



CITY COUNCIL REGULAR MEETING

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

Monday, March 04, 2024 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

A. City Council Minutes - February 20,2024

B. Approve Purchasing Lucas Device

C. Police Department Policy Manual

D. URRWMO Update

E. S.F. Education Local 1977

F. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

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

Ordinance 328 - Amending Chapter 2 Administration of the City Code

9. NEW BUSINESS

A. City Hall / Fire Station – Public Safety Antenna

B. Fire Services Study

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

A. Liquor Store Annual Report-2023

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

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

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

March 18 - City Council Meeting - 6:00 pm

March Planning Commission Meeting is cancelled

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
February 20, 2024
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

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

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

4. CONSENT AGENDA

- A. City Council Minutes - February 5, 2024
- B. Stahl Construction – Pay Applications No. 5 – Labor & Material
- C. Emerald Ash Borer Management Plan
Resolution 2024-09 Adopting Emerald Ash Borer Management Plan
- D. Change Orders – City Hall / Fire Station Project
- E. Job Description Updates
- F. Hiring of Captains and Lieutenants
- G. Police Department Equipment
- H. Winning With Cops Donation
- I. 245th Ave Mill and Overlay
- J. Poppy Street and 229th Lane Reconstruction Project – Final Payment
- K. 2023 Street Rehabilitation Project – Final Payment
- L. Appointment of Election Judges
Resolution 2024-10 Appointing Election judges for the Special Primary Election on February 29, 2024
- M. Approve Application for On-Sale Intoxicating Liquor License for Chester's Small Town Tavern & Eatery

Resolution 2024-11 Approving On-Sale Intoxicating Liquor License, Sunday Sales, and 2 AM License for Chester's Small Town Tavern & Eatery

N. Gambling Application

O. Payment of Claims

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

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

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

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

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. Assessing Services Update - Erik Skogquist

Erik Skogquist, Senior accredited Minnesota assessor, came forward and reviewed the 2024 assessment update. He reviewed the assessment and valuation timeline and the process of how the market values are determined for tax purposes. He encouraged residents to contact him if they have questions on their assessment.

Robinson asked Mr. Skogquist if he sees any trends that may result in property values not going up every year. Mr. Skogquist explained that residential valuations this year are rather flat. He noted that the new construction homes in the City are adding value. He shared that they follow whatever the market is telling them to do. He explained that the assessor's job is to set the valuation, as well as the classification of what the property is being utilized for. He noted that the taxes on these properties are based on the budget of the local government.

Robinson asked if they are seeing where businesses or apartment building values have decreased and if they use sales outside of St. Francis to determine these kinds of valuations. Mr. Skogquist explained that if there are not enough sales in St. Francis to look at, then they start looking County wide and work with the County Assessor to see what kind of valuations to assign.

Robinson shared that the ground up new constructions are down this year over the last two years. He asked if Mr. Skogquist sees any trends similar to what was seen in 2008 where values dropped considerably. Mr. Skogquist said this is hard to

predict. He noted that things have settled; however, land values are still pretty high. He shared that he is hopeful that 2008 value drops will not happen again.

Robinson shared they had a concerned citizen come forward at a meeting recently saying that St. Francis is treated differently by the County due to the manufactured homes and limited commercial entities. Mr. Skoquist said no and the only way that the City is looked at differently is based on what sales happened within the City. He noted that values in the City have to be reflective of what people are actually paying for properties in the City.

Mayor Muehlbauer asked how residential values are staying flat while commercial and industrial values tend to be different. Mr. Skoquist explained that it comes down to supply and demand. He noted that in the past, industrial and commercial values were more flat; however, a few years ago this changed. He stated that the market in the industrial world is causing the increase in demand. He added that the cost of building these industrial buildings is very high which also plays into the increase in values.

Mayor Muehlbauer shared that he was glad that some residents were able to reach out to Mr. Skoquist after the truth in taxation hearing to get some issues resolved. He suggested having the assessor's contact information on a tab on the website so residents can easily get into contact when they have questions or concerns.

B. Update City Code – Chapter 2 Administration First Reading
Ordinance 328 - Amending Chapter 2 Administration, Section 5.
Departments

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

**MOTION BY: BAUER SECOND: UDVIG TO ADOPT ORDINANCE 328,
 AMENDING CHAPTER 2 ADMINISTRATION, SECTION 5, DEPARTMENTS.**

A roll call vote was performed:

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

Motion carried 5-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Public Works Annual Report 2023

Public Works Director Carpenter reviewed the 2023 Public Works annual report,

highlighting the completion of the Dellwood Riverbank stabilization project, preparing the temporary Fire Station, working with Stanford Township on joint projects, and the Rum River Swale project. He shared that Public Works applied and obtained \$173,000 in grants in 2023 and he will continue to apply for grants in 2024. He added that they had their first annual Public Works Open House this year which was a successful event. He noted that the recycling events this year were all held at the Police Public Works building which saved money. He shared the popularity of the oil recycling bin and the increase in recycling drop offs. He added that they have received grant money to fully fund an enclosed recycling trailer. He explained that they have been working on project planning for the upcoming rain guard project for 227th Avenue. He shared that Staff conducted 65 site inspections including the City Hall Fire Station. He noted there were 95 hours of street sweeping in the spring and 71 hours in the fall. He shared they are up to date on their permit requirements, and they are continuing to upgrade this program. He shared that every three years they are required to do lead and copper samples in the City and they were under all of the requirements. He added that the Minnesota Department of Health conducted a sanitary inspection of the water treatment plant where they found no deficiencies or violations. He explained that they have started an asset management program, and they are now able to locate all sewer and water lines within the City. He noted they are using the specialized part of the water system to watch water usage to see if they can dial it in. He said the most common cause of water overuse in the City comes from leaky toilets. He shared that there was 90.3 inches of snow, they used 507 tons of salt on asphalt roads, and 47 tons of chips on the gravel roads in the year of 2023. He noted there were \$43,000 in repairs for the year. He mentioned the road washout of 245th Avenue and shared he was impressed with his team for having this repaired in under eight hours. He noted that there were 187 events in parks for 2023. He explained that with the dry winter, the Public Works Staff were able to work on the corner of 227th and Ambassador, as well as working on drainage issues at the wastewater treatment plant. He noted they have also been cleaning up the Public Works facility and parks in the time that they would normally spend plowing.

The Council thanked Carpenter and Public Works for all of their hard work.

Robinson asked how the last recycling event went when they only had the oil recycling open for a window of time. Carpenter explained that it was a little slow; however, he assumed that was because it was a new thing and the more they do it the better it will be.

Robinson asked about what will happen with the salt and chips that they have on hand that they have not needed to use due to the lack of snow. Carpenter said it will just sit before they need to use it again, but they should save money on salt this year due to the lack of snow.

Robinson noted the increase in stormwater prices. He asked if there is a quote for labor when it comes to stormwater work. Carpenter shared they are able to track

this, and he gave examples from the report of what the labor is for.

Mayor Muehlbauer asked if there are any major projects with MS4 coming up. Carpenter explained that the rain guards are a part of this. He noted that they will also be doing some culvert replacement this year.

B. Police Department Annual Report 2023

Police Chief Schwieger reviewed the 2023 Police Department report. He discussed staffing struggles and noted that they are hopeful that the current officer in training will complete his training and they will have a full department. He highlighted all officers and Police Department Staff and all the amazing work they do for the City. He discussed the community outreach efforts that the officers are involved in. He shared there were 131 investigation cases for the year, which is an increase over 2022. He stated there was an increase in thefts, DWIs, juvenile activity reports, assaults, and fraud reports for the year. He noted there were decreases in burglaries, drug offenses, and disorderly calls. He shared that officers responded to 243 calls for service at St. Francis schools. He added that they performed 2,210 traffic stops, issued 513 citations, with 421 being traffic related. He noted the response time for calls remains between five to six minutes. He discussed the Minnesota Towards Zero Deaths initiative and noted that traffic fatalities did decrease from 2022 to 2023; however, DWIs did increase which continues to be an issue. He shared that there was a total of 526 training hours completed over the course of 2023. He discussed the UAV program and the officers who use these devices. He shared the UAV has been deployed 17 times since implementation last summer. He explained that the Police Department also implemented a wellness program which focuses on physical and mental wellness of officers and Staff. He reviewed the numerous events that the Police Department is involved in throughout the year. He thanked the Council for their continued support of the Police Department.

The Council thanked Schwieger and his officers for their hard work to fearlessly protect the City.

Robinson asked if the DUIs are primarily from residents or people traveling through town. Schwieger stated it is relatively split between residents and non-residents.

Robinson asked how the calls for service to the schools compares to 2022 and years prior when resource officers were in the schools. Schwieger said he did not know the exact numbers from previous years but can get him the numbers later.

Robinson asked about the legislation to get the resource officers back in the schools. Schwieger said the last he heard, the language surrounding the SROs is being addressed. He noted he believes it will be sorted out but may take more time than people would like it to.

Robinson asked if there was some funding that was coming for these resource

officers. Schwieger said he had heard something about this; however, he was not sure how accurate the information was.

Robinson asked if the UAV has been useful since they started using it. Schwieger said it has worked very well for the situations they have needed it for. He noted they were able to use it to locate a missing person on the riverbank.

Mayor Muehlbauer asked where the Department is with the K-9 usage. Schwieger stated they are currently focused on getting back to full Staff and they will address K-9s more this year. He noted it may not happen this year, but they will continue to work towards it.

Mayor Muehlbauer asked if there was a date set for this year's Citizen's Academy. Schwieger said yes and that it is in April, but he is not sure of the exact day it starts.

Bauer asked about the lack of resource officers in the schools and if they are seeing an increase in putting people into custody for situations that could have been more tamed if the resource officer was in the school. He asked if they are seeing a trend with the students being further out of control without resource officers. Schwieger stated that there have been very volatile situations that have occurred that he believes could have been prevented with the presence of a resource officer in the school to diffuse the situation. He shared there was a situation that occurred this year where an officer was injured after fighting with a student who claimed he had a weapon.

Bauer explained that this is all about the safety for the children in these schools and with a resource officer in the building who can have a better rapport with the students, he thinks that situations would get less amped up. He hoped they would be able to get the resource officers back in the schools soon for the safety of the children.

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events.

Mayor Muehlbauer asked the Council how they felt about the group who attended a Council meeting in the past and handed out flyers about election fairness and integrity. He shared this group is reaching out to try to set up a Work Session with the Council.

Robinson asked Thunstrom what benefit this would have to the City and if it is relative to what the Council does to serve the residents. Thunstrom shared there is some caution of what is being told to them and noted there is a lot of what Wida does that a lot of people who are advocating for changes in the election system do not sit down and take the time to review. She noted that much of what is done through the election process is very public. She said the information this group is

providing is interesting; however, she is not aware of how much ability the City would have to make any changes since they are under Anoka County. She noted that if there are large inaccuracies then they can listen to this data and come back with some information after the fact. She noted it would be difficult and disruptive to sit and debate this with the group at a meeting. She said they could invite them back to give a short presentation at a Council meeting or Work Session to hear what they have to say.

Mayor Muehlbauer shared that he imagines that this group is hoping to gather numbers and support from individual cities to advocate to the County for this. He noted that he does see a benefit in listening to this group come and speak as they could also help educate the group on what it is that they are talking about.

Kreklow shared there was no widespread voter fraud in Minnesota or St. Francis and since they do not have the authority to make any change to elections, she does not see the need for this presentation of discussion. Udvig agreed.

Bauer noted that if the City has inaccuracies in their voting and elections then it needs to be addressed.

The Council consensus was that they would not be interested in bringing this group back for a presentation at a Council meeting or Work Session.

13. UPCOMING EVENTS

February 20 - Winning with Cops - 4:00 pm - 6:00 pm Tasty Pizza Bar & Bowl
February 26 - City Council Work Session - 6:00 pm
March 4 - City Council Meeting - 6:00 pm
March 5 - URRWMO Meeting - 6:30 pm

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:17 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Approve Purchasing Lucas Device
DATE: March 4, 2024

OVERVIEW:

In the Capital Plan for 2024 the fire department has budgeted to purchase a 2nd Lucas Device (Automated CPR Device). This Lucas Device would be deployed in our Duty Officer vehicle for rapid intervention in the incidents of cardiac arrest. The budgeted amount in the Capital Plan is \$20,000. Due to the amount of inflation, particularly in areas of Public Safety, the cost of a new Lucas Device is \$23,423.12. The fire department will use \$3,423.12 of the Legislative Public Safety Funds to cover the difference in cost.

ACTION TO BE CONSIDERED:

Authorize and approve the fire department to purchase a Lucas CPR Device through Stryker in the amount of \$23,423.12

BUDGET IMPLICATION:

Budgeted through the Capital Plan \$20,000
 Legislative Public Safety Funds \$3,423.12

Attachments:

- Quotes attached



St. Francis FD Lucas 022224

Quote Number: 10875277
Version: 1
Prepared For: ST FRANCIS FIRE DEPT
Attn:

Rep: Elizabeth Reem
Email: elizabeth.reem@stryker.com
Phone Number: (314) 853-2779

Quote Date: 02/22/2024
Expiration Date: 05/22/2024
Contract Start: 02/22/2024
Contract End: 02/21/2025

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	PCE	1	\$18,033.52	\$18,033.52
2.0	11576-000060	LUCAS Desk-Top Battery Charger	PCE	1	\$1,401.06	\$1,401.06
3.0	11576-000071	LUCAS External Power Supply	PCE	1	\$443.29	\$443.29
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	PCE	1	\$833.43	\$833.43
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	PK	1	\$167.59	\$167.59
Equipment Total:						\$20,878.89

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
6.1	LUCAS-FLD-PROCARE	LUCAS 3, 3.1 for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device 02/23/2024 - 02/22/2025 Preventative Maintenance	5	\$441.00	\$2,205.00
ProCare Total:					\$2,205.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$339.23
Grand Total:	\$23,423.12

Prices: In effect for 30 days



St. Francis FD Lucas 022224

Quote Number: 10875277

Version: 1

Prepared For: ST FRANCIS FIRE DEPT

Attn:

Rep: Elizabeth Reem

Email: elizabeth.reem@stryker.com

Phone Number: (314) 853-2779

Quote Date: 02/22/2024

Expiration Date: 05/22/2024

Contract Start: 02/22/2024

Contract End: 02/21/2025

Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Policy Manual
DATE: March 4, 2024

OVERVIEW:

The St. Francis Police Department has replaced its current Computer Usage Policy with **Lexipol Information Technology Use Policy 319**, Incident Reports Policy with **Lexipol Report Preparation Policy 320**, and Social Media Policy with Lexipol **Department Use of Social Media Policy 336**.

