



## **CITY COUNCIL REGULAR MEETING**

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

**Tuesday, September 06, 2022 at 6:00 PM**

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### **AGENDA**

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

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

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

**5. MEETING OPEN TO THE PUBLIC**

**6. SPECIAL BUSINESS**

**7. PUBLIC HEARING**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

- A. Grading Interim Use Permit  
Resolution 2022-41 Approving an Interim Use Permit to allow site grading on the Richard D. Schroeder Advanced Ammunition Range
- B. 2023 COLA
- C. Fire Department Wage Increase
- D. Tax Levy  
Resolution 2022-42 Adjust the Tax Levy for Bonded Indebtedness
- E. Preliminary Approval of a Proposed 2023 Tax Levy and Budget Public Hearing Date  
Resolution 2022-43 Providing the Preliminary Approval of a Proposed 2023 Tax Levy and Setting Budget Public Hearing Date.

**10. MEETING OPEN TO THE PUBLIC**

**11. REPORTS**

- A. Public Works Quarterly Report

**12. COUNCIL MEMBER REPORTS**

**13. UPCOMING EVENTS**

**14. ADJOURNMENT**

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

Join Zoom Meeting

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CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW  
August 15, 2022  
6:00 p.m.

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

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

2. **ROLL CALL**

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

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

3. **APPROVAL OF AGENDA**

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

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

4. **CONSENT AGENDA**

- A. City Council Minutes - August 1, 2022
- B. Bio Solid Pad and Parking Lot Islands
- C. Agreement with MnDOT

Resolution 2022-40 Approving a Master Partnership Agreement with the Minnesota Department of Transportation and authorize the City Administrator to

execute the agreement.

D. Payment of Claims

Muehlbauer had a question concerning item B on whether or not the asphalt pad was in the budget. Mayor Feldman said that it was explained in the packet as coming from two areas. Public Works Director Paul Carpenter added that this is paid for out of the sewer and water budget.

Mayor Feldman noted for Muehlbauer that on the packet it says some of this will be paid for out of the sewer operations and maintenance budget and the other part will be paid for out of the streets operation and maintenance budget. Muehlbauer noted that he saw the packet but he was wondering if this was something that had been planned for before now or if it was something that came up that the Council had not yet talked about. Carpenter mentioned that it had been discussed about a year ago but he was not sure if it had come up at a Council meeting before.

Mayor Feldman asked Carpenter if he could tell the reason that the islands are getting taken out, for plowing purposes, and the asphalt where the bio solid gets dumped. Someone had explained that the bio solids have been put on a flat dirt area just behind the waste water plant. He said when this is loaded into the trucks, you end up loading rocks, debris, and dirt along with it. He got a request a few years ago to put a pad out there so that the bio solids could be put on it, making it easier and quicker to load.

Mayor Feldman asked who made the request. Carpenter said that he was the one who requested it.

Carpenter added that the parking lot islands create an extra 15-20 minutes of plowing. He said that another problem they have had is causing damage to pickup plows.

Bauer clarified that Muehlbauer was asking the ramifications on the waste water budget, if that was not put into the CIP and budgeted for, does that affect the City in the long run. Finance Director Darcy Mulvihill said that Carpenter was talking about doing other operations of maintenance so there should be a budget there for that. Bauer asked if this would affect the slide on the water waste facility. Mulvihill said it should not, if it is being done out of the operations and maintenance it should be fine.

Mayor Feldman asked the Council if they had any other questions.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE  
CONSENT AGENDA ITEMS A, B, C, D

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

**5. MEETING OPEN TO THE PUBLIC**

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

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS – NONE**

**8. OLD BUSINESS**

**A. Ordinance 299 Addition – Chapter 8 – Section 14 Safety Restrictions on Public Access to Waters or Wetlands, Second Reading**

City Administrator Kate Thunstrom gave a presentation on the restricted waters addressing some of the safety concerns. She said she was happy to answer any questions.

Mayor Feldman stated that he did not have any questions and he thinks it is a good idea, as it was discussed in the last meeting and he is all for it.

Mayor Feldman asked if the Council had any questions.

Bauer mentioned that he read through the last packet since he was not at the last Council meeting and he had a few questions that Community Development Director Colette Baumgardner was able to answer. He added that he is in favor of the ordinance addition.

Muehlbauer said that he was able to clear things up with Thunstrom after the last meeting about his concerns with the private property and the waterways. He said that he is also in favor.

Robinson said that he is all for public safety and it is not infringing on any public rights while enhancing the private property owners rights. He said he was in favor.

Udvig added that she was in favor as well.

Mayor Feldman wanted to say on the record that an ounce of prevention is a pound of cure and this was a pound of cure so that they do not have any accidents. This facility deals with ammunition and high explosives and the City does not need anyone shooting in the wrong direction and creating a havoc and deaths. He thinks

this is a good idea.

MOTION BY: BAUER SECOND: UDVIG APPROVING ORDINANCE 299  
ADDITION – CHAPTER 8 – SECTION 14 SAFETY RESTRICTIONS ON PUBLIC  
ACCESS TO WATERS OR WETLANDS, SECOND READING.

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

## 9. **NEW BUSINESS**

### A. Work Session Request

Thunstrom requested two work sessions. The first being August 29, 2022 for City Business, and a second on September 26, 2022 to see the new designs from MNDOT and how the conversation with WSB went.

Mayor Feldman clarified that the first meeting was for discussion on staffing, fencing, and City business and the other is for MNDOT and WSB. He asked the Council if a 5:30 p.m. work session meeting on Monday, August 29, at City Hall would work for everyone.

Thunstrom added that she would like to see both meetings at Police/Public Works Building because the Council will need space to spread out.

Robinson asked Thunstrom if MNDOT will be at the meeting on September 26<sup>th</sup>. Thunstrom said that MNDOT will be there and they will bring two designs for discussion.

Mayor Feldman asked Thunstrom if the second meeting on September 26 would be at the same place. Thunstrom said yes. Mayor Feldman asked Council if a 5:30 p.m. work session meeting on Monday, September 26, at City Hall would work for everyone.

Robinson asked Thunstrom if she could send everyone a calendar reminder for these meetings.

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

## 11. **REPORTS**

### A. Liquor Store Quarterly Report

Liquor Store Manager John Schmidt reviewed the first two quarters of this year's sales report for the store. He noted that June 2022 was their third highest sales month ever and the only months better were in 2020. He said that they are getting close to \$100,000 in sales.

Mayor Feldman said he liked the report and the graphs in it. He added that he liked that Schmidt said every month they have seen an increase in sales and customer count which is not uncommon but it is nice to see an increase in both which is a step in the right direction. He liked this a lot, building up sales as well as customers is always good. He mentioned that the digital signs are working, north and south they are up and running. He thinks that they are going in the right direction and he is pleased with this report. He asked the Council for their feedback.

Udvig said that she was very pleased with the numbers and increase in customers, which is where they want to be. She mentioned that she had heard from people that they are liking the variety at the store, and she is glad that the store is keeping inventory of the more popular stuff and stocking newer stuff. She added that the store is kept neat and orderly and that the store is doing good and to just keep moving forward.

Robinson added that he liked the graphs in the report and liked seeing the visuals. He asked Schmidt how the store was doing on credit card expenses and if he had found a vendor he was satisfied with. Schmidt said that he was in the process of filling out the application but there are a few things that still need to be filled out that he will be forwarding to the correct people for assistance, but he is in the process. He added that there is a savings with SpotOn which is who they are planning on going with. Robinson asked if he knew when this would be wrapped up. Schmidt said that he would imagine it would be wrapped up within the next few weeks.

Robinson mentioned he knows that profits might be down slightly from last year because of increases in wages, transportation, and wholesale costs. He asked Schmidt if these numbers have gone up dramatically, and as the numbers go up if he adjusts the margins. Schmidt said there are now companies that are charging the store freight charges or increased freight. He added that the cigarette company was the biggest increase, so instead of doing bimonthly, they are trying to order one at a time to keep the freight costs down. The store is also doing this with some of the other companies that are charging these freight charges.

Robinson asked Schmidt if the store has found ways to stay competitive with prices going up and if the MMBA is helping in any way. Schmidt said the MMBA has always been welcome to help but he has not reached out to them yet.

Robinson asked Schmidt about any additional vendor help, such as taking advantage of bulk buying. Schmidt said that the store is doing that as much as they

can. He explained that some of the outages from vendors not being able to supply products, once they were able to get in he was able to buy more to prevent this from happening again.

Robinson told Schmidt that he did a good job with the report and it is nice to see some positive stuff. He stated that he wanted to discuss the credit card portion. He said that he had been to Key's Cafe in Forest Lake and there was a note on their pay window about their 5% credit card fee. He added that it is not cheap having credit cards so anything that they can save is awesome and he is glad that Schmidt is bringing that to a close. He thanked Schmidt for his work on that.

Muehlbauer thanked Schmidt for his work. He appreciates the graphs in the report. He told Schmidt to keep it up and hopes that the store keeps trending in the right direction.

Bauer said that it was a great report. He noted that it was good to see the trends over the years. He said that the report looks good and the numbers are trending in the right direction.

Mayor Feldman added that Public Works Director Paul Carpenter did a great job having the landscaping taken out and rock put in which cleaned up the front of the store and makes it look cleaner and bigger. He again added that the digital signs are working. He wanted to ask Carpenter if Schmidt were to get a special on pallet or bulk buying, if he was not able to store it at the muni, even with the additional storage, if he could store it at the water tower. Carpenter said he asked that question and he can get back to him with the answer. He added that he had spoken to Water and Sewer Supervisor Parish Barten and the Department of Health would not like any storage at the water tower, but he can verify the information and get back to him.

Mayor Feldman asked if not at the water tower, if there would be a place at Public Works for storage if this situation arose. Carpenter said that Public Works would absolutely be able to do that.

Mayor Feldman noted that he only mentioned this for if a bulk sale comes around that does not come around often, but in today's market availability is key. Schmidt clarified that it is not legal to store liquor anywhere else other than the muni.

Assistant City Attorney Dave Schaps stated this is the first he is hearing of this situation and he can research it. An initial question that comes to mind is insurance. Mayor Feldman explained some of the thoughts that he had. He asked Schmidt if the stock rotates pretty quickly. Schmidt said yes and that they try to keep a three month supply. He added that being in the business, he has heard that once a product sits at the store for longer than three months the store will be paying more in interest, so they try to go through it quicker.



Mayor Feldman added that now that the store has been remodeled the key is promoting it and being competitive with pricing. He explained that the whole idea of the store was to make it a destination place where people would be able to get the product that they want at a price they want to pay. He said that he was glad to see the numbers showing that. He also said that he is glad that the walk in cooler was working properly. He asked Council if they had any other questions.

Mayor Feldman asked when the monitor for in store promotions would be coming in. Schmidt mentioned that he had gotten the proof for the store's portion of the ads at the end of last week. He said that he can get back to the Council on an ETA of when it will arrive. Mayor Feldman asked to clarify that the digital signs are working properly. Schmidt said yes.

Mayor Feldman told Schmidt that the format for this report is a good way to go because the graphs explain everything easily to the Council.

#### B. Fire Department Monthly Report - July

Fire Chief Dave Schmidt gave the Fire Department's July Report and reviewed the staff report highlighting response time goals being met, 61 calls for service this month including 49 for EMS and 12 fire runs, a slightly low staffing number due to having two members on leave, zero COVID criteria patients were reported in the month, and 14 fire inspections.

Mayor Feldman noted that COVID was down in July; however, three members of the City administration have COVID and that it is very much still in play and he advised everyone to take it seriously. He was pleased with the number of fire inspections. He asked Chief Schmidt if the Fire Department has the new fire engine. Schmidt said that it is here and they have it.

Mayor Feldman asked if the Department is getting trained on it now. Schmidt said there is a vendor delivered training on August 24 and a monthly work detail on August 31 where the equipment from engine 2 will be transitioning to engine 1.

Bauer mentioned that this was a great report and he likes seeing the numbers trending. He added that it is great to see the response times and he told Schmidt to make sure to thank the firefighters for their support and what they do for the community.

Mayor Feldman noted the 49 EMS calls and only 12 fire calls. He said he was glad that the fire calls were gone but this shows how much the Department of Public Safety is changing and what direction it is going. He added that EMS is a huge part of the Fire Station and it is not just a Fire Station anymore, which is true throughout the county. He applauded the Fire and Police Chiefs for stepping up and doing EMS services because these departments can save lives in the City before anyone else can get to it. He could not emphasize enough that ambulances are not

stationary, they are always running. He expressed how proud he was of the City's public safety people.

Udvig said that it was a great report. She commended the crew that was at the Night to Unite, she said the crew did a fabulous job as usual with engagement with the public. She added to keep up the good work with inspections and inspections. She explained that she was glad that the businesses are getting these inspections. She asked Schmidt to tell his crew that the City appreciates them and are proud of what they do.

Muehlbauer said it was a good report and he had no questions. He wanted to send his appreciation to Schmidt and the rest of the Fire staff.

Robinson also said that it was a great report. He wanted to note Schmidt's enthusiasm meeting after meeting, his enthusiasm is infectious and it is seen in his crew. He wanted Schmidt to keep up the good work and noted that he is a good example for his crew. He appreciated Schmidt's note about a possible neighboring city asking for help with using the City's resources. He asked Schmidt if he could give a minor report on how the program was doing now 18 months into it. Schmidt said things are continuing to go well. He had several meetings in the last week about setting up the 2023 budget and the Department is still working on a few equipment additions to ensure everything is equipped. He said things continue to go well and the Department is very pleased with their progress so far and it has been a great relationship.

Robinson asked if Schmidt sees any extension of the agreement. Schmidt said he thinks that they are getting close. With it being an election year that could change the trajectory of the direction they go. He thinks this is something that will be readdressed closer to the beginning of the year and understand what the different needs are and how they move forward. This will be a part of the elected official discussion going into 2023.

Mayor Feldman wanted to remind the Council that there are three things that they work towards, JPAs (Joint Power Agreement), contracts and auto aid. With auto aid, you just pay for the services that are required. Contracts are what it is now. A JPA is what they prefer. The City has a JPA with Anoka County Fair Protection Council and JLEC (Joint Law Enforcement Council). He noted that these are good things because the costs are shared to make services more effective for all parties involved.

## **12. COUNCIL MEMBER REPORTS**

Udvig attended the Night to Unite event and she said there was a very good turnout despite the high heat. She wanted to thank the City Staff for working so hard to make that night happen. She thinks there was a great response to the giveaways. She added that the recycled bags were a good call. She joined with the Little

Ambassadors to go into the Fire Hose. She thanked the City Staff for all that they did.

Muehlbauer said that he also attended the Night to Unite. He enjoyed the interactions that he had at the event. He expressed his appreciation for Staff and everyone who works on these events.

Bauer wishes he could have been at the Night to Unite; however, due to COVID he was not able to attend. He said that he was there in heart.

