



CITY COUNCIL REGULAR MEETING

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

Monday, December 18, 2023 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - A. City Council Minutes - December 4, 2023
 - B. Towing Memorandum of Understanding
 - C. Conditional Offer of Employment
 - D. Hiring of Tim Kizer- Administrative Captain-Hybrid Position
 - E. Police Department Donation
 - F. Application for Exempt Gambling Permit – MN Deer Association
 - G. Change Orders – City Hall / Fire Station Project
 - H. Planning Commission Appointments
 - I. Stahl Construction – Pay Application No. 3 – Labor & Material
 - J. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. City Hall Fire Station Fire and Security System
 - B. Personnel Policy Revisions
 - C. MOU between City of St. Francis and LELS 319 Police Officers
 - D. MOU between City of St. Francis and LELS 411 Sergeants
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - A. 2023 Year End Report
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - December 20 - Planning Commission Meeting @ 7:00 pm
 - December 25 - City Offices closed in observance of Christmas Day
 - January 1 - City Offices closed in observance of New Years Day
 - January 2 - New City Hall Hours in effect
 - January 2 - City Council Meeting @ 6:00 pm
 - January 2 - URRWMO Meeting @ Oak Grove City Hall
 - January 11 - City Council Work Session
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
December 4, 2023
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

- A. City Council Minutes - November 20, 2023
- B. 2024 Business License Renewals
- C. Joint City Fire Service RFP
- D. Planning Commission Appointments
- E. Change Orders – City Hall / Fire Station Project
- F. Payment of Claims

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

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

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Barb Anderson, 1903 229th Avenue NW, came forward and shared that she is the Co-Chair of the Parks Commission. She thanked the individuals who organized this process and added that the Parks Commission has already held a meeting which was also organized very well. She noted that she wanted to introduce herself to the Council.

6. SPECIAL BUSINESS - NONE**7. PUBLIC HEARINGS****A. 2024 Proposed Budget Presentation**

Finance Director Mulvihill reviewed the Staff report and presented the 2024 proposed tax levy and budget. She explained the budget setting process. She reviewed the City's revenues and expenditures. She shared that the preliminary tax rate is 49.989% and the preliminary levy is \$5,598,195.

Udvig shared that the Council had several extensive Work Sessions to work through the budget.

Bauer reiterated that they have worked through this at many Work Sessions. He noted that he would like the budget to be less and that he is troubled that the budget is almost 50% of the overall tax capacity.

Robinson stated that the Council started discussing this budget earlier this year than they had in the past. He noted that the two biggest expenses will be parks and the City Hall Fire Station. He added that the Council gave the public numerous opportunities to speak on these matters at open houses and meetings. He explained that they could keep the budget stagnant but then they would not be able to keep up with the needs of the City.

Mayor Muehlbauer added that they try to keep the budget down as much as possible; however, they also have an expectation from the residents to be able to provide services for which costs have gone up lately.

Mayor Muehlbauer opened the Public Hearing at 6:22 p.m.

Tim Mullen, who is not a St. Francis resident but does own parcels in the City, came forward and asked what direction the City is planning on going in the future. He reviewed the increases at all of the properties that he owns, ranging from 12% to 48%. He noted that one of the properties he owns had an 8% tax increase while the property value decreased. He added that another property that he owns increased in property value by \$75,000, which is across the street from the first property. He stated that the Council should be looking into this for the residents. He noted that with an increase in taxes, other things will also have to increase and people will not want to come into St. Francis. He added that the Council should be offering help to businesses to make sure that they stay in St. Francis. He shared

that over the past 10 to 15 years there has been no work towards the future of St. Francis and people are leaving the City rather than moving in. He added that they are in a federally declared economically depressed area. He noted that when the contract comes up for the lease of the Post Offices, they need to explain that they are in an economically depressed area and can only pay so much. He explained that Dollar General stores are built in depressed and low-to-medium income areas. He shared that Dollar Generals are in the City.

David Watkins, 24455 Crocus Street NW, came forward and shared that he moved into the City in 2015. He shared that since 2020, his property taxes for the City have increased 39.3%. He added that the State has had a 1% increase in sales tax, so taxes are going up everywhere. He shared his concerns that they may be trying to do too much at one time in the City. He noted that they are trying to do too much to catch up while most residents do not have the discretionary income for this. He said that he spoke with the tax assessor at the County concerning his property value. He noted that he could not sell his house for the amount of money that his property is valued at. He suggested reeling back the taxes to be able to be more competitive.

Connie Tillman, who is not a St. Francis resident but does own a building in the City, came forward and shared that her proposed City taxes have gone up 42% for this year which is exorbitant. She stated that she does not see where she is getting her value for this increase. She noted that a 42% increase is over the top and they are paying \$24,000 for a single year of taxes. She said that all entities are increasing their taxes and there needs to be a cap for this. She noted that inflation likely makes up about 10% of the increase and she does not understand how her increase was 42%. She added that if there is a way to cut things back then it should be considered.

Mayor Muehlbauer asked if Ms. Tillman has a suggestion on where they should cut back. Ms. Tillman stated that she does not understand where all of the money is even being spent. She added that she is not sure how much the new City Hall Fire Station is costing. She suggested waiting another few years for this while building up the town to increase revenues to help pay for this new building.

Ms. Tillman explained that commercial taxes are around double what residential taxes are. She added that commercial buildings also get hit with higher taxes and higher valuation; however, when it comes time to sell the higher price is not there. She noted that in her business, because they have technicians, it is hard to get skilled labor. She added that because they are outside of the metro area it costs them more money to operate their business than it would if they were in the city. She suggested that the City should not be spending this kind of money without new buildings coming into town that are bringing in revenue.

Robinson asked if Ms. Tillman's 42% increase is just the City's portion of the taxes or the overall tax. Ms. Tillman stated that it is just the City portion.

Robinson explained that Anoka County is offering their Sheriff's Deputies large bonuses to stay in their job. He noted that they raised taxes the way that they did so that they can give the residents what they are asking for, including maintaining parks. He added that they are trying to be creative with how they are spending the taxpayers dollars. He shared that his taxes are also going up; however, he does not own a business and he knows that businesses normally take a harder hit on taxes no matter what city they are in. He noted that they have been talking about the new City Hall Fire Station for well over a year and have been sending out notices about this to the residents. He explained that they do need a new administrative building and if the City continues to grow then they will need to grow the fire station as well. He stated that they are trying to build for the future. He added that there are many new homes that have been built in the City as well as new home permits applied for. He shared that the Dollar General's coming to the City was a business decision and does not mean that the City is poor.

Ms. Tillman shared that her business has been in the City for 20 years and she has not seen a lot of growth. She stated when her business came to the City things were growing but she has not seen growth since around 2008.

Robinson added that he does not agree with the house valuations.

Ms. Tillman noted that even when home values drop, taxes do not drop with it. She added that things in the City do not have to be the most beautiful. Robinson explained that the new City Hall Fire Station is going to be functional and efficient and not overly done and fancy.

Robinson shared that when he moved here and built a house, he was not happy with the way administration was treating him so he said he would rather be on the inside of the administration which is why he ran for office. He added that the Council was elected to do this job, which is not the easiest or most fun job. He stated that they could have not put any money towards parks and not built the new City Hall Fire Station and the taxes could be low again; however, as things grow they need to have the facilities in place to serve the needs of the City.

Ms. Tillman asked how much the new City Hall Fire Station is going to cost. Robinson stated it will cost \$13,000,000.

Ms. Tillman shared that she heard a rumor that there was another roundabout that would be going in. Mayor Muehlbauer stated they are working on this with the State.

Ms. Tillman asked how much the roundabout will cost. Mayor Muehlbauer stated he is not sure; however, they are looking at grants for this project.

Ms. Tillman stated that the grants are only good for the construction of the project

and maintenance will be required to keep up with it. Mayor Muehlbauer noted that they could also look into putting stop lights at this intersection; however, they also require a lot of maintenance. He stated that there are not a lot of options for this as they are working with the State to do what they can do.

Mark Vogel, 2540 243rd Avenue NW, came forward and stated that he came forward last year at this same time with concerns about his proposed City tax increase. He shared that last year the proposed increase was 26.5% and his actual increase was 14%. He noted that this year his proposed increase is 14.8%, even with a drop in his estimated taxable market value. He asked how his City thinks that double digit increases two years in a row is acceptable. He noted that it is ironic that the Council recently approved a 3% COLA increase for all of its employees and then has double digit tax increases on their homes. He shared that he reviewed the City's 2024 proposed budget and tax information and sat through this evening's presentation. He recognized the economic difficulties of these crazy times; however, he finds this increase unacceptable. He asked who is seeing double digit increases on their income. He added that leadership takes courage and courage means making difficult decisions and sometimes saying 'no.' He shared that when he sees proposals for additional Staff, he thinks a 'no; may be the correct answer for these requests. He stated that they also may need to say 'no' when a citizen comes forward with requests for the parks. He explained that it is not that these things are not needed, it is simply that they cannot all fall into the budget at the same time in order to keep taxes to a minimum. He stated that it is these kinds of difficult decisions that every homeowner has to make every single day. He emphasized that leadership is not passing the bill for these items to taxpayers. He noted that it appears that the City values its own wants and needs over the average citizens, which is evident in his property tax records. He stated that for the first time in his 23 years a resident of St. Francis, he finds himself contemplating a search to move as this is not sustainable. He noted that the City needs to recognize that placing its wants and needs over the average citizen is not a sustainable path forward.

Bauer shared that he voted against last year's budget because they overspend and he plans to also vote against the budget this evening for the same reason. He added that he was a firefighter for many years; however, he is no longer a firefighter as the City does not allow him to be one since he is an elected official. He noted that they can have so many Staff that they over tax the residents. He stated that he has been fighting this fight for years as a Councilmember.

Kreklow stated that she is a new member of the Council and has not been a part of this process since the beginning. She shared that she is also feeling the pain of the residents as she opened her tax bill and saw the increase. She stated that she is not happy with the tax increase the way that it is and she does think that they can do better. She said she does not know all of the conversations that took place prior to her being on the Council. She shared her appreciation for the residents who came forward to speak this evening. She added that she does not want the

residents to think that the Council is not hearing them and dismissing their concerns.

Deborah Barringer, 2588 243rd Avenue NW, came forward and asked people to not bite the hand that feeds them. She noted that the people who have come forward to speak this evening have provided great service to the City.

Mayor Muehlbauer closed the Public Hearing at 6:52 p.m.

Mayor Muehlbauer shared that they started looking at the building situations many years ago. He stated that he wanted to do the liquor store first as it did not use tax dollars and funded itself. He noted that this turned into something worse than what he wanted to happen, and they spent too much on this, but it did not come out of tax dollars and they are not having to recover any funds from this from tax dollars. He stated that after this was done, they started talking about the City Hall Fire Station. He shared that he is sitting here today because he was upset about the water increases that came out the way that they did with the past Council. He noted that they were able to get these fees down 20% over a period of time but they are now going to have to start slowly increasing rather than exponentially. He added that the Council is not happy about this because they also have to pay these prices. He explained that the City Hall Fire Station is this Council's Wastewater Facility. He shared that he did not think that the past Council went about the Wastewater Facility properly which is why he decided to run for Council. He noted that they also have to consider how this will affect the City and how the Council can educate themselves to be able to better serve the residents. He said that being a public servant is a thankless job and people are often mad about one thing or another. He shared that he has people who call to complain that their road is not being plowed fast enough. He said that they would be able to get to the road quicker if they bought another plow and hired another driver, but it would end up costing the City more in taxes just to get someone out there quicker. He stated that they are expected to provide this service to keep the streets clean. He explained that there is a lot that they can do in the City; however, someone has to pay for it. He noted that they have had to scrape up some parks because they were not being funded properly. He added that they are trying to fix these things for the residents. He shared that there have been some good things done since he started on the Council, including the street fund. He noted that they could lower taxes by cutting the street fund; however, if they do this, then they will assess the property owners when their street is fixed. He stated that if they lower the taxes to half of what they are now, people will ask what they are even paying taxes for because the tax dollars are going towards services that the City has to provide. He noted that there are a lot of tough decisions that are made by the Council and emphasized that he does not want to have to raise taxes as he does not want to pay the increase in taxes either. He shared that he tried to push out the new City Hall Fire Station due to the economy being the way that it is; however, they do need a new Fire Station. He added that they could have waited a few more years for this building but then it would be possible that costs could go up more then and this would end up costing

more in the long run. He shared that he does not think the Council is being too extravagant with this budget. He noted that he does worry that they are doing too much too fast. He stated that is not sure how someone's City taxes could have increased 42% in one year. He encouraged this resident to speak with the County on this property valuation. He added that he would like to have a conversation with the assessor to see where things are at. He reiterated that the City needs to provide services for its residents and costs are going up on everything. He added that they have very long Work Sessions to work through this. He shared that he has taken notes of what the residents who came forward this evening have shared. He asked the residents where they would like to see the dollars cut from. He noted that the Council is always happy to hear suggestions. He stated that the whole Council would like to hear from residents. He added that the City Hall Fire Station is on its way as the bond has already been pulled for it.

Ms. Tillman asked about the parks not being funded until this point and asked what will be done differently now. Mayor Muehlbauer shared that they have not had maintenance as part of the parks, and they have actually had to remove parks due to this. He added that they also did not have anything in the budget for building maintenance until just recently. He again encouraged residents to come forward to the Council with suggestions.

Mr. Vogel stated that there was zero communication with the public in regard to the City Hall Fire Station other than a survey that no one knew about at the Fire Station pancake breakfast. He shared that he receives all of the City newsletters and never saw a single thing about the City Hall Fire Station. Mayor Muehlbauer stated that this is not accurate from his understanding. He shared that he believes there was information put in the newsletter about this as well as a mailer sent to all residents.

Mr. Vogel stated he never received a mailer.

Barb Anderson shared that she did get the mailer and she also attended the open houses. She added that they also had a booth at another event that showed the plans for the building.

Mayor Muehlbauer noted that they have been trying to put things out to keep people in the know and keep them engaged. He shared that they have been begging for community involvement and have not been getting anything in return. He stated that they have tried to engage the public and be transparent so that the residents are aware of why the City is making certain decisions.

Mr. Vogel suggested asking residents in the future how they want projects paid for. Mayor Muehlbauer thanked him for this suggestion as it will help engagement with the City.

Udvig added that in the spring newsletter of 2023 there was mention of the City

Hall Fire Station.

Ms. Tillman shared that communication is and always has been an issue in St. Francis. She added that there is no newspaper for the City. Udvig stated that the newsletter acts as the newspaper, and it is the City's way of communicating. She added that they also cannot fund a newsletter.

Ms. Tillman shared that she lives in Zimmerman and they have a newspaper that comes out quite frequently which is full of all kinds of information of what is going on locally. She stated that this is not a city owned newspaper. She requested finding someone who would send out these kinds of newspapers to the residents.

Mayor Muehlbauer added that the City needs growth in order to support the increased cost of some of these things. He shared his appreciation for everyone who came forward this evening with input.

Bauer shared that he worked in the current Fire Station for seven years as a firefighter and the building was built in the 1960s. He stated that they have discussed this new building for many years. He added that he is trying to keep the employment of the City down. He expressed the need for the new City Hall Fire Station because of the condition of the old building. He added that this building also came in within the budget set which is why they moved forward with it.

Udvig shared that they had several meetings concerning the City Hall Fire Station and also tried to make contact with all residents on this. She noted that the Council does not like raising the taxes because it also affects their taxes. She added that they tried to engage with the community as much as possible on this. She stated that they encourage residents to reach out to them directly. She added that all of the Council meetings are public and encouraged residents to attend the meetings, watch them online, or read the minutes. She also encouraged residents to read the newsletters when they come out.

Kreklow noted that at no point should the staffing levels of the City be a point of contention with the budget, because without these positions things would not get done. She shared that she believes the City needs public services, staffing, and parks. She noted that there are places where the spending could be dialed back; however, she was not part of the conversations at the beginning of this process as she just joined the Council.

Robinson added that he is comfortable with the work that they have done over the last 18 months that has caused the increase. He noted that the Council does not take their jobs lightly. He stated that this meeting has had the most residents attend over any meeting the last seven months. He added that they are doing the best that they can to reach out to the residents. He encouraged residents to get involved with the City. He shared his appreciation for all of the residents who attended the meeting.

Mayor Muehlbauer asked the Council if they would like to have a Work Session to discuss the budget. He asked if they would be able to continue this to the next meeting or if that would be pushing it. Mulvihill stated that they did this last year so they can do the same this year.

Robinson asked what they would cut to decrease the budget. Mayor Muehlbauer stated that he does not see anything that they would cut; however, he would like to give the residents an opportunity to tell Council where they would like the budget decreased.

Mayor Muehlbauer stated that he does not see a reason to continue this discussion; however, if they want to give residents an opportunity to come forward with budget saving suggestions they could do so.

Bauer stated that he does not think a Work Session would move anything forward.

Udvig added that she would be open to a Work Session; however, she is not sure they would get the turn out from the residents to give them suggestions.

Mayor Muehlbauer asked if they were to continue this to the next Council meeting if they would have to hold another public hearing. Assistant City Attorney Schaps said no and explained that they have already satisfied the statute requirement with the public hearing this evening.

Kreklow said she would love to have a Work Session on this as she was not present at any of the other meetings.

Robinson noted that unless they are going to take the parks off of the table then a work session would be fruitless.

Mayor Muehlbauer asked if they did not hold a Work Session if there would be interest from the Council to continue this item to the next Council meeting to give residents time to share their suggestions.

Robinson said he would not be interested in continuing this to the next meeting unless they are going to remove the park funding.

Kreklow shared that she would be open to extending this to give residents time to give some input.

Bauer agreed with Robinson and stated that unless they are removing the parks dedication or some of the new positions then he does not see a need for continuing this.

Udvig stated that at this point, there have been hours spent cutting this budget.

She added that parks would be the only place that they could actually cut and she would not be in support of that.

Mayor Muehlbauer stated that if they do not move forward with a Work Session then there is no point in continuing this discussion to the next meeting.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2023-70 CERTIFYING TAXES PAYABLE FOR 2024.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: Bauer and Kreklow

Motion carries: 3-2

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2023-71 ADOPTING A BUDGET FOR 2024.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: Bauer and Kreklow

Motion carries: 3-2

Mayor Muehlbauer encouraged all residents to call or visit City Hall and talk to Staff to better understand the budget. He added that if anyone has solutions or ideas, they can bring those to the Council or Staff.

Mr. Mullen asked where the budget information is available. Mulvihill shared that the proposed tax budget is on the City's website under finance documents.

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. PERA SVF Pension Increase for Part-Time Firefighters

Fire Chief Schmidt reviewed the Staff report and the request for increase in the annual pension amount for part-time firefighters.

