



CITY COUNCIL REGULAR MEETING

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

Monday, December 19, 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 - December 05, 2022

B. Separation of Employment Sergeant Daniel Allen – Non-Disciplinary
Resolution 2022-67 Separation of Employment for Sergeant Daniel Allen

C. 2022 Street Rehabilitation Project – Pay Estimate No. 2

D. Turtle Ponds 4th Addition Letter of Credit Reduction

E. Rivers Edge 3rd Addition Acceptance of Public Infrastructure Improvements and
Release of Financial Security

Resolution 2022-71 River's Edge accepting Improvements and Release of
Financial Security

F. Rivers Edge 4th Addition Acceptance of Public Infrastructure Improvements and
Release of Financial Security

Resolution 2022-72 Rivers Edge 4th Addition Acceptance of Public Infrastructure
Improvements and Release of Financial Security

G. Rivers Edge 5th Addition Acceptance of Public Infrastructure Improvements and
Release of Financial Security

Resolution 2022-73 Rivers Edge 5th Addition Acceptance of Public Infrastructure
Improvements and Release of Financial Security

H. Establishing Precinct & Polling Locations for 2023

Resolution 2022-74 Establishing Precinct & Polling Locations for 2023

I. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

A. 2023 Tax Levy Approval

Resolution 2022-63 Adopting Levy for 2023

B. 2023 Proposed Budget

Resolution 2022-64 Approving Budget for 2023

9. NEW BUSINESS

A. Application Submission for Joint Service Planning Grant

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

A. Fire Department Monthly Report - November

B. Administration Annual Report - 2022

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

December 21 - Planning Commission Meeting - 7:00 pm

December 26 - City Offices Closed

January 2 - City Offices Closed

January 3 - City Council Meeting - 6:00 pm

14. ADJOURNMENT

CITY OF ST. FRANCIS CITY COUNCIL AGENDA

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

December 5, 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 (attending remotely).

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

3. APPROVAL OF AGENDA

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

A roll call vote was performed:

Mayor Feldman

Councilmember Robinson aye

Councilmember Udvig aye

Councilmember Muehlbauer aye

Councilmember Bauer aye

Motion carried 5-0

4. CONSENT AGENDA

A. Minutes - November 21, 2022

B. 2023 Business Licenses

Resolution 2022-62 Adopting the license renewals for 2023

C. Language Line Interpretation Services

D. Outfitting Crane Truck

E. Payment of Claims

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING THE CONSENT

AGENDA

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

5. **MEETING OPEN TO THE PUBLIC**

Mayor Feldman asked City Clerk Wida if they had anyone wanting to speak. She said that Brandon Guimont wanted to speak on parking issues and City ordinance.

Brandon Guimont 22787 Eldorado Street Northwest, came forward to discuss the winter parking Ordinance 7-4-3. He stated he received a parking warning from the police department notifying him that it is an issue for him to park his vehicle on Cree Street. He stated there have been ongoing issues with parking since he moved in a year and a half ago. He shared that the townhome association has always instructed homeowners to use Cree Street for overflow parking. He stated he has talked to the police department concerning this matter.

Police Chief Todd Schwieger stated this has been talked about at a Staff meeting. He acknowledged the difficulty of winter parking and stated it should not be an issue during the day but this issue is overnight parking from 1 a.m. to 11 a.m. He stated that parking on the street on the weekends when it is not snowing then it should not be an issue.

Mayor Feldman stated that this resident does not have any access to any other parking and asked where he is supposed to go. Police Chief Schwieger stated he is sure he and Staff can work together on this. He encouraged residents to abide by parking rules, especially if it is snowing and plows need to get through the City streets.

Mayor Feldman asked if the City or the association plows the streets within the association. Mr. Guimont stated the streets are private and the association has the street plowed and it is oftentimes plowed at night which means they are required to move their cars out of the driveway and if not, they are charged a fee for them to come back and do it again.

Mayor Feldman asked Public Works Director Paul Carpenter for his suggestions. Carpenter stated that until a more feasible option, he agrees with Schwieger that it is not an issue during the day but the City also plows at night.

Mr. Guimont added that there is not a single overflow parking spot. He stated his

only thought of a solution is to allow the association residents to park on Cree Street, and mainly just on the west side of the street. Mayor Feldman said he likes the idea of the cars only parking on one side of the street. He added that these residents cannot be tagged for following the rules.

Robinson said this needs to be looked at as this is going to continue to happen every time it snows. He suggested reaching out to the association ahead of time to allow for some space. Mr. Guimont added that there is an area on the north side of the development that dead ends that could potentially hold a few vehicles. Robinson suggested that Carpenter talk to the association.

Mayor Feldman asked how many cars are usually parked on Cree Street. Mr. Guimont stated there are 3-7 cars on average. Mayor Feldman asked if it were possible that these cars could park in front of the Police Public Works building during the overnight hours.

Muehlbauer stated the only issue he can see with parking at the Police Public Works building is that the residents would have to cross Highway 47 on foot. He thanked Mr. Guimont for bringing this to the Council's attention so that they can request more overflow parking for the development when they expand. He said this will need to be looked into.

Udvig hopes that a temporary fix can be put in place until there is a permanent fix from the association.

Bauer stated that Minneapolis does west side parking on snow plow days and the cars need to be moved to the other side on the next night. He was curious as to what the east side apartments do on Kerry Street which also has limited parking, but he has never seen cars parked on the street. He suggested having the association plow during the day as this is what the east side apartments do. He noted that the association needs a better plowing plan for its residents. Mr. Guimont shared that the association is rather unresponsive when it comes to issues.

Mayor Feldman stated that some options need to be given. He suggested that only warnings be given for cars parked on Cree Street, unless it is a third or fourth warning. He asked Carpenter to see what can be done about parking on one side on Cree Street and come back and plow the other side the next day. He also suggested allowing the residents to park in front of the Police Public Works building. The Council agreed to these recommendations. Bauer asked for legal opinions on the matter.

Assistant City Attorney Dave Schaps shared that the Council can direct Staff to issue a letter to the association on this concern.

Mayor Feldman thanked Mr. Guimont for bringing this to the Council's attention.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. 2023 Proposed Budget Presentation

Resolution 2022-63 Certifying taxes payable in 2023

Resolution 2022-64 Adopting Budget for 2023

Finance Director Darcy Mulvihill reviewed the proposed 2023 tax levy and budget. She explained the budget goals and process, and the property taxes and tax rate calculations. She stated that residents should have received their proposed tax notice from the County in recent weeks. She added that the supplemental budget information is new for the tax statements of 2023 to give the residents more information about the levies and budgets. She reviewed the City's general fund revenues. She was happy to answer any questions from the Council.

Mayor Feldman stated it was a nice report but he assumed that residents will be questioning why their taxes have gone up. He shared that his home value has increased \$77,826 since last year. He stated that he is not happy about this as it will increase his property tax amount by \$512.26. He said that this is just how the market that they are living in is. He explained the need for the City Hall Fire Station; however, if it becomes too cost ineffective, he said the project will wait until the timing is better. He shared that, before he was Mayor, he listened to a Council put the burden of a new wastewater facility on the residents. He stated that the Council will not jeopardize the City with this project. He added that there will be public hearings and tours in regard to the City Hall Fire Station so that the residents can understand the need. He reiterated that if the project is bid out for more than the City can afford the project will wait until the City can afford to do it. He stated there is nothing that can be done about the market and over time it will correct itself.

Muehlbauer stated this is similar to what happened with the economy in 2008. He added that things can be discussed revolving the new buildings.

Udvig thanked Mulvihill for her presentation and echoed Muehlbauer and Mayor Feldman's points. She reiterated Mayor Feldman's point of not moving forward with the City Hall Fire Station is the City cannot afford it; however, if they just continue to put money into the buildings that are falling apart it will just be a waste. She shared that the Council has talked about this long and hard and have had many work sessions.

Bauer asked Mulvihill about the market value versus tax capacity and stated he would like to see the median house income be centered in the presentation. He echoed what Mayor Feldman shared about inflation driving up these rates. He reiterated Udvig's point concerning the amount of work sessions held on this. He added that by prolonging the City Hall Fire Station it will cost the City more in the long run.

Robinson shared that his home value also went up over \$100,000 and his taxes went up over \$850 so he understands how the residents feel. He stated that the Council has been very prudent with what they have done. He stated that parks and building improvements are the big expenses that are very important. He said the Council takes this very seriously and want to please the public. He noted that the citizens have put the Council in these positions to make the tough decisions. He mentioned that new people are moving into St. Francis and these items are helping prepare for the future.

Mayor Feldman explained that in years past, there was no maintenance of City buildings and when this Council came in they established a maintenance program to help these buildings survive. He stated that this has been done to the best extent and the age and condition of these buildings is what is driving this decision. He added that the longer they wait on these projects, major projects will come into play which will cost the City lots of money that would be better spent towards a new building. He reiterated that the Council is looking at this in a prudent way and are doing their due diligence. He stated that if the project is over budget they will put the project on pause until the City can afford it. He stated that regardless of tonight's discussion, the rates are not going to change.

Mayor Feldman opened the public hearing at 6:55 p.m.

Mark Vogel, 2540 243rd Avenue Northwest, came forward and shared that he recognizes that the primary driver of this is the inflated value of the homes; however, the City is the beneficiary of this and is making more money by the inflated value from homeowners. He stated that the proposed revenue is higher than the proposed expenditures. He noted that is not for nor against the City Hall Fire Station but he is upset that the first time he heard of this was at the last meeting he attended. He asked why there was no communication concerning the City Hall Fire Station. He shared his frustration that the survey was given at the pancake breakfast that the residents did not know about. Mayor Feldman asked if he had received the December newsletter. Mr. Vogel said he had not.

Mayor Feldman stated that the City needs to get things under control and tightened up before it is presented to the public. He discussed this process isn't overnight it has been in progress for two years. We started looking at architects and the plans and the maintenance of the buildings which started six years ago. The architect recently died this summer that was helping us maintain the buildings. He decided what need to be done at City Hall and the Fire Station to maintain those buildings. We researched every building and what needed to be done and to see what was the proper way to go. We got to a point where we had to decide what type of building do we want. Just a fire station and a separate City Hall or combine them. Then, we looked at the site we had and purchased some property next to that site so we could have site large enough to build. We went out and did our due diligence, we got quotes from architectural firms and we went out and did tours and new City

Hall Fire Stations on our own time. He stated the residents do not get to see what is done in the background. Mr. Vogel shared that he recognizes the work that Council has done, he is just frustrated that there was no communication on this and there has already been a Capital Improvement Plan approved at \$13,000,000 at a public hearing that no one heard about. Mayor Feldman asked if the City would have put more information out earlier that would have been better. Mr. Vogel said yes, it would have been better to inform the residents about the general concept. Mayor Feldman shared that there will be many public hearings and open meetings concerning the City Hall Fire Station.

Mr. Vogel asked how a public hearing could be held for the voting on the bonding and there was no notice about the public hearing to the public. City Administrator Kate Thunstrom explained that when a public hearing is held the notices are put into the paper of record in the Anoka Union and there is a website dedicated to this. Mayor Feldman asked if there was a timeframe that the bonding needed to be approved by to move forward. Thunstrom stated that was moved as part of the general timeline to get to bonding done and get through the 30 days prior to moving forward.

Mayor Feldman stated the City will also be looking into the USDA Loan program for cities with low populations. He said there is a lot left to do on this project. He acknowledges that they could have informed the public earlier. He said this has all been discussed in length in work sessions and see that there is nothing but problems from the current fire station building. He stated that residents will be able to take tours of the City Hall Fire Station. He added the Council will be as open as they can be with this, but again if the bid comes in higher than budgeted, this project will not be done. He stated they will not jeopardize the City. He apologized for not informing the residents earlier.

Mr. Vogel started to discuss the tax increase over the last 5 years. He expressed his frustration at the average of 12% increase in taxes per year stating that average household incomes are not increasing at that high of a rate. He reiterated his frustration with the City's revenue being higher than the expenses. Mayor Feldman stated this benefits the City at large for things such as the City Hall Fire Station and parks. Mr. Vogel stated that his issue is that his income is only increasing 3%-5% every year and his City expenses are going up 9%-12% which does not allow him to put money into his savings account while it allows the City to put into their savings account. He reiterated that he is not against the City Hall Fire Station, he is saying that it may be better to put a pause on the project now that the economy is in the face of a depression. Mayor Feldman again stated that they will not move forward with this project if it bids out too high. Mr. Vogel said the Council has a vote on the tax levy and the ability to reduce it.

Joe Buhn , 22130 Cedar Drive NW, Oak Grove, a business owner in St. Francis, came forward and shared that the first time he heard about the City Hall Fire Station was this week. He stated he is not opposed to it; however, he thinks the public

needs more information and ask for the public's opinion. Mayor Feldman stated this will be done. Mr. Buhn asked if it will be put on a ballot. Udvig stated that the election is going to come at a cost to add this to a ballot. Mayor Feldman explained that this project is still very much in the planning stage. Mr. Buhn asked how he is supposed to trust the Council. Mayor Feldman said that this Council is a different Council than the one of the past and sat in the audience in the same position when the water treatment plan was being discussed by a previous Council. Mr. Buhn stated that he is not against the new building. He has not been in the fire station but he has been in City Hall and said it seems nice. Mayor Feldman asked that he please take a tour of the buildings. He stated he is lucky to not live in St. Francis but he has seen his taxes increase 441% on land that he owns that cannot be sold or developed. Mulvihill explained that the market value is set by the City Assessor but there is an exemption for golf courses and that is set by the County. Mr. Buhn stated that it is ridiculous to have the City assessor come in and double the value of vacant land that is good for nothing. Mulvihill stated he would have to talk to this City assessor. Mr. Buhn asked the Council what businesses will want to come to town based on these tax rates. Mayor Feldman stated that every Council in the area is hearing that same thing. He stated that governments need to make money to provide services for the residents and the key is spending his money wisely. He gave an example of poor money spending from the previous Council concerning a snow plow that was purchased from Florida and how the current Council corrected this to make this snow plow useable for Minnesota and not Florida. He stated that they are doing what they can to maintain the City while it grows. He said the Council has many plans for the future that will have the opportunity for public input. He shared that the Council is trying to listen to the residents and acknowledged that they have made mistakes and are looking at moving forward. Mr. Buhn asked the Council to listen to the public when it comes time for these public hearing.

Julie Allen, 855 229th Avenue, came forward and shared that she called the assessors when she received her tax statement to ask why her property value had increased so much. She added that the assessor told her that just because the property value is going up by that much, it does not mean that the property taxes will go up that much and that the City just needed to define what they need for budgeting amounts to work with and that is spread out over the population. She stated she is not so concerned that her property value has gone up as much as it has, but the Council does have control over the budget. She shared her statement showing a 19% increase which is extreme. She acknowledged that Mayor Feldman said that they will not move forward with the City Hall Fire Station if the bid price is too high, but she asked when the determination of this will be made and if it will change the property tax rate. Muehlbauer addressed this by explaining that the Council has been planning this and have been trying to avoid the mistakes that happened surrounding the wastewater facility. He stated that they had already been planning and saving for this project when the economy was doing well. He acknowledged that the Council can learn from their mistakes of not communicating about this to the public earlier. He stated that the taxes would not go down this year if they set the levy now. He shared they will have a work session next week to talk

about the possibilities and the options that the City has. He said there is a slow increase in the property tax to save money for this project. Ms. Allen said this does not seem to be a slow increase. She shared that it feels like the Council is trying to rush to get this into this tax cycle and the project is not ready yet. She thinks more due diligence needs to be done to determine costs before the taxes are decided. She shared she is also concerned that the price right now is already not affordable.

Barb Hanks, 3570 232nd Court, came forward and shared that her market value on her home went up \$73,000 which is a 30% increase and the taxable market value went up \$79,788 which is a 35% increase. She shared that her City of St. Francis taxes increase \$357.50 which is a 30% increase. She shared that she and her husband are on a fixed income and asked the Council if there was anything they could do to consider the taxes.

David Watkins, 24455 Crocus Street NW, came forward and shared that his taxes have gone up 22% just from the City. He asked that the Council let the residents know what is going on in general. He asked about the bonding that was voted on in October. Muvihill stated that the first step was the CIP hearing to set the top level which was \$13,000,000 for the bond. She stated there was then a 30 day waiting period before they could move forward. She said the bonds have not been issued yet. Mr. Watkins asked if the bonds plan to be issued. Muvihill explained that the bonds could be issued once they receive bids. Mr. Watkins shared he is not against the City Hall Fire Station but recommends a slowdown. He explained that he had the assessor out to his property and was given money back from the County because his assessment was not correct. He asked what can be done now to slow the outflow of money from residents in terms of taxes.

Mayor Feldman asked if this can be moved to the second meeting of December. Muvihill said yes. Mayor Feldman suggested having a work session on this to look at it from a different perspective now that the Council has heard the public's input. Udvig noted that work sessions are open to the public.

Mayor Feldman stated that he would rather have residents come to the Council than take their concerns to social media. He shared that he received a call from someone concerning raising taxes for Highway 47. He said they are looking for grant dollars for this road but they are not raising taxes for Highway 47. He stated he thinks this needs to be moved to a work session to figure out the best way forward with that. Mr. Watkins stated he would appreciate that. He asked if there is any wiggle room to reduce the levy. Mayor Feldman stated that this project cannot be bid out until likely February which is a problem. Thunstrom stated that bids would likely not be in until the end of August. Mr. Watkins mentioned that the public hearing does not help the concerned residents if a decision has already been made.