Robinson attended the Night to Unite. He wanted to give a thank you to Public Works, Police, Fire, and the whole crew for what they did for the event. He said he loved seeing the citizens out and about. He expressed his appreciation for the City Staff's participation in the event.

Mayor Feldman reported he was also at the Night to Unite and it was very hot. He said that one of the places a lot of people went to were the hoses off the fire truck. He said it was a fun night and he thought turnout would have been better if it was not so hot, but the shade of Community Park helped a lot. He wanted to thank the Staff, as they have been working on this since February. He thanked everyone for their effort and expressed how important it is to get the community involved and events like this are always good for involvement. He added that it is nice for him as the Mayor to know that the Police and Fire Departments are approachable and it is important for residents to not be worried to call these Departments when needed because they have seen this around the State and the Country. It is nice for him to be able to tell residents to call Police or Fire when they have a problem and he can be confident that they will be going there to help and not be a hindrance.

Mayor Feldman encouraged everyone to look at the work Carpenter did at the liquor store. He said that there is still plenty of work to be done in the City as they are always doing something. He could not emphasize enough to call the City if there are questions or someone wants to know what is going on within the City. He mentioned that going on social media will not have all the answers to the questions or accurate answers. He encouraged everyone to call the City and if they do not get through to leave a message and the City will get back to them within 24-48 hours.

Mayor Feldman asked City Engineer Craig Jochum about Poppy Street. He mentioned that Jochum told him it was a little slow the first week but they have finally gotten the utilities down. Jochum said that was scheduled. He said that the utilities will start being relocated early this week and the gas will be later in week and will take about three days. He said the road will not be reclaimed until early next week.

Mayor Feldman noted there was a community mailbox and he asked Jochum how that was going to work. Jochum said they will all be relocated to one location, likely

as a single mailbox and will not be relocating the community mailbox until the end of the project. Mayor Feldman asked how the public will be notified of this. Jochum said they will receive a letter about this change.

Mayor Feldman emphasized the Poppy Street construction and how accidents can happen. He mentioned that the crew was digging for four days and the phones at City Hall and in the City were down for the fiber optic line that was cut on Lexington and County Road C. He explained that there will always be the possibility of issues in construction. He added that if anyone had questions or concerns to call City Hall and be patient. The City will work out problems. Jochum agreed and said that everyone has access to contacts for the Staff.

Mayor Feldman said that the construction is still scheduled to end in October, but again accidents and delays can happen. Jochum agreed. Mayor Feldman asked if the utility relocation was happening before tearing up the road. Jochum said yes.

Mayor Feldman asked when the culverts are taken out if everything will be leveled off to the sidewalk. Jochum said that was correct. He also asked Jochum about the sprinkler systems being relocated and if people should mark their sprinklers and if there would be a letter about this. Jochum said yes to all of this and the letter will be sent once it gets closer to time for this project.

Mayor Feldman again expressed the importance of calling City Hall if there are ever any questions as the answers will be true and vetted.

Mayor Feldman asked if there were any updates on the finance software. Finance Director Darcy Mulvihill said that they have a spot on the list and the City is waiting.

Carpenter mentioned that Public Works was able to receive a chassis for their crane truck. He said that it needs to be specked out with the crane company, ABM. He said Public Works is looking at 40-50 weeks once the process starts next week.

Mayor Feldman asked for clarification that it would take almost a year to be fully equipped. Carpenter said it will take a few days to spec it out and then it will take 40-50 to be built and fitted. Mayor Feldman asked what causes that timeline to be so long. Carpenter answered by saying the crane company said it was due to COVID and that he had a hard time finding the chassis in the first place. He mentioned that everything is set and they will be moving forward soon.

Mayor Feldman told the Council that there were four trucks at the dealership and two days later all the trucks were gone. Carpenter said that actually all the trucks were gone within 24 hours and had he not pulled the trigger on this one they would not have gotten it.

Mayor Feldman asked Police Chief Todd Schwieger how fleet management was working. Schwieger said there was an official kick off meeting last Thursday and

they will see how things go.

Mayor Feldman emphasized the importance of availability in times like these. When there is something available and funds are in the budget to grab it because if you wait you can miss out. He said he knows of people who have gone as far as Utah to get vehicles.

Robinson wanted to give a shout out to City Clerk Jenni Wida and her crew for election day and how smoothly it was run. He said for this being her first one she did a great job and he congratulated her on a job well done. Mayor Feldman thanked Robinson for bringing that up and said Wida is a fast learner, and she did a great job.

**13. UPCOMING EVENTS**

August 17 - Planning Commission @ 7:00 pm

August 18 - Cone with a Cop @ Police Department 4:30-6:00 pm

September 6 - City Council Meeting @ 6:00 pm

**14. ADJOURNMENT**

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

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Jennifer Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Conditional Offer of Employment  
**DATE:** September 6, 2022

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### **OVERVIEW:**

On May 2<sup>nd</sup>, 2022 City Council authorized the police department to fill an officer vacancy created by the resignation of Tyler Johnson. On June 8<sup>th</sup>, 2022 the police department posted to fill the remaining officer vacancy with a total of nine applications received by the July 7<sup>th</sup> deadline. During the hiring process, the top candidate withdrew due to personal reasons. A background investigation was then initiated on the second top scoring candidate. At the conclusion it's been determined that candidate Lucas Sherburne is qualified to fill the vacant police officer position. After consulting with staff, a decision was made to offer Lucas Sherburne a conditional offer of employment for the police officer position. On August 16th, 2022 Chief Schwieger met with Lucas who signed a conditional offer of employment which is contingent upon City Council approval and the successful completion of a physical and psychological exam. Lucas was offered to start at step 1 of the current police officer pay scale with a starting salary of \$28.76 per hour. Lucas appears to be a qualified candidate who is eager to begin his law enforcement career with the St. Francis Police Department.

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

Motion to authorize hiring police officer candidate Lucas Sherburne at step 1 of the police officer pay scale contingent upon the successful completion of a physical and psychological exam.

### **BUDGET IMPLICATION:**

The police department is currently approved and budgeted for 12 licensed police officers.



CITY COUNCIL AGENDA  
REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Siwek Park – Pay Estimate No. 2  
**DATE:** September 6<sup>th</sup>, 2022

**OVERVIEW:**

Attached is Pay Estimate No. 2 for the Siwek Park Improvement Project. The major work items for this estimate include the concrete curb and concrete slabs, park accessories, and the shade shelter. This pay estimate includes payment for all of the work items completed through August 24, 2022. This estimate recommends payment of \$100,781.70. The contract amount is \$384,094.65.

**ACTION TO BE CONSIDERED:**

Consider approval of Pay Estimate No. 2 for the Siwek Park Improvement Project

**BUDGET IMPLICATION:**

This project will be funded by grant funds and park capital funds. The payment is summarized as follows:

Work Completed to Date	\$181,747.00
Less Payment No. 1	\$ 71,877.95
Less 5% Retainage	\$ 9,087.35
Total Payment	\$100,781.70

Attachments:

- Pay Estimate No. 2

**Contractor's Application for Payment No.****2**

<b>To (Owner):</b> City of St. Francis	<b>Application Period:</b> Through August 22, 2022	<b>Application Date:</b> August 23, 2022
<b>Project:</b> Siwek Park Improvements	<b>From (Contractor):</b> Ashwill Companies	<b>Via (Engineer):</b> Hakanson Anderson

**Application For Payment  
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
1	\$1,270.00	
<b>TOTALS</b>	\$1,270.00	\$0.00
<b>NET CHANGE BY CHANGE ORDERS</b>	<b>\$1,270.00</b>	

<b>1. ORIGINAL CONTRACT PRICE.....</b>	<b>\$</b>	<b>\$382,824.65</b>
<b>2. Net change by Change Orders.....</b>	<b>\$</b>	<b>\$1,270.00</b>
<b>3. Current Contract Price (Line 1 ± 2).....</b>	<b>\$</b>	<b>\$384,094.65</b>
<b>4. TOTAL COMPLETED AND STORED TO DATE</b>	<b>\$</b>	<b>\$181,747.00</b>
<b>5. RETAINAGE:</b>	<b>\$</b>	
a. 5%           X       Work Completed.....	<b>\$</b>	<b>\$9,087.35</b>
b. 0%           X       Stored Material.....	<b>\$</b>	<b>\$0.00</b>
c. Total Retainage (Line 5.a + Line 5.b).....	<b>\$</b>	<b>\$9,087.35</b>
<b>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....</b>	<b>\$</b>	<b>\$172,659.65</b>
<b>7. LESS PREVIOUS PAYMENTS.....</b>	<b>\$</b>	<b>\$71,877.95</b>
<b>8. AMOUNT DUE THIS APPLICATION.....</b>	<b>\$</b>	<b>\$100,781.70</b>

**Contractor's Certification**

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

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

**Contractor Signature** *Linda Parks*

By: **Linda Parks** Date: **8/25/22**

**PUBLIC WORKS DIRECTOR: CITY OF ST. FRANCIS**

Certification: We recommend payment for work and quantites shown.

\_\_\_\_\_  
(Public Works Director)

\_\_\_\_\_  
Date

**OWNER: CITY OF ST. FRANCIS**

\_\_\_\_\_  
(Owner)

\_\_\_\_\_  
Date



**PAY ESTIMATE #2**  
**City of St. Francis**  
**Siwek Park Improvements**

Agenda Item # 4C.

**Base Bid**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 26,550.00	\$ 26,550.00	0.75	\$ 19,912.50
2	SAWING CONCRETE PAVEMENT	10	LIN FT	\$ 8.25	\$ 82.50	10	\$ 82.50
3	REMOVE CONCRETE PAVEMENT	123	SQ FT	\$ 3.00	\$ 369.00	123	\$ 369.00
4	COMMON EXCAVATION (P)	1,580	CU YD	\$ 10.50	\$ 16,590.00	1,580	\$ 16,590.00
5	AGGREGATE BASE CLASS 5	742	TON	\$ 23.00	\$ 17,066.00	742	\$ 17,066.00
6	BITUMINOUS MATERIAL FOR TACK COAT	20	GALLON	\$ 13.20	\$ 264.00		\$ -
7	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	1,167	SQ YD	\$ 25.75	\$ 30,050.25		\$ -
8	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2;B)	29	TON	\$ 137.00	\$ 3,973.00		\$ -
9	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	29	TON	\$ 137.00	\$ 3,973.00		\$ -
10	6" PRECAST CONCRETE HEADWALL	1	EACH	\$ 505.00	\$ 505.00		\$ -
11	6" PVC PIPE	23	LIN FT	\$ 58.00	\$ 1,334.00	23	\$ 1,334.00
12	12" RC PIPE SEWER DESIGN 3006 CLASS V	72	LIN FT	\$ 51.00	\$ 3,672.00	72	\$ 3,672.00
13	CONNECT TO EXISTING STORM SEWER	1	EACH	\$ 680.00	\$ 680.00	1	\$ 680.00
14	CASTING ASSEMBLY	2	EACH	\$ 805.00	\$ 1,610.00	2	\$ 1,610.00
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	3	LIN FT	\$ 830.00	\$ 2,490.00	3	\$ 2,490.00
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	3	LIN FT	\$ 945.00	\$ 2,835.00	3	\$ 2,835.00
17	5" CONCRETE WALK	1,542	SQ FT	\$ 7.00	\$ 10,794.00	1,542	\$ 10,794.00
18	6" CONCRETE WALK	440	SQ FT	\$ 7.50	\$ 3,300.00	420	\$ 3,150.00
19	CONCRETE CURB AND GUTTER DESIGN B612	212	LIN FT	\$ 35.00	\$ 7,420.00	212	\$ 7,420.00
20	PLAY CONTAINER CONCRETE EDGER	395	LIN FT	\$ 35.00	\$ 13,825.00	384.2	\$ 13,447.00
21	7" CONCRETE DRIVEWAY PAVEMENT	39	SQ YD	\$ 87.50	\$ 3,412.50	37.2	\$ 3,255.00
22	SPORT COURT AND GAGA PIT BITUMINOUS PAVEMENT	344	SQ YD	\$ 33.30	\$ 11,455.20		\$ -
23	SPORT COURT LINES	1	LUMP SUM	\$ 1,750.00	\$ 1,750.00		\$ -
24	SHADE SHELTER	1	EACH	\$ 38,500.00	\$ 38,500.00	0.9	\$ 34,650.00
25	BASKETBALL HOOP	1	EACH	\$ 5,650.00	\$ 5,650.00	0.5	\$ 2,825.00
26	TOILET ENCLOSURE	1	EACH	\$ 7,485.00	\$ 7,485.00		\$ -
27	BENCH	8	EACH	\$ 1,155.00	\$ 9,240.00	7	\$ 8,085.00
28	BACKLESS BENCH	2	EACH	\$ 1,005.00	\$ 2,010.00	2	\$ 2,010.00

**PAY ESTIMATE #2**  
**City of St. Francis**  
**Siwek Park Improvements**

Agenda Item # 4C.

**Base Bid (Continued)**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
29	BIKE RACK	1	EACH	\$ 2,095.00	\$ 2,095.00	1	\$ 2,095.00
30	TRASH RECEPTACLE	2	EACH	\$ 5,558.00	\$ 11,116.00	2	\$ 11,116.00
31	GRILL	1	EACH	\$ 1,755.00	\$ 1,755.00	0.3	\$ 526.50
32	GA GA PIT WALLS	1	EACH	\$ 7,500.00	\$ 7,500.00		\$ -
33	TRAFFIC CONTROL	1	LUMP SUM	\$ 1,250.00	\$ 1,250.00	0.8	\$ 1,000.00
34	SIGN PANELS TYPE C	10	SQ FT	\$ 68.00	\$ 700.40		\$ -
35	SIGN SPECIAL - ENTRANCE SIGN	1	EACH	\$ 3,500.00	\$ 3,500.00		\$ -
36	SIGN SPECIAL - INTERPRETIVE SIGN	1	EACH	\$ 3,000.00	\$ 3,000.00		\$ -
37	SIGN SPECIAL - PARK BOUNDARY	8	EACH	\$ 550.00	\$ 4,400.00		\$ -
38	CONIFEROUS TREE 6' HT B&B	8	TREE	\$ 595.00	\$ 4,760.00		\$ -
39	DECIDUOUS TREE 2.5" CAL B&B	15	TREE	\$ 895.00	\$ 13,425.00		\$ -
40	DECIDUOUS TREE 6' HT B&B	5	TREE	\$ 590.00	\$ 2,950.00		\$ -
41	DECIDUOUS TREE 8' HT B&B	8	TREE	\$ 590.00	\$ 4,720.00		\$ -
42	DECIDUOUS SHRUB NO 5 CONT	16	SHRUB	\$ 75.00	\$ 1,200.00		\$ -
43	PERENNIAL NO 1 CONT	12	PLANT	\$ 75.00	\$ 900.00		\$ -
44	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 2,250.00	\$ 2,250.00	1	\$ 2,250.00
45	STORM DRAIN INLET PROTECTION	6	EACH	\$ 250.00	\$ 1,500.00		\$ -
46	SILT FENCE; TYPE MS	1,750	LIN FT	\$ 2.50	\$ 4,375.00	1,750	\$ 4,375.00
47	FERTILIZER TYPE 1	660	POUND	\$ 2.50	\$ 1,650.00		\$ -
48	EROSION CONTROL BLANKET CATEGORY 3N	1,844	SQ YD	\$ 2.50	\$ 4,610.00		\$ -
49	SEEDING	2	ACRE	\$ 3,225.00	\$ 7,095.00		\$ -
50	SEED MIXTURE 25-131	484	POUND	\$ 3.20	\$ 1,548.80		\$ -
51	SEED MIXTURE 36-641	6	POUND	\$ 32.00	\$ 192.00		\$ -
52	HYDRAULIC BONDED FIBER MATRIX	6,300	POUND	\$ 1.35	\$ 8,505.00		\$ -
53	4" SOLID LINE MULTI-COMPONENT	120	LIN FT	\$ 14.30	\$ 1,716.00		\$ -
54	24" SOLID LINE MULTI-COMPONENT	12.0	LIN FT	\$ 29.00	\$ 348.00		\$ -
55	PAVEMENT MESSAGE MULTI-COMPONENT	1	EACH	\$ 140.00	\$ 140.00		\$ -
56	PLAY CONTAINER RAMPS	1	LUMP SUM	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00

**Total Base Bid**

**\$ 326,086.65**

**\$ 175,639.50**

**PAY ESTIMATE #2**  
**City of St. Francis**  
**Siwek Park Improvements**

Agenda Item # 4C.