Mayor Muehlbauer emphasized that this has no budget implications.

Robinson asked why the Council has to give permission for this increase. Schmidt explained that this has to be done by a resolution from the City Council to allow for this increase.

Robinson asked how surrounding cities can have this set so high. Schmidt explained that these other cities have higher State aid that St. Francis and they were also in the PERA programs before St. Francis.

Robinson asked why these other cities have higher State aid. Schmidt explained that it is based on population and valuation.

Robinson asked if any other insurance money goes to any other entities. Police Chief Schwieger said he is not aware of any money that goes to law enforcement.

Robinson shared his support for this.

Kreklow stated that it was a great proposal and anytime they can increase someone's retirement at no cost to the residents it is a wonderful idea.

Bauer shared that he brought this proposal up in 2017 and the Council at that time rejected their request. He noted that this is a fund that is State regulated. He stated that he would like the Fire Department to come back with a higher number closer to Oak Grove at \$6,000 annually. Schmidt explained that these numbers were derived directly from PERA. He added that if the Bethel contract is approved, they will acquire Bethel's State aid money into one pension account so these increases will become quicker and higher.

Bauer stated he would be in support of the \$4,800 annually for pension.

Udvig shared her support.

Mayor Muehlbauer stated that he wants to see the firefighters get what they deserve.

MOTION BY: KREKLOW SECOND: BAUER TO ADOPT RESOLUTION 2023-69 TO INCREASE THE BENEFIT LEVEL FOR THE FIREFIGHTERS WHO ARE VESTING IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN.

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

Nays: None

Motion carries: 5-0

B. City of Nowthen Fire Service Contract

Schmidt reviewed the Staff report in regard to the one-year extension to the existing fire service contract with Nowthen. He reviewed the changes to the contract.

Council thanked Schmidt and Mayor Muehlbauer for all of the work that they have put into this contract and the meetings with Nowthen.

Bauer added that they need to push the cost savings and the benefits of smaller towns having their own services while also leaning on their sister cities.

Robinson asked if there have been any questions that the door will close with Nowthen or Bethel. Schmidt said he does not think the door will ever fully close. He shared that law enforcement and fire departments are struggling and the answer to this is consolidation.

Mayor Muehlbauer added that they are moving forward with the new administration and Fire Captain hybrid position. He stated that when they see surrounding communities struggling with their fire departments, they need to not put themselves in the same position as these other communities where they are relying on others for these types of services.

MOTION BY: ROBINSON SECOND: BAUER TO ACCEPT THE FIRE SERVICE CONTRACT FROM NOWTHEN.

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

Nays: None

Motion carries: 5-0

C. Fire Department Management Services, City of Bethel

Schmidt reviewed the Staff report concerning the fire services contract with Bethel.

Kreklow asked if these firefighters would be City of St. Francis employees but Bethel would be paying them. Schmidt said yes.

Robinson added that this did not come out of budgetary funds as it was funded by a grant from the State. He explained that there have been two delegates from the State Fire Marshall's Office that have attended every meeting helping facilitate this. He shared his support for this.

Bauer shared that he likes the concept of this; however, he asked if after they get out of the RFP if they will have something like a contract that will have Bethel pay their portion of this. He noted that this is a three-year contract and once they approve the RFP they are moving more towards a fire district. He asked if Bethel has a CIP for engine replacements and these types of things. Schmidt explained that Bethel has not traditionally participated in CIPs and have relied heavily on grants. He shared that they currently have an \$88,000 FEMA grant that will be used to jumpstart this process as far as aligning equipment. He noted that their first engine is 12 years old, so they have time to figure that out. He stated that this contract is intended to be a stop gap measure that would get them to the point of having a successful joint powers agreement, which is going to take time.

Udvig thanked everyone who has put in their time and energy to get this contract to where it is today. She shared that she looks forward to working with Bethel in the future.

Mayor Muehlbauer thanked Thunstrom, Schmidt, and Robinson, as well as the late Mayor Feldman, who were all involved in this from the beginning.

MOTION BY: BAUER SECOND: UDVIG TO ACCEPT THE FIRE DEPARTMENT MANAGEMENT SERVICE FOR THE CITY OF BETHEL.

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

10. MEETING OPEN TO THE PUBLIC

Barb Anderson came forward and thanked the Council for the work that they do and taking the extra time to work on all of the things that are involved in the City. She added that parks bring people together which creates a community working together rather than arguing and fighting. She stated that St. Francis can be a place that sets an example of cooperation. She noted that there is value in numbers but also in people connecting with each other to have a positive outlook towards the future. She stated that parks are not just playgrounds, it is people getting to know each other, being outside, and getting physically and mentally healthier.

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events that they attended in the past few weeks.

Robinson asked what the City's involvement is in the December 6, Earned Sick and Safe Leave seminar. Thunstrom stated that Staff has been working with legal counsel, LMC and Metro Cities on this for the past six months. She noted that they had planned on bringing the policy updates including the ESSL to this evening's meeting; however, there was still a gap in everything that they had gotten to. She noted that this will be on the December 18 meeting as well as a number of MOUs that will come forward with the policy updates. She stated that they will be hosting the ESSL event.

Mayor Muehlbauer shared that he hoped everyone had a great Thanksgiving and enjoyed the tree lighting event.

13. UPCOMING EVENTS

December 6 - Earned Sick and Safe Leave Seminar at ISD 15 District Office Building @ 12:00 pm
December 18 - City Council Meeting @ 6:00 pm
December 20 - Planning Commission Meeting @ 7:00 pm
December 25 - City Offices Closed in observance of Christmas

14. ADJOURNMENT

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

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

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 8:20 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Towing Memorandum of Understanding
DATE: December 18, 2023

OVERVIEW:

The St. Francis Police Department has a long standing working relationship with Ark Towing and Recovery who continues to provide tow services to the police department. The St. Francis Police Department would like to continue using Ark Towing and Recovery for its towing needs and the Memorandum of Understanding includes updated language and fees associated with the services of Ark Towing and Recovery.

ACTION TO BE CONSIDERED:

City Council approval of the Memorandum of Understanding between the St. Francis Police Department and Ark Towing and Recovery to tow vehicles on behalf of the St. Francis Police Department in accordance with the terms of the agreement. The Memorandum of Understanding will be reviewed and approved on an annual basis.

BUDGET IMPLICATION:

With the exception of a motor vehicle towed to the St. Francis Police Department for forfeiture procedures Ark Towing and Recovery acknowledges that the St. Francis Police Department is not responsible for the payment or collection of any towing or storage fee.

- Attachments:
- Towing Memorandum of Understanding



AUTHORIZATION AND MEMORANDUM OF UNDERSTANDING CONCERNING THE TOWING AND STORAGE OF MOTOR VEHICLES ON BEHALF OF THE ST. FRANCIS POLICE DEPARTMENT IN 2024

RECITALS

1. The St. Francis Police Department is a towing authority under the provision of Minnesota Statutes Chapter 168B.
2. The undersigned, hereinafter referred to as "the Company," is a private towing company interested in obtaining authorization, pursuant to Minnesota Statutes 168B.035, from the St. Francis Police Department to tow vehicles on behalf of the St. Francis Police Department in accordance with the terms and procedures stated below.
3. It is understood that this authorization is not an employment contract between the St. Francis Police Department and the undersigned Company and that there is no relationship of employer and employee or principle and agent established,
4. Authorization will be given on an annual basis.

TERMS AND PROCEDURES

The Company agrees to abide by the following terms and procedures so long as the Company is authorized to tow vehicles on behalf of the St. Francis Police Department,

1. Towing

Upon request made by the St. Francis Police Department, the Company will respond as promptly as possible to tow a motor vehicle. At the time of the request, the Company will provide an estimate of its response time. In the event the Company cannot begin response within fifteen (15) minutes, other arrangements can be made by the Police Department.

2. Written Tow Order

Pursuant to Minnesota Statutes 168B.035, the Company will not tow a motor vehicle from public property without a written tow order prepared by a law enforcement officer describing the motor vehicle and the reasons for towing.

3. Debris Cleanup

The Company will clean up any broken glass or debris present at the scene of an accident which involved a motor vehicle to be towed. The amount charged for debris cleanup shall not be determined by the number of vehicles involved, but will reflect a single charge based on the entire accident.

4. Inventory and Storage of Contents

Upon request of the St. Francis Police Department, the Company will make a written inventory of the contents of a motor vehicle towed and stored on the Company's premises. A copy of the written inventory will be sent to the St. Francis Police Department with the next monthly report on towed vehicles. The Company may remove items of personal property of significant monetary value and store such personal property in a secure place until released along with the motor vehicle to its owner. The Company agrees to release the following items at the request of the vehicle's owner:

- a. Prescription medicines
- b. Prescription glasses
- c. Child Safety Seats
- d. Medical Equipment
- e. Occupational Tools needed for employment (Handheld tools that the owner can demonstrate are used in their occupation)
- f. Personal Documents (Driver's License, Insurance Cards, Birth Certificates)

5. Owner Notification

When the written tow order indicates the owner has not been notified, the Company will attempt to notify the owner by letter.

6. Indemnification and Liability Insurance

Company is solely responsible for loss or damage to any vehicle, including all equipment and contents, from the time direction is given by the authorized City representative turning the vehicle over to Company, or its agents, until such time as the vehicle is legally released to the registered or actual owner or legal agent thereof, or to an authorized police agency. Company agrees to indemnify the City and hold it harmless from and against any and all claims, suits and actions against, and all loss, damage, costs or expense to the City, including attorney's fees and cost of defense that may be caused directly or indirectly by Company, it's agents and/or employees related in any manner to

the performance of this MOU.

Company shall further indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under employment insurance, social security and income tax laws, with respect to Company employees engaged in performance of this MOU.

During the term of this MOU, Company shall procure and maintain at its own expense insurance in the following minimum amounts. Company shall provide the City with proof of said insurance prior to executing this MOU and during each year of this MOU. The City of St. Francis shall be named as an additional insured on said comprehensive general liability policy.

- a. Public Liability Insurance: \$2,000,000 Comprehensive General Liability (including assault and battery).
- b. Business Auto Policy with all coverage's (all vehicles) with \$1,000,000 limits.
- c. Garage Keepers Legal Liability.
- d. Workers compensation Insurance covering all employees of the Contractor, or its agents, working under this contract in accordance with Minnesota Workers' Compensation Law.

7. Certificates of Insurance

The Company will furnish the City of St. Francis with appropriate certificate(s) of Insurance. The Company and its insurance carrier shall notify the City of St. Francis in writing at least 30 days prior to any reduction, cancellation or material alteration of its insurance coverage. The Company agrees to have current certificate(s) of insurance on file with the City of St. Francis in order to tow motor vehicles on behalf of the St. Francis Police Department

8. Records

The Company will send a report to the St. Francis Police Department on or before the 10th of each month, which report will include the following:

- a. Make, model, year, and license number of each motor vehicle towed by the Company to its premises at the request of the St. Francis Police Department.
- b. Make, model, year and license number of each motor vehicle previously towed by the Company to its premises at the request of the St. Francis Police Department and stored during the month,
- c. Date on which each of the identified motor vehicles were released to its owner.

The St. Francis Police Department reserves the right to conduct spot audits on tow records handled by The Company in order to assist on Incidents involving citizen complaints and to ensure the accuracy of fees charged.

9. Payment

With the exception of a motor vehicle towed to the St. Francis Police Department for forfeiture procedures the Company acknowledges that the St. Francis Police Department is not responsible for the payment or collection of any towing or storage fee. Pursuant to Minnesota Statutes 514.18 subd.1, the Company has a lien on a motor vehicle towed and stored at the request of a law enforcement officer and has the right to retain possession of the motor vehicle until the lien is lawfully discharged.

10. Release of Towed Motor Vehicle

Upon proof of ownership or documentation that an individual is authorized to take possession of a motor vehicle, the Company will release a motor vehicle upon payment of the towing and storage fees unless otherwise directed to hold a towed motor vehicle by the St. Francis Police Department.

. 11. Fees

The Company agreed to the following list of fees to be charged for towing and storage of the motor vehicle when a motor vehicle is towed at the request of the St. Francis Police Department:

Flat tow rate	\$140
On all tows a \$5.00 per mile charge will be added to each loaded mile.	
Winch Fee	\$85 (winch only minimum) Debris Cleanup (Accidents) \$25 minimum
Storage Fees	\$40 per day outside storage
	\$45 per day inside storage (When requested)
	\$40 per day (ATV, Motorcycles, Boats)
Notification Fee	\$40 per vehicle as needed

Under NO circumstances shall the Company charge administrative fees or any fees other than what is stated above.

12. Storage Location

The Company will keep the St. Francis Police Department informed of the location at which the Company stores motor vehicles, to include the address, city and county, The Company agrees that motor vehicles will only be stored at a location for which all required permits have been obtained in accordance with zoning and other regulations. The Company agrees that the storage location will be a secure facility in order to prevent damage, theft or other incidents.

13. Notice

The Company may notify the St. Francis Police Department in writing at any time that the Company no longer wishes to tow and store motor vehicles on behalf of the St. Francis Police Department.

Name of Business: _____

Business Address: _____

Business Phone: _____

Storage Location (Street Address, City, County): _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

14. Third Party Beneficiary. This Agreement is created for the sole benefit of the parties hereto and shall not create any third party beneficiary rights.

15. Assignment. This Agreement may not be assigned without the prior written consent of the parties.

16. Entire Agreement. This Agreement contains the entire understanding between the parties, and no statements, promises, or inducements made by either party that are not contained herein shall be valid or binding; this Agreement may not be enlarged, modified, or altered except in writing signed by the parties and endorsed in this Agreement.

17. Jurisdiction. Any and all suits for any and every breach of this Agreement must be instituted and maintained in a court of competent jurisdiction in the County of Anoka, State of Minnesota.

18. Governing Law. The laws of the State of Minnesota in all respects shall govern this Agreement.

19. Independent Contractor. The parties to this Agreement agree that the Company, and any of its designated representatives or employees, is an independent contractor. Company, and any of its designated representatives or employees, are not employees of the City and are not entitled to the benefits provided by the City to its employees, including but not limited to health, worker’s compensation and unemployment insurance, and pension or employee benefit plans. Company, has and retains full control and supervision of the services and full control over the performance of the services required under this agreement.

20. Binding Agreement. This Agreement shall be binding upon and extend to the respective representatives, heirs, successors and assigns of the parties hereto.

AUTHORIZATION

The Company is hereby authorized to tow motor vehicles pursuant to Minnesota Statutes 168B.035 on behalf of the St. Francis Police Department so long as the Company abides by the terms and conditions set forth herein. This authorization may be revoked at any time.

Todd Schwieger
St. Francis Police Chief

Date



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Conditional Offer of Employment
DATE: December 18, 2023

OVERVIEW:

On August 21st, 2023 City Council approved the police department to post an employment opportunity to fill the police officer vacancy created by a recent officer termination. On August 22nd the police department posted to fill the officer vacancy with a total of four applications received by the September 20th deadline. Following interviews a top candidate was determined but ultimately did not successfully complete the background portion of the hiring process. The vacant position was re-posted on November 21st which would remain open until the position was filled. Two candidates were interviewed on December 6th and top candidate Andrew Humann met with Chief Schwieger on December 7th who signed a conditional offer of employment which is contingent upon City Council approval and successful completion of a complete background investigation including a psychological and medical exam. Andrew appears to be a very strong candidate who is very familiar with the City of St. Francis and is eager to begin his law enforcement career with the St. Francis Police Department. Andrew was offered to start at step 1 of the current police officer pay scale.

ACTION TO BE CONSIDERED:

Motion to authorize hiring police officer candidate Andrew Humann at step 1 of the police officer pay scale contingent upon the successful completion of a complete background investigation including a psychological and medical exam.

BUDGET IMPLICATION:

The department has an authorized strength of 12 licensed officers.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief and Jenni Wida- City Clerk/Deputy Administrator
SUBJECT: Hiring of Tim Kizer- Administrative Captain-Hybrid Position
DATE: December 18, 2023

OVERVIEW:

On December 7th, the city staff completed interviews to fill the Administrative Captain- Hybrid Position. A total of 3 candidates were interviewed by two separate interview panels with representation from every city department. After the interview process along with application and resume review, Tim Kizer was selected by the panel for the position.

Tim Kizer will start his new role with the city on January 8th, 2024. This position will be compensated at Grade 10, Step 1, with an exempt employee status.

ACTION TO BE CONSIDERED:

Approve the hiring of Tim Kizer for the Administrative Captain- Hybrid Position

BUDGET IMPLICATION:

This is an approved and budgeted position for 2024



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Donation
DATE: December 18, 2023

OVERVIEW:

On December 11, 2023 the police department received a monetary donation in the amount of \$300.00 from Open Box Buys in St. Francis. The police department would like to utilize the donation to support volunteer involvement in an upcoming critical incident/active shooter training. The monetary donation would fund water, snacks and other supplies and logistical needs during the two day training.

ACTION TO BE CONSIDERED:

To accept the donation amount of \$300.00 provided to the police department on December 11, 2023.

BUDGET IMPLICATION:

The police department operating funds used for training and supplies would be supplemented by the donation.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Application for Exempt Gambling Permit – MN Deer Association
DATE: December 18, 2023

OVERVIEW:

The Minnesota Deer Association – Rum River Chapter has applied for an exempt permit with the MN Gambling Control Board. They would like to hold a raffle event at the St. Francis American Legion, Post #622 on January 19, 2024. In order for the nonprofit to conduct a lawful raffle activity they must apply through the State, receive City acknowledgment of the event and send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application for Exempt Gambling Permit from the Minnesota Deer Association – Rum River Chapter for a raffle event to be held on January 19, 2024 at the St. Francis American Legion.

Attachments:

- Application for Exempt Permit

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Minnesota Deer Association - Rum River Chapter Previous Gambling Permit Number: [REDACTED]
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: [REDACTED]
Mailing Address: 211 121st Ave NW
City: Coon Rapids State: MN Zip: 55448 County: Anoka
Name of Chief Executive Officer (CEO): Rick Stange
CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): jacjac1372@yahoo.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
 A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
 IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St Francis American Legion Post #622
Physical Address (do not use P.O. box): 3073 Bridge St NW
Check one:
 City: St. Francis Zip: 55070 County: Anoka
 Township: Zip: County:
Date(s) of activity (for raffles, indicate the date of the drawing): January 19, 2024

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the List of Licensees tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises located within city limits

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

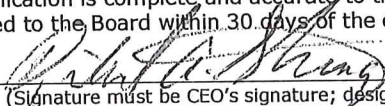
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 12/3/2023

(Signature must be CEO's signature; designee may not sign)

Print Name: Rick Stange

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Change Orders – City Hall / Fire Station Project
DATE: December 18, 2023

OVERVIEW:

As the process goes, as the drawings and permits are reviewed, there are small updates due to material availability, need, adjustments for the building permit, etc. The steps being taken today with the change orders is ahead of the actual project and will save significant time during installation as to not create a slowdown.

