



CITY COUNCIL REGULAR MEETING

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

Monday, May 16, 2022 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 - May 2, 2022
 - B. AC Regional Economic Development Cost Share
 - C. Urban County Requalification Participation - 2023-2025
 - D. Surplus Property
Resolution 2022-27 Declaring surplus property
 - E. Minnesota Department of Health - 2022 Sanitary Survey Inspection Reports
 - F. Fire Department Policy Update – General Requirements
 - G. Accept Donation from W.D. Larson Companies (Allstate-Peterbilt)
 - H. Accept Fire Department Donation from Isanti Spirits
 - I. Appoint Paul Carpenter to Deputy Administrator-Public Works Director - Post Vacancy
 - J. Animal Control Service Request for Proposals
 - K. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
 - A. 411 231st Ave – Easement Vacation
Resolution 2022-26 Approving the vacation of a drainage and utility easement along Block 1, Lots 6 and 7 of Pine Valley Acres
 - B. Public Hearing for the Poppy Street and 229th Lane Reconstruction Project
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. 2021 Annual Comprehensive Financial Report - Abdo
 - B. Poppy Street and 229th Reconstruction Project – Accept Bids
Resolution 2022-28 Accepting bids for the Poppy Street and 229th Lane Reconstruction Project
 - C. Dellwood Trail Riverbank Stabilization Project
 - D. Work Session Request
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. Public Works Monthly Report - April 2022
 - Streets and Parks
 - Water and Sewer
 - B. Fire Dept. Monthly Report - April
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
- 14. ADJOURNMENT**

Councilmember Muehlbauer is attending via Zoom from:
711 E 32nd St. Yuma, AZ 85365

Join Zoom Meeting

<https://us02web.zoom.us/j/86942739078?pwd=RHpjMUY5a09qditYcWxlbiczd3AxZz09>

Meeting ID: 869 4273 9078

Passcode: Kwxws4

One tap mobile

+13017158592,,86942739078#,,,,*974151# US (Washington DC)

+13126266799,,86942739078#,,,,*974151# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 869 4273 9078

Passcode: 974151

Find your local number: <https://us02web.zoom.us/j/86942739078?pwd=RHpjMUY5a09qditYcWxlbiczd3AxZz09>

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
MAY 2, 2022
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 Steve Feldman.

2. ROLL CALL

Members Present: Mayor Steve Feldman, Councilmembers Robert Bauer, Kevin Robinson, Sarah Udvig, and Joe Muehlbauer (attended remotely).

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, City Planner/HKGI Brad Scheib (attended remotely), Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Police Chief Todd Schwieger, City Engineer Craig Jochum (Hakanson Associates, Inc.), Finance Director Darcy Muvihill, Fire Chief Dave Schmidt, and Water and Sewer Supervisor Parish Barten, and Parks & Streets Supervisor Jeremy Shook.

3. APPROVAL OF AGENDA

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE REGULAR CITY COUCIL AGENDA

A roll call vote was performed:

Muehlbauer	aye
Robinson	aye
Bauer	aye
Udvig	aye
Mayor Feldman	aye

Motion carried 5-0

4. CONSENT AGENDA

- A. City Council Minutes – April 18, 2022
- B. Police Officer Resignation
- C. URRWMO Annual Budget Ratification
- D. ~~City Building Pre-Architectural Services~~
- E. Community Development Project Assistance
- F. St. Francis Lions Club Temporary Beer Permit for Pioneer Days 2022

G. Payment of Claims

Mayor Feldman stated he was going to pull item D. City Building Pre-Architectural Services from the consent agenda. He stated he would give an explanation after the rest of the agenda was approved.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING THE CONSENT AGENDA ITEMS A, B, C, E, F, G.

A roll call vote was performed:

Mayor Feldman	aye
Robinson	aye
Bauer	aye
Udvig	aye
Muehlbauer	aye

Motion carried 5-0

D. City Building Pre-Architectural Services

Mayor Feldman stated he looked at the contract. He stated he saw it for the first time yesterday and discussed it with Assistant City Attorney Dave Schaps. He stated he isn't a fan of AIA contracts at all. He stated after 26 years of construction he didn't like them. He dealt with one through the Liquor Muni. He stated he wasn't going to let this one get past him. He stated there were some points that he thought were more than the scope and unnecessary for what they are trying to do. He stated what is being looked for is to see if the project being planned for the City Hall/Fire Station will fit on the site, that is all that is being looked for at this time. He stated construction or a full architectural construction plan isn't being looked for at this time. He stated at this time they are simply looking to see if the planned building will fit on the site that is owned by the City. He stated this architect contract goes beyond that. He stated some things were included that shouldn't have been and some things were missing that should have been included. He stated the Liquor Muni contract got past him but he didn't want to let this one get past him. He stated he will continue this until the next meeting May 16, 2022 and he will contact Schaps to go through it so they have a contract that is more equal on both sides instead of more architectural. He stated he felt this may be a standard form as far as an American Institute of Architect contract but there are some things in it that don't need to be there at this time because construction hasn't begun. He asked for Council comment or questions.

MOTION BY: BAUER, SECOND: UDVIG TO ACCEPT CONSENT AGENDA ITEM D AND CONTINUE IT TO MAY 16, 2022.

A roll call vote was performed:

Muehlbauer	aye
------------	-----

Udvig aye
Bauer aye
Mayor Feldman aye
Robinson aye
Motion carried 5-0

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked if anyone wanted to speak. No one came forward.

6. SPECIAL BUSINESS

Mayor Feldman stated Commissioner Matt Look was present and wanted to say a few words to the Council. He stated this would be a good time.

Anoka County Commissioner Matt Look stated it has been a privilege and honor to serve as the County Commissioner for the last ten to 12 years. He stated the redistricting process has gone through. He stated the river will be a new dividing line and he will continue to represent the western side of the river. District Two, on the east side of the river, which is represented by Commissioner Braastad who is covering Ham Lake, East Bethel, Bethel area. He stated she has moved into this area. He stated Anoka County is the second fastest growing county in the State so they have to divide the county by seven. He stated the mission is to be innovative and fiscally responsible. Last year they levied a zero percent increase so they were able to keep last year's budget the same as this year. He addressed questions he'd received from the public about increases in their home values and stated the County does do those assessments but it has to stay within State guidelines. He stated the current market is unexplainable regarding supply. He stated if the budget is kept low taxes don't go up dramatically. He referenced the work on Highway 10 and stated they were successful in securing final funding for the project after 16 years, which was a challenge, but which the County felt was important. He stated construction will be completed by 2026 meeting current standards and keeping the public safe. He stated a proposed project is Highway 47 to be able to handle higher traffic volumes and needed repairs. He stated a coalition of surrounding cities will need to be put together to put pressure on MNDot to address Highway 47. He gave an update on Bridge Street Trail. He stated there have been safety issues on that street. He stated there is a plan to make a path under Bridge Street and it has been included in Metro Parks Bonding and which needs legislative approval to move forward. He stated the County and City of St. Francis serve the same constituents and he felt they have done a good job in that. He offered to listen to feedback and help in anyway he could.

Mayor Feldman thanked Look for his advice to hire a consulting firm to work with them on MNDot with highway 47 because it is a big issue to

them. He stated they have been working with them a long time, especially since the accidents started happening in 2019, there has been a slight drop off since then. He felt getting the WSB firm involved with the City has been a good thing. He thought in the long run the concern is that there is a plan are for an overlay in 2025 which will be bid out in the later part of 2024. He stated whatever has to be done to get ready for that project sooner than later. He stated Staff would prefer something a little more permanent in their thinking. He stated an overlay wasn't wanted with out the changes that are necessary to make that road safer and a benefit to the business and the future growth to the commercial base. He felt that was important. He expressed concern that MNDot may leave them high and dry with their idea for roundabouts which residents, commercial business, Staff and Council don't want at this time. He stated there is a meeting coming up with WSB to share what they know so far. He expressed appreciation to Commissioner Look for reaching out because it is important. He stated this road is an important thoroughway, where Bridge Street is a small retail area for the City but 47 is a commercial business area which is needed and has to be done right. He stated what they have learned over time is that the stoplight on Pederson has been a god-send because crossing east/west traffic by the Kwik Trip has been virtually impossible and if the light wasn't there it would be impossible. There are still accidents there so it needs to be done right. He appreciated that Look is supportive because it should have been done years ago. He stated if it isn't done right the City would be stuck with it. He stated getting the consulting firm was the right thing to do.

Look asked about the timeframe for WSB's proposal coming through. City Administrator Thunstrom replied there is a Work Session with Council on Monday and then they will begin designing the two alternative concepts with the final project hoped for by September or October 2022.

Look stated WSB is a great organization. He stated the County works with them quite a bit. He stated they are professional and capable of doing this.

Mayor Feldman commented he has learned over time that sometimes the message, with the right messenger, gets across. But with the wrong messenger it doesn't. He thought WSB fronting for the City was a good thing and it seemed like MNDot is more receptive to them. He hoped Highway 47 will become a safer road and a beneficial road to the City as growth goes on. He stated as they look at the 2040 Plan and the 2050 Comprehensive Plan which is coming up, he stated he hoped those are dates that the road will be able to suffice the volume and growth that is coming. He asked for Council comment.

Robinson thanked Look for contacting him earlier in the week and being

available. He hoped Look would be a visible and vocal ally for St. Francis in the future. He stated Ambassador Blvd. is coming up and there are plans for a new City Hall/Fire Station and there are concerns about the roundabouts. He hoped Look would keep in contact and pass on updates as he gets them.

Look commented he and Robinson had spoken on the phone about the COVID pandemic and not being in person, which was an adjustment. He stated it was nice to be able to be in-person.

Bauer commented he would reach out to Look with ideas he had for the Fire Station/City Hall which he felt would benefit the County. He expressed appreciation for Look coming in to speak to them and looked forward to working with him.

Udvig thanked Look for coming and hoped they could work together more on projects in the future to get things moving. She thanked him for getting the flashing sign for the crosswalk on Bridge St.

Muehlbauer thanked Look for his time and his service to St. Francis.

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. Vista Prairie St. Francis Senior Living Development

1. Ordinance 296- Approving Rezoning 23465 St. Francis Blvd NW from R-2 and PUD to R-3- Second Reading
2. Resolution 2022-22 Summary Publication of Ordinance 296, Rezoning 23465 St. Francis Blvd. NW from R-2 and BPK to PUD R-3

City Planner Brad Scheib reviewed the staff report and recommendation to consider an ordinance for the second reading and a summary publication.

Mayor Feldman stated he had no questions at this time but was looking forward to this development coming through. He asked for Council comment.

Bauer commented that he is very grateful and this is an opportunity that the City has been waiting for. He stated it will be a nice puzzle piece that will fit right where it belongs. He stated the Senior citizens of St. Francis will appreciate it as well.

Mayor Feldman agreed, adding he thought it will be a real asset to the City.

MOTION BY: BAUER SECOND: ROBSINSON ADOPTING ORDINANCE 296- APPROVING REZONING 23465 St. FRANCIS BLVD NW FROM R-2 AND PUD TO R-3- SECOND READING.

A roll call vote was performed:

Muehlbauer	aye
Udvig	aye
Bauer	aye
Mayor	aye
Robinson	aye

Motion carried 5-0.

MOTION BY: UDVIG SECOND: BAUER TO ADOPTION RESOLUTION 2022-22
SUMMARY PUBLICATION OF ORDINANCE 296, REZONING 23465 ST.
FRANCIS BLVD. NW FROM R-2 AND BPK TO PUB R-3.

A roll call vote was performed:

Mayor Feldman	aye
Robinson	aye
Bauer	aye
Udvig	aye
Muehlbauer	aye

Motion carried 5-0

Mayor Feldman commented he wished the best of luck to that project and hoped to see it in the fall coming alive.

9. NEW BUSINESS

A. Bottle Shop Wage Schedule

City Administrator Kate Thunstrom presented on the Bottle Shop Wage Schedule. She stated this would keep the current hour system in place and set the minimum wage at \$15.00 an hour. She stated there are two things to consider, one being the minimum wage for part time employees, the second is if this adjustment would take place at the first of the year or as of tomorrow.

Mayor Feldman asked if she is asking to make the adjustment retroactive as of January 1, 2022 or effective today. Thunstrom answered correct.

Mayor Feldman asked if that was discussed at the Work Session because he didn't think they did. Thunstrom answered they did not and that is why she is asking that be considered tonight. She asked if the answer to going to a \$15.00 an hour minimum, then she would like it determined when that would take place.

Mayor Feldman replied he would like to have Liquor Store Manager John Schmidt's input on this but he didn't see him here tonight. Thunstrom replied, correct, he is at a training tonight.

Mayor Feldman asked if Thunstrom knew how Schmidt felt about it. Thunstrom replied Schmidt didn't give an indication either way.

Mayor Feldman replied that would have made it easy for them. He stated they know they have to be competitive in the market place as was discussed in the Work Session. They know that the way the labor market is today they have to do something. He stated he didn't want to penny-pinch on this. He asked if it was correct that they already hired two people and they are actually working the store. Thunstrom replied correct.

Mayor Feldman continued they would have to put the new hires at this wage or they can't until it passes. Thunstrom replied, correct they cannot take this wage until it is approved tonight.

Mayor Feldman asked Assistant City Attorney Dave Schaps for input. Schaps commented he agreed with the point that when Council makes the decision that is when they are eligible.

Mayor Feldman asked for Council comment.

Muehlbauer commented he thought it was discussed at the Work Session and given where the budget was he thought they were going to do this one immediately but wait on the other wages because they weren't budgeted. He thought given that the Liquor Store generates its own funds that was one of the reasons they were going to move forward with that one but not the others.

Mayor Feldman replied they know they are going to raise it because that is what was discussed and agreed on, but the question is if it is going to be effective retroactive as of January 1, 2022 or effective as of tomorrow, May 3, 2022.

Muehlbauer stated he thought they should do it now, but not go retroactive.

Mayor Feldman replied he was not able to wait until next year because he was not able to hire with the lower wage; he had to make a change and not wait down the road for this. He needed to build up the part time staff help. He asked if Muehlbauer was comfortable with making it effective as of tomorrow. Muehlbauer replied yes.

Udvig commented she agreed, adding she liked the idea of it starting tomorrow.

Bauer commented he didn't think they were going to break the bank by including the two people just hired. He stated even if they started January 1, 2022, this would include the two people moving up to the \$15.00 an hour and a little bit of back pay for the work they do. He stated if they start tomorrow, those two could quit today at \$12.00 an hour and go through the hiring process to get to \$15.00 an hour. He questioned why they wouldn't they just raise those two who were just hired to \$15.00.

Mayor Feldman replied those two people just started within the last week or two. Bauer replied, right, so they aren't out any backpay.

Mayor Feldman asked if this being retroactive is effecting the current part timers. Thunstrom replied all of the part timers on staff today would be receive a retroactive wage difference back to January 1, 2022. She stated the current two part timers would be included in that except tomorrow all of their wages go to the new scale.

Mayor Feldman replied that is an important part of this discussion. He stated this is not just about the new hires, this about retroactive for the ones they have. He felt if the two new were going to get \$15.00 an hour and the others have been kept up to this time at \$12.74, that is a mistake.

Bauer agreed. He stated he didn't know if there were many more before January other than these two because some have left.

Mayor Feldman replied there are two because one left already and one is going to leave in October.

Muehlbauer asked if the people that left, if they are going to reimburse them for the time they worked this year. Thunstrom replied no, it would be for the people that are on the payroll today.

Mayor Feldman agreed, adding there are three part-timers that he knew of, and two new.

Thunstrom commented they would all be going to the new pay scale and asked if they wanted that to take effect tomorrow or go retroactive back to a different date, that is the question. She stated everyone could move tomorrow or have everyone go retroactively.

Mayor Feldman replied the existing employees have to match with the new. He thought that made it more clear to not make it retroactive but make it effective tomorrow but to make all wages of all part timers become the same effective tomorrow.

Thunstrom replied yes, if someone is already at step three, they are moving to step three. She added the new people are going to stay at step one so someone who is currently on the schedule and making \$14.18, are going to move up to \$16.50. She stated they are going to keep their steps based on their years of service, not drop back.

Bauer replied that was his question, if the employee had an anniversary between January 1, 2022 and tomorrow, their increase would be based on \$15.00 versus the old wage, so if it was pushed back to January 1, 2022 the workers would see a bigger pay increase. He stated that is why he was supportive of pushing it back

to January.

Thunstrom replied if it went back to January 1, 2022 the step the workers were on would have to be looked at, but everyone will move keeping their step they have accumulated. She stated the new people are going to from \$12.77 to \$15.00.

Mayor Feldman gave an example of someone who has been at the Liquor Store making \$14.18. Thunstrom replied if they were are \$14.18, they would move to \$16.50. Mayor Feldman replied he is okay with that.

Robinson commented he thought it should start tomorrow with everyone coming the same to make it easy. Mayor Feldman agreed.

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT THE BOTTLE SHOP WAGE SCHEDULE TO BE EFFECTIVE TUESDAY, MAY 3, 2022 EFFECTING ALL PART TIME EMPLOYEES.

A roll call vote was performed:

Muehlbauer	aye
Udvig	aye
Robinson	aye
Bauer	aye
Mayor Feldman	aye

Motion carried 5-0

B. Election Judges Wage Schedule

City Administrator Kate Thunstrom gave a presentation on a part time person and the electing judges being at \$15.00 an hour.

Mayor Feldman commented it was discussed during the Work Session. He stated this election cycle is going to be difficult as it is so he appreciated having the judges and their ability to pull this off. He stated it would be easier for him to vote than to do what they are going to do. He stated he supported this and asked for Council comment.

Udvig agreed that it was discussed well at the Work Session and hoped this will get people to come and help.

Muehlbauer didn't have anything to add.

Bauer commented it was vetted well and hope this would be a fair wage to get some workers to do this year's voting. He supported moving forward with it.

Robinson commented it is a market driven situation that they have to make the market so make election day smooth. He supported going ahead with it.

Mayor Feldman commented elections are difficult, they are not easy work. He stated it may have been easy years ago, but especially after the last election, being an election judge is a lot of responsibility and a lot of work. He felt they should get paid accordingly and he was supportive of that.

MOTION BY: ROBINSON SECOND: BAUER ADOPTING THE ELECTION JUDGES WAGE SCHEDULE.

A roll call vote was performed:

Mayor Feldman	aye
Robinson	aye
Udvig	aye
Bauer	aye
Muehlbauer	aye

Motion carried 5-0

Mayor Feldman asked how the training was going. Deputy City Administrator/City Clerk Jenni Wida replied there is an all-day training on Thursday this week which is the first round of City Clerk training.

C. 3009 235th Ave NW Concept Review

City Planner Brad Scheib presented on the 3009 235th Ave NW Concept Review. He stated the proposed residential development would include 23 detached townhomes and one larger lot for the existing home on the site. The anticipated land use actions for this project would include a Comprehensive Plan amendment, rezoning, and preliminary and final plats. He stated this is a good time to express any concerns so they can be addressed through the design process.

Mayor Feldman emphasized to Council that this is a concept hearing so they will be giving feedback to the developers regarding what they would like to see in this development. He stated they are going to be opening up their checkbook to do site surveys, whatever needs to be done to bring the plan to the next part of the process. He cautioned the Council to be careful in what they ask for. As he had stated in other discussions, what they do during the concept plan, unless there are extenuating circumstances down the road, they pretty much have to approve it from the beginning to the end. The developers can't be asked to do x, y, or z, which they do and then for some reason through outside influence they change their minds at the end and the people have spent a lot of money for no reason. He stated that can't be done again, ever. They need to make sure that what they do during the concept plan is something that is reasonable to go along with the Comp

2040 Plan, the St. Francis Forward Plan, the codes and policies. He stated the developers need to be allowed a say and if they come back to present that as the Council would like, then they need to move forward unless there are some extenuating circumstances. He stated he didn't mean by influence outside of the City through Facebook or whatever influences the decisions of the Council. He stated any development should be approved or denied based on the merits of the development, how it falls in the Comp Plan, the St. Francis Forward Plan, the codes, and policies. He stated that is the only way it should be approved or denied and strongly emphasized that point. He stated what they went through with the last project he didn't feel was good for the City to go through again. He stated they look at everything as a Council based on what's best on what is best for the majority and the City at large, not one neighborhood over another. This is City sewer and water lots.

Mayor Feldman gave his comments on the topic. He stated after having been a builder for 26 years and in developing too, he understood the amount of money put out to get to their situation. He invited the developer to come forward. He stated he is not for 5,000 minimum lot areas, that is an eighth of an acre, 5,445 square feet is less than an eighth of an acre. He continued there are 40 foot lot widths with a 25 foot front setback and a five foot side setback, which is really ten feet because it is five foot off each side so it is ten feet, and a rear setback of 30. He stated he has seen these developments before. He knows the market has changed over time where an acre 43,560 square feet divided by four is 10,890 square feet is a City lot.

Mayor Feldman noted when the Met Council came to speak to Council years ago about the wastewater treatment facility, they said the City should put aside 1,000 acres to recoup the costs to bring that infrastructure to the City. He stated they based it on four lots per acre. He stated he has been told by the City Administrator, formerly the Community Development Director, that these type of lots are being requested in the marketplace today. He stated he still has a hard time with it. He stated he understood that R-1 is not conceivable for this project, that would be against City lot size which is not going to happen.

Mayor Feldman stated he didn't think an R-2 was necessary either but suggested that a compromise of something in the middle was something he would like to see. He stated he brought up for discussion earlier with the City Administrator that he would like to see what a two unit has in an R-1, a 6,000 square foot minimum lot area. He didn't think it he needed to see an 80 foot lot minimum width, maybe a 50 minimum lot width. He stated he could live with a 25 foot front set back, the side setback with 5 feet off the garage, he could adjust, but he liked the 30 foot rear setback. He stated he was telling them what he feels. With 26 years of building experience and seeing developments go up, he as a mayor is for responsible and reasonable growth.

Mayor Feldman stated he didn't like clustering, noting they just turned down a

development with 1.68 acre lots, which he was surprised at because there are no two acre lots in their inventory. There are ten acre lots which are being subdivided, there are city lots, but no two area lots which they have been getting calls for, but Council just turned that down. He stated he couldn't support a 5,000 square foot lot minimum. He stated he could support a 6,000 square foot minimum lot area, a 50 foot minimum lot width, 25 foot front set back, something like ten feet between houses and a 35 foot rear setback. He stated he was talking about a compromise between an R-1, and R-2 for a PUD. He asked for Council comment.

Muehlbauer commented he was concerned with the road coming from the south and how it is matched up, he thought it should match up. He expressed concern that it cuts into another person's property quite a bit which he understood but didn't like. He asked if the street is temporarily for growth for to the north but the single family home has a large swamp north of it. He wasn't sure how much further north that could go or what the idea for growth to the north would be.

Udvig commented she agreed with Mayor Feldman that the lot sizes are small. She stated the townhomes behind County Market have a tiny yard and they have to grill in the middle of their driveway. She expressed concern about emergency vehicles being able to get through or having to take extra time due to parking issues.

Bauer commented the single road should incorporate what the standard is which he thought was 16 homes on a cul-du-sac which is what this is. He stated the thought of connecting that road to the west is meaningless if there are lots that go all the way across there. He stated if there is going to be a concept for future expansion then one of the lots needs to be vacant with the intent of putting a road through there. He stated using a PUD, this looks very similar the previous one and asked what the benefit to the City would be. He asked if MUSA would be coming in through this way or are all the lots going to have their own well and septic systems. He asked what the idea was for the out lot and if it could be donated to park land. He stated those are his biggest concerns with it.

Mayor Feldman replied these are City sewer and water lots. So the public benefit is building permits, property tax, WAC charges. He stated these lots are too small to put septic on anyway.

Robinson commented he agreed with the Mayor on the size adding people don't spend their whole time inside but need time outside also, especially for young families. He stated he would like to see larger lots. He stated lots nine and ten are pretty crowded but would have to be vacated for a future street. He stated he supported development but would like to see a little bit bigger lots which would fit the neighborhood to the east better. He commented that he understood wanting to maximize the land but felt that building a little bigger home would bring in families that would want to stay instead of the older population looking to downsize or snowbirds.

Mayor Feldman commented that he had mentioned 6,000 square feet for a minimum lot size but he would be more open minded to an eighth of an acre, but the 5,000 is too small. He stated one thing that had attracted him to St. Francis was space. He continued that he knew they tried through the years to mix urban and rural together and it is never going to look like it did 30 plus years ago but they still want to maintain some of that. That is why he emphasized responsible growth that is something that is not a detriment. He commented that Udvig's development is kind of tight which he wished it could have been done differently but there was a different administration at the time.

Chris Fritch, 24095 98th Street NW, Elk River, commented that the property the Mayor mentioned he was familiar with because his brother built that development. He stated that is the same direction they are going too, because the higher the density, the more affordable it is. He stated they are missing out of that product with 40 or 50 foot lots as in other cities. He stated he would take a look at what has been proposed here and see if they can make it work.

Mayor Feldman asked as far as the concept, if Council would suggest that the minimum lot be one acre, 5,445 square feet, minimum lot width 50 feet, the setbacks could stay the same. He stated this would be a compromise. He stated he wants development but also wants responsible, reasonable growth and a pattern. He stated what was done may have fit years ago, but he drives by some of the units and as a builder he is flabbergasted. He stated there are no entry level homes anymore. When he started out as a builder 26 years he thought the prices were high but they are ridiculous now for new construction. He understood the market is what it is but as a Council they still want to be reasonable. He stated if Council would approve it, he recommended a one acre minimum lot area, minimum width of 50, a front setback of 25, side setback 5, and rear setback 30.

Muehlbauer commented that in today's climate he didn't have an issue with the lot size but understood that the developers are taking comments and will come back. He thought lot size varies from place to place and people who wanted a larger lot size would look elsewhere.

Udvig commented that she agreed with Mayor Feldman's plan because it gives it a little more room. She thought there may be people who want less, the crowd that they seem to be getting want a little bit of grass and more room so they can sit in the yard.

Mayor Feldman commented he thought it was a reasonable compromise.

Mr. Fritch commented they are one level townhomes so the target customer would be 55 and older including snowbirds or people who don't want stairs.

Mayor Feldman replied he didn't think this was an unreasonable request as far as

concept, he thought it was doable and was a compromise. He stated it is kind of like a buyer and seller. A buyer wants to pay the least, the seller wants to get the most so one comes up, one goes down, and a deal is made. That is what is being done here.

Bauer commented he would like have this conform to a cul-du-sac scenario with 16 as the max unless they could show where it would be designed and another road with potential to add on it. He stated right now he's not seeing it based on where it's at with the wetlands to the north. He would like to see the out lot as a benefit to the public in some way. He stated he understands it is MUSA but there are a lot of changes that have to be done for PUD's. He stated they have set the standard and they want to see with PUD's if this can be achieved with the other standard and they see that it can between the R-2 but there is room for it to be achievable but the current concept isn't so he couldn't support it now.

Mayor Feldman asked if Bauer was okay with the measurements.

Bauer replied he would be okay with the measurements if it got down to 16 lots unless there was a concept where the cul-du-sac could only have 16 which is the standard. He thought in 25 years they may see that that road should have been extended but right now there are 23 homes with no turn around for emergency services. He stated that is something he looks at with his background. He didn't want to see growth that puts residents at risk because of lack of access for emergency services. He would like to see a PUD with an outlot being used for parkland.

Mayor Feldman asked if Bauer understood the difference with the other one was septic and well and the benefit was a snowmobile route, but that was septic and well so tax wasn't the benefit. This gives SAC and WAC, and building permits for the life of the property. He asked for Staff comment on the roadway regarding emergency access in this development.

Police Chief Todd Schwieger stated the benefit is that if it is going to be a City road, it would have City road standards, which would give them an acceptable width. He stated if there was a turnaround, it would be preferred on a road that is 750 feet, which that is a long way to back up a fire or plow truck.

Mr. Fritch commented the idea with the north end of the out lot was that there could be a cul-du-sac so that vehicles could turn around. He stated there is an approach for the out lot and if there are plans for the road to go through it would be taken back to its original state. He responded to Muehlbauer's comment by stating that development continuing to the north depends on what density the rest of the remaining parcel develops out at. He stated he didn't want a project with pieces that develop independently and there is no continuity to it which would require separate access points instead of one.

Robinson commented that he agreed with the Mayor. He stated that the public benefit with this project is different from the other one. He stated this would add to the stability of sewer and water rates because it would hook up the community at large. He added the adjacent neighborhood would benefit as well. He asked for a little more room and green space around each house. He asked Mr. Fritch if he saw potential to expand to the west or north and what would be more likely.

Mr. Fritch replied it depended on what the logical pattern for the rest of the area is for development. He stated if money wasn't an issue there would be a master plan for the area to see how it all fits. Short of that there can be some high level thinking about it.

Mayor Feldman commented the existing is 1.36 acres and that has a potential to be subdivided so it is important to stay consistent for the requested concepts so that if that gets built up it stays in the same format. He stated he is for growth but wants responsible growth. He repeated this is a concept hearing so this is the time for the developer to see what he can make work before putting money into it.

D. Dollar General Minor Subdivision & Site Plan

City Planner Brad Scheib presented the staff report and application for Dollar General to subdivide a lot of 10.65 acre lot to allow for a 10,000 square foot stand-alone commercial building. He stated the Staff recommends a modification to the zoning code so there is more flexibility so commercial properties can plant in the drainage and utility easements if space allows. He emphasized that they are considering approval of the use and not the individual business. He stated if the Council chooses to deny the application they would need to provide findings of fact and allow Staff time to prepare resolutions for denial. He stated there are a number of conditions regarding the site plan which are standard. He stated the applicant is attending.

Mayor Feldman asked if it was true that the parking lot and building lights would be down shine. Scheib replied yes, they will be downcast.

Mayor Feldman asked if it was true that there wouldn't be an impact to the neighborhood. Scheib replied, yes the lights will be downcast and pointed at the building.

Mayor Feldman asked if the recommendation is to approve the plan for the site and the use of the site. Scheib replied yes, there are two actions. The first action is to approve the minor subdivision which is the splitting of the lot. The second action would be approval of the findings as reported in the staff report.

Mayor Feldman replied he is asking because he doesn't see any resolutions in front of him, in the agenda. City Administrator Kate Thunstrom commented they are on page 74 and page 75. Mayor Feldman replied they are not on the agenda

or cover sheet. Thunstrom replied it went through as a whole package.

Mayor Feldman asked for Council comment.

Udvig commented she didn't have any questions but felt it was straight forward.

Bauer commented he didn't understand what the south parking with the only access to customers on the other side of the building. If so many parking spots are needed, he asked why the building couldn't be turned to conform better for a site layout. He didn't think parking was going to be needed on the southside because no one was going to walk all the way around the building to get to the front door. He stated if a set number of parking spaces were needed and this was the only way it could be designed, so be it. He felt that it would be wasted money on how the building is laid out versus quality parking.

Mayor Feldman asked if it was up to the builder. Bauer replied there is a commercial code that determines the number of parking spots.

Mayor Feldman agreed but added there is a minimum but they can add more.

Thunstrom replied there is a minimum but the builder can put them anywhere they like.

Scheib commented the original plan didn't include that much parking. He stated the zoning code was applied which required additional parking. He stated there is a permission in the zoning code that allows for proof of parking showing that extra parking could be provided to meet code if needed. He stated the site design and building orientation has two determining factors, one to have front door exposure to their primary access on 47, the other is the location of the storage ponds and the wetland features which prevents them from turning the building. He stated it could be used for employee parking.