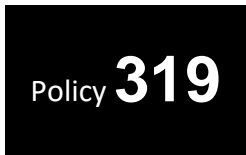
ACTION TO BE CONSIDERED:

St. Francis City Council to review and approve St. Francis Police Department policies 319, Information Technology Use, 320, Report Preparation and 336, Department Use of Social Media. All policies have received legal review.

BUDGET IMPLICATION:

No direct budget impact as a result of the policy updates.

Attachments: Department Policies 319, 320, 336.



St. Francis Police Department
Policy Manual

Information Technology Use

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the St. Francis Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

319.2 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to a supervisor.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

319.2.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

St. Francis Police Department

Policy Manual

Information Technology Use

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

319.2.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

319.2.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

319.2.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

319.2 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged

St. Francis Police Department

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Information Technology Use

off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by IT staff or a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

319.2 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

319.2 POLICY

It is the policy of the St. Francis Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

319.2 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Former Computer Usage Replaced by Lexipol Policy 319, Information Technology Use



TITLE: COMPUTER USAGE	NUMBER: 314
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

314.01 PURPOSE

The purpose of this policy is to establish guidelines for the use of the City computer system.

Definitions:

Internet: The Internet, a global information infrastructure, is a network of networks used by educators, businesses, the government, the military, and organization.

Electronic Mail: Also known as “e-mail”.

Internet Connection: The connections to the internet via metro-inet.us.

Network Supervisor: Person(s) that handles day to day functions of the network server.

Login Name: Personal code used to gain access to network services.

MIS: Management Information Systems, or data processing.

Network: This includes any references containing the word “network” such as “local area network (LAN)” and “network drives.” It refers to the computer used as the network file server, all components used in conjunction with that server, and all components used to connect computers, such as hubs, wiring, interface cards, etc.

Password: Confidential code used to gain access to network services.

314.02 POLICIES

A. Software and Hardware

1. Copyright Infringement

- a. Employees are prohibited from making unauthorized copies of any copyrighted software that is owned or leased by the City of St. Francis. The City Administrator, along with the Network Supervisor, must approve the copying of any software from one computer to another. Failure to abide by federal copyright laws will expose the City of St. Francis, and the employee involved, to criminal and civil liability.
- b. This applies equally to the act of bringing software from a home computer, or any other location, to be used on City of St. Francis computers. All software loaded onto City computers, including software for both network and local disk drives (c:), must be pre-approved by the Network Supervisor, or the City Administrator. To prove legal ownership of software, the original diskettes and manuals must be stored on City property.
- c. The Network Supervisor will periodically check for software that may be in violation of this policy.

2. Development

- a. All software programs developed for use by the City of St. Francis become property of the City. These software programs may not be sold or distributed in any manner without the written consent of proper City authorities. This includes, but is not limited to:

- All applications built using a database management system.
 - All spreadsheets using Excel.
 - Macros or templates created in Microsoft Word or any other word processor.
 - All presentation graphics created in PowerPoint.
- b. This policy may not apply to custom software developed by a third-party vendor, in which case a written contract would expressly spell out ownership rights.

B. Use of Computer Games

Computer games are not allowed on City computers. City of St. Francis employees are prohibited from using any computer game on City computers. The games that are installed as part of Windows will be removed.

C. Internet Access

1. Internet E-Mail

- a. All City of St. Francis employees have a city e-mail address. During working hours, city e-mail must be used exclusively for City business.
- b. Employees may write, send and read personal e-mail correspondence only on their own time.

2. Internet

Access to the Internet will be provided on all City computers. All Internet use may be monitored by the City. During working hours, Internet use will be exclusively for City business. Personal use of the Internet connection after hours is possible only with approval by the Department Head. Usenet or "Chat-

group” connections are prohibited at all times on City computers.

3. Acceptable and Unacceptable Uses of the Internet

A. The acceptable uses of the Internet and electronic mail include the following, but are not limited to:

- a. Communication and information exchange directly related to the mission, charter, or work tasks of the City of St. Francis.
- b. Communications and exchange for professional development, to maintain currency of training or education, or to discuss issues related to the users of City activities.
- c. Use in applying for or administering grants or contracts for the City’s research or programs.
- d. Use for advisory, standards, research, analysis, and professional society activities related to the user’s work tasks and duties.
- e. Announcement of new City regulations, ordinances, procedures, policies, rules, services, programs, information, or activities.
- f. Any other governmental administrative communications not requiring a high level of security.
- g. Communications incidental to otherwise acceptable use, except for illegal or specifically unacceptable uses.

B. Unacceptable uses of the Internet and electronic mail include, but are not limited to:

- a. Purposes, which violate a federal, state or local law.
- b. Any for-profit activities unless specific to the charter, mission, or duties of the City.

- c. Purposes not directly related to the mission, charter, or work tasks of the City agency during normal business hours.
- d. Private businesses, including commercial advertising.
- e. Access to and distribution of patently offensive representations or descriptions of sexual acts.
- f. Information, copies of, or modified files and other data, which are confidential under federal, state, or local law, unless specifically authorized to do so once the legal conditions for release, are satisfied.
- g. Access to and distribution of material advocating intolerance of other people, races, or religions.
- h. Access to and distribution of computer games that have no bearing on the City's mission. Some games that help teach, illustrate, training, or simulate agency-related issues may be acceptable.
- i. Internet services or activities that interfere with or disrupt network users, services, or equipment.
- j. Users intentionally representing themselves electronically as others.
- k. Use for fundraising or public relations activities not specifically related to City activities.
- l. Use for political activities. This includes computer equipment and resources.

C. Electronic Mail

All users of electronic mail should password protect their accounts and keep this password confidential. E-mail correspondence is considered private to the extent that under normal circumstances, it is accessible only to the user. However, e-mail messages sent or received in conjunction with government business may be releasable under the Freedom of

Information Law. In some cases, it may be accessed by the Network Supervisor.

D. Personal use

Personal use of City computer hardware and software must take place only during non-work hours and only when approved by the Department Head and the City Administrator. Work related use must not be preempted by personal use. Employees must provide their own diskettes and other supplies. Personal files may not be stored on the file server. Personal use for business, other for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with the City's mission is not allowed.

E. Remote Network Access

Remote access to the City of St. Francis network via modem will be allowed to certain users as authorized by the City Administrator. Access to network resources will be controlled by user login and passwords. Time limitations may be enforced if necessary.



St. Francis Police Department
Policy Manual

Report Preparation

320.1 PURPOSE AND SCOPE

Report preparation is a major part of each employee's job. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized and on-the-job training.

320.1.1 REPORT PREPARATION

Employees should ensure that their reports are sufficient for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty, unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

320.2 REQUIRED REPORTING

Incident reports must be completed on all dispatched calls and self-initiated events with the exception of traffic stops that result in verbal warnings.

If an officer assists another agency that officer must complete an agency assist incident report.

An officer who assists another officer within the department may complete a supplemental report at the officer's discretion if there are specific details the officer should note about their involvement with the incident. Some examples would be if the assisting officer was involved in an arrest of a subject, transport of a subject, the search and/or seizure of property, use of force on a subject, obtaining statements.

320.2.1 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

320.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports

Report Preparation

delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

320.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should reject the report and state the reasons for rejection. The original report should be rejected to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner.

320.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor.

320.6 FIREARM INJURY REPORTING FROM HEALTH PROFESSIONALS

Members receiving a report from a health professional of a bullet or gunshot wound, powder burns or any other injury arising from, or caused by, the discharge of any gun, pistol or any other firearm shall thoroughly investigate the facts surrounding the incident (Minn. Stat. § 626.52, Subd. 2; Minn. Stat. § 626.553, Subd. 1).

The Records shall ensure that the report received from the health professional is forwarded to the commissioner of the Department of Health (Minn. Stat. § 626.53, Subd. 2). If the injury resulted from a hunting incident, the Records shall ensure that the findings of the investigation are forwarded to the commissioner of the Department of Natural Resources using the form provided by the commissioner (Minn. Stat. § 626.553, Sub

Former Incidents Reports Policy replaced by Lexipol Policy 320, Report Preparation



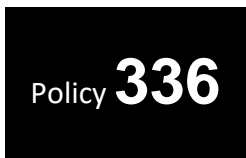
TITLE: INCIDENT REPORTS	NUMBER: 335
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

335.01 PURPOSE

To establish the guidelines for documentation through incident reports.

335.02 PROCEDURE

- A. All incident reports shall be factual and accurately and fully describe the circumstances surrounding an incident and the officer's involvement.
- B. Incident reports must be completed on all dispatched calls and self-initiated events with the exception of traffic stops that result in verbal warnings.
- C. If an officer assists another agency that officer must complete an agency assist incident report.
- D. An officer who assists another officer within the department may complete a supplemental report at the officer's discretion if there are specific details the officer should note about their involvement with the incident. Some examples would be if the assisting officer were involved in an arrest of a subject, transport of a subject, the search and/or seizure of property, use of force on a subject, obtaining statements.
- E. Incident reports must be completed prior to going off duty during any given shift. If circumstances arise that don't allow the officer to complete the incident report prior to going off duty the incident report should be completed as soon as possible the following day at the approval of a supervisor.



St. Francis Police Department
Policy Manual

Department Use of Social Media

336.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the Department's mission. Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information, which is distributed via social networking, must be accurate, consistent, and timely and meet the information needs of the Department's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the Department's social media sites by its representatives.

Department representatives have the responsibility to use the Department's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for department's representatives regarding the use of social media for communication with residents, colleagues and all other followers.

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of St. Francis. This policy also covers the private use of the Department's social media accounts by all Department representatives. Questions regarding the scope of this policy should be directed to the Chief of Police.

Be aware that content will not only reflect on the writer but also on the City of St. Francis as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors. This also includes:

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members.

- Use of social media in personnel processes.
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department.

336.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools, mobile-based applications, websites and functions, and platforms, other than email, that allow for the sharing and discussing of information, where users can post photos, video, comments and links to other information to create content on any imaginable topic (also referred to as "user-generated content" or "consumer generated media), such as the department website or social networking services.

Social media includes but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

336.2 POLICY

The St. Francis Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events. The Department will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. Department social media sites may be modified or removed by the Chief of Police or his or her designee at any time and without notice, as described in this document.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

336.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

The Chief of Police is responsible for managing Department social media websites. Department members wishing to have a new social media presence must initially submit a request to the Chief of Police or his or her designee in order to ensure social media accounts are kept to a sustainable number and policies are followed. No one may establish social media accounts or websites on behalf of the Department unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

When using social media sites as a representative of the Department, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all Department and City personnel and Computer use policies
- Use only appropriate language.

336.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the Department mission and conforms to all Department policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

336.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Chief of Police or his or her designee.

336.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the St. Francis Police Department or its members.
- (e) Any information that could compromise the safety and security of Department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Department's social media site(s) that he/ she believes is unauthorized or inappropriate should promptly report such content to a supervisor.

The supervisor will ensure its removal from public view and investigate the cause of the entry.

Department social media accounts may not be used for private or personal purposes of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to employment relations matters.

No social media website may be used by any Department member to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the Chief of Police.

Authorized members will not edit any posted comments. However, social media sites are viewed as moderated online discussion sites and not as a public forum. Where moderation of comments is an available option, comments from the public will be moderated by authorized members before posting. Where moderation prior to posting is not an option, staff will regularly monitor sites. Comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by authorized members before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the moderated online discussion
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

336.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

336.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

336.7 DATA OWNERSHIP AND RETENTION OF RECORDS

All social media communications or messages composed, sent, or received on city equipment in an official capacity will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request.

The Department retains the right to monitor employee's social media use on City equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

The Administration Department Supervisor should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

336.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

336.9 POLICY VIOLATIONS

Violations of the Policy will subject the employee to disciplinary action, up to and including discharge from employment.

Former Social Media Policy Replaced by Lexipol Policy 336, Department Use of Social Media.



TITLE: SOCIAL MEDIA-CITY POLICY	NUMBER: 315
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

315.01

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information, which is distributed via social networking, must be accurate, consistent, and timely and meet the information needs of the City’s customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of St. Francis’s social media sites by its representatives.

The City of St. Francis wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City’s social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

315.02

Policy

The City of St. Francis will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of St. Francis social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City’s Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of St. Francis, including a link to the City's official web site.

315.03 Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of St. Francis. This policy also covers the private use of the City's social media accounts by all City representatives, including its full time and part time employees, and all public safety paid on call volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

315.04 Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City full time and part time employees, as well as paid volunteers.

315.05 Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator or his or her designee in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of St. Francis site and will be linked with the official City website (www.stfrancismn.org). No one

may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Clerk.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of St. Francis as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors. This also includes:

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, City staff will regularly monitor sites.

City of St. Francis's staff with administrative rights will not edit any posted comments. However, City social media sites are viewed as moderated online discussion sites and not as a public forum. Comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the moderated online discussion
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

A. Personal Social Media Use

The City of St. Francis respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of St. Francis, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of St. Francis employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City’s Computer Use policy and the City’s Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee’s own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Clerk.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city’s name, logo or the employee’s position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the applicable Department Head, and then if any questions persist, the City Administrator.

315.06 Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of St. Francis also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee’s social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

315.07 Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: URRWMO Update
DATE: March 4, 2024

OVERVIEW:

The URRWMO Mini-Report attached is an annual update for Council. The report is a brief snapshot of the activities that the URRWMO has accomplished in our City as well as our surrounding neighbors. The report also mentions 2024 plans. One of the projects for 2024 is working with St. Francis to install a rain garden on 225th Ave to treat storm-water runoff before it goes to the Rum River. The rain garden is a neighborhood demonstration project in hopes to secure future sites in the City.

ACTION TO BE CONSIDERED:

None

BUDGET IMPLICATION:

None

Attachments:

- URRWMO Mini-Report

INFORMATION FOR CITY COUNCILS

ABOUT THE UPPER RUM RIVER WATERSHED MANAGEMENT



FEBRUARY 2024

Annual Mini-Report to Cities

URRWMO BOARD

City of Bethel

Ryan Seguin
Patrick Sullivan

City of East Bethel

Tim Miller
Radja Lohse

City of Ham Lake

Brian Kirkham
Jeff Entsminger

City of Nowthen

Dan Breyen (V. Chair)
Shanni Fladebo

City of Oak Grove

John West (Chair)
Paul Tradewell (Treas)

City of St. Francis

Andrew Wood
Chris Beyett

About the URRWMO

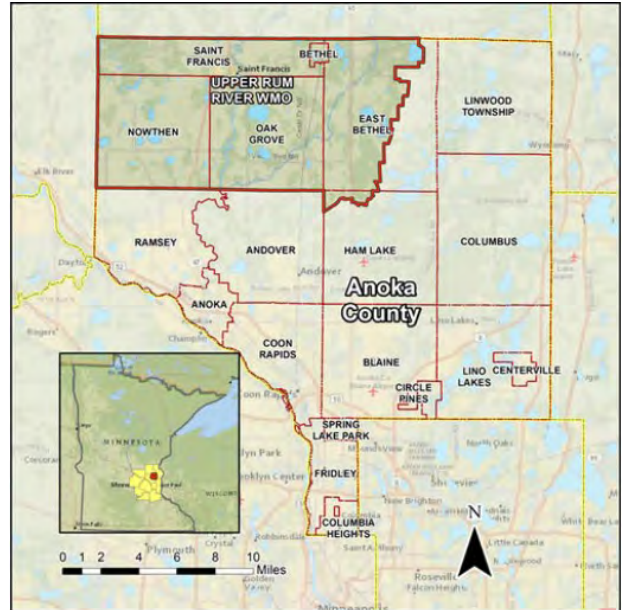
The URRWMO is a joint powers organization including the Cities of St. Francis, Oak Grove, Nowthen, Bethel, and portions of East Bethel. A small corner of Ham Lake also falls within the URRWMO. Contributions from these cities, plus any secured grants, make up the annual budget. The WMO Board is made up of two representatives from each of these cities.

