 4,566	$ 4,566	$ 4,566	$ 4,566	$ 4,566
Other Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Assets	**$ 13,283**	**$ 11,982**	**$ 4,566**	**$ 4,566**	**$ 4,566**	**$ 4,566**	**$ 4,566**	**$ 4,566**
Liabilities	$ 12,008	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ 1,275	$ 11,982	$ 4,566	$ 4,566	$ 4,566	$ 4,566	$ 4,566	$ 4,566
Total Liabilities and Fund Balance	**$ 13,283**	**$ 11,982**	**$ 4,566**	**$ 4,566**	**$ 4,566**	**$ 4,566**	**$ 4,566**	**$ 4,566**

Water Fund (601)

Fund Description

The water fund is used to account for the operating and capital improvement costs of the water utility system.

Background

The water fund is in sound financial condition.

Source of Funds

The major source of funds for the water fund is the charges paid by the users of the system. Customers are charged a monthly based fee and a charge per volume of water used. The city collects approximately $1,500,000 per year in combined charges for services. The city will need to assess its fee structure each year to make sure it provides enough revenue to cover the expenses of the fund. Other sources of funds include investment income, contributions and donations, and other miscellaneous revenue collected.

Use of Funds

The use of funds is to pay for the operation and maintenance of the water utility system. Capital improvements are recorded as an asset to the water fund and depreciated.

Transfers

The enterprise funds transfer funds to the governmental funds to pay for the support received from the governmental funds and to pay for allocating costs of equipment and other items.

Balance Sheet

The projected cash balance is relatively stable over the planning period.

City of St. Francis Water Fund	Actual 2021	Actual 2022	Budget 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Operating Revenues								
Charges for Services	$ 1,487,888	$ 1,467,688	$ 1,525,100	$ 1,609,489	$ 1,614,996	$ 1,620,512	$ 1,626,039	$ 1,631,579
Total Operating Revenues	**$ 1,487,888**	**$ 1,467,688**	**$ 1,525,100**	**$ 1,609,489**	**$ 1,614,996**	**$ 1,620,512**	**$ 1,626,039**	**$ 1,631,579**
Operating Expenses								
Personal Services	$ 244,666	$ 251,131	$ 278,450	$ 286,804	$ 295,408	$ 304,270	$ 313,398	$ 322,800
Supplies	$ 90,984	$ 113,037	$ 62,400	$ 63,648	$ 64,921	$ 66,219	$ 67,544	$ 68,895
Professional Services	$ 122,249	$ 120,900	$ 175,950	$ 179,469	$ 183,058	$ 186,720	$ 190,454	$ 194,263
Communications	$ 5,305	$ 5,717	$ 5,500	$ 5,610	$ 5,722	$ 5,837	$ 5,953	$ 6,072
Insurance	$ 24,288	$ 24,461	$ 19,000	$ 19,380	$ 19,768	$ 20,163	$ 20,566	$ 20,978
Utilities	$ 92,740	$ 103,527	$ 101,500	$ 103,530	$ 105,601	$ 107,713	$ 109,867	$ 112,064
Repairs and maintenance	$ 68,387	$ 110,168	$ 95,450	$ 97,359	$ 99,306	$ 101,292	$ 103,318	$ 105,385
Depreciation	$ 348,682	$ 370,302	$ 350,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000
Other	$ 30,087	$ 41,045	$ 33,950	$ 34,629	$ 35,322	$ 36,028	$ 36,749	$ 37,484
Total Operating Expenses	**$ 1,027,388**	**$ 1,140,288**	**$ 1,122,200**	**$ 1,120,429**	**$ 1,139,105**	**$ 1,158,241**	**$ 1,177,849**	**$ 1,197,940**
Operating Income	**$ 460,500**	**$ 327,400**	**$ 402,900**	**$ 489,061**	**$ 475,891**	**$ 462,271**	**$ 448,190**	**$ 433,639**
NonOperating Revenues (Expenses)								
Special Assessments	$ 10,026	$ 120,266	$ 34,580	$ -	$ -	$ -	$ -	$ -
Interest Income	$ (10,790)	$ (75,216)	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Miscellaneous	$ 93,652	$ 23,024	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Interest Expense	$ (176,006)	$ (124,321)	$ (114,800)	$ (94,436)	$ (73,643)	$ (52,343)	$ (30,543)	$ (8,228)
Total NonOperating Revenues (Expenses)	**$ (83,118)**	**$ (56,247)**	**$ (57,220)**	**$ (81,436)**	**$ (60,643)**	**$ (39,343)**	**$ (17,543)**	**$ 4,772**
Income Before Transfers and Contributions	**$ 377,382**	**$ 271,153**	**$ 345,680**	**$ 407,624**	**$ 415,248**	**$ 422,928**	**$ 430,647**	**$ 438,412**
Transfers and Contributions								
Transfers in	$ 37,058	$ 37,058	$ 37,058	$ 37,058	$ 37,058	$ 37,058	$ 37,058	$ 37,058
Connection Fees	$ 260,231	$ 438,929		$ 36,720	$ 36,720	$ 36,720	$ 36,720	$ 36,720
Capital Contributions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transfers Out	$ (111,080)	$ (111,080)	$ (121,080)	$ (127,970)	$ (102,500)	$ (102,500)	$ (102,500)	$ (107,500)
Total Transfers and Contributions	**$ 186,209**	**$ 364,907**	**$ (84,022)**	**$ (54,192)**	**$ (28,722)**	**$ (28,722)**	**$ (28,722)**	**$ (33,722)**
Change in Net Position	**$ 563,591**	**$ 636,060**	**$ 261,658**	**$ 353,432**	**$ 386,526**	**$ 394,206**	**$ 401,925**	**$ 404,690**
Change in Net Position			$ 261,658	$ 353,432	$ 386,526	$ 394,206	$ 401,925	$ 404,690
Add Depreciation			$ 350,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000
Capital Outlay Less Bonds			$ 62,673	$ 295,500	$ 65,000	$ 715,556	$ 2,589	$ 250,000
Principal Payments			$ 767,450	$ 783,450	$ 802,300	$ 825,550	$ 844,800	$ 168,650
Change to Cash	$ -	$ -	$ (218,465)	$ (395,518)	$ (150,774)	$ (816,900)	$ (115,464)	$ 316,040
Cash Balance	**$ 2,937,580**	**$ 2,504,080**	**$ 2,285,615**	**$ 1,890,097**	**$ 1,739,323**	**$ 922,423**	**$ 806,959**	**$ 1,122,998**

Sewer Fund (602)

Fund Description

The sewer fund is used to account for the operating and capital improvement costs of the sewer utility system.

Background

The sewer fund is in sound financial condition.

Source of Funds

The major source of funds for the sewer fund is the charges paid by the users of the system. Customers are charged a monthly based fee and a charge per volume of water used. The city collects approximately $1,800,000 per year in combined charges for services. The city will need to assess its fee structure each year to make sure it provides enough revenue to cover the expenses of the fund. Other sources of funds include investment income, contributions and donations, and other miscellaneous revenue collected.

Use of Funds

The use of funds is to pay for the operation and maintenance of the sewer utility system. Capital improvements are recorded as an asset to the sewer fund and depreciated.

Transfers

The fund transfers funds to the governmental funds to pay for the support received from the governmental funds and to pay for allocating costs of equipment and other items.

Balance Sheet

The projected cash balance is relatively stable over the planning period.