Robinson expressed concern about the longevity of the business and asked if the other store would stay open to be parallel businesses in St. Francis. Scheib replied he believed so.

Robinson asked if it was true that a market study was done to show that the town could support two Dollar General stores. Scheib replied he believed those would be considered as a part of the site concept plan.

Robinson commented the availability of the store being open because other stores have had trouble. He stated if a store is going to be duplicated from the other side of town, he thought that was a problem because they don't have enough employees and have a history of closing the store as early as noon. He stated the site plan seems to be reasonable. He expressed concern about snow storage and asked if there was staff concern about the environmental impact going into the

wetland area.

City Engineer Craig Jochum replied that is something that could happen but as of now he didn't believe it would get to the infiltration system because there is a buffer. He stated it could be looked at more closely.

Robinson replied he knew what was being considered but asked if the other store was going to stay open or if it will close and have this location. He felt that was a question that should be asked.

Muehlbauer commented he understood some of Robinson's concerns and thought they were legitimate. He felt that how the business owner runs their business isn't up to the Council. He noted it fit the plans and there weren't any reasons to deny it.

Mayor Feldman commented he agreed with Muehlbauer that how the business is run isn't up to the Council. He thought as a customer or resident they could have input but as a Council member they didn't have the right to comment on their hours. He felt what Robinson was saying is from a customer's point of view. He stated he was sure they have done their demographics and have spent money to put up a 10,046 square foot building. He stated there are gas stations on one side of the river and gas stations on the other side and they all seem to be doing just fine. He stated there can be more than one store and it is up to them to do their demographics, not the Council.

Austin Yaeger, KLD Landscape and Engineering, 20199 Monarch Court, Sartell, MN, addressed concerns stating they will bring questions and concerns to the business owners. He responded to the question on building orientation stating they have an updated layout which weren't included in the presentation. Access to the trail was addressed stating a pedestrian cross walk was added to mitigate street traffic.

Mayor Feldman asked Staff if there is enough parking on the front of the building off of 229th and if the overflow parking lot was going to be done right away, that it will be an add on later on or if that would be done right away. Scheib replied they will build it all at once.

Thunstrom replied they had originally requested a CUP to not build it right away and then came back with a revision to include it. Mr. Yaeger replied yes, and for over flow parking.

Mayor Feldman asked if the building will face north. Mr. Yaeger replied, yes. Mayor Feldman asked if they are attaching to the trail. Mr. Yaeger replied yes, there is a pedestrian crossing in the updated layout. Mayor Feldman asked if the roof would be flat. Scheib replied yes, a flat roof, slightly pitched.

Mayor Feldman asked Mr. Yaeger if he had any other comments. Mr. Yaeger replied he would take the concerns and try to get a response.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2022-23 APPROVING THE MINOR SUBDIVISION TO SPLIT AT 10.66 ACRE PROPERTY TO TWO TRACKS.

A roll call vote was performed:

Mayor Feldman	aye
Udvig	aye
Bauer	aye
Robinson	aye
Muehlbauer	aye

Motion carried 5-0.

MOTION BY: BAUER SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2022-24 APPROVING THE SITE PLAN AS PRESENTED FOR DOLLAR GENERAL.

A roll call vote was performed:

Muehlbauer	aye
Robinson	aye
Udvig	aye
Bauer	aye
Mayor Feldman	aye

Motion carried 5-0.

E. Poppy Street and 229th Reconstruction

1. Resolution 2022-25 Calling for Public Hearing on the Poppy Street and 229th Lane Reconstruction Project

City Engineer Craig Jochum reviewed the staff report and consideration to accept bids and move forward with the public hearing.

Mayor Feldman stated when this was first started the amount for the city of Oak Grove was \$161,815.26 and now it is \$142,973. He asked how it went down \$8,842.26 on their end. Jochum replied their share of the construction is \$142,000. He stated so far they have approved \$152,000 so there is overhead on top of the construction bid.

Mayor Feldman asked what was the \$152,000. Jochum replied Oak Grove has agreed to pay \$152,000 towards this project which includes some overhead. As

of today, Mayor Feldman finished, they are only paying \$142,000. Jochum continued that is how their share is broken out in detail. He stated everything that Oak Grove is paying for adds up to \$142,000 but they will pay at least \$152,000 or more because of overhead.

Mayor Feldman commented that he is flabbergasted that it has taken over two years and it has gone from \$282,000 on their end, down to \$152,000 and now \$142,000 and it has taken two year to get here. They are paying less than was projected in the very beginning. He stated it boggles his mind every time he deals with this street, noting 11,000 square feet from \$282,000 down to \$152,000, down to \$142,000. Jochum replied it won't be \$142,000, it will be at least \$152,000 because they have to pay overhead.

Mayor Feldman commented he will hold Jochum to that. He asked about the assessments to the City that are projected, the \$1,300, for most residents on that street, those with corner lots will be different, if that is still in play or if that is affected. Jochum replied it will be effected. He thought the people that have to do the water will be more effected than those who already have water and are only doing the street.

Mayor Feldman asked if he meant the curb stop. Jochum replied the residents that need new water, the assessments were are \$4,200. Those that already had water and were just doing the streets, their assessments were around \$1,300.

Mayor Feldman asked if they weren't doing their service all the way to the house, just to the curb stop. Jochum replied right, but half the residents don't need any water. For example, a resident that has water and sewer, they don't have any assessment. The last block a new watermain and new services are being put in and are going to be more effected.

Mayor Feldman added because of the cost. He stated he assumed that Oak Grove is still supportive of this as of 7:47 p.m. on May 2, 2022. Jochum replied he hadn't presented this yet but knew Oak Grove was supportive of it for the \$152,000. He stated Lauren had emailed him.

Mayor Feldman asked when that email was sent. Jochum replied before they took the bids. He added if Oak Grove were asked for additional money above that he didn't know if they would support it.

Mayor Feldman stated he had heard concerns from residents about the driveways. He stated all of the driveways and parking lots with three weeks of subzero cold overnight and warming during the day, expansion and contraction happens and things crack under the pressure. He stated his driveway has several cracks in it and knew others had also. He stated the question was that being 12 to 15 feet of the driveway off of Poppy street on the west side, residents were wondering if they could talk to the contractor and get new driveways altogether. He asked if that was

possible. Jochum replied yes, that is always their option.

Mayor Feldman commented he was interested in that himself because his driveway had a lot of cracks. He stated even though driveways could be sealed it doesn't fix the problem of cracking. Cold at night and warm at the day causes expansion and contraction. He stated there are two kinds of concrete, one that has cracked and one that is going to crack. He asked if residents should talk to them directly. Jochum replied he didn't know if Finance Director Darcy Muvihill liked the accounting last time, but they had given them credit for what was going to be spent and it was up to them. He stated if the bid was \$500, \$500 was given and they got their driveway paved. He stated in that neighborhood they all got together and got the same contractor. He suggested the City not get involved but let residents get their own contractor.

Mayor Feldman replied he understood that. He stated 12 to 15 feet of the driveways was going to be removed so it shortens the driveways. He thought this would be a good time to replace a driveway because there would be less square footage. He has seen the effects of winter over the last several years. He repeated sealcoating could be done but it doesn't do anything, the cracks will come back the next year or worse. He asked what the public hearing was about. Jochum replied if they move forward residents will get their assessments at that hearing. The hearing has to be completed before awarding the contract. He stated it is similar to the neighborhood meeting, except more formal. Residents will get their assessments at that meeting. Assessments will be mailed ten days prior to the meeting. The hearing has to be advertised beforehand.

Mayor Feldman asked if it was correct that if an assessment was \$1,308, it could be multiplied by 13% and that would increase it. He asked if that is how it works. Jochum replied he didn't do all the numbers but felt that was close for the streets but it was probably closer to 30% for people who had water.

Mayor Feldman commented he knew the shape of the road, as other do as well, and felt they couldn't wait another year. He stated if they waited something would have to be done such as overlays, which they don't want to do. They don't want to spend anymore money on this road than necessary, they want to tear the road out and do it right. He stated he didn't see the gain in waiting another year to see if there is better pricing. He thought it would take more than a year, a recession or other correction in the economy to change the greed that is prevalent today. Jochum replied the assessments are pretty reasonable, \$1,500 doesn't get much.

Mayor Feldman commented he lives there and that road is terrible. He was pushing for doing some traffic calming measures, such as plow-friendly speed bumps. He knew they had to talk to MSA about that and get the agreement with Oak Grove. Jochum replied it is very unlikely. Mayor Feldman agreed but stated he would try. He asked for Council comment.

Robinson asked if the same type of presentation with visual aid, product samples and payment plans as they did with Butterfield. Not to sell it, but to show what they will be getting. He asked if there was a payment plan that could be in place because of the way the economy is right now.

Mayor Feldman commented if it hadn't taken two years of negotiation with Oak Grove, they wouldn't be in this situation to begin with.

Robinson replied it wasn't within the citizens' purview, Council did their best, and this is what they got.

Mayor Feldman commented all along Oak Grove had more money in their MSA account than St. Francis did, which he felt was sad.

Finance Director Darcy Mulvihill stated when they did that it for a previous project that it was 15 years on the assessments and then if the City is using their own cash then they also have to set an interest rate for that money. What is often done is to find out what the going rate for bonds is and then set an interest rate and it is paid for over 15 years.

Mayor Feldman asked if they were are 12 years and went to 15 years, or at 10. Mulvihill replied she thought there was a 10 and then they set it at 15. She stated this is preliminary and will have to have a final bid once they get to the end of the project when final assessments are set.

Mayor Feldman commented he just wants this to be done, for the good of the public on both sides. He stated Oak Grove is on board right now, if this is delayed another meeting they may not be on board. They may come up with some excuse of a project that will use up the MSA account. They will be back to square one talking for another two years while that road decays and they will have to an overlay on it where the plows have dug into it. He asked for Council comment.

Muehlbauer commented they should move forward and set a public hearing.

Bauer commented he didn't want to delay it any longer. They could be looking at \$2 million in six months so the bid should be taken while they have it. He thought the difference in bids was maybe \$2,000. Jochum replied yes, they were tight bids.

Bauer commented they got a pretty good deal even with inflation.

Mayor Feldman commented the risk in waiting is more frustration in the future.

Udvig commented she thought they should vote on it.

Mayor Feldman referenced the question about the driveway, stated either there is a credit for the amount that is being taken out and then residents would have that

money to put towards a whole new driveway. He asked if the City would take it out or who would do that. Jochum replied the residents' contractor would take it out.

Mayor Feldman asked if the amount would be credited to do it. Jochum replied yes.

Mayor Feldman stated residents could talk to this contractor or go with someone else. Jochum replied the last time the contractor residents found was quite a bit cheaper.

Mayor Feldman asked if it was the better way to do it was to get a credit and find a contractor to take the whole driveway out. Jochum replied just so the City isn't involved in paving the driveway all the way to the garage.

Mayor Feldman gave the example if 15 feet of driveway was taken out, the City does that 15 feet and another contractor comes to do the rest. Jochum replied they didn't want to do that.

Mayor Feldman replied what they want to do is have the City credit the amount that it would cost to take out the 15 feet and then the resident gets the contractor to come out to take it out and replace it once the utilities, curbs and sideways are in. He offered to talk to the residents. Jochum replied the last time there 12 or 15 driveways but it was a big project.

Mayor Feldman commented all the driveways are in pretty bad shape. He stated he has never seen three weeks of subzero like this last winter which has created a lot of expansion and contraction causing cracks that rebar and mesh couldn't prevent.

MOTION BY: ROBINSON SECOND: BAUER ADOPTING RESOLUTION 2022-25 CALLING FOR A PUBLIC HEARING ON THE POPPY STREET AND 229TH LANE RECONSTRUCTION PROJECT.

A roll call vote was performed:

Muehlbauer	aye
Udvig	aye
Bauer	aye
Robinson	aye
Mayor Feldman	aye

Motion carried 5-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Community Development Quarter One Report

City Administrator Kate Thunstrom gave the Community Development Report for Quarter One. She gave brief overview of highlights during the first quarter in the areas of Economic Development, Housing Development, Building Development, Administration, Code Enforcement, and the Planning Commission. She emphasized a dramatic increase in code enforcement calls.

Mayor Feldman commented on 23115 Ambassador and asked about the possibility of moving the building rather than demolish it.

Thunstrom replied, correct, Robinson brought forward the idea of moving the building and she contacted a company that moves buildings and sometimes acquires them.

Mayor Feldman commented that was a very good idea and thanked him. He referenced the staff report and read "much of this year's value to date was from new single family homes, permit totals remain high and the City has processed 85 permits to date.

Thunstrom replied that may have been carry over from last year. She stated they are at 8 so far this year.

Mayor Feldman asked for Council comments.

Muehlbauer thanked Thunstrom for working double and triple duty for the time being. He stated he looks forward to filling her old position. He encouraged her to keep up the good work in the mean time and thanked her.

Bauer commented it was a good report and agreed with Muehlbauer.

Robinson commented it was a good report. He thanked Thunstrom for doing the work she has been doing the last eight or nine weeks as she has been under a lot of pressure and has done a great job.

Udvig commented she echoed the comments of the others that she thought Thunstrom was amazing and was grateful she was with the City. She hoped they will be able to give a replacement soon.

Mayor Feldman pointed out for Council something that was in the consent agenda. He stated the street consulting report that Thunstrom had to do and she had reached out to HKGI but they weren't able to do it because they are overloaded themselves. He stated he thought HKGI would have been at a higher rate than they had, but the help would be wanted. He hoped these two positions would be filled sooner rather than later.

Mayor Feldman told Thunstrom she was doing a good job, noting Staff always rises to the occasion, which he appreciated, from the department heads on down, that everyone rises to the occasion when necessary. He felt that pointed to what a strong staff they have.

12. COUNCIL MEMBER REPORTS

Muehlbauer reported he is still out of town. He spoke with Staff about a couple of things but didn't have anything else to report.

Udvig reported she went to the Woodbury Park today with Streets and Parks Supervisor Jeremy Shook, Streets and Parks Maintenance Collin McDonagh, and Mayor Feldman to assess some things. She stated she is excited about the plan they have to bring to Council as the improvements will be a huge service to residents.

Bauer reported he has been in Texas for the past two weeks.

Robinson reported he was sorry to miss Recycling Day because he usually likes to hang out with the Knights of Columbus at the metal and leaf site. He stated he extended his apologies early in the email. He asked if the turn out was very good because of the rain. Shook replied attendance may have been down about a third from usual.

Robinson replied usually the citizens rise to the occasion and residents take care of their recycling items. He stated he got an invitation to the Siwek Park Kickoff Celebration. He has stated he also been attending the Citizen's Police Academy. He stated he has been thoroughly entertained and education and Officer Hern does a fantastic job. He encouraged residents to attend next year. He shared he witnessed St. Francis Fire and Police in action at his own home responding to a situation with his wife. He was impressed with the response times.

Mayor Feldman commented if you have a heart attack, this is the City to have it in. He stated because of the two department heads and the stats they have, it is the difference between life and death. He stated he didn't think Fire Departments should be called Fire Departments anymore but EMS and Fire Services instead because that is what they are today.

Mayor Feldman reported he met with Udvig, Shook, and McDonagh this morning to discuss a maintenance free roof and railing, repair on the brick, which they will bring to Council. He stated the idea was to keep the looks of the gazebo but bring it to a maintenance free level so they wouldn't have to deal with repainting and reshingling. He stated if they do it right, they won't have to deal with it anymore. They want to do it before a wedding on August 24, 2022 and September 1, 2022 to make it a nice affair for them. Mayor Feldman reported he was out of town for the recycling event and wasn't able to attend. He appreciated it went forward anyway. He also appreciated all the events now will be at the Public Works facility

which is nice.

Mayor Feldman mentioned when he lived in Andover that they have a fenced area and shed structure that in between recycling events residents could come and drop their things off. He thought that was something they should do. He wasn't sure when they could do it but thought it was something that should be looked into about having a staging area that goes in between events. He didn't think residents should have to wait months to drop things off. He gave the example of a vacuum he needed to recycle but kept missing events but could drop off if there was an area instead of waiting months and be done. He stated in Andover or East Bethel he could drop things off and thought St. Francis should have one so people didn't have to wait for these events to come up every so many months and store things until then. He offered to give a ride to Public Works to East Bethel or Andover to show what they have and maybe something could be done in the future.

Mayor Feldman thanked City Engineer Craig Jochum for his patience with Oak Grove and Poppy Street. He appreciated the Staff for always rising to the occasion. He stated they get the job done and do the work. He stated he feels confident that he knows he has a Staff behind him that is professional, competent, and have expertise in what they do. He stated that any problem that arises will be taken care of in time. He stated they have gotten better over the years than they have before and are getting better timewise and being able to solve problems quicker. He wanted to acknowledge what they have compared to other cities.

Mayor Feldman stated he goes to the Anoka County Fire Protection Council meetings, did a zoom with Dave from the Mayo Clinic and appreciated the finance ability the City has. He appreciated the department heads and City Administration as it makes a big difference, especially compared to other cities. He stated he was out of town and couldn't wait to get home to his own bed. He stated he hears of problems in other cities and is very grateful for the Staff they have.

13. ATTORNEY'S REPORT

Mayor Feldman read "In a few minutes I am going to close the meeting under Minnesota statute 13D.03, Subd. 1(b). The City Council has the ability to move into a closed session. The governing body of the City may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations including negotiation strategies, or developments or discussion and review of labor negotiation proposals. The labor proposals are negotiations between the City of St. Francis and law enforcement labor services, police officers, and sergeants.

MOTION BY: BAUER SECOND: UDVIG TO MOVE THE MEETING INTO CLOSED SESSION FOR DISCUSSION OF LABOR NEGOTIATIONS.

A roll call vote was performed:

Muehlbauer aye

Udvig	aye
Bauer	aye
Mayor Feldman	aye
Robinson	aye

Motion carried 5-0.

The open session meeting recessed to closed session at 8:18 p.m.

The meeting was reconvened to open session at 9:47 p.m.

14. UPCOMING EVENTS

May 9, 2022– City Council Work Session – 5:30 p.m.

May 16, 2022– City Council Meeting – 6:00 p.m.

June 6, 2022– City Council Meeting – 6:00 p.m.

15. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 9:47 p.m.

Jennifer Wida, Deputy Administrator-City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: AC Regional Economic Development Cost Share
DATE: May 16, 2022

OVERVIEW:

In 2018 the City entered into a Joint Powers Agreement with the other 20 cities and townships of Anoka County to work regionally on economic development efforts. This group includes not only the Cities, but the County, Connexus and the Metro North Chamber. Together the group participates in several events, hosts a website and works to address regional issues. Until recently staff was also on the executive and marketing boards.

ACTION TO BE CONSIDERED:

Council to review and approve the 2022 St. Francis cost share as part of the Joint Powers agreement addressing regional economic development.

BUDGET IMPLICATION:

Community Development includes the cost share amount in their economic development annual budget

Attachments:

- Voluntary Cost Share Agreement for 2022

VOLUNTARY COST SHARING AGREEMENT
FOR ANOKA COUNTY ECONOMIC DEVELOPMENT
(CALENDAR YEAR 2022)

THIS AGREEMENT is made between the County of Anoka, a political subdivision of the State of Minnesota (“County”), and the undersigned participating municipality (“City”), a municipal corporation organized under the laws of the State of Minnesota.

WITNESSETH

WHEREAS, the County and the City, along with other community partners, entered into a Memorandum of Agreement (“MOU”) on January 1, 2019, to set goals, create an action plan, and implement shared objectives in promoting economic development within Anoka County;

WHEREAS, the MOU addresses the need for cost sharing between the County and municipalities of Anoka County to support continued services for website services, social media support, marketing assistance, and future services related to the county-wide economic development initiative;

WHEREAS, an annual budget for the above activities was developed, including a formula for each participating municipality to provide proportional cost sharing based upon its population;

NOW, THEREFORE, the parties understand and mutually agree as follows:

1. The budget for services related to website services, social media, marketing, and other supportive activities required for economic development, is currently set at \$20,750.00 for calendar year 2022.
2. For 2022, the City agrees to contribute the sum of \$0.057 per individual resident within its city limits, as a voluntary contribution to the economic development costs described above. For purposes of this calculation, population size of a City is based upon the Metropolitan Council’s most recent population estimate.
3. The City shall provide such payment annually, by the end of the first quarter in each calendar year, beginning in 2022.
4. Each calendar year, the County will provide an annual budget and proposed formula for the City’s use in calculating its contributions under this Agreement.
5. The City may opt out or cancel this Agreement by providing 30 days’ written notice to the County Administrator: Rhonda Sivarajah, 2100 Third Avenue, Ste. 700, Anoka, MN 55303.

6. This agreement shall terminate concurrently with the MOU, unless a City chooses to opt out or cancel this agreement prior to its expiration, as provided above.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**ANOKA COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY:**

CITY OF ST. FRANCIS:

By: _____
Scott Schulte, Chair
ACHRA Board of Trustees

By: _____

Dated: _____

Dated: _____

By: _____
Karen Skepper, Executive Director
ACHRA

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Christine Carney
Assistant County Attorney

By: _____



Anoka County MINNESOTA

Respectful, Innovative, Fiscally Responsible

Agenda Item # 4B.

Customer/Division Code: ECON

Page 1 of 1

CITY OF ST FRANCIS ATTN KATE THUNSTROM 23340 CREE ST NW SAINT FRANCIS, MN 55070	Customer Invoice As of: 2/8/2022 Customer: 130881 Amount Due: \$464.00 Due By: 3/10/2022 Questions? Please Contact: 763-324-1700
---	---

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>	<u>Balance</u>
Prior Balance as of 01/01/2022:			0.00

Invoice: EC020422V

2/4/2022 2022 ECONOMIC DEV COST SHARE

	\$464.00	
Invoice: EC020422V Total:	\$464.00	\$464.00

Current	31 - 60 days	61 - 90 days	over 90 days	Total Due
\$464.00	\$0.00	\$0.00	\$0.00	\$464.00

Amount Due By: 3/10/2022

Customer: **130881** Balance: **\$464.00** Due By: **3/10/2022** Payment Amount: \$ _____

☐ Check ☐ Money Order ☐ VISA ☐ Master Card ☐ Discover

Make Checks Payable To:

Anoka County Treasury Office
2100 3rd Ave Suite 300
Anoka, MN 55303-5029

Credit Card: _____ Ex-Date ____/____ CSC 3 Digit Code _____
Card Holder's Name: _____ Phone: _____
Billing Address: _____
Signature: _____



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: 2023-2025 Urban County Requalification Participation
DATE: May 16, 2022

OVERVIEW:

Every three years Anoka County requests the City to declare its intended level of participation in regards to the eligibility of Federal Community Development Block Grants (CDBG) and HOME Investment Partnership Program (HOME) funds.

Anoka County accepted the designation of an Urban County for the federal block grant entitlement funds. The City of St Francis is part of the Urban County qualification.

The City does not directly qualify for CDBG or HOME and must obtain funding opportunities through an Urban County or the State of Minnesota. The process for the City to obtain funding requires an application process and the ability to meet a federal National Objective.

In 2007, the City entered into, by Resolution 2007-22, the Cooperative Agreement with Anoka County for the purposes of the Federal CDBG and HOME funds. This agreement outlines the mutual participation with the Anoka County Urban County qualification and automatically renews until one or both of the parties “opt-out” of the agreement for the programs.

The three options the City has when it comes to applications:

Participation with Anoka County for 100% of City eligibility. <ul style="list-style-type: none">• Annual competitive process• Competitive to other cities within AC only.• Limited amount of funds available, annual CAP of \$300,000 for awarded projects.	Split the city between Anoka and Isanti County. <ul style="list-style-type: none">• This would not increase funding eligibility.• Funds associated with the Isanti portion of the city would not affect federal allocations as it is not developed.• Majority of applications would still be processed by Anoka County.	Participation with Isanti County – MN DEED for 100% of City eligibility <ul style="list-style-type: none">• Funding requested would be processed through MN DEED• Funding would be competitive with state wide applications.
--	--	--

ACTION TO BE CONSIDERED:

Staff recommends to Council to continue 100% participation with Anoka County

BUDGET IMPLICATION:

No impact

Attachments:



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property
DATE: May 16, 2022

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 2008 BMW 335 Sedan bearing VIN # WBAVD53528A009347. 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 2022-27 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 2022-27 Declaring Surplus Property and Authorizing Disposal of Said Property

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

RESOLUTION 2022-27

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:

<u>Surplus Property: (Forfeiture Vehicles)</u>	<u>Estimated Value</u>
1) 2008 BMW 335 Sedan VIN # WBAVD53528A009347	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF MAY, 2022.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Parish Barten, Water and Sewer Supervisor
SUBJECT: 2022 Sanitary Survey Inspection Reports
DATE: May 16, 2022

OVERVIEW:

The 2022 sanitary survey report was submitted by The Minnesota Department of Health. The report summarizes an on-site inspection of our Community Public Water System that was conducted on April 12, 2022.

Attachments:

- Cover Letter
- Sanitary Survey Report
- Public Water Supply Inventory Report

Protecting, Maintaining and Improving the Health of All Minnesotans

May 6, 2022

St. Francis City Council
c/o Ms. Jenni Wida, Clerk
St. Francis City Hall
23340 Cree Street NW
St. Francis, Minnesota 55070

Dear Council Members:

SUBJECT: Sanitary Survey Report for Saint Francis Public Water System (PWS), Anoka County, PWSID 1020028

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Parish Barten was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 651/201-4683.

Sincerely,

Brian A. Noma

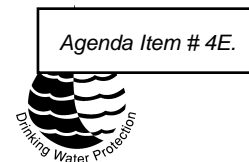
Digitally signed by Brian A.
Noma
Date: 2022.05.06 08:15:04 -05'00'

Brian A. Noma, P.E.
Public Health Engineer
Section of Drinking Water Protection
P.O. Box 64975
St. Paul, Minnesota 55164-0975

BAN
Enclosures
cc: Water Superintendent



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: **Saint Francis**
PWSID: **1020028**
System Contact: **Parish Barten**

Survey Date: **04/12/2022**
Surveyor: **Brian A. Noma, P.E.**
PWS Type: **Community**

Requirements and Recommendations

Water Source

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn. Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

Pumps/Pump Facilities and Controls

No deficiencies observed.

Treatment

No deficiencies observed.

Water Storage

No deficiencies observed.

Distribution

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]

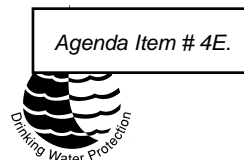
Monitoring/Reporting Data Verification

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
- b. Chlorine residual results - 5 years
- c. Chemical analysis results - 10 years
- d. Sanitary survey reports - 10 years
- e. All lead and copper materials - 12 years
- f. Consumer confidence reports - 3 years
- g. Public Notices - 3 years
- h. Fluoride quarterly results and monthly reports - 1 year



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: **Saint Francis**
PWSID: **1020028**
System Contact: **Parish Barten**

Survey Date: **04/12/2022**
Surveyor: **Brian A. Noma, P.E.**
PWS Type: **Community**

Requirements and Recommendations

Water System Management/Operation

Public water supplies are required to maintain effective security measures to protect physical infrastructure and operational practices. This includes security of the physical infrastructure and related operational practices and institutional controls. Listed below are the security concerns that must be identified and addressed:

- a. Intrusion deterrents such as physical barriers, lighting, camera, alarms, and sturdy locking hardware with hardened protective covers for all facilities and components.
- b. Computer based control technologies such as SCADA must be secured from unauthorized physical access and potential cyber attacks.
- c. Safe delivery, handling and storage of chemicals.
- d. Redundancy and enhanced security features to eliminate single point of failure.

[ANSI/AWWA G430-14(R20) and Recommended Standards for Water Works 2.19]

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including watermains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

Operator Compliance with State Requirements

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
 - Class B 24 contact hours
 - Class C 16 contact hours
 - Class D 8 contact hours
 - Class E 4 contact hours
- [Minn. Rules 9400.1200]



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

Agenda Item # 4E.



System Name: **Saint Francis**
PWSID: **1020028**
System Contact: **Parish Barten**

Survey Date: **04/12/2022**
Surveyor: **Brian A. Noma, P.E.**
PWS Type: **Community**

Bacteriological Results and Chlorine Residuals

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual</u> <u>Free / Total</u>	<u>Coliform</u> <u>Bacteria</u>	<u>E.Coli</u>
04/12/2022	Well #1	/	Absent	
04/12/2022	Well #3	/	Absent	
04/12/2022	Well #4	/	Absent	
04/12/2022	City Hall	/ 0.49	Absent	
04/12/2022	Casey's	/ 0.50	Absent	
04/12/2022	Public Works	/ 0.13	Absent	



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report

Agenda Item # 4E.



System Name: **Saint Francis**
PWSID: **1020028**
System Contact: **Parish Barten**

Survey Date: **04/12/2022**
Surveyor: **Brian A. Noma, P.E.**
PWS Type: **Community**

Contact Information

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
Contact		
Parish Barten		Business Phone 1 763/235-2305 Business Phone 2 320/333-6830, Ext. cell Email pbarten@stfrancismn.org
City Hall		Business Phone 1 763/753-2630

Owner/Responsible Party

St. Francis City Council	c/o Ms. Jenni Wida, Clerk St. Francis City Hall 23340 Cree Street NW St. Francis, MN 55070	Business Fax 763/753-9881 Business Phone 1 763/235-2302 Business Phone 2 763/753-2630 Email jwida@stfrancismn.org
--------------------------	---	--

Financial

City of St. Francis	c/o Darcy Mulvihill St. Francis City Hall 23340 Cree Street Northwest St. Francis, MN 55070
---------------------	--

Sample Bottles/General Correspondence

City of St. Francis	c/o Parish Barten 4058 St. Francis Blvd St. Francis, MN 55070	Business Phone 1 763/276-5309, Ext. cell Business Phone 2 763/235-2304 Email pbarten@stfrancismn.org
---------------------	---	--

Emergency Workday

Parish Barten	Business Phone 1 763/276-5309, Ext. cell Email pbarten@stfrancismn.org
---------------	---

Emergency After-Hours

Parish Barten	Business Phone 1 320/333-6830, Ext. cell Email pbarten@stfrancismn.org
---------------	---

Consumer Confidence Report

Parish Barten	Business Phone 1 320/333-6830, Ext. Cell Business Phone 2 320/235-2304 Email pbarten@stfrancismn.org
---------------	--

Classification Information

Owner Type:	Municipal	Population:	5951
System Class:	C	Service Connections:	1854
Service Area Characteristics:	Municipal	Class Points:	48

Certified Operators

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Barten, Parish W.	C	04/30/2022(Expired)	Harris, Michael L.	C	04/30/2024
Koep, Thomas R.	D	05/31/2022	Maki, John R.	D	07/31/2024



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report

Agenda Item # 4E.



