**CITY COUNCIL REGULAR MEETING**
St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW
**Monday, April 17, 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 - April 3, 2023
   - B. Authorization for Partial Joint Response and Training with Bethel
   - C. URRWMO Annual Report
   - D. Rental License Approvals
   - E. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
   - A. Bottle Shop Market Study
   - B. Police Department UAV Program
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
    - A. Police Department - First Quarter Report
    - B. Public Works - First Quarter Report
    - C. Community Development - First Quarter Report
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
    April 19 - Planning Commission Meeting
    April 24 - City Council Work Session
    April 22 - National Prescription Drug Take-Back Day
    April 29 - Recycling Event
    May 1 - City Council Meeting
    May 3 - Economic Development Authority Meeting
    May 8 - City Council Work Session
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
April 3, 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 Steve Feldman.

2. **ROLL CALL**
Members Present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Sarah Udvig, and Joe Muehlbauer. Councilmember Robert Bauer was absent and excused.

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, Police Chief Todd Schwieger,

3. **APPROVAL OF AGENDA**
MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Udvig, Robinson, Muehlbauer, and Feldman
Nays: None
Motion carries: 4-0

4. **CONSENT AGENDA**
A. City Council Minutes - March 20, 2023
B. Contingent Offers of Employment- Part-time Firefighters
C. 2023 Street Sweeping
D. Consortium Asphalt Maintenance
E. Reimbursement Resolution
Resolution 2023-13 Declaring the official intent to reimburse certain expenditures from the proceeds of bonds to be issued by the City
F. 2023 Street Rehabilitation Project Authorization of Plans and Specifications
G. Payment of Claims

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

Ayes: Udvig, Robinson, Muehlbauer, and Feldman
Nays: None

Motion carries: 4-0

**5. MEETING OPEN TO THE PUBLIC**

Mayor Feldman asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

**6. SPECIAL BUSINESS**

**7. PUBLIC HEARINGS – NONE**

**8. OLD BUSINESS**

A. Fee Schedule Amendment for Farmers Market – 2nd Reading Ordinance 311 Amending Section 2-9-1 of the City Code regarding the Fee Schedule - Farmers Market Fees. Resolution 2023-14 Authorizing the summary publication of Ordinance 311 - Amending Section 2-9-1 of the City Code regarding the Fee Schedule

Community Development Director Colette Baumgardner reviewed the Staff report regarding the fee schedule for the upcoming summer Farmer's Markets.

Mayor Feldman said he likes that they are doing a low rate for the inaugural season to see how things go this year. He stated that he has gotten a good response to this so far.

MOTION BY: UDVIG SECOND: MUEHLBAUER ADOPTING ORDINANCE 311 AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING FEE SCHEDULE FARMERS MARKET FEES

A roll call vote was performed:

| | |
|---|---|
| Mayor Feldman | aye |
| Councilmember Robinson | aye |
| Councilmember Udvig | aye |
| Councilmember Muehlbauer | aye |

Motion carried 4-0

MOTION BY: MUEHLBAUER SECOND: ROBINSON ADOPTING RESOLUTION 2023-14 AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 311 - SECTION 2-9-1 OF THE CITY CODE REGARDING FEE SCHEDULE FARMERS MARKET FEES

Ayes: Udvig, Robinson, Muehlbauer, and Feldman Nays: None

Motion carries: 4-0

**9. NEW BUSINESS – NONE**

## 10. MEETING OPEN TO THE PUBLIC – NONE

## 11. REPORTS

A. Fire Department Monthly Report - February

Fire Chief Dave Schmidt reviewed the February Fire Department Report highlighting the response time of 8 minutes and 18 seconds, an increase in calls to 59 calls for the month, and the average of 5.2 firefighters per call. He noted that the fire and EMS runs were much closer than usual with 24 fire runs and 35 EMS runs. He mentioned that the variance use remains steady and only one call for the month was over 20 minutes. He added that the inspections were down for the month with only one fire inspection and one re-inspection.

Mayor Feldman asked if the number of fire calls includes when the Fire Department helps with mutual aid for other cities. Schmidt said yes.

Mayor Feldman stated that he was glad to see no COVID-19 related calls for the month.

Muehlbauer said it was a good report and told Schmidt to keep up the good work.

Robinsons added that it was a great report and thanked Schmidt.

Udvig said it was a great report and that it speaks volumes to Schmidt's leadership that the Fire Department is helping so many other cities.

## 12. COUNCIL MEMBER REPORTS

Udvig stated that she attended the work session and the Lion's Easter Bingo which was a great event.

Muehlbauer stated that he also attended the work session.

Robinson said that he attended the work session and noted that there are two more scheduled for this month. He reminded residents that the Recycling Event was coming up on April 29. He mentioned that with the snow melting it is a great day to clean up yards and help those who are not able to. He noted that the Police Academy event was coming up on April 11. He stated that there is another meeting with Bethel scheduled regarding joining forces and helping both communities.

Mayor Feldman stated that this time of year is not good for gravel and dirt roads. He stated that the City is not going to send out the graders and have them get stuck in the roads since they are all mud. He asked Public Works Director Paul Carpenter what the plan is for these roads. Carpenter said that this past weekend they had the grader out on all the gravel roads to get as much water out of them so that they will dry quicker. Mayor Feldman wanted to point out that the City is working on these roads and not just ignoring them. He recommended calling Carpenter directly with concerns and to be patient as they deal with the weather.

**13. UPCOMING EVENTS**

April 10 - City Council Work Session
April 17 - City Council Meeting
April 19 - Planning Commission Meeting
April 24 - City Council Work Session
April 29 - Recycling Event

**14. ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular City Council at 6:12 p.m.

______________________________
Jennifer Wida, City Clerk

Agenda Item # 4B.

City of St. Francis

# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator

**FROM:** Dave Schmidt, Fire Chief

**SUBJECT:** Authorization for Partial Joint Response and Training with Bethel

**DATE:** April 17, 2023

## OVERVIEW:

Since July of 2022, staff from St. Francis, Bethel and the State Fire Marshal's office have been engaged in discussion regarding joint fire protection. The committee continues to make progress towards a goal of the two cities working together long-term with either a contract for service or JPA agreement. As part of this process we are requesting authorization to dual dispatch the St. Francis Duty Officer for all incidents in Bethel to ensure to a higher degree that calls for service in Bethel get a response.

The Duty Officer page for St. Francis only notifies the Supervisor on duty, not the entire staff of the St. Francis Fire Department.

Additionally, we are requesting authorization to host joint trainings for both fire departments. Bethel would cover costs for their staff time and the two departments would share costs for any hired instructors. This will not add expense to the fire department budget for 2023.

## ACTION TO BE CONSIDERED:

Authorize the fire department to implement a partial joint response and shared training services with the City of Bethel

## BUDGET IMPLICATION:

Existing Fire Department Operating Budget

City of St. Francis

# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator

**FROM:** Paul Carpenter, Public Works Director

**SUBJECT:** URRWMO Annual Report

**DATE:** 4/17/2023

**OVERVIEW:**

Attached is the Upper Rum River WMO annual report for 2022. The report highlights the projects from 2022 and the upcoming projects in 2023.

INFORMATION FOR CITY COUNCILS

ABOUT THE UPPER RUM RIVER WATERSHED MANAGEMENT

UPPER RUM RIVER Watershed Management Organization

# Annual Mini-Report to Cities

MARCH 2023

## URRWMO BOARD

**City of Bethel**
Ryan Seguin
Patrick Sullivan (Treas)

**City of East Bethel**
Tim Miller
Radja Lohse

**City of Ham Lake**
Troy Wolens
Jeff Entsminger

**City of Nowthen**
Dan Breyen (V. Chair)
Shanni Fladebo

**City of Oak Grove**
John West (Chair)
Paul Tradewell

**City of St. Francis**
Andrew Wood
Chris Beyett

## About the URRWMO

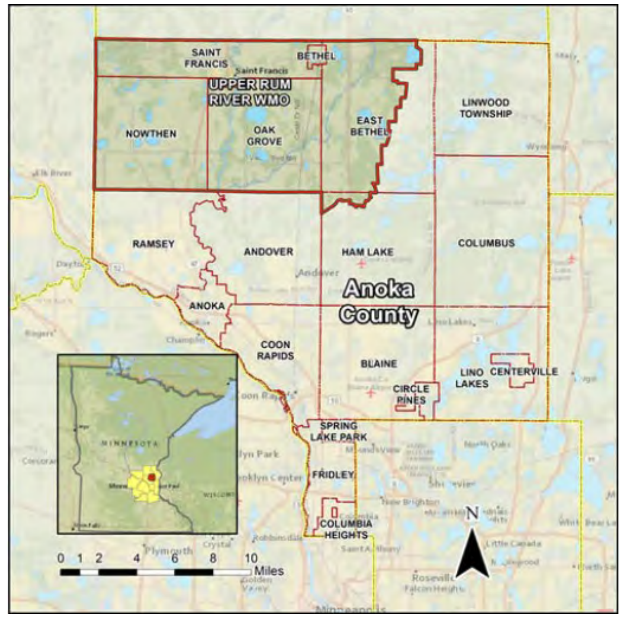
The URRWMO is a joint powers organization including the Cities of St. Francis, Oak Grove, Nowthen, Bethel, and portions of East Bethel. A small corner of Ham Lake also falls within the URRWMO. Contributions from these cities, plus any secured grants, make up the annual budget. The WMO Board is made up of two representatives from each of these cities.

## Priorities

This organization seeks to maintain the quality of area lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. Resources of particular importance to the URRWMO include the Rum River, Lake George & East Twin Lake. This stretch of the Rum River is designated as a state Scenic and Recreational Waterway & nearly exceeds state nutrient standards. Lake George & East Twin Lakes are the primary recreation lakes in the watershed. Secondarily, we work on Seelye Brook, Ford Brook, & Cedar Creek.

Priority projects in our watershed plan:

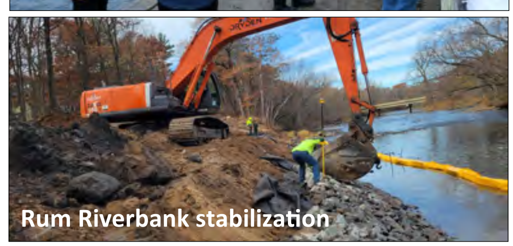
- Lake George water quality projects, including lakeshore stabilization.
- Rum River water quality projects, including stormwater treatment & riverbank stabilizations.
- Outreach to encourage behavioral changes that benefit water quality.




Map of the URRWMO

## Example Projects

St. Francis High School students monitoring the Rum River.



Rum Riverbank stabilization

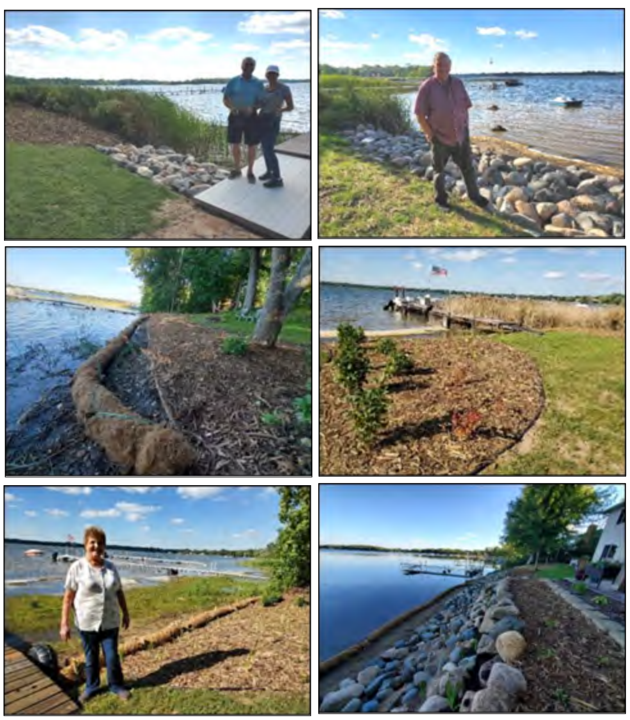
Lake George shoreline stabilization & buffer planting underway

# 2022 Accomplishments

- **Video—"Our River Connection"**
  Google it! Video is on the AnokaSWCD YouTube channel. A great explanation of our work in <6 minutes.


- **Pontoon tour of Lake George**
  Hosted by the Lake George Improvement District and Conservation Club, we discussed concerns & built collaborative relationships toward future projects.

- **Six Lake George shoreline stabilizations** — Stabilized 464 linear feet of eroding shoreline, reducing sediment reaching the lake by 4.5 tons/yr and phosphorus by 5.4 lbs/yr. 4,436 sq ft of native plant buffers.



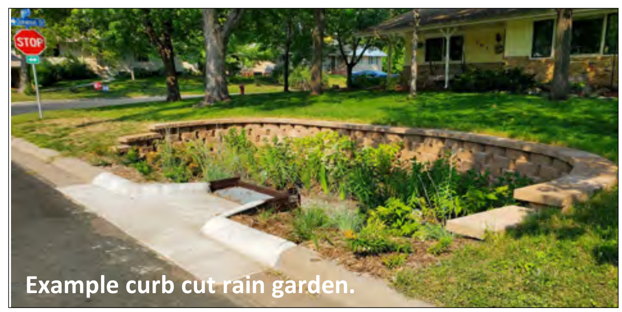
- **Ford Brook subwatershed study**—Identified and ranked potential water quality projects by cost effectiveness, mostly in Nowthen. Project implementation to begin in 2023 & beyond.
- **Stream monitoring** —Every-third-year monitoring of three streams and the Rum River. Phosphorus reductions are needed , otherwise conditions are good.

# 2023 Plans

- **Rum Riverbank stabilization at Dellwood Park & other locations —** Over 700 linear feet of riverbank erosion will be corrected with grant funds at the park in St. Francis. Other riverbank projects are in the works too.


An upcoming project site - Dellwood Park, St. Francis

- **Rain gardens —** Design of curb cut rain gardens in the 225th Ln and 226th Ave neighborhoods of St. Francis (construction may be in 2024). This neighborhood has no stormwater treatment before discharge to the Rum River.



Example curb cut rain garden.

- **St. Francis High School roadside swale**—Add check dams along Rum River Blvd to stop erosion and add stormater treatment before discharge to the Rum River. Much of the school roof & parking drains here.

- **Agricultural cost share**—New—The Anoka Conservation District is providing grants to help agricultural producers to do water quality practices. Ford Brook subwatershed is a target area.

Our work is supported by over $2M in state grants. The URRWMO does not hold these grants, but is in partnership with those who do.

CLEAN WATER LAND & LEGACY AMENDMENT

UPPER RUM RIVER Watershed Management Organization

Agenda Item # 4D.

# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator

**FROM:** Colette Baumgardner, Community Development Director

**SUBJECT:** Rental License Approvals

**DATE:** April 17, 2023

## OVERVIEW:

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

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

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

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

As rental property applications are received, inspections are conducted on select properties. Once the required inspection is complete, they are presented to Council for approval.

The Council approved the two rounds of rental licenses at the Feb 6th and March 6th meeting. Since, attached property units with addresses ending in the odd numbers have been inspected and are ready for Council approval. The properties to being considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

## ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

| RENTAL ADDRESS | OWNER/MANAGEMENT AGENT |
|---|---|
| 23181 DAKOTAH ST NW | BENSON, CHUCK |

City of St. Francis

# 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:** April 17, 2023

**OVERVIEW:**
Attached are the bills received since the last council meeting. Total checks to be written are $133,255.04 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-$285,125.21

Credit Card Payment-$17,676.95

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:

- 04-17-2023 Packet List-$133,255.04
- 04-17-2023 ACH Payments-$285,125.21
- 04-17-2023 Credit Card-$17,676.95

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

**Claim Type**

Claim# 17990 *ABDO*

Cash Payment E 101-41540-301 Auditing and Acctg Service Annual audit services 2022 $11,400.00
Invoice 469637

Cash Payment E 601-49440-301 Auditing and Acctg Service Annual audit services 2022 $1,900.00
Invoice 469637

Cash Payment E 602-49490-301 Auditing and Acctg Service Annual audit services 2022 $1,900.00
Invoice 469637

Cash Payment E 609-49750-301 Auditing and Acctg Service Annual audit services 2022 $3,800.00
Invoice 469637

Transaction Date 4/5/2023 Due 4/5/2023 CASH 10100 **Total** $19,000.00

**Claim Type**

Claim# 18027 *AIRGAS NORTH CENTRAL*

Cash Payment E 101-43100-217 Other Operating Supplies CYLINDER RENTAL $15.03
Invoice 9995836082

Cash Payment E 101-43210-217 Other Operating Supplies CYLINDER RENTAL $15.03
Invoice 9995836082

Cash Payment E 101-45200-217 Other Operating Supplies CYLINDER RENTAL $15.03
Invoice 9995836082

Cash Payment E 601-49440-217 Other Operating Supplies CYLINDER RENTAL $15.03
Invoice 9995836082

Cash Payment E 602-49490-217 Other Operating Supplies CYLINDER RENTAL $15.04
Invoice 9995836082

Transaction Date 4/12/2023 Due 4/12/2023 CASH 10100 **Total** $75.16

**Claim Type**

Claim# 18026 *ALLINA HEALTH*

Cash Payment E 101-42210-305 Medical Fees MEDICAL - SFFD LANCE $416.40
Invoice 324905503

Transaction Date 4/12/2023 CASH 10100 **Total** $416.40

**Claim Type**

Claim# 17996 *ANOKA COUNTY FIRE PROTECTIO*

Cash Payment E 101-42210-311 Contract PSDS ANNUAL COSTS $5,617.00
Invoice 282

Transaction Date 4/6/2023 CASH 10100 **Total** $5,617.00

**Claim Type**

Claim# 18068 *ANOKA COUNTY HIGHWAY DEPT*

Cash Payment E 101-42110-200 Office Supplies GIS DEPT - LARGE MAPS $200.00
Invoice 5985

Transaction Date 4/13/2023 CASH 10100 **Total** $200.00

**Claim Type**

Claim# 17992 *ANOKA COUNTY PROPERTY REC*

Cash Payment E 101-41400-352 General Publishing 2022 TAX/SPECIAL ASSESSMENTS $930.78
Invoice .032323

Cash Payment E 405-43100-441 Miscellaneous 2022 TAX/SPECIAL ASSESSMENTS $173.34
Invoice .032323

Cash Payment E 601-49440-441 Miscellaneous 2022 TAX/SPECIAL ASSESSMENTS $389.10
Invoice .032323

Cash Payment E 602-49490-441 Miscellaneous 2022 TAX/SPECIAL ASSESSMENTS $160.95
Invoice .032323

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

Cash Payment E 603-49490-418 Storm Water Management 2022 TAX/SPECIAL ASSESSMENTS $956.17
Invoice .032323
Transaction Date 4/6/2023 CASH 10100 **Total** $2,610.34

**Claim Type**
Claim# 18024 *ANOKA COUNTY TREASURY DEPT*
Cash Payment E 101-41910-318 Economic Development 2023 ECONOMIC DEV COST SHARE $55.00
Invoice EC230405CV
Transaction Date 4/12/2023 Due 4/12/2023 CASH 10100 **Total** $55.00

**Claim Type**
Claim# 18023 *ARTISAN BEER COMPANY*
Cash Payment E 609-49751-252 Beer BEER $272.00
Invoice 3596278
Transaction Date 4/12/2023 CASH 10100 **Total** $272.00

**Claim Type**
Claim# 17989 *ASPEN MILLS*
Cash Payment E 101-42110-437 Uniforms UNIFORMS - ADMINISTRATION $29.70
Invoice 311639
Cash Payment E 101-42110-437 Uniforms UNIFORMS - Z. SCHWIEGER (RESERVE) $78.80
Invoice 312077
Cash Payment E 101-42110-437 Uniforms UNIFORMS - STRUCKMAN $65.95
Invoice 312096
Transaction Date 4/5/2023 Due 4/5/2023 CASH 10100 **Total** $174.45