City of St. Francis Sewer Fund	Actual 2021	Actual 2022	Budget 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Operating Revenues								
Charges for Services	$ 1,835,511	$ 1,877,662	$ 1,800,000	$ 1,837,720	$ 1,827,367	$ 1,849,254	$ 1,838,923	$ 1,860,831
Total Operating Revenues	**$ 1,835,511**	**$ 1,877,662**	**$ 1,800,000**	**$ 1,837,720**	**$ 1,827,367**	**$ 1,849,254**	**$ 1,838,923**	**$ 1,860,831**
Operating Expenses								
Personal Services	$ 245,537	$ 257,141	$ 279,450	$ 287,834	$ 296,469	$ 305,363	$ 314,523	$ 323,959
Supplies	$ 79,849	$ 105,577	$ 67,600	$ 68,952	$ 70,331	$ 71,738	$ 73,172	$ 74,636
Professional Services	$ 221,039	$ 228,639	$ 326,500	$ 333,030	$ 339,691	$ 346,484	$ 353,414	$ 360,482
Communications	$ 3,414	$ 3,858	$ 4,000	$ 4,080	$ 4,162	$ 4,245	$ 4,330	$ 4,416
Insurance	$ 34,920	$ 35,538	$ 30,000	$ 30,600	$ 31,212	$ 31,836	$ 32,473	$ 33,122
Utilities	$ 146,991	$ 163,548	$ 153,500	$ 156,570	$ 159,701	$ 162,895	$ 166,153	$ 169,476
Repairs and maintenance	$ 109,863	$ 125,864	$ 122,400	$ 124,848	$ 127,345	$ 129,892	$ 132,490	$ 135,139
Depreciation	$ 794,796	$ 848,618	$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000
Other	$ 14,377	$ 17,515	$ 23,650	$ 24,123	$ 24,605	$ 25,098	$ 25,600	$ 26,112
Total Operating Expenses	**$ 1,650,786**	**$ 1,786,298**	**$ 1,807,100**	**$ 1,830,037**	**$ 1,853,516**	**$ 1,877,551**	**$ 1,902,155**	**$ 1,927,344**
Operating Income	**$ 184,725**	**$ 91,364**	**$ (7,100)**	**$ 7,684**	**$ (26,149)**	**$ (28,297)**	**$ (63,232)**	**$ (66,513)**
NonOperating Revenues (Expenses)								
Special Assessments	$ 1,022	$ 18,419	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income	$ (14,303)	$ (89,276)	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Miscellaneous	$ 122,109	$ 49,292	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Interest Expense	$ (249,551)	$ (231,671)	$ (226,095)	$ (213,157)	$ (199,264)	$ (185,317)	$ (171,380)	$ (157,003)
Total NonOperating Revenues (Expenses)	**$ (140,723)**	**$ (253,236)**	**$ (203,095)**	**$ (190,157)**	**$ (176,264)**	**$ (162,317)**	**$ (148,380)**	**$ (134,003)**
Income Before Transfers and Contributions	**$ 44,002**	**$ (161,872)**	**$ (210,195)**	**$ (182,474)**	**$ (202,412)**	**$ (190,614)**	**$ (211,612)**	**$ (200,516)**
Transfers and Contributions								
Transfers in		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Connection Fees	$ 257,272	$ 119,509		$ 51,408	$ 51,408	$ 51,408	$ 51,408	$ 51,408
Capital Contributions	$ -	$ (1,373,740)	$ -	$ -	$ -	$ -	$ -	$ -
Transfers Out	$ (160,858)	$ (150,858)	$ (160,858)	$ (167,748)	$ (139,558)	$ (139,558)	$ (139,558)	$ (144,558)
Total Transfers and Contributions	**$ 96,414**	**$ (1,405,089)**	**$ (160,858)**	**$ (116,340)**	**$ (88,150)**	**$ (88,150)**	**$ (88,150)**	**$ (93,150)**
Change in Net Position	**$ 140,416**	**$ (1,566,961)**	**$ (371,053)**	**$ (298,814)**	**$ (290,562)**	**$ (278,764)**	**$ (299,762)**	**$ (293,666)**
Change in Net Position			$ (371,053)	$ (298,814)	$ (290,562)	$ (278,764)	$ (299,762)	$ (293,666)
Add Depreciation			$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000
Capital Outlay Less Bonds			$ 72,842	$ 114,500	$ 19,000	$ (7,844)	$ 28,969	$ -
Principal Payments			$ 745,550	$ 765,550	$ 787,700	$ 808,450	$ 827,200	$ 851,350
Change to Cash			$ (389,445)	$ (378,864)	$ (297,262)	$ (279,370)	$ (355,931)	$ (345,016)
Cash Balance	**$ 3,788,962**	**$ 3,281,378**	**$ 2,891,933**	**$ 2,513,070**	**$ 2,215,807**	**$ 1,936,438**	**$ 1,580,507**	**$ 1,235,491**

Stormwater Fund (603)

Fund Description

The Stormwater fund is used to account for the operating and capital improvement costs of the stormwater system.

Background

The Stormwater fund is in sound financial condition.

Source of Funds

The source of funds for the stormwater fund are anticipated to come from the collection of monthly stormwater management utility fee charge to each property owner on a per person basis within the city. This is collected once a year and if unpaid is special assessed against the property.

Use of Funds

The use of funds will be for the operation and capital improvements for the system.

Transfers

There are no anticipated transfers in or transfers out of the funds currently.

Balance Sheet

This fund has a special assessment receivable for the Riverbank/Kings highway project which was completed in 2019.

City of St. Francis Stormwater	Actual 2021	Actual 2022	Budget 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Operating Revenues								
Base	$ 178,457	$ 174,383	$ 165,000	$ 213,336	$ 249,900	$ 286,752	$ 323,892	$ 361,320
Late Fee				$ 14,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000
Total Operating Revenues	**$ 178,457**	**$ 174,383**	**$ 165,000**	**$ 227,336**	**$ 261,900**	**$ 298,752**	**$ 335,892**	**$ 373,320**
Operating Expenses								
Personal Services	$ -	$ -	$ -	$ 40,000	$ 40,800	$ 41,616	$ 42,448	$ 43,297
Supplies	-	-	-	-	-	-	-	-
Professional Services	64,812	54,854	138,500	141,270	144,095	146,977	149,917	152,915
Communications	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Repairs and maintenance	-	-	-	-	-	-	-	-
Depreciation		24,583						
Other	-	-	-	-	-	-	-	-
Total Operating Expenses	**$ 64,812**	**$ 79,437**	**$ 138,500**	**$ 181,270**	**$ 184,895**	**$ 188,593**	**$ 192,365**	**$ 196,212**
Operating Income	**$ 113,645**	**$ 94,946**	**$ 26,500**	**$ 46,066**	**$ 77,005**	**$ 110,159**	**$ 143,527**	**$ 177,108**
NonOperating Revenues (Expenses)								
Miscellaneous Grants								
Special Assessments	$ 7,879	$ 11,953	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000
Interest Income	$ 1,074	$ (1,988)	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Miscellaneous	$ 1,314	$ (112)	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	-	-	-	-	-	-	-	-
Total NonOperating Revenues (Expenses)	**$ 10,267**	**$ 9,853**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**
Income Before Transfers and Contributions	**$ 123,912**	**$ 104,799**	**$ 36,500**	**$ 56,066**	**$ 87,005**	**$ 120,159**	**$ 153,527**	**$ 187,108**
Transfers and Contributions								
Transfers in	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Connection Fees	-	-	-	-	-	-	-	-
Capital Contributions from other funds	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Total Transfers and Contributions	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Income	**$ 123,912**	**$ 104,799**	**$ 36,500**	**$ 56,066**	**$ 87,005**	**$ 120,159**	**$ 153,527**	**$ 187,108**
Net Income		$ 104,799	$ 36,500	$ 56,066	$ 87,005	$ 120,159	$ 153,527	$ 187,108
Add Depreciation		$ 24,583	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay Less Bonds		$ -	$ 70,095	$ 82,500	$ 16,000	$ 396,000	$ 116,250	$ 35,000
Principal Payments		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Change to Cash		$ 129,382	$ (33,595)	$ (26,434)	$ 71,005	$ (275,841)	$ 37,277	$ 152,108
Cash Balance		**$ 357,508**	**$ 323,913**	**$ 297,479**	**$ 368,484**	**$ 92,642**	**$ 129,919**	**$ 282,027**

Liquor Fund (609)

Fund Description

The liquor fund is used to account for the operations and capital improvements for the municipal liquor store operated by the city.

Background

The Liquor Store fund has a history of positive annual change in net assets. This is after a transfer of funds to the general fund in the amount of $60,000. The liquor store was remodeled in 2021 at a cost of $920,945. There was no debt issued for this remodel.

Source of Funds

The source of funds is gross profit from the sale of goods. Annual gross profit has averaged an estimated $606,000 annually between 2013 and 2022. Other sources of funds are interest income on a cash balance for the fund and miscellaneous revenues.

Use of Funds

The use of funds is for the acquisition of inventory and the operating expense for the store. Annual current expenditures average about $474,000 per year over the years 2013-2022.

Transfers

The liquor store transfers $60,000 of revenue to the general fund each year.

Balance Sheet

The liquor store fund carries a positive cash balance and no significant liabilities. There are no future debt issuances planned.

