



## CITY COUNCIL REGULAR MEETING

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

Monday, November 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 - October 21, 2024
  - B. Embedded Systems Contract Renewal
  - C. Rink Management Agreement
  - D. Oak Grove Water/Wastewater Service and Purchase Agreement Request
  - E. Anoka County Recycling Agreement
  - F. Refuse Hauler License Application – Curbside Waste
  - G. Personnel Policy Updates
  - H. Residential Dog Kennel License Application
  - I. Conditional Offer of Employment – Facility Technician
  - J. Appointment Amendment  
Resolution 2024-39 Resolution approving the appointments for 2024
  - K. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
  - A. Miscellaneous Special Assessments  
*Resolution 2024-38 Authorizing and directing certification of municipal utility services, maintenance of private property, administrative civil notice fees, and repair of leaks as a lien upon premises.*
8. **OLD BUSINESS**
  - A. Ambassador Donation Request
  - B. Compensation Study
9. **NEW BUSINESS**
  - A. Separation of Employment- Firefighter Jon Faanes
  - B. Ordinance Amendment – Chapter 6 – Section 13 Taxicabs - First Reading  
*Ordinance 335 - Removing the taxicab ordinance in city code chapter 6-31 Taxicabs*
  - C. Rum River Preserve of St. Francis PUD - First Reading  
*Ordinance 336 establishing the Rum River Preserve of St. Francis PUD at 3505 Bridge St NW with findings as presented by Staff*
  - D. Preliminary Grading Agreement Rum River Preserve of St. Francis
  - E. Special Meeting to Canvass Election Results
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
  - A. Public Works Quarterly Report
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**

November 5 - Election Day

November 11 - City Offices Closed in Observance of Veterans Day

November 12 - City Council Special Meeting/Work Session

November 16 - Recycling Event 8:00 am - 12:00 pm

November 18 - City Council Meeting

November 20 - Planning Commission Meeting

**14. CLOSED MEETING**

Move into closed meeting pursuant to Minn. Stat. 13D.03, Subd. 1(b), for the purposes of considering strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

**15. ADJOURNMENT**

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

October 21, 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 Kevin Robinson, Crystal Kreklow, Sarah Udvig, and Mark Vogel.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jessica Rieland, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Finance Director Darcy Mulvihill, and City Engineer Craig Jochum (Hakanson Associates, Inc.).

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

A. City Council Minutes - October 7, 2024

B. City Consent to Assignment of Towing Services

C. Accept Resignation of Captain Zach Goers and Authorization to Post for the Position of Training Captain (Part-time)

D. Stahl Construction – Pay Applications No. 13 – Labor & Material

E. Payment of Claims

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

Ayes: Kreklow, Udvig, Vogel, 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**

- A. Interim Ordinance Prohibiting the Operation of Cannabis Businesses within the City and Establishing a Study Period - Second Reading  
Ordinance 334 - Emergency Interim Ordinance prohibiting the operation of cannabis businesses within the City and establishing a study period pursuant to Minnesota statutes section 342.13(e)

City Administrator Thunstrom reviewed the Staff report in regard to an interim ordinance request prohibiting the operation of cannabis businesses and establishing a study period.

Mayor Muehlbauer opened the Public Hearing at 6:02 p.m.

No one came forward to address the Council.

Mayor Muehlbauer closed the Public Hearing at 6:03 p.m.

Robinson asked how the sign change at the smoke shop came about. Thunstrom explained that after these signs were put up, it was found that these signs were outside of the zoning that they had been approved for. She noted they adjusted the signs to fit within the size parameters. She added that the City can regulate the size of these signs, not the content.

Robinson noted that the State law allows people with previous drug and marijuana convictions to have priority to get a cannabis license which he finds crazy. He asked if the City would get any preferential treatment if they wanted to open a cannabis operation. Thunstrom said she believes the City would be applying for the same license as everyone else and it would be an equal playing field. She added that if the City wanted to open a cannabis operation, it would still need to allow at least one other private retailer in the City.

Robinson asked if there was a deadline to apply for these licenses. Thunstrom said the applications that are being submitted currently are to allow cultivation of cannabis and it could be as late as March 2025 when applications for retail would open.

Thunstrom shared that they will be discussing at their upcoming Work Session whether or not the City would be interested in a municipal cannabis operation.

Mayor Muehlbauer asked if allowing at least one cannabis retailer only refers to the high-potency products and if the low-potency products will be allowed in more places. Thunstrom said yes.

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT ORDINANCE 334, AN EMERGENCY ORDINANCE PROHIBITING THE OPERATION OF CANNABIS BUSINESSES WITHIN THE CITY AND ESTABLISHING A STUDY PERIOD PURSUANT TO STATE STATUTES - SECOND READING

A roll call vote was performed:

Mayor Muehlbauer        aye  
Councilmember Vogel     aye  
Councilmember Robinson aye  
Councilmember Kreklow   aye  
Councilmember Udvig     aye

Motion carried: 5-0

**8. OLD BUSINESS - NONE**

**9. NEW BUSINESS**

A. Code Enforcement Extension Request

Community Development Director Rieland reviewed the Staff report concerning the request for an extension on a code enforcement action.

Paul Cook, the father of the property owner, came forward and shared that there was a garage fire at the property that they are taking care of and they are making progress on cleaning up the property.

Udvig asked if the timeline works for the applicant. Mr. Cook said the timeline is feasible, weather permitting.

Robinson shared that he drove by this property today and he can see that significant progress has been made to cleaning up the property. He added that he wants to have empathy for the property, as well as the neighbors. He noted they have given extensions to people in the past who have taken advantage of the City; however, he sees this request as reasonable.

MOTION BY: KREKLOW SECOND: UDVIG TO APPROVE THE CODE ENFORCEMENT EXTENSION UNTIL JANUARY 10, 2025 WITH AN ALTERNATE DATE OF MAY 1, 2025 FOR WEATHER-RELATED DELAYS.

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

Nays: None

Motion carries: 5-0

**10. MEETING OPEN TO THE PUBLIC - NONE**

**11. REPORTS**

#### A. Police Department - 3rd Quarter

Police Chief Schwieger reviewed the Police Department report for the third quarter of 2024. He shared that the third quarter was full of community events with events like Cone with a Cop, Stay Safe at Home for Kids, and National Night Out. He noted that calls for service increased from the second quarter for both reportable and non-reportable events, as well as cases that were referred to the investigator. He shared that officers conducted predatory offender compliance checks during the quarter to ensure the offenders were within statutory compliance. He stated they are continuing to prioritize traffic enforcement and staying proactive. He said officers stopped 979 vehicles over the third quarter, with 198 citations being issued. He gave an update on the Minnesota Towards Zero Deaths initiatives. He noted that vehicle fatalities have increased in comparison to this time last year. He shared upcoming events for the remainder of the year. He thanked all of his officers and Staff for all that they do for law enforcement and education within the City.

Robinson asked about calls for service from the schools. Schwieger said he does not have this data currently but will have it as part of his annual report. He noted that they have been getting called to the schools quite often this year. He added that communication continues to get better between the Police Department and the schools.

Robinson asked about the number of traffic stops versus the number of traffic citations. Schwieger noted that the officers are very discretionary and do not issue a citation with every stop and they focus on education.

Robinson added that the Department's involvement in the community never ceases to amaze him.

The Council thanked Schwieger and his Staff for all of their great work.

#### **12. COUNCIL MEMBER REPORTS**

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

#### **13. UPCOMING EVENTS**

October 24 - EDA Meeting - 6:00 pm

October 28 - City Council Work Session - 5:30 pm

October 29 - Public Works 2nd Annual Open House & Truck or Treat Event - 5:00 pm

October 30 - Parks Commission Meeting - 7:00 pm

November 4 - City Council Meeting - 6:00 pm

#### **14. ADJOURNMENT**

MOTION BY: KREKLOW SECOND: VOGEL TO ADJOURN THE MEETING.

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

Nays: None  
Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:22 p.m.

---

Jennifer Wida, City Clerk

DRAFT



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Embedded Systems Contract Renewal  
**DATE:** November 4, 2024

---

**OVERVIEW:**

Embedded Systems, Inc. provides warning siren maintenance for three outdoor warning sirens within the City of St. Francis located at Roanoke St/Ambassador Blvd, 23248 Woodbine St. and Edgewild Park at 1800 242<sup>nd</sup> Ave. The maintenance contract consists of repairing and maintaining the electronic/communication side of the sirens. Embedded Systems performs daily communication testing to assure the sirens are operating properly. The contract also includes decoder battery replacement every 3 years.

**ACTION TO BE CONSIDERED:**

The renewal of the contract with Embedded Systems, Inc. to continue to provide outdoor warning siren maintenance for the City of St. Francis in 2025.

**BUDGET IMPLICATION:**

The Embedded Systems, Inc. monthly maintenance fee of \$49.97 per siren per month (\$1,798.92 annually) is budgeted for in the police department operating budget.

Attachments:

- Embedded Systems Contract



# Embedded Systems, Inc.

Tel. (763) 757-3696  
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817  
btorkelson@embedsys.com

## Contract Renewal

October 14, 2024

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

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2025 will be **\$49.97** per siren, per month.

The decoder batteries for your city were replaced in 2023 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 25, 2024** to enable us to continue to provide our best service through the end of 2025. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to [phowe@embedsys.com](mailto:phowe@embedsys.com).

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Peggy Howe  
Embedded Systems, Inc.

Contract terms accepted:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

For continuation of services through the end of the year 2024



# CITY COUNCIL AGENDA REPORT

**TO:** City Administrator, Kate Thunstrom  
**FROM:** Public Works Director; Paul Carpenter  
**SUBJECT:** Rink Management Agreement  
**DATE:** November 4, 2024

**OVERVIEW:**

We would like to again partner with the St Francis Home Run Club to manage our ice-skating facilities.

Our goals continue to be:

1. Follow Council direction to stay within our operation and maintenance budget for our parks.
2. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets.

The St Francis Home Run Club, an Insured Local Non-Profit Charitable Organization would like to manage the warming house again this season. They provide rink attendants, care for the rinks/facility, provide snow removal for the facility for a fee and provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice. We are proposing a 51-day season (closed Christmas Day). This will run from 12-20-2024 thru 2-09-2025, weather permitting. The time selected for this season will allow ice making to happen during what should be the “optimum weather period”, thus further reducing the amount of man hours it will take to make and maintain the ice. Of course, only if the weather permits.

**ACTION TO BE CONSIDERED:**

A motion to authorize the Mayor to sign the Rink Management Agreement entering the City into a contract with The St Francis Home Run Club to manage the outdoor Ice-skating Facility.

**BUDGET IMPLICATION:**

The payment the Home Run Club would receive is approximately \$8,364.00 weather permitting. This is based on a 51-day season (12-20-2024 thru 2-09-2025). This is a budgeted item and would be paid out of our Parks operation and maintenance budget.

Attachments:

- Rink Management Agreement

**MANAGEMENT AGREEMENT**

THIS MANAGEMENT AGREEMENT is made and entered into this 4th day of November, 2024, by and between the City of St. Francis, a Minnesota municipal corporation (the “City”), and St Francis Homerun Club, a Minnesota Nonprofit 501 C3 Charitable Organization (the “Contractor”).

WHEREAS, Contractor is in the business of providing management services at recreational facilities including ice arenas and outdoor skating rinks; and

WHEREAS, the City desires to retain the services of Contractor to manage its outdoor skating rinks.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. MANAGEMENT SERVICES. The City hereby retains Contractor to provide management services at the City’s outdoor skating rinks. In connection with the foregoing, Contractor shall be responsible for the following:
  - (A) Contractor shall provide all operational staff and shall be exclusively responsible for the management of such personnel and the payment of all wages and withholdings in connection therewith. Contractor shall provide site-specific training to all staff members with a focus on providing excellent customer service.
  - (B) Contractor shall maintain all ice surfaces and keep the same free from snow and debris.
  - (C) Contractor shall keep all walkways free from ice and snow.
  - (D) Contractor shall clean and maintain the interior of the warming house and provide all supplies in connection therewith. Contractor’s duties shall include, without limitation, vacuuming, cleaning bathrooms, cleaning windows, restocking toilet paper, hand soap, and hand towels, and providing basic first aid supplies.
  - (E) Contractor shall keep all outdoor areas free from trash and debris.
  - (F) Contractor shall ensure that all City ordinances, rules, and regulations are followed and enforced.
  - (G) Contractor shall ensure that the ice rinks are used only by members of the public and for no private purpose or event without the City’s prior written consent.
  - (H) Contractor shall immediately notify the City in the event repairs are required to any building, equipment, or area.

- (I) Contractor shall secure all buildings and equipment when not in use and will be liable for any damages, thefts or other costs resulting from the failure to properly secure any building or equipment.
- (J) Contractor shall manage and take full responsibility for all concession activities, including obtaining all necessary licenses and permits and providing all concession merchandise and supplies. On a monthly basis, Contractor shall provide the City with a written report showing concession revenues, product costs, and the gross margin for each month. Along with such report, Contractor shall pay the City an amount equal to ten percent (10%) of the gross margin shown on such report. Contractor shall be entitled to retain the balance of concession proceeds, which amounts shall be in addition to the Management Fee paid hereunder.
- (K) Contractor shall ensure that any costs incurred in connection with the maintenance or operation of the ice rinks, above and beyond the Management Fee, are within budgeted amounts or otherwise approved in advance by the City.

2. CITY RESPONSIBILITIES. Notwithstanding any language in this Agreement to the Contrary, the City shall be responsible for the following:

- (A) The City shall perform all building and grounds repairs.
- (B) The City shall plow all parking areas.
- (C) The City shall provide basic utilities, including water, sewer, garbage, and local phone service (no long distance).
- (D) The City shall provide one (1) handicapped-accessible toilet (mini-biff) and shall be responsible for cleaning and maintaining the same.
- (E) The City shall provide blue hand towel service.
- (F) The City's Public Works Department shall work with the Contractor to make ice for the purpose of skating as weather and time permits. The Contractor must have all snow and debris removed from the ice surface before City Staff will attempt to make ice.

3. MANAGEMENT FEE.

- (A) For all services provided pursuant to this Agreement, the City shall pay Contractor the sum of One Hundred Sixty Four and 00/100 Dollars (164.00) per day of open operation (the "Management Fee").
- (B) Contractor acknowledges and agrees that the Management Fee shall constitute Contractor's entire compensation hereunder. All expenses of every kind incurred by Contractor in its performance under this Agreement shall be the sole responsibility of and be promptly paid by Contractor.

- (C) All keys, property, and equipment must be returned by Contractor and a final inspection/inventory of the property must be performed by the City prior to the payment of the final installment of the Management Fee.

4. TERM. The term of this Agreement will be for the duration of the 2024-2025 ice skating season, which is anticipated to run approximately 51 days from **December 20th, 2024**, through **February 9th, 2025**, weather permitting (closed Christmas Day). Notwithstanding the foregoing, this Agreement may be terminated at any time:

- (A) Upon the mutual written agreement of the parties;
- (B) By the City in the event the Contractor fails to fully and satisfactorily perform in accordance with the terms and conditions of this Agreement; provided, the City must provide Contractor with written notice and ten (10) days to correct the failure prior to termination.
- (C) By the City, immediately and without prior notice, in the event Contractor (i) files bankruptcy or becomes insolvent, (ii) sells all or substantially all of its assets, or (iii) dissolves or files a notice of intent to dissolve.

5. CONTRACTOR’S REPRESENTATIONS. In order to induce the City to enter into this Agreement, Contractor makes the following representations to the City:

- (A) The Contractor has visited the City’s outdoor ice skating rinks and has had the opportunity to become familiar with and is satisfied as to the conditions that may affect its ability to perform under this Agreement.
- (B) The Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect its ability to perform under this Agreement.

6. INDEPENDENT CONTRACTOR STATUS. Contractor shall perform under this Agreement as an independent contractor and nothing contained herein is intended or shall be construed to make or constitute Contractor as the agent, employee, partner, joint venturer, or representative of the City, but rather Contractor shall act and perform hereunder according to its own means and methods, which means and methods shall at all times be under its exclusive charge and control.

7. INSURANCE. During the term of this Agreement, Contractor will maintain the following insurance: (1) commercial general liability insurance with coverage in the minimum coverage amount of \$1,500,000 per occurrence and \$2,000,000 annual aggregate that shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability; and (2) workers compensation insurance; and 3) if the Contractor utilizes an automobile to perform the duties under this agreement, automobile insurance with liability limit of \$1,000,000 combined single limit. All policies of insurance shall name the City as an additional insured and shall require the insurance provider to provide the City with written notice at least thirty (30) days prior to any reduction or termination of such insurance coverage. Upon the execution of this Agreement, and any time thereafter upon

demand of the City, Contractor shall provide a certificate of insurance showing the required coverage.

8. INDEMNIFICATION. To the fullest extent permitted by the law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor indemnification obligations shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligations shall survive the completion or termination of this Agreement.

9. REMEDIES. In the event of the breach of this Agreement by Contractor, the City shall be entitled to seek all remedies available at law, in equity, or otherwise. Contractor shall pay the City's costs and expenses, including reasonable attorneys' fees, incurred by the City in order to enforce this Agreement. Contractor expressly agrees that any remedies available to the City are cumulative and in no way exclusive. The seeking or exercising by the City of a particular remedy does not constitute a waiver or relinquishment by the City of its right to seek or exercise any other remedy available to it at law, in equity, or otherwise.

10. MISCELLANEOUS.

- (A) Governing Law. This Agreement has been executed in the State of Minnesota and shall be governed by the laws of said state, without regard to the conflict of laws rules thereof.
- (B) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein.
- (C) Amendment. No amendment or modification of this Agreement shall be deemed effective unless made in writing and signed by both parties.
- (D) Waiver. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.
- (E) Assignment. Except as otherwise provided for herein, no party may assign this Agreement without the consent of the other party. All of the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective transferees, successors and permitted assigns.
- (F) Severability. In the event any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed stricken. The remaining provisions of this Agreement will continue to be valid

and binding and the Agreement will be reformed to replace the stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- (G) Captions and Headings. The captions and paragraph headings used in this Agreement are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement or any of the provisions thereof.
- (H) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have executed this Agreement as of the date first above written.

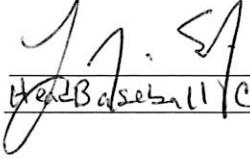
**CITY:**

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**CONTRACTOR:**

ST FRANCIS HOMERUN CLUB

By:   
Its: Herb Babszall Coach

514843\_1





# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Oak Grove Water/Wastewater Service and Purchase Agreement Request  
**DATE:** November 4, 2024

**OVERVIEW:**

The City of St. Francis is currently under a Sewer Wastewater Service and Purchase Agreement with Oak Grove that was signed in 2019. The term of contract was for 20 years. Oak Grove is requesting an additional 20-year amendment.

The City is also in under a Water Service and Purchase Agreement with Oak Grove that was signed July 29<sup>th</sup> 2002. Oak Grove is also requesting an additional 20-year amendment on this contract as well.

The Oak Grove discussion was held at the May 13<sup>th</sup> Work Session and the Council consensus was reached to agree to Oak Grove’s request. The expiration date of both contracts will now be December 31, 2049.

**ACTION TO BE CONSIDERED:**

Council to review and approve the Mayor to sign the Oak Grove Sewer Wastewater and Water Service and Purchase Agreements.

**BUDGET IMPLICATION:**

None

Attachments:

- City of Oak Grove Resolution 24-109
- Sewer Wastewater Service and Purchase Agreement
- Water Service and Purchase Agreement

**RESOLUTION 24-109**

**CITY OF OAK GROVE  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

**RESOLUTION APPROVING WATER AND SEWER AND WASTEWATER  
AGREEMENTS WITH THE CITY OF SAINT FRANCIS**

**WHEREAS**, the City of Oak Grove (“Oak Grove”) and the City of St. Francis (“St. Francis”) desires to amend both the Sewer and Wastewater Agreement and Water Agreement currently in place between the two cities (the “Agreements”); and

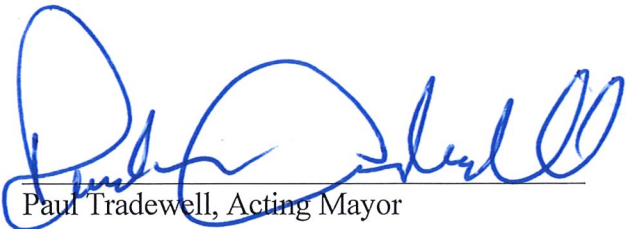
**WHEREAS**, the amendments proposed for each Agreement are attached as Exhibit A – Sewer and Wastewater and Exhibit B – Water Agreement (the “Amendments”); and

**WHEREAS**, the Oak Grove City Council has determined that authorizing such Amendments are in the best interest of the public and will provide for the general welfare of the people of Oak Grove.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Oak Grove, Minnesota that the Agreements are approved in substantially the form presented to the City Council and included in this Resolution as Exhibit A and Exhibit B, subject only to modifications that are approved by the City Administrator and City Attorney and do not alter the general substance of the Agreement.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the City Council of the City of Oak Grove, Minnesota that the proper City staff and officials are authorized to execute the final version of the Amendments and take all actions necessary to carry out the intent of this Resolution following approval by St. Francis.

Dated: October 14, 2024

  
Paul Tradewell, Acting Mayor

ATTEST:

  
Billi Larson, City Clerk

**SEWER WASTEWATER SERVICE AND PURCHASE AGREEMENT**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, hereinafter referred to as “Effective Date,” by and between the City of Saint Francis, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as “Seller,” and the City of Oak Grove, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as “Purchaser.”

WHEREAS, on March 25, 2019, the Seller and Purchaser entered into a Sewer Wastewater Service and Purchase Agreement with a term of twenty years and which described the relationship between the Seller and Purchaser related to wastewater collection and processing for the area of the city of Oak Grove described as the Ponds development; and

WHEREAS, the Purchaser and Seller also previously entered into a Water Services and Purchase Agreement dated July 29, 2002 which described the relationship between the Seller and Purchaser related to the water distribution for The Ponds Development; and

WHEREAS, the parties desire to extend both agreements and sync the terms of both agreements to expire on December 31, 2049.

**WITNESSETH:**

That the said parties, in consideration of the mutual covenants and agreements hereinafter set forth, have agreed to and with each other as follows:

**1. Term of Contract**

This contract shall be for a Term from the date of the Effective Date listed above until December 31, 2049, unless terminated earlier as hereinafter provided. This contract may be terminated pursuant to the provisions of Section 8, or may be terminated upon one hundred and eighty (180) days’ written notice by either party if federal or state laws or regulations are enacted or promulgated which substantially affect rights, duties or obligations of either party, or both parties, under this contract.

**2. Sewer Waste Water Service**

A. Seller hereby agrees to allow Purchaser to connect to Seller’s wastewater collection and processing system, hereinafter referred to as “Waste Water Treatment Facility” or “WWTF,” in order to service “The Ponds Development Area,” as defined in paragraph C below, at rates governed by Section 3. As long as all terms and conditions of this contract are complied with, Seller will exercise best efforts to provide sanitary sewer collection system and service up to the connection point between its WWTF and The Ponds Development Area. The connection point shall be defined as manhole “O” which is represented on sheet 33 of 41 of the Record Plans for the 2015 Bridge Street Utility Improvements as shown in Exhibit B.

B. Sewer waste water service under this contract will be provided by the Seller to the

Purchaser, and not to a separate entity or person including the residents of the Ponds subdivision. The Purchaser will be responsible for payment to the Seller for sewer wastewater services under this contract. The Purchaser shall be responsible for any billings to end users of the sewer wastewater services in The Ponds Development Area.

C. A sewer wastewater service district is established, hereinafter referred to as “The Ponds Development Area” (see “Exhibit A” for legal description of ). Sewer wastewater service will be provided only to The Ponds Development Area as provided in this contract. The Purchaser may request, and the Seller shall consider, an expansion of The Ponds Development Service Area and the extension of services to such additional areas. In addition, the Purchaser may allow up to an additional forty (40) single family residential homes located within the Ponds Development Area to connect to the WWTF. Sewer wastewater service shall be for residential uses only. Sewer wastewater service outside of The Ponds Development Area may be permitted upon the mutual agreement of both the Seller and the Purchaser.

D. Other or Expanded Users. The parties agree that as of the effective date of this Agreement there are no other users than single family residential within The Ponds Development Service Area. Seller reserves the right to refuse to enter a service agreement with any Other or Expanded Users. Sewer wastewater service outside The Ponds Development Area may be permitted upon the mutual agreement of both the seller and purchaser.

The parties agree that this contract shall apply to residences located within The Ponds Development Area, as may be modified from time to time. Seller agrees that it will not unreasonably withhold its consent to a requested expansion of the service area, providing that the WWTF and collection system is reasonably adequate to provide conveyance and treatment for the additional area. This would also include consideration of public, institutional, commercial or industrial uses.

3. Rates

A. Seller hereby agrees to provide sewer wastewater service to Purchaser at a sewer base rate set at an equivalent rate charged to residents of St. Francis, and a usage fee rate equivalent to that charged to the residents of St. Francis. As of the effective date of this agreement, the City of St. Francis charges a monthly base rate, a monthly usage rate based on water consumption and offers the “Lookback Program” to St. Francis residents (residential rates for May-Oct are based on the average water consumption for Jan-March). This may be amended from time to time and all rates charged to The Ponds Development will be consistent with the rates charged to St. Francis residents for the duration of this agreement.

B. Seller may adjust its sewer wastewater rates to reflect increased costs of Seller's sewer wastewater processing, including cost of power, wastewater treatment, wastewater treatment chemicals and other direct and indirect costs related to the processing of waste water, as well as overall increases in direct, indirect, administrative and other costs of wastewater processing, including, but not limited to: labor; supplies; construction; repair; improvement; fuel; power; transportation; employee benefits; contractual services; replacement; treatment plant construction and maintenance; and general administrative expenses. Seller will provide written notice of any proposed rate or fee adjustment of 10% or more to Purchaser at least forty-five ( 45) days prior to the proposed effective date of such adjustment, and shall afford Purchaser the opportunity to comment. Seller acknowledges and agrees that Purchaser may notify all sewer service users in The Ponds Development Area of any proposed rate adjustments, and that such users will also be afforded a reasonable opportunity for comment.

C. Purchaser shall pay Seller the following:

- (1) \$4,284 for any new sewer connections made within The Ponds Service Area upon full execution of this agreement, provided that such connection charge amount is subject to change per the St. Francis Fee Schedule set annually, but will reflect the same Sewer Access Charge that is charged in the City of St. Francis. The parties acknowledge and agree that Purchaser will collect this payment amount, prior to or at the time of connection, from each newly connected user of the WWTF and will pay Seller within 30 days of collection.

4. Sewer Wastewater System Facilities

A. Connection Construction: Purchaser will purchase, install and maintain at its own expense, all sanitary sewer system components plus all equipment necessary to continue the connection to Purchaser's sanitary sewer to Seller's wastewater collection system. Seller shall review and approve all construction plans for any portion of the collection system located within the Ponds Development modified after the effective date of this contract.

B. The Purchaser shall be responsible for the operation, repair and maintenance of the sewer wastewater collection system and equipment within The Ponds Development Area, to the point of connection to the Seller's wastewater collection system. All such equipment and facilities shall conform to the applicable laws and regulations of the State of Minnesota and the United States, including the Minnesota Department of Health and Minnesota Pollution Control Agency. Purchaser shall also be responsible for all testing, flow monitoring, and all analytical work for the sewer wastewater collection system within The Ponds Development, as required by the Minnesota Pollution Control Agency, or other regulatory agency as may be subject to change. Purchaser shall be responsible for any penalties or violation fees from the Minnesota Pollution Control Agency or other similar agency if such penalties or violation fees are due to Purchaser's action or inaction. Purchaser shall also be responsible for any current or future fees from the extension or expansion of the collection system, imposed by the Minnesota Pollution Control Agency or other similar agency.

C. The Purchaser shall keep reliable records of sewer wastewater main construction and a current list of the number of connections. Such records shall be subject to reasonable inspection by representatives of the Seller.

D. Purchaser shall provide a certified collection system operator as required by the Minnesota Pollution Control Agency.

E. Purchaser agrees to provide Seller with right of access for wastewater sampling and monitoring as needed.

F. The Seller shall keep reliable records of sewer wastewater main maintenance and wastewater treatment operations. Such records shall be subject to reasonable inspection by representatives of the Seller.

5. Meter Reading and Billing

A. Monthly readings of the master drinking water meter measuring total flow from The

Ponds Development Area to Seller’s WWTF shall be made by the Purchaser and Seller on the last working day of each month. The parties shall reasonably cooperate in scheduling readings. Billings by the Seller shall be mailed to the Purchaser on or before the tenth (10<sup>th</sup>) day of the following month and payment on such bills shall be made by the Purchaser to the Seller on or before the twentieth (20<sup>th</sup>) day of that month at the address provided in Section 10.

B. Infiltration and Inflow: Purchaser will cooperate with Seller and all applicable agencies to eliminate infiltration and inflow into facilities serving The Ponds Development Area. Purchaser shall monitor infiltration and inflow during routine maintenance and review of the collection system and report any findings of the infiltration and inflow to the Seller immediately.

6. Liability of Seller

Except as provided in paragraph 7, the Seller shall not be liable to Purchaser for reasonable interruption in service, or for failure to deliver sewer wastewater processing resulting from the failure of capacity, inability to secure necessary processing materials, breakdown or damage to processing, pumping, transmission, storage or collection facilities, work stoppage or other conditions beyond the control of the Seller.

7. Indemnification

The Seller agrees to indemnify and hold the Purchaser harmless from any and all claims or demands for damages arising out of or which may result from the WWTF and service supplied pursuant to this contract, except as may arise out of or result from facilities under the Purchaser’s ownership and control, and from the use, installation, maintenance, modification and repair of its facilities, and from any and all claims arising from the interruption of service, sewer back-ups, or termination of service arising out of or resulting from its WWTF.

The Purchaser agrees to indemnify and hold the Seller harmless from any and all claims or demands for damages arising out of or which may result from facilities under the Purchaser’s ownership and control, and from the use, installation, maintenance, modification and repair of its facilities and from any and all claims arising from the interruption of service, sewer back-ups, or termination of service arising out of such facilities.

8. Termination and Default

Either party shall have the right to terminate the water service provided to the Purchaser by the Seller in the event that the other party fails to comply with any of the terms and conditions of this contract upon one hundred eighty (180) days’ written notice, such written notice to be provided in accordance with Section 10. In the event the Purchaser fails to pay charges lawfully due to the Seller under the terms of this contract, this shall constitute default of the contract by the Purchaser and the Seller shall have the right to terminate sewer wastewater service. However, such service may be terminated only after reasonable notice to the Purchaser, and the Purchaser shall have a reasonable opportunity after such notice to correct and cure any condition which is cited by the Seller as a cause for termination of sewer wastewater service.

9. Annexation.

Nothing herein changes the parties’ annexation rights pursuant to applicable law provided, however, that Seller shall not initiate a petition for annexation of The Ponds Development Area.

Moreover, the parties agree that all wastewater facilities in the Ponds Development Area are owned by Purchaser and Purchaser would need to convey such assets to Seller in order for Seller to assume ownership thereof.

10. Enforcement and Attorneys' Fees

In the event that either party to this contract shall bring a claim to enforce any rights hereunder, the prevailing party shall be entitled to recover costs and reasonable attorneys' fees incurred as a result of such claim.

11. Notices

All notices hereunder must be in writing and shall be deemed validly given if delivered personally or if sent by certified mail, return receipt requested, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

If to Seller:                      City of St. Francis  
   Attn: City Administrator  
   4058 St. Francis Blvd. NW  
   St. Francis, MN 55070

If to Purchaser:                      City of Oak Grove  
   Attn: City Administrator  
   19900 Nightingale Street NW  
   Oak Grove, MN 55011

12. Authority

Each of the individuals executing this contract on behalf of the Seller or the Purchaser represents to the other party that such individual is authorized to do so.

13. Binding Effect.

This contract shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.

14. Complete Contract; Amendments.

This contract constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this contract must be in writing and executed by both parties.

15. Governing Law.

This contract shall be construed in accordance with the laws of the State of Minnesota.

16. Severability.

If any term of this contract is found to be void or invalid, such invalidity shall not affect the remaining terms of this contract, which shall continue in full force and effect.

17. Termination of Previous Agreement

Upon execution of this contract, the contract between Seller and Purchaser dated March 25, 2019 is terminated and replaced by this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

SELLER:

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Joe Muehlbauer  
Mayor

By: \_\_\_\_\_  
Jenni Wida  
City Clerk/Treasurer

PURCHASER:

CITY OF OAK GROVE

By: \_\_\_\_\_  
Weston Rolf  
Mayor

By: \_\_\_\_\_  
Britt Pease  
Deputy City Clerk

STATE OF MINNESOTA)



)SS  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Joe Muehlbauer and Jenni Wida, the Mayor and City Clerk/Treasurer, respectively, of the City of St. Francis, on behalf of the City.

\_\_\_\_\_  
Notary Public

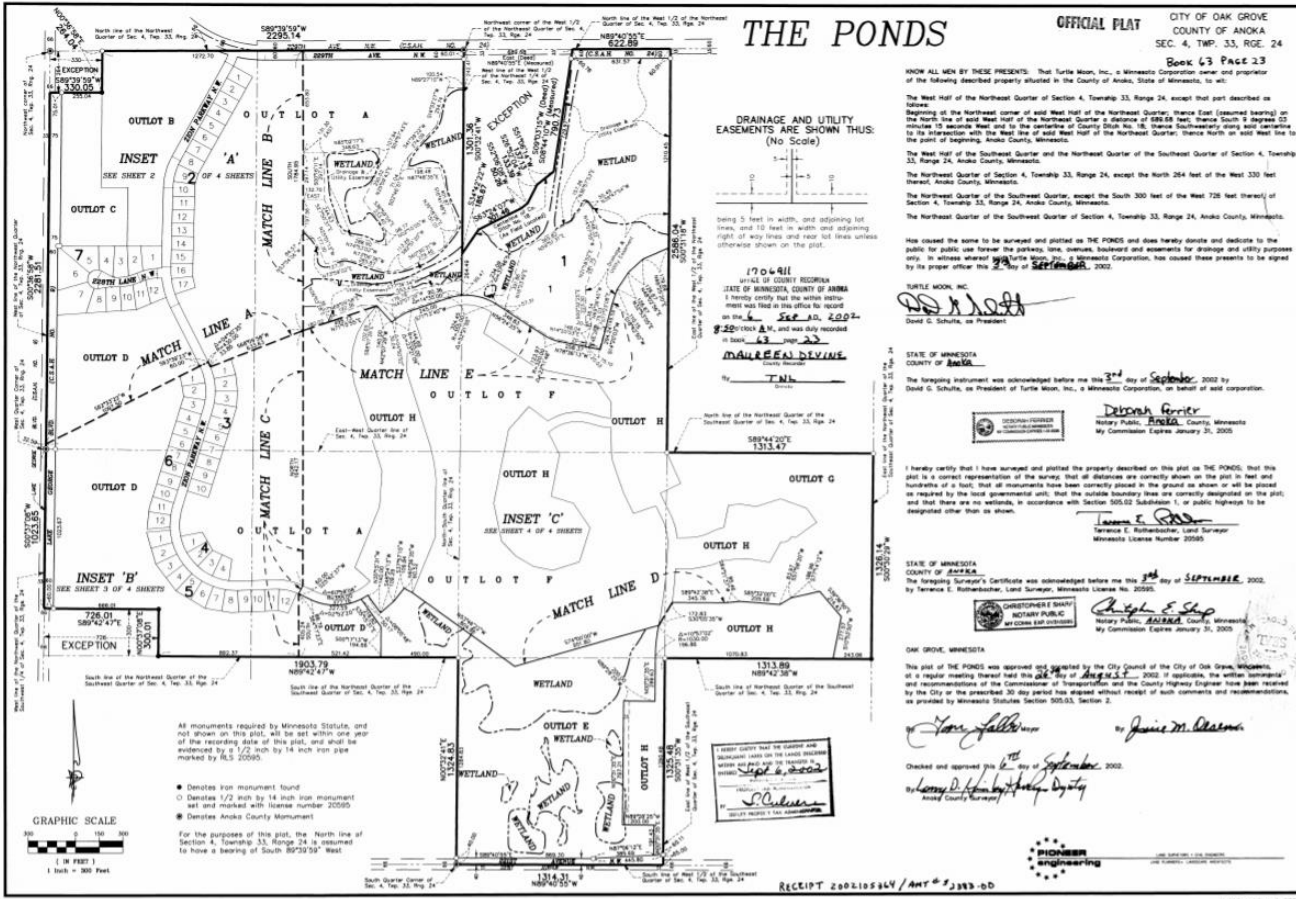
STATE OF \_\_\_\_\_ )  
  )SS  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Weston Rolf and Britt Pease, the Mayor and Deputy City Clerk, of the City of Oak Grove, on behalf of said City.

\_\_\_\_\_  
Notary Public

EXHIBIT A

LEGAL DESCRIPTION FOR THE PONDS



(Added by Agreement on     /    /24)

PID 04-33-24-44-0001

SE1/4 OF SE1/4 OF SEC 4 TWP 33 RGE 24, EX RD, SUBJ TO EASE OF REC

**EXHIBIT B**

*Agenda Item # 4D.*

**WATER SERVICE AND PURCHASE AGREEMENT**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day or \_\_\_\_\_ 2024, hereinafter referred to as "Effective Date," by and between the City of Saint Francis, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as "Seller," and the City of Oak Grove, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as "Purchaser."

