



## CITY COUNCIL REGULAR MEETING

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

Monday, August 21, 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 - August 7, 2023

B. 2023 Appointments

*Resolution 2023-43 Appointments for 2023*

C. Weber Construction-Liquor Store-Final Payment

D. Separation of Employment

E. Policy Amendment – Police Department

F. Park Commission Appointment

G. Official Signatures

*Resolution 2023-44 Official Signatures*

H. Voting Operations, Technology, & Election Resources (VOTER) Account

I. Payment of Claims

**5. MEETING OPEN TO THE PUBLIC**

**6. SPECIAL BUSINESS**

**7. PUBLIC HEARING**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

A. Newsletter

**10. MEETING OPEN TO THE PUBLIC**

**11. REPORTS**

A. Fire Department Monthly Report - July

**12. COUNCIL MEMBER REPORTS**

**13. ATTORNEY**

Performance review of Liquor Store Manager pursuant to Minn. Stat. § 13D.03; 13D.05, subd. 3(a):

Request made by employee to keep the meeting open and not move to a closed meeting.

**14. UPCOMING EVENTS**

August 22 - EDA Meeting - 5:30 pm @ City Hall Community Room

September 4 - City Offices closed in observance of Labor Day

September 5 - City Council Meeting - 6:00 pm

September 16 - Recycle Event - 8:00am - 12:00 pm

Farmers Market every Wednesday through September 13th

**15. ADJOURNMENT**

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW  
August 7, 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 Muehlbauer.

**2. ROLL CALL**

Members Present: Mayor Joe Muehlbauer, Kevin Robinson and Sarah Udvig.  
Members Absent: Councilmember Robert Bauer.

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), Deputy Administrator/Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger,

**APPROVAL OF AGENDA**

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

**3. CONSENT AGENDA**

Mayor Muehlbauer noted that they will be pulled item L from the consent agenda as he has a direct conflict with an address on the license approval.

- A. City Council Minutes - July 17, 2023
- B. Council Vacancy  
*Resolution 2023-42 Accepting Resignation Due to Appointment and declaring vacancy*
- C. Firefighter Resignation
- D. Siwek Park Improvements – Final Payment
- E. Acknowledgement for Application for Exempt Permit – Minnesota Deer Association – Rum River Chapter
- F. Authorization Not to Waive Statutory Liability Limits
- G. Updated Auto-Aid Agreement with Isanti Fire District
- H. Routine sewer system cleaning (Jetting) and Televising

- I. 245<sup>th</sup> Ave Culvert Reconstruction
- J. Acknowledgement for Application for Temp On-Sale Liquor License – St. Francis Lions Club
- K. Poppy Street and 229<sup>th</sup> Lane Reconstruction Project – Pay Estimate No. 5
- L. Rental License Approvals
- M. Payment of Claims

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA WITH THE REMOVAL OF ITEM L.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

MOTION BY: ROBINSON SECOND: UDVIG APPROVING ITEM L ON THE CONSENT AGENDA.

Ayes: Udvig and Robinson.

Nays: None

Abstain: Mayor Muehlbauer

Motion carries: 2-0-1

**4. MEETING OPEN TO THE PUBLIC**

Steve Cain, 23104 Guarani Street NW, came forward and shared that the Public Works staff did an amazing job keeping the roads cleared during this rough winter. He shared that he is a part of a volunteer program that builds wooden cars and trucks for law enforcement. He explained that these are for children who need to be removed from a car accident or a domestic situation, or even just a child that an officer may encounter in the community. He showed the Council an example of the cars that this program builds.

The Council thanked Mr. Cain and this program from what they do.

Police Chief Schwieger stated that they do carry these in their squad cars and are very appreciative of them.

Anthony Colby, 48852 239th Avenue NW, came forward and asked the Council's position on the green energy agenda. He stated that he has seen reports that it is not working in Europe. He stated that he would not want the City to do this by 2050.

Mayor Muehlbauer stated that the City does not have an official stance on the green energy project. He stated that renewable energy can be a good thing but there is a lot to be thought through.

Mr. Colby shared that he was hoping that Minnesota would replicate Michigan's dispensary business.

Mayor Muehlbauer stated that he would need to contact the State representatives about that.

**5. SPECIAL BUSINESS - NONE**

**6. PUBLIC HEARINGS - NONE**

**7. OLD BUSINESS - NONE**

**8. NEW BUSINESS**

- A. Capital Improvement Bond Sale-Fire Station/City Hall Resolution 2023-39 Awarding the sale of General Obligation Capital Improvement Bonds, Series 2023A, in the original aggregate principal amount of \$13,000,000; fixing their form and specifications; directing their execution and delivery; and providing for their payment

Finance Director Mulvihill reviewed the Staff report concerning the sale of bonds for the City Hall Fire Station. She shared that Dan Tienter from Elhers was present to discuss the results of the bids.

Mr. Tienter came forward and reviewed the result of the bids for the sale of the Capital Improvement Bonds for the City Hall Fire Station. He shared the recommendation to award the sale of \$13,000,000 of general obligation Capital Improvement Bonds.

Robinson stated that this has been looked at in detail over the last 12 months and stated that he is satisfied with the numbers he sees. He added that he is glad to see the numbers come in lower.

Mayor Muehlbauer thanked Mr. Tienter for all the hard work to get these numbers lower for the levy.

MOTION BY: ROBINSON SECOND: UDVIG ADOPTING RESOLUTION 2023-39 AWARDING THE SALE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT BINDS, SERIES 2023A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$13,000,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**B. City Hall / Fire Station Facility**

Resolution 2023-40 Awarding and authorizing assignment of construction contracts for the St. Francis City Hall and Fire Station Project

City Administrator Thunstrom reviewed the Staff report concerning the final contract

for the City Hall Fire Station with Stahl. She stated that there will be a groundbreaking ceremony on August 9 at 2:00 p.m. She noted that the Fire Department will be moving from the current facility to the Public Works facility so that demolition can begin on the existing Fire Station.

Udvig shared that she is very excited that this is moving forward as it is a big step for the City.

Robinson stated that this has been a long time coming. He noted that he has toured the new facility where the Fire Department will temporarily be housed. He added that there have also been many open houses to get the information out to the community. He stated that it is great that the money has come in less than expected. He gave a thank you to everyone who worked on this behind the scenes.

Mayor Muehlbauer stated that the City definitely needs a new Fire Station. He noted that this process moved a little quicker than he was comfortable with; however, the City is at a place where it would be more irresponsible to wait on something like this. He stated that he looks forward to the building being done.

MOTION BY: UDVIG SECOND: ROBINSON ADOPTING RESOLUTION 2023-40 AWARDING AND AUTHORIZING ASSIGNMENT OF CONSTRUCTION CONTRACTS FOR THE CITY OF ST. FRANCIS CITY HALL AND FIRE STATION PROJECT.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

C. Builders Risk Insurance

Thunstrom reviewed the Staff report concerning the builders risk insurance for the City Hall Fire Station.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE BUILDERS RISK INSURANCE.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

D. Special Inspection and Testing

Thunstrom reviewed the Staff report concerning the special inspections and testing during the project process for soil, concrete, and steel.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE SPECIAL INSPECTIONS AND TESTING.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

**E. Access and Tree Maintenance Agreement**

Thunstrom reviewed the Staff report in regard to a property access agreement for the property directly south of the new City Hall Fire Station will be located. She stated that they have had initial conversations with this property owner.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE ACCESS AND TREE MAINTENANCE AGREEMENT.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

**F. City Hall / Fire Station Audio**

Mayor Muehlbauer stated that there is more information that needs to come forward for this item.

MOTION BY: MAYOR MUEHLBAUER SECOND: UDVIG TO CONTINUE THIS DISCUSSION TO THE NEXT MEETING.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

**9. MEETING OPEN TO THE PUBLIC – NONE**

**10. REPORTS**

**A. Community Development - Quarter 2 Report**

Community Development Director Baumgardner reviewed the quarter 2 report for the Community Development Department. She highlighted economic development, including the Bridge Street corridor project. She discussed the Vista Prairie project which has just secured financing and their building permit and should start building soon. She noted the Patriot Parkway project has had lots of moving partners and added that the construction of the road will be delayed to future years. She gave an update on the Farmer's Market which got off the ground in this quarter and will continue until September 13. She stated that it started off small at the beginning of the season with six vendors and it has grown to 18 total vendors with approximately 12 vendors each week. She added that six of the 18 vendors have said that this is their first time selling their products in public. She reviewed land use development, including the Bluffs at Rum River project and gave an update on the progress. She also discussed the Serenity at Seelye Brook project. She discussed commercial development, including the Meadows 4th addition and Dollar General. She gave an update on the construction of the parking

lot for the dental office. She shared that building permits for new construction are down with only 10 permits year to date. She stated that this is likely due to inflation and lack of land. She noted that total permits were steady for this year. She stated that there are 34 properties that are active in Code Enforcement. She shared that in quarter 2 the Council issued an extension to allow the time in the code to be extended at a property and added that this property did follow the remediation schedule that was presented to Council. She noted that they are continuing to see people work on getting their rentals approved that were inspected earlier in the year. She added that there are three registered vacant properties, including the Rum River Inn. She stated that the Planning Commission met all three months of the quarter and the Commission is now full. She noted that Staff submitted the RFI submittal to BSNA and they have received good feedback on putting these materials together. She stated that Staff has been following what has been going on with the State legislature and keeping an eye out for the different ways that these legislative actions would impact the City's work, businesses, and development.

Robinson said it was a very good report and shared his appreciation for the enthusiasm with the Farmer's Market. He noted that when the land agent for Dollar General did not know whether or not they would be keeping both stores going. He stated that he has seen the dental parking lot work. He added that it is great to hear positive things out of the Vista Prairie development.

Udvig stated that it was a great report. She added that she has heard from many people about how much they are enjoying the Farmer's Market. She asked about the item in the legislation concerning religious organizations being allowed to establish a community of micro-units of housing on their property for low-income or homeless individuals. Assistant City Attorney Schaps explained that it has to be a sacred community at a church, synagogue, mosque, or other religious organization under Chapter 315.

Mayor Muehlbauer stated that it was a great report. He added that he is disappointed to hear the Patriot Parkway is moving forward but hopes that it will still be a good thing. He noted that he was excited to hear the good news about Vista Prairie. He stated that he has also heard great things about the Farmer's Market.

**B. Public Works - Quarter 2 Report**

Public Works Director Carpenter reviewed the Public Works quarter 2 report, highlighting lots of repairs. He noted that they hauled in over 800 tons of gravel to fix the roads. He stated that they laid down many tons of cold patching, which was common among cities in the area. He explained that they have been battling a drought which has slowed mowing down. He shared that they have spent more time working in parks and cleaning them up instead of mowing. He stated that they held interviews for the commission and they are very excited about this. He added that the DNR sent out the drought warning response phase and they sent out the

restriction letter today. He stated that they are hoping to take it from 30,000,000 gallons of water a month to 17,000,000 a month. He noted that this will be posted on social media to get the word out. He shared that on 245th there was an opportunity to work with Stanford, and they now have the opportunity to work on roads that they have not worked on for years, which will begin this week. He noted that they were able to get all of the lines renewed in the City. He added that they also cleaned up the Public Works facility. He shared that they are getting the 4020 building ready and gave a shoutout to individuals at Stahl for their help with this. He noted that there were two recycling events in this quarter and were both well attended. He added that the oil bin is finally at Public Works and it has gotten a lot of attention. He shared that Public Works and the Police Department are now trained in illicit discharge. He noted that the Dellwood River project is moving along. He added that they are also working on some rain gardens as well as the ditch on Rum River Blvd. He shared that they flushed 400 hydrants this quarter. He explained that on Arrowhead there was a leak at the main after flushing the hydrant which was just caused by loose bolts. He added that they gave DW a chance to work with them on this job and they did very well and they will be using them again if they can. He said that Scout Troop 511 helped clean some storm ponds and they did an amazing job. He stated that they have an intern working with wastewater from St. Cloud Tech and she did very well during her two weeks here. He discussed the certificate of commendation from the MPCA for exceptional compliance in wastewater and congratulated and thanked the wastewater treatment facility operators for their hard work.