City of St. Francis Liquor Fund	Actual 2021	Actual 2022	Budget 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Operating Revenues								
Gross Sales	$ 2,501,792	$ 2,937,081	$ 2,898,402	$ 2,956,400	$ 3,015,500	$ 3,075,800	$ 3,137,300	$ 3,200,000
COGS	(1,899,043)	(2,211,211)	(2,173,802)	(2,217,300)	(2,261,625)	(2,306,850)	(2,352,975)	(2,400,000)
Gross Profit	**$ 602,749**	**$ 725,870**	**$ 724,601**	**$ 739,100**	**$ 753,875**	**$ 768,950**	**$ 784,325**	**$ 800,000**
Operating Expenses								
Personal	$ 296,863	$ 399,629	$ 383,800	$ 395,300	$ 407,200	$ 419,400	$ 432,000	$ 445,000
Supplies	19,614	7,466	9,700	10,000	10,300	10,600	10,900	11,200
Professional	137,579	184,322	151,450	156,000	160,700	165,500	170,500	175,600
Communications	2,331	1,709	4,000	4,100	4,200	4,300	4,400	4,500
Insurance	26,196	22,177	28,000	28,800	29,700	30,600	31,500	32,400
Utilities	15,050	18,386	22,400	23,100	23,800	24,500	25,200	26,000
Repairs	14,596	38,944	23,000	23,700	24,400	25,100	25,900	26,700
Depreciation	19,195	42,219	40,000	41,200	42,400	43,700	45,000	46,400
Other	8,697	11,415	13,700	14,100	14,500	14,900	15,300	15,800
Total Operating Expenses	**$ 540,121**	**$ 726,267**	**$ 676,050**	**$ 696,300**	**$ 717,200**	**$ 738,600**	**$ 760,700**	**$ 783,600**
Operating Income	**$ 62,628**	**$ (397)**	**$ 48,551**	**$ 42,800**	**$ 36,675**	**$ 30,350**	**$ 23,625**	**$ 16,400**
NonOperating Revenues (Expenses)								
Interest Income	$ (10,873)	$ (27,392)	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Miscellaneous	353	3,217	-	-	-	-	-	-
Total NonOperating Revenues (Expenses)	**$ (10,520)**	**$ (24,175)**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**
Income Before Transfers and Contributions	**$ 52,108**	**$ (24,572)**	**$ 58,551**	**$ 52,800**	**$ 46,675**	**$ 40,350**	**$ 33,625**	**$ 26,400**
Transfers and Contributions								
Transfers Out	$ (60,000)	$ (60,000)	$ (60,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (65,000)
Total Transfers	**$ (60,000)**	**$ (60,000)**	**$ (60,000)**	**$ (65,000)**	**$ (65,000)**	**$ (65,000)**	**$ (65,000)**	**$ (65,000)**
Net Income	**$ (7,892)**	**$ (84,572)**	**$ (1,450)**	**$ (12,200)**	**$ (18,325)**	**$ (24,650)**	**$ (31,375)**	**$ (38,600)**
Net Income			$ (1,450)	$ (12,200)	$ (18,325)	$ (24,650)	$ (31,375)	$ (38,600)
Add Depreciation			$ 40,000	$ 41,200	$ 42,400	$ 43,700	$ 45,000	$ 46,400
Capital Outlay Less Bonds			$ 10,000	$ -	$ -	$ -	$ -	$ -
Principal Payments			$ -	$ -	$ -	$ -	$ -	$ -
Change to Cash			$ 28,551	$ 29,000	$ 24,075	$ 19,050	$ 13,625	$ 7,800
Cash Balance	**$ 1,204,211**	**$ 998,920**	**$ 1,027,471**	**$ 1,056,471**	**$ 1,080,546**	**$ 1,099,596**	**$ 1,113,221**	**$ 1,121,021**

Appendix

New Positions Proposed

The following shows the new employees requested and the years they are requested for.

Position	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Administrative Assistant (PT)	1											
Assistant Fire Chief (FT)	1											
Mechanic (FT)			1									
Fire Inspector (FT)					1							
Streets/Parks Worker (FT)					1							
Fire Captains (FT)								3				
Firefighter (FT)										1	1	1
Total Proposed	**2**	**0**	**1**	**0**	**2**	**0**	**0**	**3**	**0**	**1**	**1**	**1**

Park Plan CIP Detail

The following table shows the items proposed from the park plan. Any projects moving forward would be paid for out of the park fund. The park commission will be responsible for determining the projects that are put forth to the council.

Item	Park	Category	Type	Timing	Estimate
Picnic Shelter Asphalt Roof	Community	Shelters	Replacement	2022	$ 10,000
Survey	Highland Woods	Design Planning Engineering	Replacement	2022	$ 5,000
Playground	Rum River Woods	Playgrounds	Replacement	2022	$ 150,000
Gazebo Roof	Woodbury	Shelters	Replacement	2022	$ 10,000
Concession Building and Restrooms	Community	Buildings	Replacement	2023	$ 750,000
Warming House Roof	Community	Buildings	Replacement	2023	$ 25,000
Picnic Shelter	Hidden Ponds	Shelters	New	2023	$ 150,000
Baseball Softball Field Irrigation	Hidden Ponds	Ballfields	Replacement	2023	$ 30,000
Picnic Shelter Wood Roof	Highland Woods	Shelters	Replacement	2023	$ 10,000
Master Plan and Design	Athletic Complex	Design Planning Engineering	New	2023	$ 100,000
Natural Resource Allowance	System Wide	Natural Resources	Ongoing	2023	$ 15,000
Signage Allowance	System Wide	Signage	Ongoing	2023	$ 5,000
New Trail Construction Fund	System Wide	Trails	Ongoing	2023	$ 50,000
Hockey Rink	Community	Other Site Improvements	Replacement	2024	$ 50,000
Playground	Degardner	Playgrounds	Replacement	2024	$ 150,000
Bituminous Trails	Degardner	Trails	Replacement	2024	$ 45,000
Bituminous Trails	Hidden Ponds	Trails	Replacement	2024	$ 70,000
Parking Lot	Hidden Ponds	Parking	Replacement	2024	$ 150,000
Natural Resource Allowance	System Wide	Natural Resources	Ongoing	2024	$ 15,000
Signage Allowance	System Wide	Signage	Ongoing	2024	$ 5,000
New Trail Construction Fund	System Wide	Trails	Ongoing	2024	$ 50,000
Parking Lot A	Community	Parking	Replacement	2025	$ 80,000
Parking Lot B	Community	Parking	Replacement	2025	$ 30,000

Item	Park	Category	Type	Timing	Estimate
Parking Lot C	Community	Parking	Replacement	2025	$ 50,000
Splash Pad	Community	Other Site Improvements	New	2025	$ 500,000
Master Plan	Deer Creek 2nd	Design Planning Engineering	Replacement	2025	$ 30,000
Playground	Durigan Locher	Playgrounds	Replacement	2025	$ 150,000
233rd Ave NW Trail	ROW	Trails	Replacement	2025	$ 100,000
Natural Resource Allowance	System Wide	Natural Resources	Ongoing	2025	$ 15,000
Signage Allowance	System Wide	Signage	Ongoing	2025	$ 5,000
New Trail Construction Fund	System Wide	Trails	Ongoing	2025	$ 50,000
Warming House Mechanicals	Community	Buildings	Replacement	2026	$ 15,000
Picnic Shelter Structure	Community	Shelters	Replacement	2026	$ 150,000
Bituminous Trails	Durigan Locher	Trails	Replacement	2026	$ 20,000
Bituminous Trails	Highland Woods	Trails	Replacement	2026	$ 75,000
Butterfield Drive Improvements	Woodbury	Other Site Improvements	New	2026	$ 100,000
Hwy 47 West	ROW	Trails	Replacement	2026	$ 400,000
Natural Resource Allowance	System Wide	Natural Resources	Ongoing	2026	$ 15,000
Signage Allowance	System Wide	Signage	Ongoing	2026	$ 5,000
New Trail Construction Fund	System Wide	Trails	Ongoing	2026	$ 50,000
Playground	Hidden Ponds	Playgrounds	Replacement	2027	$ 150,000
Playground	Highland Woods	Playgrounds	Replacement	2027	$ 150,000
Baseball Softball Field 1	Athletic Complex	Ballfields	New	2027	$ 400,000
Baseball Softball Field 2	Athletic Complex	Ballfields	New	2027	$ 400,000
Baseball Softball Field 3	Athletic Complex	Ballfields	New	2027	$ 400,000
Rectangle Field 1	Athletic Complex	Ballfields	New	2027	$ 200,000
Rectangle Field 2	Athletic Complex	Ballfields	New	2027	$ 200,000
Rectangle Field 3	Athletic Complex	Ballfields	New	2027	$ 200,000
Rectangle Field 4	Athletic Complex	Ballfields	New	2027	$ 200,000
Parking	Athletic Complex	Parking	New	2027	$ 1,000,000

Item	Park	Category	Type	Timing	Estimate
Bituminous Trails	Athletic Complex	Trails	New	2027	$ 500,000
Dog Park Fencing and Facilities	Athletic Complex	Other Site Improvements	New	2027	$ 100,000
Picnic Shelter	Athletic Complex	Shelters	New	2027	$ 150,000
Pederson Dr	ROW	Trails	Replacement	2027	$ 80,000
Natural Resource Allowance	System Wide	Natural Resources	Ongoing	2027	$ 15,000
Signage Allowance	System Wide	Signage	Ongoing	2027	$ 5,000
New Trail Construction Fund	System Wide	Trails	Ongoing	2027	$ 50,000
Bituminous Trails	Deer Creek 2nd	Trails	Replacement	2028	$ 70,000
Bituminous Trails	Rum River Woods	Trails	Replacement	2028	$ 10,000
Parking Lot	Seelye Brook	Parking	Replacement	2028	$ 50,000
Bituminous Trails	Seelye Brook	Trails	Replacement	2028	$ 20,000
Rum River Blvd	ROW	Trails	Replacement	2028	$ 375,000
Natural Resource Allowance	System Wide	Natural Resources	Ongoing	2028	$ 15,000
Signage Allowance	System Wide	Signage	Ongoing	2028	$ 5,000
New Trail Construction Fund	System Wide	Trails	Ongoing	2028	$ 50,000

Capital Equipment Plan

The following table shows the capital equipment requests that will be paid for out of the Capital Equipment Fund (#402).