System Name: **Saint Francis**
PWSID: **1020028**
System Contact: **Parish Barten**

Survey Date: **04/12/2022**
Surveyor: **Brian A. Noma, P.E.**
PWS Type: **Community**

Certified Operators

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Reeder, Brian R.	D	10/31/2022			

Production Totals

Design Capacity:		Emergency Capacity:	1,296,000 Gallons per Day
Average Daily:	578,000 Gallons	Storage Capacity:	1,950,000 Gallons
Highest Daily:	1,400,000 Gallons		

Source Information

Well #1

Unique Well No.: 00209221	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 900
Status: Active	Pumping Rate (gpm): 900
Availability: Primary	Emergency Capacity: 900 Gallons per Minute
Year Constructed: 1974	Static Depth (ft): 11
Well Depth (ft): 417	Drawdown (ft): 33
Casing Depth (ft): 233	Pump Type: Vertical Turbine
Casing Diameter (in): 16	Vulnerable: No
Screen Length (ft):	Last Rehabilitated: 2009
Aquifer: Mt. Simon	

Well #3

Unique Well No.: 00622765	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 900
Status: Active	Pumping Rate (gpm): 900
Availability: Primary	Emergency Capacity: 900 Gallons per Minute
Year Constructed: 1998	Static Depth (ft): 10
Well Depth (ft): 229	Drawdown (ft): 20
Casing Depth (ft): 179	Pump Type: Vertical Turbine
Casing Diameter (in): 16	Vulnerable: No
Screen Length (ft): 50	Last Rehabilitated: 2010
Aquifer: Quaternary Buried Artesian Aquifer	



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report

Agenda Item # 4E.



System Name: **Saint Francis**
PWSID: **1020028**
System Contact: **Parish Barten**

Survey Date: **04/12/2022**
Surveyor: **Brian A. Noma, P.E.**
PWS Type: **Community**

Well #4

Unique Well No.: 00749387	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 1000
Status: Active	Pumping Rate (gpm): 1000
Availability: Primary	Emergency Capacity:
Year Constructed: 2007	Static Depth (ft): 6
Well Depth (ft): 229	Drawdown (ft): 28
Casing Depth (ft): 166	Pump Type: Submersible
Casing Diameter (in): 18	Vulnerable: No
Screen Length (ft): 70	Last Rehabilitated: 2019
Aquifer: Quaternary Buried Artesian Aquif	

Treatment Information

TREATMENT PLANT

Type: Treatment Plant
Status: Active
Availability: Primary

Source Water: Groundwater
Design Capacity: 3,000 Gallons per Minute
Emergency Capacity: 1,800 Gallons per Minute

Treatment Objective

Disinfection
Fluoridation
Iron Removal

Iron/Manganese Removal
Lead/Copper Corrosion Control
Manganese Removal

Other
Radionuclides Removal

Treatment Process Mechanism

Chlorine/Gas
Fluoridation/Hydrofluosilicic acid
Aeration/Cascade
Filtration (Gravity)/Anthracite/Greensand
Detention (chemical reaction time)
Stabilization/Inhibitors/Non-zinc orthophosphate
Filtration (Gravity)/Anthracite/Greensand
Oxidation - chemical/Sodium permanganate
Backwash recycle
Filtration (Gravity)/Anthracite/Greensand
Oxidation - chemical/Sodium permanganate

Storage Information

Clearwell

Type: Storage-Ground
Status: Active

Capacity: 1,200,000 Gallons
Availability: Primary
Chlorination: ☐

Elevated 750000

Type: Storage-Elevated
Status: Active

Capacity: 750,000 Gallons
Availability: Primary
Chlorination: ☐



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report

Agenda Item # 4E.



System Name: **Saint Francis**

PWSID: **1020028**

System Contact: **Parish Barten**

Survey Date: **04/12/2022**

Surveyor: **Brian A. Noma, P.E.**

PWS Type: **Community**

Bacteriological Sample Site Plan

Distribution

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
001	Water Treatment Plant	Active	
002	Public Works	Active	
003	Municipal Liquor Store	Active	
004	City Hall	Active	
005	Car Wash	Active	
006	Ponds Golf Course	Active	
007	Casey's General Store	Active	



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Policy Update – General Requirements
DATE: May 16, 2022

OVERVIEW:

Over the course of the year the fire department will be updating our policies to reflect both internal and industry standard changes. The first of these policies to be updated is the fire departments “General Requirements.” The fire department is request to make 3 changes to this policy in particular. These changes are the following

1. Add in the description of “part-time” to the fire department employees.
2. Adding in a requirement of having a valid driver’s license, as all firefighters need the ability to operate all department vehicles.
3. Changing our probationary term from 6 months to 1 year. It takes a new employee 1 year to complete all of the required training (Firefighter I and II, Hazardous Materials, Emergency Medical Technician, and Internal On-Boarding). It is recommended that employees remain in probationary status for one year to ensure completion of all necessary training requirements.

Membership

1.1 General Requirements

The City’s employment procedures govern the hiring of paid on call/ **part-time** and full time firefighters. In addition, there are specific Fire Department requirements. The applicant must:

- Be at least 18 years of age;
- Reside within a maximum response time of 10 minutes or distance to the fire station to which the applicant would be assigned, if hired; the maximum is determined by the Fire Chief, and is periodically reviewed and subject to change, as needed;
- Satisfactorily complete the City’s criminal background check;
- Not have a physical or health related restriction to performing the duties required to be an active firefighter;
- Obtain the appropriate vaccinations for Hepatitis B, or sign a release form holding harmless the City for which you work; and,
- Not have a psychological aversion to heights or confined spaces.
- **Possession of a valid Minnesota Driver’s License**

After satisfying all employment qualifications, a “conditional offer of employment” is made. New firefighters are required to complete a ~~six-month~~ **one year** probationary period of employment, during which the firefighter must demonstrate competency in recruit firefighter skills, satisfactory drill and fire call attendance, and completion of formal instruction courses. The Fire Chief shall make recommendations to the City Council, who will make the final decision with regard to the acceptance of each individual firefighter as a permanent employee.

ACTION TO BE CONSIDERED:

Motion to approve policy changes to the General Requirements section of the Fire Department Policy Manual



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Accept Donation from W.D. Larson Companies (Allstate-Peterbilt)
DATE: May 16, 2022

OVERVIEW:

W.D. Larson Companies (Allstate-Peterbilt) has donated \$500.00 dollars to the fire department. This donation is intended to go towards Fire Prevention Supplies and Activities provided by the fire department.

ACTION TO BE CONSIDERED:

Motion to accept a donation from W.D Larson Companies for the amount of \$500.00 dollars to be used in support of Fire Prevention Supplies and Activities.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Accept Fire Department Donation from Isanti Spirits
DATE: May 16, 2022

OVERVIEW:

Isanti Spirits has donated \$200.00 dollars to the fire department. This donation is intended to go towards Fire Prevention Supplies and Activities provided by the fire department.

ACTION TO BE CONSIDERED:

Motion to accept a donation from Isanti Spirits for the amount of \$200.00 dollars to be used in support of Fire Prevention Supplies and Activities.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Appoint Paul Carpenter to Deputy Administrator-Public Works Director
DATE: May 16, 2022

OVERVIEW:

The posting for Deputy Administrator has closed and interviews were conducted May 4, 2022.

ACTION TO BE CONSIDERED:

Motion to appoint Paul Carpenter to Deputy Administrator-Public Works Director and post his position to fill vacancy.

BUDGET IMPLICATION:

This position will start at Grade 17, Step 1 of the current Pay Scale. This will fill the current vacancy of this position. No budget impact.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Animal Control
DATE: May 16, 2022

OVERVIEW:

On May 9th, 2022 police department staff received information that North Metro Animal Care and Control would no longer be providing animal control services to any of its contracted counties or municipalities. Staff feels it's necessary to maintain an animal control service in the City in order to respond to calls for picking up and boarding animals as necessary. The City averages 10-15 animal impounds per year. Staff to complete a Request for Proposals (RFP) which would will be reviewed by legal prior to releasing.

ACTION TO BE CONSIDERED:

City Council to approve the release of a Request for Proposals (RFP) to obtain quotes for animal control services to serve the City of St. Francis.

BUDGET IMPLICATION:

The budget implication will depend on the quotes received.

Attachments:



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: May 16, 2022

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$188,196.21 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-\$211,605.83

Credit Card Payment-\$14,781.67

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:

- 05-16-2022 Packet List-\$188,196.21
- 05-16-2022 ACH Payments-\$211,605.83
- 05-16-2022 Credit Card-\$14,781.67

CITY OF ST FRANCIS

05/12/22 12:20 PM

Agenda Item # 4K.

Page 1

*Claim Register©

AP 05-16-2022

April 2022

Claim Type

Claim#	14354	ABDO				
Cash Payment	E 101-41540-301	Auditing and Acct g Servic	AUDITING SERVICES 2021			\$4,200.00
	Invoice	457875				
Cash Payment	E 601-49440-301	Auditing and Acct g Servic	AUDITING SERVICES 2021			\$700.00
	Invoice	457875				
Cash Payment	E 602-49490-301	Auditing and Acct g Servic	AUDITING SERVICES 2021			\$700.00
	Invoice	457875				
Cash Payment	E 609-49750-301	Auditing and Acct g Servic	AUDITING SERVICES 2021			\$1,400.00
	Invoice	457875				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$7,000.00

Claim Type

Claim#	14323	ADVANTAGE TAPE				
Cash Payment	E 609-49750-340	Advertising	ADVERTISING			\$390.00
	Invoice	3816Z				
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$390.00

Claim Type

Claim#	14397	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL			\$13.83
	Invoice	9987985137				
Cash Payment	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL			\$13.83
	Invoice	9987985137				
Cash Payment	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL			\$13.83
	Invoice	9987985137				
Cash Payment	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL			\$13.83
	Invoice	9987985137				
Cash Payment	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL			\$13.82
	Invoice	9987985137				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$69.14

Claim Type

Claim#	14353	AKERS, SPENCER				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#5643			\$140.79
	Invoice	.051122				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$140.79

Claim Type

Claim#	14458	ALLINA HEALTH				
Cash Payment	E 101-42210-305	Medical & Testing Fees	2ND QUARTER EDUCATION			\$1,148.25
	Invoice	CI00020790				
Transaction Date	5/12/2022	Due 5/12/2022	CASH	10100	Total	\$1,148.25

Claim Type

Claim#	14322	ANOKA AREA CHAMBER OF COM				
Cash Payment	E 101-41400-433	Dues and Subscriptions	ANNUAL MEMBERSHIP DUES			\$250.00
	Invoice	29462				
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$250.00

Claim Type

Claim#	14352	ANOKA COUNTY PROPERTY REC				
Cash Payment	E 101-41400-352	General Publishing	TAX/SPECIAL ASSESSMENTS			\$851.92
	Invoice	.05112022				
Cash Payment	E 405-43100-441	Miscellaneous	TAX/SPECIAL ASSESSMENTS			\$265.82
	Invoice	.05112022				

CITY OF ST FRANCIS

*Claim Register©

AP 05-16-2022

April 2022

Cash Payment	E 601-49440-441 Miscellaneous	TAX/SPECIAL ASSESSMENTS			\$292.75
Invoice	.05112022				
Cash Payment	E 602-49490-441 Miscellaneous	TAX/SPECIAL ASSESSMENTS			\$158.35
Invoice	.05112022				
Cash Payment	E 603-49490-418 Storm Water Management	TAX/SPECIAL ASSESSMENTS			\$903.89
Invoice	.05112022				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$2,472.73

Claim Type

Claim#	14351	ANOKA COUNTY TREASURY DEPT			
Cash Payment	E 101-41910-318 Economic Development	2022 ECONOMIC DEV COST SHARE			\$464.00
Invoice	EC020422V				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$464.00

Claim Type

Claim#	14350	ASPEN MILLS			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEARN-NOT AGAINST ALLOWANCE			\$119.99
Invoice	293576				
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS- BULERA			\$71.00
Invoice	293290				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$190.99

Claim Type

Claim#	14358	BELLBOY CORPORATION			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			-\$29.25
Invoice	0094762900				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$26.40
Invoice	0094713100				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$2,529.50
Invoice	0094713100				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$2,526.65

Claim Type

Claim#	14356	BERNICK COMPANIES, THE			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$687.00
Invoice	330115				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$21.71
Invoice	330114				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$708.71

Claim Type

Claim#	14355	BREAKTHRU BEVERAGE			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$7.25
Invoice	343999686				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$344.00
Invoice	343999686				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$72.00
Invoice	343999686				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$423.25

Claim Type

Claim#	14317	CORPORATE CONNECTION, INC			
Cash Payment	E 101-41400-437 Uniform Allowance	UNIFORMS- NATALIE			\$159.57
Invoice	59965				

CITY OF ST FRANCIS

05/12/22 12:20 PM

Agenda Item # 4K.

Page 3

*Claim Register©

AP 05-16-2022

April 2022

Transaction Date	5/4/2022	Due 5/4/2022	CASH	10100	Total	\$159.57
Claim Type						
Claim#	14320	COUNTY MARKET - CITY ACCOUN				
Cash Payment	E 101-42210-212 Motor Fuels		FUEL - APRIL 2022			\$628.30
	Invoice .04302022					
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$628.30
Claim Type						
Claim#	14364	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			\$222.32
	Invoice 2005716					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$222.32
Claim Type						
Claim#	14363	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$7,333.20
	Invoice 1578748					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$7,333.20
Claim Type						
Claim#	14388	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351 Legal Notices Publishing		ORDINANCE 296 SECOND SERIES			\$344.00
	Invoice 890994					
Cash Payment	E 101-41400-351 Legal Notices Publishing		MAY 18 PH SECTION 10-73-03			\$59.13
	Invoice 890993					
Cash Payment	E 101-41400-351 Legal Notices Publishing		MAY 16 PH POPPY ST/129TH LN			\$43.00
	Invoice 890992					
Cash Payment	E 101-41400-351 Legal Notices Publishing		RESOLUTION NO 2022-24			\$172.00
	Invoice 890991					
Cash Payment	E 101-41400-351 Legal Notices Publishing		RESOLUTION NO 2022-25			\$86.00
	Invoice 890990					
Cash Payment	E 101-41400-351 Legal Notices Publishing		RESOLUTION 2022-23			\$123.63
	Invoice 890989					
Cash Payment	E 101-41400-351 Legal Notices Publishing		RESOLUTION 2022-22			\$86.00
	Invoice 890988					
Cash Payment	E 101-41400-351 Legal Notices Publishing		CANDIDATE FILING NOTICE			\$75.25
	Invoice 890987					
Cash Payment	E 101-41400-351 Legal Notices Publishing		MAY 16 PH 411 231ST AVE NW VAC			\$86.00
	Invoice 890986					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$1,075.01
Claim Type						
Claim#	14315	ELECTRIC PUMP				
Cash Payment	E 602-49490-229 Project Repair & Maintena		WWTP REPAIRS			\$3,312.25
	Invoice 0073405-IN					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		WWTP REPAIRS			\$3,261.70
	Invoice 0073404-IN					
Transaction Date	5/4/2022	Due 5/4/2022	CASH	10100	Total	\$6,573.95
Claim Type						
Claim#	14403	ELITE SANITATION				
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL 04/3/2022-4/30/2022			\$817.00
	Invoice 28574					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$817.00

CITY OF ST FRANCIS

05/12/22 12:20 PM

Agenda Item # 4K.

Page 4

*Claim Register©

AP 05-16-2022

April 2022

Claim Type

Claim#	14327	FERGUSON WATERWORKS, INC			
Cash Payment	E 601-49440-259	Water Meters	WATER METERS		\$5,284.32
Invoice WL005560					
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total \$5,284.32

Claim Type

Claim#	14362	FLATUM, LESLIE			
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#3091		\$244.67
Invoice .051022					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$244.67

Claim Type

Claim#	14314	GOPHER STATE ONE-CALL			
Cash Payment	E 602-49490-442	Gopher State	APRIL 2022 IT TICKETS		\$27.68
Invoice 2040756					
Cash Payment	E 601-49440-442	Gopher State	APRIL 2022 IT TICKETS		\$27.67
Invoice 2040756					
Transaction Date	5/4/2022	Due 5/4/2022	CASH	10100	Total \$55.35

Claim Type

Claim#	14361	GRANITE CITY JOBBING CO.			
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT		\$4.25
Invoice 279275					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$50.64
Invoice 279275					
Cash Payment	E 609-49751-256	Tobacco Products For Res	TOBACCO		\$1,509.41
Invoice 279275					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$1,564.30

Claim Type

Claim#	14404	GREEN AND CLEAN RECYCLING			
Cash Payment	E 101-43210-439	Recycling Days	RECYCLING		\$1,274.01
Invoice 22-1049					
Transaction Date	5/12/2022	Due 5/12/2022	CASH	10100	Total \$1,274.01

Claim Type

Claim#	14360	HARRIS, INC			
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	COOLER REPAIRS		\$3,532.76
Invoice 507030813					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$3,532.76

Claim Type

Claim#	14369	INNOVATIVE OFFICE SOLUTIONS,			
Cash Payment	E 101-41400-200	Office Supplies	OFFICE SUPPLIES		\$16.45
Invoice IN3618348					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total \$16.45

Claim Type

Claim#	14326	ISD #15			
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	PD CAR MAINTENANCE		\$542.65
Invoice 8716					
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total \$542.65

Claim Type

Claim#	14367	JOHNSON BROS WHLSE LIQUOR			
--------	-------	---------------------------	--	--	--

CITY OF ST FRANCIS

*Claim Register©

AP 05-16-2022

April 2022

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$21.00
	Invoice 2046310					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$33.25
	Invoice 2046309					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,637.89
	Invoice 2046309					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$538.00
	Invoice 2046310					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$2,230.14

Claim Type

Claim#	14366	JOSHUA/MARKUM BUILDERS				
Cash Payment	G 803-22000 Deposits	REFUND ESCROW-22861 DAKOTAH				\$850.00
	Invoice .05092022					
Cash Payment	G 803-22000 Deposits	REFUND ESCROW-22857 DAKOTAH				\$850.00
	Invoice .05092022					
Cash Payment	G 803-22000 Deposits	REFUND ESCROW-22853 DAKOTAH				\$800.00
	Invoice .05092022					
Cash Payment	G 803-22000 Deposits	REFUND ESCROW-22845 DAKOTAH				\$800.00
	Invoice .05092022					
Cash Payment	G 803-22000 Deposits	REFUND ESCROW-22841 DAKOTAH				\$800.00
	Invoice .05092022					
Cash Payment	G 803-22000 Deposits	REFUND ESCROW-22837 DAKOTAH				\$800.00
	Invoice .05092022					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$4,900.00

Claim Type

Claim#	14459	KATE-LOTILE & STONE				
Cash Payment	G 609-16500 Construction in Progress	TILE FOR LIQUOR STORE				\$824.91
	Invoice 203461					
Transaction Date	5/12/2022	Due 5/12/2022	CASH	10100	Total	\$824.91

Claim Type

Claim#	14405	KIMS KLEANING				
Cash Payment	E 101-45200-402 Janitorial Service	WARMING HOUSE/CONCESSION CLEANING				\$200.00
	Invoice 8471					
Transaction Date	5/12/2022	Due 5/12/2022	CASH	10100	Total	\$200.00

Claim Type

Claim#	14365	LMC INSURANCE TRUST				
Cash Payment	E 101-41110-360 Insurance	INSURANCE				\$65.52
	Invoice .05092022					
Cash Payment	E 101-41400-360 Insurance	INSURANCE				\$695.78
	Invoice .05092022					
Cash Payment	E 101-41410-360 Insurance	INSURANCE				\$15.60
	Invoice .05092022					
Cash Payment	E 101-41500-360 Insurance	INSURANCE				\$361.93
	Invoice .05092022					
Cash Payment	E 101-41600-360 Insurance	INSURANCE				\$112.32
	Invoice .05092022					
Cash Payment	E 101-41910-360 Insurance	INSURANCE				\$446.17
	Invoice .05092022					
Cash Payment	E 101-41940-360 Insurance	INSURANCE				\$539.78
	Invoice .05092022					

CITY OF ST FRANCIS

05/12/22 12:20 PM

Agenda Item # 4K.

Page 6

*Claim Register©

AP 05-16-2022

April 2022

Cash Payment	E 101-42110-360 Insurance	INSURANCE				\$6,146.60
Invoice	.05092022					
Cash Payment	E 101-42210-360 Insurance	INSURANCE				\$1,525.73
Invoice	.05092022					
Cash Payment	E 101-42400-360 Insurance	INSURANCE				\$321.37
Invoice	.05092022					
Cash Payment	E 101-43100-360 Insurance	INSURANCE				\$3,410.27
Invoice	.05092022					
Cash Payment	E 101-43210-360 Insurance	INSURANCE				\$109.20
Invoice	.05092022					
Cash Payment	E 101-45000-360 Insurance	INSURANCE				\$3.12
Invoice	.05092022					
Cash Payment	E 101-45200-360 Insurance	INSURANCE				\$3,619.32
Invoice	.05092022					
Cash Payment	E 101-49200-360 Insurance	INSURANCE				\$9.36
Invoice	.05092022					
Cash Payment	E 601-49440-360 Insurance	INSURANCE				\$3,946.93
Invoice	.05092022					
Cash Payment	E 602-49490-360 Insurance	INSURANCE				\$6,031.15
Invoice	.05092022					
Cash Payment	E 609-49750-360 Insurance	INSURANCE				\$3,840.85
Invoice	.05092022					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$31,201.00
Claim Type						
Claim#	14373	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$231.00
Invoice	629774					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$7,607.65
Invoice	629685					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$36.00
Invoice	629705					
Cash Payment	E 609-49751-255 N/A Products	N/A PRODUCTS				\$169.40
Invoice						
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$7,582.05
Claim Type						
Claim#	14402	MCDOWALL COMPANY, INC				
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	FIRE DEPT ROOF REPAIRS				\$1,395.00
Invoice	17825					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$1,395.00
Claim Type						
Claim#	14400	MIDCONTINENT COMMUNICATION				
Cash Payment	E 601-49440-321 Telephone	TELEPHONE				\$163.39
Invoice	13334860112642					
Cash Payment	E 101-42110-321 Telephone	TELEPHONE				\$44.21
Invoice	13332710112642					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$207.60
Claim Type						
Claim#	14325	MINNESOTA CITY/COUNTY MGT A				
Cash Payment	E 101-41400-433 Dues and Subscriptions	KATE THUNSTROM MEMBERSHIP				\$154.13
Invoice	.050122					

CITY OF ST FRANCIS

*Claim Register©

AP 05-16-2022

April 2022

Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$154.13
Claim Type						
Claim#	14313	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313	Sample Testing	WEEK 3 - 1ST EVENT			\$234.00
Invoice	22100372915					
Cash Payment	E 602-49490-313	Sample Testing	WEEK 2-2ND EVENT			\$182.00
Invoice	22100373023					
Cash Payment	E 602-49490-313	Sample Testing	WEEK 4-1ST EVENT			\$271.00
Invoice	22100370868					
Transaction Date	5/4/2022	Due 5/4/2022	CASH	10100	Total	\$687.00
Claim Type						
Claim#	14371	PARKER, RYAN				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#5370			\$90.88
Invoice	.51122					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$90.88
Claim Type						
Claim#	14370	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$7.00
Invoice	163785					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$360.00
Invoice	163785					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$367.00
Claim Type						
Claim#	14331	PEARL ARCHITECTURE LLC				
Cash Payment	G 609-16500	Construction in Progress	LIQUOR STORE			\$246.24
Invoice	2020.02-14					
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$246.24
Claim Type						
Claim#	14386	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$24.52
Invoice	6391748					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$28.00
Invoice	6391749					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,757.34
Invoice	6391748					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$595.55
Invoice	6391749					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$2,405.41
Claim Type						
Claim#	14383	QUILL CORPORATION				
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING EXPENSES			\$6.57
Invoice	24689466					
Cash Payment	E 101-41400-200	Office Supplies	OFFICE SUPPLIES			\$20.58
Invoice	24684206					
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES			\$40.10
Invoice	24829322					
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING			-\$40.10
Invoice	24700140					
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$27.15

CITY OF ST FRANCIS

05/12/22 12:20 PM

Agenda Item # 4K.

Page 8

*Claim Register©

AP 05-16-2022

April 2022

Claim Type

Claim#	14381	RMB ENVIRONMENTAL LAB				
Cash Payment	E 601-49440-313	Sample Testing	DATA MANAGEMENT FEE-WATER			\$80.00
	Invoice	B005187				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$80.00

Claim Type

Claim#	14321	ROSEVILLE, CITY OF				
Cash Payment	E 101-41110-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$442.38
	Invoice	0230906				
Cash Payment	E 101-41400-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$1,548.32
	Invoice	0230906				
Cash Payment	E 101-42110-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$5,419.14
	Invoice	0230906				
Cash Payment	E 101-42210-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$995.35
	Invoice	0230906				
Cash Payment	E 101-43100-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$442.38
	Invoice	0230906				
Cash Payment	E 101-45200-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$442.38
	Invoice	0230906				
Cash Payment	E 601-49440-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$442.38
	Invoice	0230906				
Cash Payment	E 602-49490-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$442.38
	Invoice	0230906				
Cash Payment	E 609-49750-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$221.19
	Invoice	0230906				
Cash Payment	E 101-42400-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$442.38
	Invoice	0230906				
Cash Payment	E 101-41910-310	Computer Consulting Fee	IT SUPPORT-MAY 2022			\$221.18
	Invoice	0230906				
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$11,059.46

Claim Type

Claim#	14380	ROYAL SUPPLY				
Cash Payment	E 101-41940-210	Operating Supplies	SUPPLIES			\$35.40
	Invoice	3402				
Cash Payment	E 101-42110-217	Other Operating Supplies	SUPPLIES			\$17.70
	Invoice	3402				
Cash Payment	E 101-43100-217	Other Operating Supplies	SUPPLIES			\$8.85
	Invoice	3402				
Cash Payment	E 101-45200-217	Other Operating Supplies	SUPPLIES			\$8.85
	Invoice	3402				
Cash Payment	E 601-49440-217	Other Operating Supplies	SUPPLIES			\$8.85
	Invoice	3402				
Cash Payment	E 602-49490-217	Other Operating Supplies	SUPPLIES			\$8.85
	Invoice	3402				
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$88.50

Claim Type

Claim#	14379	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$22.08
	Invoice	2208323				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$3,439.01
	Invoice	2208323				

CITY OF ST FRANCIS

05/12/22 12:20 PM

Agenda Item # 4K.

Page 9

***Claim Register©**

AP 05-16-2022

April 2022

Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$3,461.09
Claim Type						
Claim#	14330	ST. FRANCIS AREA SCHOOLS				
Cash Payment	E 101-41400-441	Miscellaneous	SUMMER NEWSLETTER-VOL 7, #2			\$144.00
Invoice 107329						
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$144.00
Claim Type						
Claim#	14378	ST. FRANCIS COLLISION & GLASS				
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	PD VEHICLE REPAIR			\$233.55
Invoice 1550						
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$233.55
Claim Type						
Claim#	14329	ST. FRANCIS LAND DEVELOPMEN				
Cash Payment	G 803-22000	Deposits	REFUND GRADING ESCROW			\$63,000.00
Invoice .05052022						
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$63,000.00
Claim Type						
Claim#	14377	STREICHER S				
Cash Payment	E 101-42110-237	Small Equipment	SUPPLIES			\$382.60
Invoice 1566901						
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$382.60
Claim Type						
Claim#	14328	TACTICAL SOLUTIONS				
Cash Payment	E 101-42110-218	Equipment Repair & Maint	LASER UNIT MAINTENANCE			\$338.00
Invoice 8940						
Transaction Date	5/6/2022	Due 5/6/2022	CASH	10100	Total	\$338.00
Claim Type						
Claim#	14312	TDS MEDIA DIRECT, INC				
Cash Payment	E 609-49750-340	Advertising	ADVERTISING			\$499.00
Invoice 89513						
Transaction Date	5/4/2022	Due 5/4/2022	CASH	10100	Total	\$499.00
Claim Type						
Claim#	14398	UTILITY SERVICE CO., INC.				
Cash Payment	E 601-49440-234	Water Tower Maintenance	QUARTERLY TOWER			\$10,468.32
Invoice 558041						
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$10,468.32
Claim Type						
Claim#	14376	WINE MERCHANTS				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$21.01
Invoice 7378611						
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$793.80
Invoice 7378611						
Transaction Date	5/11/2022	Due 5/11/2022	CASH	10100	Total	\$814.81

CITY OF ST FRANCIS

*Claim Register©

AP 05-16-2022

April 2022

05/12/22 12:20 PM

Page 10

Agenda Item # 4K.