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

Project 4020-10 Material

PCO#006 Structural Pricing for Finish Metal, addition of \$5,780.23

Project 4020 Labor

PCO#007 Changes to Civil Drawings created a decrease in needed pipping, a deduction of \$5,260.

Total cost change to project of \$520.23

ACTION TO BE CONSIDERED:

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

Attachments:

- PCO#006 (Material) \$5,780.23
- PCO#007 (Labor) (\$5,260.00)

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

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

Prime Contract Potential Change Order #007: PR 06 - Changes to Civil Drawings (Labor)

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	007 / 0	CONTRACT:	4020- - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	12/11/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	(\$5,260.00)

POTENTIAL CHANGE ORDER TITLE: PR 06 - Changes to Civil Drawings (Labor)

CHANGE REASON: Design Development

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

CE #012 - PR 06 - Changes to Civil Drawings

 -
 Required changes to obtain the plumbing permit.

ATTACHMENTS:
[DWCO- RFQ #006- CE #012.pdf](#) , [PR-06 St. Francis Cover.pdf](#)

#	Budget Code	Description	Amount
1	02-4116-__-.S DEMO.Building Demolition.SUBCONTRACT	Earthwork and Utilities	\$(5,260.00)
Subtotal:			\$(5,260.00)
GC Fee 5% (0.00% Applies to all line item types.):			\$0.00
Grand Total:			\$(5,260.00)

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

Stahl Construction Company

 23340 Cree Street NW
 St. Francis, Minnesota 55070

 861 E. Hennepin Avenue, Suite 200
 Minneapolis, Minnesota 55414

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____



PO BOX 129 · Isanti, MN 55040 · 763-691-1897

RFQ #006 – CE #012

Project: St. Francis City Hall & Fire Station

Subject: CE #012- PR 06 – Changes to Civil Drawings

Description: The cost deduct for the changes to the civil drawings per the state review are as follows:

Labor only:

Reduced amount of pipe footages, re-work of some storm structures that are already on-site: *(-\$5,260.00)*

Total Change: - \$5,260.00



MANKATO	MINNEAPOLIS
225 BELGRADE AVE	1040 SIXTH ST SOUTH
NORTH MANKATO, MN 56003	HOPKINS, MN 55343

PROPOSAL REQUEST 06 (PR-06)

ISSUE DATE: 11-20-2023

PROJECT NAME: St. Francis Fire & City Hall

PROJECT NUMBER: 22455-1

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

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

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

DESCRIPTION

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

1. CHANGES TO CIVIL DRAWINGS

- A. Sheet 8
 - 1. Pond 1 bottom changed from elevation 911 to elevation 912.
- B. Sheet 9
 - 1. The length of the 24" RCP pipe from storm structure 507 to the pond was revised from 34 feet (including apron) to 25 feet (including apron).
 - 2. The outlet pipe for Pond 1 changed from a 39 feet (including apron) of 24" RCP to 26 feet (including apron) of 12" RCP.

3. The location of structure 502 has been adjusted. 156 LF of 12" RCP from structure 502 to structure 504 has been deleted. 24 LF of 12" RCP from structure 502 to structure 500 has been added.
4. The invert elevations for storm structure 504 have been revised.
5. The length of the 18" RCP pipe connecting storm structures 504 and 501 changed from 61 feet to 57 feet.
6. The invert elevations for structure 501 have been revised. Manhole steps will need to be added to storm structure 501 below at the revised casting location – See Inset A.

C. Sheet 10

1. The concrete valley gutter was changed from being 4 feet wide to 3 feet wide.

D. Sheet 11 & 13

1. The Staking Plan and ADA Pedestrian ramp details were updated to account for the storm sewer revisions.

END OF PROPOSAL REQUEST 06 (PR-06)



PH: 507.386.7996 FAX: 507.386.7992

bruntonarchitects.com



**CITY COUNCIL
AGENDA REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Colette Baumgardner, Community Development Director
SUBJECT: Planning Commission Appointments
DATE: December 18, 2023

OVERVIEW:

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

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms. Members are allowed to serve a maximum of two consecutive terms, unless there are no other applications. Generally, one third of the members are up at a time creating up to three open vacancies.

As of December 31, 2023, there will be one vacancy on the Planning Commission. Staff advertised the vacancy on the City website and in the City newsletter. After interviewing the applicant, staff recommends the following resident to be appointed to the Commission. They are a long-time resident of St. Francis and served on the Andover Planning Commission prior to moving to here.

Applicants to be considered:

- Marc McMullen

ACTION TO BE CONSIDERED:

Council is requested to appoint the individual to the Planning Commission for a term of January 1, 2024 to December 31, 2026.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Application No. 3 – Labor & Material
DATE: December 18, 2023

OVERVIEW:

Stahl has submitted Pay Application No. 3 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$137,376.41. The breakdown is below.

- Labor - \$91,436.46
- Material - \$45,939.95

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Application No. 3.

BUDGET IMPLICATION:

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

Attachments:

- Pay Application No. 3 Labor
- Pay Application No. 3 Material

Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 3

App. Date: December 11, 2023

Month: November 2023

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	0.00
Changes Approved Previously	0.00
Changes Approved this Month	0.00
Current Contract Price	5,309,997.00
Work Completed and Material Stored to Date	804,472.36
Retainage 5% of Completed Work	22,498.86
Total Earned Less Retainage	781,973.50
Less Previous Certificates for payment	690,537.04

Current Payment Due \$ **91,436.46**

Balance to Finish, Plus Retainage \$ **4,528,023.50**

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

CONTRACTOR

By: *Deton J. Aldrich* Date: 12.11.23

State: **Minnesota**
 County: **Hennepin**

Subscribed and sworn to before me this 11th day of December, 2023

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Virgin Sachdev* Date: 12/12/2023

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

Amount Certified \$ **91,436.46**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet

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

Stahl Job #: 4020 LABOR
 App. #: 3
 App. Date: December 11, 2023
 Month: November 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ 0.00	\$ 1,370,425.00	\$ 199,619.81	\$ 51,729.25	\$ 0.00	\$ 251,349.06	18%	\$ 1,119,075.94	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 0.00	286,646.00	180,000.000	28,250.00	-	208,250.00	73%	78,396.00	10,412.50	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	173,931.000	-	-	173,931.00	43%	227,584.00	8,696.55	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	310,914.00	31,091.40	7,772.85	-	38,864.25	13%	272,049.75	1,943.21	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	66,870.00	-	-	-	-	0%	66,870.00	-	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	-	-	-	-	0%	201,619.00	-	5%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	70,200.00	-	-	-	-	0%	70,200.00	-	5%
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	2,749.00	-	2,749.00	-	2,749.00	100%	0.00	137.45	5%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	-	-	-	-	0%	15,000.00	-	5%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 0.00	75,991.00	-	-	-	-	0%	75,991.00	-	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	-	-	-	-	0%	23,352.00	-	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	25,641.00	-	-	-	-	0%	25,641.00	-	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	-	-	-	-	0%	82,500.00	-	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	-	-	-	-	0%	378,500.00	-	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	-	-	-	-	0%	33,901.00	-	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	-	-	-	-	0%	26,200.00	-	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	-	-	-	-	0%	22,160.00	-	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	-	-	-	-	0%	86,770.00	-	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	13,295.00	-	-	-	-	0%	13,295.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ 0.00	7,200.00	-	-	-	-	0%	7,200.00	-	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	-	-	-	-	0%	5,880.00	-	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	-	-	-	0%	4,500.00	-	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	-	-	-	-	0%	32,512.00	-	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	301.00	-	-	-	-	0%	301.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%
14 60 00		Hoists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ 0.00	73,000.00	-	-	-	-	0%	73,000.00	-	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 2,112.00	404,112.00	22,500.00	-	-	22,500.00	6%	381,612.00	1,125.00	5%
23 00 00		HVAC	Senra Sota	\$ 392,000.00	\$ 4,091.00	396,091.00	-	-	-	-	0%	396,091.00	-	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 4,619.78	289,756.78	3,308.00	375.00	-	3,683.00	1%	286,073.78	184.15	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	-	-	-	-	0%	34,700.00	-	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 0.00	219,000.00	-	-	-	-	0%	219,000.00	-	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%

Continuation Sheet



Agenda Item # 4I.

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

Stahl Job #: 4020 LABOR
 App. #: 3
 App. Date: December 11, 2023
 Month: November 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances												
70 80 13		Allowance for Building Permit		110,000.00	\$ 0.00	110,000.00	82,993.56	-	-	82,993.56	75%	27,006.44	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%
		Subtotals		\$ 5,249,997.00	\$ 13,214.78	\$ 5,254,111.78	\$ 703,043.77	\$ 90,876.10	\$ 0.00	\$ 793,919.87	15%	\$ 4,460,191.91	\$ 22,498.86	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	735.74	69,835.74	8,034.79	2,517.70	-	10,552.49	15%	59,283.25	0.00	0%
		Totals		\$ 5,309,997.00	\$ 13,950.52	\$ 5,323,947.52	\$ 711,078.56	\$ 93,393.80	\$ 0.00	\$ 804,472.36	15%	\$ 4,519,475.16	\$ 22,498.86	

Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 3
 App. Date: December 11, 2023
 Month: November 2023

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	0.00
Changes Approved Previously	0.00
Changes Approved this Month	0.00
Current Contract Price	6,531,580.00
Work Completed and Material Stored to Date	506,465.51
Retainage	-
Total Earned	506,465.51
Less Previous Certificates for payment	460,525.56

Current Payment Due \$ **45,939.95**

Balance to Finish, Including Retainage \$ **6,025,114.49**

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

CONTRACTOR

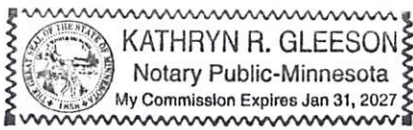
By: *Dorothy Aldrich* Date: 12.11.23

State: **Minnesota**

County: **Hennepin**

Subscribed and sworn to before me this 11th day of December, 2023

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Vijay Sachdev* Date: 12/12/2023

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

Amount Certified \$ **45,939.95**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



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

Stahl Job #: 4020-10 Material
 App. #: 3
 App. Date: December 11, 2023
 Month: November 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance		Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%
03 30 00	Concrete		Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	110,297.00	-	-	110,297.00	49%	112,788.00	-	0%
03 41 00	Precast Concrete		Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	198,107.90	-	-	198,107.90	10%	1,782,971.10	-	0%
05 10 00	Furnish Metals		Ben's Structural	\$ 200,657.00	\$ 659.00	201,316.00	6,500.00	-	-	6,500.00	3%	194,816.00	-	0%
06 10 00	Rough Carpentry		Tekton	\$ 38,775.00	\$ 0.00	38,775.00	-	-	-	-	0%	38,775.00	-	0%
06 40 00	Architectural Woodwork		Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%
06 60 00	Solid Surface / Stainless Fabrications		MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%
07 01 00	Dampproofing/Waterproofing			\$ 0.00	\$ 0.00	2,251.00	-	2,251.00	-	2,251.00	100%	0.00	-	0%
07 40 00	Metal Panels		Progressive Building Systems	\$ 9,277.00	\$ 0.00	11,022.00	-	-	-	-	0%	11,022.00	-	0%
07 50 00	Roofing		Northern Exposure	\$ 260,548.00	\$ 0.00	260,548.00	-	-	-	-	0%	260,548.00	-	0%
07 60 00	Flashing / Sheet Metal		MoCorp	\$ 25,000.00	\$ 0.00	25,000.00	-	-	-	-	0%	25,000.00	-	0%
07 92 00	Joint Sealants		TBD	\$ 8,000.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%
08 10 00	Doors / Frames / Hardware		Contract Hardware	\$ 188,200.00	\$ (35.00)	188,165.00	-	-	-	-	0%	188,165.00	-	0%
08 36 00	Sectional OH Doors		TBD	\$ 190,981.00	\$ 0.00	190,981.00	-	-	-	-	0%	190,981.00	-	0%
08 40 00	Glass/Glazing		East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%
09 20 00	Drywall		Prestige	\$ 145,000.00	\$ (500.00)	144,500.00	-	-	-	-	0%	144,500.00	-	0%
09 30 00	Tiling		Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	-	-	-	-	0%	34,536.00	-	0%
09 50 00	Acoustical Ceilings		Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%
09 62 00	Specialty Flooring		Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%
09 68 00	Carpet		Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%
09 90 00	Painting / VWC		Wasche	\$ 14,700.00	\$ 40.00	14,740.00	-	-	-	-	0%	14,740.00	-	0%
10 14 00	Signage		TBD	\$ 62,396.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%
10 22 26	Operable Partitions		Skold	\$ 7,200.00	\$ 0.00	16,300.00	-	-	-	-	0%	16,300.00	-	0%
10 51 70	Security Lockers		Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	-	-	-	-	0%	22,370.00	-	0%
10 75 00	Light Poles		Construction Supply	\$ 44,955.00	\$ 0.00	44,955.00	-	-	-	-	0%	44,955.00	-	0%
11 99 00	Fire Pole		McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	15,466.67	-	-	15,466.67	31%	34,533.33	-	0%
12 20 00	Window Treatments		TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%
12 36 00	Solid Surface Countertops		Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%
13 24 00	Steam Bath		TBD	\$ 13,447.00	\$ 0.00	5,936.00	-	-	-	-	0%	5,936.00	-	0%
14 20 00	Elevators		Otis	\$ 55,748.00	\$ 0.00	55,748.00	-	-	-	-	0%	55,748.00	-	0%
14 60 00	Hoist and Cranes		Aero	\$ 7,250.00	\$ 0.00	7,250.00	-	-	-	-	0%	7,250.00	-	0%
21 00 00	Fire Suppression		Breth Zen Zen	\$ 58,800.00	\$ 0.00	58,800.00	-	-	-	-	0%	58,800.00	-	0%
22 00 00	Plumbing		Falcon	\$ 585,000.00	\$ 11,874.00	582,134.00	5,500.00	-	-	5,500.00	1%	576,634.00	-	0%
23 00 00	HVAC		Sentra Sota	\$ 436,000.00	\$ 5,354.00	441,354.00	-	-	-	-	0%	441,354.00	-	0%
26 00 00	Electrical		AJ Moore	\$ 844,523.00	\$ (22,504.34)	822,018.66	4,071.00	22,934.00	-	27,005.00	3%	795,013.66	-	0%
31 00 00	Earthwork		D.W.	\$ 99,500.00	\$ 0.00	99,500.00	76,000.00	21,000.00	-	97,000.00	97%	2,500.00	-	0%
32 12 00	Asphalt Paving		Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	-	-	-	-	0%	48,800.00	-	0%
32 16 00	Site Concrete		Crosstown Masonry	\$ 152,000.00	\$ 0.00	152,000.00	-	-	-	-	0%	152,000.00	-	0%
32 90 00	Landscaping		Springfall Landscaping	\$ 45,203.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%

Continuation Sheet



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

Stahl Job #: 4020-10 Material
 App. #: 3
 App. Date: December 11, 2023
 Month: November 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
71 00 10		Unallocated		2,980.00		2,980.00		-						
71 00 00		Contingency		40,000.00	\$ 0.00	40,000.00	-	-	-	-	0%	40,000.00	-	0%
			Subtotals	\$ 6,466,580.00	\$ (5,112.34)	\$ 6,470,567.66	\$ 455,942.57	\$ 46,185.00	\$ 0.00	\$ 502,127.57	8%	\$ 5,965,460.09	\$ 0.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	-	55,900.00	4,582.99	(245.05)	-	4,337.94	8%	51,562.06	0.00	0%
			Totals	\$ 6,531,580.00	\$ (5,112.34)	\$ 6,526,467.66	\$ 460,525.56	\$ 45,939.95	\$ 0.00	\$ 506,465.51	8%	\$ 6,017,022.15	\$ 0.00	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: December 18, 2023

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$242,250.30 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfer from November-\$911,260.30

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:

- 12-18-2023 Packet List-\$242,250.30
- 12-18-2023 ACH Payments-November-\$911,260.30

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED

OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 15 - AIRGAS NORTH CENTAL							
5503782306 00034038	AIRGAS NORTH CENTAL CYLINDER RENTAL 101-43100-40217 101-43210-40217 101-45200-40217 601-49440-40217 602-49490-40217	11/30/2023 NSANTILLO OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES		96.68 19.34 19.34 19.34 19.34 19.32	96.68	Open	N 12/18/2023
Total Vendor 15 - AIRGAS NORTH CENTAL				96.68	96.68		
Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							
1058 00034019	ALWAYS BRIGHT LIGHTS LTD HOLIDAY BANNERS INSTALLED 101-45200-40311	11/14/2023 DMULVIHILL CONTRACT		450.00 450.00	450.00	Open	N 12/18/2023
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD				450.00	450.00		
Vendor 5496 - ANOKA COUNTY FIRE PROTECTION C							
259-#2 00034043	ANOKA COUNTY FIRE PROTECTION C REPLACE LOST CHECK 101-42210-40433	01/01/2023 DMULVIHILL DUES AND SUBSCRIPTIONS		700.00 700.00	700.00	Open	N 12/18/2023
Total Vendor 5496 - ANOKA COUNTY FIRE PROTECTION C				700.00	700.00		
Vendor 3811 - ANOKA COUNTY TREASURY DEPT.							
EC120423A 00033994	ANOKA COUNTY TREASURY DEPT. MEAL - LOCAL GOVT MEETING 101-41400-40331	12/05/2023 NSANTILLO MEAL - LOCAL GOVT MEETING		11.00 11.00	11.00	Open	N 12/18/2023
Total Vendor 3811 - ANOKA COUNTY TREASURY DEPT.				11.00	11.00		
Vendor 2591 - ASPEN MILLS							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED

OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 2591 - ASPEN MILLS							
324401 00034007	ASPEN MILLS NAMETAGS-FIREFIGHTERS 101-42210-40437	12/07/2023 DMULVIHILL UNIFORMS		98.55 98.55	98.55	Open	N 12/18/2023
324385 00034008	ASPEN MILLS UNIFORMS-CHANTHAPANYA 101-42110-40437	12/07/2023 DMULVIHILL UNIFORMS		45.00 45.00	45.00	Open	N 12/18/2023
Total Vendor 2591 - ASPEN MILLS				143.55	143.55		
Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
273354 00034058	BARNA, GUZY & STEFFEN, LTD MISC/NON-RETAINER 101-41600-40304	11/30/2023 NSANTILLO CIVIL LEGAL FEES		768.50 768.50	768.50	Open	N 12/18/2023
273353 00034059	BARNA, GUZY & STEFFEN, LTD 23462 UNIVERSITY AVE - CODE ENFORC	11/30/2023 NSANTILLO		3,741.00	3,741.00	Open	N 12/18/2023
273352 00034060	BARNA, GUZY & STEFFEN, LTD COMMUNITY DEVELOPMENT	11/30/2023 NSANTILLO		3,059.50	3,059.50	Open	N 12/18/2023
273351 00034061	BARNA, GUZY & STEFFEN, LTD GENERAL LABOR 101-41600-40304	11/30/2023 NSANTILLO CIVIL LEGAL FEES		3,388.00 3,388.00	3,388.00	Open	N 12/18/2023
273350 00034062	BARNA, GUZY & STEFFEN, LTD MUNICIPAL 101-41600-40304	11/30/2023 NSANTILLO CIVIL LEGAL FEES		1,957.00 1,957.00	1,957.00	Open	N 12/18/2023
273946 00034063	BARNA, GUZY & STEFFEN, LTD PROSECUTION/RETAINER FILE 101-41600-40312	11/30/2023 NSANTILLO CRIMINAL LEGAL FEES		5,150.00 5,150.00	5,150.00	Open	N 12/18/2023
273929 00034064	BARNA, GUZY & STEFFEN, LTD TRANSFER OF TITLE 101-41600-40304	11/30/2023 NSANTILLO TRANSFER OF TITLE		188.50 188.50	188.50	Open	N 12/18/2023

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Vendor 42 - BARNA, GUZY & STEFFEN, LTD							
Total Vendor 42 - BARNA, GUZY & STEFFEN, LTD				18,252.50	18,252.50		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0107739200							
00034040	BELLBOY CORPORATION BAR SUPPLY	12/12/2023		37.17	37.17	Open	N
	MISC		CBUSKEY				12/12/2023
	609-49751-40206		FREIGHT	6.17			
	609-49751-40254		MISCELLANEOUS MERCHANDISE	31.00			
201899000							
00034041	BELLBOY CORPORATION BAR SUPPLY	12/12/2023		927.85	927.85	Open	N
	LIQUOR		CBUSKEY				12/12/2023
	609-49751-40206		FREIGHT	13.20			
	609-49751-40251		LIQUOR	914.65			
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				965.02	965.02		
Vendor 7244 - BREAKTHRU BEVERAGE							
113395801							
00034002	BREAKTHRU BEVERAGE	12/07/2023		2,342.91	2,342.91	Open	N
	LIQUOR/WINE/MISC		CBUSKEY				12/07/2023
	609-49751-40206		FREIGHT	54.01			
	609-49751-40253		WINE	0.01			
	609-49751-40254		MISCELLANEOUS MERCHANDISE	182.90			
	609-49751-40251		LIQUOR	2,105.99			
Total Vendor 7244 - BREAKTHRU BEVERAGE				2,342.91	2,342.91		
Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							
22351							
00033962	BRUNTON ARCHITECTS & ENGINEERS	12/01/2023		3,600.00	3,600.00	Open	N
	PROGRESS BILLING ON BUILDING		DMULVIHILL				12/18/2023
	404-41400-40589		CITY HALL/FIRE STATION	3,600.00			
Total Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS				3,600.00	3,600.00		
Vendor 10037 - BS&A SOFTWARE							

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Vendor 10037 - BS&A SOFTWARE							
149629 00034057	BS&A SOFTWARE SOFTWARE 102-41400-40560	12/08/2023 DMULVIHILL COMPUTERS		53,885.00 53,885.00	53,885.00	Open	N 12/18/2023
Total Vendor 10037 - BS&A SOFTWARE				53,885.00	53,885.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
2922661 00034013	CAPITOL BEVERAGE SALES, L.P BEER/THC 609-49751-40257 609-49751-40252	12/11/2023 CBUSKEY THC BEER		1,592.80 416.00 1,176.80	1,592.80	Open	N 12/11/2023
2922660 00034014	CAPITOL BEVERAGE SALES, L.P LIQUOR 609-49751-40251	12/11/2023 CBUSKEY LIQUOR		(56.25) (56.25)	(56.25)	Open	N 12/11/2023
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				1,536.55	1,536.55		
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2064805 00033968	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252 609-49751-40251 609-49751-40254	12/06/2023 JPFEIFER BEER LIQUOR MISC		14,264.30 12,459.30 1,485.00 320.00	14,264.30	Open	N 12/06/2023
2069749 00034068	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	12/13/2023 CBUSKEY BEER		(120.60) (120.60)	(120.60)	Open	N 12/13/2023
2069742 00034069	DAHLHEIMER DIST. CO. INC. BEER/NA/THC 609-49751-40255 609-49751-40257 609-49751-40252	12/13/2023 CBUSKEY N/A PRODUCTS THC BEER		16,442.92 151.00 576.00 15,715.92	16,442.92	Open	N 12/13/2023
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				30,586.62	30,586.62		

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Vendor 91 - DAHLHEIMER DIST. CO. INC.							
Vendor 4164 - DELL MARKETING L.P.							
10717540102 00034010	DELL MARKETING L.P. LIQUOR COMPUTER 609-49750-40240	12/07/2023 DMULVIHILL OFFICE EQUIP		1,549.72 1,549.72	1,549.72	Open	N 12/18/2023
Total Vendor 4164 - DELL MARKETING L.P.				1,549.72	1,549.72		
Vendor 107 - ECM PUBLISHERS, INC.							
976405 00034039	ECM PUBLISHERS, INC. DEC 20 PH CITY ZONING CODE AMEN	12/08/2023 NSANTILLO		53.75	53.75	Open	N 12/18/2023
976406 00034042	ECM PUBLISHERS, INC. DEC 20 CHAPTER 10 ZONING	12/08/2023 NSANTILLO		64.50	64.50	Open	N 12/18/2023
Total Vendor 107 - ECM PUBLISHERS, INC.				118.25	118.25		
Vendor 130 - GOPHER STATE ONE-CALL, INC.							
3110763 00033956	GOPHER STATE ONE-CALL, INC. NOVEMBER TICKETS 601-49440-40442 602-49490-40442	11/30/2023 DMULVIHILL GOPHER STATE GOPHER STATE		41.85 20.93 20.92	41.85	Open	N 12/18/2023
Total Vendor 130 - GOPHER STATE ONE-CALL, INC.				41.85	41.85		
Vendor 4691 - GRANITE CITY JOBBING CO.							
360439 00033947	GRANITE CITY JOBBING CO. TOBACCO 609-49751-40256	11/14/2023 CBUSKEY TOBACCO PRODUCTS		(10.38) (10.38)	(10.38)	Open	N 12/05/2023
363404 00033948	GRANITE CITY JOBBING CO. TOBACCO/MISC 609-49751-40206 609-49750-40210 609-49751-40254 609-49751-40256	12/05/2023 CBUSKEY FREIGHT OPERATING SUPPLIES MISCELLANEOUS MERCHANDISE TOBACCO PRODUCTS		5,430.75 10.00 62.18 130.81 5,227.76	5,430.75	Open	N 12/05/2023
Total Vendor 4691 - GRANITE CITY JOBBING CO.							

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Vendor 4691 - GRANITE CITY JOBBING CO.				5,420.37	5,420.37		
Vendor 1175 - HAWKINS, INC.							
6643738 00034044	HAWKINS, INC. FERRIC CHLORIDE 602-49490-40216	12/11/2023 DMULVIHILL CHEMICALS		6,989.50 6,989.50	6,989.50	Open	N 12/18/2023
6643739 00034045	HAWKINS, INC. CHLORINE 601-49440-40216	12/11/2023 DMULVIHILL CHEMICALS		3,538.34 3,538.34	3,538.34	Open	N 12/18/2023
Total Vendor 1175 - HAWKINS, INC.				10,527.84	10,527.84		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, L							
IN4393057 00033963	INNOVATIVE OFFICE SOLUTIONS, L BINDERS 101-45200-40200	11/28/2023 DMULVIHILL OFFICE SUPPLIES		27.10 27.10	27.10	Open	N 12/18/2023
SCN-124263 00033964	INNOVATIVE OFFICE SOLUTIONS, L CREDIT 101-41400-40200	11/30/2023 DMULVIHILL OFFICE SUPPLIES		(26.17) (26.17)	(26.17)	Open	N 12/18/2023
IN4390404 00033965	INNOVATIVE OFFICE SOLUTIONS, L SUPPLIES 101-43100-40200 101-45200-40200	11/22/2023 DMULVIHILL OFFICE SUPPLIES OFFICE SUPPLIES		75.86 35.86 40.00	75.86	Open	N 12/18/2023
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, L				76.79	76.79		
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2439339 00033998	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40206 609-49751-40253	12/07/2023 CBUSKEY FREIGHT WINE		632.02 20.02 612.00	632.02	Open	N 12/07/2023

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Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2439338 00033999	JOHNSON BROS WHLSE LIQUOR LIQUOR 609-49751-40206	12/07/2023 CBUSKEY		3,144.23	3,144.23	Open	N 12/07/2023
	609-49751-40251	FREIGHT LIQUOR		48.23 3,096.00			
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2439337 00034000	JOHNSON BROS WHLSE LIQUOR LIQUOR 609-49751-40206	12/07/2023 CBUSKEY		208.82	208.82	Open	N 12/07/2023
	609-49751-40251	FREIGHT LIQUOR		1.82 207.00			
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
277015 00034033	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40253	12/01/2023 NSANTILLO		(31.00)	(31.00)	Open	N 12/01/2023
		WINE		(31.00)			
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
277014 00034034	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40253	12/01/2023 NSANTILLO		(43.00)	(43.00)	Open	N 12/01/2023
		WINE		(43.00)			
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
277013 00034035	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40253	12/01/2023 NSANTILLO		(12.00)	(12.00)	Open	N 12/01/2023
		WINE		(12.00)			
Total Vendor 154 - JOHNSON BROS WHLSE LIQUOR				3,899.07	3,899.07		
Vendor 6206 - LEPAGE & SONS							
232372 00033974	LEPAGE & SONS LEAF BIN 101-43210-40439	12/03/2023 JSHOOK		578.89	578.89	Open	N 12/18/2023
		RECYCLING DAYS		578.89			
Total Vendor 6206 - LEPAGE & SONS				578.89	578.89		
Vendor 165 - LMC INSURANCE TRUST							

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Vendor 165 - LMC INSURANCE TRUST							
.12112023 00034012	LMC INSURANCE TRUST 2ND PAYMENT-PROPERTY INSURANCE	12/11/2023 DMULVIHILL		43,486.00	43,486.00	Open	N 12/18/2023
	101-41110-40360	INSURANCE		91.32			
	101-41400-40360	INSURANCE		969.74			
	101-41410-40360	INSURANCE		21.74			
	101-41500-40360	INSURANCE		504.44			
	101-41600-40360	INSURANCE		156.55			
	101-41910-40360	INSURANCE		621.85			
	101-41940-40360	INSURANCE		752.31			
	101-42110-40360	INSURANCE		8,566.74			
	101-42210-40360	INSURANCE		2,126.47			
	101-42400-40360	INSURANCE		447.91			
	101-43100-40360	INSURANCE		4,753.02			
	101-43210-40360	INSURANCE		152.20			
	101-45000-40360	INSURANCE		4.35			
	101-45200-40360	INSURANCE		5,044.38			
	101-49200-40360	INSURANCE		13.05			
	601-49440-40360	INSURANCE		5,500.98			
	602-49490-40360	INSURANCE		8,405.84			
	609-49750-40360	INSURANCE		5,353.11			
Total Vendor 165 - LMC INSURANCE TRUST				43,846.04	43,846.04		
Vendor 173 - MARTIN-MCALLISTER							
.12012023 00034017	LMC INSURANCE TRUST WC DEDUCTIBLE	12/01/2023 DMULVIHILL		360.04	360.04	Open	N 12/18/2023
	101-42110-40160	WORK COMP INSURANCE		360.04			
Total Vendor 173 - MARTIN-MCALLISTER				1,875.00	1,875.00		
Vendor 10663 - MAX R							

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Vendor 10663 - MAX R							
INV22061 00034030	MAX R RECYCLING 101-43210-40441	11/15/2023 NSANTILLO MISCELLANEOUS		5,306.10 5,306.10	5,306.10	Open	N 12/18/2023
Total Vendor 10663 - MAX R				<u>5,306.10</u>	<u>5,306.10</u>		
Vendor 202 - MCDONALD DIST CO.							
722102 00033969	MCDONALD DIST CO. BEER 609-49751-40252 609-49751-40253	12/06/2023 JPFEIFER BEER WINE		4,809.05 4,708.25 100.80	4,809.05	Open	N 12/06/2023
722101 00033970	MCDONALD DIST CO. LIQUOR 609-49751-40251	12/06/2023 JPFEIFER LIQUOR		196.00 196.00	196.00	Open	N 12/06/2023
722134 00033971	MCDONALD DIST CO. BEER 609-49751-40252	12/06/2023 JPFEIFER BEER		(140.40) (140.40)	(140.40)	open	N 12/06/2023
5810282 00033972	MCDONALD DIST CO. BEER 609-49751-40252	12/06/2023 JPFEIFER BEER		(18.20) (18.20)	(18.20)	open	N 12/06/2023
723286 00034066	MCDONALD DIST CO. LIQUOR 609-49751-40251	12/13/2023 CBUSKEY LIQUOR		389.90 389.90	389.90	open	N 12/13/2023
723287 00034067	MCDONALD DIST CO. BEER/WINE 609-49751-40253 609-49751-40252	12/13/2023 CBUSKEY WINE BEER		11,094.95 197.40 10,897.55	11,094.95	Open	N 12/13/2023
Total Vendor 202 - MCDONALD DIST CO.				<u>16,331.30</u>	<u>16,331.30</u>		

Vendor 3689 - METRO SALES, INC.

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Vendor 3689 - METRO SALES, INC.							
INV2413685 00033955	METRO SALES, INC. COPIES 101-41400-40200 101-42400-40200	11/28/2023 NSANTILLO		207.18	207.18	Open	N 12/18/2023
		OFFICE SUPPLIES		103.59			
		OFFICE SUPPLIES		103.59			
Total Vendor 3689 - METRO SALES, INC.				207.18	207.18		
Vendor 10337 - METRO-INET							
1662 00033967	METRO-INET MONTHLY IT SERVICES 101-41110-40310 101-41400-40310 101-41910-40310 101-42110-40310 101-42210-40310 101-42400-40310 101-43100-40310 101-45200-40310 601-49440-40310 602-49490-40310 609-49750-40310	12/01/2023 NSANTILLO		13,498.00	13,498.00	Open	N 12/18/2023
		COMPUTER CONSULTING FEES		539.92			
		COMPUTER CONSULTING FEES		1,889.72			
		COMPUTER CONSULTING FEES		269.96			
		COMPUTER CONSULTING FEES		6,614.02			
		COMPUTER CONSULTING FEES		1,214.82			
		COMPUTER CONSULTING FEES		539.92			
		COMPUTER CONSULTING FEES		539.92			
		COMPUTER CONSULTING FEES		539.92			
		COMPUTER CONSULTING FEES		539.92			
		COMPUTER CONSULTING FEES		539.92			
		COMPUTER CONSULTING FEES		269.96			
Total Vendor 10337 - METRO-INET				13,498.00	13,498.00		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860113729 00034054	MIDCONTINENT COMMUNICATIONS PHONES 601-49440-40321	12/02/2023 NSANTILLO		153.39	153.39	Open	N 12/18/2023
		TELEPHONE		153.39			
13332710113729 00034055	MIDCONTINENT COMMUNICATIONS PHONES 101-42110-40321	12/02/2023 NSANTILLO		45.13	45.13	Open	N 12/18/2023
		TELEPHONE		45.13			
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				198.52	198.52		
Vendor 195 - MN DEPARTMENT OF HEALTH							

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Vendor 195 - MN DEPARTMENT OF HEALTH							
.12012023							
00033975	MN DEPARTMENT OF HEALTH QUARTERLY WATER TEST FEE 601-49440-40434	12/01/2023 DMULVIHILL		4,451.00	4,451.00	Open	N 12/18/2023
		PERMIT FEES		4,451.00			
Total Vendor 195 - MN DEPARTMENT OF HEALTH				4,451.00	4,451.00		
Vendor 445 - MN FIRE CERTIFICATION BOARD							
.12011							
00033951	MN FIRE CERTIFICATION BOARD CERTIFICATION EXAMS - YOUNG 101-42210-40208	11/27/2023 NSANTILLO		430.50	430.50	Open	N 12/18/2023
		TRAINING		430.50			
Total Vendor 445 - MN FIRE CERTIFICATION BOARD				430.50	430.50		
Vendor 6697 - MN STATE FIRE DEPT ASSOCIATION							
.12072023							
00034006	MN STATE FIRE DEPT ASSOCIATION 2024 REGION 7 MEMBERSHIP DUES 101-42210-40433	12/01/2023 NSANTILLO		200.00	200.00	Open	N 12/18/2023
		DUES AND SUBSCRIPTIONS		200.00			
Total Vendor 6697 - MN STATE FIRE DEPT ASSOCIATION				200.00	200.00		
Vendor 10301 - MN VIKINGS FOUNDATION							
.12012023							
00033961	MN VIKINGS FOUNDATION OCTOBER AND NOVEMBER FUND RAISING 609-00000-36200	12/01/2023 DMULVIHILL		1,885.00	1,885.00	Open	N 12/18/2023
		OCTOBER AND NOVEMBER FUND RAISING		1,885.00			
Total Vendor 10301 - MN VIKINGS FOUNDATION				1,885.00	1,885.00		
Vendor 10662 - MULVIHILL, DARCY R							
.12012023							
00034020	MULVIHILL, DARCY R STOOL FOR JODIE 101-41910-40200	12/01/2023 DMULVIHILL		162.83	162.83	Open	N 12/18/2023
		OFFICE SUPPLIES		162.83			
Total Vendor 10662 - MULVIHILL, DARCY R				162.83	162.83		

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Vendor 10211 - ON LINE RETRIEVERS							
.12042023 00034016	ON LINE RETRIEVERS ANIMAL CONTROL NOVEMBER 2023 101-42700-40311	12/04/2023 DMULVIHILL CONTRACT		533.84 533.84	533.84	Open	N 12/18/2023
Total Vendor 10211 - ON LINE RETRIEVERS				533.84	533.84		
Vendor 4605 - OPUS 21							
231111 00034065	OPUS 21 NOVEMBER SERVICES 601-49440-40382 602-49490-40382	12/09/2023 NSANTILLO UTILITY BILLING UTILITY BILLING		2,857.06 1,428.53 1,428.53	2,857.06	Open	N 12/18/2023
Total Vendor 4605 - OPUS 21				2,857.06	2,857.06		
Vendor 3753 - PAUSTIS WINE COMPANY							
222287 00034029	PAUSTIS WINE COMPANY WINE 609-49751-40206 609-49751-40253	12/12/2023 CBUSKEY FREIGHT WINE		180.00 8.00 172.00	180.00	Open	N 12/12/2023
Total Vendor 3753 - PAUSTIS WINE COMPANY				180.00	180.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6701397 00033995	PHILLIPS WINE & SPIRITS CO. WINE 609-49751-40206 609-49751-40253	12/07/2023 CBUSKEY FREIGHT WINE		4,700.07 192.92 4,507.15	4,700.07	Open	N 12/07/2023
6701396 00033996	PHILLIPS WINE & SPIRITS CO. LIQUOR 609-49751-40206 609-49751-40251	12/07/2023 CBUSKEY FREIGHT LIQUOR		5,394.91 121.94 5,272.97	5,394.91	Open	N 12/07/2023