	Previous	2024	2025	2026	2027	2028
Administration						
Computers	21,687	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000
City Technology Equipment	51,627	10,000	10,000	10,000	10,000	10,000
Leased Vehicles-All Departments	149,500	60,000	100,000	150,000	180,000	180,000
Fire						
Fire Apparatus	108,909	100,000	100,000	100,000	100,000	100,000
Radio replacement	31,824	4,000	10,000	10,000	10,000	10,000
Turnout Gear (5 sets a year)	13,136	10,000	10,000	10,000	10,000	10,000
Gas Fans (2)	54,660	-	5,000	-	-	-
CPR Device	-	-	-	-	-	-
Fire Hose Replacement	-	10,000	-	-	-	-
Miscellaneous Batteries	-	1,000	1,000	1,000	1,000	1,000
SCBA	-	-	-	-	-	45,000
Extraction Equipment (2)	-	-	-	-	-	-
Thermal Imagers (2)	-	10,000	-	-	-	-
Police						
Squad Cameras	38,000	12,500	9,000	9,000	9,000	16,000
Body Cameras	24,728	6,000	6,000	9,500	7,000	10,000
Firearms	4,369	1,000	1,000	1,000	1,000	2,000
Squad Computers	9,528	2,200	4,400	2,200	11,000	5,000
Office Computers	13,090	6,000	-	4,100	3,800	7,500
Police Radios	6,752	5,000	10,000	5,000	21,000	40,000
Rifle Sights	2,200	-	-	-	-	-
Cameras for Buildings	11,000	-	-	-	-	4,000
UTV	-	5,000	5,000	5,000	5,000	5,000
UAV	-	500	500	500	500	2,000

	Previous	2024	2025	2026	2027	2028
Public Works						
Computers	8,233	3,000	3,000	3,000	3,000	3,000
Sign Truck	-	-	-	-	125,000	-
One Ton Dump Truck	-	-	-	-	-	-
Crane Truck	26,024	-	-	-	-	-
Dump Trucks	-	-	-	-	-	50,000
Trailer replacements	-	-	-	-	-	5,000
Motor grader	-	-	-	-	-	-
Loader	-	-	-	-	-	-
Bobcat Tool Cat	-	40,000	30,000	-	-	43,000
Miscellaneous Equipment and attachments	162,827	8,000	5,000	8,000	12,000	23,500
Zero Turn Mower	-	15,500	28,000	-	-	17,000
2008 Kubota Tractor	-	-	-	-	-	-
	-	-	-	-	-	-
Total	**738,094**	**315,700**	**343,900**	**334,300**	**$ 515,300**	**$ 595,000**

Water Capital Improvements and Debt Service Payments

			Estimated 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Capital Outlay								
Water Projects (Detail in Projects tab)			62,673	74,500	$ 40,000	$ 630,556	$ 788,589	$ 35,000
Replace MIU's								
Install fiber/bottle shop split				$ 50,000				
Install fiber to WTP- Hwy 47 Proj.						$ 85,000		
PLC replacement @WTP/WH				$ 95,000				
Facility upgrade-chlorides								$ 16,000,000
HVAC WTP				$ -	$ 25,000	$ -	$ -	$ -
Reclaim Water Tank Pumps				$ -	$ -	$ -	$ -	$ 35,000
Water Treatment Facility				$ 7,000	$ -	$ -	$ -	$ 180,000
Well Maintenance								
Furance Replacement							$ 14,000	
So. Ambas Water Improve				$ 69,000	$ -	$ -	$ -	$ -
Total		-	62,673	295,500	65,000	715,556	802,589	16,250,000
Source of Funds:								
GO Revenue Bonds							800,000	16,000,000
Total		-	-	-	-	-	800,000	16,000,000
Debt Service (Principal)								
2007 MPFA (Water Plant)		$ 599,000.00	$ 614,000.00	$ 630,000.00	$ 646,000.00	$ 662,000.00	$ 679,000.00	
2021 Refunding		$ 111,000.00	$ 143,250.00	$ 143,250.00	$ 145,500.00	$ 152,750.00	$ 155,000.00	$ 157,250.00
2016 Bonds		$ 10,200.00	$ 10,200.00	$ 10,200.00	$ 10,800.00	$ 10,800.00	$ 10,800.00	$ 11,400.00
Total Principal		$ 720,200.00	$ 767,450.00	$ 783,450.00	$ 802,300.00	$ 825,550.00	$ 844,800.00	$ 168,650.00
Debt Service (Interest)								
2007 MPFA (Water Plant)		$ 98,162.90	$ 82,810.54	$ 67,073.72	$ 50,926.82	$ 34,369.84	$ 17,402.78	
2021 Refunding		$ 29,880.72	$ 27,061.25	$ 22,763.75	$ 18,432.50	$ 13,958.75	$ 9,342.50	$ 4,658.75
2016 Bonds		$ 5,058.00	$ 4,854.00	$ 4,599.00	$ 4,284.00	$ 4,014.00	$ 3,798.00	$ 3,568.88
Total Interest	$ -	$ 133,101.62	$ 114,725.79	$ 94,436.47	$ 73,643.32	$ 52,342.59	$ 30,543.28	$ 8,227.63
Total Principal & Interest	$ -	$ 853,301.62	$ 882,175.79	$ 877,886.47	$ 875,943.32	$ 877,892.59	$ 875,343.28	$ 176,877.63

Sewer Capital Improvements and Debt Service Payments

	Actual 2021	Actual 2022	Estimated 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Capital Outlay								
Sewer Projects (Detail in Projects tab)			$ 32,842	$ 74,500	$ -	$ 1,842,156	$ 2,358,969	$ -
Security Camera WWTP					$ 19,000	$ -	$ -	$ -
Aeration Blowers-at 15 yrs					$ -	$ -	$ -	$ -
Aeration Diffusers					$ -	$ -	$ 21,000	$ -
Roof replacement								
Facility upgrade								
HVAC								
Portable Generator			$ 40,000	$ 40,000				
UV System					$ -	$ -	$ 49,000	$ -
Rum River sanitary upsize								
Total	$ -	$ -	$ 72,842	$ 114,500	$ 19,000	$ 1,842,156	$ 2,428,969	$ -
Source of Funds:								
GO Revenue Bonds						$ 1,850,000	$ 2,400,000	
MPFA Loan								
MPCA Grant								
Total	$ -	$ -	$ -	$ -	$ -	$ 1,850,000	$ 2,400,000	$ -
Debt Service (Principal)	2021	2022	2023	2024	2025	2026	2027	2028
2015 Bonds	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	50,000.00	50,000.00	50,000.00
2016 MPFA (Treatment Plant)	423,000.00	436,000.00	449,000.00	459,000.00	474,000.00	482,000.00	493,000.00	505,000.00
2016 Bonds	70,400.00	74,800.00	74,800.00	74,800.00	79,200.00	79,200.00	79,200.00	83,600.00
2021 Bonds		174,000.00	176,750.00	186,750.00	189,500.00	197,250.00	205,000.00	212,750.00
Total All	538,400.00	729,800.00	745,550.00	765,550.00	787,700.00	808,450.00	827,200.00	851,350.00
Debt Service (Interest)								
Fiscal Agent Fees	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00
2015 Bonds	14,410.00	13,510.00	12,610.00	11,485.00	10,135.00	8,710.00	7,210.00	5,710.00
2016 MPFA (Treatment Plant)	147,630.00	143,400.00	139,040.00	134,550.00	129,960.00	125,220.00	120,400.00	115,470.00
2016 Bonds	38,544.00	37,092.00	35,596.00	33,726.00	31,416.00	29,436.00	27,852.00	26,171.75
2021 Bonds		$ 41,761.48	$ 37,898.75	$ 32,446.25	$ 26,802.50	$ 21,001.25	$ 14,967.50	$ 8,701.25
Total All	201,534.00	236,713.48	226,094.75	213,157.25	199,263.50	185,317.25	171,379.50	157,003.00
Total Principal & Interest	739,934.00	966,513.48	971,644.75	978,707.25	986,963.50	993,767.25	998,579.50	1,008,353.00

Liquor Capital Improvements

		Budget 2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027	Estimated 2028
Capital Outlay							
Condensers for walk in coolers		$ 10,000					
Light fixtures							
Front Doors							
Asphalt Roof							
Countertops							
Parking Lot							
Furnances							
Shelving							
Flooring in Showroom							
Interior Paint							
Ceiling tiles in office & showrm							
Storage/Breakroom furnace							
Exterior Paint							
Flat roof							
Total	$ -	$ 10,000	$ -	$ -	$ -	$ -	$ -

Street, Stormwater, Water and Sewer Projects

Below is the listing of the street, stormwater, water and sewer projects estimated to be done in the following years. These figures are reflected in the corresponding funds.

