



CITY COUNCIL REGULAR MEETING

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

Tuesday, September 03, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - A. City Council Minutes - August 19, 2024
 - B. City Council Work Session Minutes - August 12, 2024
 - C. Change Orders – City Hall / Fire Station Project
 - D. Surplus Property
Resolution 2024-31 Declaring surplus property
 - E. Conditional Offer of Employment
 - F. Rental License Approvals
 - G. Job Description Update
 - H. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Adjust the Tax Levy for Bonded Indebtedness
Resolution 2024-32 adjusting the debt service tax levy for bonded indebtedness
 - B. Preliminary Approval of a Proposed 2025 Tax Levy and Setting the Budget Public Hearing Date
Resolution 2024-33 preliminary approval of a proposed 2025 tax levy and setting budget public hearing date
 - C. CBD/THC Moratorium Discussion
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - A. Fire Department Monthly Report - July
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - September 16 - City Council Meeting - 6:00 pm
 - September 18 - Planning Commission Meeting - 7:00 pm
 - September 21 - Recycling Event 8:00 am - 12:00 pm
 - September 24 - Eddie Eagle Class - 5:30 pm
 - September 25 - Bark Park Leash Cutting Ceremony - 5:30 pm
 - City Wide Garage Sales September 5th - 8th
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
August 19, 2024
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

Members Present: Mayor Joe Muehlbauer, Councilmembers Kevin Robinson, Sarah Udvig, and Mark Vogel.

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

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Vogel, Robinson, and Mayor Muehlbauer.
Nays: None
Motion carries: 4-0

4. CONSENT AGENDA

- A. City Council Minutes - August 5, 2024
- B. City Council Special Meeting Minutes - July 29, 2024
- C. Police Department Policy Manual
- D. Approve Policy and Training Agreement- Lexipol
- E. Hiring Part-Time Firefighter- Contingent
- F. Stahl Construction – Pay Applications No. 11 – Labor & Material
- G. 2025 HVAC Contract
- H. Acknowledgement to Conduct a Raffle
- I. Accept Resignation of Accounting Tech/Deputy Clerk Natalie Santillo
- J. Payment of Claims

Vogel asked about the Lexipol service and if this will be funded using State funds for the first year. Fire Chief Schmidt said yes and added that there will be an ongoing expense associated with this that will have to come out of the Fire Department’s operation budget and cannot be funded using State dollars.

Mayor Muehlbauer shared his thanks and appreciation for Accounting Tech/Deputy Clerk Natalie Santillo and wished her well in her future endeavors.

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

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

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

Derek Lind with the Anoka County Election Integrity Team (ACEIT) came forward and asked the Council to allow him and his team to come back and give a formal presentation to the City as they have done with many other Anoka County cities. He shared that two cities in Anoka County have voted to extend post-election reviews with hand-counting votes. He noted that current post-election reviews require that four precincts in Anoka County be checked. He said they can choose as a City to do more post-election reviews and added that both Ramsey and Oak Grove have voted to extend these post-election reviews. He shared sentiments from both the Ramsey and Oak Grove councils on why they find it important to have more post-election reviews in place. He reiterated that he and ACEIT would like the opportunity to bring a formal presentation to the Council.

Robinson asked who would be responsible for hand-counting the votes. Mr. Lind said the election judges would be the ones who would hand count the votes at the County.

Robinson asked what is done with the data that they gathered if they discovered any discrepancies. Mr. Lind explained that they are currently just trusting the ballot machines, and this is mainly a way to double-check that the machines are correct.

Vogel said he would like to see a full presentation on this. He asked how long ACEIT has been around. Mr. Lind said they have been around just over two years.

Mr. Lind gave the Council examples of the types of resolutions that Ramsey and Oak Grove have passed. He added that the Anoka County Canvassing Board has to approve this after the City approves it.

Mayor Muehlbauer shared that there are already verification processes in place. He noted that he does not have an issue with reviewing this information further.

Mr. Lind added that their group is not accusing Staff or anyone in the City, they just aim to make sure elections keep their integrity and residents can trust the election process.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE**8. OLD BUSINESS****A. Rivers Edge 7th Addition PUD Amendment – 2nd Reading**

Ordinance 332 amending the Rivers Edge Planned Unit Development

Resolution 2024-30 authorizing summary publication of Ordinance 332

City Administrator Thunstrom reviewed the Staff report in regard to the Rivers Edge PUD amendment request.

MOTION BY: UDVIG SECONDED: ROBINSON TO ADOPT THE 2ND READING OF ORDINANCE 332 AMENDING THE RIVERS EDGE PLANNED UNIT DEVELOPMENT.

A roll call vote was performed:

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

Motion carried: 4-0

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT RESOLUTION 2024-30 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 332.

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

Nays: None

Motion carries: 4-0

9. NEW BUSINESS**A. Compensation Study Overview**

Michael Mooney, Abdo Solutions, came forward and gave the Council a brief presentation on the compensation study that Abdo will be conducting for the City.

Vogel asked if the information that Abdo gathers from other cities is public data. Mr. Mooney said yes and added that they will be able to provide a high level recap of the survey results provided.

Robinson asked if Abdo is exposed to the current salaries of Staff before the study is conducted. Mr. Mooney shared that they would collect data from the City concerning their existing pay structure. He explained that they do not use this information to shape the study, it is just to help give the City an idea of where their pay structure falls with other similar cities.

Robinson asked why they need to have this salary information prior to conducting

the study. Mr. Mooney shared that from his perspective, there would be no value in waiting until after the study had been conducted to gather this information.

Mayor Muehlbauer asked if the pay scale that they currently have is regulated by the State. Thunstrom explained that they have a pay equity report; however, when it comes to their individual positions, she uses the old compensation study to give the positions a score to see where the position falls on the pay scale.

Robinson asked if the final report will be shared with any other agencies or used as a comparable for other cities to benefit from. Mr. Mooney said no.

Mayor Muehlbauer said he would like to get some accurate comparables for compensation. He noted that it is important to be competitive and would like to match the market. The Council agreed that they would like to match the market.

Mayor Muehlbauer asked how the study works for union employees versus non-union employees. Mr. Mooney explained that they will not recommend pay for union employees as this is a negotiated item. He added that they will go through a market analysis for all union positions, and they will score every position based on the current union pay structure.

Robinson asked about the lifespan of this study. Mr. Mooney shared that cities typically do a compensation study every five to ten years. He added that market data is becoming more accessible for the public sector, so it is easier for cities to stay competitive.

Robinson asked if there are any updates that are given after the study is complete and presented to the Council. Mr. Mooney explained that they can give market study updates as an add on service to the study.

Robinson asked if Abdo works with private sector clients or just the government. Mr. Mooney shared that he also works with private sector clients.

Mayor Muehlbauer shared that the Council has always been very flexible and is open to hear everything and make decisions based on the more information they receive.

Robinson asked if Abdo is able to tell the longevity of a position based on the information that they gather. Mr. Mooney explained that one of the phases of implementation that they talk about is making a market adjustment to bring any employee below the new minimums up to the new range set. He noted that the second phase would be the market position adjustment. He said if they do not look at doing this market position adjustment, this could become problematic for employees who may have a lot of experience but be on the lower end of the pay scale.

Robinson asked if benefits also factor into their analysis. Mr. Mooney said that is very difficult to compare benefits at this level as there are many variables. He noted that it is easier to look at wages; however, they can collect benefit data, it is just more difficult to make a tangible recommendation based on this information. He added that they can look at vacation time and other similar benefits.

Mr. Mooney thanked the Council for their time this evening.

B. Job Description Updates

Thunstrom reviewed the Staff report in regard to updating the job descriptions for the Community Development Specialist, the Office Assistant with an emphasis on permits, and the Office Assistant/Accounting Clerk.

Robinson shared that he is glad they are able to recognize some cost savings with these updates. Udvig agreed.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE THE REVISED JOB DESCRIPTIONS AS PROPOSED AND AUTHORIZE STAFF TO FILL THE POSITION OF THE OFFICE ASSISTANT/ACCOUNTING CLERK.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

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

The Council thanked Staff for all their work with National Night Out and gave their congratulations to Dakota Lindworm who was celebrated on August 8 after returning from the Olympics.

Udvig shared that they are still looking to fill one seat on the Parks Commission.

Mayor Muehlbauer shared that the Council and Staff are currently working on the budget and there are a lot of costs that are different this year as they no longer have ARPA funds that they used to supplement the budget in past years.

13. UPCOMING EVENTS

August 22 - Cone with a Cop - 4:00 p.m.

September 2 - City Offices Closed for Labor Day

September 3 - City Council Meeting - 6:00 p.m.

September 5-8 - 2024 City Wide Garage Sale

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:01 p.m.

Jennifer Wida, City Clerk

DRAFT

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
August 12, 2024
5:30 p.m.

1. **CALL TO ORDER**

The City Council Work Session meeting was called to order at 5:30 p.m. by Mayor Joe Muehlbauer.

2. **ROLL CALL**

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

Also present: City Administrator Kate Thunstrom, Community Development Director Jessica Rieland, Public Works Director Paul Carpenter, City Planner Beth Richmond, and Finance Director Darcy Mulvihill.