**Alternate No. 1**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	CONNECT TO EXISTING WATER SERVICE	1	EACH	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
2	1" CORPORATION STOP	1	EACH	\$ 1,250.00	\$ 1,250.00	1	\$ 1,250.00
3	DRINKING FOUNTAIN	1	LUMP SUM	\$ 5,000.00	\$ 5,000.00		\$ -
4	DRINKING FOUNTAIN CABINET AND CONCRETE SLAB	1	LUMP SUM	\$ 1,675.00	\$ 1,675.00	0.5	\$ 837.50
<b>Total Alternate No. 1</b>					<b><u>\$ 10,675.00</u></b>		<b><u>\$ 4,837.50</u></b>

**Alternate No. 2**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	IRRIGATION SYSTEM	1	LUMP SUM	\$ 20,550.00	\$ 20,550.00		\$ -
<b>Total Alternate No. 2</b>					<b><u>\$ 20,550.00</u></b>		<b><u>\$ -</u></b>

**Alternate No. 3**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	LOAM TOPSOIL BORROW (CV)	823	CU YD	\$ 31.00	\$ 25,513.00		\$ -
<b>Total Alternate No. 3</b>					<b><u>\$ 25,513.00</u></b>		<b><u>\$ -</u></b>

<b>Base Bid</b>	<b>\$326,086.65</b>	<b>\$175,639.50</b>
<b>Alternate No. 1</b>	<b>\$10,675.00</b>	<b>\$4,837.50</b>
<b>Alternate No. 2</b>	<b>\$20,550.00</b>	<b>\$0.00</b>
<b>Alternate No. 3</b>	<b>\$25,513.00</b>	<b>\$0.00</b>
<b>Change Order No. 1</b>		<b>\$1,270.00</b>
<b>TOTAL</b>	<b>\$382,824.65</b>	<b>\$181,747.00</b>



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Authorization Not to Waive Statutory Liability Limits  
**DATE:** September 6<sup>th</sup>, 2022

**OVERVIEW:**

Historically, the city has chosen to not waive the statutory liability limits. Waiving the statutory limit would likely increase premiums

**Per the League:**

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

1. *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
2. *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
3. *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision. This decision must be made by the city council. Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney. Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

**ACTION TO BE CONSIDERED:**

Motion to Not Waive Statutory liability limits

**BUDGET IMPLICATION:**

Insurance premiums are budgeted for each year with the limits not waived.

**Attachments:**

- Liability Coverage Waiver Form.



## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [psstech@lmc.org](mailto:psstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:  
City of St. Francis

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: September 6, 2022

Signature: \_\_\_\_\_ Position: Finance Director



## CITY COUNCIL AGENDA REPORT

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**TO:** Mayor and Council  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Constitution Week Proclamation  
**DATE:** September 6<sup>th</sup>, 2022

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### **OVERVIEW:**

2022 marks the two hundred thirty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention. The City of St. Francis would like to honor the Constitution and recognize that September 17-September 23<sup>rd</sup> is Constitution Week.

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

Motion to approve Proclamation

### Attachments:

- Resolution 2022-44 Proclamation of Constitution Week

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

RESOLUTION 2022-44

PROCLAIMING SEPTEMBER 17-23, 2022  
AS CONSTITUTION WEEK

**WHEREAS:** The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS:** September 17, 2022, marks the two hundred and thirty-fifth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS:** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

**WHEREAS:** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE I, Steven D. Feldman** by virtue of the authority vested in me as Mayor of the city of St. Francis, MN do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the St. Francis, MN to be affixed this Sixth day of September of the year two thousand twenty two.

Signed \_\_\_\_\_ SEAL Attest \_\_\_\_\_





## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Wastewater Biosolids Tank Cleaning  
**DATE:** September 6<sup>th</sup>, 2022

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### **OVERVIEW:**

When the Wastewater treatment facility became operational, we knew we would have to clean the biosolid tanks but did not know the frequency of which we would have to do that. After five years of service, we are estimating we will need to do this work on a yearly basis. Right now, we currently process 850,000 gallons, but there is roughly three feet of solids that remain on the bottom of the tank that are to solidified and require extra removal time and processing. If we do not remove these solids, we are decreasing our holding capacity, which shortens the treatment time of solids for land application. To accomplish this, we would like to add an additional 200,000 gallons in addition to our current contract amount of 850,000 gallons and have one tank cleaned this year. We have obtained three quotes from two companies for this work. One from our current contractor Fergus Power Pump Inc. for the additional dewatering of solids and tank cleaning and one from Hydro-Klean for just cleaning. A second quote was not obtained from the other contractor for dewatering solids. They were capable of doing so, but could not have land applied the solids because of licensing and permitting. We would have needed our current contractor come back and land apply the addition solids.

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

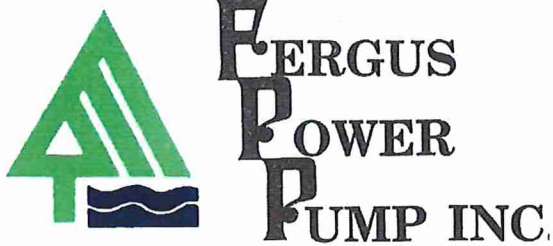
Consider accepting the two quotes from Fergus Power Pump Inc. in the amounts of \$20,400 for additional dewatering and \$ 11,760 for cleaning of one biosolids tank. Totaling \$ 32,160.00

### **BUDGET IMPLICATION:**

This is a planned expense that is paid for out of the Contracts code under the Operations & Maintenance budget with a balance of \$141,529.

### **Attachments:**

- Quotes from Fergus Power Pump and Hydro-Klean, LLC



**Biosolids  
Management**

- 24978 - 225th Street • Fergus Falls, MN 56537
- Phone (218) 736-6772 • Fax (218) 736-7115
- Email: fppinc@prtcl.com • www.ferguspowerpump.com

7/20/22

RE: Tank cleaning

Dear Parish,

Thank you for allowing Fergus Power Pump, Inc to submit a proposal for the removal of Biosolids for the City of St. Francis, MN.

Fergus Power Pump Inc. Estimates there will be 200,000 gallons with wash water from the digester tank.

Since the project is tank cleaning Fergus Power Pump will charge an hourly rate instead of a per gallon rate.

Fergus Power Pump, Inc. propose as follows:

<b>Tank Cleaning</b>	\$575 per/hr EST 24 hrs	\$ 13,800.00
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There will not be a Mob/Demob charge if the tank cleaning and dewatering can be completed while Fergus Power Pump is there doing the regular scheduled Biosolids dewatering.

The wash down will be completed by fire hose and is not pressure washing or sand blasting.

Fergus Power Pump, Inc. is not responsible for damage to any piping, should this occur during the cleaning process.

#### **FUEL CLAUSE:**

A fuel surcharge will be added should the price of fuel be over \$3.25 / gallon, per invoice of usage per unit. All equipment necessary will be full of fuel at the start of the project and refueled at the end of the end of the project.

Example:      Surcharge = Current price of fuel \$3.85 - \$3.25 = \$0.60 \* gallons used per unit

Removal of Biosolids will be conducted as per EPA Rules within regard of Biosolids. Fergus Power Pump is a MPCA Type IV Certified Corporation.

Once again, Fergus Power Pump, Inc. would like to thank you for the opportunity in submitting a proposal for the City of St. Francis.

If you have any questions or need clarifications, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Okerstrom", with a stylized flourish at the end.

Mitch Okerstrom, President



**Biosolids  
Management**

- 24978 - 225th Street • Fergus Falls, MN 56537
- Phone (218) 736-6772 • Fax (218) 736-7115
- Email: fppinc@prtcl.com • www.ferguspump.com

7/20/22

RE: DEWATERING EXTRA GALLONS

Dear Parish,

Thank you for allowing Fergus Power Pump, Inc to submit a proposal for the removal of Biosolids for the City of St. Francis, MN.

Fergus Power Pump Inc. will provide a Belt press and pumps to remove Biosolids from your tank and dewater.

Fergus Power Pump Inc. Estimates there will be 200,000 gallons with wash water from the digester tank.

Since the project is tank cleaning Fergus Power Pump will charge an hourly rate instead of a per gallon rate.

Fergus Power Pump, Inc. propose as follows:

***Dewatering***

\$850 per/hr EST 24 hrs

\$ 20,400.00

There will not be a Mob/Demob charge if the tank cleaning and dewatering can be completed while Fergus Power Pump is there doing the regular scheduled Biosolids dewatering.

This pricing does include the cost of polymer.

This quote does not include any trucking of the cake or disposal at a landfill.

Fergus Power Pump will need the following to operate the belt press:



Hydro-Klean, LLC  
 333 NW 49th Place  
 Des Moines, IA, 50313  
 Phone: 515-283-0500

## Quote

Quote Nbr.: Q005161  
 Order Date: 08/11/2022  
 Valid Until: 11/09/2022  
 Sales Person: Jake Nanti  
 Customer ID: 104054  
 Payment Terms:

### Job Site:

St. Francis, MN  
 4058 St. Francis Blvd  
 St. Francis MN 55070  
 United States of America

### Bill to:

St. Francis, MN  
 4058 St. Francis Blvd  
 St. Francis MN 55070  
 United States of America

### Job Description

Lump sum quotation to perform the following tasks: Quotation includes all mobilization, equipment and personnel required to complete the project as described to Hydro-Klean by the client. Variations in the work scope will require execution of a change order.

HK to mobilize to customer location and provide the following services.

HK to pump out biofuel solids cell #1 via 4" hydraulic pump and trained technicians. HK will pump an estimated 3' of material from cell 1 to 3. Once cells have been pumped and material has been removed HK crew via hot water power washer will wash down the tank and pump the rinsate to tank #3.

Customer to provide an adequate water source such as a fire hydrant at no additional cost to HK.

Quote does not include any disposal.

If invoice is paid within 10 days, customer will receive a 2% discount (i.e. 2%/net 10 day terms). If payment is not received within 10 days of the invoice date, full payment is due net 30.

NO.	ITEM	QTY.	UOM	PRICE	Amount
1	Equipment & labor as per scope of work	1.0000	EACH	26,460.3300	26,460.33

\*NOTE: Quote does not include any applicable taxes

Prepared By: Jake Nanti  
 Approved By: Wade Anderson

Accepted By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO#: \_\_\_\_\_

\*Quote Total: 26,460.33



## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Department Personnel  
**DATE:** September 6, 2022

### **OVERVIEW:**

During an August 29, 2022 work session City Council was informed of a police department employee who has been placed on permanent working restrictions. City Council was advised that the department would not be able to accommodate the employee's permanent restrictions long term. The original recommendation was to keep the employee on light duty through September 30, 2022 and immediately begin the process of filling the anticipated vacant licensed officer position. The updated recommendation will be to keep the employee on light duty through a date not to exceed December 3, 2022. The employee will assist staff as needed with multiple administrative tasks including the onboarding of two new officers. The timing of the employee's active duty end date will likely coincide with the start date of the replacement officer.

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

For the employee to remain on light duty with the department through a date not to exceed December 3, 2022. City Council to authorize the department to immediately begin the process of filling the anticipated future vacant police officer position which will likely take several months.

### **BUDGET IMPLICATION:**

The department is budgeted for 12 officers. The new officer would not begin employment until there is an actual vacancy as to not exceed the authorized strength of 12 officers.

Attachments:



CITY COUNCIL  
AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Agreement for Patriot Parkway Project  
**DATE:** September 6<sup>th</sup>, 2022

**OVERVIEW:**

Staff has identified the project known as Patriot Parkway as a project that will create a new road south of Pederson on existing St. Francis Baptist Church property to access the City owned property south of Mansetti's and create a new parcel for the Church. There are already three interested parties including the coffee shop on the City owned property. This agreement is the next step in completing this project as it allows the city to begin designing the road allowing surveyors and environmental reviews to take place.

Next steps in this project include brining the concept plan forward, completing the Phase I environmental and designing the location and access points for the road.

**ACTION TO BE CONSIDERED:**

Motion to approve entering into the Agreement with the St. Francis Baptist Church

Attachments:

- Preliminary Development Agreement for Access, Indemnification and Payment of Land Development Costs



**PRELIMINARY DEVELOPMENT AGREEMENT  
FOR ACCESS, INDEMNIFICATION, AND  
PAYMENT OF LAND DEVELOPMENT COSTS**

THIS PRELIMINARY DEVELOPMENT AGREEMENT (“Agreement”) is made and entered into this 18<sup>th</sup> day of August, 2022, by the City of St. Francis Minnesota, a municipal corporation under the laws of the state of Minnesota, (the "City") with its office at City Hall located at 23340 Cree Street, St. Francis, Minnesota, 55070; and First Baptist Church of St. Francis, located at 22490 St. Francis Blvd., St. Francis MN 55070. (hereinafter the “Property Owner”).