Category	Project	Notes	2023	2024	2025	2026	2027	2028
Patriot Parkway	Street		$ 209,391					
Patriot Parkway	Stormwater		$ 70,095					
Patriot Parkway	Water		$ 62,673					
Patriot Parkway	Sewer		$ 32,842					
Woodbine St. North	Street			$ 440,000				
Woodbine St. North	Stormwater			$ 82,500				
Woodbine St. North	Water			$ 74,500				
Woodbine St. North	Sewer			$ 74,500				
229/233rd	Street	Rehab			$ 158,478			
229/233rd	Stormwater				$ 16,000			
229/233rd	Water	Gate Valve			$ 40,000			
241st West	Street					$ 1,452,000		
241st West	Stormwater					$ 396,000		
241st West	Water					$ 460,556		
241st West	Sewer					$ 436,040		
HWY47-South from 241st	Street					$ -		
HWY47-South from 241st	Stormwater					$ -		
HWY47-South from 241st	Water					$ 170,000		
HWY47-South from 241st	Sewer					$ 1,406,116		
Woodbine St. South	Street						$ 319,173	
Woodbine St. South	Stormwater						$ 60,000	
Woodbine St. South	Water						$ 93,589	
Woodbine St. South	Sewer						$ 62,144	
229th Ln.	Street						$ 235,472	
229th Ln.	Stormwater						$ 56,250	
Butterfield North	Sewer						$ 54,000	
HWY 47 State Project	Street							
HWY 47 State Project	Stormwater							
HWY 47 State Project	Water						$ 695,000	
HWY 47 State Project	Sewer						$ 2,242,825	
QuickSilver	Street							$ 37,500
Deer Creek	Street							$ 522,287
Deer Creek	Stormwater							$ 35,000
Deer Creek	Water	Gate Valve						$ 35,000
	Street		$ 209,391	$ 440,000	$ 158,478	$ 1,452,000	$ 554,645	$ 559,787
	Stormwater		$ 70,095	$ 82,500	$ 16,000	$ 396,000	$ 116,250	$ 35,000
	Water		$ 62,673	$ 74,500	$ 40,000	$ 630,556	$ 788,589	$ 35,000
	Sewer		$ 32,842	$ 74,500	$ -	$ 1,842,156	$ 2,358,969	$ -
			$ 375,001	$ 671,500	$ 214,478	$ 4,320,712	$ 3,818,453	$ 629,787

Estimated Cash Balances

The overall cash balance looks to stay relatively stable.

Fund	Fund Name	Type	2022	2023	2024	2025	2026	2027	2028
101	General Fund	General	$4,344,826	$4,344,826	$4,344,826	$4,344,826	$4,344,826	$4,344,826	$4,344,826
208	Police Forfeiture	Other	$ 11,982	$ 4,566	$ 4,566	$ 4,566	$ 4,566	$ 4,566	$ 4,566
210	Gambling Fund	Capital	$ 160,488	$ 204,421	$ 76,453	$ 116,953	$ 157,453	$ 197,953	$ 238,453
225/226	Park Fund	Capital	$ (91,284)	$ 137,982	$ 337,982	$ 587,982	$ 887,982	$1,237,982	$1,637,982
240	EDA	Other	$ 40,784	$ 40,784	$ 40,784	$ 40,784	$ 40,784	$ 40,784	$ 40,784
311	2013 Debt Service	Debt	$ 2,323	$ (53,660)	$ -	$ -	$ -	$ -	$ -
327	2015 Debt Service	Debt	$ 80,697	$ 79,249	$ 72,994	$ 67,639	$ 36,714	$ -	$ -
330	2017 Refunding Bonds	Debt	$ 95,698	$ 128,549	$ 155,113	$ 186,351	$ 217,490	$ 248,829	$ 280,668
335	2023 Debt Service	Debt	$ -	$ 300,000	$ 856,204	$ 879,086	$ 901,344	$ 923,481	$ 950,339
402	Capital Equipment Fund	Capital	$ 719,622	$ 309,916	$ 359,216	$ 420,316	$ 531,016	$ 500,716	$ 440,716
404	Building Improvement Fund	Capital	$ 715,318	$ 86,427	$ 31,427	$ 86,427	$ 111,427	$ 186,427	$ 311,427
405	Street Improvement Fund	Capital	$ 837,013	$ 999,640	$ 652,026	$ 904,705	$1,311,152	$ 760,899	$ 923,009
601	Water Fund	Enterprise	$2,504,080	$2,285,615	$1,890,097	$1,739,323	$ 922,423	$ 806,959	$1,122,998
602	Sewer Fund	Enterprise	$3,281,378	$2,891,933	$2,513,070	$2,215,807	$1,936,438	$1,580,507	$1,235,491
603	Storm Water Fund	Enterprise	$ 357,508	$ 323,913	$ 297,479	$ 368,484	$ 92,642	$ 129,919	$ 282,027
609	Liquor Fund	Enterprise	$ 998,920	$1,027,471	$1,056,471	$1,080,546	$1,099,596	$1,113,221	$1,121,021
Total			14,059,353	13,111,632	12,688,706	13,043,795	12,595,852	12,077,068	12,934,306

Interfund Transfers

Here is a summary of the transfers between the funds for the current year plus the five years.

	2023	2024	2025	2026	2027	2028
Transfers in						
General Fund	$ 60,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000
Fund #311	$ 39,880	$ 53,660	$ -	$ -	$ -	$ -
Fund #330	$ 165,000	$ 165,000	$ 165,000	$ 165,000	$ 165,000	$ 165,000
Capital Equipment	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 50,000
Water Fund	$ 37,058	$ 37,058	$ 37,058	$ 37,058	$ 37,058	$ 37,058
Total Transfers In	**$ 341,938**	**$ 360,718**	**$ 307,058**	**$ 307,058**	**$ 307,058**	**$ 317,058**
Transfer Out						
Water Fund	$(121,080)	$(127,970)	$(102,500)	$(102,500)	$(102,500)	$(107,500)
Sewer Fund	$(160,858)	$(167,748)	$(139,558)	$(139,558)	$(139,558)	$(144,558)
Liquor Fund	$ (60,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (65,000)	$ (65,000)
Total Transfers Out	**$(341,938)**	**$(360,718)**	**$(307,058)**	**$(307,058)**	**$(307,058)**	**$(317,058)**
Difference	$ -	$ -	$ -	$ -	$ -	$ -

Outstanding Debt and Payment Per Year

The following table shows the outstanding debt per year and the principal and interest payment by fund on that debt.