**Claim Type**
Claim# 18000 *BAKKEN, BRODY & REBECCA*
Cash Payment E 601-49440-444 Refund & Reimbursement REFUND ACCT#6084 $42.84
Invoice .04062023-2
Transaction Date 4/6/2023 CASH 10100 **Total** $42.84

**Claim Type**
Claim# 18022 *BELLBOY CORPORATION*
Cash Payment E 609-49751-206 Freight FREIGHT $29.70
Invoice 0098968200
Cash Payment E 609-49751-251 Liquor LIQUOR $2,236.15
Invoice 0098968200
Transaction Date 4/12/2023 CASH 10100 **Total** $2,265.85

**Claim Type**
Claim# 18021 *BERNICK COMPANIES, THE*
Cash Payment E 609-49751-252 Beer BEER $996.60
Invoice 10065052
Transaction Date 4/12/2023 CASH 10100 **Total** $996.60

**Claim Type**
Claim# 18029 *BGS (BARNA GUZY)*
Cash Payment E 101-41600-304 Civil Legal Fees BRIDGE STREET PURCHASE $2,088.00
Invoice 261704
Cash Payment E 101-41600-304 Civil Legal Fees COMMUNITY DEVELOPMENT $3,436.50
Invoice 261267
Cash Payment E 101-41600-304 Civil Legal Fees TRANSFER OF TITLE $1,274.00
Invoice 261673
Cash Payment E 101-41600-312 Criminal Legal Fees PROSECUTION/RETAINER FILE $5,150.00
Invoice 261596

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-41600-304 Civil Legal Fees | GENE RECHTZIGEL BOUNDARY DISPUTE | | $29.00 |
| Invoice 261618 | | | | |
| Cash Payment | E 101-41600-304 Civil Legal Fees | GENERAL LABOR | | $3,419.00 |
| Invoice 261266 | | | | |
| Cash Payment | E 101-41600-304 Civil Legal Fees | MISCELLANEOUS/NON-RETAINER | | $2,073.50 |
| Invoice 261268 | | | | |
| Cash Payment | E 101-41600-304 Civil Legal Fees | MUNICIPAL | | $3,914.00 |
| Invoice 261265 | | | | |
| Transaction Date 4/12/2023 | Due 4/12/2023 CASH | 10100 | **Total** | $21,384.00 |

**Claim Type**

Claim# 18028 *BREAKTHRU BEVERAGE*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $40.84 |
| Invoice 348539490 | | | | |
| Cash Payment | E 609-49751-251 Liquor | LIQUOR | | $3,773.05 |
| Invoice 348539490 | | | | |
| Transaction Date 4/12/2023 | CASH | 10100 | **Total** | $3,813.89 |

**Claim Type**

Claim# 17993 *CENTURY COLLEGE*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42210-208 Training | SFFD TRAINING-NEW HIRES | | $4,090.00 |
| Invoice 1150474 | | | | |
| Transaction Date 4/6/2023 | CASH | 10100 | **Total** | $4,090.00 |

**Claim Type**

Claim# 18043 *CRYSTAL SPRINGS ICE*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $4.00 |
| Invoice 4005391 | | | | |
| Cash Payment | E 609-49751-254 Miscellaneous Merchandis | MISC | | $215.60 |
| Invoice 4005391 | | | | |
| Transaction Date 4/12/2023 | CASH | 10100 | **Total** | $219.60 |

**Claim Type**

Claim# 18042 *DAHLHEIMER DIST. CO. INC.*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-252 Beer | BEER | | $9,168.62 |
| Invoice 1876601 | | | | |
| Cash Payment | E 609-49751-255 N/A Products | NON-ALCOHOLIC PRODUCTS | | $66.80 |
| Invoice 1876601 | | | | |
| Transaction Date 4/12/2023 | Due 4/12/2023 CASH | 10100 | **Total** | $9,235.42 |

**Claim Type**

Claim# 18041 *DEHN OIL*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-43100-212 Motor Fuels | FUEL | | $712.51 |
| Invoice 98230 | | | | |
| Cash Payment | E 101-45200-212 Motor Fuels | FUEL | | $712.51 |
| Invoice 98230 | | | | |
| Cash Payment | E 601-49440-212 Motor Fuels | FUEL | | $712.51 |
| Invoice 98230 | | | | |
| Cash Payment | E 602-49490-212 Motor Fuels | FUEL | | $712.51 |
| Invoice 98230 | | | | |
| Transaction Date 4/12/2023 | Due 4/12/2023 CASH | 10100 | **Total** | $2,850.04 |

**Claim Type**

Claim# 17974 *DELL MARKETING L.P.*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49750-240 Office Equip | OFFICE EQUIPMENT | | $720.00 |
| Invoice 10662863540 | | | | |

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

Transaction Date 4/4/2023 Due 4/4/2023 CASH 10100 **Total** $720.00

**Claim Type**

Claim# 17973 *FORMS & SYSTEMS OF MINNESO*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42110-200 | Office Supplies | CITATIONS | $1,263.17 |
| Invoice 178901 | | | | |

Transaction Date 4/4/2023 CASH 10100 **Total** $1,263.17

**Claim Type**

Claim# 17972 *GOPHER STATE ONE-CALL*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 602-49490-442 | Gopher State | IT TICKETS-MARCH 2023 | $8.78 |
| Invoice | | | | |
| Cash Payment | E 601-49440-442 | Gopher State | IT TICKETS-MARCH 2023 | $8.77 |
| Invoice | | | | |

Transaction Date 4/4/2023 Due 4/4/2023 CASH 10100 **Total** $17.55

**Claim Type**

Claim# 18040 *GRANITE CITY JOBBING CO.*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49750-210 | Operating Supplies | OPERATING SUPPLIES | $275.91 |
| Invoice 327160 | | | | |
| Cash Payment | E 609-49751-206 | Freight | FREIGHT | $10.00 |
| Invoice 327160 | | | | |
| Cash Payment | E 609-49751-254 | Miscellaneous Merchandis | MISC | $131.77 |
| Invoice 327160 | | | | |
| Cash Payment | E 609-49751-256 | Tobacco Products | TOBACCO | $3,727.51 |
| Invoice 327160 | | | | |

Transaction Date 4/12/2023 CASH 10100 **Total** $4,145.19

**Claim Type**

Claim# 18039 *GUARDIAN FLEET SAFETY*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42110-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | $173.87 |
| Invoice 23-0259 | | | | |

Transaction Date 4/12/2023 CASH 10100 **Total** $173.87

**Claim Type**

Claim# 17994 *HACH COMPANY*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 602-49490-235 | Lab Supplies | LAB SUPPLIES | $313.22 |
| Invoice 13529227 | | | | |

Transaction Date 4/6/2023 CASH 10100 **Total** $313.22

**Claim Type**

Claim# 17987 *HAKANSON ANDERSON ASSOC., I*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-303 | Engineering Fees | COMPREHENSIVE SEWER/WATER PLAN 2023 | $1,382.50 |
| Invoice 50431 | | | | |
| Cash Payment | E 101-42400-303 | Engineering Fees | BUILDING PERMIT REVIEWS | $147.00 |
| Invoice 50430 | | | | |
| Cash Payment | E 405-43100-809 | Patriot Parkway | PATRIOT PARKWAY | $1,640.00 |
| Invoice 50427 | | | | |
| Cash Payment | G 803-22001 | Turtle Ponds 6th-2022 | TURTLE PONDS 6TH ADDITION | $531.00 |
| Invoice 50425 | | | | |
| Cash Payment | E 603-49490-303 | Engineering Fees | ROUTINE RETAINER 2023 | $800.00 |
| Invoice 50429 | | | | |
| Cash Payment | G 803-22179 | Vista Prairie-Site Plan | VISTA PRAIRIE | $295.00 |
| Invoice 50424 | | | | |

# CITY OF ST FRANCIS



## *Claim Register©

**AP 04-17-2023**

**April 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment | G 803-22004 Serenity at Seelye Brook | SERENITY AT SEELYE BROOK | | $236.00 |
| Invoice 50423 | | | | |
| Cash Payment | E 405-43100-806 2021 Street Improvements | POPPY ST & 229TH LN RECON PROJECT | | $1,564.00 |
| Invoice 50426 | | | | |
| Cash Payment | E 603-49490-303 Engineering Fees | GENERAL ENGINEERING | | $1,138.50 |
| Invoice 50428 | | | | |
| Cash Payment | E 602-49490-303 Engineering Fees | COMPREHENSIVE SEWER/WATER PLAN 2023 | | $1,382.50 |
| Invoice 50431 | | | | |
| Transaction Date 4/5/2023 | Due 4/5/2023 CASH | 10100 | **Total** | $9,116.50 |

**Claim Type**

Claim# 17971 *INNOVATIVE OFFICE SOLUTIONS,*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42110-200 Office Supplies | OFFICE SUPPLIES | | $6.41 |
| Invoice IN4145003 | | | | |
| Cash Payment | E 101-43100-200 Office Supplies | OFFICE SUPPLIES | | $15.89 |
| Invoice IN4135887 | | | | |
| Cash Payment | E 101-43100-200 Office Supplies | OFFICE SUPPLIES | | $4.55 |
| Invoice IN4141698 | | | | |
| Cash Payment | E 101-45200-200 Office Supplies | OFFICE SUPPLIES | | $15.89 |
| Invoice IN4135887 | | | | |
| Cash Payment | E 101-45200-200 Office Supplies | OFFICE SUPPLIES | | $4.55 |
| Invoice IN4141698 | | | | |
| Cash Payment | E 601-49440-200 Office Supplies | OFFICE SUPPLIES | | $15.89 |
| Invoice IN4135887 | | | | |
| Cash Payment | E 601-49440-200 Office Supplies | OFFICE SUPPLIES | | $4.55 |
| Invoice IN4141698 | | | | |
| Cash Payment | E 602-49490-200 Office Supplies | OFFICE SUPPLIES | | $15.90 |
| Invoice IN4135887 | | | | |
| Cash Payment | E 602-49490-200 Office Supplies | OFFICE SUPPLIES | | $4.54 |
| Invoice IN4141698 | | | | |
| Cash Payment | E 101-43210-200 Office Supplies | OFFICE SUPPLIES | | $4.54 |
| Invoice IN4141698 | | | | |
| Cash Payment | E 101-43210-200 Office Supplies | OFFICE SUPPLIES | | $15.90 |
| Invoice IN4135887 | | | | |
| Transaction Date 4/4/2023 | CASH | 10100 | **Total** | $108.61 |

**Claim Type**

Claim# 17999 *JERDE, JOHN*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-444 Refund & Reimbursement | REFUND ACCT#5750 | | $39.73 |
| Invoice .04062023-1 | | | | |
| Transaction Date 4/6/2023 | CASH | 10100 | **Total** | $39.73 |

**Claim Type**

Claim# 18037 *JOHNSON BROS WHLSE LIQUOR*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $5.46 |
| Invoice 2272566 | | | | |
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $9.10 |
| Invoice 2272567 | | | | |
| Cash Payment | E 609-49751-251 Liquor | LIQUOR | | $684.00 |
| Invoice 2272566 | | | | |
| Cash Payment | E 609-49751-253 Wine | WINE | | $296.00 |
| Invoice 2272567 | | | | |
| Transaction Date 4/12/2023 | CASH | 10100 | **Total** | $994.56 |

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

**Claim Type**

Claim# 17984 *LANGUAGE LINE SERVICES, INC*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42110-441 Miscellaneous | | OVER THE PHONE INTERPRETATION | $12.15 |
| Invoice 10966877 | | | | |
| Transaction Date | 4/5/2023 | | CASH 10100 **Total** | $12.15 |

**Claim Type**

Claim# 18050 *MAKI, JOHN*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-208 Training | | MDH CLASS C TEST FEE REIMBURSEMENT | $32.00 |
| Invoice .040923 | | | | |
| Transaction Date | 4/12/2023 | | CASH 10100 **Total** | $32.00 |

**Claim Type**

Claim# 17983 *MARTIN-MCALLISTER*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42210-305 Medical Fees | | PUBLIC SAFETY ASSESSMENT-LANCE | $625.00 |
| Invoice 15276 | | | | |
| Transaction Date | 4/5/2023 | | CASH 10100 **Total** | $625.00 |

**Claim Type**

Claim# 18046 *MCDONALD DIST CO.*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-252 Beer | | BEER | -$15.59 |
| Invoice 681716 | | | | |
| Cash Payment | E 609-49751-251 Liquor | | LIQUOR | $108.00 |
| Invoice 681647 | | | | |
| Cash Payment | E 609-49751-252 Beer | | BEER | $197.40 |
| Invoice 681649 | | | | |
| Cash Payment | E 609-49751-252 Beer | | BEER | $6,425.65 |
| Invoice 681679 | | | | |
| Cash Payment | E 609-49751-255 N/A Products | | NON-ALCOHOLIC PRODUCTS | $27.70 |
| Invoice 681679 | | | | |
| Transaction Date | 4/12/2023 | Due 4/12/2023 | CASH 10100 **Total** | $6,743.16 |

**Claim Type**

Claim# 17998 *MIDAMERICA , INC*

| | | | | |
|---|---|---|---|---|
| Cash Payment | G 803-22000 Deposits | | REFUND ESCROW: PERMIT 2021-00386 | $500.00 |
| Invoice 2021-00386 | | | | |
| Transaction Date | 4/6/2023 | Due 4/6/2023 | CASH 10100 **Total** | $500.00 |

**Claim Type**

Claim# 18045 *MIDCONTINENT COMMUNICATION*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-321 Telephone | | PHONES | $153.39 |
| Invoice 13334860113273 | | | | |
| Cash Payment | E 101-42110-321 Telephone | | PHONES | $44.63 |
| Invoice 13332710113273 | | | | |
| Transaction Date | 4/12/2023 | Due 4/12/2023 | CASH 10100 **Total** | $198.02 |

**Claim Type**

Claim# 18061 *OPUS 21*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-382 Utility Billing | | UTILITY BILLING | $1,439.82 |
| Invoice 230305 | | | | |
| Cash Payment | E 602-49490-382 Utility Billing | | UTILITY BILLING | $1,439.81 |
| Invoice 230305 | | | | |
| Transaction Date | 4/12/2023 | | CASH 10100 **Total** | $2,879.63 |

**Claim Type**

Claim# 18060 *PHILLIPS WINE & SPIRITS CO.*

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $100.10 |
| Invoice 6571426 | | | | |
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $36.40 |
| Invoice 6571427 | | | | |
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $1.82 |
| Invoice 6571428 | | | | |
| Cash Payment | E 609-49751-251 Liquor | LIQUOR | | $5,784.74 |
| Invoice 6571426 | | | | |
| Cash Payment | E 609-49751-254 Miscellaneous Merchandis | MISC | | $54.25 |
| Invoice 6571428 | | | | |
| Cash Payment | E 609-49751-253 Wine | WINE | | $1,691.80 |
| Invoice 6571427 | | | | |
| Transaction Date 4/12/2023 | | CASH | 10100 | **Total** $7,669.11 |

**Claim Type**

Claim# 17970 *RMB ENVIRONMENTAL LAB*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 602-49490-313 Sample Testing | WEEKS 2-4 COOLER 1 | | $214.53 |
| Invoice B008377 | | | | |
| Cash Payment | E 602-49490-313 Sample Testing | WEEKS 2-4 COOLER 1 | | $135.04 |
| Invoice B008398 | | | | |
| Cash Payment | E 602-49490-313 Sample Testing | DATA MANAGEMENT FEE | | $150.28 |
| Invoice B008411 | | | | |
| Transaction Date 4/4/2023 | | CASH | 10100 | **Total** $499.85 |

**Claim Type**

Claim# 18057 *ROYAL SUPPLY*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-41940-210 Operating Supplies | OPERATING SUPPLIES | | $25.20 |
| Invoice 4761 | | | | |
| Cash Payment | E 101-42110-217 Other Operating Supplies | OPERATING SUPPLIES | | $12.60 |
| Invoice 4761 | | | | |
| Cash Payment | E 101-43100-217 Other Operating Supplies | OPERATING SUPPLIES | | $6.30 |
| Invoice 4761 | | | | |
| Cash Payment | E 101-45200-217 Other Operating Supplies | OPERATING SUPPLIES | | $6.30 |
| Invoice 4761 | | | | |
| Cash Payment | E 601-49440-217 Other Operating Supplies | OPERATING SUPPLIES | | $6.30 |
| Invoice 4761 | | | | |
| Cash Payment | E 602-49490-217 Other Operating Supplies | OPERATING SUPPLIES | | $6.30 |
| Invoice 4761 | | | | |
| Transaction Date 4/12/2023 | Due 4/12/2023 | CASH | 10100 | **Total** $63.00 |

**Claim Type**

Claim# 17997 *SIMPSON, NATHANIEL*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-444 Refund & Reimbursement | REFUND ACCT#4545 | | $57.88 |
| Invoice .04062023 | | | | |
| Transaction Date 4/6/2023 | Due 4/6/2023 | CASH | 10100 | **Total** $57.88 |

**Claim Type**

Claim# 18056 *SOUTHERN GLAZERS OF MN*

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $43.52 |
| Invoice 2331469 | | | | |
| Cash Payment | E 609-49751-206 Freight | FREIGHT | | $5.12 |
| Invoice 2331470 | | | | |
| Cash Payment | E 609-49751-253 Wine | WINE | | $219.08 |
| Invoice 2331470 | | | | |

# CITY OF ST FRANCIS



## *Claim Register©

**AP 04-17-2023**

**April 2023**

Cash Payment E 609-49751-251 Liquor LIQUOR $4,087.31
Invoice 2331469
Transaction Date 4/12/2023 Due 4/12/2023 CASH 10100 **Total** $4,355.03

**Claim Type**
Claim# 18054 *ST. FRANCIS COLLISION & GLASS*
Cash Payment E 101-42110-221 Vehicle Maintenance 2022 DURANGO REPAIRS $1,097.90
Invoice 2045
Transaction Date 4/12/2023 CASH 10100 **Total** $1,097.90

**Claim Type**
Claim# 18053 *STRYKER SALES CORPORATION*
Cash Payment E 101-42110-217 Other Operating Supplies OPERATING SUPPLIES $348.00
Invoice 4108519M
Transaction Date 4/12/2023 Due 4/12/2023 CASH 10100 **Total** $348.00

**Claim Type**
Claim# 18052 *TJ ASSOCIATES*
Cash Payment E 101-42110-308 Community Education COMMUNITY EVENT SUPPLIES $150.00
Invoice 240358
Transaction Date 4/12/2023 Due 4/12/2023 CASH 10100 **Total** $150.00

**Claim Type**
Claim# 18065 *UHL COMPANY, INC*
Cash Payment E 101-43100-401 Buildings Maintenance BUILDING MAINTENANCE $2,599.00
Invoice 51175
Cash Payment E 101-45200-401 Buildings Maintenance BUILDING MAINTENANCE $2,599.00
Invoice 51175
Cash Payment E 601-49440-401 Buildings Maintenance BUILDING MAINTENANCE $2,599.00
Invoice 51175
Cash Payment E 602-49490-401 Buildings Maintenance BUILDING MAINTENANCE $2,599.00
Invoice 51175
Cash Payment E 101-42110-401 Buildings Maintenance BUILDING MAINTENANCE $2,599.00
Invoice 51175
Transaction Date 4/13/2023 CASH 10100 **Total** $12,995.00

**Claim Type**
Claim# 18064 *WIN-911 SOFTWARE*
Cash Payment E 601-49440-233 Water Plant Maint ANNUAL RENEWAL $1,200.00
Invoice X96284B26
Cash Payment E 602-49490-229 Project Maintenance ANNUAL RENEWAL $1,200.00
Invoice X96284B26
Transaction Date 4/13/2023 CASH 10100 **Total** $2,400.00