**WITNESSETH:**

WHEREAS, the City has previously adopted plans (collectively, the "City of St. Francis Comprehensive Plan") to develop residential and commercial property within the City and the; and,

WHEREAS, the City of St. Francis Comprehensive Plan has policies to encourage the increased and ongoing diversification of housing options in St. Francis to meet lifecycle housing needs, which will enable residents to stay in the community as their housing needs change and will attract new residents from a wider range of ages to move to St. Francis; and, as outlined in the St. Francis Forward document, support the reinvigoration and development of the city’s existing commercial areas along Highway 47 and Bridge Street; and,

WHEREAS, the City and the Property Owner are looking towards the future, and have invested time, effort, and funds towards the development of the Property; and,

WHEREAS,; and,

**NOW, THEREFORE**, in consideration of the covenants and obligations of the parties hereto, the City and the Property Owner hereby agree as follows:

**Section 1. Preliminary Nature of Agreement.** The City and the Property Owner agree that this Agreement is intended to be preliminary in nature regarding the property located at 23040 Pederson Drive N.W. (PID 31-34-24-44-0009) hereinafter known collectively as the “Property”. Before the City and the Property Owner can decide on whether to proceed with the development of the road within the Property, it will be necessary to assemble and consider information relative to the design, site characteristics, and other aspects of any proposed development. The purpose of this Agreement is to allow the City and Property Owner an opportunity to assemble such necessary information, and to refine the preparation of plans and specifications for the preliminary platting of the Property including the estimation of costs for future road development.



**Section 2. Present Intent of Parties.** The parties intend that this Agreement documents their present understandings and commitments and that if the following conditions can be fulfilled to the satisfaction of the City and the Property Owner, that the parties may proceed in an attempt to formulate a mutually-satisfactory plan for the subdivision of the Property through the preparations of plans and specifications such as preliminary and final plat, including:

- a) the completion of all undertakings required by this Agreement in a satisfactory and timely manner; and
- b) the satisfaction of such other reasonable and customary conditions as are determined to be appropriate by either party.

**Section 3. Property Owner Undertakings.**

- a) The Property Owner grants to the City, its employees, agents, consultants, and contractors (“Grantees”) the right to enter upon the Property to investigate the environmental conditions of the Property. The right of access for the survey work, wetland delineation, soil borings, and Phase I ESA as described in Section 4 listed below shall expire on March 31, 2023.
- b) The Property Owner will cooperate with the City in the creation of the documents as contemplated below.

**Section 4. City Undertakings.**

a) The City shall cause to be the following preparation of the following information and reports for the development of the Property, including:

- 1. Title Work
- 2. Preparation of an ALTA Survey
- 3. Wetland Delineation
- 4. Preparation and Conducting of a Phase I Environmental Site Assessment (“ESA”)
- 5. Preliminary Water and Sewer Design
- 6. Preliminary Stormwater
- 7. Conducting Soil Borings for Road, Stormwater Facilities, and Pad Sites
- 8. Preparation of Preliminary and Flat Plat Documents

b) The City will promptly repair any damage to the Property or any improvements located on the Property at the City’s cost that results from the City’s exercise of rights under this Agreement.

c) The City will attempt to notify the Property Owner in advance of scheduled investigative activities so as not to unreasonably disturb the Property Owner’s use of the Property.

d) The City or its Grantees shall not enter buildings of the Property Owner without notification and permission.

**Section 5. Payment of City and Property Owner Costs.** The cost for the preparation of information, plans, and reports and completion of the items listed in Section 4 by the City shall be paid for by the City and not by the Property Owner. The Cost of the City's work shall include without limitation, all fees incurred for legal review, engineering consultations, architect drawings, staff time, and other consultants in relation to the proposed Development and its obligations under this Agreement.

**Section 6. Indemnification.** The City shall defend, indemnify, and hold harmless the Property Owner and its agents from all third-party claims for bodily injury or damage to the Property arising directly from the City's exercise of its rights under this Agreement. The City is not obligated to defend indemnify or hold harmless the Property Owner or its agents from third party claims resulting from or relating to any environmental contamination the City discovers on the Property unless such third-party claims result from or relate to the City's or the City's employees', agents', consultants', or contractors' negligence or willful misconduct.

**Section 7. Liens.** City shall keep the Property free from any liens arising out of any work performed, materials furnished or obligations incurred by or on behalf of the City or City's Grantees concerning any inspection, entry upon, or testing of the Property. If any such lien shall at any time be filed, City shall cause the same to be discharged of record within fifteen (15) days after knowledge by City thereof by satisfying the same or, if City in good faith determines that such liens should be contested, and Property Owner reasonably agrees, by obtaining a bond.

**Section 8. Entire Agreement.** No representations or covenants of any kind, other than those of the City and Property Owner expressly contained herein, have been made by either party hereto. This Agreement and all amendments hereto shall be construed as covenants running with the land. Each of the terms, covenants, and conditions of this Agreement shall survive the expiration or termination of this Agreement.

**Section 9. Modifications.** Any modifications or amendments to this Agreement shall be by a written document and not effective until duly executed by both the City and Property Owner.

**Section 10. Miscellaneous.** If any term, covenant, or condition of this Agreement or the application thereof to any person, entity, or circumstances shall to any extent be deemed invalid or unenforceable under applicable law, then the remainder hereof and the application of such a term, covenant, or condition to the person, entity or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby and the application of such a term, covenant, or condition to the person, entity or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby. The rights and privileges granted herein shall accrue to the benefit of each of the parties hereto.

**Section 11. Notices.** Notice, demand, or other communication from one party to the other shall be deemed effective if sent by certified mail, postage prepaid, return receipt requested, or delivered personally to a party at its address in the first paragraph of this Agreement, or at such other address as such party may designate in writing to the other party.

**Section 12. Governing Law.** This Agreement shall be governed and interpreted in accordance with the laws of the State of Minnesota.



REMAINDER OF PAGE INTENTIONALLY LEFT BLANK UNTIL SIGNATURES

In Witness Whereof, this Agreement has been executed the day and year first above written:

Signed:

\_\_\_\_\_  
City of St. Francis  
Mayor

\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
First Baptist Church of St. Francis  
Its: 



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Payment of Claims  
**DATE:** September 6, 2022

---

### **OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$169,498.03 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- N/A

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

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

### **BUDGET IMPLICATION:**

City bills

Attachments:

- 09-06-2022 Packet List-\$169,498.03

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## \*Claim Register©

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**Claim Type**

Claim# 15656 *ADVANTAGE TAPE*

Cash Payment E 609-49750-340 Advertising ADVERTISING \$390.00

Invoice 4169Z

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$390.00</b>
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**Claim Type**

Claim# 15655 *ALL STATE COMMUNICATIONS, IN*

Cash Payment E 609-49750-401 Repairs/Maint Buildings SIGN CABLES \$1,718.53

Invoice 328534

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$1,718.53</b>
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**Claim Type**

Claim# 15522 *ALLINA HEALTH SYSTEM*

Cash Payment E 101-42210-208 Training and Instruction FIRST RESPONDER TRAINING CLASS \$1,148.25

Invoice CI00024607

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$1,148.25</b>
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**Claim Type**

Claim# 15521 *ALLINA HEALTH*

Cash Payment E 101-42110-305 Medical & Testing Fees OFFICER CHANTHAPANYA-MEDICAL \$552.00

Invoice 323169128

Cash Payment E 101-45200-441 Miscellaneous HANSON, NATHAN -MEDICAL \$71.50

Invoice 323169128

Cash Payment E 101-43100-441 Miscellaneous HANSON, NATHAN -MEDICAL \$71.50

Invoice 323169128

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$695.00</b>
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**Claim Type**

Claim# 15654 *ANOKA COUNTY ATTORNEYS OFF*

Cash Payment E 208-42110-441 Miscellaneous ADMINISTRATIVE FORFEITURE-ICR 20-220353 \$541.20

Invoice ICR20-220353

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$541.20</b>
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**Claim Type**

Claim# 15585 *ANOKA COUNTY TREASURY DEPT*

Cash Payment E 101-42110-321 Telephone BROADBAND \$37.51

Invoice B220811P

Cash Payment E 101-42210-321 Telephone BROADBAND \$37.51

Invoice B220811P

Cash Payment E 101-43100-321 Telephone BROADBAND \$37.51

Invoice B220811P

Cash Payment E 101-45200-321 Telephone BROADBAND \$37.51

Invoice B220811P

Cash Payment E 601-49440-321 Telephone BROADBAND \$37.51

Invoice B220811P

Cash Payment E 602-49490-321 Telephone BROADBAND \$37.45

Invoice B220811P

Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	<b>\$225.00</b>
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**Claim Type**

Claim# 15584 *ASPEN MILLS*

Cash Payment E 101-42110-448 Reserve Officers RESERVE OFFICERS \$5.00

Invoice 298935

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**Cash Payment** E 101-42110-437 Uniform Allowance UNIFORMS - RESERVE OFFICER SIEBER \$5.70  
Invoice 299549

Transaction Date 8/22/2022 Due 8/22/2022 CASH 10100 **Total** \$10.70

**Claim Type**

Claim# 15583 AURORA ASPHALT & CONCRETE

**Cash Payment** G 803-22000 Deposits ESCROW REFUND - 3700 226TH AVE NW \$250.00  
Invoice .08182022-1

Transaction Date 8/22/2022 Due 8/22/2022 CASH 10100 **Total** \$250.00

**Claim Type**

Claim# 15520 BAUER BUILT INC.

**Cash Payment** E 101-42110-221 Vehicle Repair & Maintena PD TIRES \$523.76  
Invoice 940090644

Transaction Date 8/17/2022 Due 8/17/2022 CASH 10100 **Total** \$523.76

**Claim Type**

Claim# 15652 BELLBOY CORPORATION

**Cash Payment** E 609-49751-206 Freight and Fuel Charges FREIGHT \$6.93  
Invoice 0105649500

**Cash Payment** E 609-49751-254 Miscellaneous Merchandis MISC -\$3.25  
Invoice 0105663100

**Cash Payment** E 609-49751-254 Miscellaneous Merchandis MISC \$197.50  
Invoice 0105649500

Transaction Date 8/31/2022 Due 8/31/2022 CASH 10100 **Total** \$201.18

**Claim Type**

Claim# 15625 BERNICK COMPANIES, THE

**Cash Payment** E 609-49751-252 Beer For Resale BEER \$2,374.20  
Invoice 368253

**Cash Payment** E 609-49751-252 Beer For Resale BEER \$600.05  
Invoice 370505

Transaction Date 8/24/2022 Due 8/24/2022 CASH 10100 **Total** \$2,974.25

**Claim Type**

Claim# 15663 BOGO PEST CONTROL

**Cash Payment** E 101-41940-401 Repairs/Maint Buildings COMMERCIAL PROTECTION PLAN \$112.52  
Invoice 31812

**Cash Payment** E 101-42110-401 Repairs/Maint Buildings COMMERCIAL PROTECTION PLAN \$112.52  
Invoice 31812

**Cash Payment** E 101-42210-401 Repairs/Maint Buildings COMMERCIAL PROTECTION PLAN \$112.52  
Invoice 31812

**Cash Payment** E 101-45200-401 Repairs/Maint Buildings COMMERCIAL PROTECTION PLAN \$112.52  
Invoice 31812

**Cash Payment** E 602-49490-401 Repairs/Maint Buildings COMMERCIAL PROTECTION PLAN \$112.52  
Invoice 31812

**Cash Payment** E 609-49750-401 Repairs/Maint Buildings COMMERCIAL PROTECTION PLAN \$112.40  
Invoice 31812

Transaction Date 8/31/2022 Due 8/31/2022 CASH 10100 **Total** \$675.00

**Claim Type**

Claim# 15662 BREAKTHRU BEVERAGE

**Cash Payment** E 609-49751-206 Freight and Fuel Charges FREIGHT \$53.77  
Invoice 345411916

**Cash Payment** E 609-49751-206 Freight and Fuel Charges FREIGHT \$43.68  
Invoice 345325373

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Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,813.37
	Invoice 345411916					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,960.36
	Invoice 345325373					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$120.00
	Invoice 345411916					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$220.00
	Invoice 345325373					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$72.00
	Invoice 345411916					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$6,283.18

## Claim Type

Claim# 15690 BUREAU OF CRIM APPREHENSIO

Cash Payment	E 101-42110-208 Training and Instruction	BCA TRAINING - ST FRANCIS PD				\$250.00
	Invoice 24719					

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$250.00
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## Claim Type

Claim# 15582 COMFORTABLE CARPET CARE, LL

Cash Payment	E 101-41940-402 Janitorial Service	CARPET CLEANING - CITY HALL				\$607.90
	Invoice .08192022					

Cash Payment	E 101-45000-402 Janitorial Service	CARPET CLEANING - COMMUNITY CENTER				\$206.60
	Invoice .08192022					

Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	\$814.50
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## Claim Type

Claim# 15617 COMMUNITY TITLE &amp; ESCROW

Cash Payment	R 101-36200 Miscellaneous Revenues	REFUND OVERPAYMENT 32-34-24-34-0068				\$1,222.85
	Invoice .08232022-2					

Transaction Date	8/23/2022	Due 8/23/2022	CASH	10100	<b>Total</b>	\$1,222.85
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## Claim Type

Claim# 15528 CONNEXUS ENERGY

Cash Payment	E 225-45100-510 Land-Park Improvement	SIWEK PARK ELECTRIC SERVICE CONNECTION				\$1,561.03
	Invoice COM0002015					

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	\$1,561.03
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## Claim Type

Claim# 15643 CRAWFORD EQUIPMENT

Cash Payment	E 101-43100-218 Equipment Repair & Maint	EQUIPMENT REPAIR/MAINT				\$246.71
	Invoice 01-67454					

Cash Payment	E 101-45200-218 Equipment Repair & Maint	EQUIPMENT REPAIR/MAINT				\$246.71
	Invoice 01-67454					

Transaction Date	8/25/2022	Due 8/25/2022	CASH	10100	<b>Total</b>	\$493.42
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## Claim Type

Claim# 15661 CRYSTAL SPRINGS ICE

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.00
	Invoice 9000405					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.00
	Invoice 9000456					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.00
	Invoice 9000384					

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.00
	Invoice 9000348					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC ITEMS				\$65.60
	Invoice 9000384					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$89.60
	Invoice 9000456					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC ITEMS				\$126.80
	Invoice 9000348					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$179.50
	Invoice 9000405					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$477.50

## Claim Type

Claim#	15620	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$196.50
	Invoice 1637856					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$792.00
	Invoice 1638734					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$10,461.75
	Invoice 1637784					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$6,777.20
	Invoice 1641665					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$168.40
	Invoice 1637784					
Transaction Date	8/24/2022	Due 8/24/2022	CASH	10100	<b>Total</b>	\$18,002.85

## Claim Type

Claim#	15581	DUSCHER, MATTHEW				
Cash Payment	G 803-22000 Deposits	ESCROW REFUND - 4140 236TH LN NW				\$250.00
	Invoice .08182022					
Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	\$250.00

## Claim Type

Claim#	15639	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351 Legal Notices Publishing	ORDINANCE 299, SECOND SERIES				\$123.63
	Invoice 907241					
Transaction Date	8/24/2022	Due 8/24/2022	CASH	10100	<b>Total</b>	\$123.63

## Claim Type

Claim#	15658	ELITE SANITATION				
Cash Payment	E 101-45200-402 Janitorial Service	PORTABLE RENTAL 7/24/22-8/20/22				\$803.50
	Invoice 28965					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$803.50