Mayor Feldman discussed that he and Councilmembers are citizens too and all of this affects them and their taxes. He stated it would be prudent to delay this to the

next City Council meeting and have a work session before then. He stated that more things can be made clear to the public at a work session.

Dave Schulstad, 971 935th Avenue Northwest, came forward and echoed everything that other residents had said previously. He wanted to discuss the 41% increase on the streets and highways. Mayor Feldman asked who sets these amounts. Mulvihill explained that this included the streets portion of the general fund and the street fund, which contains the street maintenance programs. Mayor Feldman explained the street maintenance program is a program that was put in place and it removes the assessment from residents. Mr. Schulstad suggested putting this off in hopes that road materials and construction costs could come down. Mayor Feldman stated that if the program is taken away then the assessments would come back. He added that it costs money to do all of these things in the City. He stated this is why the Council will be taking this to a work session after hearing the public's input which is different from the previous Council. Mr. Schulstad suggested putting off some of these items for a year or two.

Mayor Feldman closed the public hearing at 7:40 p.m.

Robinson said he was fine with moving this to another work session. He reiterated Mayor Feldman's point that it would have been difficult to let the public know about the project before the Council themselves had an idea or base numbers to work with. He added that the last four years with this Council have been nothing but true and honest. He shared his focus was on the fire department for the new City Hall Fire Station. He stated the open house is next week and he encouraged everyone to take the opportunity to tour both buildings to see the need for this new City Hall Fire Station.

Bauer stated he would be willing to share his tax statement and is also upset with the numbers. He shared he used to be a firefighter and knows what the current Fire Station looks like. He stated he started talking about needing a new Fire Station six years ago when he was elected. He added that a packet for what will be talked about in work sessions and City Council meetings are available on the website.

Mayor Feldman added that parks can be put on the back burner if necessary to focus on the new building. He stated the Council will look at the numbers and will decide the best way to go for the City.

Udvig agreed that this should go to a work session and acknowledged that the Council has heard the concerns of the public. She said the Council will listen to the residents. She mentioned that there are still going to be large expenses to cover these buildings if they decide not to move forward with the new building. She thanked the residents for coming and sharing their thoughts.

Muehlbauer agreed with one of the residents that more information should have

been included in the newsletter. He explained his frustration in hearing some of what the residents shared as the City does a lot of different events to spread awareness of certain things that had very low turnout. He stressed the importance of residents being involved. He is happy to move this to a work session to continue discussion.

Mayor Feldman stated that a new City Hall Fire Station is needed and will be built. He said he is glad the residents came out to voice their opinions but encouraged them to do so more and get involved. He again stated that the Council did not put more information out about the City Hall Fire Station because they themselves did not have the numbers or information to talk about. He reiterated that the City needs new buildings. He gave examples of other things that the City could have done in the past but did not, which is why there is a need for the new buildings. He said he cannot go back in time and change these things but the current Council is working to change these things moving forward. He noted this will go to a work session and the time of the meeting will be shared with residents and they are welcome to attend.

Thunstrom stated that a date will be needed for the work session and suggested Monday, December 12, 2022 and she and Wida will find space for this meeting and add it to the agenda.

Mayor Feldman suggested setting the meeting for 6 p.m. for the public's sake. The Council agreed that they can make 6 p.m. on December 12. Thunstrom stated they will find a space to hold the meeting that will accommodate Staff and the general public.

Udvig encouraged the public to be watching for the agenda for the meeting.

MOTION BY: MUEHLBAUER SECOND: BAUER TO CONTINUE THIS ITEM TO THE DECEMBER 19 CITY COUNCIL MEETING AND DIRECT STAFF TO SET UP A COUNCIL WORKSHOP FOR MONDAY, DECEMBER 12, AT 6 P.M.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

Mayor Feldman encouraged everyone to get their questions asked. Muehlbauer added that work sessions are not interactive with the public, so residents are welcome to attend but they do not get involved with back and forth with residents at the work session. He encouraged residents to get in contact with Council prior

to the meeting.

8. **OLD BUSINESS - NONE**

9. **NEW BUSINESS**

A. Fee Schedule Amendments - 2nd Reading

Ordinance 302 - Amending section 2-9-1 of the city code regarding the fee schedule

Thunstrom reviewed the Staff report and provided updates on the changes discussed at the last City Council meeting. She stated that if Council does not wish to move forward with this tonight she suggests moving the fee schedule to a work session to discuss park dedication. She was happy to answer any questions.

Mayor Feldman shared he has discussed this with Community Development Director Colette Baumgardner and he thinks it would be prudent to move this to a work session to discuss further. He shared his concerns with this kind of increase turning away development. He said Baumgardner put together a comparison of what other cities charge.

Thunstrom said this work session can be set at a future Council meeting as it will not go on the December 12th meeting because that meeting will be dedicated to discussing the levy. She suggested moving forward with the fee schedule with the park dedication as is and at a future work session this will be an agenda item.

Mayor Feldman asked about the non-profit organization annual fee of \$150 and asked if that was correct. Thunstrom said that was correct. Mayor Feldman asked why the language around the Council being able to waive the fee was crossed out. Thunstrom explained that these statements have been on the fee schedule but have not been in practice or in process in the last six years.

Mayor Feldman wanted to clarify the water meter deposit equipment amounts is \$465.15.

Udvig agrees that everything on the fee schedule looks good other than the park dedication information.

Bauer agreed and discussed the comparison of park dedication fees from other cities and thinks St. Francis falls pretty closely in line with the other cities.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE ORDINANCE #302 AMENDING SECTION 2-9-1 REGARDING THE FEE SCHEDULE AS PRESENTED WITH THE EXCEPTION OF THE PARK FEES

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye

Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

B. Rivers Edge Acceptance of Public Infrastructure Improvements and Release of Financial Security
Resolution 2022-65 Acceptance of Public Infrastructure Improvements and Release of Financial Security

City Engineer Craig Jochum reviewed the staff report and recommendation to accept the improvements and release the financial security for the plat at Rivers Edge.

Mayor Feldman stated that the utilities for this phase were constructed in 2018 and the final work course of pavements for the street were constructed in 2019. He stated the City has received the as built as required obligation.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT RIVERS EDGE ACCEPTANCE OF PUBLIC INFRASTRUCTURE IMPROVEMENTS AND RELEASE OF FINANCIAL SECURITY, RESOLUTION 2022-65 ACCEPTANCE OF PUBLIC INFRASTRUCTURE IMPROVEMENTS AND RELEASE OF FINANCIAL SECURITY.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

C. Rivers Edge 2nd Addition Acceptance of Public Infrastructure Improvements and Release of Financial Security
Resolution 2022-66 Acceptance of Public Infrastructure Improvements and Release of Financial Security

Jochum stated this is the same item as the previous just for the second phase of the plat. He stated Staff recommends acceptance of the improvements and release the financial security for the plat at Rivers Edge.

Mayor Feldman stated that the utilities for this phase were constructed in 2020 and the final work course of pavements for the street were constructed in 2021. He stated the City has received the as built as required obligation.

MOTION BY: UDVIG SECOND: MUEHLBAUER RIVERS EDGE 2ND

ADDITION ACCEPTANCE OF PUBLIC INFRASTRUCTURE
IMPROVEMENTS AND RELEASE OF FINANCIAL SECURITY, RESOLUTION
2022-66 ACCEPTANCE OF PUBLIC INFRASTRUCTURE IMPROVEMENTS
AND RELEASE OF FINANCIAL SECURITY.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

10. MEETING OPEN TO THE PUBLIC

Joseph Morell, 24360 Yukon Street Northwest, came forward and shared he thinks it is very foolish to go after a new Fire Station and a new City Hall. He understands needing a new Fire Station but thinks this needs to be prepared for. He said it seems like this Council is on a path to make the same foolish financial decisions that the previous Council did with the wastewater facility. He noted it seems like the Council is choking out the parks and recreation department to push a new building through. He shared that he called Mayor Feldman in regard to the Highway 47 project and finances and he heard from Liz Fairbanks who heard from Udvig that taxes would be going up due to the Highway 47 project. Mayor Feldman stated that Highway 47 is a State road. Mr. Morell said the residents of St. Francis are going to end up bearing some of these costs. He added that saying it is a grant and State money is a lie. Mayor Feldman stated the Council never said this would be grant money, they are researching grant money. Mr. Morell stated the City is going down the wrong path for a building that does need to be replaced, but in the future. He shared he has a background in the construction industry and understands how the bonding works. He added the Council should be more transparent and truthful about these matters. He mentioned that if the City wants to increase public engagement, he recommends going around and asking the residents their feelings on this matter. He said there have been buildings that were supposed to go up over the last six years that have never gone up. He explained that it feels pointless and frivolous to be exploring the option of the new City Hall Fire Station until it is financially viable.

Mayor Feldman explained that this has already been moved to a work session, which is more than the past Council did. Mr. Morell stated this Council is heading down the same path as the last Council.

Udvig stated she did not tell Liz that taxes were going up due to the Highway 47 project, but what she did say was that people said that they wanted stop lights and if Highway 47 is to have stop lights it is going to cost people money. Mr. Morell stated that the only option to cost the residents money is to raise the taxes. Udvig

said unless they do not do it. She told Mr. Morell to not misquote her in a conversation with Liz and not him. Mr. Morell stated he was told that the money would probably end up raising taxes.

Mayor Feldman said that they have been working on this since 2019 when the accidents occurred and they are finally getting MnDOT to come across with two roundabouts and two traffic lights. He noted that these things take time and government does not move quickly.

11. **REPORTS**

A. Liquor Store Quarterly Report - Quarter 3

Liquor Store Manager John Schmidt reviewed the 3rd quarter sales report. He noted a numerical mistake on the second to last page of the report. He highlighted gross profits and shared that through November they are sitting at a 27% gross profit.

Mayor Feldman pointed out that the first quarter total was \$568,842.53, the second quarter total was \$767,127.90, and the third quarter was \$828,029.11. He said this shows him that the store is trending in the right direction with the increase in customer base and sales. He suggested not just using the in store advertising for promotions, but to also use social media to promote the store. He added that the farther away from the monitoring, the more established the store becomes. Schmidt shared that there are still customers who will come in and say that they have not been in the store since the remodeling.

Udvig said it was a good report and she has heard from residents that they like the events at the liquor store. She asked if they are looking at any promotions for wine cards. She mentioned she was in the store the other day and it was very busy and the staff was very knowledgeable and helpful. She thanked the staff for their hard work.

Muehlbauer said it was a great report and hopes that the store continues to approve.

Robinson shared he was happy that the City has a revenue stream like this. He asked if Schmidt had been able to recognize the buying volume and utilize the extra storage. Schmidt said yes because of where their numbers are. He said the buying power has helped out. Robinson asked if participation has increased after the improvements were made. Schmidt said the sellers offer what they offer and he has built a relationship with these vendors. Robinson asked how he would judge the response to the events that have been held. Schmidt said that all of the events have gone better, especially the fire fundraiser with the bean bag toss. Robinson commended him on the variety. Mayor Feldman added that the store was so small before that they could not even sell Coca-Cola, and now they can.

Bauer said it was a great report and sees things trending in the right direction. He

noted that he was confused about September's numbers and asked Schmidt to explain. Schmidt explained that he tried to order up enough to make it through the end of the year. He said it is also possible it is because they ran out of a lot of products.

Mayor Feldman added that Schmidt will be able to determine which items move quickly and can be bought in bulk.

12. COUNCIL MEMBER REPORTS

Udvig shared that she attended the Community Tree Lighting and thanked the Fire Department for bringing Santa and Mrs. Claus. She thanked the residents who came out to the meeting tonight and encouraged those who are not in attendance to get in contact with the Council if they have questions or concerns.

Bauer mentioned that Santa will be at the Police Station on December 8th and the City Hall and Fire Station open house will be December 14th. He asked Fire Chief Dave Schmidt if there will be anything with Santa and the Firetruck food drive at the event or if it should be kept specific to the open house. Schmidt said these two items will be separate so that the resources can be fully dedicated to each event independently and shared that Santa and the Firetruck will be on December 15th. Bauer said this is a great event and is well received by the firefighters and the food donations go to the food shelf. He thanked the Fire and Police Departments for all of their organizational events for the season.

Robinson thanked Wida for the off week reports and all those that contribute to them. He states that the Police Chief reports are also intriguing. He stated he also looked at the EDA packet and said that there will be thinking coming in the future. He encouraged residents to find these packets on the website. He encouraged residents to take the time to attend the City Hall and Fire Station open house.

Muehlbauer states that he attended the EDA meeting. He said he looks forward to being back in town in person for the next meeting.

Mayor Feldman stated that the public came out tonight to discuss the City Hall Fire Station and reiterated that they did not put the information out right away because they were doing their research and due diligence. He hoped that the Council has shown that this Council listens and is willing to put in the extra work for the benefit of the residents. He stated that the Council and Staff are doing the best job that they can, and in order to do the best job, the public needs to get involved. He said it takes the resident's input on issues and concerns to get things done. He hopes that the residents see this Council's willingness to listen and take steps back to look at this project from a different perspective. He noted that the City Hall Fire Station is still very much in the planning stage and nowhere near where the wastewater facility was when it was brought forward. He said the residents need to get involved to reach the goals of the City. He said this will be looked at fully in the work session and the Council will make the decision that they think is best for

the majority of residents.

13. UPCOMING EVENTS

December 8 - Santa at the Police Station 5:00 pm-7:00 pm

December 14 - Open House at City Hall and Fire Station 4:00 pm-8:00 pm

December 19 - City Council Meeting - 6:00 pm

December 21 - Planning Commission Meeting - 7:00 pm

December 26 - Christmas Observed - City Offices Closed

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 8:39 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Separation of Sergeant Daniel Allen – Non-Disciplinary
DATE: December 19, 2022

OVERVIEW:

Sergeant Dan Allen has been with the St. Francis Police Department since December 3, 2007 serving as a police officer until promotion to his current position as Sergeant on January 9, 2017. Sergeant Allen was injured in the course of making an arrest on September 26, 2020. After returning to full active duty for a period of time he has been treating the injury and out of work, working light duty assignments since March of 2022. The City has learned that his restrictions are permanent and he will not be able to return to perform the essential functions of a peace officer. He was provided the opportunity to appear at this meeting and/or present information that he would like the council to consider. To date, no request has been made and no information has been provided.

The department has been operating short staffed during this time as we sought more information on when (and whether) he would be able to return to duty. Given the length of time that he has been out and the determination that he will not be able to return, my recommendation is that the City separate his employment for non-disciplinary reasons.

ACTION TO BE CONSIDERED:

City Council to consider adoption of resolution number 2022-67 regarding separation of police sergeant Daniel Allen.

BUDGET IMPLICATION:

The department has an authorized strength of 12 licensed officers. The department has begun the process of filling the anticipated vacant position as approved by City Council on September 6, 2022.

Attachments:

- Resolution 2022-67 Regarding Separation of Police Sergeant Daniel Allen

**CITY OF ST. FRANCIS
ANOKA COUNTY, MINNESOTA
RESOLUTION 2022-67**

**RESOLUTION REGARDING SEPARATION OF POLICE SERGEANT DANIEL
ALLEN**

WHEREAS, Sergeant Daniel Allen was injured on duty on September 26, 2020 while making an arrest.

WHEREAS, he was out of work/returned but has been in a limited light duty capacity from March 2022 through December 3rd, 2022.

WHEREAS, the City was informed that Sergeant Allen's restrictions are permanent and he will not be able to return to duty performing the essential functions of a police officer.

WHEREAS, the department has been operating short staffed during this time.

WHEREAS, the department has determined that it is necessary to separate Sergeant Allen at this time in order to address the department's staffing needs.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Francis as follows:

1. Sergeant Daniel Allen is separated from the position as Police Sergeant with the City effective December 3, 2022.
2. Said separation is for non-disciplinary reasons.

Passed in regular session of the City Council on the 19th day of December 2022.

By: _____

Steven D. Feldman

Its: Mayor

Attested:

By: _____

Jennifer Wida

Its: City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2022 Street Rehabilitation Project – Pay Estimate No. 2
DATE: December 19, 2022

OVERVIEW:

Attached is Pay Estimate No. 2 for the 2022 Street Rehabilitation Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of \$9,621.28. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 2 for the 2022 Street Rehabilitation Project.

BUDGET IMPLICATION:

Roanoke Street is on the City’s Municipal State Aid system therefore the street improvements for this street can be paid for with Municipal State Aid funds. 239th Avenue and Xavis Street are being paid with local funding. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source	
	St. Francis State Aid	Local Funding
	Roanoke Street	239 th Avenue and Xavis Street
Work Completed to Date	\$75,640.85	\$245,068.39
Less Pay Estimate No. 1	\$71,858.81	\$232,814.97
Less 2% Retainage	\$1,512.82	\$4,901.36
Recommended Payment	\$2,269.22	\$7,352.06

Attachments:

- Pay Estimate No. 2

Contractor's Application for Payment No.**2**

To (Owner): City of St. Francis	Application Period: Through November 2022	Application Date:	November 30, 2022
Project: 2022 Street Rehabilitation Project	From (Contractor): OMG Midwest Inc. dba Minnesota Paving & Materials	Via (Engineer):	Hakanson Anderson

Application For Payment**Change Order Summary**

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$	\$356,206.65
Number	Additions	Deductions	2. Net change by Change Orders.....	\$	\$0.00
			3. Current Contract Price (Line 1 ± 2).....	\$	\$356,206.65
			4. TOTAL COMPLETED AND STORED TO DATE	\$	\$320,709.24
			5. RETAINAGE:	\$	
			a. 2% X Work Completed.....	\$	\$6,414.18
			b. 0% X Stored Material.....	\$	\$0.00
			c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$6,414.18
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$314,295.06
			7. LESS PREVIOUS PAYMENTS.....	\$	\$304,673.78
			8. AMOUNT DUE THIS APPLICATION.....	\$	\$9,621.28
TOTALS					
	\$0.00	\$0.00			
NET CHANGE BY					
CHANGE ORDERS					\$0.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

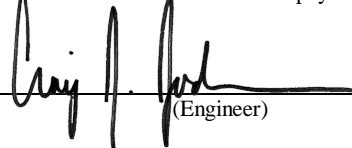
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:	Date:
-----	-------

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

 12/14/2022
(Engineer) Date

OWNER: CITY OF ST. FRANCIS

(Owner) Date

PAY ESTIMATE #2
City of St. Francis
2022 Street Rehabilitation Project

Agenda Item # 4C.