Udvig stated that it was a great report and shared that she was very happy to see the certificate of commendation. She asked Carpenter to let the operators and other Staff know how much they are appreciated. She added that Staff is doing a great job keeping the parks looking good. She encouraged residents to be patient during the drought. She added that it is nice to see the fire hydrants with some fresh paint.

Robinson said it was a good report. He noted that it is interesting to see Carpenter's enthusiasm continue since he has taken over the department. He stated that it is great to be recognized, especially by an agency as large as the MPCA. He asked Carpenter to extend the Council's gratitude to his Staff.

Mayor Muehlbauer asked Carpenter to pass on the appreciation to his Staff. He asked Carpenter for more information on some of the stormwater projects. Carpenter shared that he assumes that the Dellwood project will move this fall. He noted that when you stand at the bridge and look to the south it will be super visible and the corner will change. He discussed the other project of the rain gardens which will set an example for the residents. He shared that he just got the design for this and it is a big deal. He added that the other item that should have been fixed years ago was the ditch off of Rum River Blvd, which is a project with the school. He noted that there are more projects to come that are not yet in progress.



**11. COUNCIL MEMBER REPORTS**

Robinson shared that he attended the JLEC meeting and Mayor Feldman was remembered. He stated that this meeting was very educational and he learned a lot. He noted that it is good to see a community work together and be cohesive. He shared that the bid numbers were reviewed by Stahl on July 27 and they had a meeting to go over the numbers. He added that they were pleasantly surprised that this came under budget. He shared that he attended the Night to Unite which was a great event. He stated that he also attended the Bethel fire meeting and noted that they are still in negotiations to take over their fire department. He added that there was a work session held last week for interviews to fill the vacant position on the Council. He congratulated Mayor Muehlbauer.

Udvig shared that she attended the Night to Unite. She added that she also attended the special work session meeting and congratulated Mayor Muehlbauer on becoming the new Mayor of St. Francis.

Mayor Muehlbauer shared that he also attended the special work session and Night to Unite. He thanked Staff for all that they did for this event. He shared that he looks forward to serving out the rest of Mayor Feldman's term as the Mayor. He stated that he thinks they are doing the right thing in moving forward with the City Hall Fire Station at this time.

**12. UPCOMING EVENTS**

August 14 - City Council Work Session  
August 16 - Planning Commission Meeting  
August 21 - City Council Meeting  
August 22 - Economic Development Authority

**13. ADJOURNMENT**

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:53 p.m.

---

Jennifer Wida, City Clerk



# CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor & City Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** 2023 Appointments  
**DATE:** August 17, 2023

---

**OVERVIEW:**

Attached is a Resolution for the Updated 2023 Appointments.

**ACTION TO BE CONSIDERED:**

Motion to approve Resolution 2023-43.

**BUDGET IMPLICATION:**

None.

Attachments:

- Resolution 2023-43

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

**RESOLUTION 2023-43**

**A RESOLUTION APPROVING THE APPOINTMENTS FOR 2023**

- Mayor Pro Tem: Kevin Robinson, Council Member
- City Assessors: Erik A. Skogquist, SAMA  
Mary Wells, CMA
- City Attorney: Barna, Guzy & Steffen, Ltd.
- City Engineer: Hakanson Anderson
- Planning Consultants: Hoisington Koegler Group Inc. (HKGI)
- Health Care Services: Allina Medical Clinic – Cambridge
- Weed Inspector: Joseph Muehlbauer, Mayor
- Assistant Weed Inspector: Paul Carpenter, Public Works Director
- Emergency Management Director: Todd Schwieger, Police Chief
- Anoka County Joint Law Enforcement Council:  
Police Chief: Todd Schwieger, Police Chief  
Council Representative: Kevin Robinson, Council Member  
Alt: Kate Thunstrom, City Administrator
- Official Newspaper: Anoka County Union Herald
- Official Public Depository: Village Bank of St. Francis  
Ehlers & Associates  
4M Fund
- Financial Consultant/Bond Underwriter: Ehlers & Associates
- Official Signatures: Joseph Muehlbauer, Mayor  
Kevin Robinson, Mayor Pro Tem  
Kate Thunstrom, City Administrator  
Jennifer Wida, City Clerk  
Darcy Mulvihill, Finance Director  
(2 signatures required)
- Council Representatives to Boards/Commissions/Committees:
- Planning Commission: Kevin Robinson, Council Member
- Charter Commission: Sarah Udvig, Council Member
- Independent School District 15 (SFAS): Rob Bauer, Council Member

Park Commission: Sarah Udvig, Council Member

Economic Development Authority:  
Council Representative Joe Muehlbauer, Mayor  
Council Representative Sarah Udvig, Council Member

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

Metropolitan Council: Joseph Muehlbauer, Mayor

Heritage Preservation Commission: City Council

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

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

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

**ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 21<sup>st</sup> DAY OF AUGUST 2023.**

**APPROVED:**

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

**ATTEST:**

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



**CITY COUNCIL AGENDA  
REPORT**

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** **Weber Construction-Liquor Store-Final Payment**  
**DATE:** 08-21-2023

---

**OVERVIEW:**

Attached is the final pay estimate to Weber Construction for the Liquor Store Remodeling. Amount to be paid is \$46,879.42. This will pay out the retainage and completed the process.

**ACTION TO BE CONSIDERED:**

Approve attached pay application.

**BUDGET IMPLICATION:**

This is being paid out of the Liquor Fund.

Attachments:

- Pay Application #10 (Final)-Weber, Inc-Liquor Store Remodel

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

PROJECT: St. Francis Bottle Shop Addition & A  
23307 St. Francis Boulevard  
St. Francis MN

APPLICATION NO: 00010  
PERIOD TO: 12/15/2022  
PROJECT NOS.: 2020.02

- Distribution
- OWNER
  - ARCHITECT
  - CONTRACTOR
  - 
  -

FROM CONTRACTOR: Weber, Inc.  
2497 7th Avenue East  
North St. Paul, MN 55109

VIA ARCHITECT: Pearl Architecture, LLC.  
1158 6th Ave. South  
South St. Paul, MN 55075

CONTRACT DATE: 5/5/2021

CONTRACT FOR: General Contracting/Construction Manager

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the contract. Continuation Sheet, AIA Document G703, is attached.

<b>1. ORIGINAL CONTRACT SUM</b> .....	\$627,000.00
<b>2. Net change by Change Orders</b> .....	\$123,229.31
<b>3. CONTRACT SUM TO DATE</b> (Line 1 + 2) .....	\$750,229.31
<b>4. TOTAL COMPLETED &amp; STORED TO DATE</b> .....	\$750,229.31
<small>(Column G on G703)</small>	
<b>5. RETAINAGE:</b>	
a. <u>  0  </u> % of Completed Work .....	\$0.00
<small>(Columns D + E on G703)</small>	
b. <u>  0  </u> % of Stored Material .....	\$0.00
<small>(Columns F on G703)</small>	
Total Retainage (Line 5a + 5b or Total in Columns I on G703) .....	\$0.00
<b>6. TOTAL EARNED LESS RETAINAGE</b> .....	\$750,229.31
<small>(Line 4 less Line 5 Total)</small>	
<b>7. LESS PREVIOUS CERTIFICATES FOR PAYMENT</b> <small>(Line 6 from prior Certificate)</small> .....	\$703,349.89
<b>8. CURRENT PAYMENT DUE</b> .....	\$46,879.42
<b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> <small>(Line 3 less Line 6)</small> .....	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that 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 that current payment shown herein is now due.

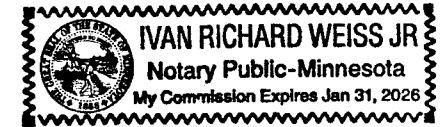
CONTRACTOR: Weber, Inc.

By: Date: 07/27/2023

State of: Minnesota  
County of: Ramsey

Subscribed and sworn to before  
me this 27<sup>th</sup> day of July, 2023

Notary Public:   
My Commission expires: 01-31-2026



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's 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.

**AMOUNT CERTIFIED** ..... \$46,879.42

*(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

ARCHITECT: Pearl Architecture, LLC.

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

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$123,229.31	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$123,229.31	\$0.00
<b>NET CHANGES</b> by Change Order	\$123,229.31	



# CONTINUATION SHEET

AIA DOCUMENT G703

PA Agenda Item # 4C.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00010  
 APPLICATION DATE:  
 PERIOD TO: 12/15/2022  
 ARCHITECT'S PROJECT NO.: 2020.02

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G ÷ C)		
010000	Mobilization	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.000	\$0.00	\$0.00
024119.13	Selective Demolition	\$19,723.00	\$19,723.00	\$0.00	\$0.00	\$19,723.00	100.000	\$0.00	\$0.00
033000 - L	Cast-In-Place Concrete - Labor	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.000	\$0.00	\$0.00
033000 - M	Cast-In-Place Concrete - Material	\$23,000.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	100.000	\$0.00	\$0.00
040000 - L	Masonry - Labor	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.000	\$0.00	\$0.00
040000 - M	Masonry - Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.000	\$0.00	\$0.00
051200 - L	Structural Steel Framing - Labor	\$4,779.00	\$4,779.00	\$0.00	\$0.00	\$4,779.00	100.000	\$0.00	\$0.00
051200 - M	Structural Steel Framing - Material	\$6,875.00	\$6,875.00	\$0.00	\$0.00	\$6,875.00	100.000	\$0.00	\$0.00
055000 - M	Metal Fabrications - Material	\$525.00	\$525.00	\$0.00	\$0.00	\$525.00	100.000	\$0.00	\$0.00
061000 - L	Rough Carpentry - Labor	\$38,200.00	\$38,200.00	\$0.00	\$0.00	\$38,200.00	100.000	\$0.00	\$0.00
061000 - M	Rough Carpentry - Materials	\$72,175.00	\$72,175.00	\$0.00	\$0.00	\$72,175.00	100.000	\$0.00	\$0.00
062000	Finish Carpentry	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100.000	\$0.00	\$0.00
064023 - L	Interior Arch Woodwork - Labor	\$6,468.00	\$6,468.00	\$0.00	\$0.00	\$6,468.00	100.000	\$0.00	\$0.00
064023 - M	Interior Arch Woodwork - Material	\$12,991.00	\$12,991.00	\$0.00	\$0.00	\$12,991.00	100.000	\$0.00	\$0.00
071916 - L	Silane Water Repellent - Labor	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100.000	\$0.00	\$0.00
071916 - M	Silane Water Repellent - Material	\$700.00	\$700.00	\$0.00	\$0.00	\$700.00	100.000	\$0.00	\$0.00
072100 - L	Building Insulation - Labor	\$1,280.00	\$1,280.00	\$0.00	\$0.00	\$1,280.00	100.000	\$0.00	\$0.00
072100 - M	Building Insulation - Material	\$2,070.00	\$2,070.00	\$0.00	\$0.00	\$2,070.00	100.000	\$0.00	\$0.00
072119 - L	Foamed-In-Place Insulation - Labor	\$4,773.90	\$4,773.90	\$0.00	\$0.00	\$4,773.90	100.000	\$0.00	\$0.00
072119 - M	Foamed In Place Insulation - Material	\$17,818.10	\$17,818.10	\$0.00	\$0.00	\$17,818.10	100.000	\$0.00	\$0.00
072419 - L	EFIS - Labor	\$13,200.00	\$13,200.00	\$0.00	\$0.00	\$13,200.00	100.000	\$0.00	\$0.00
072419 - M	EFIS - Material	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	100.000	\$0.00	\$0.00
072726 - L	Fluid Applied Air/Water Barrier - Labor	\$8,800.00	\$8,800.00	\$0.00	\$0.00	\$8,800.00	100.000	\$0.00	\$0.00
072726 - M	Fluid Applied Air/Water Barrier - Material	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.000	\$0.00	\$0.00
075323.15	EPDM Roofing	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.000	\$0.00	\$0.00
076200	Sheet Metal Flashing & Trim	\$3,920.00	\$3,920.00	\$0.00	\$0.00	\$3,920.00	100.000	\$0.00	\$0.00
077113	Pre-Manufactured Roof Coping	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.000	\$0.00	\$0.00
079200	Joint Sealants	\$2,080.00	\$2,080.00	\$0.00	\$0.00	\$2,080.00	100.000	\$0.00	\$0.00
081113.13	Hollow Metal Doors & Frames - Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.000	\$0.00	\$0.00
081113.13	Hollow Metal Doors & Frames - Labor	\$4,285.00	\$4,285.00	\$0.00	\$0.00	\$4,285.00	100.000	\$0.00	\$0.00
083819.16	Rigid Double-Acting Traffic Doors	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$1,700.00	100.000	\$0.00	\$0.00
085413	Fiberglass Windows	\$684.00	\$684.00	\$0.00	\$0.00	\$684.00	100.000	\$0.00	\$0.00
087100	Door Hardware	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.000	\$0.00	\$0.00
088000	Glazing	\$2,900.00	\$2,900.00	\$0.00	\$0.00	\$2,900.00	100.000	\$0.00	\$0.00