## Claim Type

Claim#	15615	FERGUSON WATERWORKS, INC				
Cash Payment	E 601-49440-259 Water Meters	WATER METERS				\$1,423.52
	Invoice WL005624-1					
Cash Payment	E 601-49440-259 Water Meters	WATER METERS				\$8,146.56
	Invoice WL005624					
Transaction Date	8/23/2022	Due 8/23/2022	CASH	10100	<b>Total</b>	\$9,570.08

## Claim Type

Claim#	15614	GRAINGER, INC.				
Cash Payment	E 602-49490-237 Small Equipment	SMALL EQUIPMENT				\$20.21
	Invoice 9404500440					



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Transaction Date	8/23/2022	Due 8/23/2022	CASH	10100	<b>Total</b>	<b>\$20.21</b>
<b>Claim Type</b>						
Claim#	15657 GRANITE CITY JOBBING CO.					
Cash Payment	E 609-49750-210 Operating Supplies		OPERATING SUPPLIES			\$204.80
	Invoice 296031					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$10.00
	Invoice 296031					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			\$69.42
	Invoice 296031					
Cash Payment	E 609-49751-256 Tobacco Products For Res		TOBACCO			\$4,511.30
	Invoice 296031					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$4,795.52</b>
<b>Claim Type</b>						
Claim#	15676 GREAT LAKES COCA-COLA					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			\$1,237.16
	Invoice 3636216848					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$1,237.16</b>
<b>Claim Type</b>						
Claim#	15596 HAKANSON ANDERSON ASSOC., I					
Cash Payment	G 803-22199 Baldwin Variance		BALDWIN WETLAND DELINEATION			\$175.00
	Invoice 48986					
Cash Payment	E 405-43100-807 2022 Street Improvements		POPPY ST & 229TH LN RECON			\$2,818.50
	Invoice 49049					
Cash Payment	E 603-49490-303 Engineering Fees		ROUTINE RETAINER SERVICES			\$800.00
	Invoice 48995					
Cash Payment	E 101-43100-303 Engineering Fees		GENERAL ENGINEERING 2022			\$639.00
	Invoice 48994					
Cash Payment	E 405-43100-807 2022 Street Improvements		2022 STREE REHAB PROJECT			\$1,096.06
	Invoice 48992					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)		RIVERS EDGE 7TH ADDITION			\$2,184.50
	Invoice 48991					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)		RIVERS EDGE 6TH ADDITION			\$113.00
	Invoice 48990					
Cash Payment	G 803-22192 Dollar General-Hwy 47		DOLLAR GENERAL HWY 47			\$169.50
	Invoice 48989					
Cash Payment	E 101-41910-303 Engineering Fees		WOODHAVEN 6TH			\$169.50
	Invoice 48987					
Cash Payment	E 101-43100-303 Engineering Fees		PART OF BLOCK 5, VILLAGE OF ST FRANCIS			\$350.00
	Invoice 48985					
Cash Payment	E 101-41910-303 Engineering Fees		BUILDING PERMIT REVIEWS 2022			\$1,022.04
	Invoice 48996					
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION		TURTLE PONDS 4TH ADDITION			\$436.70
	Invoice 48988					
Cash Payment	G 803-22194 Northrup Grumann Site Plan-2		NORTHROP GRUMMAN TEST RANGE			\$525.00
	Invoice 48986					
Cash Payment	G 803-22178 Green Valley Subdivision		GREEN VALLEY/SAVAGEAU RECREATIONAL LAND ACCESS			\$200.00
	Invoice 48986					
Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	<b>\$10,698.80</b>
<b>Claim Type</b>						
Claim#	15613 HAWKINS, INC.					

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Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHEMICALS				\$10.00
	Invoice 6264134					
Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHEMICALS				\$10.00
	Invoice 6264603					
Transaction Date	8/23/2022	Due 8/23/2022	CASH	10100	<b>Total</b>	<b>\$20.00</b>

## Claim Type

Claim#	15527	HOISINGTON KOEGLER GROUP, I				
Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING				\$1,522.35
	Invoice 018-041-47					
Cash Payment	E 225-45100-510 Land-Park Improvement	PUBLIC WORKS - SIWEK PARK				\$933.47
	Invoice 018-041-47					
Cash Payment	E 225-45100-441 Miscellaneous	PARK PLAN				\$4,822.50
	Invoice 018-041-47					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE				\$22.50
	Invoice 018-041-47					
Cash Payment	G 803-22001 TURTLE PONDS 6TH-2022	TURTLE PONDS BLUE WATERS				\$517.50
	Invoice 018-041-47					
Cash Payment	G 803-22191 Alliant Finance-Plantinum Land	PLATINUM SUBD				\$2,486.25
	Invoice 018-041-47					
Cash Payment	G 803-22192 Dollar General-Hwy 47	DOLLAR GENERAL HWY 47				\$1,020.15
	Invoice 018-041-47					
Cash Payment	G 803-22195 Brother Development 2022	BROTHERS DEVELOPMENT				\$56.25
	Invoice 018-041-47					
Cash Payment	G 803-22197 Sawyer Lot Line Adjust	SAWYER LOT LINE ADJUSTMENT				\$75.00
	Invoice 018-041-47					
Cash Payment	G 803-22198 St. Francis Dental Clinic	ST. FRANCIS DENTAL ADDITION				\$37.50
	Invoice 018-041-47					
Cash Payment	G 803-22199 Baldwin Variance	BALDWIN VARIANCE				\$75.00
	Invoice 018-041-47					
Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$11,568.47</b>

## Claim Type

Claim#	15604	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$23.98
	Invoice IN3899594					
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$112.76
	Invoice IN3894932					
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES				\$21.97
	Invoice IN3913335					
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES				\$93.30
	Invoice IN3915025					
Cash Payment	E 101-45200-200 Office Supplies	OFFICE SUPPLIES				\$19.95
	Invoice IN3879228					
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES				\$92.25
	Invoice IN3901984					
Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	<b>\$364.21</b>

## Claim Type

Claim#	15673	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$52.50
	Invoice 2123309					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$73.50
	Invoice 2123310					

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$99.63
	Invoice 2118560					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.50
	Invoice 2118561					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,051.00
	Invoice 2123309					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,018.56
	Invoice 2118560					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$3,301.00
	Invoice 2123310					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$353.50
	Invoice 2118561					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$9,960.19

## Claim Type

Claim# 15666 KIMS KLEANING

Cash Payment	E 601-49440-402 Janitorial Service	WASTE WATER PLANT CLEANING				\$324.50
	Invoice 8745					
Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT CLEANING				\$265.50
	Invoice 8746					
Cash Payment	E 601-49440-402 Janitorial Service	WAER TREATMENT PLANT				\$236.00
	Invoice 8743					
Cash Payment	E 101-45000-402 Janitorial Service	COMMUNITY CENTER CLEANING				\$118.00
	Invoice 8740					
Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPT CLEANING				\$1,062.00
	Invoice 8744					
Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL CLEANING				\$354.00
	Invoice 8741					
Cash Payment	E 101-43100-402 Janitorial Service	PUBLIC WORKS CLEANING				\$265.50
	Invoice 8742					
Cash Payment	E 101-45200-402 Janitorial Service	PUBLIC WORKS CLEANING				\$265.50
	Invoice 8742					
Cash Payment	E 601-49440-402 Janitorial Service	PUBLIC WORKS CLEANING				\$265.50
	Invoice 8742					
Cash Payment	E 602-49490-402 Janitorial Service	PUBLIC WORKS CLEANING				\$265.50
	Invoice 8742					

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$3,422.00
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## Claim Type

Claim# 15694 LAW ENFORCEMENT LABOR SVC

Cash Payment	G 101-21707 Union Dues	PD UNION DUES - OFFICERS SEPT 2022				\$455.00
	Invoice .09012022					
Cash Payment	G 101-21707 Union Dues	SERGEANT DUES - SEPTEMBER 2022				\$65.00
	Invoice .090122					

Transaction Date	9/1/2022	Due 9/1/2022	CASH	10100	<b>Total</b>	\$520.00
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## Claim Type

Claim# 15692 LEAGUE OF MN CITIES

Cash Payment	E 101-41400-433 Dues and Subscriptions	CITY OF ST. FRANCIS MEMBERSHIP DUES				\$8,938.00
	Invoice 366040					
Cash Payment	E 101-41110-433 Dues and Subscriptions	MINNESOTA MAYORS ASSOCIATION MEMBERSHIP				\$30.00
	Invoice .08312022					

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$8,968.00
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**Claim Type**

Claim# 15525 *LIFELINE INC.*

Cash Payment E 101-42110-237 Small Equipment SMAL EQUIPMENT \$446.93  
Invoice 16704

Transaction Date 8/17/2022 Due 8/17/2022 CASH 10100 **Total** \$446.93

**Claim Type**

Claim# 15636 *MCDONALD DIST CO.*

Cash Payment E 609-49751-252 Beer For Resale BEER -\$657.75  
Invoice 646430

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$108.50  
Invoice 646360

Cash Payment E 609-49751-252 Beer For Resale BEER \$14,726.40  
Invoice 646361

Cash Payment E 609-49751-252 Beer For Resale BEER \$6,229.52  
Invoice 647443

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$513.50  
Invoice 647442

Cash Payment E 609-49751-255 N/A Products N/A \$144.40  
Invoice 646361

Cash Payment E 609-49751-255 N/A Products N/A \$47.28  
Invoice 647443

Transaction Date 8/24/2022 Due 8/24/2022 CASH 10100 **Total** \$21,111.85

**Claim Type**

Claim# 15609 *METRO SALES, INC.*

Cash Payment E 101-41400-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 101-42400-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 101-42110-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 101-43100-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 101-45200-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 601-49440-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 602-49490-200 Office Supplies COPIES \$7.83  
Invoice INV2106541

Cash Payment E 609-49750-200 Office Supplies COPIES \$7.82  
Invoice INV2106541

Transaction Date 8/23/2022 Due 8/23/2022 CASH 10100 **Total** \$62.63

**Claim Type**

Claim# 15608 *MIDLAND TITLE*

Cash Payment R 101-36200 Miscellaneous Revenues REFUND OVERPAYMENT: 05-33-24-23-0023 \$906.38  
Invoice .08232022-1

Transaction Date 8/23/2022 Due 8/23/2022 CASH 10100 **Total** \$906.38

**Claim Type**

Claim# 15644 *MINUTEMAN PRESS*

Cash Payment E 101-43210-439 Recycling Days NEWSLETTER \$320.08  
Invoice 981080

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Cash Payment	E 101-41400-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 601-49440-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 602-49490-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 609-49750-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 101-43100-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 101-41110-344 Newsletter	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 101-42400-352 General Publishing	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 101-42110-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 101-42210-441 Miscellaneous	NEWSLETTER	\$150.89
Invoice	981080		
Cash Payment	E 101-45200-441 Miscellaneous	NEWSLETTER	\$150.91
Invoice	981080		

Transaction Date	8/25/2022	Due 8/25/2022	CASH	10100	<b>Total</b>	\$1,829.00
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## Claim Type

Claim# 15618 MN DEPT OF HEALTH

Cash Payment	E 601-49440-434 Permit Fees	QUARTERLY CONNECTION FEE - 3RD QTR	\$4,432.00
Invoice	.08162022		

Transaction Date	8/23/2022	Due 8/23/2022	CASH	10100	<b>Total</b>	\$4,432.00
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## Claim Type

Claim# 15682 MN NCPERS LIFE INSURANCE

Cash Payment	G 101-21713 MN Life	INSURANCE 09/01/2022-09/30/2022	\$128.00
Invoice	733400092022		

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$128.00
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## Claim Type

Claim# 15633 NORTH METRO TREE SERVICE IN

Cash Payment	E 101-42210-401 Repairs/Maint Buildings	BRIDGE/AMBASSADOR FD LOT TREE CLEARING	\$3,575.00
Invoice	.08242022-005		

Transaction Date	8/24/2022	Due 8/24/2022	CASH	10100	<b>Total</b>	\$3,575.00
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## Claim Type

Claim# 15681 NORTHLAND OCCUPATIONAL HEA

Cash Payment	E 101-43100-441 Miscellaneous	TESTING - KOEP	\$12.50
Invoice	15786		
Cash Payment	E 101-45200-441 Miscellaneous	TESTING - KOEP	\$12.50
Invoice	15786		
Cash Payment	E 601-49440-441 Miscellaneous	TESTING - KOEP	\$12.50
Invoice	15786		
Cash Payment	E 602-49490-441 Miscellaneous	TESTING - KOEP	\$12.50
Invoice	15786		

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$50.00
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## Claim Type

Claim# 15607 OPUS 21

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Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING				\$1,482.89
	Invoice 220768					
Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING				\$1,482.89
	Invoice 220768					
Transaction Date	8/23/2022	Due 8/23/2022	CASH	10100	<b>Total</b>	\$2,965.78

## Claim Type

Claim# 15679 PHILLIPS WINE &amp; SPIRITS CO.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$25.87
	Invoice 6452270					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$17.51
	Invoice 6448554					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$8.76
	Invoice 6448555					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$72.04
	Invoice 6452269					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$929.00
	Invoice 6452270					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$7,619.40
	Invoice 6452269					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$880.80
	Invoice 6448554					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$263.48
	Invoice 6448555					
Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	\$9,816.86

## Claim Type

Claim# 15697 POSTMASTER - ST. FRANCIS

Cash Payment	E 101-43210-439 Recycling Days	ORGANICS RECYCLING POST CARD POSTAGE				\$820.10
	Invoice .09012022-1					
Transaction Date	9/1/2022	Due 9/1/2022	CASH	10100	<b>Total</b>	\$820.10

## Claim Type

Claim# 15693 POSTMASTER - ST. FRANCIS Ck# 080860 9/1/2022

Cash Payment	E 101-41400-322 Postage	NEWSLETTER POSTAGE				\$287.13
	Invoice .09012022					
Cash Payment	E 101-42110-322 Postage	NEWSLETTER POSTAGE				\$82.04
	Invoice .09012022					
Cash Payment	E 101-43100-200 Office Supplies	NEWSLETTER POSTAGE				\$164.07
	Invoice .09012022					
Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER POSTAGE				\$82.04
	Invoice .09012022					
Cash Payment	E 101-45200-200 Office Supplies	NEWSLETTER POSTAGE				\$41.02
	Invoice .09012022					
Cash Payment	E 601-49440-200 Office Supplies	NEWSLETTER POSTAGE				\$82.04
	Invoice .09012022					
Cash Payment	E 602-49490-200 Office Supplies	NEWSLETTER POSTAGE				\$41.02
	Invoice .09012022					
Cash Payment	E 609-49750-322 Postage	NEWSLETTER POSTAGE				\$41.00
	Invoice .09012022					
Transaction Date	9/1/2022	Due 9/1/2022	CASH	10100	<b>Total</b>	\$820.36