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Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6701398 00033997	PHILLIPS WINE & SPIRITS CO. MISC 609-49751-40206 609-49751-40254	12/07/2023 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		217.02 10.92 206.10	217.02	Open	N 12/07/2023
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO.				10,312.00	10,312.00		
Vendor 7655 - RITEWAY BUSINESS FORMS							
23-33257 00034053	RITEWAY BUSINESS FORMS CHECKS 101-41500-40200 601-49440-40200 602-49490-40200 609-49750-40200	12/13/2023 DMULVIHILL OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES		330.73 82.68 82.68 82.68 82.69	330.73	Open	N 12/18/2023
Total Vendor 7655 - RITEWAY BUSINESS FORMS				330.73	330.73		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B011339 00033957	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	12/04/2023 DMULVIHILL SAMPLE TESTING		187.31 187.31	187.31	Open	N 12/18/2023
B011321 00033958	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	12/01/2023 DMULVIHILL SAMPLE TESTING		135.04 135.04	135.04	Open	N 12/18/2023
B011373 00033973	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	12/06/2023 DMULVIHILL SAMPLE TESTING		135.04 135.04	135.04	Open	N 12/18/2023
B011429 00034036	RMB ENVIRONMENTAL LABORATORIES, INC DATA MANAGEMENT 601-49440-40313	12/12/2023 DMULVIHILL SAMPLE TESTING		196.02 196.02	196.02	Open	N 12/18/2023

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED

OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
D053608							
00034052	RMB ENVIRONMENTAL LABORATORIES, INC BIOSOLIDS 602-49490-40313	12/13/2023 DMULVIHILL SAMPLE TESTING		895.20	895.20	Open	N 12/18/2023
B011401							
00034070	RMB ENVIRONMENTAL LABORATORIES, INC WEEK 1 COOLER1 601-49440-40313	12/13/2023 DMULVIHILL SAMPLE TESTING		621.82	621.82	Open	N 12/18/2023
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				2,170.43	2,170.43		
Vendor 6072 - ROYAL SUPPLY, INC							
5693							
00034009	ROYAL SUPPLY, INC TOWELS 101-41940-40210 101-42110-40217 101-43100-40217 101-45200-40217 601-49440-40217 602-49490-40217	12/07/2023 DMULVIHILL OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES		132.00	132.00	Open	N 12/18/2023
Total Vendor 6072 - ROYAL SUPPLY, INC				132.00	132.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2208323-2023							
00033985	SOUTHERN GLAZERS OF MN 9398875 609-49751-40251	06/02/2022 CBUSKEY LIQUOR		(143.00)	(143.00)	Open	N 12/07/2023
9505716							
00033986	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40251	05/01/2023 CBUSKEY LIQUOR		(147.00)	(147.00)	Open	N 12/07/2023
9515750							
00033987	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40251	06/14/2023 CBUSKEY LIQUOR		(240.00)	(240.00)	Open	N 12/07/2023

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 7455 - SOUTHERN GLAZERS OF MN							
9528944 00033988	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40251	08/04/2023 CBUSKEY LIQUOR		(359.75) (359.75)	(359.75)	Open	N 12/07/2023
9531140 00033989	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40251	08/17/2023 CBUSKEY LIQUOR		(180.00) (180.00)	(180.00)	Open	N 12/07/2023
9547615 00033990	SOUTHERN GLAZERS OF MN WINE 609-49751-40253	11/03/2023 CBUSKEY WINE		(20.00) (20.00)	(20.00)	Open	N 12/07/2023
9549135 00033991	SOUTHERN GLAZERS OF MN WINE 609-49751-40253	11/10/2023 CBUSKEY WINE		(137.60) (137.60)	(137.60)	Open	N 12/07/2023
2420317 00034001	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	12/07/2023 CBUSKEY FREIGHT LIQUOR		1,143.02 5.65 1,137.37	1,143.02	Open	N 12/07/2023
2022-9388792 00034003	SOUTHERN GLAZERS OF MN WINE 609-49751-40253	04/29/2022 CBUSKEY WINE		(240.00) (240.00)	(240.00)	Open	N 12/07/2023
2021-9247425 00034004	SOUTHERN GLAZERS OF MN WINE 609-49751-40253	03/18/2021 CBUSKEY WINE		(40.00) (40.00)	(40.00)	Open	N 12/07/2023
2021-9246795 00034005	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40251	03/16/2021 CBUSKEY LIQUOR		(264.00) (264.00)	(264.00)	Open	N 12/07/2023
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				(628.33)	(628.33)		

Vendor 8792 - ST. FRANCIS AREA SCHOOLS

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED

OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
2223-1142-3RD Q							
00034026	ST. FRANCIS AREA SCHOOLS CITY COUNCIL MEETINGS 101-41400-40311	12/01/2023 NSANTILLO CITY COUNCIL MEETINGS		420.00	420.00	Open	N 12/18/2023
				420.00			
2223-1141-PZ							
00034027	ST. FRANCIS AREA SCHOOLS 3RD QUARTER DISTRICT OFFICE USE 101-41400-40311	12/10/2023 NSANTILLO 3RD QUARTER DISTRICT OFFICE USE		135.00	135.00	Open	N 12/18/2023
				135.00			
2324-987							
00034028	ST. FRANCIS AREA SCHOOLS SAFE AND SICK TIME MEETING 101-41400-40311	12/01/2023 NSANTILLO CONTRACT		60.00	60.00	Open	N 12/18/2023
				60.00			
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS				615.00	615.00		

Vendor 863 - THE BERNICK COMPANIES

10157930							
00033992	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	12/07/2023 CBUSKEY N/A PRODUCTS BEER		1,024.00	1,024.00	Open	N 12/07/2023
				28.70			
				995.30			
10157931							
00033993	THE BERNICK COMPANIES BEER 609-49751-40252	12/07/2023 CBUSKEY BEER		(345.48)	(345.48)	Open	N 12/07/2023
				(345.48)			
10160728							
00034071	THE BERNICK COMPANIES BEER 609-49751-40252	12/14/2023 CBUSKEY BEER		572.40	572.40	Open	N 12/14/2023
				572.40			
10160729							
00034072	THE BERNICK COMPANIES BEER 609-49751-40252	12/14/2023 CBUSKEY BEER		(19.92)	(19.92)	Open	N 12/14/2023
				(19.92)			
Total Vendor 863 - THE BERNICK COMPANIES				1,231.00	1,231.00		

Vendor 9559 - TIMESAVER OFF SITE SEC. INC

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED
OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M28754 00033953	TIMESAVER OFF SITE SEC. INC 11.20.23 CITY COUNCIL MINUTES 101-41400-40311	11/30/2023 NSANTILLO CITY COUNCIL MINUTES		262.25 262.25	262.25	Open	N 12/18/2023
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				262.25	262.25		
Vendor 263 - TOTAL REGISTER							
2027 00034031	TOTAL REGISTER OPERATING SUPPLIES 609-49750-40210	12/04/2023 NSANTILLO OPERATING SUPPLIES		127.74 127.74	127.74	Open	N 12/04/2023
Total Vendor 263 - TOTAL REGISTER				127.74	127.74		
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1047 00034011	TRUE NORTH PSYCHOLOGY & CONSULTING, PROFESSIONAL SERVICES 208-00000-10100	12/08/2023 DMULVIHILL CASH		680.00 680.00	680.00	Open	N 12/18/2023
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				680.00	680.00		
Vendor 10641 - UNION HERALD							
38671 00034032	UNION HERALD NOV 30 ANOKA COUNTY UNION HERALD	11/30/2023 NSANTILLO		17.50	17.50	Open	N 12/18/2023
Total Vendor 10641 - UNION HERALD				17.50	17.50		
Vendor 8383 - WSB & ASSOCIATES							
R-016584-000-8 00034015	WSB & ASSOCIATES GIS 101-43100-40311	12/08/2023 DMULVIHILL CONTRACT		255.00 255.00	255.00	Open	N 12/18/2023
Total Vendor 8383 - WSB & ASSOCIATES				255.00	255.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED

OPEN

Agenda Item # 4J.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By					
# of Invoices:	77	# Due:	77	Totals:	244,845.05		
# of Credit Memos:	21	# Due:	21	Totals:	(2,594.75)		
Net of Invoices and Credit Memos:					242,250.30		
--- TOTALS BY GL BANK ---							
	GNCKG				242,250.30		
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-41110-40310				539.92		
	101-41110-40360				91.32		
	101-41400-40200				77.42		
	101-41400-40310				1,889.72		
	101-41400-40311				877.25		
	101-41400-40331				11.00		
	101-41400-40360				969.74		
	101-41410-40360				21.74		
	101-41500-40200				82.68		
	101-41500-40360				504.44		
	101-41600-40304				6,302.00		
	101-41600-40312				5,150.00		
	101-41600-40360				156.55		
	101-41910-40200				162.83		
	101-41910-40310				269.96		
	101-41910-40360				621.85		
	101-41940-40210				22.00		
	101-41940-40360				752.31		
	101-42110-40160				360.04		
	101-42110-40217				22.00		
	101-42110-40305				625.00		
	101-42110-40310				6,614.02		
	101-42110-40321				45.13		
	101-42110-40360				8,566.74		
	101-42110-40437				45.00		
	101-42210-40208				430.50		
	101-42210-40305				1,250.00		
	101-42210-40310				1,214.82		
	101-42210-40360				2,126.47		
	101-42210-40433				900.00		
	101-42210-40437				98.55		
	101-42400-40200				103.59		
	101-42400-40310				539.92		
	101-42400-40360				447.91		
	101-42700-40311				533.84		
	101-43100-40200				35.86		
	101-43100-40217				41.34		
	101-43100-40310				539.92		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED

OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	101-43100-40311			255.00			
	101-43100-40360			4,753.02			
	101-43210-40217			19.34			
	101-43210-40360			152.20			
	101-43210-40439			578.89			
	101-43210-40441			5,306.10			
	101-45000-40360			4.35			
	101-45200-40200			67.10			
	101-45200-40217			41.34			
	101-45200-40310			539.92			
	101-45200-40311			450.00			
	101-45200-40360			5,044.38			
	101-49200-40360			13.05			
	102-41400-40560			53,885.00			
	208-00000-10100			680.00			
	404-41400-40589			3,600.00			
	601-49440-40200			82.68			
	601-49440-40216			3,538.34			
	601-49440-40217			41.34			
	601-49440-40310			539.92			
	601-49440-40313			817.84			
	601-49440-40321			153.39			
	601-49440-40360			5,500.98			
	601-49440-40382			1,428.53			
	601-49440-40434			4,451.00			
	601-49440-40442			20.93			
	602-49490-40200			82.68			
	602-49490-40216			6,989.50			
	602-49490-40217			41.32			
	602-49490-40310			539.92			
	602-49490-40313			1,352.59			
	602-49490-40360			8,405.84			
	602-49490-40382			1,428.53			
	602-49490-40442			20.92			
	609-00000-36200			1,885.00			
	609-49750-40200			82.69			
	609-49750-40210			189.92			
	609-49750-40240			1,549.72			
	609-49750-40310			269.96			
	609-49750-40360			5,353.11			
	609-49751-40206			492.88			
	609-49751-40251			13,414.88			
	609-49751-40252			45,880.92			
	609-49751-40253			5,065.76			
	609-49751-40254			870.81			
	609-49751-40255			179.70			
	609-49751-40256			5,217.38			
	609-49751-40257			992.00			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023

POSTED AND UNPOSTED
OPEN

Agenda Item # 4J.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
--- TOTALS BY FUND ---							
	101 GENERAL FUND			60,268.07	60,268.07		
	102 PANDEMIC EXPENSES			53,885.00	53,885.00		
	208 POLICE FORFEITURE			680.00	680.00		
	404 BUILDING IMPROVEMENT FUND			3,600.00	3,600.00		
	601 WATER FUND			16,574.95	16,574.95		
	602 SEWER FUND			18,861.30	18,861.30		
	609 LIQUOR FUND			81,444.73	81,444.73		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 UNASSIGNED			2,565.00	2,565.00		
	41110 CITY COUNCIL			631.24	631.24		
	41400 ADMINISTRATION			61,310.13	61,310.13		
	41410 ELECTIONS			21.74	21.74		
	41500 FINANCE			587.12	587.12		
	41600 LEGAL			11,608.55	11,608.55		
	41910 COMMUNITY DEVELOPMENT			1,054.64	1,054.64		
	41940 BUILDINGS			774.31	774.31		
	42110 POLICE			16,277.93	16,277.93		
	42210 FIRE			6,020.34	6,020.34		
	42400 BUILDING INSPECTIONS			1,091.42	1,091.42		
	42700 ANIMAL CONTROL			533.84	533.84		
	43100 STREETS			5,625.14	5,625.14		
	43210 RECYCLING			6,056.53	6,056.53		
	45000 COMMUNITY CENTER			4.35	4.35		
	45200 PARKS			6,142.74	6,142.74		
	49200 UNALLOCATED			13.05	13.05		
	49440 WATER DEPT			16,574.95	16,574.95		
	49490 SEWER DEPT			18,861.30	18,861.30		
	49750 LIQUOR STORE			7,445.40	7,445.40		
	49751 MERCHANDISE PURCHASES			72,114.33	72,114.33		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 11/01/2023 - 11/30/2023

Agenda Item # 4J.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
11/02/2023	3085(E)	ACE SOLID WASTE, INC.	1,430.63
11/02/2023	3086(E)	CITY HIVE	49.00
11/02/2023	3087(E)	HEALTH PARTNERS	31,700.02
11/02/2023	3088(E)	SPOT ON-LIQUOR CC	5,309.34
11/02/2023	3089(E)	SUN LIFE FINANCIAL	2,467.40
11/06/2023	3099(E)	NEW BENEFITS (FRESH BENIES)	199.80
11/07/2023	3103(E)	ALERUS	150.00
11/07/2023	3104(E)	DELTA DENTAL	1,926.24
11/07/2023	3105(E)	WEX CARD	5,912.92
11/08/2023	3106(E)	CINTAS	189.87
11/08/2023	3107(E)	INVOICE CLOUD	1,113.65
11/08/2023	3108(E)	U S BANK EQUIPMENT FINANCE	431.89
11/08/2023	3109(E)	COLONIAL INS.	396.46
11/09/2023	3090(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
11/09/2023	3091(E)	EFTPS	24,829.35
11/09/2023	3092(E)	ICMA	319.17
11/09/2023	3093(E)	MN DEPARTMENT OF REVENUE	250.00
11/09/2023	3094(E)	MN DEPARTMENT OF REVENUE	240.11
11/09/2023	3095(E)	PERA	23,833.68
11/09/2023	3096(E)	RHS HEALTHCARE SAVINGS	580.74
11/09/2023	3097(E)	STATE	5,064.34
11/09/2023	3098(E)	VOYA	2,050.00
11/10/2023	3100(E)	VILLAGE BANK	16,319.18
11/16/2023	3110(E)	CAYAN	875.54
11/20/2023	3111(E)	CONNEXUS ENERGY	17,918.57
11/20/2023	3112(E)	MN DEPT OF REVENUE-SALES TAX	26,603.00
11/21/2023	3113(E)	ALERUS	69.67
11/21/2023	3114(E)	MN UNEMPLOYMENT INSURANCE	2,763.64
11/21/2023	3115(E)	U S BANK EQUIPMENT FINANCE	233.00
11/22/2023	3116(E)	EFTPS	23,679.06
11/22/2023	3117(E)	ICMA	319.17
11/22/2023	3118(E)	MN DEPARTMENT OF REVENUE	250.00
11/22/2023	3119(E)	PERA	23,950.06
11/22/2023	3120(E)	RHS HEALTHCARE SAVINGS	636.12
11/22/2023	3121(E)	STATE	5,099.81
11/22/2023	3122(E)	VOYA	2,050.00
11/22/2023	3123(E)	STAHL CONSTRUCTION	335,617.24
11/22/2023	3124(E)	STAHL CONSTRUCTION	343,359.56
11/28/2023	3125(E)	ALERUS	140.00
11/28/2023	3126(E)	CENTERPOINT ENERGY	2,593.32
11/30/2023	3142(E)	VILLAGE BANK	180.75
GNCKG TOTALS:			
Total of 41 Checks:			911,260.30
Less 0 Void Checks:			0.00
Total of 41 Disbursements:			911,260.30



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Hall Fire Station Fire and Security System
DATE: December 18, 2023

OVERVIEW:

In an effort to transition services to the new City Hall / Fire Station, Electro Watchman has provided a quote for the equipment necessary to fit the new building.

Electro Watchman is our current fire and security provider for City Hall, PPW, Water Plant and was for the Fire Station. Their services include the fobs, camera systems, gate systems, security and fire systems already in place. We have ended the services at the Fire Station and when City Hall moves, the services will transfer to the new building.

As set up now, Electro Watchman provides the equipment and equipment management and security cameras are connected through Metro-Inet.

Once the equipment is installed the monthly fee for monitoring is \$34.95.

ACTION TO BE CONSIDERED:

Council to review and approve the City Administrator to move forward with Electro Watchman for the new facility.

Attachments:

- Electro Watchman Quote



ELECTRO WATCHMAN, INC.

FIRE & SECURITY SYSTEMS • SINCE 1921

1 Water St W, Suite 110, St Paul, MN 55107

T. (651) 227-8461 F. (651) 310-1296

Q U C Agenda Item # 9A.

JSKR 9230 01

Created: 12/11/23

Expires: 02/09/24

Prepared For:

City of St Francis - City Hall & Fire Department
3750 Bridge St NW
St Francis MN 55070

Paul Carpenter
(763) 235-2304
pcarpenter@stfrancismn.org

Prepared By:

John Jantzer
Vice President
(651) 310-1257
jjantzer@electrowatchman.com

Project Scope:

Electro Watchman to provide and install access control, panic button alarm, and camera systems for new building project. See options for details.