3. **AGENDA ITEMS**

A. **3503 Bridge Street NW Concept Plan**

City Administrator Thunstrom reviewed the Staff report in regard to the 3503 Bridge Street NW concept plan.

Mayor Muehlbauer shared that he does not have an issue with the commercial buildings that will be a part of the first phase and then the applicant can work with Staff as the project continues. He noted that he would like to keep the frontage of Bridge Street commercial.

Vogel agreed. He shared that he does not envision only one building being on this five acre parcel; however, he would like the Bridge Street frontage to remain only commercial.

Udvig said she does not have an issue with this project.

Robinson shared that he also agrees with Mayor Muehlbauer. He noted that the presentation given to the Planning and Zoning Commission was very thorough in explaining this project. He said he likes what he sees with this project and would like it to start with the residential work in the first phase.

Kreklow agreed with the rest of the Council. She noted that it is good for the City anytime they can bring new business in. She added that the residential aspect will also be beneficial for the City.

City Planner Richmond asked if the Council is willing to be negotiable with the

district standards. She explained that one standard that is not currently being met with this design is having parking in front of the building.

Mayor Muehlbauer noted that they could put landscaping along the frontage to give a buffer between the parking. He added that they seem to be willing to make the exception for the commercial aspect of the property as designed. He said they would like to have another commercial building next door to what is proposed.

The applicant asked how they would like the parking designed on the front of the commercial building with the drive thru. She asked if they would want one or two rows of parking. Mayor Muehlbauer said he would like the parking to be as close to the property line as possible. He noted that he does not see an issue with the parking the way it is currently designed.

Kreklow shared that when they are looking at the design and considering what downtown will look like they need to be realistic about having some wiggle room in their standards. She noted that she is comfortable with two rows of parking as long as there is some nice landscaping included in the design.

Robinson agreed and said they need to support these businesses so they can flourish.

Udvig and Vogel agreed with the rest of the Council.

Mr. Weaver shared that they could start working on a PUD to bring back to the Council.

The consensus of the Council was to continue the commercial development along Bridge Street, keeping the residential development behind the commercial development. They were also supportive of a drive thru on the parcel and with the current parking design for the commercial development.

B. 2025 HVAC Contract Discussion

Public Works Director Carpenter shared the Staff report concerning the 2025 HVAC contract. He shared the recommendation to use Yale Mechanical for the 2025 contract.

Kreklow asked if Yale Mechanical is a union shop. Carpenter said he believes it is but he can find out for sure.

Robinson asked who installed the HVAC units on the new building. Carpenter shared that Sentra-Sota did the work on the new building.

Robinson asked if Sentra-Sota offered a service contract for the building. Carpenter said he did not reach out to them to offer an HVAC contract.

Robinson asked if there would be an advantage to having Sentra-Sota offer a contract. Carpenter explained that he had wanted the contract to be a one-stop-shop for all departments so that anyone could make a call to the chosen company to get anything handled. He said he wanted there to be only one contract for the entire City. He noted that he could ask Sentra-Sota if they would be interested in offering a service contract for the whole City.

Mayor Muehlbauer added that it would not hurt to ask Sentra-Sota if they were interested. He noted that there will likely not be a huge savings by using the company that installed the units.

Robinson asked who they would determine what work would be billable and what would be warranted. Carpenter explained that the contract is for preventative maintenance.

Robinson said he would like to get some references on this company. Carpenter shared that they referenced these companies beforehand. He explained that he did not want to consider any underqualified companies. He noted that they have checked references on all the considered companies.

Robinson asked what they have paid in the past for this preventative maintenance. Carpenter shared that in 2024 they spent \$8,600 and that did not include the Police Public Works building.

Robinson asked if this is already in the 2025 budget. Finance Director Mulvihill said this should already be included in the building maintenance budget.

Vogel asked if there is a problem with one of the units if someone would contact Carpenter and he would contact the contracted company. Carpenter said yes. He explained that if something needs to be fixed and it would cost over a certain dollar amount to fix then he would get a few different quotes rather than just having the contracted company do the work. He noted that this would all be outlined in the purchasing policy.

Vogel asked if each proposal includes a negotiated labor rate. Carpenter said he asked each company to provide their labor rate so they can know rates for if an emergency were to happen. He added that all companies did not provide this information.

Udvig said it would not hurt to try someone new considering the current contracted company has had shortfalls.

Mayor Muehlbauer stated that regardless of the cost, this is a service that they will need.

The consensus of the Council was to move forward with a contract for HVAC services with Yale Mechanical.

C. Facility Technician Considerations

Carpenter reviewed the Staff report in regard to a request for a Facility Technician. He discussed the advantages of hiring a Facility Technician rather than contracting this service.

Udvig asked if Kim's Cleaning is doing a good job with the current cleaning services. Carpenter explained that it depends on the location.

Vogel asked if they would need to provide a vehicle for this person to get between the different buildings. Carpenter stated they already have a vehicle at Public Works that will be transferred to the City Hall Fire Station when they move into the new building. He explained that this vehicle is currently being used as an admin vehicle for if Staff needs to go from Public Works to the courthouse or other City facilities.

Udvig asked if this vehicle would be adequate for hauling around any equipment this person would need to use. Carpenter explained that any equipment this person would need will already be onsite.

Kreklow noted that it seems to make the most economic sense for the City to hire someone internally versus contracting this work out.

Robinson asked about the current level of Staff self-policing the cleaning that needs to be done. He noted that he does not expect Staff to do all of the cleaning themselves as they have other jobs to do; however, they should take a certain level of pride in their working space. He asked Carpenter how many employees there currently are in Public Works. Carpenter said there are 10 employees.

Robinson shared that he had previously suggested that they see how things go for the first year of the building just using Kim's Cleaning to assess where they are and what they need. He reiterated that he would like to see Staff do some self-policing of this work and stated that he is not in favor of hiring a Facility Technician.

Mayor Muehlbauer said he can see both sides of this discussion as he does not want to have to hire another City employee; however, they are spending so much money on this new building, and it needs to be taken care of. He stated that the number of this new position is better than what he is seeing with the contracts. He noted that the best option seems to be hiring someone as he does not see Staff being able to do all of their job duties and this work.

Robinson suggested hiring a part-time employee for this position. Udvig said the responsibilities of this role are a lot more than just strictly cleaning services and would be a lot of work for a part-time employee.

Mayor Muehlbauer noted that he does not think it is possible for existing Staff to be able to do the scope of work they would be asking for with this position.

Carpenter noted that he tends to be fiscally conservative; however, this is not something he thinks they could cut out to save money on.

The consensus of the Council was to authorize Staff to hire a Facility Technician.

D. 2025 Levy portion of the budget

Finance Director Mulvihill reviewed the Staff report concerning the 2025 levy. She reviewed the effects of the current proposed tax levy on the average taxpayer.

Vogel asked what the increase was in 2024. Mulvihill said it was a 9.6% increase in 2024.

Mulvihill said they will set the levy in September and from there it cannot go up, it can only go down.

Kreklow asked if they would be able to do special bonding for the Highway 47 project. Mulvihill explained that Thunstrom is working on some Federal funding and after that it may be a bond issue or they would have to move some funds around.

Kreklow shared concerns with putting any more financial responsibility on the homeowners in St. Francis. She noted that costs for everything are going way up. She said that there are people who are one large cost increase away from losing their homes and she does not want to see another large increase. She suggested buying down the levy using money they have saved.

Mayor Muehlbauer asked if Kreklow is suggesting that they have a 0% increase by using funding only from the reserves to cover the increase. Kreklow said no as she does not think this would be fiscally responsible. She acknowledged that there will need to be an increase of some kind; however, she would like it to be as low as possible by using around \$100,000 in reserve funding.

Robinson noted that Highway 47 is still paramount in his mind. He suggested not using any of the funding from the reserves as there will come another time that they need to use this money.

Udvig shared that they cannot keep taking money out of the reserves and never putting money back in. She said if they did have to use funding from the reserves, she would not like the amount to exceed \$100,000. She noted that her preference would be to not use anything from the reserves and just stay with the increase as is. She added that she does not want the City to dig themselves into a hole that they cannot get out of.

Vogel asked for more information on what is in reserves. He asked how much they have and what they are mandated to keep. Mulvihill shared that they are not mandated to keep any amount in reserves; however, the State Auditor's Office recommends that they keep 30%-40% in reserves. She said they are at a good fund balance. She added that they already committed to spending \$200,000 in the current fund balance for Highway 47 design.

Vogel noted that he does not mind a minimal increase; however, he thinks they either need to use some of the fund balance or they need to trim some of their costs so that it is not a huge burden being placed on the taxpayers. He asked how the City would be able to answer residents who ask what they cut from the budget to lessen this burden.

Mayor Muehlbauer shared that has residents who ask him questions like that and there is typically a lack of understanding from those asking the questions. He said they have to explain to the residents where their money is going and why. He noted that there are only so many things that they could cut from the budget. He explained that a lot of people need to be educated on taxes and where the money goes. He noted that a lot of residents will want the budget to be cut but will not want any of the services that they are paying for with their tax dollars to be cut or reduced. He said he tries his best to educate residents who ask these questions of him.

Thunstrom explained that when Staff went through the budget, all department heads were well aware of what they were facing for 2025. She noted that it takes a lot of cuts to have a big impact. She said when they cut things, they have to find items that are big enough to make an impact. She shared that even if they were to cut every line item by \$100, this would barely move the needle at all.