## Claim Type

Claim# 15606 PRO HYDRO TESTING LLC

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Cash Payment E 101-42210-218 Equipment Repair & Maint HYDRO-TESTING \$1,281.00  
Invoice 104284

Transaction Date 8/23/2022 Due 8/23/2022 CASH 10100 Total \$1,281.00

Claim Type

Claim# 15603 QUALITY BUS & TRUCK PARTS

Cash Payment E 101-42210-208 Training and Instruction SFFD TOWING \$428.50  
Invoice IN4549

Transaction Date 8/22/2022 Due 8/22/2022 CASH 10100 Total \$428.50

Claim Type

Claim# 15677 QUILL CORPORATION

Cash Payment E 609-49750-210 Operating Supplies OPERATING SUPPLIES \$12.49  
Invoice 27238958

Cash Payment E 609-49750-210 Operating Supplies OPERATING SUPPLIES \$286.56  
Invoice 27145676

Transaction Date 8/31/2022 Due 8/31/2022 CASH 10100 Total \$299.05

Claim Type

Claim# 15602 RMB ENVIRONMENTAL LAB

Cash Payment E 602-49490-313 Sample Testing WEEK 1 COOLER 1 \$371.66  
Invoice B006478

Cash Payment E 602-49490-313 Sample Testing ALL WEEKS COOLER 2 \$126.32  
Invoice B006578

Cash Payment E 602-49490-313 Sample Testing ALL WEEKS COOLER 2 \$126.32  
Invoice B006685

Cash Payment E 602-49490-313 Sample Testing WEEKS 2-4 COOLER 1 \$152.46  
Invoice B006663

Cash Payment E 602-49490-313 Sample Testing WEEKS 2-4 COOLER 1 \$152.46  
Invoice B006548

Transaction Date 8/22/2022 Due 8/22/2022 CASH 10100 Total \$929.22

Claim Type

Claim# 15519 ROSEVILLE, CITY OF

Cash Payment E 101-41110-310 Computer Consulting Fee IT SERVICES \$17.60  
Invoice 0231166

Cash Payment E 101-41400-310 Computer Consulting Fee IT SERVICES \$61.60  
Invoice 0231166

Cash Payment E 101-42110-310 Computer Consulting Fee IT SERVICES \$215.60  
Invoice 0231166

Cash Payment E 101-42210-310 Computer Consulting Fee IT SERVICES \$39.60  
Invoice 0231166

Cash Payment E 101-43100-310 Computer Consulting Fee IT SERVICES \$17.60  
Invoice 0231166

Cash Payment E 101-45200-310 Computer Consulting Fee IT SERVICES \$17.60  
Invoice 0231166

Cash Payment E 601-49440-310 Computer Consulting Fee IT SERVICES \$17.60  
Invoice 0231166

Cash Payment E 602-49490-310 Computer Consulting Fee IT SERVICES \$17.60  
Invoice 0231166

Cash Payment E 609-49750-310 Computer Consulting Fee IT SERVICES \$8.80  
Invoice 0231166

Cash Payment E 101-42400-310 Computer Consulting Fee IT SERVICES \$17.60  
Invoice 0231166

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Cash Payment E 101-41910-310 Computer Consulting Fee IT SERVICES \$8.80  
Invoice 0231166

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$440.00</b>
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**Claim Type**

Claim# 15524 ROYAL SUPPLY

Cash Payment E 101-41940-210 Operating Supplies OPERATING SUPPLIES \$106.20  
Invoice 3821

Cash Payment E 101-42110-217 Other Operating Supplies OPERATING SUPPLIES \$53.10  
Invoice 3821

Cash Payment E 101-43100-217 Other Operating Supplies OPERATING SUPPLIES \$26.55  
Invoice 3821

Cash Payment E 101-45200-217 Other Operating Supplies OPERATING SUPPLIES \$26.55  
Invoice 3821

Cash Payment E 601-49440-217 Other Operating Supplies OPERATING SUPPLIES \$26.55  
Invoice 3821

Cash Payment E 602-49490-217 Other Operating Supplies OPERATING SUPPLIES \$26.55  
Invoice 3821

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$265.50</b>
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**Claim Type**

Claim# 15689 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$21.76  
Invoice 2251100

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$1.28  
Invoice 2247880

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$0.96  
Invoice 2251099

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$2.56  
Invoice 2251101

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$87.68  
Invoice 2247879

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,627.80  
Invoice 2251100

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$6,566.45  
Invoice 2247879

Cash Payment E 609-49751-253 Wine For Resale WINE \$144.00  
Invoice 2247880

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$8,452.49</b>
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**Claim Type**

Claim# 15600 SPOT ON

Cash Payment E 101-42110-308 Community Education SFPD MAGNETS - COMMUNITY ED \$233.12  
Invoice .08182022-3

Cash Payment E 101-42110-200 Office Supplies BUSINESS CARDS - OFFICER  
CHANTHAPANYA \$36.00  
Invoice .08232022

Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	<b>\$269.12</b>
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**Claim Type**

Claim# 15523 ST. FRANCIS AREA SCHOOLS

Cash Payment E 101-41400-441 Miscellaneous FALL NEWSLETTER, VOL 7, #3 \$144.00  
Invoice 107425

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$144.00</b>
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**Claim Type**

Claim# 15686 STATE OF MN, DEPT OF FINANCE

Cash Payment E 208-42110-441 Miscellaneous ADMINISTRATIVE FORFEITURE-ICR20-220353 \$270.60

Invoice ICR20-220353

Transaction Date	8/31/2022	Due 8/31/2022	CASH	10100	<b>Total</b>	<b>\$270.60</b>
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**Claim Type**

Claim# 15599 STREICHER S

Cash Payment E 101-42110-237 Small Equipment SMALL EQUIPMENT \$82.89

Invoice 1584097

Transaction Date	8/22/2022	Due 8/22/2022	CASH	10100	<b>Total</b>	<b>\$82.89</b>
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**Claim Type**

Claim# 15533 SUMMIT FIRE

Cash Payment E 602-49490-401 Repairs/Maint Buildings ANNUAL INSPECTION-WASTE WATER \$212.50

Invoice 150018558

Cash Payment E 602-49490-401 Repairs/Maint Buildings ANNUAL INSPECTION-WATER PLANT \$63.00

Invoice 150018559

Cash Payment E 101-43100-401 Repairs/Maint Buildings ANNUAL INSPECTION-OLD PUBLIC WORKS \$56.50

Invoice 150018937

Cash Payment E 609-49750-401 Repairs/Maint Buildings ANNUAL INSPECTION-LIQUOR STORE \$9.00

Invoice 150018555

Cash Payment E 101-42110-401 Repairs/Maint Buildings ANNUAL INSPECTION-POLICE DEPT \$412.50

Invoice 150018556

Cash Payment E 101-42210-401 Repairs/Maint Buildings ANNUAL INSPECTION-FIRE DEPT \$734.00

Invoice 150018554

Cash Payment E 101-41940-401 Repairs/Maint Buildings ANNUAL INSPECTION-COMMUNITY CENTER \$18.00

Invoice 150018553

Cash Payment E 101-41940-402 Janitorial Service ANNUAL INSPECTION-CITY HALL \$95.00

Invoice 150018552

Cash Payment E 601-49440-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$66.00

Invoice 150018560

Cash Payment E 602-49490-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$66.00

Invoice 150018560

Cash Payment E 101-43100-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$66.00

Invoice 150018560

Cash Payment E 101-45200-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$66.00

Invoice 150018560

Cash Payment E 601-49440-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$24.75

Invoice 150018557

Cash Payment E 602-49490-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$24.75

Invoice 150018557

Cash Payment E 101-43100-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$24.75

Invoice 150018557

Cash Payment E 101-45200-401 Repairs/Maint Buildings FIRE EXTINGUISHERS \$24.75

Invoice 150018557

Transaction Date	8/17/2022	Due 8/17/2022	CASH	10100	<b>Total</b>	<b>\$1,963.50</b>
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**Claim Type**

Claim# 15626 THE AMERICAN BOTTLING COMP

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC ITEMS \$155.05

Invoice 3562328235

Transaction Date	8/24/2022	Due 8/24/2022	CASH	10100	<b>Total</b>	<b>\$155.05</b>
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**Claim Type**

Claim# 15685 THUNSTROM, KATE

Cash Payment E 101-41400-208 Training and Instruction TRAINING \$29.55  
 Invoice .08112022

Transaction Date 8/31/2022 Due 8/31/2022 CASH 10100 **Total** \$29.55

**Claim Type**

Claim# 15530 TIMESAVER OFF SITE SEC. INC

Cash Payment E 101-41400-311 Contract CITY COUNCIL MINUTES 08.01.2022 \$298.25  
 Invoice M27546

Transaction Date 8/17/2022 Due 8/17/2022 CASH 10100 **Total** \$298.25

**Claim Type**

Claim# 15696 TJ ASSOCIATES

Cash Payment E 101-43210-439 Recycling Days ORGANICS (RECYCLING) POST CARD \$698.25  
 Invoice 238967

Cash Payment E 101-41910-200 Office Supplies BUSINESS CARDS - COLETTE B. \$59.95  
 Invoice 238917

Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES (ENVELOPES) \$386.25  
 Invoice 238833

Transaction Date 9/1/2022 Due 9/1/2022 CASH 10100 **Total** \$1,144.45

**Claim Type**

Claim# 15598 WESTMAN, KIMBERLY

Cash Payment G 803-22000 Deposits ESCROW REFUND - 23320 NACRE ST NW \$5,300.00  
 Invoice .08182022-2

Transaction Date 8/22/2022 Due 8/22/2022 CASH 10100 **Total** \$5,300.00

Pre-Written Checks	\$820.36
Checks to be Generated by the Compute	\$168,677.67
Total	\$169,498.03



## CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council

**FROM:** Beth Richmond, Planner

**SUBJECT:** Grading Interim Use Permit

**DATE:** 08-31-2022 for the 09-06-2022 meeting

**APPLICANT:** Plowe Engineering on behalf of Northrop Grumman

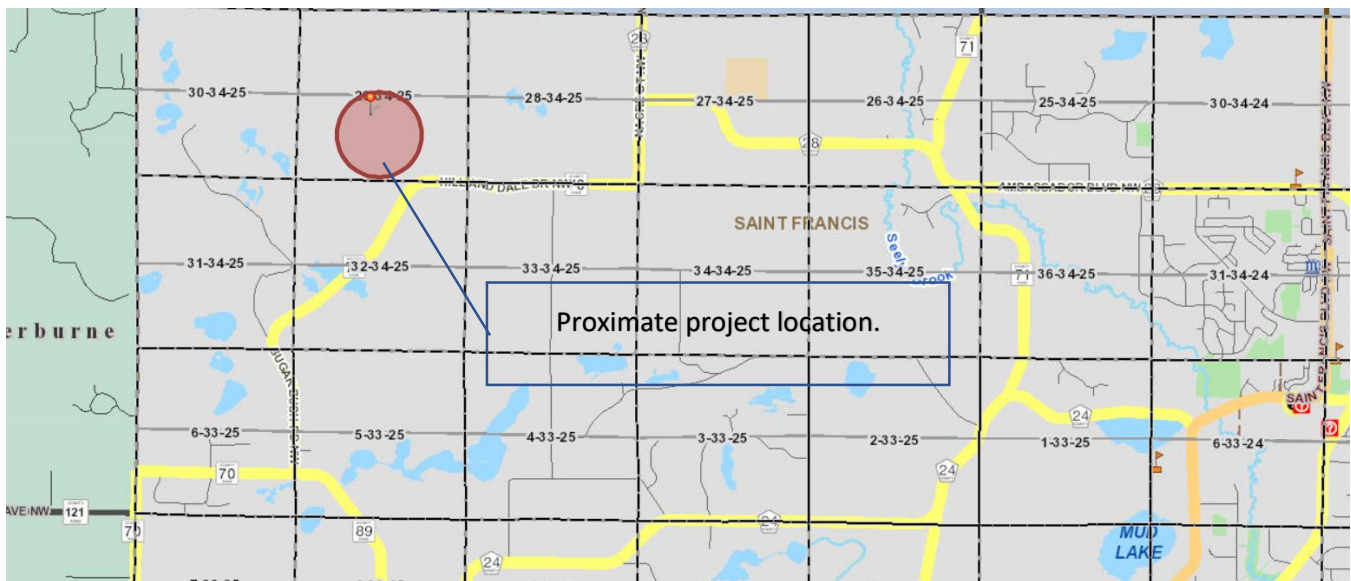
**LOCATION:** 5500 ft west of Variolite St NW and 1800 feet north of Hill and Dave Drive NW.  
RICHARD D. SCHROEDER ADVANCED AMMUNITION SITE

**COMP PLAN:** Low Intensity Industrial

**ZONING:** I-2 – Industrial

### OVERVIEW:

Northrop Grumman is proposing a multi-phased update to an existing firing range for ordnance testing. One target is existing (100-meter) and two new targets are proposed: one at 200 meters and another at 500 meters. At the firing location, a new building with parking stalls is proposed. An aggregate road will extend down the range for vehicle access to the three targets. Each target has a fire break with an access route (pervious) along the top of it. The improvements are related to current business uses of the site. The improvements include mass grading, grubbing of existing trees, installation of stormwater improvements, wetland impacts and mitigation, building of associated accessory structures, and installation of additional testing ranges and associated drive areas.



The applicant has requested an Interim Use Permit (IUP) to allow grading on the site in excess of 100 cubic yards. Typically, site grading is reviewed in conjunction with additional applications (site plans, preliminary plats, etc.) and a separate IUP is not required. When site grading in excess of 100 cubic yards is proposed by itself without additional improvements or land use requests, the City requires that the applicant go through the IUP review process. The applicant has indicated that they would like to move forward with the first phase of the project, including grading and site clearing, in 2022. The remaining phase(s) of the project, including the construction of the building, road, and parking area, will be developed at a later date. The applicant will be required to go through the City's site plan review process at that time.

The Planning Commission reviewed the grading Interim Use Permit request at their meeting on May 18, 2022. After discussion, Planning Commissioners recommended approval of the interim use permit request with the condition that the review of the Wetland Replacement Plan and wetland impacts be completed and appropriate responses addressed prior to consideration by the City Council.

Following the Planning Commission meeting, the applicant has been working with Staff to complete the required wetland materials. The Notice of Decision (NOD) for the wetland impacts was issued on August 5, 2022. The applicant purchased the necessary wetland credits for the site on August 23, 2022.

**ACTION TO BE CONSIDERED:**

Based on the Planning Commission's and Staff's recommendation for approval of the IUP, a draft approval Resolution and Interim Use Permit have been drafted for Council review.

***Suggested Motion:***

Move to approve Resolution 2022-41 approving the Interim Use Permit to allow site grading in excess of 100 cubic yards on the Richard D. Schroeder Advanced Ammunition Range with conditions and findings of fact as presented by Staff.