Bid Schedule 'A' Roanoke Street: S.A.P. 235-105-001

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	0.24	LUMP SUM	\$ 19,791.50	\$ 4,749.96	0.24	\$ 4,749.96
2	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	50	LIN FT	\$ 4.50	\$ 225.00	50	\$ 225.00
3	AGGREGATE BASE CLASS 2	110	TON	\$ 56.00	\$ 6,160.00	120	\$ 6,720.00
4	AGGREGATE BASE CLASS 5	5	TON	\$ 37.50	\$ 187.50	0	\$ -
5	MILL BITUMINOUS SURFACE	190	SQ YD	\$ 14.00	\$ 2,660.00	190	\$ 2,660.00
6	BITUMINOUS MATERIAL FOR TACK COAT	530	GALLONS	\$ 1.80	\$ 954.00	622	\$ 1,119.60
7	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	90	SQ YD	\$ 30.00	\$ 2,700.00	43	\$ 1,290.00
8	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	40	TON	\$ 171.50	\$ 6,860.00	37.83	\$ 6,487.85
9	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	750	TON	\$ 76.25	\$ 57,187.50	633.87	\$ 48,332.59
10	MAIL BOX	8	EACH	\$ 200.50	\$ 1,604.00	0	\$ -
11	TRAFFIC CONTROL SUPERVISOR	0.24	LUMP SUM	\$ 3,031.00	\$ 727.44	0.24	\$ 727.44
12	TRAFFIC CONTROL	0.24	LUMP SUM	\$ 1,955.50	\$ 469.32	0.24	\$ 469.32
13	SEDIMENT CONTROL LOG TYPE STRAW	100	LIN FT	\$ 3.80	\$ 380.00	50	\$ 190.00
14	LOAM TOPSOIL BORROW	30	CU YD	\$ 57.00	\$ 1,710.00	32.8	\$ 1,869.60
15	WATER	12	MGAL	\$ 50.00	\$ 600.00	12	\$ 600.00
16	SITE RESTORATION	150	SQ YD	\$ 2.85	\$ 427.50	70	\$ 199.50
Total Bid Schedule 'A'					<u>\$ 87,602.22</u>		<u>\$ 75,640.85</u>

PAY ESTIMATE #2
City of St. Francis
2022 Street Rehabilitation Project

Agenda Item # 4C.

Bid Schedule 'B' 239th Avenue and Xavis Street: Local Funding

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
17	MOBILIZATION	0.76	LUMP SUM	\$ 19,791.50	\$ 15,041.54	0.76	\$ 15,041.54
18	SAWING CONCRETE PAVEMENT - FULL DEPTH	45	LIN FT	\$ 8.50	\$ 382.50	45	\$ 382.50
19	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	150	LIN FT	\$ 4.50	\$ 675.00	150	\$ 675.00
20	REMOVE BITUMINOUS PAVEMENT	90	SQ YD	\$ 15.50	\$ 1,395.00	90	\$ 1,395.00
21	REMOVE CONCRETE PAVEMENT	20	SQ YD	\$ 35.00	\$ 700.00	20	\$ 700.00
22	CONSTRUCT DRAINAGE DITCH	334	LIN FT	\$ 13.50	\$ 4,509.00	334	\$ 4,509.00
23	SUBGRADE PREPARATION	37	ROAD STATION	\$ 172.50	\$ 6,382.50	37	\$ 6,382.50
24	AGGREGATE BASE CLASS 2	195	TON	\$ 56.00	\$ 10,920.00	156.89	\$ 8,785.84
25	AGGREGATE BASE CLASS 5	192	TON	\$ 37.50	\$ 7,200.00	0	\$ -
26	FULL DEPTH RECLAMATION	10,545	SQ YD	\$ 1.20	\$ 12,654.00	10,545	\$ 12,654.00
27	MILL BITUMINOUS SURFACE	35	SQ YD	\$ 14.00	\$ 490.00	35	\$ 490.00
28	BITUMINOUS MATERIAL FOR TACK COAT	523	GALLONS	\$ 1.80	\$ 941.40	742	\$ 1,335.60
29	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	169	SQ YD	\$ 30.00	\$ 5,070.00	164	\$ 4,920.00
30	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	973	TON	\$ 76.25	\$ 74,191.25	935.22	\$ 71,310.53
31	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	1,297	TON	\$ 75.50	\$ 97,923.50	1,221.14	\$ 92,196.07
32	6" CONCRETE DRIVEWAY PAVEMENT	20	SQ YD	\$ 175.50	\$ 3,510.00	19	\$ 3,334.50
33	MAIL BOX	18	EACH	\$ 200.50	\$ 3,609.00	17	\$ 3,408.50
34	TRAFFIC CONTROL SUPERVISOR	0.76	LUMP SUM	\$ 3,031.00	\$ 2,303.56	0.76	\$ 2,303.56
35	TRAFFIC CONTROL	0.76	LUMP SUM	\$ 1,955.50	\$ 1,486.18	0.76	\$ 1,486.18
36	SEDIMENT CONTROL LOG TYPE STRAW	200	LIN FT	\$ 3.80	\$ 760.00	150	\$ 570.00
37	LOAM TOPSOIL BORROW	100	CU YD	\$ 57.00	\$ 5,700.00	103.51	\$ 5,900.07
38	WATER	50	MGAL	\$ 50.00	\$ 2,500.00	50	\$ 2,500.00
39	SITE RESTORATION	3,600	SQ YD	\$ 2.85	\$ 10,260.00	1,680	\$ 4,788.00
Total Bid Schedule 'B'					\$ 268,604.43		\$ 245,068.39

Bid Schedule 'A' Roanoke Street: S.A.P. 235-105-001	\$87,602.22	\$75,640.85
Bid Schedule 'B' 239th Avenue and Xavis Street: Local Funding	\$268,604.43	\$245,068.39
TOTAL	\$356,206.65	\$320,709.24



CITY COUNCIL AGENDA
REPORT

TO: Colette Baumgardner, Community Development Director
FROM: Craig Jochum, City Engineer
SUBJECT: Turtle Ponds 4th Addition Letter of Credit Reduction
DATE: December 19, 2022

OVERVIEW:

The City has previously approved the Turtles Pond 4th Addition development and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Development Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status and recommend that the Letter of Credit may be reduced at this time.

ACTION TO BE CONSIDERED:

City Council approval of the Letter of Credit reduction to \$65,500 based on work completed to date.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Turtle Ponds 4th Addition Letter of Credit Reduction Recommendation Letter

December 12, 2022

Colette Baumgardner, Community Development Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: Turtle Ponds 4th Addition
Financial Security Reduction

Dear Mrs. Baumgardner:

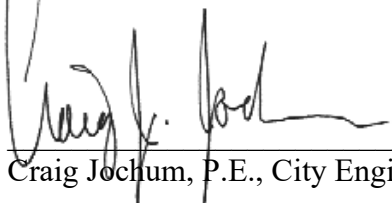
We have reviewed the status of the above-referenced development. At this time, the public improvements have not been accepted by the City. We would summarize the project as follows:

1. The grading has been substantially completed. However, establishment of turf and maintenance of erosion control remains.
2. The sanitary sewer has been constructed and is substantially complete. The manhole castings will have to be raised prior to paving the wear course of bituminous.
3. The watermain has been constructed and is substantially completed. The gate valve boxes will have to be raised prior to paving the wear course of bituminous.
4. The storm sewer is substantially completed.
5. The aggregate base, curb and gutter, and first lift of bituminous have been constructed on the private streets. The bituminous wear course remains to be constructed in 2023.
6. We have not received the as-built utility plans.

Based on the status of the project as summarized above we recommend that the Financial Security may be reduced to \$65,500 at this time.

If you have any questions please call me at 763-427-5860.

Sincerely,
Hakanson Anderson



Craig Jochum, P.E., City Engineer

Mrs. Colette Baumgardner, Community Development Director
December 12, 2022
Page 2

cc: Darcy Mulvihill, Finance Director
Kate Thunstrom, City Administrator
Shane Nelson, P.E., Assistant City Engineer
Greg Chaffin, Bluewaters Companies, Inc.
Aaron Briski, Developer's Engineer



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Rivers Edge 3rd Addition Acceptance of Public Infrastructure
Improvements and Release of Financial Security
DATE: December 19, 2022

OVERVIEW:

The City has previously approved the Rivers Edge 3rd Addition development. As provisions of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work and also requires that the project provide an acceptable warranty period after initial construction.

The utilities for this phase were constructed in 2020 and the final wear course of pavement for the streets was constructed in 2021. The City has also recently received the as-builts as required.

In accordance with the Development Agreement, the Developer has requested City acceptance of the public infrastructure improvements and release of the financial security. We have reviewed the project status and recommend that the infrastructure improvements be accepted and the financial security released at this time.

ACTION TO BE CONSIDERED:

Approve Resolution 2022-71 Accepting Infrastructure Improvement and Releasing Financial Security.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Resolution 2022-71 Rivers Edge 3rd Addition Acceptance of Public Infrastructure Improvements and Release of Financial Security

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

RESOLUTION 2022-71

A RESOLUTION ACCEPTING INFRASTRUCTURE IMPROVEMENTS AND
RELEASING FINANCIAL SECURITY

WHEREAS, the City has previously entered into a Development Agreement (“Agreement”) for the plat known as Rivers Edge 3rd Addition, and

WHEREAS, the Developer has requested that the City Council formally accept the public infrastructure improvements and release all financial security associated with this project, and

WHEREAS, the public infrastructure improvements have been constructed according to the approved plans referenced in the Agreement as inspected by a representative of the City Engineer, and

WHEREAS, an acceptable warranty period has been provided and no warranty items remain to be corrected as inspected by representatives of the City Engineer and Public Works Director.

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

1. The City hereby accepts the public infrastructure improvements that pertain to the City.
2. The City hereby releases the financial security associated with this project.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19TH DAY OF DECEMBER, 2022.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Steven D. Feldman, Mayor



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Rivers Edge 4th Addition Acceptance of Public Infrastructure Improvements and Release of Financial Security
DATE: December 19, 2022

OVERVIEW:

The City has previously approved the Rivers Edge 4th Addition development. As provisions of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work and also requires that the project provide an acceptable warranty period after initial construction.

The utilities for this phase were constructed in 2020 and the final wear course of pavement for the streets was constructed in 2021. The City has also recently received the as-builts as required.

In accordance with the Development Agreement, the Developer has requested City acceptance of the public infrastructure improvements and release of the financial security. We have reviewed the project status and recommend that the infrastructure improvements be accepted and the financial security released at this time.

ACTION TO BE CONSIDERED:

Approve Resolution 2022-72 Accepting Infrastructure Improvement and Releasing Financial Security.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Resolution 2022-72 Rivers Edge 4th Addition Acceptance of Public Infrastructure Improvements and Release of Financial Security

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

RESOLUTION 2022-72

**A RESOLUTION ACCEPTING INFRASTRUCTURE IMPROVEMENTS AND
RELEASING FINANCIAL SECURITY**

WHEREAS, the City has previously entered into a Development Agreement (“Agreement”) for the plat known as Rivers Edge 4th Addition, and

WHEREAS, the Developer has requested that the City Council formally accept the public infrastructure improvements and release all financial security associated with this project, and

WHEREAS, the public infrastructure improvements have been constructed according to the approved plans referenced in the Agreement as inspected by a representative of the City Engineer, and

WHEREAS, an acceptable warranty period has been provided and no warranty items remain to be corrected as inspected by representatives of the City Engineer and Public Works Director.

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

1. The City hereby accepts the public infrastructure improvements that pertain to the City.
2. The City hereby releases the financial security associated with this project.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19TH DAY OF DECEMBER, 2022.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Steven D. Feldman, Mayor



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Rivers Edge 5th Addition Acceptance of Public Infrastructure Improvements and Release of Financial Security
DATE: December 19, 2022

OVERVIEW:

The City has previously approved the Rivers Edge 5th Addition development. As provisions of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work and also requires that the project provide an acceptable warranty period after initial construction.

The utilities for this phase were constructed in 2021 and the final wear course of pavement for the streets was constructed in August 2022. The City has also recently received the as-builts as required.

In accordance with the Development Agreement, the Developer has requested initial City acceptance of the public infrastructure improvements. We have reviewed the project status and recommend that the infrastructure improvements be initially accepted and the warranty period may begin.

ACTION TO BE CONSIDERED:

Approve Resolution 2022-73 Accepting Infrastructure Improvements.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Resolution 2022-73 Rivers Edge 5th Addition Acceptance of Public Infrastructure Improvements and Release of Financial Security

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

RESOLUTION 2022-73

A RESOLUTION ACCEPTING INFRASTRUCTURE IMPROVEMENTS AND STARTING
THE WARRANTY PERIOD

WHEREAS, the City has previously entered into a Development Agreement (“Agreement”) for the plat known as Rivers Edge 5th Addition, and

WHEREAS, the Developer has requested that the City Council accept the public infrastructure improvements and starts the warranty period, and

WHEREAS, the public infrastructure improvements have been constructed according to the approved plans referenced in the Agreement as inspected by a representative of the City Engineer, and

WHEREAS, the Development Agreement provides that the Developer shall provide a warranty security in the amount of 25% of the certified construction costs for public improvements upon initial City acceptance, and

WHEREAS, the required warranty security amounts are \$132,425 for the public streets and trails and \$200,950 for the public underground utilities.

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

1. The City hereby accepts the public infrastructure improvements that pertain to the City and starts the one year warranty period on streets and utilities.
2. The remaining financial security may be released upon the City receiving an acceptable warranty security as outlined in the Development Agreement.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19TH DAY OF
DECEMBER, 2022.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Steven D. Feldman, Mayor



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Establishing Precinct & Polling Locations for 2023
DATE: December 19, 2022

OVERVIEW:

As per State Statute, the City Council each year even if there are not elections anticipated must adopt by ordinance or resolution the polling place for each precinct.

204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. **Authority; location.** (a) By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

- (1) pursuant to section [204B.175](#);
- (2) because a polling place has become unavailable;
- (3) because a township designates one location for all state and federal elections and one location for all township only elections; and
- (4) pursuant to section [204B.14, subdivision 3](#).

ACTION TO BE CONSIDERED:

Adopt Resolution 2022-74 Establishing Precinct and Polling Locations for 2023 election year.

BUDGET IMPLICATION:

NONE

Attachments:

- Resolution 2022-74 Establishing Polling Locations for 2023

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

Agenda Item # 4H.

RESOLUTION 2022-74

A RESOLUTION ESTABLISHING PRECINCT AND
POLLING LOCATIONS FOR 2023 ELECTION YEAR

WHEREAS, Minnesota Statute 204B.16, subd. 1 has been amended requiring the governing body of each municipality to designate by resolution a polling place by December 31, each year; and

WHEREAS, the polling places designated by resolution by December 31 of each year are the polling places to be used for elections in the following calendar year.