WHEREAS, on July 29, 2002, the Seller and Purchaser entered into a Sewer Wastewater Service and Purchase Agreement with a term of twenty-five and which described the relationship between the Seller and Purchaser related to providing water service for area of the city of Oak Grove described as The Ponds development; and

WHEREAS, the Purchaser and Seller also previously entered into a Water Services and Purchase Agreement dated July 29, 2002 with a term of twenty years which described the relationship between the Seller and Purchaser related to the water distribution for The Ponds Development; and

WHEREAS, the parties desire to extend both agreements and sync the terms of both agreements to expire on December 31, 2049.

WITNESSETH:

That the said parties, in consideration of the mutual covenants and agreements hereinafter set forth, have agreed to and with each other as follows:

1. Term of Contract

A. This contract shall be for an initial term from the date of the Effective Date listed above until December 31, 2049 (the "Initial Term"), unless terminated earlier as hereinafter provided.

B. Unless terminated in writing by Purchaser or Seller, based upon an uncured event of default of either party, this Contract shall be automatically renewed for successive five (5) year terms after the Initial Term ("Renewal Terms") with the final Renewal Term terminating on December 31, 2049. Such written notice to terminate the Contract by Purchaser or Seller must be provided in accordance with Paragraph 9 of this Contract.

2. Water Service

A. Seller hereby agrees to allow Purchaser to connect to Seller's water distribution system in order to provide public water service to the *The Ponds* as described in Exhibit A and depicted in Exhibit B attached hereto (the "Development"). Such water service to the Development ("Water Service") shall be provided at the rates specified in Section 3

below. The quality of this water shall equal the quality of water supplied by Seller to its other consumers; provided, however, that Seller makes no representations, express or otherwise, as to the quality of water provided to the Purchaser.

B. Water Service under this Contract shall be purchased in the name of the Purchaser, and not a separate entity. The Purchaser will be responsible for payment to the Seller for the Water Service.

C. A water service district shall be established which shall encompass the Development. Water Service will be provided only to the Development as provided in this Contract. The Development area may be expanded to include other property by mutual written agreement of the Parties.

D. Water service shall be limited to residential uses, uses related to the golf course facilities within the Development, and any public facilities owned and operated by Purchaser or any department thereof, and shall not include general commercial or industrial uses. The responsibility for enforcement of this provision rests with the Purchaser.

E. There shall be no individual private wells located within the Development, except the golf course irrigation well and any City park irrigation systems. No irrigation wells shall be used for potable water purposes. All potable water within the Development shall exclusively be provided under the terms and conditions of this Contract.

3. Rates

A. Subject to paragraph C of Section 3, Seller hereby agrees to provide the Water Service to Purchaser at a rate that shall always be equal the rate charged residential users in St. Francis for public water service, per one thousand (1,000) gallons of water, as measured through the master water meter (the "Metered Rate"). The Purchaser shall also pay a base rate equal to the number of equivalent connections, times the base rate charged to the residents of the Seller (the "Base Rate"). The Base Rate as of the Effective Date is based on 208 connections. Additional connections shall be added to the Base Rate when the Purchaser authorizes the first building permit in any development occurring within the Development. Connections shall be removed from the Base Rate when the connection is capped as part of the demolition of the associated primary structure.

B. Subject to paragraph C of Section 3, it is further agreed that Metered Rate and Base Rate may be adjusted, to reflect the increased costs of Seller's water production, including cost of power, water treatment, water treatment chemicals and other direct and indirect costs related to the production of water. These adjustments shall further reflect overall increases in direct, indirect, administrative and other costs of water production, including, but not limited to: labor; supplies; construction; repair; improvement; fuel; power; transportation; employee benefits; contractual services; replacement; treatment plant construction and maintenance; and general administrative expenses. Seller will provide written notice of any proposed rate or fee adjustment of 10% or more to Purchaser at least forty-five ( 45) days prior to the proposed

effective date of such adjustment, and shall afford Purchaser the opportunity to comment. Seller acknowledges and agrees that Purchaser may notify all water users in The Development of any proposed rate adjustments, and that such users will also be afforded a reasonable opportunity for comment.

C. It is understood between the parties that in order for Seller to supply the Water Service at the volume and pressure requested by Purchaser, and otherwise fulfill its obligations and responsibilities under the Contract, it may be necessary for Seller to dedicate financial and/or capital improvements and/or modifications to its public water system. It is further mutually agreed, notwithstanding any contrary provision or provisions, that in the event that Seller makes the determination, in Seller's discretion, that the water provided to its consumers, including Purchaser, needs to be treated, or that the Seller's water facilities need to be modified, changed or improved for the benefit of all users, including Purchaser, Purchaser agrees to share all costs necessary to achieve those objectives proportionally, based on the percentage of Purchaser's equivalent connections in relation to the total equivalent connections of Seller, Purchaser and any other users of Seller's public water facilities.

D., The Purchaser shall pay to the Seller a Water-Access Charge ("WAC") at a rate that shall always be equal to the then in effect WAC charged to builders in St. Francis for each equivalent water connection for Water Service.

4. Water System Facilities

A. The Water Service delivered to Purchaser by Seller shall be measured by a single master meter, with the cost of said meter, including furnishing, installation including replacement, and maintenance, to be borne by, and be the responsibility of, the Purchaser. Prior to performing work related to the installation, replacement, and maintenance of the water meter, Seller shall receive written consent from Purchaser to the cost thereof, such consent not to be unreasonably withheld. The Seller shall own and retain title to said meter. The Seller obtained an easement form the Purchaser for access to the Development to allow installation including replacement, maintenance and reading of the meter and such easement is included in Exhibit     .

B. The Purchaser shall be responsible for the operation, repair and maintenance of the water distribution system within the Development to be served by the Water Service. All such equipment and facilities within the Development shall conform to the applicable laws and regulations of the State of Minnesota and the United States, including the Minnesota Department of Health. Purchaser shall also be responsible for all testing and all analytical work for the water distribution system within the Development, as required by the Minnesota Department of Health.

C. The Purchaser shall keep reliable records of water main construction and number of connections, and such records shall be subject to reasonable inspection by representatives of the Seller.

D. The expense of the connection point or points on the Seller's public water facilities shall be borne by Purchaser.

E. The Purchaser shall cooperate with the Seller to provide additional water main looping from the Development to the existing public water system within the territorial limits of the Seller for the purpose of enhancing fire flows, providing greater reliability and providing better water quality. Such additional looping shall substantially follow the design attached as Exhibit C to this Contract.

5. Water Shortage

In the event Seller determines to impose a water ban or similar restrictions upon usage of its public water system within its territorial limits, such water ban or restrictions shall also apply to the Water Service provided to Purchaser hereunder, and Purchaser shall be obligated to enforce such water ban or restrictions within its territorial jurisdiction to the same extent as Seller.

6. Meter Reading and Billing

Monthly readings of the master meter described in Section 4(A) above shall be made by the Seller on the last working day of each month. Billings by the Seller shall be mailed to the Purchaser on or before the tenth (10<sup>th</sup>) day of the following month and payment on such bills shall be made by the Purchaser to the Seller on or before the thirtieth (30<sup>th</sup>) day of that month at the address provided in Section 11. Purchaser agrees that Seller shall only credit Purchaser for Water Service used by firefighters of the City of Oak Grove provided such use is documented in writing to Seller.

7. Liability of Seller

The Seller shall not be liable for reasonable interruption in service, or for failure to deliver Water Service hereunder resulting from the failure of supply, inability to secure necessary processing materials, breakdown or damage to processing, pumping, transmission, storage or distribution facilities, work stoppage or other conditions beyond the control of the Seller.

8. Indemnification

The Purchaser agrees to indemnify and hold the Seller harmless from any and all claims or demands for damages arising out of or which may result from the Water Service supplied pursuant to this Contract, from the use, installation, maintenance, modification and repair of its facilities and from any and all claims arising from the interruption of service or termination of service, except to the extent such claims, demands, or damages are the result of intentional misconduct or gross negligence on the part of the Seller, its agents or assigns.

9. Termination and Default

Either party shall have the right to terminate this Contract in the event that the other party fails to comply with any of the terms and conditions of this Contract upon three hundred sixty- five (365) days written notice to the defaulting party provided in accordance with Section 11. In the event the Purchaser fails to pay charges lawfully due to the Seller under the terms of this Contract, this shall constitute an event of default under the Contract by the Purchaser and the Seller shall have the right to terminate Water Service upon thirty (30) days' written notice. The Contract may be terminated only after such notice is provided to the defaulting party, and the defaulting party shall have a reasonable opportunity after such notice to correct and cure any condition which is cited by the other party as a cause for termination of the Contract. Upon such cure, Water Service shall continue in accordance with the terms of this Contract.

10. Enforcement and Attorneys' Fees

In the event that either party to this Contract shall bring a claim to enforce any rights hereunder, the prevailing party shall be entitled to recover costs and reasonable attorneys' fees incurred as a result of such claim.

11. Notices

All notices hereunder must be in writing and shall be deemed validly given if delivered personally or if sent by certified mail, return receipt requested, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

If to Seller: City of St. Francis  
23671 St. Francis Blvd, P0730  
St. Francis, MN 55070  
Attn: City Administrator

If to Purchaser: City of Oak Grove  
19900 Nightingale Street N.W.  
Oak Grove, MN 55011  
Attn: City Administrator

12. Authority

Each of the individuals executing this Contract on behalf of the Seller or the Purchaser represents to the other party that such individual is authorized to do so.

13. Binding Effect.

This contract shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.

14. Complete Contract; Amendments.



This contract constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification or amendment to this contract must be in writing and executed by both parties.

15. Governing Law.

This contract shall be construed in accordance with the laws of the State of Minnesota.

16. Severability.

If any term of this contract is found to be void or invalid, such invalidity shall not affect the remaining terms of this contract, which shall continue in full force and effect.

17. Termination of Previous Agreement

Upon execution of this contract, the contract between Seller and Purchaser dated July 29, 2002 is terminated and replaced by this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

SELLER:

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Joe Muehlbauer  
Mayor

By: \_\_\_\_\_  
Jenni Wida  
City Clerk/Treasurer

PURCHASER:

CITY OF OAK GROVE

By: \_\_\_\_\_  
Weston Rolf  
Mayor

By: \_\_\_\_\_  
Britt Pease  
Deputy City Clerk

**EXHIBIT A**

**LEGAL DESCRIPTION FOR DEVELOPMENT:**

Lot 1, Block 1, Lots 1-17, Block 2, Lots 1-10, Block 3, Lots 1-4, Block 4, Lots 1-12, Block 5, Lots 1-12, Block 6, Lots 1-12, Block 7, and Outlots A through H, The Ponds, according to the recorded plat thereof, Anoka County, Minnesota.

and

(Added by Agreement on \_\_\_/\_\_\_/24)

PID 04-33-24-44-0001

SE1/4 OF SE1/4 OF SEC 4 TWP 33 RGE 24, EX RD, SUBJ TO EASE OF REC



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Anoka County Recycling Agreement  
**DATE:** November 4, 2024

---

### **OVERVIEW:**

Annual contract with Anoka County to receive SCORE (Select Committee on Recycling and the Environment) funds to be used for recycling activities. Anoka County sets a tonnage goal for St. Francis that coincides with the state recycling goal. The State of MN has an overall goal to recycle 75% of all total solid waste generated by 2030. The 2025 residential recycling goal is 1000 ton or more.

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

Council to approve the Mayor to sign the 2025 recycling contract with Anoka County.

### **BUDGET IMPLICATION:**

None. The City receives SCORE funds from Anoka County to implement the City recycling program to ensure recycling goals are met.

### Attachments:

- The 2025 Anoka County Recycling Contract with St. Francis



# Anoka County

## HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

October 22, 2024

City of St. Francis  
Attn: Joe Muehlbaur  
23340 Cree Street NW  
St. Francis, MN 55070

Dear Mr. Muehlbaur:

Enclosed is your 2025 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

[Angela.Rodine@co.anoka.mn.us](mailto:Angela.Rodine@co.anoka.mn.us)

**or**

Angie Rodine  
County of Anoka  
2100 3rd Avenue, 5th Floor  
Anoka, MN 55303

***PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.***

**CERTIFICATE OF LIABILITY INSURANCE - Required**

No insurance information is required for this contract.

**CONTRACTOR INFORMATION SHEET - Required**

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine  
Administrative Assistant, Planning and Operations Support Services

Anoka County Contract # C0011025

**2025 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM**

**THIS AGREEMENT** made and entered into on the 1st day of January 2025, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF ST FRANCIS, hereinafter referred to as the "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2025 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

**WHEREAS**, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2025; and

**WHEREAS**, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,620,370.50; and

**WHEREAS**, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

**WHEREAS**, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste**

**Abatement Grant Funding Application** submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2025, through December 31, 2025, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
  - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
  - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
  - c. "Community Partner" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2025, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$40,755.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2025 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

**The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.** The Municipality shall be provided documentation of the Grant Program funding award determination and rationale as indicated by the 2025 Grant Program Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 883 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
- a. The Municipal recycling program shall include the following components:
- i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
  - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
  - iii. The Municipality shall implement a public information program that contains at least one of the following components:
    - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
    - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
    - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
  - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
  - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
  - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
  - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
  - iv. Organize and manage a Full-Service Recycling Drop-off Center.
  - v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
  - vi. Develop additional opportunities for source-separated compostable materials collection.
  - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
  - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
  - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
  - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.



- g. Pursuant to Minn. Stat. §§ 115A.46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:
- a. June 2, 2025 – Deadline for submitting via Re-TRAC the 2026 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
  - b. July 11, 2025 – Deadline for submitting via Re-TRAC the 2025 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
  - c. July 31, 2025 – Deadline for submitting via Re-TRAC the 2025 January – June Anoka County Municipal Tonnage Report Form and all required attachments
  - d. November 14, 2025 – Deadline for submitting via DocuSign the signed 2026 Agreement for Residential Recycling Program
  - e. January 9, 2026 – Deadline for submitting via Re-TRAC the 2025 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
  - f. January 30, 2026 – Deadline for submitting via Re-TRAC the 2025 July – December Anoka County Municipal Tonnage Report Form and all required attachments
  - g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
    - Municipality is required to follow application instructions
    - Municipality must refer to list of eligible expenses when completing the application
    - Municipality is required to upload in Re-TRAC a complete and accurate 2025 Staffing Metric and Drop-off Calculator
    - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
  - h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
    - Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
  - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2025 Municipal Waste Abatement Grant Funding Application
  - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
  - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
  - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form, using set categories in Re-TRAC**, the:
- Municipality is required to follow tonnage report form instructions
  - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
  - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
  - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
  - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
  - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
  - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
  - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

**IN WITNESS WHEREOF**, the parties hereunto set their hands.

**CITY OF ST. FRANCIS**

**COUNTY OF ANOKA**

By: \_\_\_\_\_  
 Joe Muehlbauer  
 Mayor

By: \_\_\_\_\_  
 Cindy Cesare, Chief Officer  
 Anoka County Human Services

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

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

By: \_\_\_\_\_  
 Kate Thunstrom  
 City Administrator

By: \_\_\_\_\_  
 Jim Dickinson  
 County Administrator

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

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

Approved as to form and legality:

Approved as to form and legality:

By: \_\_\_\_\_

By: \_\_\_\_\_  
 Kurt Deile  
 Assistant County Attorney

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

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



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, Deputy Administrator-City Clerk  
**SUBJECT:** Refuse Hauler License Application – Curbside Waste  
**DATE:** November 4, 2024

### **OVERVIEW:**

Curbside Waste from Brooklyn Park, MN has submitted a Refuse Hauler License. They have met the insurance requirements according to city code and have submitted a rate schedule.

They city currently has 4 active refuse hauler licenses.

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

Approve the Refuse Hauler License for Curbside Waste.

### **BUDGET IMPLICATION:**

N/A

Attachments:

- Rate schedule

**REFUSE HAULER LICENSE APPLICATION**

January 1, 20\_\_ to December 31, 20\_\_

10/16/24 - 12/31/24

Fee: \$200 + \$50/truck

<b>BUSINESS NAME:</b> Curbside Waste, Inc.	
<b>STREET NAME:</b> 18150 118th Ave N, Dayton, MN 55369	<b>MAILING ADDRESS:</b> PO Box 43067, Brooklyn Park, MN 55443
<b>OWNERS NAME:</b> Chad Master	<b>BUSINESS PHONE:</b> 763-504-2872
<b>HOME PHONE:</b> 763-464-2606	<b>EMAIL ADDRESS:</b> customerservice@curbsidewaste.com

**Make and License Number of vehicles to be used in City including Recycling Trucks:**

CW 104 - 2023 Mack - YCG2720	\$50.00
CW 106 - 2024 Mack - YCF5081	\$50.00
	\$50.00
	\$50.00
	\$50.00
	\$50.00

**6-6-4: HAULER LICENSEE REQUIREMENTS:**

- A. Hauler licenses shall be granted only upon the condition that the licensee have water-tight, packer-type vehicles in good condition to prevent loss in transit of liquid or solid cargo, that the vehicle be kept clean and as free from offensive odors as possible and not allowed to stand in any street longer than reasonably necessary to collect garbage or refuse, and that the same be dumped or unloaded only at the designated sanitary land-fill or RDF plant, and strictly in accordance with regulations relating thereto.
- B. Before a garbage and refuse hauler's license shall be issued, the applicant shall file with the City Clerk evidence that he has provided public liability insurance on all vehicles in at least the sum of \$100,000.00 for the injury of one person, \$300,000.00 for the injury of two or more persons in the same accident, and \$50,000.00 for property damages.
- C. Licensees shall deliver all refuse to the designated sanitary land-fill or RDF plant.

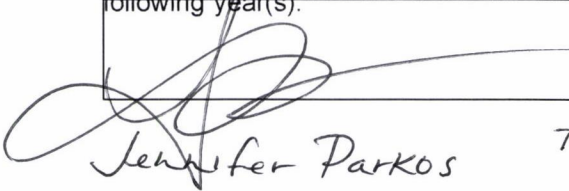
- D. The Council, in the interest of the maintaining healthful and sanitary conditions in the City, hereby reserves the right to specify and assign certain areas to all licensees, and to limit the number of licenses issued.
- E. Each applicant shall file with the City Clerk, before a garbage and refuse hauler's license is issued or renewed, a schedule of proposed rates to be charged by them during the licensed period for which the application is made. The schedule of proposed rates, or a compromise schedule thereof, shall be approved by the Council before granting the license. Nothing herein shall prevent a licensee from petitioning the Council for review of such rates during the licensed period, and the Council may likewise consider such petition and make new rates effective at any time. No licensee shall charge rates in excess of the rates approved by Council.
- F. All licensees shall comply with all applicable statutes and County ordinances.

**RESIDENTIAL RATES:**

**INCLUDE A LIST OF RATES THAT WILL BE CHARGED FOR THE LICENSE PERIOD YOU ARE APPLYING FOR**

By signing below, you are stating that you understand that the City of St. Francis is requesting tonnage reports by the 10<sup>th</sup> of each month. Please send tonnage reports to [SFPublicWorks@stfrancismn.org](mailto:SFPublicWorks@stfrancismn.org).

If you do not comply with this request, the City has the right to refuse renewal of license for the following year(s).

SIGNATURE	DATE	TITLE
	10/16/24	President

Jennifer Parkos 763 843 8898 jenny@curbsidewaste.com

FOR CITY USE ONLY

Receipt #	Date:	License #
Sales Tax Form:	Workers Comp Form:	





# CERTIFICATE OF LIABILITY INSURANCE

Agenda Item # 4F.  
10/16/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Commercial Insurance Associates, LLC 103 Powell Court, Ste 200 Brentwood TN 37027		<b>CONTACT NAME:</b> Blair King <b>PHONE (A/C, No, Ext):</b> 615-515-6000 <b>FAX (A/C, No):</b> 615-515-6001 <b>E-MAIL ADDRESS:</b> blair.king@com-ins.com	
<b>INSURED</b> Curbside Waste, Inc 7211 Winnetka Ave. North Brooklyn Park MN 55428	MTLCOMP-01	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A:</b> Crum & Forster Specialty Ins.	44520
		<b>INSURER B:</b> Axis Surplus Insurance Co	26620
		<b>INSURER C:</b> National Union Fire Insurance Company of Pittsburgh	19445
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**                                      **CERTIFICATE NUMBER: 492828620**                                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		EPK-147985	6/1/2024	6/1/2025	EACH OCCURRENCE     \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)     \$ 500,000 MED EXP (Any one person)     \$ 10,000 PERSONAL & ADV INJURY     \$ 1,000,000 GENERAL AGGREGATE     \$ 2,000,000 PRODUCTS - COMP/OP AGG     \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AL 5774661	6/1/2024	6/1/2025	COMBINED SINGLE LIMIT (Ea accident)     \$ 2,000,000 BODILY INJURY (Per person)     \$ BODILY INJURY (Per accident)     \$ PROPERTY DAMAGE (Per accident)     \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED     RETENTION \$		EFX-125438	6/1/2024	6/1/2025	EACH OCCURRENCE     \$ 1,000,000 AGGREGATE     \$ 1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)     Y / N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		WC 080878422	6/1/2024	6/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT     \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE     \$ 2,000,000 E.L. DISEASE - POLICY LIMIT     \$ 2,000,000
B	Excess Auto Liability		P-001-003749913-01	6/1/2024	6/1/2025	Limit     \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  City of Saint Francis 23340 Cree St NW Saint Francis MN 55070 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--



# CITY COUNCIL AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Personnel Policy Updates  
**DATE:** November 4, 2024

**OVERVIEW:**

To ensure that our Personnel policies remain relevant staff will continue to review and suggest updates. All items would be effective immediately. For the 2024 updates, the following language updates are proposed:

**Section 1 – Definitions**

Add: "ELECTION JUDGES" – shall be identified as temporary employee who is not eligible for city benefits with the exception of ESST for work performed in excess of 80 hours per year.

**Section 3- Citywide work rules/ code of conduct**

Update:

**ABSENCE PROCEDURE**

Employees who are absent from work are required to notify their supervisor as soon as possible in advance of their absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should contact the City Administrator or a Deputy Administrator. leave a message with their direct supervisor, or his/her designee, including a telephone number where he/she can be reached or contact any other individual as may be designated by the supervisor. Abuse of this policy shall be grounds for disciplinary action (see Discipline Policy). Departments may establish more specific reporting procedures.

:

**Section 6 – Benefits**

Update to Health, Dental, Life, Short and Long-Term Disability:

An employee can elect to continue coverage while on leave of absence without pay. However, during this period, the employee shall be responsible for all dependent premiums due. Employee coverage will be maintained by the city up to a 12 week leave.

|

Employees will be covered by the statutory paid leave program effective January 1, 2026. The City will pay the fifty percent (50%) premium required by Minn. Stat. Sec 268B.14 and the employee will pay 50% of the premium.

Update/Addition to Wellness Policy Including Public Safety Duty Disability

Additional health and wellness initiatives that are supported by the city include training, education and opportunities that will work and support all employees on prevention in major health issues. The city will participate in wellness initiatives and screenings that will be informative for all employees. If at any time an employee learns of an issue or concern, it is the responsibility of the employee to work with their healthcare provider/system. The city does not continue to treat or manage identified or diagnosed health care concerns through these initiatives or screenings.

**Section 8 – Hours of Work**

Update:

Normal City Hall office hours are., Monday through Thursday, 7:00 a.m. to ~~5~~:30 p.m. and Friday 7:00 a.m. to 11:00 a.m., unless otherwise stated by the department head, subject to City Administrator approval. A regular workday shall be 10 hours vary by the employees designated work schedule.

### Section 9 - Leaves

Vacation - removed pre 2024 vacation schedule table.

#### VACATION

- ▲ Unless as otherwise approved by the City Council or contained in a collective bargaining agreement, vacation leave shall be accrued per pay period by all regular and probationary employees pursuant to the following schedule:

~~Table effective until midnight, 12/31/2023. Vacation time for permanent full-time employees shall be credited during each two-week pay period. Employees will receive credit for vacation time at the following rates based on years of service:~~

<del>Years of Service</del>	<del>Days/Year</del>	<del>Hrs/Pay Period</del>	<del>Max Accumulation</del>
<del>0-5</del>	<del>10</del>	<del>3.077</del>	<del>120</del>
<del>6-10</del>	<del>15</del>	<del>4.615</del>	<del>180</del>
<del>11</del>	<del>16</del>	<del>4.923</del>	<del>180</del>
<del>12</del>	<del>17</del>	<del>5.231</del>	<del>180</del>
<del>13</del>	<del>18</del>	<del>5.538</del>	<del>180</del>
<del>14</del>	<del>19</del>	<del>5.846</del>	<del>180</del>
<del>15+</del>	<del>20</del>	<del>6.154</del>	<del>180</del>

~~A vacation day is calculated based on the employee's straight time pay rate times the number of hours the employee would have otherwise worked on that day.~~

The Personnel Committee pointed out that our parental leave policy was more restrictive and not aligned with Earned Sick and Safe Leave per State care definitions.

#### PARENTING LEAVE

- A. Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed twelve weeks, and must begin not more than six (6) weeks after the birth or adoption of the child.
- B. Employees ~~are not required to use~~ may use EESL sick leave during parental leave ~~but may use sick leave at their option~~ for any period of this leave they are unable to work due to medical reasons ~~or in order to care for their spouse or child~~. ~~In addition, sick leave of up to three (3) days for a normal delivery and four (4) days for caesarean may be requested by employees in order to take their spouse to the hospital for delivery and during the days immediately following the birth including bringing the spouse and child home.~~

**Section 10 – Separation from Service**

Update to clarify section on Severance Pay timeframes

The payment for accrued sick leave shall be applied towards the Employee's Minnesota State Retirement Health Care Savings Plan.

Up to 8 years of service	50% of accrued sick leave
<del>9-8 years 1 day</del> to 16 years of service	65% of accrued sick leave
<del>17-16 years 1 day years</del> or more of service	80% of accrued sick leave

**Section 14 – Other Information**

Updated our Non-DOT Drug and Alcohol Testing and Drug Free Workplace Policy to align with LMC, State law and update requirements due to legalization of THC and CBD drugs.

**ACTION TO BE CONSIDERED:**

Council is requested to review and approve suggested updated policy language.

Attachments: none



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jessica Rieland, Community Development Director  
**SUBJECT:** Residential Dog Kennel License Application  
**DATE:** November 4, 2024

**OVERVIEW:**

A private kennel shall be identified as a place where more than 3 dogs over six months of age are kept for private enjoyment and monetary gain, provided such animals are owned by the owner or the lessee of the premise on which they are kept.

Staff has reviewed the application and recommends approval.

**ACTION TO BE CONSIDERED:**

Consider approval of the Residential Dog Kennel License Application

Attachments:

- Application



License No.	
Homebased	\$70.00 per year
Commercial	\$90.00 per year

**RESIDENTIAL DOG KENNEL LICENSE APPLICATION**

Applicable City Codes Chapter 6-7, Chapter 10-63 and Chapter 8-3

PROPERTY INFORMATION	Date of Approved Interim Use Permit (IUP) <i>July 1, 2024</i>		SIZE IN ACRES: <i>8.9</i>	
	Property is required to be a minimum of 5 acres			
PROPERTY OWNER	SITE ADDRESS: <i>23640 Nacre St. NW Elk River MN 55330</i>			
	NAME: <i>James Helget</i>			
	ADDRESS: <i>23640 Nacre St. NW</i>			
	CITY: <i>Elk River</i>	STATE: <i>MN</i>	ZIP: <i>55330</i>	
	PHONE: <i>763.232.6559</i>	EMAIL: <i>jrhelget@gmail.com</i>		
	APPLICANT (if different from owner)	COMPANY: <i>Darling Doxies</i>		CONTACT PERSON: <i>Nicole Brausen</i>
ADDRESS: <i>23640 Nacre St. NW</i>				
CITY: <i>Elk River</i>		STATE: <i>MN</i>	ZIP: <i>55330</i>	
PHONE: <i>763.273.3019</i>		EMAIL: <i>coliepooh@gmail.com</i>		
BUSINESS INFORMATION		BUSINESS NAME: <i>Darling Doxies</i>		
		ADDRESS: <i>23640 Nacre St. Elk River MN</i>		
	PHONE: <i>763.273.3019</i>	WEBSITE: <i>DarlingDoxies.net</i>		

INFORMATION ON DOGS (attach a separate sheet of paper if more room is necessary to complete full list)

BREED	COLOR and MARKINGS	AGE	PREDOMINANT SEX	RABIES NO & EXP DATE	LICENSE NUMBER
dachshund	Black	1.5	female	11/30/2025 15423	
dachshund	light Brown	2.5	female	11/30/2025 15342	
dachshund	light Brown	1	female	11/30/2025 15341	
dachshund	Brown	2	female	11/30/2025 15340	
dachshund	Black	2	female	11/30/2025 15339	

→  
more  
attached

For residential kennels, proof of current rabies vaccination must be provided annually for each dog(s) living on the premises.

**Sanitary Conditions:**

Describe what methods will be utilized to keep the premises and/or kennel area in a clean and sanitary condition.

dog poop is scooped up daily and deposited into the garbage which is removed weekly

**Nuisance Dog:**

Any dog which by frequent and habitual howling, yelping, barking or other that shall cause serious annoyance or disturbance to any person or to the neighborhood is considered a nuisance dog. Describe the methods that will be used to ensure that the dogs on the property will maintain the peace within the surrounding neighborhood, as required by City Code.

They are either brought indoors or they will wear a bark correcting vibration collar

**Housing, Fencing and Run Information:**

The owner of any dog shall keep the dog(s) under restraint at all times. Dogs must be on a leash of not more than six (6) feet in length, or confined to the owner's property by adequate enclosure or fencing. In the space provided below, describe and draw the proposed location, size and type of structures that will be used to house and/or keep the animals on the premises.

we have 4 & 6 foot fencing for all outdoor dog areas.

Updated 12/2021



Continue on next page

Five horizontal lines for drawing or notes.

**Draw a site plan or attach a separate survey with all necessary details:**

A hand-drawn site plan within a rectangular border. It features a central rectangular structure labeled 'pole barn'. To its left is a dashed line labeled 'fence'. To its right is a structure labeled 'house' with a triangular roof. Further to the right is another dashed line labeled 'fence' with an arrow pointing to it.

I understand that the kennels shall be kept in a clean and healthful condition at all times and shall be open to inspection by any health officer, sanitarian, animal control officer or other person charged with the enforcement of this ordinance, or any health or sanitary regulations of this city, at all reasonable times.

Nicole Brausen  
Print Name

Nicolaj Brauser  
Signature of Applicant

July 1, 2024  
Date

R Helgot  
Signature of Owner (if different than applicant)

July 1, 2024  
Date

APPROVALS:

Planning and Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Date of CUP/IUP: \_\_\_\_\_ Verification of License by Police: \_\_\_\_\_

Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 12/2021

dachshund	Brown	2	female	11/30/2025 15424
dachshund	Brown & white	3.5	female	11/30/2025 15425
dachshund	Brown	6 mo.	male	11/30/2025 15426
dachshund	Brown	1 yr	male	06/22/2025 14124



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, Deputy Administrator-City Clerk  
**SUBJECT:** Conditional Offer of Employment – Facility Technician  
**DATE:** November 4, 2024

---

### **OVERVIEW:**

On September 16, 2024, the City Council approved posting of the Facility Technician position. The position was posted from September 18, 2024, through October 7, 2024. The candidate pool was small and after scheduling interviews and having some candidates withdraw we decided to open the job posting again and conduct more interviews. The job posting was opened again from October 16, 2024 through October 27, 2024.

During the hiring process, it's been determined that Trevor Turner is the top candidate for the position. On October 30, 2024, a conditional offer of employment was extended to Trevor which is contingent upon City Council approval and a thorough background investigation. Trevor was offered to start at grade 3, step 4 of the city pay scale which was based on prior experience and qualifications. The conditional offer was accepted by Trevor on October 30, 2024. His start date will be November 19, 2024.

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

Motion to authorize hiring Facility Technician Trevor Turner at grade 3, step 4 of the City pay scale contingent upon the successful completion of a background check.

### **BUDGET IMPLICATION:**

The Facility Technician position is replacing the budgeted contract for cleaning services.



**CITY COUNCIL  
AGENDA REPORT**

---

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Appointment Amendment  
**DATE:** November 4, 2024

---

**OVERVIEW:**

Staff has been directed to update the 2024 appointment list to include Councilmember Crystal Kreklow as the ISD 15 School Liaison.