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$188,196.21
Total	\$188,196.21

CITY OF ST FRANCIS

Payments

05/04/22 4:23 PM

Page 1

Current Period: April 2022

Payments Batch P-WIRE-APR 2022

\$211,605.83

Refer	14028 HEALTH PARTNERS	Ck# 001571E 4/30/2022		
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE		\$34,841.55
Invoice				
Transaction Date	4/1/2022	CASH	10100	Total \$34,841.55
Refer	14029 SUN LIFE FINANCIAL	Ck# 001588E 4/30/2022		
Cash Payment	E 101-41400-130 Employer Paid Insurance	APRIL INSURANCE		\$69.41
Invoice				
Cash Payment	E 101-41500-130 Employer Paid Insurance	APRIL INSURANCE		\$145.57
Invoice				
Cash Payment	E 101-41910-130 Employer Paid Insurance	APRIL INSURANCE		\$152.62
Invoice				
Cash Payment	E 101-42110-130 Employer Paid Insurance	APRIL INSURANCE		\$941.94
Invoice				
Cash Payment	E 101-42210-130 Employer Paid Insurance	APRIL INSURANCE		\$81.67
Invoice				
Cash Payment	E 101-42400-130 Employer Paid Insurance	APRIL INSURANCE		\$77.60
Invoice				
Cash Payment	E 101-43100-130 Employer Paid Insurance	APRIL INSURANCE		\$180.07
Invoice				
Cash Payment	E 101-43210-130 Employer Paid Insurance	APRIL INSURANCE		\$40.02
Invoice				
Cash Payment	E 101-45200-130 Employer Paid Insurance	APRIL INSURANCE		\$180.07
Invoice				
Cash Payment	E 601-49440-130 Employer Paid Insurance	APRIL INSURANCE		\$106.99
Invoice				
Cash Payment	E 602-49490-130 Employer Paid Insurance	APRIL INSURANCE		\$106.98
Invoice				
Cash Payment	E 609-49750-130 Employer Paid Insurance	APRIL INSURANCE		\$196.17
Invoice				
Transaction Date	4/1/2022	CASH	10100	Total \$2,279.11
Refer	14030 CAYAN	Ck# 001573E 4/30/2022		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		\$5,905.05
Invoice				
Transaction Date	4/1/2022	CASH	10100	Total \$5,905.05
Refer	14031 ACE SOLID WASTE, INC.	Ck# 001572E 4/30/2022		
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE		\$74.67
Invoice				
Cash Payment	E 101-42210-384 Refuse/Garbage Dispos	GARBAGE		\$78.39
Invoice				
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	GARBAGE		\$260.30
Invoice				
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE		\$87.23
Invoice				
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE		\$87.22
Invoice				
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE		\$56.91
Invoice				

CITY OF ST FRANCIS

05/04/22 4:23 PM

Page 2

Payments

Current Period: April 2022

Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE			\$56.90
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE			\$56.90
Invoice					
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE			\$56.90
Invoice					
Cash Payment	E 101-42110-384 Refuse/Garbage Dispos	GARBAGE			\$227.62
Invoice					
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE			\$68.94
Invoice					
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE			\$68.93
Invoice					
Transaction Date	4/1/2022	CASH	10100	Total	\$1,180.91
Refer	14032 PAYMENT SERVICE NETWORK	Ck# 001583E 4/30/2022			
Cash Payment	E 601-49440-430 Bank Fees	CC FEES			\$574.25
Invoice					
Transaction Date	4/1/2022	CASH	10100	Total	\$574.25
Refer	14048 DELTA DENTAL	Ck# 001577E 4/30/2022			
Cash Payment	G 101-21711 Dental Insurance	PREMIUM			\$1,644.31
Invoice					
Transaction Date	4/6/2022	CASH	10100	Total	\$1,644.31
Refer	14049 CINTAS	Ck# 001575E 4/30/2022			
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS			\$23.04
Invoice					
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS			\$23.04
Invoice					
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS			\$15.36
Invoice					
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			\$28.87
Invoice					
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			\$28.87
Invoice					
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			\$28.87
Invoice					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice					
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES			\$6.01
Invoice					

CITY OF ST FRANCIS

05/04/22 4:23 PM

Page 3

Payments

Current Period: April 2022

Cash Payment Invoice	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES			\$6.01
Cash Payment Invoice	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES			\$6.01
Cash Payment Invoice	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES			\$6.01
Cash Payment Invoice	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES			\$24.04
Cash Payment Invoice	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Cash Payment Invoice	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Cash Payment Invoice	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Cash Payment Invoice	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Transaction Date	4/6/2022	CASH	10100	Total	\$242.68
Refer	14050 U S BANK EQUIPMENT FINANCE	<u>Ck# 001591E 4/30/2022</u>			
Cash Payment Invoice	E 101-41400-240 Office Equip	COPIER LEASE			\$179.70
Cash Payment Invoice	E 101-43100-240 Office Equip	COPIER LEASE			\$179.70
Cash Payment Invoice	E 101-43210-240 Office Equip	COPIER LEASE			\$179.70
Cash Payment Invoice	E 101-45200-240 Office Equip	COPIER LEASE			\$179.70
Cash Payment Invoice	E 601-49440-240 Office Equip	COPIER LEASE			\$179.70
Cash Payment Invoice	E 602-49490-240 Office Equip	COPIER LEASE			\$179.50
Transaction Date	4/7/2022	CASH	10100	Total	\$1,078.00
Refer	14051 COLONIAL INSURANCE	<u>Ck# 001576E 4/30/2022</u>			
Cash Payment Invoice	G 101-21712 Colonial Insurance	PREMIUM			\$417.91
Transaction Date	4/7/2022	CASH	10100	Total	\$417.91
Refer	14071 FWT	<u>Ck# 001579E 4/20/2022</u>			
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	PAYROLL 04-14-2022			\$7,850.00
Cash Payment Invoice	G 101-21709 Medicare	PAYROLL 04-14-2022			\$3,052.78
Cash Payment Invoice	G 101-21701 Federal Withholding	PAYROLL 04-14-2022			\$10,101.53
Transaction Date	4/14/2022	CASH	10100	Total	\$21,004.31
Refer	14072 PERA	<u>Ck# 001585E 4/30/2022</u>			
Cash Payment Invoice	G 101-21704 PERA	PAYROLL 04-14-2022			\$21,433.05
Transaction Date	4/14/2022	CASH	10100	Total	\$21,433.05

CITY OF ST FRANCIS

Payments

05/04/22 4:23 PM

Page 4

Current Period: April 2022

Refer	14073 VOYA	Ck# 001592E 4/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-14-2022		\$1,690.00
Invoice				
Transaction Date	4/14/2022	CASH	10100	Total \$1,690.00
Refer	14074 ICMA	Ck# 001581E 4/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-14-2022		\$489.17
Invoice				
Transaction Date	4/14/2022	CASH	10100	Total \$489.17
Refer	14075 SWT	Ck# 001589E 4/30/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-14-2022		\$4,476.10
Invoice				
Transaction Date	4/14/2022	CASH	10100	Total \$4,476.10
Refer	14076 MN STATE RETIREMENT SYSTEM	Ck# 001582E 4/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-14-2022		\$482.76
Invoice				
Transaction Date	4/14/2022	CASH	10100	Total \$482.76
Refer	14077 HSA CONTRIBUTION	Ck# 001580E 4/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-14-2022		\$818.66
Invoice				
Transaction Date	4/14/2022	CASH	10100	Total \$818.66
Refer	14108 CENTERPOINT ENERGY	Ck# 001574E 4/30/2022		
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE-GAS		\$25.04
Invoice				
Transaction Date	4/15/2022	CASH	10100	Total \$25.04
Refer	14109 FWT	Ck# 001578E 4/30/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 04-19-2022		\$1,173.78
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 04-19-2022		\$329.68
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 04-19-2022		\$299.68
Invoice				
Transaction Date	4/15/2022	CASH	10100	Total \$1,803.14
Refer	14110 PERA	Ck# 001584E 4/30/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 04-19-2022		\$483.12
Invoice				
Transaction Date	4/15/2022	CASH	10100	Total \$483.12
Refer	14111 SWT	Ck# 001590E 4/30/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-19-2022		\$40.51
Invoice				
Transaction Date	4/15/2022	CASH	10100	Total \$40.51
Refer	14112 STATE OF ARIZONA	Ck# 001586E 4/30/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 04-19-2022		\$194.49
Invoice				
Transaction Date	4/15/2022	CASH	10100	Total \$194.49

CITY OF ST FRANCIS

Payments

05/04/22 4:23 PM

Page 5

Current Period: April 2022

Refer	14113 STATE OF MINNESOTA	Ck# 001587E 4/30/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 04-19-2022		\$240.11
Invoice				
Transaction Date	4/15/2022	CASH	10100	Total \$240.11
Refer	14114 CONNEXUS ENERGY	Ck# 001593E 4/30/2022		
Cash Payment	E 101-41940-381 Electric Utilities	SIGN		\$50.77
Invoice				
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL		\$297.74
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS		\$910.68
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	PARKS		\$224.81
Invoice				
Cash Payment	E 601-49440-380 Electric-System	WATER		\$4,732.58
Invoice				
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS		\$2,525.15
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	WWTP		\$7,697.69
Invoice				
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE		\$812.67
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42210-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42210-381 Electric Utilities	FIRE		\$447.62
Invoice				
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW		\$146.94
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW		\$146.94
Invoice				
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW		\$146.94
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW		\$146.94
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW		\$587.76
Invoice				
Transaction Date	4/18/2022	CASH	10100	Total \$18,890.23
Refer	14190 CAYAN	Ck# 001594E 4/30/2022		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		\$64.11
Invoice				
Transaction Date	4/18/2022	CASH	10100	Total \$64.11
Refer	14191 WEBER CONSTRUCTION, INC	Ck# 001595E 4/30/2022		
Cash Payment	G 609-16500 Construction in Progress	PAY REQUEST #7		\$17,631.73
Invoice				
Transaction Date	4/20/2022	CASH	10100	Total \$17,631.73

CITY OF ST FRANCIS

05/04/22 4:23 PM

Page 6

Payments

Current Period: April 2022

Refer	14192 MN DEPT OF REVENUE	Ck# 001596E 4/30/2022		
Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX MARCH		\$18,439.00
Invoice				
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX MARCH		\$732.00
Invoice				
Transaction Date	4/20/2022	CASH	10100	Total \$19,171.00
Refer	14220 CAYAN	Ck# 001597E 4/30/2022		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		\$5.25
Invoice				
Transaction Date	4/21/2022	CASH	10100	Total \$5.25
Refer	14221 FWT	Ck# 001598E 4/30/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 04-28-2022		\$7,699.10
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 04-28-2022		\$2,856.74
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 04-28-2022		\$9,034.99
Invoice				
Transaction Date	4/26/2022	CASH	10100	Total \$19,590.83
Refer	14222 PERA	Ck# 001599E 4/30/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 04-28-2022		\$20,350.14
Invoice				
Transaction Date	4/28/2022	CASH	10100	Total \$20,350.14
Refer	14223 VOYA	Ck# 001600E 4/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-28-2022		\$1,765.00
Invoice				
Transaction Date	4/28/2022	CASH	10100	Total \$1,765.00
Refer	14224 ICMA	Ck# 001601E 4/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-28-2022		\$489.17
Invoice				
Transaction Date	4/28/2022	CASH	10100	Total \$489.17
Refer	14225 SWT	Ck# 001602E 4/30/2022		
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-28-2022		\$4,112.30
Invoice				
Transaction Date	4/28/2022	CASH	10100	Total \$4,112.30
Refer	14226 MN STATE RETIREMENT SYSTEM	Ck# 001603E 4/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-28-2022		\$453.17
Invoice				
Transaction Date	4/28/2022	CASH	10100	Total \$453.17
Refer	14227 HSA CONTRIBUTION	Ck# 001604E 4/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-28-2022		\$818.66
Invoice				
Transaction Date	4/28/2022	CASH	10100	Total \$818.66
Refer	14243 ALERUS	Ck# 001605E 4/30/2022		
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	FEE		\$50.00
Invoice				

CITY OF ST FRANCIS

Payments

05/04/22 4:23 PM

Page 7

Current Period: April 2022

Transaction Date	4/26/2022	CASH	10100	Total	\$50.00
Refer	14265 FWT	Ck# 001606E 4/30/2022			
Cash Payment	G 101-21703 FICA Tax Withholding	04-28-2022 S PAYROLL			\$120.90
Invoice					
Cash Payment	G 101-21709 Medicare	04-28-2022 S PAYROLL			\$75.36
Invoice					
Cash Payment	G 101-21701 Federal Withholding	04-28-2022 S PAYROLL			\$14.38
Invoice					
Transaction Date	4/28/2022	CASH	10100	Total	\$210.64
Refer	14266 CENTERPOINT ENERGY	Ck# 001607E 4/30/2022			
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR			\$233.28
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities	FIRE			\$1,267.47
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR			\$25.36
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities	WWTP			\$16.80
Invoice					
Cash Payment	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)			\$69.40
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)			\$69.40
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1			\$51.09
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2			\$36.39
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3			\$22.68
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4			\$57.88
Invoice					
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE			\$183.28
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)			\$25.61
Invoice					
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT			\$921.68
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities	WWTP			\$1,721.67
Invoice					
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW			\$882.64
Invoice					
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW			\$220.66
Invoice					
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW			\$220.66
Invoice					
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW			\$220.66
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW			\$220.66
Invoice					
Transaction Date	4/28/2022	CASH	10100	Total	\$6,467.27

CITY OF ST FRANCIS

Payments

05/04/22 4:23 PM

Page 8

Current Period: April 2022

Refer	14319 VILLAGE BANK	Ck# 001608E 4/30/2022	
Cash Payment	E 101-41500-430 Bank Fees	APRIL FEES	\$48.02
Invoice			
Cash Payment	E 601-49440-430 Bank Fees	APRIL FEES	\$48.02
Invoice			
Cash Payment	E 602-49490-430 Bank Fees	APRIL FEES	\$48.02
Invoice			
Cash Payment	E 609-49750-430 Bank Fees	APRIL FEES	\$48.04
Invoice			
Transaction Date	4/30/2022	CASH	10100
		Total	\$192.10

Fund Summary

	10100 CASH
101 GENERAL FUND	\$148,629.51
601 WATER FUND	\$7,976.78
602 SEWER FUND	\$11,317.33
609 LIQUOR FUND	\$43,682.21
	<u>\$211,605.83</u>

Pre-Written Checks	\$211,605.83
Checks to be Generated by the Computer	\$0.00
Total	<u>\$211,605.83</u>

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 1

Current Period: April 2022

Payments Batch P-CC-APR 2022		\$14,781.67			
Refer	14133 ACTIVE 911	<u>Ck# 001523E 4/18/2022</u>			
Cash Payment	E 101-42210-433 Dues and Subscriptions	RENEWAL			\$351.00
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$351.00
Refer	14134 ADVANCED AUTOMOTIVE CARE, I	<u>Ck# 001524E 4/18/2022</u>			
Cash Payment	E 101-42400-221 Vehicle Repair & Mainten	VEHICLE REPAIRS			\$47.44
Invoice	4/1/2022				
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE REPAIRS			\$90.00
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$137.44
Refer	14135 AMAZON.COM	<u>Ck# 001525E 4/18/2022</u>			
Cash Payment	E 101-41940-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$70.68
Invoice	4/1/2022				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$16.04
Invoice	4/1/2022				
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$31.25
Invoice	4/1/2022				
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$32.04
Invoice	4/1/2022				
Cash Payment	E 101-43100-417 Uniform Clothing & PPE	GLASSES			\$16.91
Invoice	4/1/2022				
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	GLASSES			\$16.91
Invoice	4/1/2022				
Cash Payment	E 101-45200-441 Miscellaneous	MISC			\$38.34
Invoice	4/1/2022				
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT			\$201.78
Invoice	4/1/2022				
Cash Payment	E 101-41910-200 Office Supplies	OFFICE SUPPLIES			\$39.94
Invoice	4/1/2022				
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES			\$14.99
Invoice	4/1/2022				
Cash Payment	E 101-43210-200 Office Supplies	OFFICE SUPPLIES			\$12.84
Invoice	4/1/2022				
Cash Payment	E 101-45200-200 Office Supplies	OFFICE SUPPLIES			\$33.88
Invoice	4/1/2022				
Cash Payment	E 101-43210-217 Other Operating Supplie	OPERATING SUPPLIES			\$22.56
Invoice	4/1/2022				
Cash Payment	E 601-49440-217 Other Operating Supplie	OPERATING SUPPLIES			\$14.45
Invoice	4/1/2022				
Cash Payment	E 101-42110-237 Small Equipment	SMALL EQUIPMENT			\$87.64
Invoice	4/1/2022				
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	VEHICLE REPAIRS/MAINT			\$100.22
Invoice	4/1/2022				
Cash Payment	E 101-43210-221 Vehicle Repair & Mainten	VEHICLE REPAIRS/MAINT			\$86.30
Invoice	4/1/2022				
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	VEHICLE REPAIRS/MAINT			\$49.96
Invoice	4/1/2022				

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 2

Current Period: April 2022

Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	BUILDING REPAIRS		\$49.96
Invoice	4/1/2022			
Cash Payment	E 101-43210-217 Other Operating Supplie	OPERATING SUPPLIES		\$24.11
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$960.80
Refer	14136 ANOKA COUNTY LICENSE CENTE	Ck# 001526E 4/18/2022		
Cash Payment	E 101-43100-441 Miscellaneous	MISC		\$19.25
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$19.25
Refer	14137 APPLEBEES RESTAURANT	Ck# 001527E 4/18/2022		
Cash Payment	E 601-49440-331 Travel Expenses	TRAVEL EXPENSES		\$74.65
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$74.65
Refer	14138 ASPEN MILLS	Ck# 001528E 4/18/2022		
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEARN		\$93.90
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$93.90
Refer	14139 AT&T, INC	Ck# 001529E 4/18/2022		
Cash Payment	E 101-42210-321 Telephone	PHONE		\$477.86
Invoice	4/1/2022			
Cash Payment	E 101-43100-321 Telephone	PHONE		\$76.46
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$554.32
Refer	14140 BUREAU OF CRIM APPREHENSIO	Ck# 001530E 4/18/2022		
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING		\$75.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$75.00
Refer	14141 BOLT DEPOT	Ck# 001531E 4/18/2022		
Cash Payment	E 101-43100-217 Other Operating Supplie	OPERATING SUPPLIES		\$91.02
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$91.02
Refer	14142 CASEY S GENERAL STORE	Ck# 001532E 4/18/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$981.50
Invoice	4/1/2022			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$110.05
Invoice	4/1/2022			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$428.28
Invoice	4/1/2022			
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$148.11
Invoice	4/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$243.63
Invoice	4/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$125.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$2,036.57
Refer	14143 CLIPPINGMAGIC.COM	Ck# 001533E 4/18/2022		

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 3

Current Period: April 2022

Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION			\$3.99
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$3.99
Refer	14144 DELL MARKETING L.P.	Ck# 001534E 4/18/2022			
Cash Payment	E 101-41110-433 Dues and Subscriptions	COMPUTER			\$8.50
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$8.50
Refer	14145 MN DEPT OF NATURAL RESOURC	Ck# 001535E 4/18/2022			
Cash Payment	E 601-49440-434 Permit Fees	PERMIT FEES			\$140.00
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$140.00
Refer	14146 DEX MEDIA EAST LLC	Ck# 001536E 4/18/2022			
Cash Payment	E 609-49750-340 Advertising	ADVERTISING			\$85.00
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$85.00
Refer	14147 DOLLAR GENERAL	Ck# 001537E 4/18/2022			
Cash Payment	E 101-42210-441 Miscellaneous	MISC			\$38.03
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$38.03
Refer	14148 DOMAIN LISTINGS	Ck# 001538E 4/18/2022			
Cash Payment	E 101-41400-441 Miscellaneous	WEBSITE HOSTING			\$18.17
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$18.17
Refer	14149 EBAY	Ck# 001539E 4/18/2022			
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$153.55
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$153.55
Refer	14150 FEHR BROS INDUSTRIES	Ck# 001540E 4/18/2022			
Cash Payment	E 602-49490-229 Project Repair & Mainten	PROJECT REPAIRS - WWTP			\$443.20
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$443.20
Refer	14151 HIVIS & SUMMIT SAFETY	Ck# 001541E 4/18/2022			
Cash Payment	E 101-43100-417 Uniform Clothing & PPE	UNIFORMS			\$51.82
Invoice	4/1/2022				
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	UNIFORMS			\$51.82
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	\$103.64
Refer	14152 HOLIDAY INN HOTEL	Ck# 001542E 4/18/2022			
Cash Payment	E 101-43100-441 Miscellaneous	REIMBURSEMENT FOR FRAUD			-\$686.68
Invoice	4/1/2022				
Transaction Date	4/18/2022	CASH	10100	Total	-\$686.68
Refer	14153 COUNTY MARKET - CITY ACCOUN	Ck# 001543E 4/18/2022			
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$10.04
Invoice	4/1/2022				

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 4

Current Period: April 2022

Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$441.48
Invoice	4/1/2022			
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$12.80
Invoice	4/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$136.14
Invoice	4/1/2022			
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING MATERIALS		\$28.37
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$628.83
Refer	14154 KWIK TRIP	Ck# 001544E 4/18/2022		
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	FUEL		\$1,468.46
Invoice	4/1/2022			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$112.02
Invoice	4/1/2022			
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$92.13
Invoice	4/1/2022			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$95.56
Invoice	4/1/2022			
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$79.34
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$1,847.51
Refer	14155 MENARDS	Ck# 001545E 4/18/2022		
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	BUILDING REPAIRS		\$394.13
Invoice	4/1/2022			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	EQUIPMENT REPAIRS/MAINT		\$238.26
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$632.39
Refer	14156 MN COUNTY ATTORNEYS ASSN.	Ck# 001546E 4/18/2022		
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES		\$110.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$110.00
Refer	14157 MNWOMANSPOLICE.COM	Ck# 001547E 4/18/2022		
Cash Payment	E 101-42110-208 Training and Instruction	CONFERENCE FEES-DZURIS		\$400.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$400.00
Refer	14158 NATIONAL REGISTRY EMT	Ck# 001548E 4/18/2022		
Cash Payment	E 101-42210-433 Dues and Subscriptions	RENEWAL		\$50.00
Invoice	4/1/2022			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING		\$25.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$75.00
Refer	14159 OPTICSPLANET INC	Ck# 001549E 4/18/2022		
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEARN		-\$167.10
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total -\$167.10
Refer	14160 OREILLY AUTO PARTS	Ck# 001550E 4/18/2022		

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 5

Current Period: April 2022

Cash Payment	E 101-43100-218 Equipment Repair & Mai	REPAIRS/PARTS		\$409.19
Invoice	4/1/2022			
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	REPAIRS/PARTS		\$26.27
Invoice	4/1/2022			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	REPAIRS/PARTS		\$197.05
Invoice	4/1/2022			
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	REPAIRS/PARTS		\$157.83
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$790.34
Refer	14161 <i>PAYMENTENUS-SERVICE FEES</i>	<u>Ck# 001551E 4/18/2022</u>		
Cash Payment	E 101-43100-441 Miscellaneous	MISC		\$0.48
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$0.48
Refer	14162 <i>PHOENIX TAPE & SUPPLY</i>	<u>Ck# 001552E 4/18/2022</u>		
Cash Payment	E 602-49490-217 Other Operating Supplie	OPERATING SUPPLIES		\$146.47
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$146.47
Refer	14163 <i>POPP TELECOM</i>	<u>Ck# 001553E 4/18/2022</u>		
Cash Payment	E 609-49750-321 Telephone	PHONE		\$52.25
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$52.25
Refer	14164 <i>POST BOARD LICENSING</i>	<u>Ck# 001554E 4/18/2022</u>		
Cash Payment	E 101-42110-433 Dues and Subscriptions	DUES/SUBSCRIPTION		\$360.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$360.00
Refer	14165 <i>POSTMASTER - ST. FRANCIS</i>	<u>Ck# 001555E 4/18/2022</u>		
Cash Payment	E 101-41910-322 Postage	POSTAGE		\$16.10
Invoice	4/1/2022			
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$450.00
Invoice	4/1/2022			
Cash Payment	E 601-49440-313 Sample Testing	POSTAGE ON SAMPLE TESTING		\$8.70
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$474.80
Refer	14166 <i>RECYCLING ASSOCIATION OF MN</i>	<u>Ck# 001556E 4/18/2022</u>		
Cash Payment	E 101-43210-208 Training and Instruction	TRAINING-KOEP		\$315.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$315.00
Refer	14167 <i>REMARKABLE.COM</i>	<u>Ck# 001557E 4/18/2022</u>		
Cash Payment	E 101-41500-441 Miscellaneous	SUBSCRIPTION		\$7.99
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$7.99
Refer	14168 <i>SPEEDWAY</i>	<u>Ck# 001558E 4/18/2022</u>		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$147.04
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$147.04

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 6

Current Period: April 2022

Refer	14169 NATIONAL TACTICAL OFFICE	Ck# 001559E 4/18/2022		
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-NATE SCHWIEGER		\$765.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$765.00
Refer	14170 ST. FRANCIS TRUE VALUE HARD	Ck# 001560E 4/18/2022		
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$7.49
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$7.49
Refer	14171 STAMPS.COM	Ck# 001561E 4/18/2022		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$102.82
Invoice	4/1/2022			
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$35.98
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$138.80
Refer	14172 STEENSMA LAWN	Ck# 001562E 4/18/2022		
Cash Payment	E 101-45200-218 Equipment Repair & Mai	EQUIPMENT REPAIR/MAINT		\$412.72
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$412.72
Refer	14173 THOMSON REUTERS-WEST	Ck# 001563E 4/18/2022		
Cash Payment	E 101-42110-200 Office Supplies	TRAINING MATERIALS		\$441.36
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$441.36
Refer	14174 UNIVERSITY OF MINNESOTA	Ck# 001564E 4/18/2022		
Cash Payment	E 101-45200-208 Training and Instruction	TRAINING-CARPENTER		\$190.00
Invoice	4/1/2022			
Cash Payment	E 101-45200-208 Training and Instruction	TRAINING-KOEP		\$325.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$515.00
Refer	14175 ULINE	Ck# 001565E 4/18/2022		
Cash Payment	E 602-49490-441 Miscellaneous	MISC		\$110.25
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$110.25
Refer	14176 VERIZON WIRELESS	Ck# 001566E 4/18/2022		
Cash Payment	E 101-42110-321 Telephone	PHONE		\$427.56
Invoice	4/1/2022			
Cash Payment	E 601-49440-321 Telephone	PHONE		\$222.67
Invoice	4/1/2022			
Cash Payment	E 602-49490-321 Telephone	PHONE		\$142.71
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$792.94
Refer	14177 WALMART	Ck# 001567E 4/18/2022		
Cash Payment	E 101-42110-237 Small Equipment	SMALL EQUIPMENT		\$117.78
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$117.78
Refer	14178 WHIRLYBALL- MAPLE GROVE	Ck# 001568E 4/18/2022		

CITY OF ST FRANCIS

Payments

04/20/22 8:15 AM

Page 7

Current Period: April 2022

Cash Payment	E 101-42110-448 Reserve Officers	RESERVE OFFICERS		\$691.92
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$691.92
Refer	14179 CAREERCERT.COM	Ck# 001569E 4/18/2022		
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING-SCHMIDT		\$250.00
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$250.00
Refer	14180 ZOOM.US	Ck# 001570E 4/18/2022		
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION		\$16.06
Invoice	4/1/2022			
Transaction Date	4/18/2022	CASH	10100	Total \$16.06

Fund Summary

	10100 CASH	
101 GENERAL FUND	\$11,690.38	
601 WATER FUND	\$1,748.44	
602 SEWER FUND	\$1,166.07	
609 LIQUOR FUND	\$176.78	
	Total	\$14,781.67

Pre-Written Checks	\$14,781.67
Checks to be Generated by the Computer	\$0.00
Total	\$14,781.67



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: 411 231st Ave – Easement Vacation
DATE: 05-11-2022 for 05-16-2022 Meeting
APPLICANT Jesse Sawyer

OVERVIEW:

Jesse Sawyer has requested an administrative adjustment for his property located at 411 231st Ave NW. He is requesting to adjust his lot line 12 feet to the east to allow for the construction of an addition onto his current home. As this request falls under an administrative review process within the City's subdivision code, Staff has reviewed and approved this request.

As a condition of that approval, the drainage and utility easement along the existing lot line must be vacated. The City Council is responsible for reviewing easement vacation requests.

A new drainage and utility easement reflecting the revised lot line is proposed as part of the administrative adjustment. Therefore, Staff recommends approval of the requested drainage and utility easement vacation.

ACTION TO BE CONSIDERED:

Council is requested to hold a public hearing for the easement vacation request. Following the public hearing, Council is requested to take action on the request.

Suggested Motion:

1. Move to approve Resolution 2022-26 approving the drainage and utility easement vacation request for the property located at 411 231st Ave NW.

ATTACHMENTS:

- Draft Resolution 2022-26 – Easement Vacation
- Administrative Approval dated April 27, 2022
- Applicant Submittals
 - Administrative Adjustment
 - Easement Vacation Exhibit
 - Proposed Easement Exhibit

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

RESOLUTION 2022-26

A RESOLUTION APPROVING THE VACATION OF A DRAINAGE AND UTILITY
EASEMENT ALONG BLOCK 1, LOTS 6 AND 7 OF PINE VALLEY ACRES

WHEREAS, the applicant, Jesse Sawyer, has requested the vacation of the drainage and utility easement in association with an administrative adjustment request; and

WHEREAS, pursuant to Minnesota Statutes 412.851 the City Council of the City of St. Francis has conducted a public hearing preceded by two (2) weeks published and posted notice and mailed notice to the abutting property owners, to consider the vacation of an easement for drainage and utility purposes over, on, across, under, and through the land legally described in the attached Exhibit A and depicted on Exhibit B; and

WHEREAS, following the hearing and consideration of the proposed vacation, the Council has determined that it is in the public interest to vacate the easement; and

WHEREAS, City Staff approved the associated administrative adjustment for this property with conditions on April 27, 2022, establishing a new drainage and utility easement where necessary; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the vacation of the drainage and utility easement as described herein.

Approved and adopted by the City Council of the City of St. Francis on this 16th day of May, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

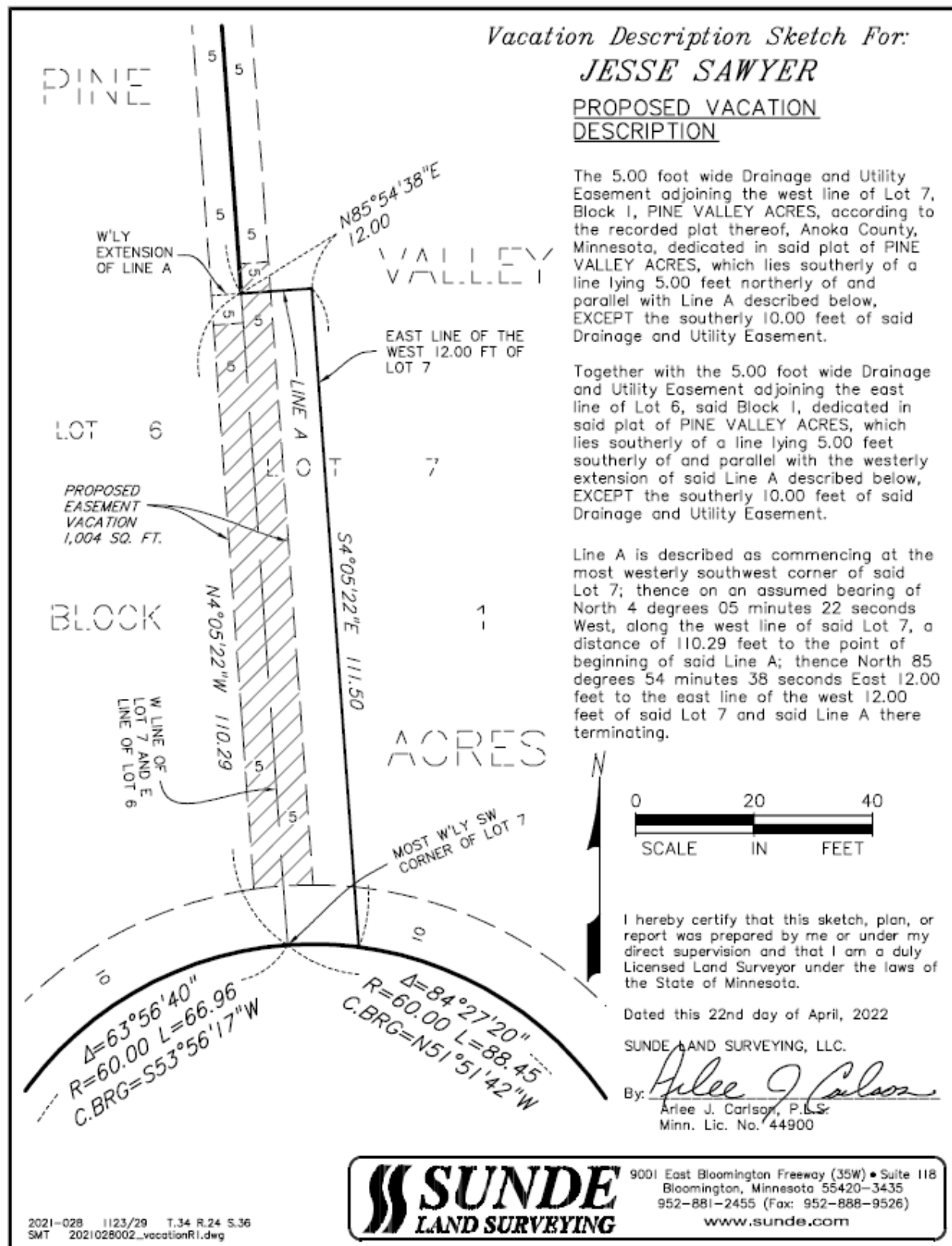
EXHIBIT A

The 5.00 foot wide Drainage and Utility Easement adjoining the west line of Lot 7, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota, dedicated in said plat of PINE VALLEY ACRES, which lies southerly of a line lying 5.00 feet northerly of and parallel with Line A described below, EXCEPT the southerly 10.00 feet of said Drainage and Utility Easement.

Together with the 5.00 foot wide Drainage and Utility Easement adjoining the east line of Lot 6, said Block 1, dedicated in said plat of PINE VALLEY ACRES, which lies southerly of a line lying 5.00 feet southerly of and parallel with the westerly extension of said Line A described below, EXCEPT the southerly 10.00 feet of said Drainage and Utility Easement.