Priorities

This organization seeks to maintain the quality of area lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. Resources of particular importance to the URRWMO include the Rum River, Lake George & East Twin Lake. This stretch of the Rum River is designated as a state Scenic and Recreational Waterway & is near state nutrient limits. Lake George & East Twin Lakes are the primary recreation lakes in the watershed. Secondly, we work on Seelye Brook, Ford Brook, & Cedar Creek.

Priority projects in our watershed plan:

- ◆ Lake George water quality projects, including lakeshore stabilization.
- ◆ Rum River water quality projects, including stormwater treatment & riverbank stabilizations.
- ◆ Outreach to encourage behavioral changes that benefit water quality.



Map of the URRWMO

Example Projects



2023 Highlights

- ◆ **Dellwood Park Riverbank Stabilization** (St. Francis) - 630 linear ft of riverbank was stabilized with re-grading, rock rip rap, root wads, cedar tree revetments, and planting.



- ◆ **Rum River Blvd Swale Stabilization** (St. Francis) - 460 feet for roadside swale was stabilized. The swale receives runoff from 10 acres of the St. Francis High School campus and neighboring areas, terminating in a stream just upstream of the Rum River.



2023 Highlights (cont.)

- ◆ **Rum River cedar tree revetments** (Oak Grove) — Fixed minor streambank erosion, now with a three-year total of 2,305 linear feet in the Cedar Creek Conservation Area.



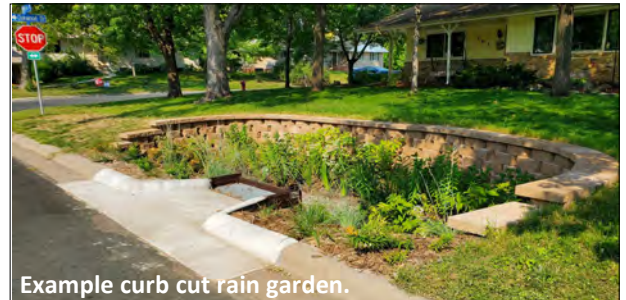
- ◆ **Subwatershed studies** (Nowthen, Oak Grove, St. Francis) — Identified and ranked potential water quality projects by cost effectiveness for Ford Brook and the Rum River.
- ◆ **Others** — Fixed one failing septic system adjacent to Ford Brook with state grant funds for low income owners, two Lake George shoreline stabilizations, and water monitoring at 10 lake and stream sites.

2024 Plans

- ◆ **221st Ave Riverbank Stabilization** (Oak Grove) — A multi-property severely eroding riverbank will be stabilized. This is the most severe erosion in the URRWMO.



- ◆ **225th Lane rain garden** (St. Francis) — A curb cut rain garden will be installed on city property to treat storm-water runoff that is otherwise goes directly to the Rum River. It will be a neighborhood demonstration project in hopes of securing additional project sites.





CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: S.F. Education Local 1977
DATE: March 4, 2024

OVERVIEW:

The S.F Education MN Local 1977 Union has applied for a parade permit. They have spoken with the Police Department about their route. The Police Chief does not see any issue with the route. They have been advised of the laws of the road and agreed to follow.

Their route is to include meeting at Methodist Church at 4:00 pm going northbound on highway 47 and then west onto Pederson Dr and back east on Ambassador.

ACTION TO BE CONSIDERED:

Consideration to approve the parade permit for S.F. Education MN Local 1977 Union

BUDGET IMPLICATION:

None.

Attachments:

- Permit Application



23340 Cree Street NW, St. Francis, MN 55070
763-753-2630

**PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT
5k RUN-WALK**

APPLICATION

Please complete the following form for: (Circle one) Parade-Bike/Snowmobile Ride-Triathlon:

Name of Organization S.F. Education MN Local 1977

Contact Person Melinda Wetland Date of Event 3-11-24
S.F. Francis Middle School

Address 23065 St. Francis Blvd. NW St. Francis MN 55070
(Street) (City) (State & Zip)

Phone (612) 709-7504 Email address melwetad@comcast.net

Number of Estimated Participants 60 Starting/Ending Time of Event 5:00-5:30
approx.

*****Provide a map of the route and description of the event:**
We will drive around town. Start at United
Methodist Church.

(ORGANIZATION MUST PROVIDE CERTIFICATE OF INSURANCE WITH THE CITY OF ST. FRANCIS NAMED AS THE CERTIFICATE HOLDER)

Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event.

CITY OF ST. FRANCIS
23340 Cree Street NW
ST. FRANCIS, MN 55070
Fax 763-753-9881
city@stfrancismn.org



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: March 4th, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$75,158.08 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:

- 03-04-2024 Packet List-\$75,158.08

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/05/2024 - 03/05/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4F.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 4945 - ALLINA HEALTH SYSTEM							
CI00047135							
00034945	ALLINA HEALTH SYSTEM 1ST QRT EDUCATION	01/31/2024 NSANTILLO		1,148.25	1,148.25	Open	N 03/04/2024
Total Vendor 4945 - ALLINA HEALTH SYSTEM				1,148.25	1,148.25		
Vendor 3811 - ANOKA COUNTY TREASURY DEPT.							
B240214P							
00034907	ANOKA COUNTY TREASURY BROADBAND	02/15/2024 NSANTILLO		225.00	225.00	Open	N 03/04/2024
	101-42110-40321	TELEPHONE		37.50			
	101-42210-40321	TELEPHONE		37.50			
	101-43100-40321	TELEPHONE		37.50			
	101-45200-40321	TELEPHONE		37.50			
	601-49440-40321	TELEPHONE		37.50			
	602-49490-40321	TELEPHONE		37.50			
Total Vendor 3811 - ANOKA COUNTY TREASURY DEPT.				225.00	225.00		
Vendor 2591 - ASPEN MILLS							
328721							
00034963	ASPEN MILLS UNIFORMS-STRASSBURG	02/26/2024 DMULVIHILL		399.95	399.95	Open	N 03/04/2024
Total Vendor 2591 - ASPEN MILLS				399.95	399.95		
Vendor 53 - BELLBOY CORPORATION							
0202736600							
00034940	BELLBOY CORPORATION BAR SUPPLY LIQUOR	02/27/2024 CBUSKEY		2,863.36	2,863.36	Open	N 02/27/2024
	609-49751-40206	FREIGHT		32.96			
	609-49751-40252	BEER		2,830.40			
0108050800							
00034941	BELLBOY CORPORATION BAR SUPPLY MISC	02/27/2024 CBUSKEY		77.45	77.45	Open	N 02/27/2024
	609-49751-40206	FREIGHT		6.35			
	609-49751-40254	MISCELLANEOUS MERCHANDISE		71.10			
Total Vendor 53 - BELLBOY CORPORATION				2,940.81	2,940.81		
Vendor 863 - BERNICK COMPANIES, THE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/05/2024 - 03/05/2024

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 863 - BERNICK COMPANIES, THE							
10186218							
00034916	THE BERNICK COMPANIES BEER 609-49751-40252	02/22/2024 CBUSKEY BEER		938.80 938.80	938.80	Open	N 02/22/2024
Total Vendor 863 - BERNICK COMPANIES, THE				<u>938.80</u>	<u>938.80</u>		
Vendor 10672 - BRAUN INTERTEC CORPORATION							
B376783							
00034939	BRAUN INTERTEC CORPORATION PRELIM GEOTECH EVALUATION 101-41910-40318	02/20/2024 NSANTILLO ECONOMIC DEVELOPMENT		233.00 233.00	233.00	Open	N 03/04/2024
Total Vendor 10672 - BRAUN INTERTEC CORPORATION				<u>233.00</u>	<u>233.00</u>		
Vendor 7244 - BREAKTHRU BEVERAGE							
114502772							
00034919	BREAKTHRU BEVERAGE LIQUOR/WINE/MISC 609-49751-40206 609-49751-40253 609-49751-40254 609-49751-40251	02/22/2024 CBUSKEY FREIGHT WINE MISCELLANEOUS MERCHANDISE LIQUOR		4,129.87 75.28 528.00 252.66 3,273.93	4,129.87	Open	N 02/22/2024
Total Vendor 7244 - BREAKTHRU BEVERAGE				<u>4,129.87</u>	<u>4,129.87</u>		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4008121							
00034929	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	02/26/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		112.48 4.00 108.48	112.48	Open	N 02/26/2024
Total Vendor 4854 - CRYSTAL SPRINGS ICE				<u>112.48</u>	<u>112.48</u>		
Vendor 91 - DAHLHEIMER DIST. CO. INC.							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2119908							
00034904	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	02/21/2024 CBUSKEY		3,239.50	3,239.50	Open	N 02/21/2024
		BEER		3,239.50			
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				<u>3,239.50</u>	<u>3,239.50</u>		
Vendor 4164 - DELL MARKETING L.P.							
10733334634							
00034962	DELL MARKETING L.P. 4 NEW COMPUTERS	02/26/2024 DMULVIHILL		4,723.41	4,723.41	Open	N 03/04/2024
Total Vendor 4164 - DELL MARKETING L.P.				<u>4,723.41</u>	<u>4,723.41</u>		
Vendor 10688 - DOOSAN BOBCAT NORTH AMERICA, INC							
3747616							
00034943	DOOSAN BOBCAT NORTH AMERICA, INC BOBCAT	02/15/2024 NSANTILLO		22,423.31	22,423.31	Open	N 03/04/2024
Total Vendor 10688 - DOOSAN BOBCAT NORTH AMERICA, INC				<u>22,423.31</u>	<u>22,423.31</u>		
Vendor 6028 - DUSTY S DRAIN CLEANING							
14990							
00034965	DUSTY'S DRAIN CLEANING CLEAN URINALS	02/27/2024 DMULVIHILL		575.00	575.00	Open	N 03/04/2024
Total Vendor 6028 - DUSTY S DRAIN CLEANING				<u>575.00</u>	<u>575.00</u>		
Vendor 109 - EHLERS & ASSOCIATES							
96854							
00034910	EHLERS & ASSOCIATES VISTA PRAIRIE TAX ABATEMENT 803-00000-22011	02/12/2024 NSANTILLO		4,160.00	4,160.00	Open	N 03/04/2024
		VISTA PRAIRIE TAX ABATEMENT		4,160.00			
Total Vendor 109 - EHLERS & ASSOCIATES				<u>4,160.00</u>	<u>4,160.00</u>		
Vendor 545 - ELITE SANITATION							
30466							
00034942	ELITE SANITATION PORTABLE RENTAL 2/4/24-3/2/24	02/23/2024 NSANTILLO		923.00	923.00	open	N 03/04/2024
Total Vendor 545 - ELITE SANITATION				<u>923.00</u>	<u>923.00</u>		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 545 - ELITE SANITATION							
Vendor 4691 - GRANITE CITY JOBBING CO. 375477							
00034938	GRANITE CITY JOBBING CO. TOBACCO/OPERATING 609-49751-40206 609-49750-40210 609-49751-40256	02/27/2024 CBUSKEY FREIGHT OPERATING TOBACCO PRODUCTS		5,692.06 10.00 503.45 5,178.61	5,692.06	Open	N 02/27/2024
Total Vendor 4691 - GRANITE CITY JOBBING CO.				5,692.06	5,692.06		
Vendor 7512 - GREAT LAKES COCA-COLA 40102805013							
00034937	GREAT LAKES COCA-COLA MISC 609-49751-40254	02/27/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		1,248.88 1,248.88	1,248.88	Open	N 02/27/2024
Total Vendor 7512 - GREAT LAKES COCA-COLA				1,248.88	1,248.88		
Vendor 1145 - HACH COMPANY 13871002-#2							
00034926	HACH COMPANY FREIGHT ON BILL 601-49440-40216	01/04/2024 DMULVIHILL CHEMICALS		28.00 28.00	28.00	Open	N 03/04/2024
13935316	HACH COMPANY PAN IND SOLN, 0.1% 50ML SCDB 601-49440-40235	02/23/2024 DMULVIHILL LAB SUPPLIES		29.59 29.59	29.59	Open	N 03/04/2024
Total Vendor 1145 - HACH COMPANY				57.59	57.59		
Vendor 143 - INTOXIMETERS, INC. 754422							
00034947	INTOXIMETERS, INC. PD MEDICAL 101-42110-40237	02/21/2024 NSANTILLO SMALL EQUIPMENT		1,190.00 1,190.00	1,190.00	Open	N 03/04/2024
Total Vendor 143 - INTOXIMETERS, INC.				1,190.00	1,190.00		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 586 - ISD #15							
11021							
00034961	ISD#15 WESTERN STAR MAINTENANCE	02/26/2024 DMULVIHILL		28.11	28.11	Open	N 03/04/2024
Total Vendor 586 - ISD #15				28.11	28.11		
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2488205							
00034913	JOHNSON BROS WHLSE LIQUOR MISC 609-49751-40206 609-49751-40254	02/22/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		116.46 5.46 111.00	116.46	Open	N 02/22/2024
2488204							
00034914	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40206 609-49751-40253	02/22/2024 CBUSKEY FREIGHT WINE		798.20 18.20 780.00	798.20	Open	N 02/22/2024
2485240							
00034915	JOHNSON BROS WHLSE LIQUOR LIQUOR 609-49751-40206 609-49751-40251	02/19/2024 CBUSKEY FREIGHT LIQUOR		234.78 5.46 229.32	234.78	Open	N 02/22/2024
Total Vendor 154 - JOHNSON BROS WHLSE LIQUOR				1,149.44	1,149.44		
Vendor 5182 - KIMS KLEANING							
10155							
00034920	KIMS KLEANING CITY HALL-FEBRUARY 101-41940-40402	02/25/2024 DMULVIHILL JANITORIAL SERVICE		283.20 283.20	283.20	Open	N 03/04/2024
10156							
00034921	KIMS KLEANING COMMUNITY CENTER-FEBRUARY 101-45000-40402	02/25/2024 DMULVIHILL JANITORIAL SERVICE		94.40 94.40	94.40	Open	N 03/04/2024

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Agenda Item # 4F.