**ACTION TO BE CONSIDERED:**

Council to approve the updated 2024 appointment list

Attachments:

- Resolution 2024-39 Appointments

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

**RESOLUTION 2024-39**

**A RESOLUTION APPROVING THE APPOINTMENTS FOR 2024**

- Mayor Pro Tem: Kevin Robinson, Council Member
- City Assessors: Erik A. Skogquist, SAMA  
Mary Wells, CMA
- City Attorney: Barna, Guzy & Steffen, Ltd.
- City Engineer: Hakanson Anderson
- Planning Consultants: Hoisington Koegler Group Inc. (HKGI)
- Health Care Services: Allina Medical Clinic – Cambridge
- Weed Inspector: Joseph Muehlbauer, Mayor
- Assistant Weed Inspector: Paul Carpenter, Public Works Director
- Emergency Management Director: Todd Schwieger, Police Chief
- Anoka County Joint Law Enforcement Council:  
Police Chief: Todd Schwieger, Police Chief  
Council Representative: Kevin Robinson, Council Member  
Alt: Kate Thunstrom, City Administrator
- Official Newspaper: Anoka County Union Herald
- Official Public Depository: Village Bank of St. Francis  
Ehlers & Associates  
4M Fund
- Financial Consultant/Bond Underwriter: Ehlers & Associates
- Official Signatures: Joseph Muehlbauer, Mayor  
Kevin Robinson, Mayor Pro Tem  
Kate Thunstrom, City Administrator  
Jennifer Wida, City Clerk  
Darcy Mulvihill, Finance Director  
(2 signatures required)

Council Representatives to Boards/Commissions/Committees:

Planning Commission: Kevin Robinson, Council Member

Charter Commission: Sarah Udvig, Council Member

Independent School District 15 (SFAS): Crystal Kreklow, Council Member

Park Commission: Sarah Udvig, Council Member

Economic Development Authority:  
Council Representative Joe Muehlbauer, Mayor  
Council Representative Crystal Kreklow, Council Member

Upper Rum River Watershed  
Management Organization:  
Resident Members Chris Beyett Resident  
Andrew Wood, Resident

Metropolitan Council: Joseph Muehlbauer, Mayor

Heritage Preservation Commission: City Council

Pioneer Days:  
Council Representative Sarah Udvig, Council Member  
Staff Representative Jenni Wida, City Clerk

Anoka County Fire Protection Council:  
Fire Chief David Schmidt, Fire Chief  
Council Representative Robert Bauer, Council Member  
Alt: Joseph Muehlbauer, Mayor

The motion for the adoption of the foregoing resolution was made by Council Member \_\_\_\_\_  
and was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon,  
the following voted in favor:  
and the following voted against the same:

**ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 4<sup>th</sup> DAY OF NOVEMBER 2024.**

**APPROVED:**

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

**ATTEST:**

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



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
 Danielle Robertson, Accounting Clerk  
**SUBJECT:** Payment of Claims  
**DATE:** November 4, 2024

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$106,852.38 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:

- 11-04-2024 Packet List-\$106,852.38

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 3811 - ANOKA COUNTY TREASURY</b>							
<a href="#">B241017P</a> <a href="#">00037891</a>	ANOKA COUNTY TREASURY OCTOBER 2024 FIBER 101-42110-40321 101-42210-40321 101-43100-40321 101-45200-40321 601-49440-40321 602-49490-40321	10/16/2024 DROBERTSON TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE		225.00 37.50 37.50 37.50 37.50 37.50 37.50	225.00	Open	N 11/04/2024
<a href="#">AR022547</a> <a href="#">00037945</a>	ANOKA COUNTY TREASURY RADIO 402-42210-40581	10/24/2024 DMULVIHILL RADIOS		6,100.56 6,100.56	6,100.56	Open	N 11/04/2024
<a href="#">AR022575 AND AR</a> <a href="#">00037958</a>	ANOKA COUNTY TREASURY MICROPHONE AND STATE ACCESS 101-42110-40237 101-42110-40311	10/24/2024 DMULVIHILL SMALL EQUIPMENT CONTRACT		815.76 95.76 720.00	815.76	Open	N 11/04/2024
Total Vendor 3811 - ANOKA COUNTY TREASURY				7,141.32	7,141.32		
<b>Vendor 6364 - ARTISAN BEER COMPANY</b>							
<a href="#">3721854</a> <a href="#">00037926</a>	ARTISAN BEER COMPANY BEER 609-49751-40252	10/24/2024 CBUSKEY BEER		354.00 354.00	354.00	Open	N 10/24/2024
Total Vendor 6364 - ARTISAN BEER COMPANY				354.00	354.00		
<b>Vendor 2591 - ASPEN MILLS</b>							
<a href="#">341316</a> <a href="#">00037898</a>	ASPEN MILLS HOM - UNIFORM 101-42110-40437	10/21/2024 DROBERTSON UNIFORMS		14.85 14.85	14.85	Open	N 11/04/2024
<a href="#">341628</a> <a href="#">00037947</a>	ASPEN MILLS UNIFORM - BULERA 101-42110-40437	10/24/2024 DROBERTSON UNIFORMS		383.79 383.79	383.79	Open	N 11/04/2024
Total Vendor 2591 - ASPEN MILLS							



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 2591 - ASPEN MILLS</b>							
				398.64	398.64		
<b>Vendor 42 - BARNA, GUZY &amp; STEFFEN</b>							
288565 00037892	BARNA, GUZY & STEFFEN MUNICIPAL 101-41600-40304	09/30/2024 DROBERTSON CIVIL LEGAL FEES		2,015.00 2,015.00	2,015.00	Open	N 11/04/2024
288824 00037893	BARNA, GUZY & STEFFEN 3731 BRIDGE ST PURCHASE 101-41600-40304	09/30/2024 DROBERTSON CIVIL LEGAL FEES		270.00 270.00	270.00	Open	N 11/04/2024
288566 00037894	BARNA, GUZY & STEFFEN PROSECUTION/RETAINER FILE 101-41600-40312	09/30/2024 DROBERTSON CRIMINAL LEGAL FEES		5,300.00 5,300.00	5,300.00	Open	N 11/04/2024
288567 00037895	BARNA, GUZY & STEFFEN GENERAL LABOR 101-41600-40304	09/30/2024 DROBERTSON CIVIL LEGAL FEES		574.00 574.00	574.00	Open	N 11/04/2024
288568 00037896	BARNA, GUZY & STEFFEN COMMUNITY DEVELOPMENT 101-41600-40304	09/30/2024 DROBERTSON CIVIL LEGAL FEES		750.00 750.00	750.00	Open	N 11/04/2024
288569 00037897	BARNA, GUZY & STEFFEN MISCELLANEOUS/NON-RETAINER 101-41600-40304	09/30/2024 DROBERTSON CIVIL LEGAL FEES		3,720.00 3,720.00	3,720.00	Open	N 11/04/2024
<b>Total Vendor 42 - BARNA, GUZY &amp; STEFFEN</b>				<u>12,629.00</u>	<u>12,629.00</u>		

**Vendor 6234 - BARNUM COMPANIES, INC**

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 6234 - BARNUM COMPANIES, INC</b>							
42278 00037901	BARNUM COMPANIES, INC GATE SERVICE AND REPAIR 101-42110-40401 101-43100-40401 101-45200-40401 601-49440-40401 602-49490-40401	10/21/2024 JSHOOK		2,880.59	2,880.59	Open	N 11/04/2024
		BUILDINGS MAINTENANCE		576.11			
		BUILDINGS MAINTENANCE		576.11			
		BUILDINGS MAINTENANCE		576.11			
		BUILDINGS MAINTENANCE		576.11			
		BUILDINGS MAINTENANCE		576.15			
Total Vendor 6234 - BARNUM COMPANIES, INC				2,880.59	2,880.59		
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0205484600 00037905	BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206 609-49751-40251	10/22/2024 CBUSKEY		1,731.33	1,731.33	Open	N 10/22/2024
		FREIGHT		18.43			
		LIQUOR		1,712.90			
0109028900 00037906	BELLBOY CORPORATION BAR SUPPLY MISC/OPERATING 609-49751-40206 609-49751-40254 609-49750-40210	10/22/2024 CBUSKEY		268.22	268.22	Open	N 10/22/2024
		FREIGHT		7.22			
		MISCELLANEOUS MERCHANDISE		24.00			
		OPERATING SUPPLIES		237.00			
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,999.55	1,999.55		
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
118242883 00037878	BREAKTHRU BEVERAGE LIQUOR/NA/WINE 609-49751-40206 609-49751-40254 609-49751-40253 609-49751-40251	10/18/2024 CBUSKEY		977.20	977.20	Open	N 10/21/2024
		FREIGHT		23.20			
		MISCELLANEOUS MERCHANDISE		100.00			
		WINE		488.00			
		LIQUOR		366.00			
118354627 00037932	BREAKTHRU BEVERAGE LIQUOR/WINE 609-49751-40206 609-49751-40253 609-49751-40251	10/25/2024 CBUSKEY		2,512.71	2,512.71	Open	N 10/25/2024
		FREIGHT		62.35			
		WINE		360.00			
		LIQUOR		2,090.36			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
Total Vendor 7244 - BREAKTHRU BEVERAGE				3,489.91	3,489.91		
<b>Vendor 9051 - C. EMERY NELSON, INC</b>							
43033							
00037899	C. EMERY NELSON, INC PREWRAP 602-49490-40229	10/17/2024 DMULVIHILL PROJECT MAINTENANCE		336.08	336.08	Open	N 11/04/2024
Total Vendor 9051 - C. EMERY NELSON, INC				336.08	336.08		
<b>Vendor 7779 - CAPITOL BEVERAGE SALES, L.P</b>							
3054551							
00037959	CAPITOL BEVERAGE SALES, L.P BEER/THC 609-49751-40252 609-49751-40257	10/29/2024 CBUSKEY BEER THC		954.00	954.00	Open	N 10/29/2024
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				954.00	954.00		
<b>Vendor 8014 - CORE &amp; MAIN LP</b>							
v831271							
00037957	CORE & MAIN LP COLD PATCH 405-43100-40441	10/16/2024 DMULVIHILL MISCELLANEOUS		2,128.00	2,128.00	Open	N 11/04/2024
Total Vendor 8014 - CORE & MAIN LP				2,128.00	2,128.00		
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
4010403							
00037903	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	10/22/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		187.28	187.28	Open	N 10/22/2024
2011522							
00037960	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	10/29/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		141.68	141.68	Open	N 10/29/2024

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
Total Vendor 4854 - CRYSTAL SPRINGS ICE				328.96	328.96		
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2315859 00037911	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	10/23/2024 CBUSKEY BEER		(159.20)	(159.20)	Open	N 10/23/2024
2315798 00037912	DAHLHEIMER DIST. CO. INC BEER/NA 609-49751-40252 609-49751-40255	10/23/2024 CBUSKEY BEER N/A PRODUCTS		5,872.20	5,872.20	Open	N 10/23/2024
2318049 00037931	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	10/25/2024 CBUSKEY BEER		313.00	313.00	Open	N 10/25/2024
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				6,026.00	6,026.00		
<b>Vendor 107 - ECM PUBLISHERS, INC</b>							
1021389 00037954	ECM PUBLISHERS, INC NOTICE OF ELECTION	10/25/2024 DMULVIHILL		224.24	224.24	Open	N 11/04/2024
1021390 00037955	ECM PUBLISHERS, INC SAMPLE BALLOT	10/25/2024 DMULVIHILL		172.00	172.00	Open	N 11/04/2024
Total Vendor 107 - ECM PUBLISHERS, INC				396.24	396.24		
<b>Vendor 110 - ELECTRO WATCHMAN, INC</b>							
431523 00037956	ELECTRO WATCHMAN, INC UPDATE S2 SYSTEM 602-49490-40401 601-49440-40401 101-43100-40401 101-45200-40401 101-42110-40401	10/21/2024 DMULVIHILL BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE		2,512.00	2,512.00	Open	N 11/04/2024
Total Vendor 110 - ELECTRO WATCHMAN, INC				2,512.00	2,512.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 110 - ELECTRO WATCHMAN, INC</b>							
<b>Vendor 545 - ELITE SANITATION</b>							
31175							
00037967	ELITE SANITATION TOILET RENTAL	10/26/2024 DMULVIHILL		1,247.00	1,247.00	Open	N 11/04/2024
Total Vendor 545 - ELITE SANITATION				1,247.00	1,247.00		
<b>Vendor 10659 - GLOBAL RESERVE DISTRIBUTION</b>							
ORD-12508							
00037904	GLOBAL RESERVE DISTRIBUTION THC	10/22/2024 CBUSKEY		4,585.88	4,585.88	Open	N 10/22/2024
	609-49751-40257	THC		4,585.88			
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				4,585.88	4,585.88		
<b>Vendor 7512 - GREAT LAKES COCA-COLA</b>							
4385798120							
00037881	GREAT LAKES COCA-COLA MISC	10/18/2024 CBUSKEY		1,336.73	1,336.73	Open	N 10/21/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		1,336.73			
Total Vendor 7512 - GREAT LAKES COCA-COLA				1,336.73	1,336.73		
<b>Vendor CD-REFUND - HILLER TRUSTEE WALTER</b>							
10/24/2024							
00037916	HILLER TRUSTEE WALTER Check Request For Escrow: E2024-0015	10/24/2024 DROBERTSON		500.00	500.00	Open	N 11/04/2024
	803-00000-20200	E2024-0015 - P2024-00176		500.00			
Total Vendor CD-REFUND - HILLER TRUSTEE WALTER				500.00	500.00		
<b>Vendor 10476 - IUOE LOCAL #49</b>							
.11012024							
00037965	IUOE LOCAL #49 PW UNION DUES	11/01/2024 DMULVIHILL		306.00	306.00	Open	N 11/04/2024
	101-00000-21707	UNION DUES		306.00			
Total Vendor 10476 - IUOE LOCAL #49				306.00	306.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 4919 - JEFFERSON FIRE &amp; SAFETY, INC.</b>							
IN319698 00037882	JEFFERSON FIRE & SAFETY, INC. TURNOUT GEAR 402-42210-40582	10/21/2024 DROBERTSON TURNOUT GEAR		3,673.14 3,673.14	3,673.14	Open	N 11/04/2024
Total Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.				3,673.14	3,673.14		
<b>Vendor 154 - JOHNSON BROTHERS</b>							
2652388 00037922	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	10/24/2024 CBUSKEY FREIGHT LIQUOR		1,854.73 25.48 1,829.25	1,854.73	Open	N 10/24/2024
2652389 00037923	JOHNSON BROTHERS WINE 609-49751-40206 609-49751-40253	10/24/2024 CBUSKEY FREIGHT WINE		576.74 12.74 564.00	576.74	Open	N 10/24/2024
Total Vendor 154 - JOHNSON BROTHERS				2,431.47	2,431.47		
<b>Vendor 5182 - KIMS KLEANING</b>							
10707 00037948	KIMS KLEANING OCTOBER 2024 CLEANING 101-41940-40402	10/25/2024 DROBERTSON JANITORIAL SERVICE		283.52 283.52	283.52	Open	N 11/04/2024
10708 00037949	KIMS KLEANING OCTOBER 2024 CLEANING 101-45000-40402	10/25/2024 DROBERTSON JANITORIAL SERVICE		94.40 94.40	94.40	Open	N 11/04/2024
10709 00037950	KIMS KLEANING OCTOBER 2024 CLEANING 601-49440-40402 602-49490-40402 101-43100-40402 101-45200-40402	10/25/2024 DROBERTSON JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE		1,062.00 265.50 265.50 265.50 265.50	1,062.00	Open	N 11/04/2024

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 5182 - KIMS KLEANING</b>							
10710 00037951	KIMS KLEANING OCTOBER 2024 CLEANING 601-49440-40402	10/25/2024 DROBERTSON JANITORIAL SERVICE		188.80 188.80	188.80	Open	N 11/04/2024
10712 00037952	KIMS KLEANING OCTOBER 2024 CLEANING 101-42110-40402	10/25/2024 DROBERTSON JANITORIAL SERVICE		1,062.00 1,062.00	1,062.00	Open	N 11/04/2024
10711 00037953	KIMS KLEANING OCTOBER 2024 CLEANING 602-49490-40402	10/25/2024 DROBERTSON JANITORIAL SERVICE		259.60 259.60	259.60	Open	N 11/04/2024
Total Vendor 5182 - KIMS KLEANING				2,950.32	2,950.32		
<b>Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.</b>							
.11012024 00037963	LAW ENFORCEMENT LABOR SVCS. NOVEMBER OFFICERS DUES 101-00000-21707	11/01/2024 DMULVIHILL UNION DUES		634.50 634.50	634.50	Open	N 11/04/2024
.11012024SERGEA 00037964	LAW ENFORCEMENT LABOR SVCS. SERGEANTS UNION DUES-NOVEMBER 101-00000-21707	11/01/2024 DMULVIHILL UNION DUES		70.50 70.50	70.50	Open	N 11/04/2024
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				705.00	705.00		
<b>Vendor 9246 - MACQUEEN EMERGENCY</b>							
P37242 00037915	MACQUEEN EMERGENCY SUPPLIES 101-42210-40437	10/15/2024 DROBERTSON UNIFORMS		132.08 132.08	132.08	Open	N 11/04/2024
Total Vendor 9246 - MACQUEEN EMERGENCY				132.08	132.08		
<b>Vendor 202 - MCDONALD DIST CO</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 202 - MCDONALD DIST CO</b>							
774505 00037909	MCDONALD DIST CO BEER 609-49751-40252	10/23/2024 CBUSKEY		(157.10)	(157.10)	Open	N 10/23/2024
		BEER		(157.10)			
774349 00037910	MCDONALD DIST CO BEER/WINE/NA 609-49751-40253 609-49751-40255 609-49751-40252	10/23/2024 CBUSKEY		15,830.55	15,830.55	Open	N 10/23/2024
		WINE		670.00			
		N/A PRODUCTS		204.00			
		BEER		14,956.55			
Total Vendor 202 - MCDONALD DIST CO				15,673.45	15,673.45		
<b>Vendor 181 - METRO WEST INSPECTIONS SERVICE</b>							
4336 00037969	METRO WEST INSPECTIONS SERVICE OCTOBER FINALIZED PERMITS 101-42400-40311	10/29/2024 DMULVIHILL		558.32	558.32	Open	N 11/04/2024
		CONTRACT		558.32			
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				558.32	558.32		
<b>Vendor 10733 - MILLE LACS COUNTY</b>							
.10312024 00037968	MILLE LACS COUNTY REGISTER NOTARY-ECKLUND 101-42110-40441	10/31/2024 DMULVIHILL		20.00	20.00	Open	N 11/04/2024
		MISCELLANEOUS		20.00			
Total Vendor 10733 - MILLE LACS COUNTY				20.00	20.00		
<b>Vendor 10728 - MN SECRETARY OF STATE</b>							
.10232024 00037913	MN SECRETARY OF STATE NOTARY COMMISSION 101-42110-40217	10/23/2024 DROBERTSON		120.00	120.00	Open	N 11/04/2024
		OTHER OPERATING SUPPLIES		120.00			
Total Vendor 10728 - MN SECRETARY OF STATE				120.00	120.00		
<b>Vendor 6697 - MN STATE FIRE DEPT ASSOCIATION</b>							



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 6697 - MN STATE FIRE DEPT ASSOCIATION</b>							
.10242024 00037928	MN STATE FIRE DEPT ASSOCIATION 2025 MSFDA MEMBERSHIP DUES 101-42210-40433	10/24/2024 DROBERTSON DUES AND SUBSCRIPTIONS		225.00 225.00	225.00	Open	N 11/04/2024
Total Vendor 6697 - MN STATE FIRE DEPT ASSOCIATION				225.00	225.00		
<b>Vendor 4605 - OPUS 21</b>							
240960 00037890	OPUS 21 SEPTEMBER 2024 SERVICES 601-49440-40382 602-49490-40382	10/14/2024 DROBERTSON UTILITY BILLING UTILITY BILLING		3,732.75 1,866.38 1,866.37	3,732.75	Open	N 11/04/2024
Total Vendor 4605 - OPUS 21				3,732.75	3,732.75		
<b>Vendor 3753 - PAUSTIS WINE COMPANY</b>							
249725 00037902	PAUSTIS WINE COMPANY WINE 609-49751-40206 609-49751-40253	10/22/2024 CBUSKEY FREIGHT WINE		692.50 12.50 680.00	692.50	Open	N 10/22/2024
Total Vendor 3753 - PAUSTIS WINE COMPANY				692.50	692.50		
<b>Vendor 1135 - PEARSON BROS. INC</b>							
6196 00037900	PEARSON BROS. INC FALL STREET SWEEPING 603-49500-40403	10/21/2024 JSHOOK STREET SWEEPING		12,240.00 12,240.00	12,240.00	Open	N 11/04/2024
Total Vendor 1135 - PEARSON BROS. INC				12,240.00	12,240.00		
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6869602 00037925	PHILLIPS WINE & SPIRITS CO NA 609-49751-40206 609-49751-40255	10/24/2024 CBUSKEY FREIGHT N/A PRODUCTS		261.46 5.46 256.00	261.46	Open	N 10/24/2024

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6869601 00037927	PHILLIPS WINE & SPIRITS CO LIQUOR 609-49751-40206 609-49751-40251	10/24/2024 CBUSKEY		5,579.33	5,579.33	Open	N 10/24/2024
		FREIGHT		60.97			
		LIQUOR		5,518.36			
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				5,840.79	5,840.79		
<b>Vendor 10732 - QUALITY FLOW SYSTEMS, INC</b>							
47771 00037883	QUALITY FLOW SYSTEMS, INC FIELD LABOR - GENERAL REPAIR 602-49490-40229	10/14/2024 10/10/24 DROBERTSON PROJECT MAINTENANCE		795.00	795.00	Open	N 11/04/2024
				795.00			
Total Vendor 10732 - QUALITY FLOW SYSTEMS, INC				795.00	795.00		
<b>Vendor 458 - QUILL CORPORATION</b>							
40920488 00037907	QUILL CORPORATION PLASTIC SIGN 2X8 101-41400-40200	10/04/2024 DROBERTSON OFFICE SUPPLIES		9.19	9.19	Open	N 11/04/2024
				9.19			
40883937 00037908	QUILL CORPORATION PLASTIC SIGN 2X8 AND MARKERS 101-41400-40200	10/02/2024 DROBERTSON OFFICE SUPPLIES		25.08	25.08	Open	N 11/04/2024
				25.08			
Total Vendor 458 - QUILL CORPORATION				34.27	34.27		
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B015289 00037914	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	10/23/2024 DROBERTSON SAMPLE TESTING		182.88	182.88	Open	N 11/04/2024
				182.88			
B015332 00037961	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	10/30/2024 DMULVIHILL SAMPLE TESTING		233.04	233.04	Open	N 11/04/2024
				233.04			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B015267 00037962	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	10/30/2024 DMULVIHILL SAMPLE TESTING		233.04 233.04	233.04	Open	N 11/04/2024
B015367 00037966	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2	10/30/2024 DMULVIHILL		182.88	182.88	Open	N 11/04/2024
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				831.84	831.84		
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2542417 00037879	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	10/17/2024 CBUSKEY FREIGHT WINE		103.44 2.56 100.88	103.44	Open	N 10/21/2024
2542416 00037880	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	10/17/2024 CBUSKEY FREIGHT LIQUOR		2,230.38 19.41 2,210.97	2,230.38	Open	N 10/21/2024
2545234 00037929	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	10/24/2024 CBUSKEY FREIGHT LIQUOR		1,740.76 18.56 1,722.20	1,740.76	Open	N 10/24/2024
2545235 00037930	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	10/24/2024 CBUSKEY FREIGHT WINE		674.42 8.96 665.46	674.42	Open	N 10/24/2024
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				4,749.00	4,749.00		
<b>Vendor 8792 - ST. FRANCIS AREA SCHOOLS</b>							
2324-898 00037917	ST. FRANCIS AREA SCHOOLS COMMUNITY ROOM FOR CITY COUNCIL MEETINGS DROBERTSON 101-41400-40311	10/23/2024 CONTRACT		563.75 563.75	563.75	Open	N 11/04/2024

**INVOICE REGISTER FOR CITY OF ST. FRANCIS**

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

**Invoice Number**

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<b>Vendor 8792 - ST. FRANCIS AREA SCHOOLS</b>							
2324-899 00037918	ST. FRANCIS AREA SCHOOLS COMMUNITY ROOM FOR PLANNING & ZONING 101-41400-40311	10/23/2024 DROBERTSON CONTRACT		116.25 116.25	116.25	Open	N 11/04/2024
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS				<u>680.00</u>	<u>680.00</u>		
<b>Vendor 4940 - THE AMERICAN BOTTLING COMPANY</b>							
4847901000 00037877	THE AMERICAN BOTTLING COMPANY MISC 609-49751-40254	09/19/2024 DMULVIHILL MISCELLANEOUS MERCHANDISE		129.11 129.11	129.11	Open	N 11/04/2024
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY				<u>129.11</u>	<u>129.11</u>		
<b>Vendor 863 - THE BERNICK COMPANIES</b>							
10280629 00037919	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	10/24/2024 CBUSKEY N/A PRODUCTS BEER		366.70 30.00 336.70	366.70	Open	N 10/24/2024
10280628 00037920	THE BERNICK COMPANIES THC 609-49751-40257	10/24/2024 CBUSKEY THC		129.00 129.00	129.00	Open	N 10/24/2024
10280630 00037921	THE BERNICK COMPANIES NA 609-49751-40255	10/24/2024 CBUSKEY N/A PRODUCTS		(12.36) (12.36)	(12.36)	Open	N 10/24/2024
Total Vendor 863 - THE BERNICK COMPANIES				<u>483.34</u>	<u>483.34</u>		
<b>Vendor 2926 - WINE MERCHANTS</b>							
7493765 00037924	WINE MERCHANTS WINE 609-49751-40206 609-49751-40253	10/24/2024 CBUSKEY FREIGHT WINE		605.10 9.10 596.00	605.10	Open	N 10/24/2024
Total Vendor 2926 - WINE MERCHANTS							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 2926 - WINE MERCHANTS				605.10	605.10		

# of Invoices:	71	# Due: 71	Totals:	107,181.04	107,181.04
# of Credit Memos:	3	# Due: 3	Totals:	(328.66)	(328.66)
Net of Invoices and Credit Memos:				106,852.38	106,852.38

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21707	1,011.00
101-41400-40200	34.27
101-41400-40311	680.00
101-41600-40304	7,329.00
101-41600-40312	5,300.00
101-41940-40402	283.52
101-42110-40217	120.00
101-42110-40237	95.76
101-42110-40311	720.00
101-42110-40321	37.50
101-42110-40401	1,078.51
101-42110-40402	1,062.00
101-42110-40437	398.64
101-42110-40441	20.00
101-42210-40321	37.50
101-42210-40433	225.00
101-42210-40437	132.08
101-42400-40311	558.32
101-43100-40321	37.50
101-43100-40401	1,078.51
101-43100-40402	265.50
101-45000-40402	94.40
101-45200-40321	37.50
101-45200-40401	1,078.51
101-45200-40402	265.50
402-42210-40581	6,100.56
402-42210-40582	3,673.14
405-43100-40441	2,128.00
601-49440-40321	37.50
601-49440-40382	1,866.38
601-49440-40401	1,078.51
601-49440-40402	454.30
602-49490-40229	1,131.08
602-49490-40313	648.96
602-49490-40321	37.50
602-49490-40382	1,866.37

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/05/2024 - 11/05/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	602-49490-40401			1,078.55			
	602-49490-40402			525.10			
	603-49500-40403			12,240.00			
	609-49750-40210			237.00			
	609-49751-40206			294.94			
	609-49751-40251			15,450.04			
	609-49751-40252			21,358.15			
	609-49751-40253			4,124.34			
	609-49751-40254			1,910.80			
	609-49751-40255			677.64			
	609-49751-40257			5,626.88			
	803-00000-20200			500.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			21,980.52	21,980.52		
	402 CAPITAL EQUIPMENT FUND			9,773.70	9,773.70		
	405 STREET IMPROVEMENT FUND			2,128.00	2,128.00		
	601 WATER FUND			3,436.69	3,436.69		
	602 SEWER FUND			5,287.56	5,287.56		
	603 STORM WATER FUND			12,240.00	12,240.00		
	609 LIQUOR FUND			49,679.79	49,679.79		
	803 ESCROW			500.00	500.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,511.00	1,511.00		
	41400 ADMINISTRATION			714.27	714.27		
	41600 LEGAL			12,629.00	12,629.00		
	41940 BUILDINGS			283.52	283.52		
	42110 POLICE			3,532.41	3,532.41		
	42210 FIRE			10,168.28	10,168.28		
	42400 BUILDING INSPECTIONS			558.32	558.32		
	43100 STREETS			3,509.51	3,509.51		
	45000 COMMUNITY CENTER			94.40	94.40		
	45200 PARKS			1,381.51	1,381.51		
	49440 WATER DEPT			3,436.69	3,436.69		
	49490 SEWER DEPT			5,287.56	5,287.56		
	49500 STORM WATER DEPT			12,240.00	12,240.00		
	49750 LIQUOR STORE			237.00	237.00		
	49751 MERCHANDISE PURCHASES			49,442.79	49,442.79		



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Miscellaneous Special Assessments  
**DATE:** November 4, 2024

---

**OVERVIEW:**

Attached is the resolution to certify delinquent bills to 2025 taxes. They include utility billing accounts, storm water fees, admin citations and other fees. The council needs to hold a public hearing to allow for comment.

**ACTION TO BE CONSIDERED:**

Council can resolve to certify these past due bills to the properties 2025 taxes. These will be a one-year assessment due and payable next year. There is a 10% fee added this covers the costs associated with assessing these bills.

**BUDGET IMPLICATION:**

Collecting revenues due to the city.

Attachments:

- Resolution 2024-38
- Assessments-Exhibit 1-Utility Bills-2024
- Assessments-Exhibit 2-Storm Water-2024
- Assessments-Exhibit 3-Administrative Citations & Other-2024

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

**RESOLUTION 2024-38**

**A RESOLUTION AUTHORIZING AND DIRECTING  
CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE  
PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, AND REPAIR OF LEAKS AS A  
LIEN UPON PREMISES**

WHEREAS, the City of St. Francis Code Section 3-1-4: H provides as follows:

**3-1-4: RULES AND REGULATIONS RELATING TO MUNICIPAL  
UTILITIES:**

**H. Municipal Utility Services and Charges a Lien:**

- 1. Payment for all municipal utility (as that term is defined in City Code, Section 3.01) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.
- 2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk\ in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

**2-7-5: SPECIAL ASSESSMENT FOR COST RECOVERY:**

- B. Assessment. Charges for any services unpaid after billing for at least ninety (90) days, and after notice and hearing, may be certified to the County Auditor and collected as any other special assessment.

and

WHEREAS, THE City of St. Francis Code Section 2-11-3: E. 3(a)

**2-11-3: ADMINISTRATIVE ENFORCEMENT OF CODE REGULATIONS-  
PROCEDURE**



City of St. Francis  
Resolution 2024-  
Page 2

E. PAYMENT AND PENALTY:

3. No Payment of Penalty and No Correction of Violation. If the owner fails to pay the administrative civil penalty but fails to correct the City Code violation, the City may do any of the following, or any combination thereof:  
a. Assess the administrative civil penalty against the property pursuant to Minnesota Statutes Chapter 429.

and

WHEREAS, the following accounts are more than thirty (30) days past due:

<u>Parcel Number</u>	<u>Property Address</u>	<u>Amount Owed</u>
See Exhibit 1 - Section 3-1-4 & 2-7-5	Delinquent Utility Bills	One Year Assessment
See Exhibit 2 - Section 3-1-4 & 2-7-5	Delinquent Storm Water Fees	One Year Assessment
See Exhibit 3 - Section 2-11-3	Delinquent Administrative Civil Penalty & Other	One Year Assessment

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF NOVEMBER, 2023

APPROVED:

ATTEST:

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

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

Attachments: Exhibits 1, 2 & 3

**City of St. Francis  
Utility Bill Assessments-2024**

**Exhibit 1  
County Fund #85964**

Description	Property Address 1	Eligible Amount	10%	Total
33-34-24-33-0010	3085 BRIDGE ST NW	8,177.55	817.76	8,995.31
31-34-24-34-0089	22967 MAKAH ST NW	6,005.03	600.50	6,605.53
33-34-24-21-0052	2882 235TH AVE	4,169.25	416.93	4,586.18
33-34-24-24-0017	2892 234TH LN NW	3,735.68	373.57	4,109.25
31-34-24-34-0035	23058 NAVAJO ST	3,008.20	300.82	3,309.02
06-33-24-11-0068	22874 DAKOTAH ST NW	2,809.61	280.96	3,090.57
31-34-24-31-0008	4531 230TH LN NW	2,786.48	278.65	3,065.13
33-34-24-24-0033	23453 EIDELWEISS ST NW	2,757.13	275.71	3,032.84
33-34-24-43-0222	2651 230TH CT NW	2,723.32	272.33	2,995.65
31-34-24-11-0032	23656 ELDORADO ST NW	2,581.34	258.13	2,839.47
05-33-24-24-0106	22645 VINTAGE ST NW	2,520.25	252.03	2,772.28
31-34-24-34-0088	22953 MAKAH ST NW	2,416.73	241.67	2,658.40
32-34-24-21-0041	3694 236TH LN NW	2,350.49	235.05	2,585.54
33-34-24-31-0086	2798 232ND LN NW	2,304.17	230.42	2,534.59
31-34-24-34-0023	22932 NAVAJO ST NW	2,275.42	227.54	2,502.96
33-34-24-33-0056	23093 KERRY ST NW	2,247.68	224.77	2,472.45
33-34-24-21-0051	23641 FLORA CT NW	2,235.37	223.54	2,458.91
32-34-24-34-0030	3631 BRIDGE ST NW	2,061.28	206.13	2,267.41
33-34-24-31-0095	2851 233RD LN NW	2,000.79	200.08	2,200.87
33-34-24-23-0030	3050 234TH LN NW	1,999.96	200.00	2,199.96
33-34-24-31-0028	2873 233RD LN NW	1,980.54	198.05	2,178.59
33-34-24-13-0044	23423 CROCUS ST NW	1,977.15	197.72	2,174.87
33-34-24-42-0020	2790 232ND LN NW	1,951.44	195.14	2,146.58
32-34-24-12-0052	3429 236TH LANE NW	1,907.45	190.75	2,098.20
06-33-24-11-0026	4158 228TH AVE NW	1,891.15	189.12	2,080.27
32-34-24-24-0013	23310 WOODBINE ST NW	1,889.58	188.96	2,078.54
31-34-24-34-0086	4451 229TH LN NW	1,835.37	183.54	2,018.91
32-34-24-21-0005	23535 UNDERCLIFT CT NW	1,827.78	182.78	2,010.56
31-34-24-24-0009	23023 GUARANI ST NW	1,824.58	182.46	2,007.04
32-34-24-11-0070	3332 236TH LANE NW	1,784.58	178.46	1,963.04
32-34-24-21-0006	23527 UNDERCLIFT CT NW	1,782.93	178.29	1,961.22
33-34-24-23-0041	23346 JONQUIL ST	1,716.67	171.67	1,888.34
32-34-24-32-0036	23242 YUCCA ST NW	1,708.05	170.81	1,878.86
05-33-24-24-0056	3717 226TH AVE NW	1,680.41	168.04	1,848.45
31-34-24-31-0045	23150 LIPAN ST NW	1,662.22	166.22	1,828.44
32-34-24-23-0020	23311 YUCCA ST NW	1,620.49	162.05	1,782.54
31-34-24-34-0091	22991 MAKAH ST NW	1,599.59	159.96	1,759.55
05-33-24-12-0039	3448 228TH AVE NW	1,584.44	158.44	1,742.88
31-34-24-34-0024	22944 NAVAJO ST NW	1,569.95	157.00	1,726.95
33-34-24-32-0050	23291 IVYWOOD ST NW	1,553.85	155.39	1,709.24

31-34-24-34-0036	4531 229TH LN NW	1,501.39	150.14	1,651.53
33-34-24-32-0046	23210 KERRY ST NW	1,498.77	149.88	1,648.65
05-33-24-24-0104	22709 VINTAGE ST NW	1,486.29	148.63	1,634.92
33-34-24-12-0113	2787 235TH AVE NW	1,455.30	145.53	1,600.83
32-34-24-31-0015	23109 BUTTERFIELD DR NW	1,449.54	144.95	1,594.49
05-33-24-21-0017	22819 RUM RIVER BLVD NW	1,423.88	142.39	1,566.27
05-33-24-23-0002	3908 225TH LN NW	1,391.84	139.18	1,531.02
33-34-24-24-0034	2834 234TH LN	1,381.59	138.16	1,519.75
31-34-24-34-0007	23021 KIOWA ST NW	1,377.50	137.75	1,515.25
31-34-24-11-0051	23694 DAKOTAH ST NW	1,373.44	137.34	1,510.78
33-34-24-31-0080	23168 DAHLIA ST NW	1,364.99	136.50	1,501.49
31-34-24-34-0041	22978 MAKAH ST NW	1,362.41	136.24	1,498.65
05-33-24-12-0015	22876 QUAY ST NW	1,358.93	135.89	1,494.82
31-34-24-34-0044	23010 MAKAH ST	1,352.34	135.23	1,487.57
31-34-24-34-0073	4452 231ST AVE NW	1,344.34	134.43	1,478.77
32-34-24-11-0004	3258 235TH AVE NW	1,334.04	133.40	1,467.44
05-33-24-23-0003	3864 225TH LN NW	1,327.05	132.71	1,459.76
33-34-24-24-0009	2842 234TH AVE NW	1,326.02	132.60	1,458.62
32-34-24-32-0038	23226 YUCCA ST NW	1,324.42	132.44	1,456.86
33-34-24-32-0054	3038 232ND LN NW	1,305.00	130.50	1,435.50
32-34-24-11-0009	3332 235TH AVE NW	1,285.88	128.59	1,414.47
31-34-24-42-0008	23117 GUARANI ST NW	1,278.91	127.89	1,406.80
31-34-24-43-0036	4336 230TH AVE NW	1,277.56	127.76	1,405.32
32-34-24-43-0024	22926 POPPY ST NW	1,264.40	126.44	1,390.84
33-34-24-24-0023	2827 234TH LN	1,263.08	126.31	1,389.39
31-34-24-11-0013	23524 DEGARDNER CIR NW	1,261.86	126.19	1,388.05
05-33-24-23-0049	3820 227TH AVE NW	1,241.22	124.12	1,365.34
33-34-24-42-0012	2783 231ST LN NW	1,227.60	122.76	1,350.36
31-34-24-43-0024	4315 230TH AVE NW	1,223.20	122.32	1,345.52
33-34-24-23-0014	3038 234TH LN NW	1,214.52	121.45	1,335.97
33-34-24-32-0019	23161 IVYWOOD ST NW	1,212.50	121.25	1,333.75
32-34-24-11-0017	3279 235TH LN NW	1,193.43	119.34	1,312.77
33-34-24-43-0201	2761 231ST AVE	1,193.17	119.32	1,312.49
33-34-24-43-0064	2735 230TH CT NW	1,191.83	119.18	1,311.01
32-34-24-34-0018	22950 WOODBINE ST NW	1,191.59	119.16	1,310.75
33-34-24-24-0019	2875 234TH LN NW	1,177.76	117.78	1,295.54
31-34-24-42-0040	23159 FOX ST NW	1,154.62	115.46	1,270.08
31-34-24-34-0040	22966 MAKAH ST	1,145.44	114.54	1,259.98
32-34-24-12-0062	23604 QUAY ST NW	1,136.36	113.64	1,250.00
33-34-24-21-0105	23641 EIDELWEISS ST NW	1,125.14	112.51	1,237.65
32-34-24-12-0022	3420 235TH LN NW	1,118.16	111.82	1,229.98
32-34-24-23-0008	23390 AMBASSADOR BLVD NW	1,092.75	109.28	1,202.03
32-34-24-11-0010	3344 235TH AVE NW	1,091.92	109.19	1,201.11
32-34-24-32-0037	23238 YUCCA ST NW	1,074.20	107.42	1,181.62

05-33-24-23-0046	3844 227TH AVE NW	1,060.63	106.06	1,166.69
31-34-24-34-0064	4505 230TH LN NW	1,058.85	105.89	1,164.74
05-33-24-24-0078	3745 227TH AVE NW	1,039.48	103.95	1,143.43
31-34-24-41-0076	23154 DAKOTAH ST NW	1,034.60	103.46	1,138.06
33-34-24-33-0014	23085 IVYWOOD ST NW	1,030.63	103.06	1,133.69
33-34-24-43-0070	2747 230TH CT NW	1,030.28	103.03	1,133.31
31-34-24-11-0047	23645 ELDORADO ST NW	1,030.18	103.02	1,133.20
33-34-24-12-0102	23571 CROCUS ST NW	1,018.35	101.84	1,120.19
05-33-24-23-0008	3814 225TH LN NW	1,014.75	101.48	1,116.23
31-34-24-31-0074	4535 232ND LN NW	991.61	99.16	1,090.77
33-34-24-42-0018	2780 231ST LN NW	990.64	99.06	1,089.70
33-34-24-31-0036	2868 233RD LN	974.46	97.45	1,071.91
31-34-24-11-0048	23644 DAKOTAH ST NW	954.77	95.48	1,050.25
33-34-24-32-0015	23109 KERRY ST NW	932.81	93.28	1,026.09
32-34-24-21-0014	3658 235TH LN NW	921.97	92.20	1,014.17
33-34-24-42-0054	23329 ARROWHEAD ST NW	919.87	91.99	1,011.86
32-34-24-34-0066	23020 BUTTERFIELD DR	914.62	91.46	1,006.08
33-34-24-42-0071	23141 ARROWHEAD ST NW	880.38	88.04	968.42
33-34-24-13-0037	23490 ARROWHEAD ST NW	866.74	86.67	953.41
33-34-24-32-0029	23260 IVYWOOD ST NW	847.88	84.79	932.67
33-34-24-43-0077	2732 230TH CT NW	844.29	84.43	928.72
05-33-24-23-0018	3812 226TH AVE NW	843.94	84.39	928.33
32-34-24-21-0039	3691 236TH LANE NW	835.08	83.51	918.59
32-34-24-11-0037	3264 235TH LN NW	828.94	82.89	911.83
31-34-24-31-0014	4524 231ST AVE NW	827.88	82.79	910.67
05-33-24-21-0018	22763 RUM RIVER BLVD NW	815.96	81.60	897.56
33-34-24-21-0094	23569 EIDELWEISS ST NW	808.06	80.81	888.87
33-34-24-24-0008	2830 234TH AVE NW	791.57	79.16	870.73
31-34-24-31-0065	23221 NAVAJO ST NW	786.53	78.65	865.18
32-34-24-21-0012	23546 UNDERCLIFT CT NW	784.45	78.45	862.90
33-34-24-23-0048	23295 IVYWOOD ST	775.65	77.57	853.22
31-34-24-31-0019	23111 NAVAJO ST NW	757.29	75.73	833.02
32-34-24-23-0035	23382 YUCCA ST NW	755.92	75.59	831.51
33-34-24-31-0067	23121 EIDELWEISS ST NW	755.91	75.59	831.50
31-34-24-43-0037	4344 230TH AVE NW	751.75	75.18	826.93
33-34-24-23-0008	23367 IVYWOOD ST NW	741.57	74.16	815.73
05-33-24-21-0011	3725 RIVER DR	739.88	73.99	813.87
06-33-24-11-0058	4119 228TH AVE NW	725.93	72.59	798.52
33-34-24-31-0088	2828 233RD LN NW	716.22	71.62	787.84
05-33-24-24-0047	3748 226TH AVE NW	712.29	71.23	783.52
32-34-24-43-0023	22920 POPPY ST NW	700.68	70.07	770.75
31-34-24-42-0043	23199 FOX ST	696.86	69.69	766.55
33-34-24-43-0068	2743 230TH CT NW	654.55	65.46	720.01
33-34-24-23-0042	23334 JONQUIL ST	652.50	65.25	717.75