Line A is described as commencing at the most westerly southwest corner of said Lot 7; thence on an assumed bearing of North 4 degrees 05 minutes 22 seconds West, along the west line of said Lot 7, a distance of 110.29 feet to the point of beginning of said Line A; thence North 85 degrees 54 minutes 38 seconds East 12.00 feet to the east line of the west 12.00 feet of said Lot 7 and said Line A there terminating.

EXHIBIT B



Hoisington Koegler Group Inc.



Creating Places that Enrich People's Lives

April 27, 2022

Jesse Sawyer
411 231st Ave NW
St. Francis, MN 55070

RE: Administrative Adjustment; Block 1, Lots 6 and 7 Pine Valley Acres

Dear Mr. Sawyer,

This letter is in regard to the administrative adjustment you requested on April 11, 2022 for the lots located at 411 231st Ave NW and 383 231st Ave NW (PINs 36-34-24-31-0003 and 36-34-24-42-0002). Your request to adjust the lot line separating these two lots is hereby approved with the following findings and subject to the following conditions:

Findings

1. The use of both parcels as single-family residential dwellings is consistent with the City's Comprehensive Plan.
2. Both lots are zoned RR, which requires a lot width of 250 feet abutting City streets. Lot 6 is located on a cul-de-sac and is not currently 250 feet wide. Lot 6's lot width will increase by 12 feet as a result of the administrative amendment, lessening the degree of nonconformity. Lot 7 is currently 360 feet wide. Lot 7 will continue to be a conforming, RR lot following the administrative adjustment.
3. A drainage and utility easement meeting City Code specifications shall be established along the new lot line.

Conditions

1. The property owner of Lot 7 shall provide a signature stating that they are aware and supportive of the administrative adjustment request that affects their property.
2. The applicant shall provide documentation demonstrating that the administrative adjustment does not interfere with the primary or alternate septic sites for Lot 7.
3. The associated request for the vacation of the drainage and utility easement along the existing lot line between Lots 6 and 7 shall be approved by Council.
4. The applicant shall be responsible for all fees associated with the application.

The City Council is the body responsible for reviewing easement vacation requests. Your request to vacate the drainage and utility easement along the existing lot line between Lots 6 and 7 is scheduled to be reviewed by the City Council at their meeting on May 16, 2022 at 6:00pm. Please plan to attend the meeting.

All conditions listed in this letter must be met before you can record the adjustment with Anoka County. You are responsible for recording this approval, the deed, and the accompanying survey with Anoka County within 60 days after the date of Council approval of the drainage and utility easement vacation, or no later than July 15, 2022. Please provide a receipt of recording to City Staff once complete.

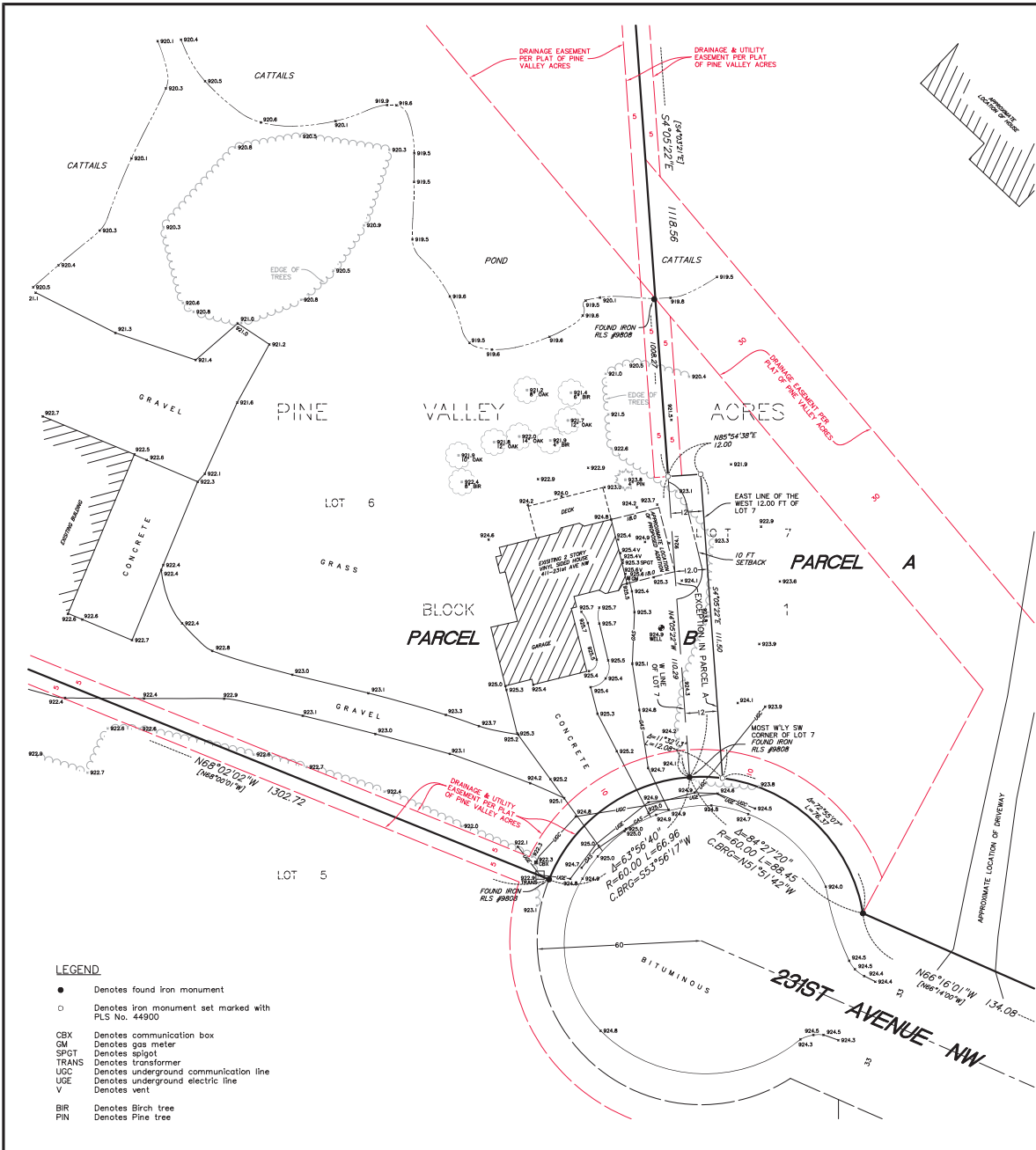
Hoisington Koegler Group Inc.
800 Washington Ave N, Suite 103
Minneapolis, Minnesota 55401
www.hkgi.com

If you have any questions, please feel free to contact me at 612-252-7145 or beth@hkgi.com.

Sincerely,

A handwritten signature in black ink that reads "Beth Richmond". The signature is written in a cursive, flowing style.

Beth Richmond, AICP
City Planner, St. Francis



DESCRIPTION OF PROPERTY SURVEYED

(Per Quit Claim Deed Doc. No. 2114883.001)

Lot 6, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota.
AND
(Per Warranty Deed Doc. No. 1431903)

Lot 7, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota.

PLAT RECORDING INFORMATION

The plat of PINE VALLEY ACRES was filed of record on August 24, 1994, as Document No. 1132316.

[] Bearings and/or dimensions listed within brackets are per plat or record documents.

TITLE COMMITMENT

This survey was prepared without the benefit of current title work. Easements, appurtenances, and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a current title insurance commitment or attorney's title opinion.

PROPOSED DESCRIPTION OF PARCEL A

Lot 7, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota, EXCEPT that part of the west 12.00 feet of said Lot 7 lying southerly of a line described as commencing at the most westerly southwest corner of said Lot 7; thence on an assumed bearing of North 4 degrees 05 minutes 22 seconds West, along the west line of said Lot 7, a distance of 110.29 feet to the point of beginning of the line to be described; thence North 85 degrees 54 minutes 38 seconds East 12.00 feet to the east line of said west 12.00 feet of Lot 7 and said line there terminating.

PROPOSED DESCRIPTION OF PARCEL B

Lot 6, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota.

AND

That part of the west 12.00 feet of Lot 7, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota, lying southerly of a line described as commencing at the most westerly southwest corner of said Lot 7; thence on an assumed bearing of North 4 degrees 05 minutes 22 seconds West, along the west line of said Lot 7, a distance of 110.29 feet to the point of beginning of the line to be described; thence North 85 degrees 54 minutes 38 seconds East 12.00 feet to the east line of said west 12.00 feet of Lot 7 and said line there terminating.

GENERAL NOTE

1.) Survey coordinate and bearing basis: Anoka County Coordinates

UTILITY NOTES

- 1.) Visible above ground evidence of utilities is shown hereon per field location. This survey does not purport to show all underground utilities.
- 2.) Other underground utilities of which we are unaware may exist. Verify all utilities critical to construction or design.
- 3.) Contact Gopher State One Call at 651-454-0002 (800-252-1166) for precise onsite location of utilities prior to any excavation.

AREAS

Portion of Lot 7 being transferred = 1,328 square feet or 0.0308 acres
Proposed Parcel A Grass = 414,009 square feet or 9.504 acres
Proposed Parcel B Grass = 1,104,478 square feet or 25.355 acres

BENCHMARK (BM)
(NAVD 88)

- 1.) MnDOT disk 0206 AB 10
In East Bethel, 1.45 miles west along County Road 24 (237th Avenue Northwest) from the Junction of County Road 24 and Trunk Highway 65 in East Bethel, then 0.6 mile south on County Road 13 (University Avenue), 46.5 feet east of County Road 13, 79.0 feet south of an entrance, 76.5 feet southeast of mailbox 23216, 42.0 feet north of a power pole, 1.0 foot west of a witness post.
Elevation = 914.703 feet

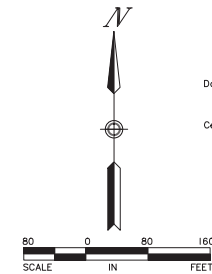
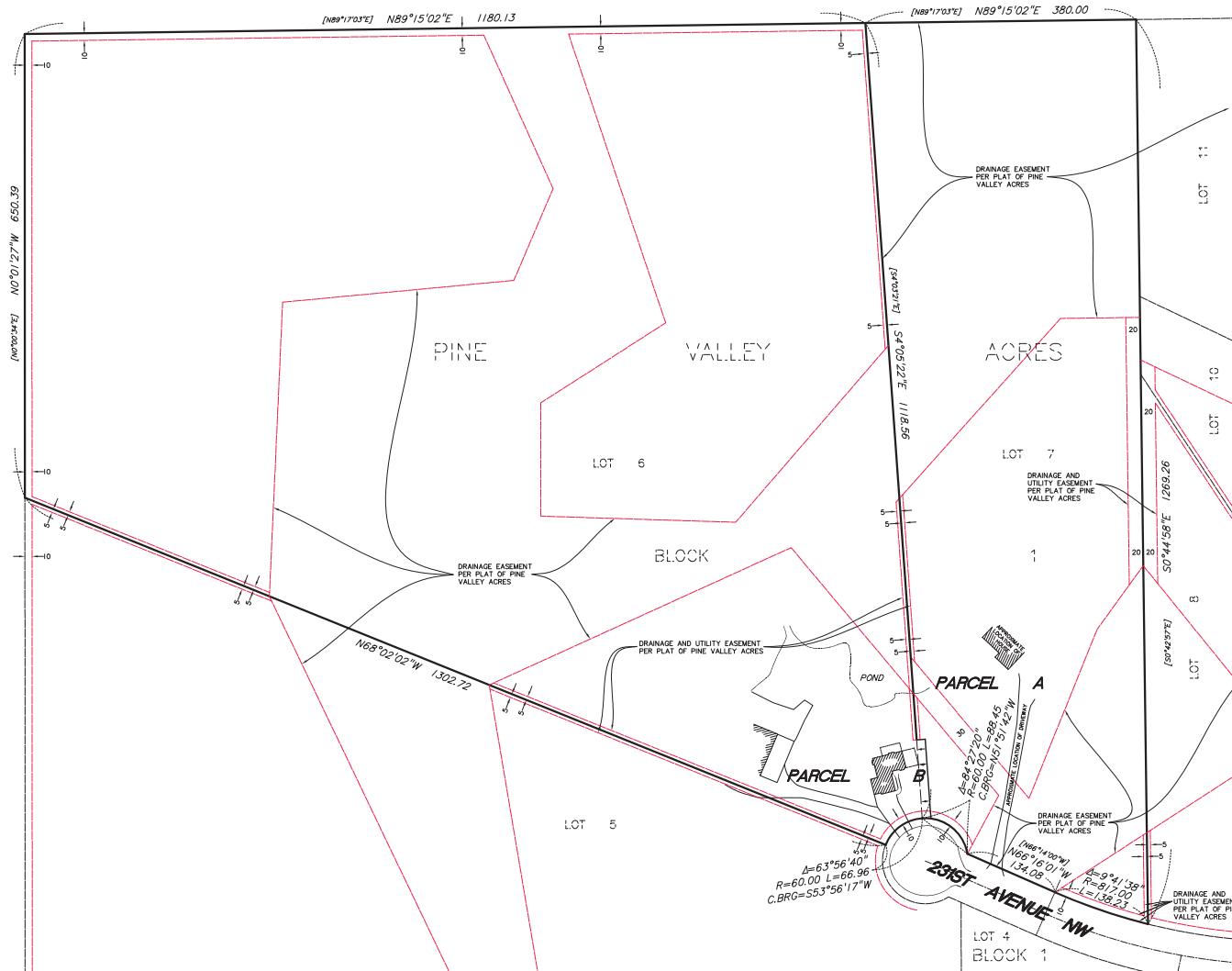
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 22nd day of April, 2022

SUNDE LAND SURVEYING, LLC.

By: *Arlee J. Carlson*
Arlee J. Carlson, P.L.S. Minn. Lic. No. 44900

Revision	By	Date
Survey originally dated April 7, 2021	SM	1
Drawing Title:		
ADMINISTRATIVE SUBDIVISION FOR:		
JESSE SAWYER		
411 83rd Avenue NW		
St. Francis, MN 55070		
Main Office:		
9001 East Bloomington Freeway (396) • Suite 118		
Bloomington, Minnesota 55425-3435		
952-881-2465 (Fax: 952-888-8606)		
www.sunde.com		
Project: 2021-028	By: Pg: 112/29	Date: 04/22/2022
Township: 34	Range: 24	Section: 36
Doc: 2021028001-A1.dwg		Sheet: 1 of 2



Dated this 22nd day of April, 2022
 Certified by: *Arlene J. Carlson*
 Arlene J. Carlson, P.L.S. Minn. Lic. No. 44900

SUNDE
LAND SURVEYING
www.sundesurveying.com

Main Office:
 9001 East Bloomington Freeway (290) • Suite 118
 Bloomington, Minnesota 55420-3430
 952-881-2455 (Fax: 952-888-9526)

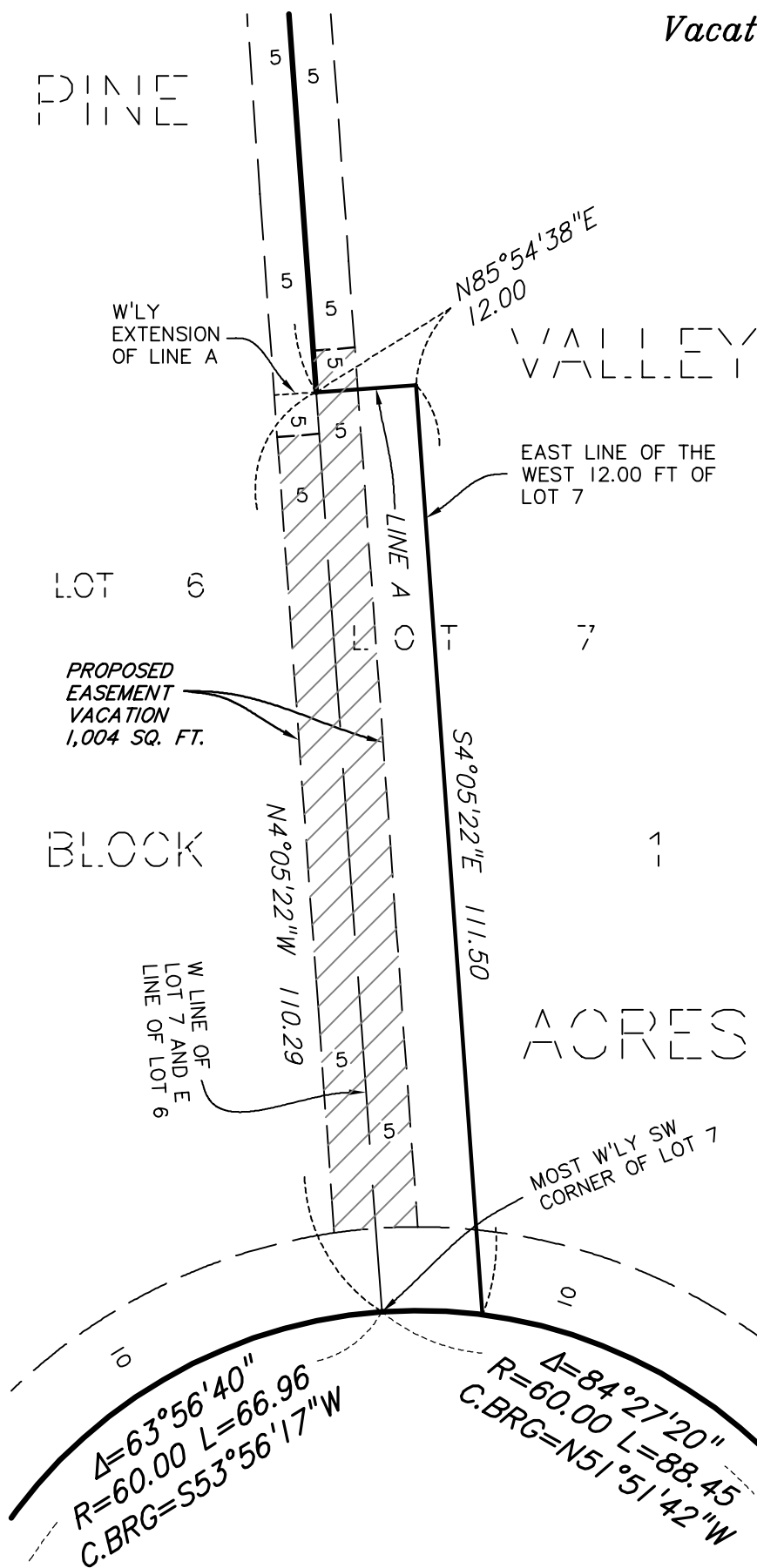
File: 202102001-RI.dwg Sheet: 2 of 2

JESSE SAWYER**PROPOSED VACATION
DESCRIPTION**

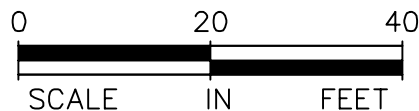
The 5.00 foot wide Drainage and Utility Easement adjoining the west line of Lot 7, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota, dedicated in said plat of PINE VALLEY ACRES, which lies southerly of a line lying 5.00 feet northerly of and parallel with Line A described below, EXCEPT the southerly 10.00 feet of said Drainage and Utility Easement.

Together with the 5.00 foot wide Drainage and Utility Easement adjoining the east line of Lot 6, said Block 1, dedicated in said plat of PINE VALLEY ACRES, which lies southerly of a line lying 5.00 feet southerly of and parallel with the westerly extension of said Line A described below, EXCEPT the southerly 10.00 feet of said Drainage and Utility Easement.

Line A is described as commencing at the most westerly southwest corner of said Lot 7; thence on an assumed bearing of North 4 degrees 05 minutes 22 seconds West, along the west line of said Lot 7, a distance of 110.29 feet to the point of beginning of said Line A; thence North 85 degrees 54 minutes 38 seconds East 12.00 feet to the east line of the west 12.00 feet of said Lot 7 and said Line A there terminating.



N



I hereby certify that this sketch, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 22nd day of April, 2022

SUNDE LAND SURVEYING, LLC.

By:

Arlee J. Carlson, P.L.S.
Minn. Lic. No. 44900



9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)

www.sunde.com

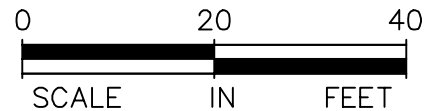
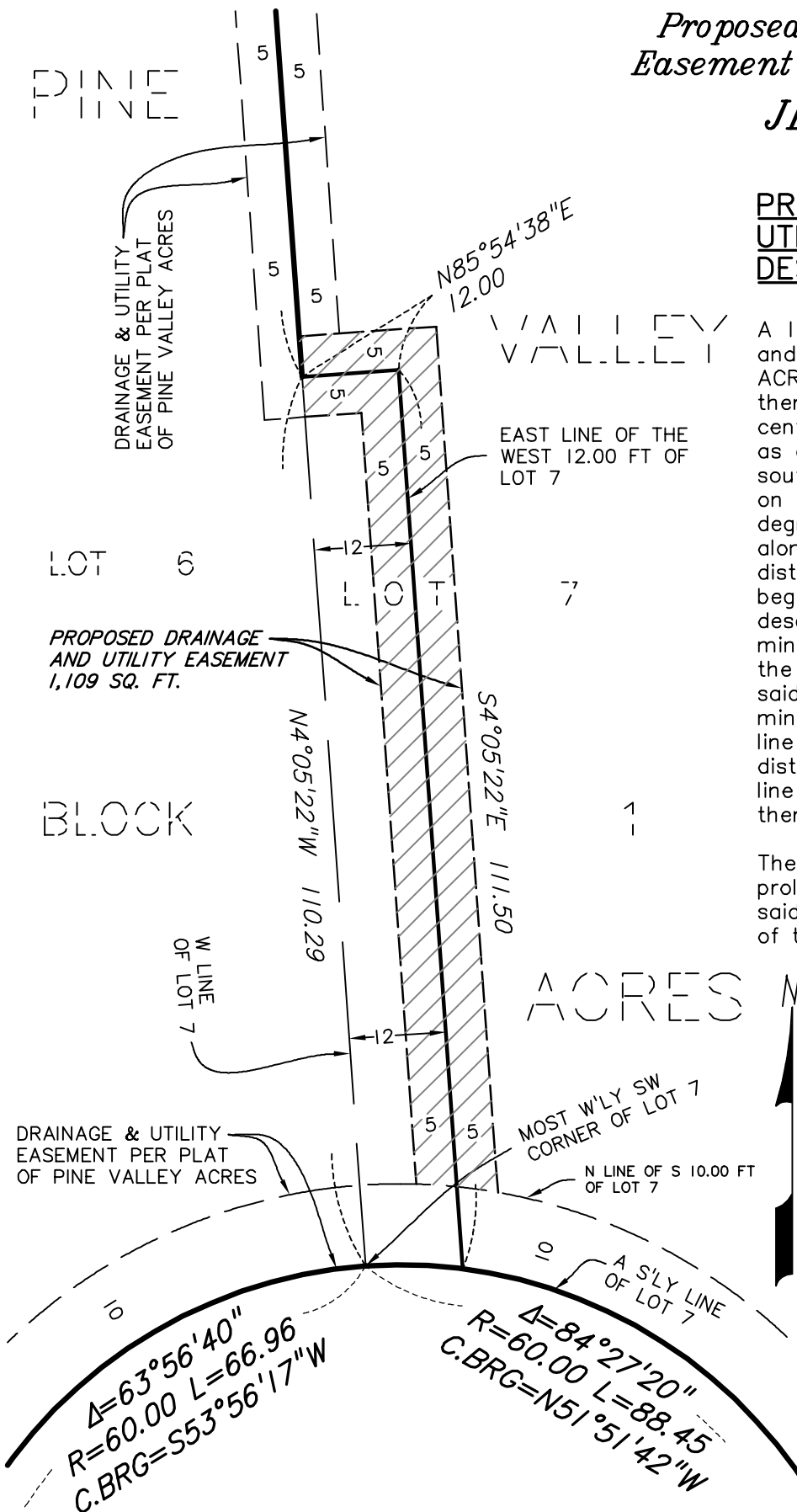
Agenda Item # 7A.

Proposed Drainage and Easement Description Sketch For: **JESSE SAWYER**

PROPOSED DRAINAGE AND UTILITY EASEMENT DESCRIPTION

A 10.00 foot wide easement over, under and across Lot 7, Block 1, PINE VALLEY ACRES, according to the recorded plat thereof, Anoka County, Minnesota. The centerline of said easement is described as commencing at the most westerly southwest corner of said Lot 7; thence on an assumed bearing of North 4 degrees 05 minutes 22 seconds West, along the west line of said Lot 7, a distance of 110.29 feet to the point of beginning of the centerline to be described; thence North 85 degrees 54 minutes 38 seconds East 12.00 feet to the east line of the west 12.00 feet of said Lot 7; thence South 4 degrees 05 minutes 22 seconds East, along said east line of the west 12.00 feet of Lot 7, a distance of 111.50 feet, to a southerly line of said Lot 7 and said centerline there terminating.

The sidelines of said easement are to be prolonged or shortened to terminate at said west line of Lot 7 and the north line of the south 10.00 feet of said Lot 7.



I hereby certify that this sketch, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 22nd day of April, 2022

SUNDE LAND SURVEYING, LLC.

By: *Arlee J. Carlson*
Arlee J. Carlson, P.L.S.
Minn. Lic. No. 44900



9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)

www.sunde.com



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Public Hearing for the Poppy Street and 229th Lane Reconstruction Project
DATE: May 16, 2022

OVERVIEW:

Poppy Street and 229th Lane was selected primarily based on street surface deterioration, utility age, available funding, and overall program staging. The project will replace some old and undersized watermains and corresponding water services and provide an adequate stormwater collection system. This project will also replace bituminous surfacing and construct new concrete curb and gutter. These infrastructure systems have served beyond their expected useful life. The proposed street and utility improvement limits are shown on Exhibit A.

In summary this project will include:

- Reconstruction of the streets including the replacement of the bituminous surface and installation of concrete curb and gutter;
- Complete the sidewalk connection from 227th Avenue to 300 feet north of 229th Lane;
- Remove and replace existing driveways and driveway aprons within the street right-of-way;
- Replace the sanitary sewer castings and rings;
- Replace all the 1973 6-inch thin wall PVC watermain with new 8-inch C-900 PVC and replace the individual water services, on the 1973 watermain, from the lateral mains to the street right-of-way;
- Complete a watermain loop on 229th Lane from Poppy Street to Quay Street; and
- Construct new storm drainage structures and storm sewer piping within the project area.

Staff received bids for the Poppy Street and 229th Lane Reconstruction Project. The bids were opened on April 28, 2022 at 10:00 a.m. at the City Hall. A total of six bids were received. Bids ranged from \$975,267.96 to \$1,183,398.21. Douglas-Kerr Underground, Inc. was the low bidder for the project. The low bid was \$975,267.96.

Per MN Statue 429 a Public Improvement Hearing must be conducted prior to considering a contract award for this project. Resolution 2022-25 which was approved by City Council on May 2, 2022 set the Public Improvement Hearing for May 16, 2022 at the regular scheduled City

Council Meeting. As required by Statute hearing notices were mailed to all benefited property owners. The notices included the proposed assessment for each property. The proposed assessments for each parcel are attached.

ACTION TO BE CONSIDERED:

Consider Conducting the Public Hearing for the Poppy Street and 229th Lane Reconstruction Project.

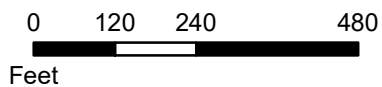
BUDGET IMPLICATION:

The feasibility report, approved by City Council on February 7, 2022, provides detail on the proposed assessments and funding sources for this project. The feasibility report estimated the construction for this project to be \$844,457. The actual bid is 13% higher than the preliminary estimate provided in the feasibility report.


The proposed assessments were updated from the Feasibility Report based on the actual bid prices. The assessments are based on the City's current assessment policy for the Front Footage Method. The assessments are based on assessing 40% of the watermain lateral costs, 40% of the storm sewer improvement costs, and 100 % of the water service costs.

Attachments:

- Exhibit A – Project Location Map
- Preliminary Assessment Roll



Legend

 Reconstruct Limits

**EXHIBIT A
PROJECT LOCATION**



Preliminary Assessment Roll - May 16, 2022

PID	PROPERTY ADDRESS	OWNER/TAXPAYER	OWNER ADDRESS	TOTAL OWNER ASSESSMENT
POPPY STREET NW: 227TH AVENUE NW TO NORTH OF 229TH LANE NW				
05-33-24-12-0049	22754 POPPY STREET NW	JACLYN M. DUREN NICHOLAS J. DUREN	22754 POPPY STREET NW	\$1,506
05-33-24-12-0048	22766 POPPY STREET NW	SUSAN C. FELDMAN STEVEN D. FELDMAN	22766 POPPY STREET NW	\$1,339
05-33-24-12-0047	22780 POPPY STREET NW	STEVE CLARIN II	22780 POPPY STREET NW	\$1,339
05-33-24-12-0046	22792 POPPY STREET NW	LESLIE M. FLATUM JULIA K. ANDERSON STANLEY E. ANDERSON	617 E. MAIN STREET, SUITE 5 ANOKA, MN 55303	\$1,339
05-33-24-12-0045	22808 POPPY STREET NW	BRODY BAKKEN REBECCA BAKKEN JEFFREY C BAKKEN	22808 POPPY STREET NW	\$1,339
05-33-24-12-0044	22816 POPPY STREET NW	TRENT BLAKE	22816 POPPY STREET NW	\$1,339
05-33-24-12-0043	22824 POPPY STREET NW	NICHOLAS SPRINGMAN	22824 POPPY STREET NW	\$1,339
05-33-24-12-0042	22838 POPPY STREET NW	RICHARD A. AND IRENE M. HAND	22838 POPPY STREET NW	\$1,489
05-33-24-12-0012	22872 POPPY STREET NW	WEAVER BROTHERS COMPANY	320 E. MAIN STREET ANOKA, MN 55303	\$14,928
05-33-24-12-0013	22874 POPPY STREET NW	WEAVER BROTHERS COMPANY	320 E. MAIN STREET ANOKA, MN 55303	\$14,169
32-34-24-44-0023	22905 POPPY STREET NW	CORRINE FOYT ALEX FOYT	22905 POPPY STREET NW	\$8,145
32-34-24-43-0023	22918 POPPY STREET NW	HEIDI K. MEADE	23868 UTE STREET NW ST. FRANCIS, MN 55070	\$8,127
32-34-24-43-0024	22926 POPPY STREET NW	JACOB DANIEL JOHNSON ERIN NICHOLE JOHNSON	22926 POPPY STREET NW	\$8,127
32-34-24-44-0011	22929 POPPY STREET NW	ROGER LIND PATRICIA HACKLEY DOROTHEA LIND	22929 POPPY STREET NW 3719 234TH AVENUE NW 22929 POPPY STREET NW	\$7,963
32-34-24-44-0003	22937 POPPY STREET NW	VILLAGE BANK	P.O. BOX 257 ST. FRANCIS, MN 55070	\$8,377
32-34-24-43-0031	22938 POPPY STREET NW	GLORIA N. NEWVILLE	22938 POPPY STREET NW	\$5,462
32-34-24-43-0030	22940 POPPY STREET NW	THERESIA RENNER	22940 POPPY STREET NW	\$5,462
32-34-24-43-0028	22950 POPPY STREET NW	TAMARA A. GALLAGHER	3811 225TH LN NW ST. FRANCIS, MN 55070	\$5,462
32-34-24-43-0027	22952 POPPY STREET NW	SCOTT E. MANNING VIRGINIA A. MANNING	22952 POPPY STREET NW	\$5,462
229TH LANE NW				
32-34-24-43-0038	3440 229TH LANE NW	THERESA M. PETERSON DENNIS E. PETERSON	3440 229TH LANE NW	\$2,513
BRIDGE STREET NW				
32-34-24-43-0007	3480 BRIDGE STREET NW	CASEY'S RETAIL COMPANY	P.O. BOX 54288 LEXINGTON, KY 40555	\$7,603
UNASSIGNED ADDRESSES				
32-34-24-44-0028	UNASSIGNED	STEVEN D. ORTEL	839 235TH AVENUE NE BETHEL, MN 55005	\$16,841

\$129,670



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2021 Annual Comprehensive Financial Report
DATE: May 16, 2022

OVERVIEW:

The 2021 Annual Comprehensive Financial Report and Audit will be presented by Justin Nilson of Abdo on Monday May 16th. Included in the packet is the 2021 Management Letter and the presentation. The 2021 Financial Statement is posted on the City's website under departments-finance.