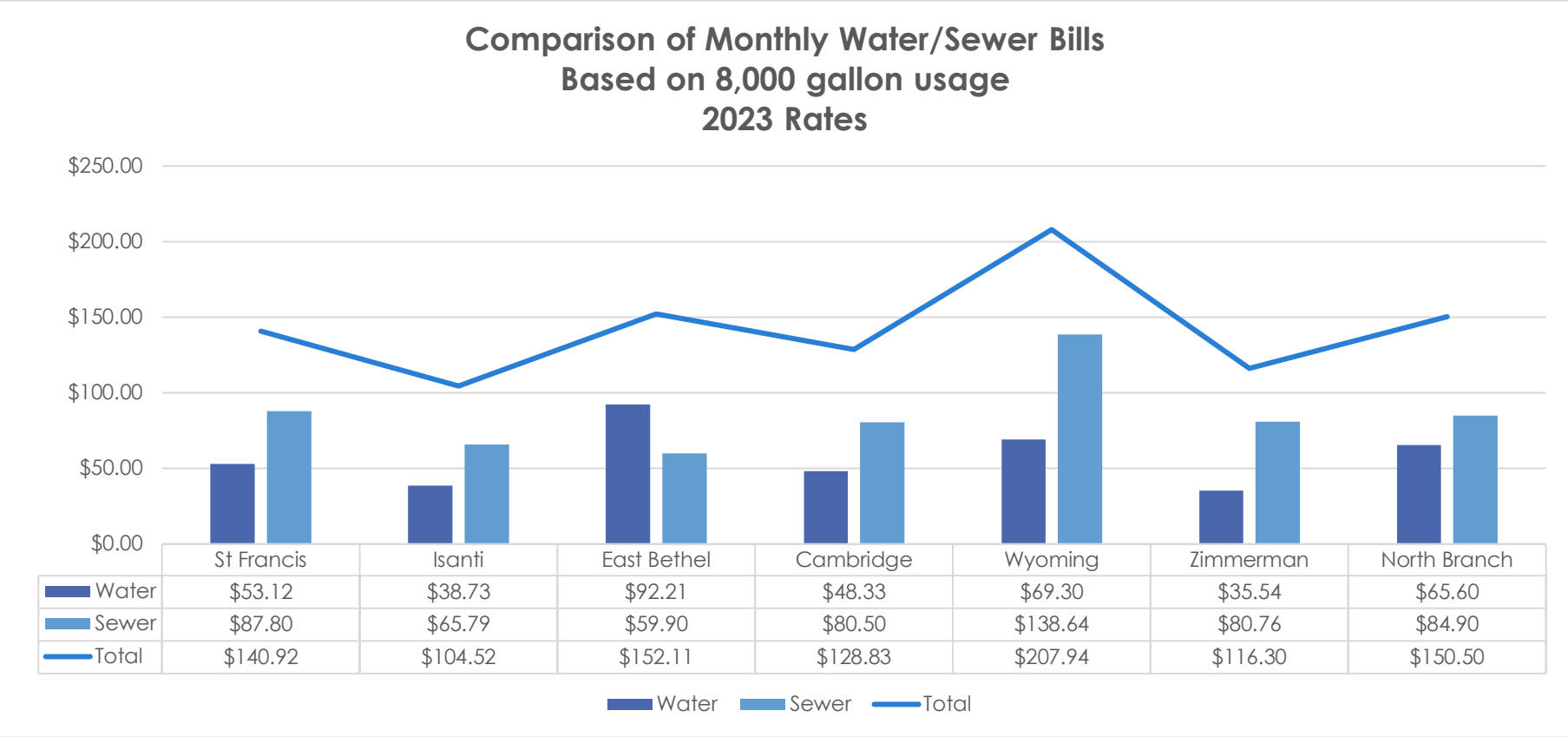
Year	Beginning Outstanding Debt	New Debt	Principal-311	Interest-311	Principal-327	Interest-327	Principal-330	Interest-330	Principal-335	Interest-335	Principal-601	Interest-601	Principal-602	Interest-602	Total-Principal	Total-Interest	Ending Outstanding Debt
2023	$ 27,065,000	$ 13,000,000	$ 95,000	$ 1,425	$ 25,000	$ 2,950	$ 310,000	$ 154,631	$ -	$ -	$ 767,450	$ 114,726	$ 745,550	$ 225,145	$ 1,943,000	$ 498,877	$ 38,122,000
2024	$ 38,122,000	$ -	$ -	$ -	$ 30,000	$ 2,250	$ 320,000	$ 145,181	$ -	$ 283,321	$ 783,450	$ 94,436	$ 765,550	$ 212,207	$ 1,899,000	$ 737,396	$ 36,223,000
2025	$ 36,223,000	$ -	$ -	$ -	$ 30,000	$ 1,350	$ 325,000	$ 135,506	$ 250,000	$ 566,643	$ 802,300	$ 73,643	$ 787,700	$ 198,314	$ 2,195,000	$ 975,456	$ 34,028,000
2026	$ 34,028,000	$ -	$ -	$ -	$ 30,000	$ 450	$ 335,000	$ 125,606	$ 260,000	$ 557,268	$ 825,550	$ 52,343	$ 808,450	$ 184,367	$ 2,259,000	$ 920,034	$ 31,769,000
2027	$ 31,769,000	$ -	$ -	$ -	$ -	$ -	$ 345,000	$ 115,406	$ 270,000	$ 547,388	$ 844,800	$ 30,543	$ 827,200	$ 170,430	$ 2,287,000	$ 863,767	$ 29,482,000
2028	$ 29,482,000	$ -	$ -	$ -	$ -	$ -	$ 355,000	$ 104,906	$ 275,000	$ 537,668	$ 168,650	$ 8,228	$ 851,350	$ 156,053	$ 1,650,000	$ 806,854	$ 27,832,000
2029	$ 27,832,000	$ -	$ -	$ -	$ -	$ -	$ 365,000	$ 94,106	$ 285,000	$ 528,043	$ 81,400	$ 4,562	$ 754,600	$ 142,831	$ 1,486,000	$ 769,542	$ 26,346,000
2030	$ 26,346,000	$ -	$ -	$ -	$ -	$ -	$ 380,000	$ 82,931	$ 295,000	$ 518,353	$ 32,600	$ 3,120	$ 784,400	$ 131,771	$ 1,492,000	$ 736,174	$ 24,854,000
2031	$ 24,854,000	$ -	$ -	$ -	$ -	$ -	$ 390,000	$ 71,381	$ 305,000	$ 508,323	$ 12,600	$ 2,673	$ 806,400	$ 121,075	$ 1,514,000	$ 703,451	$ 23,340,000
2032	$ 23,340,000	$ -	$ -	$ -	$ -	$ -	$ 400,000	$ 59,531	$ 315,000	$ 497,953	$ 13,200	$ 2,286	$ 643,800	$ 111,364	$ 1,372,000	$ 671,134	$ 21,968,000
2033	$ 21,968,000	$ -	$ -	$ -	$ -	$ -	$ 410,000	$ 47,381	$ 330,000	$ 487,243	$ 13,200	$ 1,890	$ 652,800	$ 102,990	$ 1,406,000	$ 639,504	$ 20,562,000
2034	$ 20,562,000	$ -	$ -	$ -	$ -	$ -	$ 425,000	$ 34,591	$ 340,000	$ 476,023	$ 13,800	$ 1,485	$ 665,200	$ 94,460	$ 1,444,000	$ 606,558	$ 19,118,000
2035	$ 19,118,000	$ -	$ -	$ -	$ -	$ -	$ 440,000	$ 20,800	$ 350,000	$ 464,293	$ 13,800	$ 1,071	$ 673,200	$ 85,784	$ 1,477,000	$ 571,948	$ 17,641,000
2036	$ 17,641,000	$ -	$ -	$ -	$ -	$ -	$ 455,000	$ 6,825	$ 365,000	$ 451,868	$ 14,400	$ 648	$ 686,600	$ 76,962	$ 1,521,000	$ 536,303	$ 16,120,000
2037	$ 16,120,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 380,000	$ 437,450	$ 14,400	$ 216	$ 701,600	$ 67,984	$ 1,096,000	$ 505,650	$ 15,024,000
2038	$ 15,024,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 395,000	$ 421,680	$ -	$ -	$ 599,000	$ 60,440	$ 994,000	$ 482,120	$ 14,030,000
2039	$ 14,030,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 410,000	$ 404,695	$ -	$ -	$ 608,000	$ 54,450	$ 1,018,000	$ 459,145	$ 13,012,000
2040	$ 13,012,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 430,000	$ 386,655	$ -	$ -	$ 621,000	$ 48,370	$ 1,051,000	$ 435,025	$ 11,961,000
2041	$ 11,961,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 445,000	$ 367,520	$ -	$ -	$ 695,000	$ 42,160	$ 1,140,000	$ 409,680	$ 10,821,000
2042	$ 10,821,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 465,000	$ 347,495	$ -	$ -	$ 704,000	$ 35,210	$ 1,169,000	$ 382,705	$ 9,652,000
2043	$ 9,652,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 490,000	$ 326,338	$ -	$ -	$ 713,000	$ 28,170	$ 1,203,000	$ 354,508	$ 8,449,000
2044	$ 8,449,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 510,000	$ 303,798	$ -	$ -	$ 708,000	$ 21,040	$ 1,218,000	$ 324,838	$ 7,231,000
2045	$ 7,231,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 535,000	$ 280,083	$ -	$ -	$ 711,000	$ 13,960	$ 1,246,000	$ 294,043	$ 5,985,000
2046	$ 5,985,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 560,000	$ 254,938	$ -	$ -	$ 685,000	$ 6,850	$ 1,245,000	$ 261,788	$ 4,740,000
2047	$ 4,740,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 585,000	$ 228,338	$ -	$ -	$ -	$ -	$ 585,000	$ 228,338	$ 4,155,000
2048	$ 4,155,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 615,000	$ 200,550	$ -	$ -	$ -	$ -	$ 615,000	$ 200,550	$ 3,540,000
2049	$ 3,540,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 645,000	$ 171,030	$ -	$ -	$ -	$ -	$ 645,000	$ 171,030	$ 2,895,000
2050	$ 2,895,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 675,000	$ 140,070	$ -	$ -	$ -	$ -	$ 675,000	$ 140,070	$ 2,220,000
2051	$ 2,220,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 705,000	$ 107,670	$ -	$ -	$ -	$ -	$ 705,000	$ 107,670	$ 1,515,000
2052	$ 1,515,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 740,000	$ 73,478	$ -	$ -	$ -	$ -	$ 740,000	$ 73,478	$ 775,000
2053	$ 775,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 775,000	$ 37,588	$ -	$ -	$ -	$ -	$ 775,000	$ 37,588	$ -
Total		$ 13,000,000	$ 95,000	$ 1,425	$ 115,000	$ 7,000	$ 5,255,000	$ 1,198,784	$ 13,000,000	$ 10,913,754	$ 4,401,600	$ 391,870	$ 17,198,400	$ 2,392,385	$ 40,065,000	$ 14,905,218	