33-34-24-32-0035	23255 KERRY ST NW	630.87	63.09	693.96
06-33-24-11-0096	4132 228TH AVE NW	613.04	61.30	674.34
32-34-24-34-0050	3747 BRIDGE ST	609.36	60.94	670.30
32-34-24-24-0038	23290 VINTAGE ST NW	603.98	60.40	664.38
33-34-24-43-0213	2625 230TH CT	594.68	59.47	654.15
06-33-24-11-0099	4148 228TH AVE NW	576.08	57.61	633.69
31-34-24-42-0020	23153 JIVARO ST NW	560.95	56.10	617.05
05-33-24-24-0096	22650 VINTAGE ST NW	517.37	51.74	569.11
31-34-24-41-0083	23145 ELDORADO ST NW	507.13	50.71	557.84
31-34-24-11-0053	23606 ST FRANCIS BLVD NW	506.79	50.68	557.47
33-34-24-23-0036	23398 JONQUIL ST	490.38	49.04	539.42
32-34-24-11-0011	3358 235TH AVE NW	475.30	47.53	522.83
05-33-24-24-0072	3617 226TH AVE NW	467.03	46.70	513.73
32-34-24-21-0049	3656 236TH LANE NW	441.66	44.17	485.83
33-34-24-43-0228	2670 229TH LN NW	438.31	43.83	482.14
32-34-24-11-0069	3340 236TH LANE NW	416.37	41.64	458.01
33-34-24-21-0064	23640 EIDELWEISS ST NW	403.40	40.34	443.74
06-33-24-11-0055	4127 228TH AVE NW	396.69	39.67	436.36
33-34-24-31-0069	23107 EIDELWEISS ST NW	391.17	39.12	430.29
32-34-24-11-0025	3373 235TH LN NW	362.65	36.27	398.92
31-34-24-42-0050	23176 FOX ST NW	360.86	36.09	396.95
32-34-24-12-0043	3567 235TH LN NW	351.14	35.11	386.25
32-34-24-31-0046	23135 BUTTERFIELD DR NW	344.21	34.42	378.63
33-34-24-21-0024	2921 235TH AVE NW	342.26	34.23	376.49
31-34-24-42-0021	23165 JIVARO ST NW	334.23	33.42	367.65
32-34-24-34-0060	23041 BUTTERFIELD DR NW	332.22	33.22	365.44
33-34-24-42-0032	2759 232ND LN NW	309.30	30.93	340.23
31-34-24-34-0048	4506 230TH LN NW	306.40	30.64	337.04
31-34-24-14-0030	4000 DEGARDNER CIR NW	305.58	30.56	336.14
31-34-24-43-0039	4360 230TH AVE NW	271.53	27.15	298.68
32-34-24-21-0052	23663 UNDERCLIFT ST NW	271.52	27.15	298.67
31-34-24-31-0084	23192 NAVAJO ST NW	257.39	25.74	283.13
05-33-24-24-0090	3754 227TH AVE NW	248.82	24.88	273.70
05-33-24-23-0021	3836 226TH AVE NW	248.28	24.83	273.11
31-34-24-42-0053	23210 FOX ST NW	247.47	24.75	272.22
33-34-24-31-0005	23140 GLADIOLA ST NW	240.34	24.03	264.37
32-34-24-21-0036	23588 VINTAGE ST NW	228.47	22.85	251.32
33-34-24-23-0022	23307 JONQUIL ST NW	221.87	22.19	244.06
31-34-24-24-0071	4495 232ND LN NW	210.98	21.10	232.08
33-34-24-23-0026	23355 JONQUIL ST NW	208.72	20.87	229.59
31-34-24-43-0038	4356 230TH AVE NW	202.54	20.25	222.79
32-34-24-12-0043	3567 235TH LN NW	198.08	19.81	217.89
33-34-24-13-0036	23478 ARROWHEAD ST	192.93	19.29	212.22
06-33-24-11-0061	22844 DAKOTAH ST NW	179.40	17.94	197.34

31-34-24-31-0029	4440 231ST CT NW	179.22	17.92	197.14
05-33-24-23-0047	3838 227TH AVE NW	156.97	15.70	172.67
33-34-24-42-0031	2743 232ND LN	150.00	15.00	165.00
31-34-24-11-0012	4106 DEGARDNER CIR NW	145.44	14.54	159.98
33-34-24-42-0058	23341 ARROWHEAD ST NW	127.04	12.70	139.74
05-33-24-24-0062	22509 TULIP ST NW	120.31	12.03	132.34
33-34-24-13-0036	23478 ARROWHEAD ST	112.12	11.21	123.33
32-34-24-24-0016	23323 WOODBINE ST NW	91.03	9.10	100.13
06-33-24-11-0047	4157 228TH AVE NW	88.75	8.88	97.63
33-34-24-32-0045	23222 KERRY ST NW	86.73	8.67	95.40
33-34-24-21-0050	23633 FLORA CT	81.84	8.18	90.02
33-34-24-21-0073	2871 237TH AVE	78.55	7.86	86.41
31-34-24-14-0027	23306 CREE ST NW	72.62	7.26	79.88
31-34-24-42-0048	23255 FOX ST NW	58.00	5.80	63.80
31-34-24-34-0059	22969 NAVAJO ST NW	25.84	2.58	28.42
32-34-24-24-0012	23322 WOODBINE ST NW	18.91	1.89	20.80
33-34-24-21-0008	23584 HEATHER ST	17.54	1.75	19.29

	Total	208,735.99	20,873.60	229,609.59
--	-------	------------	-----------	------------

**City of St. Francis  
Delinquent Storm Water Invoices-2024**

**Exhibit 2  
County Fund #85965**

PID	ADDRESS	AMOUNT	10%	TOTAL
36-34-25-44-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-41-0003	23283 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-41-0002	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-31-0004	23157 BRIDGESTONE RD NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-22-0004	5512 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-14-0010	23318 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-14-0009	23366 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-14-0008	23386 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-14-0003	23445 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-11-0010	23631 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-25-11-0008	23552 SALISH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-43-0008	23034 GOLDENROD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-42-0005	23158 FLINTWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-42-0003	331 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-41-0002	23260 UNIVERSITY AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-41-0001	23216 UNIVERSITY AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-34-0004	445 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-32-0001	633 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-31-0002	421 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-14-0007	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-14-0006	23350 UNIVERSITY AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
36-34-24-14-0004	23462 UNIVERSITY AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-33-0005	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-33-0004	6295 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-33-0002	6405 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-32-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-24-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-12-0003	5915 236TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-12-0002	5901 236TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-12-0001	5821 236TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-11-0014	5712 236TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-11-0012	23636 BRIDGESTONE RD NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-11-0005	23540 BRIDGESTONE RD NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-25-11-0001	23545 BRIDGESTONE RD NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-44-0006	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-44-0005	825 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-44-0002	901 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-43-0011	23032 TAMARACK ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-41-0003	23155 TAMARACK ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-34-0005	23050 BLUEBIRD ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
35-34-24-33-0001	1461 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-32-0008	1463 231ST LN NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-32-0003	23222 DRAKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-24-0002	1214 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-23-0005	23340 DRAKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-23-0004	23384 DRAKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-23-0002	23474 DRAKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-21-0002	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-14-0013	23391 TAMARACK ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-14-0012	23415 TAMARACK ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-14-0005	854 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-14-0004	834 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-13-0002	23420 TAMARACK ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-12-0006	1116 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-12-0005	1054 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-11-0014	873 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-11-0009	23681 TAMARACK ST NW	\$ 82.00	\$ 8.20	\$ 90.20
35-34-24-11-0006	900 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-44-0004	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-43-0003	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-42-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-41-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-34-0004	23055 SPRING HILL RD NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-34-0003	23003 SPRING HILL RD NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-31-0009	23207 SPRING HILL RD NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-24-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-23-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-22-0002	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-21-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-14-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-13-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-12-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-25-11-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
34-34-24-34-0010	2077 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-24-34-0008	22986 NIGHTINGALE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-24-34-0007	2145 229TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-24-24-0006	23390 NIGHTINGALE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-24-21-0003	23604 NIGHTINGALE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
34-34-24-11-0004	1620 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-25-13-0003	23449 VARIOLITE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-25-11-0004	23640 NACRE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-25-11-0003	7382 HILL AND DALE DR NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0226	2633 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20



PID	ADDRESS	AMOUNT	10%	TOTAL
33-34-24-43-0222	2651 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0218	2595 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0215	2617 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0213	2625 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0211	23100 BITTERSWEET ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0210	23092 BITTERSWEET ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0201	2761 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0197	23040 BITTERSWEET ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0196	2769 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0195	2765 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0189	2760 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0188	2762 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0169	23030 BITTERSWEET ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0166	23014 BITTERSWEET ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0157	2754 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0107	23049 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0083	2696 230TH CT NW	\$ 10.00	\$ 1.00	\$ 11.00
33-34-24-43-0078	2734 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0077	2732 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0073	2714 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0070	2747 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0069	2745 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0068	2743 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0067	2741 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0064	2735 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0059	2725 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0056	2719 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0050	2697 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-43-0048	2693 230TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0071	23141 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0063	23118 BITTERSWEET ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0061	23332 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0055	23335 ARROWHEAD ST NW	\$ 34.06	\$ 3.41	\$ 37.47
33-34-24-42-0054	23329 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0045	23221 ARROWHEAD ST	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0042	23179 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0037	23310 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0035	2791 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0032	2759 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0031	2743 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0030	2730 233RD LN	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0029	2748 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0026	2776 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
33-34-24-42-0020	2790 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0019	2792 231ST LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0018	2780 231ST LANE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0012	2783 231ST LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-42-0010	2757 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-34-0076	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-34-0058	23022 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0056	23093 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0055	23081 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0053	23090 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0051	3112 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0033	3061 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0031	23058 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0028	23094 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0023	3070 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0021	3042 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0020	3036 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0018	23037 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0014	23085 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0010	3085 BRIDGE ST	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0007	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-33-0006	22905 LAKE GEORGE BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0060	23167 KERRY ST	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0057	3074 232ND LN NW	\$ 10.00	\$ 1.00	\$ 11.00
33-34-24-32-0056	3060 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0054	3038 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0053	23259 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0051	23283 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0050	23291 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0049	23154 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0047	23198 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0046	23210 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0045	23222 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0039	23270 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0036	23271 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0035	23255 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0033	23237 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0032	23229 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0031	3067 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0029	23260 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0028	23278 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0027	23292 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0025	23162 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
33-34-24-32-0019	23161 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0015	23109 KERRY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-32-0007	23124 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0095	2851 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0093	2827 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0090	2802 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0088	2828 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0086	2798 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0083	2808 231ST LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0080	23168 DAHLIA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0069	23107 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0067	23121 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0066	23127 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0043	23171 FLORA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0039	2832 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0038	2814 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0036	2868 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0030	2813 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0028	2873 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0026	2897 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0025	2909 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0024	2923 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0018	23169 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0017	23181 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0014	2954 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0011	23214 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0009	23188 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0008	23176 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0006	23152 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-31-0005	23140 GLADIOLA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0034	2834 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0033	23453 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0031	23427 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0030	23419 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0027	2811 234TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0023	2827 234TH AVENUE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0022	2841 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0019	2875 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0017	2892 234TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0014	23414 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0011	2866 234TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-24-0009	2842 234TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0048	23295 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
33-34-24-23-0045	23302 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0042	23334 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0041	23346 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0035	3073 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0030	3050 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0027	23369 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0026	23355 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0023	23323 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0022	23307 JONQUIL ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0014	3038 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0008	23367 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-23-0003	23431 IVYWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-22-0014	23525 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-22-0002	23507 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0123	2819 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0122	2811 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0114	2840 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0113	2844 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0105	23641 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0094	23569 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0093	23549 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0076	2833 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0072	2883 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0069	23582 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0065	23628 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0064	23640 EIDELWEISS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0057	2940 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0053	2890 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0052	2882 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0048	23611 FLORA CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0044	23598 FLORA CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0042	23620 FLORA CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0034	23621 HEATHER ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0032	23593 HEATHER ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0025	2929 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0009	23598 HEATHER ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0008	23584 HEATHER ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-21-0004	23542 HEATHER ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-14-0008	2567 234TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0046	2793 234TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0045	23417 CROCUS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0044	23423 CROCUS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0040	23473 CROCUS ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
33-34-24-13-0036	23478 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0030	23404 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0028	23386 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0027	23382 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0025	23360 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0019	23475 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0012	23387 ARROWHEAD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-13-0010	23371 ARROWHEAD ST. NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-12-0113	2787 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-12-0102	23571 CROCUS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
33-34-24-12-0038	2635 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-44-0023	22905 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-44-0007	3256 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-44-0006	3296 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-43-0031	22938 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-43-0028	22950 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-43-0024	22926 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-43-0007	3480 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0067	22957 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0059	22935 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0058	22921 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0050	3747 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0049	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0047	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0046	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0041	3715 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0040	23048 BUTTERFIELD DR NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0030	3631 BRIDGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0018	22950 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0008	22939 AMBASSADOR BLVD	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0006	22904 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-34-0005	22910 WOODBINE ST NE	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0083	3854 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0074	3854 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0065	3853 232nd AVE NW UNIT 103	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0061	3831 232ND AVE NW 103	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0060	3831 232ND AVE NW 103	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0053	3832 232ND AVE NW UNIT 106	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0038	23226 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0037	23238 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0036	23242 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0034	23262 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0029	23249 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
32-34-24-32-0006	23216 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-32-0001	3814 233RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0046	23135 BUTTERFIELD DR NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0039	23261 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0037	23283 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0034	3690 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0032	3712 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0031	3720 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0030	23260 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0021	23162 BUTTERFIELD DR NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0015	23109 BUTTERFIELD DR NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0013	23223 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-31-0009	23255 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0067	23263 UNDERCLIFT ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0066	23265 UNDERCLIFT ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0065	23266 UNDERCLIFT ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0049	23271 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0044	23242 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0042	23260 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0039	23288 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0038	23290 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0036	23287 UNDERCLIFF ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0035	23291 UNDERCLIFT ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0019	23356 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0016	23323 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0014	23351 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-24-0013	23310 WOODBINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0039	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0035	23382 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0031	3925 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0029	3936 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0028	3924 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0021	3903 233RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0020	23311 YUCCA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0013	3815 233RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0009	23376 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-23-0008	23390 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-22-0032	3855 STARK DR NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-22-0031	23539 SAINT FRANCIS BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-22-0022	3980 STARK DR NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-22-0018	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-22-0017	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-22-0012	23611 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
32-34-24-22-0009	23647 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0053	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0049	3656 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0047	3643 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0043	3676 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0041	3694 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0039	3691 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0037	23576 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0036	23588 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0026	3605 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0018	23523 VINTAGE CT NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0015	3670 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0014	3658 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0012	23546 UNDERCLIFT CT NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0008	23502 UNDERCLIFT CT NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0007	23519 UNDERCLIFT CT NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-21-0005	23535 UNDERCLIFT CT NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-14-0003	23400 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-13-0005	3586 232ND CT NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0076	23660 QUAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0070	3517 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0062	23604 QUAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0053	3419 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0052	3429 236TH LN	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0047	23596 QUAY ST	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0046	23600 QUAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0045	3593 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0044	3581 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0043	3567 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0039	3588 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0037	3564 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0030	3427 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0026	3458 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0025	3452 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0022	3420 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0020	3408 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-12-0008	3448 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0089	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0082	23656 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0073	3325 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0071	3328 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0070	3332 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0069	3340 236TH LANE NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
32-34-24-11-0067	3347 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0063	23598 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0062	23606 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0061	23612 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0059	3356 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0056	3396 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0052	3393 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0050	23551 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0048	23575 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0046	23540 MARIGOLD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0045	3273 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0040	3304 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0039	3290 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0037	3264 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0028	3370 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0027	3364 235TH LN NW	\$ 10.00	\$ 1.00	\$ 11.00
32-34-24-11-0026	3385 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0025	3373 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0022	3339 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0020	3315 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0017	3279 235TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0012	3368 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0009	3332 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
32-34-24-11-0006	3282 235TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-44-0009	23040 PEDERSON DR NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0051	4363 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0049	4343 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0044	23066 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0043	4390 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0042	4382 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0041	4374 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0039	4360 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0038	4356 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0029	23077 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0028	23067 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0026	23035 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0025	4319 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0024	4315 230TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0020	23020 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0019	23040 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0017	23058 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0014	23096 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-43-0004	23071 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20



PID	ADDRESS	AMOUNT	10%	TOTAL
31-34-24-42-0053	23210 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0052	23198 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0050	23176 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0049	23162 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0048	23255 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0043	23199 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0040	23159 FOX ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0039	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0035	23108 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0034	23116 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0033	23128 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0025	23220 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0024	23199 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0021	23165 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0020	23153 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0016	23107 JIVARO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0014	23122 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-42-0008	23117 GUARANI ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0108	23128 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0104	23150 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0103	4128 231ST LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0101	4114 231ST LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0083	23145 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0071	4121 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0018	23100 NW ST FRANCIS BLVD GOV	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0010	4145 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0008	4185 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-41-0007	4188 NW 232RD AVE GOV	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0095	4433 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0094	4421 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0091	22991 MAKAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0089	22967 MAKAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0088	22953 MAKAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0086	4451 229TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0078	4462 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0077	4474 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0073	4452 231ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0072	4446 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0071	4440 231ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0069	23040 KIOWA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0068	4459 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0067	4473 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0066	4481 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
31-34-24-34-0064	4505 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0063	4511 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0061	22939 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0060	22955 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0059	22969 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0048	4506 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0045	23022 MAKAH ST NW	\$ 10.00	\$ 1.00	\$ 11.00
31-34-24-34-0044	23010 MAKAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0041	22978 MAKAH STREET NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0040	22966 MAKAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0036	4531 229TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0035	23058 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0033	23080 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0031	23034 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0030	23030 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0029	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0027	22980 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0024	22944 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0023	22932 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0017	4444 229TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0015	4420 229TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0011	22969 KIOWA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0007	23021 KIOWA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-34-0005	23041 KIOWA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-33-0005	23008 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-33-0004	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0012	4640 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0011	23171 ONEIDA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0010	23251 ONEIDA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0008	4724 233RD CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0007	23286 ONEIDA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0006	23220 ONEIDA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0005	23190 ONEIDA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-32-0004	4709 232ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0085	23180 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0084	23192 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0082	23222 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0080	23248 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0077	4573 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0074	4535 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0071	4495 232ND LANE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0070	4487 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0069	23169 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
31-34-24-31-0067	23191 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0060	4536 232ND LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0057	4490 232ND LN NW	\$ 32.07	\$ 3.21	\$ 35.28
31-34-24-31-0056	4489 232ND CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0054	4515 232ND COURT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0051	4512 232ND CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0049	4488 232ND CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0046	23164 LIPAN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0045	23150 LIPAN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0041	4455 232ND CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0036	4441 231ST COURT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0035	4437 231ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0034	4429 231ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0032	4417 231ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0029	4440 231ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0025	4513 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0022	4471 231ST AVENUE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0019	23111 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0018	23123 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0017	23135 NAVAJO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0014	4524 231ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-31-0008	4531 230TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-24-0006	4534 233RD LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-24-0004	4553 233RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-23-0013	4700 234TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-23-0012	23371 ONEIDA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-23-0009	4628 234TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-23-0006	4717 234TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-23-0005	4769 233RD CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-23-0004	4721 233RD CT NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-22-0003	23522 PEDERSON DR NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-21-0017	4461 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-21-0016	4485 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-21-0008	4510 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-21-0005	23610 MOHICAN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-21-0002	4555 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-14-0030	4000 DEGARDNER CIR NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-14-0029	4006 DEGARDNER CIR NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-14-0015	4040 DEGARDNER CIR NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-12-0003	4314 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0053	23606 SAINT FRANCIS BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0051	23694 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0047	23645 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
31-34-24-11-0045	23675 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0037	4100 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0036	4120 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0035	4140 236TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0034	23636 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0032	23656 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0013	23524 DEGARDNER CIR NW	\$ 82.00	\$ 8.20	\$ 90.20
31-34-24-11-0009	4128 DEGARDNER CIR NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-43-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-42-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-41-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-34-0002	4485 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-33-0008	4643 AMBASSADOR BLVD NW	\$ 10.00	\$ 1.00	\$ 11.00
30-34-24-33-0004	23821 ROANOKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-33-0002	23893 ROANOAK STREET NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-31-0004	4554 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-24-0004	4539 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-21-0004	4357 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-14-0009	24250 SAINT FRANCIS BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-13-0007	4275 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-13-0004	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-12-0007	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-12-0004	4333 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
30-34-24-11-0006	24320 NW ST. FRANCIS BLVD GOV	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-13-0009	24301 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-13-0008	24245 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-13-0007	24235 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0021	24358 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0019	3484 KINGS HWY NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0008	24333 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0007	24321 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0006	3461 KINGS HWY NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0005	3531 KINGS HWY NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-12-0004	24430 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
29-34-24-11-0002	24439 RIVERBANK LN NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-44-0003	2595 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-43-0006	2614 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-43-0003	2633 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-42-0002	24069 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-34-0007	2768 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-34-0004	2930 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-33-0002	23813 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-32-0003	3020 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
28-34-24-32-0002	3004 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-31-0011	23955 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-24-0004	2945 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-13-0008	2680 243RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-13-0007	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-13-0003	24069 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-12-0010	24442 CROCUS ST NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-12-0004	24360 YUKON ST NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-11-0005	2549 244TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-11-0004	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
28-34-24-11-0003	2423 244TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-44-0004	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-43-0002	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-43-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-42-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-41-0004	6423 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-34-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-33-0003	23725 NACRE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-33-0002	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-32-0001	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-25-31-0001	6938 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-44-0002	1721 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-43-0004	23725 NIGHTINGALE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-43-0003	1859 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-42-0001	24103 JAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-24-0013	2138 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-24-0009	2049 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-24-0008	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-24-0006	2134 243RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-24-0004	24109 RAVEN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-24-0002	24227 RAVEN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-23-0011	24191 VERDIN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-23-0005	24212 RAVEN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-23-0004	24232 RAVEN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-23-0003	24278 RAVEN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-22-0003	24443 VERDIN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-22-0002	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-21-0014	2011 243RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-21-0003	2127 243RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-14-0013	24245 HUMMINGBIRD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-14-0011	24161 HUMMINGBIRD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-14-0008	1818 243RD AVE NW	\$ 10.00	\$ 1.00	\$ 11.00
27-34-24-14-0005	24244 HUMMINGBIRD ST NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
27-34-24-14-0003	1731 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-13-0007	1863 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-13-0006	1933 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-13-0004	1858 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-13-0002	1944 242ND AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-12-0014	1793 243RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-12-0013	1853 243RD AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-12-0011	24367 MARTIN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-12-0010	24395 MARTIN ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-11-0012	24461 HUMMINGBIRD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
27-34-24-11-0010	24339 HUMMINGBIRD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-44-0007	5701 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-43-0002	5900 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-42-0003	24057 NEON ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-42-0001	23944 SEELYE BROOK DR NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-32-0002	6231 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-31-0003	6141 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-23-0006	23946 QUICKSILVER ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-13-0006	24224 NEON ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-13-0005	24251 NEON ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-12-0009	24428 NEON ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-12-0008	5846 245TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-12-0006	24421 NEON ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-11-0009	24407 IODINE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-25-11-0004	24298 SEELYE BROOK DR NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-44-0024	23791 SYCAMORE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-44-0022	976 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-44-0021	23834 PALM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-44-0017	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-43-0013	23807 UNITY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-43-0012	1039 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-43-0011	23766 UNITY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-43-0010	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-43-0009	23870 UNITY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-43-0004	23723 UNITY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-42-0013	23915 UNITY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-41-0027	23936 PALM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
26-34-24-41-0019	833 240TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-44-0015	23736 ROANOKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-44-0014	23778 ROANOKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-44-0012	4953 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-44-0010	4922 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-44-0007	4830 239TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
25-34-25-43-0013	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-43-0009	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-43-0008	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-43-0007	5153 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-43-0005	5113 238TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-43-0003	23745 XKIMO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-42-0010	5179 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-42-0007	5083 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-42-0004	5190 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-41-0013	4915 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-41-0012	4885 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-41-0006	23951 UTE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-41-0005	23993 UTE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-41-0003	4874 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-41-0002	4838 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-34-0010	5304 238TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-34-0004	5202 238TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-34-0003	5261 238TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-33-0006	5555 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-33-0003	5501 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-33-0002	5425 AMBASSADOR BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-32-0009	5521 239TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-32-0005	24028 GERMANIUM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-32-0003	5519 240TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-32-0001	5425 240TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-31-0014	5214 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-31-0009	23940 COBALT ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-31-0004	5341 241ST AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-31-0002	24068 DYSPROSIUM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-24-0012	5180 241ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-24-0010	24157 DYSPROSIUM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-24-0006	24207 ERKIUM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-21-0001	24295 ERKIUM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-14-0003	24184 ROANOKE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-13-0004	5131 241ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-25-13-0002	5144 241ST CT NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-33-0014	633 237TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-33-0011	23845 PALM ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-32-0015	23920 NORWAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-32-0006	739 240TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-21-0005	550 245TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-21-0004	532 245TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-21-0003	480 245TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
25-34-24-21-0002	410 245TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-12-0004	24302 DOGWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-12-0003	24350 DOGWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-12-0001	24442 DOGWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-11-0006	UNASSIGNED SITUS GOV	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-11-0005	24325 DOGWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
25-34-24-11-0004	24409 DOGWOOD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-13-0006	4140 SAINT FRANCIS BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0100	UNASSIGNED SITUS GOV	\$ 10.00	\$ 1.00	\$ 11.00
06-33-24-11-0096	4132 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0095	4128 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0093	4120 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0087	22853 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0086	22857 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0085	22861 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0068	22874 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0067	22870 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0061	22844 DAKOTAH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0055	4127 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0054	4131 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0053	4135 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0047	4157 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0045	4163 228TH AVE NW	\$ 21.01	\$ 2.10	\$ 23.11
06-33-24-11-0041	22796 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0038	22784 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0037	22780 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0034	22785 ELDORADO ST NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0030	4174 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
06-33-24-11-0026	4158 228TH ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0106	22645 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0104	22709 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0103	22719 VINTAGE STREET NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0096	22650 VINTAGE ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0092	3740 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0090	3754 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0086	3758 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0085	3752 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0083	3736 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0081	3715 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0080	3727 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0079	3735 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0078	3745 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0072	3617 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20



PID	ADDRESS	AMOUNT	10%	TOTAL
05-33-24-24-0071	3615 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0062	22509 TULIP ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0061	22507 TULIP ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0058	3701 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0055	3725 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0054	3733 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0050	3765 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0047	3748 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0044	3724 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0042	3708 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0041	3700 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0040	3656 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0037	3634 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0030	3709 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0029	3717 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0028	3725 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0025	3749 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0023	3765 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0016	3633 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0015	3641 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0010	3662 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0005	3736 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0004	3744 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-24-0003	3752 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0051	3802 227TH AVE	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0050	3812 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0049	3820 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0048	3830 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0047	3838 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0046	3844 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0044	3781 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0043	3782 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0042	3780 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0041	3770 227TH CT NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0038	3817 227TH AVE NW	\$ 10.00	\$ 1.00	\$ 11.00
05-33-24-23-0037	3831 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0032	3813 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0031	3821 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0029	3837 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0028	3845 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0027	22552 ZEA ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0018	3812 226TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0015	3811 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20

PID	ADDRESS	AMOUNT	10%	TOTAL
05-33-24-23-0011	3843 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0008	3814 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0007	3822 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0003	3864 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0002	3908 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-23-0001	3920 225TH LN NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-21-0018	22763 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-21-0017	22819 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-21-0011	3725 RIVER DR NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-21-0007	22865 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-21-0006	22853 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-21-0005	22860 RUM RIVER BLVD NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-13-0032	22600 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-13-0030	22520 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-13-0018	22557 TULIP ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-13-0016	22547 TULIP ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-13-0003	22650 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0058	22795 SILVEROD ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0057	3491 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0045	22808 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0044	22816 POPPY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0040	3440 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0039	3448 228TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0031	3468 227TH AVE NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0017	22858 QUAY ST NW	\$ 61.28	\$ 6.13	\$ 67.41
05-33-24-12-0016	22870 QUAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20
05-33-24-12-0015	22876 QUAY ST NW	\$ 82.00	\$ 8.20	\$ 90.20

\$ 68,206.42    \$ 6,820.64    \$ 75,027.06

**City of St. Francis  
Delinquent Admin Citations & Escrows-2024**

**Exhibit 3  
County Fund #85966**

PID	Parcel Address	Reason	Remaining	10%	Total
32-34-24-34-0030	3631 Bridge St NW	Code Enforcement/Miscellaneous	\$ 4,288.59	\$ 428.86	\$ 4,717.45
25-34-25-31-0009	23940 Cobalt	Code Enforcement	\$ 300.00	\$ 30.00	\$ 330.00
33-34-24-21-0064	23640 Eidelweiss	Code Enforcement	\$ 100.00	\$ 10.00	\$ 110.00
31-34-24-11-0053	23606 St. Francis Blvd	Code Enforcement	\$ 100.00	\$ 10.00	\$ 110.00
32-34-24-11-0028	3370 235th Lane	Code Enforcement	\$ 100.00	\$ 10.00	\$ 110.00
33-34-24-24-0023	2827 234th Lane NW	Code Enforcement	\$ 300.00	\$ 30.00	\$ 330.00
32-34-24-12-0052	3429 236th Lane NW	Code Enforcement	\$ 100.00	\$ 10.00	\$ 110.00
26-34-24-44-0021	23840 Palm Street	Code Enforcement	\$ 100.00	\$ 10.00	\$ 110.00
36-34-24-14-0004	23462 Univeristy	Code Enforcement	\$ 6,000.00	\$ 600.00	\$ 6,600.00
35-34-24-13-0002	23420 Tamarack	Expired Permit	\$ 225.79	\$ 22.58	\$ 248.37
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

<b>Total</b>	<b>\$11,614.38</b>	<b>\$1,161.44</b>	<b>\$12,775.82</b>
--------------	--------------------	-------------------	--------------------



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Ambassador Donation Request  
**DATE:** November 4, 2024

---

### **OVERVIEW:**

As discussed at the October 28<sup>th</sup> Council work session, the St. Francis Ambassador Program has requested a donation of \$1,400 to continue to care for and store the St. Francis float.

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

Council to consider a 2024 donation of \$1,400 from the Bottle Shop funds for the St. Francis Ambassador Program



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Compensation Study  
**DATE:** November 4, 2024

---

**OVERVIEW:**

Attached is the Final report on the Position Classification and Compensation Study Report completed by Abdo. This study was approved at the July 15<sup>th</sup> Council Meeting. The last study was completed in 2007.

**ACTION TO BE CONSIDERED:**

Approve the study and authorize staff to implement the new pay grades and steps laid out in the plan effective 01/01/2025. This will affect full-time, non-union employees. Please note these rates will have the 3% COLA, already approved by city council, added to it for final payrates in 2025. The phase 3 which will consider individual market placement adjustments will be looked at for the 2026 budget and brought to council during the budget considerations for 2026.

**BUDGET IMPLICATION:**

The proposed changes will be covered by the 2025 Budget being brought forth to the December 2<sup>nd</sup> Council meeting.

Attachments:

- Position Classification and Compensation Report
- Compensation Study Presentation



# Position Classification & Compensation Study Report

City of St. Francis, Minnesota

November 4, 2024



*Edina Office*

5201 Eden Avenue, Ste 250  
Edina, MN 55436  
**P** 952.835.9090  
**F** 952.835.3261

*Mankato Office*

100 Warren Street, Ste 600  
Mankato, MN 56001  
**P** 507.625.2727  
**F** 507.388.9139



November 4, 2024

City of St. Francis  
101 4<sup>th</sup> Street East  
St. Francis, MN 55033

**Executive Summary**

Abdo was contracted by the City of St. Francis to provide an independent position classification and compensation study to accomplish a variety of important strategic priorities, including job description review, an analysis of the current municipal compensation markets and a review of current and potential Minnesota Pay Equity compliance requirements. The City last conducted a formal independent position classification and compensation study many years ago and is hoping to establish a competitive pay plan that can be used in the years to come.

As part of our study, Abdo worked closely with the City to review position descriptions provided for each current and proposed future position and conducted a Fair Labor Standards Act (FLSA) review to support the overtime exemption election for all applicable existing positions. FLSA testing checklists and results were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using a model similar to the State of Minnesota Hay Study. Using this model, each position was given a score in the following categories; Know-How, Problem Solving, Accountability and Special Conditions. These categories are intended to measure and rank the level of knowledge, skills, influence and impact on City operations for each position.

To complete the evaluation and scoring of St. Francis positions, we reviewed the organizational structure, current job descriptions and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions and conducting pay equity testing, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the comparable public employee wage market in Minnesota.

The market analysis consisted of analyzing salary data from comparable local governments in Minnesota by reviewing municipal salary data published by the League of Minnesota Cities (LMC) through their 2024 annual salary survey, and by directly soliciting wage data from several municipalities that did not participate in the LMC survey.

The results of both the classification (position scoring) and compensation analysis follow.

**Methodology**

Historically, the City has primarily relied upon an internally developed step and grade compensation model for each position and has performed its own informal compensation analysis on a regular basis to remain competitive. While some positions may have been paid higher or lower than the predicted pay scale, the City has historically been in compliance with the Minnesota Pay Equity Act, submitting its most recent reporting in 2022. The City will be required to submit their next Pay Equity Report for 2025.

The City of St. Francis determined that a formal, independent, system-wide position reclassification and market wage analysis was necessary to assist executive leadership in establishing a new, logical and justifiable employee wage and salary framework to build upon into the future.

**Scoring Analysis**

This section reflects the review, analysis and scoring of all St. Francis positions. To complete this task Abdo used updated job description information for current positions, based on direction from the City. Our firm reviewed the job descriptions and solicited necessary feedback from City representatives to gain the insight needed to accurately score each position. Scoring was completed using a plan adapted from the State of Minnesota Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions.

**Know-How** represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

**Job-Specific Knowledge** includes the position’s requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

**Integrating Know-How** considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

**Human Relation Skills** is the third element of a job’s Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

**Problem Solving** is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual’s critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that “you think with what you know.” This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

**Context** includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the “what” of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.





**Thinking Challenge** includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

**Accountability** does not mean being responsible for getting one’s own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

**Freedom to Act/Empowerment** involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

**Magnitude** is the portion of the total organization encompassed by the position’s primary purpose. It’s most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

**Job Impact** is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position’s actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? “Contributory” and “primary” are, by far, the most frequently used options.”

**Special Conditions** consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.



**Findings and Recommendations**

**Position Points**

**Table 1** represents the total score assigned to each position based on the Methodology discussed.

**Table 1: Position Classification and Point Assignment**

Position Title	Proposed Score
Liquor Store Clerk	112
Office Assistant	165
Police Records Clerk	165
Streets/Parks Worker	174
Acct Tech/Deputy Clerk	175
Community Development Specialist	183
Liquor Store Assistant Manager	185
Water/Sewer Worker	194
Administrative Assistant	200
Administrative Captain	229
Police Officer	268
Police Investigator	268
Liquor Store Manager	269
Building Inspector	279
Water/Sewer Superintendent	284
Streets/Parks Superintendent	290
City Clerk	304
Police Sergeant	322
Community Development Director	373
Public Works Director	431
Finance Director	439
Fire Chief	446
Police Chief	484
City Administrator	510



**Market Analysis**

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, and proximity to the metro area.

The City of St. Francis is within 30 miles of both St. Paul and Minneapolis and in close proximity to many other metro cities of varying size. As a result, the City is actively competing for talented employees with these large and small metro communities. The City should consider a competitive compensation scale to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the current labor market. These factors, coupled with the demand of specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of St. Francis. **It should be noted that the governments listed do not always have the exact type or number of positions as St. Francis and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

**Table 2 - Market Survey**

The Market Survey lists government agencies that were included in standard demographics for at least one existing position in the market analysis.

- |                   |                 |
|-------------------|-----------------|
| Albertville city  | New Prague city |
| Belle Plaine city | Oak Grove city  |
| Cambridge city    | Orono city      |
| Dayton city       | Wyoming city    |
| Isanti city       | Zimmerman city  |

Results, by individual position, of the market wage study are reflected in **Table 3**.



