



CITY COUNCIL REGULAR MEETING

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

Monday, October 16, 2023 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

A. City Council Minutes - October 2, 2023

B. Update Assistant Bottle Shop Manager Position Profile

C. Contingent Offer for Bottle Shop Manager

D. State of Minnesota Grant Agreement

E. Conditional Offer of Employment

F. Resignation- Firefighter Lucas Phelps

G. Resignation- Liquor Store Clerk, Kim Sweet

H. Well # 3 Rehabilitation

I. Elections – Tallying Write-In Votes

Resolution 2023-49 for counting write-in votes for local elective office

J. Stahl Construction – Pay Application No. 1 – Labor & Material

K. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

A. Minnetonka Game & Fish Club Ordinance Amendment – 2nd Reading

Ordinance 323 modifying section 10-65-02 Gun Club in the zoning code - Second Reading

Resolution 2023-61 Authorizing the summary publication of ordinance 323, amending section 10-65-02 Gun Club in the zoning code

9. NEW BUSINESS

A. Nuisance Abatement - 23462 University Ave NW

B. Hwy 47 Proposals for Regional and HSIP Funding

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

A. Fire Department Monthly Report - September

B. Police Department - 3rd Quarter Report

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

October 2, 2023

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Community Development Director Colette Baumgardner, Deputy City Clerk Natalie Santillo, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, and City Planner Beth Richmond (HKGi).

APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

3. CONSENT AGENDA

Mayor Muhelbauer stated that they will be pulling item G from the agenda.

- A. City Council Minutes - September 18, 2023
- B. Acknowledgement to Conduct Excluded Bingo
- C. MMUA Safety Management Program Contract
- D. Rum River Swale Stabilization Project Agreement
- E. The Bluffs of Rum River Final Plat Submittal Extension
Resolution 2023-58 extending the final plat submittal deadline for the Bluffs at Rum River
- F. Northrop Grumman IUP Extension
Resolution 2023-59 extending the Interim Use Permit approval for site grading on the Richard D. Schroeder Ammunition Range
- G. Well # 3 Rehabilitation
- H. Routine Replacement of Bobcat Toolcat

- I. Routine Recycling Agreement
- J. Payment of Claims

MOTION BY: BAUER SECOND: KREKLOW APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS A-F AND H-I.

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

Nays: None

Motion carries: 5-0

MOTION BY : MAYOR MUEHLBAUER SECOND: UDVIG TO CONTINUE ITEM G TO NEXT CITY COUNCIL MEETING

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

Nays: None

Motion carries: 5-0

4. MEETING OPEN TO THE PUBLIC

Ray Laudenbach and Bill Sherman of the St. Francis American Legion, came forward and shared that the American Legion is more than just a veteran's organization. They shared that the American Legion has donated almost \$500,000 to the community. They noted that they have a membership of 150 veterans. They shared that they also have a large number of people in the St. Francis community that come to the Post on Friday and Saturday nights for meals. They stated that they are in a situation where they have to expand, which is cost prohibitive. They noted that if they are able to expand they will be able to bring in more revenue which will allow them to give to the community more. They shared that if they expand they will be required to put in fire sprinklers, which could cost \$250,000. They asked for a waiver for the sprinklers or for some type of help that would offset the \$250,000. They stated that any financial break would be appreciated. They added that Oak Grove just put in a new Bill's building with no sprinklers.

Mayor Muehlbauer stated that the Council will need to discuss this in a work session.

Robinson stated that the sprinkler requirement may not be a City requirement and may be from the County or State.

Bauer asked if the addition to the building has to be attached to the existing building. Mr. Sherman said yes.

5. SPECIAL BUSINESS - NONE

6. PUBLIC HEARINGS – NONE

7. OLD BUSINESS

8. NEW BUSINESS**A. Minnetonka Game & Fish Club CUP Amendment and Ordinance Amendment - First Reading**

Ordinance 323 modifying section 10-65-02 gun club in the zoning code

Resolution 2023-60 approving a Conditional Use Permit amendment for the Minnetonka Game & Fish Club

City Planner Richmond reviewed the Staff report in regard to the Minnetonka Game & Fish Club and its requested CUP amendments. She shared the Planning Commission's recommendation of approval.

Bauer shared his concerns with the number of parking spaces on the site. Richmond explained that they did review the parking requirements and shared that this does meet those requirements. She noted that she has been working with the City Engineer on what material makes sense for this lot. She shared that they found it appropriate to allow the gravel road to continue.

MOTION BY: KREKLOW SECOND: BAUER TO APPROVE THE 1ST READING OF ORDINANCE 323 MODIFYING SECTION 10-65-02 TO ALLOW ACCESSORY STRUCTURES FOR GUN CLUBS TO BE REGULATED BY THE CUP FOR THE SITE.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye
Councilmember Kreklow	aye

Motion carried 5-0

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE RESOLUTION 2023-60 APPROVING THE CONDITIONAL USE PERMIT AMENDMENT FOR THE MINNETONKA GAME & FISH CLUB WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

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

Nays: None

Motion carries: 5-0

B. Code Enforcement Extension Request

Community Development Director Baugardner reviewed the Staff report concerning a code enforcement extension for 24335 Partridge Street NW.

Mayor Muehlbauer stated that the Council has seen this property come forward

before and asked if these homeowners have been working well with Staff to try to achieve the goal of cleaning everything up at the site. Baumgardner shared that the Council has approved an extension on this property before in 2019 regarding a similar issue. She noted that the outdoor storage issue was taken care of for a period of time and now the homeowners are back to having storage outside.

Udvig noted that she is okay with the extension as long as Staff has faith that the homeowners will meet the deadlines.

Bauer shared concern that this property may not be in compliance by the end of the extension. He noted that he is okay with the extension but he will not be in support of an additional extension.

MOTION BY: BAUER SECOND: ROBINSON TO APPROVE THE EXTENSION REQUEST FOR THE CODE COMPLIANCE UNTIL JUNE 26, 2024.

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

Nays: None

Motion carries: 5-0

9. MEETING OPEN TO THE PUBLIC – NONE

10. REPORTS - NONE

11. COUNCIL MEMBER REPORTS

The Council welcomed Crystal Kreklow to the Council.

Kreklow shared her excitement for being a part of the Council.

Mayor Muehlbauer shared that they will be holding interviews for the new liquor store manager later this week. He noted that he will also be attending the Bethel and St. Francis Fire Department meeting on October 4.

Thunstrom proposed October 30, November 21, or November 27 for a work session to discuss the requests from the American Legion. The Council scheduled the meeting for October 30 at 5:30 p.m.

12. UPCOMING EVENTS

October 9 - City Offices closed in observance of Columbus Day/Indigenous Peoples' Day

October 16 - City Council Meeting

October 18 - Planning Commission Meeting

October 24 - Public Works Open House Event

13. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:27 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Update Assistant Bottle Shop Manager Position Profile
DATE: October 16, 2023

OVERVIEW:

As part of the changes at the Bottle Shop, staff has updated the Assistant Bottle Shop Manager position profile as it had not been reviewed since 2003.

This is a housekeeping item prior to the new manager starting. If the position changes with new management, they would be before for those needs.

ACTION TO BE CONSIDERED:

Council to approve the update to the Assistant Bottle Shop Manager Position Description

Attachments:

- Position Profile – Assistant Bottle Shop Manager

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: October 2023

Position Title: Assistant Bottle Shop Manager

Status: Non-Exempt

Department: Bottle Shop

Approved:

Accountable to: Bottle Shop Manager

Primary Objectives

Position performs intermediate level supervisory work including strict control and maintenance of the sale of alcoholic beverages. The Assistant Bottle Shop Manager is responsible for accurate management of money received and maintaining cleanliness of the building and products. The Assistant Bottle Shop Manager shall also assist in the promotion and maintenance of good public relations and customer satisfaction. Assumes operational control as directed by the Bottle Shop Manager.

Supervision Received

Works under the general and/or technical supervision of the Bottle Shop Manager

Supervision Exercised

Provides general supervision to Bottle Shop staff and assumes operational control as directed by the Bottle Shop Manager

MAJOR AREAS OF ACCOUNTABILITY

1. Rings up sales, receives payment, gives change, provides petty cash services.
2. Prepares and makes deposits.
3. Performs miscellaneous maintenance duties to maintain a clean store and orderly merchandise appearance.
4. Stocks merchandise on shelves, in coolers and on displays.
5. Assists in the selection of Part-Time and Full-Time Bottle Shop employees.
6. Assists in the training of Store employees.
7. Conducts weekly inventory and compares and verifies all product counts.
8. Assists in maintaining adequate inventory levels
9. Serves as Acting Liquor Store Manager in Manager's absence.
10. Assists in planning and directing retail operations.
11. Assists in forecasting sales and profit margins
12. Assists Liquor Store Manager in controlling expenses while maintaining an acceptable profit margin.
13. Assists in product selection.

14. Assists in conducting price surveys and setting prices.
15. Assists in purchasing local advertising and performing general marketing.
16. Assists in supervising the daily operations of the liquor store including the receiving of incoming shipments, stocking and storing new inventory, and setting up displays of merchandise.
17. Performs proper store opening and closing procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of liquor products, profit margins and overhead.
2. Complete and thorough knowledge of the computer software system.
3. Skill in operating a computer cash register and 10-key calculator.
4. Ability to quickly and accurately make change.
5. Ability to communicate with the public.
6. Ability to positively communicate with fellow employees. Ability to supervise employees.
7. Ability to respond to problems involving customers and employees or refer to Manager when appropriate.
8. Ability to operate a computer.
9. Ability to attend seminars and classes as required.
10. Ability to understand and comply with applicable state laws and store policies.
11. Ability to work a variety of hours, including evenings, weekends and holidays.
12. Ability to exert light to moderate physical effort and perform work that requires recurring movements such as bending, crouching, pushing/pulling, twisting, lifting and carrying.
13. Ability to lift up to 50 pounds.

MINIMUM QUALIFICATIONS

1. Must be over 21 years of age.
2. Standard High School Diploma or equivalent required.
3. Three to five years of experience in retail, cashiering, merchandising and management.
4. Retail supervisory experience is required. Municipal Liquor Store experience is preferred.
5. Must be available to work a schedule that includes a variety of days, evenings, weekends
6. and some holidays.
7. Liquor, beer and wine product knowledge is required.



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Contingent Offer for Bottle Shop Manager
DATE: October 16, 2023

OVERVIEW:

Staff is requesting approval for a contingent hire for the position of Bottle Shop manager to Joseph (Joe) Pfeifer

Proposed offer is as follows:

Grade 12, Step 2 \$36.94

Vacation Rate: 4.615

Anticipated starting date of November 13, 2023

Offer will be contingent on individual passing background check

ACTION TO BE CONSIDERED:

Council to approve the offer to Joseph (Joe) Pfeifer for the position of Bottle Shop Manager



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: State of Minnesota Grant Agreement
DATE: October 16, 2023

OVERVIEW:

The following grant has been awarded to the City of St. Francis in the amount of \$4,992.00 for wetland equipment, water movement items, structural turnout gear and safety equipment.

ACTION TO BE CONSIDERED:

Council to review and approve the State of Minnesota, Grant Agreement

Attachments:

- State of Minnesota Grant Agreement, Contract No 237303

Vendor No.0000195782

Contract No. 237303
PO No.240930

3000/R29337VH/R293211

STATE OF MINNESOTA GRANT AGREEMENT Federal Sub-Award Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Division of Forestry, 500 Lafayette Road, St. Paul, MN 55155 ("State") and CITY OF ST FRANCIS FIRE DEPT, T16WNWLWWLH7, 23340 CREE ST NW, ST FRANCIS, MN, 55070- ("Grantee").

Recitals

1. Under the State and Private Cooperative Fire Assistance program, USDA Forest Service, CFDA #10.698, Grant #23-DG-11094200-332, the State received a federal award of \$1,356,564.00 on August 16, 2023, for the State and Volunteer Fire Capacity Includes Support for Great Lakes Forest Fire Compact. This project is not a research and development project.
2. Under the State and Volunteer Fire Capacity includes support for Great Lakes Forest Fire Compact and Minnesota Statutes sections 84.026 and 84.085, the State sub-awards \$4992.00 to the Grantee, T16WNWLWWLH7 for the purpose of providing fire department assistance to suppress wildland fires.
3. Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.

Grant Agreement

1. Term of Grant Agreement

- 1.1. **Effective date:** October 02, 2023
- 1.2. This agreement becomes effective on October 09, 2023, or the date the State obtains all required signatures under Minnesota Statutes 16B.98, subdivision 5, whichever is later. **The Grantee must not begin work under this sub-grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.** No reimbursements will be made until or upon the date that the final required signature is obtained by the State, pursuant to Minnesota Statutes Section 16B.98, subdivision 5. Per Minnesota Statutes Section 16B.98, subdivision 7, no payments will be made to the Grantee until this grant agreement is fully executed.
- 1.3. **Expiration date:** June 01, 2024, or, until all obligations have been satisfactorily fulfilled, whichever occurs first. in the event this grant contract agreement is continued by way of amendment or new agreement, the date the amendment or new agreement is fully executed, whichever is later. The State is to be invoiced on or before June 15, 2024, or the contract will be canceled without further notification.
- 1.4. **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant agreement: 9 Liability; 10 Audits; 11 Government Data Practices and Intellectual Property; 13 Endorsement; 14 Governing Law, Jurisdiction, and Venue; 16 Data Disclosure; 19 Monitoring; and 25 Additional Program Requirements.
- 1.5. **Incur Expenses:** This agreement becomes effective on September 22, 2023, or the date the State obtains all required signatures under Minnesota Statutes 16B.98, subdivision 5, whichever is later. **The Grantee must not begin work under this sub-grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

2. Grantee's Duties

The Grantee, who is not a state employee, will:

Complete work specified in Exhibit A: Project Proposal, which is attached and incorporated into this grant agreement.

Highest priority is indicated in the "Office Use Only box" of Exhibit A; however, any of the listed projects or a combination of the listed projects on Exhibit A, may also qualify for this grant with written approval from the State of Minnesota.

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Ensure all equipment acquired through this grant must be used solely for prevention, suppression and control of fire. Report GPS locations of dry hydrants or water facilities constructed under this grant to Shelly Greniger, Rural Fire Programs Assistant, 402 Southeast Eleventh Street, Grand Rapids, Minnesota 55744, or his/her successor.

See Federal Award letter, 23-DG-11094200-332, which is incorporated and made a part of this agreement.

The Grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a) (1).

The Grantee agrees to complete the program in accordance with the approved budget to the extent practicable and within the program period specified in the grant agreement. Any material change in the grant agreement shall require an amendment by the State (see Section 7.2).

The Grantee shall be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement.

The Grantee is responsible for maintaining a written conflict of interest policy. Throughout the term of this agreement, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant contract, time is of the essence.

4. Consideration and Payment

4.1. **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1.1. **Compensation.** Compensation in an amount not to exceed **\$4992.00**, based on the following computation: See Attachment A

4.1.2. **Matching Requirements.** Grantee certifies that the following matching requirement for the grant will be met by CITY OF ST FRANCIS FIRE DEPT. The total project cost is \$9,984.00 Grantee agrees to match at least 50% of the total is project cost.

Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without prior written authorization from the State's Authorized Representative.

- (a) The Grantee must submit a written request for authorization no less than 10 business days prior to applying for the new funds or program to the State's Authorized Representative. This request must include the following information: project name, grant contract number, the amount of grant funds to be used, location where grant funds were or will be used, activity the grant funded, and current landowner (if applicable). The project name, location where the new funds will be used, activity to be funded, funding source of the new grant or program, and a brief description of the grant or program being applied for must also be included.
- (b) If the new grant or program will add any encumbrances to the land where grant funds were or will be spent, these encumbrances must be approved in writing by the State's Authorized Representative and the current landowner.

THE TOTAL STATE OBLIGATION FOR ALL COMPENSATION AND REIMBURSEMENTS TO GRANTEE SHALL NOT EXCEED: **\$4992.00**.

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Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

4.2. **Payment.**

The State shall disburse funds to the Grantee pursuant to this agreement **on a reimbursement basis and will** promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: Upon completion by June 01, 2024.

4.2.1. **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the State and Private Cooperative Fire Program, CFDA #10.698, 22-DG-11094200-154, of the Cooperative Forestry Assistance Act of 1978, Public Law 95-313. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5. **Conditions of Payment**

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. **Authorized Representative**

The State's Authorized Representative is Shelly Greniger, Rural Fire, 402 SE 11th Street, Grand Rapids, MN 55744, (218) 322-2692, shelly.greniger@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative or his/her designee will certify acceptance on each invoice submitted for payment.

The Grantee Authorized Representative is DAVE SCHMIDT, CHIEF, 23340 CREE ST NW, (763) 753-2334, dschmidt@stfrancismn.org, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2. **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3. **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.
- 7.4. **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8. **Subcontractors, Contracting, and Bidding Requirements**

8.1 The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all provisions of the agreement with the State. The Grantee also agrees to comply with Title 2 Code of Federal Regulations (CFR) 200.317 and 200.322 (if applicable-both apply to state entities only) as well as 2 CFR 200.318-321, and 2 CFR 200.323-326.