# CONTINUATION SHEET

AIA DOCUMENT G703

PA Agenda Item # 4C.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00010  
 APPLICATION DATE:  
 PERIOD TO: 12/15/2022  
 ARCHITECT'S PROJECT NO.: 2020.02

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
			D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
092116 - L	Gypsum Board Assemblies - Labo	\$15,600.00	\$15,600.00	\$0.00	\$0.00	\$15,600.00	100.000	\$0.00	\$0.00
092116 - M	Gypsum Board Assemblies - Mate	\$3,700.00	\$3,700.00	\$0.00	\$0.00	\$3,700.00	100.000	\$0.00	\$0.00
093000 - L	Tiling - Labor	\$23,750.00	\$23,750.00	\$0.00	\$0.00	\$23,750.00	100.000	\$0.00	\$0.00
093000 - M	Tiling - Material	\$7,850.00	\$7,850.00	\$0.00	\$0.00	\$7,850.00	100.000	\$0.00	\$0.00
095113 - L	Ceiling Grid & Tile - Labor	\$4,830.00	\$4,830.00	\$0.00	\$0.00	\$4,830.00	100.000	\$0.00	\$0.00
095113 - M	Ceiling Grid & Tile - Material	\$3,860.00	\$3,860.00	\$0.00	\$0.00	\$3,860.00	100.000	\$0.00	\$0.00
096519 - L	Resilient Tile Floor & Acc - Labor	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	100.000	\$0.00	\$0.00
096519 - M	Resilient Tile Floor & Acc - Mater	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	100.000	\$0.00	\$0.00
096813 - L	Tile Carpeting - Labor	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.000	\$0.00	\$0.00
096813 - M	Tile Carpeting - Material	\$700.00	\$700.00	\$0.00	\$0.00	\$700.00	100.000	\$0.00	\$0.00
097733 - L	FRP Wall Paneling - Labor	\$650.00	\$650.00	\$0.00	\$0.00	\$650.00	100.000	\$0.00	\$0.00
097733 - M	FRP Wall Paneling - Material	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	100.000	\$0.00	\$0.00
098116	Acoustic Blanket Insulation	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.000	\$0.00	\$0.00
099100 - L	Painting - Labor	\$6,868.00	\$6,868.00	\$0.00	\$0.00	\$6,868.00	100.000	\$0.00	\$0.00
099100 - M	Painting - Material	\$1,560.00	\$1,560.00	\$0.00	\$0.00	\$1,560.00	100.000	\$0.00	\$0.00
101423	Interior Panel Signage - Deisgn	\$375.81	\$375.81	\$0.00	\$0.00	\$375.81	100.000	\$0.00	\$0.00
101423 - L	Interior Panel Signage - Labor	\$1,059.79	\$1,059.79	\$0.00	\$0.00	\$1,059.79	100.000	\$0.00	\$0.00
101423 - M	Interior Panel Signage - Material	\$1,338.40	\$1,338.40	\$0.00	\$0.00	\$1,338.40	100.000	\$0.00	\$0.00
102613	Corner Guards	\$506.00	\$506.00	\$0.00	\$0.00	\$506.00	100.000	\$0.00	\$0.00
102800	Toilet Accessories	\$696.00	\$696.00	\$0.00	\$0.00	\$696.00	100.000	\$0.00	\$0.00
102815	Diaper Changing Accessories	\$597.00	\$597.00	\$0.00	\$0.00	\$597.00	100.000	\$0.00	\$0.00
104400	Fire Extinguishers, Cabinets	\$446.00	\$446.00	\$0.00	\$0.00	\$446.00	100.000	\$0.00	\$0.00
123661 - L	Countertops - Labor	\$2,539.00	\$2,539.00	\$0.00	\$0.00	\$2,539.00	100.000	\$0.00	\$0.00
123661 - M	Countertops - Material	\$8,275.00	\$8,275.00	\$0.00	\$0.00	\$8,275.00	100.000	\$0.00	\$0.00
124813	Entrance Floor Mats & Frames	\$1,161.00	\$0.00	\$1,161.00	\$0.00	\$1,161.00	100.000	\$0.00	\$0.00
220000 - L	Plumbing - Labor	\$12,444.06	\$12,444.06	\$0.00	\$0.00	\$12,444.06	100.000	\$0.00	\$0.00
220000 - M	Plumbing - Material	\$15,505.94	\$15,505.94	\$0.00	\$0.00	\$15,505.94	100.000	\$0.00	\$0.00
230000 - L	HVAC - Labor	\$9,550.00	\$9,550.00	\$0.00	\$0.00	\$9,550.00	100.000	\$0.00	\$0.00
230000 - M	HVAC - Material	\$16,550.00	\$16,550.00	\$0.00	\$0.00	\$16,550.00	100.000	\$0.00	\$0.00
260000 - L	Electrical - Labor	\$23,000.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	100.000	\$0.00	\$0.00
260000 - M	Electrical - Material	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$27,500.00	100.000	\$0.00	\$0.00
270000 - L	Communications - Labor	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100.000	\$0.00	\$0.00
270000 - M	Communications - Material	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	100.000	\$0.00	\$0.00
311000	Site Clearing	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.000	\$0.00	\$0.00







July 19, 2023

ID: XX-XXX1362  
Letter ID: L0373544608

#BWBBMRR  
#0000 0037 3544 6084#  
WEBER INC  
110 FRANKLYN CENTER 2497 7TH AVE E  
SAINT PAUL MN 55109-2902

## Certificate of Compliance for Form IC134, *Contractor Affidavit*

The Minnesota Department of Revenue certifies that WEBER INC fulfilled their Minnesota Withholding Tax requirements for the following project:

**Project Location:** 23307 ST FRANCIS BLVD NW  
**Project Owner:** CITY OF ST FRANCIS  
**Project Number:** 21-002  
**Project Begin Date:** April, 2021  
**Project End Date:** June, 2022

### What do I do with this certificate?

**If you are a contractor**, provide this certificate to the governmental unit or prime contractor who hired you for the project.

**If you are the project owner**, verify that the project location, owner, begin date, and end date are correct. If not, have the contractor resubmit Form IC134 to us with the correct information.

### What if I have questions?

For details on Contractor Affidavit requirements, go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type **Withholding Fact Sheet 13** into the Search box. You may also contact us.

Income Tax and Withholding Division  
Phone: 651-282-9999 or 1-800-657-3594 (toll-free)  
Email: [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us)

Daniel Getschel, Director  
Income Tax and Withholding Division

**Bond No. 54-243730**

**CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT**  
AIA DOCUMENT G707

Owner  
Architect  
Contractor  
Surety  
Other

**PROJECT: St. Francis Bottle Shop Addition & Alterations, 23307 St. Francis  
(name, address) Boulevard NW, St. Francis, MN 55070**

**TO: (Owner)  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070-9390**

**ARCHITECT'S PROJECT NO:  
CONTRACT FOR: Construction  
CONTRACT DATE: 4/30/2021**

**CONTRACTOR:  
Weber, Inc.  
2497 7th Avenue East- 110 Franklyn Center  
North St. Paul, MN 55109**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
**United Fire & Casualty Company  
118 Second Ave SE  
Cedar Rapids, Iowa 52407** ,SURETY COMPANY

on bond of (here insert name and address of Contractor)  
**Weber, Inc.  
2497 7th Avenue East- 110 Franklyn Center  
North St. Paul, Minnesota 55109** ,CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not  
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)  
**City of St. Francis  
23340 Cree Street NW  
St. Francis, Minnesota 55070-9390** ,OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,  
the Surety Company has hereunto set its hand this **14th** day of **July,** **2023**

Surety Company  
**United Fire & Casualty Company**  
*Melissa M. Nordin*  
Signature of Authorized Representative

Attest:  
(Seal): *[Signature]* **Melissa M. Nordin - Attorney-In-Fact**  
Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition



KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

MARILYN HENTGES, KATIE RANDOLPH, KELLY PRESTON, JANE THOMPSON, BARB MICHAELS, LINDA JACKSON, ALAN STARKS, JEFFREY SETTEM, MELISSA M NORDIN, NAME ALEMDAR, TYLER GERADS, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted shall expire the 11th day of January, 2025 unless sooner revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

“Article VI – Surety Bonds and Undertakings”

Section 2, Appointment of Attorney-in-Fact. “The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this

11th day of January, 2023

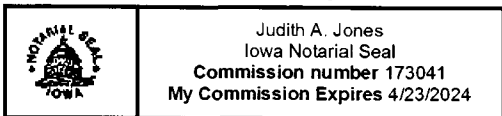


UNITED FIRE & CASUALTY COMPANY  
UNITED FIRE & INDEMNITY COMPANY  
FINANCIAL PACIFIC INSURANCE COMPANY

By: *Dennis J. Richmann*  
Vice President

State of Iowa, County of Linn, ss:

On 11th day of January, 2023, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



*Judith A. Jones*  
Notary Public  
My commission expires: 4/23/2024

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 14th day of July, 2023.



By: *Mary A. Bertsch*  
Assistant Secretary,  
UF&C & UF&I & FPIC



**CITY COUNCIL AGENDA  
REPORT**

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Separation of Employment  
**DATE:** August 21, 2023

---

**OVERVIEW:**

Officer Ryley Struckman was hired as a police officer for the St. Francis Police Department on February 27, 2023 and began his field training in March. Unfortunately as of August 8, 2023 Officer Struckman has been unable to successfully complete his field training. After consulting with department supervisors and field trainers the decision was reached to recommend that the City Council separate his probationary employment with the City.