Table 3 – 2024 Market Analysis

Combined Sources - Market Salary Data									
Position Title	AVERAGE Market Min - Hourly	AVERAGE Market Min Salary - Salary	City Over / (Under) Current Market Minimum \$	City Over / (Under) Current Market Minimum %	AVERAGE Hourly Market Max Hourly	AVERAGE Hourly Market Max Salary	City Over / (Under) Current Market Maximum \$	City Over / (Under) Current Market Maximum %	
Acct Tech/Deputy Clerk	\$ 28.81	\$ 59,933.12	\$ 0.52	2%	\$ 36.39	\$ 75,687.04	\$ 0.27	1%	
City Administrator	\$ 62.30	\$ 129,579.38	\$ (1.21)	-2%	\$ 77.87	\$ 161,976.53	\$ (1.51)	-2%	
City Clerk	\$ 40.04	\$ 83,290.13	\$ 0.51	1%	\$ 47.94	\$ 99,715.20	\$ 2.76	5%	
Community Development Director	\$ 49.54	\$ 103,032.80	\$ (7.31)	-17%	\$ 63.17	\$ 131,398.80	\$ (10.40)	-20%	
Community Development Specialist	\$ 27.90	\$ 58,032.00	\$ 6.69	19%	\$ 36.04	\$ 74,952.80	\$ 7.21	17%	
Office Assistant	\$ 27.81	\$ 57,837.24	\$ (1.16)	-4%	\$ 34.94	\$ 72,665.75	\$ (1.60)	-5%	
Finance Director	\$ 53.10	\$ 110,442.06	\$ (4.09)	-8%	\$ 66.06	\$ 137,401.83	\$ (4.83)	-8%	
Administrative Captain	\$ 28.72	\$ 59,731.36	\$ (28.72)		\$ 36.17	\$ 75,241.92	\$ (36.17)		
Fire Chief	\$ 52.04	\$ 108,232.80	\$ (3.03)	-6%	\$ 65.18	\$ 135,574.40	\$ (3.95)	-6%	
Building Inspector	\$ 39.99	\$ 83,175.04	\$ 0.56	1%	\$ 49.56	\$ 103,082.72	\$ 1.14	2%	
Liquor Store Assistant Manager	\$ 28.80	\$ 59,893.60	\$ 0.53	2%	\$ 37.20	\$ 77,376.00	\$ (0.54)	-1%	
Liquor Store Clerk	\$ 16.76	\$ 34,860.80	\$ 7.90	32%	\$ 21.23	\$ 44,158.40	\$ 9.61	31%	
Liquor Store Manager	\$ 39.42	\$ 81,993.60	\$ (2.70)	-7%	\$ 51.00	\$ 106,069.60	\$ (5.04)	-11%	
Police Officer	\$ 35.51	\$ 73,860.80	\$ (4.70)	-15%	\$ 45.81	\$ 95,276.48	\$ (5.11)	-13%	
Police Records Clerk	\$ 27.74	\$ 57,704.40	\$ (2.07)	-8%	\$ 35.15	\$ 73,112.00	\$ (3.08)	-10%	
Police Sergeant	\$ 44.39	\$ 92,339.52	\$ (5.09)	-13%	\$ 56.15	\$ 116,787.84	\$ (7.05)	-14%	
Administrative Assistant	\$ 27.27	\$ 56,725.07	\$ 3.60	12%	\$ 34.02	\$ 70,754.67	\$ 4.58	12%	
Police Investigator	\$ 37.98	\$ 79,003.60	\$ (7.17)	-23%	\$ 48.25	\$ 100,354.80	\$ (7.55)	-19%	
Police Chief	\$ 55.13	\$ 114,662.08	\$ (6.12)	-12%	\$ 69.79	\$ 145,167.36	\$ (8.56)	-14%	
Public Works Director	\$ 47.91	\$ 99,652.80	\$ (2.36)	-5%	\$ 59.96	\$ 124,720.27	\$ (3.05)	-5%	
Streets/Parks Worker	\$ 28.26	\$ 58,774.40	\$ (0.52)	-2%	\$ 35.07	\$ 72,940.80	\$ (0.40)	-1%	
Streets/Parks Superintendent	\$ 42.45	\$ 88,296.00	\$ (3.54)	-9%	\$ 52.54	\$ 109,283.20	\$ (3.93)	-8%	
Water/Sewer Superintendent	\$ 41.11	\$ 85,498.40	\$ (2.20)	-6%	\$ 51.71	\$ 107,551.60	\$ (3.10)	-6%	
Water/Sewer Worker	\$ 31.08	\$ 64,644.51	\$ (1.75)	-6%	\$ 38.58	\$ 80,248.29	\$ (1.92)	-5%	

Key market wage analysis considerations and findings include:

- All market and City of St. Francis wage data is based on 2024 compensation scales.
- A negative average market variance (\$ or %) indicates that the current City of St. Francis wages fall **BELOW** the market
- A positive average market variance (\$ or %) indicates that the current City of St. Francis wages fall **ABOVE** the market
- Current employee pay range MINIMUMS for each position were, on average, 3% **below** the market minimum pay for similar positions. *It is important to note, however, that this is an average and individual positions vary widely.*
- Current employee pay range MAXIMUMS for each position were, on average, 3% **below** the market minimum pay for similar positions. *It is important to note, however, that this is an average and individual positions vary widely.*
- The significant market variances for many positions typically indicates that either the position wage range is well above or below the market or that the position within St. Francis may not be a good match to comparable data in regard to duties, experience requirements, and responsibilities, to other positions with similar titles in comparable cities. Potential causes of market variance for each position should be evaluated independently.
- Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City’s internal organizational structure and to the market. Doing so will, presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2025, effective date. As a result, it should be noted that, should the City not elect to apply a 2025 COLA adjustment to either their current compensation model or to the proposed compensation scale updates, current market variances, as reflected in the following table, would continue to grow.

Compensation Plan

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of St. Francis is motivated to attract and retain qualified talent to facilitate successful City operations and leadership. In order to do this effectively, both in the past and looking ahead, the City has historically aimed to position itself competitively related to wages wishes to provide a compensation structure that motivates career progression and development.
- The City wishes to maintain a formalized pay structure across the entire organization that will be both compliant



with Minnesota Pay Equity requirements and offer competitive pay for all positions.

- The City values the contributions, skills and experience of each individual and position and is committed to maintaining job descriptions that accurately depict each position.
- The City understands that employees and residents have questions and concerns related to the overall compensation philosophy of the City that is based on their perceptions of the marketplace and the City wishes to compile independent and accurate market data to address specific concerns and guide future decisions related to compensation.
- It is important to remember that, while employees represented by any of the City's five (5) union agreements were included in the market study and considered during development of the proposed step and grade compensation structure, union employee wages must be negotiated independently. Adoption of the proposed compensation model would approve the scoring for these union positions but would not place them in the proposed salary structure unless otherwise agreed upon through collective bargaining.

**The proposed non-union compensation model reflects the following structural components:**

- Step and grade model utilizes a total of 8 steps, including the start step, to achieve maximum compensation after 7 years and encompasses a total of 20 grade levels.
- All 8 steps are intended to be used as the standard compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance.
- The minimum pay level for the proposed non-union compensation scale is, on average, **2.10%** above market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, **2.0%** above market maximum pay averages for each position.
- The proposed scale includes a 5% adjustment between grades.
- The proposed scale reflects a 3.33% adjustment between steps.
- The range within each grade of the proposed scale (Step 1 through Step 8) is **26%**.

**Table 4 - Step and Grade Scale – Proposed 2024 Compensation Model**

		Standard Steps								
Points	Grade	1	2	3	4	5	6	7	8	
0	100	1	\$ 24.25	25.06	25.89	26.75	27.65	28.57	29.52	30.50
101	125	2	\$ 25.46	26.31	27.19	28.09	29.03	29.99	30.99	32.02
126	130	3	\$ 26.74	27.63	28.55	29.50	30.48	31.49	32.54	33.63
131	168	4	\$ 28.07	29.01	29.97	30.97	32.00	33.07	34.17	35.31
169	190	5	\$ 29.48	30.46	31.47	32.52	33.60	34.72	35.88	37.07
191	232	6	\$ 30.95	31.98	33.05	34.15	35.28	36.46	37.67	38.93
233	244	7	\$ 32.50	33.58	34.70	35.85	37.05	38.28	39.56	40.87
245	255	8	\$ 34.12	35.26	36.43	37.65	38.90	40.19	41.53	42.92
256	265	9	\$ 35.83	37.02	38.25	39.53	40.84	42.20	43.61	45.06
266	270	10	\$ 37.62	38.87	40.17	41.50	42.89	44.31	45.79	47.32
271	278	11	\$ 39.50	40.82	42.18	43.58	45.03	46.53	48.08	49.68
279	300	12	\$ 41.48	42.86	44.28	45.76	47.28	48.86	50.48	52.16
301	320	13	\$ 43.55	45.00	46.50	48.05	49.65	51.30	53.01	54.77
321	335	14	\$ 45.73	47.25	48.82	50.45	52.13	53.86	55.66	57.51
336	369	15	\$ 48.01	49.61	51.26	52.97	54.74	56.56	58.44	60.39
370	435	16	\$ 50.41	52.09	53.83	55.62	57.47	59.39	61.36	63.41
436	485	17	\$ 52.93	54.70	56.52	58.40	60.35	62.36	64.43	66.58
486	495	18	\$ 55.58	57.43	59.34	61.32	63.36	65.47	67.65	69.91
496	508	19	\$ 58.36	60.30	62.31	64.39	66.53	68.75	71.04	73.40
509	540	20	\$ 61.28	63.32	65.43	67.61	69.86	72.18	74.59	77.07



**Conclusion**

**Table 5 – Position Point & Grade Assignment with Minimum and Standard Maximum**

Position Title	Proposed Score	New Grade	New Min	New Max
Liquor Store Clerk	112	2	\$ 25.46	\$ 32.02
Office Assistant	165	4	\$ 28.07	\$ 35.31
Police Records Clerk	165	4	\$ 28.07	\$ 35.31
Acct Tech/Deputy Clerk	175	5	\$ 29.48	\$ 37.07
Community Development Specialist	183	5	\$ 29.48	\$ 37.07
Liquor Store Assistant Manager	185	5	\$ 29.48	\$ 37.07
Administrative Assistant	200	6	\$ 30.95	\$ 38.93
Administrative Captain	229	6	\$ 30.95	\$ 38.93
Liquor Store Manager	269	10	\$ 37.62	\$ 47.32
Building Inspector	279	12	\$ 41.48	\$ 52.16
Water/Sewer Superintendent	284	12	\$ 41.48	\$ 52.16
Streets/Parks Superintendent	290	12	\$ 41.48	\$ 52.16
City Clerk	304	12	\$ 41.48	\$ 52.16
Community Development Director	373	16	\$ 50.41	\$ 63.41
Public Works Director	431	16	\$ 50.41	\$ 63.41
Finance Director	439	17	\$ 52.93	\$ 66.58
Fire Chief	446	17	\$ 52.93	\$ 66.58
Police Chief	484	17	\$ 52.93	\$ 66.58
City Administrator	510	20	\$ 61.28	\$ 77.07

**In light of our comprehensive study and City compensation philosophy, our recommendation would be as follows:**

- Adopt the proposed 2024 step and grade plan, without a COLA, moving each individual employee to the next salary step, without a decrease in salary, and
- Utilize the step and grade scale to calculate and apply 2025 and all future annual approved cost of living increases (COLA) for all positions, effective each January 1st; and
- Utilize the step and grade scale to calculate and consistently apply any 2025 and all future merit or longevity-based increases (above cost-of-living amounts), if applicable.

It should also be noted that, if there were ever an instance that an employee was awarded a wage above their appropriate grade maximum step, the City should consider implementing a formal and documented longevity plan that meets the definition of exceptional service pay to accommodate these types of pay scale exceptions.

**Pay Equity Compliance**

The 2021 pay scale for the City of St. Francis was tested in the Minnesota Pay Equity Compliance system, as required, and was found to be in compliance as of January, 2022, testing of the current pay system as of October 30, 2024 confirms the existing plan is also in compliance. The reports and certification generated from the 2024 testing have been included in **Appendix A** of the report

The proposed scale has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance. The reports generated from the test have been included in **Appendix B** of the report. In addition, **Appendix C** includes a publication from the State of Minnesota providing guidance on interpreting and understanding the Minnesota Pay Equity System.



**Implementation**

**The next step in this process is to consider implementation of the Compensation System. Before moving to this step there are several questions the Council will want to consider.**

- Should the City adopt a new step and grade plan, including position point assignments for all existing positions?
- What is the overall 2025 and/or 2026 cost of implementation for non-union employees, assuming employees would move to the step and grade program and are placed at the step closest to, but not below, their current salary? See detailed implementation phases and costs below.
- How should the City address potential future situations where individual employee longevity and/or performance warrants exceptional service pay above the maximum wage for the relevant grade?

Phase 1: Transition onto Proposed Step and Grade Structure

If adopted, the proposed step and grade program, based on 2024 data, could be implemented, effective January 1, 2025, by placing employees at the step that is closest to their current salary, without a decrease in salary, and assumes that employees (if any) that are currently being compensated above the proposed wage scale would remain at their current rate of pay. Estimated annualized costs of January 1, 2025, Phase 1 adoption are listed below.

Phase 2: 2025 Cost of Living Adjustment

The City has adopted a 3.00% COLA for the 2025 calendar year, effective January 1, 2025. This COLA would be applied to the newly adopted step and grade program and non-union individuals would receive the COLA adjustment. Cost of Living Adjustments (COLAs) of 2.00% - 3.00% have historically been awarded by the City and should not be considered an "additional" expense related to adoption of the proposed step and grade program.

Phase 3: Individual Market Placement Adjustments

Once transitioned onto the proposed step and grade structure, there are individuals that, due to tenure and experience, may warrant additional step awards to ensure they are placed at the appropriate position within the market range. This will be looked at with the 2026 Budget and a proposal will be brought to the council during the budget discussions.

	Estimated Current Annual Payroll	\$	1,836,500.00
<b>Phase 1:</b>	<b>Implementation Cost (Annualized) (Base)</b>	<b>\$</b>	<b>35,500.00      1.93%</b>

***It is important to note that estimated implementation costs do not include annualized wages for the addition/promotion of staff in new or currently vacant positions as these are not considered as part of the compensation structure implementation, but rather new or ongoing labor expenses.***

**Closing**

Should the City decide to move to the new step and grade plan, we recommend approval at a regular meeting of the City Council.

Abdo would like to thank the City of St. Francis for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.



# Appendix A



# Compliance Report

Jurisdiction: St. Francis  
23340 Cree St NW

Report Year: 2025  
Case: 2 - 2024 Current - Test (Private  
(Jur Only))

St. Francis, MN 55070

Contact: Darcy Mulvihill

Phone: (763) 753-2630

E-Mail: [finance@stfrancismn.org](mailto:finance@stfrancismn.org)

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	12	7	1	20
# Employees	24	9	6	39
Avg. Max Monthly Pay per employee	7594.44	7020.38		7115.83

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 97.22221 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	4
b. # Below Predicted Pay	5	3
c. TOTAL	12	7
d. % Below Predicted Pay (b divided by c = d)	41.67	42.86

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 31	Value of T = 0.297
------------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = 22
- b. Avg. diff. in pay from predicted pay for female jobs = 9

## III. SALARY RANGE TEST = 97.62 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 6.83
- B. Avg. # of years to max salary for female jobs = 7.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 0.00 \*
  - B. % of female classes receiving ESP = 0.00
- \*(If 20% or less, test result will be 0.00)

# Appendix B

## Compliance Report

Jurisdiction: St. Francis  
23340 Cree St NW

Report Year: 2025  
Case: 1 - 2024 Proposed - Test  
(Private (Jur Only))

St. Francis, MN 55070

Contact: Darcy Mulvihill

Phone: (763) 753-2630

E-Mail: finance@stfrancismn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	13	7	1	21
# Employees	25	9	6	40
Avg. Max Monthly Pay per employee	7789.89	7399.62		7366.08

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 188.4615 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	5
b. # Below Predicted Pay	7	2
c. TOTAL	13	7
d. % Below Predicted Pay (b divided by c = d)	53.85	28.57

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 32	Value of T = -1.041
------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = 8
- b. Avg. diff. in pay from predicted pay for female jobs = 163

### III. SALARY RANGE TEST = 97.80 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 6.85
- B. Avg. # of years to max salary for female jobs = 7.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 0.00 \*
  - B. % of female classes receiving ESP = 0.00
- \*(If 20% or less, test result will be 0.00)

# Appendix C

## Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

## Compliance Determination Questionnaire

Answer the questions below to interpret results of a jurisdiction's compliance report.

**Please note that MMB will make all final compliance determinations**, this should be used for informational review purposes only.

1. Is the underpayment ratio at or above 80%?
  - A. Yes- Compliance (Go to question 4)
  - B. No- Are there 6 or more male classes and at least one class with a salary range?
    - I. YES- Move on to [T-test](#) and then go to question 2.
    - II. NO- Use alternative analysis test; go to question 3.
  
2. Is the value of T and degrees of freedom within range according to the t-test table?
  - A. Yes- Compliance (Go to question 4)
  - B. No- Out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)
  
3. Alternative Analysis Test - If the answer is yes to any of the statements below, the jurisdiction may be out of compliance, even if the other tests listed in questions 4 and 5 have passing scores.
  - *Is there a female job class with more points and less pay than a male class and the difference cannot be explained by years of service?*
  
  - *Is there a female job class with the same points as a male class and less pay and the difference cannot be explained by years of service?*
  
  - *Is there a female job class between 2 male classes and the female job class receives less pay than either male class and the difference cannot be explained by years of service?*
  
  - *Is there a female class rated lower than all male classes and pay is not reasonably proportionate to points as other classes and the difference cannot be explained by years of service?*
  - I. Did you answer yes to any of the questions above?
    - A. NO- Compliance, go to question 4
    - B. Yes- Jurisdiction may be out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)

**4. Is the salary range test 0%, or at or above 80%?**

- A. Yes- Compliance (Go to question 5)
  
- B. No- Out of compliance (Go to question 5, Jurisdiction may be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

**5. Is the exceptional service pay test 0%, or at or above 80%?**

- A. Yes- Compliance (End)
  
- B. No- Out of compliance (Jurisdiction might be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)



*Lighting the path forward*

# 2024 Position Classification and Compensation Study

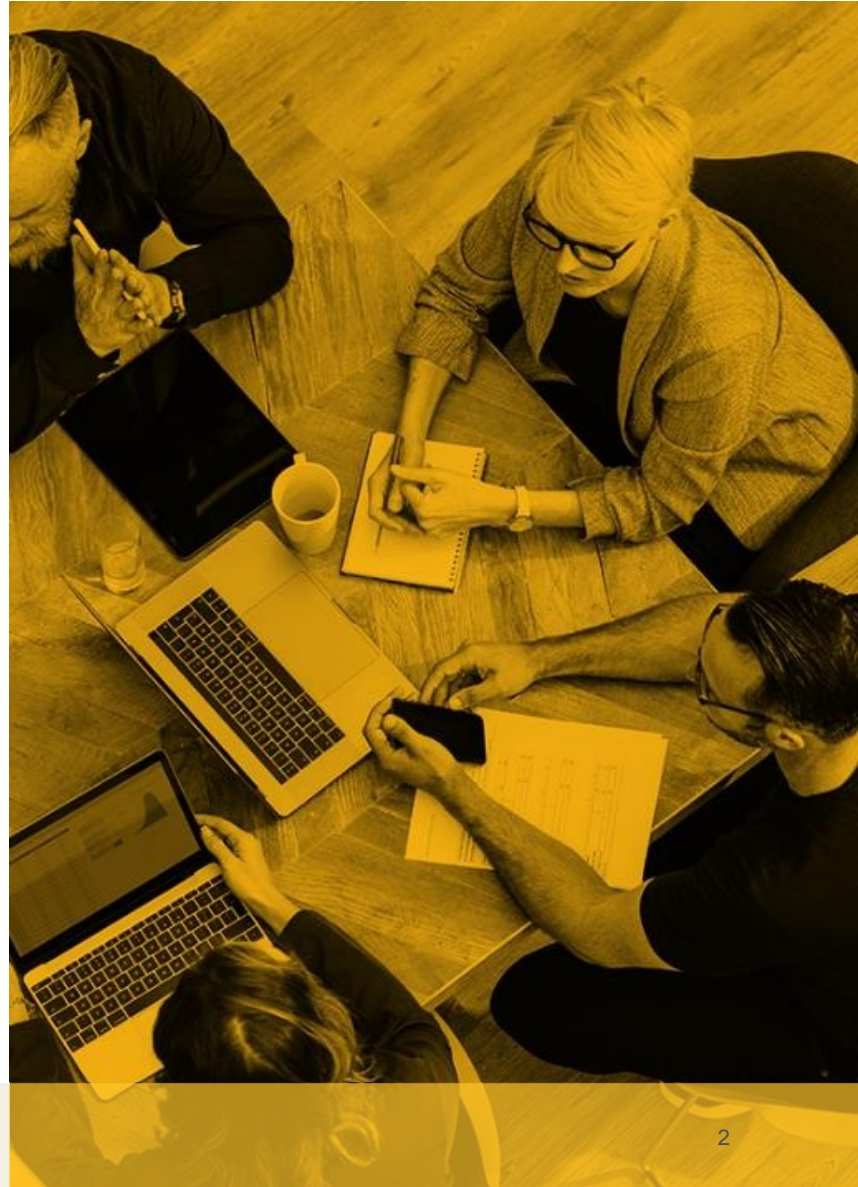
July 18, 2022





# Today's Agenda

- Project Overview and Abdo Team
- Project Goals and Underlying Assumptions
- Analysis Process and Methodology
- Compensation and Incentive Plan Highlights
- Next Steps and Questions



# Meet your Abdo Team



Leah Davis, CPA  
Partner

P. 507.524.2347

E. [leah.davis@abdosolutions.com](mailto:leah.davis@abdosolutions.com)



Michael Mooney  
Senior Associate - HR

P: 952.715.3043

E: [Michael.mooney@abdosolutions.com](mailto:Michael.mooney@abdosolutions.com)

Our Abdo team is comprised of experienced professionals with over 70 years of combined HR experience from a wide variety of internal, external, and multi-industry perspectives. The diverse background and experiences of our staff allows us to offer our clients real-world, people-focused, and best-in-class HR consulting, compliance, process, and talent management solutions.

# Project Goals and Underlying Assumptions

- The City of St. Francis is highly motivated to attract and retain qualified talent to facilitate successful City operations and leadership, particularly in the current challenging labor market.
- The City has historically aimed to position itself at market averages related to wages and wishes to provide a compensation structure that allows for continued growth and marketability.
- The City values the contributions, skills and experience of each individual and position and is committed to maintaining job descriptions that accurately depict each position.
- The City wishes to compile independent and accurate market data to address ensure compensation is fairly evaluated against relevant markets.
- It is important to remember that, while employees represented by collective bargaining agreements were included in the market study and considered during development of the proposed step and grade compensation structure, union employee wages must be negotiated independently.



# Project Process & Methodology

- Reviewed current job descriptions for compliance
- Scored each position using Abdo Scoring Methodology
- Utilized 2024 League of Minnesota Salary Survey and Abdo survey compensation data.
- Matched similar job titles, including council and mayor pay, based on St. Francis job descriptions and brief job data provided by survey respondents.
- Compared average minimum and maximum wages for each position.



# Summary of Findings & Proposed Compensation Plan Highlights

# Comparable Municipalities

Albertville city  
Belle Plaine city  
Cambridge city  
Dayton city  
Isanti city

New Prague city  
Oak Grove city  
Orono city  
Wyoming city  
Zimmerman city

# Key Findings & Considerations:

- Current pay range MINIMUMS for each position were, on average, 3% below the market minimum pay for similar positions. ***It is important to note, however, that this is an average and individual positions vary widely.***
- Current pay range MAXIMUMS for each position were, on average, 3% below the market minimum pay for similar positions. ***It is important to note, however, that this is an average and individual positions vary widely.***
- Position market variances typically indicate that either the position wage range is well above or below the market or that the position within St. Francis may not be a good match to comparable data in regard to duties, experience requirements, and responsibilities, to other positions with similar titles in comparable cities. Potential causes of market variance for each position should be evaluated individually.
- Many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2025, effective date. As a result, should the City not elect to apply a 2025 COLA adjustment to either their current compensation model or to the proposed compensation scale updates, current market variances will continue to grow.

# Proposed Non-Union Compensation Plan Structure

- Step and grade model utilizes a total of 8 steps, including the start step, to achieve maximum compensation after 7 years and encompasses a total of 20 grade levels.
- All 8 steps are intended to be used as the standard compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance.
- The minimum pay level for the proposed non-union compensation scale is, on average, **2.10%** above market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, **2.0%** above market maximum pay averages for each position.
- The proposed scale includes a 5% adjustment between grades.
- The proposed scale reflects a 3.33% adjustment between steps.
- The range within each grade of the proposed scale (Step 1 through Step 8) is **26%**.



# Proposed Non-Union Compensation Plan Structure

Points	Grade	Standard Steps								
		1	2	3	4	5	6	7	8	
0	100	1	\$ 24.25	25.06	25.89	26.75	27.65	28.57	29.52	30.50
101	125	2	\$ 25.46	26.31	27.19	28.09	29.03	29.99	30.99	32.02
126	130	3	\$ 26.74	27.63	28.55	29.50	30.48	31.49	32.54	33.63
131	168	4	\$ 28.07	29.01	29.97	30.97	32.00	33.07	34.17	35.31
169	190	5	\$ 29.48	30.46	31.47	32.52	33.60	34.72	35.88	37.07
191	232	6	\$ 30.95	31.98	33.05	34.15	35.28	36.46	37.67	38.93
233	244	7	\$ 32.50	33.58	34.70	35.85	37.05	38.28	39.56	40.87
245	255	8	\$ 34.12	35.26	36.43	37.65	38.90	40.19	41.53	42.92
256	265	9	\$ 35.83	37.02	38.25	39.53	40.84	42.20	43.61	45.06
266	270	10	\$ 37.62	38.87	40.17	41.50	42.89	44.31	45.79	47.32
271	278	11	\$ 39.50	40.82	42.18	43.58	45.03	46.53	48.08	49.68
279	300	12	\$ 41.48	42.86	44.28	45.76	47.28	48.86	50.48	52.16
301	320	13	\$ 43.55	45.00	46.50	48.05	49.65	51.30	53.01	54.77
321	335	14	\$ 45.73	47.25	48.82	50.45	52.13	53.86	55.66	57.51
336	369	15	\$ 48.01	49.61	51.26	52.97	54.74	56.56	58.44	60.39
370	435	16	\$ 50.41	52.09	53.83	55.62	57.47	59.39	61.36	63.41
436	485	17	\$ 52.93	54.70	56.52	58.40	60.35	62.36	64.43	66.58
486	495	18	\$ 55.58	57.43	59.34	61.32	63.36	65.47	67.65	69.91
496	508	19	\$ 58.36	60.30	62.31	64.39	66.53	68.75	71.04	73.40
509	540	20	\$ 61.28	63.32	65.43	67.61	69.86	72.18	74.59	77.07

# Cost To Implement Proposed Plan

<b>Estimated Current Annual Payroll</b>		<b>\$</b>	<b>1,836,500.00</b>
<b>Phase 1:</b>	<b>Implementation Cost (Annualized) (Base)</b>	<b>\$ 35,500.00</b>	<b>1.93%</b>



## Next Steps

- Recommend that Council acknowledge receipt of final Position Classification and Compensation Report
- Should the City decide to move to the new step and grade plan, we recommend approval at a regular meeting of the City Council
- Provide analysis and plan administration deliverables and training to City leadership

# Discussion for Council

- Is the proposed compensation plan structure appropriate (i.e. # of steps, % increase between steps, placement relative to market, etc.)?
- How does the City intend to maintain marketable wages in the currently volatile labor market?





# Questions?



# CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and City Council  
**FROM:** Kate Thunstrom- City Administrator  
**SUBJECT:** Separation of Employment- Firefighter Jon Faanes  
**DATE:** November 4, 2024

---

**OVERVIEW:**

The fire department has reviewed policy and performance and recommends separation of employment effective immediately.

**ACTION TO BE CONSIDERED:**

Approve the separation of employment with Firefighter Jon Faanes in accordance with department policy.

**BUDGET IMPLICATION:**

None

Attachments:

- Personnel Documents containing private personnel data submitted under separate cover.



# CITY COUNCIL AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Ordinance Amendment – Chapter 6 – Section 13 Taxicabs  
**DATE:** November 4, 2024

**OVERVIEW**

The city adopted an ordinance to regulate through business licenses Taxicabs in 2009. Since that time there have been registrations. As transportation has changed over the last decade the city no longer has anyone registering a taxi. Additionally, as staff reviewed other cities, these codes have either been eliminated, like ours not touched in decades or now include rules that guide Uber and Lyft drivers.

Staff has a conversation with our Legal team about the elimination of this ordinance. Staff is recommending that Council eliminate the need for Taxicab registration in St. Francis. If our growth and transportation types in the future call for some type of ordinance we will react at that time to address those needs.

**ITEMS TO BE DISCUSSED:**

Review and consider approval of the removal of Taxicab ordinance in City Code Chapter 6-31 Taxicabs

**TIMELINE:**

1<sup>st</sup> Reading: November 4, 2024  
 2<sup>nd</sup> Reading: November 18, 2024  
 30-day public Comment: November 22, 2024  
 Effective: December 23, 2024

**ATTACHMENTS:**

- Chapter 6, Section 13 Taxicabs - Redline Version

**SECTION 13. RESERVED FOR FUTURE USE**





# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Rum River Preserve of St. Francis PUD  
**DATE:** 1101-2024 for 11-04-2024 meeting  
**APPLICANT:** Kinghorn Construction (Grady Kinghorn)  
**LOCATION:** 3503 Bridge St NW  
**COMP PLAN:** Commercial, HDR  
**ZONING:** B-1 Central Business District

**OVERVIEW:**

The City has received an application for the “Rum River Preserve of St. Francis” development at 3503 Bridge St NW. A concept plan for this area was reviewed by the Planning Commission and City Council in July and August 2024.

This PUD is proposed to be a phased commercial and residential development which will include commercial buildings along Bridge Street and eventually apartment units to the north. The applicant is proposing to begin development with the commercial building in the southeast corner of the site. The land use request to be considered includes a rezoning to Planned Unit Development (PUD). Initial reviews by Anoka County Highway and Parks were completed and incorporated into Staff’s analysis of the project.

**PLANNING COMMISSION REVIEW**

The Planning Commission reviewed the PUD request and held a public hearing at the October 16, 2024 Planning Commission meeting. The applicant’s team attended the meeting and spoke on behalf of the project. The Planning Commission also heard from an interested buyer in one of the tenant spaces of the Phase 1 commercial building. No other members of the public spoke for or against the project.

The Planning Commission discussed the three drive-thrus that are proposed as part of this PUD – two on the Phase 1 building and one on the Phase 2 building. Ultimately, a majority of Commissioners felt that the drive-thrus were appropriate uses in this area of Bridge St. Staff noted that the long-range plans for the area, the St. Francis Forward Plan and 2040 Comprehensive Plan, intend this corridor to be a pedestrian-friendly area and therefore do not support drive-thrus. If the City is supportive of drive-thru uses along this portion of Bridge Steet, then updates should be made to the St. Francis Forward Plan and Comprehensive Plan to clearly reflect this policy change moving forward.

Commissioners also discussed the pedestrian and vehicular traffic circulation through the site. The proposed site circulation includes connections to the existing sidewalk network along Bridge St and the trail system in Rum River North County Park. The applicant shared that a

median will be added to the access road intersection to help improve safety and access onto Bridge St. After discussion, the Planning Commission recommended approval of the project on a vote of 5-1.

**PLAN UPDATES**

The applicant submitted revised plans in response to Staff comments on October 25. These plans include a number of changes that were discussed at the Planning Commission meeting:

- PUD name has been changed to the “Rum River Preserve of St. Francis.”
- Circulation plans submitted for Phase 1 demonstrating how truck and passenger vehicle traffic will move through the site, including how circulation and queueing will be managed for both drive-thrus.
- Widened access road leading into the development and added a median to separate traffic.
- Updated landscaping plans for Phase 1 which include additional landscaping between Bridge Street and the parking lot including low-lying shrubs and deciduous trees to soften the impact of the parking lot and improve the pedestrian atmosphere of the corridor.
- Updated master site plan shows Phase 2 with the commercial building moved toward Bridge Street and the stormwater pond located behind the building. Staff is supportive of this layout change. More detailed plans for this area will be reviewed as part of Phase 2.

Staff has reviewed and is supportive of the revisions to the plans. In addition to City review, there are several elements included in this PUD which require County review and approval. Anoka County Highway Department has reviewed and is supportive of the proposed access onto Bridge St and the proposed sidewalk connections into the existing sidewalk network along Bridge St. Phase 1 shows a trail through the Rum River Preserve development and connecting north into the Rum River North County Park system. Anoka County Parks has discussed this with the applicant and is supportive of the connection.

**ACTION TO BE CONSIDERED:**

Given Planning Commission’s recommendation of approval for the PUD request for the Rum River Preserve of St. Francis development, draft approval documents have been prepared and are attached for your consideration. Council action is requested.

**Suggested Motion**

1. Move to approve the 1<sup>st</sup> Reading of Ordinance 336 establishing the Rum River Preserve of St. Francis PUD at 3505 Bridge St NW with findings as presented by Staff.

**ATTACHMENTS:**

- Draft Approval Documents
  - Ordinance 336 – 1<sup>st</sup> Reading
- Revised Plans
  - Master site plan
  - Future trail alignments

- Circulation plans
- Phase 1 plans
  - Site plan
  - Grading plan
  - Utility plan
  - Stormwater management plan
  - Landscaping plan
- City Engineering Memo dated November 1, 2024
- October 16, 2024 Planning Commission Memo

NO.	DATE	DESCRIPTION OF REVISIONS

COVER

**Agenda Item # 9C.**

# RUM RIVER PRESERVE

## 3503 BRIDGE ST NW ST. FRANCIS, MN

**ENGINEER / SURVEYOR**  
 ANDERSON ENGINEERING OF MN, LLC  
 13605 1ST AVENUE N., SUITE 100  
 PLYMOUTH, MN 55441  
 CONTACT: JAM.J. WEBER  
 PHONE: (763) 412-4000

**ARCHITECT**  
 ARCHITECTURAL CONSORTIUM, LLC  
 13605 1ST AVENUE N., SUITE 127  
 MINNEAPOLIS, MN 55408  
 CONTACT: KATHY ANDERSON  
 PHONE: (612) 438-4000

**CONTRACTOR**  
 KINGHORN CONSTRUCTION CO.  
 13605 1ST AVENUE N., SUITE 127  
 MINNEAPOLIS, MN 55408  
 CONTACT: GRADY KINGHORN  
 PHONE: (763) 428-8088

VICINITY MAP N.T.S.

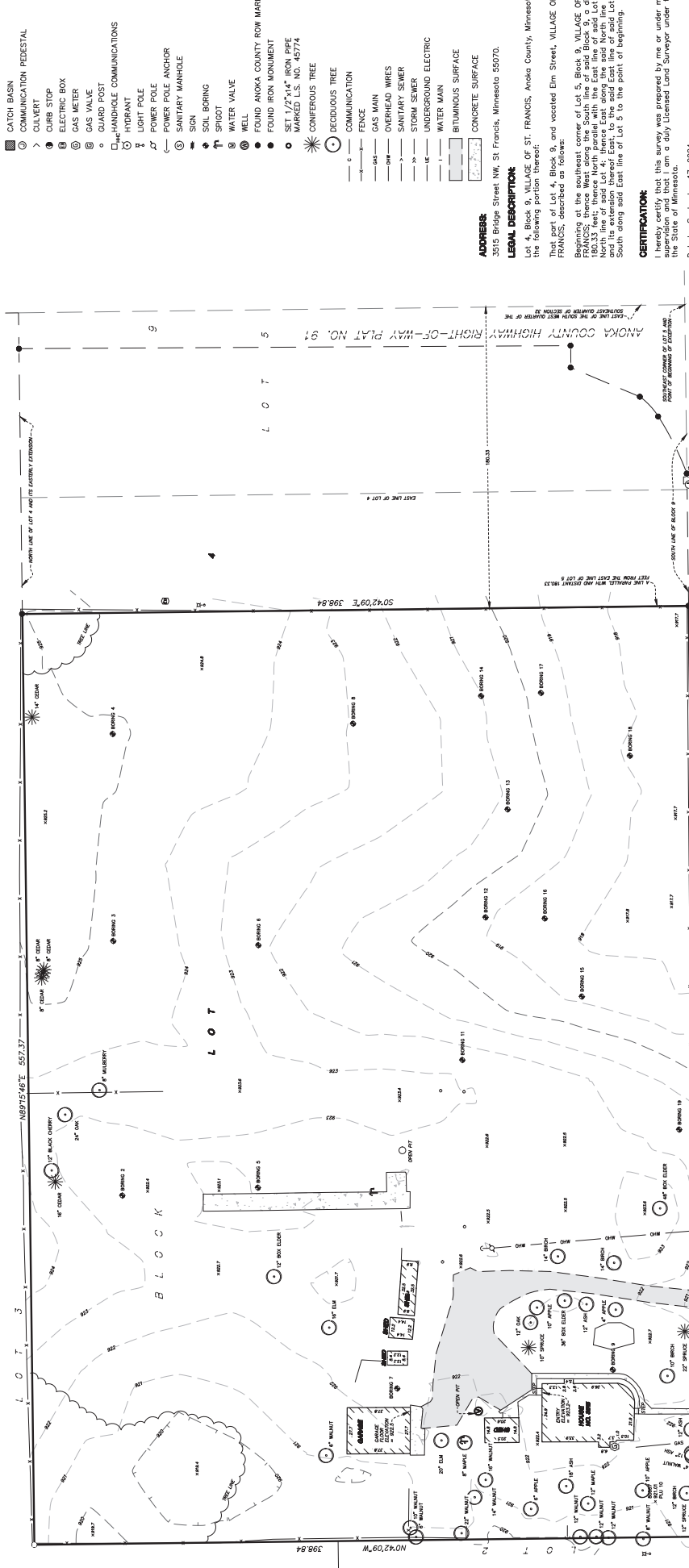


LOCATION MAP N.T.S.



