



CITY COUNCIL REGULAR MEETING

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

Monday, April 03, 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 - 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
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 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
- 9. NEW BUSINESS**
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. Fire Department Monthly Report - February
- 12. COUNCIL MEMBER REPORTS**
- 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**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

March 20, 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.

Members Absent: Robert Bauer

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), Deputy Administrator-Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), 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 6, 2023
- B. Joint Powers Agreement and CJDN (Criminal Justice Data Network) Subscriber Agreement
Resolution 2023-12 Approving State of Minnesota Joint Powers Agreement with the City of St. Francis on behalf of its City Attorney and Police Department
- C. Zero Turn - Mower Replacement
- D. Rental License Approvals
- E. Payment of Claims

MOTION BY: ROBINSON SECOND: MUEHLBAUER 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

Ali Aanenson, 20259 Wolfwram Street Northwest, came forward and stated that she and her teammates were present representing the St. Francis High School Track and Field Team. She shared that they are asking for a \$2,000 donation and that they are raising funds for new uniforms for the track and cross country teams, as the current uniforms are five years old.

Mayor Feldman asked when they would need to donation by. The team said that they would need it by the end of the season, which would be June. Mayor Feldman stated that this will be discussed at a work session and they will get back to the team.

6. SPECIAL BUSINESS

A. Swearing in of New Police Officers

Police Chief Todd Schwieger shared that he will be swearing in two new Police Officers this evening. He expressed his gratitude to all St. Francis Police Officers and Staff. He introduced and gave background information on the two new officers, James Bolte and Riley Struckman.

Mayor Feldman swore in Officer Bolte and Officer Struckman. He and the Council welcomed the new officers.

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. Ordinance Update – Chapter 8 Section Public Protection – Second Reading Ordinance 309 - Amending Chapter 8 Section 4-3 of City Code

City Administrator Kate Thunstrom reviewed the Staff report. She mentioned that this update is to get this item to reflect State statue.

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT ORDINANCE UPDATE
- CHAPTER 8 SECTION PUBLIC PROTECTION - SECOND READING
ORDINANCE 309 - AN ORDINANCE AMENDING CHAPTER 3, MUNICIPAL AND
PUBLIC/PRIVATE UTILITIES - RULES AND REGULATIONS, RATES,
CHARGES, AND COLLECTIONS.

A roll call vote was performed:

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

Motion carried 4-0

9. NEW BUSINESS

A. Work Session Request

Thunstrom reviewed the Staff report and request for a work session on April 10 to discuss development related topics.

Mayor Feldman asked what time the meeting would be. Thunstrom stated that it would be at 6 p.m. Mayor Feldman shared that he thought the Track and Field team coming forward was a little out of place and wished that they would have brought their request to the Staff to then be brought to the Council. He asked if they would like to add this discussion to the requested work session. Thunstrom added that there is a work session scheduled for March 27 where the Track and Field request could be discussed.

The Council was in agreement to schedule a work session for April 10, 2023 at 6 p.m.

B. Police Department UAV Program

Schwieger reviewed the Staff report concerning an unmanned aerial vehicle (UAV) program that the Police Department Staff has been researching and would hope to implement in the near future. He shared the benefits of this device to the Police Department and discussed the process and next steps for this program.

Mayor Feldman stated that he is very much in support of this.

Udvig agreed and said that the more tools the Police Department has, it makes the officers job easier and the residents feel safer. She shared her support.

Muehlbauer said it would be a nice tool to have, although not a necessity. He shared his fear that it could become overused. He asked if the Sheriff's Office has something similar to this device. Schwieger said that they do and they have utilized it many times from Anoka County. He added that there are very strict rules and regulations that have to be obeyed to use this tool.