Qty	Description	Unit Price	Ext. Price
1	Install Access Control S2 Netbox System License Expansion and Acces Control on 27 Door Locations in New Facility: (Optional - SELECTED)		\$73,825.32
	<ul style="list-style-type: none"> ● (1) 64 PORTAL EXPANSION FOR EXISTING SYSTEM ● (8) BATTERY 12V, 8.0 AH ● (2) NETWORK NODE IN WALL MOUNT ENCLOSURE WITH 1 EXPANSION BLADE (MAX 7), WALL MOUNT ● (12) ACCESS CONTROL APPLICATION BLADE - EXTENSION BLADE, 2 READERS, 4 INPUTS, 4 OUTPUTS ● (2) POWER SUPPLY ● (2) POWER DISTRIBUTION UNIT ● (24) CARD READER - MULTICLASS, SINGLE GANG, MOBILE READY ● (3) ADVANCED LOGIC RELAY ● (1) POWER SUPPLY 2.5A 6-12VDC ● (8) PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY ● (29) RECESSED 3/4 W/ LEADS ● CABLE - 22/6 OAS CMP ● CABLE - 18/4 CMP ● LIFT RENTAL ● MISC MATERIALS ● INSTALLATION LABOR ● <i>Install extension of municipal S2 Netbox access control system for new facility. Install access control on 27 door locations. Electro Watchman to provide card reader, lock power supply, door position contacts, and request to exit motion detectors where shown on building plans.</i> ● <i>S2 Netbox expansion license is required and included for additional doors.</i> ● <i>All cabling and devices rough-ins to be provided by project electrician or others including card readers devices, door position contacts, request to exit motion detectors, electric door strikes, inaccessible ceilings/areas and inside door frames. Electro Watchman to provide cabling, final terminations, programming and training.</i> ● <i>All electronic door hardware to be provided and installed by others including electric door strikes, automatic door operators and ADA buttons.</i> 		

Qty	Description	Unit Price	E
			Agenda Item # 9A.
1	Install Two Monitored Panic Button Alarm System @ Customer Service Counter: (Optional - SELECTED)		\$1,096.67
	<ul style="list-style-type: none"> ● (1) ALARM CONTROL PANEL - 142 ZONES, DIALER/NETWORK, 350 LG GRAY ENCLOSURE, 327 ● (1) KEYPAD - LCD W/SHORTCUT KEYS, WHITE ● (1) VERIZON LTE CELLULAR COMMUNICATOR ● (2) HOLD UP BUTTON ● CABLE - 22/4 CMP (SOLID) ● STANDARD SECURITY ALARM MONITORING ● CELL COMMUNICATOR SECURTY ALARM MONITORING ● <i>Install monitored panic buttons for service counter area with monitored alarm system for real-time monitoring response from Electro Watchman and police dispatch.</i> 	\$24.95 \$10.00	\$24.95 \$10.00 <i>Monthly</i> <i>Monthly</i>

1	7 Ultra HD Network Camera System Installation Per Building Documents: (Optional - SELECTED)		\$15,939.88
	<ul style="list-style-type: none"> ● (4) AXIS MULTISENSOR NETWORK CAMERA - 32-MEGAPIXEL CAMERA WITH FOUR VARIFOCA LENSES (4 X QUAD HD). 360° IR ILLUMINATION, WDR, LIGHTFINDER ● (4) PENDANT KIT - WEATHERSHIELD AND A MOUNTING ADAPTER. ● (4) WALL MOUNT, MOUNTING PLATE, PIPE SEAL AND CONDUIT HOLE COVER, WHITE ● (4) CORNER MOUNT BRACKET ● (1) AXIS 12 MP PANORAMIC FISHEYE DOME - COMPLETE 360° PANORAMIC, OBJECT ANALYTICS, LIGHTFINDER, WDR, OPTIMIZEDIR ● (2) AXIS 4MP VANDAL DOME CAMERA - IR, VANDAL-RESISTANT, 3-6 MM LENS W/ REMOTE ZOOM/FOCUS, WDR, ZIPSTREAM, OBJECT ANALYTICS ● LIFT RENTAL ● MISC MATERIALS ● INSTALLATION LABOR ● <i>Provide, mount and program 6 Axis cameras (4 outdoor multisensors, 2 indoor domes, 1 360 fisheye) based on building plans. All cameras to be connected and viewed via Metro Inet Milestone video system. Owner responsible for licensing and ongoing fees for Metro Inet services.</i> ● <i>Others to provide all camera cabling and rough-ins do devices as part of building project. Electro Watchman to provide cameras, mounting, focus and programming, and connection to Metro Inet Milestone server.</i> ● <i>Owner responsible for providing appropriate POE+ power, network switch ports and network routing for all cameras.</i> 		

Additional Notes:

A one year warranty applies to Electro Watchman installed equipment and workmanship. No warranty on existing cabling or equipment installed by others.

50% down-payment due upon acceptance. Remaining 50% and applicable sales tax due at completion.

Installation includes equipment, installation labor, cabling, system setup and training per details.

Recurring monitoring and service rates are billed annually for a minimum three year term.

Subject to AHJ approval and acceptance.

Owner responsible for data network ip addresses, wired routing & switch ports, equipment and internet service as required.

**Recurring Amounts:
\$34.95 Per Month Billed Monthly**

Grand Total	\$90,861.87
Deposit Required	\$45,430.94



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Personnel Policy Revisions
DATE: December 18, 2023

In May, Council approved several necessary housekeeping items related to the Personnel Policy. At that time, it was discussed that additional changes were expected, largely due to legislative responses and an update from Metro-Inet. Additionally, over the last six months, staff has also identified housekeeping items due to questions. Tonight’s changes consist of:

Section 1 – Definitions

- Updates to existing definitions to align with State and LMC definitions that apply today.
- By definition, Firefighters now meet the definition as Part-Time employees. This is true in all part-time references within city policy and requires updates to city code.

Section 3 – Citywide Work Rules / Code of Conduct

- Attendance – provide language necessary for Earned Sick and Safety Leave

Section 4 – Employee Recruitment and Selection

- Updates to align with definition changes

Section 6 - Compensation

- Compensatory Time/Over Time
 - Clarification that staff are not required to use comp time before vacation although encouraged
- Health Insurance
 - Update to remove the “whichever is greater” clause
- Vision Insurance
 - Identify City and Employee responsibilities
- Wellness Policy Including Public Safety Duty Disability
 - In response to new legislation, city to increase opportunity for wellness visits and commitment to meet PERA Disability requirements.

Section 9 -Leaves

In 2023, the MN Legislators created the employment requirement of Earned Sick and Safety leave, setting many rules into place. As the City currently offers a sick leave policy to FT staff that is greater than the minimum Statutes for time provided, it is now required for all staff. It is proposed to transfer our current Sick Leave into the new ESSL use, expanding its use and definitions but allowing an easy transition in policy and payroll systems.

- Earned Sick and Sick and Safety Leave (ESSL)*
 - Full Time Employees are not gaining or losing any allocated sick leave not already in place. No existing benefit changes.
 - Part time, Seasonal and Temporary will gain one hour per 30 hours worked.
 - Updates for family, notice and administration as required.

** Staff may propose modifications to the policy in the future as the new program is rolled out and experience is gained on how the effects of the new policy are realized, or if there are new interpretations or directives from the State.*

- Holidays
 - Language clean up to include employee schedules that work Tuesday through Friday
 - Clean up due to definition updates

- Vacation
 - Clarification that hours of vacation are based on year.
 - Clarification that the max accumulation ending December 31, 2023 will follow the new schedule that transitions into 2024
 - Clean up due to definition updates

- Elections and Voting
 - Adding State Statute update

Section 14 – Other Information

- Computer Usage – Metro Inet Acceptable Use Policy
 - Updated Computer use policy.
 - Applies to all Staff and Council use Metro-Inet systems
 - Metro-Inet will be sending out the policy in a KnowBe4 format for all system users to review and acknowledge.

ACTION TO BE CONSIDERED:

Council requested to review and approve the Personnel Policy updates

Attachments: Personnel Policy changes for Section 1, 3, 4, 6, Section 9 and Section 14

SECTION 1 - DEFINITIONS

"BENEFIT-EARNING STATUS" - Status where employees are eligible for at least a prorated portion of employer provided benefits. Employees must work at least thirty-two (32) hours per week on a regular basis in an ongoing position. (Temporary, seasonal, paid on-call, part-time (casual) and intermittent employees are excluded.)

"CITY" - City of St. Francis

"CITY ADMINISTRATOR" - City Administrator of the City of St. Francis

"CONTRACTUAL INDIVIDUALS" - Individuals who offer their services to the public and do not meet the criteria as an employee according to IRS regulations. Contractual individuals are appointed by the City Council or designee. Contractual individuals are under a fee basis, are not eligible for employment rights or benefits, are not considered employees and are not covered by the Personnel Policies with the exception of Non-discrimination and Harassment Policies.

"COUNCIL" The City Council of the City of St. Francis.

"COUNCIL AND MAYOR APPOINTED" - Appointed directly by the Council to serve at the will of the Council. The Council appoints the City Administrator, who is a full-time, regular employee.

"DEMOTION" - Movement of an employee from one job class to another where the maximum salary for the new position is lower than that of the former position. This action may be voluntary or involuntary.

"EMPLOYEE" - An individual who has successfully completed all stages of the selection process, including the training period.

"EXEMPT EMPLOYEE" Employees not covered by the overtime provisions of either the Federal or State Fair Labor Standards Acts.

"NONEXEMPT EMPLOYEE" Employees who are covered by either the State or Federal Fair Labor Standards Acts. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

"FULL-TIME EMPLOYEE" Employees regularly scheduled to work forty (40) hours per week year-round in an ongoing position.

~~"INTERMITTENT EMPLOYEE" - Employee who has no regularly scheduled hours but fills in as needed. Employees in this status do not earn benefits or employment rights.~~

~~"PAID-ON-CALL EMPLOYEES" - Non-benefit earning employees who are paid per call regardless of length of call or training.~~

~~"PART-TIME BENEFIT-EARNING EMPLOYEE" - An employee who regularly works more than thirty-two hours per week, but less than forty (40) hours per week, year-round in an ongoing position. Employees in this category receive partial prorated benefits.~~

~~"PART-TIME (CASUAL) EMPLOYEE" - An employee who works in an ongoing non-benefit earning position of thirty-two (32) hours or less per week. Employees in this category may work more than thirty-two hours per week on occasion but must not meet the definition of a public employee by State law (Chapter 179A). Part-time (casual) employees accrue no seniority and earn no employment rights or benefits. Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.~~

"PROBATIONARY EMPLOYEE" - An employee who is serving a probationary period, either the original probationary period immediately after hire or a promotional reassignment, or transfer probation. Probationary employees who are filling regular positions are eligible for benefits in accordance with the Personnel Policies or applicable union contract.

"PROBATIONARY PERIOD" - A specified period of time at the beginning of employment (or the beginning period of a promotion, reassignment or transfer) that is designated as a training or trial period. The probationary period is considered the last part of the selection process.

"PROMOTION" Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the former position.

"RECLASSIFY" - Movement of an employee from one classification to another classification because of a significant change in the position's duties.

~~"REGULAR EMPLOYEE" - An employee who has successfully completed all stages of the selection process including the training or probationary period. Regular employees earn benefits in accordance with the Personnel Policies or applicable union contract.~~

~~"SEASONAL EMPLOYEE" - An employee who is appointed for no more than ten months during any 12 consecutive months but who may be expected to return to work year after year. Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.~~

"SENIOR MANAGEMENT STAFF" - This designation includes the following positions: City Administrator, all department heads, and City Clerk/Treasurer.

~~"TEMPORARY EMPLOYEE" - An employee who is employed on either a full-time or part-time basis in a temporary position (one that is not intended to be ongoing) where no benefit eligibility exists and no credit is given for seniority. Temporary employees earn no employment rights. Temporary positions are normally less than sixty-seven (67) working days in duration. Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.~~

SECTION 3 - CITYWIDE WORK RULES/CODE OF CONDUCT

ATTENDANCE

The operations and standards of service in the City of St. Francis require that employees be at work unless compelling reasons warrant absence. Unless covered by ESSL a Absence and tardiness records reflect an employee's responsibility to his/her job and to fellow workers who operate as a team. These records have a direct effect on employment status and progress.

SECTION 4 - EMPLOYEE RECRUITMENT AND SELECTION

FEATURES OF THE RECRUITMENT SYSTEM

C. Appointments and promotions in the City service shall be made according to merit and fitness related to the position being filled. Vacant positions will be filled on the basis of a regular full time, part-time-casual, paid-per-call, intermittent, seasonal, or temporary appointment. Appointments may be made on a full or part-time basis. Part-time employees may be hired into a benefit-earning (over thirty-two hours per week) or non-benefit-earning (thirty-two or fewer hours per week) status.positions.

PROBATIONARY PERIOD

All newly hired full-time and part-time (benefit-earning) and paid-on-call employees will serve a minimum of a six (6) month probationary period in the position, unless covered by a collective bargaining agreement stating a different time frame.

This period will be considered a training period. The training period is an integral part of the selection process, and will be used for observing the employee's work, or training the employee in work expectations, for assessing the employee's abilities, skills, and interest, and for rejecting any employee whose performance does not meet the required work standards or is otherwise not a good fit for the position.

Employees may be dismissed at any time during the initial probationary period. An employee so dismissed will not have the right to appeal unless the employee is covered by the Veteran's Preference Law, in which case the employee may request a hearing pursuant to Minnesota Statute 197.46. Probationary periods may be extended beyond six (6) months upon approval of the City Administrator.

Regular employeesEmployees who are promoted, granted transfers or reassignments, or voluntarily demote, will be required to serve an additional probationary period up to six (6)

months. Benefits will not be affected by the additional probationary period or by an extension of the probationary period.

SECTION 6 - COMPENSATION

COMPENSATORY TIME/OVERTIME

F. Employees are not required to use compensatory time before using vacation time but it is encouraged.

BENEFITS

Health, Life, Short and Long-Term Disability

All regular full-time employees shall be eligible for a group health insurance plan through the City of St. Francis starting December 1, 2017. Any employee hired prior to October 1st, 2017, can waive the city’s group plan and receive a taxable contribution of \$650.00/month if they have group health insurance through a spouse’s employment, a secondary job or the VA. This waiver will be good until that employee loses the outside group health insurance or leaves employment. If this occurs, the employee must inform the city so that the taxable contribution is stopped and they can opt into the city’s group health insurance if they choose.

In addition to the group health insurance plan, the City has contracted with a provider to advocate for healthcare savings for employees and their families. This is 100% employer paid and offers one membership per household. Employee is not required to be on the group health insurance plan to receive this benefit.

The city will cover the cost of the employee’s single coverage group health insurance and dental insurance. Family group health insurance will be covered at 66% of the cost or \$200/month whichever is greater. Family dental insurance will be 100% covered by the employee. New employees will be eligible for insurance on the 1st of the month following start of employment. The city’s plan year will be from December 1st to November 30th each year. For the purpose of accumulating time to qualify for health insurance benefits an employee on a leave of absence with pay, vacation or sick leave is considered to be working. During the probationary period following the original appointment an employee shall be eligible for health & dental insurance monthly benefit. An employee leaving the employment of the City in good standing shall receive the health insurance benefit on a prorated basis for the applicable month.

Subject to any limitations in the insurance policy, all regular full-time employees shall be eligible for Life Insurance and Disability Benefits in an amount established by the City Council. The City Council shall, by Resolution, determine the City’s monthly contribution toward the employee’s life insurance and disability premium. Participating employees, who choose coverage beyond that provided by the City, shall be required to pay the difference in the premium for the additional life or disability insurance coverage. Subject to eligibility requirements as outlined in

the policy between the City and the insurer, new eligible employees shall be covered on the date of hire. 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 premiums due.

Amended 11-06-17 Res. 2017-37

Vision Insurance

The City will pay 100% of the employee cost for vision insurance. Employee will be responsible for any dependents.

WELLNESS POLICY INCLUDING PUBLIC SAFETY DUTY DISABILITY

The City recognizes the benefit of the overall health and wellness of its employees. Some employment duties include a high level of stress and exposure to various types of trauma. To support employees in the public safety, including the Police Department and the Fire Department, the City has implemented a wellness practice to address their overall mental health and well-being. The City will work to ensure we are meeting the required Department of Safety Objectives as well as provide extra wellness support.

The City Clerk will be identified as the disability contact person on behalf of the City.

The City as part of its wellness and disability policy will make treatment of psychological conditions available for licensed peace officers and full-time firefighters to ensure their eligibility for duty disability benefits from the Minnesota State Retirement System (MSRS) or the Public Employees Retirement Association (PERA).

The Police Department will additionally adhere to the Objectives and department policies as set by the Minnesota Board of Peace Officer Standards and Training (POST) as it relates to applicable law. The Fire Department will additionally adhere to the objectives and department policies as set by the MN Fire Initiative as it relates to applicable law on the use of mental health check up's and wellness training. All information will be confidential between the employee and the contracted provider. Billing of visits will also be confidential and budgets for these services will be in Administration.

It is anticipated that Public Service employees will attend no less than one, up to six, visits with a mental health professional. These visits are a benefit covered by the City of St. Francis. This visit may, or may not, be part of treatment requirements applying to duty disability benefits.

If employees that are not within the public safety departments, are exposed to a traumatic situation due to their employment, or a situation that may affect their employment, the City Administrator may require or request that the employee attend a mental health visit through our contracted provider.

SECTION 9 - LEAVES

SICK AND SAFETY LEAVE (ESSL)

A. ~~Sick and Safe leave is an authorized absence from duty with pay, granted to full-time and part-time benefit-earning employees, to any employee working greater than 80 hours in a calendar year. Sick leave is not a privilege for an employee to use at his/her discretion, but shall be allowed only when the employee is unable to work for medical reasons and under the conditions explained below.~~ Effective January 1, 2024, Earned Sick and Safe Leave (ESSL) is a requirement for all MN employers with one or more employees to provide paid leave benefits as described below to all eligible employees. The hourly rate of ESSL is the same hourly rate an employee earns from employment with the city. St. Francis will recognize January 1 through December 31 as its benefit year.

A. Full-time employees shall be credited with sick and safety leave at a rate of one day per calendar month worked or major fraction thereof, accrued on a pay-period basis. Sick leave may be used in increments of one-quarter (.25) of an hour.

~~B. Temporary, seasonal employees, paid-on-call employees, intermittent and part-time casual employees shall not be entitled to sick leave.~~

B. Sick leave will not be credited during an unpaid leave of absence except as required by law.

- B. Seasonal, temporary and part-time employees will:
 - a. Accrue ESSL at a rate of one hour of ESSL for every 30 hours "worked".
 - b. No more than 48 hours will be accrued within a calendar year.
 - c. No more than 80 hours will be carried over from one year to the next.
 - d. ESSL can be used in increments of one-quarter (.25) of an hour.
 - e. ESSL hours will not be paid out at the end of service, resignation or retirement.