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 5182 - KIMS KLEANING							
10157 00034922	KIMS KLEANING PW-FEBRUARY 601-49440-40402 602-49490-40402 101-43100-40402 101-45200-40402	02/25/2024 DMULVIHILL JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE		1,062.00 265.50 265.50 265.50 265.50	1,062.00	Open	N 03/04/2024
10158 00034923	KIMS KLEANING WATER PLANT-FEB 601-49440-40402	02/25/2024 DMULVIHILL JANITORIAL SERVICE		188.80 188.80	188.80	Open	N 03/04/2024
10159 00034924	KIMS KLEANING POLICE-FEB 101-42110-40402	02/25/2024 DMULVIHILL JANITORIAL SERVICE		1,062.00 1,062.00	1,062.00	Open	N 03/04/2024
10160 00034925	KIMS KLEANING WWTP-FEB 602-49490-40313	02/25/2024 DMULVIHILL SAMPLE TESTING		259.60 259.60	259.60	Open	N 03/04/2024
Total Vendor 5182 - KIMS KLEANING				2,950.00	2,950.00		
Vendor 7527 - KODIAK POWER SYSTEMS							
KPS1486 00034936	KODIAK POWER SYSTEMS WTP GENERATOR 601-49440-40228	02/18/2024 NSANTILLO EQUIPMENT MAINTENANCE		662.25 662.25	662.25	Open	N 03/04/2024
Total Vendor 7527 - KODIAK POWER SYSTEMS				662.25	662.25		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.03012024 00034948	LAW ENFORCEMENT LABOR SVCS. OFFICER DUES - MARCH 2024 101-00000-21707	03/01/2024 NSANTILLO OFFICER DUES - MARCH 2024		634.50 634.50	634.50	Open	N 03/04/2024

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Agenda Item # 4F.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.03012024-1							
00034949	LAW ENFORCEMENT LABOR SVCS. SGT UNION DUES - MARCH 2024 101-00000-21707	03/01/2024 NSANTILLO SGT UNION DUES - MARCH 2024		70.50	70.50	Open	N 03/04/2024
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				<u>705.00</u>	<u>705.00</u>		
Vendor 202 - MCDONALD DIST CO.							
734184							
00034900	MCDONALD DIST CO. LIQUOR 609-49751-40251	02/21/2024 CBUSKEY LIQUOR		138.90	138.90	Open	N 02/21/2024
734185							
00034901	MCDONALD DIST CO. LIQUOR 609-49751-40251	02/21/2024 CBUSKEY LIQUOR		(134.40)	(134.40)	Open	N 02/21/2024
5810315							
00034902	MCDONALD DIST CO. BEER 609-49751-40252	02/21/2024 CBUSKEY BEER		(70.01)	(70.01)	Open	N 02/21/2024
BEER							
00034903	MCDONALD DIST CO. LIQUOR 609-49751-40252	02/21/2024 CBUSKEY BEER		5,691.10	5,691.10	Open	N 02/21/2024
Total Vendor 202 - MCDONALD DIST CO.				<u>5,625.59</u>	<u>5,625.59</u>		
Vendor 176 - MED-COMPASS, INC.							
44987							
00034944	MED-COMPASS, INC. MEDICAL TESTING	02/15/2024 NSANTILLO		120.00	120.00	Open	N 03/04/2024
Total Vendor 176 - MED-COMPASS, INC.				<u>120.00</u>	<u>120.00</u>		
Vendor 10337 - METRO INET							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 10337 - METRO INET							
1767							
00034946	METRO-INET IT TICKET - VPN 101-42210-40310	01/19/2024 NSANTILLO COMPUTER CONSULTING FEES		299.00 299.00	299.00	Open	N 03/04/2024
Total Vendor 10337 - METRO INET				299.00	299.00		
Vendor 3689 - METRO SALES, INC.							
INV2463155							
00034908	METRO SALES, INC. COPIES 101-41400-40200	02/12/2024 NSANTILLO OFFICE EQUIP		198.78 198.78	198.78	Open	N 03/04/2024
Total Vendor 3689 - METRO SALES, INC.				198.78	198.78		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400032024							
00034906	MN NCPERS LIFE INSURANCE MARCH INSURANCE PREMIUM 101-00000-21713	02/01/2024 NSANTILLO MN LIFE		128.00 128.00	128.00	Open	N 03/04/2024
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				128.00	128.00		
Vendor 196 - MN POLLUTION CONTROL AGENCY							
10000178680							
00034909	MN POLLUTION CONTROL AGENCY WWTP INDIVIDUAL PERMIT FEE 602-49490-40434	02/14/2024 NSANTILLO PERMIT FEES		1,450.00 1,450.00	1,450.00	Open	N 03/04/2024
Total Vendor 196 - MN POLLUTION CONTROL AGENCY				1,450.00	1,450.00		
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC							
47488							
00034899	NYSTROM PUBLISHING COMPANY, INC	02/14/2024		2,441.76	2,441.76	Open	N
	SPRING 2024 NEWSLETTER		NSANTILLO				03/04/2024
	101-43210-40439		RECYCLING DAYS	244.17			
	609-49750-40441		MISCELLANEOUS	244.17			
	602-49490-40441		MISCELLANEOUS	244.17			
	601-49440-40441		MISCELLANEOUS	244.18			
	101-45200-40441		MISCELLANEOUS	244.17			
	101-43100-40441		MISCELLANEOUS	244.18			
	101-42400-40352		GENERAL PUBLISHING	244.18			
	101-42210-40441		MISCELLANEOUS	244.18			
	101-42110-40441		MISCELLANEOUS	244.18			
	101-41400-40441		MISCELLANEOUS	244.18			
	101-41110-40344		NEWSLETTER	0.00			
Total Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC				2,441.76	2,441.76		
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6742205							
00034911	PHILLIPS WINE & SPIRITS CO.	02/22/2024		108.17	108.17	Open	N
	MISC		CBUSKEY				02/22/2024
	609-49751-40206		FREIGHT	3.64			
	609-49751-40254		MISCELLANEOUS MERCHANDISE	104.53			
6742204							
00034912	PHILLIPS WINE & SPIRITS CO.	02/22/2024		97.77	97.77	Open	N
	LIQUOR		CBUSKEY				02/22/2024
	609-49751-40206		FREIGHT	1.82			
	609-49751-40251		LIQUOR	95.95			
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO.				205.94	205.94		
Vendor 9925 - RMB ENVIRONMENTAL LAB							
B011938							
00034928	RMB ENVIRONMENTAL LABORATORIES, INC	02/22/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DMULVIHILL				03/04/2024
	602-49490-40313		SAMPLE TESTING	156.75			
B011965							
00034964	RMB ENVIRONMENTAL LABORATORIES, INC	02/28/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1		DMULVIHILL				03/04/2024
Total Vendor 9925 - RMB ENVIRONMENTAL LAB				363.66	363.66		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 9925 - RMB ENVIRONMENTAL LAB							
Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC							
461817							
00034905	SHORT ELLIOTT HENDRICKSON INC CHLORIDE MONITORING 602-49490-40303	02/16/2024 NSANTILLO ENGINEERING FEES		2,351.93 2,351.93	2,351.93	Open	N 03/04/2024
Total Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC				2,351.93	2,351.93		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2447952							
00034917	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	02/22/2024 CBUSKEY FREIGHT WINE		99.42 2.56 96.86	99.42	Open	N 02/22/2024
2447951							
00034918	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	02/22/2024 CBUSKEY FREIGHT LIQUOR		1,587.30 17.15 1,570.15	1,587.30	Open	N 02/22/2024
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,686.72	1,686.72		
Vendor 828 - TASTY PIZZA BAR & BOWL							
9RT-001VH							
00034898	TASTY PIZZA WINNING WITH COPS EVENT 2/20 101-42110-40308	02/20/2024 NSANTILLO WINNING WITH COPS EVENT 2/20		430.99 430.99	430.99	Open	N 03/04/2024
Total Vendor 828 - TASTY PIZZA BAR & BOWL				430.99	430.99		

of Invoices: 49 # Due: 49
 # of Credit Memos: 2 # Due: 2
 Net of Invoices and Credit Memos:

Totals: 75,362.49
 (204.41)
 Totals: 75,158.08

--- TOTALS BY GL DISTRIBUTIONS ---

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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	101-00000-21707			705.00			
	101-00000-21713			128.00			
	101-41400-40200			198.78			
	101-41400-40441			244.18			
	101-41910-40318			233.00			
	101-41940-40402			283.20			
	101-42110-40237			1,190.00			
	101-42110-40308			430.99			
	101-42110-40321			37.50			
	101-42110-40402			1,062.00			
	101-42110-40441			244.18			
	101-42210-40310			299.00			
	101-42210-40321			37.50			
	101-42210-40441			244.18			
	101-42400-40352			244.18			
	101-43100-40321			37.50			
	101-43100-40402			265.50			
	101-43100-40441			244.18			
	101-43210-40439			244.17			
	101-45000-40402			94.40			
	101-45200-40321			37.50			
	101-45200-40402			265.50			
	101-45200-40441			244.17			
	601-49440-40216			28.00			
	601-49440-40228			662.25			
	601-49440-40235			29.59			
	601-49440-40321			37.50			
	601-49440-40402			454.30			
	601-49440-40441			244.18			
	602-49490-40303			2,351.93			
	602-49490-40313			416.35			
	602-49490-40321			37.50			
	602-49490-40402			265.50			
	602-49490-40434			1,450.00			
	602-49490-40441			244.17			
	609-49750-40210			503.45			
	609-49750-40441			244.17			
	609-49751-40206			182.88			
	609-49751-40251			5,173.85			
	609-49751-40252			12,629.79			
	609-49751-40253			1,404.86			
	609-49751-40254			1,896.65			
	609-49751-40256			5,178.61			
	803-00000-22011			4,160.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			7,014.61	7,014.61		
	601 WATER FUND			1,455.82	1,455.82		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/05/2024 - 03/05/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4F.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	602 SEWER FUND			4,765.45	4,765.45		
	609 LIQUOR FUND			27,214.26	27,214.26		
	803 ESCROW			4,160.00	4,160.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			4,993.00	4,993.00		
	41400 ADMINISTRATION			442.96	442.96		
	41910 COMMUNITY DEVELOPMENT			233.00	233.00		
	41940 BUILDINGS			283.20	283.20		
	42110 POLICE			2,964.67	2,964.67		
	42210 FIRE			580.68	580.68		
	42400 BUILDING INSPECTIONS			244.18	244.18		
	43100 STREETS			547.18	547.18		
	43210 RECYCLING			244.17	244.17		
	45000 COMMUNITY CENTER			94.40	94.40		
	45200 PARKS			547.17	547.17		
	49440 WATER DEPT			1,455.82	1,455.82		
	49490 SEWER DEPT			4,765.45	4,765.45		
	49750 LIQUOR STORE			747.62	747.62		
	49751 MERCHANDISE PURCHASES			26,466.64	26,466.64		



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Update City Code – Chapter 2 Administration 2ND Reading
DATE: March 4, 2024

OVERVIEW:

Within city code there are baseline description of the departments and department head responsibilities. As a housekeeping effort staff is moving forward updated language as these codes are over a decade old and no longer support many of the process or current department structures.

ACTION TO BE CONSIDERED:

Council to approve the amended language to City Code Chapter 2 Administration, Section 5 Departments

TIMELINE:

If Council agrees with the Amendments and the following timeline will apply:

- February 20th - 1st Reading
- March 4th - 2nd Reading
- March 8th - Publish for Comment, 30 days
- April 8th - Effective

Attachments:

- Ordinance 328 – Amending Chapter 2 – Administration, Section 5. Departments
- Exhibit A - City Code Chapter 2 Administration, Section 5 Departments – Redline

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

ORDINANCE 328

AN ORDINANCE AMENDING CHAPTER 2 - ADMINISTRATION OF THE CITY CODE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. Chapter 2 Administration, Section 5. Departments shall read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 4TH DAY OF MARCH, 2024.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

Code -
CHAPTER 2. - ADMINISTRATION
SECTION 5. DEPARTMENTS

2-5-2. City Clerk.

- A. Pursuant to the authority granted by Laws of the State of Minnesota, the Department of City Clerk is hereby recognized as currently in existence and continued.
- B. The clerk shall have the duties provided by law. Minn. Stats. § 412.151, as amended.

(Ord. No. 26, eff. 4-4-1971; Ord. 155, SS, 7-5-2011; Ord xx, SS 3-4-2024)

2-5-3. Police Department.

A Police Department is hereby established. The Head of this Department shall be known as the Chief of Police. The number of additional members and employees of the Police Department shall be determined by the Council which may be changed from time-to-time. The Mayor shall have, without the approval of the Council, authority to appoint additional members of the Police Department for temporary duty when in their judgment an emergency exists for the preservation of life or property. The Police Chief shall be responsible for the activities of law enforcement and emergency management.

The City may establish a Police Reserve to provide a variety of support services to the police and other city departments as time permits on a volunteer basis. Police reserve officers shall be under the control and supervision of the Chief of Police but shall not be deemed employees of the City and shall be covered as a City employee under the City's worker's compensation insurance policy.

The Chief of Police and all members of the Police Department shall have the powers and authority of police officers generally and shall perform such duties as are required of them by the Council or by law. The Chief of Police shall have overall supervision and management of the Police Department and custody of all property used and maintained for purposes of said Department.

(Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-4. Fire Department.

A Part Time Fire Department under the control of the Council is hereby established. The size, composition and remuneration shall all be established by resolution of the Council, which may be changed from time-to-time by subsequent resolution. The Council shall adopt written rules and regulations of the Department, a copy of which shall be distributed to each of its members. Council shall appoint a Chief, Assistant Chief, and other officers subject to confirmation and approval by the Council.

The Chief of the Fire Department shall have general superintendence of the Fire Department and the custody of all property used and maintained for the purposes of said Department. They shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the State and ordinances of the City relative to a Fire Department and to the prevention and extinguishment of fires are duly observed. The Chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In case of the absence or disability of the Chief for any cause, the Assistant Chief shall exercise all the powers, perform all the duties and be subject to all the responsibilities of the Chief. The Fire Marshall shall have the authority to issue citations for violations of Sections 7-4-2, G and 7-4-2.P of this Code.

(Ord. 69, SS, 5-6-2002; Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-5. Public Works Department.

- A. A Public Works Department is hereby established. The Head of such Department shall be the Public Works Director. The Public Works Director shall be appointed by the City Council. City buildings, water and sewer systems, storm sewer systems, streets and roadways and park development and maintenance shall be under the direct supervision of the Director. The Director shall supervise operations of the public works department, including all assigned personnel, and shall be responsible for all equipment assigned to the department used in its operation.