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2023 are as follows:

- | | |
|--------------------------------|--|
| <u>St. Francis Precinct #1</u> | Central Service Offices, 4115 Ambassador Blvd NW
St. Francis residents living west of the Rum River |
| <u>St. Francis Precinct #2</u> | Central Service Offices, 4115 Ambassador Blvd NW
St. Francis residents living east of the Rum River |
| <u>St. Francis Precinct #3</u> | Mail Balloting
Property located in Isanti County with in the
St. Francis City limits |

BE IT FURTHER RESOLVED that the St. Francis City Council directs the City Clerk to make all necessary notifications and preparations for elections held in 2023 as required by MN Statute, Rule and Administrative Policy of the City.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF DECEMBER, 2022.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Natalie Santillo, Accounting Tech
SUBJECT: Payment of Claims
DATE: December 19, 2022

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$203,700.48 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-\$216,724.33

Credit Card Payment- \$19,720.57

Manual Checks-N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 12-19-2022 Packet List-\$203,700.48
- 12-19-2022 ACH Payments-\$216,724.33
- 12-19-2022 Credit Card-\$19,720.57

CITY OF ST FRANCIS

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Payment Batch P-WIRE-NOV 2022**\$216,724.33**

Refer	16407 ACE SOLID WASTE, INC.	Ck# 002184E 11/30/2022		
Cash Payment	E 101-43210-384 Garbage Disposal	GARBAGE		\$76.24
Invoice				
Cash Payment	E 101-42210-384 Garbage Disposal	GARBAGE		\$80.02
Invoice				
Cash Payment	E 609-49750-384 Garbage Disposal	GARBAGE		\$265.72
Invoice				
Cash Payment	E 601-49440-384 Garbage Disposal	GARBAGE		\$89.05
Invoice				
Cash Payment	E 602-49490-384 Garbage Disposal	GARBAGE		\$89.04
Invoice				
Cash Payment	E 101-43210-384 Garbage Disposal	GARBAGE		\$0.00
Invoice				
Cash Payment	E 101-43100-384 Garbage Disposal	GARBAGE		\$32.26
Invoice				
Cash Payment	E 101-45200-384 Garbage Disposal	GARBAGE		\$32.28
Invoice				
Cash Payment	E 601-49440-384 Garbage Disposal	GARBAGE		\$32.28
Invoice				
Cash Payment	E 602-49490-384 Garbage Disposal	GARBAGE		\$32.28
Invoice				
Cash Payment	E 101-42110-384 Garbage Disposal	GARBAGE		\$129.11
Invoice				
Cash Payment	E 101-43100-384 Garbage Disposal	GARBAGE		\$206.40
Invoice				
Cash Payment	E 101-45200-384 Garbage Disposal	GARBAGE		\$206.39
Invoice				
Transaction Date	11/2/2022	CASH	10100	Total \$1,271.07
Refer	16629 ALERUS	Ck# 002219E 11/30/2022		
Cash Payment	E 101-41540-301 Auditing and Acctg Servi	FEE		\$50.00
Invoice				
Transaction Date	11/28/2022	CASH	10100	Total \$50.00
Refer	16405 CAYAN	Ck# 002182E 11/30/2022		
Cash Payment	E 609-49751-207 Credit Card	LIQUOR CC FEES		\$8,905.64
Invoice				
Transaction Date	11/2/2022	CASH	10100	Total \$8,905.64
Refer	16560 CAYAN	Ck# 002199E 11/30/2022		
Cash Payment	E 609-49751-207 Credit Card	LIQUOR CC FEES		\$112.43
Invoice				
Transaction Date	11/17/2022	CASH	10100	Total \$112.43
Refer	16561 CAYAN	Ck# 002200E 11/30/2022		
Cash Payment	E 609-49751-207 Credit Card	LIQUOR CC FEES		\$64.11
Invoice				
Transaction Date	11/17/2022	CASH	10100	Total \$64.11
Refer	16628 CAYAN	Ck# 002218E 11/30/2022		

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Cash Payment	E 609-49751-207 Credit Card	LIQUOR CC FEES		\$5.45
Invoice				
Transaction Date	11/22/2022	CASH	10100	Total \$5.45
Refer	16627 CENTERPOINT ENERGY	Ck# 002217E 11/30/2022		
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE-GAS		\$25.00
Invoice				
Transaction Date	11/22/2022	CASH	10100	Total \$25.00
Refer	16659 CENTERPOINT ENERGY	Ck# 002220E 11/30/2022		
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1		\$52.72
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2		\$23.14
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3		\$30.53
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4		\$34.97
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	23699 AMBASSADOR		\$25.26
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	3740 BRIDGE STREET-GENERATOR		\$23.67
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE		\$142.94
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	4020 ST. FRANCIS BLVD		\$176.82
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	4020 ST. FRANCIS BLVD		\$176.83
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	4020 ST. FRANCIS BLVD-OLD WWTP		\$16.80
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	WWTP		\$1,001.82
Invoice				
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR STORE		\$235.87
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	FIRE STATION		\$871.08
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT		\$880.64
Invoice				
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW		\$683.37
Invoice				
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW		\$170.84
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW		\$170.84
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW		\$170.84
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW		\$170.85
Invoice				
Transaction Date	11/28/2022	CASH	10100	Total \$5,059.83
Refer	16412 CINTAS	Ck# 002189E 11/30/2022		

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Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS	\$23.66
Invoice			
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS	\$15.78
Invoice			
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS	\$26.28
Invoice			
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS	\$26.28
Invoice			
Cash Payment	E 601-49440-417 Uniforms & PPE	UNIFORMS	\$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniforms & PPE	UNIFORMS	\$4.65
Invoice			
Cash Payment	E 601-49440-417 Uniforms & PPE	UNIFORMS	\$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniforms & PPE	UNIFORMS	\$4.65
Invoice			
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES	\$6.63
Invoice			
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES	\$6.63
Invoice			
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES	\$6.63
Invoice			
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES	\$6.63
Invoice			
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES	\$26.55
Invoice			
Cash Payment	E 601-49440-417 Uniforms & PPE	UNIFORMS	\$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniforms & PPE	UNIFORMS	\$4.65
Invoice			
Cash Payment	E 601-49440-417 Uniforms & PPE	UNIFORMS	\$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniforms & PPE	UNIFORMS	\$4.65
Invoice			
Transaction Date	11/8/2022	CASH 10100	Total \$182.31
Refer	16408 CITY HIVE	Ck# 002185E 11/30/2022	
Cash Payment	E 609-49750-340 Advertising	ADVERTISING	\$53.35
Invoice			
Transaction Date	11/2/2022	CASH 10100	Total \$53.35
Refer	16559 COLONIAL INSURANCE	Ck# 002198E 11/30/2022	
Cash Payment	G 101-21712 Colonial Insurance	PREMIUM	\$352.96
Invoice			
Transaction Date	11/22/2022	CASH 10100	Total \$352.96
Refer	16562 CONNEXUS ENERGY	Ck# 002201E 11/30/2022	
Cash Payment	E 101-41940-381 Electric Utilities	SIGN	\$79.04
Invoice			
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL	\$427.54
Invoice			

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Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS	\$888.71
Invoice			
Cash Payment	E 101-45200-381 Electric Utilities	PARKS	\$251.14
Invoice			
Cash Payment	E 601-49440-380 Electric-System	WATER	\$5,573.61
Invoice			
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS	\$2,747.55
Invoice			
Cash Payment	E 602-49490-381 Electric Utilities	WWTP	\$8,451.60
Invoice			
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE	\$1,006.25
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	\$417.24
Invoice			
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW	\$195.64
Invoice			
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW	\$195.64
Invoice			
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW	\$195.64
Invoice			
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW	\$195.64
Invoice			
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW	\$782.52
Invoice			
Cash Payment	E 101-45230-217 Other Operating Supplie	CARNIVAL	-\$13.09
Invoice			
Transaction Date	11/18/2022	CASH 10100	Total \$21,409.67
Refer	16409 <i>CONNEXUS ENERGY</i>	<u>Ck# 002186E 11/30/2022</u>	
Cash Payment	E 101-45200-381 Electric Utilities	SIWEK ELECTRIC	\$16.39
Invoice			
Transaction Date	11/4/2022	CASH 10100	Total \$16.39
Refer	16411 <i>DELTA DENTAL</i>	<u>Ck# 002188E 11/30/2022</u>	
Cash Payment	G 101-21711 Dental Insurance	INSURANCE	\$1,625.51
Invoice			
Transaction Date	11/8/2022	CASH 10100	Total \$1,625.51
Refer	16564 <i>ENTERPRISE FLEET MGMT</i>	<u>Ck# 002203E 11/30/2022</u>	
Cash Payment	E 101-42110-221 Vehicle Maintenance	POLICE	\$130.68
Invoice			
Cash Payment	E 101-42210-221 Vehicle Maintenance	FIRE	\$72.60
Invoice			
Cash Payment	E 101-42400-221 Vehicle Maintenance	BUILDING	\$14.52
Invoice			

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Cash Payment	E 101-43100-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$36.30
Invoice				
Cash Payment	E 101-45200-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$36.30
Invoice				
Cash Payment	E 601-49440-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$36.30
Invoice				
Cash Payment	E 602-49490-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$36.30
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$363.00
Refer	16414 FWT	Ck# 002191E 11/30/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 11-10-2022		\$8,903.90
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 11-10-2022		\$3,370.48
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 11-10-2022		\$10,920.66
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$23,195.04
Refer	16565 FWT	Ck# 002204E 11/22/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 11-22-2022		\$1,313.06
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 11-22-2022		\$362.26
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 11-22-2022		\$283.32
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$1,958.64
Refer	16570 FWT	Ck# 002209E 11/30/2022		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 11-23-2022		\$8,968.12
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 11-23-2022		\$3,467.98
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 11-23-2022		\$11,648.47
Invoice				
Transaction Date	11/23/2022	CASH	10100	Total \$24,084.57
Refer	16404 HEALTH PARTNERS	Ck# 002181E 11/30/2022		
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE		\$32,672.26
Invoice				
Transaction Date	11/1/2022	CASH	10100	Total \$32,672.26
Refer	16420 HSA CONTRIBUTION	Ck# 002222E 11/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 11-10-2022		\$893.66
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$893.66
Refer	16575 HSA CONTRIBUTION	Ck# 002214E 11/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 11-23-2022		\$893.66
Invoice				
Transaction Date	11/23/2022	CASH	10100	Total \$893.66
Refer	16421 INVOICE CLOUD	Ck# 002197E 11/30/2022		

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Cash Payment	E 601-49440-430 Bank Fees	CREDIT CARD FEES		\$573.00
Invoice				
Cash Payment	E 602-49490-430 Bank Fees	CREDIT CARD FEES		\$573.00
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$1,146.00
Refer	16417 MISSION SQUARE	Ck# 002194E 11/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 11-10-2022		\$489.17
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$489.17
Refer	16576 MISSION SQUARE	Ck# 002215E 11/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 11-23-2022		\$489.17
Invoice				
Transaction Date	11/23/2022	CASH	10100	Total \$489.17
Refer	16563 MN DEPT OF REVENUE	Ck# 002202E 11/30/2022		
Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX OCTOBER PAID IN NOVEMBER		\$23,556.00
Invoice				
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX OCTOBER PAID IN NOVEMBER		\$1,176.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$24,732.00
Refer	16419 MN STATE RETIREMENT SYSTEM	Ck# 002196E 11/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 11-10-2022		\$550.71
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$550.71
Refer	16574 MN STATE RETIREMENT SYSTEM	Ck# 002213E 11/30/2022		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 11-23-2022		\$596.08
Invoice				
Transaction Date	11/23/2022	CASH	10100	Total \$596.08
Refer	16415 PERA	Ck# 002192E 11/30/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 11-10-2022		\$23,233.62
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$23,233.62
Refer	16566 PERA	Ck# 002205E 11/30/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 11-22-2022		\$483.12
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$483.12
Refer	16571 PERA	Ck# 002210E 11/30/2022		
Cash Payment	G 101-21704 PERA	PAYROLL 11-23-2022		\$24,185.75
Invoice				
Transaction Date	11/23/2022	CASH	10100	Total \$24,185.75
Refer	16569 STATE OF ARIZONA	Ck# 002208E 11/30/2022		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 11-22-2022		\$246.35
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$246.35
Refer	16568 STATE OF MINNESOTA	Ck# 002207E 11/30/2022		

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Cash Payment	G 101-21716 Other Deductions	PAYROLL 11-22-2022	\$240.11
Invoice			
Transaction Date	11/21/2022	CASH 10100	Total \$240.11
Refer	16406 SUN LIFE FINANCIAL	Ck# 002183E 11/30/2022	
Cash Payment	E 101-41400-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$222.22
Invoice			
Cash Payment	E 101-41500-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$146.58
Invoice			
Cash Payment	E 101-41910-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$148.87
Invoice			
Cash Payment	E 101-42110-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$982.57
Invoice			
Cash Payment	E 101-42210-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$81.67
Invoice			
Cash Payment	E 101-42400-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$77.60
Invoice			
Cash Payment	E 101-43100-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$215.67
Invoice			
Cash Payment	E 101-43210-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$47.92
Invoice			
Cash Payment	E 101-45200-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$215.67
Invoice			
Cash Payment	E 601-49440-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$108.88
Invoice			
Cash Payment	E 602-49490-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$108.88
Invoice			
Cash Payment	E 609-49750-130 Employer Paid Insurance	NOVEMBER INSURANCE	\$201.98
Invoice			
Transaction Date	11/2/2022	CASH 10100	Total \$2,558.51
Refer	16418 SWT	Ck# 002195E 11/30/2022	
Cash Payment	G 101-21702 State Withholding	PAYROLL 11-10-2022	\$4,909.61
Invoice			
Transaction Date	11/8/2022	CASH 10100	Total \$4,909.61
Refer	16567 SWT	Ck# 002206E 11/30/2022	
Cash Payment	G 101-21702 State Withholding	PAYROLL 11-22-2022	\$34.24
Invoice			
Transaction Date	11/21/2022	CASH 10100	Total \$34.24
Refer	16573 SWT	Ck# 002212E 11/30/2022	
Cash Payment	G 101-21702 State Withholding	PAYROLL 11-23-2022	\$5,130.54
Invoice			
Transaction Date	11/23/2022	CASH 10100	Total \$5,130.54
Refer	16410 U S BANK EQUIPMENT FINANCE	Ck# 002187E 11/30/2022	
Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE	\$96.02
Invoice			
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE	\$96.02
Invoice			
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE	\$96.02
Invoice			

CITY OF ST FRANCIS

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Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE		\$96.02
Invoice				
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE		\$96.02
Invoice				
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE		\$95.90
Invoice				
Transaction Date	11/7/2022	CASH	10100	Total \$576.00
Refer	16626 VILLAGE BANK	Ck# 002216E 11/30/2022		
Cash Payment	E 601-49440-430 Bank Fees	RETURNED CHECK FEE		\$8.00
Invoice				
Transaction Date	11/22/2022	CASH	10100	Total \$8.00
Refer	16701 VILLAGE BANK	Ck# 002221E 11/30/2022		
Cash Payment	E 101-41500-430 Bank Fees	NOVEMBER FEES		\$44.20
Invoice				
Cash Payment	E 601-49440-430 Bank Fees	NOVEMBER FEES		\$44.20
Invoice				
Cash Payment	E 602-49490-430 Bank Fees	NOVEMBER FEES		\$44.20
Invoice				
Cash Payment	E 609-49750-430 Bank Fees	NOVEMBER FEES		\$44.20
Invoice				
Transaction Date	11/30/2022	CASH	10100	Total \$176.80
Refer	16416 VOYA	Ck# 002193E 11/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 11-10-2022		\$1,865.00
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$1,865.00
Refer	16572 VOYA	Ck# 002211E 11/30/2022		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 11-23-2022		\$1,865.00
Invoice				
Transaction Date	11/23/2022	CASH	10100	Total \$1,865.00
Refer	16413 WEX CARD	Ck# 002190E 11/30/2022		
Cash Payment	E 101-49200-441 Miscellaneous	FUEL CARDS		\$14.00
Invoice				
Transaction Date	11/8/2022	CASH	10100	Total \$14.00

Fund Summary

	10100 CASH
101 General Fund	\$161,053.22
601 Water Fund	\$9,235.21
602 Sewer Fund	\$11,932.34
609 Liquor Fund	\$34,503.56
	\$216,724.33

Pre-Written Checks	\$216,724.33
Checks to be Generated by the Computer	\$0.00
Total	\$216,724.33

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Claim Type

Claim#	16785	ADLER, TAYLOR				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#5783			\$70.46
Invoice	.12152022					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$70.46

Claim Type

Claim#	16735	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL			\$14.05
Invoice	9992958507					
Cash Payment	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL			\$14.05
Invoice	9992958507					
Cash Payment	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL			\$14.05
Invoice	9992958507					
Cash Payment	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL			\$14.05
Invoice	9992958507					
Cash Payment	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL			\$14.03
Invoice	9992958507					
Transaction Date	12/12/2022	Due 12/12/2022	CASH	10100	Total	\$70.23

Claim Type

Claim#	16797	ALLINA HEALTH				
Cash Payment	E 101-42110-305	Medical Fees	OFFICER SHERBURNE-MEDICAL			\$466.00
Invoice	323599107					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$466.00

Claim Type

Claim#	16706	ANOKA COUNTY ATTORNEYS OFF				
Cash Payment	E 208-42110-441	Miscellaneous	ADMIN FORFEITURE-ICR20-267862			\$58.80
Invoice	ICR20-267862					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$58.80

Claim Type

Claim#	16734	ANOKA COUNTY PROPERTY REC				
Cash Payment	E 225-45100-510	Land-Park Improvement	SIWEK PARK RECORDING FEE			\$46.00
Invoice	.12122022					
Transaction Date	12/12/2022	Due 12/12/2022	CASH	10100	Total	\$46.00

Claim Type

Claim#	16705	ARK TOWING AND RECOVERY				
Cash Payment	E 602-49490-221	Vehicle Maintenance	TOWING			\$50.00
Invoice	94245					
Cash Payment	E 601-49440-221	Vehicle Maintenance	TOWING			\$50.00
Invoice	94245					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$100.00

Claim Type

Claim#	16733	ASPEN MILLS				
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS - BULERA			\$42.95
Invoice	305197					
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS-BULERA			\$236.89
Invoice	305172					
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS-BULERA			\$342.70
Invoice	304991					
Cash Payment	E 101-42210-437	Uniforms	UNIFORMS- BADGES			\$294.25
Invoice	284749					

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Cash Payment	E 101-42210-437 Uniforms	UNIFORMS-PHELPS, L.				\$329.50
	Invoice 288166					
Cash Payment	E 101-42210-437 Uniforms	UNIFORMS-BADGES				\$289.70
	Invoice 304341					
Cash Payment	E 101-42210-437 Uniforms	UNIFORMS-MARSHALL, B				\$379.00
	Invoice 304501					
Transaction Date	12/12/2022	Due 12/12/2022	CASH	10100	Total	\$1,914.99

Claim Type

Claim#	16702	AURORA ASPHALT & CONCRETE				
Cash Payment	G 803-22000 Deposits	ESCROW REFUND-4861 239TH AVE NW				\$250.00
	Invoice .12082022					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$250.00

Claim Type

Claim#	16798	BALDWIN, ALEX				
Cash Payment	G 803-22199 Baldwin Variance	ESCROW REFUND-ERKIUM ST				\$59.92
	Invoice .12152022					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$59.92

Claim Type

Claim#	16732	BAYCOM, INC				
Cash Payment	E 402-42110-556 Squad Computers	SQUAD COMPUTERS				\$3,982.00
	Invoice EQUIPINV_041193					
Transaction Date	12/12/2022	Due 12/12/2022	CASH	10100	Total	\$3,982.00

Claim Type

Claim#	16737	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206 Freight	FREIGHT				\$58.00
	Invoice 346860028					
Cash Payment	E 609-49751-251 Liquor	LIQUOR				\$3,307.50
	Invoice 346860028					
Cash Payment	E 609-49751-253 Wine	WINE				\$866.20
	Invoice 346860028					
Transaction Date	12/12/2022	Due 12/12/2022	CASH	10100	Total	\$4,231.70

Claim Type

Claim#	16784	BURTON, THERESA				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6024				\$283.69
	Invoice .12152022					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$283.69

Claim Type

Claim#	16736	CARLOS CREEK WINERY				
Cash Payment	E 609-49751-253 Wine	WINE				\$840.00
	Invoice 24375					
Transaction Date	12/12/2022	Due 12/12/2022	CASH	10100	Total	\$840.00

Claim Type

Claim#	16712	CEDAR CREEK BAKING COMPANY				
Cash Payment	E 101-42110-441 Miscellaneous	ALLEN RETIREMENT				\$45.00
	Invoice .12012022					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$45.00

Claim Type

Claim#	16710	COUNTRY SIDE SERVICES				
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Cash Payment E 402-43100-588 Miscellaneous Equipment PLOW \$4,800.00
Invoice 1-106818-01

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$4,800.00

Claim Type

Claim# 16740 DAHLHEIMER DIST. CO. INC.