**Claim Type**
Claim# 18051 *YALE MECHANICAL*
Cash Payment E 602-49490-229 Project Maintenance PROJECT MAINTENANCE $1,287.58
Invoice 241856
Transaction Date 4/12/2023 CASH 10100 **Total** $1,287.58

**Claim Type**
Claim# 18063 *ZIEGLER, INC.*
Cash Payment E 101-43100-221 Vehicle Maintenance EQUIPMENT MAINTENANCE $1,100.74
Invoice IN000947796
Transaction Date 4/13/2023 CASH 10100 **Total** $1,100.74

# CITY OF ST FRANCIS

## *Claim Register©

**AP 04-17-2023**

**April 2023**

| | |
|---|---|
| Pre-Written Checks | $0.00 |
| Checks to be Generated by the Computer | $133,225.04 |
| Total | $133,225.04 |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

**Payments Batch P-WIRE-MAR 2023** $285,125.21

Refer 17667 *ACE SOLID WASTE, INC.* Ck# 002510E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-43210-384 | Garbage Disposal | GARBAGE | $83.17 |
| Invoice | | | | |
| Cash Payment | E 101-42210-384 | Garbage Disposal | GARBAGE | $89.23 |
| Invoice | | | | |
| Cash Payment | E 609-49750-384 | Garbage Disposal | GARBAGE | $306.52 |
| Invoice | | | | |
| Cash Payment | E 601-49440-384 | Garbage Disposal | GARBAGE | $97.80 |
| Invoice | | | | |
| Cash Payment | E 602-49490-384 | Garbage Disposal | GARBAGE | $97.79 |
| Invoice | | | | |
| Cash Payment | E 101-43100-384 | Garbage Disposal | GARBAGE | $37.15 |
| Invoice | | | | |
| Cash Payment | E 101-45200-384 | Garbage Disposal | GARBAGE | $37.16 |
| Invoice | | | | |
| Cash Payment | E 601-49440-384 | Garbage Disposal | GARBAGE | $37.16 |
| Invoice | | | | |
| Cash Payment | E 602-49490-384 | Garbage Disposal | GARBAGE | $37.16 |
| Invoice | | | | |
| Cash Payment | E 101-42110-384 | Garbage Disposal | GARBAGE | $148.64 |
| Invoice | | | | |
| Cash Payment | E 101-43100-384 | Garbage Disposal | GARBAGE | $225.37 |
| Invoice | | | | |
| Cash Payment | E 101-45200-384 | Garbage Disposal | GARBAGE | $225.37 |
| Invoice | | | | |

Transaction Date 3/2/2023 CASH 10100 **Total** $1,422.52

Refer 17874 *ALERUS* Ck# 002537E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | G 101-21706 | Flex Account | FEE | $250.00 |
| Invoice | | | | |

Transaction Date 3/21/2023 CASH 10100 **Total** $250.00

Refer 17898 *ALERUS* Ck# 002539E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-41540-301 | Auditing and Acctg Servi | FEE | $50.00 |
| Invoice | | | | |

Transaction Date 3/28/2023 CASH 10100 **Total** $50.00

Refer 17870 *CAYAN* Ck# 002533E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 609-49751-207 | Credit Card | LIQUOR CC FEES | $728.29 |
| Invoice | | | | |

Transaction Date 3/17/2023 CASH 10100 **Total** $728.29

Refer 17869 *CENTERPOINT ENERGY* Ck# 002532E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 601-49440-383 | Gas Utilities | 3911 233RD AVENUE-GAS | $25.55 |
| Invoice | | | | |

Transaction Date 3/15/2023 CASH 10100 **Total** $25.55

Refer 17897 *CENTERPOINT ENERGY* Ck# 002538E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-41940-383 | Gas Utilities | CITY HALL #1 | $87.37 |
| Invoice | | | | |
| Cash Payment | E 101-41940-383 | Gas Utilities | CITY HALL #2 | $19.68 |
| Invoice | | | | |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment<br>Invoice | E 101-41940-383 | Gas Utilities | CITY HALL #3 | $86.20 |
| Cash Payment<br>Invoice | E 101-41940-383 | Gas Utilities | CITY HALL #4 | $72.32 |
| Cash Payment<br>Invoice | E 602-49490-383 | Gas Utilities | 23699 AMBASSADOR | $24.32 |
| Cash Payment<br>Invoice | E 101-42210-383 | Gas Utilities | 3740 BRIDGE STREET-GENERATOR | $23.55 |
| Cash Payment<br>Invoice | E 101-45200-383 | Gas Utilities | WARMING HOUSE | $316.01 |
| Cash Payment<br>Invoice | E 601-49440-383 | Gas Utilities | 4020 ST. FRANCIS BLVD | $331.59 |
| Cash Payment<br>Invoice | E 602-49490-383 | Gas Utilities | 4020 ST. FRANCIS BLVD | $331.60 |
| Cash Payment<br>Invoice | E 602-49490-383 | Gas Utilities | 4020 ST. FRANCIS BLVD-OLD WWTP | $15.00 |
| Cash Payment<br>Invoice | E 602-49490-383 | Gas Utilities | WWTP | $1,156.80 |
| Cash Payment<br>Invoice | E 609-49750-383 | Gas Utilities | LIQUOR STORE | $415.34 |
| Cash Payment<br>Invoice | E 101-42210-383 | Gas Utilities | FIRE STATION | $1,865.08 |
| Cash Payment<br>Invoice | E 601-49440-383 | Gas Utilities | WATER PLANT | $1,207.33 |
| Cash Payment<br>Invoice | E 101-42110-383 | Gas Utilities | POLICE/PW | $1,702.69 |
| Cash Payment<br>Invoice | E 101-43100-383 | Gas Utilities | POLICE/PW | $425.67 |
| Cash Payment<br>Invoice | E 101-45200-383 | Gas Utilities | POLICE/PW | $425.67 |
| Cash Payment<br>Invoice | E 601-49440-383 | Gas Utilities | POLICE/PW | $425.67 |
| Cash Payment<br>Invoice | E 602-49490-383 | Gas Utilities | POLICE/PW | $425.68 |

| | | | | | |
|---|---|---|---|---|---|
| Transaction Date | 3/27/2023 | CASH | 10100 | **Total** | $9,357.57 |

Refer 17672 *CINTAS* Ck# 002515E 3/31/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment<br>Invoice | E 601-49440-311 | Contract | WATER PLANT RUGS | $23.66 |
| Cash Payment<br>Invoice | E 101-41940-219 | Rug Maintenance | CITY HALL RUGS | $15.78 |
| Cash Payment<br>Invoice | E 609-49750-219 | Rug Maintenance | LIQUOR STORE RUGS | $26.28 |
| Cash Payment<br>Invoice | E 609-49750-219 | Rug Maintenance | LIQUOR STORE RUGS | $26.28 |
| Cash Payment<br>Invoice | E 601-49440-417 | Uniforms & PPE | UNIFORMS | $4.66 |
| Cash Payment<br>Invoice | E 602-49490-417 | Uniforms & PPE | UNIFORMS | $4.65 |
| Cash Payment<br>Invoice | E 101-45200-402 | Janitorial Service | RUGS & SUPPLIES | $6.63 |
| Cash Payment<br>Invoice | E 101-43100-402 | Janitorial Service | RUGS & SUPPLIES | $6.63 |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment<br>Invoice | E 601-49440-402 | Janitorial Service | RUGS & SUPPLIES | | $6.63 |
| Cash Payment<br>Invoice | E 602-49490-402 | Janitorial Service | RUGS & SUPPLIES | | $6.63 |
| Cash Payment<br>Invoice | E 101-42110-402 | Janitorial Service | RUGS & SUPPLIES | | $26.55 |
| Cash Payment<br>Invoice | E 601-49440-417 | Uniforms & PPE | UNIFORMS | | $4.66 |
| Cash Payment<br>Invoice | E 602-49490-417 | Uniforms & PPE | UNIFORMS | | $4.65 |
| Cash Payment<br>Invoice | E 601-49440-417 | Uniforms & PPE | UNIFORMS | | $4.66 |
| Cash Payment<br>Invoice | E 602-49490-417 | Uniforms & PPE | UNIFORMS | | $4.65 |
| Cash Payment<br>Invoice | E 601-49440-417 | Uniforms & PPE | UNIFORMS | | $4.66 |
| Cash Payment<br>Invoice | E 602-49490-417 | Uniforms & PPE | UNIFORMS | | $4.65 |
| Transaction Date | 3/7/2023 | | CASH | 10100 **Total** | $182.31 |
| Refer | 17664 *CITY HIVE* | | Ck# 002507E 3/31/2023 | | |
| Cash Payment<br>Invoice | E 609-49750-340 | Advertising | ADVERTISING | | $53.35 |
| Transaction Date | 3/2/2023 | | CASH | 10100 **Total** | $53.35 |
| Refer | 17723 *COLONIAL INSURANCE* | | Ck# 002517E 3/31/2023 | | |
| Cash Payment<br>Invoice | G 101-21712 | Colonial Insurance | PREMIUM | | $396.46 |
| Transaction Date | 3/9/2023 | | CASH | 10100 **Total** | $396.46 |
| Refer | 17872 *CONNEXUS ENERGY* | | Ck# 002535E 3/31/2023 | | |
| Cash Payment<br>Invoice | E 101-41940-381 | Electric Utilities | SIGN | | $55.59 |
| Cash Payment<br>Invoice | E 101-41940-381 | Electric Utilities | CITY HALL | | $414.47 |
| Cash Payment<br>Invoice | E 602-49490-381 | Electric Utilities | LIFT STATIONS | | $1,050.64 |
| Cash Payment<br>Invoice | E 101-45200-381 | Electric Utilities | PARKS | | $422.43 |
| Cash Payment<br>Invoice | E 601-49440-380 | Electric-System | WATER | | $5,092.91 |
| Cash Payment<br>Invoice | E 101-43100-386 | Street Lighting | STREET LIGHTS | | $2,786.13 |
| Cash Payment<br>Invoice | E 602-49490-381 | Electric Utilities | WWTP | | $8,611.89 |
| Cash Payment<br>Invoice | E 609-49750-381 | Electric Utilities | LIQUOR STORE | | $952.01 |
| Cash Payment<br>Invoice | E 101-42110-381 | Electric Utilities | SIREN | | $5.25 |
| Cash Payment<br>Invoice | E 101-42110-381 | Electric Utilities | SIREN | | $5.25 |
| Cash Payment<br>Invoice | E 101-42210-381 | Electric Utilities | SIREN | | $5.25 |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42210-381 Electric Utilities | FIRE | | $548.68 |
| Invoice | | | | |
| Cash Payment | E 101-43100-381 Electric Utilities | POLICE/PW | | $197.74 |
| Invoice | | | | |
| Cash Payment | E 101-45200-381 Electric Utilities | POLICE/PW | | $197.74 |
| Invoice | | | | |
| Cash Payment | E 601-49440-381 Electric Utilities | POLICE/PW | | $197.74 |
| Invoice | | | | |
| Cash Payment | E 602-49490-381 Electric Utilities | POLICE/PW | | $197.74 |
| Invoice | | | | |
| Cash Payment | E 101-42110-381 Electric Utilities | POLICE/PW | | $790.96 |
| Invoice | | | | |
| Cash Payment | E 101-45200-381 Electric Utilities | CARNIVAL | | $96.05 |
| Invoice | | | | |
| Transaction Date 3/17/2023 | | CASH 10100 | **Total** | $21,628.47 |
| Refer 17670 *DELTA DENTAL* | | Ck# 002513E 3/31/2023 | | |
| Cash Payment | G 101-21711 Dental Insurance | PREMIUM | | $1,988.48 |
| Invoice | | | | |
| Transaction Date 3/7/2023 | | CASH 10100 | **Total** | $1,988.48 |
| Refer 17726 *DRIVER & VEHICLE SERVICES* | | Ck# 002518E 3/31/2023 | | |
| Cash Payment | E 101-42110-213 Vehicle Supplies | TABS FOR POLICE CAR | | $286.25 |
| Invoice | | | | |
| Transaction Date 3/10/2023 | | CASH 10100 | **Total** | $286.25 |
| Refer 17873 *ENTERPRISE FLEET MGMT* | | Ck# 002536E 3/31/2023 | | |
| Cash Payment | E 101-42110-221 Vehicle Maintenance | POLICE | | $4,778.85 |
| Invoice | | | | |
| Cash Payment | E 101-42210-221 Vehicle Maintenance | FIRE | | $50.00 |
| Invoice | | | | |
| Cash Payment | E 101-42400-221 Vehicle Maintenance | BUILDING | | $10.00 |
| Invoice | | | | |
| Cash Payment | E 101-43100-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | $25.00 |
| Invoice | | | | |
| Cash Payment | E 101-45200-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | $25.00 |
| Invoice | | | | |
| Cash Payment | E 601-49440-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | $25.00 |
| Invoice | | | | |
| Cash Payment | E 602-49490-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | $25.00 |
| Invoice | | | | |
| Transaction Date 3/20/2023 | | CASH 10100 | **Total** | $4,938.85 |
| Refer 17657 *FWT* | | Ck# 002500E 3/31/2023 | | |
| Cash Payment | G 101-21703 FICA Tax Withholding | 03-02-2023 PAYROLL | | $9,377.34 |
| Invoice | | | | |
| Cash Payment | G 101-21709 Medicare | 03-02-2023 PAYROLL | | $3,431.18 |
| Invoice | | | | |
| Cash Payment | G 101-21701 Federal Withholding | 03-02-2023 PAYROLL | | $11,251.17 |
| Invoice | | | | |
| Transaction Date 3/2/2023 | | CASH 10100 | **Total** | $24,059.69 |
| Refer 17729 *FWT* | | Ck# 002520E 3/31/2023 | | |
| Cash Payment | G 101-21703 FICA Tax Withholding | PAYROLL 03-16-2023 | | $9,369.92 |
| Invoice | | | | |

**Current Period: March 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment | G 101-21709 Medicare | PAYROLL 03-16-2023 | | $3,519.26 |
| Invoice | | | | |
| Cash Payment | G 101-21701 Federal Withholding | PAYROLL 03-16-2023 | | $11,388.49 |
| Invoice | | | | |
| Transaction Date 3/16/2023 | | CASH 10100 | **Total** | $24,277.67 |
| Refer 17737 *FWT* | | Ck# 002527E 3/31/2023 | | |
| Cash Payment | G 101-21703 FICA Tax Withholding | PAYROLL 03-21-2023 | | $1,406.08 |
| Invoice | | | | |
| Cash Payment | G 101-21709 Medicare | PAYROLL 03-21-2023 | | $385.30 |
| Invoice | | | | |
| Cash Payment | G 101-21701 Federal Withholding | PAYROLL 03-21-2023 | | $282.97 |
| Invoice | | | | |
| Transaction Date 3/21/2023 | | CASH 10100 | **Total** | $2,074.35 |
| Refer 17899 *FWT* | | Ck# 002540E 3/31/2023 | | |
| Cash Payment | G 101-21703 FICA Tax Withholding | 03-30-2023 PAYROLL | | $9,335.48 |
| Invoice | | | | |
| Cash Payment | G 101-21709 Medicare | 03-30-2023 PAYROLL | | $3,517.76 |
| Invoice | | | | |
| Cash Payment | G 101-21701 Federal Withholding | 03-30-2023 PAYROLL | | $11,501.13 |
| Invoice | | | | |
| Transaction Date 3/30/2023 | | CASH 10100 | **Total** | $24,354.37 |
| Refer 17656 *HEALTH PARTNERS* | | Ck# 002499E 3/31/2023 | | |
| Cash Payment | G 101-21708 Health Premium | HEALTH INSURANCE | | $36,328.65 |
| Invoice | | | | |
| Transaction Date 3/1/2023 | | CASH 10100 | **Total** | $36,328.65 |
| Refer 17736 *HSA CONTRIBUTION* | | Ck# 002526E 3/31/2023 | | |
| Cash Payment | G 101-21714 Health Care Savings | PAYROLL 03-16-2023 | | $1,205.90 |
| Invoice | | | | |
| Transaction Date 3/16/2023 | | CASH 10100 | **Total** | $1,205.90 |
| Refer 17663 *HSA CONTRIBUTION* | | Ck# 002506E 3/31/2023 | | |
| Cash Payment | G 101-21714 Health Care Savings | 03-02-2023 PAYROLL | | $1,049.90 |
| Invoice | | | | |
| Transaction Date 3/2/2023 | | CASH 10100 | **Total** | $1,049.90 |
| Refer 17673 *INVOICE CLOUD* | | Ck# 002516E 3/31/2023 | | |
| Cash Payment | E 601-49440-430 Bank Fees | FEBRUARY FEES | | $489.08 |
| Invoice | | | | |
| Cash Payment | E 602-49490-430 Bank Fees | FEBRUARY FEES | | $489.07 |
| Invoice | | | | |
| Transaction Date 3/7/2023 | | CASH 10100 | **Total** | $978.15 |
| Refer 17733 *MISSION CONSTRUCTION & DEVE* | | Ck# 002523E 3/31/2023 | | |
| Cash Payment | G 101-21710 Deferred Comp | PAYROLL 03-16-2023 | | $489.17 |
| Invoice | | | | |
| Transaction Date 3/16/2023 | | CASH 10100 | **Total** | $489.17 |
| Refer 17902 *MISSION SQUARE* | | Ck# 002543E 3/31/2023 | | |
| Cash Payment | G 101-21710 Deferred Comp | 03-30-2023 PAYROLL | | $489.17 |
| Invoice | | | | |
| Transaction Date 3/30/2023 | | CASH 10100 | **Total** | $489.17 |
| Refer 17660 *MISSION SQUARE* | | Ck# 002503E 3/31/2023 | | |