(Ord. 97, SS, 1-3-2006; Ord. xx SS 3-4-2024)

2-5-8. City Administration.

An Administration Department is hereby established. The Council shall appoint a City Administrator, who shall be Head of the Administration Department. The City Administrator will perform ministerial duties as follows:

- A. Subject to City Council regulations and applicable laws, the City Administrator shall control and direct the administration of municipal affairs.
- B. The City Administrator shall see that all laws, ordinances and resolutions of the City are enforced.
- C. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City in the administration of the municipal policy with authority to effectively recommend their employment and/or removal.
- D. The City Administrator shall attend and participate in all meetings of the City Council. The City Administrator shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures as they may deem necessary for the welfare of the citizens and the efficient administration of the City. The City Administrator may attend, at their discretion or at the direction of the City Council, other committee and commission meetings.
- E. The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the City Council. The City Administrator shall maintain financial guidelines for the City within the scope of the approved budget and capital program. The City Administrator shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
- F. The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council. The City Administrator shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council.
- G. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
- H. The City Administrator shall act as purchasing agent for the City and be responsible in making all purchases in accordance with the approved municipal budget. The City Administrator shall have the authority to sign purchase orders for routine services, equipment and supplies as per Purchasing Policy. All claims resulting from orders placed by the City Administrator shall be audited for payment by the City Council. The City Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the City Council.

(Supp. No. 12)

- I. The City Administrator shall coordinate municipal programs and activities as directed by the City Council. The City Administrator shall monitor all consultant and contract work performed for the City. They shall coordinate the activities of the City Attorney.
- J. The City Administrator shall be informed regarding federal, state and county programs which affect the municipality. They shall consult with officials of both public and private agencies as may be required.
- K. The City Administrator shall inform the City Council on matters dealing with the administration of the City and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure.
- L. The City Administrator shall perform such other duties as may be prescribed by law or required of them by ordinance or resolutions as adopted by the City Council.

(Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-9. Finance Department.

- A. A Finance Department is hereby recognized as currently in existence and continued. This department shall perform the duties of the City Treasurer as established in Statute. The head of the Finance Department shall be the Finance Director. The Finance Director shall be responsible for, but not limited to, the administration, supervision and related financing functions of the following: Finance, Utility Billing, Purchasing, Special Assessments, Payroll and Insurance.

(Ord. 155, SS, 7-5-2011; Ord xx, SS 3-4-2024)

Code -
CHAPTER 2. - ADMINISTRATION
SECTION 5. DEPARTMENTS

2-5-2. City Clerk.

- A. Pursuant to the authority granted by Laws of the State of Minnesota, the Department of City Clerk is hereby recognized as currently in existence and continued.
- B. ~~Beginning with the year in which this ordinance becomes effective and each year thereafter, there shall be an audit of the City's financial affairs by the Public Examiner or a Public Accountant in accordance with minimum auditing procedures prescribed by the Public Examiner. The clerk shall have the duties provided by law. Minn. Stats. § 412.151, as amended.~~

(Ord. No. 26, eff. 4-4-1971; Ord. 155, SS, 7-5-2011; Ord xx, SS 3-4-2024)

2-5-3. Police Department.

A Police Department is hereby established. The Head of this Department shall be known as the Chief of Police. ~~and~~ The number of additional members and employees of the Police Department shall be determined by the Council which may be changed from time-to-time. The Mayor shall have, without the approval of the Council, authority to appoint additional members of the Police Department for temporary duty when in ~~his~~ their judgment an emergency exists for the preservation of life or property. The Police Chief shall be responsible for the activities of law enforcement and emergency management.

The City may establish a Police Reserve to provide a variety of support services to the police and other city departments as time permits on a volunteer basis. ~~assist in law enforcement.~~ Police reserve officers shall be under the control and supervision of the Chief of Police but shall not be deemed employees of the City and shall be covered as a City employee under the City's worker's compensation insurance policy.

The Chief of Police and all members of the Police Department shall have the powers and authority of police officers generally and shall perform such duties as are required of them by the Council or by law. The Chief of Police shall have overall supervision and management of the Police Department and custody of all property used and maintained for purposes of said Department. ~~The Chief of Police shall make and file such reports as may be required by the Council or City Administrator.~~

(Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-4. Fire Department.

~~A Volunteer-Part Time~~ Fire Department under the control of the Council is hereby established. The size, composition and remuneration shall all be established by resolution of the Council, which may be changed from time-to-time by subsequent resolution. The Council shall ~~also establish~~ adopt written rules and regulations of the Department, a copy of which shall be distributed to each of its members. ~~The members of the Department Council shall elect their own~~ appoint a Chief, Assistant Chief, and other officers subject to confirmation and approval by the Council.

The Chief of the Fire Department shall have general superintendence of the Fire Department and the custody of all property used and maintained for the purposes of said Department. ~~He~~ They shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the State and ordinances of the City relative to a Fire Department and to the prevention and extinguishment of fires are duly observed. ~~He~~ The

~~Chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In case of the absence or disability of the Chief for any cause, the Assistant Chief shall exercise all the powers, perform all the duties and be subject to all the responsibilities of the Chief. The Fire Marshall shall have the authority to issue citations for violations of Sections 7-4-2.G and 7-4-2.P of this Code. The Chief of the Fire Department shall make and file such reports as may be requested by the Council or City Administrator.~~

(Ord. 69, SS, 5-6-2002; Ord. 97, SS, 1-3-2006; Ord xx, SS 3-4-2024)

2-5-5. Public Works Department.

A. A Public Works Department is hereby established. The Head of such Department shall be the Public Works ~~Director~~Superintendent. ~~The~~ The Public Works Director shall be appointed by the Ceity Ceouncil. City buildings, water and sewer systems, storm sewer systems, streets and roadways and park development and maintenance shall be under the direct supervision of the Director. The Director shall supervise operations of the public works department, including all assigned personnel, and shall be responsible for all equipment assigned to the department used in its operation.

~~City water and sewerage systems shall be under the direct supervision of the Public Works Superintendent and he/she shall be responsible for and have custody of all property of such Department. The Public Works Superintendent shall make and file such reports as may be requested by the Council or City Administrator.~~

(Ord. 44, SS, 5-20-1996; Ord. 97, SS, 1-3-2006)

~~2-5-7. Streets, Parks and Recycling Department.~~

~~A Streets, Parks and Recycling Department is hereby established. The Head of such Department shall be the Streets and Parks Superintendent/Recycling Coordinator. The City streets, parks and recycling shall be under the direct supervision of the Streets and Parks Superintendent/Recycling Coordinator and he/she shall also be responsible for the routine repair and maintenance of all City Buildings and Properties. The Streets and Parks Superintendent/Recycling Coordinator shall make and file such reports as may be requested by the Council or City Administrator.~~

(Ord. 97, SS, 1-3-2006; Ord. xx SS 3-4-2024)

2-5-8. City Administration.

An Administration Department is hereby established. The Council shall appoint a City Administrator, who shall be Head of the Administration Department. The City Administrator will perform ministerial duties as follows:

- A. Subject to City Council regulations and applicable laws, the City Administrator shall control and direct the administration of municipal affairs.
- B. The City Administrator shall see that all laws, ordinances and resolutions of the City are enforced.
- C. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City in the administration of the municipal policy with authority to effectively recommend their employment and/or removal.

- D. The City Administrator shall attend and participate in all meetings of the City Council. The City Administrator shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures as ~~he or she~~ they may deem necessary for the welfare of the citizens and the efficient administration of the City. The City Administrator may attend, at ~~his or her~~ their discretion or at the direction of the City Council, other committee and commission meetings.
- E. The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the City Council. The City Administrator shall maintain financial guidelines for the City within the scope of the approved budget and capital program. The City Administrator shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
- F. The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council. The City Administrator shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council.
- G. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
- H. The City Administrator shall act as purchasing agent for the City and be responsible in making all purchases in accordance with the approved municipal budget. The City Administrator shall have the authority to sign purchase orders for routine services, equipment and supplies as per Purchasing Policy. All claims resulting from orders placed by the City Administrator shall be audited for payment by the City Council. The City Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the City Council.
- I. The City Administrator shall coordinate municipal programs and activities as directed by the City Council. The City Administrator shall monitor all consultant and contract work performed for the City. ~~He~~ They shall coordinate the activities of the City Attorney.
- J. The City Administrator shall be informed regarding federal, state and county programs which affect the municipality. ~~He or she~~ They shall consult with officials of both public and private agencies as may be required.
- K. The City Administrator shall inform the City Council on matters dealing with the administration of the City and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure.
- L. The City Administrator shall perform such other duties as may be prescribed by law or required of ~~him~~ ~~or her~~ them by ordinance or resolutions as adopted by the City Council.

(Ord. 97, SS, 1-3-2006; [Ord xx, SS 3-4-2024](#))

2-5-9. Finance [Department](#).

- A. A Finance Department is hereby recognized as currently in existence and continued. This department shall perform the duties of the City Treasurer as established in Statute. The head of the Finance Department shall be the Finance Director. [The Finance Director shall be responsible for, but not limited to, the administration, supervision and related financing functions of the following: Finance, Utility Billing, Purchasing, Special Assessments, Payroll and Insurance.](#)

(Ord. 155, SS, 7-5-2011; [Ord xx, SS 3-4-2024](#))



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Hall / Fire Station – Public Safety Antenna
DATE: March 4, 2024

OVERVIEW:

Another step in the set-up of our new facility is the need to install an antenna for the public safety – Fire Department. This is an anticipated soft cost and not part of the greater construction contract.

Three prices were received by two different vendors

- Mobile RA \$27,033.00
- Pierson Wireless \$41,779.03
- Pierson Wireless \$59,711.66, includes additional equipment features in Phase 2

Staff has reached out to the County and other Cities to discuss references and new construction needs and found that Mobile RA can meet the needs of our project even though they are significantly lower in cost.

ACTION TO BE CONSIDERED:

At this time, Staff is recommending the City go with Mobile RA for \$27,033.

Council to review attached proposals and select an antenna provider

Attachments:

- Mobile RA \$27,033.00
- Pierson Wireless \$41,779.03
- Pierson Wireless \$59,711.66, includes additional equipment features in Phase 2



Mobile Ra ENGINEERING,

MRE Quote #: K5587A,B **COMBINED SUMMARY**
Project Name: St Francis Fire Department
Project Address: 3750 Bridge Street NEW, St Francis, MN 55070
Project Bid Date: February 26, 2024
Project Close Date:
Partner Name: SFFD
Partner Contact / Telephone #: Captain Tim Kizer / 612-272-0244
AHJ Contact / Telephone #: FC Dave Schmidt / 763.267.6190
MRE Representative: Tim Kleinpaste / 612.437.8995

 x -A:
Design, Materials, Installation, Testing, Commissioning, Documentation, Permit.

 x -B:
3 Year Warranty. (As outlined in Addendum 1, attached)
3 Annual Compliance Tests (As outlined by MSFC, appendix "P")

COMBINED TOTAL: \$27,033.00 K5587 A+B

DATE: February 26, 2024

Note:

TAX IS NOT INCLUDED IN THIS QUOTE.

Respectfully submitted by:
Tim Kleinpaste
System Sales, Mobile Radio Engineering
612.437.8995 cell
tkleinpaste@mobilerradioeng.com



Mobile Ra ENGINEERING,

MRE Quote #: K5587-A
Project Name: St Francis Fire Department
Project Address: 3750 Bridge Street NEW, St Francis, MN 55070
Project Bid Date: February 26, 2024
Project Close Date:
Partner Name: SFFD
Partner Contact / Telephone #: Captain Tim Kizer / 612-272-0244
AHJ Contact / Telephone #: FC Dave Schmidt / 763.267.6190
MRE Representative: Tim Kleinpaste / 612.437.8995

DAS for PUBLIC SAFETY SERVICES:

- ✓ Design:
 - iBWave Level III design> propagation maps, equipment placements, riser.
- ✓ Materials
 - Provide physical components required for a complete DAS.
- ✓ Permits:
 - As required by local AHJ. (Typically called "800mHz" permit)
- ✓ Installation:
 - All labor to install material components of DAS system.
- ✓ Test:
 - Test coax integrity on-site. (Typically at 70-80% project completion)
- ✓ Commission:
 - Align Donor Antennas, program equipment, set levels, test system.
- ✓ Closeout:
 - Perform post-installation survey (required by AHJ), document, and file reports.
- ✓ TAXES:
 - TAX NOT INCLUDED in the quote.
- ✓ WARRANTY: 1 Year Parts Included. (Required annual testing: K55xx-B)

Date: K5587-A

Quoted price guaranteed 30 days.

Respectfully submitted by:

Tim Kleinpaste

System Sales, Mobile Radio Engineering

612.437.8995 cell

tkleinpaste@mobilerradioeng.com

**NOTES ON PUBLIC SAFETY DAS QUOTES**

If the parking areas are to be sprayed out with insulation, we will need to be in there prior to installing wire hangers, preferably a week+ ahead of the sprayers.

Other trades/equipment affected (Get quotes from appropriate trades):

1. Electrical.
 - a. Our head-end requires a 15 amp, 120VAC power source.
 - i. BY EC.
 - b. We will need a ground location for the system.
 - i. BY EC.
 - c. Our antenna cable will require 2" floor penetrations per floor in a **vertical chase from lowest level through roof.**
 - i. BY EC.
 - d. Our head-end will require minimum 4'x4' wall mount space with 30" front clearance.
2. Roofing.
 - a. Our antenna cable will require a roof penetration and mast with weather head.
 - i. BY ROOFER/EC.
3. Fire Alarm.
 - a. Our alarm wire needs to be landed on a FAP "supervisory" input.
 - i. BY FAS PROVIDER.
 - b. Actual termination and address module (if needed).
 - i. BY FAS PROVIDER.
4. Warranty & Inspections.
 - a. Inspections required by State & Local code are to be done by Mobile Radio Engineering during the initial 3-year warranty period. Any other company doing inspections on equipment Mobile Radio Engineering provided to fulfill Mobile Radio Engineering iBwave level III design will void warranty on the system.
5. 3-YEAR PARTS WARRANTY & COMPLIANCE TESTING ("B" section of quote)
 - a. Per MSFC, Appendix "P".
 - b. SEPARATE OUTLINE ATTACHED.



Mobile Ra ENGINEERING,

MRE Quote #: K5587-B
Project Name: St Francis Fire Department
Project Address: 3750 Bridge Street NEW, St Francis, MN 55070
Project Bid Date: February 26, 2024
Project Close Date:
Partner Name: SFFD
Partner Contact / Telephone #: Captain Tim Kizer / 612-272-0244
AHJ Contact / Telephone #: FC Dave Schmidt / 763.267.6190
MRE Representative: Tim Kleinpaste / 612.437.8995

DAS for PUBLIC SAFETY ANNUAL TESTING:

- ✓ 3-YEAR WARRANTY & ANNUAL COMPLIANCE TESTING:
- ✓ 3 years parts and 3 annual compliance tests.
 - (Annual testing required by MSFC)
- ✓ TAXES: TAXES NOT INCLUDED.