Administration of Sick ~~Leave and Safe Leave~~ - The following procedures will be followed in administering the ~~sick leave~~ ESSL policy of the City:

- A. Sick and ESSL USE
 - An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:

- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- B. For leave purposes, a family member is identified as an employee's:
- Spouse or registered domestic partner
 - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
 - Sibling, step sibling or foster sibling
 - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
 - Grandchild, foster grandchild or step grandchild
 - Grandparent or step grandparent
 - A child of a sibling of the employee
 - A sibling of the parent of the employee or
 - A child-in-law or sibling-in-law
 - Any of the above family members of a spouse or registered domestic partner
 - Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
 - Up to one individual annually designated by the employee
- C. After all credited ESSL and sick leave is used vacation may be used upon approval of the supervisor, to the extent the employee may take such leave.

~~D. Sick leave may be approved only for days when an employee would otherwise have been at his or her employment. It may be used, with the approval of the supervisor, in any of the following cases:~~

~~a. Pursuant to state law, an employee may use accrued sick leave benefits for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, or stepparent, for reasonable periods of time as the employees attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury expect that leaves due to illness of or injury to the employees adult child, spouse, sibling, parent, mother or father in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the employee's attendance may be necessary.~~

~~Eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness or injury to an employee's adult child, spouse, sibling, parent, grandparent, step-parent, parent in-law, and grandchild.~~

~~c. for medical, dental, chiropractic or optical examinations for treatment (appointments should be scheduled to minimize the amount of disruption to the workday);~~

~~d. when the employee's presence would jeopardize the health of other employees by exposing them to contagious disease;~~

~~1. To receive credit for sick leave, an employee must communicate with his or her immediate supervisor following department procedures on reporting. Employees are responsible for keeping their supervisors advised of their illness status to remain eligible for sick leave, unless they are hospitalized and cannot reasonably do so (see Attendance Policy).~~

1. Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. Employee shall communicate to their immediate supervisor keeping them advised of their status of eligibility to return to work.

When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave).

However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose.

The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee’s or the employee’s family member’s medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

2. After ~~an a medical~~ absence or injury, a physician's statement identifying the employee is fit for duty may be required ~~on the first day of return to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.~~

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. ~~Sick leave will not be approved for employees who are required to provide a doctor’s statement until such a statement is provided.~~

4. ~~If the City feels an additional medical opinion is warranted, the City Administrator will arrange for the appropriate medical evaluation. The City has the right to require employees to be evaluated by a physician as selected by the City to determine the validity of a worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work.~~

3. Sick leave and Safety Leave cannot be transferred from one employee to another.

6. ~~Employees who make a claim for sick leave as a result of false or otherwise fraudulent claims shall be required to reimburse the City for such payments and shall be subject to suspension or discharge at the Administrator's discretion (see Discipline Policy, Section 11).~~

4. Employees must normally use ESSL sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical-eligible ELLS event leave, except where parenting leave and the medical leave overlap (see Parenting Leave Policy).

8. ~~Sick leave will not be approved after an employee gives notice that they will be terminating employment. Any exceptions must be approved by the City Administrator.~~

9. ~~Nothing in this policy shall restrict the employer from requiring an employee to provide a doctor certification for any sick leave requested or as permission for unlimited leave.~~

5. ESSL Retaliation prohibited
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member’s immigration status for exercising a right under Earned Sick and Safe Leave.

6. ESSL Benefits and return to work protections
During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

~~SAFETY LEAVE~~

~~Pursuant to state law, Employees are authorized to use sick leave for reasonable absences for themselves or a relative (employees' adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent), who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month rolling calendar period.~~

~~To be eligible for the use of sick pay, the employee shall follow the procedures as outlined in Sick Pay for reporting and notification.~~

HOLIDAYS

For employees whose regular hours do not include Monday, when a recognized holiday, such as New Year's, Juneteenth, Independence Day, Veterans Day or Christmas, not including the Christmas Eve, falls on a Sunday or Monday, the employee will earn one floating holiday. Floating holidays must be used by December 31st of the year in which they are applicable.

All full-time employees in regular positions are entitled to time off with full pay on holidays. The City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the natures of their duties or other conditions exist. A full-time and part-time ~~casual~~ employee required to work on a holiday shall receive two (2) times their regular rate of pay in lieu of any other holiday payment for all hours worked

Temporary ~~and~~, seasonal, ~~and intermittent~~ employees who are required to work on New Year's Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day will be paid a holiday differential of double time.

VACATION

Table below effective on 01-01-2024

Years of Service	Hours of Vacation/ <u>Year</u>	Hrs/Pay Period	Max Accumulation
0-2	80	3.077	120 Hours
2-5	120	4.615	140 Hours
5-10	160	6.154	180 Hours
10-14	180	6.923	200 Hours
15+	200	7.692	220 Hours

A. Max Accumulation shall be set by the employee's current accrual rate per pay period. Any hours over maximum accumulation amount on December 31st of each year will not be paid out and will be lost. Revised, Max Accumulation scheduled will become effective December 31, 2023.

D. Part-time ~~casual~~ employees, ~~paid-on-call, intermittent,~~ temporary and seasonal employees are not eligible for paid vacation.

ELECTIONS AND VOTING

An individual who is selected to serve as an election judge pursuant to section MN State Statute [204B.21, subdivision 2](#) may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

SECTION 14- OTHER INFORMATION

COMPUTER USAGE – [Metro-INET Acceptable Use Policy](#)

PURPOSE

The purpose of this policy is to establish guidelines for the use of the City computer system and equipment and shall be updated from time to time by Metro-Inet. The City is a partner of the Metro-INET Joint Powers Agreement and all staff and Council shall adhere to the most recent policy as set forth by Metro-Inet.-

Audience

This policy applies to any person using Metro-INET information systems and Metro-INET affiliate (hereon referred to as “agency”) equipment. Including, and not limited to, all employees, appointed and elected officials, contractors, and volunteers.

Overview

This policy serves to protect the security and integrity of Metro-INET’s electronic information systems by educating employees about appropriate and safe use of available technology resources. This policy is meant to provide a minimum-security baseline and supersedes any less restrictive policy.

Metro-INET reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of an agency computer or related system, including personal information created or maintained by an employee as determined by the Metro-INET Information Security Manager or agency designated representative.

Beyond this policy, Metro-INET may distribute information regarding precautions and actions needed to protect Metro-INET systems; all employees are responsible for reading and following the guidance and directives in these communications.

Requests for exceptions to this policy can be submitted to Metro-INET and by completing the Metro- INET Risk and Treatment Acceptance form.

Identities

Account owners are responsible for the accounts assigned to them and for the actions taken with those accounts.

Accounts must not be shared without prior authorization from Metro-INET, except for calendars and related calendaring functions.

Accounts require a Metro-INET Acceptable Use Policy review and acknowledgement and must meet the Metro-INET Access and Identity standard. Accounts may automatically expire after specific timeframes at the discretion of the Metro-INET Information Security Manager.

Passwords

Passwords shall never be shared. If it is necessary to access an employee’s computer or files, contact your supervisor to review or request assistance from Metro-INET.

Metro-INET will not provide access to accounts without the approval of the Metro-INET Information Security Manager.

Passwords shall not be stored in any location on or near the computer or stored electronically such as in a cell phone or other mobile device other than an encrypted password manager solution. (Example: Microsoft Authenticator App)

Employees are responsible for maintaining computer/network passwords and must adhere to the Metro-INET Identity and Access Standards. Metro-INET Identity and Access Standards may be updated at the discretion of the Metro-INET Information Security Manager.

Advanced Authentication (example: Multi-Factor Authentication) is required when available for access to Metro-INET network resources.

Network access

Equipment not owned by a Metro-INET agency used in an agency building should only use the guest connection to the Internet unless approved by Metro-INET.

Metro-INET will review the Metro-INET network and connected devices for vulnerabilities and implement appropriate mitigation or remediation measures.

Metro-INET will not remotely access an active session without the logged-in account owner’s permission to ensure integrity of access logs.

Reasonable availability is expected of both Metro-INET and those requesting support.

Remote Access

Examples of remote access include and are not limited to: Microsoft 365 / cloud services, virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections.

All aspects of the Metro-INET Acceptable Use Policy apply while connected to Metro-INET resources remotely.

Remote access to the Metro-INET network requires a request from a supervisor and approval from the Metro-INET agency designee.

All remote access connections to Metro-INET networks shall be made through approved remote access methods employing encryption and advanced authentication.

Remote access from a device not supported by a Metro-INET requires current Operating System, applications, and anti-virus software. It is the owner's responsibility to ensure all critical and security updates are installed prior to connecting. For additional information review the Metro-INET Computer Security Checklist.

Remote access privileges may be revoked at any time by an employee's supervisor or Metro-INET Information Security Manager.

Recreational use of remote connections to the Metro-INET network is strictly forbidden.

Private or confidential data should not be transmitted over an unsecured (public) wireless connection.

Clear Screen

Applications or network services shall be logged out or disconnected when they are no longer needed.

Workstations and laptops shall be logged out or locked when unattended.

Metro-INET may configure Metro-INET supported devices to automatically lock after a set duration of inactivity.

Data

Metro-INET cannot guarantee the privacy of any data stored on, transmitted, or accessed from an agency computer, device, or network. Employees should not assume any expectation of privacy.

Use of approved encrypted solutions is required when sending sensitive information outside of Metro- INET networks.

Information must be appropriately shared, handled, transferred, saved, and destroyed, based on the information sensitivity and the individual agency data practices policies and record retention schedule if applicable.

Disclosure of Public Information must not violate any pre-existing, signed non-disclosure agreements.

At the discretion of Metro-INET Information Security Manager, data may be reviewed by authorized staff without notice to the employee.

Management must be notified in a timely manner if sensitive information has been or is suspected of being lost or disclosed to unauthorized parties.

Communications

Metro-INET provides access to email and instant messaging services for work-related use. Incidental personal use of the communication systems by employees is allowed, provided it does not interfere with an employee's work and is consistent with all applicable policies.

All communications may be considered public data for both e-discovery and information requests and may not be protected by privacy laws.

Automatic forwarding of electronic messages outside the Metro-INET network is prohibited.

Communications, attachments, and links from an unknown sender should be reviewed with caution. Report suspected malicious communications to Metro-INET. Do not respond to suspicious senders.

Electronic communications shall not misrepresent the originator, agency, or Metro-INET. Any use of Metro-INET communication methods should not:

- Involve solicitation
- Be associated with any political or religious entity
- Have the potential to harm the reputation of Metro-INET or agency
- Propagate chain emails
- Contain or promote anti-social or unethical behavior
- Violate local, state, federal, or international laws or regulations
- Result in unauthorized disclosure of Metro-INET or agency confidential information
- Or otherwise violate any other policies that have been approved and adopted

Internet

Information found on the Internet and used for agency work must be verified to be accurate and factually correct.

Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions.

Internet use found to compromise the integrity of the Metro-INET network will result in restricted access. Metro-INET will notify the account owner's manager and/or agency Human Resources to rectify the situation.

Metro-INET may monitor or restrict any use of the Internet without prior notice, as deemed appropriate by the agency Human Resources or Metro-INET Information Security Manager.

File Storage and Transfer

Metro-INET does not backup data stored locally on computers and holds no responsibility for data recovery on local computers. All agency-related electronic files should be stored in identified network locations.

Electronic files, including emails and business-related materials created on an employee's personal computer for agency business, must be stored in designated locations. Agency-related files should not be stored on an employee's personal computer, unless otherwise defined in policy.

Electronic sensitive information shall be stored in a location on the Metro-INET network that is properly secured.

Electronic sensitive information shall be encrypted if transferred outside of the Metro-INET network.

Removable Media

The use of removable media for storage of agency information must be supported by a reasonable business case.

All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free prior to being connected to Metro-INET supported equipment.

Only agency owned removable media is permitted for storage of agency information. All removable media must be stored in a safe and secure environment.

The loss or theft of a removable media device that may have contained agency information must be reported to your supervisor immediately. Metro-INET can assist in the encryption of media.

Hardware

In general, Metro-INET or the agency will provide the hardware required for an employee to perform their job duties. Requests for new or different hardware should be made to your supervisor, who will forward the request to Metro-INET for review to ensure appropriate standards are satisfied.

Only agency staff may use agency computer equipment. Use of agency equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of agency computer equipment. Computer equipment must be secured while off premises. Computer equipment should not be exposed to extreme temperature or humidity.

Metro-INET may encrypt the storage of Metro-INET supported hardware to prevent data loss due to misplaced agency equipment.

Software

In general, Metro-INET or the agency will provide the software required for an employee to perform their job duties. Requests for new or different software should be made to your supervisor, who will forward the request to Metro-INET for review to ensure appropriate standards are satisfied.

Only agency staff may use agency software. Use of agency software by family members, friends, or others is strictly prohibited.

Software shall not be downloaded or installed on Metro-INET supported computers without the prior approval of Metro-INET. Exceptions to this include updates to software approved by Metro-INET such as Microsoft updates, or other productivity software updates.

Metro-INET may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Software is to be in a current and supported state and have security related and critical updates applied within the timeframe set by the Metro-INET Information Security Manager.

Incidental Use

Incidental personal use of agency owned resources and related equipment is accepted.

Reasonable, incidental personal use of agency computers and software should never preempt or interfere with work. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

Personal files are not to be stored on Metro-INET supported computer equipment.

Metro-INET may delete personal files if found on the network, computers, or other Metro-INET supported equipment.

Metro-INET supported equipment or technology shall not be used for personal business interests, for-profit ventures, political or religious activities, or other uses deemed to be inconsistent with agency activities. Questions about whether a use is appropriate should be sent to your supervisor for determination.

Personal Devices

Employees may choose to use their own equipment to read or compose email or other agency data as governed in this policy. Employees understand that by connecting their personal equipment to the Metro-INET resources, their personal devices could be searched during an e-discovery or other court-ordered scenarios and agree to grant access to their personal devices should such a situation arise.

Mobile devices that have been configured to bypass manufacturer configurations (jailbroken / rooted) are not to be used to access Metro-INET resources.

Metro-INET may require Mobile Device Management or Mobile Application Management solution(s) to protect agency data.

Security Training and Awareness

All employees shall complete assigned security awareness training within 30 days of being granted access to any Metro-INET resources.

All account holders must be provided with and acknowledge they have received and agree to adhere to the Metro-INET Information Security Policies before they are granted access to Metro-INET Information Resources.

Enforcement

Employees found to have violated this policy may be subject to disciplinary action, up to and including revocation of system privileges, termination of employment, and related civil or criminal penalties.

Any vendor, consultant, or contractor found to have violated this policy may be subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

Definitions:

Internet: The Internet, a global information infrastructure, is a network of networks used by educators, businesses, the government, the military, and organization. Also known as the world wide web.

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

Internet Connection: The connections to the world wide web via the St. Francis LAN.

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

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

MIS: Management Information Systems, or data processing.

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

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

POLICIES

A. Software and Hardware

1.—Copyright Infringement

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

2.—Development

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

- All applications built using a database management system.
- All spreadsheets using Excel.

- ~~Macros or templates created in Microsoft Word or any other word processor.~~
- ~~All presentation graphics created in PowerPoint.~~

~~This policy may not apply to custom software developed by a third party vendor, in which case a written contract would expressly spell out ownership rights.~~

~~B. Use of Computer Games~~

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

~~C. Internet Access~~

~~1. Internet E-Mail~~

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

~~2. Internet~~

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

~~3. Acceptable and Unacceptable Uses of the Internet~~

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

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

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

- ~~Purposes which violate a federal, state or local law.~~

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

D. Electronic Mail

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

E. Personal use

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

F. Dial-In Network Access

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



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: MOU between City of St. Francis and LELS 319 Police Officers
DATE: December 18, 2023

OVERVIEW:

Due to changes in contractual agreements, two Memorandum of Understandings are before Council to update benefits to our LELS Team members. These benefits include the discussed Retention Incentive that was discussed at the October 17th Work Session. The one-time retention incentive will be funded utilizing Public Service funding and will be added to the 2024 contract year.

The second MOU before Council is to add the Employee Wellness program as an additional benefit. This program allows mental health support and training efforts.

ACTION TO BE CONSIDERED:

Council to review and approved updates to the collective bargaining agreement as proposed.

Attachments:

- LELS Local 319 MOU – Retention Incentive
- LELS Local 319 MOU – Employee Wellness Program

MEMORANDUM OF AGREEMENT

Between the City of St. Francis and

LELS Union Local 319

(Retention Incentive and

Correction of Typographical Error on Pay Plan)

This Memorandum of Agreement is entered into between Law Enforcement Labor Services Local No. 319 the (hereafter “Union”) and the City of St. Francis, MN, (hereafter “City”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2022, to December 31, 2024, providing for the terms and conditions of employment for certain licensed police officers working for the City; and

WHEREAS, The City of St. Francis Police Department, currently faces challenges to recruit and retain licensed peace officers. In an effort to address these problems, the City of St. Francis and Union have agreed to the following one-time incentive program; and

NOW, THEREFORE, the parties have agreed to the following Retention Incentive for their employment with the City of St. Francis:

Timeframe

All incentives described below are effective January 1, 2024 through December 31, 2024. This MOU will not be used as evidence of any past practice or precedent with respect to future benefits or retention incentive pay to officers. The parties agree that they will not negotiate the terms of these or any similar incentives as part of any contract negotiation occurring during the term of the incentives described herein.

Retention Incentive

A. The City of St. Francis will pay a \$3,000 Retention Incentive lump sum (subject to regular payroll tax deductions) to all licensed peace officers who

- are in active payroll status (not unpaid leave status) on March 31st, 2024,
- have not been subject to discipline that results in termination or suspension between January 1st, 2024 and March 31st, 2024.

B. The City of St. Francis will pay a second \$2,000 Retention Incentive lump sum (subject to regular payroll tax deductions) to all licensed peace officers who

- are in active payroll status (not unpaid leave status) on September 30, 2024;
- have not been subject to discipline that results in termination or suspension between March 31st, 2024 and September 30th, 2024.

If the employee resigns or is released from employment prior to any of the dates for the

payments, the employee shall not receive any Retention Incentive payments due after the employee's resignation or termination date.

Employees that are the subject of an internal affairs investigation are eligible for Retention Incentive pay at the conclusion of the investigation provided they meet all of the requirements described above.

Employees on a leave of absence, whether paid or unpaid, are eligible for Retention Incentive pay upon return to work provided they meet the all of the requirements described above.

In addition, the Parties agree to correct the typographical error located in the 2024 Salary Schedule to the current bargaining agreement (Page 17) on Step 5, 3 Years from ~~\$36.46~~ to \$38.46.

The parties recognize that this shall not operate as a waiver of management or union rights or establish any precedent or past practice.