Vogel suggested using a combination of reserve funding and making cuts, no matter how small, as every penny adds up. He noted that he has seen back-to-back increases on his City taxes over the past two years.

Mulvihill shared that with the market value exclusion, commercial and industrial users will end up taking the brunt of this. She added that the market value exclusion is set by the State and the City does not have anything to do with this.

Kreklow stated that when she first started on the Council there were talks of having all of the departments sitting down and honing in on their budgets. She noted that the departments are running very lean and efficient, which she did not realize until she sat down and had these conversations. She shared that cutting a few hundred dollars here and there will not make a huge difference other than potentially affecting the services that the City provides for the residents. She said she is not interested in cutting the current budget as Staff has done an amazing job at putting together lean budgets.

Vogel shared that there seems to be a communication issue. He noted that they send surveys out to residents asking about their interest in different things like dog parks or a community center; however, they do not include any dollar amounts in what these projects would end up costing them.

Kreklow reiterated that she would be interested in taking \$100,000 out of reserves to buy down the levy.

Vogel said he would be interested in using \$200,000 in reserves to buy down the levy.

Mayor Muehlbauer said he is leaning towards not taking anything from reserves as his proposed taxes will only increase around \$10 per month just with the City portion. He explained that if they took \$100,000 out of reserves then his City taxes would increase by only about \$5 a month.

Kreklow said she would not be willing to take more than \$100,000 out of the reserves.

Vogel shared that he understands that Staff is doing the best job to manage the budget with what they have; however, he thinks they do have to show the residents that they are doing everything they can to cut the budget to lessen the effects on the taxpayers.

Mayor Muehlbauer noted that anything that they cut will likely have to be made up in the next year's budget. He said the reserves are in place to be used for emergencies.

Thunstrom explained that they received \$7,000,000 for Highway 47; however, there is still up to a \$10,000,000 gap that they are currently working with MnDOT to fill. She noted that they have a \$6,000,000 ask in Federal appropriations. She shared that they did not get these funds, so they are likely going to need to go to the State for this funding. She stated that if they have to bond for this \$6,000,000, it will negatively affect the water and sewer rates. She explained that they are going to need a lobbyist to go to the State which will cost money.

Robinson shared that the residents have elected the Council to do this job and look into these types of things because the residents do not have time to themselves. He noted that they were elected to make these decisions. He stood firm on his desire to not use any funds from the reserves to buy down the levy.

Vogel asked what the proposed increase for each budget is. Mulvihill shared that the general fund is increasing by less than \$300,000 in expenditures, which is less than 10%.

Mayor Muehlbauer shared that they have a placeholder in the budget for negotiations and if things happen to not go their way then they have to get the extra money from somewhere, which would likely be from the reserves.

Vogel noted that with the 9%-10% increase, not every household is seeing a 9%-10% increase in their income. He said they are passing the buck down to the taxpayers who have to figure out how to pay this increase.

Mulvihill stated that if they want to leave the levy where it is for now and let the truth and taxation notices go out, then they can tell the residents during the truth and taxation time that they can take the \$100,000 out of the reserves to help with the increase. She said if they were to take the \$100,000 out right now, then the residents will not see that the Council made this decision.

Mayor Muehlbauer shared that he thinks it would be beneficial to keep the levy high for now while they wait for the negotiations to conclude and they can make the decision whether or not to use the reserves after the truth and taxation hearings.

Thunstrom noted that with the new market value exclusion everyone will be recognizing different rates on the truth and taxation notice this year.

Mulvihill added that everything is estimated as they are preliminary numbers from the County.

Mayor Muehlbauer asked if these are conservative estimates. Mulvihill said these are the estimates that she receives from the County. She noted that she does not see a huge change happening with these numbers before they are set in the spring.

Udvig shared that she is okay if they hold off on taking money from reserves until the truth and taxation hearing.

Mayor Muehlbauer added that as time goes on they will get more information that will aid them in making informed decisions.

Vogel agreed with Udvig that they can hold off on using funds from reserves. He noted that he will still be interested in asking departments and Staff to make more cuts from the budget.

Kreklow agreed and noted that this gives them more time to get more exact numbers before making any decisions. She reiterated that she is not interested in cutting anything from the City's budget as they are already lean and efficient, and Staff has done an amazing job with the budget.

Robinson said he is still not in favor of using any money from reserves to buy down the levy.

The consensus of the Council was to move forward with the discussed changes to the 2025 levy without taking any funds from the reserves for the time being.

4. **ADJOURNMENT**

There being no further business, Mayor Muehlbauer adjourned the City Council Work Session at 7:23 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Change Orders – City Hall / Fire Station Project
DATE: September 3, 2024

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

Project 4020-10 Material and 4020 Labor

PCO #018 and #020 are changes made to adjust the snow melt loop adding an expansion tank and relief valves to add pressure safety to the equipment. This is an item that was realized by engineers that the system was lacking the safety measures. This was not in the original bid and is required to operate the system.

PCO #019 and 021 are changes to the SCBA units and the laundry dryer vent exhausts. Original bids did not include this as it was added to the owner responsibility with the appliances. This was added to the sub-contractor on site to complete this work.

Change to project \$6,697.65

Total change orders to date: \$106,042.96

ACTION TO BE CONSIDERED:

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

Attachments:

PCO#018 (Material) Snow Melt Loop	\$3,789.52
PCO#020 (Labor) Snow Melt Loop	\$15,576.75
PCO#019 (Material) SCBA Dryer Exhaust	\$725.18
PCO #021 (Labor) SCBA Dryer Exhaust	\$733.95



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

Project: 4020-10 - St. Francis City Hall & Fire Station-Material
 3740 Bridge Street NW
 St. Francis, Minnesota 55070

Prime Contract Potential Change Order #019: RFI #83 SCBA/Laundry Dryer Exhaust

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	019 / 0	CONTRACT:	4020-10 - St. Francis City Hall & Fire Station-Material
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	8/14/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$725.18

POTENTIAL CHANGE ORDER TITLE: RFI #83 SCBA/Laundry Dryer Exhaust

CHANGE REASON: Design Development

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

CE #034 - #83 SCBA/Laundry Dryer Exhaust

Install a 4" dryer vent that goes above the room ceiling and routes to the plan East (true South) and locate listed dryer wall cap termination between the two doors by Storage 127. There is 6'-6" between the doors, locate the vent so that it is at least 3'-0" from both doors.

ATTACHMENTS:

[ST Francis Dryer Vent ADD.pdf](#)

#	Budget Code	Description	Amount
1	23-0000-__-.S HVAC.SUBCONTRACT		\$718.00
Subtotal:			\$718.00
Fee (1.00% Applies to all line item types.):			\$7.18
Grand Total:			\$725.18

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

23340 Cree Street NW
 St. Francis, Minnesota 55070

Stahl Construction Company

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

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



3075 3rd Street South ▪ PO Box 400
Waite Park, MN 56387
Office: 320-252-3992 ▪ Fax: 320-252-5479
www.sentra-sota.com

August 13, 2024

Stahl Construction
861 Hennepin Ave
Suite 200
Minneapolis, MN 55414

**RE: St Francis City Fire and City Hall
Dryer Venting**

Sentra Sota Sheet Metal has the following changes for this scope of work:

Labor

5 Hrs @ \$127.00	\$635.00
10% OH/P	\$64.00
Total Labor ADD	\$699.00

Material

Misc Material	\$653.00
Tax 8.125%	\$0.00
10% OH/P	\$65.00
Total Material ADDT	\$718.00

Total Labor ADD \$699.00

Total Material ADD \$718.00

If you have any questions, please contact me.

Thank You,

Jeff Papp
Sentra-Sota Sheet Metal Inc

St Francis Dryer Vent

1- 4" Dryer Box - Goodin

6- 4" ELS ALUM

1- 4" Dryer Vent Hood

30'- 4" ALUM Pipe

\$ 132⁸⁶

\$ 91⁰⁸

5-21 Rick B 2 HRS

7-2 Scott 2 HRS

3-12 Jeremy 1 HR

90²⁰ \$ 160⁴⁰

Metro 88⁷⁰ \$ 177⁴⁰

\$ 71⁷⁵

Invoiced + Approved?

Core Drill 4" Hole DEMO- UNLIMITED

\$ 380⁰⁰

\$ 604⁰⁰



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

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

Prime Contract Potential Change Order #021: RFI #83: SCBA/Laundry Dryer Exhaust

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	021 / 0	CONTRACT:	4020 - - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	8/14/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$733.95

POTENTIAL CHANGE ORDER TITLE: RFI #83: SCBA/Laundry Dryer Exhaust

CHANGE REASON: Design Development

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

CE #042 - #83: SCBA/Laundry Dryer Exhaust

Install a 4" dryer vent that goes above the room ceiling and routes to the plan East (true South) and locate listed dryer wall cap termination between the two doors by Storage 127. There is 6'-6" between the doors, locate the vent so that it is at least 3'-0" from both doors.