Date: K5587-B

Next page:
"Addendum 1" Warranty/Compliance Service Agreement.



Mobile Ra ENGINEERING,

ADDENDUM 1:

PUBLIC SAFETY DAS SERVICE AGREEMENT

Initial contract term: 3 years.

Renewal: Automatic annual renewal after Year 3.

The Service Agreement is pre-paid for first 3 anniversary dates of the system "START" date.

Public Safety DAS testing is an annual code requirement.

What is provided:

Factory-Authorized, Low-Voltage licensed technician will provide inspection.

Annual System test per Municipal Fire Code or Minnesota State Fire Code (Specified by AHJ)

- Y1, Y2, Y3: Test head-end and batteries.
- Documentation of test results.
- Filing of test results with AHJ, Building Owner, www.complianceengine.com

Testing Labor Charges:

- "No Charge" 8AM-4PM, Monday – Friday.

Repair Labor & Trip Charges:

- "No Charge" Trip Charge on first repair trip. Subsequent repair trip charges at \$60 per.
- Regular hourly rate 8AM-4PM, Monday-Friday.

Parts Charges:

- "No Charge" for In-Warranty parts.
- "No Charge" for In-Warranty standard shipping rate.
- In-Warranty Expedited shipping: Pay difference of standard ship versus expedited shipping.
- Out-of-Warranty parts sold at MSRP.
- "No Charge" for Out-of-Warranty standard shipping rate.
- Out-of-Warranty Expedited ship: Pay difference of standard shipping versus expedited shipping.

"HOLD MOBILE RADIO HARMLESS":

- 8AM – 4PM Monday -Friday without owner chaperone.
- After-hours: Owner chaperone required.

Exclusions:

Acts of God.	Fire.	Terrorism.
Social Unrest.	Reckless Damage.	Careless, Malicious Damage.

Contract Term: 3 years from "Start Date".

Renewal: Automatic annually after initial contract term.

Cancellation: Written required minimum of 60 days prior to end-of-term.

Contract Transfer:

- To new building owner with written authorization.
- Cancel contract – listed owner liable for existing term balance.
- Transfers to new building owner in building sale price – seller pays remainder of term to MRE.

END OF ADDENDUM 1 FOR PUBLIC SAFETY DAS SERVICE AGREEMENT.



This is a budgetary estimate for planning purposes only.

Date: 2/8/24

5205 Hovis Road, Charlotte, NC 28208
 (402) 421-9000 | www.piersonwireless.com
 Your Wireless. Our Mission.

Scope of Work:

Pierson Wireless submits the following budgetary estimate for St Francis Fire Department located at 3750 Bridge St NW in St Francis, MN 55070. The budgetary solution presented is a Emergency Responder Radio Communication System (ERRCS) providing coverage with an Public Safety BDA for 700 AND 800 MHz 2W CLASS A AC. The estimate is based on the total coverage area of 34800 square feet.

Budgetary Estimate Summary

Project: St Francis Fire Department
 Location: 3750 Bridge St NW, St Francis, MN 55070
 Customer Name: Tim Kizer
 Customer Number: 612-272-0244
 Customer Email: tkizer@stfrancismn.org

Facility Information

Facility Type: Public Venue
 Floors in Coverage Area: 2
 Floors in Facility Area: 2
 Total Square Footage: 34,800
 Building Density: Building Density: Medium

Phase 1: AHJ & Site Assessment Estimate

AHJ Coordination + Approvals	\$2,000.00
Site Walk/Assessment/Grid Testing	\$2,196.00
TOTAL	\$4,196.00

Phase 2: Design/Installation/Implementation Estimate

iBwave DAS Design and Engineering	\$2,022.00
Professional Services & Logistics	\$4,920.12
Material: Passive	\$3,702.10
Material: Head-End (BDA ONLY)	\$9,738.81
Installation: Passive Network	\$9,650.00
Installation: Head-End (BDA ONLY)	\$3,900.00
Commissioning, Testing, Compliance Verification & Closeout	\$3,650.00
Monitoring & Management w/ Annual Compliance Audit	Not Required / Currently Excluded
TOTAL	\$37,583.03

2 Hour Riser Rated Material (If Needed)

Material: 2-Hour Fire Riser Rated	Not Required / Currently Excluded
Installation: 2-Hour Fire Riser Rated	Not Required / Currently Excluded
TOTAL	\$0.00

TOTAL PO: Pierson Wireless	\$41,779.03
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Clarifications:

- Solution Estimate
 - This solution is estimated for 5 indoor omni antennas, 4 splitters/directional couplers, 22 connectors, and approximately 650 feet of indoor coaxial cable.
- Building Density
 - Open – This is generally used for warehouse and manufacturing types of buildings that have large open areas with minimal walls. This does not include warehouses that have floor to ceiling storage racks.
 - Light – This is generally used for warehouse and manufacturing types of buildings that have large open areas with some office areas. This is also used for office buildings, with a majority of cubicles for offices.
 - Medium – This is generally used for office buildings with many offices and conference rooms. This is also used for hotels and apartment buildings.
 - Dense – This is generally used for hospitals and warehouses with floor to ceiling storage racks
- Antenna Per Square Foot Density
 - Open: 12,500, Light: 10,000, Medium: 7,500, Dense: 5,000
- Any future design and pricing are contingent on the completion of a thorough site survey and assessment of existing RF signals in the building at such time as the building can be deemed "90% construction complete" and include building skin, rooftop, windows, interior walls, etc.
 - Any changes to the ERRCS requirements may impact the initial design and pricing for this project and will be confirmed prior to the start of the project.
- All head-end equipment is required to be installed in a 2-hour rated room. All considerations to ensure that the head-end room/area will meet that specification will be provided by others.
- This estimate may include the additional labor and materials necessary to achieve a 2-hour fire rating for all riser coax cabling supporting the system, per the requirements of the Current County AHJ and the International Fire Code.
- This estimate may include the yearly acceptance test of an ERRC system that is required by the Federal codes and AHJ.
 - Federal codes and the AHJ require an ERRC system to be fully tested annually and report provided to the AHJ.
- Monitoring & Management (Warranty Compliance)
 - Includes 5 Year Warranty on Active and Passive DAS Infrastructure
 - Includes Pierson Wireless NOC Remote Monitoring
 - Includes Pierson Wireless NOC Remote Support
 - Includes Quarterly Reporting Via Pierson Wireless NOC
 - Includes AHJ Required Annual Compliance Audit
- This estimate assumes standard working hours of 7am-5pm.
- No Electrical services are included in this estimate.
- No conduit is included in this estimate.
- No drywall patching, or installation of access hatches are included in this estimate.
- No Union labor is included in this estimate.
- Prevailing wage considerations have not been included in this estimate.
- Sales tax is not included in the costs of this estimate.
- This estimate is valid for 30 days as a reference point only.



This is a budgetary estimate for planning purposes only.

Date: 2/8/24

5205 Hovis Road, Charlotte, NC 28208
 (402) 421-9000 | www.piersonwireless.com
 Your Wireless. Our Mission.

Scope of Work:

Pierson Wireless submits the following budgetary estimate for St Francis Fire Department located at 3750 Bridge St NW in St Francis, MN 55070. The budgetary solution presented is a Emergency Responder Radio Communication System (ERRCS) providing coverage with an Public Safety BDA for 700 AND 800 MHz 2W CLASS A AC. The estimate is based on the total coverage area of 34800 square feet.

Budgetary Estimate Summary

Project: St Francis Fire Department
 Location: 3750 Bridge St NW, St Francis, MN 55070
 Customer Name: Tim Kizer
 Customer Number: 612-272-0244
 Customer Email: tkizer@stfrancismn.org

Facility Information

Facility Type: Public Venue
 Floors in Coverage Area: 2
 Floors in Facility Area: 2
 Total Square Footage: 34,800
 Building Density: Building Density: Medium

Phase 1: AHJ & Site Assessment Estimate

AHJ Coordination + Approvals	\$2,000.00
Site Walk/Assessment/Grid Testing	\$2,196.00
TOTAL	\$4,196.00

Phase 2: Design/Installation/Implementation Estimate

iBwave DAS Design and Engineering	\$2,022.00
Professional Services & Logistics	\$6,922.88
Material: Passive	\$3,702.10
Material: Head-End (BDA, 24 HR Backup, Annunciator, & Fire Panel Alarming)	\$15,318.68
Installation: Passive Network	\$9,650.00
Installation: Head-End (BDA, Battery Backup, & Fire Panel Alarming)	\$6,250.00
Commissioning, Testing, Compliance Verification & Closeout	\$4,150.00
Monitoring & Management w/ Annual Compliance Audit	\$7,500.00
TOTAL	\$55,515.66

2 Hour Riser Rated Material (If Needed)

Material: 2-Hour Fire Riser Rated	\$0.00
Installation: 2-Hour Fire Riser Rated	\$0.00
TOTAL	\$0.00

TOTAL PO: Pierson Wireless	\$59,711.66
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Clarifications:

- Solution Estimate
 - This solution is estimated for 5 indoor omni antennas, 4 splitters/directional couplers, 22 connectors, and approximately 650 feet of indoor coaxial cable.
- Building Density
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CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Fire Services Study
DATE: March 4, 2024

OVERVIEW:

In December the City of St. Francis and the City of Bethel released an RFP for a joint fire services study. Three proposals were received.

1. MissionCIT - \$52,000
2. Matrix Group - \$50,000, plus travel and related expenses at actual cost
3. Triad Paradigm - \$49,900
 - a. This cost includes the additional fee to complete the Strategic Plan, advise on organizational change process and JPA creation.

\$40,000 of these expenses are covered by a grant from the State Fire Marshall Office. The balance will be split between the two cities to cover our grant match requirements.

ACTION TO BE CONSIDERED:

Council to accept RFP proposals and approve the agreement with Triad Paradigm.

Attachments:

- Professional Services Agreement with Triad Paradigm, LLC

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “Agreement”) is made this ___ day of _____, _____ by and between the City of St. Francis, a Minnesota municipal corporation located 23340 Cree Street, St. Francis MN 55070 (the “City”), and Triad Paradigm, LLC., a Minnesota limited liability company (Domestic) organized under the laws of the State of Minnesota and located at 200 124th Lane NW, Coon Rapids, MN 55448 (the “Contractor”).

- 1. **SERVICES TO BE PROVIDED.** The Contractor will perform for the City the services as specified in its proposal which is incorporated into this Agreement as Exhibit A (the “Proposal”) regarding a fire department shared services study. All professional services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

- 2. **COST OF SERVICES.** For the tasks outlined in the Proposal, the City shall pay the Contractor a total cost of the project not to exceed \$49,900.00 (the “Professional Fees”). This amount includes the \$38,900 Core Deliverable Services as well as all of the “Optional Services for additional fee, including: Strategic Plan 3-5 year (\$5,000), Advising on organizational change process (\$3,000), and JPA Creation (\$3,000), all as listed in the attached Proposal. The Professional Fees include all professional services and all expenses related to the Proposal. The City shall not be responsible for payment for any additional work performed by the Contractor that is not expressly listed on the Proposal or otherwise pre-approved by the City in writing. The Contractor shall submit itemized invoices for the services it provides to the City on a monthly basis. The itemized invoices shall clearly identify all work completed. Invoices submitted will be processed and paid in the same manner as other claims made to the City. The sum stipulated for services shall be considered an “Not to Exceed” cost to the City, subject only to adjustments for changes in scope of services performed.

- 3. **TERMINATION OF AGREEMENT.** Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Contractor may terminate this Agreement in the event of a breach of the Agreement by the City, upon providing 30 days’ written notice to the City; (3) the City may terminate this Agreement at any time at its option, for any reason or no reason at all.

- 4. **INDEPENDENT CONTRACTOR.** All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation

or responsibility of the City. The Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

5. **INDEMNIFICATION.** The Contractor, and any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the City and its officials, employees, contractors, and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement.

In no event shall the City be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages.

Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise.

6. **INSURANCE.** The Contractor agrees that before any of the services can be performed hereunder, the Contractor shall procure at a minimum:
- Worker's compensation insurance as required by Minnesota state law;
 - Professional liability in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate; and
 - Commercial general liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage.

To meet the commercial general liability requirements, the Contractor may use a combination of excess and umbrella coverage.

The Contractor shall provide the City with a current certificate of insurance listing the City as an additional insured with respect to the commercial general liability and umbrella or excess liability.

Such certificate of liability insurance shall contain a statement that such policies shall not be canceled or amended unless thirty days' written notice is provided to the City, ten days' written notice in the case of non-payment.

7. **CONFLICT OF INTEREST.** The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.
8. **THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

9. **NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, first class and postage fully prepaid, and addressed to the addresses above, or at such other address as either party may provide to the other by notice given in accordance with this provision.

10. **MISCELLANEOUS PROVISIONS.**

- A. **Entire Agreement.** This Agreement shall constitute the entire agreement between the City and the Contractor, and supersedes any other written or oral agreements between the City and the Contractor. This Agreement can only be modified in writing signed by the City and the Contractor.
- B. **Data Practices Act Compliance.** Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. The Contractor agrees to promptly respond to inquiries from the City concerning data requests.
- C. **Audit.** The Contractor must allow the City, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the Contractor's books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.
- D. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.
- E. **No Assignment.** This Agreement may not be assigned by either party without the written consent of the other party.
- F. **No Discrimination.** The Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.
- G. **Agreement Not Exclusive.** The City retains the right to hire other additional contractors in the City's sole discretion.
- H. **Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.
- I. **Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

- J. Compliance with Laws.** The Contractor shall exercise due professional care to comply with applicable federal, state, and local laws, statutes, rules, ordinances, and regulations in effect as of the date the Contractor agrees to provide the applicable services detailed in Exhibit A.

- K. Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

[Remainder of Page Left intentionally Blank]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the date first written above.