Robinson asked how many officers will be trained for this device. Schwieger said that they are looking at training four. Robinson asked if they would all need licensing for this that would have to be renewed over time. Schwieger said yes and explained that they would need to be licensed through the FAA. Robinson asked where the device would be kept. Schwieger stated that it would be stored at the station. Robinson asked about the time consideration of this and if it would be time consuming to have the officers go back to the station to grab the device to be used. Schwieger explained that in most instances where they have borrowed this device from other agencies there was always a wait to get the device and most areas where they have needed it are only within a few miles of the station, which would save time rather than borrowing it from other agencies. Robinson asked about the

additional costs and renewal costs. Schwieger stated that there are a wide variety of units available and the one that he is looking at purchasing is approximately \$18,000 and would be replaced every eight to ten years. Robinson asked if there are recording capabilities. Schwieger said yes. Robinson asked about the current costs of a police dog. Schwieger explained that with all the associated costs, a police dog can cost as much as \$100,000. Robinson asked about other protection devices for the officers in the field that may be needed in the next few years. Schwieger stated that every officer current have protective chest and headgear as well as battens that can be used for protection. He stated that every officer is also going through annual training. He added that they are looking to purchase more shields for the officers.

Muehlbauer asked if this is something that the public could purchase or if this is something specialized for police. Schwieger said that it is not specific to law enforcement.

Mayor Feldman asked how much money is currently in the forfeiture fund now. Schwieger said that there is approximately \$14,000 in the fund.

C. Fee Schedule Amendment for Farmers Market - First Reading
Ordinance 311 - An Ordinance Amending Section 2-9-1 of The City
Code Regarding The Fee Schedule – Farmers Market Fees

Community Development Director Colette Baumgardner reviewed the Staff report and request to amend the fee schedule to add a fee for the upcoming farmer's market this summer. She stated that Staff had discussed the fee for vendors to be \$150, but reducing the fee to \$100 for the first season, with a \$10 per day fee.

Mayor Feldman stated that it is important to attract vendors in the first year so he supports the first season rate.

Muehlbauer agreed and said that he is excited to see the success.

Robinson stated that the \$100 fee is more reasonable to help attract vendors.

Udvig agreed with the lower fee for the first season.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT THE FEE
SCHEDULE AMENDMENT FOR FARMERS MARKET - FIRST READING
ORDINANCE 311 - AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY
CODE REGARDING THE 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

D. Recommendation for a Construction Manager

Thunstrom reviewed the Staff report concerning hiring a construction manager for the new City Hall Fire Station. She shared that the four applicants have been interviewed and shared that Stahl came in above the other three applicants.

Mayor Feldman stated that he has reviewed the scores and sees that Stahl comes in above the rest. He said he looked into the references as well and is very impressed with Stahl. He said that Stahl seems like a great fit for the City and this job and is confident that they are the right company to take on this project.

Udvig shared that she trusts that the interview committee did a good job vetting this companies and added that she is in favor of moving forward with Stahl.

Robinson stated that he sat in on the building meeting and noted the enthusiasm that the participants had for the groups chosen. He shared his support for Stahl.

Muehlbauer said that he attended the interviews and supports Stahl. He asked if the 14-18 month schedule is from when construction starts. Thunstrom said yes and that they anticipate the timeline coming closer to 14 months.

Mayor Feldman reiterated how Stahl seems like the right choice.

Thunstrom stated that they will move forward with putting together contracts with Stahl.

Muehlbauer asked what would happen with the construction manager if the bid comes in too high and the City is not able to move forward with the project. Thunstrom explained that the pre-construction fees will have already been paid out. She added that one of the responsibilities is to keep the project bids from coming in too high.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Liquor Store Annual Report - 2022

Liquor Store Manager John Schmidt reviewed the 2022 annual report for the liquor store. He highlighted the staff at the liquor store. He reviewed the 5-year comparative income statement, gross sales, gross profits, as well as the 2022 trends. He noted the liquor store remodeling process, which included a storage room. He reviewed the special events and fundraisers held throughout the year. He thanked Finance Director Darcy Muvihill for her help with this report.

Mayor Feldman noted that the bathroom to storage room remodel turned out very good. He asked if the store is seeing new customers come in with the new

improvements. Schmidt stated that everyone who comes into the store comments on how beautiful the store looks and they do not have many new customers other than people new to town.

Muehlbauer thanked Schmidt and his staff for their hard work and improvements to the store.