**Current Period: March 2023**

| | | | | |
|---|---|---|---|---|
| Cash Payment | G 101-21710 Deferred Comp | 03-02-2023 PAYROLL | | $489.17 |
| Invoice | | | | |
| Transaction Date 3/2/2023 | | CASH 10100 | **Total** | $489.17 |
| Refer 17871 *MN DEPT OF REVENUE* | | Ck# 002534E 3/31/2023 | | |
| Cash Payment | G 609-20810 Sales Tax Payable | SALES TAX-FEBRUARY | | $18,684.00 |
| Invoice | | | | |
| Cash Payment | G 601-20810 Sales Tax Payable | SALES TAX-FEBRUARY | | $549.00 |
| Invoice | | | | |
| Transaction Date 3/20/2023 | | CASH 10100 | **Total** | $19,233.00 |
| Refer 17735 *MN STATE RETIREMENT SYSTEM* | | Ck# 002525E 3/31/2023 | | |
| Cash Payment | G 101-21714 Health Care Savings | PAYROLL 03-16-2023 | | $620.80 |
| Invoice | | | | |
| Transaction Date 3/16/2023 | | CASH 10100 | **Total** | $620.80 |
| Refer 17904 *MN STATE RETIREMENT SYSTEM* | | Ck# 002545E 3/31/2023 | | |
| Cash Payment | G 101-21714 Health Care Savings | 03-30-2023 PAYROLL | | $658.51 |
| Invoice | | | | |
| Transaction Date 3/30/2023 | | CASH 10100 | **Total** | $658.51 |
| Refer 17662 *MN STATE RETIREMENT SYSTEM* | | Ck# 002505E 3/31/2023 | | |
| Cash Payment | G 101-21714 Health Care Savings | 03-02-2023 PAYROLL | | $545.02 |
| Invoice | | | | |
| Transaction Date 3/2/2023 | | CASH 10100 | **Total** | $545.02 |
| Refer 17728 *NEW BENEFITS (FRESH BENIES)* | | Ck# 002519E 3/31/2023 | | |
| Cash Payment | E 101-41400-130 Employer Paid Insuranc | FRESH BENIES | | $29.97 |
| Invoice | | | | |
| Cash Payment | E 101-41500-130 Employer Paid Insuranc | FRESH BENIES | | $9.99 |
| Invoice | | | | |
| Cash Payment | E 101-41910-130 Employer Paid Insuranc | FRESH BENIES | | $29.97 |
| Invoice | | | | |
| Cash Payment | E 101-42400-130 Employer Paid Insuranc | FRESH BENIES | | $9.99 |
| Invoice | | | | |
| Cash Payment | E 101-43100-130 Employer Paid Insuranc | FRESH BENIES | | $29.97 |
| Invoice | | | | |
| Cash Payment | E 101-42110-130 Employer Paid Insuranc | FRESH BENIES | | $49.95 |
| Invoice | | | | |
| Cash Payment | E 101-42210-130 Employer Paid Insuranc | FRESH BENIES | | $9.99 |
| Invoice | | | | |
| Cash Payment | E 609-49750-130 Employer Paid Insuranc | FRESH BENIES | | $29.97 |
| Invoice | | | | |
| Transaction Date 3/10/2023 | | CASH 10100 | **Total** | $199.80 |
| Refer 17731 *PERA* | | Ck# 002521E 3/31/2023 | | |
| Cash Payment | G 101-21704 PERA | PAYROLL 03-16-2023 | | $24,429.56 |
| Invoice | | | | |
| Transaction Date 3/16/2023 | | CASH 10100 | **Total** | $24,429.56 |
| Refer 17658 *PERA* | | Ck# 002501E 3/31/2023 | | |
| Cash Payment | G 101-21704 PERA | 03-02-2023 PAYROLL | | $23,492.33 |
| Invoice | | | | |
| Transaction Date 3/2/2023 | | CASH 10100 | **Total** | $23,492.33 |
| Refer 17738 *PERA* | | Ck# 002528E 3/31/2023 | | |

**Current Period: March 2023**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | G 101-21704 PERA | PAYROLL 03-21-2023 | | | $496.40 |
| Invoice | | | | | |
| Transaction Date | 3/21/2023 | CASH | 10100 | **Total** | $496.40 |
| Refer | 17900 *PERA* | Ck# 002541E 3/31/2023 | | | |
| Cash Payment | G 101-21704 PERA | 03-30-2023 PAYROLL | | | $24,117.76 |
| Invoice | | | | | |
| Transaction Date | 3/30/2023 | CASH | 10100 | **Total** | $24,117.76 |
| Refer | 17665 *SPOT ON-LIQUOR CC* | Ck# 002508E 3/31/2023 | | | |
| Cash Payment | E 609-49751-207 Credit Card | CREDIT CARD FEE | | | $3,705.44 |
| Invoice | | | | | |
| Transaction Date | 3/2/2023 | CASH | 10100 | **Total** | $3,705.44 |
| Refer | 17668 *SPOT ON-LIQUOR CC* | Ck# 002511E 3/31/2023 | | | |
| Cash Payment | E 609-49751-207 Credit Card | CREDIT CARD FEE | | | $25.00 |
| Invoice | | | | | |
| Transaction Date | 3/3/2023 | CASH | 10100 | **Total** | $25.00 |
| Refer | 17740 *STATE OF ARIZONA* | Ck# 002530E 3/31/2023 | | | |
| Cash Payment | G 101-21716 Other Deductions | PAYROLL 03-21-2023 | | | $236.18 |
| Invoice | | | | | |
| Transaction Date | 3/21/2023 | CASH | 10100 | **Total** | $236.18 |
| Refer | 17741 *STATE OF MINNESOTA* | Ck# 002531E 3/31/2023 | | | |
| Cash Payment | G 101-21716 Other Deductions | PAYROLL 03-21-2023 | | | $240.11 |
| Invoice | | | | | |
| Transaction Date | 3/21/2023 | CASH | 10100 | **Total** | $240.11 |
| Refer | 17666 *SUN LIFE FINANCIAL* | Ck# 002509E 3/31/2023 | | | |
| Cash Payment | E 101-41400-130 Employer Paid Insuranc | MARCH INSURANCE | | | $232.99 |
| Invoice | | | | | |
| Cash Payment | E 101-41500-130 Employer Paid Insuranc | MARCH INSURANCE | | | $150.50 |
| Invoice | | | | | |
| Cash Payment | E 101-41910-130 Employer Paid Insuranc | MARCH INSURANCE | | | $157.44 |
| Invoice | | | | | |
| Cash Payment | E 101-42110-130 Employer Paid Insuranc | MARCH INSURANCE | | | $891.95 |
| Invoice | | | | | |
| Cash Payment | E 101-42210-130 Employer Paid Insuranc | MARCH INSURANCE | | | $81.67 |
| Invoice | | | | | |
| Cash Payment | E 101-42400-130 Employer Paid Insuranc | MARCH INSURANCE | | | $81.53 |
| Invoice | | | | | |
| Cash Payment | E 101-43100-130 Employer Paid Insuranc | MARCH INSURANCE | | | $249.55 |
| Invoice | | | | | |
| Cash Payment | E 101-43210-130 Employer Paid Insuranc | MARCH INSURANCE | | | $55.45 |
| Invoice | | | | | |
| Cash Payment | E 101-45200-130 Employer Paid Insuranc | MARCH INSURANCE | | | $249.55 |
| Invoice | | | | | |
| Cash Payment | E 601-49440-130 Employer Paid Insuranc | MARCH INSURANCE | | | $113.09 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-130 Employer Paid Insuranc | MARCH INSURANCE | | | $113.09 |
| Invoice | | | | | |
| Cash Payment | E 609-49750-130 Employer Paid Insuranc | MARCH INSURANCE | | | $211.79 |
| Invoice | | | | | |
| Transaction Date | 3/2/2023 | CASH | 10100 | **Total** | $2,588.60 |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | |
|---|---|---|---|---|
| Refer | 17734 *SWT* | Ck# 002524E 3/31/2023 | | |
| Cash Payment | G 101-21702 State Withholding | PAYROLL 03-16-2023 | | $5,151.79 |
| Invoice | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** $5,151.79 |
| Refer | 17739 *SWT* | Ck# 002529E 3/31/2023 | | |
| Cash Payment | G 101-21702 State Withholding | PAYROLL 03-21-2023 | | $35.78 |
| Invoice | | | | |
| Transaction Date | 3/21/2023 | CASH | 10100 | **Total** $35.78 |
| Refer | 17903 *SWT* | Ck# 002544E 3/31/2023 | | |
| Cash Payment | G 101-21702 State Withholding | 03-30-2023 PAYROLL | | $5,152.89 |
| Invoice | | | | |
| Transaction Date | 3/30/2023 | CASH | 10100 | **Total** $5,152.89 |
| Refer | 17661 *SWT* | Ck# 002504E 3/31/2023 | | |
| Cash Payment | G 101-21702 State Withholding | 03-02-2023 PAYROLL | | $5,024.92 |
| Invoice | | | | |
| Transaction Date | 3/2/2023 | CASH | 10100 | **Total** $5,024.92 |
| Refer | 17671 *U S BANK EQUIPMENT FINANCE* | Ck# 002514E 3/31/2023 | | |
| Cash Payment | E 101-41400-240 Office Equip | COPIER LEASE | | $206.87 |
| Invoice | | | | |
| Cash Payment | E 101-43100-240 Office Equip | COPIER LEASE | | $206.87 |
| Invoice | | | | |
| Cash Payment | E 101-43210-240 Office Equip | COPIER LEASE | | $206.87 |
| Invoice | | | | |
| Cash Payment | E 101-45200-240 Office Equip | COPIER LEASE | | $206.87 |
| Invoice | | | | |
| Cash Payment | E 601-49440-240 Office Equip | COPIER LEASE | | $206.87 |
| Invoice | | | | |
| Cash Payment | E 602-49490-240 Office Equip | COPIER LEASE | | $206.65 |
| Invoice | | | | |
| Transaction Date | 3/7/2023 | CASH | 10100 | **Total** $1,241.00 |
| Refer | 17969 *VILLAGE BANK* | Ck# 002546E 4/3/2023 | | |
| Cash Payment | E 101-41500-430 Bank Fees | MARCH FEES | | $56.90 |
| Invoice | | | | |
| Cash Payment | E 601-49440-430 Bank Fees | MARCH FEES | | $56.90 |
| Invoice | | | | |
| Cash Payment | E 602-49490-430 Bank Fees | MARCH FEES | | $56.90 |
| Invoice | | | | |
| Cash Payment | E 609-49750-430 Bank Fees | MARCH FEES | | $56.90 |
| Invoice | | | | |
| Transaction Date | 3/31/2023 | CASH | 10100 | **Total** $227.60 |
| Refer | 17732 *VOYA* | Ck# 002522E 3/31/2023 | | |
| Cash Payment | G 101-21710 Deferred Comp | PAYROLL 03-16-2023 | | $1,840.00 |
| Invoice | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** $1,840.00 |
| Refer | 17659 *VOYA* | Ck# 002502E 3/31/2023 | | |
| Cash Payment | G 101-21710 Deferred Comp | 03-02-2023 PAYROLL | | $1,815.00 |
| Invoice | | | | |
| Transaction Date | 3/2/2023 | CASH | 10100 | **Total** $1,815.00 |
| Refer | 17901 *VOYA* | Ck# 002542E 3/31/2023 | | |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | G 101-21710 Deferred Comp | 03-30-2023 PAYROLL | | | $1,840.00 |
| Invoice | | | | | |
| Transaction Date | 3/30/2023 | CASH | 10100 | **Total** | $1,840.00 |

| | | | | | |
|---|---|---|---|---|---|
| Refer | 17669 *WEX CARD* | Ck# 002512E 3/31/2023 | | | |
| Cash Payment | E 101-42400-212 Motor Fuels | FUEL | | | $43.24 |
| Invoice | | | | | |
| Cash Payment | E 101-42210-212 Motor Fuels | FUEL | | | $487.60 |
| Invoice | | | | | |
| Cash Payment | E 101-42110-212 Motor Fuels | FUEL | | | $3,645.40 |
| Invoice | | | | | |
| Cash Payment | E 101-43100-212 Motor Fuels | FUEL | | | $318.74 |
| Invoice | | | | | |
| Cash Payment | E 601-49440-212 Motor Fuels | FUEL | | | $311.58 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-212 Motor Fuels | FUEL | | | $311.59 |
| Invoice | | | | | |
| Cash Payment | R 101-36200 Miscellaneous Revenues | REBATE | | | -$14.72 |
| Invoice | | | | | |
| Transaction Date | 3/7/2023 | CASH | 10100 | **Total** | $5,103.43 |

### Fund Summary

| | 10100 CASH |
|---|---|
| 101 General Fund | $237,511.69 |
| 601 Water Fund | $9,216.20 |
| 602 Sewer Fund | $13,176.15 |
| 609 Liquor Fund | $25,221.17 |
| | $285,125.21 |

| | |
|---|---|
| Pre-Written Checks | $285,125.21 |
| Checks to be Generated by the Computer | $0.00 |
| Total | $285,125.21 |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

**Payments Batch P CC MARCH 2023** $17,676.95

Refer 17787 *ADVANCED AUTOMOTIVE CARE, I* Ck# 002453E 3/16/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42400-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | $49.87 |
| Invoice | | | | |
| Cash Payment | E 101-43100-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | $174.74 |
| Invoice | | | | |
| Cash Payment | E 101-45200-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | $174.73 |
| Invoice | | | | |
| Cash Payment | E 601-49440-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | $958.56 |
| Invoice | | | | |
| Cash Payment | E 602-49490-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | $924.69 |
| Invoice | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 **Total** | $2,282.59 |

Refer 17788 *ALL DATA RESOURCE* Ck# 002454E 3/16/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-43100-401 | Buildings Maintenance | BUILDING MAINTENANCE | $45.18 |
| Invoice | | | | |
| Cash Payment | E 101-45200-401 | Buildings Maintenance | BUILDING MAINTENANCE | $45.18 |
| Invoice | | | | |
| Cash Payment | E 601-49440-401 | Buildings Maintenance | BUILDING MAINTENANCE | $45.18 |
| Invoice | | | | |
| Cash Payment | E 602-49490-401 | Buildings Maintenance | BUILDING MAINTENANCE | $45.18 |
| Invoice | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 **Total** | $180.72 |

Refer 17789 *AMAZON.COM* Ck# 002455E 3/16/2023

| | | | | |
|---|---|---|---|---|
| Cash Payment | E 101-42110-401 | Buildings Maintenance | BUILDING MAINTENANCE | $82.61 |
| Invoice | | | | |
| Cash Payment | E 602-49490-401 | Buildings Maintenance | BUILDING MAINTENANCE | $70.46 |
| Invoice | | | | |
| Cash Payment | E 101-42110-441 | Miscellaneous | MISCELLANEOUS | $21.39 |
| Invoice | | | | |
| Cash Payment | E 101-43100-441 | Miscellaneous | MISCELLANEOUS | $21.38 |
| Invoice | | | | |
| Cash Payment | E 601-49440-441 | Miscellaneous | MISCELLANEOUS | $14.55 |
| Invoice | | | | |
| Cash Payment | E 602-49490-441 | Miscellaneous | MISCELLANEOUS | $14.83 |
| Invoice | | | | |
| Cash Payment | E 101-43100-240 | Office Equip | OFFICE EQUIPMENT | $119.98 |
| Invoice | | | | |
| Cash Payment | E 601-49440-240 | Office Equip | OFFICE EQUIPMENT | $119.98 |
| Invoice | | | | |
| Cash Payment | E 101-41400-200 | Office Supplies | OFFICE SUPPLIES | $76.94 |
| Invoice | | | | |
| Cash Payment | E 101-42110-200 | Office Supplies | OFFICE SUPPLIES | $253.46 |
| Invoice | | | | |
| Cash Payment | E 101-43100-200 | Office Supplies | OFFICE SUPPLIES | $45.52 |
| Invoice | | | | |
| Cash Payment | E 101-43210-200 | Office Supplies | OFFICE SUPPLIES | $9.16 |
| Invoice | | | | |
| Cash Payment | E 101-45200-200 | Office Supplies | OFFICE SUPPLIES | $45.52 |
| Invoice | | | | |

Agenda Item # 4E.

# CITY OF ST FRANCIS



## Payments

**Current Period: March 2023**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | E 601-49440-200 | Office Supplies | OFFICE SUPPLIES | | $51.40 |
| Invoice | | | | | |
| Cash Payment | E 101-42110-217 | Other Operating Supplie | OPERATING SUPPLIES | | $50.80 |
| Invoice | | | | | |
| Cash Payment | E 101-43100-217 | Other Operating Supplie | OPERATING SUPPLIES | | $105.89 |
| Invoice | | | | | |
| Cash Payment | E 101-45200-217 | Other Operating Supplie | OPERATING SUPPLIES | | $156.17 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-217 | Other Operating Supplie | OPERATING SUPPLIES | | $56.18 |
| Invoice | | | | | |
| Cash Payment | E 101-43210-441 | Miscellaneous | RECYLCLING- MISC | | $48.15 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | | $86.02 |
| Invoice | | | | | |
| Cash Payment | E 601-49440-233 | Water Plant Maint | WATER PLANT MAINTENANCE | | $149.94 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $1,600.33 |
| Refer | 17790 *AT&T, INC* | | Ck# 002456E 3/16/2023 | | |
| Cash Payment | E 101-41400-321 | Telephone | HOTSPOT | | $112.35 |
| Invoice | | | | | |
| Cash Payment | E 101-41500-441 | Miscellaneous | HOTSPOT | | $2.34 |
| Invoice | | | | | |
| Cash Payment | E 101-42210-321 | Telephone | PHONE | | $440.44 |
| Invoice | | | | | |
| Cash Payment | E 101-43100-321 | Telephone | PHONE | | $76.46 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $631.59 |
| Refer | 17792 *BOUND TREE MEDICAL LLC* | | Ck# 002458E 3/16/2023 | | |
| Cash Payment | E 101-42210-217 | Other Operating Supplie | OPERATING SUPPLIES | | $269.03 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $269.03 |
| Refer | 17791 *BUREAU OF CRIM APPREHENSIO* | | Ck# 002457E 3/16/2023 | | |
| Cash Payment | E 101-42110-208 | Training | TRAINING | | $225.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $225.00 |
| Refer | 17793 *CASEY S GENERAL STORE* | | Ck# 002459E 3/16/2023 | | |
| Cash Payment | E 601-49440-212 | Motor Fuels | FUEL | | $126.34 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $126.34 |
| Refer | 17794 *CLIPPINGMAGIC.COM* | | Ck# 002460E 3/16/2023 | | |
| Cash Payment | E 101-43210-433 | Dues and Subscriptions | SUBSCRIPTION | | $3.99 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $3.99 |
| Refer | 17795 *CSWEA/MWOA INNOVATIVE* | | Ck# 002461E 3/16/2023 | | |
| Cash Payment | E 601-49440-208 | Training | TRAINING | | $95.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | | CASH 10100 | **Total** | $95.00 |
| Refer | 17796 *DEPT OF LABOR & INDUSTRY* | | Ck# 002462E 3/16/2023 | | |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | G 101-20820 Surcharge Payable | 4TH QUARTER SURCHARGE | | | $764.84 |
| Invoice | | | | | |
| Cash Payment | R 101-36241 Surcharge-Permits | 4TH QUARTER SURCHARGE | | | -$30.59 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $734.25 |
| Refer | 17797 *DEPT OF NATURAL RESOURCES* | Ck# 002463E 3/16/2023 | | | |
| Cash Payment | E 601-49440-434 Permit Fees | WATER PERMIT FEES | | | $140.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $140.00 |
| Refer | 17798 *DEX MEDIA EAST LLC* | Ck# 002464E 3/16/2023 | | | |
| Cash Payment | E 609-49750-340 Advertising | ADVERTISING | | | $175.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $175.00 |
| Refer | 17799 *ESRI* | Ck# 002465E 3/16/2023 | | | |
| Cash Payment | E 101-41910-311 Contract | SOFTWARE-CONTRACT | | | $1,100.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $1,100.00 |
| Refer | 17800 *FLEET FARM* | Ck# 002466E 3/16/2023 | | | |
| Cash Payment | E 101-43100-417 Uniforms & PPE | UNIFORMS | | | $87.22 |
| Invoice | | | | | |
| Cash Payment | E 101-45200-417 Uniforms & PPE | UNIFORMS | | | $87.23 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $174.45 |
| Refer | 17801 *FLOWCHEVORLET* | Ck# 002467E 3/16/2023 | | | |
| Cash Payment | E 602-49490-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | | $81.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $81.00 |
| Refer | 17802 *GALL S, INC.* | Ck# 002468E 3/16/2023 | | | |
| Cash Payment | E 101-42110-237 Small Equipment | SMALL EQUIPMENT | | | $549.45 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $549.45 |
| Refer | 17803 *GFOA* | Ck# 002469E 3/16/2023 | | | |
| Cash Payment | E 101-41500-441 Miscellaneous | BUDGET AWARD | | | $345.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $345.00 |
| Refer | 17805 *HARBOR FREIGHT TOOLS* | Ck# 002471E 3/16/2023 | | | |
| Cash Payment | E 101-43100-237 Small Equipment | SMALL EQUIPMENT | | | $181.28 |
| Invoice | | | | | |
| Cash Payment | E 101-45200-237 Small Equipment | SMALL EQUIPMENT | | | $181.28 |
| Invoice | | | | | |
| Cash Payment | E 601-49440-237 Small Equipment | SMALL EQUIPMENT | | | $181.27 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-237 Small Equipment | SMALL EQUIPMENT | | | $181.27 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $725.10 |
| Refer | 17806 *HOME DEPOT* | Ck# 002472E 3/16/2023 | | | |
| Cash Payment | E 101-45200-218 Equipment Maintenance | EQUIPMENT MAINTENANCE | | | $117.81 |
| Invoice | | | | | |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