THE CITY OF ST. FRANCIS:

**CONTRACTOR:
TRIAD PARADIGM, LLC.**

By: _____

By: _____

Its: Mayor

Its: _____

Date: _____

Date: _____

By: _____

Its: City Administrator

Date: _____

EXHIBIT A

The Proposal For Shared Services Study

Triad Paradigm, LLC

[to be inserted]

City of St. Francis Bottle Shop 2023 Annual Report



City of St. Francis Bottle Shop

Liquor Store Staff

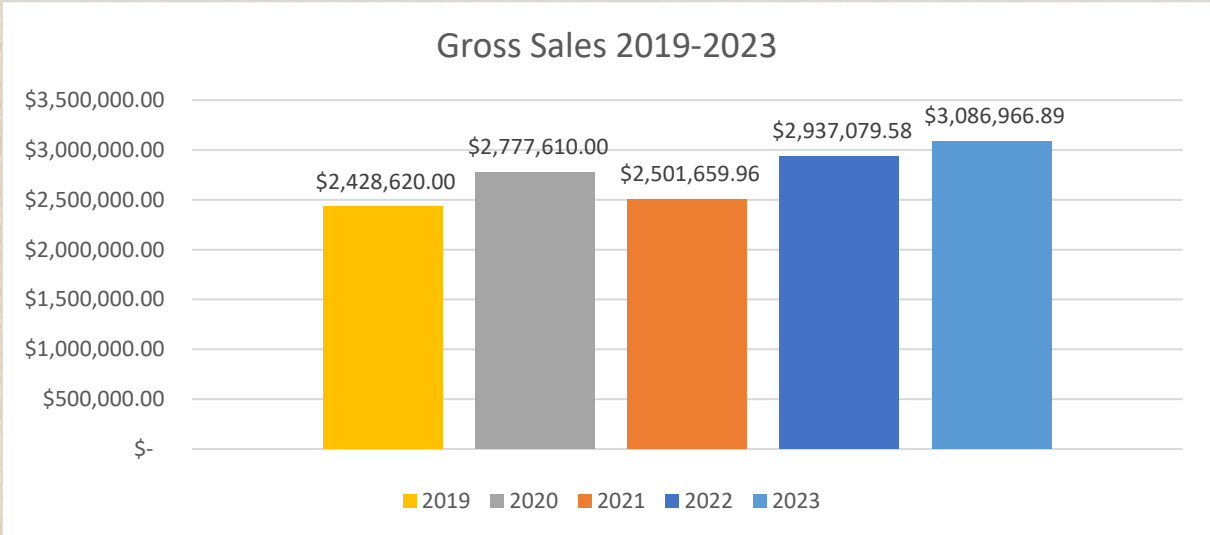
Employee	Position	Date Appointed
Joe Pfeifer	Liquor Store Manager	11/13/2023
Crystal Buskey	Assistant Manager	9/7/2004 (Hired May 22, 2001)
Corrine Lauer	Full-time Cashier	8/3/2021 (Hired February 7, 2014)
Erik Hughes	Part-time Cashier	4/19/2022
Kyler Loud	Part-time Cashier	4/19/2022
Melinda Michels	Part-time Cashier	3/20/2008
Kristi Neubauer	Part-time Cashier	2/14/2019

**City of St. Francis Bottle Shop
5-Year Comparative Income Statement-2023 Unaudited**

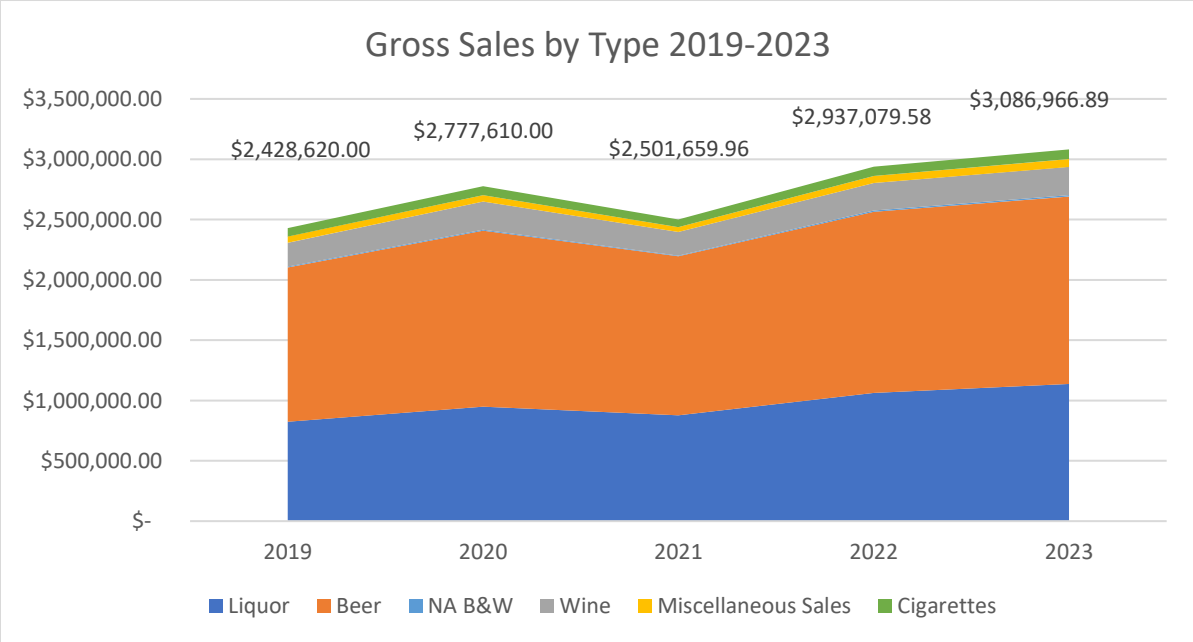
	2019	2020	2021	2022	2023
Liquor	\$ 823,784.52	\$ 950,038.30	\$ 876,981.59	\$ 1,062,937.94	\$ 1,137,220.31
Beer	1,279,629.96	1,457,856.90	1,319,035.77	\$ 1,501,830.05	\$ 1,553,322.12
Wine	197,617.38	233,729.08	195,306.57	\$ 229,183.75	\$ 234,567.08
Miscellaneous Sales	51,133.40	53,571.04	39,379.35	\$ 58,136.64	\$ 64,152.30
NAB&W	6,606.46	6,742.92	5,980.57	\$ 9,142.63	\$ 11,809.14
Cigarettes	69,848.28	75,671.76	64,976.11	\$ 75,848.57	\$ 80,402.35
THC Drinks	-	-	-	\$ -	\$ 5,493.59
Total Gross Sales	\$ 2,428,620.00	\$ 2,777,610.00	\$ 2,501,659.96	\$ 2,937,079.58	\$ 3,086,966.89
COGS	\$ 1,825,275.00	\$ 2,031,338.00	\$ 1,899,042.82	\$ 2,211,211.51	\$ 2,319,873.51
Gross Profit	\$ 603,345.00	\$ 746,272.00	\$ 602,617.14	\$ 725,868.07	\$ 767,093.38
Gross Profit Margin	24.8%	26.9%	24.1%	24.7%	24.8%
Personnel	\$ 303,324.00	\$ 257,952.00	\$ 296,862.34	\$ 399,628.93	\$ 352,573.85
Insurance	21,845.00	25,130.00	26,195.62	\$ 22,176.56	\$ 35,979.34
Supplies	8,217.00	5,426.00	19,614.30	\$ 7,465.78	\$ 6,993.24
Professional	117,450.00	131,574.00	137,579.92	\$ 184,321.76	\$ 177,886.88
Repairs	8,907.00	4,162.00	14,595.76	\$ 38,944.69	\$ 6,684.04
Communications	4,303.00	3,501.00	2,331.38	\$ 1,708.78	\$ 1,532.73
Other	6,013.00	11,404.00	8,696.95	\$ 11,415.73	\$ 18,208.46
Utilities	16,641.00	16,331.00	15,050.62	\$ 18,385.80	\$ 19,625.02
Depreciation	32,562.00	22,957.00	19,195.42	\$ 42,219.04	\$ 42,000.00
Total Operating Expenses	\$ 519,262.00	\$ 478,437.00	\$ 540,122.31	\$ 726,267.07	\$ 661,483.56
Net Operating Income	\$ 84,083.00	\$ 267,835.00	\$ 62,494.83	\$ (399.00)	\$ 105,609.82
Other Income	\$ 54,280.00	\$ 39,504.00	\$ (10,519.05)	\$ (24,172.77)	\$ 63,213.89
Income (Loss) Before Transfers	\$ 138,363.00	\$ 307,339.00	\$ 51,975.78	\$ (24,571.77)	\$ 168,823.71
Transfers Out	\$ 285,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Net Income/(Loss)	\$ (146,637.00)	\$ 247,339.00	\$ (8,024.22)	\$ (84,571.77)	\$ 108,823.71
Cash Balance	\$ 1,781,543	\$ 1,982,657	\$ 1,204,211	\$ 1,048,587	\$ 1,149,835

Gross Sales

The liquor store has seen an increase in gross sales over the last 5 years for the most part. 2020 covid shut downs generated \$348,900 more in gross sales than 2019 sales. The drop in 2021 was due to the building remodel and being shut down for a few weeks. Unaudited 2023 gross sales finally broke the \$3,000,000 mark.

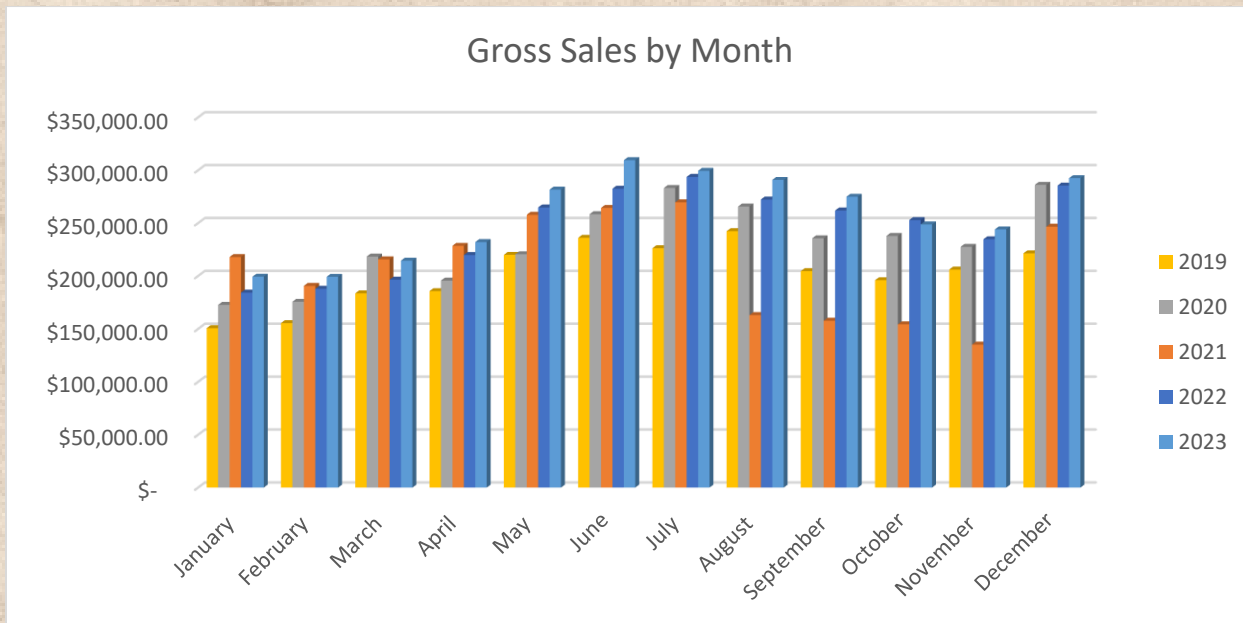


This graph shows the breakdown of the gross sales by type of purchase: Liquor, Wine, Beer, Miscellaneous, NA B & W, and Cigarettes.

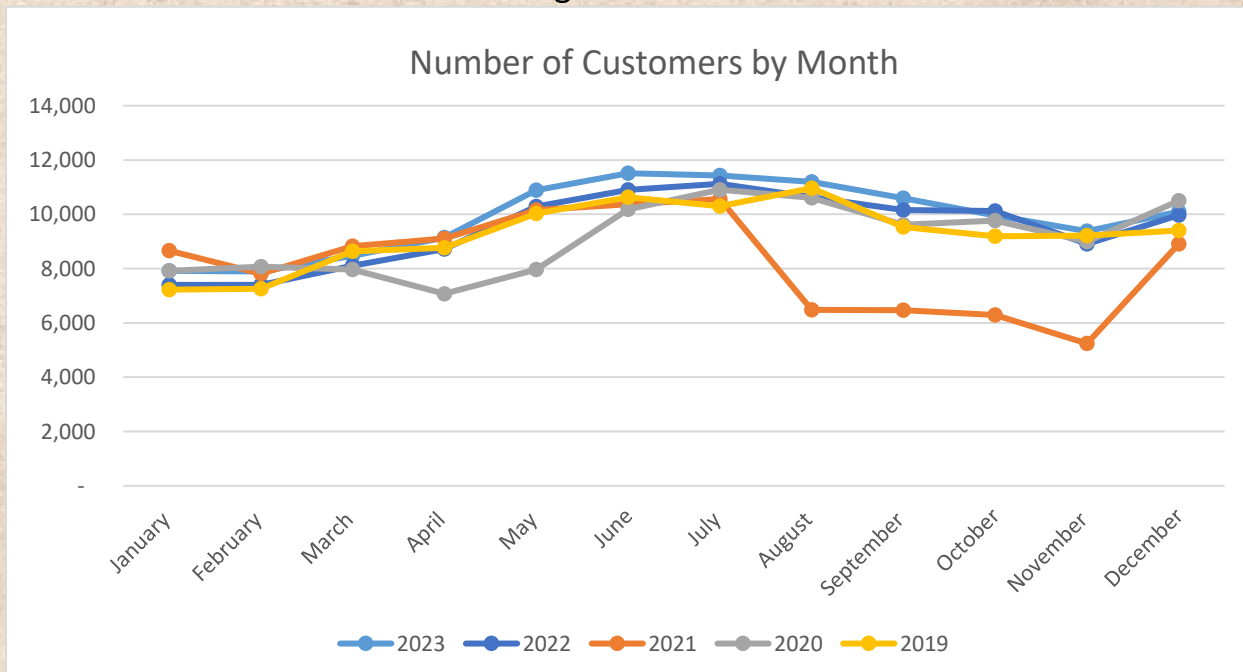


Gross Sales by Month

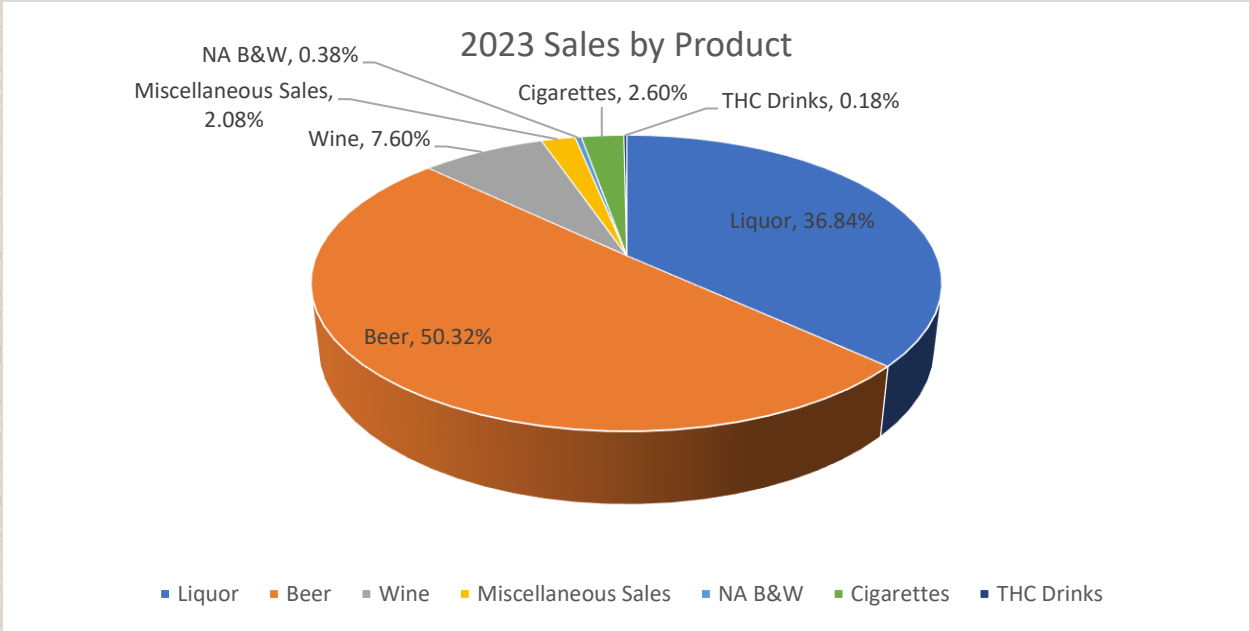
Traditionally, the store is slower in the early months of the year and picks up during the summer. School slows and then a solid December. 2023 was no exception and most months of the year were slightly better than 2022.