Cash Payment E 609-49751-252 Beer BEER -\$140.00
Invoice 1761691

Cash Payment E 609-49751-252 Beer BEER -\$82.50
Invoice 1535902

Cash Payment E 609-49751-252 Beer BEER -\$18.10
Invoice 1525526

Cash Payment E 609-49751-252 Beer BEER \$12,921.35
Invoice 1795347

Cash Payment E 609-49751-252 Beer BEER -\$46.65
Invoice 1567864

Cash Payment E 609-49751-252 Beer BEER -\$22.00
Invoice 1594707

Cash Payment E 609-49751-252 Beer BEER -\$32.00
Invoice 1761520

Cash Payment E 609-49751-252 Beer BEER -\$98.80
Invoice 1761527

Cash Payment E 609-49751-252 Beer BEER -\$61.00
Invoice 1795472

Cash Payment E 609-49751-255 N/A Products N/A \$92.80
Invoice 1795347

Transaction Date 12/13/2022 Due 12/13/2022 CASH 10100 Total \$12,513.10

Claim Type

Claim# 16751 DELL MARKETING L.P.

Cash Payment E 101-42400-200 Office Supplies OFFICE SUPPLIES \$1,571.62
Invoice 10637281997

Transaction Date 12/13/2022 Due 12/13/2022 CASH 10100 Total \$1,571.62

Claim Type

Claim# 16709 DIRTWORKS

Cash Payment E 101-42210-441 Miscellaneous HOUSE FIRE KNOCKDOWN \$500.00
Invoice 741

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$500.00

Claim Type

Claim# 16747 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing ORDINANCE NO 302 \$53.75
Invoice 924003

Cash Payment E 101-41400-351 Legal Notices Publishing DEC 21 PH 5620 AMBASSADOR BLVD \$48.37
Invoice 924002

Cash Payment E 101-41400-351 Legal Notices Publishing DEC 21 PH ZONING CODE AMDENDMENT \$53.75
Invoice 924001

Cash Payment E 101-41400-351 Legal Notices Publishing DEC 21 PH 23543 DEGARNER CIR \$53.75
Invoice 924000

Transaction Date 12/13/2022 Due 12/13/2022 CASH 10100 Total \$209.62

Claim Type

Claim# 16708 EMBEDDED SYSTEMS

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Cash Payment E 101-42110-311 Contract SIREN MAINTENANCE \$871.74
Invoice 344442

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 **Total** \$871.74

Claim Type

Claim# 16783 FARLIN, VALERIE

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#2956 \$236.72
Invoice .12152022

Transaction Date 12/15/2022 Due 12/15/2022 CASH 10100 **Total** \$236.72

Claim Type

Claim# 16707 FERGUSON WATERWORKS, INC

Cash Payment E 601-49440-229 Project Maintenance PROJECT MAINTENANCE \$3,795.94
Invoice 0505774

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 **Total** \$3,795.94

Claim Type

Claim# 16757 GRAINGER, INC.

Cash Payment E 602-49490-235 Lab Supplies LAB SUPPLIES \$27.24
Invoice 9540465540

Transaction Date 12/13/2022 Due 12/13/2022 CASH 10100 **Total** \$27.24

Claim Type

Claim# 16782 GREEN AND CLEAN RECYCLING

Cash Payment E 101-43210-439 Recycling Days RECYCLING \$689.50
Invoice 1151

Transaction Date 12/15/2022 Due 12/15/2022 CASH 10100 **Total** \$689.50

Claim Type

Claim# 16716 HARRIS, INC

Cash Payment E 609-49750-340 Advertising LIQUOR STORE REPAIRS \$2,261.34
Invoice SRVCE012307

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 **Total** \$2,261.34

Claim Type

Claim# 16780 HAWKINS, INC.

Cash Payment E 602-49490-216 Chemicals CHEMICALS \$7,466.47
Invoice 6357057

Cash Payment E 601-49440-216 Chemicals CHEMICALS \$7,649.21
Invoice 6357056

Transaction Date 12/15/2022 Due 12/15/2022 CASH 10100 **Total** \$15,115.68

Claim Type

Claim# 16756 HOISINGTON KOEGLER GROUP, I

Cash Payment E 101-41910-311 Contract GENERAL PLANNING \$2,261.25
Invoice 018-041-51

Cash Payment E 405-43100-809 Patriot Parkway PATRIOT PARKWAY \$480.00
Invoice 018-041-51

Cash Payment E 225-45100-441 Miscellaneous PARK PLAN \$2,043.75
Invoice 018-041-51

Cash Payment G 803-22001 Turtle Ponds 6th-2022 TURTLE PONDS BLUE WATER \$127.50
Invoice 018-041-51

Cash Payment G 803-22191 Alliant Finance-Plantinum Land PLATINUM SUBD/BLUFFS \$225.00
Invoice 018-041-51

Cash Payment G 803-22192 Dollar General-Hwy 47 DOLLAR GENERAL HWY 47 \$90.00
Invoice 018-041-51

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Cash Payment	G 803-22195 Brother Dev 2022 (Enchanted)	BROTHERS 2022 (ENCHANTED MEADOWS)				\$1,833.75
	Invoice 018-041-51					
Cash Payment	G 803-22147 Bridgestone Lot Line Adjust	BRIDGESTONE LOT LINE ADJUSTMENT				\$206.25
	Invoice 018-041-51					
Cash Payment	G 803-22150 Lilleboe IUP Home Ext. Auto	LILLEBOE IUP HOME EXTENDED AUTO				\$375.00
	Invoice 018-041-51	DETAIL				
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$7,642.50
Claim Type						
Claim#	16755	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES				\$11.76
	Invoice IN4026892					
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$43.05
	Invoice IN4021955					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$54.81
Claim Type						
Claim#	16753	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206 Freight	FREIGHT				\$54.63
	Invoice 2195834					
Cash Payment	E 609-49751-206 Freight	FREIGHT				\$14.02
	Invoice 2195833					
Cash Payment	E 609-49751-206 Freight	FREIGHT				\$91.88
	Invoice 2157594					
Cash Payment	E 609-49751-251 Liquor	LIQUOR				\$948.50
	Invoice 2195833					
Cash Payment	E 609-49751-253 Wine	WINE				\$1,787.00
	Invoice 2195834					
Cash Payment	E 609-49751-251 Liquor	LIQUOR				\$4,298.74
	Invoice 2157594					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$7,194.77
Claim Type						
Claim#	16713	JRS APPLIANCE				
Cash Payment	E 101-43210-439 Recycling Days	CITY CLEAN UP EVENT				\$120.00
	Invoice 108953					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$120.00
Claim Type						
Claim#	16792	KESSLER, JASON & VALORIE				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#1075				\$256.50
	Invoice .12152022					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$256.50
Claim Type						
Claim#	16717	KNIGHTS OF COLUMBUS				
Cash Payment	E 101-43210-439 Recycling Days	RECYCLING DAYS				\$288.00
	Invoice 2022-02					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$288.00
Claim Type						
Claim#	16760	LMC INSURANCE TRUST				
Cash Payment	E 101-42210-160 Work Comp Insurance	LEWIS, A. - DEDUCTIBLE BILLING				\$289.91
	Invoice 19983					

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Cash Payment	E 101-41400-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$415.23
	Invoice 40005704-2022		
Cash Payment	E 101-41500-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$241.73
	Invoice 40005704-2022		
Cash Payment	E 101-41910-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$280.33
	Invoice 40005704-2022		
Cash Payment	E 101-42400-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$166.57
	Invoice 40005704-2022		
Cash Payment	E 101-43100-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$3,838.42
	Invoice 40005704-2022		
Cash Payment	E 101-42110-101 Full-Time Salaries	WORK COMP 10/06/2022-10/06/2023	\$17,664.49
	Invoice 40005704-2022		
Cash Payment	E 101-42210-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$5,064.18
	Invoice 40005704-2022		
Cash Payment	E 101-45200-101 Full-Time Salaries	WORK COMP 10/06/2022-10/06/2023	\$1,646.16
	Invoice 40005704-2022		
Cash Payment	E 101-43210-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$200.00
	Invoice 40005704-2022		
Cash Payment	E 601-49440-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$1,337.31
	Invoice 40005704-2022		
Cash Payment	E 602-49490-160 Work Comp Insurance	WORK COMP 10/06/2022-10/06/2023	\$1,601.39
	Invoice 40005704-2022		
Cash Payment	E 609-49750-101 Full-Time Salaries	WORK COMP 10/06/2022-10/06/2023	\$1,934.19
	Invoice 40005704-2022		
Cash Payment	E 101-41110-360 Insurance	INSURANCE PREMIUM	\$84.69
	Invoice 40005841-122022		
Cash Payment	E 101-41400-360 Insurance	INSURANCE PREMIUM	\$899.29
	Invoice 40005841-122022		
Cash Payment	E 101-41410-360 Insurance	INSURANCE PREMIUM	\$20.16
	Invoice 40005841-122022		
Cash Payment	E 101-41500-360 Insurance	INSURANCE PREMIUM	\$467.79
	Invoice 40005841-122022		
Cash Payment	E 101-41600-360 Insurance	INSURANCE PREMIUM	\$145.18
	Invoice 40005841-122022		
Cash Payment	E 101-41910-360 Insurance	INSURANCE PREMIUM	\$576.68
	Invoice 40005841-122022		
Cash Payment	E 101-41940-360 Insurance	INSURANCE PREMIUM	\$697.66
	Invoice 40005841-122022		
Cash Payment	E 101-42110-360 Insurance	INSURANCE PREMIUM	\$7,944.42
	Invoice 40005841-122022		
Cash Payment	E 101-42210-360 Insurance	INSURANCE PREMIUM	\$1,971.99
	Invoice 40005841-122022		
Cash Payment	E 101-42400-360 Insurance	INSURANCE PREMIUM	\$415.37
	Invoice 40005841-122022		
Cash Payment	E 101-43100-360 Insurance	INSURANCE PREMIUM	\$4,407.74
	Invoice 40005841-122022		
Cash Payment	E 101-43210-360 Insurance	INSURANCE PREMIUM	\$141.14
	Invoice 40005841-122022		
Cash Payment	E 101-45000-360 Insurance	INSURANCE PREMIUM	\$4.03
	Invoice 40005841-122022		
Cash Payment	E 101-45200-360 Insurance	INSURANCE PREMIUM	\$4,677.93
	Invoice 40005841-122022		

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Cash Payment	E 101-49200-360 Insurance	INSURANCE PREMIUM			\$12.10
	Invoice 40005841-122022				
Cash Payment	E 601-49440-360 Insurance	INSURANCE PREMIUM			\$5,101.37
	Invoice 40005841-122022				
Cash Payment	E 602-49490-360 Insurance	INSURANCE PREMIUM			\$7,795.21
	Invoice 40005841-122022				
Cash Payment	E 609-49750-360 Insurance	INSURANCE PREMIUM			\$4,964.25
	Invoice 40005841-122022				
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total \$75,006.91

Claim Type

Claim#	16766	MCDONALD DIST CO.			
Cash Payment	E 609-49751-252 Beer	BEER			\$8,190.00
	Invoice 663674				
Cash Payment	E 609-49751-252 Beer	BEER			-\$141.78
	Invoice 663784				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$40.50
	Invoice 663674				
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total \$8,088.72

Claim Type

Claim#	16791	MIDCONTINENT COMMUNICATION			
Cash Payment	E 101-42110-321 Telephone	PHONES			\$44.66
	Invoice 13332710113045				
Cash Payment	E 601-49440-321 Telephone	PHONES			\$153.39
	Invoice 13334860113045				
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total \$198.05

Claim Type

Claim#	16762	MINNESOTA FIRE SERVICE CERTI			
Cash Payment	E 101-42210-208 Training	TRAINING - GOERS			\$126.00
	Invoice 10649				
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total \$126.00

Claim Type

Claim#	16722	MINUTEMAN PRESS			
Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER			\$327.99
	Invoice 981229				
Cash Payment	E 101-41400-441 Miscellaneous	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 601-49440-441 Miscellaneous	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 602-49490-441 Miscellaneous	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 609-49750-441 Miscellaneous	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 101-43100-441 Miscellaneous	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 101-41110-344 Newsletter	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 101-42400-352 General Publishing	NEWSLETTER			\$154.63
	Invoice 981229				
Cash Payment	E 101-42110-441 Miscellaneous	NEWSLETTER			\$154.63
	Invoice 981229				

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Cash Payment	E 101-42210-441 Miscellaneous	NEWSLETTER				\$154.63
	Invoice 981229					
Cash Payment	E 101-45200-441 Miscellaneous	NEWSLETTER				\$154.59
	Invoice 981229					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$1,874.25

Claim Type

Claim#	16790	MN DEPT OF HEALTH				
Cash Payment	E 601-49440-434 Permit Fees	QUARTERLY CONNECTION FEE-4TH				\$4,432.00
	Invoice 1020028-1231202					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$4,432.00

Claim Type

Claim#	16763	MN RURAL WATER ASSOCIATION				
Cash Payment	E 601-49440-208 Training	ASSOCIATE MEMBERSHIP TRAINING				\$150.00
	Invoice 082022-07312023					
Cash Payment	E 602-49490-208 Training	ASSOCIATE MEMBERSHIP TRAINING				\$150.00
	Invoice 082022-07312023					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$300.00

Claim Type

Claim#	16761	NORTH PINE AGGREGATE, INC.				
Cash Payment	E 603-49490-311 Contract	233RD/NACRE DITCH CLEANING				\$9,500.00
	Invoice 22-117-01					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$9,500.00

Claim Type

Claim#	16770	ON LINE RETRIEVERS				
Cash Payment	E 101-42110-311 Contract	ANIMAL CONTROL SERVICES NOV 2022				\$226.25
	Invoice .12032022					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$226.25

Claim Type

Claim#	16721	PATRIOT LANES & LOUNGE				
Cash Payment	E 101-42110-308 Community Education	BOWLING WITH THE COPS				\$274.80
	Invoice 113221					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$274.80

Claim Type

Claim#	16768	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-253 Wine	WINE				-\$7.00
	Invoice 667725					
Cash Payment	E 609-49751-206 Freight	FREIGHT				-\$1.75
	Invoice 667726					
Cash Payment	E 609-49751-206 Freight	FREIGHT				\$33.83
	Invoice 6510209					
Cash Payment	E 609-49751-251 Liquor	LIQUOR				\$2,042.34
	Invoice 6510209					
Cash Payment	E 609-49751-255 N/A Products	N/A				-\$80.00
	Invoice 667726					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$1,987.42

Claim Type

Claim#	16700	POSTMASTER - ST. FRANCIS	Ck# 081288	12/6/2022		
Cash Payment	E 101-41400-322 Postage	NEWSLETTER POSTAGE				\$318.58
	Invoice .12062022					

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Cash Payment	E 101-42110-322 Postage	NEWSLETTER POSTAGE				\$91.02
	Invoice .12062022					
Cash Payment	E 101-43100-200 Office Supplies	NEWSLETTER POSTAGE				\$182.05
	Invoice .12062022					
Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER POSTAGE				\$91.02
	Invoice .12062022					
Cash Payment	E 101-45200-200 Office Supplies	NEWSLETTER POSTAGE				\$45.51
	Invoice .12062022					
Cash Payment	E 601-49440-200 Office Supplies	NEWSLETTER POSTAGE				\$91.02
	Invoice .12062022					
Cash Payment	E 602-49490-200 Office Supplies	NEWSLETTER POSTAGE				\$45.51
	Invoice .12062022					
Cash Payment	E 609-49750-322 Postage	NEWSLETTER POSTAGE				\$45.53
	Invoice .12062022					
Transaction Date	12/6/2022	Due 12/6/2022	CASH	10100	Total	\$910.24