**ACTION TO BE CONSIDERED:**

City Council to approve the separation of employment for Officer Ryley Struckman and to immediately post to fill the officer vacancy.

**BUDGET IMPLICATION:**

The department has an authorized strength of 12 licensed officers. The department will begin the process of filling the vacant officer position.

Attachments:

- Notice of Intent to Separate



# St. Francis Police Department

*Todd Schwieger, Chief of Police*

August 8, 2023

Ryley Struckman

Re: Notice of Intent to Separate

Dear Ryley:

I regret to inform you that I will be recommending that the City council separate your probationary employment at the August 21, 2023 council meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "T. Schwieger".

Todd Schwieger  
Police Chief

Acknowledgement:

I acknowledge, pursuant to Section 16.4 of the collective bargaining agreement that I have received a copy of this notice and have had an opportunity to read it.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Policy Amendment – Police Department  
**DATE:** August 21, 2023

---

### **OVERVIEW:**

The St. Francis Police Department has amended department policy 428, Medical Aid and Response due to recent legislative changes.

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

St. Francis City Council to review and approve St. Francis Police Department Policy 428, Medical Aid and Response.

### **BUDGET IMPLICATION:**

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

### Attachments:

- St. Francis Police Department Policy 428, Medical Aid and Response.

## Medical Aid and Response

### 428.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

### 428.2 POLICY

It is the policy of the St. Francis Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

### 428.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Central Communications and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy.

When requesting EMS, the member should provide Central Communications with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
  - 1. Signs and symptoms as observed by the member.
  - 2. Changes in apparent condition.
  - 3. Number of patients, sex, and age, if known.
  - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
  - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

**428.4 TRANSPORTING ILL AND INJURED PERSONS**

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

**428.5 PERSONS REFUSING EMS CARE**

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72hour hold in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

**428.6 SICK OR INJURED ARRESTEE**

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance.

Officers shall not transport an arrestee to a hospital without a supervisor's approval.



Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

**428.7 MEDICAL ATTENTION RELATED TO USE OF FORCE**

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

**428.8 AIR AMBULANCE**

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights, and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

**428.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

The automated external defibrillator (AED) may be used only by personnel that have successfully completed the departmental approved training.

**428.9.1 AED USER RESPONSIBILITY**

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the supervisor who is responsible for ensuring appropriate maintenance.

Use of AED unit:

- (a) Prepare the victim for defibrillation
  1. Assess patient using ABCs (Airway, Breathing and Circulation) of CPR. Verify the patient is in cardiac arrest (the patient is unconscious, not breathing normally and shows no signs of circulation, e.g. no pulse, and/or no coughing, no movement).

2. Prepare AED for use. Turn on AED, connect electrodes and follow prompts.
  3. Place patient on a hard surface away from standing water or conductive material.
  4. Remove excessive hair from the electrode sites. If shaving is necessary, avoid cutting the skin. Clean the skin and dry it briskly with a towel or gauze. Do not apply alcohol, tincture of benzoin, or antiperspirant to the skin.
- (b) Apply electrode pads
1. Place one electrode to the patient's left nipple with the center of the electrode in the midaxillary line, if possible.
  2. Place the other electrode on the patient's upper right torso, lateral to the sternum and below the clavicle as shown in the unit diagram.
  3. Starting from one end, press the electrodes firmly onto the patient's skin.
- (c) Ensure electrodes are connected and follow voice prompts by the AED.
- (d) Do not touch victim while AED is analyzing or defibrillating.
- (e) Do not use in a moving vehicle.
- (f) Do not use alcohol to wipe the victim's chest dry or use an AED around flammable materials.
- (g) Remove any nitroglycerine patches present and wipe surface dry before attaching electrodes.
- (h) Avoid using the unit when patient, operator, or unit is in direct contact with water. If patient is on a metal or wet surface, ensure operator and others present are not in contact with the metal or wet surface during a "shock."
- (i) AED can be used on patients with implanted pacemakers or defibrillators, but do not place electrodes directly over such units. If a person is in cardiac arrest, it means these devices have likely failed.
- (j) Do not transmit on your 2-way radio or use a cellular phone within 6 feet of the AED unit as it could cause interference.
- (k) Defibrillator is meant to be used in non-traumatic cardiac arrest settings. This does not preclude an officer from attaching or using the defibrillator on a victim of a traumatic cardiac arrest situation, although use is likely futile, due to underlying or existing factors. Frequently in traumatic type injuries, like traffic accidents, there is some type of internal injury in or on the heart muscle, which would prevent the heart from functioning properly regardless of whether a shock was administered. If the defibrillator is attached to a victim of a traumatic injury, the unit will likely indicate that no shockable rhythm is found.
- (l) Discontinue use if there is any doubt about the correct function of the machine; continue with CPR.
- (m) If the patient converts with a pulse and the re-arrests, start operating protocol again.
- (n) If the patient recovers consciousness and/or signs of circulation and breathing return, place the patient in the recovery position and leave the AED attached.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Central Communications as soon as possible and request response by EMS.

428.9.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

428.9.3 AED TRAINING AND MAINTENANCE/CARE

The officer will complete training every two years during First Aid/CPR (or similar appropriate) medical training.

The medical supervisor is responsible for ensuring AED devices are appropriately maintained, by inspecting units on a regular basis, and will retain records of all maintenance in accordance with the established records retention schedule. Batteries and electrodes will be replaced as needed.

The medical supervisor will be appointed by the Chief of Police.

The AED unit shall be kept in its protective case at all times.

Officers should be aware of Status Indicators on the units and report any problems to the medical officer using normal equipment repair protocol.

- 1. Lifepak CR2
  - (a) Readiness indicator blinking green - OK
  - (b) Readiness indicator does not flash - Take unit out of service and report problem to the medical supervisor.
- 2. Cardiac Science Powerheart G5
  - (a) Rescue ready window is green - OK
  - (b) Rescue ready window is red - Take unit out of service and report problem to the medical supervisor.

428.10 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Only ~~officers~~ officers who receive training in the recognition of signs of opiate overdose and the use of opiate antagonists may administer opioid overdose medication ~~-Officers-~~ (Minn. Stat. § 626.8443). Officers may administer opioid overdose medication in accordance with protocol specified by the physician who prescribed the overdose medication for use by the ~~officer~~ officer (Minn. Stat. § 151.37; Minn. Stat. § 604A.04).

428.10.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Officers who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training.

428.10.1 OPIOID OVERDOSE MEDICATION SUPPLY

The Chief of Police or the authorized designee shall ensure there is a sufficient supply of opioid overdose medication available for use.

Trained officers shall carry at least two unexpired doses of opioid overdose medication while on duty (Minn. Stat. § 626.8443).

428.10.2 OPIOID OVERDOSE MEDICATION REPORTING

Any officer administering opioid overdose medication should detail its use in an appropriate report.

### 428.10.3 OPIOID OVERDOSE MEDICATION TRAINING

The ~~Instructor~~ Instructor should ensure training is provided to ~~officers~~ officers authorized to administer opioid overdose medication (Minn. Stat. § 151.37; Minn. Stat. § 626.8443).

### 428.11 ADMINISTRATION OF EPINEPHRINE

The department may obtain epinephrine auto-injectors from licensed pharmacies to be administered by trained members in accordance with Minn. Stat. § 144.999.

#### 428.11.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Instructor.

Any member who administers epinephrine should contact Central Communications as soon as possible and request response by EMS.

#### 428.11.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

#### 428.11.3 EPINEPHRINE TRAINING

The Instructor should ensure that training is provided to members authorized to administer epinephrine.

Training shall be conducted by an authorized provider and be completed every two years (Minn. Stat. § 144.999).

### 428.12 FIRST AID TRAINING

Subject to available resources, the Instructor should ensure officers receive periodic first aid training appropriate for their position.



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Park Commission Appointment  
**DATE:** August 21, 2023

---

### **OVERVIEW:**

City code 2-4-3 identifies the establishment and composition of the Park Commission. The Commission was reinstated on March 27<sup>th</sup> of this year. This group of individuals maintain a comprehensive plan for the city park system and make recommendations for the development and maintenance of these areas and facilities. The responsibility of the Commission is to make recommendations to Council on issues brought forward.

The Park Commission consists of five voting members who are appointed by the City Council. Appointed members serve two-year terms. The Park Commission will meet quarterly in February, May, August, and November.

### **Applicants to be considered**

- Barb Anderson
- Greg Zutz
- Daria Shiffer

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

Council is requested to appoint three individuals at this time to the Park Commission.



**CITY COUNCIL AGENDA  
REPORT**

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Official Signatures  
**DATE:** August 21, 2023

---

**OVERVIEW:**

With the appointments of a new mayor and a mayor pro tem, council needs to change the official signatures for the city. Please see the attached resolution.

**ACTION TO BE CONSIDERED:**

Approved under consent agenda designate the official signatures.

**BUDGET IMPLICATION:**

None

Attachment:

Resolution #2023-44 Official Signatures

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

**RESOLUTION 2023-44**

**A RESOLUTION APPROVING THE OFFICIAL SIGNATURES FOR  
2023**

Official Signatures

Joseph Muehlbauer, Mayor  
Kevin Robinson Mayor Pro Temp  
Kate Thunstrom, City Administrator  
Darcy Mulvihill, Finance Director  
Jenni Wida, Deputy City Administrator/ City Clerk

(2 signatures required)

**ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 21<sup>st</sup> DAY OF AUGUST,  
2023.**

APPROVED:

\_\_\_\_\_  
Joseph Muehlbauer, Mayor of St. Francis

ATTEST:

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



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Voting Operations, Technology, & Election Resources (VOTER) Account  
**DATE:** August 21,2023

**OVERVIEW:**

In the 2023 session, the legislation approved a dedicated stream of state funding for county and municipal election administration called the VOTER account. The portion of funding that is allocated to Isanti County is \$10,427.25. This amount will be distributed to the county annually until the law is amended by legislature.

The VOTER Account funds must be used for purposes directly related to election administration. Included is a VOTER Account agreement between Isanti County and the City of St. Francis. The intent of this agreement states the municipality agrees to allow the county to keep the funds, but acknowledges that a portion of the funds is for the municipality’s expense. Examples the county would utilize the funds are for printing and publications, postage, cybersecurity, etc.

**ACTION TO BE CONSIDERED:**

Motion to approved the State of Minnesota Voting Operations, Technology & Election Resources (VOTER) Account County-Municipality Agreement.

**Attachments:**

- State of Minnesota Voting Operations, Technology & Election Resources (VOTER) Account County-Municipality Agreement



STATE OF MINNESOTA  
VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT  
COUNTY – MUNICIPALITY AGREEMENT

This Agreement (hereinafter “Agreement”) is made between Isanti County ("County"), and the City of St. Francis (“Municipality”).

**Recitals**

- 1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
- 2. Total allocation to Isanti County is approximately \$10,427.25 annually.
- 3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account, which must be used for expenditures directly related to election administration.
- 4. County is responsible for elections within its county and Municipality operates polling places within its jurisdiction.