ACTION TO BE CONSIDERED:

After Justin's report, Council should accept the Financial Report by motion.

BUDGET IMPLICATION:

None

Attachments:

- 2021 Final Management Communication
- 2021 Final Audit Presentation



Management Communication

City of St. Francis

St. Francis, Minnesota

For the year ended December 31, 2021



Edina Office

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

Mankato Office

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

May 3, 2022

Management, Honorable Mayor and City Council
City of St. Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, discretely presented component unit, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 10, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency below as item 2021-001 to be a significant deficiency.

<i>Condition:</i>	During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.
<i>Criteria:</i>	There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.
<i>Cause:</i>	One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.
<i>Effect:</i>	The existence of this limited segregation of duties increases the risk of fraud and error.
<i>Recommendation:</i>	While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under Minnesota statutes.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2021. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were capital asset basis, depreciation, compensated absences, and liability for the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 3, 2022.

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management’s Discussion and Analysis, the Schedules of Employer’s Share of the Net Pension Liability, the Schedules of Employer’s Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (Combining and Individual Fund Financial Statements and Schedules) , which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: ⁽¹⁾

GASB Statement No. 87 - Leases

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2021, and all reporting periods thereafter.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 91 - Conduit Debt Obligations**Summary**

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements - often characterized as leases - that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. Earlier application is encouraged.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.



GASB Statement No. 92 - Omnibus 2020**Summary**

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics and includes specific provisions about the following:

- The effective date of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, for interim financial reports
- Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan
- The applicability of Statements No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68, as amended, and No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, to reporting assets accumulated for postemployment benefits
- The applicability of certain requirements of Statement No. 84, Fiduciary Activities, to postemployment benefit arrangements
- Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition
- Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers
- Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature
- Terminology used to refer to derivative instruments.

Effective Date and Transition

The requirements of this Statement are effective as follows:

- The requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance.
- The requirements related to intra-entity transfers of assets and those related to the applicability of Statements 73 and 74 are effective for fiscal years beginning after June 15, 2020.
- The requirements related to application of Statement 84 to postemployment benefit arrangements and those related to nonrecurring fair value measurements of assets or liabilities are effective for reporting periods beginning after June 15, 2020.
- The requirements related to the measurement of liabilities (and assets, if any) associated with AROs in a government acquisition are effective for government acquisitions occurring in reporting periods beginning after June 15, 2020.

Earlier application is encouraged and is permitted by topic.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements.

GASB Statement No. 93 - Replacement of Interbank Offered Rates**Summary**

The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. This Statement achieves that objective by:

- Providing exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument's variable payment
- Clarifying the hedge accounting termination provisions when a hedged item is amended to replace the reference rate
- Clarifying that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable
- Removing LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap
- Identifying a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap
- Clarifying the definition of reference rate, as it is used in Statement 53, as amended
- Providing an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend

Effective Date and Transition

The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021. All other requirements of this Statement are effective for reporting periods beginning after June 15, 2020. Earlier application is encouraged. The exceptions to the existing provisions for hedge accounting termination and lease modifications in this Statement will reduce the cost of the accounting and financial reporting ramifications of replacing IBORs with other reference rates. The reliability and relevance of reported information will be maintained by requiring that agreements that effectively maintain an existing hedging arrangement continue to be accounted for in the same manner as before the replacement of a reference rate. As a result, this Statement will preserve the consistency and comparability of reporting hedging derivative instruments and leases after governments amend or replace agreements to replace an IBOR.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements.



GASB Statement No. 94 - Public-Private and Public-Public Partnerships and Availability Payment Arrangements**Summary**

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

PPPs should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or if applicable to earlier periods, the beginning of the earliest period restated).

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government's financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government's PPPs and evaluate a government's future obligations and assets resulting from PPPs.

GASB Statement No. 96 - Subscription-Based Information Technology Arrangements**Summary**

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

Under this Statement, a government generally should recognize a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, - which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.



GASB Statement No. 97 - *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*

Summary

The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

This Statement requires that for purposes of determining whether a primary government is financially accountable for a potential component unit, except for a potential component unit that is a defined contribution pension plan, a defined contribution OPEB plan, or another employee benefit plan (for example, certain Section 457 plans), the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform.

This Statement also requires that the financial burden criterion in paragraph 7 of Statement No. 84, Fiduciary Activities, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement No. 67, Financial Reporting for Pension Plans, or paragraph 3 of Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, respectively.

This Statement (1) requires that a Section 457 plan be classified as either a pension plan or another employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities.

This Statement supersedes the remaining provisions of Statement No. 32, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans, as amended, regarding investment valuation requirements for Section 457 plans. As a result, investments of all Section 457 plans should be measured as of the end of the plan's reporting period in all circumstances.

Effective Date and Transition

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately.

The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this Statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this Statement.

The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will result in more consistent financial reporting of defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans, while mitigating the costs associated with reporting those plans. The requirements also will enhance the relevance, consistency, and comparability of (1) the information related to Section 457 plans that meet the definition of a pension plan and the benefits provided through those plans and (2) investment information for all Section 457 plans.

GASB Statement No. 98 – *The Annual Comprehensive Financial Report*

Summary

This Statement establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in generally accepted accounting principles for state and local governments.

This Statement was developed in response to concerns raised by stakeholders that the common pronunciation of the acronym for comprehensive annual financial report sounds like a profoundly objectionable racial slur. This Statement’s introduction of the new term is founded on a commitment to promoting inclusiveness.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years ending after December 15, 2021. Earlier application is encouraged.

⁽¹⁾ *Note.* From GASB Pronouncements Summaries. Copyright 2021 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

* * * *

Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



Abdo
Minneapolis, Minnesota
May 3, 2022



Lighting the path forward

City of St. Francis

2021 Financial Statement Audit



Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion



Unmodified/Clean
Opinion

Minnesota Legal Compliance



No Legal Compliance
Findings Reported

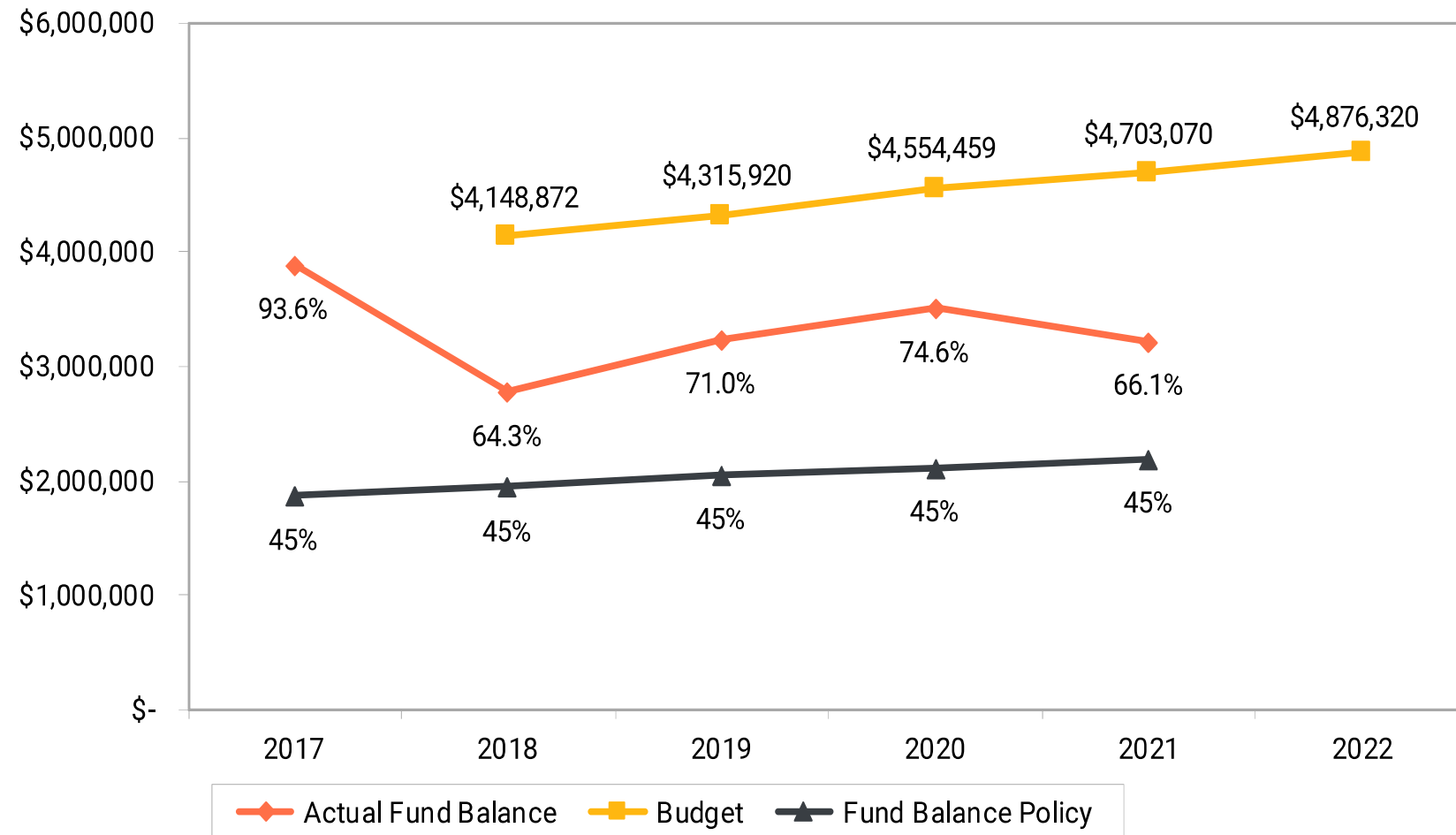
Audit Results

2021 Audit Findings

- Limited Segregation of Duties
 - Internal Control Finding



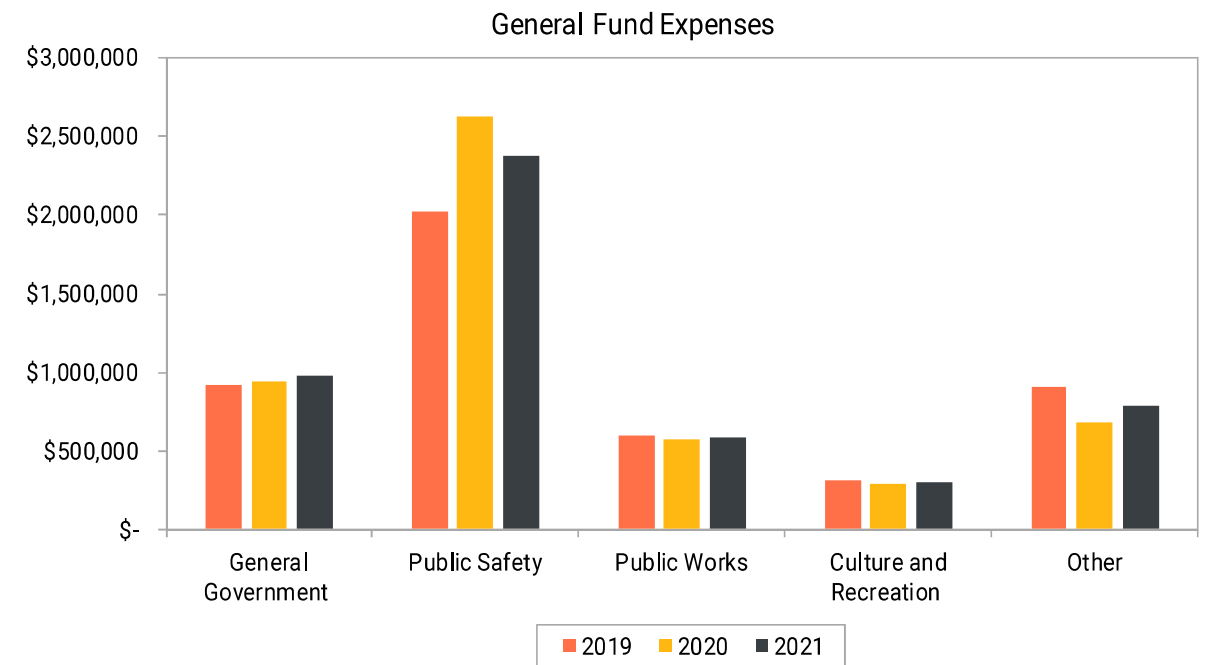
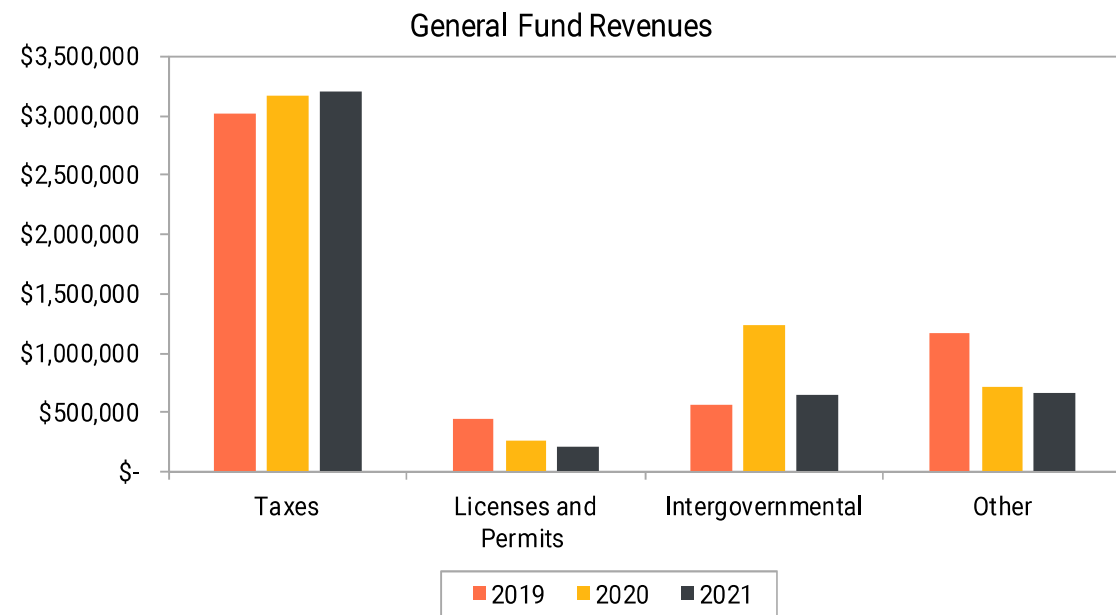
General Fund – Fund Balances



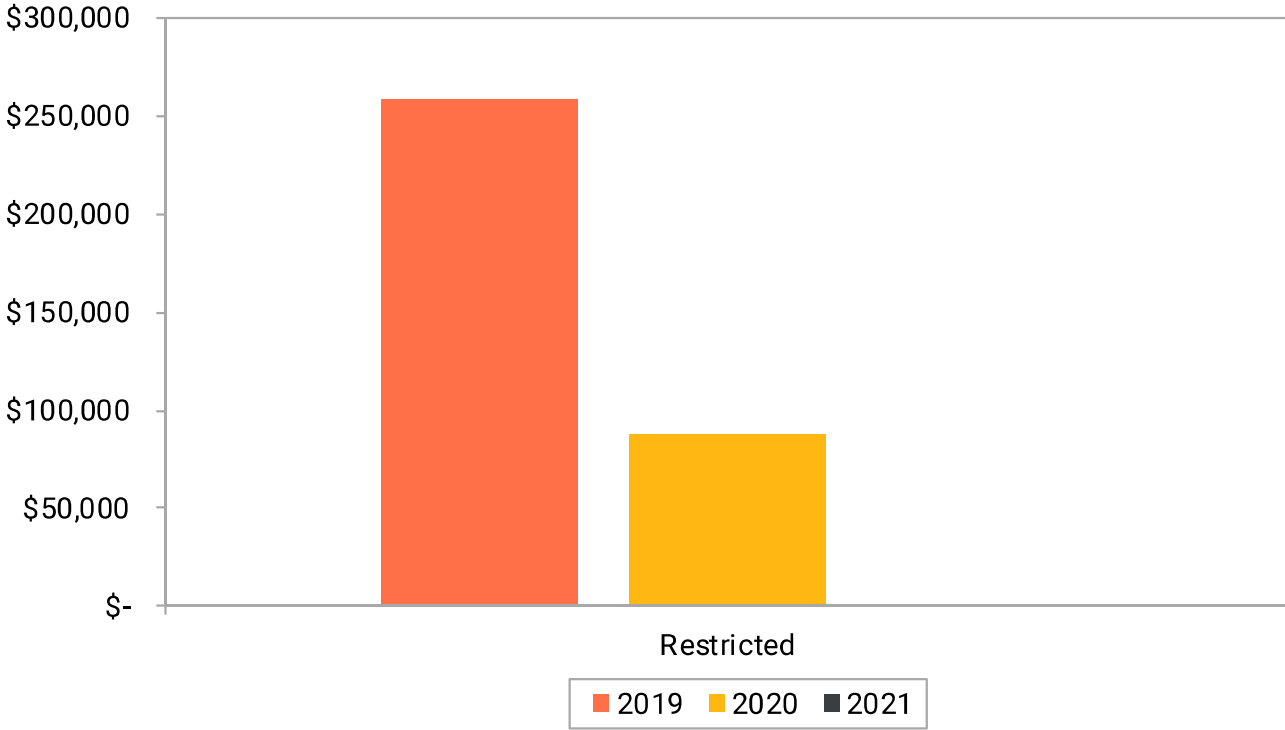
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 4,643,070	\$ 4,668,928	\$ 25,858
Expenditures	<u>4,703,070</u>	<u>4,742,314</u>	<u>(39,244)</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(60,000)</u>	<u>(73,386)</u>	<u>(13,386)</u>
Other Financing Sources (Uses)			
Transfers in	60,000	60,000	-
Sale of capital assets	-	7,026	7,026
Transfers out	<u>-</u>	<u>(278,018)</u>	<u>(278,018)</u>
Total Other Financing Sources (Uses)	<u>60,000</u>	<u>(210,992)</u>	<u>(270,992)</u>
Net Change in Fund Balances	-	(284,378)	(284,378)
Fund Balances, January 1	<u>3,506,625</u>	<u>3,506,625</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 3,506,625</u>	<u>\$ 3,222,247</u>	<u>\$ (284,378)</u>

General Fund Revenues and Expenditures by Type

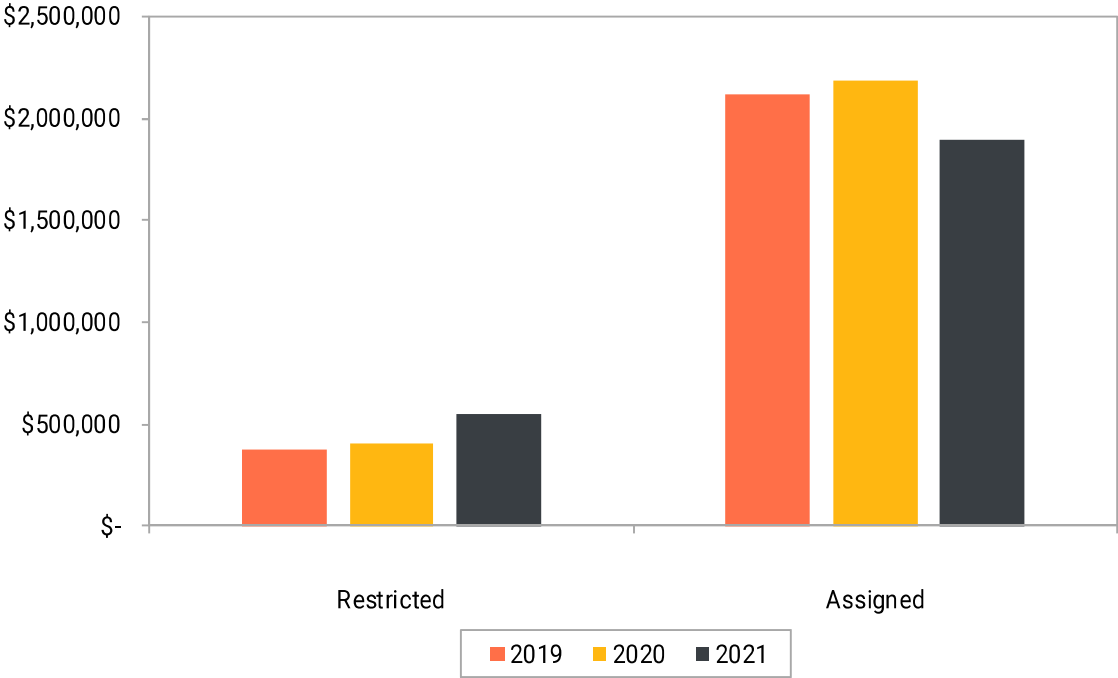


Fund	Fund Balances/Net Position		Increase (Decrease)
	December 31, 2021	2020	
Component Unit			
EDA	\$ 41,946	\$ 70,602	\$ (28,656)
Nonmajor			
Police Forfeiture	1,275	16,963	(15,688)
Total	<u>\$ 43,221</u>	<u>\$ 87,565</u>	<u>\$ (44,344)</u>



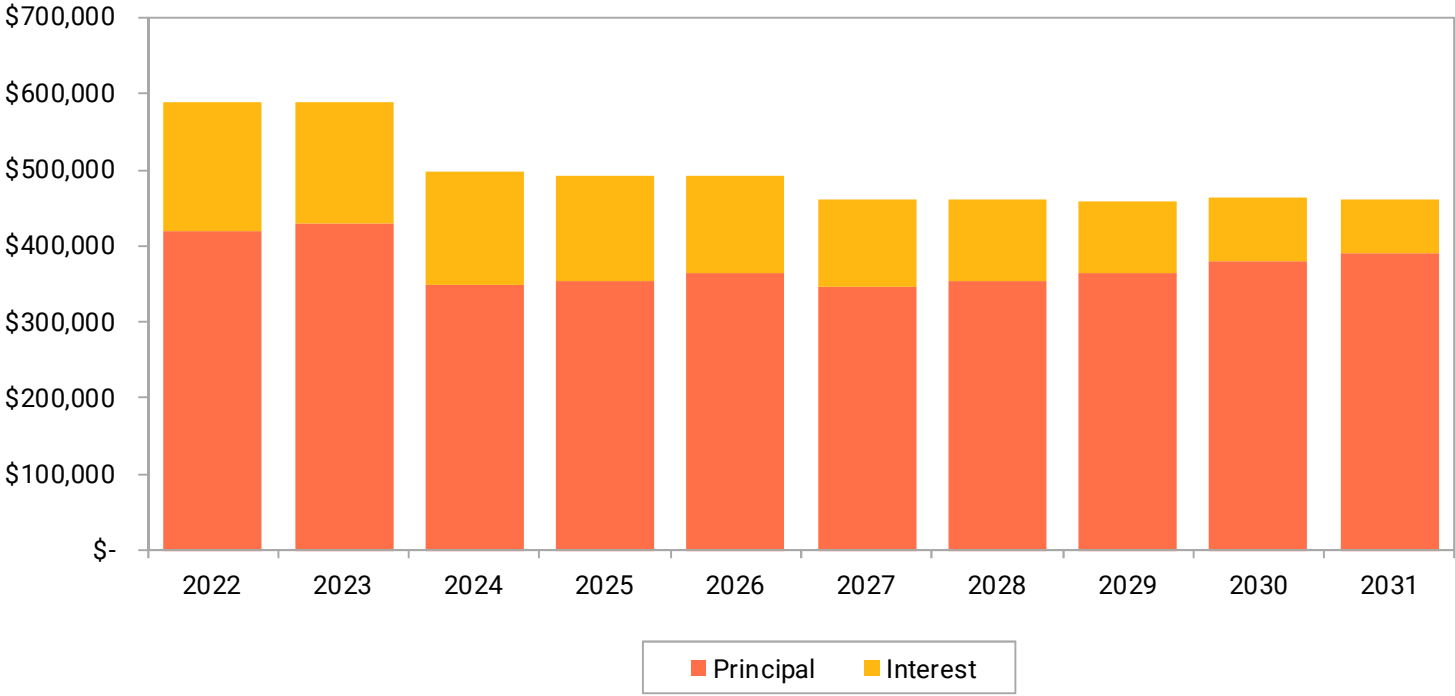
Special Revenue and Component Unit Balances

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2021	2020	
Major			
Capital Equipment	\$ 630,044	\$ 1,079,451	\$ (449,407)
Nonmajor			
Charitable Gambling	132,853	85,663	47,190
Park Improvements	445,517	347,741	97,776
Street Improvement	935,726	999,961	(64,235)
Building Improvement	307,066	76,559	230,507
Total	<u>\$ 2,451,206</u>	<u>\$ 2,589,375</u>	<u>\$ (138,169)</u>

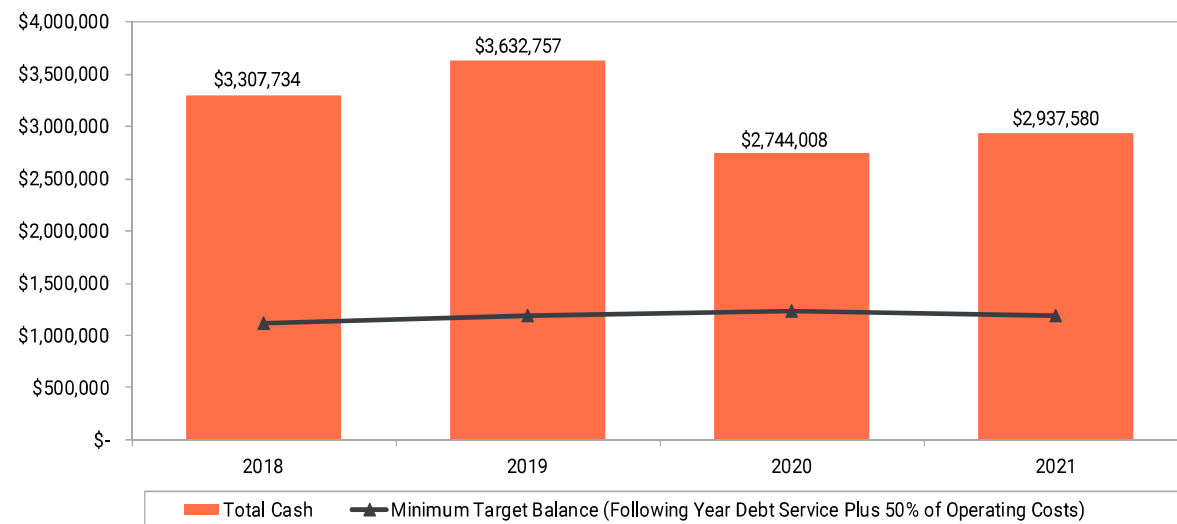
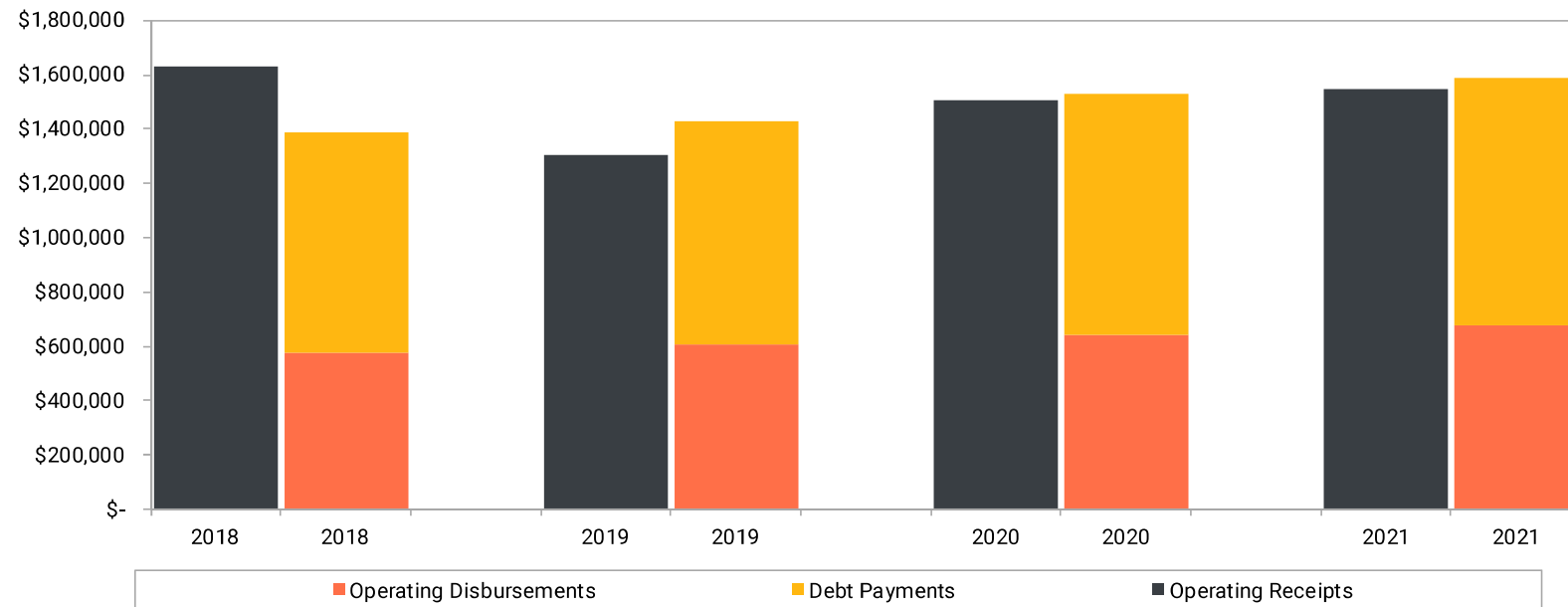


Capital Project Fund Balance

Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	\$ 84,923	\$ 109,697	\$ 140,000	2026
G.O. Improvement Bonds, 2021A	23,538	44,496	190,000	2031
G.O. Capital Improvement Bonds, 2017A	71,424	78,922	5,555,000	2036
Total	<u>\$ 179,885</u>	<u>\$ 233,115</u>	<u>\$ 5,885,000</u>	
Total Remaining Interest Payments			<u>\$ 1,376,814</u>	