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|---|---|---|---|---|---|---|
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $117.81 |
| Refer | 17826 *HOME DEPOT* | | Ck# 002492E 3/16/2023 | | | |
| Cash Payment | E 601-49440-229 | Project Maintenance | WWTP PROJECT MAINTENANCE | | | $17.15 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $17.15 |
| Refer | 17807 *IIMC* | | Ck# 002473E 3/16/2023 | | | |
| Cash Payment | E 101-41400-208 | Training | TRAINING | | | $185.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $185.00 |
| Refer | 17809 *KLEEN RITE CORP* | | Ck# 002475E 3/16/2023 | | | |
| Cash Payment | E 101-42110-213 | Vehicle Supplies | VEHICLE SUPPLIES | | | $59.70 |
| Invoice | | | | | | |
| Cash Payment | E 101-43100-213 | Vehicle Supplies | VEHICLE SUPPLIES | | | $59.70 |
| Invoice | | | | | | |
| Cash Payment | E 101-45200-213 | Vehicle Supplies | VEHICLE SUPPLIES | | | $59.70 |
| Invoice | | | | | | |
| Cash Payment | E 601-49440-221 | Vehicle Maintenance | VEHICLE SUPPLIES | | | $59.69 |
| Invoice | | | | | | |
| Cash Payment | E 602-49490-221 | Vehicle Maintenance | VEHICLE SUPPLIES | | | $59.69 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $298.48 |
| Refer | 17810 *KWIK TRIP* | | Ck# 002476E 3/16/2023 | | | |
| Cash Payment | E 101-43100-441 | Miscellaneous | MISCELLANEOUS | | | $22.45 |
| Invoice | | | | | | |
| Cash Payment | E 101-45200-441 | Miscellaneous | MISCELLANEOUS | | | $22.45 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $44.90 |
| Refer | 17811 *LANDS END* | | Ck# 002477E 3/16/2023 | | | |
| Cash Payment | E 101-42110-437 | Uniforms | UNIFORMS - ROBERTS | | | $87.87 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $87.87 |
| Refer | 17812 *LEAGUE OF MN CITIES* | | Ck# 002478E 3/16/2023 | | | |
| Cash Payment | E 101-41400-208 | Training | TRAINING | | | $20.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $20.00 |
| Refer | 17808 *MARKSTAAR* | | Ck# 002474E 3/16/2023 | | | |
| Cash Payment | E 101-45200-229 | Project Maintenance | PROJECT MAINTENANCE | | | $2,413.46 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $2,413.46 |
| Refer | 17813 *MFMA* | | Ck# 002479E 3/16/2023 | | | |
| Cash Payment | E 101-41910-318 | Economic Development | FARMERS MARKET | | | $105.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $105.00 |
| Refer | 17814 *MN COUNTY ATTORNEYS ASSN.* | | Ck# 002480E 3/16/2023 | | | |
| Cash Payment | E 101-42110-200 | Office Supplies | OFFICE SUPPLIES - SFPD | | | $22.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $22.00 |
| Refer | 17815 *MN GOVERNMENT FINANCE* | | Ck# 002481E 3/16/2023 | | | |

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|---|---|---|---|---|---|---|
| Cash Payment | E 101-41500-433 | Dues and Subscriptions | DUES-MULVIHILL | | | $70.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $70.00 |
| Refer | 17804 *MUNICIPAL CLERKS* | | Ck# 002470E 3/16/2023 | | | |
| Cash Payment | E 101-41400-433 | Dues and Subscriptions | DUES-SANTILLO | | | $51.48 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $51.48 |
| Refer | 17816 *NATIONAL REGISTRY EMT* | | Ck# 002482E 3/16/2023 | | | |
| Cash Payment | E 101-42210-208 | Training | CERTIFICATION | | | $50.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $50.00 |
| Refer | 17817 *OREILLY AUTO PARTS* | | Ck# 002483E 3/16/2023 | | | |
| Cash Payment | E 601-49440-237 | Small Equipment | SMALL EQUIPMENT | | | $9.09 |
| Invoice | | | | | | |
| Cash Payment | E 601-49440-221 | Vehicle Maintenance | VEHICLE MAINTENANCE | | | $7.81 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $16.90 |
| Refer | 17818 *POPP TELECOM* | | Ck# 002484E 3/16/2023 | | | |
| Cash Payment | E 609-49750-321 | Telephone | TELEPHONE | | | $52.69 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $52.69 |
| Refer | 17819 *POSTMASTER - ST. FRANCIS* | | Ck# 002485E 3/16/2023 | | | |
| Cash Payment | E 101-41400-322 | Postage | POSTAGE | | | $100.00 |
| Invoice | | | | | | |
| Cash Payment | E 101-41910-322 | Postage | POSTAGE | | | $10.35 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $110.35 |
| Refer | 17820 *REMARKABLE.COM* | | Ck# 002486E 3/16/2023 | | | |
| Cash Payment | E 101-41500-441 | Miscellaneous | SUBSCRIPTION | | | $5.98 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $5.98 |
| Refer | 17821 *SIMPLY MEDICAL LLC* | | Ck# 002487E 3/16/2023 | | | |
| Cash Payment | E 101-41940-210 | Operating Supplies | UNIFORMS/PPE | | | $61.02 |
| Invoice | | | | | | |
| Cash Payment | E 101-43100-417 | Uniforms & PPE | UNIFORMS/PPE | | | $61.02 |
| Invoice | | | | | | |
| Cash Payment | E 101-45200-417 | Uniforms & PPE | UNIFORMS/PPE | | | $61.02 |
| Invoice | | | | | | |
| Cash Payment | E 601-49440-417 | Uniforms & PPE | UNIFORMS/PPE | | | $61.02 |
| Invoice | | | | | | |
| Cash Payment | E 602-49490-417 | Uniforms & PPE | UNIFORMS/PPE | | | $61.02 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $305.10 |
| Refer | 17822 *SPEEDWAY* | | Ck# 002488E 3/16/2023 | | | |
| Cash Payment | E 101-45200-212 | Motor Fuels | FUEL | | | $49.00 |
| Invoice | | | | | | |
| Transaction Date | 3/16/2023 | | CASH | 10100 | **Total** | $49.00 |
| Refer | 17823 *STAMPS.COM* | | Ck# 002489E 3/16/2023 | | | |

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|---|---|---|---|---|---|
| Cash Payment | E 101-41400-322 Postage | POSTAGE | | | $17.99 |
| Invoice | | | | | |
| Cash Payment | E 101-42110-322 Postage | POSTAGE | | | $17.99 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $35.98 |
| Refer | 17824 *STEENSMA LAWN* | Ck# 002490E 3/16/2023 | | | |
| Cash Payment | E 101-43100-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | | $234.94 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $234.94 |
| Refer | 17825 *STORM TRAINING GROUP* | Ck# 002491E 3/16/2023 | | | |
| Cash Payment | E 101-42110-208 Training | TRAINING | | | $943.95 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $943.95 |
| Refer | 17827 *THE STAR TRIBUNE* | Ck# 002493E 3/16/2023 | | | |
| Cash Payment | E 101-41400-433 Dues and Subscriptions | SUBSCRIPTION | | | $129.00 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $129.00 |
| Refer | 17828 *TOPGOLF* | Ck# 002494E 3/16/2023 | | | |
| Cash Payment | E 101-42110-448 Reserve Officers | RESERVE OFFICERS | | | $555.15 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $555.15 |
| Refer | 17829 *VERIZON WIRELESS* | Ck# 002495E 3/16/2023 | | | |
| Cash Payment | E 101-42110-321 Telephone | PHONES | | | $400.16 |
| Invoice | | | | | |
| Cash Payment | E 601-49440-321 Telephone | PHONES | | | $182.97 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-321 Telephone | PHONES | | | $160.04 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $743.17 |
| Refer | 17830 *ZERO9 SOLUTIONS LLC* | Ck# 002496E 3/16/2023 | | | |
| Cash Payment | E 101-42110-437 Uniforms | UNIFORMS-BULERA | | | $46.95 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $46.95 |
| Refer | 17831 *ZOOM.US* | Ck# 002497E 3/16/2023 | | | |
| Cash Payment | E 101-41400-433 Dues and Subscriptions | DUES/SUBSCRIPTION | | | $16.06 |
| Invoice | | | | | |
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $16.06 |
| Refer | 17832 *ZORO TOOLS, INC* | Ck# 002498E 3/16/2023 | | | |
| Cash Payment | E 101-43100-217 Other Operating Supplie | OPERATING SUPPLIES | | | $372.71 |
| Invoice | | | | | |
| Cash Payment | E 101-45200-217 Other Operating Supplie | OPERATING SUPPLIES | | | $372.70 |
| Invoice | | | | | |
| Cash Payment | E 601-49440-217 Other Operating Supplie | OPERATING SUPPLIES | | | $372.70 |
| Invoice | | | | | |
| Cash Payment | E 602-49490-217 Other Operating Supplie | OPERATING SUPPLIES | | | $372.70 |
| Invoice | | | | | |
| Cash Payment | E 101-43100-221 Vehicle Maintenance | VEHICLE MAINTENANCE | | | $18.93 |
| Invoice | | | | | |

# CITY OF ST FRANCIS

## Payments



**Current Period: March 2023**

| | | | | | |
|---|---|---|---|---|---|
| Transaction Date | 3/16/2023 | CASH | 10100 | **Total** | $1,509.74 |

### Fund Summary

| | 10100 CASH |
|---|---|
| 101 General Fund | $12,743.53 |
| 601 Water Fund | $2,592.65 |
| 602 Sewer Fund | $2,113.08 |
| 609 Liquor Fund | $227.69 |
| | $17,676.95 |

| | |
|---|---|
| Pre-Written Checks | $17,676.95 |
| Checks to be Generated by the Computer | $0.00 |
| Total | $17,676.95 |

# CITY COUNCIL AGENDA REPORT

City of St. Francis

**TO:** Mayor and Council

**FROM:** Kate Thunstrom, City Administrator

**SUBJECT:** Bottle Shop Market Study

**DATE:** April 17, 2023

## OVERVIEW:

In an effort to understand the liquor store market and the market share in which St. Francis is advertising and working to attract, Staff is proposing a study to identify several components of the Bottle Shop marketability.

Over the last couple of years there has been growth in liquor stores to the south of the city including a new store on Hwy 47, the opening of Total Wine in Coon Rapids and the City of Anoka has approved an expansion of their store on Bunker Lake and Cty Rd 7. All of these stores are within our market area and impact our sales capacity.

This study will allow us to thoroughly evaluate our store by location and financial history, define the demographics we are targeting and identify the competition and any stress on the market share. The study will take an estimated 60 days to complete providing a report by the of June.

With this information the Bottle Shop will understand the long term need of sales levels and aid in creating a targeted marketing approach for the future.

## BUDGET IMPLICATION:

Cost of analysis $8,600

Attachments:

- Maxfield Research Contract for Professional Services and Scope of Work

Maxfield Research & Consulting

Breaking Ground since 1983

April 11, 2023

Ms. Kate Thunstrom
City Administrator
City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070

Ms. Thurnstrom:

Thank you for contacting Maxfield Research and Consulting, LLC regarding your research and consulting needs. As we understand, you are seeking a market intel on the current state of the liquor store industry in the St. Francis trade area in Anoka County. We understand the St. Francis Bottle Shop is experiencing increased competition and is losing market share. The attached proposal provides a proposed scope of services and associated costs to complete a market assessment for the existing municipal owned facility in St. Francis.

The scope of work outlined in the proposal includes an evaluation of the characteristics and review of the existing St. Francis Bottle Shop. Additionally, the assessment will identify an appropriate draw area for a liquor store in St. Francis and provide data on demographic, household, and employment growth trends along with a review of competitive market conditions for liquor store business. The analysis will conclude with recommendations on refining the existing concept and commentary on how to gain market share.

Please review the enclosed proposal. If you have any comments or questions, please do not hesitate to call (612.281.6729) or email me at mmullins@maxfieldresearch.com. If the proposal meets with your approval, please date and sign one copy and return it to our offices along with the initial payment.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC

Matt Mullins

Matt Mullins
Vice President

Enclosure

(main) 612-338-0012 (fax) 612-904-7979
2823 Hamline Avenue North, Roseville, MN 55113
www.maxfieldresearch.com

Maxfield
Research & Consulting
Breaking Ground since 1983

April 11, 2023

Ms. Kate Thunstrom
City Administrator
City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070

**CONTRACT FOR PROFESSIONAL SERVICES**

Maxfield Research and Consulting, LLC proposes to provide research and consulting services to the City of St. Francis, Minnesota, to provide market commentary on the state of the liquor store industry in the St. Francis trade area. As we understand, the City wants to better understand the state of the market as the municipal liquor store is losing market share to new competition. This proposal outlines an analysis to determine the amount of excess demand that exists for a liquor store in the St. Francis trade area and the market share to maintain competitiveness.

The following scope of services outlines our proposed work plan for completing this analysis:

**SCOPE OF SERVICES**

**A. Site Evaluation/Facility Overview**

1. Field visit and building tour to the subject St. Francis Bottle Shop.
2. Meet with the manager or other St. Francis Bottle Shop staff to review operations and discuss business trends, marketing, general operations, etc.
3. Review historical financials for the subject property.
4. Identify adjacent and surrounding land uses and discuss proximity to housing, employment, and auto- or convenience-oriented commercial uses.
5. Evaluate community orientation, access, and visibility.
6. Prepare a drive-time analysis.
7. Review historic and projected traffic volumes adjacent to the Site.
8. Provide mapping and illustrations of the Site and surrounding area, including aerial photography, parcel boundaries, and photographs of the Site and neighboring properties.
9. Discuss the strengths and weaknesses of the site that may impact marketability.

**B. Demographic Review**

1. Define a trade area/market area for the existing liquor store in the City of St. Francis.
2. Examine household and employment growth trends in the draw areas to 2030.
3. Examine the population age distribution for 2023 and 2028.
4. Examine consumer expenditures for alcoholic beverages in the draw area.
5. Discuss the impact of growth trends and demographic characteristics impacting liquor store sales and the City's ability to capture their respective proportions of overall market share.

**C. Competitive Market Review**

1. Review municipal liquor store trends in Minnesota as collected by the Office of the State Auditor or Department of Revenue. Compare St. Francis performance trends to other cities.
2. Collect and analysis the following information on competitive liquor stores, if obtainable:
   a. Ownership structure (i.e. private vs. Muni, national chain vs. neighborhood, etc.)
   b. size of store – square feet
   c. parking availability
   d. access
   e. traffic counts
   f. general inventory and market positioning
   g. estimated market share
   h. estimated sales per square foot
3. Identify any pending facilities in the draw area;
4. Assess the ability of the St. Francis municipal liquor store to capture additional market share from competitive facilities.

**D. Conclusions and Recommendations**

1. Calculate sales potential within the identified draw area(s);
2. Identify the amount of square footage supportable for a liquor store in St. Francis from the draw area(s). Compare against the current building footprint.
3. Provide recommendations on the market share/market positioning of the St. Francis Bottle Shop should be capturing based on market competition, demographics, local economy, etc.

**E. Meetings and Report Preparation**

1. One kick-off meeting with the Client to review project overview, goals, etc.
2. Internal research review meetings.
3. One meeting or conference call/video conference with Client to discuss draft report findings.
4. Report Preparation.

**Total Cost of Analysis:** **$8,600.00**

**COST OF SERVICES**

The above Scope of Services will be completed for Eight Thousand Six Hundred Dollars ($8,600.00), including all out-of-pocket expenses for postage, outside data purchases, photocopying with payment as follows: a) Four Thousand Three Hundred Dollars ($4,300.00) due upon execution of this agreement; and b) the balance of the contract amount due in monthly installments based on Maxfield Research & Consulting completion of work.

Any additional research or meeting requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal rates for staff time which range from $55 to $165 per hour.

**WORK PRODUCT**

Findings will be presented in a bound report format and will cover the market criteria necessary to make decisions about the development or lease of a new facility.

**COMPLETION TIME**

The work outlined under the Scope of Services will be completed and a draft report delivered to the Client within sixty (60) days of the receipt of the signed contract and initial payment, unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

**PAYMENT**

All invoices are payable to Maxfield Research & Consulting . within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

**DISCLAIMER**

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement. We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research & Consulting . disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated. The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

In the event payment is not received on a timely basis, Maxfield Research & Consulting . shall be entitled to a lien against the subject property.

This agreement will be construed according to the laws of the State of Minnesota.

**TERMINATION**

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research & Consulting . for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research & Consulting .

Agreed to this__________ day of ____________ 2023.

**MAXFIELD RESEARCH & CONSULTING**

______________________________

Matt Mullins
Vice President

**CITY OF ST. FRANCIS**

______________________________
(signature)

By:______________________________
(print name)

Its:______________________________
(print title)

City of St. Francis

# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator

**FROM:** Todd Schwieger, Police Chief

**SUBJECT:** Police Department UAV Program

**DATE:** April 17, 2023

## OVERVIEW:

The St. Francis Police Department is researching the purchase and utilization of an Unmanned Aerial Vehicle (UAV) in efforts to enhance the public safety capabilities of the department. A UAV would aid the department in areas including search and rescue efforts, information gathering in response to criminal activity, emergency management, event threat assessment, and public event monitoring. In Minnesota, before a law enforcement agency purchases or uses a UAV, state law requires that there are opportunities for public comment. At a minimum, the agency must accept public comment submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting. In developing and adopting the policy, the law enforcement agency must also provide for public comment and input. The first public comment period occurred from March 30th, 2023 through April 9th, 2023 in which several comments were received electronically. No comments were received by mail. The second public comment period will occur during the April 17th City Council meeting following a UAV presentation. The operating policy would then get finalized and the police department would seek approval to purchase equipment and fully implement the UAV program.

## ACTION TO BE CONSIDERED:

City Council to approve the purchase of the DJI Matrice 30T in the amount of $18,190.00 and proceed with full implementation of the department UAV program.

## BUDGET IMPLICATION:

The UAV program equipment, licensing, and training will primarily be funded by the police department forfeiture fund and supplemented by existing capital funds.

Attachments:

- PowerPoint

City of St. Francis

# St. Francis Police Department Unmanned Aerial Vehicle (UAV) Program

St. Francis City Council Presentation

April 17, 2023

# PROCESS

- Establishing a timeline
- Equipment research
- Policy development, legal review
- Public comment and input opportunities prior to policy adoption, equipment purchase or program implementation
- Equipment approval and purchase
- Operator training and FAA Part 107 certification
- Equipment registered with MnDOT and FAA
- Full program implementation

# ST. FRANCIS POLICE DEPARTMENT UAV PROGRAM

## What is an Unmanned Aerial Vehicle (UAV)?

- A UAV is commonly referred to as a drone
- A UAV is a small unmanned aircraft operated remotely without direct human intervention from within or on the aircraft.

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# UAV Capabilities

- Provides an aerial vantage point and the ability to view and search large areas including difficult terrain more efficiently than ground personnel.
- Ability to provide a much broader view of a scene which increases officer safety and safety of others.
- High quality camera system
- Thermal imaging technology to assist in locating and identifying heat signatures during day and night operations.
- Flight time up to 42 minutes
- Flight speeds up to 50 mph

# 626.19 Use of Unmanned Aerial Vehicles

- § **Subdivision 1.Definition.**
- “unmanned aerial vehicle” or “UAV” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.
- Subd. 3. Authorized use. A law enforcement agency may use a UAV:

1. during or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person;
2. over a public event where there is a heightened risk to the safety of participants or bystanders;
3. to counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk;
4. to prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters;
5. to conduct a threat assessment in anticipation of a specific event;
6. to collect information from a public area if there is reasonable suspicion of criminal activity;
7. to collect information for crash reconstruction purposes after serious or deadly collision occurring on a public road;
8. over a public area for officer training or public relations purposes; and
9. for purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use.