**Agreement**

- 1. **Effectiveness of Agreement**
  - 1.1. **Effective date.** September 30, 2023, or the date all required signatures have been affixed to the agreement by County and Municipality, whichever is later.
  - 1.2. **Annual renewal.** This agreement shall remain in effect and renew annually until such time that the County or the Municipality notifies the other party in writing of its desire to terminate the agreement. The termination will be effective December 31 of the year of notice, for the following year’s allocation.
  - 1.3. **Application of terms.** Municipality agrees to be subject to the obligations applicable to County in the Agreement set forth in said agreement.
- 2. **Allocation of VOTER Account Funds**
  - 2.1. **Allocation determination.** The Municipality agrees to receive no direct allocation under this agreement. The Municipality’s default allocation amount as provided by the OSS will instead be retained by the County for qualifying expenditures of the County and the Municipality as referenced in this Agreement.
  - 2.2. **Allocation methodology.** The County will utilize the provided OSS default allocation as a consistent and equitable distribution of VOTER account funds for qualifying expenditures for all municipalities.
  - 2.3. **Maximum available amount.** Based on the OSS default allocation, Municipality is allocated no more than \$0.19 for qualifying expenditures described in the Agreement and in accordance with all federal and state laws authorizing these expenditures.
- 3. **Use and Maintenance of VOTER Account Funds**
  - 3.1. **Municipality authorization.** Municipality agrees to authorize County to expend the allocated amount for authorized purposes on behalf of Municipality.
  - 3.2. **Segregation of funds.** County must segregate all funds in an election funding account.
  - 3.3. **Maintenance of funds.** County must maintain the funds in the segregated account until spent for any authorized purposes described in the agreement.
  - 3.4. **Authorized purposes.** County may use the funds provided under the agreement for expenditures directly related to election administration as defined in Minnesota Statutes section 5.305.
  - 3.5. **Reporting requirements.** County agrees to provide any required information to OSS to meet reporting requirements outlined in statute for all funds expended for each calendar year by December 31 annually.

4. **Authorized Representatives**

County's Authorized Representative is:

Name: Angie Larson  
Title: Isanti County Auditor-Treasurer  
Address: 555 18<sup>th</sup> Ave SW, Cambridge, MN 55008  
Phone: 763-689-1644  
Email: angie.larson@co.isanti.mn.us

Municipality's Authorized Representative is:

Name: Jenni Wida  
Title: City Clerk  
Address: 23340 Cree St NW  
Phone: 763-235-2303  
Email: jwida@stfrancismn.org

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

5. **Signatures and Certification**

County and Municipality certify that the appropriate person(s) have executed the agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.

**COUNTY**

**MUNICIPALITY**

By: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_  
By: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## 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:** August 21, 2023

---

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$199,347.12 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- \$12,985.52

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:

- 08-21-2023 Packet List-\$199,347.12
- 08-21-2023 Credit Card-\$12,985.52

# CITY OF ST FRANCIS

## \*Claim Register©

AP 08-21-2023

August 2023

<b>Claim Type</b>						
Claim#	19289 AIRGAS NORTH CENTRAL					
Cash Payment	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL 07/01/23-07/31/23			\$19.74
	Invoice 5500921716					
Cash Payment	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL 07/01/23-07/31/23			\$19.74
	Invoice 5500921716					
Cash Payment	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL 07/01/23-07/31/23			\$19.74
	Invoice 5500921716					
Cash Payment	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL 07/01/23-07/31/23			\$19.74
	Invoice 5500921716					
Cash Payment	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL 07/01/23-07/31/23			\$19.72
	Invoice 5500921716					
Transaction Date	8/9/2023	Due 8/9/2023	CASH	10100	<b>Total</b>	\$98.68
<b>Claim Type</b>						
Claim#	19334 ALEX AIR APPARATUS 2 LLC					
Cash Payment	E 101-42210-401	Buildings Maintenance	MOVE BREATHING AIR COMPRESSOR TO TEMP BUILDING			\$560.00
	Invoice 7212					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	\$560.00
<b>Claim Type</b>						
Claim#	19338 ALLINA HEALTH SYSTEM					
Cash Payment	E 101-42210-305	Medical Fees	3RD QUARTER EDUCATION			\$1,148.25
	Invoice CI00039588					
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	\$1,148.25
<b>Claim Type</b>						
Claim#	19337 ASPEN MILLS					
Cash Payment	E 101-42210-437	Uniforms	UNIFORMS			\$188.55
	Invoice 317979					
Cash Payment	E 101-42210-437	Uniforms	UNIFORMS - STIMPSON			\$171.75
	Invoice 318130					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	\$360.30
<b>Claim Type</b>						
Claim#	19336 BELLBOY CORPORATION					
Cash Payment	E 609-49751-206	Freight	FREIGHT			\$16.50
	Invoice 0200412200					
Cash Payment	E 609-49751-251	Liquor	LIQUOR			\$1,724.50
	Invoice 0200412200					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	\$1,741.00
<b>Claim Type</b>						
Claim#	19314 BERNARD, WILLIAM					
Cash Payment	E 601-49440-444	Refund & Reimbursement	REFUND ACCT#1005			\$6.78
	Invoice .08012023					
Transaction Date	8/14/2023		CASH	10100	<b>Total</b>	\$6.78
<b>Claim Type</b>						
Claim#	19335 BERNICK COMPANIES, THE					
Cash Payment	E 609-49751-252	Beer	BEER			\$514.35
	Invoice 10114120					
Cash Payment	E 609-49751-252	Beer	BEER			\$574.10
	Invoice 10111639					

**CITY OF ST FRANCIS**

**\*Claim Register©**

AP 08-21-2023

August 2023

Cash Payment	E 609-49751-255	N/A Products	NON-ALCOHOLIC PRODUCTS		\$25.55
	Invoice	10114120			
Cash Payment	E 609-49751-255	N/A Products	NON ALCOHOLIC PRODUCTS		\$123.00
	Invoice	10111639			
Transaction Date	8/15/2023	CASH	10100	<b>Total</b>	<b>\$1,237.00</b>

**Claim Type**

Claim#	19456	<i>BGS (BARNA GUZY)</i>			
Cash Payment	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT		\$1,493.50
	Invoice	266621			
Cash Payment	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE		\$5,150.00
	Invoice	266533			
Cash Payment	E 101-41600-304	Civil Legal Fees	MUNICIPAL		\$1,957.00
	Invoice	266618			
Cash Payment	E 101-41600-304	Civil Legal Fees	BRIDGE STREET PURCHASE		\$619.00
	Invoice	266816			
Cash Payment	E 101-41600-304	Civil Legal Fees	CELL TOWER LEASE/EASEMENT		\$43.50
	Invoice	266620			
Cash Payment	E 101-41600-304	Civil Legal Fees	MISCELLANEOUS/NON-RETAINER		\$6,336.50
	Invoice	266622			
Cash Payment	E 101-41600-304	Civil Legal Fees	TRANSFER OF TITLE		\$232.00
	Invoice	266854			
Cash Payment	E 101-41600-304	Civil Legal Fees	GENERAL LABOR		\$364.00
	Invoice	266619			
Transaction Date	8/16/2023	CASH	10100	<b>Total</b>	<b>\$16,195.50</b>

**Claim Type**

Claim#	19332	<i>BREAKTHRU BEVERAGE</i>			
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$77.09
	Invoice	11618804			
Cash Payment	E 609-49751-206	Freight	FREIGHT		-\$0.12
	Invoice	411278500			
Cash Payment	E 609-49751-206	Freight	FREIGHT		-\$1.81
	Invoice	411275360			
Cash Payment	E 609-49751-206	Freight	FREIGHT		-\$1.45
	Invoice	411276380			
Cash Payment	E 609-49751-206	Freight	FREIGHT		-\$1.69
	Invoice	411245877			
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$43.50
	Invoice	111516713			
Cash Payment	E 609-49751-206	Freight	FREIGHT		-\$1.45
	Invoice	411277006			
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$7,022.42
	Invoice	11618804			
Cash Payment	E 609-49751-251	Liquor	LIQUOR		-\$54.29
	Invoice	411275360			
Cash Payment	E 609-49751-251	Liquor	LIQUOR		-\$13.51
	Invoice	411278500			
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$1,966.18
	Invoice	111516713			
Cash Payment	E 609-49751-251	Liquor	LIQUOR		-\$179.77
	Invoice	411245877			
Cash Payment	E 609-49751-251	Liquor	LIQUOR		-\$126.00
	Invoice	411276380			





CITY OF ST FRANCIS

\*Claim Register©

AP 08-21-2023

August 2023

Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$167.60	
	Invoice 1004515						
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$78.00	
	Invoice 1004550						
Transaction Date	8/15/2023	CASH		10100	<b>Total</b>	\$446.50	
<b>Claim Type</b>							
Claim#	19322	DAHLHEIMER DIST. CO. INC.					
Cash Payment	E 609-49751-252	Beer		BEER		\$13,214.77	
	Invoice 1971206						
Cash Payment	E 609-49751-252	Beer		BEER		\$21,376.05	
	Invoice 1976528						
Cash Payment	E 609-49751-255	N/A Products		NON-ALCOHOLIC PRODUCTS		\$111.60	
	Invoice 1976528						
Cash Payment	E 609-49751-255	N/A Products		NON ALCOHOLIC PRODUCTS		\$86.00	
	Invoice 1971206						
Transaction Date	8/14/2023	CASH		10100	<b>Total</b>	\$34,788.42	
<b>Claim Type</b>							
Claim#	19320	ECM PUBLISHERS, INC.					
Cash Payment	E 101-41400-351	Legal Notices Publishing		AUG 16 PH AMBASSADOR BLVD		\$53.75	
	Invoice 959196						
Cash Payment	E 101-41400-351	Legal Notices Publishing		AUG 16 PH BOTTLE SHOP		\$59.12	
	Invoice 959195						
Transaction Date	8/14/2023	Due 8/14/2023	CASH		10100	<b>Total</b>	\$112.87
<b>Claim Type</b>							
Claim#	19389	ELITE SANITATION					
Cash Payment	E 101-45200-402	Janitorial Service		PORTABLE RENTAL 7/23-8/19/2023		\$1,032.50	
	Invoice 29935						
Transaction Date	8/15/2023	CASH		10100	<b>Total</b>	\$1,032.50	
<b>Claim Type</b>							
Claim#	19319	FERGUSON WATERWORKS, INC					
Cash Payment	E 601-49440-259	Water Meters		WATER METERS		\$5,942.07	
	Invoice WL005802						
Transaction Date	8/14/2023	CASH		10100	<b>Total</b>	\$5,942.07	
<b>Claim Type</b>							
Claim#	19318	GRAINGER, INC.					
Cash Payment	E 602-49490-235	Lab Supplies		LAB SUPPLIES		\$90.35	
	Invoice 9793003311						
Transaction Date	8/14/2023	CASH		10100	<b>Total</b>	\$90.35	
<b>Claim Type</b>							
Claim#	19317	HACH COMPANY					
Cash Payment	E 601-49440-235	Lab Supplies		LAB SUPPLIES		\$222.25	
	Invoice 13684495						
Cash Payment	E 601-49440-235	Lab Supplies		LAB SUPPLIES		\$422.00	
	Invoice 13688341						
Cash Payment	E 601-49440-235	Lab Supplies		LAB SUPPLIES		\$63.29	
	Invoice 13684536						
Transaction Date	8/14/2023	CASH		10100	<b>Total</b>	\$707.54	
<b>Claim Type</b>							
Claim#	19387	HAWKINS, INC.					