Robinson said it was a good report. He asked if there has been a difference in vendor participation since the improvements have been made. Schmidt stated that vendors are definitely competing to have the best spot in the display areas. Robinson asked if the wine tasting area can be used for any other drinks than wine. Schmidt explained that it is just a tasting area, not strictly a wine tasting area. He added that two different liquors were sampled for St. Patrick's Day. He said that the beer vendors have not been too involved with tastings. Robinson asked if there is any secret shopping done to liquor stores in the surrounding areas. Schmidt said that they will occasionally stop in at competitors and compare prices.

Udvig said it was a great report and commended the liquor store staff, as she has heard great things from the community about how friendly and knowledgeable they are. She suggested some fun contests involving Liquor Store Larry. She said she loves the new space and loves seeing what is new each time she comes by.

Mayor Feldman mentioned that he liked the new wine racks. He emphasized how the changes have opened up new opportunities and noted that they can now carry Coca-Cola because they can now handle the volume. He noted the importance of bulk buying. He suggested pushing more for the beer vendors to have tastings at the store. He commended the staff for keeping things moving during the construction. He shared his appreciation for the Public Works Department for taking down the shrubs and cleaning up the outside area. He noted that there will be a food truck out there on Thursday from 11:30 a.m. to 7 p.m.

12. COUNCIL MEMBER REPORTS

Udvig had nothing to report.

Robinson noted that Winning With Cops will be tomorrow and on April 11 the St. Francis Police Academy will start up again. He encouraged residents to attend these events. He stated that he attended the Bethel fire meeting.

Muehlbauer stated that he attended the interviews for the construction manager and added that they were very informative and he is very happy with the chosen construction manager. He encouraged everyone to attend the Winning With Cops and Police Academy events.

Mayor Feldman noted that he could not make it to the interviews but he did do his research and is happy with the selection of Stahl. He hopes that this project will move forward, if the numbers are right, and that the project will benefit the City for

many years to come. He stated that he is very excited about the farmer's market this summer. He noted that the goal of the City is to bring activities like this in for residents to enjoy. He thanked the Staff for their work. He said it was an honor to swear in the new police officers this evening.

Fire Chief Dave Schmidt noted that Brigit spent 15 years at the fire department before deciding to retire and through mutual connections she decided to come back.

Mayor Feldman thanked Public Works Director Paul Carpenter for all the work this winter with plowing. He asked if road restrictions may go on longer this year due to weather. Carpenter stated that usually things thaw out pretty quickly.

13. UPCOMING EVENTS

March 27 - City Council Work Session - 6:00 pm
April 3 - City Council Meeting - 6:00 pm
April 17 - City Council Work Session - 6:00 pm
April 19 - Planning Commission Meeting - 7:00 pm
April 29 - Recycling Event - 8:00 am - 2:00 pm
April 29 - Drug Take Back - 10:00 am - 2:00 pm
April 30 - Fire Dept. Hands on Safety Event - 10:00 - 2:00 pm

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:05 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Contingent Offers of Employment- Part-time Firefighters
DATE: April 3, 2023

OVERVIEW:

Back in September of 2022, the City Council authorized the fire department to hire 3 firefighters to fill vacancies for fire department staffing. Initial recruitment of prospective applicants was slow. We have since hired 2 firefighters. This candidate, if approved would move our staffing levels to full authorized strength.

At this time the fire department is requesting authorization to hire Caleb Young contingent on successful completion of all required pre-employment screening for the position of firefighter. His anticipated start date will be May 1st, 2023

ACTION TO BE CONSIDERED:

Approve the hiring of Caleb Young as a firefighter, contingent on the successful completion of pre-employment screening.

BUDGET IMPLICATION:

Existing Fire Department Operating Budget



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: 2023 Street Sweeping
DATE: April 3, 2023

OVERVIEW:

The City of St. Francis is an MS4 city. We are obligated to sweep our streets twice a year, once in the spring and once in the fall to stay in compliance with our permit. We have roughly 500 catch basins and we need to insure we are not washing debris from the road into our drainage ponds.

ACTION TO BE CONSIDERED:

Authorize and accept the quote from Allied Blacktop Co. in the amount of \$110/hour.

BUDGET IMPLICATION:

This expense will be paid out of the Storm Water Fund.