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8.2 Per Minnesota Statute 471.345, grantees that are municipalities as defined in Subd. 1 must follow that Uniform Municipal Contracting Law if contraction funds from this grant contract agreement for any supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.

If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statute 16C.28, Subd. 1, paragraph a, clause 2.

8.2.1 If the amount of the contract is estimated to exceed \$25,000, but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statute 16C.28, Subd. 1, paragraph a, clause 2, and paragraph c.

8.2.2 If the amount of the contract is estimated to be \$10,000-25,000 (\$2,000 for acquisitions of construction that are subject to the Davis-Bacon Act and \$2,500 for the acquisition of services subject to the Service Contract Act) the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statute 16C.28, Subd. 1, paragraph a, clause 2.

8.2.3 Any services and/or materials that are expected to cost less than \$10,000 (see 8.2.2 for thresholds regarding the Davis-Bacon and Service Contract Act) do not require the solicitation of competitive quotations in accordance with 2 CFR 200.320. The Grantee must make an effort to equitably distribute these purchases.

8.2.4 Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable

8.2.5 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statute 177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage.

These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

8.3 Nongovernmental organizations must follow the below requirements.

8.3.1 Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

8.3.2 Any services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

8.3.3 Any services and/or materials that are expected to cost between \$10,000 and \$24,999 (\$2,000 for acquisitions of construction that are subject to the Davis-Bacon Act and \$2,500 for the acquisition of services subject to the Service Contract Act) must be competitively awarded based on a minimum of two (2) verbal quotes or bids.

8.3.4 Any services and/or materials that are expected to cost less than \$10,000 (see 8.3.3 for thresholds regarding the Davis-Bacon and Service Contract Act) do not require the solicitation of competitive quotations in accordance with 2 CFR 200.320.

8.3.5 Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

8.3.6 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statute 177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage.

These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

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9. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

10. Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.337, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the Commissioner of

Administration, by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

11. Government Data Practices and Intellectual Property

11.1 *Government Data Practices.* The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

11.2 *Intellectual Property Rights (if applicable).*

11.2.1. *Intellectual Property Rights.* The State owns any intellectual property developed with these funds.

The federal awarding agency may receive royalty-free, non-exclusive and an irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so as noted in 2 CFR 200.315.

11.2.2 *Obligations.*

(A) *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this contract, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

(B) *Representation.* The Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the

Vendor No.0000195782

Contract No. 237303

3000/R29337VH/R293211

PO No.240930

intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

12. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Endorsement

The Grantee must not claim that the State endorses its products or services, and the Grantee must adhere to the terms of 2 CFR 200.315.

14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

15.1 (a) *Termination by the State*

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) *Termination by The Commissioner of Administration*

The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

15.2 *Termination for Cause*

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract agreement if:

(a) Funding for Grant No. **23-DG-11094200-332** is withdrawn by the **USDA Forest Service**.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

16. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

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17. American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

18. Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

19. Reporting Requirements

The Grantee is bound to financial and performance reporting requirements as noted in the federal award letter, #22-DG-11094200-154.

20. Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

21. Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

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The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

22. Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [Link to December 2014 version](#).

23. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 23.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 23.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

24. Byrd Anti-Lobbying Amendment Certification and Disclosure: (If applicable)

- 24.1 The Grantee certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352
- 24.2 The Grantee shall comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Vol. 55, No. 38, February 26, 1990, and any permanent rules that are adopted in place of the Interim Final Rule. The Interim Final Rule requires the Grantee to certify as to their lobbying activity. Further definition of lobbying can be found in 2 CFR 200.450.
- 24.3 If the Grantee engages in lobbying activities with non-Federal funds that takes place in connection with obtaining any Federal award, they will promptly inform the authorized representative, and complete any certifications the authorized representative requires.

25. Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

26. Additional Program Requirements

The grantee must comply with (insert additional program requirements, state and federal law requirements, requirements of the award, etc.) as well as the terms and conditions for closeout of the sub-award.

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1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: Shelly Greniger
DF4E76A902B344B
Date: October 2, 2023

SWIFT Contract/PO No.: 237303/ 240930

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: Dave Schmidt
C0B0583EE163400...
Title: Fire Chief
Date: October 2, 2023

3. STATE AGENCY

By: _____
(with delegated authority)
Title: _____
Date: _____

By: _____
Title: City Administrator
Date: _____

VOLUNTEER FIRE ASSISTANCE (VFA) MATCHING GRANT PROPOSAL

Agenda Item # 4D.

Complete Mail or email to:

Rural Fire Grant Project Proposal

Exhibit A

RECEIVED

By Shelly Greniger at 1:04 pm, Jul 03, 2023

MN Interagency Fire Center

402 SE 11th Street

Grand Rapids, Minnesota 55744

VFAGrants.dnr@state.mn.us**APPROVED**

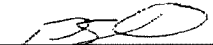
By Shelly Greniger at 12:05 pm, Jul 17, 2023

➔ POSTMARKED NO LATER THAN..... July 1, 2023

Fire Department: St. Francis Fire Department	Name & Title of person filling out form: Joe Lawrence, Assistant Chief
Official FD Mailing Address: 3740 Bridge St. NW	Telephone: Day:612-386-7795 Cell:612-386-7795 Fire Hall:763-753-2334
City, State, Zip: St. Francis, MN 55070	FD e-mail: (Required) jlawrence@stfrancismn.org

1. Population directly benefiting from the project: 8665
2. Fire Department's protection area (square miles): 23.75
3. Number of fire incidents for the previous year: wildland 6 structural 26 other 14
4. Fill in the estimated total cost of the project(s) and the Grand total the dollar amount requested.

\$	Wildland Personal Protective Equipment	\$4611.00	Structural Turnout Gear
\$	Excess Property Equipment Conversion	\$	Radios/Pagers
\$975.50	Wildland Equipment	\$	Breathing Apparatus
\$3556.33	Water Movement Items	\$841.21	Safety Equipment
	Other Miscellaneous Projects (Describe)	\$	Water Storage System
Grand Total Dollars Requested \$4992.02 (or 50% of \$9,984.04)			

Fire Department Chief's Signature:  Dave Schmidt Date: 6/29/2023**OFFICE USE ONLY:**GRANT APPROVED UP TO \$ 4,992.00 PRIORITY IS FOR STOG, Water Movement ItemsAPPROVAL/DATE: 10/2/2023 CONTRACT NUMBER 237303

Modified Project: _____ Approval/date: _____

Vendor No.0000195782

Contract No. 237303
PO No.240930

3000/R29337VH/R293211



Minnesota Department of Natural Resources

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors

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This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement, we will monitor and report any actual, potential, individual, or organizational conflicts of interest to the State's Authorized Representative.

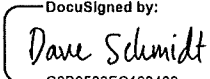
I also certify that I have read and understand the description of conflict of interest above and as of this date (check one of the two boxes below):

- ☒ I do not have any conflicts of interest relating to this project.
- ☐ I have an actual, potential, individual, or organizational (*indicate below*) conflict of interest. The nature of the conflict is as follows:

NONE

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: Dave Schmidt Date: October 2, 2023

Grantee AR's Signature: 
C0B0503EC163400...

Organization Name: City of St. Francis

Project Name: DNR Grant

Legal Citation: ML_____, Chapter _____, Article ___, Section ___, Subdivision _____

State AR's Printed Name: _____ Date: _____

State AR's Signature: _____



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Conditional Offer of Employment
DATE: October 16, 2023

OVERVIEW:

On August 21st, 2023 City Council approved the police department to post an employment opportunity to fill the police officer vacancy created by a recent officer termination. On August 22nd, 2023 the police department posted to fill the officer vacancy with a total of four applications received by the September 20th, 2023 deadline. During the hiring process candidate John Madden was determined to be the top candidate for the position. On October 6th, 2023 Chief Schwieger met with John who signed a conditional offer of employment which is contingent upon City Council approval and a complete background investigation including a psychological and medical exam. John was offered to start at step 1 of the current police officer pay scale.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

The department has an authorized strength of 12 licensed officers.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Resignation- Firefighter Lucas Phelps
DATE: October 16, 2023

OVERVIEW:

Firefighter Lucas Phelps has submitted a letter of resignation from the St. Francis Fire Department. Firefighter Phelps has served the city since 3/15/2018. Firefighter Phelps accepted a full time firefighter position for the Metropolitan Airport Fire Department. Firefighter Phelps resignation is effective 10/10/2023.

ACTION TO BE CONSIDERED:

Accept the resignation of Firefighter Lucas Phelps, effective 10/10/2023.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Resignation- Liquor Store Clerk, Kim Sweet
DATE: October 16, 2023

OVERVIEW:

Liquor Store Clerk Kim Sweet has submitted a letter of resignation on October 2, 2023.

ACTION TO BE CONSIDERED:

Accept the resignation of Liquor Store Clerk, Kim Sweet effective October 7, 2023.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Well # 3 Rehabilitation
DATE: October 16, 2023

OVERVIEW:

As part of our asset management plan, Well # 3 is scheduled to be removed this year for preventative maintenance. Fall or winter is the best time of year to do this work because of low water demands. Work will entail the complete removal of the well from service, after it is removed, it will go through a complete inspection for wear and any irregularities. The work done will include Rehab or replacement of the pump, drop pipe, spider gear, bearings, motor and shaft. AWWA, pump manufacturers and other professional organizations recommend this type of work be done every ten years to catch premature wear and to prevent failure. Well #3 has been in service for 24 years, with maintenance last completed in 2011. We received two quotes for this work. One quote for \$41,680 from E.H. Renner and a second quote for \$41,540 from Traut Companies.

ACTION TO BE CONSIDERED:

Council approval of the low quote from Traut Companies for \$ 41,540.

BUDGET IMPLICATION:

This work is a budgeted item in CIP. Prices have gone up in the last year. Any overages will be paid out of the water operation and maintenance budget.

Attachments:

- Quote from E.H Renner
- Quote from Traut Companies



32640 Co Rd 133
St. Joseph MN 56374
320-251-5090
joet@trautcompanies.com

Revised Quote - Well 3 - 50hp VHS Pump Repair

DATE: 10/4/2023
NAME: City of St Francis
ADDRESS: 23307 St Francis Blvd NW PO Box 730
St. Francis MN 55070
ATTN: Parish Barton
pbarten@stfrancismn.org

PHONE # 320-333-6830
FAX #
JOB # 30-0000

LABOR Description Pump Repair
Mobilization & Demobilization
Pull Pump
Clean & Disassemble Pump, Report
Remobilize & Demobilize
Reinstall Pump & Hook to System
Start Pump & Test Run
Video

MATERIALS 50hp VHS motor recondition (less rewind)
New Pump - 12LC - 3 stage Flowise
1 1/4" SS Head shaft
1 1/4" packing box rebuild
1 1/4" x 5' SS shaft w/sleeve
1 1/4" x 10' SS shaft w/sleeve
8" x 5'-11 1/4" T&C column
8" x 9'-11 1/4" T&C column
SS sleeves
Rubber spider inserts
Misc Supplies

Unit	Unit Price	Quantity	Totals
LS	\$ 2,500.00	1	\$ 2,500.00
HR	\$ 350.00	6	\$ 2,100.00
HR	\$ 125.00	8	\$ 1,000.00
HR	\$ 2,500.00	1	\$ 2,500.00
HR	\$ 350.00	7	\$ 2,450.00
HR	\$ 225.00	1	\$ 225.00
EA	\$ 1,600.00	1	\$ 1,600.00
EACH	\$ 4,500.00	1	\$ 4,500.00
EACH	\$ 9,850.00	1	\$ 9,850.00
EACH	\$ 650.00	1	\$ 650.00
EACH	\$ 275.00	1	\$ 275.00
EACH	\$ 525.00	2	\$ 1,050.00
EACH	\$ 850.00	5	\$ 4,250.00
EACH	\$ 725.00	2	\$ 1,450.00
EACH	\$ 950.00	5	\$ 4,750.00
EACH	\$ 125.00	6	\$ 750.00
EACH	\$ 40.00	6	\$ 240.00
LS	\$ 550.00	1	\$ 550.00

TOTAL MATERIALS	\$ 28,315.00
TOTAL LABOR	\$ 12,375.00
INCOMING FREIGHT est.	\$ 850.00
TOTAL	\$ 41,540.00

Signature:

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS

Agenda Item # 4H.

15688 Jarvis Street NW * Elk River, Minnesota 55330

Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

September 8, 2023

City of St. Francis

Parish Barten

23340 Cree Street NW

St. Francis, MN 55070

Subject: Estimate

Re: Well No 03 Maintenance and Repairs

<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>
Labor to Remove Pump & Motor	1	L.S.	\$ 4,000.00	\$ 4,000.00
Motor Repair	1	Ea.	\$ 3,200.00	\$ 3,200.00
Discharge Head Bearing	1	Ea.	\$ 300.00	\$ 300.00
Sandblast & Paint Head	1	Ea.	\$ 600.00	\$ 600.00
Column .322 8" x 9' 11-1/4" T&C	9	Ea.	\$ 775.00	\$ 6,975.00
Column .322 8" x 4' 11-1/4" T&C	1	Ea.	\$ 300.00	\$ 300.00
Column .322 Suction Pipe 8" x 10' TOE	1	Ea.	\$ 440.00	\$ 440.00
Shafting .416 SS Headshaft	1	Ea.	\$ 600.00	\$ 600.00
Shafting .416 SS 1.18 x 10' T&C	9	Ea.	\$ 200.00	\$ 1,800.00
Shafting .416 SS 1.18 x 5' T&C	2	Ea.	\$ 150.00	\$ 300.00
Shaft Coupling .416 SS 1-1.18 x 3.5"	11	Ea.	\$ 65.00	\$ 715.00
8" Retainers with Rubber Bearings	10	Ea.	\$ 160.00	\$ 1,600.00
Rubber Bearings - 2 x 3.125 - 1-1.18"	10	Ea.	\$ 45.00	\$ 450.00
Replacement Bowl Gould	1	Ea.	\$ 12,000.00	\$ 12,000.00
Lined Bowl, Stainless Steel bolts and collets			\$	-
Misc. (Insul-Taps, Chlorine, Rags, Packing Turbine Oil E	1	L.S.	\$ 300.00	\$ 300.00
Labor to Install Pump & Motor	1	L.S.	\$ 4,000.00	\$ 4,000.00
Wire Brush Well	1	L.S.	\$ 2,200.00	\$ 2,200.00
Video Well	1	L.S.	\$ 1,900.00	\$ 1,900.00
			\$	-
Total Amount this Invoice			\$	41,680.00

If you need additional information or have questions, I can be contacted at my office 763-427-6100
or on my cell phone at 763-286-5283

Sincerely

Katie Renner Welle

Project Manager

E.H. Renner & Sons, Inc.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Jenni Wida, City Clerk
SUBJECT: Elections – Tallying Write-In Votes
DATE: October 16, 2023

OVERVIEW:

Legislation was passed that allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office.

The current write-in counting process is time consuming and requires us to count all write-in votes. This resolution would minimize the counting process and we would only be required to count write-in votes if a written request is filed with the City Clerk.

ACTION TO BE CONSIDERED:

Motion to approve Resolution 2023-61

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

RESOLUTION 2023-49

A RESOLUTION FOR COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE
OFFICE

WHEREAS, Minnesota Statute 204B.09, subdivision 3 allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office.

WHEREAS, the current write-in vote counting process is overly time consuming and unnecessary. Counting only registered write-in candidates aligns the write-in recording process with Federal, State and County offices.

THEREFORE, NOW BE IT RESOLVED that the City of St. Francis hereby requires candidates for city office to file a written request with the City Clerk no later than the seventh day before the city election if the candidate wants to have the candidate’s write-in votes individually recorded.

Approved and adopted by the City Council of the City of St. Francis on the 16th day of October, 2023.

Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

Dated



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Application No. 1 – Labor & Material
DATE: October 16, 2023

OVERVIEW:

Stahl has submitted Pay Application No. 1 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$472,085.80. The breakdown is below.

- Labor - \$354,919.80
- Material - \$117,166.00

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Application No. 1.

BUDGET IMPLICATION:

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

Attachments:

- Pay Application No. 1 Labor
- Pay Application No. 1 Material

Application and Certificate for Payment



STAL
LEAD | INSPIRE | BUILD

Agenda Item # 4J.