CITY OF ST FRANCIS

\*Claim Register©

AP 08-21-2023

August 2023

Cash Payment	E 601-49440-216	Chemicals	CHEMICALS		\$10.00
	Invoice 6552105				
Cash Payment	E 601-49440-216	Chemicals	CHEMICALS		\$504.46
	Invoice 6554674				
Cash Payment	E 601-49440-216	Chemicals	CHEMICALS		\$20.00
	Invoice 6551643				
Transaction Date	8/15/2023		CASH	10100	<b>Total</b> \$534.46

Claim Type

Claim# 19327 HOFFMAN, DAN

Cash Payment	E 601-49440-444	Refund & Reimbursement	REFUND ACCT#5582		\$79.77
	Invoice .08012023				
Transaction Date	8/14/2023	Due 8/14/2023	CASH	10100	<b>Total</b> \$79.77

Claim Type

Claim# 19326 INNOVATIVE OFFICE SOLUTIONS,

Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES		\$285.07
	Invoice IN4148795				
Cash Payment	E 601-49440-200	Office Supplies	OFFICE SUPPLIES		\$176.28
	Invoice IN4285568				
Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES		\$107.31
	Invoice IN4226263				
Cash Payment	E 101-41400-200	Office Supplies	OFFICE SUPPLIES		\$204.74
	Invoice IN4187226				
Transaction Date	8/14/2023	Due 8/14/2023	CASH	10100	<b>Total</b> \$773.40

Claim Type

Claim# 19342 JOHNSON BROS WHLSE LIQUOR

Cash Payment	E 609-49751-206	Freight	FREIGHT		\$105.56
	Invoice 2354787				
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$14.56
	Invoice 2354788				
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$20.02
	Invoice 2359460				
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$32.77
	Invoice 2359459				
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$3,563.70
	Invoice 2354787				
Cash Payment	E 609-49751-253	Wine	WINE		\$944.00
	Invoice 2354788				
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$2,465.70
	Invoice 2359459				
Cash Payment	E 609-49751-253	Wine	WINE		\$725.00
	Invoice 2359460				
Transaction Date	8/15/2023		CASH	10100	<b>Total</b> \$7,871.31

Claim Type

Claim# 19352 JRS APPLIANCE

Cash Payment	E 101-43210-439	Recycling Days	APPLIANCE RECYCLING		\$763.75
	Invoice 110128				
Transaction Date	8/15/2023		CASH	10100	<b>Total</b> \$763.75

Claim Type

Claim# 19462 KODIAK POWER SYSTEMS



**CITY OF ST FRANCIS**

**\*Claim Register©**

AP 08-21-2023

August 2023

Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT MAINTENANCE	\$1,598.00		
	Invoice KPS1331					
Cash Payment	E 602-49490-229	Project Maintenance	WWTP INSPECTIONS	\$1,786.00		
	Invoice KPS1333					
Cash Payment	E 601-49440-229	Project Maintenance	PW/PD INSPECTIONS	\$368.60		
	Invoice KPS1332					
Cash Payment	E 602-49490-237	Small Equipment	RIVERS EDGE LIFT STATION INSPECTIONS	\$850.00		
	Invoice KPS1334					
Cash Payment	E 602-49490-237	Small Equipment	AMBASSADOR LIFT STATION INSPECTIONS	\$695.00		
	Invoice KPS1335					
Cash Payment	E 602-49490-237	Small Equipment	GENERATOR INSPECTION	\$695.00		
	Invoice KPS1337					
Cash Payment	E 601-49440-237	Small Equipment	WELL HOUSE INSPECTION AND REPAIRS	\$837.75		
	Invoice KPS1336					
Cash Payment	E 602-49490-229	Project Maintenance	PW/PD INSPECTIONS	\$368.60		
	Invoice KPS1332					
Cash Payment	E 101-43100-401	Buildings Maintenance	PW/PD INSPECTIONS	\$368.60		
	Invoice KPS1332					
Cash Payment	E 101-45200-401	Buildings Maintenance	PW/PD INSPECTIONS	\$368.60		
	Invoice KPS1332					
Cash Payment	E 101-42110-401	Buildings Maintenance	PW/PD INSPECTIONS	\$368.60		
	Invoice KPS1332					
Transaction Date	8/17/2023	Due 8/17/2023	CASH	10100	<b>Total</b>	<b>\$8,304.75</b>

**Claim Type**

Claim#	19349	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252	Beer	BEER	-\$125.66		
	Invoice 701853					
Cash Payment	E 609-49751-252	Beer	BEER	\$4,746.50		
	Invoice 702960					
Cash Payment	E 609-49751-252	Beer	BEER	-\$51.95		
	Invoice 703060					
Cash Payment	E 609-49751-251	Liquor	LIQUOR	\$209.40		
	Invoice 701815					
Cash Payment	E 609-49751-252	Beer	BEER	\$6,893.70		
	Invoice 701816					
Cash Payment	E 609-49751-251	Liquor	LIQUOR	\$434.10		
	Invoice 702959					
Cash Payment	E 609-49751-255	N/A Products	NON-ALCOHOLIC PRODUCTS	\$149.50		
	Invoice 702960					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	<b>\$12,255.59</b>

**Claim Type**

Claim#	19359	MED-COMPASS, INC.				
Cash Payment	E 602-49490-441	Miscellaneous	ANNUAL HEARING TESTS	\$216.66		
	Invoice 43550					
Cash Payment	E 601-49440-441	Miscellaneous	ANNUAL HEARING TESTS	\$216.67		
	Invoice 43550					
Cash Payment	E 101-41400-441	Miscellaneous	ANNUAL HEARING TESTS	\$216.67		
	Invoice 43550					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	<b>\$650.00</b>

**Claim Type**

Claim#	19358	METRO INET		
--------	-------	------------	--	--

**CITY OF ST FRANCIS**

**\*Claim Register©**

AP 08-21-2023

August 2023

<b>Cash Payment</b>	E 101-41110-310	Computer Consulting Fees IT SERVICES				\$539.92
	Invoice 1435					
<b>Cash Payment</b>	E 101-41400-310	Computer Consulting Fees IT SERVICES				\$1,889.72
	Invoice 1435					
<b>Cash Payment</b>	E 101-41910-310	Computer Consulting Fees IT SERVICES				\$269.96
	Invoice 1435					
<b>Cash Payment</b>	E 101-42110-310	Computer Consulting Fees IT SERVICES				\$6,614.02
	Invoice 1435					
<b>Cash Payment</b>	E 101-42210-310	Computer Consulting Fees IT SERVICES				\$1,214.82
	Invoice 1435					
<b>Cash Payment</b>	E 101-42400-310	Computer Consulting Fees IT SERVICES				\$539.92
	Invoice 1435					
<b>Cash Payment</b>	E 101-43100-310	Computer Consulting Fees IT SERVICES				\$539.92
	Invoice 1435					
<b>Cash Payment</b>	E 101-45200-310	Computer Consulting Fees IT SERVICES				\$539.92
	Invoice 1435					
<b>Cash Payment</b>	E 601-49440-310	Computer Consulting Fees IT SERVICES				\$539.92
	Invoice 1435					
<b>Cash Payment</b>	E 602-49490-310	Computer Consulting Fees IT SERVICES				\$539.92
	Invoice 1435					
<b>Cash Payment</b>	E 609-49750-310	Computer Consulting Fees IT SERVICES				\$269.96
	Invoice 1435					
<b>Transaction Date</b>	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	\$13,498.00

**Claim Type**

Claim#	19449	<i>METRO SALES, INC.</i>				
<b>Cash Payment</b>	E 101-41400-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 101-42400-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 101-42110-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 101-43100-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 101-45200-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 601-49440-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 602-49490-200	Office Supplies	COPIES		\$30.59	
	Invoice INV231723					
<b>Cash Payment</b>	E 609-49750-200	Office Supplies	COPIES		\$30.57	
	Invoice INV231723					
<b>Transaction Date</b>	8/16/2023		CASH	10100	<b>Total</b>	\$244.70

**Claim Type**

Claim#	19357	<i>MIDCONTINENT COMMUNICATION</i>				
<b>Cash Payment</b>	E 101-42110-321	Telephone	PHONES		\$44.65	
	Invoice 13332710113501					
<b>Cash Payment</b>	E 601-49440-321	Telephone	PHONES		\$153.39	
	Invoice 13334860113501					
<b>Transaction Date</b>	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	\$198.04

**Claim Type**

Claim#	19355	<i>MN SHERIFFS ASSOCIATION</i>			
--------	-------	--------------------------------	--	--	--

CITY OF ST FRANCIS

\*Claim Register©

AP 08-21-2023

August 2023

<b>Cash Payment</b>	E 101-42110-208	Training	TRAINING: CONFIRMATION 292060		\$175.00
	Invoice 292060				
Transaction Date	8/15/2023	CASH	10100	<b>Total</b>	\$175.00
<b>Claim Type</b>					
Claim#	19354	M-R SIGN COMPANY, INC.			
<b>Cash Payment</b>	E 101-43100-226	Sign Repair Materials	SIGNS		\$306.85
	Invoice 220943				
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b> \$306.85
<b>Claim Type</b>					
Claim#	19353	OPUS 21			
<b>Cash Payment</b>	E 601-49440-382	Utility Billing	UTILITY BILLING JULY 2023		\$1,440.51
	Invoice 230705				
<b>Cash Payment</b>	E 602-49490-382	Utility Billing	UTILITY BILLING JULY 2023		\$1,440.51
	Invoice 230705				
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b> \$2,881.02
<b>Claim Type</b>					
Claim#	19448	PAT JOHNSON GRAPHIC ARTIST			
<b>Cash Payment</b>	E 101-41400-441	Miscellaneous	FALL NEWSLETTER 2023		\$200.00
	Invoice .08132023				
Transaction Date	8/16/2023	CASH	10100	<b>Total</b>	\$200.00
<b>Claim Type</b>					
Claim#	19366	PEDERSON, JUSTIN			
<b>Cash Payment</b>	E 601-49440-444	Refund & Reimbursement	REFUND ACCT#4729		\$124.00
	Invoice .08012023				
Transaction Date	8/15/2023	CASH	10100	<b>Total</b>	\$124.00
<b>Claim Type</b>					
Claim#	19365	PEPSI COLA			
<b>Cash Payment</b>	E 609-49751-254	Miscellaneous Merchandis	MISC		\$832.45
	Invoice 44003309				
Transaction Date	8/15/2023	CASH	10100	<b>Total</b>	\$832.45
<b>Claim Type</b>					
Claim#	19362	PHILLIPS WINE & SPIRITS CO.			
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT		\$10.92
	Invoice 6635955				
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT		\$10.92
	Invoice 6639720				
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT		\$5.46
	Invoice 6639719				
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT		\$1.82
	Invoice 6635954				
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT		\$47.32
	Invoice 6635953				
<b>Cash Payment</b>	E 609-49751-253	Wine	WINE		\$82.72
	Invoice 6635954				
<b>Cash Payment</b>	E 609-49751-253	Wine	WINE		\$528.00
	Invoice 6639720				
<b>Cash Payment</b>	E 609-49751-251	Liquor	LIQUOR		\$347.80
	Invoice 6639719				
<b>Cash Payment</b>	E 609-49751-251	Liquor	LIQUOR		\$4,100.47
	Invoice 6635953				