Attachments:

- Allied Sweeping Quote
- Pearson Bros. Sweeping Quote



10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedblacktopmn.com

Matt Dolecki
Phone: 763-425-0575
Cell: 612-834-0167
Email: M.dolecki@alliedblacktopmn.com

Proposal

Company Name: City of St Francis
Billing Address: 4058 Saint Francis Blvd
St Francis, MN 55070
Contact Person: Jeremy Shook
Phone: 763-233-5218
Email: jshook@stfrancismn.org

Date: March 21, 2023
Project Name: 2023 Sweeping Quote
Project Address:
Project Contact Person: Jeremy Shook
Phone: 612-590-9354
Email: jshook@stfrancismn.org

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	Qty.	Unit Price	Price	INT
Sweeping	HR	1	\$110.00	\$110.00	
Sweep streets with an Elgin Pelican Mechanical style broom.					
Elgin Pelican (Pick up style broom)			Total: \$ 110.00 per hour per broom		
Tandem Axle Dump Truck			Total: \$ 110.00 per hour per truck		
Disposal Fee Per Tandem Load			Provided by City		

Other Details: As in the past, we anticipate starting in your community in Mid to late April with two brooms and one truck. Water for dust control and disposal of sweepings to be provided by city.

Note: This quote is provided as an estimate only. Actual hours worked will prevail for billing.

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

Note: See Allied Blacktop Co. Warranty Terms, Qualifications, and Construction Specifications.
Note: Contracted prices are subject to re-pricing if the WTI oil pricing exceeds \$125/Barrel at time of delivery

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

TOTAL ALL:	See Above
ADD 1% Bonding if Necessary	

Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.
Allied Blacktop Co. accepts credit card payments, but a 4% service charge will be applied to these transactions.
Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.
Allied Inc. to carry proper insurance including Workers Compensation.

Authorized Signature: Matt Dolecki
Matt Dolecki

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____



PROPOSAL FOR 2023 STREET SWEEPING

11079 LAMONT AVE. NE HANOVER, MN 55341 PHONE: (736)391-6622 FAX: (736)391-6627
DATE SUBMITTED: 01/18/2023

WE HEREBY SUBMIT THE FOLLOWING ITEMS FOR BID:

TOTAL \$115.00 PER HOUR

CITY OF ST FRANCIS
23340 CREE STREET NW
ST. FRANCIS, MN 55070
ATT: JEREMY SHOOK
FAX: 763-233-5300 EMAIL: JSHOOK@STFRANCISMN.ORG

LOOKING FOR THE FOLLOWING INFORMATION:

NUMBER OF BROOMS:

ESTIMATED START DATE: _____ ESTIMATED NUMBERS OF DAYS: _____

WORK HOURS:

WATER AVAILABILTY: PROVIDED BY CITY

LOCATION/ADDRESS TO MEET:

ONSITE FOREMAN- CONTACT WITH CELL NUMBER:

DISPOSAL OF SWEEEPING AND TRUCK PROVIDED BY: PEARSON BROTHERS WILL PROVIDE TRUCK -
RENTAL FOR \$130.00

JACK E. PEARSON

PRESIDENT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Consortium Asphalt Maintenance
DATE: April 3, 2023

OVERVIEW:

The street system strategy plan was introduced to the City Council on May 22nd 2017. This plan identifies a systematic approach to street maintenance throughout the city. District 1 was completed in 2022 and we plan on starting a make-up year in 2023. The City joined the street consortium in order to get the best pricing for the street maintenance. This is a group of cities that pool their project quantities together and have multiple companies bid for the projects. This results in bulk pricing from the companies. The bid for the St. Francis portion of the consortium is \$30,625.63

ACTION TO BE CONSIDERED:

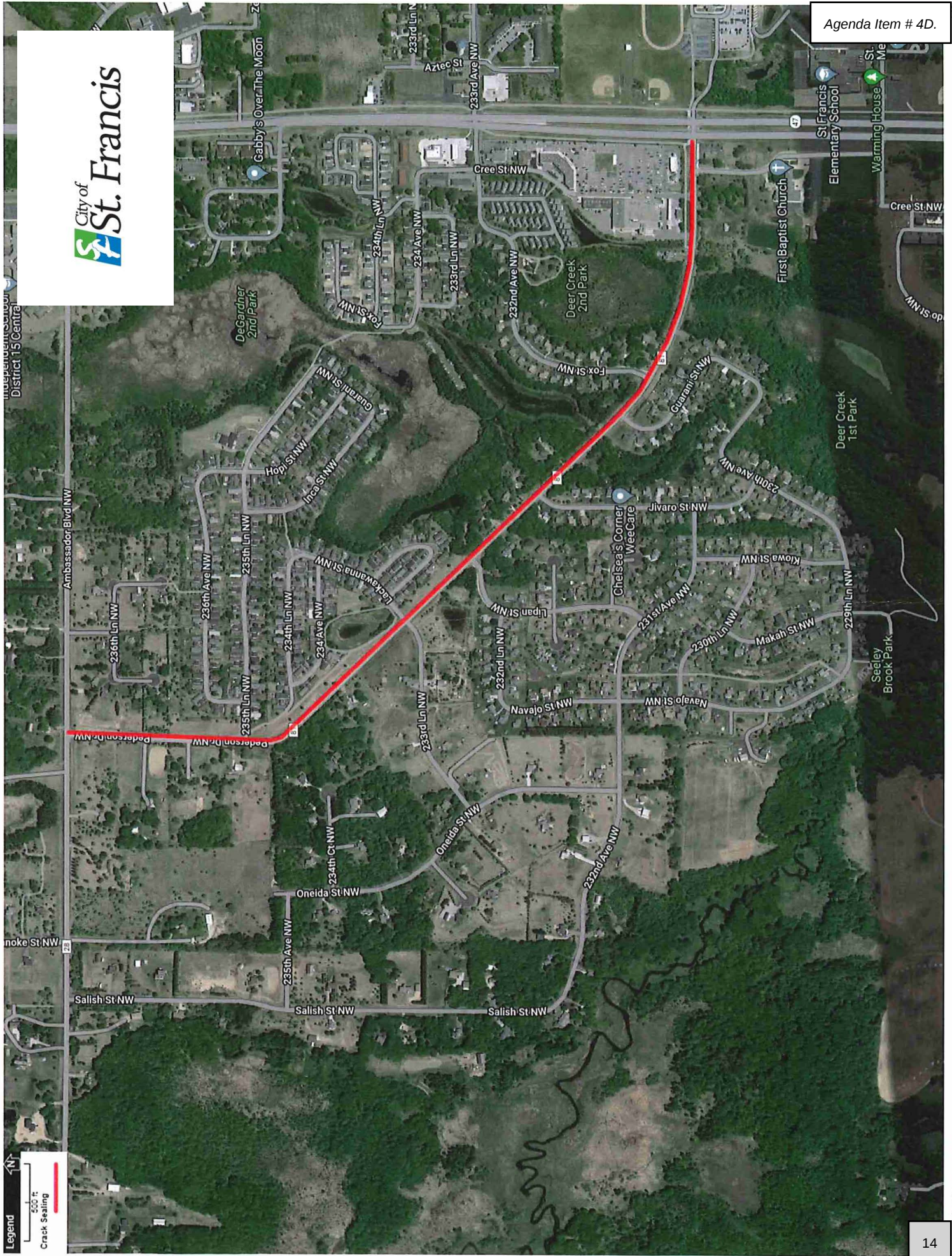
Authorize the acceptance of the bid tabulation and the summary of bids from the street consortium. Authorize staff to continue participation in the street maintenance program anticipating the City of St Francis portion to be approximately \$30,625.63