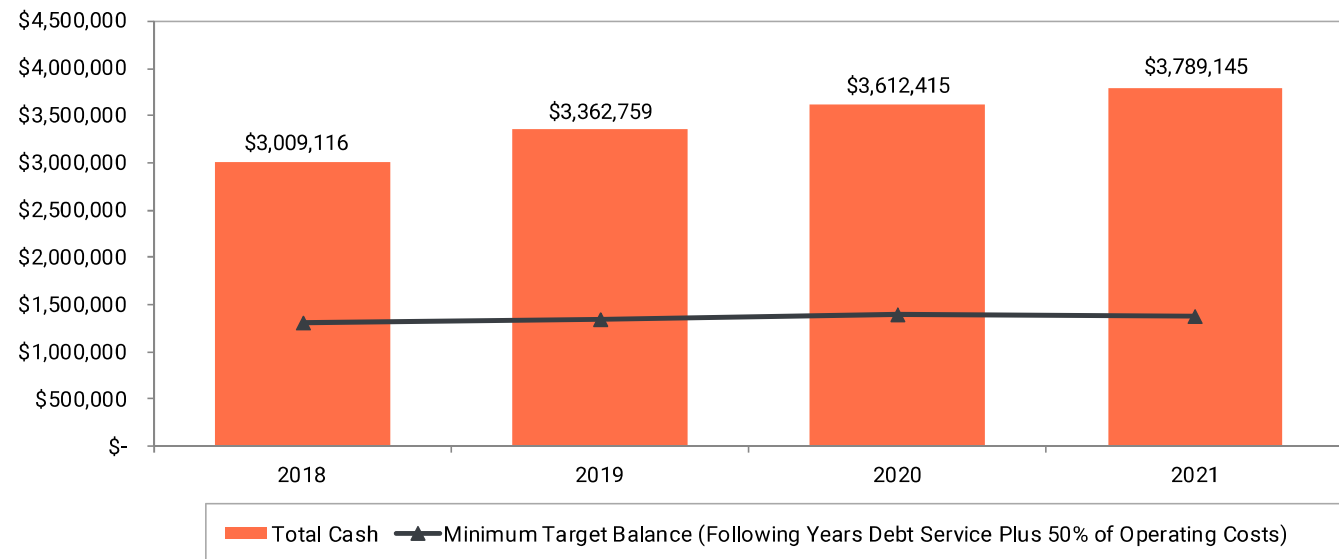
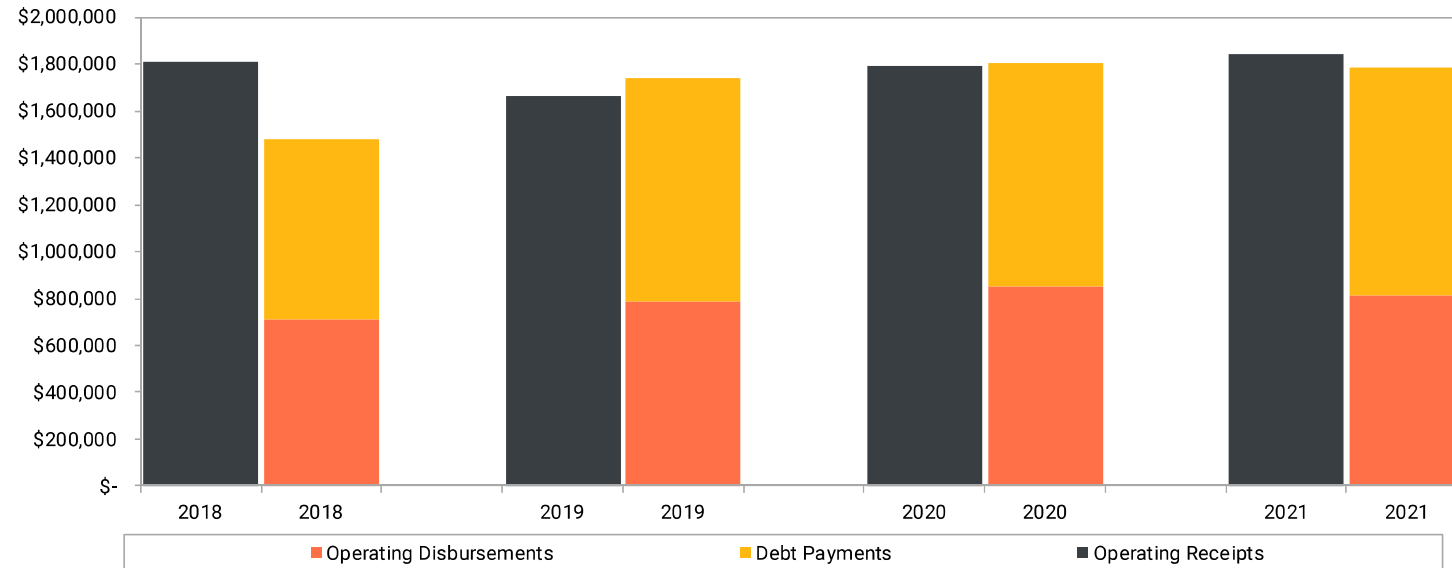


Debt Service



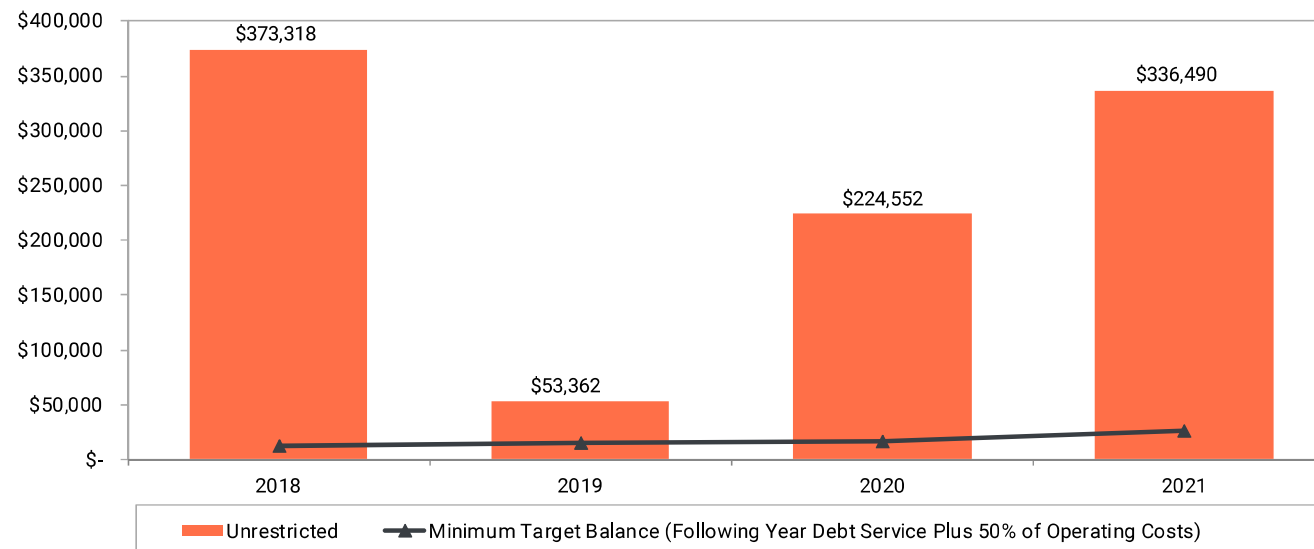
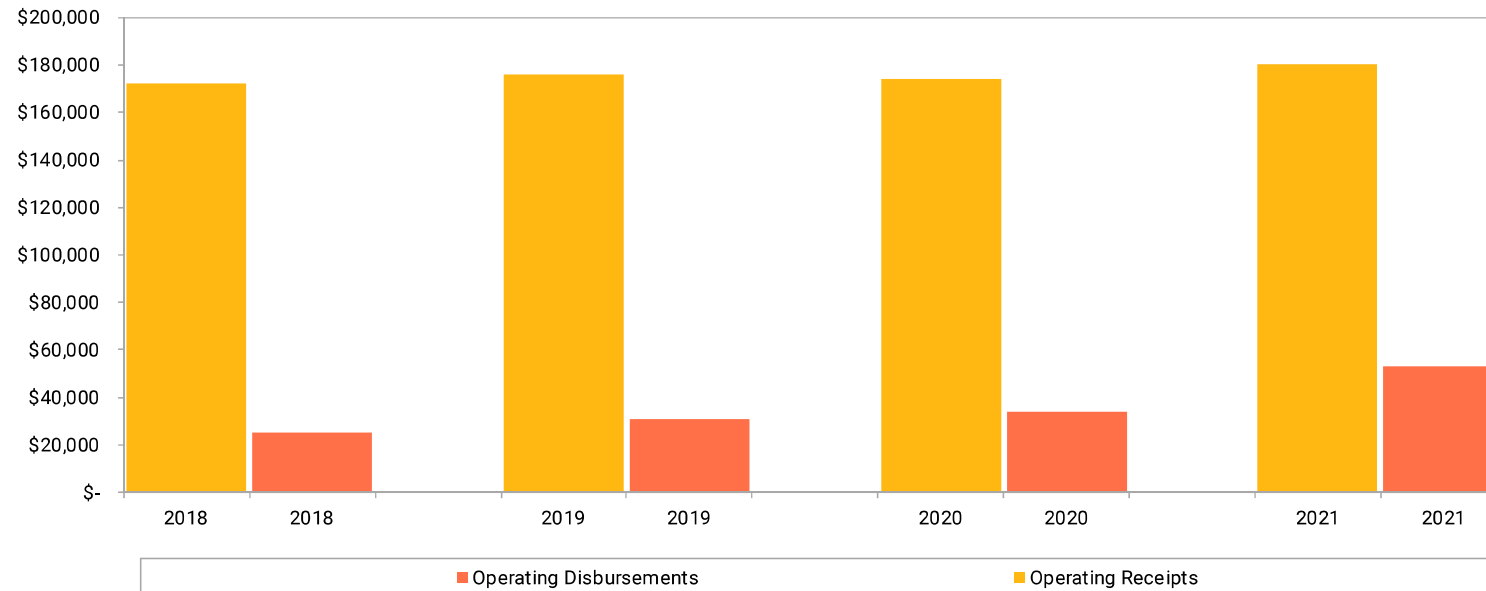
Water Fund

Cash Flows from Operations and Cash Balances



Sewer Fund

Cash Flows from Operations and Cash Balances

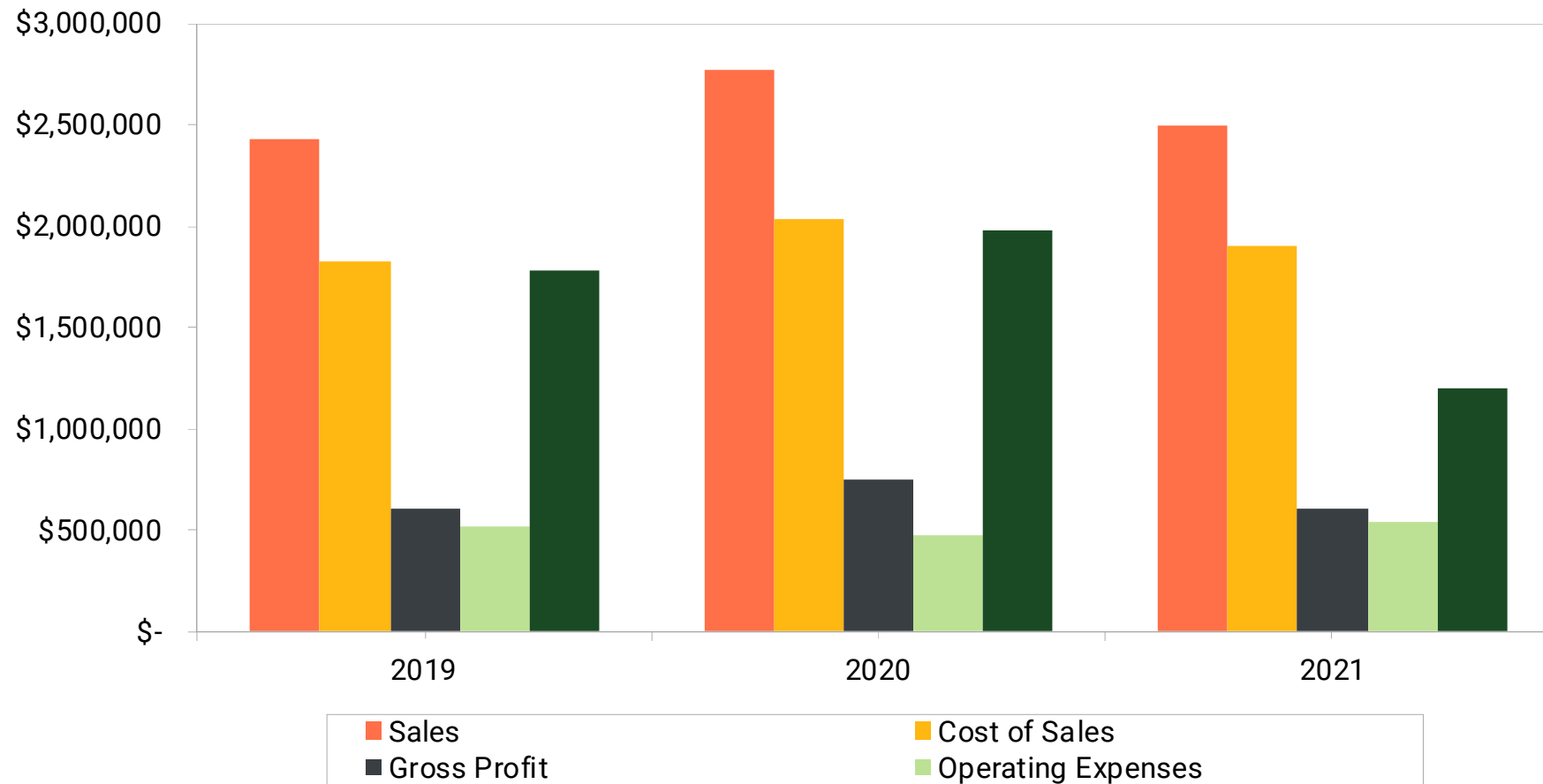


Storm Water Fund

Cash Flows from Operations and Cash Balances

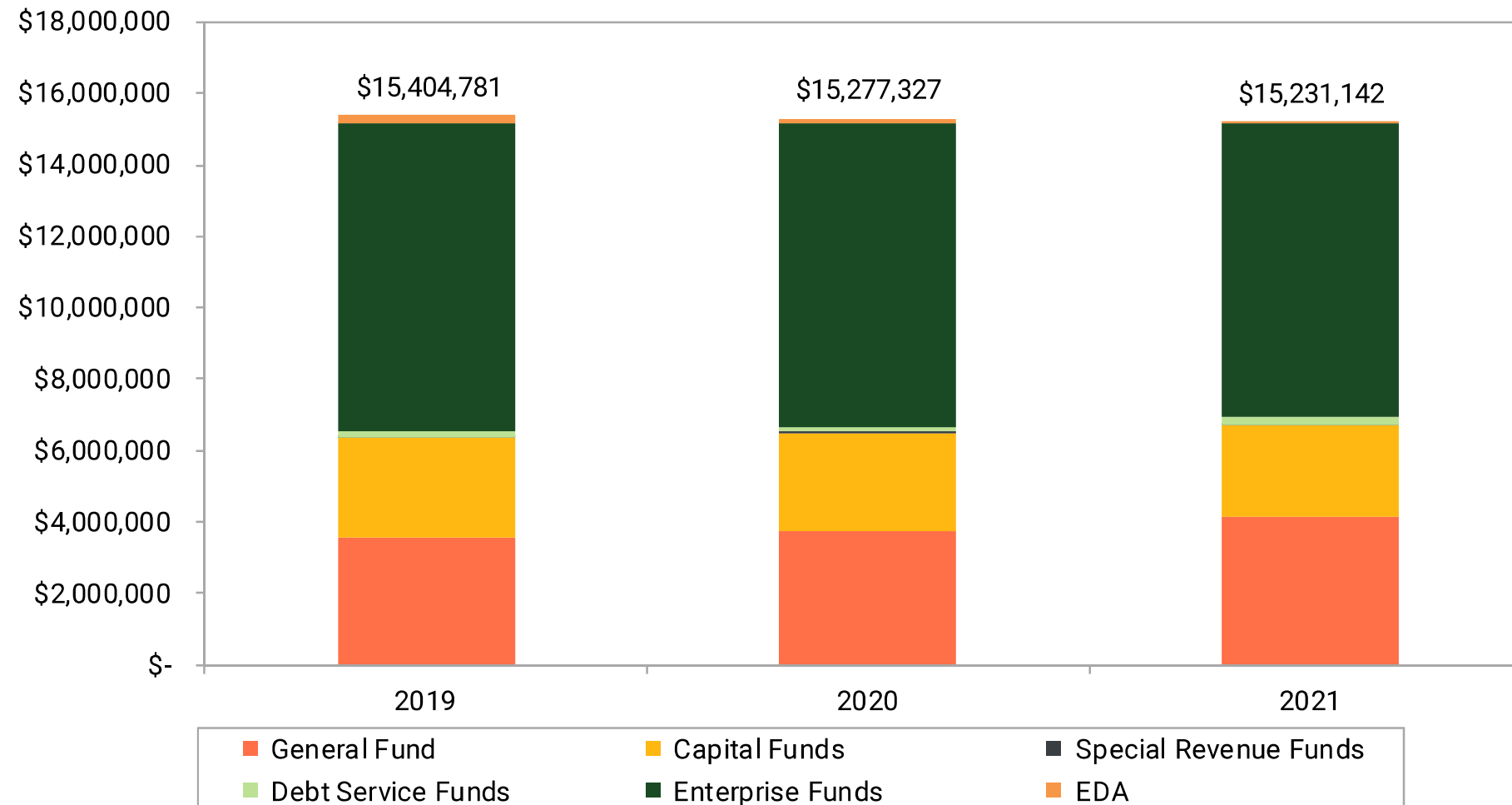
Liquor Fund

	2019		2020		2021		2020 Statewide Average
	Total	Percent	Total	Percent	Total	Percent	%
Sales	\$ 2,428,620	100.0 %	\$ 2,777,610	100.0 %	\$ 2,501,792	100.0 %	100.0
Cost of Sales	1,825,275	75.2	2,031,338	73.1	1,899,043	75.9	73.5
Gross Profit	603,345	24.8	746,272	26.9	602,749	24.1	26.5
Operating Expenses	519,262	21.4	478,437	17.2	540,121	21.6	17.2
Operating Income	84,083	3.5	267,835	9.6	62,628	2.5	9.3
Nonoperating Revenues	54,280	2.2	39,504	1.4	(10,520)	(0.4)	0.6
Transfers Out	(285,000)	(11.7)	(60,000)	(2.2)	(60,000)	(2.4)	(0.2)
Change in Net Position	<u>\$ (146,637)</u>	<u>(6.0) %</u>	<u>\$ 247,339</u>	<u>8.9 %</u>	<u>\$ (7,892)</u>	<u>(0.3) %</u>	<u>9.7</u>
Cash and Temporary Investments	<u>\$ 1,781,543</u>		<u>\$ 1,982,657</u>		<u>\$ 1,204,211</u>		



Liquor Fund

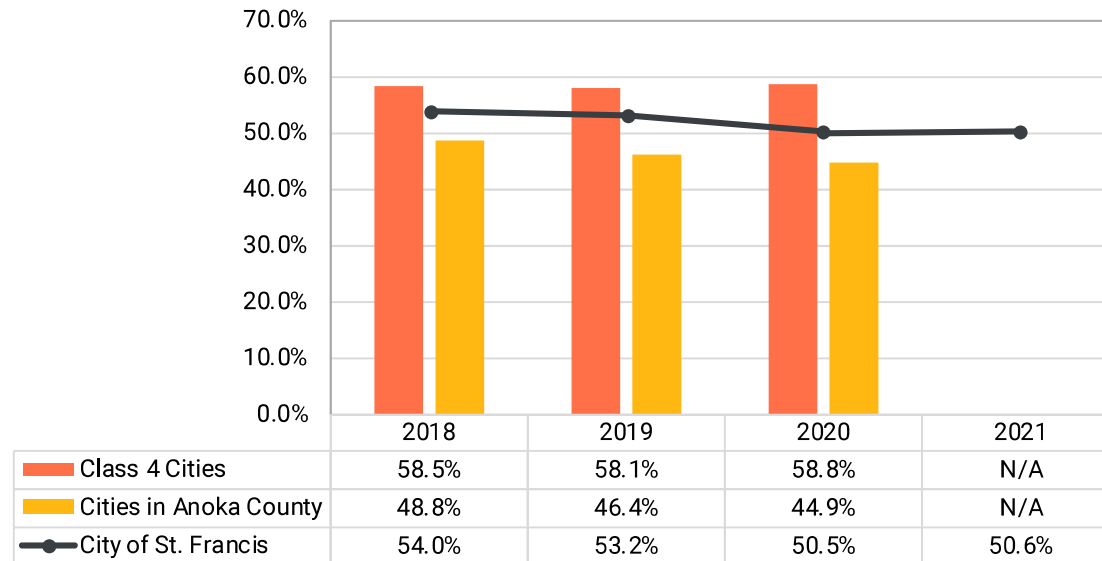
Cash and Investments Balances by Type



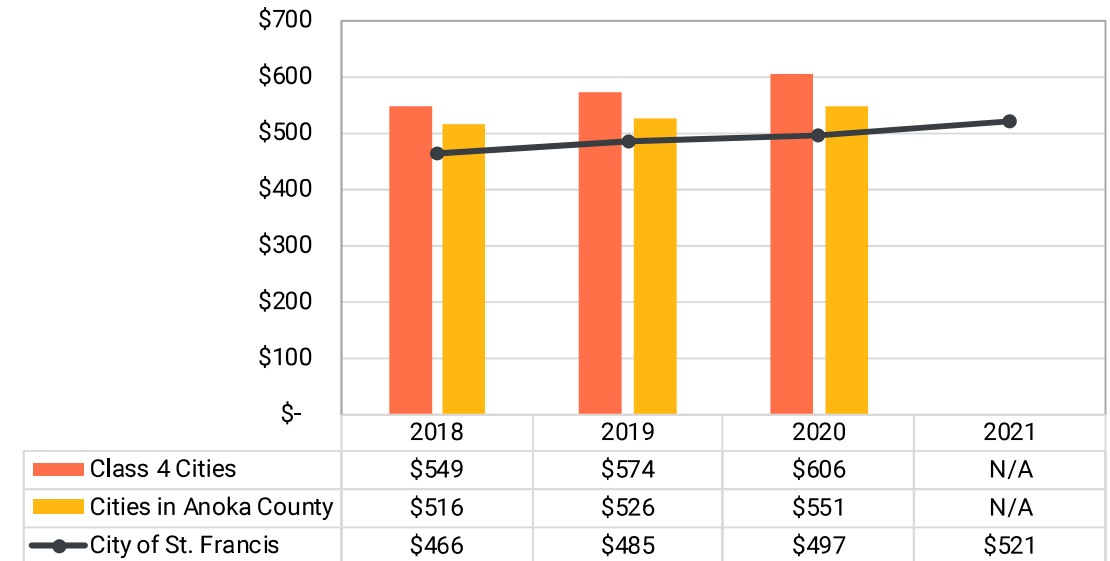
Taxes

Key Performance Indicators

Tax Rate

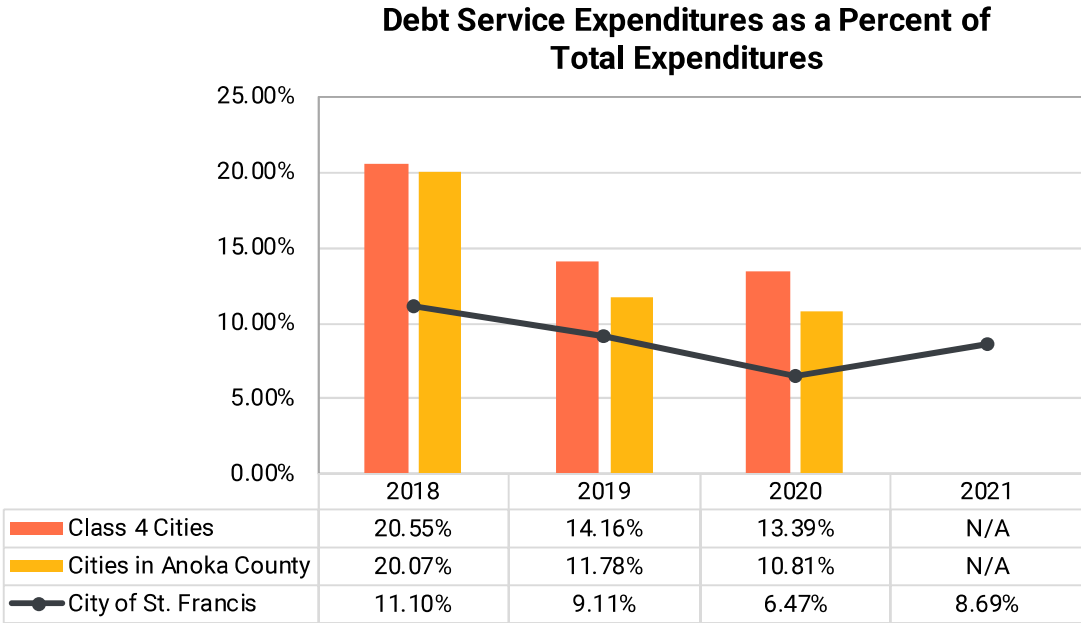
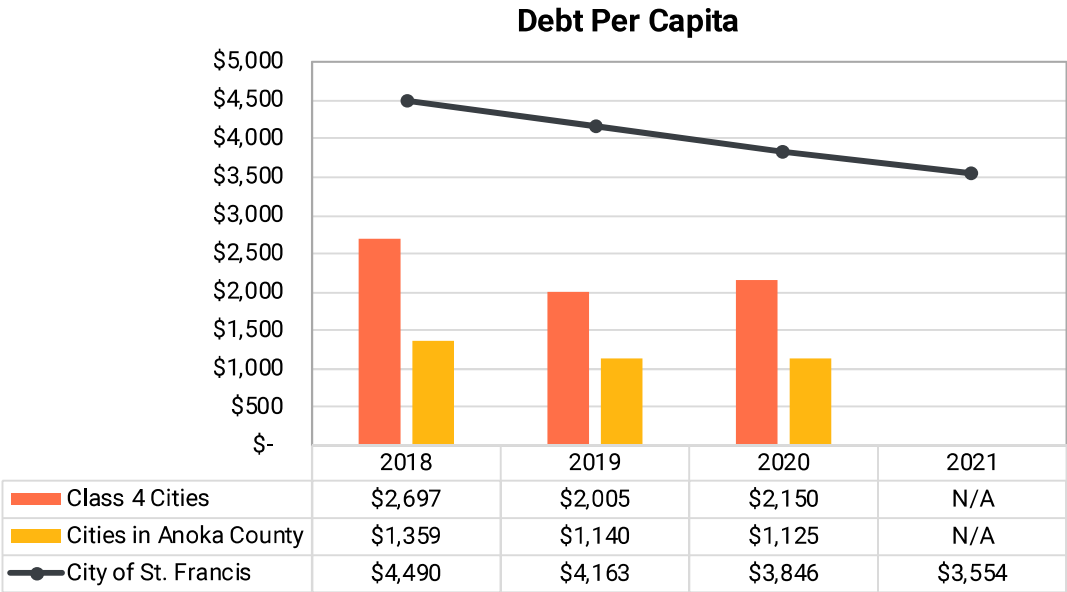


Taxes Per Capita



Debt

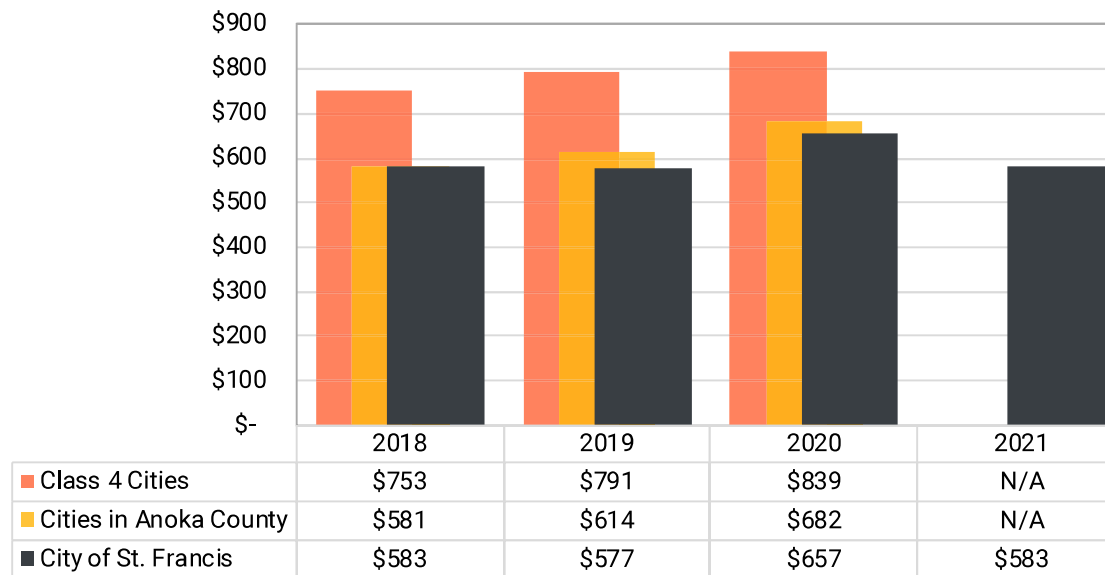
Key Performance Indicators



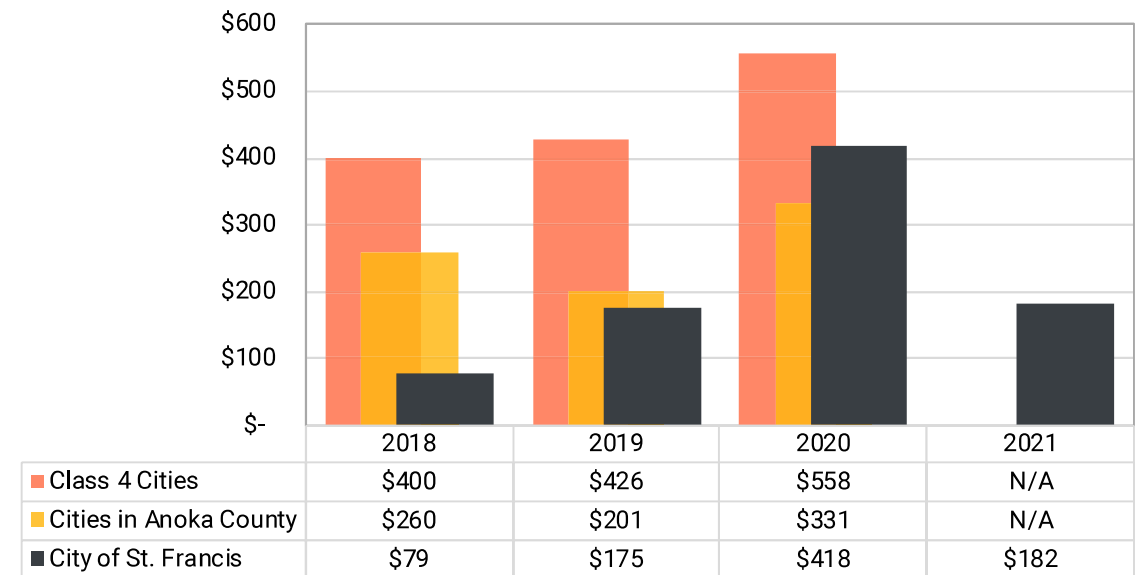
Expenditures

Key Performance Indicators

Current Expenditures Per Capita



Capital Expenditures Per Capita



Your Abdo Team



Andy Berg, CPA
Partner

Andrew.Berg@abdosolutions.com



Justin Nilson, CPA
Senior Manager

Justin.Nilson@abdosolutions.com



Jill Knutson
Associate

Jill.knutson@abdosolutions.com



Alex Trippel
Associate

Alex.trippel@abdosolutions.com



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Poppy Street and 229th Reconstruction Project – Resolution Accepting Bids
DATE: May 16, 2022

OVERVIEW:

Staff received bids for the Poppy Street and 229th Lane Reconstruction Project. The bids were opened on April 28, 2022 at 10:00 a.m. at the City Hall. A total of six bids were received. Bids ranged from \$975,267.96 to \$1,183,398.21.