CITY OF ST FRANCIS

\*Claim Register©

AP 08-21-2023

August 2023

<b>Cash Payment</b>	E 609-49751-254	Miscellaneous Merchandis	MISC						\$184.10
	Invoice 6635955								
Transaction Date	8/15/2023		CASH	10100		<b>Total</b>			\$5,319.53
<b>Claim Type</b>									
Claim#	19372	QUILL CORPORATION							
<b>Cash Payment</b>	E 101-41910-200	Office Supplies	NAME PLATE						\$16.98
	Invoice 33505633								
Transaction Date	8/15/2023		CASH	10100		<b>Total</b>			\$16.98
<b>Claim Type</b>									
Claim#	19371	REC PROPERTY GROUP LLC							
<b>Cash Payment</b>	E 601-49440-444	Refund & Reimbursement	REFUND ACCT#6673						\$121.69
	Invoice .08012023								
Transaction Date	8/15/2023		CASH	10100		<b>Total</b>			\$121.69
<b>Claim Type</b>									
Claim#	19368	RMB ENVIRONMENTAL LAB							
<b>Cash Payment</b>	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2						\$194.93
	Invoice B010038								
<b>Cash Payment</b>	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2						\$194.93
	Invoice B009941								
<b>Cash Payment</b>	E 602-49490-313	Sample Testing	WEEK 1 COOLER 1						\$567.37
	Invoice B009565								
<b>Cash Payment</b>	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2						\$194.93
	Invoice B010161								
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100		<b>Total</b>			\$1,152.16
<b>Claim Type</b>									
Claim#	19367	ROYAL SUPPLY							
<b>Cash Payment</b>	E 101-41940-210	Operating Supplies	SUPPLIES						\$44.20
	Invoice 5192								
<b>Cash Payment</b>	E 101-42110-217	Other Operating Supplies	SUPPLIES						\$22.10
	Invoice 5192								
<b>Cash Payment</b>	E 101-43100-217	Other Operating Supplies	SUPPLIES						\$11.05
	Invoice 5192								
<b>Cash Payment</b>	E 101-45200-217	Other Operating Supplies	SUPPLIES						\$11.05
	Invoice 5192								
<b>Cash Payment</b>	E 601-49440-217	Other Operating Supplies	SUPPLIES						\$11.05
	Invoice 5192								
<b>Cash Payment</b>	E 602-49490-217	Other Operating Supplies	SUPPLIES						\$11.05
	Invoice 5192								
Transaction Date	8/15/2023		CASH	10100		<b>Total</b>			\$110.50
<b>Claim Type</b>									
Claim#	19386	SOUTHERN GLAZERS OF MN							
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT						\$7.68
	Invoice 2374937								
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT						\$39.46
	Invoice 2377541								
<b>Cash Payment</b>	E 609-49751-206	Freight	FREIGHT						\$10.24
	Invoice 2377542								
<b>Cash Payment</b>	E 609-49751-253	Wine	WINE						\$536.00
	Invoice 2377542								

CITY OF ST FRANCIS

\*Claim Register©

AP 08-21-2023

August 2023

Cash Payment	E 609-49751-251	Liquor	LIQUOR			\$797.86
	Invoice 2374937					
Cash Payment	E 609-49751-251	Liquor	LIQUOR			\$2,905.95
	Invoice 2377541					
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	\$4,297.19
<b>Claim Type</b>						
Claim#	19461 SPOT ON					
Cash Payment	E 601-49440-200	Office Supplies	OFFICE SUPPLIES			\$128.25
	Invoice 2023116					
Transaction Date	8/17/2023	Due 8/17/2023	CASH	10100	<b>Total</b>	\$128.25
<b>Claim Type</b>						
Claim#	19375 STONE HOUSE RIDGE OWNER AS					
Cash Payment	E 601-49440-444	Refund & Reimbursement	REFUND ACCT#5959			\$2,888.58
	Invoice .08012023					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	\$2,888.58
<b>Claim Type</b>						
Claim#	19374 STREICHER S					
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS			\$179.99
	Invoice 1647352					
Cash Payment	E 208-42110-441	Miscellaneous	MFF GEAR - FORFEITURE FUNDS			\$175.97
	Invoice 1647711					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	\$355.96
<b>Claim Type</b>						
Claim#	19447 SUN MECHANICAL INC					
Cash Payment	E 602-49490-229	Project Maintenance	PROJECT MAINTENANCE			\$1,445.74
	Invoice 6040					
Transaction Date	8/16/2023		CASH	10100	<b>Total</b>	\$1,445.74
<b>Claim Type</b>						
Claim#	19385 THE AMERICAN BOTTLING COMPA					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$429.75
	Invoice 3562333770					
Transaction Date	8/15/2023		CASH	10100	<b>Total</b>	\$429.75
<b>Claim Type</b>						
Claim#	19384 UDOFOT BEER & BEVERAGE CO					
Cash Payment	E 609-49751-252	Beer	BEER			\$220.00
	Invoice 528136					
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	\$220.00
<b>Claim Type</b>						
Claim#	19383 USABLUEBOOK					
Cash Payment	E 602-49490-229	Project Maintenance	PROJECT MAINTENANCE			\$100.07
	Invoice INV00050182					
Cash Payment	E 602-49490-229	Project Maintenance	PROJECT MAINTENANCE			\$54.12
	Invoice INV00053312					
Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	\$154.19
<b>Claim Type</b>						
Claim#	19381 UTILITY SERVICE CO., INC.					
Cash Payment	E 601-49440-234	Water Tower Maintenance	QUARTERLY TOWER			\$10,468.32
	Invoice 586491					

# CITY OF ST FRANCIS

## \*Claim Register©

AP 08-21-2023

August 2023

Transaction Date	8/15/2023	CASH	10100	<b>Total</b>	<b>\$10,468.32</b>
------------------	-----------	------	-------	--------------	--------------------

**Claim Type**

Claim# 19380 WEBER CONSTRUCTION, INC

Cash Payment G 609-20600 Contracts Payable FINAL PAY APP - BOTTLE SHOP \$46,879.42  
 Invoice .07272023

Transaction Date	8/15/2023	CASH	10100	<b>Total</b>	<b>\$46,879.42</b>
------------------	-----------	------	-------	--------------	--------------------

**Claim Type**

Claim# 19379 WILLNER, DARRIN

Cash Payment E 601-49440-444 Refund & Reimbursement REFUND ACCT#4771 \$18.78  
 Invoice .08012023

Transaction Date	8/15/2023	Due 8/15/2023	CASH	10100	<b>Total</b>	<b>\$18.78</b>
------------------	-----------	---------------	------	-------	--------------	----------------

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$199,347.12
<b>Total</b>	<b>\$199,347.12</b>

**CITY OF ST FRANCIS**

07/24/23 9:29 AM

Page 1

**Payments**

**Current Period: July 2023**

---

**Payments Batch P-CC-JULY 2023** \$12,985.52

Refer 19058 4 IMPRINT Ck# 002811E 7/19/2023  
 Cash Payment E 101-41400-441 Miscellaneous MISC \$2,599.83  
 Invoice  
 Transaction Date 7/19/2023 CASH 10100 **Total** \$2,599.83

---

Refer 19059 AMAZON.COM Ck# 002812E 7/19/2023  
 Cash Payment E 101-43100-401 Buildings Maintenance BUILDING MAINTENANCE \$26.77  
 Invoice  
 Cash Payment E 101-45200-401 Buildings Maintenance BUILDING MAINTENANCE \$12.84  
 Invoice  
 Cash Payment E 601-49440-401 Buildings Maintenance BUILDING MAINTENANCE \$27.74  
 Invoice  
 Cash Payment E 101-43100-218 Equipment Maintenance EQUIPMENT MAINTENANCE \$18.42  
 Invoice  
 Cash Payment E 101-45200-218 Equipment Maintenance EQUIPMENT MAINTENANCE \$31.40  
 Invoice  
 Cash Payment E 402-41400-560 Computers CITY HALL MONITORS \$189.96  
 Invoice  
 Cash Payment E 101-41400-240 Office Equip OFFICE EQUIPMENT \$148.99  
 Invoice  
 Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES \$51.55  
 Invoice  
 Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES \$376.77  
 Invoice  
 Cash Payment E 101-45200-217 Other Operating Supplie OPERATING SUPPLIES \$72.91  
 Invoice  
 Cash Payment E 602-49490-217 Other Operating Supplie OPERATING SUPPLIES \$86.84  
 Invoice  
 Cash Payment E 101-42110-237 Small Equipment SMALL EQUIPMENT \$29.12  
 Invoice  
 Cash Payment E 101-42110-437 Uniforms UNIFORMS \$47.08  
 Invoice  
 Cash Payment E 101-42110-437 Uniforms UNIFORMS/PPE \$17.92  
 Invoice  
 Cash Payment E 101-43100-417 Uniforms & PPE UNIFORMS/PPE \$17.92  
 Invoice  
 Cash Payment E 101-43100-221 Vehicle Maintenance VEHICLE MAINTENANCE \$95.80  
 Invoice  
 Cash Payment E 101-42110-213 Vehicle Supplies VEHICLE SUPPLIES \$34.69  
 Invoice  
 Cash Payment E 101-43100-213 Vehicle Supplies VEHICLE SUPPLIES \$34.69  
 Invoice  
 Cash Payment E 101-45200-213 Vehicle Supplies VEHICLE SUPPLIES \$34.70  
 Invoice  
 Transaction Date 7/19/2023 CASH 10100 **Total** \$1,356.11

---

Refer 19060 ANOKA COUNTY Ck# 002813E 7/19/2023  
 Cash Payment E 601-49440-434 Permit Fees PERMIT FEES \$150.00  
 Invoice  
 Transaction Date 7/19/2023 CASH 10100 **Total** \$150.00

---

Refer 19061 AT&T, INC Ck# 002814E 7/19/2023

CITY OF ST FRANCIS

07/24/23 9:29 AM

Page 2

Payments

Current Period: July 2023

Cash Payment	E 101-43100-321 Telephone	HOT SPOTS		\$76.46
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$76.46
Refer	19062 AT&T, INC	<u>Ck# 002815E 7/19/2023</u>		
Cash Payment	E 101-42210-321 Telephone	HOTSPOTS		\$440.08
Invoice				
Cash Payment	E 101-43100-321 Telephone	HOTSPOTS		\$114.69
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$554.77
Refer	19064 BOUND TREE MEDICAL LLC	<u>Ck# 002817E 7/19/2023</u>		
Cash Payment	E 101-42210-217 Other Operating Supplie	OPERATING SUPPLIES		\$246.05
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$246.05
Refer	19063 BUREAU OF CRIM APPREHENSIO	<u>Ck# 002816E 7/19/2023</u>		
Cash Payment	E 101-42110-208 Training	TRAINING - REFUNDS		-\$300.00
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> -\$300.00
Refer	19065 C&B	<u>Ck# 002818E 7/19/2023</u>		
Cash Payment	E 101-42110-437 Uniforms	UNIFORMS		\$74.94
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$74.94
Refer	19066 CANVA	<u>Ck# 002819E 7/19/2023</u>		
Cash Payment	E 101-41910-318 Economic Development	ECONOMIC DEVELOPMENT		\$12.99
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$12.99
Refer	19067 CASEY S GENERAL STORE	<u>Ck# 002820E 7/19/2023</u>		
Cash Payment	E 101-41910-318 Economic Development	ECONOMIC DEVELOPMENT		\$5.38
Invoice				
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$18.18
Invoice				
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$210.05
Invoice				
Cash Payment	E 101-45200-441 Miscellaneous	MISC		\$45.00
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$278.61
Refer	19068 CLIPPINGMAGIC.COM	<u>Ck# 002821E 7/19/2023</u>		
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION		\$3.99
Invoice				
Cash Payment		SUBSCRIPTION		\$0.00
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$3.99
Refer	19080 COUNTY MARKET - CITY ACCOUN	<u>Ck# 002833E 7/19/2023</u>		
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EDUCATION		\$132.23
Invoice				
Cash Payment	E 101-41910-318 Economic Development	ECONOMIC DEVELOPMENT		\$7.98
Invoice				
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$25.09
Invoice				