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW St. Francis, MN 55070
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 1
App. Date: October 9, 2023
Month: September 2023

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	0.00
Changes Approved Previously	0.00
Changes Approved this Month	0.00
Current Contract Price	5,309,997.00
Work Completed and Material Stored to Date	362,469.80
Retainage	7,550.00
Total Earned Less Retainage	354,919.80
Total Earned Less Retainage from Previous Application	-

Current Payment Due \$ **354,919.80**

Balance to Finish, Including Retainage \$ **4,955,077.20**

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

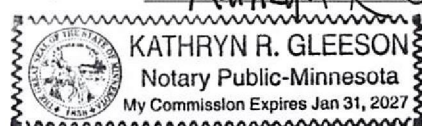
CONTRACTOR

By: *Detraugh Aldrich* Date: 10.9.23

State: Minnesota
County: Hennepin

Subscribed and sworn to before me this 9th day of October, 2023

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Vijin Sachdev* Date: 10/11/23

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

Amount Certified \$ **354,919.80**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet

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

Stahl Job #: 4020 LABOR
App. #: 1
App. Date: October 9, 2023
Month: September 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Materials Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ 0.00	\$ 1,373,174.00	\$ 0.00	114,780.53	\$ 0.00	\$ 114,780.53	8%	\$ 1,258,393.47	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	-	900.00	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 0.00	286,646.00	-	151,000.00	-	151,000.00	53%	135,646.00	7,550.00	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	-	8,700.00	-	8,700.00	100%	0.00	-	0%
03 30 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	-	-	-	-	0%	401,515.00	-	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	310,914.00	-	-	-	-	0%	310,914.00	-	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 0.00	65,200.00	-	-	-	-	0%	65,200.00	-	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 0.00	160,548.00	-	-	-	-	0%	160,548.00	-	5%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	68,200.00	-	-	-	-	0%	68,200.00	-	5%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	-	-	-	-	0%	15,000.00	-	5%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 0.00	75,991.00	-	-	-	-	0%	75,991.00	-	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	30,000.00	-	-	-	-	0%	30,000.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	-	-	-	-	0%	23,352.00	-	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	33,702.00	-	-	-	-	0%	33,702.00	-	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 0.00	81,900.00	-	-	-	-	0%	81,900.00	-	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ 0.00	371,939.00	-	-	-	-	0%	371,939.00	-	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	-	-	-	-	0%	33,901.00	-	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	-	-	-	-	0%	26,200.00	-	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	-	-	-	-	0%	22,160.00	-	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 0.00	86,520.00	-	-	-	-	0%	86,520.00	-	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	13,295.00	-	-	-	-	0%	13,295.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ 0.00	16,300.00	-	-	-	-	0%	16,300.00	-	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	-	-	-	-	0%	5,880.00	-	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	7,000.00	-	-	-	-	0%	7,000.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	-	-	-	0%	4,500.00	-	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	-	-	-	-	0%	32,512.00	-	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	5,000.00	-	-	-	-	0%	5,000.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%
14 60 00		Holsts and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ 0.00	73,000.00	-	-	-	-	0%	73,000.00	-	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 0.00	402,000.00	-	-	-	-	0%	402,000.00	-	5%
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 0.00	392,000.00	-	-	-	-	0%	392,000.00	-	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 0.00	285,137.00	-	-	-	-	0%	285,137.00	-	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	-	-	-	-	0%	34,700.00	-	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 0.00	219,000.00	-	-	-	-	0%	219,000.00	-	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%

Continuation Sheet

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

Stahl Job #: **4020 LABOR**
App. #: **1**
App. Date: **October 9, 2023**
Month: **September 2023**

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances												
70 80 13		Allowance for Building Permit		110,000.00	\$ 0.00	110,000.00	-	82,993.56	-	82,993.56	75%	27,006.44	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%
		Subtotals		\$ 5,249,997.00	\$ 0.00	\$ 5,249,997.00	\$ 0.00	\$ 358,374.09	\$ 0.00	\$ 358,374.09	7%	\$ 4,891,622.91	\$ 7,550.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	-	60,000.00	-	4,095.71	-	4,095.71	7%	55,904.29	0.00	0%
		Totals		\$ 5,309,997.00	\$ 0.00	\$ 5,309,997.00	\$ 0.00	\$ 362,469.80	\$ 0.00	\$ 362,469.80	7%	\$ 4,947,527.20	\$ 7,550.00	

Application and Certificate for Payment



STA
LEAD | INSPIRE | BUILD

Agenda Item # 4J.

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW, St. Francis, MN 55070
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 1
App. Date: October 9, 2023
Month: September 2023

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	0.00
Changes Approved Previously	0.00
Changes Approved this Month	0.00
Current Contract Price	6,531,580.00
Work Completed and Material Stored to Date	117,166.00
Retainage	-
Total Earned Less Retainage	117,166.00
Total Earned Less Retainage from Previous Application	-

Current Payment Due \$ **117,166.00**

Balance to Finish, Including Retainage \$ **6,414,414.00**

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

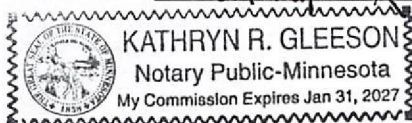
CONTRACTOR

By: *Detra J. Hirsch* Date: 10.9.23

State: Minnesota
County: Hennepin

Subscribed and sworn to before me this 09th day of October, 2023

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

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

ARCHITECT

By: *Vijai Sachdev* Date: 10/11/23

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

Amount Certified \$ **117,166.00**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet

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

Stahl Job #: 4020-10 Material
App. #: 1
App. Date: October 9, 2023
Month: September 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance		Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	-	40,000.00	-	40,000.00	100%	0.00	-	0%
03 30 00	Concrete		Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	-	-	-	-	0%	223,085.00	-	0%
03 41 00	Precast Concrete		Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	-	-	-	-	0%	1,981,079.00	-	0%
05 10 00	Furnish Metals		Ben's Structural	\$ 200,657.00	\$ 0.00	200,657.00	-	-	-	-	0%	200,657.00	-	0%
06 10 00	Rough Carpentry		Tekton	\$ 38,775.00	\$ 0.00	38,775.00	-	-	-	-	0%	38,775.00	-	0%
06 40 00	Architectural Woodwork		Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%
06 60 00	Solid Surface / Stainless Fabrications		MoCorp	\$ 1,745.00	\$ 0.00	1,745.00	-	-	-	-	0%	1,745.00	-	0%
07 40 00	Metal Panels		Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	-	-	-	-	0%	9,277.00	-	0%
07 50 00	Roofing		Northern Exposure	\$ 260,548.00	\$ 0.00	260,548.00	-	-	-	-	0%	260,548.00	-	0%
07 60 00	Flashing / Sheet Metal		MoCorp	\$ 25,000.00	\$ 0.00	25,000.00	-	-	-	-	0%	25,000.00	-	0%
07 92 00	Joint Sealants		TBD	\$ 8,000.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%
08 10 00	Doors / Frames / Hardware		Contract Hardware	\$ 188,200.00	\$ 0.00	188,200.00	-	-	-	-	0%	188,200.00	-	0%
08 36 00	Sectional OH Doors		TBD	\$ 190,981.00	\$ 0.00	190,981.00	-	-	-	-	0%	190,981.00	-	0%
08 40 00	Glass/Glazing		East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%
09 20 00	Drywall		Prestige	\$ 145,000.00	\$ 0.00	145,000.00	-	-	-	-	0%	145,000.00	-	0%
09 30 00	Tiling		Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	-	-	-	-	0%	34,536.00	-	0%
09 50 00	Acoustical Ceilings		Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%
09 62 00	Specialty Flooring		Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%
09 68 00	Carpet		Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%
09 90 00	Painting / VWC		Wasche	\$ 14,700.00	\$ 0.00	14,700.00	-	-	-	-	0%	14,700.00	-	0%
10 14 00	Signage		TBD	\$ 62,396.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%
10 22 26	Operable Partitions		Skold	\$ 7,200.00	\$ 0.00	7,200.00	-	-	-	-	0%	7,200.00	-	0%
10 51 70	Security Lockers		Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	-	-	-	-	0%	22,370.00	-	0%
10 75 00	Light Poles		Construction Supply	\$ 44,955.00	\$ 0.00	44,955.00	-	-	-	-	0%	44,955.00	-	0%
11 99 00	Fire Pole		McIntire	\$ 50,000.00	\$ 0.00	50,000.00	-	-	-	-	0%	50,000.00	-	0%
12 20 00	Window Treatments		TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%
12 36 00	Solid Surface Countertops		Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%
13 24 00	Steam Bath		TBD	\$ 13,447.00	\$ 0.00	13,447.00	-	-	-	-	0%	13,447.00	-	0%
14 20 00	Elevators		Otis	\$ 55,748.00	\$ 0.00	55,748.00	-	-	-	-	0%	55,748.00	-	0%
14 60 00	Holst and Cranes		Aero	\$ 7,250.00	\$ 0.00	7,250.00	-	-	-	-	0%	7,250.00	-	0%
21 00 00	Fire Suppression		Breth Zen Zen	\$ 58,800.00	\$ 0.00	58,800.00	-	-	-	-	0%	58,800.00	-	0%
22 00 00	Plumbing		Falcon	\$ 565,000.00	\$ 0.00	565,000.00	-	-	-	-	0%	565,000.00	-	0%
23 00 00	HVAC		Sentra Sota	\$ 436,000.00	\$ 0.00	436,000.00	-	-	-	-	0%	436,000.00	-	0%
26 00 00	Electrical		A.J. Moore	\$ 844,523.00	\$ 0.00	844,523.00	-	-	-	-	0%	844,523.00	-	0%
31 00 00	Earthwork		D.W.	\$ 99,500.00	\$ 0.00	99,500.00	-	76,000.00	-	76,000.00	76%	23,500.00	-	0%
32 12 00	Asphalt Paving		Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	-	-	-	-	0%	48,800.00	-	0%
32 16 00	Site Concrete		Crosstown Masonry	\$ 152,000.00	\$ 0.00	152,000.00	-	-	-	-	0%	152,000.00	-	0%
32 90 00	Landscaping		Springfall Landscaping	\$ 45,203.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%

Continuation Sheet

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

**STAHL**
LEADING

Agenda Item # 4J.

Stahl Job #: 4020-10 Material
App. #: 1
App. Date: October 9, 2023
Month: September 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
WTF		Unallocated		2,980.00		2,980.00		-						
71 00 00		Contingency		40,000.00	\$ 0.00	40,000.00	-	-	-	-	0%	40,000.00	-	0%
			Subtotals	\$ 6,466,580.00	\$ 0.00	\$ 6,466,580.00	\$ 0.00	\$ 116,000.00	\$ 0.00	\$ 116,000.00	2%	\$ 6,347,600.00	\$ 0.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	-	65,000.00	-	1,166.00	-	1,166.00	2%	63,834.00	0.00	0%
			Totals	\$ 6,531,580.00	\$ 0.00	\$ 6,531,580.00	\$ 0.00	\$ 117,166.00	\$ 0.00	\$ 117,166.00	2%	\$ 6,411,434.00	\$ 0.00	



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: October 16, 2023

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$286,817.62 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfer from September-\$253,289.07

Credit Card Payment- N/A

Manual Checks-N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 10-16-2023 Packet List-\$286,817.62
- 10-16-2023 ACH Payments-September-\$253,289.07

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/17/2023 - 10/17/2023

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
5502358920 00033296	AIR GAS NORTH CENTRAL CYLINDER RENTAL 101-43100-40217 101-43210-40217 101-45200-40217 601-49440-40217 602-49490-40217	09/30/2023 NSANTILLO OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES OTHER OPERATING SUPPLIES		96.68 19.34 19.34 19.34 19.34 19.32	96.68	Open	N 10/16/2023
7380 00033295	ALEX AIR APPARATUS 2 LLC ANNUAL COMPRESSOR SERVICE 101-42210-40218	10/03/2023 NSANTILLO EQUIPMENT MAINTENANCE		804.89 804.89	804.89	Open	N 10/16/2023
1053 00033265	ALWAYS BRIGHT LIGHTS LTD FALL BANNERS INSTALLED 101-45200-40311	10/04/2023 DMULVIHILL CONTRACT		350.00 350.00	350.00	Open	N 10/16/2023
.10042023 00033320	ANETTE BLAIR OPUS CREDIT REFUND #5636 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #5636		38.24 38.24	38.24	Open	N 10/16/2023
3633138 00033256	ARTISAN BEER COMPANY BEER 609-49751-40252	10/05/2023 CBUSKEY BEER		288.00 288.00	288.00	Open	N 10/05/2023
321087 00033334	ASPEN MILLS LANCE UNIFORMS 101-42210-40437	10/10/2023 DMULVIHILL UNIFORMS		169.75 169.75	169.75	Open	N 10/16/2023

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/17/2023 - 10/17/2023

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
441223 00033338	ASSURED PARTNERS FEE-2023 RENEWAL 101-43100-40360 101-41110-40360 609-49750-40360 602-49490-40360 601-49440-40360 101-41400-40360 101-43210-40360 101-42400-40360 101-42210-40360 101-42110-40360 101-41940-40360 101-41910-40360 101-41500-40360 101-45200-40360	10/11/2023 DMULVIHILL INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE INSURANCE		6,000.00 573.00 16.20 888.60 1,225.80 907.80 210.60 25.80 63.60 195.60 851.40 124.80 105.60 83.40 727.80	6,000.00	Open	N 10/16/2023
.10112023 00033316	BARBARA RUDNICKI OPUS CREDIT REFUND #1352 601-49440-40444	10/11/2023 NSANTILLO REFUND & REIMBURSEMENT		80.93 80.93	80.93	Open	N 10/16/2023
0201044000 00033216	BELLBOY CORPORATION BAR SUPPLY FREIGHT 609-49751-40206	10/03/2023 CBUSKEY FREIGHT		1.65 1.65	1.65	Open	N 10/16/2023
0201043900 00033217	BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206 609-49751-40251	10/03/2023 CBUSKEY FREIGHT LIQUOR		2,320.11 37.13 2,282.98	2,320.11	Open	N 10/03/2023
411486248 00033228	BREAKTHRU BEVERAGE LIQUOR 609-49751-40206 609-49751-40251	10/05/2023 CBUSKEY FREIGHT LIQUOR		(154.45) (1.45) (153.00)	(154.45)	Open	N 10/05/2023

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/17/2023 - 10/17/2023

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112448076 00033249	BREAKTHRU BEVERAGE LIQUOR 609-49751-40206 609-49751-40251	10/05/2023 CBUSKEY FREIGHT LIQUOR		1,935.72 31.90 1,903.82	1,935.72	Open	N 10/05/2023
411504108 00033289	BREAKTHRU BEVERAGE LIQUOR 609-49751-40206 609-49751-40251	10/09/2023 CBUSKEY FREIGHT LIQUOR		(91.40) (1.45) (89.95)	(91.40)	Open	N 10/09/2023
.10052023 00033247	BROTHERS DEVELOPMENT RELEASE ESCROW 803-00000-22195	10/05/2023 DMULVIHILL RELEASE ESCROW		2,882.37 2,882.37	2,882.37	Open	N 10/16/2023
00000761581 00033329	BUREAU OF CRIM APPREHENSION CJDN ACCESS FEE (STATE AND BCA) 101-42110-40311	09/30/2023 NSANTILLO CONTRACT		1,080.00 1,080.00	1,080.00	Open	N 10/16/2023
2895186 00033212	CAPITOL BEVERAGE SALES, L.P BEER/THC 609-49751-40252 609-49751-40257	10/02/2023 CBUSKEY BEER THC		482.00 66.00 416.00	482.00	Open	N 10/16/2023
.10042023 00033274	COLETTE BAUMGARDNER LODGING REIMBURSEMENT 101-41910-40331	10/06/2023 NSANTILLO LODGING REIMBURSEMENT		145.29 145.29	145.29	Open	N 10/16/2023
4007389 00033229	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	10/05/2023 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		137.20 4.00 133.20	137.20	Open	N 10/05/2023

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4007425 00033324	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	10/11/2023 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		77.60 4.00 73.60	77.60	Open	N 10/11/2023
2019034 00033224	DAHLHEIMER DIST. CO. INC. BEER/MISC/NA 609-49751-40252 609-49751-40254 609-49751-40255	10/04/2023 CBUSKEY BEER MISCELLANEOUS MERCHANDISE N/A PRODUCTS		8,625.80 8,275.00 320.00 30.80	8,625.80	Open	N 10/04/2023
2021291 00033262	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	10/06/2023 CBUSKEY BEER		369.60 369.60	369.60	open	N 10/06/2023
2024259 00033333	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	10/11/2023 CBUSKEY BEER		9,857.95 9,857.95	9,857.95	open	N 10/11/2023
230040927 00033276	DAVIDS HYDRO VAC, INC HYDRO EXCAVATION-4058 ST FRANCIS BLVD 602-49490-40229	10/04/2023 DMULVIHILL PROJECT MAINTENANCE		4,000.00 4,000.00	4,000.00	open	N 10/16/2023
.10022023 00033318	DOROTHEA LIND OPUS CREDIT REFUND #2159 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #2159		52.64 52.64	52.64	open	N 10/16/2023
D23-172 00033264	DUSTY S DRAIN CLEANING 22842 SILVEROD STREET-TOP HAT INSTALL 602-49490-40229	10/05/2023 DMULVIHILL PROJECT MAINTENANCE		6,250.00 6,250.00	6,250.00	Open	N 10/16/2023
DD7896 00033220	ESS BROTHERS AND SONS, INC STOCK PARTS 602-49490-40229	09/14/2023 NSANTILLO PROJECT MAINTENANCE		320.05 320.05	320.05	Open	N 10/16/2023