An Alternate Bid was also received. The Alternate Bid included reconstructing approximately 250 feet of sewer trunk that is currently within the City of Oak Grove's road right-of-way. The Alternate Bids ranged from \$37,532.01 to \$48,524.61.

The attached resolution includes a summary of the 6 bids received. Douglas-Kerr Underground, Inc. was the lowest responsible bidder for the Base Bid or the combination of the Base Bid and Alternate Bid.

The low bid for the Base Bid is \$975,267.96. If the City accepts the Alternate Bid the contract amount would increase by \$33,068.01. With the Alternate Bid the total contract amount would be \$1,012,799.97. Staff is familiar with Douglas-Kerr Underground, Inc. and finds them to be a responsible bidder.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2022-28 Resolution Accepting Bids.

BUDGET IMPLICATION:

The feasibility report, approved by City Council on February 7, 2022, provides detail on the proposed assessments and funding sources for this project. The feasibility report estimated the construction for this project to be \$844,457. The actual bid is 13% higher than the preliminary estimate provided in the feasibility report.

Attachments:

- Resolution 2022-28 Accepting Bids for Poppy St and 229th Lane Reconstruction Project

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

RESOLUTION 2022-28

A RESOLUTION FOR ACCEPTING BIDS FOR THE POPPY STREET AND 229TH LANE
RECONSTRUCTION PROJECT

WHEREAS, pursuant to the advertisement for bids for the Poppy Street and 229th Lane Reconstruction Project bids were received, opened, and tabulated according to law, and the following Base Bids were received complying with the advertisement:

Douglas-Kerr Underground, LLC	\$ 975,267.96
New Look Contracting, Inc.	\$1,028,480.25
Kuechle Underground, Inc.	\$1,079,181.72
Dresel Contracting, Inc.	\$1,103,909.87
Northdale Construction Company, Inc.	\$1,165,844.77
North Valley, Inc.	\$1,183,393.21

AND WHEREAS, the City received an Alternate Bid for the relocation of approximately 250 feet of trunk sewer;

AND WHEREAS, the following Alternate Bids were received complying with the advertisement:

Douglas-Kerr Underground, LLC	\$37,532.01
New Look Contracting, Inc.	\$45,270.00
Kuechle Underground, Inc.	\$33,068.01
Dresel Contracting, Inc.	\$52,993.10
Northdale Construction Company, Inc.	\$57,723.00
North Valley, Inc.	\$48,524.61

AND WHEREAS, it appears that Douglas-Kerr Underground, LLC of Mora, Minnesota is the lowest responsible bidder for the Base Bid or the combination of the Base Bid and Alternate Bid;

AND WHEREAS, the City accepts the bid proposal in the amount of \$975,267.96.

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

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Douglas-Kerr Underground, LLC of Mora, Minnesota in the name of the City of St. Francis for the Poppy Street and 229th Lane Reconstruction Project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

2. The City Engineer is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF MAY, 2022.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Steven D. Feldman, Mayor



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Dellwood Trail Riverbank Stabilization Project
DATE: 05-16-2022

OVERVIEW:

At the February 7, 2022 Council meeting, Jared Wagner from the Anoka Conservation District (ACD) presented a project to stabilize approximately 750 linear feet of the Rum River ban. With this project and the erosion that will continue, it was identified that approximately 500 feet of trail would need to be reconstructed. At that meeting, Council directed Staff to prepare an agreement with ACD to move forward with this project.

Tonight, before Council is the DEED Restrictions and Easement Access Agreement including the Agreement for the Design, Construction, Operation and Maintenance of Riverbank Stabilization and Restoration Projects.

ACTION TO BE CONSIDERED:

Council approve entering into the ACD Agreements for the Riverbank Stabilization project as attached.

BUDGET IMPLICATION:

Anticipated cost to City is \$66,000. Staff recommends utilizing the Stormwater fund as this is an eligible and related project. This fund currently has a balance of \$377,000

Attachments:

- Anoka Conservation District Agreement for the Design, Construction, Operation and Maintenance of Riverbank Stabilization and Restoration Projects
- DEED Restriction and Easement Agreement for Access to Maintain/Repair Riverbank Stabilization Project

DEED RESTRICTION
AND
EASEMENT AGREEMENT FOR ACCESS TO MAINTAIN/REPAIR
RIVERBANK STABILIZATION PROJECT

Notwithstanding the date of the signatures of the parties hereto, this Deed Restriction and Easement Agreement (“DREA”) is made and entered into this ____ day of _____, 20__, (“Effective Date”) by and between City of St. Francis, a Minnesota Municipal Corporation (“Owner(s)”) and the Anoka Conservation District, a Minnesota Special Purpose Unit of Government, with powers set forth in Minnesota Statutes, Chapter 103C (“ACD”).

WITNESSETH:

WHEREAS, ACD has secured an Outdoor Heritage Fund grant from the Clean Water, Land and Legacy Amendment to provide technical and financial assistance to landowners to construct riverbank stabilization and restoration projects to improve water quality and enhance nearshore habitat in the Rum River, located in Anoka County, Minnesota (“Legacy Grant”), and

WHEREAS, the Owner owns real property located at 22854 Silverod St. NW, St. Francis, MN, 55070, which is legally described in the attached Exhibit A (“Burdened Property”); and

WHEREAS, using funds from the Legacy Grant, the ACD entered into an agreement with the Owner to pay for the design, construction and operation of a riverbank stabilization and restoration project on the Burdened Property, a copy of which is attached as Exhibit B (“Agreement”); and

WHEREAS, ACD developed plans and specifications to construct the riverbank stabilization and restoration project, a copy of which is attached as Exhibit C (“Project”)

WHEREAS, the Agreement provides that as consideration for granting the funds, the Owner would maintain the Project in accordance with the Operations and Maintenance Policy, a copy of which is attached as Exhibit D (“OMP”) for the effective life of the Project of 10 years (hereinafter referred to as the “Effective Life of the Project”); and

WHEREAS, the Agreement further provides that in the event that the Owner does not maintain the Project in accordance with the OMP for the Effective Life of the Project, the ACD has the right to enter upon the Burdened Property for the purpose of making the necessary repairs and improvements to the Project so that it complies with the OMP.

NOW, THEREFORE, it is hereby agreed to by and between the ACD and the Owner as follows:

DEED RESTRICTION

1. Restriction.

For the term of this agreement, as hereinafter provided, the area of the Burdened Property upon which the Project is constructed shall be used and maintained for riverbank stabilization purposes as provided in the Agreement and the OMP. The Owner, tenants and subsequent owners, their successors, heirs and assigns are responsible for the proper maintenance of the improvements as provided for in the Agreement and the OMP.

EASEMENT

2. Grant of Easement.

Owner, for themselves and for their successors and assigns, hereby conveys and grants to the ACD, its successors and assigns, an easement over, under, in, along, across and upon the Burdened Property for the purpose of performing the necessary work to reconstruct, reinstall, maintain, operate, repair and/or replace the Project so that it conforms to the OMP (“Easement”). In exercising this right the ACD shall limit its access to the extent practicable so as to not interfere with the Owner’s use of the Burdened Property.

3. Term of Easement.

The Easement shall commence on _____ the Date of Substantial Construction Completion identified in the As-built plan set in Exhibit C (to be populated with substantial completion date as identified on the as-built plan set) and terminate on the later of: (i) 10 years thereafter (“10 Year Date”) or (ii) the completion of any repairs or improvements which were started by the ACD, but not completed prior to the 10 Year Date.

4. Restoration.

At the completion of any work performed on the Burdened Property the ACD shall restore the area to the condition in which it existed at the commencement of such activities.

5. Further Cooperation.

Each of the signatories to this Agreement agree to execute such other documents and to perform such other acts as may be reasonably necessary or desirable to further the express purpose and intent of the Agreement.

6. Covenants Running with the Land/Assignment.

The parties to the Agreement acknowledge and agree that the easements and other rights conferred are intended to, and do, constitute covenants that run with the land and shall inure to the benefit of and be binding upon the parties and their respective grantees, heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date and year above written.

(remainder of page intentionally left blank – Owner signature page immediately follows)

IN WITNESS WHEREOF, this Agreement is executed by the parties hereto.

**CITY OF ST. FRANCIS,
A MINNESOTA MUNICIPAL CORPORATION**

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

State of Minnesota)
) ss.
County of Anoka)

The foregoing was acknowledged before me on this ____ day of _____, 20__,
before me, by _____ and _____, the
_____, and _____, respectively, for the City of St.
Francis, a Minnesota Municipal Corporation, on behalf of the City, and personally appeared
before me and executed the foregoing instrument in my presence.

[Stamp]

NOTARY PUBLIC

(remainder of page intentionally left blank – Conservation District signature page immediately follows)

ANOKA CONSERVATION DISTRICT

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

State of Minnesota)
) ss.
County of Anoka)

The foregoing was acknowledged before me on this ____ day of _____, 20__, before me, by _____ and _____, the _____ and _____, respectively, for the Anoka Conservation District, a Minnesota Special Purpose Unit of Government, with powers set forth in Minnesota Statutes, Chapter 103C (“ACD”), on behalf of the District, and personally appeared before me and executed the foregoing instrument in my presence.

[Stamp]

Notary Public

This instrument was drafted by:
Anoka County Atty.’s Office
2100 Third Avenue
Anoka, MN 5530

EXHIBIT A To Easement Agreement

BURDENED PROPERTY

OUTLOT B DELLWOOD RIVER ESTATES

EXHIBIT B

To Easement Agreement

AGREEMENT FOR THE DESIGN, CONSTRUCTION, OPERATION AND
MAINTENANCE OF A RIVERBANK STABILIZATION AND
RESTORATION PROJECT

EXHIBIT C

To Easement Agreement

PROJECT
(PLANS AND SPECIFICATIONS)

EXHIBIT D

To Easement Agreement

OPERATIONS & MAINTENANCE POLICY (OMP)

ANOKA CONSERVATION DISTRICT
AGREEMENT FOR THE DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE OF
RIVERBANK STABILIZATION AND RESTORATION PROJECTS

Owner Address

<u>Land Occupier Name</u> City of St. Francis	<u>Address</u> 23340 Cree St. NW	<u>City/State</u> St. Francis, MN	<u>Zip Code</u> 55070
--	-------------------------------------	--------------------------------------	--------------------------

THIS AGREEMENT is made and entered into this ____ day of _____, 20__, by and between City of St. Francis, a Minnesota Municipal Corporation (“Owner(s)”) and the Anoka Conservation District, a Minnesota Special Purpose Unit of Government with powers set forth in Minnesota Statutes 103C (“ACD”).

WHEREAS, the Owner owns property located at 22854 Silverod St. NW, St. Francis, MN, 55070, which is legally described in the attached Exhibit A (Property); and

WHEREAS, the Property abuts the Rum River and is currently subject to significant erosion of the riverbank which is in need of stabilization; and

WHEREAS, ACD has secured an Outdoor Heritage Fund grant from the Clean Water, Land and Legacy Amendment to provide technical and financial assistance to landowners to construct riverbank stabilization and restoration projects to improve water quality and enhance nearshore habitat in the Rum River, located in Anoka County, Minnesota (“Legacy Grant”), and

WHEREAS, using funds from the Legacy Grant, the ACD awarded the Owner a grant to construct a riverbank stabilization project on the Property as depicted in the attached Exhibit C and as documented herein; and

WHEREAS, with the technical and financial assistance from ACD, Owner intends to construct a riverbank stabilization project (“Project”); and

WHEREAS, Owner has the intent and financial means to complete construction and long-term operation and maintenance of the Project to ensure project viability and function.

NOW, THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, ACD and Owner agree as follows:

Project Management Responsibilities

1. Because the funding for the project is from the Legacy Grant, all contracts under this Agreement are required to follow state-mandated procurement policies and requirements. ACD will select a qualified design engineer to design the Project and prepare specifications for construction of the Project that complies with the required state-mandated procurement policies and requirements, and within funding constraints of this agreement.
2. ACD will be responsible for Grant Administration (grant compliance, fiscal administration, and reporting), Project Development (general coordination, planning, correspondence, communications, and logistics), Engineering (with the assistance of the selected qualified design engineer, develop a mutually agreeable design and bid packet). ACD will assist with Permitting (assist Owner with securing permits and approvals from all regulatory entities) and Construction Management (coordinate the construction schedule, conduct site visits during construction in coordination with qualified design engineer to verify Project installation and materials meet design specifications). ACD shall also assist the Owner in obtaining a contractor to construct the project.
3. Owner will provide partial funding for the Project as hereinafter provided.

Financial Responsibilities

4. ACD and Owner each agree that financial responsibility for Project costs shall be as shown in Exhibit A, Table 1.
5. Upon signing the construction contract, and prior to construction occurring, Owner will provide ACD with a payment equal to the TOTAL cost shown under the OWNERS column in Exhibit A, Table 1. These funds will be held by ACD in an account where they may be comingled with funds held by ACD on behalf of parties other than Owner. ACD need not hold the funds in an interest bearing account and Owner will not be entitled to interest on the funds.
6. Should Owner opt not to move forward with construction of the Project, Owner will reimburse ACD for staff time and direct expenses associated with the project from the effective date of this agreement.
7. ACD and Owner agree to work cooperatively to manage cash flow for Project construction costs to minimize short-term financial burdens on the Owner, while still ensuring Project contractor is paid in a timely manner.
8. ACD will reimburse Owner for up to 70% of eligible project construction costs within 45 days as provided herein. Upon presentation of an itemized invoice from the contractor who is to perform work and ACD verification of application of the invoiced time and materials to the Project, ACD shall pay the contractor. ACD shall not make a payment until such time as the Owner has approved and accepted the work. Reimbursement requests must be submitted

to ACD not less than five business days in advance of the scheduled, monthly ACD Board meeting. Total reimbursement may not exceed the amount shown in Table 1.

9. ACD staff expenses for Grant Administration, Project Development, Design/Engineering, and Construction Management in excess of those anticipated (Table 1) shall be the sole responsibility of ACD.
10. Construction shall not begin until Owner has approved the design of the Project. Owner shall not unreasonably withhold design approval given the design remains within the current design space agreed upon, including the following elements:
 - A. Slope to be re-graded to accommodate stabilization approach while preserving existing trees and trail where possible,
 - B. The bank shall be stabilized using bioengineering techniques to maximize habitat where possible, and
 - C. River accessibility is considered, especially where it can be paired with shoreline habitat enhancement, although costs associated with access structural elements (e.g. stairs, docks, piers) shall be the sole responsibility of Owner.
11. Eligible construction costs are those directly related to riverbank stabilization and restoration efforts and site restoration needed to restore construction site access. Eligible construction costs do not include river access structural elements or paved trails.
12. In the event that Owner engages the contractor to complete activities not related to the Project, time and materials for the other activities shall not be included on Project invoices.

Operation & Maintenance Responsibilities

13. As part of the design preparation for the Project, ACD and the design engineer shall prepare the Operations and Maintenance Policy (OMP), for the purpose of maintaining the upkeep and integrity of the Project. After completion, the Owner at their own expense and cost, shall be responsible for the on-going physical performance of the Project, or for any repairs, changes, or alterations to the same as provided for in the Operations and Maintenance Policy.
14. In the event that the Project integrity is compromised due to reasons beyond Owner's control, Owner will immediately notify ACD.
15. If Owner fails to maintain the Project according to the Operations and Maintenance Policy, and after 30 days' written notice to Owner from ACD, ACD or its contractor may complete tasks and Owner shall reimburse ACD for full cost of the work. ACD will notify the Owner by certified mail of the intent to complete maintenance.

Assurances and Liability

16. Owner attests that they are the owner of record for the Property and that Owner has the authority to enter into this agreement and that all other entities with real interest in the Property have provided a written project concurrence to move forward with the Project.

17. Owner shall ensure their construction contractor is licensed in the state of MN, holds general liability insurance of no less than one million dollars per occurrence and is bonded in an amount equal to anticipated construction costs.
18. Owner, and their respective successors and assigns shall have the full and sole responsibility for the operation, maintenance and repair of the Project. Should the Project fail to function over its 10-year effective life due to Owner's failure to comply with this agreement, the Owner shall pay to ACD, the lesser of 100% of the cost to install a project of equivalent water quality benefit elsewhere as determined by the ACD, or up to 150% of the total amount of financial assistance provided to install and establish the project as identified in Table 1.
19. Owner is not liable to ACD for the technical and financial assistance provided for the Project if:
 - A) It is determined that the Project's failure was caused by reasons beyond the Owner's control, such as flooding in excess of the design tolerance, or
 - B) If conservation practices are applied at Owner's expense that provide equivalent benefit to soil and/or water resources.
20. ACD shall record a Deed Restriction in the form depicted in the attached Exhibit D on the property for the life of the project to compel current and future owners to fulfill Operations, Maintenance, and Repair responsibilities throughout the life of the project. Owner agrees to cooperate in recording the Deed Restriction by providing all necessary signatures in a timely manner.
21. If the title to the Property is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the Owner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
22. Owner agrees to indemnify, defend, and hold harmless ACD from all present and future claims that may arise from the construction and maintenance of the Project located on the Property.

Site Access and Signage

23. Owner shall allow ACD or its partners to bring others to the Property, at reasonable times and with prior notice to and approval from Owner, to view the Project. This paragraph does not create any right of public entry onto the Owner's property except as coordinated with Owner and accompanied by a representative of ACD or its partners.
24. ACD may enter onto the Property to complete routine inspections of the Project at reasonable times without prior notice to or approval from Owner. ACD representatives will attempt to inform Owner (if present) of the inspection upon arrival.
25. Owner agrees to allow ACD to place a "Clean Water Land and Legacy Amendment" sign at the Project site.
26. Owner shall contemporaneously with the signing of this Agreement execute an easement agreement granting ACD the right of access to the Property for the purpose of maintaining

the Project according to the Operations and Maintenance Policy as provided by paragraph 16 herein.

Touches and Concerns the Property

27. This agreement touches and concerns the Property and shall be binding upon the heirs and assigns of the Owner as provided for herein.

Audit Disclosure and Retention of Records

28. Owner agrees to make available to duly authorized representatives of the ACD and of the State of Minnesota, for the purpose of audit examination pursuant to Minn. Stat. § 16C.05, any books, documents, papers, and records of the Owner that are pertinent to the provision of services hereunder. The Owner further agrees to maintain all such required records for six (6) years after receipt of final payment and the closing of all other related matters.

Entire Agreement and Term

29. This agreement includes exhibits A-D by reference, which are incorporated as they become available and are attached.

- A. Project Cost and Responsibility
- B. Legal Description of the Property.
- C. Project Location Map.
- D. Deed Restriction and Easement Agreement.

30. This agreement shall commence when executed by both parties.

31. This agreement will remain in effect for Ten (10) years following the date of Substantial Construction Completion as identified in the Deed Restriction and Easement Agreement.

32. Any modification or cancellation of this agreement shall be in writing and signed by both parties.

33. Any notice provided under this Agreement will be sent by certified mail, return receipt requested, or by personal service at the following addresses:

OWNERS:

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

ACD:

Anoka Conservation District
1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304

Dispute Resolution

34. Any and all disputes arising under, pertaining to or touching upon this Agreement, or the statutory rights or obligations of either party hereto, shall, if not settled by negotiation, be subject to non-binding mediation before an independent mediator. Notwithstanding the foregoing, any party may seek preliminary injunctive or other judicial relief if such action is necessary to avoid irreparable damage during the pendency of the proceedings described in this Section.

Any demand for mediation shall be made in writing and served upon the other party to the dispute, by certified mail, return receipt requested, or by personal service at the address

specified in Section 33. The demand shall set forth with reasonable specificity the basis of the dispute and the relief sought.

The mediation hearing will occur at a time and place convenient to the parties in Anoka County, Minnesota, within thirty (30) days of the date of selection or appointment of the mediator. Mediation or the waiver of mediation by both parties shall be a condition precedent to Arbitration, the filing/serving of any lawsuit, or any other legal action.

Each party shall bear its own costs in the mediation. The parties shall share equally the fees and expenses of the mediator. Mediation shall be conducted by a qualified neutral mediator selected by mutual agreement of the parties. If the parties cannot mutually agree upon a mediator within 14 days of notice under this section and section 33, the parties will promptly select a mutually acceptable mediation provider entity, which entity shall designate a mediator who is a licensed attorney with general knowledge of contract law and who has no ongoing relationship with either party.

If a claim, dispute or controversy is not resolved through mediation, it may then by mutual agreement between the parties be settled by arbitration.

Minnesota Law

35. The law of the State of Minnesota shall govern all questions as to the validity, performance and enforcement of this Agreement. This Agreement shall be interpreted and constructed according to the laws of the State of Minnesota. All proceedings regarding this Agreement and project will be venued in the State of Minnesota’s 10th Judicial District, Anoka County District Court.

(remainder of page intentionally left blank – Owner signature page immediately follows)

IN WITNESS WHEREOF, this Agreement is executed by the parties hereto.

CITY OF ST. FRANCIS,
A MINNESOTA MUNICIPAL CORPORATION

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

State of Minnesota)
) ss.
County of Anoka)

The foregoing was acknowledged before me on this ____ day of _____, 20__,
before me, by _____ and _____, the
_____, and _____, respectively, for the City of St.
Francis, a Minnesota Municipal Corporation, on behalf of the City, and personally appeared
before me and executed the foregoing instrument in my presence.

[Stamp]

NOTARY PUBLIC

(remainder of page intentionally left blank – Conservation District signature page immediately follows)

ANOKA CONSERVATION DISTRICT

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

State of Minnesota)
) ss.
County of Anoka)

The foregoing was acknowledged before me on this ____ day of _____, 20__, before me, by _____ and _____, the _____ and _____, respectively, for the Anoka Conservation District, a Minnesota Special Purpose Unit of Government, with powers set forth in Minnesota Statutes, Chapter 103C (“ACD”), on behalf of the District, and personally appeared before me and executed the foregoing instrument in my presence.

[Stamp]

Notary Public

This instrument was drafted by:
Anoka County Atty.’s Office
2100 Third Avenue
Anoka, MN 5530

EXHIBIT A

PROJECT COST AND RESPONSIBILITY

ESTIMATE TO BE UPDATED BASED ON CONSTRUCTION BIDS RECIEVED

Table 1. Anticipated Project Cost and Responsibility

ELEMENT	PARTNER COST (\$)		PARTNER %	
	OWNERS ¹	ACD	OWNERS ²	ACD ³
Administration/ Project Development		\$4,000		100
Design/Engineering		\$15,000		100
Construction Management		\$4,000		100
Construction	\$35,730	\$202,470	15	85
TOTAL	\$35,730	\$225,470		

¹ Not to exceed

² Not less than

³ Not to exceed

EXHIBIT B
LEGAL DESCRIPTION

OUTLOT B DELLWOOD RIVER ESTATES

EXHIBIT C
PROJECT LOCATION

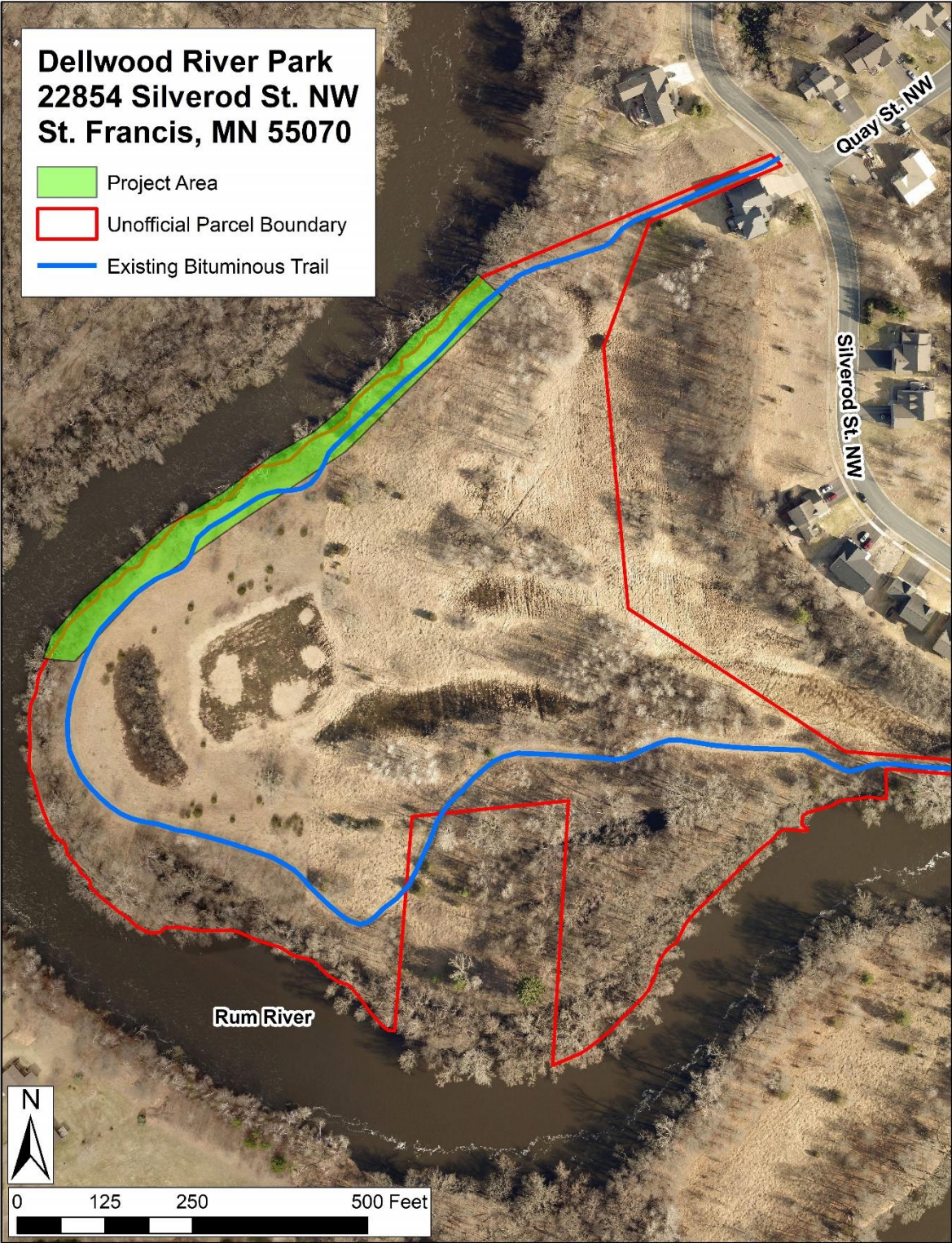


EXHIBIT D
DEED RESTRICTION AND EASEMENT AGREEMENT
FOR ACCESS TO MAINTAIN/REPAIR
RIVERBANK STABILIZATION PROJECT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, Interim City Administrator
SUBJECT: Work Session Request
DATE: 05-16-2022

OVERVIEW:

Staff is requesting Council schedule a work session to discuss the 2023 budget including Park CIP.

June 27 at 5:30, City Hall


**Streets and Parks Monthly
Report – April 2022**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	48	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	32.4	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	56	Inspections
Parks	Events	Preparation and Inspection	11	1 misc. 10 ball games
Parks	Fertilizing	Applied to city properties and parks	4000	Pounds
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	13	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1	1 recycling
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	56	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	38	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	6	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	6	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time

Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	0	Hours
Parks	Playground	Install Woodchips	176	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	160	Yards
Recycling	Meeting	With Anoka County	2	Meeting
Recycling	Event	Recycling Event	1	Events


**Water and Sewer Monthly
Report - April 2022**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at facility	42	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	60	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw Water	12.2	Million Gallons
		Total Finished Water	11.5	Million Gallons
		Average Daily Flow	.383	Million Gallons
		Average Chlorine	.72	Mg/l
		Average Raw Iron	.98	Mg/l
		Average Raw Manganese	.089	Mg/l
		Average Fluoride	.71	Mg/l
		Iron Removal	98	%
		Manganese Removal	82	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (29 Constituents); 8 Effluent (50 Constituents: Monitoring wells (25)	72	Constituents
Wastewater	Operational Hours	Hours spent at facility.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	31	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.8	Million Gallons
		Total Effluent	10.7	Million Gallons
		Reuse Effluent	.124	Million Gallons
		Influent TSS	231	Mg/l
	Limit: (30 mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	TSS % Removal	100	% Removal
		Influent CBOD	198	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.1	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	27.9	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal

Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	43	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	5	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	14	Work Orders
Water/Sewer	Monthly Projects			
Water Treatment Facility	Treatment Aid Maintenance	Replace Fluoride Line	200	Feet
Water Treatment Facility	Treatment Aid Maintenance	Rehab Fluoride Pumps	2	Pumps
Water Treatment Facility	Testing	Minnesota Department of Health was here for random testing. Nothing to report at this time.	1	Hour
Water Treatment Facility	Sanitary Inspection	Minnesota Department of Health was here for our annual inspection of the Well House, Tower and WTP Nothing to report at this time.	3	Hours
Potable Water Meter Pits	Meter Pit Maintenance	Staff pumped our pits out.	4	Meter Pits
Fire Systems	Sprinkler and Alarm Testing for Fire Protection	Our fire protection system was tested at PW, WTP and WWTP.	3	Buildings
Wastewater Treatment Facility	Pre- Treatment Equipment	Staff performed oil changes and grease pre-treatment equipment.	6	Hours
Wastewater Treatment Facility	Ferric Chloride Equipment	Staff performed oil change and greases ferric mixer used for phosphorus removal.	1	Mixer
Wastewater Treatment Facility	Aeration Equipment	Staff performed oil changes, greasing and belt inspections on Aeration Blowers.	3	Blowers
Siwek Park	Pre-con Meeting	Staff attended Pre-con for the new Siwek Park.	1.5	Hours
Lift Stations	Cleaning and Inspections	Our vac truck contractor removed grease and other debris from lifts.	2	Lift Station
Deer Creek Lift Station	Pulled Pumps	Pulled pumps due to plugging.	2	Pumps

*Each time a lift station pump is pulled due to plugging, it is equal to two man-hours.

MONTHLY COMPARISON REPORT 2019-2022

April



ST. FRANCIS
FIRE & RESCUE