CITY OF ST FRANCIS

07/24/23 9:29 AM

Page 3

Payments

Current Period: July 2023

Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$165.30
Refer	<u>19069 DEX MEDIA EAST LLC</u>	<u>Ck# 002822E 7/19/2023</u>			
Cash Payment	E 609-49750-340 Advertising	ADVERTISING			\$89.50
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$89.50
Refer	<u>19070 DOLLAR GENERAL</u>	<u>Ck# 002823E 7/19/2023</u>			
Cash Payment	E 101-42210-441 Miscellaneous	MISC			\$30.10
Invoice					
Cash Payment	E 101-42110-217 Other Operating Supplie	OPERATING SUPPLIES			\$41.78
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$71.88
Refer	<u>19071 FACTORY OUTLET MAX TOOL</u>	<u>Ck# 002824E 7/19/2023</u>			
Cash Payment	E 601-49440-237 Small Equipment	SMALL EQUIPMENT			\$114.32
Invoice					
Cash Payment	E 602-49490-237 Small Equipment	SMALL EQUIPMENT			\$114.32
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$228.64
Refer	<u>19074 FEDERAL AVIATION ADMINISTRAT</u>	<u>Ck# 002827E 7/19/2023</u>			
Cash Payment	E 101-42110-441 Miscellaneous	MISC			\$5.00
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$5.00
Refer	<u>19072 FEDEX</u>	<u>Ck# 002825E 7/19/2023</u>			
Cash Payment	E 101-41910-318 Economic Development	ECONOMIC DEVELOPMENT			\$34.82
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$34.82
Refer	<u>19073 FROGGY HOPS</u>	<u>Ck# 002826E 7/19/2023</u>			
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENTS			\$332.55
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$332.55
Refer	<u>19075 GOVERNMENT FINANCE OFFICE</u>	<u>Ck# 002828E 7/19/2023</u>			
Cash Payment	E 101-41500-441 Miscellaneous	FINANCIAL STATEMENT			\$460.00
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$460.00
Refer	<u>19076 HAMPTON INN</u>	<u>Ck# 002829E 7/19/2023</u>			
Cash Payment	E 101-41400-331 Travel Expenses	TRAVEL EXPENSES - THUNSTROM			\$706.84
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$706.84
Refer	<u>19077 HUSKYLINERS</u>	<u>Ck# 002830E 7/19/2023</u>			
Cash Payment	E 101-42400-221 Vehicle Maintenance	VEHICLE MAINTENANCE			\$149.96
Invoice					
Cash Payment	E 101-43210-221 Vehicle Maintenance	VEHICLE MAINTENANCE			\$149.96
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$299.92
Refer	<u>19079 ISANTI RENTAL, INC.</u>	<u>Ck# 002832E 7/19/2023</u>			
Cash Payment	E 101-45200-415 Equipment Rentals	EQUIPMENT RENTAL			\$101.20
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$101.20

**CITY OF ST FRANCIS**

07/24/23 9:29 AM

Page 4

**Payments**

**Current Period: July 2023**

Refer	<u>19081 KWIK TRIP</u>	<u>Ck# 002834E 7/19/2023</u>		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$57.00
Invoice				
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$44.48
Invoice				
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$116.37
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$217.85
Refer	<u>19082 MINNESOTA WASTEWATER OPER</u>	<u>Ck# 002835E 7/19/2023</u>		
Cash Payment	E 601-49440-208 Training	TRAINING		\$142.50
Invoice				
Cash Payment	E 602-49490-208 Training	TRAINING		\$142.50
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$285.00
Refer	<u>19116 MISC. CHARGE</u>	<u>Ck# 002854E 7/24/2023</u>		
Cash Payment	R 101-36200 Miscellaneous Revenues	REFUND		-\$2.14
Invoice				
Transaction Date	7/24/2023	CASH	10100	<b>Total</b> -\$2.14
Refer	<u>19083 MISSION CRITICAL CONCEPTS</u>	<u>Ck# 002836E 7/19/2023</u>		
Cash Payment	E 101-42110-208 Training	TRAINING		\$925.00
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$925.00
Refer	<u>19084 NORTHERN TOOL &amp; EQUIPMENT</u>	<u>Ck# 002837E 7/19/2023</u>		
Cash Payment	E 101-41910-318 Economic Development	ECONOMIC DEVELOPMENT		\$246.37
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$246.37
Refer	<u>19085 OREILLY AUTO PARTS</u>	<u>Ck# 002838E 7/19/2023</u>		
Cash Payment	E 101-45200-213 Vehicle Supplies	VEHICLE SUPPLIES		\$16.06
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$16.06
Refer	<u>19086 POPP TELECOM</u>	<u>Ck# 002839E 7/19/2023</u>		
Cash Payment	E 609-49750-321 Telephone	TELEPHONE		\$52.36
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$52.36
Refer	<u>19087 POSITIVE PROMOTIONS</u>	<u>Ck# 002840E 7/19/2023</u>		
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EDUCATION		\$221.95
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$221.95
Refer	<u>19088 POSTMASTER - ST. FRANCIS</u>	<u>Ck# 002841E 7/19/2023</u>		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$150.00
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$150.00
Refer	<u>19089 PSI SERVICES LLC</u>	<u>Ck# 002842E 7/19/2023</u>		
Cash Payment	E 101-42110-208 Training	TRAINING		\$175.00
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$175.00
Refer	<u>19090 REMARKABLE.COM</u>	<u>Ck# 002843E 7/19/2023</u>		

**CITY OF ST FRANCIS**

07/24/23 9:29 AM

Page 5

**Payments**

**Current Period: July 2023**

Cash Payment	E 101-41500-441	Miscellaneous	SUBSCRIPTION	\$5.98
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$5.98
<hr/>				
Refer	<u>19091 SAFETY SMART GEAR</u>		<u>Ck# 002844E 7/19/2023</u>	
Cash Payment	E 101-43100-417	Uniforms & PPE	UNIFORMS/PPE	\$179.20
Invoice				
Cash Payment	E 101-43210-417	Uniforms & PPE	UNIFORMS/PPE	\$179.20
Invoice				
Cash Payment	E 101-45200-417	Uniforms & PPE	UNIFORMS/PPE	\$179.20
Invoice				
Cash Payment	E 601-49440-417	Uniforms & PPE	UNIFORMS/PPE	\$179.21
Invoice				
Cash Payment	E 602-49490-417	Uniforms & PPE	UNIFORMS/PPE	\$179.21
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$896.02
<hr/>				
Refer	<u>19078 SANDSTROM CUSTOM PRODUCT</u>		<u>Ck# 002831E 7/19/2023</u>	
Cash Payment	E 101-41910-318	Economic Development	ECONOMIC DEVELOPMENT	\$343.87
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$343.87
<hr/>				
Refer	<u>19092 SMALL ENGINE PRO DEALER</u>		<u>Ck# 002845E 7/19/2023</u>	
Cash Payment	E 101-45200-218	Equipment Maintenance	EQUIPMENT MAINTENANCE	\$142.81
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$142.81
<hr/>				
Refer	<u>19093 SPRAYSMARTER</u>		<u>Ck# 002846E 7/19/2023</u>	
Cash Payment	E 101-43100-237	Small Equipment	SMALL EQUIPMENT	\$208.81
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$208.81
<hr/>				
Refer	<u>19094 ST. FRANCIS TRUE VALUE HARD</u>		<u>Ck# 002847E 7/19/2023</u>	
Cash Payment	E 601-49440-233	Water Plant Maint	WATER PLANT MAINTENANCE	\$8.98
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$8.98
<hr/>				
Refer	<u>19095 STAMPS.COM</u>		<u>Ck# 002848E 7/19/2023</u>	
Cash Payment	E 101-41400-322	Postage	POSTAGE	\$19.99
Invoice				
Cash Payment	E 101-42110-322	Postage	POSTAGE	\$19.99
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$39.98
<hr/>				
Refer	<u>19096 STICKYLIFE</u>		<u>Ck# 002849E 7/19/2023</u>	
Cash Payment	E 101-42400-221	Vehicle Maintenance	BUILDING DEPT CAR DECALS	\$143.04
Invoice				
Transaction Date	7/19/2023	CASH	10100	<b>Total</b> \$143.04
<hr/>				
Refer	<u>19097 VERIZON WIRELESS</u>		<u>Ck# 002850E 7/19/2023</u>	
Cash Payment	E 101-42110-321	Telephone	PHONE	\$400.12
Invoice				
Cash Payment	E 601-49440-321	Telephone	PHONE	\$182.74
Invoice				
Cash Payment	E 602-49490-321	Telephone	PHONE	\$160.06
Invoice				

CITY OF ST FRANCIS

07/24/23 9:29 AM

Page 6

Payments

Current Period: July 2023

Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$742.92
Refer	19098 WALMART	<u>Ck# 002851E 7/19/2023</u>			
Cash Payment	E 101-42110-441	Miscellaneous	MISC		\$23.51
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$23.51
Refer	19099 ZOOM.US	<u>Ck# 002852E 7/19/2023</u>			
Cash Payment	E 101-41400-433	Dues and Subscriptions	SUBSCRIPTION		\$17.13
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$17.13
Refer	19100 ZORO TOOLS, INC	<u>Ck# 002853E 7/19/2023</u>			
Cash Payment	E 101-42110-401	Buildings Maintenance	BUILDING MAINTENANCE		\$78.03
Invoice					
Cash Payment	E 101-43100-401	Buildings Maintenance	BUILDING MAINTENANCE		\$78.03
Invoice					
Cash Payment	E 101-45200-401	Buildings Maintenance	BUILDING MAINTENANCE		\$78.03
Invoice					
Cash Payment	E 601-49440-401	Buildings Maintenance	BUILDING MAINTENANCE		\$192.76
Invoice					
Cash Payment	E 602-49490-401	Buildings Maintenance	BUILDING MAINTENANCE		\$78.03
Invoice					
Cash Payment	E 101-43100-218	Equipment Maintenance	EQUIPMENT MAINTENANCE		\$70.74
Invoice					
Transaction Date	7/19/2023	CASH	10100	<b>Total</b>	\$575.62

Fund Summary

	10100 CASH
	\$0.00
101 General Fund	\$10,894.49
402 Capital Equipment Fund	\$189.96
601 Water Fund	\$998.25
602 Sewer Fund	\$760.96
609 Liquor Fund	\$141.86
	<u>\$12,985.52</u>

Pre-Written Checks	\$12,985.52
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$12,985.52</u>



# CITY COUNCIL AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Newsletter  
**DATE:** August 21, 2023

**OVERVIEW:**

1. Staff and Council have lightly discussed changes to the newsletter in the past. Tonight, staff is proposing reducing the newsletter, beginning in 2024, to three mailings a year. Staff is proposing the following schedule:

Mailing:	Key components:
January	Plowing, Council changes,
May	Pioneer days, Farmers Market, summer information,
September	Garage sale, back to school information,

2. To date, the Mayor has been the one to always write the newsletter article. However, he would state that writing four articles a year was a challenge. There are other alternatives Council may consider:
  - a. Many cities will pass the newsletter responsibility around giving everyone a chance to introduce themselves but also share information about the commissions or groups they are part of. This would put the writing responsibility to one time per year and rotate.
  - b. Redesign the section from the Mayor or a Council update, to a general update of the last four months. More of a highlight section

**ACTION TO BE CONSIDERED:**

1. Council to consider and provide staff direction on dropping the newsletter to three times a year.
2. Council to consider if they want to write an article or redesign the section.

# MONTHLY COMPARISON REPORT 2020-2023

**July**



**ST. FRANCIS**  

---

***FIRE & RESCUE***