- § **Subd. 9.Public comment.**
- A law enforcement agency must provide an opportunity for public comment before it purchases or uses a UAV. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting.

# 626.19 cont.
# Policy

- **SUBD. 10. Written policies and procedures required.**

- Prior to the operation of a UAV, the chief officer of every state and local law enforcement agency that uses or proposes to use a UAV must establish and enforce a written policy governing its use, including requests for use from government entities. In developing and adopting the policy, the law enforcement agency must provide for public comment and input as described in subdivision 9. The written policy must be posted on the agency's website, if the agency has a website.

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# PUBLIC COMMENT

Public comment period March 30th – April 9th

Accepted electronically by email or by mail

Posted on the City website and police department website/Facebook Page

Draft policy posted on website

# Minnesota Public Safety UAV Use

- In 2021, 76 law enforcement agencies in Minnesota reported using UAV's for a total of 2,265 deployments in the calendar year.

- 2021 deployment purposes include:
    - 1,042 for training or public relations purposes.
    - 512 deployments during or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person.
    - 280 to collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
    - 257 to collect information from a public area if there is reasonable suspicion of criminal activity.

- Other deployments purposes include threat assessment for a specific event, facilitating operational planning, rescue, and recovery operations in the aftermath of natural or man-made disasters.

# How Will a UAV Be Utilized in St. Francis?

St. Francis Police will utilize UAV’s for the same reasons that other agencies have around the state and for the same reasons other agencies have been requested for their UAV assistance including:

- Training and public relations purposes. Demonstrating equipment at public events and to show the public how the department is enhancing its public safety capabilities.
- To assist in locating missing persons, persons in a mental health crisis (suicidal), fugitive suspects.
- Threat assessment in anticipation of a specific event or at a public event where there is a heightened risk to the safety of participants or bystanders. (Pioneer Days Parade, Circus), other large scale events where there are mass gatherings of people.
- Search and rescue
- Fire department operations including assistance during grass/brush fires, locating hot spots etc.
- Public Works possibilities.

# What a UAV Won't Be Used For

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.
- To record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.
- The UAV shall not be weaponized (Minn. Stat. § 626.19).
- A UAV shall not be deployed with facial recognition or biometric-matching technology (Minn. Stat. § 626.19).
- Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAV shall not be used to collect data on public protests or demonstrations (Minn. Stat. § 626.19).

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# Additional Oversight

- Documentation required of each UAV use including a unique case number along with a factual basis for the use.
- By January 15 of each year, each law enforcement agency that maintains or uses a UAV shall report to the Commissioner of public safety the following information for the preceding calendar year:
  - The number of times a UAV was deployed without a search warrant, including the date of deployment and the authorized use of the UAV.
  - The total cost of the agency’s UAV program.
- All UAV assist requests by other agencies will require supervisor approval.
- St. Francis Department Policy 606
- Regulated by both the federal government and State of Minnesota.
- UAV must be registered with both the Minnesota Department of Transportation (MnDOT) and Federal Aviation Administration (FAA).
- Operator/Pilot must obtain a Remote Pilot Certificate and must comply with flight restrictions specified in Part 107 of FAA regulations.

# FAA Part 107 Regulations for UAV

- Always avoid manned aircraft.
- Never operate in a careless or reckless manner.
- Keep the UAV within sight. The remote pilot in command and visual observer must always have the UAV within unaided sight throughout the entire flight.
- Do not fly a drone over people unless they are directly participating in the operation or are located under a covered structure on inside a stationary vehicle.
- Do not operate the UAV from a moving vehicle or aircraft.
- The maximum allowable altitude is 400 feet above the ground and no more than 400 feet above a structures uppermost limit. Maximum speed is 100 miles per hour.

# DJI MATRICE 30T

- DJI is trusted and widely used by agencies across the state.
- Used by other agencies in Anoka County including Anoka County Sheriff's Office, Coon Rapids Police Department, and Columbia Heights Police Department.
- Superior camera system including thermal imaging camera and 4k/30fps wide and optical zoom camera.
- Maximum Flight Time of 42 minutes
- Maximum Flight Speed of 51 mph
- Operating time of 3-6 hours
- Charging time of 30 minutes (charging two batteries from 20%-90%), 50 minutes (charging two batteries from 0%-100%).
- Operating Temperature of -4°F to 122°F
- Dual operator option
- One year warranty covers all repairs and includes one free maintenance.

# DJI MATRICE 30T

| | | | |
|---|---|---|---|
| DJI Matrice 30 CASE | QTY. 1 | $499.00 | $499.00 |
| DJI Matrice 30 TB30 Intelligent Flight Battery | QTY. 8 | $329.00 | $2,632.00 |

| | | | |
|---|---|---|---|
| DJI Matrice M30T Enterprise Drone<br>SP SHIELD BASIC | QTY. 1 | $13,341.00 | $13,341.00 |

| | | | |
|---|---|---|---|
| DJI RC Controller Plus | QTY. 1 | $1,600.0 | $1,600.00 |
| DJI WB37 Battery | QTY 2 | $59.00 | $118.00 |
| | | Subtotal | $18,190.00 |

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# DJI 300 RTK

DJI Matrice 300 RTK COMBO (SP) $13,199.00

DJI Matrice 300 SERIES - DJI Smart Controller $1,250.00

DJI Matrice 300 SERIES - Intelligent Flight Battery $700.00ea X8 $5,600.00

Zenmuse H20T SP Plus Combo $11,799.00

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Subtotal $31,848.00

# Conclusion

- Police department has demonstrated a need for a UAV on several occasions where other agencies responded to the City. Situations have included searches for suicidal subjects, searches for fleeing subjects from vehicles or homes for serious offenses.
- Assistance from other agencies can be substantially delayed and they may not have an operator on.
- Increases safety for officers and subjects.
- Funds are available through the department forfeiture fund supplemented by existing police department capital funds.
- Even if only used once to bring a safe resolution to a situation or to help save a life, it’s worth the investment.

# QUESTIONS/COMMENTS?

# First Quarter Report 2023
# St. Francis Police Department


The police department began 2023 by welcoming two new officers to the department. Officers James Bolte and Ryley Struckman have made great additions to the police department and are eager to serve the St. Francis Community.

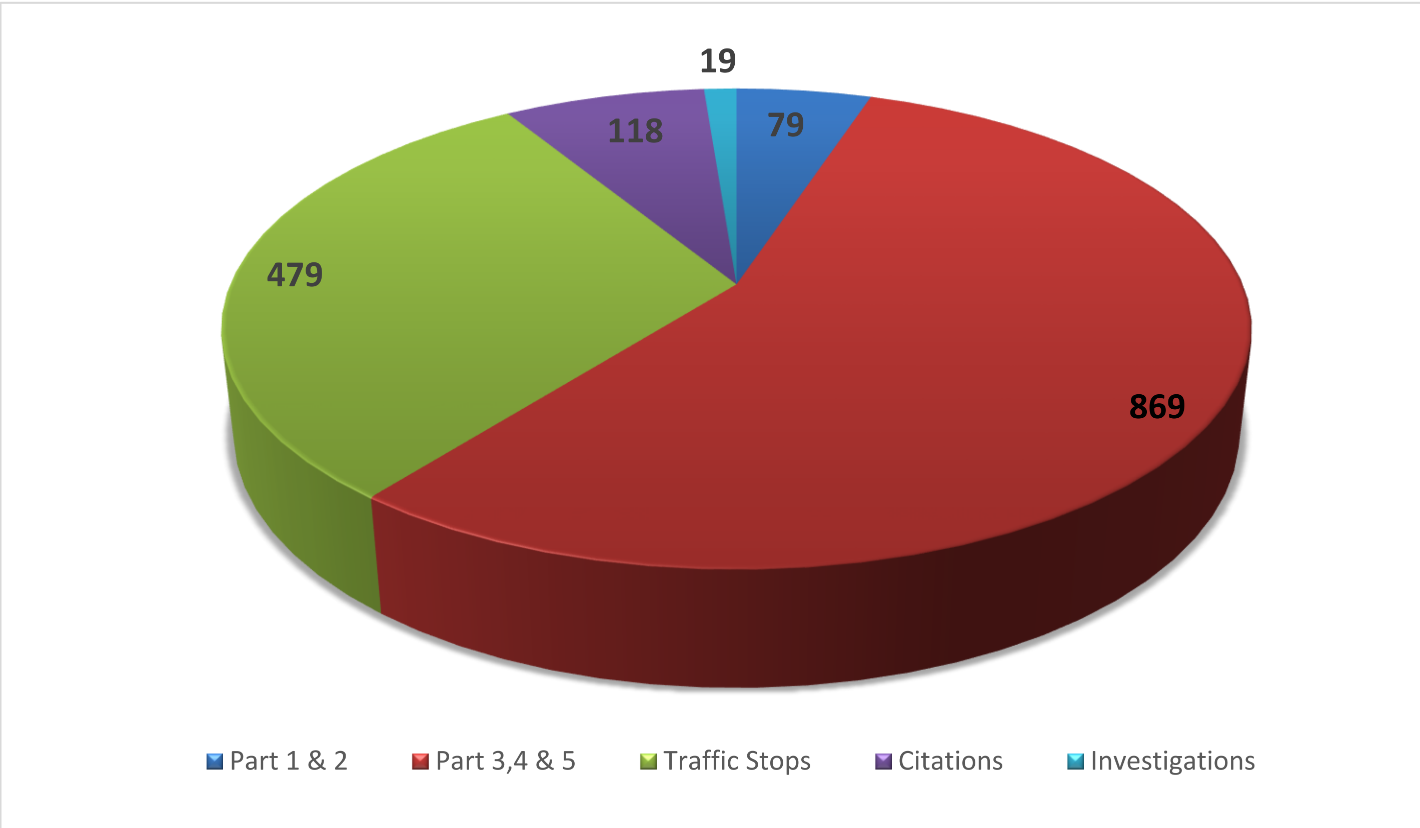
There were 79 Part 1 and 2 offenses reported during the quarter which include incidents such as assaults, burglary, DWI, and damage to property reports. There were also 869 part 3, 4, 5 offenses during the quarter which include vehicle crashes, alarms, various complaints and disputes, and medicals. Overall, there were a total of 1,427 incident crime reports generated during the quarter which is a slight increase over the first quarter of 2022.

Department officers and staff are always busy training and the first quarter of 2023 was no different. Officers and staff completed 195 hours of training during the quarter including Emergency Vehicle Operators Course (EVOC), Civil Process Training, Standardized Field Sobriety Test training (SFST), and CIT training to name a few.

The St. Francis Police Department believes that a safe community takes all of us. It’s so important to have a good relationship with members of the community which is why the police department remains passionate in our community outreach efforts. A Winning With Cops event was held in March at Tasty Pizza Bar and Bowl which had another great turnout. Upcoming events include The Citizens Academy, Bike Rodeo, Cone with a Cop, and National Night Out.

All members of the St. Francis Police Department continue to work hard and dedicate themselves to this department and community and as always want to thank the City Council for their continued support.

# CALLS FOR SERVICE -FIRST QUARTER
## January 1 – March 31, 2023

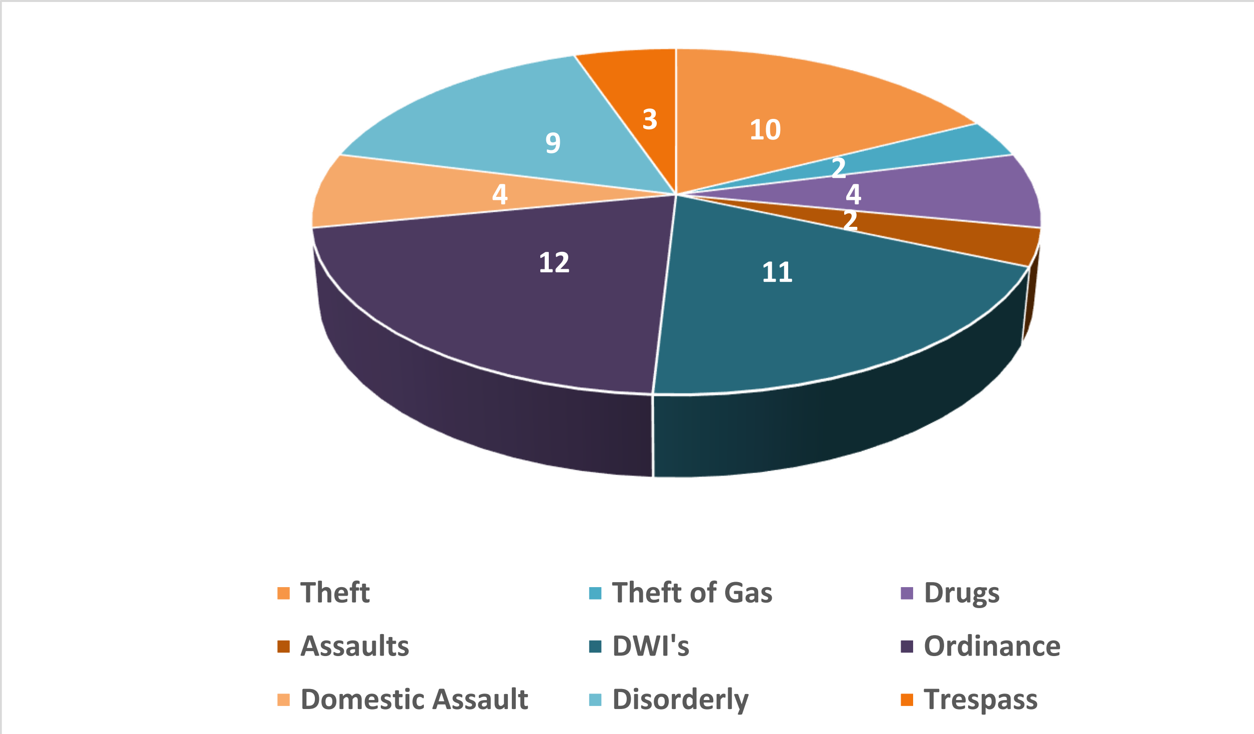



## DESCRIPTION EXAMPLES

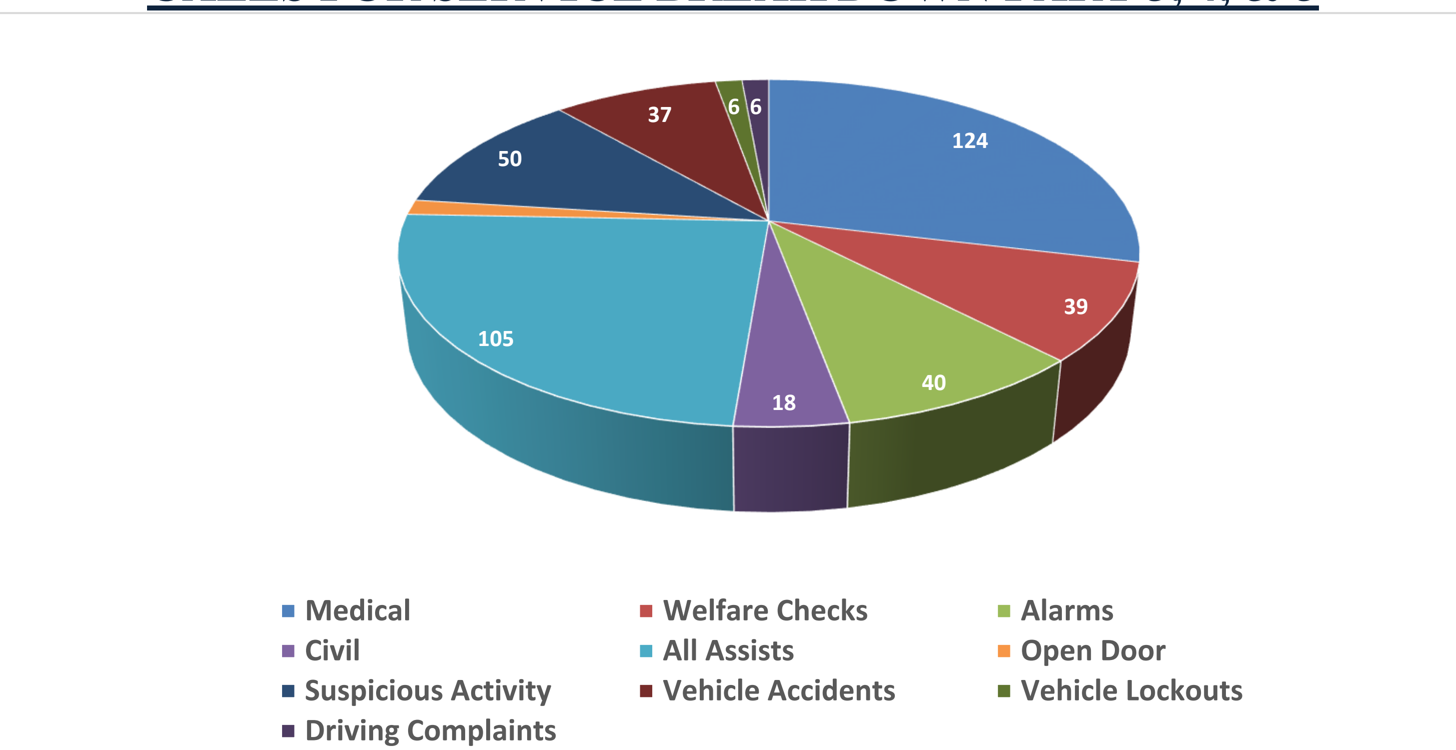
**PART 1 &2:** Theft, Fraud, Damage to Property, Burglary, DWI and Assaults etc.

**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




# CALLS FOR SERVICE BREAK DOWN PART 3, 4, & 5



# 2023 OFFICER SWEARING IN

The police department welcomed two new officers in February who were sworn in by Mayor Feldman during a March City Council meeting. Officers James Bolte (above) and Ryley Struckman (below) look to be excellent additions to the department. The new officers will bring the department to full staff for the first time since July of 2021.

# WINNING WITH COPS

# UPCOMING EVENTS-2023

**CITIZENS ACADEMY**
**April 11, 18, 25 /May 2, 9, 16**
**6PM – 8:30PM**
**St. Francis Police Department**

**April 22nd 10AM-2PM**
**St. Francis Police Dept. Lobby**

# 7th Annual

# **Bike Rodeo**

## The St. Francis Police Department

## **Thursday June 8th 5-7 PM**

**4058 St. Francis Blvd NW- St. Francis**

A Chance to win one of 4 's

A Chance to Win a Tie Die Bike Safety T-Shirt

**Free Giveaway Bags* Free Hotdogs, Chips & Water**

**Safety Tips * Fire Trucks * Squad Cars**

**Drive the Bike Course - (Helmets required)**

## CONE WITH A COP
## AUGUST 17, 4PM -6PM

## NATIONAL NIGHT OUT
## AUGUST 1, 5PM-7PM

## PRESCRIPTION DRUG DISPOSAL


The St. Francis Police Department is one of many sites that unused prescription drugs can be dropped off as part of the "Prescription Drug Take Back Program". This gives community members an opportunity to bring unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The department aims to provide a safe means of disposing of prescription drugs, while also educating the public about the potential for abuse of medications. There were 542 pounds of prescription drugs collected from residents in 2022.