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51057 00033272	FERGUS POWER PUMP, INC BELT PRESS DEWATERING 602-49490-40311	10/05/2023 NSANTILLO CONTRACT		70,766.26 70,766.26	70,766.26	Open	N 10/16/2023
3090763 00033267	GOPHER STATE ONE-CALL, INC. SEPTEMBER CALLS 601-49440-40442 602-49490-40442	09/30/2023 DMULVIHILL SEPTEMBER CALLS SEPTEMBER CALLS		72.90 36.45 36.45	72.90	Open	N 10/16/2023
9858284350 00033268	GRAINGER, INC. SUPPLIES 601-49440-40229	10/03/2023 DMULVIHILL PROJECT MAINTENANCE		323.29 323.29	323.29	Open	N 10/16/2023
355229 00033290	GRANITE CITY JOBBING CO. TOBACCO 609-49750-40210 609-49751-40206 609-49751-40254 609-49751-40256	10/10/2023 CBUSKEY OPERATING SUPPLIES FREIGHT MISCELLANEOUS MERCHANDISE TOBACCO PRODUCTS		7,316.59 87.81 10.00 41.42 7,177.36	7,316.59	Open	N 10/10/2023
50557 00033230	HAKANSON ANDERSON ASSOC., INC. TURTLE PONDS 6TH ADDITIONS 803-00000-22001	04/26/2023 DMULVIHILL TURTLE PONDS 6TH-2022		531.00 531.00	531.00	Open	N 10/16/2023
50558 00033231	HAKANSON ANDERSON ASSOC., INC. POPPY AND 229TH 601-49440-40303 602-49490-40303	04/26/2023 DMULVIHILL ENGINEERING FEES ENGINEERING FEES		1,775.00 887.50 887.50	1,775.00	Open	N 10/16/2023
50559 00033232	HAKANSON ANDERSON ASSOC., INC. PATRIOT PARKWAY	04/26/2023 DMULVIHILL		588.00	588.00	open	N 10/16/2023

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50560 00033233	HAKANSON ANDERSON ASSOC., INC. 2023 STREET REHAB 405-43100-40303	04/26/2023 DMULVIHILL 2023 STREET REHAB		1,032.00 1,032.00	1,032.00	Open	N 10/16/2023
50561 00033234	HAKANSON ANDERSON ASSOC., INC. MS4 PERMIT 603-49490-40303	04/26/2023 DMULVIHILL ENGINEERING FEES		2,124.00 2,124.00	2,124.00	Open	N 10/16/2023
50562 00033235	HAKANSON ANDERSON ASSOC., INC. GENERAL ENGINEERING	04/26/2023 DMULVIHILL		2,549.50	2,549.50	Open	N 10/16/2023
50563 00033236	HAKANSON ANDERSON ASSOC., INC. ROUTINE RETAINER 101-43100-40303 101-45200-40303	04/26/2023 DMULVIHILL ENGINEERING FEES ENGINEERING FEES		800.00 400.00 400.00	800.00	Open	N 10/16/2023
50564 00033237	HAKANSON ANDERSON ASSOC., INC. BUILDING PERMIT REVIEWS	04/26/2023 DMULVIHILL		220.50	220.50	Open	N 10/16/2023
50565 00033238	HAKANSON ANDERSON ASSOC., INC. WATER/SEWER COMP PLAN 601-49440-40303 602-49490-40303	04/26/2023 DMULVIHILL ENGINEERING FEES ENGINEERING FEES		7,461.00 3,730.50 3,730.50	7,461.00	Open	N 10/16/2023
51511 00033239	HAKANSON ANDERSON ASSOC., INC. TURTLE PONDS	09/25/2023 DMULVIHILL		88.50	88.50	Open	N 10/16/2023
51512 00033240	HAKANSON ANDERSON ASSOC., INC. DOLLAR GENERAL	09/25/2023 DMULVIHILL		348.83	348.83	Open	N 10/16/2023

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51513 00033241	HAKANSON ANDERSON ASSOC., INC. RIVERS EDGE 6TH	09/25/2023 DMULVIHILL		370.00	370.00	Open	N 10/16/2023
51514 00033242	HAKANSON ANDERSON ASSOC., INC. POPPY AND 229TH LANE 405-43100-40806	09/25/2023 DMULVIHILL POPPY AND 229TH LANE		456.80 456.80	456.80	Open	N 10/16/2023
51515 00033243	HAKANSON ANDERSON ASSOC., INC. 2023 STREET REHAB 405-43100-40811	09/25/2023 DMULVIHILL 2023 STREET REHAB		903.00 903.00	903.00	Open	N 10/16/2023
51516 00033244	HAKANSON ANDERSON ASSOC., INC. GENERAL ENGINEERING	09/25/2023 DMULVIHILL		885.00	885.00	Open	N 10/16/2023
51517 00033245	HAKANSON ANDERSON ASSOC., INC. ROUNTINE RETAINER 601-49440-40303 602-49490-40303 101-43100-40303 101-45200-40303	09/25/2023 DMULVIHILL ROUNTINE RETAINER ROUNTINE RETAINER ROUNTINE RETAINER ROUNTINE RETAINER		800.00 200.00 200.00 200.00 200.00	800.00	Open	N 10/16/2023
51518 00033246	HAKANSON ANDERSON ASSOC., INC. BUILDING PERMIT REVIEW	09/25/2023 DMULVIHILL		318.50	318.50	Open	N 10/16/2023
6597966 00033278	HAWKINS, INC. FERRIC CHLORIDE 602-49490-40216	10/04/2023 DMULVIHILL CHEMICALS		10,471.25 10,471.25	10,471.25	Open	N 10/16/2023
5184 00033218	INDIAN ISLAND WINERY WINE 609-49751-40253	10/04/2023 CBUSKEY WINE		292.80 292.80	292.80	Open	N 10/04/2023

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IN4346338 00033271	INNOVATIVE OFFICE SOLUTIONS, L OFFICE SUPPLIES 101-42110-40200	10/06/2023 NSANTILLO OFFICE SUPPLIES		109.24 109.24	109.24	Open	N 10/16/2023
2398114 00033254	JOHNSON BROS WHLSE LIQUOR LIQUOR 609-49751-40206 609-49751-40251	10/05/2023 CBUSKEY FREIGHT LIQUOR		4,154.15 77.35 4,076.80	4,154.15	Open	N 10/05/2023
2398115 00033255	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40206 609-49751-40253	10/05/2023 CBUSKEY FREIGHT WINE		1,656.81 60.06 1,596.75	1,656.81	Open	N 10/05/2023
269752 00033292	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40253	09/29/2023 NSANTILLO WINE		(46.50) (46.50)	(46.50)	open	N 09/29/2023
269754 00033293	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40253	09/29/2023 NSANTILLO WINE		(15.50) (15.50)	(15.50)	open	N 09/29/2023
269755 00033294	JOHNSON BROS WHLSE LIQUOR LIQUOR 609-49751-40251	09/29/2023 NSANTILLO LIQUOR		(16.92) (16.92)	(16.92)	open	N 09/29/2023
317 00033325	JOSH BECKER 9X12 STAMPED CONCRETE PAD 101-45200-40229	10/10/2023 NSANTILLO PROJECT MAINTENANCE		2,750.00 2,750.00	2,750.00	Open	N 10/16/2023
318 00033326	JOSH BECKER TEAR OUT AND REPLACE CURB 603-49490-40414	10/10/2023 NSANTILLO STORM SEWERS		3,700.00 3,700.00	3,700.00	Open	N 10/16/2023

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319 00033327	JOSH BECKER TEAR OUT AND REPLACE CURB 603-49490-40414	10/10/2023 NSANTILLO STORM SEWERS		3,200.00 3,200.00	3,200.00	Open	N 10/16/2023
320 00033328	JOSH BECKER TEAR OUT AND REPLACE CURB 603-49490-40414	10/10/2023 NSANTILLO STORM SEWERS		3,200.00 3,200.00	3,200.00	Open	N 10/16/2023
111294 00033213	JRS APPLIANCE RECYCLING EVENT 101-43210-40439	09/27/2023 JSHOOK RECYCLING DAYS		250.00 250.00	250.00	Open	N 10/16/2023
9835 00033275	KIMS KLEANING POLICE/PW FLOORS 601-49440-40401 602-49490-40402 101-43100-40402 101-45200-40401	10/09/2023 DMULVIHILL BUILDINGS MAINTENANCE JANITORIAL SERVICE JANITORIAL SERVICE BUILDINGS MAINTENANCE		2,400.00 600.00 600.00 600.00 600.00	2,400.00	Open	N 10/16/2023
.10062023 00033322	LESTER FLUTH OPUS CREDIT REFUND #4019 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #4019		61.24 61.24	61.24	Open	N 10/16/2023
.10102023 00033279	LMC INSURANCE TRUST WORKERS COMP 1ST PAYMENT 101-41400-40160 101-41410-40160 101-41500-40160 101-41910-40160 101-42400-40160 101-43100-40160 101-42110-40160 101-42210-40160 101-43210-40160 101-45200-40160 601-49440-40160 602-49490-40160 609-49750-40160	10/10/2023 DMULVIHILL WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT WORKERS COMP 1ST PAYMENT		44,103.00 582.82 27.54 294.23 351.23 179.27 5,171.16 22,021.77 6,910.16 502.58 2,132.40 1,606.52 1,927.13 2,396.19	44,103.00	Open	N 10/16/2023

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.10012023 00033317	MARK HOLM OPUS CREDIT REFUND #1612 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #1612		274.80 274.80	274.80	Open	N 10/16/2023
.10032023 00033319	MATT AND JENNY ANDERSON OPUS CREDIT REFUND #5004 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #5004		120.79 120.79	120.79	Open	N 10/16/2023
712281 00033221	MCDONALD DIST CO. BEER 609-49751-40252	10/04/2023 CBUSKEY BEER		8,746.05 8,746.05	8,746.05	Open	N 10/04/2023
5810251 00033222	MCDONALD DIST CO. BEER 609-49751-40252	10/04/2023 CBUSKEY BEER		(73.60) (73.60)	(73.60)	Open	N 10/04/2023
712280 00033223	MCDONALD DIST CO. LIQUOR 609-49751-40251	10/04/2023 CBUSKEY LIQUOR		280.60 280.60	280.60	Open	N 10/04/2023
713290 00033330	MCDONALD DIST CO. BEER 609-49751-40252	10/11/2023 CBUSKEY BEER		4,389.40 4,389.40	4,389.40	Open	N 10/11/2023
5810260 00033331	MCDONALD DIST CO. BEER 609-49751-40252	10/11/2023 CBUSKEY BEER		(182.53) (182.53)	(182.53)	open	N 10/11/2023
713289 00033332	MCDONALD DIST CO. LIQUOR 609-49751-40251	10/11/2023 CBUSKEY LIQUOR		461.10 461.10	461.10	open	N 10/11/2023

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INV2373278 00033214	METRO SALES, INC. COPIES - CONTRACT 101-43100-40200 101-45200-40200 601-49440-40200 602-49490-40200	09/27/2023 JSHOOK OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES		238.85 60.00 60.00 60.00 58.85	238.85	Open	N 10/16/2023
INV2373266 00033225	METRO SALES, INC. COPIES-CONTRACT 609-49750-40200 602-49490-40200 601-49440-40200 101-45200-40200 101-43100-40200 101-42110-40200 101-42400-40200 101-41400-40200	09/27/2023 NSANTILLO COPIES-CONTRACT OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES		200.46 25.06 25.06 25.06 25.05 25.06 25.06 25.05 25.06	200.46	open	N 10/16/2023
1544 00033250	METRO-INET IT SUPPORT SERVICES 101-41110-40310 101-41400-40310 101-41910-40310 101-42110-40310 101-42210-40310 101-42400-40310 101-43100-40310 101-45200-40310 601-49440-40310 602-49490-40310 609-49750-40310	10/01/2023 NSANTILLO COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES		13,498.00 539.92 1,889.72 269.96 6,614.02 1,214.82 539.92 539.92 539.92 539.92 539.92 539.92	13,498.00	open	N 10/16/2023
13334860113614 00033298	MIDCONTINENT COMMUNICATIONS PHONES 601-49440-40321	10/01/2023 NSANTILLO TELEPHONE		153.39 153.39	153.39	Open	N 10/16/2023
13332710113614 00033299	MIDCONTINENT COMMUNICATIONS PHONES 101-42110-40321	10/01/2023 NSANTILLO PHONES		45.13 45.13	45.13	Open	N 10/16/2023

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ABR0313054X 00033291	MN DEPT OF LABOR & INDUSTRY 985492 PRESSURE VESSEL 601-49440-40441	10/01/2023 NSANTILLO MISCELLANEOUS		10.00 10.00	10.00	Open	N 10/16/2023
.10072023 00033323	NICK FLORENTINE OPUS CREDIT REFUND #4440 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #4440		262.46 262.46	262.46	Open	N 10/16/2023
19877 00033270	NORTHLAND OCCUPATIONAL HEALTH ANNUAL CONSORTIUM 101-43100-40441 101-45200-40441 601-49440-40441 602-49490-40441	10/03/2023 DMULVIHILL ANNUAL CONSORTIUM ANNUAL CONSORTIUM ANNUAL CONSORTIUM ANNUAL CONSORTIUM		250.00 62.50 62.50 62.50 62.50	250.00	Open	N 10/16/2023
47066 00033219	NYSTROM PUBLISHING COMPANY, INC 2023 STORMWATER-PENDING ASSESSMENT 603-49490-40418	10/02/2023 NSANTILLO STORM WATER MANAGEMENT		1,341.54 1,341.54	1,341.54	open	N 10/16/2023
.10052023 00033321	PATRICK AND BARB THILKE OPUS CREDIT REFUND #3921 601-49440-40444	10/01/2023 NSANTILLO OPUS CREDIT REFUND #3921		90.26 90.26	90.26	Open	N 10/16/2023
215685 00033288	PAUSTIS WINE COMPANY WINE 609-49751-40206 609-49751-40253	10/09/2023 CBUSKEY FREIGHT WINE		591.00 15.00 576.00	591.00	open	N 10/09/2023
6669884 00033257	PHILLIPS WINE & SPIRITS CO. LIQUOR 609-49751-40206 609-49751-40251	10/05/2023 CBUSKEY FREIGHT LIQUOR		3,175.56 41.88 3,133.68	3,175.56	Open	N 10/05/2023

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6669886 00033258	PHILLIPS WINE & SPIRITS CO. NON ALCOHOLIC PRODUCTS 609-49751-40206 609-49751-40255	10/05/2023 CBUSKEY FREIGHT NON ALCOHOLIC PRODUCTS		433.94 12.74 421.20	433.94	Open	N 10/05/2023
6669885 00033259	PHILLIPS WINE & SPIRITS CO. WINE 609-49751-40206 609-49751-40253	10/05/2023 CBUSKEY FREIGHT WINE		1,912.79 67.34 1,845.45	1,912.79	Open	N 10/05/2023
2012067891 00033287	RED BULL DISTRIBUTION CO INC. MISC 609-49751-40254	10/10/2023 CBUSKEY MISCELLANEOUS MERCHANDISE		145.76 145.76	145.76	Open	N 10/10/2023
B010761 00033263	RMB ENVIRONMENTAL LABORATORIES, INC LOW LEVEL MERCURY 602-49490-40313	10/05/2023 DMULVIHILL SAMPLE TESTING		324.52 324.52	324.52	Open	N 10/16/2023
B010811 00033266	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	10/04/2023 DMULVIHILL SAMPLE TESTING		162.26 162.26	162.26	Open	N 10/16/2023
B010754 00033269	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER1 602-49490-40313	10/02/2023 DMULVIHILL SAMPLE TESTING		214.53 214.53	214.53	Open	N 10/16/2023
B010889 00033277	RMB ENVIRONMENTAL LABORATORIES, INC DATA MANAGEMENT FEE 601-49440-40313 602-49490-40313	10/04/2023 DMULVIHILL SAMPLE TESTING SAMPLE TESTING		196.02 98.01 98.01	196.02	Open	N 10/16/2023
B010888 00033336	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	10/11/2023 DMULVIHILL SAMPLE TESTING140		140.48 140.48	140.48	Open	N 10/16/2023