**GOPHER STATE ONE CALL**  
 CALL 48 HOURS BEFORE DIGGING  
 811 OR 1-800-282-1166

**EXISTING CONDITIONS SURVEY**



**LEGEND**

- ☐ CATCH BASIN
- COMMUNICATION PEDESTAL
- > CULVERT
- ⊕ CURB STOP
- ⊕ ELECTRIC BOX
- ⊕ GAS METER
- ⊕ GAS VALVE
- ⊕ GUARD POST
- ⊕ HANDHOLE COMMUNICATIONS
- ⊕ HYDRANT
- ⊕ LIGHT POLE
- ⊕ POWER POLE ANCHOR
- ⊕ SANITARY MANHOLE
- ⊕ SIGN
- ⊕ SOIL BORING
- ⊕ SPOUT
- ⊕ WATER VALVE
- ⊕ WELL
- ⊕ FOUND ANOKA COUNTY ROW MARKER
- ⊕ FOUND IRON MONUMENT
- ⊕ SET 1/2" x 1/4" IRON PIPE MARKED U.S. NO. 45774
- ☀ CONIFEROUS TREE
- ☀ DECIDUOUS TREE
- COMMUNICATION
- FENCE
- GAS MAIN
- OVERHEAD WIRES
- SANITARY SEWER
- STORM SEWER
- UNDERGROUND ELECTRIC
- WATER MAIN
- BITUMINOUS SURFACE
- CONCRETE SURFACE

**ADDRESS:** 3515 Bridge Street NW, St. Francis, Minnesota 55070.

**LEGAL DESCRIPTION:** Lot 4, Block 9, VILLAGE OF ST. FRANCIS, Anoka County, Minnesota, except the following portion thereof:

That part of Lot 4, Block 9, and vacated Elm Street, VILLAGE OF ST. FRANCIS, described as follows:

Beginning at the southeast corner of Lot 5, Block 9, VILLAGE OF ST. FRANCIS; thence West along the South line of said Block 9, a distance of 144 feet to the North line of said Lot 4; thence East along the said North line of Lot 4, and its extension thereof East, to the said East line of said Lot 5; thence South along said East line of Lot 5 to the point of beginning.

**CERTIFICATION:** I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated: September 17, 2024

Anderson Engineering of Minnesota, LLC

by: Nicholas Hillmer

Minnesota License No. 45774

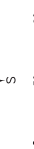
**SURVEY NOTES:**

1. The horizontal datum and bearings are based on the Anoka County Coordinate System NAD83(2011).
2. The vertical datum is MADS 88. The site benchmark is the Top Nut of Hydrant located 144 feet east of the entrance to property (easement hereon). Elevation is 921.46 feet.
3. The area of the property described hereon is 222,303 square feet or 5.1034 acres.
4. The location and extent of underground utilities, if shown, are based upon above ground evidence and Capitec State or other records. The location and extent of underground utilities should be considered approximate. Additional underground utilities may be present. Verification of the existence and location of all utilities should be obtained from the utility companies. The location and extent of all utilities should be confirmed in accordance with State Statute, the location of utilities shall be confirmed prior to any demolition or construction.
5. The tree information shown hereon was collected during the field survey by non-forestry trained Anderson Engineering of Minnesota survey personnel. Tree sizes are estimates and locations are accurate to plus or minus three feet.
6. The legal description was provided by Chicago Title Insurance Company per title commitment number MN4261.
7. The field work was completed in September, 2024.

ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91

BRIDGE STREET NORTHWEST

ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91



**Agenda Item # 9C.**

**ANDERSON**  
ENGINEERING • ARCHITECTURE • LAND SURVEYING  
ENVIRONMENTAL SERVICES • LANDSCAPE ARCHITECTURE

Anoka Engineer  
13905 164 Avenue  
Plymouth, MN 5544  
763-412-4000 (o)  
www.aemini.com



NO.	DATE	DESCRIPTION OF REVISIONS

PHASE 1  
 OCTOBER 25, 2024

DESIGNED:	DRAWN:	CHECKED BY:

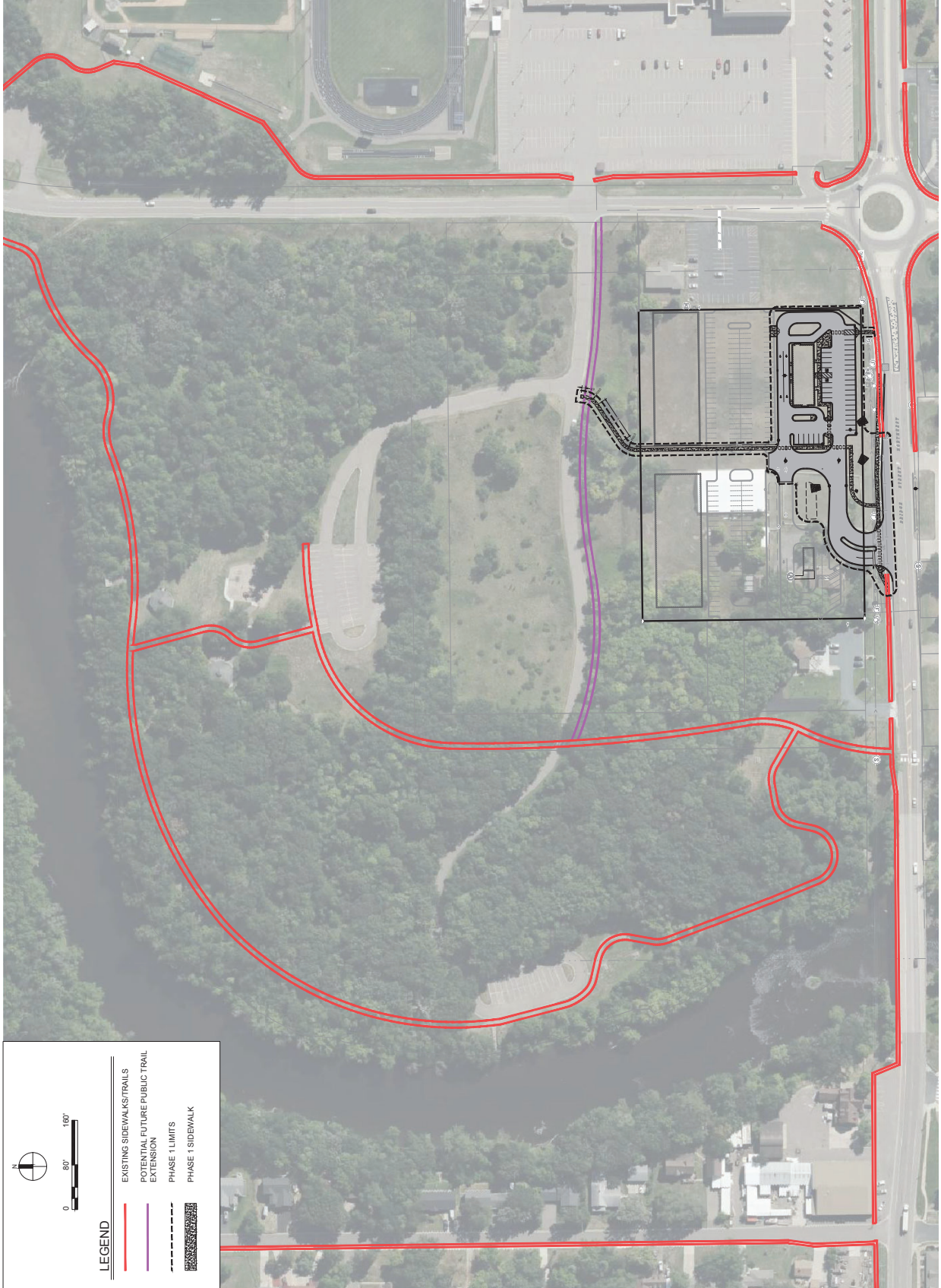
**FUTURE TRAIL  
 ALIGNMENTS**



DRAWING NO.

C4

Agenda Item # 9C.

PLOTTED:



**LEGEND**

- EXISTING SIDEWALKS/TRAILS
- POTENTIAL FUTURE PUBLIC TRAIL EXTENSION
- PHASE 1 LIMITS
- PHASE 1 SIDEWALK

THESE PLANS AND SPECIFICATIONS OR ANY PART THEREOF, HAVE BEEN PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: JAVI MEEBER PE

SIGNATURE: **NOT FOR CONSTRUCTION**  
 DATE: 10/29/2024 LICENSE NO. 55592

NO.	DATE	DESCRIPTION OF REVISIONS
1.	10/24/24	REVISED FOR FINAL CONNECTION
2.	10/15/24	REVISED PER CLIENT COMMENTS

DESIGNED: JWP  
 DRAWN: SJK  
 CHECKED BY: JWP  
 DATE: OCTOBER 25, 2024  
 PHASE 1

DRAWING TITLE  
**CIRCULATION PLAN (SEMI TRAFFIC)**

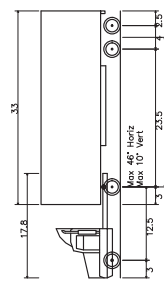
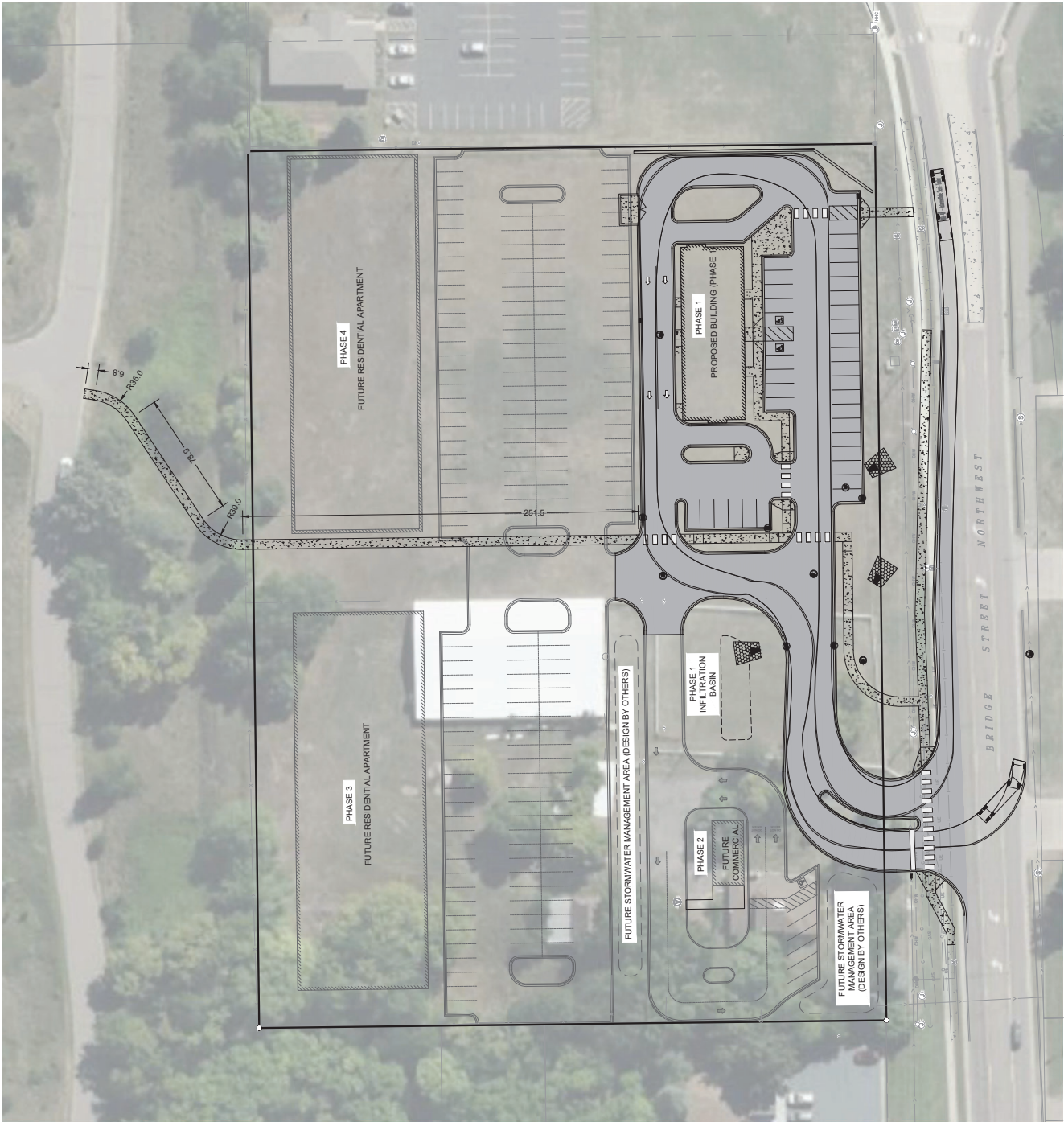
DRAWING NO. C4  
 PLOTTED: 10/25/24

**Agenda Item # 9C.**



**LEGEND**

- PROPERTY LIMITS
- PHASE 1 RETAINING WALL
- PHASE 1 CONCRETE C&G PAVEMENT
- PHASE 1 BITUMINOUS PAVEMENT
- PHASE 1 CONCRETE PAVEMENT
- FUTURE CONCRETE C&G
- FUTURE PAVEMENT MARKING



WB-40 - Intermediate Semi-Trailer  
 Overall Length 45.499ft  
 Overall Body Height 13.500ft  
 Overall Body Ground Clearance 1.334ft  
 Track Width 8.000ft  
 Max. Wheel Spacing 20.336ft  
 Max. Steering Angle (Virtual)



WE HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: JAVJ. WEBER PE

SIGNATURE: **NOT FOR CONSTRUCTION**  
 DATE: 10/29/2024 LICENSE NO. 55592

REVISION LOG  
 NO. DATE DESCRIPTION OF REVISIONS

PHASE 1  
 OCTOBER 25, 2024  
 DESIGNED: JWP DRAWN: SJK CHECKED BY: JWP

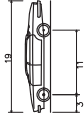
DRAWING TITLE

**CIRCULATION PLAN  
 (PASSENGER)**

DRAWING NO. C4

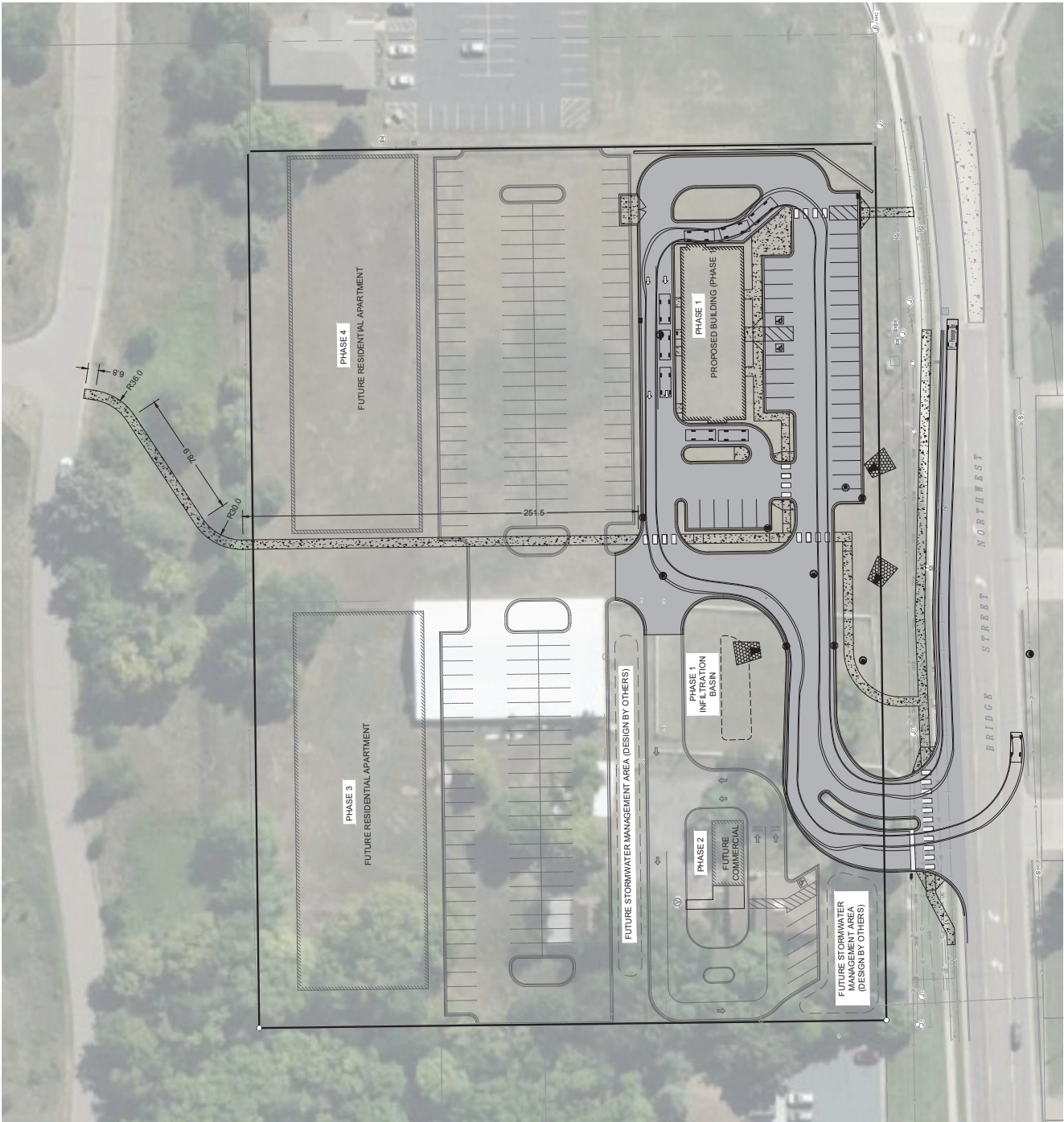
**Agenda Item # 9C.**

19,000ft	Overall Length
7,000ft	Overall Width
4,300ft	Overall Body Height
6,100ft	Min. Body Ground Clearance
4,000ft	Lock-to-lock time
31.60°	Max Steering Angle (Virtual)



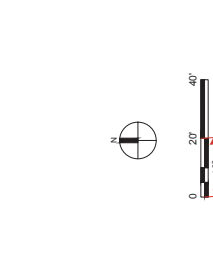
**LEGEND**

- PROPERTY LIMITS
- PHASE 1 RETAINING WALL
- PHASE 1 CONCRETE C&G PAVEMENT
- PHASE 1 BITUMINOUS PAVEMENT
- PHASE 1 CONCRETE PAVEMENT
- FUTURE CONCRETE C&G
- FUTURE PAVEMENT MARKING



**Agenda Item # 9C.**

**GOPHER STATE ONE CALL  
 CALL 48 HOURS BEFORE DIGGING  
 811 OR 1-800-252-1166**



- KEY NOTES**
1. PROTECT EXISTING CURB & GUTTER TO REMAIN
  2. INSTALL NEW 6x12 CURB & GUTTER
  3. INSTALL NEW PEDESTRIAN RAMP
  4. INSTALL NEW CONCRETE SIDEWALK
  5. TAPER CURB FROM FULL HEIGHT TO EXISTING OVER THREE FEET
  6. TAPER CURB FROM FULL HEIGHT TO FLUSH OVER THREE FEET
  7. WHERE NEW CURB TERMINATES.
  8. INSTALL NEW MODULAR BLOCK RETAINING WALL
  9. INSTALL NEW TRASH ENCLOSURE PER ARCHITECTURAL PLANS
  10. INSTALL NEW STOP SIGN AND POST
  11. INSTALL AND CONNECT TO NEW PUBLIC SIDEWALK MATCH
  12. EXISTING SIDEWALK WIDTH
  13. INSTALL NEW CROSSWALK STRIPING

- SITE NOTES**
1. ALL DIMENSIONS TO FACE OF CURB UNLESS OTHERWISE INDICATED ON PLANS.
  2. ALL CONSTRUCTION SHALL COMPLY WITH 2024 EDITION OF MOST STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING SUPPLEMENTS) AND 2015 CEAM STANDARD SPECIFICATIONS, AS APPLICABLE. ALL CONSTRUCTION SHALL COMPLY WITH STATE, CITY, WATERSHED DISTRICT, AND COUNTY PERMIT REQUIREMENTS.
  3. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION PRIOR TO BEGINNING THE WORK.
  4. NEW CONSTRUCTION FEATURES SHALL MATCH IN THE EXISTING WHERE APPLICABLE (PAVEMENTS, CURBS, SIDEWALKS). PROVIDE SMOOTH TRANSITIONS AT MATCH-UP POINTS.
  5. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.
  6. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
  7. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM THE WORK. THE CONTRACTOR SHALL POST ALL NECESSARY TRAFFIC CONTROL MEASURES TO MAINTAIN PUBLIC SAFETY AND PROVIDE ANY NECESSARY TRAFFIC CONTROL FOR THE WORK.
  8. CONCRETE CURB AND GUTTER TO BE REMOVED SHALL BE SAWCUT IN FULL SECTIONS.
  9. PROTECT EXISTING UTILITIES UNLESS OTHERWISE NOTED.
  10. SUBSTITUTIONS FROM INFO. SHOWN HEREON SHALL BE REVIEWED AND APPROVED BY THE ENGINEER OF RECORD.
  11. VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL AND FOUNDATION PLAN.
  12. OWNER AND CONTRACTOR TO HOLD A PRECONSTRUCTION MEETING PRIOR TO CONSTRUCTION.



**ANDERSON**  
13605 1st Avenue N, #100  
Plymouth, MN 55441 | [ae-mn.com](http://ae-mn.com)  
P 763.432.4000 | F 763.432.4090  
Anderson Engineering of Minnesota, LLC

### RUM RIVER PRESERVE OF ST FRANCIS

3503 BRIDGE ST NW  
ST. FRANCIS, MN 55070

KINGHORN CONSTRUCTION

DESIGNED BY: KINGHORN CONSTRUCTION  
CHECKED BY: KINGHORN CONSTRUCTION  
DATE: 10/25/2024  
DRAWN BY: KINGHORN CONSTRUCTION  
SCALE: 1"=20'-0"

PRINT NAME: JAWJ.MEEBER PE

SIGNATURE: **NOT FOR CONSTRUCTION**

DATE: 10/25/2024 LICENSE NO. 55592

REVISION LOG

NO.	DATE	DESCRIPTION OF REVISIONS

PHASE 1  
OCTOBER 25, 2024

DESIGNED: JAW  
DRAWN: JAW  
CHECKED: JAW

DRAWING TITLE

## PHASE 1 GRADING & EROSION CONTROL PLAN (SOUTH)

Agenda Item # 9C.

DRAWING NO.

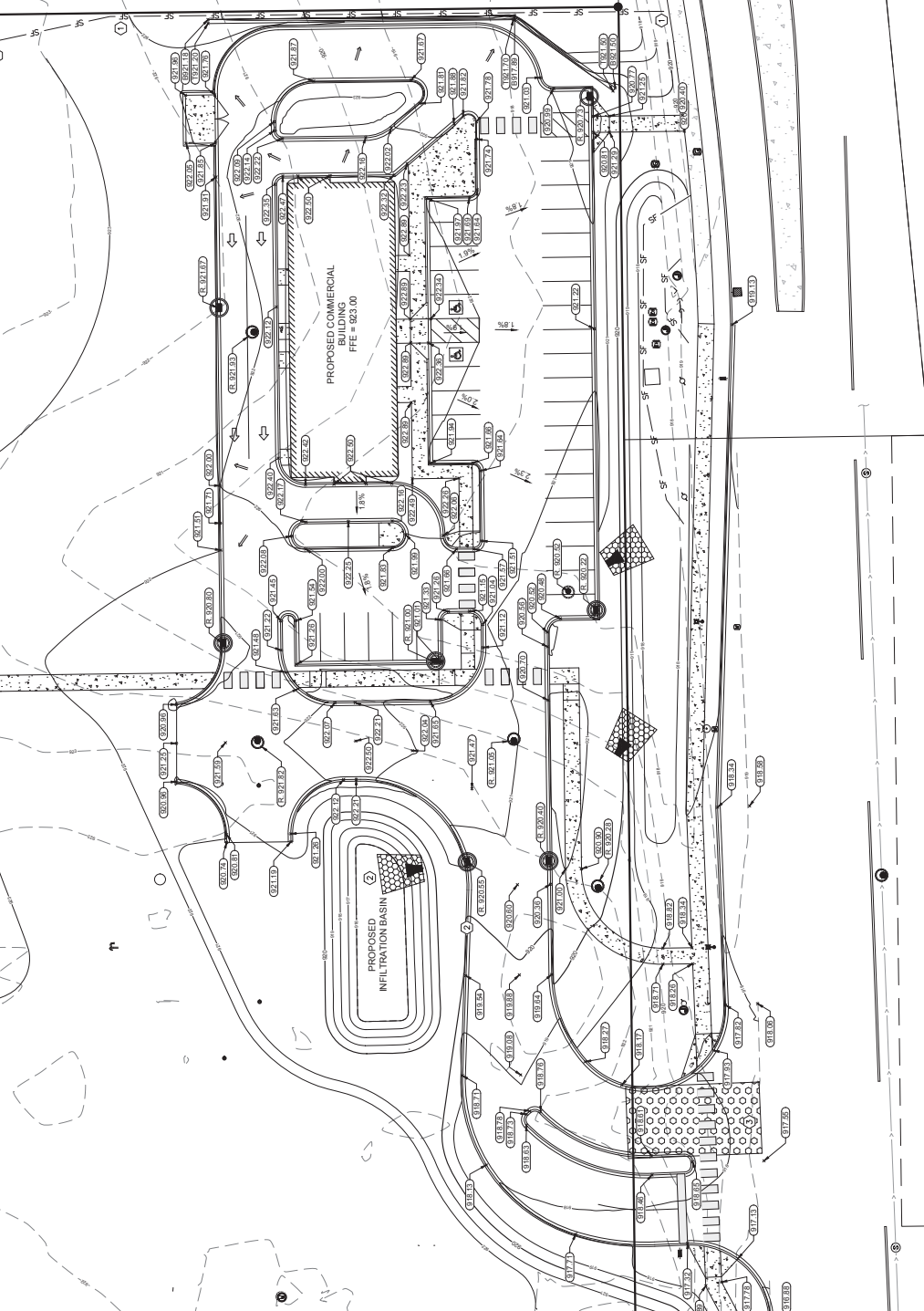
PLOTTED:

0

- #### LEGEND
- PROPERTY LIMITS
  - CONSTRUCTION LIMITS
  - EXISTING MINOR CONTOUR
  - EXISTING MAJOR CONTOUR
  - PROPOSED MINOR CONTOUR
  - PROPOSED MAJOR CONTOUR
  - EXISTING SPOT ELEVATION
  - SOIL BORING LOCATION
  - DRAINAGE ARROW
  - PROPOSED RETAINING WALL
  - PROPOSED CONCRETE C&G
  - SILT FENCE
  - INLET SEDIMENT PROTECTION
  - ROCK CONSTRUCTION ENTRANCE
  - RIM ELEVATION
  - SPOT ELEVATION
  - TOP OF WALL
  - BOTTOM OF WALL

- #### KEYNOTES:
1. INSTALL SILT FENCE AT GRADING LIMITS
  2. INSTALL TEMPORARY SILT FENCE AND PERMITS FOR THE PROPOSED INFILTRATION BASIN AS SOON AS PRACTICABLE. THE BMP'S COMPLETE REMOVE SILT FROM THE SITE. WATER RESOURCES AGENCY SHALL BE NOTIFIED.
  3. INSTALL ROCK CONSTRUCTION ENTRANCE

**GOPHER STATE ONE CALL CALL 48 HOURS BEFORE DIGGING 811 OR 1-800-252-1166**



#### STORMWATER POLLUTION PREVENTION PLAN NOTES:

1. GRADING CONTRACTOR SHALL VERIFY EXISTING AND ELEVATIONS OF ALL UNDERGROUND UTILITIES WITH RESPECTIVE UTILITY COMPANIES PRIOR TO CONSTRUCTION. ALL EROSION CONTROL MEASURES CALLED FOR ON THESE PLANS SHALL BE INSTALLED PRIOR TO ANY GRADING OR EROSION CONTROL MEASURES. THE GRADING CONTRACTOR SHALL RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. THE ENGINEER SHALL CERTIFY THAT ALL CONTROLLED AREAS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION AND UPON COMPLETION OF THE PROJECT, SPECIFICALLY DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDED & MULCHED AT THE PRESCRIBED RATES AND FREQUENCIES OF PRAIRIE GRASSING UNLESS OTHERWISE NOTED.
2. SEED MAX. WINDOZ NO. 25-31 22WACRE RATE OF APPLICATION 25-31 PFT/ACRE 158WACRE
3. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED BY THE CONTRACTOR DURING GRADING OPERATIONS. ANY TEMPORARY FACILITIES WHICH ARE TO BE REMOVED AS CALLED FOR ON THESE PLANS AND SPECIFICATIONS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION BY THE ENGINEER. THE GRADING CONTRACTOR SHALL RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. THE ENGINEER SHALL CERTIFY THAT ALL CONTROLLED AREAS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION AND UPON COMPLETION OF THE PROJECT, SPECIFICALLY DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDED & MULCHED AT THE PRESCRIBED RATES AND FREQUENCIES OF PRAIRIE GRASSING UNLESS OTHERWISE NOTED.
4. ROCK CONSTRUCTION ENTRANCES
5. CONSTRUCTION ENTRANCE AND EMBANKMENT (GRADING) SHALL BE MAINTAINED AND EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
6. SEED AND MULCH OR SOIL SHALL BE APPLIED TO ALL DISTURBED AREAS. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
7. INLET AND OUTLET FACILITIES SUBSEQUENT TO STORM SEWER WORK
8. GRADING CONTRACTOR SHALL PROVIDE AND MAINTAIN ALL EROSION CONTROL MEASURES AS MAY BE SHOWN ON THESE PLANS AND SPECIFICATIONS THROUGHOUT CONSTRUCTION. IMPLEMENT ANY ADDITIONAL EROSION CONTROL MEASURES AS MAY BE REQUIRED TO PROTECT ADJACENT PROPERTY.
9. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
10. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
11. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.

#### GENERAL NOTES:

1. ALL CONSTRUCTION SHALL COMPLY WITH 2020 EDITION OF MINNESOTA STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING ALL APPLICABLE CODES). ALL CONSTRUCTION SHALL COMPLY WITH STATE CITY, VAW TERSEB DISTRICT AND COUNTY PERMIT REQUIREMENTS.
2. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION, PRIOR TO BEGINNING THE WORK.
3. NEW CONSTRUCTION FEATURES SHALL MATCH IN THE EXISTING WHERE APPLICABLE (PAVEMENTS, CURBS, SIDEWALKS). PROVIDE SMOOTH TRANSITIONS AT MATCH POINTS.
4. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.
5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL PROVIDE PROOF OF INSURANCE, AND PROVIDE ANY NECESSARY TRAFFIC CONTROL FOR THE WORK.
7. CONCRETE CURB AND GUTTER TO BE REMOVED SHALL BE SAWCUT IN FULL SECTIONS.
8. PROTECT EXISTING UTILITIES UNLESS OTHERWISE NOTED.
9. SUBSTITUTIONS FROM INFO. SHOWN HEREON SHALL BE REVIEWED AND APPROVED BY THE ENGINEER OF RECORD.
10. VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL AND FOUNDATION PLAN.
11. OWNER AND CONTRACTOR TO HOLD A PRECONSTRUCTION MEETING PRIOR TO CONSTRUCTION.



**ANDERSON**  
 13605 1st Avenue N, #100  
 Plymouth, MN 55441 | [ae-mn.com](http://ae-mn.com)  
 P 763.432.4000 | F 763.432.4090  
 Anderson Engineering of Minnesota, LLC

**RUM RIVER  
 PRESERVE  
 OF ST FRANCIS**

3503 BRIDGE ST NW  
 ST. FRANCIS, MN 55070

KINGHORN CONSTRUCTION

THIS DRAWING IS THE PROPERTY OF ANDERSON ENGINEERING OF MINNESOTA. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN CONSENT OF ANDERSON ENGINEERING OF MINNESOTA IS STRICTLY PROHIBITED.

PRINT NAME: JAVI MUEBER PE

SIGNATURE: **NOT FOR CONSTRUCTION**  
 DATE: 10/25/2024 LICENSE NO. 55592

NO.	DATE	DESCRIPTION OF REVISIONS

DESIGNED BY: JAVI MUEBER  
 DRAWN: JAVI MUEBER  
 CHECKED BY: JAVI MUEBER  
 DATE: OCTOBER 25, 2024

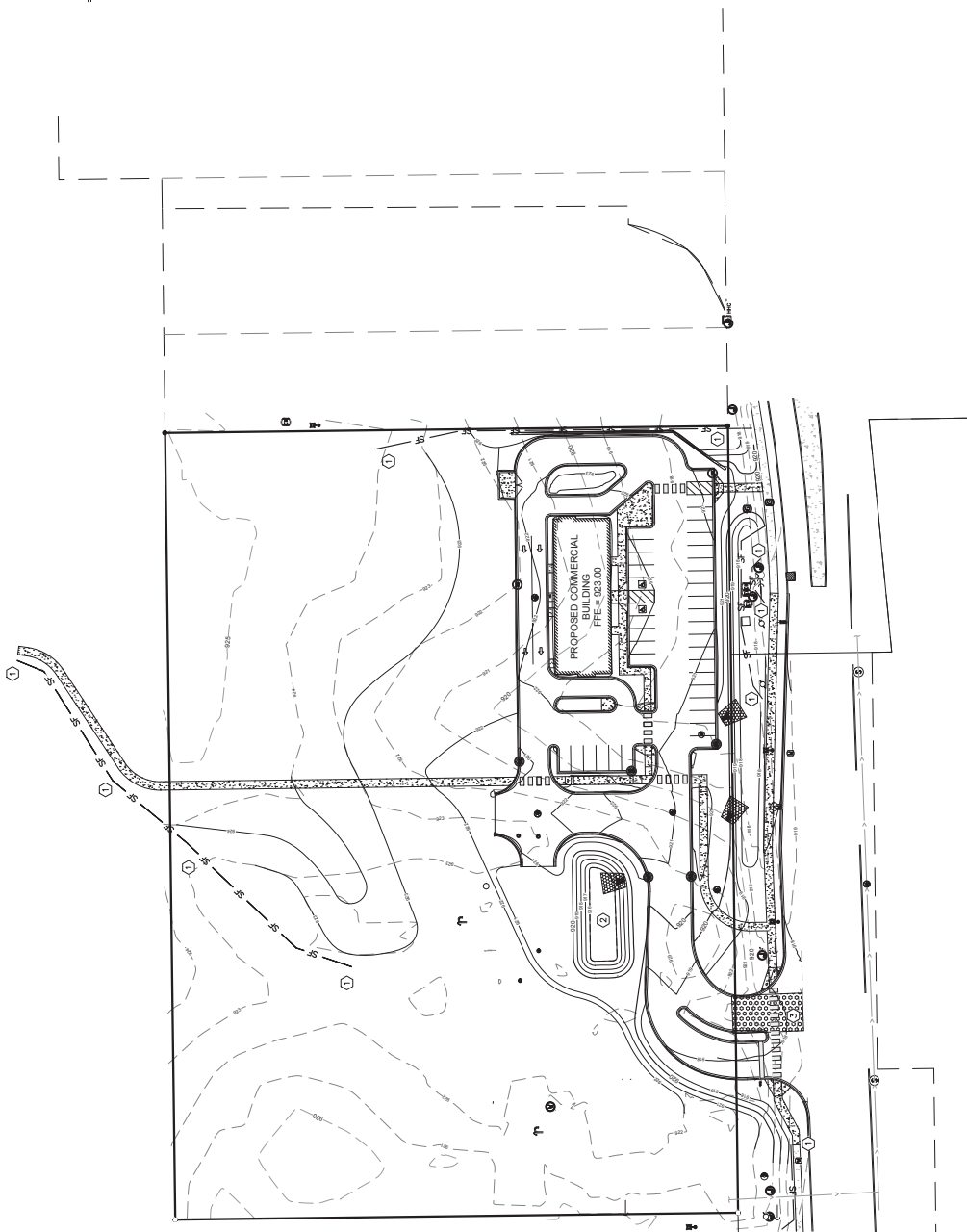
PHASE 1  
 DRAWING TITLE

**PHASE 1 GRADING  
 & EROSION  
 CONTROL PLAN  
 (OVERALL)**

DRAWING NO. 10  
 PLOTTED: 10/25/2024 10:00 AM

**Agenda Item # 9C.**

- LEGEND**
- PROPERTY LIMITS
  - CONSTRUCTION LIMITS
  - EXISTING MINOR CONTOUR
  - EXISTING MAJOR CONTOUR
  - PROPOSED MINOR CONTOUR
  - PROPOSED MAJOR CONTOUR
  - EXISTING SPOT ELEVATION
  - SOIL BORING LOCATION
  - DRAINAGE ARROW
  - PROPOSED RETAINING WALL
  - PROPOSED CONCRETE C&G
  - SILT FENCE
  - INLET SEDIMENT PROTECTION
  - ROCK CONSTRUCTION ENTRANCE



**STORMWATER POLLUTION PREVENTION PLAN NOTES:**

- GRADING CONTRACTOR SHALL VERIFY EXISTING AND PROPOSED ELEVATIONS OF ALL UNDERGROUND UTILITIES WITH RESPECTIVE UTILITY COMPANIES PRIOR TO CONSTRUCTION. ALL EROSION CONTROL MEASURES CALLED FOR ON THESE PLANS SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION. RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. ENGINEER SO THAT CERTIFICATION OF ALL CONTROLLED AREAS SHALL BE FURNISHED TO THE OWNER DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT.
- ALL EROSION CONTROL MEASURES CALLED FOR ON THESE PLANS SHALL BE DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDING & MULCHED AT THE PRESCRIBED RATES OF APPLICATION OF FERTILIZER UNLESS OTHERWISE NOTED.
- SEED MAX. WINDOZ NO. 25-31 22WACRE  
 FERTILIZER-158ACRE  
 RATE OF APPLICATION 25-10-10

**GENERAL NOTES:**

- ALL CONSTRUCTION SHALL COMPLY WITH 2020 EDITION OF MNDOT STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING BUT NOT LIMITED TO) AND ALL APPLICABLE LOCAL, STATE, COUNTY, AND FEDERAL REQUIREMENTS. ALL CONSTRUCTION SHALL COMPLY WITH STATE CITY, WATERSHED DISTRICT, AND COUNTY PERMIT REQUIREMENTS.
- CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION, PRIOR TO BEGINNING THE WORK.
- NEW CONSTRUCTION FEATURES SHALL MATCH IN THE EXISTING WHERE APPLICABLE (PAVEMENTS, CURBS, SIDEWALKS). PROVIDE SMOOTH TRANSITIONS AT MATCH POINTS.
- THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK.
- CONCRETE CURB AND GUTTER TO BE REMOVED SHALL BE SAWCUT IN FULL SECTIONS.
- PROTECT EXISTING UTILITIES UNLESS OTHERWISE NOTED.
- SUBSTITUTIONS FROM INFO. SHOWN HEREON SHALL BE REVIEWED AND APPROVED BY THE ENGINEER OF RECORD.
- VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL AND FOUNDATION PLAN.
- OWNER AND CONTRACTOR TO HOLD A PRECONSTRUCTION MEETING PRIOR TO CONSTRUCTION.