Customers, Volumes and Revenues

City of St. Francis, MN
Customers and Volume

	2021	2022	2023	2024	2025	2026	2027	2028
Customers								
Water Connections	2,791	2,847	2,859	2,871	2,883	2,895	2,907	2,919
Water Sold Per Year	174,386	171,622	172,054	172,486	172,918	173,350	173,782	174,214
Sewer Connections	2,791	2,847	2,791	2,859	2,803	2,871	2,815	2,883
Sewer Volume Per Yer	118,770	124,917	125,349	125,781	126,213	126,645	127,077	127,509
Stormwater Parcels	2,951	2,951	2,951	2,963	2,975	2,987	2,999	3,011
Rates								
Water Service Rates								
Monthly base fee	$14.55	$14.55	$15.28	$16.04	$16.04	$16.04	$16.04	$16.04
State test fee	$0.81	$0.81	$0.81	$0.81	$0.81	$0.81	$0.81	$0.81
Water usage per 1,000 gallons								
Tier 1: 0-14,999 gallons	$4.50	$4.50	$4.73	$4.97	$4.97	$4.97	$4.97	$4.97
Tier 2: 15,000-29,9999 gallons	$4.72	$4.72	$4.96	$5.21	$5.21	$5.21	$5.21	$5.21
Tier 3: 30,000-44,999 gallons	$5.45	$5.45	$5.72	$6.10	$6.10	$6.10	$6.10	$6.10
Tier 4: >45,000 gallons	$6.51	$6.51	$6.84	$7.18	$7.18	$7.18	$7.18	$7.18
Sanitary Sewer Service Rates								
Monthly base fee	$20.82	$20.82	$21.24	$21.66	$21.66	$21.66	$21.66	$21.66
Charge per 1,000 gal used	$8.16	$8.16	$8.32	$8.49	$8.49	$8.49	$8.49	$8.49
Storm Water Rates								
Charge per parcel unit	$5.00	$5.00	$5.00	$6.00	$7.00	$8.00	$9.00	$10.00
Annual Revenue								
Water base charges	$ 480,344	$ 488,455	$ 524,226	$ 552,610	$ 554,920	$ 557,230	$ 559,539	$ 561,849
Water usage charges	963,549	935,424	957,050	1,011,630	1,014,164	1,016,698	1,019,231	1,021,765
Water Test fee	17,243	17,592	17,856	17,973	18,090	18,206	18,323	18,440
Water Penalty	26,752	26,217	26,741	27,276	27,822	28,378	28,946	29,525
Total Water Revenues	$1,487,888	$1,467,688	$ 1,525,873	$ 1,609,489	$ 1,614,996	$ 1,620,512	$ 1,626,039	$ 1,631,579
Sewer base charges	$677,436	$689,963	$ 711,370	$ 743,111	$ 728,556	$ 746,230	$ 731,675	$ 749,349
Sewer flow charges	$1,131,956	$1,179,975	1,042,904	1,067,881	1,071,548	1,075,216	1,078,884	1,082,551
Sewer Penalty	$26,373	$25,690	26,204	26,728	27,263	27,808	28,364	28,931
Total Sewer Revenues	$1,835,765	$1,895,628	$ 1,780,478	$ 1,837,720	$ 1,827,367	$ 1,849,254	$ 1,838,923	$ 1,860,831
Storm Water Fee	$178,457	$174,383	$ 177,060	$ 213,336	$ 249,900	$ 286,752	$ 323,892	$ 361,320

Monthly Water/Sewer Bill Comparison to Surrounding Communities

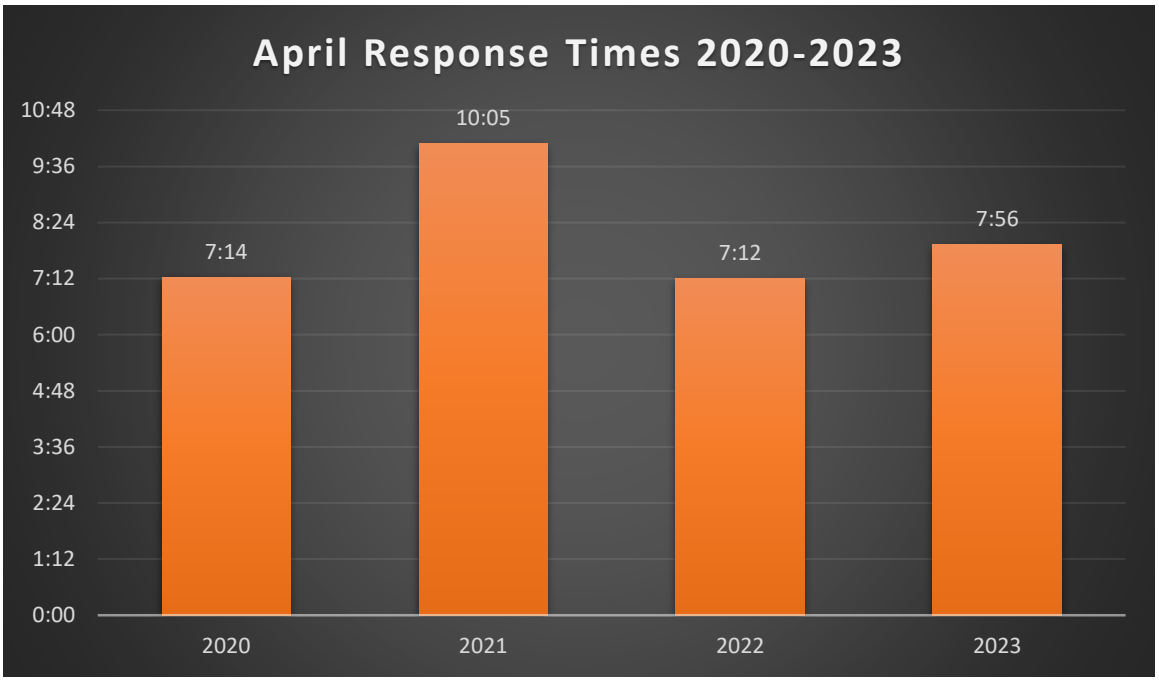


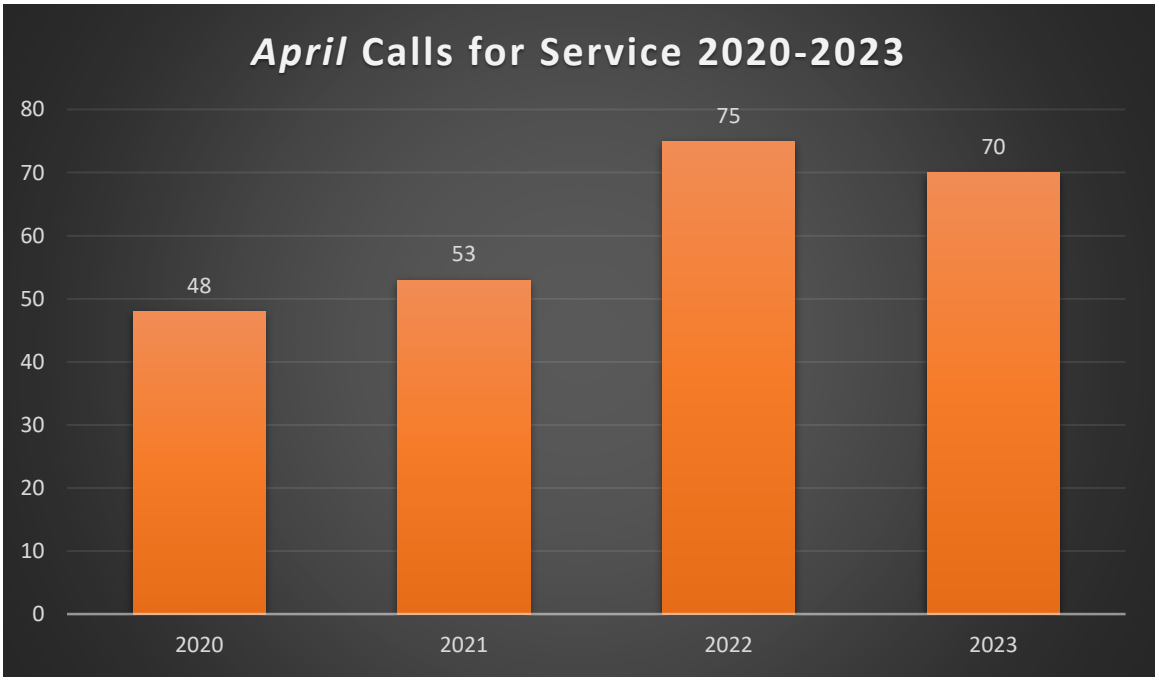
	St Francis	Isanti	East Bethel	Cambridge	Wyoming	Zimmerman	North Branch
Water	$53.12	$38.73	$92.21	$48.33	$69.30	$35.54	$65.60
Sewer	$87.80	$65.79	$59.90	$80.50	$138.64	$80.76	$84.90
Total	$140.92	$104.52	$152.11	$128.83	$207.94	$116.30	$150.50