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
2398069 00033252	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	10/05/2023 CBUSKEY FREIGHT WINE		49.78 1.28 48.50	49.78	Open	N 10/05/2023
2398068 00033253	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	10/05/2023 CBUSKEY FREIGHT LIQUOR		2,467.83 14.08 2,453.75	2,467.83	Open	N 10/05/2023
1656831 00033215	STREICHER TRAINING AMMO 208-42110-40441	09/27/2023 NSANTILLO MISCELLANEOUS		35.00 35.00	35.00	Open	N 10/16/2023
3562334600 00033248	THE AMERICAN BOTTLING COMPANY MISC 609-49751-40254	10/05/2023 CBUSKEY MISCELLANEOUS MERCHANDISE		271.75 271.75	271.75	Open	N 10/05/2023
10135410 00033227	THE BERNICK COMPANIES BEER 609-49751-40252	10/05/2023 CBUSKEY BEER		273.10 273.10	273.10	Open	N 10/05/2023
M28599 00033251	TIMESAVER OFF SITE SEC. INC MINUTES - CITY COUNCIL/PLANNING 101-41400-40311	09/28/2023 COMMISSI NSANTILLO 9.18.23 CC MINUTES AND 9.20.23 PLANNIG C		322.75 322.75	322.75	Open	N 10/16/2023
INV00138025 00033226	USABBLUEBOOK CHEMICALS 601-49440-40235	09/19/2023 NSANTILLO CHEMICALS		117.25 117.25	117.25	Open	N 10/16/2023
INV00148577 00033297	USABBLUEBOOK SUPPLIES 602-00000-16500	09/29/2023 NSANTILLO CONSTRUCTION IN PROGRESS		22,461.15 22,461.15	22,461.15	Open	N 10/16/2023

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/17/2023 - 10/17/2023

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
14286 00033273	UTILITYLOGIC 2 YEAR DATA PLAN 601-49440-40321 602-49490-40321	10/05/2023 NSANTILLO TELEPHONE TELEPHONE		529.59 264.80 264.79	529.59	Open	N 10/16/2023
0337774 00033261	VINOCOPIA, INC. WINE/MISC 609-49751-40254 609-49751-40253	10/06/2023 CBUSKEY MISCELLANEOUS MERCHANDISE WINE		765.00 120.00 645.00	765.00	Open	N 10/06/2023

of Invoices: 94 # Due: 94
 # of Credit Memos: 7 # Due: 7
 Net of Invoices and Credit Memos:

Totals: 287,398.52
 Totals: (580.90)
 286,817.62

--- TOTALS BY FUND ---

101 GENERAL FUND	62,154.51	62,154.51
208 POLICE FORFEITURE	35.00	35.00
405 STREET IMPROVEMENT FUND	2,391.80	2,391.80
601 WATER FUND	10,623.69	10,623.69
602 SEWER FUND	124,786.33	124,786.33
603 STORM WATER FUND	13,565.54	13,565.54
609 LIQUOR FUND	64,478.55	64,478.55
803 ESCROW	3,413.37	3,413.37

--- TOTALS BY DEPT/ACTIVITY ---

00000 UNASSIGNED	25,874.52	25,874.52
41110 CITY COUNCIL	556.12	556.12
41400 ADMINISTRATION	3,030.95	3,030.95
41410 ELECTIONS	27.54	27.54
41500 FINANCE	377.63	377.63
41910 COMMUNITY DEVELOPMENT	872.08	872.08
41940 GOVERNMENT BUILDINGS	124.80	124.80
42110 POLICE	30,781.62	30,781.62
42210 FIRE	9,295.22	9,295.22
42400 BUILDING INSPECTIONS	807.84	807.84
43100 STREETS	10,042.78	10,042.78
43210 RECYCLING	797.72	797.72
45200 PARKS	7,867.01	7,867.01
49440 ADMINISTRATION	10,623.69	10,623.69
49490 ADMINISTRATION	115,890.72	115,890.72

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/17/2023 - 10/17/2023

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	49750 LIQUOR STORE			3,667.62	3,667.62		
	49751 MERCHANDISE PURCHASES			60,810.93	60,810.93		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 09/01/2023 - 09/30/2023

Agenda Item # 4K.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Description	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT				
09/11/2023	2990(E)	VILLAGE BANK	VEHICLE MAINTENANCE	18.36
			FUEL	300.00
			STORM WATER MANAGEMENT	349.12
			VEHICLE MAINTENANCE	110.71
			BUILDING MAINTENANCE	84.59
			BUILDING MAINTENANCE	143.31
			POSTAGE	330.00
			WATER PLANT MAINTENANCE	62.07
			WATER PLANT MAINTENANCE	328.55
			WATER FUND - MISC	126.07
			FUEL	41.20
			FUEL	69.39
			FUEL	63.55
			FUEL	7.74
			PROJECT MAINTENANCE	150.00
			ENGINEERING FEES	888.00
			TRAVEL	384.24
			WATER PLANT MAINTENANCE	146.68
			WATER PLANT MAINTENANCE	50.05
			OFFICE SUPPLIES	35.99
			TRAINING	150.00
			SIGN MAINTENANCE	622.56
			SUBSCRIPTION	3.99
			OPERATING SUPPLIES	80.65
			PARK EVENTS	62.98
			PARK EVENTS	38.66
			PARK EVENTS	15.73
			PARK EVENTS	607.44
			POSTAGE	8.56
			POSTAGE	8.56
			SUPPLIES	42.91
			ADVERTISING	89.50
			MULVIHILL MEMBERSHIP	170.00
			Phone	52.37
			Postage	150.00
			Postage	100.00
			1 YEAR SUBSCRIPTION	29.00
			SUPPLIES	164.62
			Postage	19.99
			Phone	742.99
			OPERATING SUPPLIES	383.67
			MISCELLANEOUS	18.00
			MISCELLANEOUS	67.06
			MISCELLANEOUS	35.35
			FIRE PREVENTION	1,034.28
			BUILDING MAINTENANCE	374.91
			MISCELLANEOUS	64.98
			UNIFORMS - BULERA	21.48
			EQUIPMENT MAINTNEANCE	51.75
			SIGN MAINTENANCE	37.49

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 09/01/2023 - 09/30/2023

Agenda Item # 4K.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Description	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT				
			OFFICE SUPPLIES	13.64
			VEHICLE MAINTENANCE	167.75
			EQUIPMENT MAINTENANCE	127.44
			VEHICLE MAINTENANCE	32.59
			VEHICLE MAINTENANCE	109.82
			VEHICLE MAINTENANCE	66.10
			VEHICLE MAINTENANCE	65.05
			OPERATING SUPPLIES	47.12
			VEHICLE MAINTENANCE	14.99
			EQUIPMENT MAINTENANCE	69.84
			OFFICE SUPPLIES	8.38
			BUILDING MAINTENANCE	24.61
			OPERATING SUPPLIES	12.74
			EQUIPMENT MAINTENANCE	33.91
			OPERATING SUPPLIES	116.69
			EQUIPMENT MAINTENANCE	63.20
			EQUIPMENT MAINTENANCE	168.74
			BUILDING MAINTENANCE	78.21
			GRANT REIMBURSEABLE	2,332.55
			TURF/FERTILIZER/WEED CONTROL	181.08
			BUILDING MAINTENANCE	1,326.51
			BUILDING MAINTENANCE	148.20
			EQUIPMENT MAINTENANCE	32.13
			DUES AND SUBSCRIPTION	168.00
			POSTAGE	794.30
			SIGN MAINTENANCE	85.21
			MISCELLANEOUS	27.00
			FUEL	213.28
			FARMERS MARKET	3.99
			FARMERS MARKET	5.58
			PEDDLERS BACKGROUND	56.29
			PEDDLERS BACKGROUND	87.35
			OFFICE SUPPLIES	14.54
			DUES AND SUBSCRIPTION	3.17
			SUBSCRIPTION	59.99
			DUES AND SUBSCRIPTION	17.13
			OPERATING SUPPLIES	64.41
			OPERATING SUPPLIES	58.88
			OFFICE SUPPLIES	34.45
			NOTARY	120.00
			POSTAGE	19.99
			COMMUNITY EDUCATION	111.15
			MISCELLANEOUS - DEPT PHOTOS	22.06
			STORM WATER MANAGEMENT	(134.83)
			EQUIPMENT MAINTENANCE	(65.05)
				15,947.28
09/05/2023	2993(E)	ACE SOLID WASTE, INC.	SEPTEMBER GARBAGE	1,430.63
09/05/2023	2994(E)	CITY HIVE	AUGUST FEES	53.35
09/05/2023	2995(E)	SPOT ON-LIQUOR CC	AUGUST FEES	5,360.80

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 09/01/2023 - 09/30/2023

Agenda Item # 4K.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Description	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT				
09/05/2023	2996(E)	SPOT ON-LIQUOR CC	SEPTEMBER FEES	25.00
09/05/2023	2997(E)	SUN LIFE FINANCIAL	SEPTEMBER INSURANCE	2,603.03
09/14/2023	2998(E)	AZ DEPARTMENT OF ECONOMIC SEC	Remittance Check	158.00
09/14/2023	2999(E)	EFTPS	Remittance Check	23,424.94
09/14/2023	3000(E)	EFTPS	Remittance Check	1,785.47
09/14/2023	3001(E)	HSA CONTRIBUTION	PAYROLL 09/14/2023	1,045.90
09/14/2023	3002(E)	ICMA	Remittance Check	319.17
09/14/2023	3003(E)	MN DEPARTMENT OF REVENUE	Remittance Check	250.00
09/14/2023	3004(E)	MN DEPARTMENT OF REVENUE	Remittance Check	240.11
09/14/2023	3005(E)	PERA	Remittance Check	23,955.68
09/14/2023	3006(E)	PERA	Remittance Check	496.40
09/14/2023	3007(E)	RHS HEALTHCARE SAVINGS	Remittance Check	614.77
09/14/2023	3008(E)	STATE	Remittance Check	5,119.46
09/14/2023	3009(E)	STATE	Remittance Check	50.26
09/14/2023	3010(E)	VOYA	Remittance Check	2,050.00
09/07/2023	3011(E)	ALERUS	HEALTH FSA REIMBURSEMENT	150.00
09/07/2023	3012(E)	NEW BENEFITS (FRESH BENIES)	MEMBERSHIP FEE	209.79
09/07/2023	3013(E)	U S BANK EQUIPMENT FINANCE	COPIER LEASE	232.99
09/07/2023	3014(E)	WEX CARD	FUEL PURCHASES -AUGUST	6,342.79
09/28/2023	3015(E)	EFTPS	Remittance Check	23,143.50
09/28/2023	3016(E)	ICMA	Remittance Check	319.17
09/28/2023	3017(E)	MN DEPARTMENT OF REVENUE	Remittance Check	250.00
09/28/2023	3018(E)	PERA	Remittance Check	23,566.75
09/28/2023	3019(E)	RHS HEALTHCARE SAVINGS	Remittance Check	590.34
09/28/2023	3020(E)	STATE	Remittance Check	5,052.34
09/28/2023	3021(E)	VOYA	Remittance Check	2,050.00
09/01/2023	3022(E)	HEALTH PARTNERS	SEPTEMBER INSURANCE	33,397.34
09/06/2023	3023(E)	DELTA DENTAL	SEPTEMBER INSURANCE	2,103.74
09/07/2023	3024(E)	COLONIAL INS.	SEPTEMBER INSURANCE	396.46
09/13/2023	3025(E)	CINTAS	MONTHLY INVOICES	147.11
09/18/2023	3026(E)	CONNEXUS ENERGY	ELECTRIC BILL	23,512.91
09/18/2023	3027(E)	ALERUS	SEPTEMBER FEE	50.00
09/18/2023	3028(E)	CAYAN	CC FEES	963.11
09/18/2023	3029(E)	CENTERPOINT ENERGY	GAS BILL	1,104.13
09/18/2023	3030(E)	CITRIX SYSTEMS, INC	SHARE FILE YEARLY	934.60
09/18/2023	3031(E)	ENTERPRISE FLEET MGMT	MONTHLY FEES	14,123.76
09/18/2023	3032(E)	INVOICE CLOUD	CC FEES	1,139.20
09/18/2023	3033(E)	MN DEPARTMENT OF REVENUE	SALES TAX	27,935.00
09/18/2023	3034(E)	U S BANK EQUIPMENT FINANCE	COPIER LEASES	423.00
09/30/2023	3035(E)	VILLAGE BANK	BANK FEES	220.79
GNCKG TOTALS:				
Total of 44 Checks:				253,289.07
Less 0 Void Checks:				0.00
Total of 44 Disbursements:				253,289.07



CITY COUNCIL AGENDA
REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Minnetonka Game & Fish Club Ordinance Amendment – 2nd Reading
DATE: October 16, 2023

OVERVIEW:

Kurt Kisch on behalf of the Minnetonka Game & Fish Club submitted CUP amendment and zoning ordinance amendment applications for the property located at 8310 Hill and Dale Drive in August 2023. A number of modifications are proposed on the site, including increasing the number of shooting bays in the general purpose range, redesigning the access drive, creating a parking area, and adding four additional accessory structures. The City Council reviewed these applications at their October 2, 2023 meeting and approved the CUP amendment request and the 1st reading of Ordinance 323 to amend the Code to allow additional accessory structures on property owned by the gun club.

ACTION TO BE CONSIDERED:

Because Council approved the 1st reading of Ordinance 323 at the October 2, 2023 meeting, Staff has prepared a 2nd reading of the Ordinance and a resolution allowing for publication by summary for Council’s review. The following timeline will apply:

- October 2nd – 1st Reading
- October 16th – 2nd Reading
- October 20th – Published for Comment
- November 20th - Effective

ATTACHMENTS:

- Draft Ordinance 323 – 2nd Reading
- Draft Summary Ordinance Resolution 2023-61

ORDINANCE NO. 323

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING SECTION 10-65-02 GUN CLUB IN THE ZONING
CODE – 2ND READING**

THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA,
ORDAINS:

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-65-02 Gun Club of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-65-02. – Gun club.

- A. The principal use, function or activity is open and outdoor in character.
- B. The use will not negatively impact abutting or neighboring existing or potential residential uses.
- C. Screening from abutting residential districts shall be provided following the standards listed in Part 10-73-00 of this Ordinance.
- D. The traffic generated by the use can be adequately accommodated (both volume and weight) upon the streets serving the property upon which the use is located.
- E. Noise levels shall comply with Minnesota Rules, Pt. 7030.0010 to Pt. 7030.0080.
- F. Gun club use shall be maintained in good condition.
- G. Shooting ranges shall be oriented so that shooting is directed away from residential development when practical.
- H. The number and size of accessory structures associated with a gun club use may exceed the standards found in Section 10-68-04 Accessory Structure with an approved Conditional Use Permit.

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 16th day of October,
2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:
HKGi
800 Washington Ave. N., Suite 103
Minneapolis, MN 55401

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2023-61

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
323, SECOND SERIES, AMENDING SECTION 10-65-02 GUN CLUB IN THE ZONING
CODE – 2ND READING

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 323, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City’s website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 323 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 323, SECOND SERIES

Section 1. Ordinance 323, as adopted, modifies Section 10-65-02 Gun Club to allow the number and size of accessory structures on gun club property to exceed the standards found in Section 10-68-04 Accessory Structure with an approved Conditional Use Permit.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16TH DAY
OF OCTOBER, 2023.

APPROVED:

Joseph Muehlbauer, Mayor

Attest:

Jennifer Wida, City Clerk

Published in the Anoka County Union Herald the __ day of October, 2023.

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 103

Minneapolis, MN 55401

MEMORANDUM

TO: Honorable Mayor and City Councilmembers
Kate Thunstrom, City Administrator
Colette Baumgardner, Community Development Director

FROM: David Schaps, Assistant City Attorney

RE: Nuisance Abatement Process and Potential Order for 23462 University Avenue NW

DATED: October 11, 2023

Please allow this memorandum provide information regarding nuisance conditions currently existing at the property located at 23462 University Avenue NW in the northeast corner of St. Francis.

The property has incurred four rounds of administrative citations but has to date failed to respond or remedy the conditions located on the exterior of the property. The alleged violations of the City Code are as follows:

1. Violation: Parking on unapproved surface

City Code/ Summary: 10-68-19. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

2. Violation: Refuse and junk

City Code/ Summary: 8-2-1. Refuse, junk ad nuisances

3. Violation: Failure to Register Rental Property

City Code/ Summary: 4-6-2: Failure to Secure Rental Housing License

4. Violation: Using RV as Living Quarters

City Code/Summary: 10-41-04. Dwelling unit restriction

5. Violation: Business Use of Property

City Code/Summary: 10-68-10 Home Occupations

EXPERIENCE | TRUST | RESULTS

Charles M. Seykora
Beverly K. Dodge
James D. Hoeft
Joan M. Quade *
John T. Buchman *
Scott M. Lepak

William F. Huefner
Bradley A. Kletscher
Timothy D. Erb
Adriel B. Villarreal
Tammy J. Schemmel
Carole Clark Isakson

Joseph J. Deuhs, Jr.
Jennifer C. Moreau
Cathryn D. Reher
Jason C. Brown
Thomas R. Wentzell
David R. Schaps

Lindsay K. Fischbach
Tyler W. Eubank
Bobbi Hermanson-Albers
Erik C. Ordahl *
Stephany J. Elmer
Rachel L. Farhi

Jessica M. Ally
Ashley Kemplin-Gamm *
Kate R. Fredrickson
James S. Robbins *

Senior Counsel
Joel T. LeVahn
Of Counsel
James H. Wills *
Scott M. Hagel
Robert A. LaFleur
* Also Licensed
In Wisconsin

Summary of Administrative Citation Inspections Notices and Dates:

Notice Date	Inspection Date with Pictures
6/24/23 Initial	6/24/2023 (P.D. onsite)
6/27/23 Notice Issued	8/1/23
8/4/23 1st Citation Issued	8/14/23
8/15/23 2nd Citation Issued	8/23/23
9/5/23 3rd Citation Issued	9/11/23
9/14/23 4 th Citation Issued	9/21/23

Discussion:

As in the past, due to the size and significance of the alleged nuisance violations existing on the property, staff has brought this issue to the attention of the City Council prior to proceeding so that the City Council may review and provide input on the issue before the City moves forward with incurring significant costs in bringing a nuisance abatement enforcement action.