**KEYNOTES:**

- INSTALL SILT FENCE AT GRADING LIMITS.
- INSTALL TEMPORARY SILT FENCE AND PERMITS OF THE PROPOSED INFILTRATION BASIN AS SOON AS PRACTICABLE. THE BMP'S SHOULD BE MAINTAINED UNTIL PERMANENT INFILTRATION BASIN IS FULLY ESTABLISHED.
- INSTALL ROCK CONSTRUCTION ENTRANCE.

10. ALL SOLID WASTE CONSTRUCTION DEBRIS SHALL BE DISPOSED OF IN ACCORDANCE WITH MPCA REQUIREMENTS. HAZARDOUS MATERIALS SHALL BE STORED IN ACCORDANCE WITH MPCA REGULATIONS. HAZARDOUS MATERIALS SHALL BE STORED IN ACCORDANCE WITH MPCA REGULATIONS. HAZARDOUS MATERIALS SHALL BE STORED IN ACCORDANCE WITH MPCA REGULATIONS.

11. STORM SEWER CATCH BASINS THROUGHOUT CONSTRUCTION MEASURE APPLIED SHALL COMPLY WITH BEST MANAGEMENT PRACTICES FOR MINNESOTA AND APPLICATIONS OF MPCA'S BEST MANAGEMENT PRACTICES FOR MINNESOTA. CONTRACTOR SHALL PREVENT SOIL LOSS DURING CONSTRUCTION DUE TO WIND EROSION. BEST MANAGEMENT PRACTICES THROUGH THE APPLICATION OF WATERAS EQUIVALENT BMP'S AS APPROVED BY THE ENGINEER.

6. ALL EXPOSED SOIL AREAS WITH CONTAMINANTS SHOULD BE COVERED WITH 200 LINEAR FEET OF ANY SURFACE WATER. MUST HAVE TEMPORARY EROSION PROTECTION OR PERMANENT COVER FOR THE EXPOSED SOIL AREAS YEAR TO YEAR TO THE FOLLOWING TABLE OF SLOPES AND TIME FRAMES.

TYPE OF SLOPE	TIME FRAME	REMARKS
FLATTER THAN 3:1	14 DAYS	(Maximum time an area can remain open when the area is not actively being worked)
3:1 TO 1:1	14 DAYS	
1:1 TO 1:1	14 DAYS	

7. IT IS REQUIRED THAT SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES BE CLEANED DAILY FROM PAVED ROADWAY. ALL REQUIREMENTS OF THE LOCAL WATERSHED DISTRICT SHALL BE SATISFIED PER THE APPROVED PERMIT.

8. ALL EROSION CONTROL MEASURES SHOWN ON THESE PLANS SHALL CONFORM TO THE MPCA'S BEST MANAGEMENT PRACTICES FOR MINNESOTA.

3. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED BY THE CONTRACTOR DURING GRADING OPERATIONS. ANY TEMPORARY FACILITIES WHICH ARE TO BE REMOVED AS CALLED FOR ON THESE PLANS AND SPECIFICATIONS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION BY THE ENGINEER. THE GRADING CONTRACTOR SHALL RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. ENGINEER SO THAT CERTIFICATION OF ALL CONTROLLED AREAS SHALL BE FURNISHED TO THE OWNER DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT.

5. SPECIFICALLY DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDING & MULCHED AT THE PRESCRIBED RATES OF APPLICATION OF FERTILIZER UNLESS OTHERWISE NOTED.

SEED MAX. WINDOZ NO. 25-31 22WACRE  
 FERTILIZER-158ACRE  
 RATE OF APPLICATION 25-10-10

1. GRADING CONTRACTOR SHALL VERIFY EXISTING AND PROPOSED ELEVATIONS OF ALL UNDERGROUND UTILITIES WITH RESPECTIVE UTILITY COMPANIES PRIOR TO CONSTRUCTION. ALL EROSION CONTROL MEASURES CALLED FOR ON THESE PLANS SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION. RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. ENGINEER SO THAT CERTIFICATION OF ALL CONTROLLED AREAS SHALL BE FURNISHED TO THE OWNER DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT.

5. SPECIFICALLY DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDING & MULCHED AT THE PRESCRIBED RATES OF APPLICATION OF FERTILIZER UNLESS OTHERWISE NOTED.

SEED MAX. WINDOZ NO. 25-31 22WACRE  
 FERTILIZER-158ACRE  
 RATE OF APPLICATION 25-10-10

1. ALL CONSTRUCTION SHALL COMPLY WITH 2020 EDITION OF MNDOT STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING BUT NOT LIMITED TO) AND ALL APPLICABLE LOCAL, STATE, COUNTY, AND FEDERAL REQUIREMENTS. ALL CONSTRUCTION SHALL COMPLY WITH STATE CITY, WATERSHED DISTRICT, AND COUNTY PERMIT REQUIREMENTS.

2. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION, PRIOR TO BEGINNING THE WORK.

3. NEW CONSTRUCTION FEATURES SHALL MATCH IN THE EXISTING WHERE APPLICABLE (PAVEMENTS, CURBS, SIDEWALKS). PROVIDE SMOOTH TRANSITIONS AT MATCH POINTS.

4. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.

5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.

6. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK.

7. CONCRETE CURB AND GUTTER TO BE REMOVED SHALL BE SAWCUT IN FULL SECTIONS.

8. PROTECT EXISTING UTILITIES UNLESS OTHERWISE NOTED.

9. SUBSTITUTIONS FROM INFO. SHOWN HEREON SHALL BE REVIEWED AND APPROVED BY THE ENGINEER OF RECORD.

10. VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL AND FOUNDATION PLAN.

11. OWNER AND CONTRACTOR TO HOLD A PRECONSTRUCTION MEETING PRIOR TO CONSTRUCTION.

10. ALL SOLID WASTE CONSTRUCTION DEBRIS SHALL BE DISPOSED OF IN ACCORDANCE WITH MPCA REQUIREMENTS. HAZARDOUS MATERIALS SHALL BE STORED IN ACCORDANCE WITH MPCA REGULATIONS. HAZARDOUS MATERIALS SHALL BE STORED IN ACCORDANCE WITH MPCA REGULATIONS.

11. STORM SEWER CATCH BASINS THROUGHOUT CONSTRUCTION MEASURE APPLIED SHALL COMPLY WITH BEST MANAGEMENT PRACTICES FOR MINNESOTA AND APPLICATIONS OF MPCA'S BEST MANAGEMENT PRACTICES FOR MINNESOTA. CONTRACTOR SHALL PREVENT SOIL LOSS DURING CONSTRUCTION DUE TO WIND EROSION. BEST MANAGEMENT PRACTICES THROUGH THE APPLICATION OF WATERAS EQUIVALENT BMP'S AS APPROVED BY THE ENGINEER.

6. ALL EXPOSED SOIL AREAS WITH CONTAMINANTS SHOULD BE COVERED WITH 200 LINEAR FEET OF ANY SURFACE WATER. MUST HAVE TEMPORARY EROSION PROTECTION OR PERMANENT COVER FOR THE EXPOSED SOIL AREAS YEAR TO YEAR TO THE FOLLOWING TABLE OF SLOPES AND TIME FRAMES.

TYPE OF SLOPE	TIME FRAME	REMARKS
FLATTER THAN 3:1	14 DAYS	(Maximum time an area can remain open when the area is not actively being worked)
3:1 TO 1:1	14 DAYS	
1:1 TO 1:1	14 DAYS	

7. IT IS REQUIRED THAT SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES BE CLEANED DAILY FROM PAVED ROADWAY. ALL REQUIREMENTS OF THE LOCAL WATERSHED DISTRICT SHALL BE SATISFIED PER THE APPROVED PERMIT.

8. ALL EROSION CONTROL MEASURES SHOWN ON THESE PLANS SHALL CONFORM TO THE MPCA'S BEST MANAGEMENT PRACTICES FOR MINNESOTA.

3. ALL EROSION CONTROL FACILITIES SHALL BE MAINTAINED BY THE CONTRACTOR DURING GRADING OPERATIONS. ANY TEMPORARY FACILITIES WHICH ARE TO BE REMOVED AS CALLED FOR ON THESE PLANS AND SPECIFICATIONS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION BY THE ENGINEER. THE GRADING CONTRACTOR SHALL RESTORE THE SUBSEQUENTLY DISTURBED AREA IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. ENGINEER SO THAT CERTIFICATION OF ALL CONTROLLED AREAS SHALL BE FURNISHED TO THE OWNER DURING CONSTRUCTION AND UPON COMPLETION OF THE PROJECT.

5. SPECIFICALLY DESIGNED BY A LANDSCAPE PLAN, SHALL BE COVERED WITH A MINIMUM 6" OF TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDING & MULCHED AT THE PRESCRIBED RATES OF APPLICATION OF FERTILIZER UNLESS OTHERWISE NOTED.

SEED MAX. WINDOZ NO. 25-31 22WACRE  
 FERTILIZER-158ACRE  
 RATE OF APPLICATION 25-10-10

**RUM RIVER  
 PRESERVE  
 OF ST FRANCIS**

3503 BRIDGE ST NW  
 ST. FRANCIS, MN 55070

KINGHORN CONSTRUCTION

A SURVEY CONDUCTED BY THIS OFFICE OR A DESCRIPTION OF  
 A REVIEW WAS PREPARED BY ME OR UNDER MY DIRECT  
 SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER  
 OF THE STATE OF MINNESOTA.

PRINT NAME: JAVJ. MEIER PE

SIGNATURE: **NOT FOR CONSTRUCTION**

DATE: 10/25/2024 LICENSE NO. 55592

REVISION LOG

NO.	DATE	DESCRIPTION OF REVISIONS

PHASE 1

OCTOBER 25, 2024

DESIGNED BY

DRAWN BY

CHECKED BY

APP

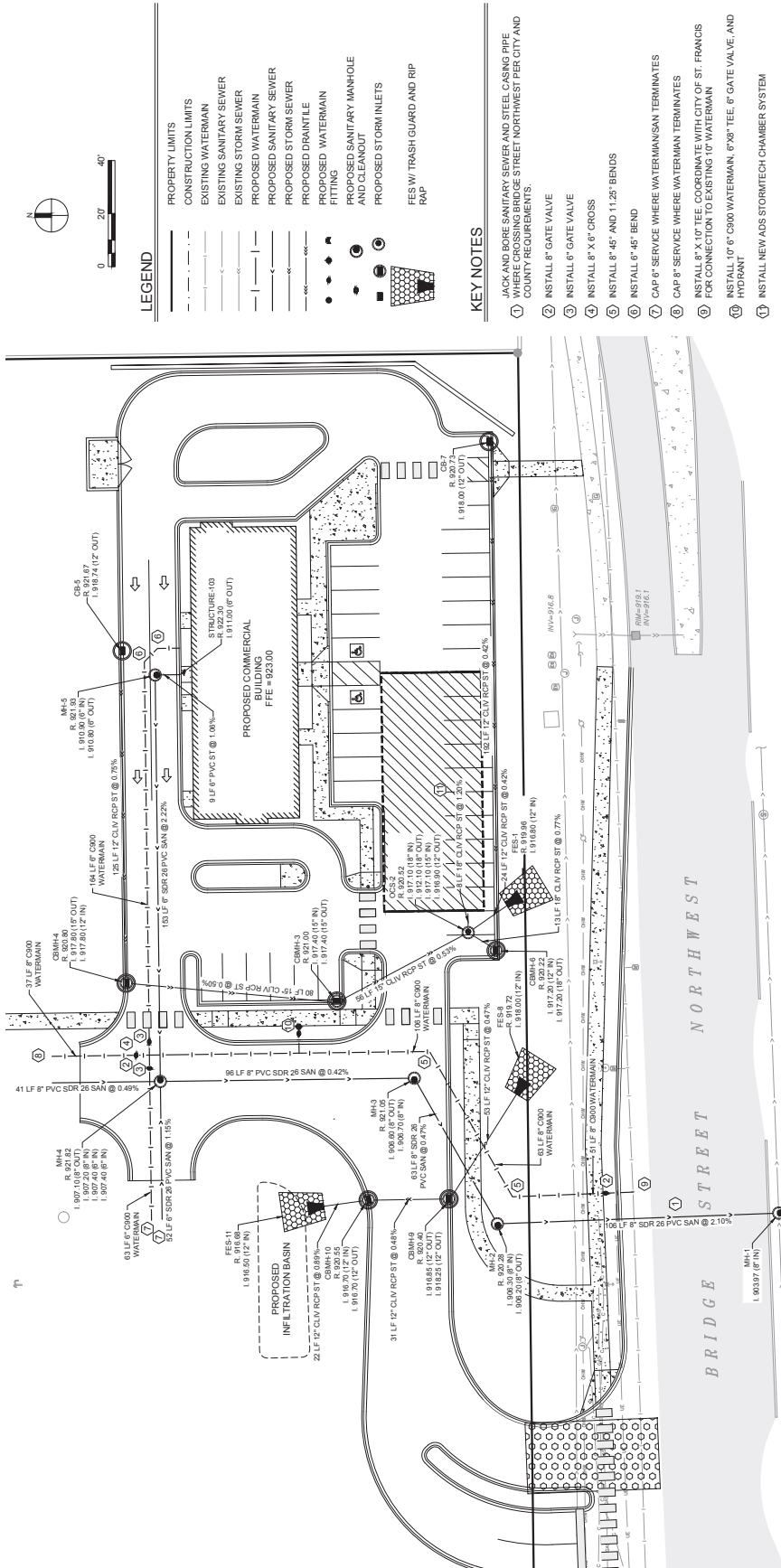
DRAWING TITLE

**PHASE 1  
 UTILITY PLAN**

DRAWING NO.

**Agenda Item # 9C.**

**GOPHER STATE ONE CALL  
 CALL 48 HOURS BEFORE DIGGING  
 811 OR 1-800-252-1166**



**LEGEND**

- PROPERTY LIMITS
- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED DRAINILE
- PROPOSED WATERMAIN FITTING
- PROPOSED SANITARY MANHOLE AND CLEANOUT
- PROPOSED STORM INLETS
- FES/W/ TRASH GUARD AND RIP ROP

**KEY NOTES**

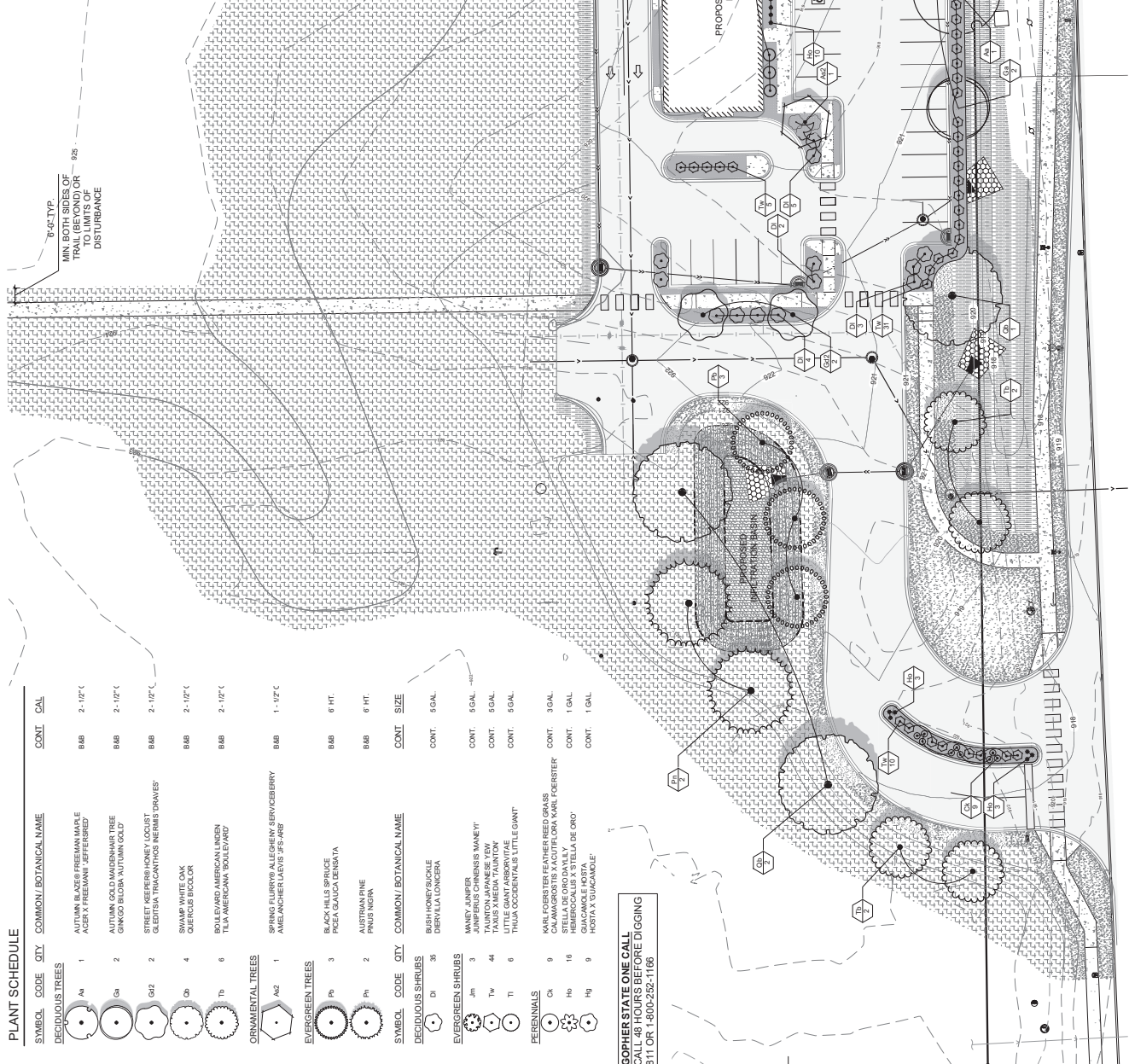
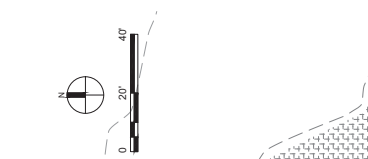
- 1 JACK AND BORE SANITARY SEWER AND STEEL CASING PIPE WHERE CROSSING BRIDGE STREET NORTHWEST PER CITY AND COUNTY REQUIREMENTS.
- 2 INSTALL 8" GATE VALVE
- 3 INSTALL 6" GATE VALVE
- 4 INSTALL 8" X 8" CROSS
- 5 INSTALL 8" X 45" AND 11.25" BENDS
- 6 INSTALL 8" X 45" BEND
- 7 CAP 6" SERVICE WHERE WATERMAIN SAN TERMINATES
- 8 CAP 6" SERVICE WHERE WATERMAIN TERMINATES
- 9 INSTALL 8" X 10" TEE COORDINATE WITH CITY OF ST. FRANCIS FOR CONNECTION TO EXISTING 10" WATERMAIN
- 10 INSTALL 10" x 6" x 30" WATERMAIN, 6" x 8" TEE, 6" GATE VALVE, AND RISERT
- 11 INSTALL NEW ADS STORM/TECH CHAMBER SYSTEM

**UTILITY PLAN NOTES**

1. EXISTING TOPOGRAPHIC INFORMATION SHOWN BASED ON A SURVEY PERFORMED BY ANDERSON ENGINEERING OF MN LLC DATED SEPTEMBER 17, 2024.
2. ALL CONSTRUCTION SHALL COMPLY WITH THE 2020 EDITION OF MNDOT STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING ANY SUPPLEMENTS) AND 2019 CEAM STANDARD SPECIFICATIONS, AS APPLICABLE. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF ST. FRANCIS, WATERSHED DISTRICT, AND LOCAL PERMIT REQUIREMENTS.
3. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION, PRIOR TO ALL CONSTRUCTION ACTIVITY.
4. ALL WORK SHALL COMPLY WITH THE GEOTECHNICAL REPORT (UNLESS DIRECT OTHERWISE).
5. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.
6. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
7. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK DESCRIBED HEREON, INCLUDING BUT NOT LIMITED TO ANY FEE, PROTECT, PROTECT, AND PROTECT ANY NECESSARY TRAFFIC CONTROL FOR THE WORK.
8. ALL WORK TO BE CONSTRUCTED IN AN ALEGAL MANNER IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
9. CONTRACTOR SHALL OBTAIN ALL PERMITS PRIOR TO CONSTRUCTION ACTIVITIES.
10. VERIFY EROSION CONTROL MEASURES ARE IN PLACE PRIOR TO STARTING WORK.
11. PHASE DEMOLITION AS NEEDED TO MAINTAIN DRAINAGE AND UTILITIES FOR MINIMAL DISRUPTION.
12. CONTRACTOR SHALL REMOVE AND DISPOSE OFF-SITE ALL DEMOLITION ITEMS IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL REQUIREMENTS.
13. PATCH IN/AND/NO DISTURBED PAVEMENTS & CURBS
14. UTILITY LOCATIONS TO PROTECT (UTL) ARE SHOWN USED TO THE RULE OF 16" BY 16" AND EXISTING BARRIERS INCLUDING ADJACENT WALKS AND ROADWAYS, MINIMUM DAILY MAINTAIN CONFORMANCE WITH APPLICABLE STORM WATER POLLUTION PREVENTION PRACTICES.
15. PROTECT EXISTING ELEMENTS TO REMAIN. CONTRACTOR TO REPAIR DAMAGES AT NO COST TO OWNER.
16. SUBSTITUTIONS FROM INFO SHOWN SHALL BE REVIEWED AND APPROVED BY THE ENGINEER OF RECORD.
17. THE LOCATION AND TYPE OF EXISTING UTILITIES SHOWN ARE FOR GENERAL INFORMATION ONLY. THE INFORMATION IS NOT WARRANTED TO BE ACCURATE OR COMPLETE. THE CONTRACTOR IN COOPERATION WITH THE APPROPRIATE UTILITY COMPANY OR MUNICIPALITY IS RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES.
18. PROVIDE A MINIMUM OF 6" HORIZONTAL AND 18" VERTICAL SEPARATION BETWEEN WATERMAIN CROSSINGS WITH STORM AND SANITARY SEWERS.
19. ALL JOINTS & CONNECTIONS IN THE STORM SEWER SYSTEM SHALL BE WATER TIGHT APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATER TIGHT CONNECTIONS TO MANHOLE AND CATCH BASINS.
20. ALL NEW NON-METALLIC SANITARY AND WATER SERVICE PIPE SHALL HAVE TRACER WIRE.

**LEGEND**

---	PROPERTY LIMITS
---	CONSTRUCTION LIMITS
---	EXISTING MINOR CONTOUR
---	EXISTING MAJOR CONTOUR
---	PROPOSED MINOR CONTOUR
---	PROPOSED MAJOR CONTOUR
---	PROPOSED RETAINING WALL
---	PROPOSED CONCRETE C&G
---	ROCK MULCH
---	SOD W/ IRRIGATION
---	MNDOT SOUTHERN BOULEVARD SEED MIX
---	MNDOT RIPARIAN SOUTH AND WEST SEED MIX - MNDOT 34-251
---	MNDOT SOUTHERN SHORTGRASS ROADSIDE



**PLANT SCHEDULE**

SYMBOL	CODE	QTY	COMMON / BOTANICAL NAME	CONT.	SIZE
<b>DECIDUOUS TREES</b>					
	Am	1	AUTUMN BLAZE FREEMAN MAPLE ACER X FREEMANI 'JEFFERREB27'	B86	2-1/2' C
	Qa	2	AUTUMN GOLD MAIDENHAIR TREE GONIOCLERA AUTUMN GOLD	B86	2-1/2' C
	Qd2	2	STREET KEEPER HONEY LOCUST GLEDISIA TRIACANTHOS NERMS 'GRAVES'	B86	2-1/2' C
	Qk	4	SWAMP WHITE OAK QUERCUS BIOLOR	B86	2-1/2' C
	Tb	6	BOLIVIAN AMERICAN LARCH TILIA AMERICANA 'BOULEVARD'	B86	2-1/2' C
<b>ORNAMENTAL TREES</b>					
	Am2	1	SPRING EMBROIDERED SERVICEBERRY AMELANCHIER LAEVIS 'JFS AM2'	B86	1-1/2' C
<b>EVERGREEN TREES</b>					
	Pb	3	BLACK HILLS SPRUCE PICEA GAUCIA TENATA	B86	6' HT.
	Ph	2	AUSTRIAN PINE PINUS INGRA	B86	6' HT.
<b>DECIDUOUS SHRUBS</b>					
	Di	35	BUSH HONEY/SUCKLE DERYLLA LONGERA	CONT.	5 GAL.
	Jm	3	MANEY JUNBER JAPANESE BURNING BUSH	CONT.	5 GAL.
	Tv	44	TAIWANESE JAPANESE YEW TAXUS AMEDA 'TAINTON'	CONT.	5 GAL.
	Ti	6	LITTLE LEAF LAMB EARS LAMBIA OCCIDENTALIS 'LITTLE GIANT'	CONT.	5 GAL.
<b>PERENNIALS</b>					
	Ok	9	HANS ROSENTHAL'S ANEMONE ANEMONE 'HANS ROSENTHAL'	CONT.	3 GAL.
	Ho	16	STELLA DE CRO DAL'LY GALANOPSIS 'STELLA DE CRO'	CONT.	1 GAL.
	Hg	9	GUANACOLEA HUSTIA X 'GUANACOLEA'	CONT.	1 GAL.

**GOPHER STATE ONE CALL**  
CALL 48 HOURS BEFORE DIGGING  
811 OR 1-800-252-1166



**ANDERSON**  
 13605 1st Avenue N., #100  
 Plymouth, MN 55441 | [ae-mm.com](http://ae-mm.com)  
 P 763.432.4000 | F 763.432.6090  
 Anderson Engineering of Minnesota, LLC

**RUM RIVER  
 PRESERVE  
 OF ST FRANCIS**

3503 BRIDGE ST NW  
 ST. FRANCIS, MN 55070

KINGHORN CONSTRUCTION

DESIGNED BY: JEFFREY W. DETER, P.L.A.  
 DATE: 10/29/2024 LICENSE NO. JL1892

SIGNATURE: NOT FOR CONSTRUCTION  
 DATE: 10/29/2024 LICENSE NO. JL1892

NO.	DATE	DESCRIPTION OF REVISIONS

PHASE 1  
 OCTOBER 25, 2024

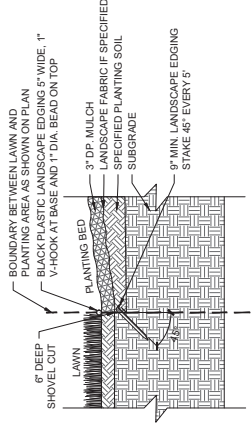
DESIGNED: JWD  
 CHECKED: JWD  
 DRAWING TITLE: LANDSCAPE DETAILS

Agenda Item # 9C.

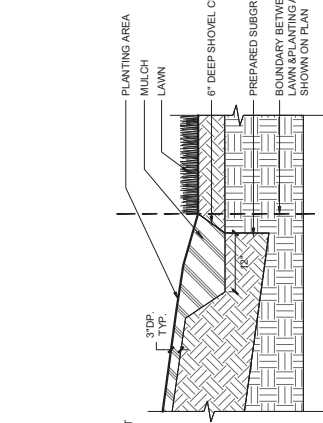
DRAWING NO. LP-01

PLOTTED: ---

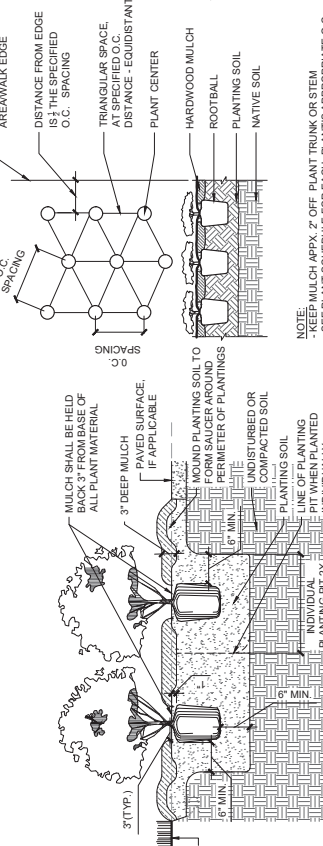
NOTE:  
 FOR MULTIPLE PIECES OF EDGING, CONNECT WITH 6" MIN. PLUG. STAKE EACH SIDE OF THE EDGING 12" MAX FROM THE POINT OF CONNECTION.



1 DECIDUOUS SHRUB PLANTING DETAIL  
 SCALE: N.T.S.

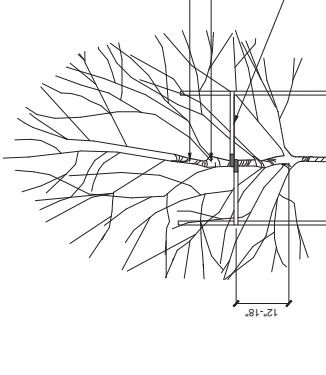


2 SPADE LANDSCAPE EDGER DETAIL  
 SCALE: N.T.S.

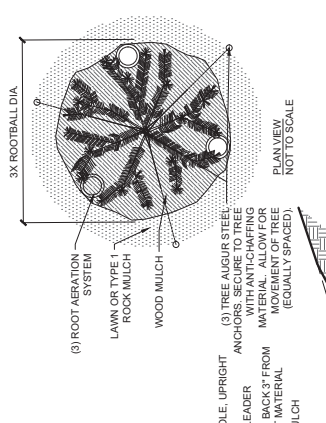


3 PLASTIC LANDSCAPE EDGER DETAIL  
 SCALE: N.T.S.

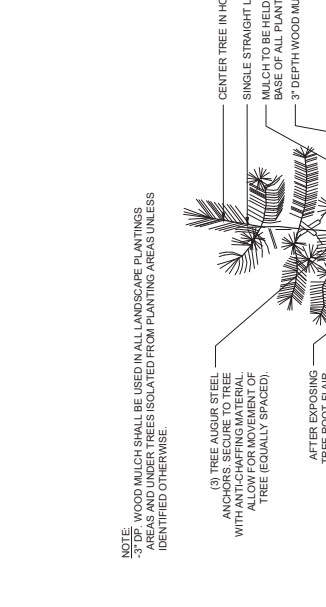
NOTE:  
 3" DP. WOOD MULCH SHALL BE USED IN ALL PLANTING AREAS UNLESS OTHERWISE SPECIFIED OR NOTED.  
 IDENTIFIED FROM PLANTING AREAS UNLESS IDENTIFIED OTHERWISE.  
 KEEP MULCH APPROX. 3" OFF PLANT TRUNK OR STEM AT ALL TIMES.  
 APPLY MULCH TO PLANTING SCHEDULE FOR O.C. SPACING, IF APPLICABLE.  
 MULTI-STEM TREES SHALL NOT RECEIVE STAKING. THEY SHALL CONFORM TO ALL OTHER DECIDUOUS TREE PLANTING REQUIREMENTS.



4 CONIFEROUS TREE PLANTING DETAIL  
 SCALE: N.T.S.



5 DECIDUOUS TREE PLANTING DETAIL  
 SCALE: N.T.S.



6 CONIFEROUS TREE PLANTING DETAIL  
 SCALE: N.T.S.

## MEMORANDUM

**TO: Beth Richmond, City Planner**

**CC: Jessica Rieland, Community Development Director**

**FROM: Shane Nelson, Assistant City Engineer**

**DATE: November 1, 2024**

**RE: Rum River Preserve**

We have received and reviewed the preliminary Construction Plans, dated October 25, 2024, and the Stormwater Management Plan, dated September 29, 2024 prepared by Anderson Engineering of MN, LLC for the above-reference project and would offer the following:

1. The proposed drive access connection to Bridge Street (CSAH 24), the proposed sewer and water connections within the Bridge Street (CSAH 24) right-of-way, and the proposed stormwater discharge into the Bridge Street (CSAH 24) right-of-way are subject to the review and approval of the Anoka County Highway Department (ACHD).
2. In general, the proposed utility connections and stormwater management system are acceptable to City staff.
  - a. The sanitary sewer is proposed to connect to the existing manhole on the south side of Bridge Street (CSAH 24). We recommend that the Applicant's team review the proposed connection with ACHD staff to determine the construction method that will be acceptable to ACHD due to the high traffic volumes of Bridge Street.
  - b. The proposed watermain connection is on the north side of Bridge Street. The proposed connection location is acceptable to City staff.
  - c. The proposed stormwater management system consists of an underground treatment chamber system and one new infiltration basin. As shown in the Stormwater Calculations, this project will manage the stormwater runoff rates for the 2-year, 10-year, and 100-year return frequencies as required by City ordinances. This project will also provide volume control and water quality treatment as required by City ordinances and demonstrated in the Stormwater Management Plan.
3. It appears that a culvert will be necessary to convey the drainage under the sidewalk connection in the Bridge Street right-of-way. Applicant to review and provide conveyance as necessary.
4. The Stormwater Treatment System, once constructed, will be privately owned and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the Applicant must enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance. (Section 10-93.5.H)

We recommend approval of the Site Plan subject to the above comments being addressed and subject to the City receiving final Construction Plans which are certified by the preparer.





PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Rum River Preserve PUD
DATE: 10-8-2024 for 10-16-2024 meeting
APPLICANT: Kinghorn Construction (Grady Kinghorn)
LOCATION: 3503 Bridge St NW
COMP PLAN: Commercial, HDR
ZONING: B-1 Central Business District

OVERVIEW:

The City has received an application to establish a Planned Unit Development (PUD) for the "Rum River Preserve" development at 3503 Bridge St NW. A concept plan for this area was reviewed by the Planning Commission and City Council in July and August 2024.

"Rum River Preserve" is proposed to be a phased commercial and residential development which will eventually include commercial buildings along Bridge Street and apartment units to the north. The land use request to be considered includes a rezoning to Planned Unit Development (PUD).

REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the review of the PUD request is November 18, 2024.

Public Hearing

City Code requires that a public hearing for review of the land use and subdivision requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on October 4, 2024 and posted on the City Hall bulletin board on October 3, 2024. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on October 3, 2024.

ANALYSIS

Comprehensive Plan

The Comprehensive Plan designates this site as two future land use categories: Commercial use on the southern half of the site and High Density Residential use on the northern half. The current

application for the PUD includes commercial uses on the south half of the site and apartment units on the northern half which is consistent with these land use categories. Additional analysis related to site density will be required when more detailed plans are submitted for the apartment units.

**Planned Unit Development (PUD)**

The applicant is requesting to rezone the entire 5.1-acre site from B-1 Central Business to a Planned Unit Development (PUD). PUDs are intended to allow for the mixing of uses and flexibility from the general standards of the Code in order to allow for more innovative and efficient design within neighborhoods or sites. By allowing flexibility from the strict provisions of the Zoning Code, the PUD process is intended to produce a clear and identified benefit to the City that would not have otherwise been achievable through the standard zoning process. As stated in City Code Section 10-51-01, this public benefit may include: innovations in development to meet new or growing demands for economic growth, higher standards of site and building design, a creative use of land and development which allows for a phased transition of land from one activity to another, and/or a more efficient use of land.

The following deviations are requested from the current code regulations as part of the PUD and will be discussed in greater detail below:

- Allowing a drive-through and standalone apartments along Bridge Street
- Deviations from the B-1 District standards related to setbacks and design standards

The applicant is proposing to construct this development in phases. The first phase of the project is proposed to be a commercial center building with a drive-through. The second phase would include the remaining commercial land on the site. Subsequent phases would include the development of apartment units on the northern half of the site.