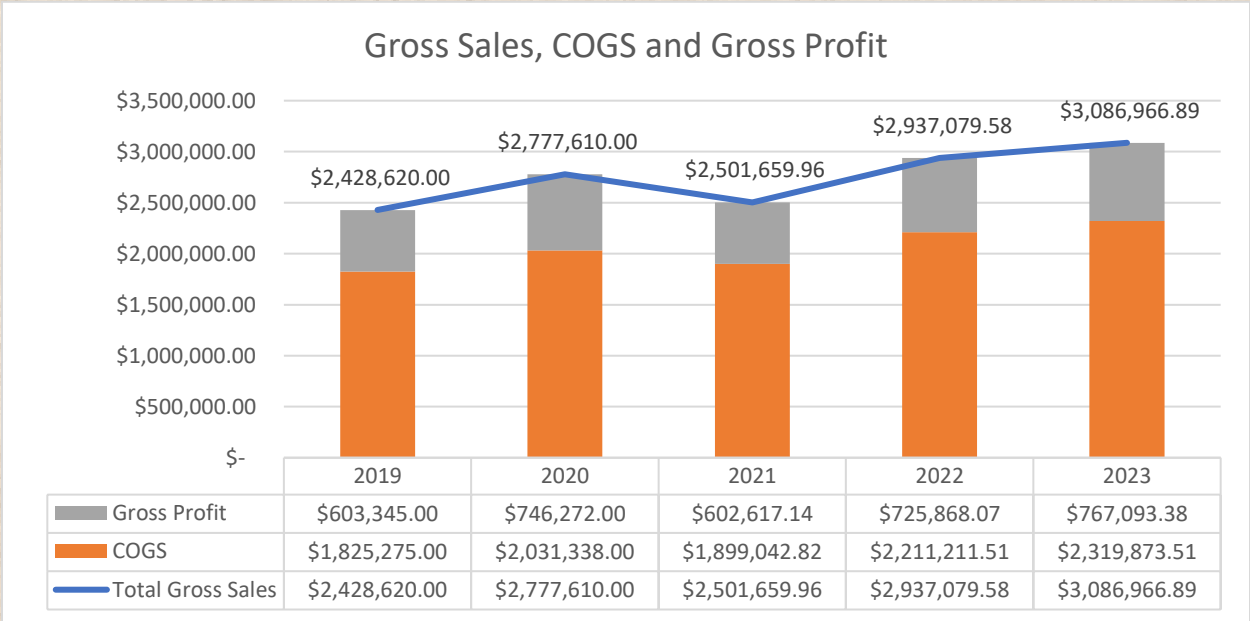
Here are the number of customers by month for the last 5 years. Again 2021 line shows the decline for the remodeling. 2023 showed an overall increase vs. 2022.



The next chart shows the 2023 Sales by product. Beer is #1 at 50.32% with Liquor coming in at 36.84%.

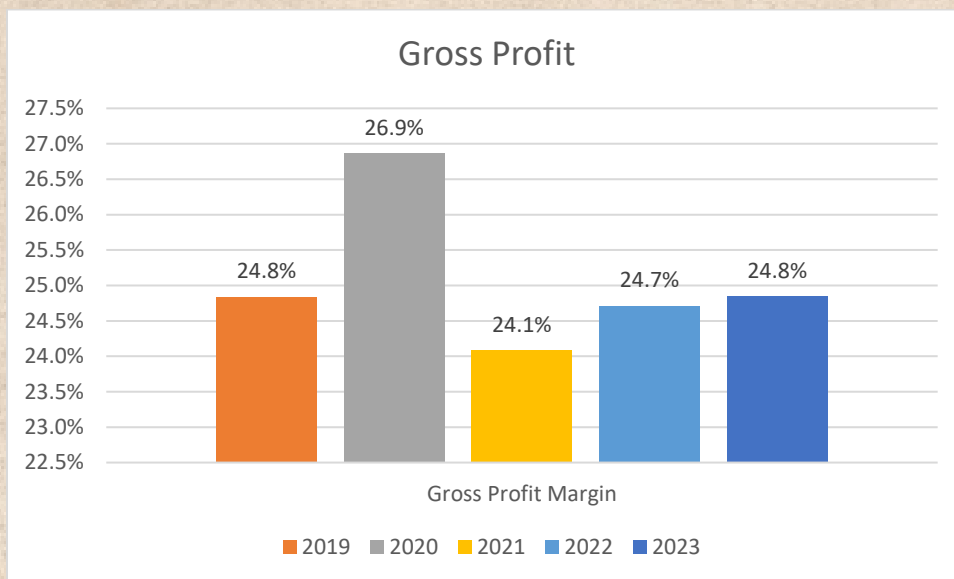


After gross sales, this next graph shows the relationship gross sales to cost of goods sold (COGS) and the gross profit that is created. Cost of goods sold is what the Bottle Shop pays for the liquor, beer, wine and miscellaneous. Once that is deducted from the gross sales you have the gross profit amount.



Gross Profit Margin

The Bottle Shop shoots to have a gross profit margin of 25%. As you can see, it has hovered there for the last 5 years. This is generated by taking the Gross Profit and dividing it by the Gross Sales.

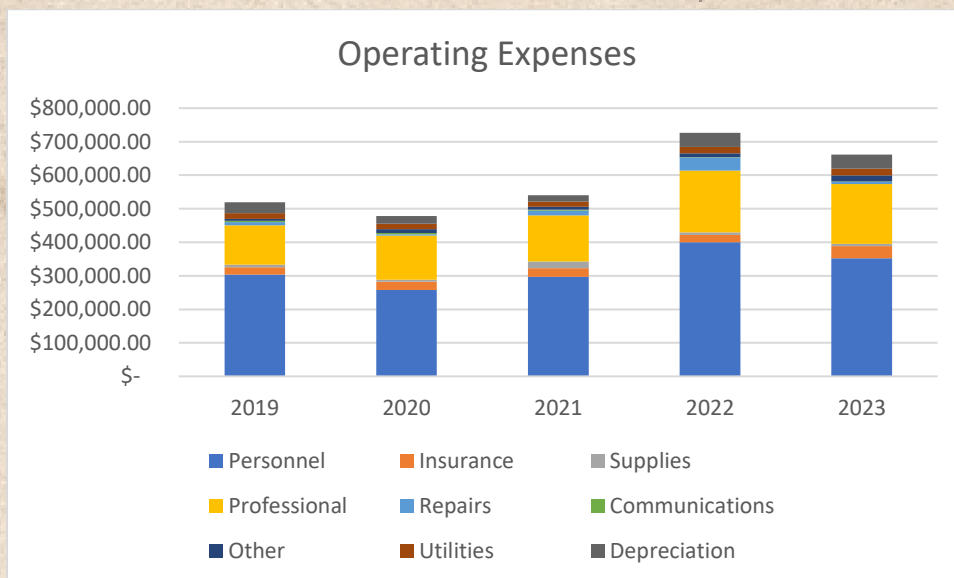


Operating Expenses

The costs for running the liquor store operations is broken down into the following categories: Personnel, insurance, supplies, profesional services, repairs and maintenance, communications, other, utilities and depreciation.

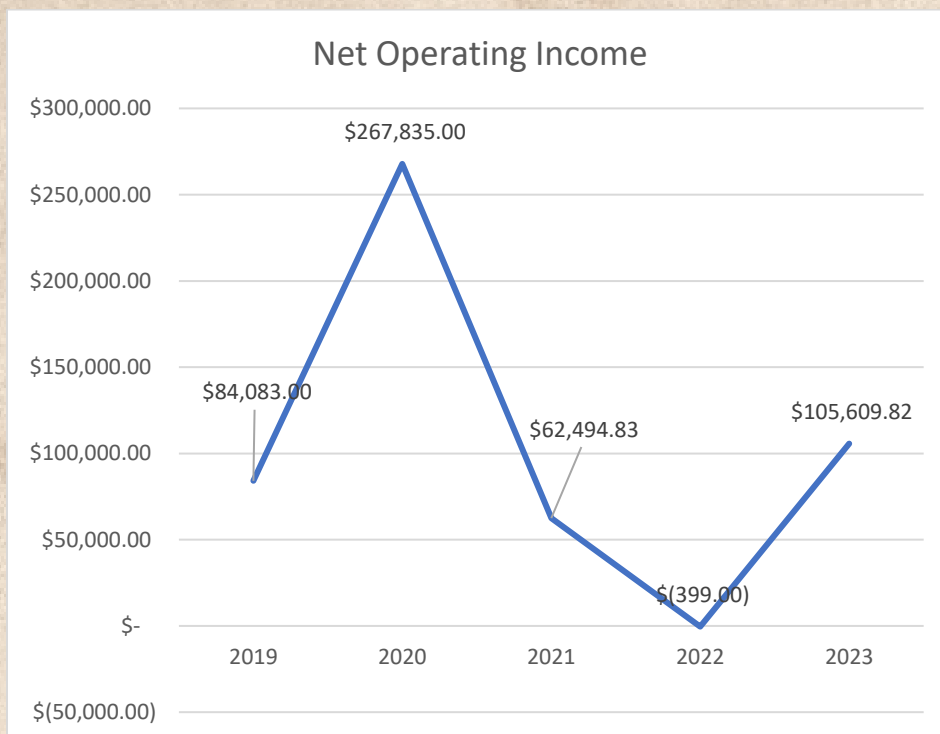
The biggest line item is the personnel line. The shop employees three full-time staff. The manager, the assistant manager and a full-time clerk. The full-time clerk was added 2021. During 2022, the hourly rates of the part-time employees was looked at and council decided to adjust the wage up to be comparable to other jobs in the area. Labor is lower in 2023 due to the change in management, as well as the absence of a store manager for a few months.

The next biggest line item is the professional services line. This line includes auditing costs, computer consulting costs, administration charge (this is transferred to the general fund) and the cost of credit card processing.



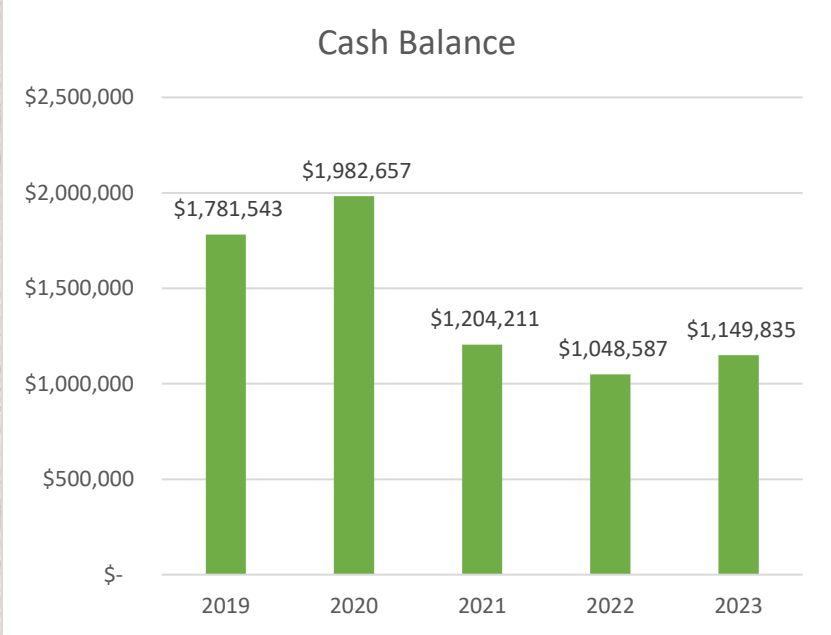
Net Operating Income

Net Operating Income is the amount left over after operating expenses are subtracted from gross profit. The trend is downward right now except for the exceptional year of 2020. Inflation is hitting everyone including city operations. Please note that 2023 amount is unaudited. This is the amount before any transfers that this city makes out of this fund. Even still, it's great to see a positive number for 2023.



Cash

The cash balance has dropped in the last couple of years. The reason for this drop is the remodeling project that occurred in 2021. The overall costs associated with the remodeling amounted to \$920,945. This included the construction contract, architectural fees, and any miscellaneous costs associated with the project. 2023 did make a \$100,000 increase in the cash balance which is about a 9% increase from 2022.



2023 Trends

During the year 2023 the state legalized the sales of THC. We've brought in several brands and although the sales are only incremental, the GP on THC products is around 50%! Still seeing great sales in seltzers, namely White Claw. Also, many new ready to drink cocktails are doing well, including brands like Cutwater and High Noon. These "healthier options" have seen a steady rise in the industry in recent years and span across all drinkers and age groups, but mostly appealing to the younger generation.



Bottle Shop Employees

It truly is all about the experience we provide for our guests. We have many tenured staff here at the bottle shop who know the customers well. While I only started in November, I've been a resident of Saint Francis for over 15 years and know many of the customers as well! I bring with me a lot of experience with liquor store sales and operations as well as great customer service! I'm also beginning to see quite a few regulars from my days at G-Will making the transition to shopping at the Bottle Shop! 2024 is going to be a great year.

Special Events throughout the year

Food Trucks



Giveaways



MMBA Fire Fighter Fundraiser



MMBA Vikings Children's Fund





Bottle Shop
ST. FRANCIS, MN
since 1964