Claim TypeClaim# 16720 *QUILL CORPORATION*

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$110.97
	Invoice 29081841					

Cash Payment	E 101-41910-200 Office Supplies	OFFICE SUPPLIES				\$10.99
	Invoice 29145618					

Cash Payment	E 101-41910-200 Office Supplies	OFFICE SUPPLIES				\$21.98
	Invoice 29147862					

Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$143.94
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Claim TypeClaim# 16777 *RED BULL DISTRIBUTION CO INC.*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$368.64
	Invoice 2006002088					

Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$368.64
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Claim TypeClaim# 16789 *RICHTER, DONA E.A.*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#1826				\$36.47
	Invoice .12152022					

Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$36.47
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Claim TypeClaim# 16788 *RIPIENSKI, BLAKE*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6050				\$489.97
	Invoice .12152022					

Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$489.97
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Claim TypeClaim# 16727 *RMB ENVIRONMENTAL LAB*

Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2				\$60.98
	Invoice B007664					

Cash Payment	E 602-49490-313 Sample Testing	DATA MANAGEMENT FEE				\$119.79
	Invoice B007688					

Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4 COOLER 1				\$108.90
	Invoice B007663					

Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$289.67
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Claim TypeClaim# 16726 *ROBINSON, LOGAN & KRISTI*

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Cash Payment G 803-22000 Deposits 24336 CROCUS ST NW ESCROW REFUND \$250.00
Invoice .12062022

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$250.00

Claim Type

Claim# 16711 ROSEVILLE, CITY OF

Cash Payment E 101-41110-310 Computer Consulting Fees IT SERVICES \$442.38
Invoice 0231459

Cash Payment E 101-41400-310 Computer Consulting Fees IT SERVICES \$1,548.32
Invoice 0231459

Cash Payment E 101-42110-310 Computer Consulting Fees IT SERVICES \$5,419.14
Invoice 0231459

Cash Payment E 101-42210-310 Computer Consulting Fees IT SERVICES \$995.35
Invoice 0231459

Cash Payment E 101-43100-310 Computer Consulting Fees IT SERVICES \$442.38
Invoice 0231459

Cash Payment E 101-45200-310 Computer Consulting Fees IT SERVICES \$442.38
Invoice 0231459

Cash Payment E 601-49440-310 Computer Consulting Fees IT SERVICES \$442.38
Invoice 0231459

Cash Payment E 602-49490-310 Computer Consulting Fees IT SERVICES \$442.38
Invoice 0231459

Cash Payment E 609-49750-310 Computer Consulting Fees IT SERVICES \$221.19
Invoice 0231459

Cash Payment E 101-42400-310 Computer Consulting Fees IT SERVICES \$442.38
Invoice 0231459

Cash Payment E 101-41910-310 Computer Consulting Fees IT SERVICES \$221.18
Invoice 0231459

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$11,059.46

Claim Type

Claim# 16725 SKOGQUIST, ERIK

Cash Payment E 101-41550-311 Contract QUARTER 4 ASSESSING 2022 \$4,051.67
Invoice .12082022

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$4,051.67

Claim Type

Claim# 16774 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight FREIGHT \$7.25
Invoice 2290428

Cash Payment E 609-49751-251 Liquor LIQUOR \$985.99
Invoice 2290428

Transaction Date 12/13/2022 Due 12/13/2022 CASH 10100 Total \$993.24

Claim Type

Claim# 16724 ST. FRANCIS COLLISION & GLASS

Cash Payment E 101-42110-221 Vehicle Maintenance 2021 DURANGO VEHICLE MAINT \$551.20
Invoice 1981

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$551.20

Claim Type

Claim# 16723 STATE OF MN, DEPT OF FINANCE

Cash Payment E 208-42110-441 Miscellaneous ADMIN FORFEITURE-ICR20-267862 \$29.40
Invoice ICR20-267862

Transaction Date 12/8/2022 Due 12/8/2022 CASH 10100 Total \$29.40

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Claim Type

Claim#	16773	STREETAR CONSULTING, LLC				
Cash Payment	E 101-41910-318	Economic Development	PATRIOT PARKWAY			\$1,503.00
Invoice	2022-3-7					
Cash Payment	E 101-41910-318	Economic Development	PATRIOT PARKWAY			\$816.00
Invoice	2022-3-6					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$2,319.00

Claim Type

Claim#	16787	THIES, MATTHEW				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT#4842			\$96.37
Invoice	.12152022					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$96.37

Claim Type

Claim#	16731	TIMESAVER OFF SITE SEC. INC				
Cash Payment	E 101-41400-311	Contract	CITY COUNCIL MINUTES			\$598.00
Invoice	M27813					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$598.00

Claim Type

Claim#	16729	TJ ASSOCIATES				
Cash Payment	E 101-42110-200	Office Supplies	SANTA SIGNS - PD			\$44.00
Invoice	239637					
Cash Payment	E 101-42400-200	Office Supplies	SSTS MAINTENANCE RECORD SHEETS			\$36.38
Invoice	239623					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$80.38

Claim Type

Claim#	16771	TOTAL CONTROL SYSTEMS, INC.				
Cash Payment	E 601-49440-229	Project Maintenance	PROJECT MAINTENANCE			\$2,125.00
Invoice	10481					
Transaction Date	12/13/2022	Due 12/13/2022	CASH	10100	Total	\$2,125.00

Claim Type

Claim#	16728	WELLS, MARY				
Cash Payment	E 101-41550-311	Contract	QUARTER 4 ASSESSING 2022			\$4,051.67
Invoice	.12082022					
Transaction Date	12/8/2022	Due 12/8/2022	CASH	10100	Total	\$4,051.67

Claim Type

Claim#	16786	ZIEGLER, INC.				
Cash Payment	E 101-43100-218	Equipment Maintenance	EQUIPMENT MAINTENANCE			\$2,673.89
Invoice	IN000801092					
Transaction Date	12/15/2022	Due 12/15/2022	CASH	10100	Total	\$2,673.89

Pre-Written Checks	\$910.24
Checks to be Generated by the Compute	\$202,790.24
Total	\$203,700.48

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Payments Batch P_CC_NOVEMBER_2022						\$19,720.57
Refer	16519	ADVANCED AUTOMOTIVE CARE, I	Ck# 002141E	11/21/2022		
Cash Payment	E 101-43100-221	Vehicle Maintenance	VEHICLE MAINTENANCE			\$642.58
Invoice						
Transaction Date	11/21/2022	CASH	10100	Total		\$642.58
Refer	16520	AMAZON.COM	Ck# 002142E	11/21/2022		
Cash Payment	E 101-43100-401	Buildings Maintenance	BUILDING MAINTENANCE			\$65.29
Invoice						
Cash Payment	E 601-49440-401	Buildings Maintenance	BUILDING MAINTENANCE			\$41.74
Invoice						
Cash Payment	E 101-43100-408	Ice& Snow Removal	ICE & SNOW REMOVAL			\$702.80
Invoice						
Cash Payment	E 101-41400-441	Miscellaneous	MISCELLANEOUS			\$153.39
Invoice						
Cash Payment	E 101-41400-240	Office Equip	OFFICE EQUIPMENT			\$41.05
Invoice						
Cash Payment	E 101-42400-200	Office Supplies	OFFICE SUPPLIES			\$22.20
Invoice						
Cash Payment	E 101-43100-200	Office Supplies	OFFICE SUPPLIES			\$11.76
Invoice						
Cash Payment	E 101-43100-226	Sign Repair Materials	SIGN REPAIR MATERIALS			\$75.28
Invoice						
Cash Payment	E 101-42210-221	Vehicle Maintenance	VEHICLE MAINTENANCE			\$53.30
Invoice						
Cash Payment	E 101-43100-221	Vehicle Maintenance	VEHICLE MAINTENANCE			\$108.48
Invoice						
Cash Payment	E 601-49440-221	Vehicle Maintenance	VEHICLE MAINTENANCE			\$106.50
Invoice						
Transaction Date	11/21/2022	CASH	10100	Total		\$1,381.79
Refer	16521	ANOKA COUNTY	Ck# 002143E	11/21/2022		
Cash Payment	E 402-43100-550	Vehicles	CIP-VEHICLES			\$4,245.99
Invoice						
Transaction Date	11/21/2022	CASH	10100	Total		\$4,245.99
Refer	16522	ARROWWOOD RESORT & CONF.	Ck# 002144E	11/21/2022		
Cash Payment	E 101-41500-331	Travel Expenses	HOTEL-MULVIHILL			\$272.42
Invoice						
Transaction Date	11/21/2022	CASH	10100	Total		\$272.42
Refer	16523	AT&T, INC	Ck# 002145E	11/21/2022		
Cash Payment	E 101-41400-321	Telephone	HOTSPOT			\$38.23
Invoice						
Cash Payment	E 101-41500-441	Miscellaneous	HOTSPOT			\$38.23
Invoice						
Cash Payment	E 101-42210-321	Telephone	PHONE			\$440.71
Invoice						
Cash Payment	E 101-43100-321	Telephone	PHONE			\$76.46
Invoice						
Transaction Date	11/21/2022	CASH	10100	Total		\$593.63
Refer	16524	BEST BUY	Ck# 002146E	11/21/2022		

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Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES		\$128.54
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$128.54
Refer	16525 <u>BEST WESTERN HOTEL</u>	<u>Ck# 002147E 11/21/2022</u>		
Cash Payment	E 101-42110-331 Travel Expenses	TRAVEL EXPENSES		\$216.24
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$216.24
Refer	16526 <u>BRBUMPER.COM</u>	<u>Ck# 002148E 11/21/2022</u>		
Cash Payment	E 101-43100-433 Dues and Subscriptions	DUES & SUBSCRIPTION		\$19.99
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$19.99
Refer	16527 <u>CALL2RECYCLE</u>	<u>Ck# 002149E 11/21/2022</u>		
Cash Payment	E 402-42210-588 Miscellaneous Equipmen	CIP-BATTERIES		\$340.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$340.00
Refer	16528 <u>CASEY S GENERAL STORE</u>	<u>Ck# 002150E 11/21/2022</u>		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$294.19
Invoice				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$103.70
Invoice				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$37.94
Invoice				
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$376.23
Invoice				
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$103.40
Invoice				
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$922.07
Invoice				
Cash Payment	E 101-42110-448 Reserve Officers	RESERVE OFFICERS		\$65.17
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$1,902.70
Refer	16529 <u>CDW GOVERNMENT, INC.</u>	<u>Ck# 002151E 11/21/2022</u>		
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES		\$121.45
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$121.45
Refer	16530 <u>CLIPPINGMAGIC.COM</u>	<u>Ck# 002152E 11/21/2022</u>		
Cash Payment	E 101-43210-433 Dues and Subscriptions	DUES & SUBSCRIPTION		\$3.99
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$3.99
Refer	16536 <u>COUNTY MARKET - CITY ACCOUN</u>	<u>Ck# 002158E 11/21/2022</u>		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$813.48
Invoice				
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$42.22
Invoice				
Cash Payment	E 101-43210-212 Motor Fuels	FUEL		\$85.30
Invoice				
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$147.40
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$1,088.40

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Refer	16531 CRE EVENT	Ck# 002153E 11/21/2022		
Cash Payment	E 101-41910-208 Training	TRAINING		\$120.24
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$120.24
Refer	16532 DEPT OF LABOR & INDUSTRY	Ck# 002154E 11/21/2022		
Cash Payment	R 101-36241 Surcharge-Permits	RETAINAGE - SURCHARGE		-\$33.37
Invoice				
Cash Payment	G 101-20820 Surcharge Payable	RETAINAGE - SURCHARGE		\$834.33
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$800.96
Refer	16533 DOMINOS PIZZA	Ck# 002155E 11/21/2022		
Cash Payment	E 101-42110-441 Miscellaneous	MISCELLANEOUS		\$55.64
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$55.64
Refer	16534 EB SOLVING THE PUZZLE	Ck# 002156E 11/21/2022		
Cash Payment	E 101-41910-208 Training	TRAINING		\$160.76
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$160.76
Refer	16535 HOME DEPOT	Ck# 002157E 11/21/2022		
Cash Payment	E 101-43100-217 Other Operating Supplie	OPERATING SUPPLIES		\$336.37
Invoice				
Cash Payment	E 101-43100-237 Small Equipment	OPERATING SUPPLIES		\$331.01
Invoice				
Cash Payment	E 101-45200-237 Small Equipment	OPERATING SUPPLIES		\$331.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$998.38
Refer	16537 KWIK TRIP	Ck# 002159E 11/21/2022		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$1,798.29
Invoice				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		\$59.29
Invoice				
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$97.92
Invoice				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$220.16
Invoice				
Cash Payment	E 101-43210-212 Motor Fuels	FUEL		\$76.82
Invoice				
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$97.52
Invoice				
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$103.03
Invoice				
Cash Payment	E 101-43210-441 Miscellaneous	MISC RECYCLING		\$17.96
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$2,470.99
Refer	16538 MENARDS	Ck# 002160E 11/21/2022		
Cash Payment	E 101-43100-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$192.30
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$192.30
Refer	16539 MN CHIEFS OF POLICE ASSN.	Ck# 002161E 11/21/2022		

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Current Period: November 2022

Cash Payment	E 101-42110-208 Training	TRAINING		\$175.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$175.00
Refer	16540 MUNICIPAL SERVICE FEE	Ck# 002162E 11/21/2022		
Cash Payment	E 402-43100-550 Vehicles	CIP-VEHICLES		\$105.73
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$105.73
Refer	16541 OREILLY AUTO PARTS	Ck# 002163E 11/21/2022		
Cash Payment	E 101-45200-218 Equipment Maintenance	EQUIPMENT MAINTENANCE		\$77.00
Invoice				
Cash Payment	E 101-42110-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$40.69
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$117.69
Refer	16542 OTC BRANDS INC	Ck# 002164E 11/21/2022		
Cash Payment	E 101-42210-209 Fire Prevention Supplies	FIRE PREVENTION		\$43.86
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$43.86
Refer	16543 PARTY CITY	Ck# 002165E 11/21/2022		
Cash Payment	E 101-42210-209 Fire Prevention Supplies	FIRE PREVENTION		\$123.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$123.00
Refer	16544 POPP TELECOM	Ck# 002166E 11/21/2022		
Cash Payment	E 609-49750-321 Telephone	PHONE		\$52.73
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$52.73
Refer	16545 POSTMASTER - ST. FRANCIS	Ck# 002167E 11/21/2022		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$200.00
Invoice				
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$67.99
Invoice				
Cash Payment	E 601-49440-313 Sample Testing	POSTAGE		\$5.40
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$273.39
Refer	16546 PROMOTIONS NOW	Ck# 002168E 11/21/2022		
Cash Payment	E 101-42210-209 Fire Prevention Supplies	FIRE PREVENTION		\$508.92
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$508.92
Refer	16547 REMARKABLE.COM	Ck# 002169E 11/21/2022		
Cash Payment	E 101-43100-240 Office Equip	OFFICE EQUIPMENT		\$138.46
Invoice				
Cash Payment	E 101-45200-240 Office Equip	OFFICE EQUIPMENT		\$138.46
Invoice				
Cash Payment	E 601-49440-240 Office Equip	OFFICE EQUIPMENT		\$138.46
Invoice				
Cash Payment	E 602-49490-240 Office Equip	OFFICE EQUIPMENT		\$138.46
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$553.84
Refer	16548 SMARTSIGN	Ck# 002170E 11/21/2022		

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Cash Payment	E 101-43100-226 Sign Repair Materials	SIGN REPAIR MATERIALS		\$359.92
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$359.92
Refer	16549 ST. FRANCIS TRUE VALUE HARD	Ck# 002171E 11/21/2022		
Cash Payment	E 601-49440-229 Project Maintenance	PROJECT MAINTENANCE		\$17.12
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$17.12
Refer	16550 STAMPS.COM	Ck# 002172E 11/21/2022		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$17.99
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$17.99
Refer	16551 STAX PROFESSIONAL	Ck# 002173E 11/21/2022		
Cash Payment	E 101-42110-208 Training	TRAINING		\$41.20
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$41.20
Refer	16552 SUBWAY	Ck# 002174E 11/21/2022		
Cash Payment	E 101-43210-441 Miscellaneous	MISC RECYCLING		\$21.93
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$21.93
Refer	16553 SUPPORTPDFFILLER.COM	Ck# 002175E 11/21/2022		
Cash Payment	E 101-41400-433 Dues and Subscriptions	DUES & SUBSCRIPTION		\$120.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$120.00
Refer	16554 UNIVERSITY OF MINNESOTA	Ck# 002176E 11/21/2022		
Cash Payment	E 101-41910-208 Training	TRAINING		\$99.00
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$99.00
Refer	16556 VERIZON WIRELESS	Ck# 002178E 11/21/2022		
Cash Payment	E 101-42110-321 Telephone	PHONE		\$427.52
Invoice				
Cash Payment	E 601-49440-321 Telephone	PHONE		\$183.03
Invoice				
Cash Payment	E 602-49490-321 Telephone	PHONE		\$143.02
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$753.57
Refer	16555 VISPRONET	Ck# 002177E 11/21/2022		
Cash Payment	E 101-42210-209 Fire Prevention Supplies	FIRE PREVENTION		\$541.46
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$541.46
Refer	16557 WALMART	Ck# 002179E 11/21/2022		
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$21.17
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$21.17
Refer	16558 ZOOM.US	Ck# 002180E 11/21/2022		
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION		\$16.06
Invoice				
Transaction Date	11/21/2022	CASH	10100	Total \$16.06

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Agenda Item # 4I.