ATTACHMENTS:

[ST Francis Dryer Vent ADD.pdf](#)

#	Budget Code	Description	Amount
1	23-0000-__-.S DEMO.HVAC.SUBCONTRACT		\$699.00
Subtotal:			\$699.00
GC Fee 5% (5.00% Applies to all line item types.):			\$34.95
Grand Total:			\$733.95

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)
 23340 Cree Street NW
 St. Francis, Minnesota 55070

Stahl Construction Company
 861 E. Hennepin Avenue, Suite 200
 Minneapolis, Minnesota 55414

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____



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August 13, 2024

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861 Hennepin Ave
Suite 200
Minneapolis, MN 55414

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If you have any questions, please contact me.

Thank You,

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Sentra-Sota Sheet Metal Inc

St Francis Dryer Vent

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1- 4" Dryer Vent Hood

30'- 4" ALUM PIPE

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Invoiced + Approved?

Core Drill 4" Hole DEMO- UNLIMITED

\$ 380⁰⁰

\$ 604⁰⁰



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

Project: 4020-10 - St. Francis City Hall & Fire Station-Material
 3740 Bridge Street NW
 St. Francis, Minnesota 55070

Prime Contract Potential Change Order #018: #92: Snow Melt Loop

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	018 / 0	CONTRACT:	4020-10 - St. Francis City Hall & Fire Station-Material
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	8/7/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$3,789.52

POTENTIAL CHANGE ORDER TITLE: #92: Snow Melt Loop

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
 CE #033 - #92: snow melt loop

ATTACHMENTS:

[snow melt.pdf](#)

#	Budget Code	Description	Amount
1	22-0000-__-.S Plumbing.SUBCONTRACT		\$3,752.00
Subtotal:			\$3,752.00
Fee (1.00% Applies to all line item types.):			\$37.52
Grand Total:			\$3,789.52

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)
 23340 Cree Street NW
 St. Francis, Minnesota 55070

Stahl Construction Company
 861 E. Hennepin Avenue, Suite 200
 Minneapolis, Minnesota 55414

 SIGNATURE DATE

 SIGNATURE DATE

 SIGNATURE DATE



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property
DATE: September 3, 2024

OVERVIEW:

The Police Department has one seized vehicle that has gone through the forfeiture process and is now the property of the City of St. Francis. The vehicle is a 2009 Kawasaki ER 650 motorcycle bearing VIN # JKAEREC199DA31926. The Police Department will utilize the online bidding service of Municibid to sell and dispose of the vehicle. St. Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2024-31 declaring the listed seized/forfeited vehicle as surplus property to be disposed of under the guidelines of the St. Francis city code.

BUDGET IMPLICATION:

Work performed in the preparation and selling of surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the police department forfeiture fund.

Attachments:

- Resolution 2024-31 Declaring surplus property

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

RESOLUTION 2024-31

A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled “Disposal of Excess Property” outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Property: (Forfeiture Vehicles)

Estimated Value

- 1) 2009 Kawasaki ER 650
VIN # JKAEREC199DA31926

Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF SEPTEMBER 2024.

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Conditional Offer of Employment
DATE: September 3, 2024

OVERVIEW:

On March 18th, 2024, the City Council approved the promotion of Records Clerk Sandy Hom to the position of Administrative Assistant, effective September 30th, 2024. At that time the City Council also approved to post an opening seeking candidates to fill the future vacant position of Records Clerk.

The position was posted from August 5th, through August 18th, 2024, with 39 completed applications received. During the hiring process, it's been determined that Chasity Ecklund is the current top candidate for the position. On August 28th a conditional offer of employment was extended to Chasity which is contingent upon City Council approval and a thorough background investigation. Chasity was offered to start at grade 6, step 2 of the city pay scale which was based on prior experience and qualifications. The conditional offer was accepted by Chasity on August 29th.

ACTION TO BE CONSIDERED:

Motion to authorize hiring Police Records Clerk Chasity Ecklund at grade 6, step 2 of the City pay scale contingent upon the successful completion of a thorough background investigation.

BUDGET IMPLICATION:

The Police Records Clerk position is a budgeted position.

Attachments:



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Specialist
SUBJECT: Rental License Approvals
DATE: September 3, 2024

OVERVIEW:

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- November, letter to applicable rental properties
- January 15th, rental applications due
- Completed applicants move to Council
- February 1st – second letter with late fee to missing applications
- March 16th – third letter with late fees to missing applications
- First week of May – first citation notice to be sent on missing applications

As rental property applications are received, inspections are conducted on select properties. The attached property units with addresses ending in the even numbers have been inspected and are ready for Council approval. The properties to be considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

3654 225 th LN NW	MCKINNON, ANNA	9/3/2024
23107 JIVARO ST NW	JOHNSON VICTOR JAMES	9/3/2024
23611 KANABEC ST NW	RHINE, SCOTT	9/3/2024
23054 BITTERSWEET ST NW	JMD PARTNERSHIP	9/3/2024
4121 228 th AVE NW	SFR ACQUISITIONS 2 LLC	9/3/2024



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: **Job Description Update**
DATE: September 3, 2024

OVERVIEW:

Staff has been reviewing job descriptions at Public Works. One of the job descriptions is the Water/Wastewater System Operation Specialist Supervisor, this job description has evolved significantly over the last 12 years and needs to be updated.

ACTION TO BE CONSIDERED:

Council to review and approve the revised job description as proposed.

BUDGET IMPLICATION:

N/A

Attachments:

- Water/Wastewater System Operation Specialist Supervisor Job Position Description

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: ~~September 2024~~ ~~March 2014~~

Position Title: Water/Wastewater System Operation
Specialist Supervisor

Status: Exempt

Department: Public Works – Water and Sewer

Approved: _____

Accountable to: Public Works Director

Primary Objectives

Performs supervisory and skilled preventive and maintenance work on the City’s water and wastewater treatment facilities and systems; performs related duties as required.

Supervision Received

Works under the general supervision of the Public Works Director.

Supervision Exercised

Provides general and technical supervision to Water/Wastewater Operators and seasonal staff.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Oversees the daily operation of the city’s water and waste water systems. Plans, schedules, ~~oversees~~, directs and participates in performing technical, maintenance and repair work to ensure the City’s water and wastewater systems are operating properly and remaining in compliance with the regulatory agencies limits.
- * 2. Supervises staff including: assigning and directing work of subordinate employees, recommending discipline of other employees, including suspension and discharge, assisting with the hiring process, answering questions and advising staff on difficult problems or concerns, recommending adjustment of subordinate employee grievances, coaching, training, assisting with performance reviews and advising the Public Works Director.
- * 3. Maintains a variety of logs, records and submits reports to regulatory agencies including the MPCA, MDH, and the DNR reports; advises the Public Works Director of significant problems and/or concerns.
- * 4. Performs, plans, and/or oversees preventive and corrective maintenance and service on all department equipment, vehicles, city buildings and grounds.

- * 5. Oversees and/or conducts daily inspections of WWTF, lift stations, WTP and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system is in compliance with local, state, and federal requirements. Operations are monitored either onsite or via SCADA.
- 6. May drive to construction sites during construction season to check on work being done, timelines for completion and to ensure locates are completed before digging occurs; performs locates as needed.
- 7. Attends all ~~May attend~~ pre-construction meetings and works with engineers and contractors to ensure all City Development Standards, City Policies and Safety Procedures are followed.
- * 8. Oversees the Water Treatment Plant ~~Monitors WTP~~ to ensure proper operation and highest quality safe drinking water.
- *9. Oversees the Waste Water Treatment Facility ~~Monitors WWTF levels and quality and assists with discharging effluent; works with the Public Works Director to plan the proper operations of the WWTF~~ to ensure the highest quality of discharge effluent.
- *10. Ensures all safety and operational rules, regulations, policies and practices are followed; completes, reviews and maintains records and prepares reports.
- *11. Establishes and maintains an emergency 24-hour on-call schedule; arranges for back-up assistance in the event of system and equipment failure and for heavy storms, where resources may be insufficient to meet the City's needs.
- 12. Communicates regularly with the Public Works Director to share information and discuss solutions to problems or plans for change.
- *13. Develops long and short-term goals for the division in cooperation with the Public Works Director and ensures implementation of approved goals.
- *14. Inventories equipment and supplies; drafts and reviews bid specification, and recommends purchases of equipment, vehicles and materials in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the Public Works Director.
- *15. Assists Public Works Director in preparing a draft department operations and maintenance budget. Provides input on CIP requests and monitors expenditures through the year.
- *16. Anticipates and prepares for seasonal needs for personnel, structures, maintenance.
- *17. Coordinates activities with other departments and organizations to avoid work delays and service interruptions and facilitates cross-training among employees to improve the overall efficiency of division operations.
- *18. Enforces union contract provisions, personnel policies, and safety rules and practices.