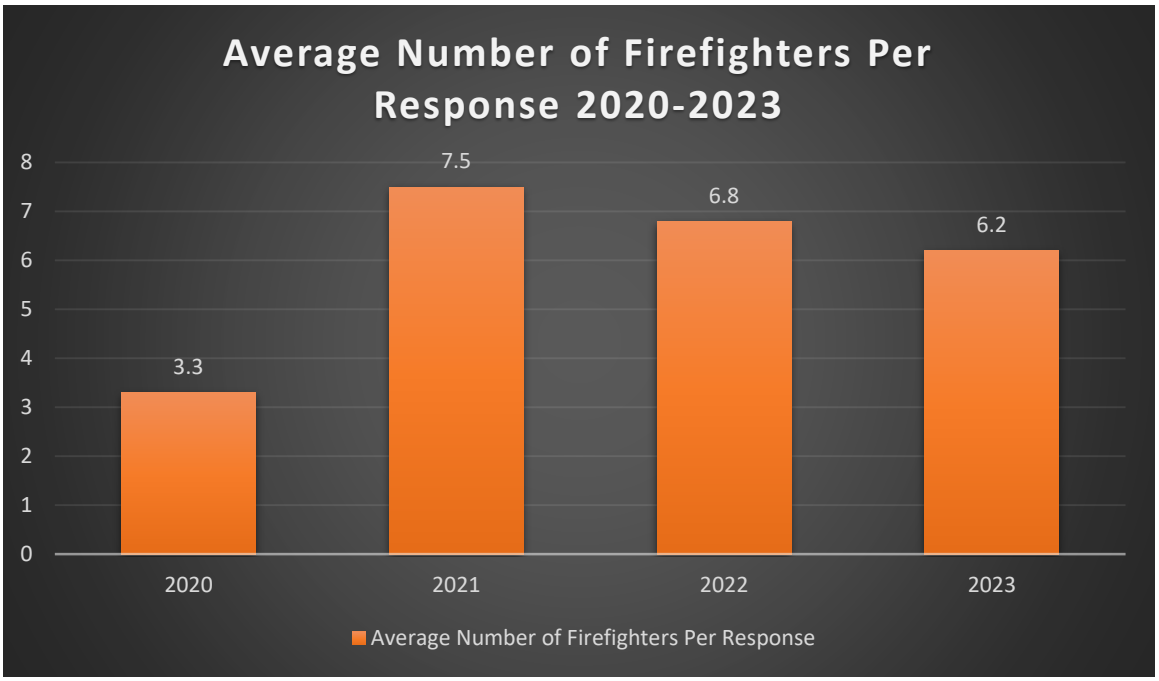
MONTHLY COMPARISON REPORT 2020-2023

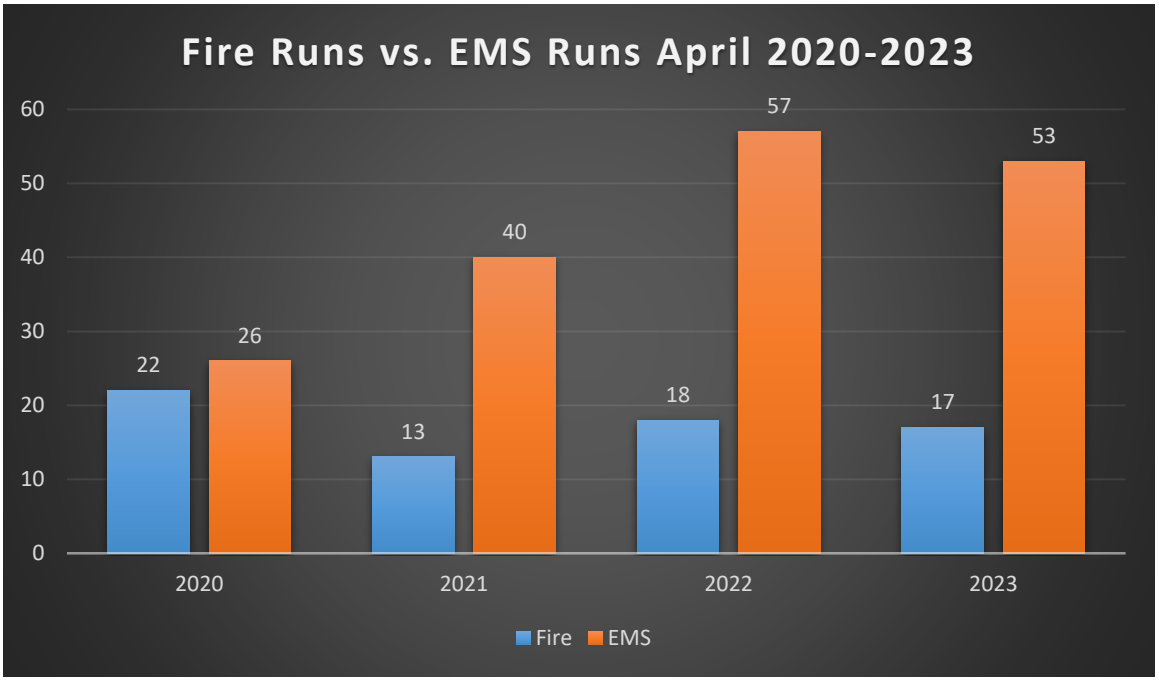
April

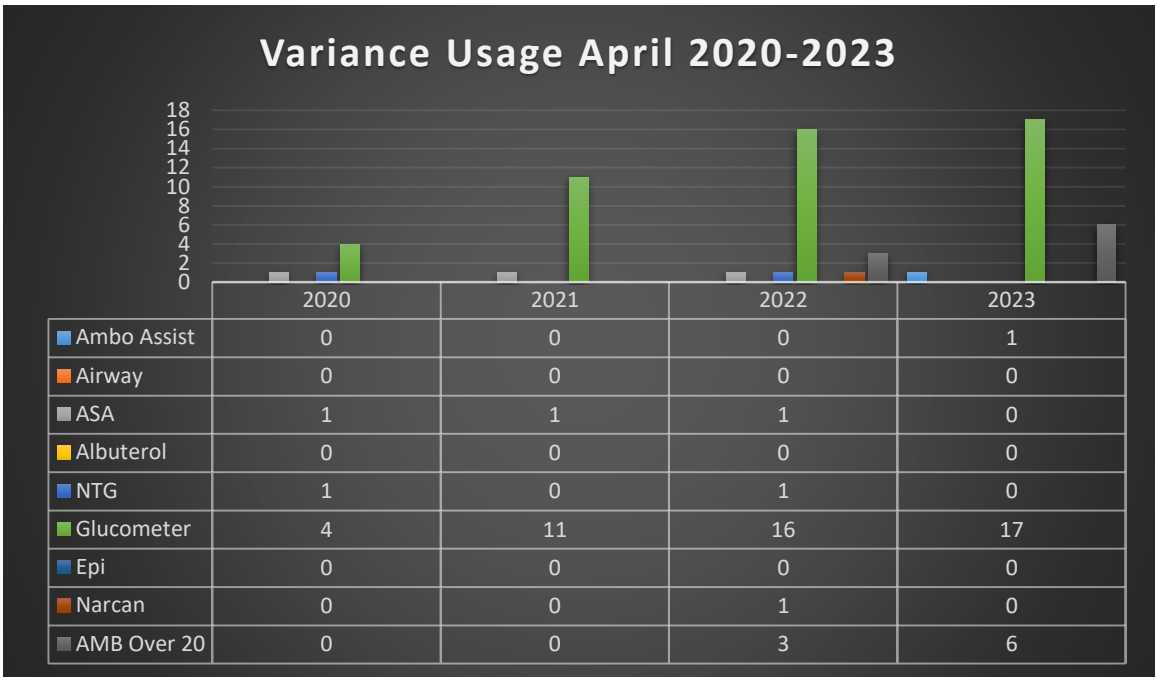
ST. FRANCIS FIRE & RESCUE


April Response Times 2020-2023
10:48
9:36
8:24
7:12
6:00
4:48
3:36
2:24
1:12
0:00
7:14
10:05
7:12
7:56
2020
2021
2022
2023


April Calls for Service 2020-2023
80
70
60
50
40
30
20
10
0
48
53
75
70
2020
2021
2022
2023


Average Number of Firefighters Per Response 2020-2023
8
7
6
5
4
3
2
1
0
3.3
7.5
6.8
6.2
2020
2021
2022
2023
Average Number of Firefighters Per Response


Fire Runs vs. EMS Runs April 2020-2023
60
50
40
30
20
10
0
22
26
13
40
18
57
17
53
2020
2021
2022
2023
Fire
EMS



	2020	2021	2022	2023
Ambo Assist	0	0	0	1
Airway	0	0	0	0
ASA	1	1	1	0
Albuterol	0	0	0	0
NTG	1	0	1	0
Glucometer	4	11	16	17
Epi	0	0	0	0
Narcan	0	0	1	0
AMB Over 20	0	0	3	6