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Fund Summary

	10100 CASH
101 General Fund	\$12,686.35
402 Capital Equipment Fund	\$4,691.72
601 Water Fund	\$962.02
602 Sewer Fund	\$1,306.58
609 Liquor Fund	\$73.90
	<u>\$19,720.57</u>

Pre-Written Checks	\$19,720.57
Checks to be Generated by the Computer	\$0.00
Total	<u>\$19,720.57</u>



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2023 Tax Levy Approval
DATE: December 19, 2022

OVERVIEW:

The City had its required budget presentation at the December 5th Meeting. The council decided to wait for final approval of the levy and budgets so they could have another work session to discuss the levy. After having that work session on December 12th, consensus was to remove the park levy of \$450,000. This brings the levy down to a total of \$5,107,690. This is an increase over the 2022 levy of \$438,100 and the estimated tax rate is 44.657%

ACTION TO BE CONSIDERED:

Approve the levy for 2023

BUDGET IMPLICATION:

Setting the 2023 Levy

Attachments:

- Resolution 2022-63 Certifying Taxes Payable for 2023

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2022-63

RESOLUTION CERTIFYING TAXES PAYABLE IN 2023

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2023,
upon the taxable property in said City of St. Francis, for the following purposes:
- 2.

General Operating Levy	
General Fund	\$ 3,250,000
Capital Equipment Fund	280,000
Building Improvements	870,000
Parks	-0-
Street Improvements	360,000
Total General Operating Levy	<u><u>\$ 4,760,000</u></u>
 Debt Service Levy	
2015A Debt Service	20,470
2017A Debt Service	327,220
Total Debt Service Levy	<u><u>347,690</u></u>
 Total Levy	 <u><u>\$ 5,107,690</u></u>

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF
DECEMBER, 2022.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2023 Proposed Budget
DATE: December 19, 2022

OVERVIEW:

After levy approval, the council needs to approve the 2023 Proposed Budget. This takes into account the changes made to the levy.

ACTION TO BE CONSIDERED:

Approve the Budget for 2023

BUDGET IMPLICATION:

Setting the 2023 Budget

Attachments:

- Resolution 2022-64 Approving the 2023 Budget

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2022-64

RESOLUTION ADOPTING A BUDGET FOR 2023

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2023 is hereby adopted as outlined in the following summary:

<u>Total By Fund</u>	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES
Operating Budget:			
General	5,053,975	60,000	5,113,975
Police Forfeiture	-	-	7,416
EDA	-	-	-
Water	1,707,580	(84,022)	1,237,000
Sanitary Sewer	2,125,000	(160,858)	2,045,195
Storm Sewer	175,000	-	138,500
Municipal Liquor	2,567,400	(60,000)	2,604,950
Total Operating Budget	11,628,955	(244,880)	11,147,036
-			
Capital Projects/Equipment	287,000	40,000	738,094
Building	871,000	-	-
Street	525,097	-	194,000
Gambling Fund	40,500	-	-
Park Improvements	1,700	-	-
Total Capital Budget	1,725,297	40,000	932,094
Debt Service Budget:			
Debt Service-2013	-	39,880	96,900
Debt Service-2015	27,970	-	28,425
Debt Service-2017	327,220	165,000	465,107
Total Debt Service Budget	\$ 355,190	\$ 204,880	\$ 590,432
Grand Total	\$ 13,709,442	\$ -	\$ 12,669,562

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF DECEMBER, 2022.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Application Submission for Joint Service Planning Grant
DATE: December 19, 2022

OVERVIEW:

At the September 12th Council meeting, staff presented an opportunity to work with the City of Bethel and the MN Department of Public Safety, State Fire Marshal’s office to review service delivery for the fire departments.

Conversations began between the two Chiefs which created a core group of representatives from both cities. In August, the group met with the Fire Marshal’s office to understand their role to provide representation for the purposes of discussing the future of our Departments. Goals include alternative ways to deliver fire services in the cities. It is the intent of the group to work closely with the Fire Departments, their staff and the community to determine a delivery method that supports everyone impacted by future decisions or change.

At a December 7th committee meeting, funding that could be utilized to support this effort was discussed. A Planning Study grant is offered to cities looking to improve emergency fire services to their area. It is the intent of the Cities to request funding to support the anticipated legal work and consultant time on the organization of decisions made through the committee process.

STRATEGIC PLAN RELATIONSHIP:

This grant is being requested to support the expenses for both St. Francis and the City of Bethel. It is the intent to utilize the grant on legal services provided by BGS and consulting expenses directly related to the strategic planning of service coordination within the Fire Departments. It was supported that St. Francis will take a lead in the grant application that will support Bethel equally in these efforts.

ACTION TO BE CONSIDERED:

Council to support and approve the submission of a Planning Services Grant to the Minnesota Department of Public Safety, Fire Marshall's Office.

Attachments:

- Minnesota Department of Public Safety, State Fire Marshal, Service Planning Grant Application
- Resolution 2022-68

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



State Fire Marshal Service Planning Grant Program FY 24-25 grant application (2)

1. **CONTRACTING AGENCY** *(This is the lead agency named in the grant contract that will be responsible for the administration of the grant.)*

Legal

Name: City of St. Francis	Phone: 763-261-6191
Address: 23340 Cree Street NW	Fax: 763-753-9881
City/ZIP: St. Francis, MN 55070	E-mail: kthunstrom@stfrancismn.org

2. **AUTHORIZED OFFICIAL/Champion or Leader of the project** *(This is the person whose name should appear in the grant contract and who will be responsible for ensuring that terms and conditions of the contract are met. This person does not have to have signature authority, but must be an employee of the fiscal agent cited in #1.)*

Name: David Schmidt	Phone:
Title: Fire Chief	
Address: 3740 Bridge Street NW	Fax: 763-753-9881
City/ZIP: St. Francis, MN 55070	E-mail: dschmidt@stfrancismn.org

3. **FISCAL CONTACT** *(This is the person that DPS can contact with financial questions.)*

Name: Darcy Mulvihill	Phone: 763-235-2306
Title: Finance Director	
Address: 23340 Cree Street NW	Fax: 763-753-9881
City/Zip: St. Francis, MN 55070	E-mail: finance@stfrancismn.org

4. **PROJECT INFORMATION**

Project Name: Shared Fire and Rescue Services

List Fire Departments/Cities/Townships/Counties Included:

City of St. Francis
3740 Bridge Street, St. Francis MN 55070

City of Bethel
23860 Dewey St NW, Bethel, MN 55005

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



State Fire Marshal Service Planning Grant Program FY 24-25 grant application (3)

Applicant/s Name: City of St. Francis, 23340 Cree St. NW, St. Francis, MN 55070
City of Bethel, 23860 Dewey St NW, Bethel, MN 55005

PLEASE ROUND TO WHOLE DOLLAR AMOUNTS IN THE TOTALS FOR EACH LINE ITEM

What will the grant funds be used for? Please detail as much as possible how the grant award will be spent on your project if awarded.	
Line Item Detail	Grant Funds
Legal Assistance. Legal assistance will be required for service agreements, any changes in pension, trademark, etc.	10,000.00
Consultant. Consultant anticipated for the assistance of working departments through of daily delivery needs.	15,000.00
TOTAL	25,000.00
TOTAL GRANT FUNDS REQUESTED	
	25,000.00

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

RESOLUTION 2022-68

**A RESOLUTION IN SUPPORT FOR THE CITY OF ST. FRANCIS AND THE
CITY OF EAST BETHEL TO SUBMIT A GRANT APPLICATION FOR THE
SERVICE PLANNING PROGRAM**

WHEREAS, the City of St. Francis and the City of Bethel supports the Service Planning Grant Program and is submitting a grant application made to the Minnesota Department of Public Safety, State Fire Marshal's Office

WHEREAS, funds requested from the Services Planning Grant program will be allocated towards services necessary for legal fees and consulting fees.

WHEREAS, the grant will support efforts to improve the service delivery for the Fire Departments of St. Francis and Bethel

WHEREAS, the City of St. Francis and City of Bethel recognizes they will split the cost for services that exceed the grant limit.

NOW, THEREFORE, BE IT RESOLVED, if the City of St. Francis and the City of Bethel is awarded a grant by the MN Department of Public Safety, the City of St. Francis and the City of Bethel agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced. The City of St. Francis and the City of Bethel will comply with all applicable laws and regulations as stated in the grant agreement, and

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF DECEMBER, 2023.

Steven D. Feldman, Mayor

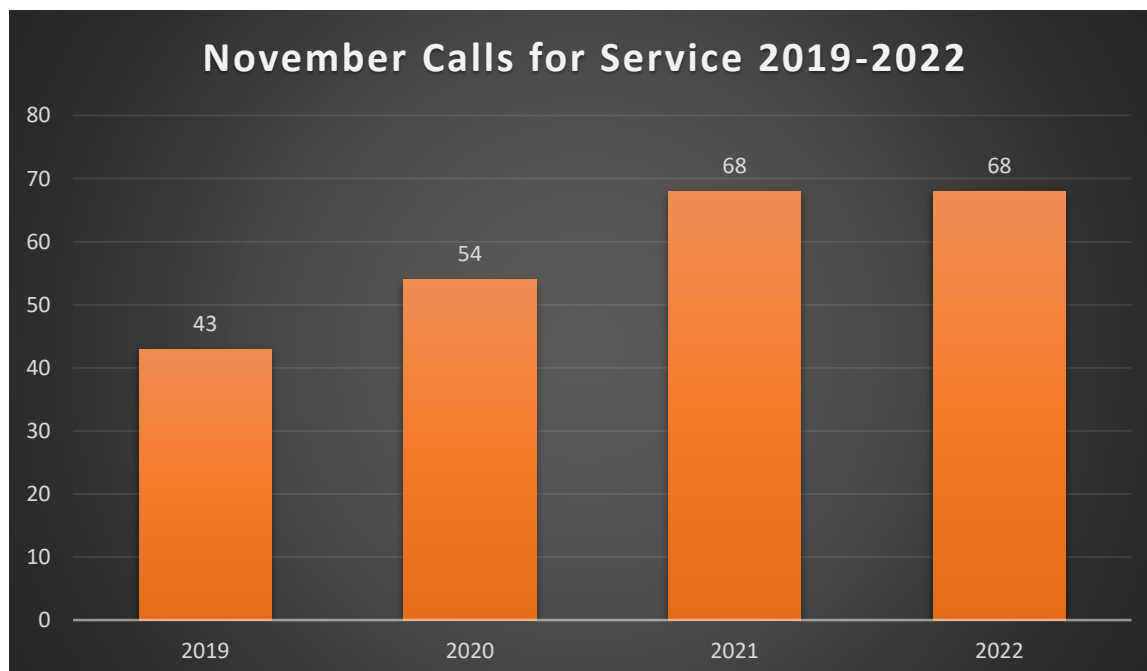
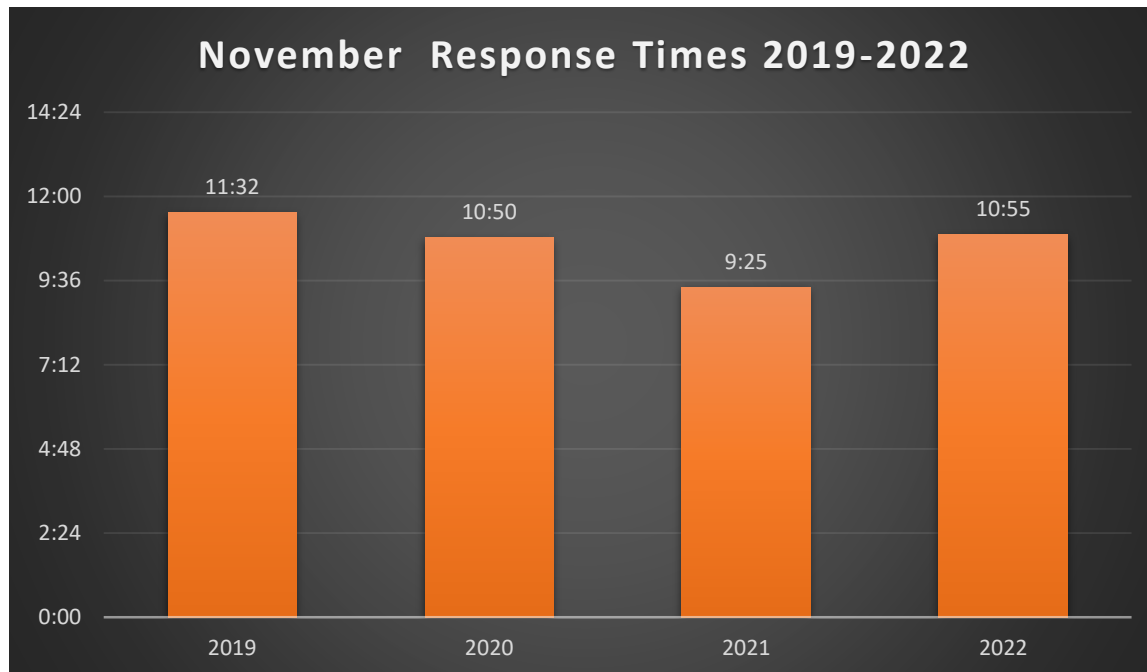
Jennifer Wida, City Clerk

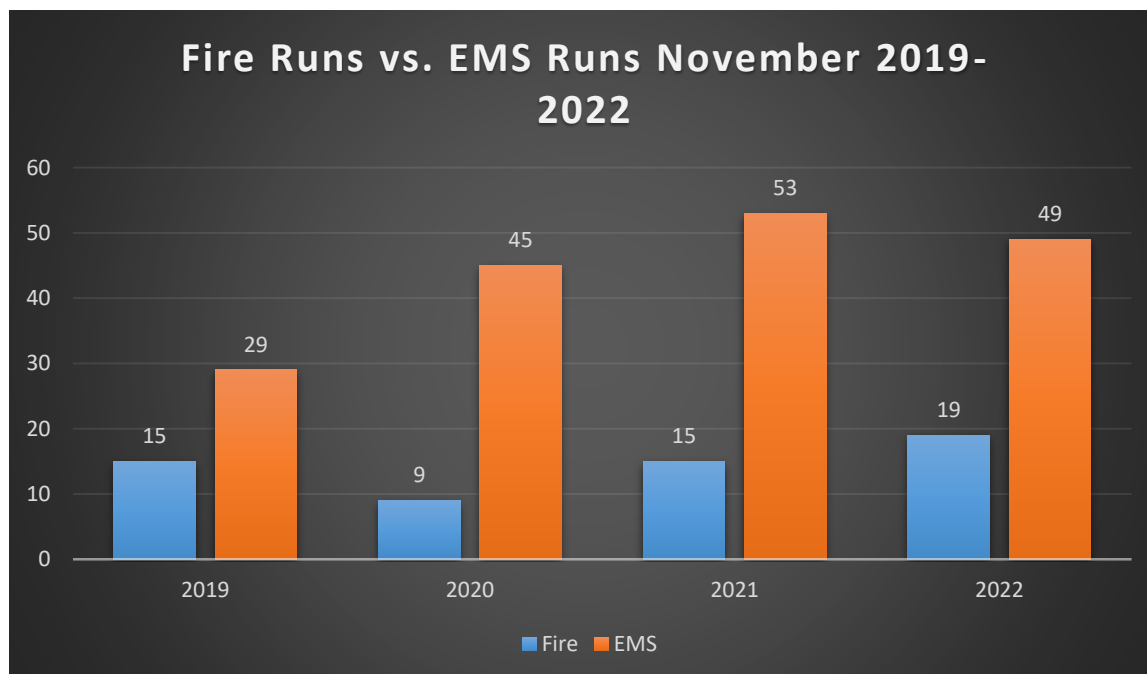
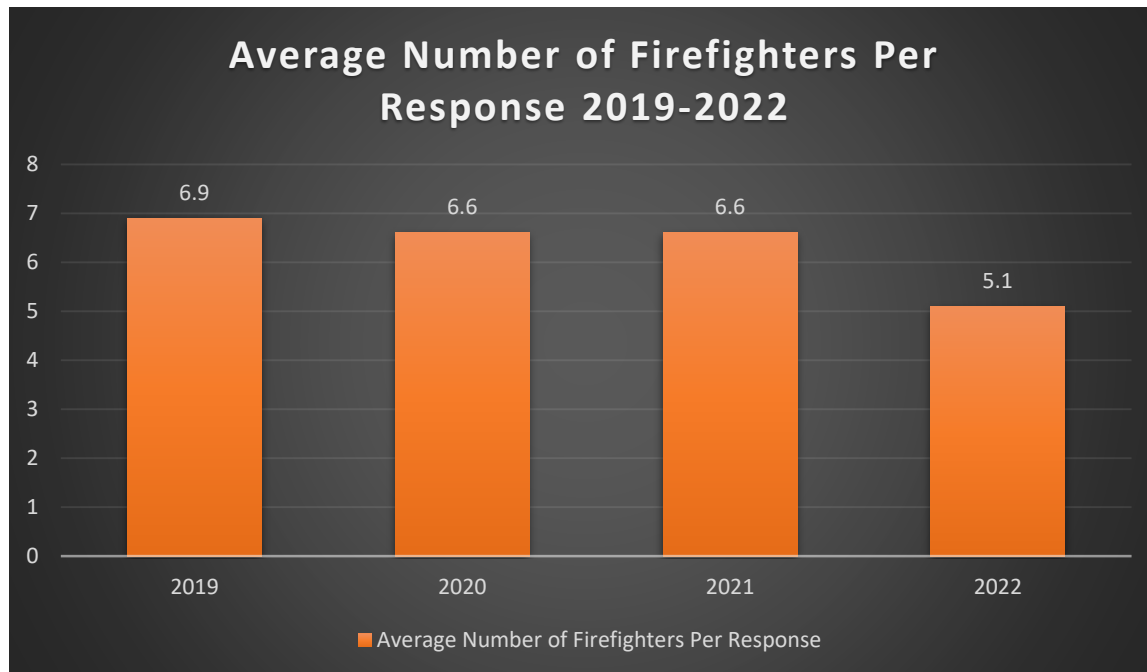
MONTHLY COMPARISON REPORT 2019-2022