- *19. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- *20. Assists in snowplowing operations.
- *21. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities.
- *22. May assist with preparation and administration of grants.
- *23. Attends water and wastewater seminars and classes to maintain required operator's licenses.
- 24. Attends and participates at meetings as requested.
- *25. Responds to calls during non-working hours (On-Call) as required.
- 26. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- * ➤ Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools used in water and wastewater maintenance operations.
- * ➤ Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
 - Working knowledge of budgeting, purchasing, inventory and financial controls related to areas of responsibility. Working ability to develop and maintain accurate records.
 - Working knowledge of basic plumbing, carpentry and electrical wiring.
- * ➤ Considerable ability to operate department vehicles, equipment and tools, sometimes under adverse weather conditions.
- * ➤ Considerable ability to organize, schedule and coordinate the activities of water and wastewater operations.
- * ➤ Considerable ability to communicate with and develop and maintain effective relationships with contractors, engineers, government agencies, city employees and general public.
- * ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation, and effectively resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- * ➤ Considerable ability to adhere to federal, state and local laws, rules and requirements related to water and wastewater system operation and safety and to develop and maintain accurate records and reports.
- * ➤ Working ability to plan for needs and improvement in the water and wastewater system and see that plans and goals are achieved.
- * ➤ Working ability to supervise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- * ➤ Working ability to use motor skills to assist with tasks requiring manual dexterity and to be able to lift and carry equipment, hand tools, and supplies weighing up to 50 pounds and to stand and walk, occasionally for long periods of time.

- * ➤ Working ability to work with and around irritants, fumes, and hazardous chemicals and to work in adverse weather conditions and environments, including confined spaces.
- * ➤ Working ability to operate a telephone or radio for work calls.
- * ➤ Working ability to visually detect work to be done, equipment problems and supply needs.
- * ➤ Ability to respond within a reasonable response time as determined by the City for emergency and non-emergency 24-hour on call.

MINIMUM QUALIFICATIONS

- Must possess and maintain a valid CDL Class B Minnesota driver’s license with tanker endorsement or ability to do so within 6 months. ~~and have three years of experience in water and wastewater operations and maintenance.~~
- Completion of an accredited two-year technical college program in water and wastewater operations or equivalent can substitute for one year of required operations and maintenance experience.
- Must possess a Minnesota Water Operator’s Class C License
- Must possess ~~aand a Minnesota~~ MPCA Wastewater Operator’s Class ~~A~~ License. ~~or ability to obtain within 6 months and maintain thereafter.~~
- General understanding of SCADA systems.
- Communicate with contractors, consultants and government agencies.

* Note: Asterisked items are essential to the job.



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: September 3rd, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$243,009.06 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 09-03-2024 Packet List-\$243,009.06

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/04/2024 - 09/04/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 17 - ALLIED BACKTOP COMPANY							
11932							
00037113	ALLIED BACKTOP COMPANY	08/20/2024		28,460.00	28,460.00	Open	N
	2024 STREET MAINTENANCE PROGRAM	NSANTILLO					09/03/2024
	405-43100-40803	2024 STREET MAINTENANCE PROGRAM		28,460.00		1.00	28,460.00
Total Vendor 17 - ALLIED BACKTOP COMPANY					<u>28,460.00</u>	<u>28,460.00</u>	
Vendor 3811 - ANOKA COUNTY TREASURY							
B240816P							
00037116	ANOKA COUNTY TREASURY	08/16/2024		225.00	225.00	Open	N
	BROADBAND	NSANTILLO					09/03/2024
	101-42110-40321	TELEPHONE		37.50		1.00	37.50
	101-42210-40321	TELEPHONE		37.50		1.00	37.50
	101-43100-40321	TELEPHONE		37.50		1.00	37.50
	101-45200-40321	TELEPHONE		37.50		1.00	37.50
	601-49440-40321	TELEPHONE		37.50		1.00	37.50
	602-49490-40321	TELEPHONE		37.50		1.00	37.50
Total Vendor 3811 - ANOKA COUNTY TREASURY					<u>225.00</u>	<u>225.00</u>	
Vendor 2591 - ASPEN MILLS							
335600							
00037130	ASPEN MILLS	07/03/2024		145.54	145.54	Open	N
	UNIFORMS-CHANTHAPANYA	NSANTILLO					09/03/2024
	101-42110-40437	UNIFORMS-CHANTHAPANYA		145.54		1.00	145.54
338012							
00037131	ASPEN MILLS	08/21/2024		129.70	129.70	Open	N
	BADGES	DMULVIHILL					09/03/2024
	101-42210-40437	UNIFORMS		129.70		1.00	129.70
337836							
00037135	ASPEN MILLS	08/16/2024		4.00	4.00	Open	N
	UNIFORMS-HEDGES	DMULVIHILL					09/03/2024
	101-42110-40437	UNIFORMS		4.00		1.00	4.00
337839							
00037136	ASPEN MILLS	08/16/2024		4.00	4.00	Open	N
	UNIFORMS-DZURIS	DMULVIHILL					09/03/2024
	101-42110-40437	UNIFORMS		4.00		1.00	4.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/04/2024 - 09/04/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 2591 - ASPEN MILLS							
337837							
00037137	ASPEN MILLS	08/16/2024		57.95	57.95	Open	N
	UNIFORMS-HUMANN		DMULVIHILL				09/03/2024
	101-42110-40437	UNIFORMS		57.95		1.00	57.95
337838							
00037138	ASPEN MILLS	08/16/2024		46.95	46.95	Open	N
	UNIFORMS-BULERA		DMULVIHILL				09/03/2024
	101-42110-40437	UNIFORMS		46.95		1.00	46.95
337840							
00037139	ASPEN MILLS	08/16/2024		138.90	138.90	Open	N
	UNIFORMS-T SCHWIEGER		DMULVIHILL				09/03/2024
	101-42110-40437	UNIFORMS		138.90		1.00	138.90
337906							
00037140	ASPEN MILLS	08/19/2024		66.80	66.80	Open	N
	UNIFORMS-STEMME		DMULVIHILL				09/03/2024
	101-42110-40437	UNIFORMS		66.80		1.00	66.80
Total Vendor 2591 - ASPEN MILLS					<u>593.84</u>	<u>593.84</u>	
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0108767100							
00037170	BELLBOY CORPORATION BAR SUPPLY	08/26/2024		(5.58)	(5.58)	Open	N
	MISC		CBUSKEY				08/26/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(5.58)		1.00	(5.58)
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY					<u>(5.58)</u>	<u>(5.58)</u>	
Vendor 10723 - BOURGET IMPORTS							
209547							
00037155	BOURGET IMPORTS	08/14/2024		771.00	771.00	Open	N
	WINE		CBUSKEY				08/14/2024
	609-49751-40206	FREIGHT		27.00		1.00	27.00
	609-49751-40253	WINE		744.00		1.00	744.00
Total Vendor 10723 - BOURGET IMPORTS					<u>771.00</u>	<u>771.00</u>	
Vendor 7244 - BREAKTHRU BEVERAGE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/04/2024 - 09/04/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4H.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
117272059	BREAKTHRU BEVERAGE	08/16/2024		1,048.00	1,048.00	Open	N
00037103	BEER	CBUSKEY					08/16/2024
	609-49751-40252	BEER		1,048.00		1.00	1,048.00
117268248							
00037104	BREAKTHRU BEVERAGE	08/16/2024		7,875.06	7,875.06	Open	N
	LIQUOR/WINE	CBUSKEY					08/16/2024
	609-49751-40206	FREIGHT		92.80		1.00	92.80
	609-49751-40251	LIQUOR		7,470.26		1.00	7,470.26
	609-49751-40253	WINE		312.00		1.00	312.00
117381231							
00037142	BREAKTHRU BEVERAGE	08/23/2024		2,367.08	2,367.08	Open	N
	LIQUOR/WINE/MISC	CBUSKEY					08/26/2024
	609-49751-40206	FREIGHT		39.15		1.00	39.15
	609-49751-40254	MISCELLANEOUS MERCHANDISE		97.25		1.00	97.25
	609-49751-40253	WINE		440.00		1.00	440.00
	609-49751-40251	LIQUOR		1,790.68		1.00	1,790.68
Total Vendor 7244 - BREAKTHRU BEVERAGE				11,290.14	11,290.14		
Vendor 10037 - BS&A SOFTWARE							
156196	BS&A SOFTWARE	09/01/2024		27,505.00	27,505.00	Open	N
00037176	REGULAR YEARLY BILLING	NSANTILLO					09/03/2024
Total Vendor 10037 - BS&A SOFTWARE				27,505.00	27,505.00		
Vendor 10722 - C-AIRE SERVICE							
001389	C-AIRE SERVICE	08/20/2024		353.00	353.00	Open	N
00037114	SERVICE CALL	NSANTILLO					09/03/2024
	101-43100-40401	BUILDINGS MAINTENANCE		176.50		1.00	176.50
	101-45200-40401	BUILDINGS MAINTENANCE		176.50		1.00	176.50
Total Vendor 10722 - C-AIRE SERVICE				353.00	353.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							

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							Unit Price
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3024234							
00037106	CAPITOL BEVERAGE SALES, L.P	08/20/2024		597.00	597.00	Open	N
	BEER/THC	CBUSKEY					08/20/2024
	609-49751-40252	BEER		131.00		1.00	131.00
	609-49751-40257	THC		466.00		1.00	466.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P					597.00	597.00	
Vendor 4854 - CRYSTAL SPRINGS ICE							
1005550							
00037101	CRYSTAL SPRINGS ICE	08/19/2024		214.32	214.32	Open	N
	MISC	CBUSKEY					08/19/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		210.32		1.00	210.32
1005531							
00037102	CRYSTAL SPRINGS ICE	08/16/2024		68.96	68.96	Open	N
	MISC	CBUSKEY					08/19/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		64.96		1.00	64.96
1005616							
00037153	CRYSTAL SPRINGS ICE	08/23/2024		68.96	68.96	Open	N
	MISC	CBUSKEY					08/23/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		64.96		1.00	64.96
1005637							
00037169	CRYSTAL SPRINGS ICE	08/26/2024		130.48	130.48	Open	N
	MISC	CBUSKEY					08/26/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		126.48		1.00	126.48
Total Vendor 4854 - CRYSTAL SPRINGS ICE					482.72	482.72	
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2265210							
00037121	DAHLHEIMER DIST. CO. INC	08/21/2024		27,033.55	27,033.55	Open	N
	BEER/LIQUOR/NA	CBUSKEY					08/21/2024
	609-49751-40255	N/A PRODUCTS		92.00		1.00	92.00
	609-49751-40252	BEER		14,973.55		1.00	14,973.55
	609-49751-40251	LIQUOR		11,968.00		1.00	11,968.00