***Attachments:***

- Draft Resolution

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

RESOLUTION 2022-41

A RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW SITE  
GRADING ON THE RICHARD D. SCHROEDER ADVANCED AMMUNITION RANGE

**WHEREAS**, the applicant, Plowe Engineering, has requested an Interim Use Permit on behalf of Northrop Grumman to allow site grading in excess of 100 cubic yards for the Richard D. Schroeder Advanced Ammunition Range; and

**WHEREAS**, the property is legally described as Part of the South Half of Section 29, Township 34, Range 25, Anoka County, Minnesota; and

**WHEREAS**, the grading proposed is in preparation for the future development of an ammunition testing range; and

**WHEREAS**, the property is zoned I-2 Isolated Industrial where ammunition testing ranges are permitted; and

**WHEREAS**, site plan review for the buildings and associated site improvements for the ammunition testing range will be required at the time of development; and

**WHEREAS**, on May 18, 2022, 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 18, 2022, the Planning Commission recommended approval of the requested Interim Use Permit with conditions; and

**WHEREAS**, the City Council of the City of St. Francis, on September 6, 2022, considered the requested Interim Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions 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 Interim Use Permit for site grading on the Richard D. Schroeder Advanced Ammunition Range based on the following findings of fact:

1. Grading for proposed future improvements on the site is a temporary use with a defined time period.
2. The site grading will not impose additional unreasonable costs on the public.

3. The site grading is internal to the Northrop Grumman site and will not negatively impact the public.

**BE IT FURTHER RESOLVED** that approval of the Interim Use Permit for site grading on the Richard D. Schroeder Advanced Ammunition Site shall be subject to the following conditions:

1. The Interim Use Permit shall lapse 2 years from the date of approval of the IUP. If the grading has not been completed within 2 years, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.
2. The stormwater ponds, once constructed, will be a private pond and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the applicant shall enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance (Section 10-93.5.H).
3. The applicant is responsible for all fees related to the review of this application.
4. All fees and financial obligations shall be received by the City prior to the releasing of the Interim Use Permit for recording.
5. The applicant shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.
6. All necessary permits as may be applicable must be provided to the City before activity begins on the site.

Approved and adopted by the City Council of the City of St. Francis on the 6<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

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

(Reserved for Recording Data)

CITY OF ST. FRANCIS  
ANOKA COUNTY, MINNESOTA

**INTERIM USE PERMIT FOR SITE GRADING ON RICHARD D. SCHROEDER  
ADVANCED AMMUNITION SITE**

- 1. PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow site grading in excess of 100 cubic yards on the Richard D. Schroeder Advanced Ammunition Range.
- 2. PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:  
  
Part of the South Half of Section 29, Township 34, Range 25, Anoka County, 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. The stormwater ponds, once constructed, will be a private pond and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the applicant shall enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance (Section 10-93.5.H).
  2. All necessary permits as may be applicable must be provided to the City before activity begins on the site.
- 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 2 years from the date of approval of the IUP. If the grading has not been completed within 2 years, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.

- Dated: September 6, 2022**

BY: \_\_\_\_\_

Steven D. Feldman, Mayor

AND \_\_\_\_\_  
Kate Thunstrom, City Administrator

COUNTY OF ANOKA )

56



**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



## CITY COUNCIL AGENDA REPORT

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** 2023 COLA  
**DATE:** September 6<sup>th</sup>, 2022

---

### **OVERVIEW:**

I am recommending a 3% COLA salary adjustment for non-union staff for the 2023 calendar year. The current inflation and consumer price index were considered prior to this recommendation. I would recommend a 3% cost of living adjustment at this time. For disclosure, the City Administrator is considered part of the non-union staff.

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

Motion to approve a 3% cost of living adjustment for non-union staff.

### **BUDGET IMPLICATION:**

3% COLA has been budgeted for



CITY COUNCIL  
AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Fire Department Wage Increase  
**DATE:** September 6<sup>th</sup>, 2022

**OVERVIEW:**

On June 28<sup>th</sup> at a work session staff presented Council a proposed wage scale for the Fire Department. At that time Council was supportive of the increase as identified below.

Step 1	\$14.00	0-5 years
Step 2	\$15.50	6-10 years
Step 3	\$17.00	11-15 years
Step 4	\$18.50	16 years – plus
Lieutenant	\$115.00, monthly	
Captain	\$225.00, monthly	
Assistant Chief	\$750.00, monthly	

This scale would take affect as of January 1, 2023 affecting the 2023 budget year.

**ACTION TO BE CONSIDERED:**

Motion to approve the increased wage scale for the Fire Department effective January 1, 2023



CITY COUNCIL AGENDA  
REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Resolution to Adjust the Tax Levy for Bonded Indebtedness  
**DATE:** September 6<sup>th</sup>, 2022

**OVERVIEW:**

Attached is a resolution to adjust the tax levy for bonded indebtedness for 2023. In 2013, a bond was issued to advance refund the 2007 Bonds. This bond was subsequently refunded in 2021 and is part of the 2021A Bond Issue. The city also issued GO Bonds in 2015 for street improvements. In 2017, the city refunded the 2012A EDA Lease Revenue with the 2017A GO Bonds. These issues all have a tax levy associated with them. The city has averaged the levy stream out over the life of the bonds so that the levy stays consistent. The city also contributes some funds from the Water and Sewer Funds to help with the repayments. The attached resolution adjusts levied amount to what we need to pay back the bond issues.

**ACTION TO BE CONSIDERED:**

Approve the attached resolution adjusting the debt service levy for 2023.

**BUDGET IMPLICATION:**

This sets the levy for bond indebtedness for 2023.

Attachments:

- Resolution 2022-42 Adjusting the Tax Levy for Bonded Indebtedness.

CITY OF ST. FRANCIS  
ST. FRANCIS, MN

RESOLUTION 2022-42

A RESOLUTION ADJUSTING THE TAX LEVY  
FOR BONDED INDEBTEDNESS

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2017A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation General Obligation Bonds, Series 2021A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Improvement Bonds, Series 2015A; and

WHEREAS, the City may adjust the amount of taxes levied for collection in order to average the levy stream out over the life of the Bonds; and

WHEREAS, the City will make transfers of equal amounts from the Water and Sewer Funds to help pay for the 2017A Capital Improvement bonds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2023 be adjusted as follows:

<u>Bond description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	\$493,480.32	327,220.00
G.O. Improvement Bonds – 2015A	\$20,954.14	\$20,470.00
G.O. Improvement Bonds-2021	\$82,946.02	\$-0-

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2023.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF SEPTEMBER, 2022.

APPROVED:

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

ATTEST:

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



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Preliminary Approval of a Proposed 2023 Tax Levy and Setting the Budget  
Public Hearing Date  
**DATE:** September 6<sup>th</sup>, 2022

**OVERVIEW:**

State law requires the city to certify its preliminary 2023 levy to the county by September 30, 2022. This levy then **cannot be increased** when the final levy is adopted in December. The council also needs to set the date that the budget and levy will be discussed in December which will also allow for public input.

The 2022 levy was set at \$4,669,590. This included a General Fund Levy of \$4,301,000 and a Debt Service Levy of \$368,590.

The 2023 levy is proposed to increase to \$5,557,690. This includes the General Operating Levy of \$5,210,000 and a debt service levy of \$347,690. This levy utilizes the city's increased market value amounts to keep the overall tax rate about the same as the rate in 2022. This means that a home valued the same in both years will pay the about the same amount in city taxes as last year. The 2022 tax rate was 51.146%. The following table shows the tax rate for the city since 2016. As you can see the rate has been steadily dropping each year.

2016	58.428%
2017	54.116%
2018	53.996%
2019	53.176%
2020	50.543%
2021	50.589%
2022	51.146%
Proposed	
2023	49.553%

The total increase in the levy is \$888,100 or 19.02%.This does include \$870,000 for a future city hall/fire station debt service.

The General Operating Levy is broken down to the General Fund, Capital Equipment, Building Improvements and Street Improvements. There has been \$280,000 designated to Capital Equipment to fund projects listed in the CIP Plan for 2023-2027 and \$360,000

for street improvements. This also includes \$870,000 for a future city hall/fire station debt service.

The resolution also sets the date for the Public Hearing on the 2023 Levy and Budget for Monday December 5, 2022 at 6:00 pm as part of the regular city council meeting.

**ACTION TO BE CONSIDERED:**

Approve the attached resolution setting the preliminary levy.

**BUDGET IMPLICATION:**

The levy that is set will determine the level of the proposed expenditures for 2023.

Attachments:

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

CITY OF ST. FRANCIS  
ST. FRANCIS, MN

RESOLUTION 2022-43

A RESOLUTION PROVIDING PRELIMINARY  
APPROVAL OF A PROPOSED 2023 TAX LEVY And  
SETTING BUDGET PUBLIC HEARING DATE

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2023 by September 30, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA THAT:

1. To adopt the preliminary maximum tax levy payable in 2023 against taxable property in the City of St. Francis at:

<b>General Operating Levy</b>	
General Fund	\$ 3,250,000.00
Capital Equipment Fund	280,000.00
Building Improvements	870,000.00
Parks	450,000.00
Street Improvements	360,000.00
<b>Total General Operating Levy</b>	<u>5,210,000.00</u>
<b>Debt Service Levy</b>	
2015A Debt Service	20,470.00
2017A Debt Service	327,220.00
<b>Total Debt Service Levy</b>	<u>\$ 347,690.00</u>
<b>Total Levy</b>	<u>\$ 5,557,690.00</u>

2. To set the date for consideration of the final levy and consideration of the 2023 Budget shall be set as Monday, December 5, 2022 at 6:00 pm at the ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES) AT 4115 AMBASSADOR BLVD. NW.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF SEPTEMBER, 2022.

\_\_\_\_\_  
Steven D. Feldman, Mayor

ATTEST:

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





# WATER & WASTEWATER QUARTERLY REPORT JUNE-AUGUST 2022

Parish Barten

SAINT FRANCIS 4058 St. Francis Blvd NW

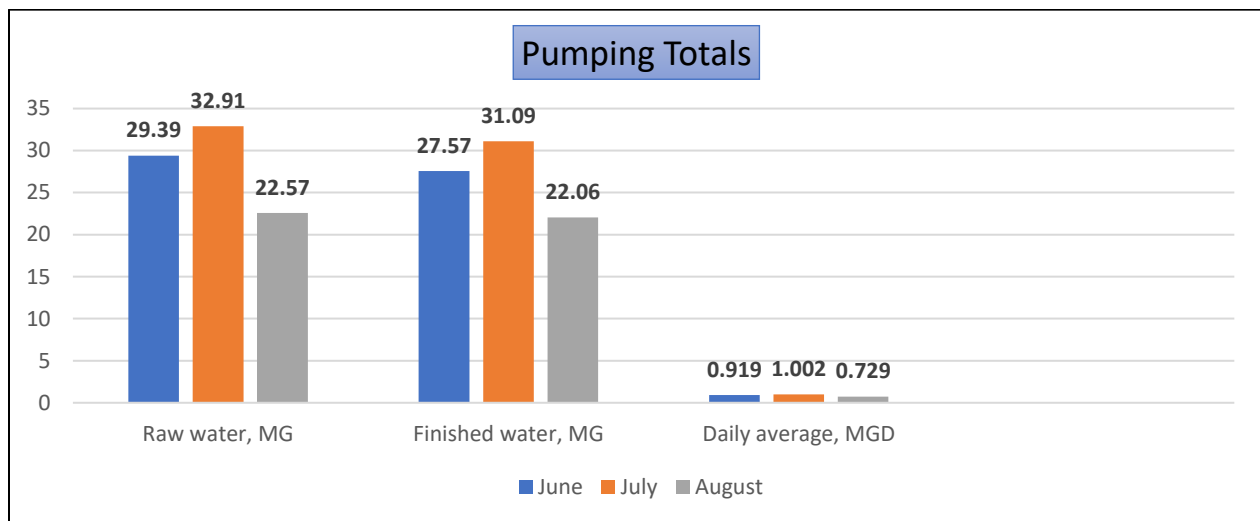


## Water and Wastewater Quarterly Report

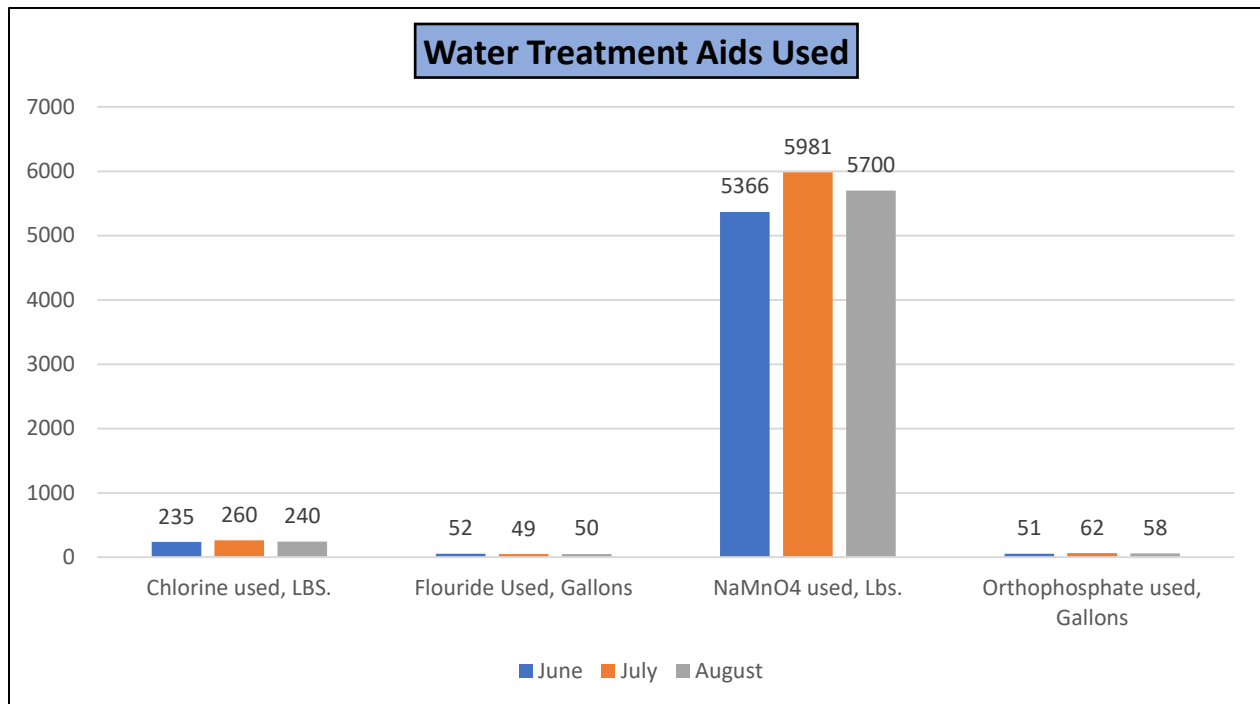
June- August 2022

To: City Council

### Water Treatment Facility Report:



TASK	DESCRIPTION	QUANTITY	UNITS
Inspect Facility Daily	Facility Inspection	62	Inspections
Operational Hours	Hours spent at facility	124	Hours
Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	300	Labs
Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	62	Inspections
Bacteria Samples	Take set of monthly MDH bacteria samples.	15	Samples Per Set