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

For the City of St. Francis:

For the Union:

Dated _____

Dated _____

MEMORANDUM OF AGREEMENT

Between the City of St. Francis and

LELS Union Local 319

(Employee Wellness Program)

This Memorandum of Agreement is entered into between Law Enforcement Labor Services Local No. 319 the (hereafter “Union”) and the City of St. Francis, MN, (hereafter “City”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2022, to December 31, 2024, providing for the terms and conditions of employment for certain police officers working for the City; and

WHEREAS, the City has approved adding a benefit for officers in the Department regarding employee wellness, and

NOW, THEREFORE, the parties have agreed that the added benefit to the officers in the Department is as follows:

- A voluntary mental health training session.
- Voluntary mental wellness check-ins with the City’s current provider, Lodestar Psychology and Consulting. The wellness check-ins are otherwise known as “check up from the neck up.”
- The City will provide officers with up to six additional confidential therapy sessions with a licensed mental health provider.

The parties agree that this Memorandum of Agreement will become effective December 31 ____, 2023, and will continue until December 31, 2024 at which time it will be of no further force or effect except as the parties mutually agree to continue it in writing.

The parties recognize that this shall not operate as a waiver of management or union rights or establish any precedent or past practice.

The remainder of the current collective bargaining agreement for 2022-2024 is not impacted by this agreement and shall remain in full force and effect.

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

For the City of St. Francis:

For the Union:

Dated _____

Dated _____



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: MOU between City of St. Francis and LELS 411 Sergeants
DATE: December 18, 2023

OVERVIEW:

Due to changes in contractual agreements, two Memorandum of Understandings are before Council to update benefits to our LELS Team members. These benefits include the discussed Retention Incentive that was discussed at the October 17th Work Session. The one-time retention incentive will be funded utilizing Public Service funding and will be added to the 2024 contract year.

The second MOU before Council is to add the Employee Wellness program as an additional benefit. This program allows mental health support and training efforts.

ACTION TO BE CONSIDERED:

Council to review and approved updates to the collective bargaining agreement as proposed.

Attachments:

- LELS Local 411 MOU – Employee Wellness Program
- LELS Local 411 MOU - Retention Incentive

MEMORANDUM OF AGREEMENT

Between the City of St. Francis and

LELS Union Local 411

(Employee Wellness Program)

This Memorandum of Agreement is entered into between Law Enforcement Labor Services Local No. 411 the (hereafter “Union”) and the City of St. Francis, MN, (hereafter “City”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2022, to December 31, 2024, providing for the terms and conditions of employment for certain police sergeants working for the City; and

WHEREAS, the City has approved adding a benefit for officers in the Department regarding employee wellness, and

NOW, THEREFORE, the parties have agreed that the added benefit to the sergeants in the Department is as follows:

- A voluntary mental health training session.
- Voluntary mental wellness check-ins with the City’s current provider, Lodestar Psychology and Consulting. The wellness check-ins are otherwise known as “check up from the neck up.”
- The City will provide sergeants with up to six additional confidential therapy sessions with a licensed mental health provider.

The parties agree that this Memorandum of Agreement will become effective December 31 ____, 2023, and will continue until December 31, 2024 at which time it will be of no further force or effect except as the parties mutually agree to continue it in writing.

The parties recognize that this shall not operate as a waiver of management or union rights or establish any precedent or past practice.

The remainder of the current collective bargaining agreement for 2022-2024 is not impacted by this agreement and shall remain in full force and effect.

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

For the City of St. Francis:

For the Union:

Dated _____

Dated _____

MEMORANDUM OF AGREEMENT
Between the City of St. Francis and
LELS Union Local 411
(Retention Incentive)

This Memorandum of Agreement is entered into between Law Enforcement Labor Services Local No. 411 the (hereafter “Union”) and the City of St. Francis, MN, (hereafter “City”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2022, to December 31, 2024, providing for the terms and conditions of employment for certain licensed police sergeants working for the City; and

WHEREAS, The City of St. Francis Police Department, currently faces challenges to recruit and retain licensed peace officers. In an effort to address these problems, the City of St. Francis and Union have agreed to the following one-time incentive program; and

NOW, THEREFORE, the parties have agreed to the following Retention Incentive for their employment with the City of St. Francis:

Timeframe

All incentives described below are effective January 1, 2024 through December 31, 2024. This MOU will not be used as evidence of any past practice or precedent with respect to future benefits or retention incentive pay to sergeants. The parties agree that they will not negotiate the terms of these or any similar incentives as part of any contract negotiation occurring during the term of the incentives described herein.

Retention Incentive

- A. The City of St. Francis will pay a \$3,000 Retention Incentive lump sum (subject to regular payroll tax deductions) to all licensed sergeant peace officers who
 - are in active payroll status (not unpaid leave status) on March 31st, 2024,
 - have not been subject to discipline that results in termination or suspension between January 1, 2024 and March 31st, 2024.

- B. The City of St. Francis will pay a second \$2,000 Retention Incentive lump sum (subject to regular payroll tax deductions) to all licensed sergeant peace officers who
 - are in active payroll status (not unpaid leave status) on September 30, 2024;
 - have not been subject to discipline that results in termination or suspension between March 31st, 2024 and September 30th, 2024.

If the employee resigns or is released from employment prior to any of the dates for the payments, the employee shall not receive any Retention Incentive payments due after the employee's resignation or termination date.

Employees that are the subject of an internal affairs investigation are eligible for Retention Incentive pay at the conclusion of the investigation provided they meet all of the requirements described above.

Employees on a leave of absence, whether paid or unpaid, are eligible for Retention Incentive pay upon return to work provided they meet the all of the requirements described above.

The parties recognize that this shall not operate as a waiver of management or union rights or establish any precedent or past practice.

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

For the City of St. Francis:

For the Union:

Dated _____

Dated _____



**Administrative
Year End Report
2023**

**Respectfully Submitted by:
Kate Thunstrom**

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

December 5, 2022

Mayor and City Council:

The functions of the Administrative staff within a municipally are not as well defined as the other departments. Types of duties within administration include meeting external needs such as elections, licensing, utility billing as well and internal needs such as human resources, finance and the general support of all staff. Administration is also Council's support to create the policies and projects that guide the city as it moves forward.

During the 2023 calendar year we had challenges and success as we worked together on changes in Council, transferred the city to a new financial/permitting software and started the City Hall / Fire Station construction. All successful and progressive.

I am pleased to provide a summary of the activities accomplished in Administration in 2023. Your year in review.

Regards,

Kate Thunstrom

Administration Defined

Administration and administrative staff are individuals that run the process and the management of City services. The positions that fill these needs include the City Clerk, Finance Director, Accounting Tech/Deputy Clerk, and Office Assistant. Within the Police Department there is an Administrative Assistant and a Records Clerk. The Public Works department has an Office Assistant. Whether a staff person is specific to one department or works across all departments, we collaborate and everyone plays an important role in the day to day operations of the city.

Below is a list of a few of the duty's individuals in Administrative positions manage.

- Elections
- Human Resources
 - Interviews
 - Job postings, scoring
 - State reporting
 - Benefit management
 - Union Negotiations
- Contracts
- Legal Issue coordination with BGS
- Insurance Requirements
- Data Practices
- Record Keeping and Retention
- City Code
- Communications, social media and website
- Business, Peddlers and Gambling Licensing's
- Alcohol and Tobacco Licensing
- Charter Commission
- County Recording and Permit
- OSHA Requirements
- Day to day resident interaction and technical assistance

- IT, Software and Computer information
- Financial
 - Audit
 - Payroll
 - Accounts receivable
 - Bill payment and invoicing
- Budgets
- Investments
- Bonds and Debt management
- Property Assessments
- Property Tax and State Fund Revenues
- Legislative polices, awareness and tracking
- Newsletter
- Council meetings and packets
- Resident Technical Assistance
 - Phone, fax and in person
- Administrative support to staff and Council
- Building Permit Management
- City Facility Rental scheduling
- Utility billing and customer inquiries

Administrative Projects:

Software Conversion – this was a large-scale project to update all the citywide financial, payroll, business license and permitting software. Past software programs were minimally functioning and on platforms that were struggling with ongoing support. By taking this step forward we transitioned to a cloud-based software, opening up faster responses internally, greater information to department heads and transitioned to a software-based HR system creating an electronic application process as well as electronic payroll systems.

This project was intensive for staff time and we continue to learn the system and all its capabilities.

Metro-Inet JPA – the City continues its relationship with the joint powers and Metro-Inet. They hired additional individuals to keep up with the 41 cities (1800 people) that are part of the agreement. They updated their computer use policy that applies to all staff and council. Further work is being done by Metro-Inet on cybersecurity and solutions to provide greater licensing opportunities to reduce fee's.

Elections – the city was not responsible for any elections in 2023. Starting this year, we have already begun gearing up for 2024. Several election laws were updated during the legislative session that will require additional staffing hours and process changes. Staff was recently notified of a fourth election due to the resignation of Commissioner Look.

Legislation – this year state legislators introduced 6,705 bills, the highest in history beating the 1971 record of 6,012. However, it is not in the top 50 of years for laws enacted. Of the laws passed, the State created a lot of work at the municipal level with changes to THC, employment laws, election laws, criminal laws, housing laws and funding to name a few. Staff continues to work through the 2023 legislative changes and anticipates 2024 will not be any easier.

Ordinances – Council adopted 21 ordinances, many of which were related specifically to updating city code and land use projects. Ordinances numbered 303 through 324 were completed for reasons including, but not limited to; park commission, zoning updates, use standards, firearms, fee schedules, parking, signs, and rezoning parcels for development such as Serenity at Seeley Brook, Auto Zone and Patriot Pkwy projects.

St. Francis Economic Development Authority - The EDA held two meetings this year in May and August. The May meeting was specific to land transfers between the City and the EDA for sites located north of 3731 and the location of the new city hall. The August meeting was for approval to enter into an MOU with a potential development partner for an apartment complex on an EDA owned property.

Hwy 47 Redesign -Discussions began with MnDOT in March of 2018 on the deficiencies of Hwy 47. Unfortunately, in November 2018, there was a pedestrian accident at Pederson which lead to the installation of the temporary lights and work towards a redesign. The State has concluded that they are willing to move forward with a concept of two lights and two roundabouts along the corridor. Additionally, the City needs to make improvement to infrastructure and lighting as part of the overall project.

In an attempt to raise funds, Staff applied for the Corridors of Commerce program in 2022 and learned this year we were not successful. This grant request was the City's first attempt at raising funds for the Hwy project. This year Council approved staff and our consulting firm, WSB, to apply for two additional grant opportunities, HSIP and Regional. Countless meetings between WSB, Staff, Anoka County and the state continue as we work to make progress on the project and find a road to success.

City Hall / Fire Station Facility – In August the City moved through the process of a ground breaking, demolition of the existing fire station and into construction of our new City Hall / Fire Station Facility. This will bring life to Bridge street, an in-house Council Chambers, adequate administrative and election space and improve the health of our firefighting staff by having the appropriate space and tools to mitigate hazardous materials and mental health. This project was over 20 years in the making and in all of our community engagement efforts has been widely supported. In roughly a year we will be moving and staff has already began discussing engagement ideas to allow opportunities for the public to visit the new building.

Council Accomplishments

Council – Of our standard 24 meetings, this year we had started the year with inclement weather and had a cancellation. This year was a busy year not only due to large projects and planning but the transition of Council seats.

Late Mayor Steve Feldman. - Mayor Steve Feldman passed away on June 26th. Steve was passionate about St. Francis and worked hard moving the process forward. Through the laughter and the battles, everyone got to know Steve and understood his desire to make St Francis a great place. He is referenced occasionally and his phrases such as “you need to understand something” will not be forgotten.

Work Sessions –Council and staff met for eight work sessions this year to discuss items such as; the financial plan, personnel policy, stormwater funds,

Special Meetings – in a year such as this we also held five special meetings. These meetings allowed Council to make timely decisions on the Mayoral and Council vacancy as well as addressing a staffing matter.

Parks – the amenities of parks and trails are important in communities as it relates to supporting and encouraging development growth, child development and mental health, opportunities for events and neighborhood gatherings. In the past, the City held several events and over time pulled back on most of them. Having park amenities and events supports local economic development efforts through the ability to hold tournaments and/or attract people to the area. As the City completed an extensive Park Plan we continue to take steps to move the plan forward. This year those steps included the following:

- **Financial** – budgeted funds were allocated to address not only existing park and trail needs but to further address the needs outlined in the park plan. Having set aside funds allows the city to apply for grants to assist in paying for expenses.
- **Park Commission** – the Park Commission code was updated and applications were accepted. The Park Commission held its first meeting since 2009! The group is excited to take this step forward with Council and residents to develop amenities that the residents are calling for and benefit from.
- **Dellwood Trail improvements** – a joint project was substantially completed to improve the trail conditions and future stability of the riverbank. Final trail pavement will happen in 2024.
- **Farmers Market** – this was the first year of the market and it was held in Community Park. The attendance was more than expected and impressed the vendors for a first-year market. The community had asked for this event and City was able to make it work and make it a success.

Reviewed 16 land use applications to support the growth and development of the city. The applications included projects related to home-based businesses, development and subdivisions, approvals of Dollar General and Auto Zone, an expansion of the Gun Club and Northrup Grumman. For a year with economic uncertainty, it was a busy year for land use and conversations continue to show local interest in future development.

Development Standards become the tool in which any development must follow to adhere to road, water and sewer expectations. These are important as they are the future connections of our streets and utilities and must also plan for years to come. Council approved an updated and more efficient development standard guide which lead to some of the ordinance changes.

UAV Program (Drone) Council moved our public safety and emergency response team forward with technology through the approvals of a UAV program. This program not only provides a faster response for missing person searches, issues within the river and fires, but also allows a safety component to our officers to use this tool as a visual before going into unsafe situations.

Human Resources

As of this report there are 64 staff members that represent the goals and future of the City including our part time fire staff. As there has been turn over, there is also a core set of members with greater than 15 years of history.

Staffing - This year a seasonal person was brought into City Hall from June through September. This was the sixth year of an administrative seasonal to provided added support for the building season, document retention, counter assistance and project support. There was a change over in our leadership staff with the Bottle Shop and a new manager was hired.

Staffing years of service levels fall as follows:

- 3 employees over 20 years
- 9 employees 15-19 years
- 8 employees 10 to 14 years
- 19 employees 5 to 9 years
- 24 employees under 5 years

Of our employees: 27 are part-time including firefighters and 37 are full-time.

15-19 years with City	20+ years with the City
Taylor Herbst, Fire Carl Johnson, Fire	Barry McDonough, Fire Samuel Strassburg, Fire
Melinda Michels, Bottle Shop	Crystal Buskey, Bottle Shop
Lori Roberts, Police Ryan Larson, Police Todd Schwieger, Police Brandon Stemme, Police Nathan Schwieger, Police	
Parish Barton, Water/Sewer	

Personnel Committee - In an effort to provide employees with an avenue of input Administration created a personnel committee in 2022. The goal of this group is to discuss employment conditions, new ideas and/or resources that would support all employees at the City. The Committee is made up of employees from each department. They did not request any meetings in 2023.

Personnel Policy – updates were necessary as our existing policy was outdated. Staff brought the policy forward making several housekeeping corrections, updating to meet state laws, to address processes that had changed and created new opportunities for succession planning. Council approved a revised policy in May supported by best practices, legislative requirements and legal housekeeping. The policy then had to come back for additional housekeeping and legislative changes at the end of the year. This Policy will require ongoing attention to avoid becoming so far behind in the future.

Bargaining Units - The City ends the year with three bargaining units. This includes the Sergeants, Police Officer and Public Works. With the large update of the personnel policy and the ongoing changes with legislation, our legal team provided each group with MOU's for ongoing collaboration.

Finance

Each year Council adopts an updated Capital Improvement Plan, Annual Budget and tax levy. All documents are available on the City website under Finance. There, Council and the general public can see financial reports and planning documents dated back to 2011.

2023 Budget - the 2023 Budget as identified in our budget book was in the amount of \$13,011,500 included a .8% decrease from 2022. The budget year had its challenges with increased inflation and costs. The year took its toll on public works equipment, the cost of fuel and repairs for all departments remained high and being short staffed creates needs for overtime hours.

Long-Term Financial Plan –over the past year financial staff worked closely with each department to identify if their needs were on track for operations today and in the future. Stepping back and looking at the long-term needs of the departments for staffing, equipment, and organization allows Council to move forward with fewer surprises. The financial plan is budget document but also a system where year after year we can plan financially and adapt to changes. With that, the 2024-2028 financial plan was adopted.

Capital Improvement Plan – is a schedule of proposed public projects and purchases over a five-year period. Capital projects include acquisition, construction, replacement and purchase of equipment or facilities including public buildings, infrastructure, utilities and parks. This year the 2024-2028 CIP was adopted setting the plan forward.

Annual Budget Process – this process begins in April with the estimates of salaries and operational expense. From there Department Heads provide their budget, review expenditures and projects for a budget year still eight months away. In June we held a work session with Council to review budget impacts on staffing and projects. This provides Finance the direction to enter data which determines the levy. In September Council sets a preliminary levy with final approval of the levy in December.

Looking Forward

Staffing - 2024 will bring a new hybrid position into city hall to support the Administration and Fire Departments. This position is looked at to fill the needs previously filled by a seasonal and a part time fire chief.

City Hall and Fire Station Facility - the project will continue to move forward through with substantial completion estimated in September with potential for occupancy in November, if everything stays on track. City Hall staff must remain in the existing building through the November primary election and will look to move towards the end of the month or early December.

Elections – staff are learning what the next 12 months bring in store with four elections. Each having its own set of rules, testing, judges, staffing, notices and so on that make the process happen. Anoka County guides us through the process but the work is done by the city. This will include extra weekends and night staffing hours. More information to come on a fourth election for County Commissioner.

Hwy 47 - this will continue to be a major project topic as we work with WSB for grant opportunities, continue community engagement, environmental and design steps. Staff needs to continue to search for funding sources for not only the pavement and intersection controls but for lighting, water and sewer infrastructure needs. A meeting for January 11th is scheduled and all elected officials, MnDOT and County Hwy will be invited.

Legislation - The 2024 begins February 12th with one-third of the legislators in their second year and many housekeeping items lingering. Discussion on zoning, building permits, THC and employee benefits are all expected to continue.

Our Legislators are MN House, Kurt Daudt and MN Senate Andrew Mathews.

Local Government Officials Meetings - Council is encouraged to attend the four meetings hosted by Anoka County, Local Government Officials meetings. They consist of an opportunity for administration, Councils, Legislators and County leadership to learn about various topics. A meal is provided in which the City will cover.

The 2024 dates are January 31st, May 29th, July 31st and October 30.

“Great things in business are never done by one person; they’re done by a team of people” – Steve Jobs.

With that we end 2023, and move forward to 2024!