If the City Council directs staff to move forward with a nuisance abatement order, the City would assess all of the costs to clean the property up, plus up to an additional 25% in administrative costs pursuant to the City Code Section 8-2-2 F(4) and Minn. Stat. 429. However, the City would have to pay the costs for the abatement up front and wait for the costs to be reimbursed after specially assessing the property. Please note that this type of action is not a typical retainer item. At this point, staff estimates the potential cost of abatement at between \$8,500 and \$15,000 plus legal costs, which is going to be dependent on what is found on the property and if there is any associated clean-up for any potential chemical/soils contamination.

Staff requests that the City Council review the information attached and provide direction on next steps. If the City Council directs staff to move forward with ordering the abatement of nuisance conditions existing on the property, the next step would be for the City to send formal notice of the nuisance violations to the property owner. The City Council would then take up the nuisance abatement order at its November 6, 2023 City Council meeting.

At that meeting, the property owner would have the opportunity to be heard before the City Council. The City Council would then have the ability to approve an abatement order to direct staff to initiate the removal of the nuisance conditions.

As part of this process, if directed by the City Council to move forward, staff will be seeking an administrative warrant from the Anoka County District Court to enter upon the property and abate the nuisances due to the fact that the property owner has erected a gate(s) to the entrance of the property.

Please note that City Council's other options at this point would be to continue the administrative citation process and continue with additional citations/fines, or to direct staff to refer this to the City Prosecutor for the review of potential misdemeanor criminal charges. Both of these avenues would not remedy the situation in the same time frame or process, nor as effectively as a nuisance abatement order would to remove the violations.

City Council Action Requested:

Motion and Second to direct staff to provide notice to the property owner at 23462 University Avenue NW of a nuisance Findings of Fact, Conclusion and Abatement Order, to be heard and considered by the City Council at their November 6, 2023 meeting.

Attachments:

Administrative Issue Notice 6/27/23

Administrative Citation #1 Dated 8/4/23

Administrative Citation #2 Dated 8/15/23

Administrative Citation #3 Dated 9/5/23

Administrative Citation #4 Dated 9/14/23

Photos of conditions located on the property.



ADMINISTRATIVE NOTICE

OPEN IMMEDIATELY
TROVIK, TRENTON
17863 POTASSIUM ST NW
RAMSEY, MN 55303

Issue Date: 6/27/2023

Regarding Address: 23462 UNIVERSITY AVE NW
ST FRANCIS, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this **Notice** before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an **Administrative Citation** may be issued.

On 4/5/2022 and again on 6/27/2023, the following violations of St. Francis City Code were documented:

Violation: Parking on Unapproved Surface

City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:
 - 1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
 - 2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.

Compliance Date: 7/18/2023
Potential Initial Fine: \$100.00

Violation: Refuse and Junk

City Code/ Summary: 8-2-1. Refuse, junk and nuisances

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

- (1) Material resulting from the manufacture, preparation of serving of food or food products;
- (2) Spoiled, decayed or waste food from any source;
- (3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
- (4) Tree, lawn or bush clippings and weeds;
- (5) Furniture, household furnishings or appliances, or parts or components thereof; or
- (6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

- (1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;
- (2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds

or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** mean any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all

costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.

Compliance Date: 7/18/2023
Potential Initial Fine: \$100.00

Violation: Failure to Register Rental Property

City Code/ Summary: 4-6-2: Rental housing licensing

Every non-owner-occupied rental dwelling unit or owner-occupied dwelling with individual rooms or units being rented to a non-family member, and its premises used whole or in part as a home or residence, for a family or person, shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

Action Required: Secure Rental Housing License as stipulated by city code. (Rental application is enclosed.)
Compliance Date: 7/18/2023
Potential Initial Fine: \$100.00

Violation: Using RV as Living Quarters

City Code/Summary: 10-41-04. Dwelling unit restriction

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

Action Required: Discontinue living in RV as this is prohibited by City Code.
Compliance Date: 7/18/2023
Potential Initial Fine: \$100.00

Violation: Business Use of Property

City Code/Summary: 10-68-10 Home Occupations

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.
Compliance Date: 7/18/2023
Potential Initial Fine: \$100.00

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at stfrancismn.org/city-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and/or access your property to abate or remedy the situation. If the city abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000

5th Offense and Beyond: \$2,000

Please reach out to discuss your property as soon as possible.

Contact Jodie with the Community Development Department with questions. 763-235-2309.



ADMINISTRATIVE CITATION

Citation #23-4

OPEN IMMEDIATELY
TROVIK, TRENTON
17863 POTASSIUM ST NW
RAMSEY, MN 55303

Issue Date: 8/4/2023

Regarding Address: 23462 UNIVERSITY AVE NW
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

On 8/1/2023 the following violation(s) of St. Francis City Code was documented to continue to exist:

Violation: Parking on unapproved surface
City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:
 - 1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
 - 2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.

Compliance Date: 8/10/2023
Fine Due: \$100.00

Violation: Refuse and junk
City Code/ Summary: 8-2-1. Refuse, junk ad nuisances

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.
- F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.

Compliance Date: 8/10/2023
Fine Due: \$100.00

Violation: Failure to Register Rental Property
City Code/ Summary: 4-6-2:

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

Action Required: Secure Rental Housing License as stipulated by city code.

Compliance Date: 8/10/2023
Fine Due: \$100.00

Violation: Using RV as Living Quarters
City Code/Summary: 10-41-04. Dwelling unit restriction

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

Action Required: Discontinue living in RV as this is prohibited by City Code.

Compliance Date: 8/10/2023

Fine Due: \$100.00

Violation: Business Use of Property

City Code/Summary: 10-68-10 Home Occupations

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.

Compliance Date: 8/10/2023

Fine Due: \$100.00

Total Fines Due: \$500.00
Payment Due: 8/10/2023
Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary.

You can view the full code online

[https://library.municode.com/mn/st. francis/codes/code_of_ordinances](https://library.municode.com/mn/st._francis/codes/code_of_ordinances)

or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions. 763-753-2630



ADMINISTRATIVE CITATION

2nd Citation #23-5

OPEN IMMEDIATELY
TROVIK, TRENTON
17863 POTASSIUM ST NW
RAMSEY, MN 55303

Issue Date: 8/15/2023

Regarding Address: 23462 UNIVERSITY AVE NW
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

On 8/14/2023 the following violation(s) of St. Francis City Code was documented to continue to exist:

Violation: Parking on unapproved surface
City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:
 - 1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
 - 2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

Action Required: Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.

Compliance Date: 8/22/2023
Fine Due: \$200.00

Violation: Refuse and junk
City Code/ Summary: 8-2-1. Refuse, junk ad nuisances

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.
- F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.

Compliance Date: 8/22/23
Fine Due: \$200.00

Violation: Failure to Register Rental Property
City Code/ Summary: 4-6-2:

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

Action Required: Secure Rental Housing License as stipulated by city code.

Compliance Date: 8/22/2023
Fine Due: \$200.00

Violation: Using RV as Living Quarters
City Code/Summary: 10-41-04. Dwelling unit restriction

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

Action Required: Discontinue living in RV as this is prohibited by City Code.

Compliance Date: 8/22/2023

Fine Due: \$200.00

Violation: Business Use of Property

City Code/Summary: 10-68-10 Home Occupations

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.

Compliance Date: 8/22/2023

Fine Due: \$200.00

Total Fines Due: \$1000.00 Payment Due: 8/23/2023 Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary.

You can view the full code online

[https://library.municode.com/mn/st. francis/codes/code_of_ordinances](https://library.municode.com/mn/st._francis/codes/code_of_ordinances)

or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions. 763-753-2630



ADMINISTRATIVE CITATION

3rd Citation #23-6

OPEN IMMEDIATELY
TROVIK, TRENTON
17863 POTASSIUM ST NW
RAMSEY, MN 55303

Issue Date: 9/5/2023

Regarding Address: 23462 UNIVERSITY AVE NW
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

The following violation(s) of St. Francis City Code was documented to continue to exist:

Violation: Parking on unapproved surface
City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:
 - 1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
 - 2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

Action Required: Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.
Compliance Date: 9/11/2023
Fine Due: \$500.00

Violation: Refuse and junk
City Code/ Summary: 8-2-1. Refuse, junk ad nuisances

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.
- F. *Nuisance.* It is unlawful for any person to permit or maintain a nuisance upon any premises

Action Required: Action Required: Store all parts, refuse and junk in an enclosed building or remove from property. This includes tires and all vehicle related parts.

Compliance Date: 9/11/2023
Fine Due: \$500.00

Violation: Failure to Register Rental Property
City Code/ Summary: 4-6-2:

Every non-owner-occupied rental dwelling unit shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. Non-owner occupied is residential structures in which the owner does not occupy units contained in the structure.

No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.

Action Required: Secure Rental Housing License as stipulated by city code.

Compliance Date: 9/11/2023
Fine Due: \$500.00

Violation: Using RV as Living Quarters
City Code/Summary: 10-41-04. Dwelling unit restriction

A Except as may be expressly allowed by this Ordinance, no garage, tent, accessory building or motor home shall at any time be used as living quarters, temporarily or permanently. Tents, playhouses or similar structures may be used for play or recreational purposes on a temporary basis or occasionally.

B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

Action Required: Discontinue living in RV as this is prohibited by City Code.

Compliance Date: 9/11/2023

Fine Due: \$500.00

Violation: Business Use of Property

City Code/Summary: 10-68-10 Home Occupations

All home occupations shall be further defined to distinguish permitted home occupations from interim home occupations and home extended businesses. Home occupations which are not specifically prohibited and fail to satisfy the permitted home occupation criteria shall require an interim use permit, as provided for in this Ordinance.

Action Required: If a home occupation is taking place or if property is being used as a commercial business, an application for approval must be completed. Please speak to Jodie in Community Development at 763-235-2309.

Compliance Date: 9/11/2023

Fine Due: \$500.00

Total Fines Due: \$2500.00
Payment Due: 9/11/2023
Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary.

You can view the full code online

https://library.municode.com/mn/st._francis/codes/code_of_ordinances

or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions. 763-753-2630



ADMINISTRATIVE CITATION

4th Citation #23-7

OPEN IMMEDIATELY
TROVIK, TRENTON
17863 POTASSIUM ST NW
RAMSEY, MN 55303

Issue Date: 9/14/2023

Regarding Address: 23462 UNIVERSITY AVE NW
ST FRANCIS, MN 55070

This is an Administrative Citation issued under St. Francis City Code Chapter 2-11. On 6/27/2023, you were issued an Administrative Notice due to the violation(s) present on your property. This Citation is being given because you failed to remedy the conditions leading to the Administrative Notice.

The following violation(s) of St. Francis City Code was documented to continue to exist:

Violation: Parking on unapproved surface
City Code/ Summary: 10-68-20. Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 9 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage:
 - 1. All such vehicles must be parked on an approved parking surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
 - 2. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10- 72- 02.

Action Required: Action Required: Discontinue parking on the yard and park on approved parking surface or store in an enclosed building. You may have one (1) unlicensed, operable vehicle parked on an approved surface.
Compliance Date: 9/21/2023
Fine Due: \$1000.00

Violation: Refuse and junk
City Code/ Summary: 8-2-1. Refuse, junk ad nuisances

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:

(1) Material resulting from the manufacture, preparation of serving of food or food products;

(2) Spoiled, decayed or waste food from any source;

(3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;

(4) Tree, lawn or bush clippings and weeds;

(5) Furniture, household furnishings or appliances, or parts or components thereof; or

(6) Human or household waste of all kinds not included in any other portion of this definition.

2. **Junk** means and includes all:

(1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;

(2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;

(3) Used lumber or waste demolition; or

(4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.

4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.

C. *Refuse Storage.*

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.

3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.

D. *Mandatory Collection of Refuse.*

1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.

2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.

3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.

E. *Junk Storage.*

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.
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B. Basements and cellars may be used as living quarters or rooms as a portion of the principal residential dwelling, only in conformance with the State Building Code.

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Compliance Date: 9/21/2023

Fine Due: \$1000.00

Total Fines Due: \$5000.00 Payment Due: 9/21/2023 Payable to: City of St. Francis

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Contact the Community Development Department with questions. 763-753-2630



08/01/2023 12:45

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09/21/2023 08:59



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09/21/2023 09:03



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Hwy 47 Proposals for Regional and HSIP Funding
DATE: October 16, 2023

OVERVIEW:

Last year the City worked with WSB on an application for Hwy 47 in the Corridors of Commerce program. The City was unsuccessful at obtaining those funds. This fall two new grant opportunities are available through the Regional Solicitation and HSIP programs. Staff has worked with MnDOT, Anoka County and WSB to identify a fit for these grant applications and the early steps to prepare for applications.

WSB has provided a scope of work for their participation in the application process as the City relies heavily on them for these grants. WSB will work closely with Hakanson Anderson on items related to the City utilities.

ACTION TO BE CONSIDERED:

Council to review and approve the proposed scope of work for the Regional and HSIP funding applications.

Attachments:

- Proposal for TH 47 Improvement Project Corridors of Regional Solicitation and HSIP Funding Applications



September 28, 2023

Kate Thunstrom
City Administrator

Re: Proposal for TH 47 (Saint Francis Blvd NW) Improvement Project Corridors of Regional Solicitation and HSIP Funding Applications

Dear Ms. Thunstrom:

This letter serves as a scope and fee proposal for additional TH 47 (Saint Francis Blvd NW) Improvement Project funding support. This proposal augments a contract WSB has with the City of St. Francis for funding related services. This contract is in the amount of \$7,250. To date, WSB has charged the city \$2,429 and has delivered support related to a Corridors of Commerce funding application. This leaves \$4,821 in the existing contract. WSB has not delivered the following tasks:

- **Task 2: Funding Application Research, Documentation, and Assistance and**
- **Task 3: Federal Funding Application Readiness**

Scope of Services

WSB has proposed the tasks listed below for the TH 47 (Saint Francis Blvd NW) Improvement Project. These tasks are intended to provide support for development and submittal of an application to MnDOT's 2022 Corridors of Commerce Program, as well as assistance in identifying other funding opportunities, and positioning the city for federal funding opportunities.

NEW:

Task 4: Metropolitan Council Regional Solicitation Program Application, 2023

WSB will prepare a Regional Solicitation Program application for the program's Roadway Reconstruction/Modernization category for the TH 47 (Saint Francis Blvd NW) Improvements Project. This task will involve preparing all draft materials and supporting documentation required for a complete application. WSB will provide the City of St. Francis with draft materials and incorporate one round of edits in response to city comments. WSB will provide St. Francis with a completed funding application to submit to the Metropolitan Council by the program's application, deadline - December 15, 2023.

Task 5: MnDOT Highway Safety Improvement Program (HSIP) Application, 2023

WSB will prepare a Highway Safety Improvement Project for submittal to MnDOT. This application is anticipated to request funding to construct the two roundabouts at either end of the TH 47 (Saint Francis Blvd NW) corridor. This task will involve preparing all draft materials and supporting documentation required for a complete application. WSB will provide the City of St. Francis with draft materials and incorporate one round of edits in response to city comments. WSB will provide St. Francis with a completed funding application to submit to MnDOT's program's application, deadline.

Proposed Staff

The project work will be completed by Mary Gute (Project Manager/Sr. Transportation Planner), and Karli McElroy (Transportation Planner), along with supporting engineering design, traffic engineering, and GIS support. Mary will serve as project manager and point of contact for the city on all work completed as part of this scope.

Proposed Fee and Hours

The cost to complete the identified tasks is \$17,587. The attached table shows a breakdown of hours by staff and task.

This letter represents WSB's proposcompleting of services and fee to complete the work in Tasks 4 and 5. WSB is flexible in our approach to complete this work and can work with City staff to modify the workplan as necessary, include removing some tasks from the scope of services above if they are not desired. If you have any questions about this proposal, please feel free to call me at 612.741.7055 or email me at mgute@wsbeng.com. Thank you for the opportunity!

Sincerely,

A handwritten signature in dark ink, reading "Mary Gute". The signature is written in a cursive style with a large, stylized "M" and "G".