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Vendor 91 - DAHLHEIMER DIST. CO. INC							
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				27,033.55	27,033.55		
Vendor 107 - ECM PUBLISHERS, INC							
1012834							
00037177	ECM PUBLISHERS, INC	08/23/2024		86.00	86.00	Open	N
	RESOLUTION 2024-30	NSANTILLO					09/03/2024
	101-41400-40352	GENERAL PUBLISHING		86.00		1.00	86.00
Total Vendor 107 - ECM PUBLISHERS, INC				86.00	86.00		
Vendor 545 - ELITE SANITATION							
30923							
00037118	ELITE SANITATION	08/13/2024		1,082.00	1,082.00	Open	N
	PORTABLE RENTAL 07/21-08/17/2024	NSANTILLO					09/03/2024
	101-45200-40402	JANITORIAL SERVICE		1,082.00		1.00	1,082.00
Total Vendor 545 - ELITE SANITATION				1,082.00	1,082.00		
Vendor 1163 - EMBEDDED SYSTEMS							
344683							
00037132	EMBEDDED SYSTEMS	05/28/2024		899.46	899.46	Open	N
	SIREN MAINTENANCE	DMULVIHILL					09/03/2024
	101-42110-40311	CONTRACT		899.46		1.00	899.46
Total Vendor 1163 - EMBEDDED SYSTEMS				899.46	899.46		
Vendor 3447 - FERGUSON WATERWORKS							
WL006043							
00037115	FERGUSON WATERWORKS	08/14/2024		3,338.45	3,338.45	Open	N
	VISTA PRAIRIE	NSANTILLO					09/03/2024
	601-49440-40259	WATER METERS		3,338.45		1.00	3,338.45
Total Vendor 3447 - FERGUSON WATERWORKS				3,338.45	3,338.45		
Vendor 7512 - GREAT LAKES COCA-COLA							

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Inventory							Unit Price
Vendor 7512 - GREAT LAKES COCA-COLA							
42974843022							
00037154	GREAT LAKES COCA-COLA	08/23/2024		1,374.18	1,374.18	Open	N
	MISC	CBUSKEY					08/23/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		1,374.18		1.00	1,374.18
Total Vendor 7512 - GREAT LAKES COCA-COLA				1,374.18	1,374.18		
Vendor 1175 - HAWKINS, INC							
6837148							
00037126	HAWKINS, INC	08/15/2024		10.00	10.00	Open	N
	150LB CHLORINE CYLINDER	NSANTILLO					09/03/2024
	601-49440-40216	CHEMICALS		10.00		1.00	10.00
6837592							
00037127	HAWKINS, INC	08/15/2024		10.00	10.00	Open	N
	150LB CHLORINE CYLINDER	NSANTILLO					09/03/2024
	601-49440-40216	CHEMICALS		10.00		1.00	10.00
6839591							
00037128	HAWKINS, INC	08/15/2024		12,204.38	12,204.38	Open	N
	CHEMICALS	NSANTILLO					09/03/2024
	602-49490-40216	CHEMICALS		12,204.38		1.00	12,204.38
Total Vendor 1175 - HAWKINS, INC				12,224.38	12,224.38		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
IN4618190							
00037112	INNOVATIVE OFFICE SOLUTIONS, LLC	08/21/2024		144.48	144.48	Open	N
	OFFICE SUPPLIES	NSANTILLO					09/03/2024
	101-42110-40200	OFFICE SUPPLIES		144.48		1.00	144.48
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				144.48	144.48		
Vendor 10476 - IUOE LOCAL #49							
.09012024							
00037178	IUOE LOCAL #49	09/01/2024		306.00	306.00	Open	N
	SEPTEMBER 2024 UNION DUES	NSANTILLO					09/03/2024
	101-00000-21707	UNION DUES		306.00		1.00	306.00
Total Vendor 10476 - IUOE LOCAL #49				306.00	306.00		

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10476 - IUOE LOCAL #49							
Vendor 154 - JOHNSON BROTHERS							
2608994							
00037147	JOHNSON BROTHERS LIQUOR	08/22/2024	CBUSKEY	9,529.35	9,529.35	Open	N 08/26/2024
	609-49751-40206	FREIGHT		156.83		1.00	156.83
	609-49751-40251	LIQUOR		9,372.52		1.00	9,372.52
2608995							
00037148	JOHNSON BROTHERS WINE	08/22/2024	CBUSKEY	858.20	858.20	Open	N 08/26/2024
	609-49751-40206	FREIGHT		18.20		1.00	18.20
	609-49751-40253	WINE		840.00		1.00	840.00
2608996							
00037149	JOHNSON BROTHERS MISC	08/22/2024	CBUSKEY	390.02	390.02	Open	N 08/26/2024
	609-49751-40206	FREIGHT		20.02		1.00	20.02
	609-49751-40254	MISCELLANEOUS MERCHANDISE		370.00		1.00	370.00
Total Vendor 154 - JOHNSON BROTHERS					<u>10,777.57</u>	<u>10,777.57</u>	
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.09012024							
00037179	LAW ENFORCEMENT LABOR SVCS. OFFICER DUES - SEPTEMBER 2024	09/01/2024	NSANTILLO	634.50	634.50	Open	N 09/03/2024
	101-00000-21707	UNION DUES		634.50		1.00	634.50
.09012024-1							
00037180	LAW ENFORCEMENT LABOR SVCS. SGT DUES - SEPTEMBER 2024	09/01/2024	NSANTILLO	70.50	70.50	Open	N 09/03/2024
	101-00000-21707	UNION DUES		70.50		1.00	70.50
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.					<u>705.00</u>	<u>705.00</u>	
Vendor 202 - MCDONALD DIST CO							
5810396							
00037119	MCDONALD DIST CO BEER	08/21/2024	CBUSKEY	(156.80)	(156.80)	Open	N 08/21/2024
	609-49751-40252	BEER		(156.80)		1.00	(156.80)

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 202 - MCDONALD DIST CO							
764041							
00037120	MCDONALD DIST CO	08/21/2024		4,352.05	4,352.05	Open	N
	BEER	CBUSKEY					08/21/2024
	609-49751-40252	BEER		4,352.05		1.00	4,352.05
Total Vendor 202 - MCDONALD DIST CO				4,195.25	4,195.25		
Vendor 3753 - PAUSTIS WINE COMPANY							
244602							
00037107	PAUSTIS WINE COMPANY	08/20/2024		2,537.50	2,537.50	Open	N
	WINE	CBUSKEY					08/20/2024
	609-49751-40206	FREIGHT		37.50		1.00	37.50
	609-49751-40253	WINE		2,500.00		1.00	2,500.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				2,537.50	2,537.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6835416							
00037150	PHILLIPS WINE & SPIRITS CO	08/22/2024		14,380.97	14,380.97	Open	N
	LIQUOR	CBUSKEY					08/22/2024
	609-49751-40206	FREIGHT		253.90		1.00	253.90
	609-49751-40251	LIQUOR		14,127.07		1.00	14,127.07
6835417							
00037151	PHILLIPS WINE & SPIRITS CO	08/22/2024		572.04	572.04	Open	N
	WINE	CBUSKEY					08/26/2024
	609-49751-40206	FREIGHT		30.94		1.00	30.94
	609-49751-40253	WINE		541.10		1.00	541.10
8635418							
00037152	PHILLIPS WINE & SPIRITS CO	08/22/2024		116.84	116.84	Open	N
	MISC/NA	CBUSKEY					08/22/2024
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40255	N/A PRODUCTS		88.00		1.00	88.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		25.20		1.00	25.20
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				15,069.85	15,069.85		
Vendor 10681 - PTL TIRE & AUTO SERVICE							
120154							
00037181	PTL TIRE & AUTO SERVICE	08/27/2024		210.00	210.00	Open	N
	TOWING SERVICES	NSANTILLO					09/03/2024