November

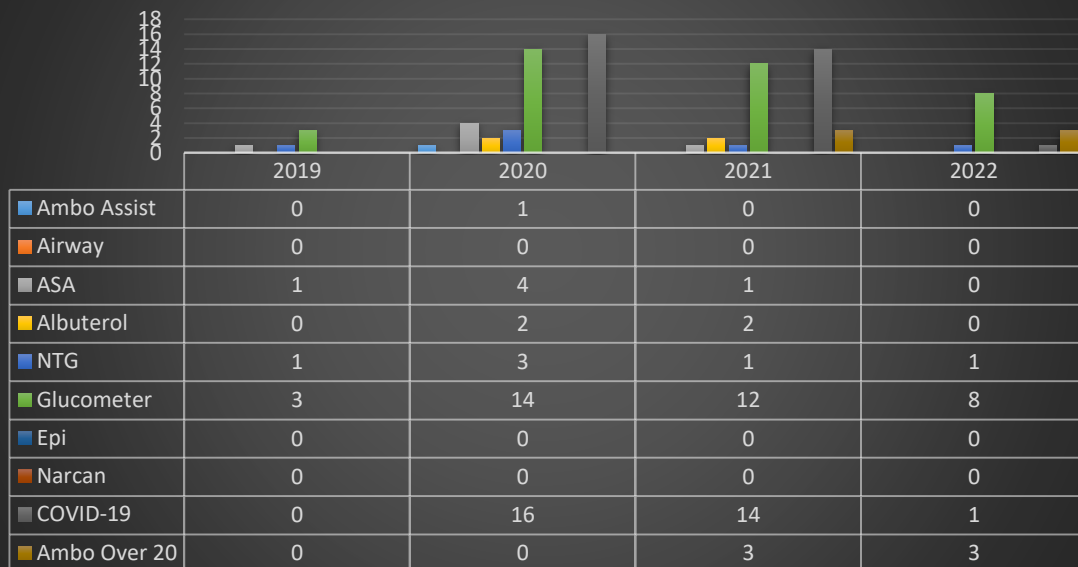


ST. FRANCIS
FIRE & RESCUE

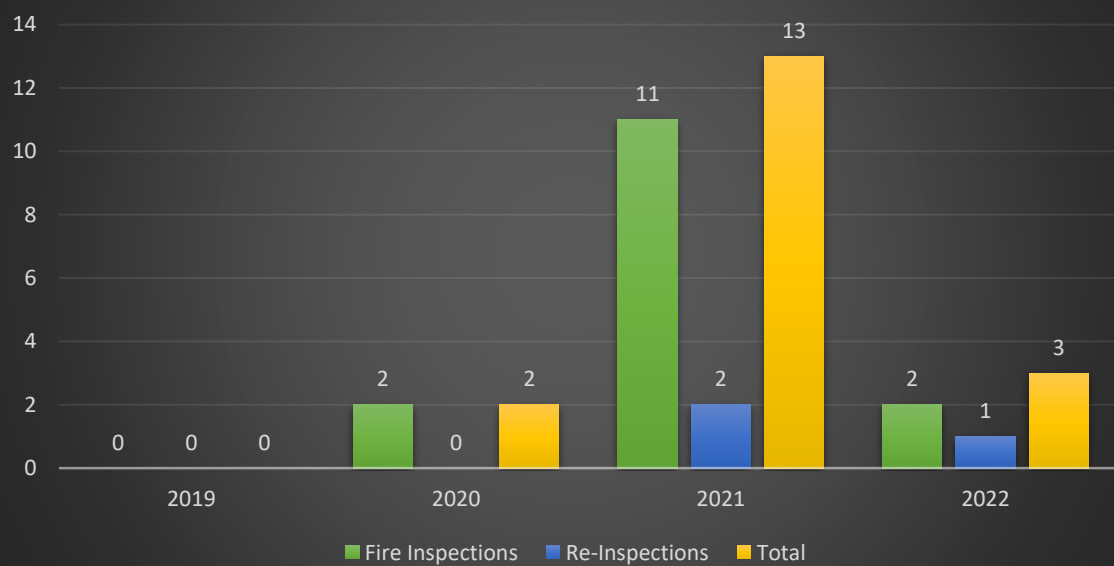




Variance Usage November 2019-2022



Fire Inspections November 2019-2022





Administrative

Annual Report

2022

Respectfully Submitted by:

Kate Thunstrom

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

December 5, 2022

Mayor and City Council:

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

I am pleased to provide a summary of the activities accomplished in Administration in 2022.

Regards,

Kate Thunstrom

Administration Defined

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

Below is a list of a few of the duties Administrative individuals manage.

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

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

Administrative Projects:

Software – this project was approved in 2022 and will carry into 2023. This is a large-scale project to update the citywide financial and permitting software. Current software programs are minimally functioning and are on platforms that will be non-existent in the future. By taking this step forward we are getting a head start on transitioning to a cloud-based software, opening up greater information to department heads and transitioning to a software-based HR system as well as permits, business license and financial records.

In November Finance also received approval to move to a cloud-based CIP software. These types of transitions make information readily accessible to all staff involved on real time basis and creates efficiency in responding to city needs.

Metro-Inet – the City continues its relationship with the joint powers and Metro-Inet. They are working to hire additional individuals to keep up with the 41 cities that are part of the agreement. They have staff moving into Microsoft 365 in phases and we are currently operating on One Drive, Teams and SharePoint. These steps continue to make the coordination between staff and consultants smooth.

Elections – 2022 was a mid-term election year. Elections are extremely staff and space intensive with not only the set election days but the required absentee ballot process which begins 45 days prior to each election day. This year we were able to hire a seasonal staff person that assisted at the front counter with elections and administrative duties. This is the third election year in which assistance from seasonal help has been utilized to stay afloat.

Legislation – staff continues to monitor legislative action as it relates to municipal impact. This could include law changes that affect our budgets, processes, elections, law enforcement, zoning and overall general government. In 2022 Council passed a resolution to address actions being sought after against municipal zoning and building permits. Another change in 2022 that all cities are working to keep up with is the legalization of THC. Staff anticipates both of these topics plus many more to be active next year and will continue to track.

Ordinances – Ordinances addressed this year included:

- Interim Moratorium on THC. This topic is continuously reviewed as staff works with legal, other municipalities and awaits further guidance from the State. It is anticipated that legalization may change the ordinances again as staff is working to ensure we can address those changes
- Other ordinance amendments included sections of code related to restricted water, general landscaping, beer licensing for events, site plan and uses.

Expansions and Financial Impact - During the past year financial staff spent several hours coordinating with public works on the City's path financially to address anticipated growth. This included the planning of future street and utility extensions, long term maintenance needs, as well as large projects such as Hwy 47 changes. Projects and facility needs require financial earmarks in our capital planning and budgets to be prepared when the need to address them arises.

St. Francis Economic Development Authority - The EDA held one meeting in November 2022 to review a concept plan for development and receive updates on the proposed City Hall and Fire Station facility. The EDA is required to hold one meeting per year to meet state statute.

Hwy 47 Redesign - There have been discussions between staff and MnDOT since March of 2018 on Hwy 47. Shortly after discussion began there was a major accident at Pederson which lead to the installation of the temporary lights and two attempts to work towards a redesign with Council. The State has concluded that they would be willing to move forward with a concept that allows two lights and two roundabouts along the corridor. The City needs to also make improvement to infrastructure and lighting. This project will continue into the funding and design stages over the next two to three years.

In November Staff applied for an \$18 million dollar grant through the Corridors of Commerce (CoC) program at MnDOT. This grant request is the City's first ability to begin raising funds for the Hwy program. On December 7th we were notified that we have qualified to move to the second phase of this request. Staff will continue to work with WSB on this and additional funding opportunities. The CoC funds do not address the costs of lighting, aesthetics and water/sewer line needs.

City Hall / Fire Station Facility – at the beginning of the year a Building Committee was formed to work with a facility project that has been in the works for years. This group has toured other sites, completed an RFP and hired an architect and has completed public engagement events. From this process, Council has contracted with Brunton Architect to complete a pre-design and move forward with a final design on the Bridge Street site.

Council Accomplishments

Work Sessions – Council and staff met for nine work sessions this year to discuss items such as; reinstate the park commission, water and sewer rates, donation requests, assistance to Bethel for wastewater, reviewing fire services with Bethel, Staffing for several departments, city building, budgets, housing and development, Hwy 47, investments, signage and technology. Work sessions are important as it provides the opportunity for Council and Staff to have a full conversation on these topics and more.

Parks – the amenities of parks, trails and city structures are important in communities as it relates to growth, changes in demographics and density. Parks support housing – platting new housing supports parks. Over the last year Council has moved through steps to improve local amenities. Those steps include the following:

- **Park Plan** – a park plan was adopted that reviewed not only the existing parks but opportunities for the future. As part of the park plan a resident survey was completed and guided the city along with other state data to set forth a plan as we continue to grow in population and urban area expansion.
- **Park Commission** – parks became an integral part of our planning and funding to improve the amenities to residents and visitors. At a work session it was discussed to re-instate the Commission in 2023.

- **Siwek Park** was completed in the Rivers Edge neighborhood. This park was made possible through a State grant and HKGi. Public Works worked to ensure the final product was a park to be proud of and it turned out beautifully. This is the first park developed in many years.
- **Dellwood Trail improvements** – a joint project was approved to improve the trail conditions and future stability

Fleet Management – after struggles securing vehicles staff was authorized to begin working with a fleet management program through Enterprise. This program assists the city in acquiring and selling vehicles as well as organization maintenance and tracking fuel.. Vehicles were ordered in 2022 with an anticipated receiving date of 2023. It will take a couple years to see if this process is successful for the City.

Reviewed 12 land use applications to support the growth and development of the city. The applications included projects related to increased housing development (Rivers Edge, Turtles, Brothers), expansion of Northrop Grumman and the St. Francis dental clinic a senior housing project and a Dollar General. Additional applications include the creation of a new lot off Pederson, a variance and a commercial minor subdivision. Land use applications are complicated and projects continue to work through the process with Community Development.

23115 Ambassador – Council authorized the acquisition and demolition of a vacant single-family home off Ambassador for the purposes of redevelopment and a through street connection from Bridge Street. This house had been vacant for over six years and that site has become part of the community development, redevelopment planning.

Bridge Street Reconstruction – Final payment was made on the Bridge street reconstruction project finalizing all the pieces related to that project.

Human Resources

As of this report there are 67 staff members that represent the goals and future of the City including our on-call fire staff. As there has been turn over, there is also a core set of members with greater than 15 years of history.

At the beginning of this year, the City updated two key leadership positions expanding the duties of the Public Works Director and the City Clerk. The City underwent several department head changes in 2022 including a new Public Works Director, Community Development Director and City Administrator. Every department had at least one position turn over in some capacity including police, fire, bottle shop and public works. Reasons for turn over were due to retirement, promotions and staff resignations.

Personnel Committee - In an effort to provide employees with an avenue of input Administration created a personnel committee. This group has met twice in 2022. The goal of this group was to discuss employment conditions giving them the ability to bring forward new ideas and/or resources that would support all employees at the City. The Committee is a group of employees that has the ability to move employment relations in a positive direction with new ideas and goal setting.

Personnel Policy - Staff has begun housekeeping steps on the City Personnel policy. This is a time extensive process as the policy is outdated. Administration is working to update areas severely outdated being sensitive of the current retention issues the workforce faces. We began this process with input from Department Heads and brought it to the Personnel Committee. With their input along with best practices in other cities and legal support we are working to clean up immediate needs. This Policy will require a deeper review but we feel it is important to get a few important concerns addressed sooner than later.

Bargaining Units - The City ends the year with three bargaining units. This includes the Sergeants, Police Officer and Public Works. As of the end of the year, the two Police Department units have settled contracts for a period of three years. The City is working on the third agreement and anticipate an agreement early in 2023.

Wages – Council reviewed Election Judge, Fire Department and Bottle Shop wages recognizing that they are creating staffing challenges. The Bottle Shop must remain competitive with private retail when it comes to wages as they are competing for the same individuals interested in part time work. Bottle Shop wages were updated immediately. Fire Department wages have a unique structure and can be more challenging to compare across other departments. Council was supportive of updating their wages and those go into effect on January 1st.

Employment Milestones

5-year Anniversary	10-year Anniversary	15 + years with City
Zachary Goers, Fire Jason Hughes, Fire David Schmidt, Fire Brant Wentworth, Fire Lyle Hearn, Police Michael Harris, Water/Sewer	Richard Phelps, Fire Evan Sturzl, Fire Thomas Koep, Streets/Parks Jeremy Shook, Streets/Parks	Taylor Herbst, Fire Carl Johnson, Fire Barry McDonough, Fire Samuel Strassburg, Fire Crystal Buskey, Bottle Shop John Schmidt, Bottle Shop Daniel Allen, Police Ryan Larson, Police Todd Schwieger, Police Brandon Stemme, Police Parish Barton, Water/Sewer

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

2022 Budget:

The 2022 Budget, in the amount of \$13,118,461 includes of the funds for the city and reflects a 4.3% increase from the 2021 budget year. The 2022 budget year had its challenges and staff continues to work hard with the rates of inflation to keep budgets on track.

Investments – at a work session in March, Council was provided information on a move to change Investment Advisory Services to Ehlers Public Finance and away from the three services currently in place. This puts them in place to handle finding investments for the City while streamlining the reporting of those investments. Ehlers is working with Finance on strategies to invest more of the City's cash to generate more interest for the City. On April 4th Council approved this transition.

Bond Hearing – A public hearing was held on October 3rd for the adoption of a Capital Improvement Plan and proving preliminary approval for the issuance of bonds. As bonds have a great impact on the annual Levy these steps are taken with caution and planning.

Capital Improvement Plan – is a schedule of proposed public projects and purchases over a five-year period. Capital projects include acquisition, construction, replacement and purchase of equipment or facilities including public buildings, infrastructure, utilities and parks. This year the 2023-2027 CIP was adopted setting the plan forward.

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

Looking Forward

Staffing:

- Over the past four years City Hall has hired a seasonal staff person to assist with Administration, Community Development and on even years, that person has worked to fill the gaps with elections. The number of hours each year continues to increase and it is anticipated that in 2024, with the Presidential election, that a full-time person will be needed.
- Continued work on the Personnel Policy to address current employment practices, hiring and retention

Space:

Administrative staff have started the conversations about the function of City Hall and the need for space that is now the Community Room. This space is becoming important for day to day operations and will be needed for several months during the 2024 election cycles. As this continues and becomes more organized staff will request a work session to discuss further with Council.

Long Term Financial Plan:

As we have discussed the need to Bond for various projects and for the overall financial health of the City an updated Long Term or 5-year plan is needed. The last financial plan was completed in 2015. This document is requested and utilized by Investors when the City pulls debt and is the guide for anticipating future financial needs. This process will begin this winter and continue into 2023.

Software Updates:

Updates on moving to an advanced cloud-based system continue through the end of 2022 and will take most of 2023 to accomplish. This will bring many of our processes into the 21st century including timesheets, financial updates, permitting and land use applications and the ability to remotely continue business as needed. Staff is anticipating one week in September in which City Hall will be closed to the general public for training and process changes.

Projects:

- **City Hall and Fire Station Facility** project will continue to move forward through 2023 with design and the bid process. The site will be reviewed for soils and staff from City Hall and the Fire Station are working closely with Brunton to design the interior workflow of their spaces.
- **Hwy 47** will continue to be a topic and require staff time in 2023 as we work with WSB for grant opportunities, continue community engagement and design with MnDOT. Staff needs to continue to find funding sources for not only the pavement and intersection controls but for lighting, water and sewer infrastructure needs.

Legislation:

The 2023 Session begins January 3rd with one-third of the legislators being new. With the turnover there has been several committee's changing hand and how those Committees are Chaired will identify their direction. Municipal guidance does not expect budget decisions until closer to the end. There is a projected surplus, as long as taxes and economy holds and no changes happen in spending, and Cities will be watching to see how that is allocated and if there are any opportunities for municipalities. It is anticipated that the State will move on infrastructure funds in order to capture allocated Federal dollars at risk if decisions cannot be made. Past discussion on zoning, building permits, THC and creating Juneteenth as a holiday are all expected to continue.

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

With that we end 2022, and look forward to 2023!