Mary Gute, AICP
WSB
Project Manager/Sr. Transportation Planner

St. Francis TH 47

Regional Solicitation & HSIP Application Assistance

TH 47



Detailed Cost Breakdown of Tasks

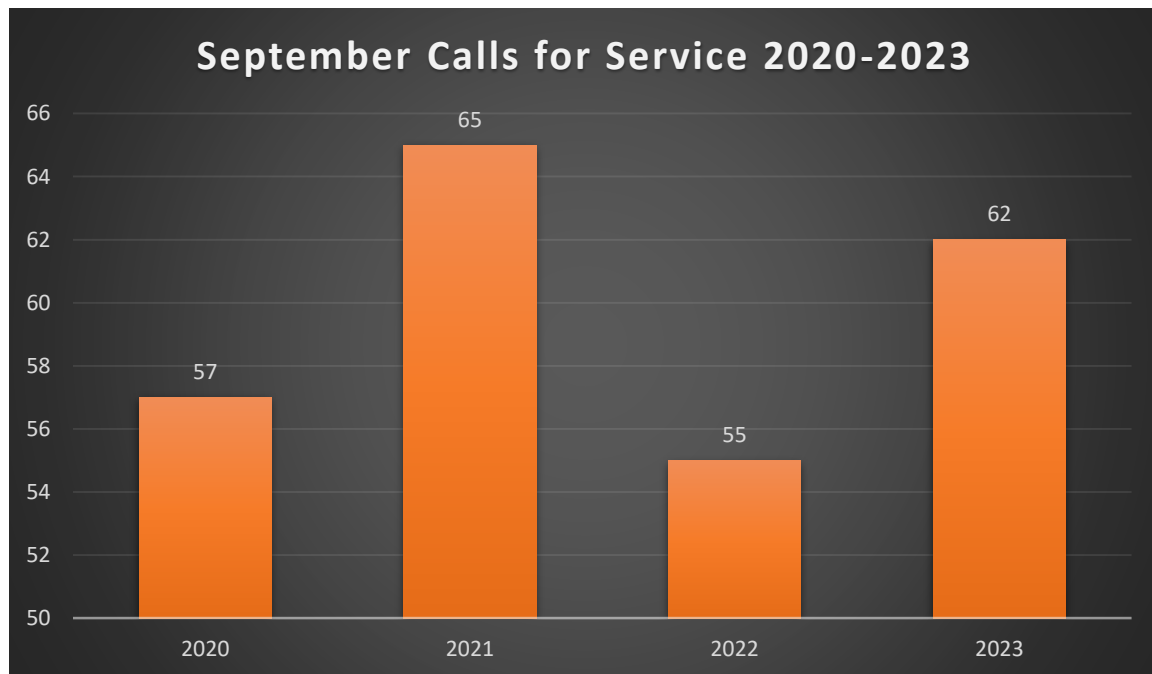
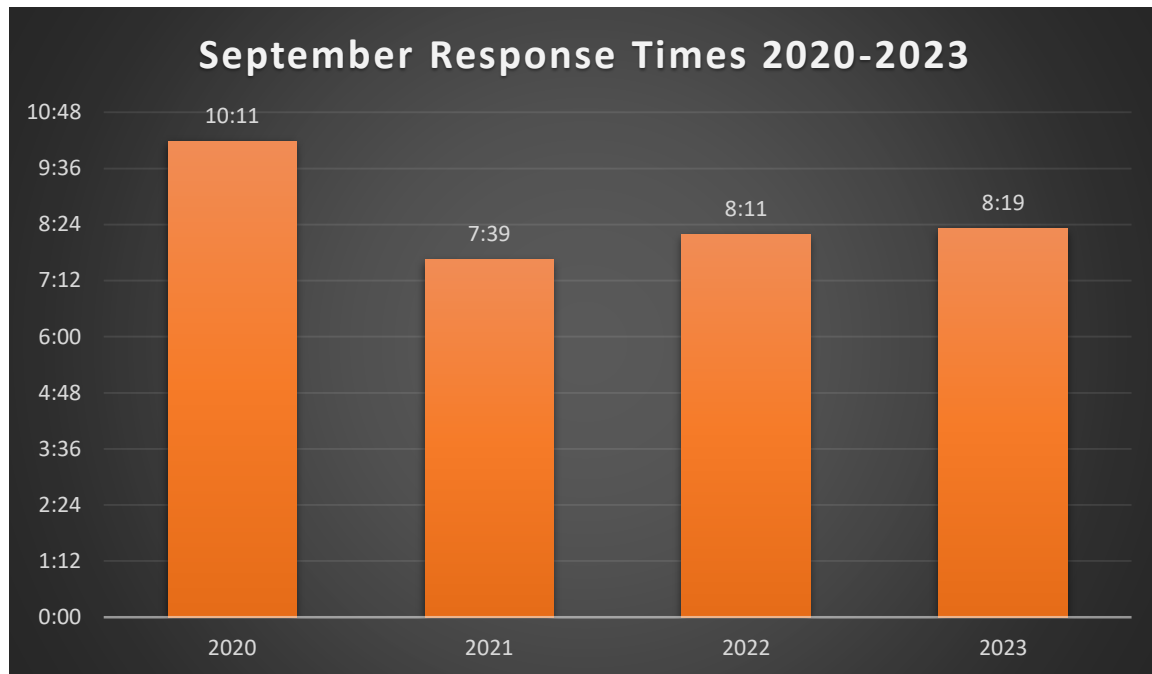
Task	Description	Project Manager/QC	Planner	Sr. Design Engineer	Design Engineer	Design Support	Safety Engineer	Project Controls	Total Hours	Cost
4.0	Regional Solicitation									
4.1	GIS Mapping Using Met Council Online Tool		7						7	\$ 812.00
4.2	Deficiencies & Safety Analysis						4		4	\$ 616.00
4.3	Prepare draft application and supporting materials	20	34		2			4	60	\$ 8,176.00
4.4	Update application based on City comments (assumes 1 round of edits)	2	4						6	\$ 798.00
5.0	HSIP									
5.1	Prepare funding application & supporting materials (assumes 1 round of edits)	14	26	1	2	6	4		53	\$ 7,185.00
Total Hours		36	71	1	4	6	8	4	130	
<i>Hourly Costs</i>		\$167.00	\$116.00	\$223.00	\$154.00	\$114.00	\$154.00	\$146.00		
Fee		\$6,012.00	\$8,236.00	\$223.00	\$616.00	\$684.00	\$1,232.00	\$584.00		\$17,587.00

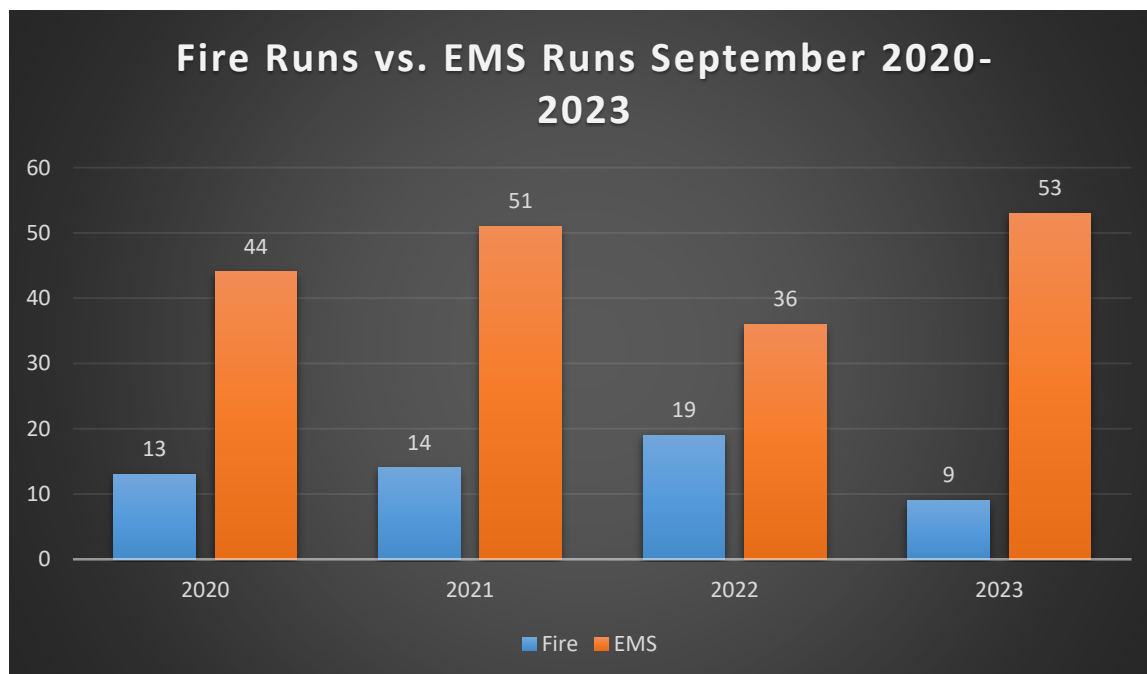
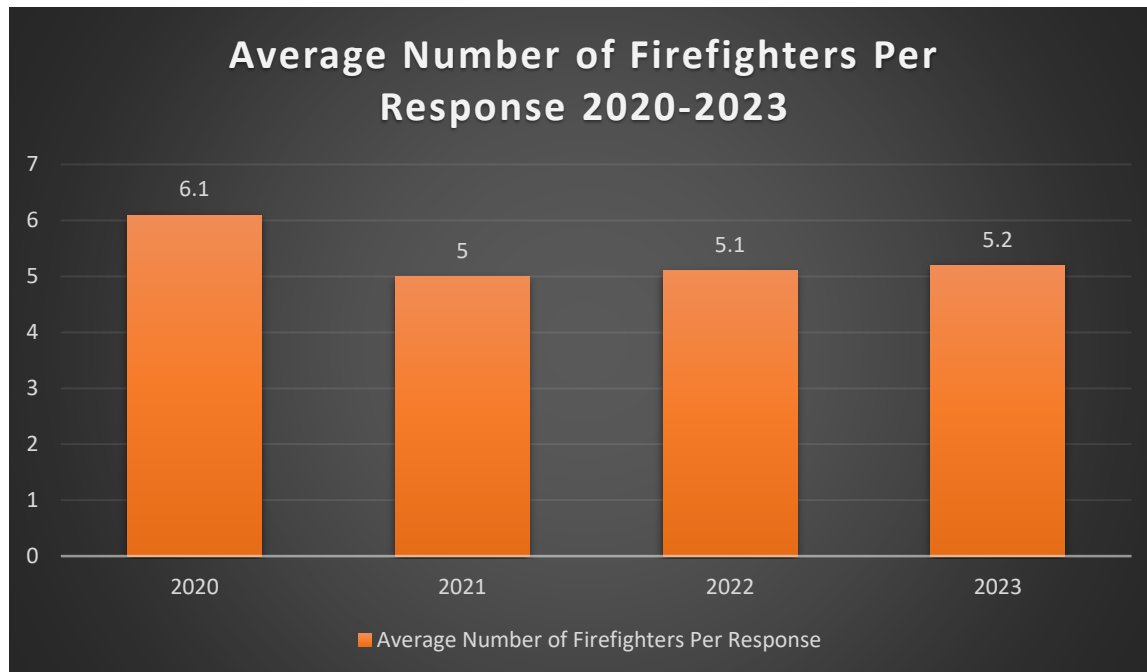
MONTHLY COMPARISON REPORT 2020-2023

September

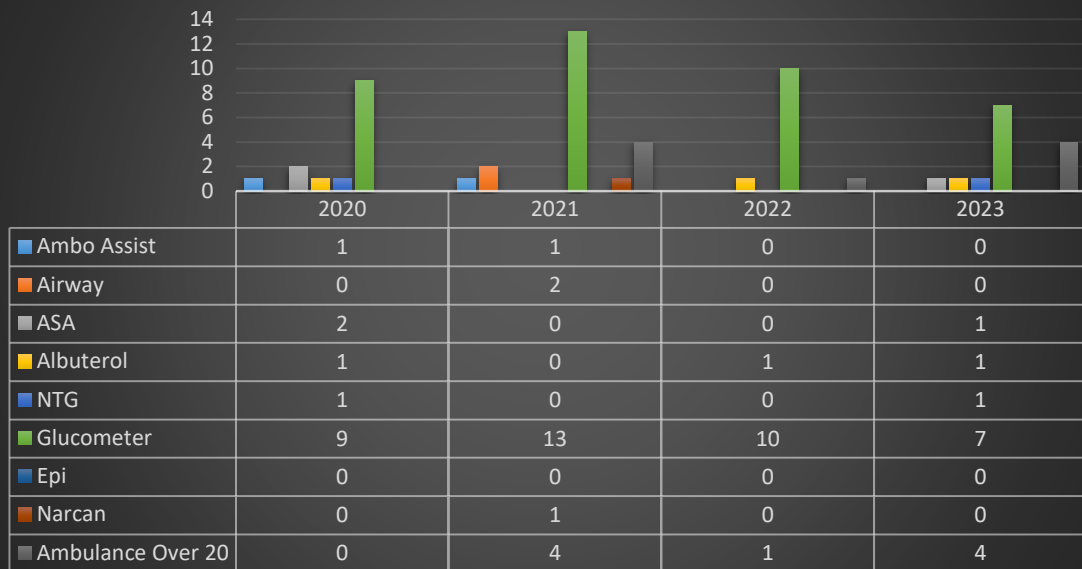


ST. FRANCIS
FIRE & RESCUE

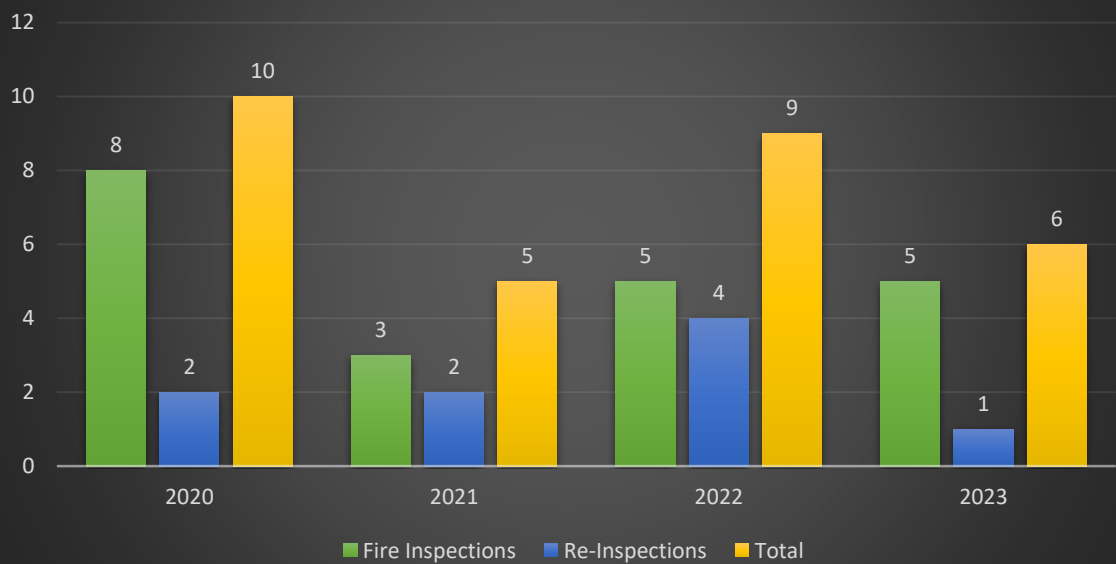




Variance Usage September 2020-2023



Fire Inspections September 2020-2023





Third Quarter Report 2023 St. Francis Police Department

It was a busy and active summer for the police department. Officers and staff hosted and/or participated in a number of summer events including National Night Out, Cone With a Cop, Stay Home Safe For Kids Program, and our first Coffee With a Cop in September. These events help the police department maintain a great relationship with the public which is vital to keeping St. Francis a safe and enjoyable place to live and visit. Thank you to all of the officers and staff who contribute and to all of the community members for attending.