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Vendor 10681 - PTL TIRE & AUTO SERVICE							
Total Vendor 10681 - PTL TIRE & AUTO SERVICE				210.00	210.00		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B014260							
00037123	RMB ENVIRONMENTAL LABORATORIES, INC	08/14/2024		67.93		67.93	Open N
	ALL WEEKS COOLER 2	NSANTILLO					09/03/2024
	602-49490-40313	SAMPLE TESTING		67.93		1.00	67.93
B014261							
00037124	RMB ENVIRONMENTAL LABORATORIES, INC	08/14/2024		182.88		182.88	Open N
	ALL WEEKS COOLER 2	NSANTILLO					09/03/2024
	601-49440-40313	SAMPLE TESTING		182.88		1.00	182.88
B014204							
00037125	RMB ENVIRONMENTAL LABORATORIES, INC	08/15/2024		469.21		469.21	Open N
	WEEK 1 COOLER 1	NSANTILLO					09/03/2024
	602-49490-40313	SAMPLE TESTING		469.21		1.00	469.21
B014356							
00037133	RMB ENVIRONMENTAL LABORATORIES, INC	08/23/2024		182.88		182.88	Open N
	ALL WEEKS COOLER 2	DMULVIHILL					09/03/2024
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
B014308							
00037134	RMB ENVIRONMENTAL LABORATORIES, INC	08/23/2024		233.04		233.04	Open N
	WEEKS 2-4 COOLER 1	DMULVIHILL					09/03/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				1,135.94	1,135.94		
Vendor 6072 - ROYAL SUPPLY							
6700							
00037141	ROYAL SUPPLY	08/20/2024		186.00		186.00	Open N
	SUPPLIES	DMULVIHILL					09/03/2024
	101-41940-40210	OPERATING SUPPLIES		31.00		1.00	31.00
	101-42110-40217	OTHER OPERATING SUPPLIES		31.00		1.00	31.00
	101-43100-40217	OTHER OPERATING SUPPLIES		31.00		1.00	31.00
	101-45200-40217	OTHER OPERATING SUPPLIES		31.00		1.00	31.00
	601-49440-40217	OTHER OPERATING SUPPLIES		31.00		1.00	31.00
	602-49490-40217	OTHER OPERATING SUPPLIES		31.00		1.00	31.00
Total Vendor 6072 - ROYAL SUPPLY				186.00	186.00		

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Vendor 6072 - ROYAL SUPPLY							
Vendor 5860 - SHI INTERNATIONAL CORP							
B18680452							
00037122	SHI INTERNATIONAL CORP	08/13/2024		174.00	174.00	Open	N
	DOCKING STATION	NSANTILLO					09/03/2024
	101-41400-40200	OFFICE SUPPLIES		174.00		1.00	174.00
Total Vendor 5860 - SHI INTERNATIONAL CORP				174.00	174.00		
Vendor 8437 - SIR LINES-A-LOT							
H24-0302-12P-00							
00037156	SIR LINES-A-LOT	08/19/2024		4,635.00	4,635.00	Open	N
	NORTH METRO 2024 JPA	NSANTILLO					09/03/2024
Total Vendor 8437 - SIR LINES-A-LOT				4,635.00	4,635.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2519980							
00037143	SOUTHERN GLAZERS OF MN	08/22/2024		349.28	349.28	Open	N
	WINE	CBUSKEY					08/26/2024
	609-49751-40206	FREIGHT		9.60		1.00	9.60
	609-49751-40253	WINE		339.68		1.00	339.68
2519979							
00037144	SOUTHERN GLAZERS OF MN	08/22/2024		3,487.78	3,487.78	Open	N
	LIQUOR	CBUSKEY					08/26/2024
	609-49751-40206	FREIGHT		41.60		1.00	41.60
	609-49751-40251	LIQUOR		3,446.18		1.00	3,446.18
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				3,837.06	3,837.06		
Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
.05152024							
00037108	ST. FRANCIS AREA SCHOOLS	08/20/2024		110.00	110.00	Open	N
	COMMUNITY ROOM FOR PLANNING AND ZONING 0	NSANTILLO					09/03/2024
	101-41910-40441	COMMUNITY ROOM FOR PLANNING AND ZONING 0		110.00		1.00	110.00
.05012024							
00037109	ST. FRANCIS AREA SCHOOLS	08/20/2024		551.25	551.25	Open	N
	COMMUNITY ROOM USE 05/06-06/17/2024	NSANTILLO					09/03/2024
	101-41400-40311	CONTRACT		551.25		1.00	551.25
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 8792 - ST. FRANCIS AREA SCHOOLS				661.25	661.25		
Vendor 6958 - SUMMIT FIRE							
2491465							
00037164	SUMMIT FIRE FIRE EXTINGUISHER INSPECTION	08/23/2024 NSANTILLO		399.90	399.90	Open	N 09/03/2024
2491457							
00037165	SUMMIT FIRE WATER PLANT FIRE EXTINGUISHERS	08/23/2024 NSANTILLO		294.50	294.50	Open	N 09/03/2024
2490703							
00037166	SUMMIT FIRE CITY HALL FIRE EXTINGUISHER INSPECTIONS	08/23/2024 NSANTILLO		399.75	399.75	Open	N 09/03/2024
2490713							
00037167	SUMMIT FIRE COMMUNITY CENTER EXTINGUISHER INSPECTION	08/23/2024 NSANTILLO		135.90	135.90	Open	N 09/03/2024
2490728							
00037168	SUMMIT FIRE FIRE DEPT FIRE EXTINGUISHER INSPECTION	08/23/2024 NSANTILLO		273.95	273.95	Open	N 09/03/2024
2490742							
00037171	SUMMIT FIRE FIRE EXTINGUISHER INSPECTIONS 609-49750-40228	08/23/2024 NSANTILLO EQUIPMENT MAINTENANCE		30.00	30.00	Open	N 09/03/2024
				30.00		1.00	30.00
2490957							
00037172	SUMMIT FIRE FIRE EXTINGUISHER INSPECTION 101-42110-40218	08/03/2024 NSANTILLO EQUIPMENT MAINTENANCE		554.85	554.85	Open	N 09/03/2024
				554.85		1.00	554.85
2491394							
00037173	SUMMIT FIRE PUBLIC WORKS MAINT BLDG FIRE EXTINGUISHER	08/23/2024 NSANTILLO		1,307.40	1,307.40	Open	N 09/03/2024
2491410							
00037174	SUMMIT FIRE WASTE WATER FIRE EXTINGUISHER INSPECTION	08/23/2024 NSANTILLO		427.95	427.95	Open	N 09/03/2024
Total Vendor 6958 - SUMMIT FIRE				3,824.20	3,824.20		
Vendor 10721 - TELCOM CONSTRUCTION, LLC							
287641							
00037111	TELCOM CONSTRUCTION, LLC CITY HALL FIBER RUN TO BOTTLE SHOP	08/20/2024 NSANTILLO		76,245.21	76,245.21	Open	N 09/03/2024
Total Vendor 10721 - TELCOM CONSTRUCTION, LLC				76,245.21	76,245.21		
Vendor 4940 - THE AMERICAN BOTTLING COMPANY							

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Vendor 4940 - THE AMERICAN BOTTLING COMPANY							
4847900560							
00037145	THE AMERICAN BOTTLING COMPANY	08/22/2024		342.22	342.22	Open	N
	MISC		CBUSKEY				08/26/2024
	609-49751-40254		MISCELLANEOUS MERCHANDISE	342.22		1.00	342.22
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY				342.22	342.22		
Vendor 863 - THE BERNICK COMPANIES							
10256841							
00037146	THE BERNICK COMPANIES	08/22/2024		780.40	780.40	Open	N
	BEER		CBUSKEY				08/26/2024
	609-49751-40252		BEER	780.40		1.00	780.40
Total Vendor 863 - THE BERNICK COMPANIES				780.40	780.40		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M29422							
00037117	TIMESAVER OFF SITE SEC. INC	08/14/2024		376.00	376.00	Open	N
	CITY COUNCIL MINUTES: SPECIAL MEETING 07 NSANTILLO		CONTRACT				09/03/2024
	101-41400-40311			376.00		1.00	376.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				376.00	376.00		
Vendor 4231 - USABLUEBOOK							
INV00454736							
00037129	USABLUEBOOK	08/15/2024		87.39	87.39	Open	N
	WWTP LAB SUPPLIES		NSANTILLO				09/03/2024
	602-49490-40235		LAB SUPPLIES	87.39		1.00	87.39
Total Vendor 4231 - USABLUEBOOK				87.39	87.39		
Vendor 9543 - UTILITYLOGIC							
14871							
00037175	UTILITYLOGIC	08/23/2024		84.60	84.60	Open	N
	PROJECT SUPPLIES		NSANTILLO				09/03/2024
Total Vendor 9543 - UTILITYLOGIC				84.60	84.60		
Vendor 4344 - VINOCOPIA, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/04/2024 - 09/04/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4H.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 4344 - VINOPIA, INC							
0356500	VINOPIA, INC	08/16/2024		384.00	384.00	Open	N
00037105	WINE	CBUSKEY					08/16/2024
	609-49751-40253	WINE		384.00		1.00	384.00
Total Vendor 4344 - VINOPIA, INC				384.00	384.00		

# of Invoices:	71	# Due: 71	Totals:	243,171.44	243,171.44
# of Credit Memos:	2	# Due: 2	Totals:	(162.38)	(162.38)
Net of Invoices and Credit Memos:				243,009.06	243,009.06