## AMMUNITION DISPOSAL

The St. Francis Police Department also continues to accept unwanted ammunition from the public for disposal. Many residents have ammunition that they no longer wish to keep and are often unsure how to dispose of it.
Sometimes people come into contact with ammunition while assisting a family member move or while just cleaning out the garage or basement. Whatever the case may be, the police department can assist with the safe disposal of the unwanted ammunition. Hundreds of pounds of ammunition were collected from residents and disposed of in 2022.

# MINNESOTA TOWARD ZERO DEATHS

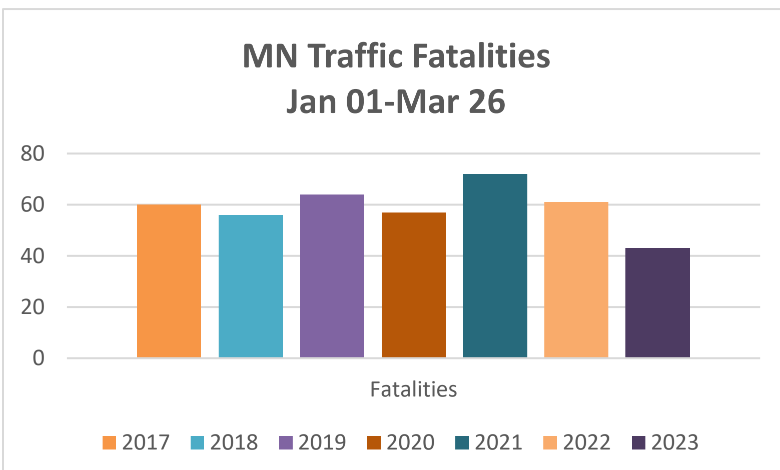
Minnesota TZD is the state’s cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program’s vision is to reduce fatalities and serious injuries to zero.

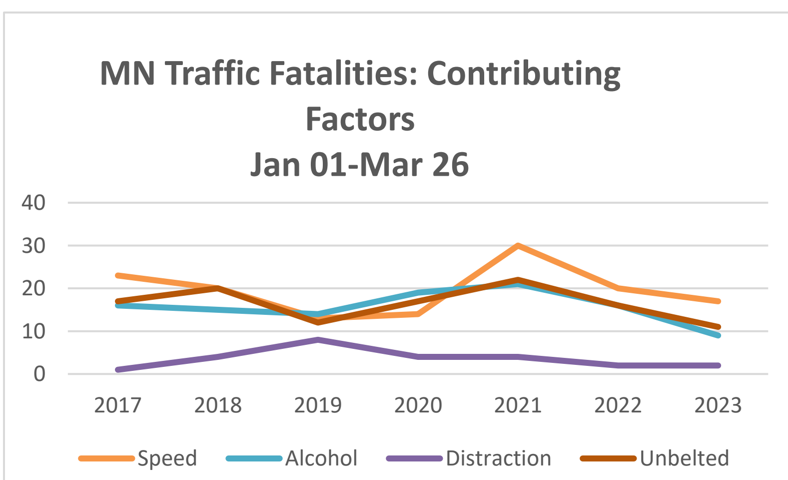
The program is a partnership between the Minnesota Departments of Public Safety, Transportation, and Health; the University of Minnesota; and other stakeholders.

## Minnesota TZD First Quarter Fatality Update

*(Year-to-Date Counts through March 26)*

- **In 2023 through March 26th, there were 43 traffic-related deaths on Minnesota roadways. This is 30 percent less than at this time last year, and at least 23 percent less than any of the previous five years (2017-21).**



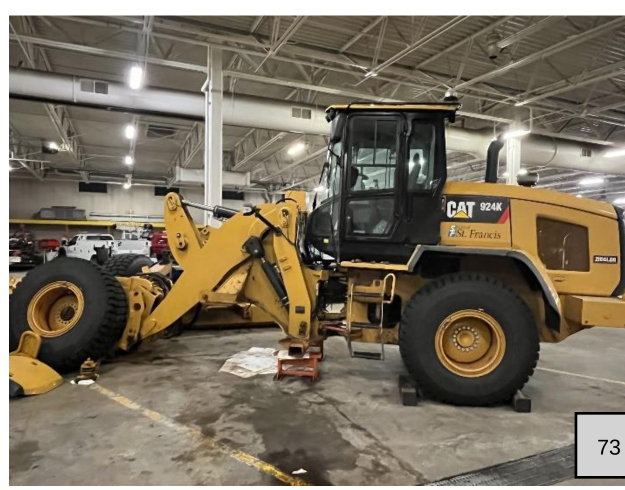



# STREETS AND PARKS QUARTLY REPORT

| | |
|---|---|
| • BUILDING MAINTENANCE | 122 HOURS |
| • PARK INSPECTIONS | 9 |
| • PREPERATION FOR PARK EVENTS | 35 |
| • SIGN INSTALLS | 13 |
| • CALLOUT | 3 |
| • EQUIPMENT REPAIR | 242 HOURS |
| • EQUIPMENT MAINTENANCE | 164 HOURS |
| • CLEANING CATCH BASINS/ICE REMOVAL | 232 |
| • RECYCLING MEETINGS WITH ANOKA COUNTY | 3 |
| • **PLOWING CITY STREETS** | **1257.5 MILES** |
| • **PLOWING CUL-DA-SACS** | **826** |
| • **PLOWNG PARKING LOTS** | **63** |
| • **PLOWING TRAILS AND SIDEWALKS** | **340.2 MILES** |
| • **AMOUNT OF SALT APPLIED TO ROADS** | **476.8 TONS** |
| • **AMOUNT OF CHIPS APPLIED TO GRAVEL ROADS** | **34.6 TONS** |

## Major Repair Bills This Winter

| | |
|---|---|
| Mack Dump Truck | $9,881.49 |
| Cat Wheel Loader | $28,447.79 |
| Misc. | $4,173.89 |



THE OUTTER SKIRT ROADS TEND TO SEE MORE WIND THAN THE INNER CITY. THE PICTURE ABOVE IS OF NACRE AND SPRINGHILL RD. THE ROAD WAS DRIFTED 4 FEET ACROSS THE FULL LENGH OF THE ROAD. THE SNOW BANK TO THE NORTH SIDE OF THE ROAD ENDED UP 10 FEET HIGH WHEN WE WERE DONE.

2022-2023 WINTER SEASON – A TOTAL OF 2150 MILES OF ROAD PLOWED. THAT IS ROUGHLY THE SAME DISTANCE FROM THE WEST COAST OF CALIFORNIA TO THE EAST COAST OF FLORIDA.

City of St. Francis

Public Works Department

# WATER & WASTEWATER QUARTERLY REPORT JANUARY-MARCH 2023

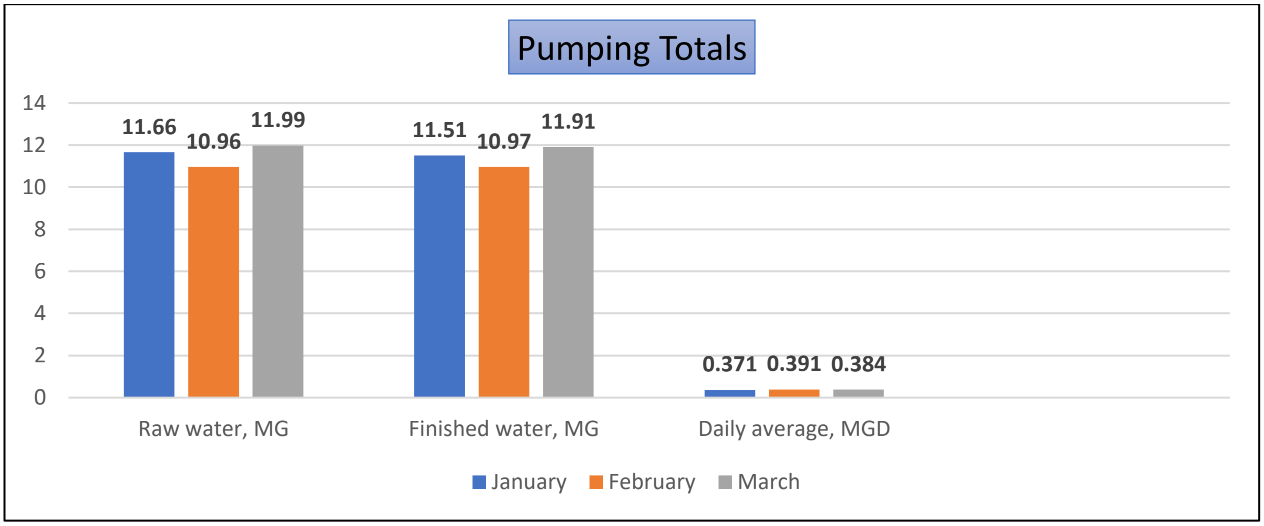
Parish Barten
pbarten@stfrancismn.org

**Water and Wastewater Quarterly Report**

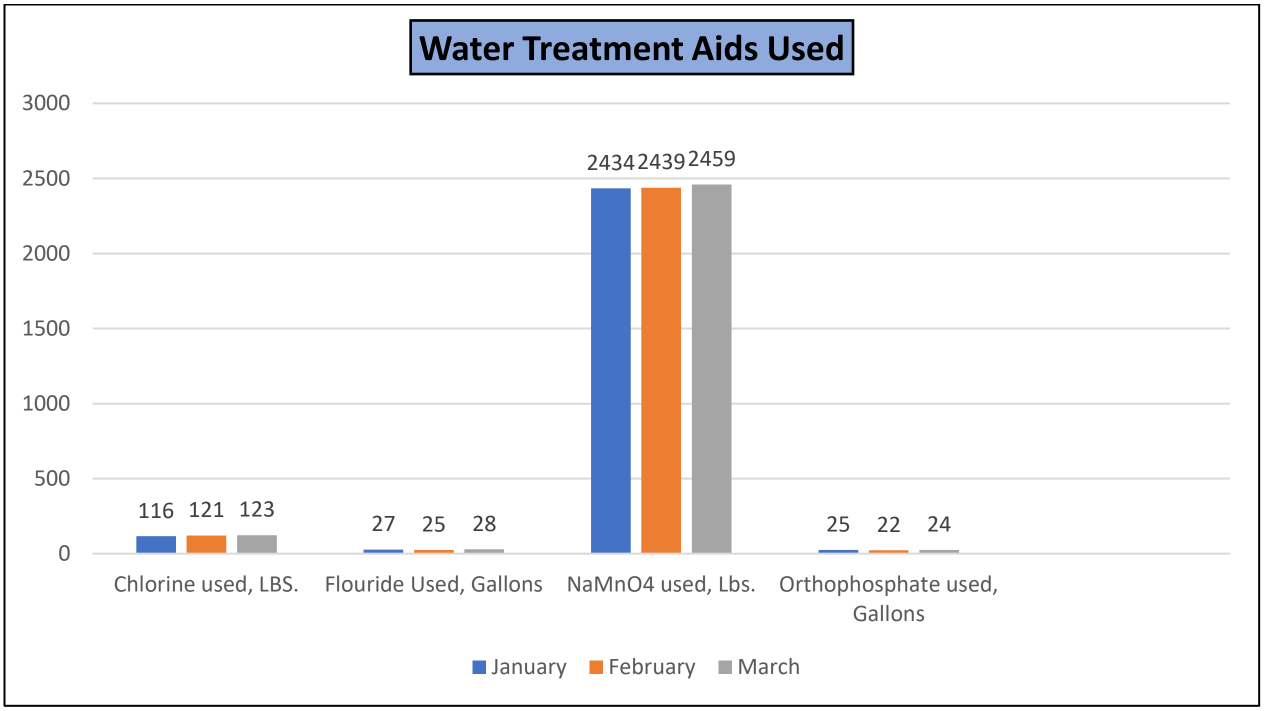
**January- March 2023**

**To: City Council**

**Water Treatment Facility Report:**




| TASK | DESCRIPTION | QUANTITY | UNITS |
|---|---|---|---|
| Inspect Facility Daily | Facility Inspection | 63 | Inspections |
| Operational Hours | Hours spent at facility | 126 | Hours |
| Calculate Influent and Effluent | Calculate gallons pumped for both influent and effluent. | Daily | Calculation |
| Calculate Chemicals | Calculate treatment chemicals used daily. | Daily | Calculations |
| Chemical Adjustment | Adjust chemicals based on lab testing results. | As Needed | Chemical Adjustments |
| Daily Labs | Perform lab on chlorine, fluoride, orthophosphate, iron and manganese. | 300 | Labs |
| Well House | Inspect daily, take readings, drawdowns, and pump runtimes. | 62 | Inspections |
| Bacteria Samples | Take set of monthly MDH bacteria samples. | 15 | Samples Per Set |



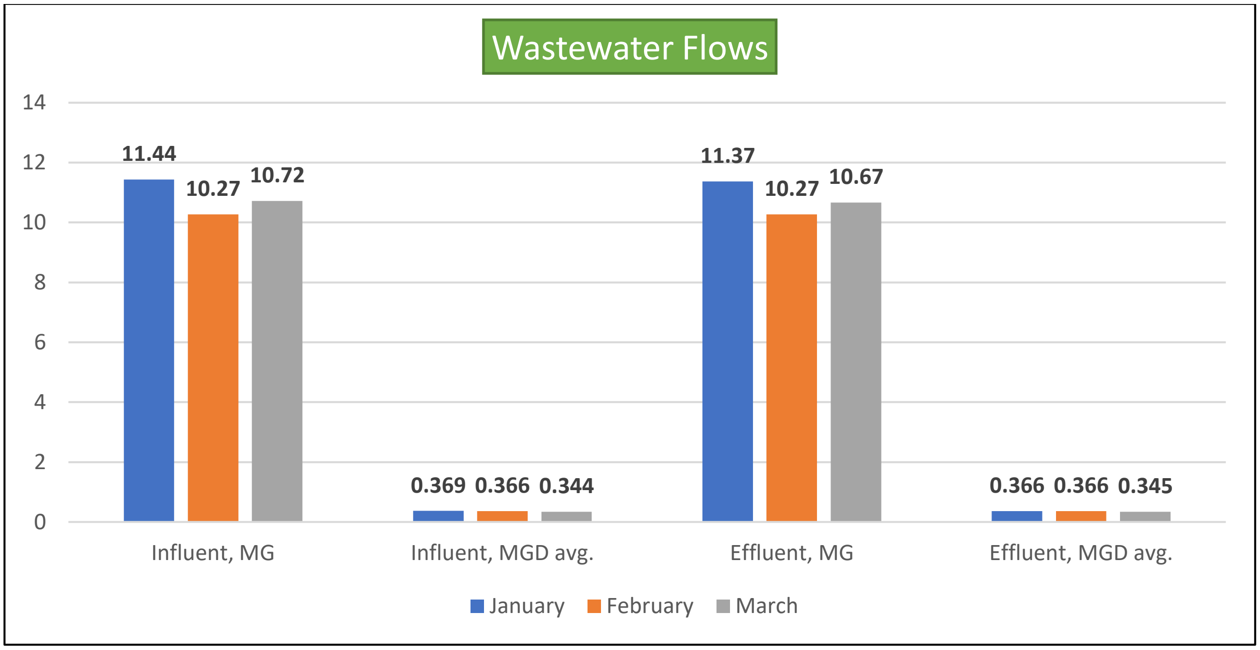

NaMnO4 or Sodium permanganate is used to remove manganese and radium in raw water. Chlorine, Fluoride and Orthophosphate are added to the finished water when leaving the facility.

**Water Treatment Facility, Lab Results**

| | | | |
|---|---|---|---|
| | Average Chlorine | .64 | Mg/l |
| | Average Raw Iron | .98 | Mg/l |
| | Average Raw Manganese | .089 | Mg/l |
| | Average Fluoride | .68 | Mg/l |
| | Iron Removal | 99 | % |
| | Manganese Removal | 87 | % |

**Water Treatment Facility Summary**: Obviously, our demand for water goes down in the winter months. The figures in the graphs above are on par with where we typically are for the cold season. Because of the lower demand, most of our internal facility maintenance takes place, because we can have equipment off for longer periods of time.

**Wastewater Treatment Facility Report:**




| Task | Description | Quantity | Units |
|---|---|---|---|
| Monthly Sampling | Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents: Monitoring wells (25) | 216 | Constituents |
| Operational Hours | Hours spent at facility. | 504 | Hours |
| Inspect Operations Building | Daily inspection of building. | 63 | Inspections |
| Inspect Pre-treatment Building | Daily inspection of building. | 63 | Inspections |
| Inspect Tertiary Building | Daily inspection of building. | 63 | Inspections |
| D.O Readings | Take Required D.O Readings. | 90 | D.O Readings |
| pH Readings | Take Required pH Readings. | 90 | pH Readings |
| Inspections | Inspect 8 lift stations daily and calculate pump runtimes. | 567 | Lift Station Inspections |
| Daily Lab | Process Control Test | 216 | Tests |

**Facility Report: Wastewater Treatment Facility, Lab Results**

| | | | |
|---|---|---|---|
| | Influent TSS | 242 | Mg/l |
| ***Limit: (15 mg/l)*** | Effluent TSS | 0 | Mg/l |
| ***Limit: (85 %)*** | **TSS % Removal** | **100** | **% Removal** |
| | Influent CBOD | 224 | Mg/l |
| ***Limit: (15 mg/l)*** | Effluent CBOD | 0 | Mg/l |
| ***Limit: (85 %)*** | **CBOD % Removal** | **100** | **% Removal** |
| | Influent Phosphorus | 5.5 | Mg/l |
| ***Limit: (1 mg/l)*** | Effluent Phosphorus | 0 | Mg/l |
| | **Phosphorus % Removal** | **100** | **% Removal** |
| | Influent Ammonia Nitrogen | 28.6 | Mg/l |
| ***Limit: (Seasonal) 1.4 mg/l*** | Effluent Ammonia Nitrogen | 0 | Mg/l |
| | **Ammonia Nitrogen % Removal** | **100** | **% Removal** |

**Summary:** The wastewater treatment facility met all MPCA limits this quarter.

**Daily Tasks:**

| | | | |
|---|---|---|---|
| Locates | Process Locate Requests | 20 | Utility Locate Requests |
| Water/Sewer Connections | Inspect Water and Sewer | 0 | Inspections |
| Water Miscellaneous | Work orders: Meter inspections. | 0 | Work Orders |

**Tasks that have been completed include:**

- **Snow Removal**: With all the snow, staff cleared over 500 hydrants of snow.
- **Detention Tank**: Each year, staff drains and cleans the detention tank inside the water treatment facility. The detention tank is used to help remove iron by essentially adding free oxygen. Water remains in the tank for thirty minutes before moving to filtration.
- **Staff Training:** Staff has attended two training sessions this winter for license credit hours.
- **MPCA:** Each month, staff has to submit our monthly DMR to the MPCA.

- **Wastewater Treatment Facility:** Aeration blower maintenance was completed. This includes oil changes and belt inspection.
- **Wastewater Treatment Facility:** Staff completed maintenance on our Pre-treatment room equipment. This include oil changes and inspections on fine screens and grit equipment.
- **Minnesota Pollution Control Agency:** The City of St. Francis
- **Bethel Wastewater Facility:** Staff completed blower maintenance, which includes filter and oil changes. We are currently working with new employee to get him up to speed.
- **Water Treatment Facility**: In March, our fifteen year old flow rate controller (meter) failed that controls backwash water flow rate for filter backwashing. The pictures below show the new meter before installation and after. This equipment will be added to our equipment replacement CIP for future funding.

The new meter is 38” long and is inserted in to the backwash water pipe.

Our filter backwash process takes about fifteen minutes for each filter and requires two different flow rates one is low rate or 1500 GPM and the other is high rate, which is 4500 GPM.

On the green cylindrical portion are four anodes that detect flow and generate a signal. That signal is transmitted upstairs to the main controller that controls the VFD. The VFD regulates how fast the pump operates which determines the flow rate or GPM.