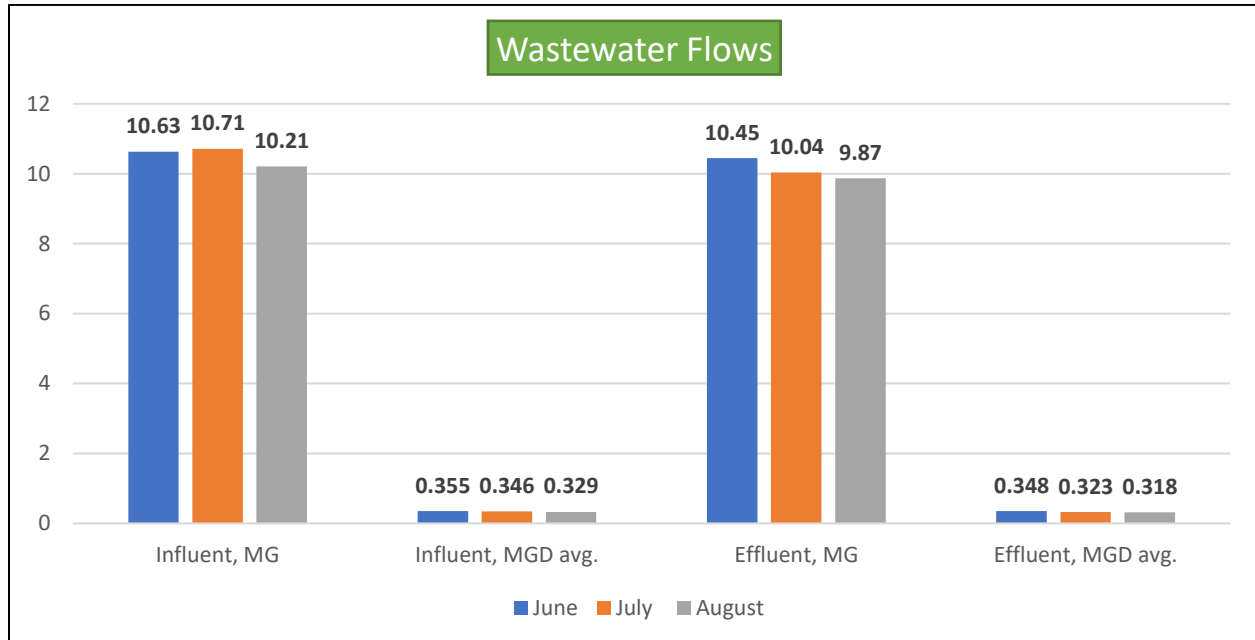


NaMnO<sub>4</sub> is Sodium Permanganate, which is used to remove manganese and radium in raw water. Chlorine, Fluoride and Orthophosphate are added to the finished water when leaving the facility.

#### Water Treatment Facility, Lab Results

	Average Chlorine	.72	Mg/l
	Average Raw Iron	1.02	Mg/l
	Average Raw Manganese	.089	Mg/l
	Average Fluoride	.71	Mg/l
	Iron Removal	99	%
	Manganese Removal	99	%

**Water Treatment Facility Summary:** The facility operated very well over the summer in meeting the demands of our citizens. We met all treatment requirements, ensuring safe drinking water. Water demand this summer, compared to the same three months last year is down roughly twelve percent.

**Wastewater Treatment Facility Report:**

Task	Description	Quantity	Units
Monthly Sampling	Perform required monthly sampling: 8 Influent (29 Constituents); 8 Effluent (50 Constituents); Monitoring wells (25)	216	Constituents
Operational Hours	Hours spent at facility.	558	Hours
Inspect Operations Building	Daily inspection of building.	62	Inspections
Inspect Pre-treatment Building	Daily inspection of building.	62	Inspections
Inspect Tertiary Building	Daily inspection of building.	62	Inspections
D.O Readings	Take Required D.O Readings.	92	D.O Readings
pH Readings	Take Required pH Readings.	92	pH Readings
Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	496	Lift Station Inspections
Daily Lab	Process Control Test	216	Tests

**Facility Report: Wastewater Treatment Facility, Lab Results**

	Influent TSS	256	Mg/l
<b>Limit: (15 mg/l)</b>	Effluent TSS	0	Mg/l
<b>Limit: (85 %)</b>	<b>TSS % Removal</b>	<b>100</b>	<b>% Removal</b>
	Influent CBOD	201	Mg/l
<b>Limit: (15 mg/l)</b>	Effluent CBOD	0	Mg/l
<b>Limit: (85 %)</b>	<b>CBOD % Removal</b>	<b>100</b>	<b>% Removal</b>
	Influent Phosphorus	5.6	Mg/l
<b>Limit: (1 mg/l)</b>	Effluent Phosphorus	0	Mg/l
	<b>Phosphorus % Removal</b>	<b>100</b>	<b>% Removal</b>
	Influent Ammonia Nitrogen	28.6	Mg/l
<b>Limit: (Seasonal) 1.4 mg/l</b>	Effluent Ammonia Nitrogen	0	Mg/l
	<b>Ammonia Nitrogen % Removal</b>	<b>100</b>	<b>% Removal</b>

**Summary:** The wastewater treatment facility met all MPCA limits this quarter.

**Lift Station Maintenance:**

- Deer creek lift station had a level sensing transducer fail that was replaced.
- Dellwood lift station was washed down and floats cleaned.
- DL-6 lift station had four pumps that were pulled due to plugging and one check valve that needed to be cleaned.
- River shores lift station had a pumpak or (float controller that controls when a pump turns on or off) fail due to loose electrical connections and was replaced.
- Royal Oaks lift station had one pump that had to be pulled due to plugging.
- \*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.

**Daily Task:**

Locates	Process Locate Requests	210	Utility Locate Requests
Water/Sewer Connections	Inspect Water and Sewer	0	Inspections
Water Miscellaneous	Work orders: Meter inspections.	52	Work Orders

## Quarterly Projects:

- **Hydrant Painting**

This year, we identified 30 hydrants that were rusting or fading that needed to be painted. Those hydrants were along Bridge Street, 235<sup>th</sup> Avenue and 235<sup>th</sup> Lane.

Fire Hydrant on 235<sup>th</sup> Ave. (Before)



(After)



- **Asset Management**

Staff was busy using our new locator (RTK) completing District 2 Inspections. This district covers from Hwy 47 to the west. We are using the GPS capabilities of the RTK to capture coordinates of each asset location including gate valves, curb stops and manholes. Staff will be providing a more complete project in next quarters report using the data acquired!



John is using the RTK to capture coordinates. The picture to the right is the screen on the RTK with the location. In the event of accidental asphalt over-lay or snow cover, staff can use a

function called walk-back which will bring you right to the asset via GPS coordinates. Staff will be providing more of a detailed finished report on this project later this fall.

- **Water Tower Inspection:** Our Water tower was inspected this summer. A more formal report is coming, but no major deficiencies were reported the day of inspection. This inspection includes the amount of sediment in the bowl and the condition of the paint inside and out. Our contractor also installed our new safety cable climbing system.
- **Reclaim tank clean out and inspection:** This includes the removal of iron and manganese that has settles out from backwashing.



This is Mike climbing out of the tank after cleaning tank #1 after cleaning it out. Typically, there is the equivalent of a full 55-gallon barrel of sediment on the bottom that needs removal.

- **Wellhead Protection Plan:** Staff met with the Minnesota Rural Water Association Well Head Protection staff. This was a great meet and greet for our new Public Works Director, Paul and staff to become familiar with this ten- year plan. This plan has goals and mandates that we follow to protect our drinking water source.
- **Generator maintenance:** Each year we have a contractor come and performs an extensive inspection of our eight generators. This includes a 91-point inspection and oil change, amp and voltage checks.
- **Jetting and Televising:** Is being performed in sanitary maintenance district one this year. About 20,000 linear feet of pipe ranging in size from 8"-18" will be jetted (cleaned) then televised to verify the condition of the pipe and to check for any defects. \*\*This Project is currently taking place at the time of this Council meeting. Updated information regarding this project will be provided in the fall/winter report.
- **Backflow Preventer Inspection:** Seventeen backflow devices were tested at the wastewater facility. All of them passed inspection. This testing is required on a yearly basis. Six backflow devices were tested at the water treatment facility. Two devices failed and were rebuilt.
- **Water Meter Flow Testing/Calibration:** Our water meters in the Oak grove vault and Woodhaven vault were tested for accuracy.
- **High Service and Well Pump and VFD Testing and Inspection:** This work included amp, voltage checks, vibration test's and wire connections. Drawdowns were completed on the wells too.



# Streets & Parks Quarterly Report



**6-1-2022 to 9-1-2022**



## ***Sealcoating District 1***

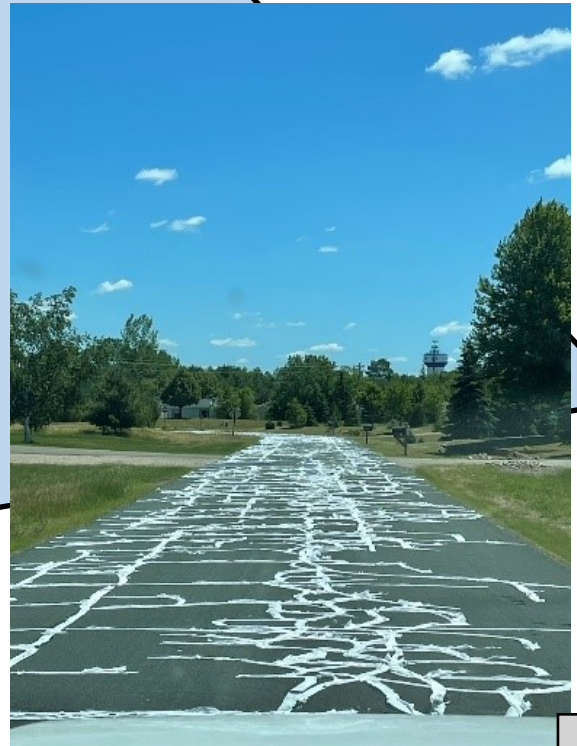


- **Grading Roads — 42.3 Miles**
- **Sign Repair — 8 Signs**
- **Road Side Mowing — 90 Miles**
- **Clean Catch Basins — 28**
- **Building Maintenance — 112**

## ***Grading 2022***



## ***Crack Filling District 1***



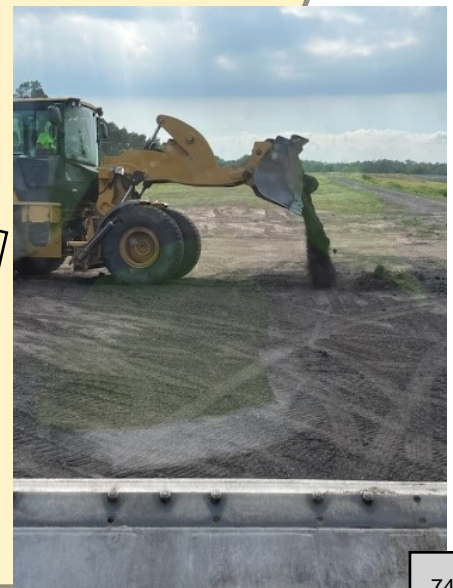
## **NEW Siwek Park — 3550 237th Ave NW**



- ◆ **Park Inspections — 123**
- ◆ **Callouts — 14 (1 Street, 7 Parks, 4 Sewer, 2 Water)**
- ◆ **Equipment Repair — 82 Hours**
- ◆ **Equipment Maintenance — 68 Hours]**
- ◆ **Preparation For Events — 99  
(64 Ball Games, 3 Warming House, 32 Misc.)**
- ◆ **Mowing — 498.1 Acres**
- ◆ **Drag Ballfields — 64 Times**



**Biosolids Pad Prep**





**New Woodbury Park Benches and colored stamped concrete base.**



**Bike Fix It Station paid for by the Ship Program, Community Park**



- ♦ Mowing Along Walking Trails —148.8 Miles
- ♦ Cleaning Fountain at Woodbury Park —18 Times
- ♦ Damage to City Property — 6 Hours
- ♦ Recycling Meeting with Anoka County — 2
- ♦ Recycling Events — 1



**Before Pic**

**New garbage, recycling, organics pad and surround at Community Park. This was paid for with a recycling grant.**



**After Pic**



**After Pic**



***Had old shrubs and mulch removed from Bottle Shop.  
Installed 1 1/2 inch Rock to improve on the curb appeal.***

**Before Pic**



**After Pic**



***Installed 1 1/2 inch rock along Wastewater Plant Drive.***

**Before Pic**



**After Pic**

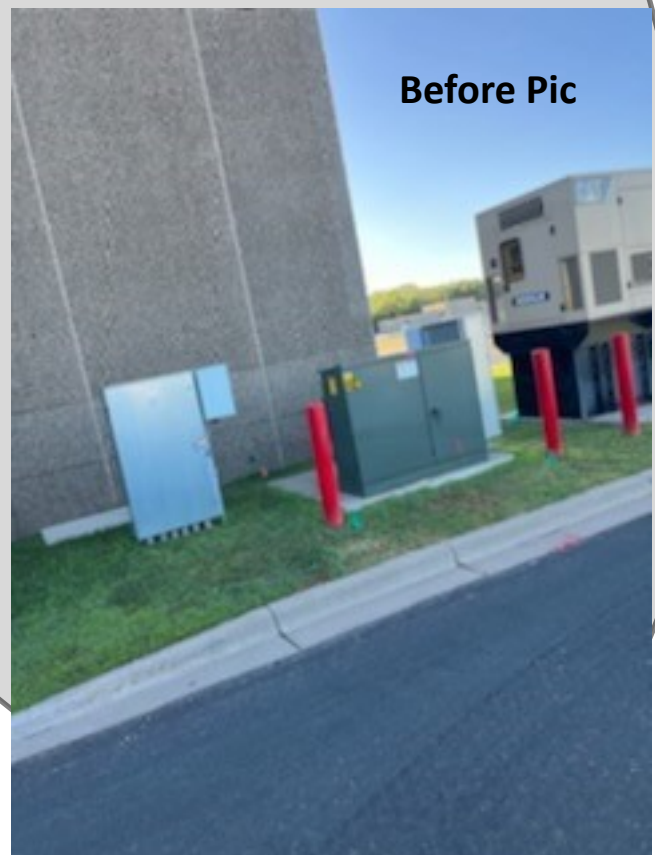




After Pic

***Behind Police & Public Works. Use to be filled with wood chips (mulch). It now has 1 1/2 inch rock installed.***

***1 1/2 inch rock installed around generator and electrical boxes at the Police & Public Works.***



Before Pic



After Pic