--- TOTALS BY GL BANK ---
GNCKG

243,009.06

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21707	1,011.00
101-41400-40200	174.00
101-41400-40311	927.25
101-41400-40352	86.00
101-41910-40441	110.00
101-41940-40210	31.00
101-42110-40200	144.48
101-42110-40217	31.00
101-42110-40218	554.85
101-42110-40311	899.46
101-42110-40321	37.50
101-42110-40437	464.14
101-42210-40321	37.50
101-42210-40437	129.70
101-43100-40217	31.00
101-43100-40321	37.50
101-43100-40401	176.50
101-45200-40217	31.00
101-45200-40321	37.50
101-45200-40401	176.50
101-45200-40402	1,082.00
405-43100-40803	28,460.00
601-49440-40216	20.00
601-49440-40217	31.00
601-49440-40259	3,338.45
601-49440-40313	182.88

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/04/2024 - 09/04/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4H.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	601-49440-40321		37.50			
	602-49490-40216		12,204.38			
	602-49490-40217		31.00			
	602-49490-40235		87.39			
	602-49490-40313		953.06			
	602-49490-40321		37.50			
	609-49750-40228		30.00			
	609-49751-40206		747.18			
	609-49751-40251		48,174.71			
	609-49751-40252		21,128.20			
	609-49751-40253		6,100.78			
	609-49751-40254		2,669.99			
	609-49751-40255		180.00			
	609-49751-40257		466.00			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		6,209.88	6,209.88		
	405 STREET IMPROVEMENT FUND		28,460.00	28,460.00		
	601 WATER FUND		3,609.83	3,609.83		
	602 SEWER FUND		13,313.33	13,313.33		
	609 LIQUOR FUND		79,496.86	79,496.86		
--- TOTALS BY DEPT/ACTIVITY ---						
	0000 UNASSIGNED		1,011.00	1,011.00		
	41400 ADMINISTRATION		1,187.25	1,187.25		
	41910 COMMUNITY DEVELOPMENT		110.00	110.00		
	41940 BUILDINGS		31.00	31.00		
	42110 POLICE		2,131.43	2,131.43		
	42210 FIRE		167.20	167.20		
	43100 STREETS		28,705.00	28,705.00		
	45200 PARKS		1,327.00	1,327.00		
	49440 WATER DEPT		3,609.83	3,609.83		
	49490 SEWER DEPT		13,313.33	13,313.33		
	49750 LIQUOR STORE		30.00	30.00		
	49751 MERCHANDISE PURCHASES		79,466.86	79,466.86		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Adjust the Tax Levy for Bonded Indebtedness
DATE: September 3, 2024

OVERVIEW:

Attached is a resolution to adjust the tax levy for bonded indebtedness for 2025. The city has three bonds outstanding that have debt service tax levies authorized at this time. The GO Bonds in 2015 for street improvements, the 2017A GO Capital Improvement Bonds and the 2023A GO Capital Improvement Bonds. The city has averaged the levy stream out over the life of the bonds so that the levy stays consistent. The city also contributes some funds from the Water and Sewer Funds to help with the repayments on the 2017A Bonds. The attached resolution adjusts levied amount to what we need to pay back the bond issues.

ACTION TO BE CONSIDERED:

Approve the attached resolution adjusting the debt service levy for 2025.

BUDGET IMPLICATION:

This sets the levy for bond indebtedness for 2025.

Attachments:

- Resolution 2024-32 Adjusting the Tax Levy for Bonded Indebtedness.

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

RESOLUTION 2024-32

**A RESOLUTION ADJUSTING THE TAX LEVY
FOR BONDED INDEBTEDNESS**

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

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2023A; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2025 be adjusted as follows:

<u>Bond description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	\$488,912.82	\$310,000.00
G.O. Improvement Bonds – 2015A	\$19,064.15	\$0.00
G.O. Capital Improvement-2023	\$828,587.82	\$790,000.00

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2025.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF SEPTEMBER, 2024.

APPROVED:

Joseph Muehlbauer, Mayor of St. Francis

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Preliminary Approval of a Proposed 2025 Tax Levy and Setting the Budget
 Public Hearing Date
DATE: September 03, 2024

OVERVIEW:

State law requires the city to certify its preliminary 2025 levy to the county by September 30, 2024. This levy **cannot be increased** when the final levy is adopted in December. The council also needs to set the date that the budget and levy will be discussed in December, which allows for public input.

The 2024 levy was set at \$5,598,195. This included a General Fund Levy of \$4,430,000 and a Debt Service Levy of \$1,168,195.

The 2025 levy is proposed to increase to \$6,185,000. This includes the General Operating Levy of \$5,085,000 and a debt service levy of \$1,100,000. This is an increase in the tax levy of \$586,805. The following table shows the tax rate for the city since 2017.

2018	53.996%
2019	53.176%
2020	50.543%
2021	50.589%
2022	51.146%
2023	44.657%
2024	50.064%
2025 Proposed	53.686%

The total increase in the levy is \$586,805 or 10.48%. This will raise the estimated tax rate from 50.064% in 2024 to 53.686% rate for 2025. This levy does provide for COLA adjustments for employees, parks, streets and capital equipment requests.

The General Operating Levy is broken down to the General Fund, Capital Equipment, Building Improvements, Parks, and Street Improvements.

General Operating (101)	\$	3,900,000
Capital Equipment (402)	\$	360,000
Parks (226)	\$	200,000
Building Improvement (404)	\$	25,000
Street Improvement (405)	\$	600,000
 Total General Levy	 \$	 5,085,000

Here is the estimated city tax increase on property taxes by value. This table assumes values stayed the same in both years, but the tax capacity changes because the market value exclusion went up. Please note the calculations in the work session did not consider the tax capacity being higher in 2024.

	Tax Capacity		2024	2025
	2024	2025	Actual	Proposed
Total Market Value			Yearly City Taxes	
<u>Residential Property:</u>				
\$200,000	1,808	1,715	\$905.16	\$920.71
\$284,701	2,731	2,638	\$1,367.25	\$1,416.24
\$300,000	2,898	2,805	\$1,450.85	\$1,505.89
\$350,000	3,443	3,350	\$1,723.70	\$1,798.48
\$450,000	4,500	4,440	\$2,252.88	\$2,383.66
<u>Increase to Taxes</u>				
<u>Residential Property:</u>				
\$200,000				\$15.55
\$284,701				\$48.99
\$300,000				\$55.04
\$350,000				\$74.78

This resolution also sets the date for the Public Hearing on the 2025 Levy and Budget for Monday December 2, 2024, at 6:00 pm as part of the regular city council meeting.

ACTION TO BE CONSIDERED:

Approve the attached resolution setting the preliminary levy.

BUDGET IMPLICATION:

The levy that is set will determine the level of the proposed expenditures for 2025.

Attachments:

- Resolution 2024-33 Providing the Preliminary Approval of a Proposed 2025 Tax Levy and Setting Budget Public Hearing Date.

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

RESOLUTION 2024-33

**A RESOLUTION PROVIDING PRELIMINARY
APPROVAL OF A PROPOSED 2025 TAX LEVY AND
SETTING BUDGET PUBLIC HEARING DATE**

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2025 by September 30, 2024.

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

- 1. To adopt the preliminary maximum tax levy payable in 2025 against taxable property in the City of St. Francis at:

General Operating Levy	
General Fund	\$ 3,900,000
Capital Equipment Fund	360,000
Building	25,000
Parks	200,000
Street Improvements	600,000
Total General Operating Levy	<u><u>5,085,000</u></u>
Debt Service Levy	
2015A Debt Service	0
2017A Debt Service	310,000
2023A Debt Service	790,000
Total Debt Service Levy	<u><u>\$ 1,100,000</u></u>
Total Levy	<u><u>\$ 6,185,000</u></u>

- 2. To set the date for consideration of the final levy and consideration of the 2025 Budget shall be Monday, December 2, 2024 at 6:00 pm at the ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES) AT 4115 AMBASSADOR BLVD. NW.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF SEPTEMBER 2024.

Joseph Muehlbauer, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: CBD/THC Moratorium Discussion
DATE: September 3, 2024

OVERVIEW:

Over the past week residents in person and on social media have expressed concern about the location of a CBD shop directly across from a school building. This is a response to the city not having a mechanism in place to guide these types of shops.

The laws related to CBD and THC fall in two categories,

1. Low dose less – less than 0.3%
2. THC & Cannabis – higher than 0.3%

The state has created laws in regards to both categories putting local responsibility on the Cities. Although the higher dose products are not allowed to be sold yet, many low dose shops are setting up anticipating that they will be allowed to sell the higher dose products.

The City needs the ordinance in order to support the state licenses as they will reach out to us when they receive applications. The City has not adopted an ordinance as we have been waiting for the legislative session to end as several law changes were made. Staff will be looking for a work session in October to finalize questions on this ordinance.

One way to prevent shops from opening in locations that will likely not be permanent is to place a moratorium on any additional stores. It is a costly step for businesses to come in, build out a store and put up signage if they are anticipating more of a store than what will be allowed. A moratorium would provide the city a chance to adopt ordinances to provide interested parties the distance guidelines, business hours, total number of stores, etc. for anyone considering this type of use

ACTION TO BE CONSIDERED:

Council to provide staff direction on the following options:

- 1. Keep current situation as is

- 2. Create a moratorium for September 16th Council meeting on any expansion of CBD/THC retail uses until ordinance created

Schedule work session, dates to consider:

- Tuesday, October 15th
- Thursday, October 17th
- Wednesday, October 23rd
- Monday, October 28th

MONTHLY COMPARISON REPORT 2021-2024

July



ST. FRANCIS
FIRE & RESCUE