With the failed unit, it could not correlate the GPM and could have caused significant media loss by allowing too much water to inflow the filter.

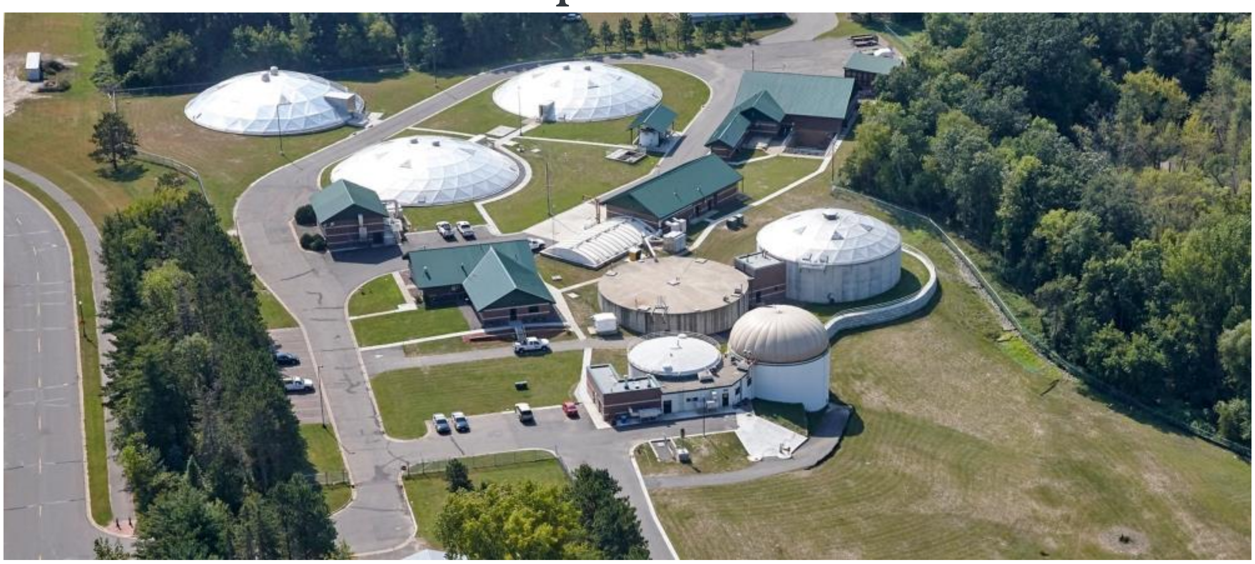
Installed and works great!

**Other upcoming tasks include…**

- **Lead and Copper**: Staff continues to work on the revised lead and copper rule that is mandated by the EPA and enforced by the Minnesota department of health. By October 2024, staff has to submit a complete inventory of all of our water service lines. We should have this completed by June, of this year.
- **Upcoming Chemical Room Projects:** Staff will be replacing roughly five-hundred feet of tubing used for chlorine. We will be rebuilding chlorine injectors and regulators used to control the gas feed. We will also be replacing about two hundred feet of fluoride tubing and rebuilding the fluoride pumps.
- **Filter Inspections:** We will be draining all four filters and inspecting the media, which are comprised of anthracite and greensand. Inspections include measuring how much media is in each filter, and inspecting the condition of it.

# AND NOW FOR GREAT NEWS….

## MPCA recognizes wastewater facilities across Minnesota for operational excellence



249 facilities recognized during yearlong campaign to celebrate 50th anniversary of Clean Water Act.

To receive this recognition, facilities must demonstrate consistent compliance with monitoring, operations, and maintenance requirements; submit accurate, on-time reports to the MPCA; and employ staff certified by the MPCA in wastewater operations.

"The people who safeguard these outstanding treatment facilities are committed to protecting and preserving water quality in a state that deeply values its natural resources," said Nicole Blasing, Municipal Division director at MPCA. "The MPCA recognizes their considerable efforts and deeply appreciates their service to Minnesotans."

The MPCA recognizes outstanding wastewater operators each year. This year's awards have even more significance as the MPCA celebrates the 50th anniversary of the Clean Water Act. The Clean Water Act established the basic framework for regulating pollution in waters by creating water quality standards to protect drinking water and to maintain a healthy aquatic community for animal and recreational uses. These standards lead to the development of technology and operations that treat and clean wastewater before it is returned to a river or stream.

Minnesota has approximately 1,600 municipal and industrial wastewater treatment facilities. A total of 762 facilities, from communities of all sizes, were reviewed, with 249 qualifying for the outstanding operations recognition.

| | | |
|---|---|---|
| Saint Francis WWTP (MN0020407) | Saint Francis | Anoka |

Since the wastewater treatment facility went online in 2017, staff has taken initiative and has set high standards for the way our facility operates. Our goal from day one, was to achieve this recognition and to continue to strive for excellence. This is certainly a team effort and I would like to thank staff not only from the present, but the past as well, that have been instrumental in achieving award status.  This is the first award for the current facility and hopefully not the last. It is exciting and humbling at the same time that we are part of the 15% recognized for excellence in wastewater treatment in the State of Minnesota.

# Community Development

## Quarterly Report of January - March 2023

## Economic Development

**Bridge Street Corridor**:

- The design of the City Hall/Fire Station has continued. This building will hopefully serve as a catalyst for development on the corridor.
- Staff has received messages from multiple developers interested in the 3731 property. Staff are working with our attorneys to finish the title work on the property before a formal RFP process can begin.

**Hwy 47 Corridor:**

- Vista Prairie Senior project continues to pursue construction for the senior housing. They submitted a building permit in the first quarter, and MetroWest is reviewing their building plans. The development group is still working on acquiring financing.
- The Patriot Parkway project was rezoned and reguided to create better alignment with the property to the north. Staff are working with the interested developers to assemble a plan for the road construction.

**Farmers Market**

- Staff started planning a Farmers Market in the first quarter. The plan was presented to Council in January, and staff have been working to recruit vendors and volunteers since. This project supports local entrepreneurs who are starting to create and sell goods, and it has the potential to attract people from other communities who could come support existing local businesses. To date, the City has received two applications for vendors – one vegetable vendor and one jams/jellies vendor.

**Chamber of Commerce**

- Staff have remained active in the Chamber with Jodie Steffes serving as the primary City liaison.
- Staff volunteered at the St. Francis Area Chamber of Commerce Annual Dinner on January 27th. The event was very well attended and represented St. Francis very well.

## ST. Francis Economic Development Authority

The SFEDA did not hold any meetings in the first quarter of the year.

## Land Use Development

Staff maintain an ongoing list of all of the platted vacant lots in the City to identify potential future growth and help direct interested builders to areas of the City. To date, there are an estimate remaining with water and sewer connections and 32 lots remaining that would be on private well and septic. Notably, the number of lots remaining on private well and septic have remained unchanged from Q1 of 2022.

After taking a closer look at the existing use of these vacant parcels and their surrounding characteristics, staff would further describe the lots as shown in the table below. This table highlights that there are very few lots available to perspective builders and the City is in need of new subdivisions to grow. It also is important to note that few of the lots that are noted as "buildable" are actually on the market.

| | Buildable | Owned by neighbor | Requires Subdivision | Owned by a Builder | Other | Total |
|---|---|---|---|---|---|---|
| **Sewer and Water** | | | | | | |
| Commercial | 4 | | | | 1 | 5 |
| Residential | 9 | 1 | 2 | 21 | 2 | 35 |
| **Well and Septic** | | | | | | |
| Residential | 17 | 7 | | 1 | 7 | 32 |
| **Total** | **30** | **8** | **2** | **22** | **10** | **72** |

## Residential Development

The following developments or construction projects are currently under review:

1. **Bluffs of Rum River -** The Preliminary Plat, Comprehensive Plan Amendment, and rezoning for the Bluffs of Rum River project was completed in 2022. This development will provide 302 additional housing units including single family, villas, townhomes and an apartment building. This development is located at the NE intersection of Hwy 47 and Ambassador Blvd and extends to the Rum River and 241st. Staff reopened conversations with the developer during the first quarter, and the development is expected to come forward for final plat approval in 2023.

2. **Eagle Point/Vista Prairie - Senior Living Project** – This project completed its final platting and site plan approval process in 2022. Construction was delayed due to lack of access to financing, but it is anticipated to start construction in 2023. The City received a building permit for this project in the first quarter, and it is currently be reviewed by Metro West.

3. **Rivers Edge Development** – The preliminary plat for the 7th Addition provided an additional 29 lots in the water and sewer district. The final plat for the 7th Addition is anticipated in 2023.

4. **Serenity at Seelye Brook** – The Planning Commission and City Council reviewed a concept plan for a new development north of Bridgestone abutting Seelye Brook. The Planning Commission and City Council gave direction to the developer that the four-lot subdivision is preferred. Consideration of the rezoning and preliminary plat is expected in the second quarter.

5. **Turtle Ponds 6th Addition** – Staff has received an incomplete application for a 7-unit subdivision of detached townhomes that would continue the development style of Turtles

Ponds 4th Addition that is currently under construction. Staff anticipates review of the application by the Planning Commission and Council in the second quarter.

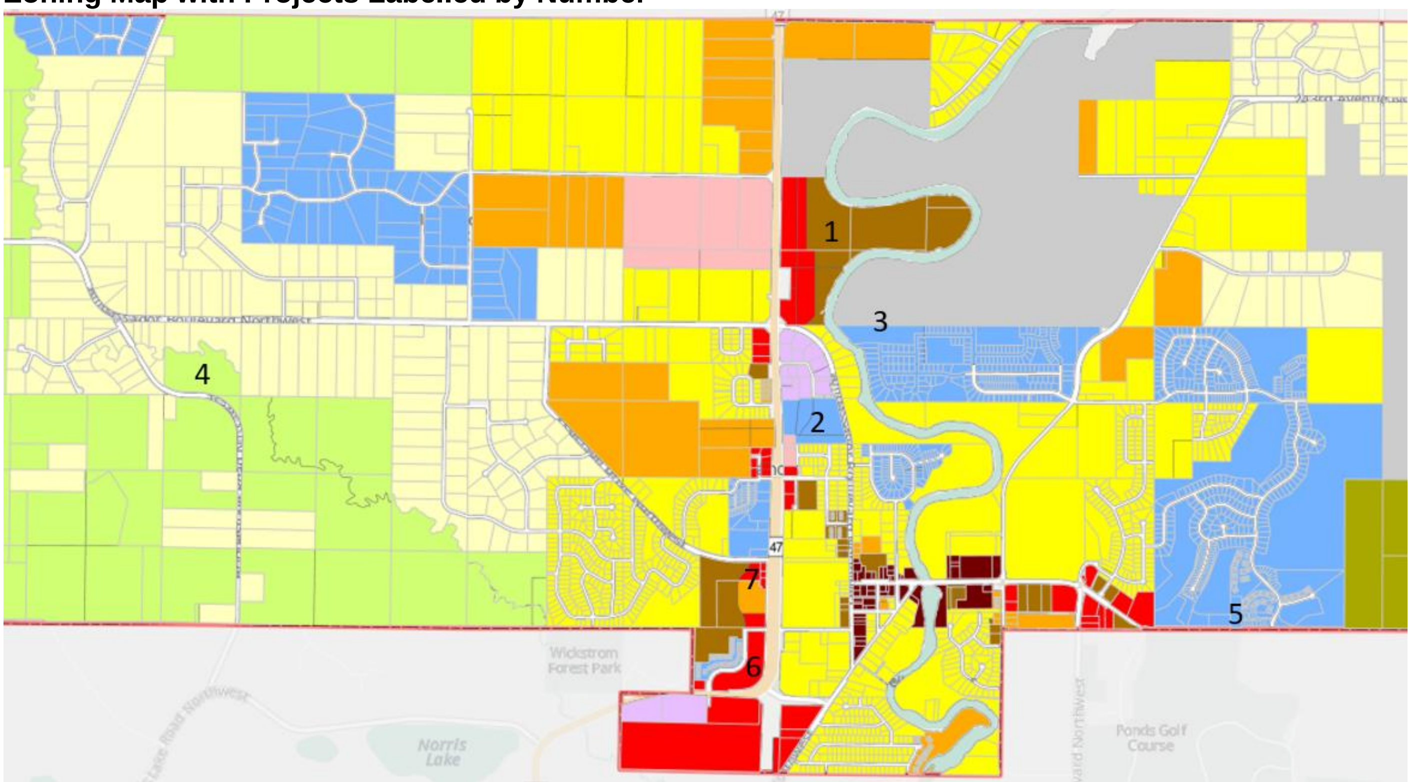
## Commercial Development

The following developments or construction projects are currently under review:

6. **Meadows 4th Addition** – This development created 4 commercial lots along Hwy 47 on the southern edge of town. The northern most lot has an approved site plan for Dollar General, and staff has been negotiating a development agreement with the land owner to be able to move the project forward.

7. **Patriot Parkway** – In 2022, staff executed a contract with First Baptist Church to develop a new road, create 3 to 4 commercial lots, and create a new lot for high density residential. The comprehensive plan amendment for this project was approved in the first quarter. The estimated construction costs for this project were higher than budgeted, and staff is currently discussing different funding opportunities for the project with the interested developers.

**Zoning Map with Projects Labelled by Number**

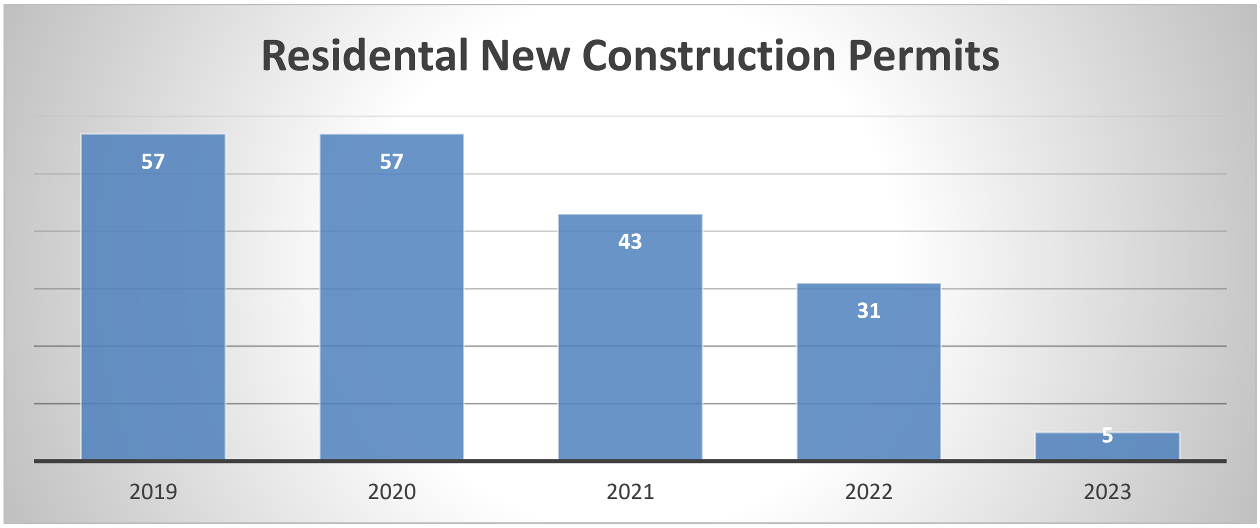



## Building Department

The City issued 5 new construction permits in quarter 1 of 2023. This is behind the Q1 total in both 2021 and 2022 which were 16 and 8, respectively. Staff believe this reduction is due to both market influence of increased in interest rates and construction cost and the City's lack of buildable lots.

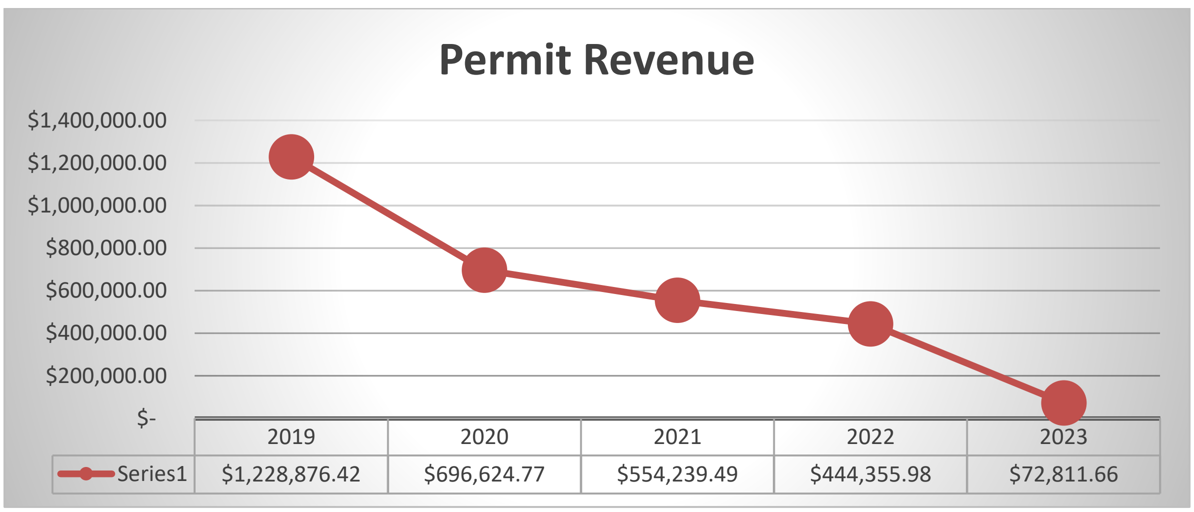
Below identifies the number of new permits for the first quarter compared to year end totals for the previous four years.






**Year End** **Jan – Mar 2022**

The City has processed 70 permits to date, with 55 of the permits being over-the-counter permits with a flat fee such as fences, roofs, etc. Permit revenue is based on both over-the-counter permits and projects that are based on a valuation schedule. All permit costs are identified in the City fee schedule. Fees are utilized to cover expenses of the permit process such as administration, inspections, engineering and planning if necessary. Additionally, Commercial and Septic permits are under contract with Metro West Inspections




**Year End** **Jan – Mar**

## Code Enforcement

Staff continue to respond to code enforce complaints with 21 properties being in active code enforcement this year. The most common violations are for parking in the yard, tarp structures, and junk and debris in yard.

## Rental and Vacant Program

All rental licenses for addresses ending in odd numbers were up for renewal this year. During the

COVID-19 pandemic, the City stopped doing rental inspections for the safety of staff. As a re staff have decided to inspect all renewals this year prior to an inspection. Most properties have required multiple corrections, and the licenses are taking longer to process this year than in previous years. The rental program is primarily coordinated by Jodie Steffes with inspections being conducted by Phil Dahlheimer.

The City has 3 reported vacant buildings. The most notable of these is the Rum River Inn, which has been vacant for all of 2023. The new owners started work on the building in 2022, but no building permits have been pulled to date.

## Planning Commission

The PC met twice in the first quarter in January and February. In January, the Planning Commission recommended approval of an IUP for a home extended business for car detailing and house-keeping items to clean up the City zoning code and comprehensive plan for easier use and accuracy. In February, they recommended approval of the comprehensive plan amendment and rezoning for the Patriot Parkway project that will create better road alignment with the commercial development to the north. They also reviewed a concept plan for potential housing development known as the Serenity at Seelye Brook and received an annual training for their role.

Two new commissioners were added at the end of 2022 to finish the term of members that had to leave early. The Planning Commission has one vacancy.

## Administrative

- **BS&A Transition**
  To best utilize the new BS&A software, staff needed to prepare quick text for common plan review comments, building code violations, and code enforcement issues. This text has taken significant time to prepare and assemble this winter, but staff anticipate that it will save time down the road. Jodie Steffes and Lisa Stoll have taken the lead on this effort.

- **Closing Permits**
  During the winter months, staff start to clean-up files and permits that assemble during the busy summer season.