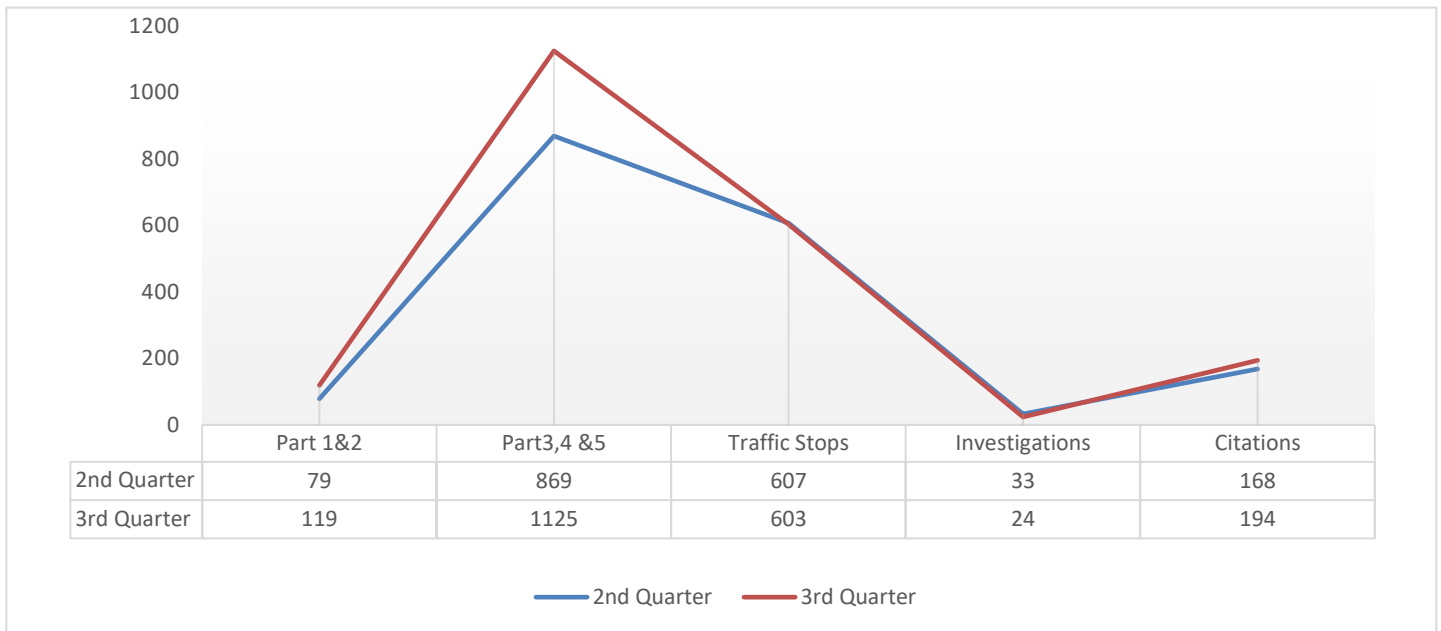
Calls for service increased from the second quarter in both reportable (Part 1 and 2) and non-reportable offenses (Part 3, 4, 5). Types of reportable offenses which increased were trespassing's and disorderly related offenses. Non-reportable offenses that increased were medicals, civil issues, self-initiated open garage doors/open vehicle, and suspicious activity. Offenses referred to investigations saw a slight decrease during the quarter in comparison to the second quarter.

During the quarter officers participated in several Toward Zero Deaths (TZD) initiatives within St. Francis in efforts to reduce traffic crashes, injuries, and deaths on Minnesota roads. These initiatives included speed, DWI, Move Over Law, and seatbelt enforcement waves. When not participating in TZD initiatives officers are staying very proactive in enforcing traffic laws within the City. Officers stopped 603 vehicles during the third quarter and issued 194 citations.

Officer Brandon Stemme was promoted to Sergeant in July. Sergeant Stemme has 18 years of law enforcement experience and has been with the department since 2005. Sergeant Stemme has the experience and dedication to make a great supervisor for the department.

The dedicated professionals of the St. Francis Police Department work hard to serve the St. Francis Community and as always want to thank the City Council for their continued support.

THIRD QUARTER CALLS FOR SERVICE July -September

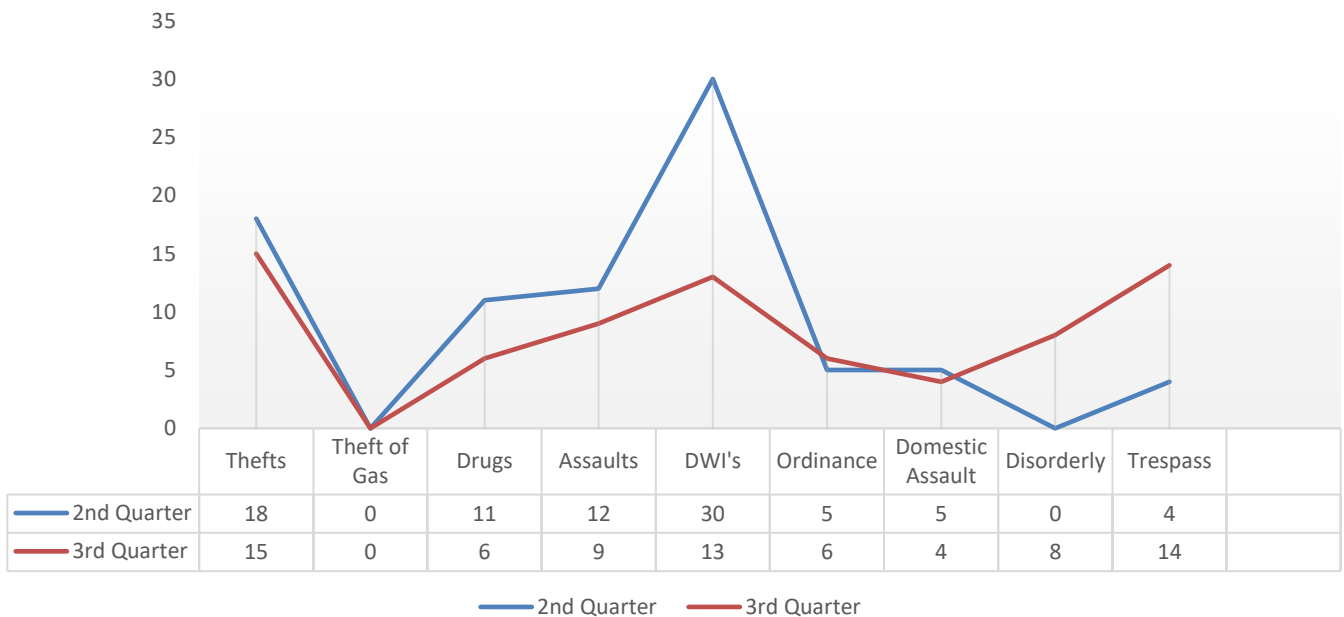


DESCRIPTION EXAMPLES

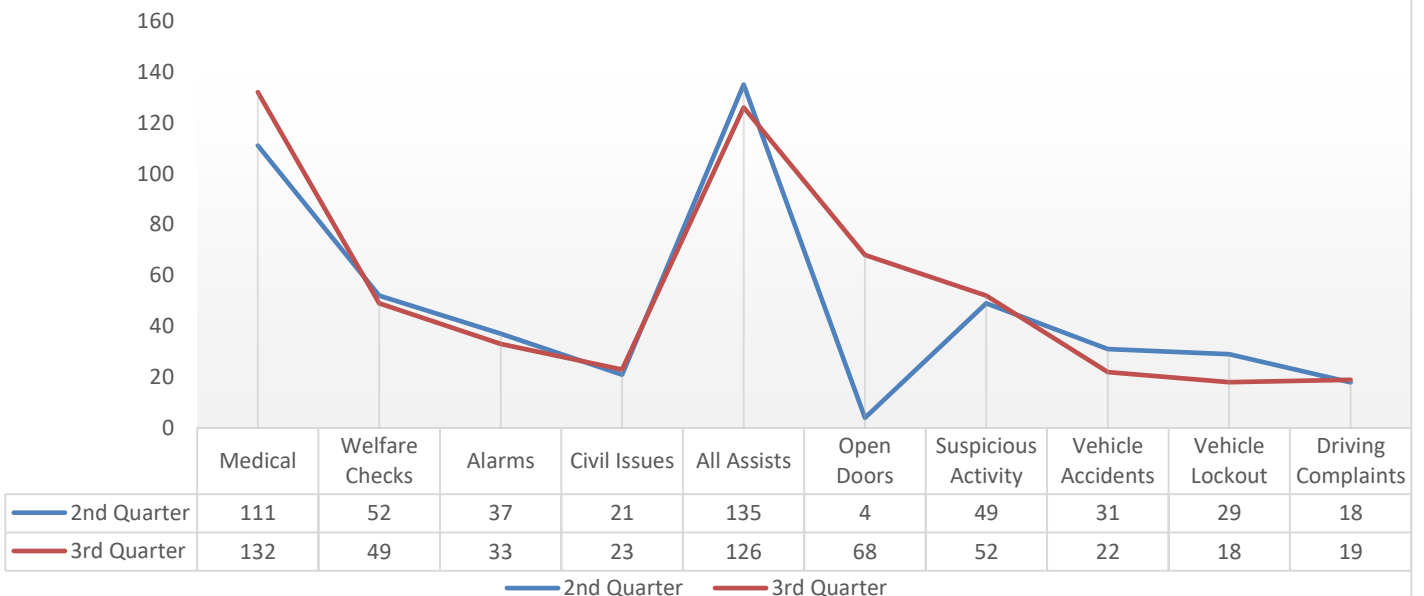
PART 1 & 2: Theft, Fraud, Damage to Property, Burglary, DWI and Assaults etc.

PART 3, 4, & 5: Suspicious Activity, Vehicle Lockouts, Animal Complaints, Welfare Checks, Accidents, Alarms, Medical, Parking Complaints, MV Complaints, Warrant Arrests, Neighborhood Disputes, Extra Patrol Requests etc.

CALLS FOR SERVICE BREAK DOWN PART 1 & 2 OFFENSES (Not All-Inclusive)



CALLS FOR SERVICE BREAK DOWN PART 3, 4, & 5 OFFENSES (Not All-Inclusive)





MINNESOTA TOWARD **ZERO** DEATHS

Minnesota TZD is the state's cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program's vision is to reduce fatalities and serious injuries to zero.

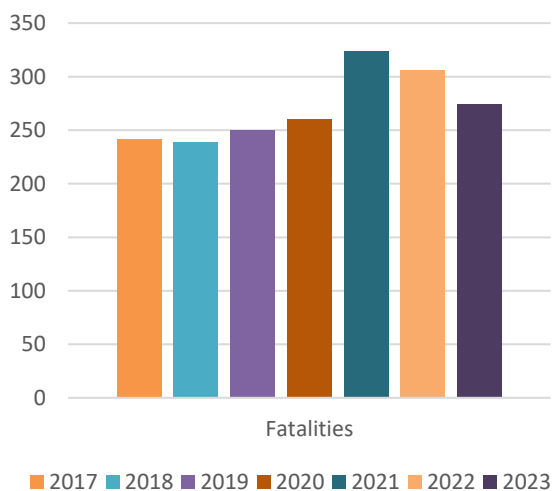
The program is a partnership between the Minnesota Departments of Public Safety, Transportation, and Health; the University of Minnesota; and other stakeholders.

Traffic Fatality Update

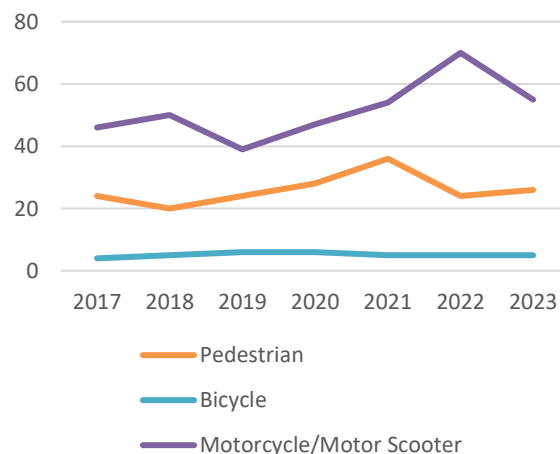
(Year-to-Date Counts through September 10th)

- In 2023 through September 10th, there were 274 traffic-related deaths on Minnesota roadways. This is 11 percent less than at this time last year (306) and 15 percent less than 2021 (324), but more than each of the previous four years.
- Speed-related deaths are 19 percent less than last year and 35 percent less than in 2021, but only two less than in 2020 and 40 percent more than in 2019.
- Unbelted deaths are 7 percent lower than last year, 28 percent less than in 2021 and 23 percent less than in 2020, but 6 percent more than in 2019.
- Distracted driving deaths (24) are the highest they have been since 2019 (27).
- Motorcycle & motor scooter deaths (55) are 21 percent less than last year (70), but one more than in 2021 (54), 17 percent higher than in 2020 (47) and 41 percent higher than in 2019 (39).

**MN Traffic Fatalities
Jan 01-Sep 10**



**MN Traffic Fatalities: Person
Type
Jan 01-Sep 10**



UPCOMING EVENTS

**SATURDAY,
October 28
10am to 2pm**



**SANTA
DECEMBER, DATE & TIME-
TBD**



THIRD QUARTER COMMUNITY CONNECTIONS

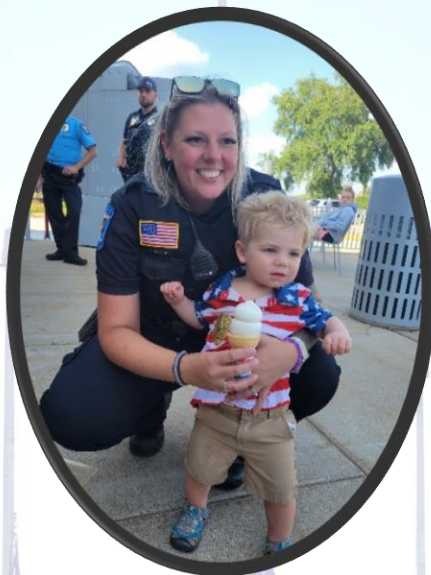
NATIONAL NIGHT OUT



STAY HOME SAFE



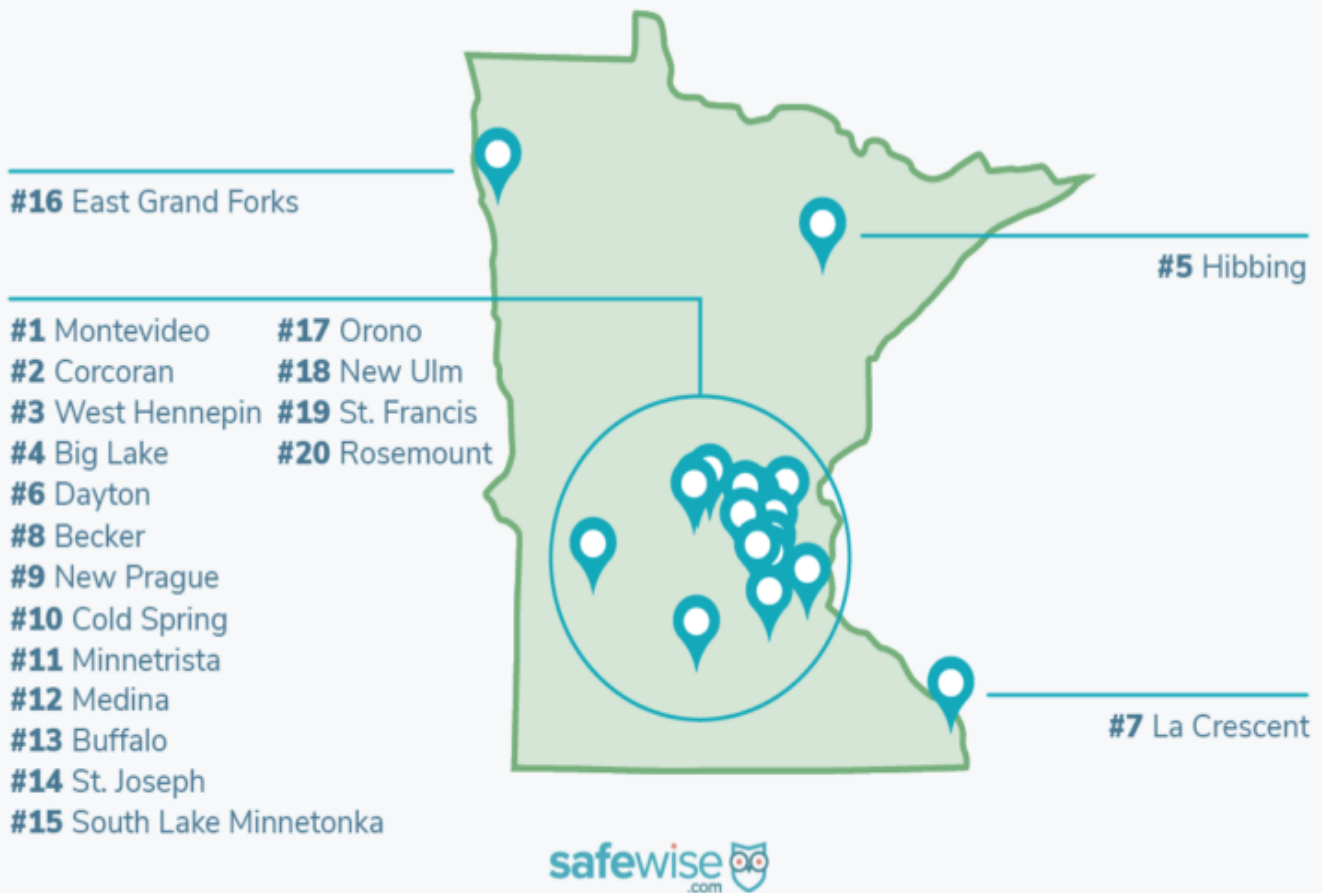
CONE WITH A COP



COFFEE WITH A COP



The safest cities in Minnesota in 2023



The St Francis Police Department would like to announce that SafeWise has ranked the City of St. Francis as one of the top 20 safest cities in Minnesota at #19. With over 300 cities in the State of Minnesota that's quite an accomplishment. Safewise consists of security personnel who research and test security products. They also analyze FBI crime data each year to see which cities report the fewest crimes in every state. Our mission of maintaining a safe community by partnering with our citizens is paying off for all of us. Let's all celebrate this win together.