The applicant has provided detailed plans for Phase 1 and conceptual plans for the future phases of the project. If the PUD is supported by the City Council, a PUD ordinance will be created which will be binding on all phases of the development. The applicant is advised that any changes or additional deviations requested for the PUD as a result of additional planning for future phases will require a PUD amendment and public review process.

Commercial Uses

The applicant is proposing two phases of commercial development within the Rum River Preserve PUD. The first phase includes a three-tenant commercial center building with a drive-through. The building is proposed to be approximately 5,300 square feet in size. Drive-throughs are not currently allowed in the B-1 District, however, during the concept planning process, the Planning Commission and City Council felt that a drive-through may be appropriate in this area with certain conditions such as additional landscaping and an emphasis on pedestrian circulation. Processing the application as a PUD allows for inclusion of a drive-through. The proposed food service uses within the building are permitted in the B-1 District.

The second phase shows a small commercial building (824 square feet) with a drive-through. A second drive-through was not contemplated during the concept planning process for this site and is not supported by Staff at this time because it creates further divergence from the broader pedestrian oriented policy direction for Bridge Street development as articulated in the Comprehensive Plan and St. Francis Forward Plan. Unless additional direction is provided by the Planning Commission and City Council, the second phase of the PUD should be developed consistent with the commercial uses permitted in the B-1 District. A site plan review from Planning Commission and City Council will be required at the time of development of this future phase to ensure all standards are met.

Residential Uses

The applicant is proposing two apartment buildings on the north side of the site. This portion of the project is anticipated to be a future phase(s) of the project, so no specific designs have been provided

or reviewed at this time. Standalone apartments are not currently allowed in the B-1 District. However, it was determined during the concept planning process that standalone apartments combined with the earlier phases of commercial uses would allow a desirable mix of commercial and residential uses on the site, meeting the intention of the B-1 District and the future land use guidance of the 2040 Comprehensive Plan. Therefore, standalone apartments are proposed to be allowed within the Rum River Preserve PUD.

As it stands today, the apartment building will be limited to the standards for apartment buildings provided in the City's R-3 High Density Residential District. If flexibility from these standards is needed, a PUD amendment would be required. When the applicant brings this phase forward, a site plan review and approval by Planning Commission and City Council will be required prior to development. All apartment details, including density, architectural design, parking, and landscaping, will be reviewed with the site plan.

**Phase 1 Analysis**

Use-Specific Standards

The following standards exist for drive-through uses within City Code Section 10-68-09 Drive-Thru Establishments:

- A. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs.
- B. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.
- C. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.
- D. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.
- E. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.
- F. Drive-up window lanes: The minimum drive width for drive-up window lanes shall be 14 feet.
- G. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).
- H. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11:00 p.m. or one (1) hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.
- I. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.
- J. Only one lane with a minimum of 50 feet leading to the drive-up window shall be provided for queuing.
- K. If the drive-thru facility is adjacent to residential properties:
  - 1. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
  - 2. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
  - 3. The hours of operation are limited to 6:00 a.m. to 10:00 p.m. unless extended by the City Council as part of an interim use permit.

The applicant has not indicated that flexibility is needed from these standards. Therefore, these standards will apply to the proposed drive-through use. The applicant will be responsible for demonstrating that the drive-through use will be appropriately screened as described above from the future residential uses to the north.

Access

The subject site is located adjacent to Bridge St NW. The applicant is proposing to improve the existing access onto Bridge Street so that it will function as the sole entry point for all phases of the development. Staff is supportive of this approach. Since Bridge Street is a County Road, the plans have been sent to Anoka County for their review and comment. The County has provided comment that construction of a right turn lane from Bridge Street into the site will be required with the development of Phase 1.

Parking

The amount of parking required within the City varies by use of the property. A commercial center such as the one proposed to be developed in Phase 1 requires 1 parking space for every 250 square feet of floor area. The building is proposed to be 5,343 square feet, therefore, 21 parking spaces are required. 38 parking spaces are proposed, which is more than required. This PUD is proposed to be located within the Bridge Street corridor, an area planned for pedestrian walkability and connectivity in the Comprehensive Plan and the St. Francis Forward Plan. In accordance with those plans, Staff recommends that the applicant reduce the number of proposed parking spaces on the site to provide room for additional landscaping and pedestrian connections along Bridge Street and throughout the site, and to reduce the amount of impervious surface. A reduction in impervious surface will result in a reduced need for stormwater management facilities.

The parking spaces that are proposed to serve the Phase 1 commercial building are shorter than currently allowed by City Code by one foot. The site plan should be revised to show parking stalls that are 9' x 19' in dimension.

Pedestrian Connectivity

Within the Bridge Street corridor, there is an emphasis on walkability and pedestrian connections. The City's expectation is that sites developed within this corridor will continue to enhance the existing trail network to facilitate the safe movement of pedestrians between community destinations such as the high school, the Rum River, Rum River North County Park, residential neighborhoods, and retail destinations. This is particularly true for PUDs, as these developments are expected to produce a higher level of site design than a typical development.

The PUD plans as submitted do not contemplate pedestrian connections within the development. A sidewalk extending from the existing Bridge Street sidewalk is proposed, but dead-ends before it reaches the commercial building. This design is not consistent with the City's planning efforts for the area and is not supported by Staff.

Staff recommends that the applicant revise the plans and provide additional pedestrian connections within Phase 1 as well as throughout the development, considering the natural tendencies of future visitors to the site. This includes planning for visitors to the site from the high school to the east as well as from the businesses to the west across the Rum River, taking into account that pedestrians often prefer to take the shortest and simplest routes to their destinations. Additional sidewalk extensions and/or crosswalks may be appropriate in order to enhance safety and connectivity.

Landscaping

The applicant has provided a landscaping plan for the site. However, the landscaping plan as submitted is not consistent with the discussions that occurred during the Planning Commission's and Council's review of the concept plan.

Buildings within the Bridge Street corridor are typically required to be placed within 5 feet of the front property line, along Bridge Street. While reviewing the concept plan, the City Council was willing to support a drive-through on the site with parking in the front, in exchange for a greater degree of landscaping between the parking area and the front property line than what would typically be required by Code. This exchange would support the pedestrian atmosphere along Bridge Street while allowing the necessary circulation for the drive-through use. Currently, the applicant is proposing to plant seven trees along the front property line, six of which are to be located in the County ROW and not on the subject site. Staff does not consider the proposed plantings to be adequate to meet the City's intentions for the area.

Staff recommends that the applicant revise the landscaping plan to show a greater degree of landscaping between the front parking area and Bridge Street, with all plantings located on the subject site. Staff's expectation is that this landscaping would include a mix of vegetation such as trees, shrubs, and perennials. In order to accommodate the additional plantings, it may be appropriate to shift the site improvements to the north. As the future northern residential area is large and has not been fully designed yet, this shift would not be anticipated to detrimentally affect future phases of the PUD. Reducing the amount of parking on site as recommended above would also result in additional area for landscaping.

Additional plantings along Bridge Street are particularly important, as the Phase 1 parking lot is proposed to be raised 2-4 feet above the current grade of the existing sidewalk, with a short retaining wall between the parking area and the sidewalk. This change of grade will result in the headlights of vehicles parking in the parking lot to be located roughly at head-height for pedestrians along Bridge Street. Additional plantings in this area will help to reduce this impact to the pedestrian atmosphere.

Screening

At times, the City requires screening between uses in order to provide necessary separation and/or to mitigate the visual impacts of mechanical or other building equipment on neighboring properties. In Phase 1, screening is expected for the proposed dumpster enclosure and to provide separation between the commercial/drive-through use and the future residential units to the north.

The applicant is proposing to place the dumpster for Phase 1 in front of the commercial building along Bridge Street. The dumpster should be moved within the commercial building itself if possible. If not possible to house the dumpster within the building, it should be moved to the rear of the building, away from Bridge Street and the main entryway of the building.

Screening is also required between the commercial building and the future residential area to the north to mitigate the impacts from noise and headlights resulting from the proposed drive-through use. The applicant is not currently proposing any landscaping or screening on the north side of the building.

Screening must be a minimum of 6' in height and may consist of vegetation, fencing, berming, or a combination of these elements in accordance with the requirements of City Code Section 10-73-05. The applicant should revise the plans to demonstrate how Phase 1 will adequately screen the elements described here from surrounding residential uses and the Bridge Street right-of-way.

Utilities/Stormwater

The applicant is proposing to address stormwater separately as part of each individual phase. In order to be most efficient with spacing and resources, the applicant may wish to design and install a stormwater management facility or facilities during Phase 1 which will be sized to serve all current and future phases of development. Staff is supportive of this practice as it tends to allow a more efficient use of land rather than addressing stormwater for each individual phase.

Currently, the infiltration basin for Phase 1 is proposed to be located west of the access road. Best practice in the City, and particularly along Bridge Street, is to place stormwater facilities behind buildings to allow buildings to be placed closer to Bridge Street. The City Engineer has reviewed the proposed infiltration basin and provided comment.

**Recommendations**

***Action to be Considered:***

The Planning Commission is requested to hold the public hearing for the rezoning to PUD. Following the public hearing, if Planning Commission feels comfortable moving the project forward, Commissioners are requested to take action on the request and provide a recommendation to Council. The Planning Commission may also choose to table the application and direct the applicant to provide additional information needed.

If the Planning Commission chooses to recommend approval, the following findings of fact and conditions are suggested by Staff:

**Findings – PUD**

- 1. The proposed rezoning is consistent with the City’s 2040 Comprehensive Plan and is compatible with present and future land uses of the area.

**Conditions – PUD**

- 1. Any expansion of this PUD or change to the requirements of this PUD shall require a PUD amendment as specified by Code Section 10-37-05 Amendment of a PUD.
- 2. Uses permitted on site:
  - a. One drive-through
  - b. Standalone apartments
  - c. Principal and accessory uses allowed in the B-1 District
- 3. Dimensional Standards
  - a. Commercial buildings shall be set back no more than 80 feet from the front property line. All other dimensional standards of the B-1 District shall apply.
  - b. Apartments shall follow the site dimensional standards established for the R-3 District.
- 4. A maximum of four principal buildings may be allowed on the lot.
- 5. Each subsequent phase of the Rum River Preserve PUD shall include a site plan which will be reviewed by the Planning Commission and City Council.
- 6. Design Standards
  - a. A parking area may be located between the Phase 1 commercial building and Bridge Street.
  - b. All other design standards for the B-1 District shall apply to the commercial buildings within the PUD.
  - c. The parking lot and parking spaces shall be designed to meet the standards in City Code Section 10-72-04 Performance Standards.
- 7. The drive-through use shall meet all use-specific standards established for this use type in City Code Section 10-68-09 Drive-Thru Establishment.
- 8. Applicant shall address all comments from Anoka County to the County’s satisfaction.
- 9. Applicant shall address all comments from the City Engineer to the Engineer’s satisfaction.
- 10. Applicant shall revise plans to provide pedestrian connections throughout the Phase 1 site, to future phases of the Rum River Preserve development, and to existing infrastructure along Bridge Street.
- 11. Applicant shall revise the landscaping plan to show a greater degree of landscaping between the front parking area and Bridge Street, with all plantings located on the subject site.
- 12. Applicant shall place the dumpster proposed in Phase 1 within the commercial building, or, if not possible, to the rear of the building away from Bridge Street and the main entryway of the building.
- 13. The dumpster shall be screened in accordance with City Code Section 10-71-03 Waste, Refuse, and Recyclable Material.

- 14. Applicant shall revise plans to show screening between the Phase 1 commercial building and the future residential building(s) to the north in accordance with City Code Section 10-73-05 Required Screening.
- 15. Applicant shall be responsible for all fees associated with this land use application.
- 16. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**Attachments:**

- 1. City Engineer’s Memo dated October 9, 2024
- 2. Applicant Submittals
  - o Existing Conditions
  - o Building Elevations
  - o Site Plan
  - o Preliminary Grading Plan
  - o Preliminary Landscape Plan

**ORDINANCE NO. 336, SECOND SERIES**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE APPROVING REZONING 3503 BRIDGE ST NW FROM B-1 TO  
THE RUM RIVER PRESERVE OF ST. FRANCIS PUD – 1<sup>ST</sup> READING**

**WHEREAS**, the applicant, Kinghorn Construction, applied for preliminary and final PUD plan approval on September 19, 2024 on behalf of The Weaver Brothers Company for the property legally described in Exhibit A; and

**WHEREAS**, on October 16, 2024, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

**WHEREAS**, on October 16, 2024, at an official public hearing, the Planning Commission considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

**WHEREAS**, on November 4, 2024, the City Council has considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

**WHEREAS**, the rezoning to PUD is consistent with the Comprehensive Plan designation for the site; and

**WHEREAS**, the applicant is proposing a mix of uses on the site, including high density residential and commercial; and

**WHEREAS**, the proposed development provides a clear and identified public benefit to the City in the form of additional site landscaping and pedestrian connections to the existing sidewalk and trail system along Bridge St and Rum River North County Park to enhance the pedestrian nature of this development and the Bridge St corridor as a whole.

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

**Section 1.** The property legally described in Exhibit A is hereby rezoned from the B-1 Central Business District to the Rum River Preserve of St. Francis Planned Unit Development dated October 25, 2024 and included in Exhibit B.

**Section 2.** The following conditions shall apply to property rezoned to the Rum River Preserve of St. Francis PUD by this Ordinance:

- 1. The following uses are permitted within the Rum River Preserve of St. Francis PUD:



- a. Three drive-thrus
  - b. Standalone apartments
  - c. Principal and accessory uses allowed in the B-1 District
2. Minimum dimensional requirements shall be as follows:
- a. Commercial buildings shall be set back no more than 85 feet from the front property line. All other dimensional standards of the B-1 District shall apply.
  - b. Apartments shall meet the lot and site requirements established for the R-3 District.
3. Design Standards
- a. A parking area may be located between the Phase 1 commercial building and Bridge Street.
  - b. All other design standards for the B-1 District shall apply to the commercial buildings within the PUD.
  - c. The parking lot and parking spaces shall be designed to meet the standards in City Code Section 10-72-04 Performance Standards.
4. Multiple principal structures shall be permitted on one lot in accordance with the site plan.
5. The drive-thru use shall meet all use-specific standards established for this use type in City Code Section 10-68-09 Drive-Thru Establishment.
6. Signage shall be installed to clearly indicate the circulation patterns around the drive-thrus in Phase 1.
7. Applicant shall address all comments from Anoka County to the County's satisfaction.
8. Applicant shall address all comments from the City Engineer to the Engineer's satisfaction.
9. Applicant shall be responsible for all fees associated with this land use application.
10. Each subsequent phase of the Rum River Preserve of St. Francis PUD shall include a site plan which will be reviewed by the Planning Commission and City Council.
11. Screening between the Phase 1 commercial building and the future residential building(s) to the north in accordance with City Code Section 10-73-05 Required Screening shall be established at the time of residential development.
12. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

**Section 3.** The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

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

Approved and adopted by the City Council this 4<sup>th</sup> day of November, 2024.

SEAL

BY: \_\_\_\_\_  
Joseph Muehlbauer, Mayor

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

DRAFTED BY:  
**HKGi**  
800 Washington Ave N, Suite 103  
Minneapolis, MN 55401

**EXHIBIT A**

**Legal Description**

<to be inserted>



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jessica Rieland, Community Development Director  
**SUBJECT:** Rum River Preserve of St. Francis  
**DATE:** November 4, 2024

**OVERVIEW:**

The applicant/developer of the Rum River Preserve of St. Francis is working incrementally to complete the four phases of the PUD project. One step the city allows is to separate the grading from the Development Agreement to permit a portion of the project to move forward before the ground freezes.

Planning, Engineering, and Staff agree with the proposed plan and have been working closely with the developer to move the project forward.

The grading agreement has been given to the applicant/developer for review.

**ACTION TO BE CONSIDERED:**

Consider approval of the Agreement and Waiver Regarding Pre-Approval Grading of that PUD known as Rum River Preserve of St. Francis contingent on City Attorney’s approval subject as to form.

Attachments:

- Grading Agreement

(RESERVED FOR RECORDING INFORMATION)

**CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

**AGREEMENT AND WAIVER REGARDING PRE-APPROVAL GRADING OF  
THAT PUD KNOWN AS RUM RIVER PRESERVE OF ST. FRANCIS**

**THIS GRADING DEVELOPMENT AGREEMENT (“Grading Agreement”)** is made and entered into this 4th day of November, 2024, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation (“City”) and **THE WEAVER BROTHERS COMPANY**, a Minnesota Business Corporation (Domestic) (hereinafter referred to as the “Developer”).

**WHEREAS**, the applicant, The Weaver Brothers Company, developer of the real property legally described in *Exhibit A* to this Agreement has applied for approval from the City for a Planned Unit Development (PUD) and is seeking final plan approval for the property designated as RUM RIVER PRESERVE OF ST. FRANCIS (hereinafter the “Plat” or “Site” or “Property”); and

**WHEREAS**, the applicant has requested early grading of the Site prior to executing the Development Agreement, in order to allow possible construction within the PUD this year and the Council has determined that they would allow limited dirt work on site subject to Developer executing this Agreement and providing security as established by the City Engineer; and

**WHEREAS**, the City is willing to allow the Developer to move forward with early grading of the Site at its sole risk and responsibility, subject to the terms and conditions as set forth below.

**NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:**

1. The above recitals listed above are expressly incorporated and made part of this Agreement.

2. Conditions: Developer may commence limited grading of the site for Rum River Preserve of St. Francis Phase 1 only to the extent approved by the City Engineer subject to the following conditions:

- a. The Developer agrees to maintain existing drainage patterns and will construct temporary swales and other measures as necessary to maintain existing drainage patterns until such time that culverts and/or storm sewer is constructed.
- b. The Developer shall receive all necessary approvals from the Anoka County Highway Department prior to commencing any work.
- c. Developer shall submit grading and erosion control plans which meet the requirements of the City of St. Francis City Code for review and approval by the City Engineer prior to grading being authorized.
- d. Developer shall implement erosion control measures as detailed on the Preliminary Plans and as required by the City Engineer. Additionally, Developer shall implement additional erosion control measures as necessary to comply with the NPDES Construction Permit, City Code, and any other statutes or rules relevant to stormwater planning, wetlands, and grading. Developer shall promptly seed all areas disturbed by the grading and mulch with disc anchored straw mulch or acceptable alternatives.
- e. Developer recognizes that time is of the essence in controlling erosion. If the Developer does not comply with the Preliminary Plans or the requirements of the City Engineer, the City may take such action as it deems appropriate to control erosion, and the Developer hereby grants the City permission to enter upon the land and take such necessary erosion control actions pursuant to Section 4 of this agreement.
- f. Transport of equipment to the development site shall adhere to all applicable road restrictions.
- g. Developer shall submit proof of coverage under the state required NPDES Construction Permit prior to commencing grading on the property.

3. Acceptance of Risk. All work undertaken prior to full compliance with City ordinances including, but not limited to, execution of the Development Agreement and posting of all required security, is solely at the risk of Developer. The Developer acknowledges that the Preliminary Plans have not been approved by the City and expressly agrees that all work performed pursuant to the terms of this Agreement shall be at the Developer's sole risk and expense. The Developer acknowledges, understands, and agrees that the City's granting or preliminary grading under this Agreement does not constitute any type of final agreement or guarantee of final grading. Furthermore, the City expressly

reserves the right to require or condition additional grading of the Site as part of any approval of the Preliminary Plans.

4. Indemnification. This Agreement imposes no liability of any kind whatsoever on the City. Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to the grading and preparation of the site as set forth in this Agreement. Further, Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to grading and other work done off of the site upon existing utility and drainage easements. Said indemnity and agreement to hold the City harmless includes payment of any and all attorney's fees, engineering fees, witness fees or any other costs and disbursements related to this Agreement, including any City fees or costs expended to enforce the terms and conditions of this Agreement.

5. Security. In order to ensure compliance with this Agreement, or to assure completion or restoration of the site and any work performed or to be performed on easements outside of the site, Developer shall post an Irrevocable Standby Letter of Credit or other security acceptable to the City in the amount of \$3,000.00 per acre of the approximately two (2) acres Property (or the amount determined by the City Engineer to ensure all work is completed) in favor of the City (the "**Grading Security**") for a total of \$6,000. The City may draw on the Security after a written notice of default by Developer. The City may use such drawn upon funds to complete work not performed by Developer as required in this Agreement, to reimburse itself for costs incurred in the drafting, execution, administration, or enforcement of this Agreement. Said Grading Security shall remain in place until: 1) all work set forth in this Agreement and attached *Exhibit B* (Preliminary Grading and Erosion control Plans) has been completed and approved by the City Engineer, 2) the Development Agreement has been approved by the St. Francis City Council and signed by the Developer, and 3) the Construction Work described in the Development Agreement has been sufficiently completed and approved to the satisfaction of the City Engineer, and released by the approval of the City Council.

6. Work Outside Property. In the event the Developer does any work outside the Property owned by Developer, Developer shall obtain permission from the adjacent or abutting property owner(s) where Developer is conducting the work. Any necessary right of entry and right to construct on the property must be received from individual property owners. Obtaining any said right of entry and/or right to construct is the sole responsibility of the Developer.

7. Wetlands. Developer shall not conduct work in any wetland areas for which Developer has not obtained necessary permits and approvals from appropriate governmental entities.

Dated: \_\_\_\_\_

**CITY OF ST. FRANCIS**

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

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

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_, 2024, by Joseph Muehlbauer and Kate Thunstrom, respectively Mayor and City Administrator of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
Notary Public



Dated: \_\_\_\_\_

**DEVELOPER**

**THE WEAVER BROTHERS  
COMPANY**

\_\_\_\_\_  
By \_\_\_\_\_  
Its \_\_\_\_\_

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of November 2024, by \_\_\_\_\_, the \_\_\_\_\_, of The Weaver Brothers Company, a Minnesota domestic corporation, on behalf of the company.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:

BARNA, GUZY & STEFFEN, LTD.  
400 Northtown Financial Plaza  
200 Coon Rapids Boulevard  
Coon Rapids, Minnesota 55433  
Telephone (763) 780-8500 (DRS)

**EXHIBIT A**  
**LEGAL DESCRIPTION**

**EXHIBIT B**

**PRELIMINARY GRADING, DRAINAGE AND EROSION CONTROL PLANS**



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Special Meeting to Canvass Election Results  
**DATE:** November 4, 2024

---

**OVERVIEW:**

Cities with a General Election must canvass the local race results. Per MN State Statute 204C.33 the County canvassing board shall meet at the county auditor’s office between the 3<sup>rd</sup> and 10<sup>th</sup> day after the State General Election. The County will provide the results by the end of day on November 12<sup>th</sup>. At that time the City can canvass the local race results.

**ACTION TO BE CONSIDERED:**

Call for a Special Meeting to Canvass Election Results of the November 5<sup>th</sup>, 2024 General Election.

Staff would like to present the date of November 12<sup>th</sup> at 5:30 pm (before the current scheduled work session) at the Community Center to hold the special meeting. The special meeting will consist of adopting a resolution accepting the municipal portion of the election results.

# Public Works Quarterly Report - 2024



3rd Quarterly Report - 2024



In 2023 Public Works applied for DNR Releaf Grant and received \$147,797.75 to help mitigate Emerald Ash Borer. Since then, the city has hired a contractor to remove the 117 trees and plant 104 new trees. Staff has been watering the newly planted trees multiply times a week and all are surviving nicely.



During the week of August 26th the city contended with multiply rounds of severe storms. With down trees and power outages throughout the city.



81

Events in the Parks



55

Ball Games



262 Hrs

Building Maintenance



126 Hrs

Equipment Repair



155 Hrs

Equipment Maintenance



23.5

Miles of Road Graded



578

Acres of Grass 182 ed



Stormwater -

- 15 New Construction Residential Inspections
- 17 CHFS Commercial Inspections
- Staff continues to utilize the RTK to identify stormwater catch basins for future maintenance.



Staff held a leash cutting ceremony for the new St. Francis Bark Park. We had a great turn out with roughly 40 dogs. Since the opening, the dog park sees a steady stream of dogs throughout the day. On average, staff collects roughly 25 pounds of dog waste every 2 days

**Recycling**

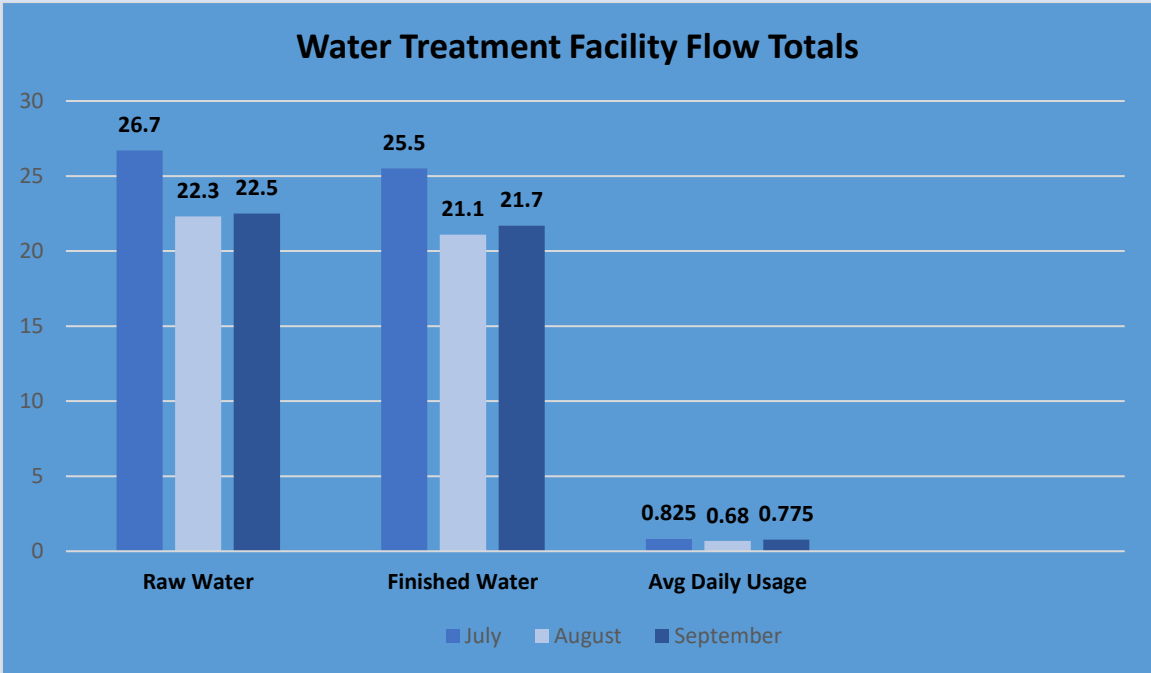


Staff has hosted 2 recycling events throughout the summer. One of them was in July and one in September. During the July event there were 79 vehicles. During the August event there were 101 vehicles despite the 2 storms that came through.



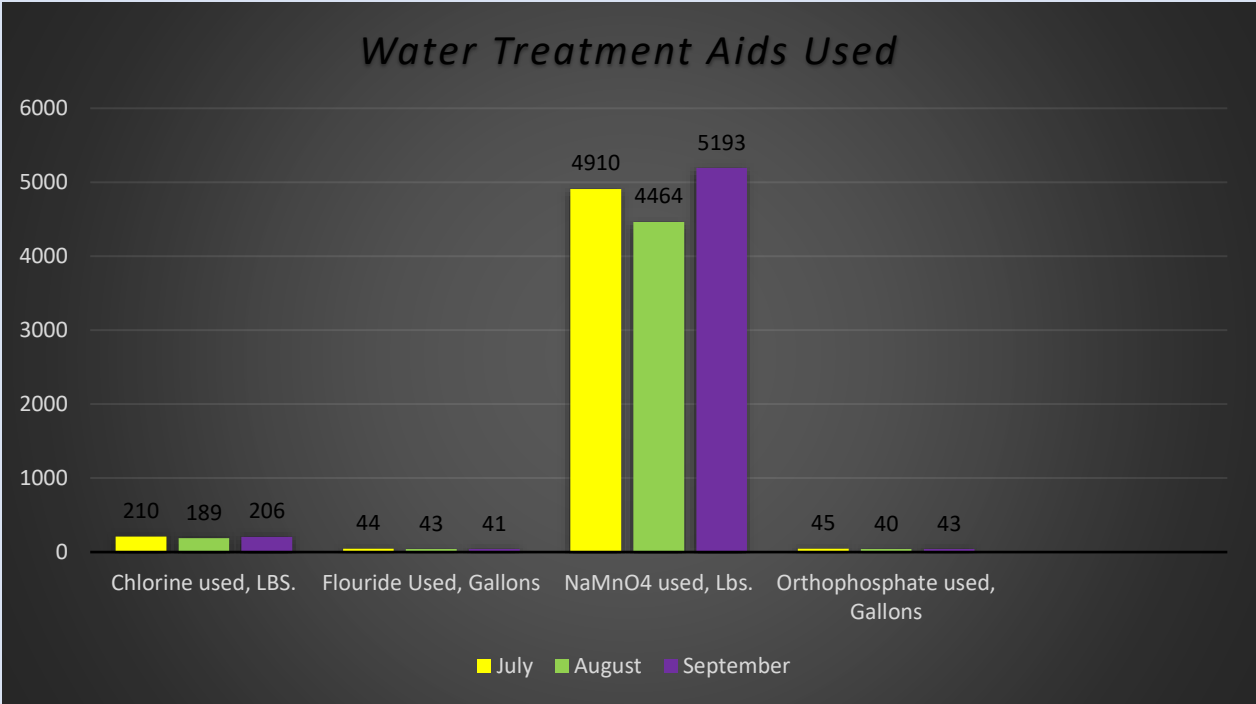
**Water and Wastewater 3<sup>rd</sup> Quarter Report**  
**Summer-Fall 2024**  
**To: City Council**

**Water Treatment Facility Report:** Below is a graph showing the second quarter flow data.



TASK	DESCRIPTION	QUANTITY	UNITS
Inspect Facility Daily	Facility Inspection	61	Inspections
Operational Hours	Hours spent at facility.	124	Hours
Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation

Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	325	Labs
Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	91	Inspections
Bacteria Samples	Take set of monthly MDH bacteria samples.	20	Samples Per Set



NaMnO4 or Sodium permanganate is used to remove manganese and radium in raw water. Chlorine, Fluoride and Orthophosphate is added to the finished, water when leaving the facility.

**Water Treatment Facility, Lab Results**

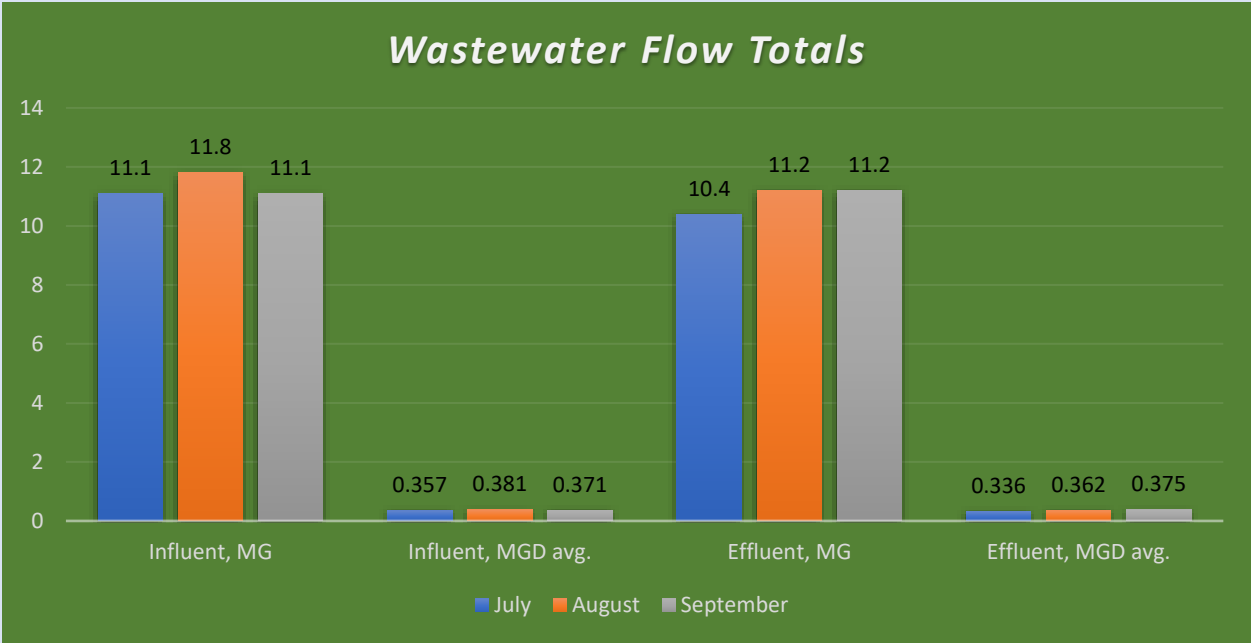
	Average Chlorine	.61	Mg/l
	Average Raw Iron	1.01	Mg/l
	Average Raw Manganese	.076	Mg/l
	Average Fluoride	.72	Mg/l



	Iron Removal	99	%
	Manganese Removal	87	%

**Water Treatment Facility Pumping Summary:** The water treatment facility met all targets and limits for the third quarter.

**Wastewater Treatment Facility Report:** Below is a graph showing our daily flow for third quarter of 2024.



Task	Description	Quantity	Units
Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents: Monitoring wells (25)	240	Constituents
Operational Hours	Hours spent at facility.	488	Hours
Inspect Operations Building	Daily inspection of building.	65	Inspections
Inspect Pre-treatment Building	Daily inspection of building.	61	Inspections

Inspect Tertiary Building	Daily inspection of building.	61	Inspections
D.O Readings	Take Required D.O Readings.	90	D.O Readings
pH Readings	Take Required pH Readings.	90	pH Readings
Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	488	Lift Station Inspections
Daily Lab	Process Control Test	216	Tests

**Facility Report: Wastewater Treatment Facility, lab results**

	Influent TSS	215	Mg/l
<b>Limit: (15 mg/l)</b>	Effluent TSS	0	Mg/l
<b>Limit: (85 %)</b>	<b>TSS % Removal</b>	<b>100</b>	<b>% Removal</b>
	Influent CBOD	210	Mg/l
<b>Limit: (15 mg/l)</b>	Effluent CBOD	0	Mg/l
<b>Limit: (85 %)</b>	<b>CBOD % Removal</b>	<b>100</b>	<b>% Removal</b>
	Influent Phosphorus	5.1	Mg/l
<b>Limit: (1 mg/l)</b>	Effluent Phosphorus	0	Mg/l
	<b>Phosphorus % Removal</b>	<b>100</b>	<b>% Removal</b>
	Influent Ammonia Nitrogen	28.4	Mg/l
<b>Limit: (Seasonal) 1.4 mg/l</b>	Effluent Ammonia Nitrogen	0	Mg/l
	<b>Ammonia Nitrogen % Removal</b>	<b>100</b>	<b>% Removal</b>

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

**Daily task:**

Locates	Process Locate Requests	120	Utility Locate Requests
Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water Miscellaneous	Work orders: Meter inspections.	0	Work Orders

**Chlorides:** Staff has continued to work with the Minnesota Pollution Control Agency on our chloride limit. At this point, it is the advice of our consulting engineer to accept the limit given to us and use reduction methods to meet the limit. We currently average 290 mg/l and our phase three, imposed limit is 354 mg/l. Reduction ideas can range from public education on how a water softener works, to perhaps a water softener rebate program that is funded through grants. Some cities have done this option and have seen results.

## Completed Projects:

**City Hall Fire Station Fiber Update:** If you remember back in June, fiber was installed from the Bottle Shop to the new City Hall Fire Station. The main Zayo line was installed October 8<sup>th</sup>, 2024. This work happened during the overnight hours as to not disrupt service during working hours, because this fiber line was spliced in from the main out at the street.

Projects completed over the summer included:

- Yearly Clarifier switch over which includes draining and cleaning.
- Yearly Aeration tank draining and cleaning.
- 6-month Pre-treatment room equipment to include the grit removal and mixer.
- Mcdowell roofing was out and inspected all flat roofs. Nothing to report.
- Nelson Sanitation completed jetting for the year. Roughly 25,000 feet of sanitary was cleaned. No issues were found.
- Kodiak power performed maintenance on our seven generators. This is a 120 point inspection and includes oil change, belt check and voltage checks. No issues to report.
- Yale Mechanical was awarded our HVAC service contract for the year. They recently repaired/rebuilt 6 dehumidifiers at the water treatment facility.
- Staff replaced a 12" meter at Rivers Edge lift station.
- Fergus Power Pump completed pressing 812,000 gallons of biosolids.
- Staff completed a rebuild of a retaining wall at Royal Oaks lift station. The original blocks were broken and unsightly.
- Staff assisted Dustys drain cleaning with the installation of a new water service on Pederson Drive. The resident's well had failed.

**Lift Stations Issues:** As many of you know, plugging of our lift station pumps can be a problem. The main culprit is "flushable wipes". Although they "flush" they **DO NOT** breakdown and they tangle up in the impeller. One particular area that we have seen an increase in plugging is Turtle Run lift station that serves the east side of town along Arrowhead St. Staff has pulled pumps 9 times since July, compared to 3 times all of 2023.

The problem with plugging is the over current that the pumps receive that can damage windings and other electrical equipment. The cost of a new pump is \$ 6,000, not to mention the worst case senario of a sewer backup. Staff is working on drafting an educational letter to be send out to the residents within the area that is served by the lift station adressing this issue. Staff is also working on potentially drafting a more robust plan to address this issue city-wide.



Figure 1. Flushable Wipes

Respectfully,  
Parish Barten