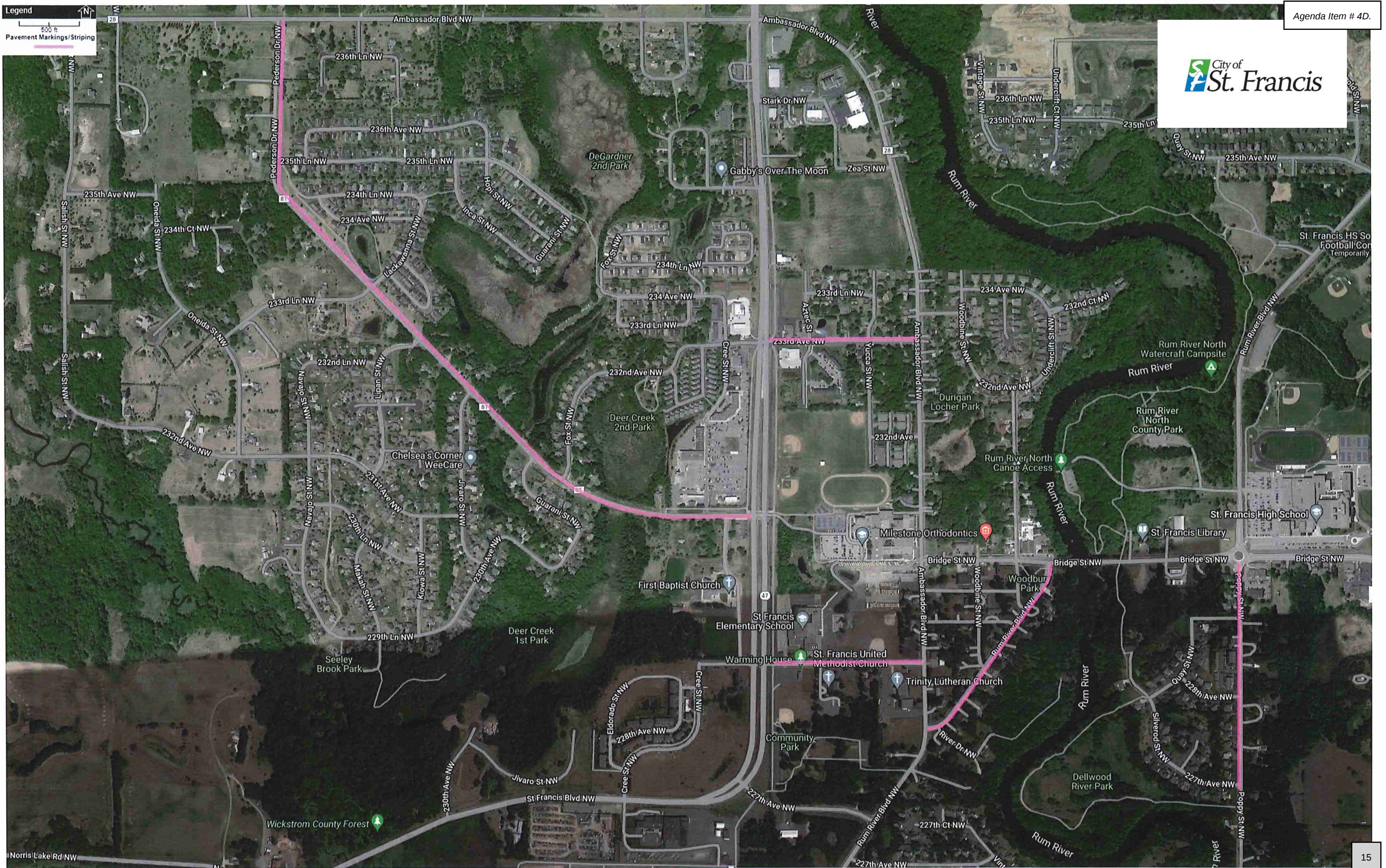
BUDGET IMPLICATION:

This project will be paid for out of the street fund (405).

Attachments:

- Maps
- Bid Tab
- Summary of Bid





23-5 2023 Street Maintenance Program (#8366037)
 Owner: Coon Rapids MN, City of
 Solicitor: Coon Rapids MN, City of
 03/17/2023 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Allied Blacktop Company Unit Price	Extension	Pearson Bros, Inc. Unit Price	Extension	Fahrner Asphalt Sealers, LLC Unit Price	Extension	Warning Lites Unit Price	Extension	Sir Lines-A- Lot Unit Price	Extension	Asphalt Surface Technologies Corp. Unit Price	Extension	American Pavement Solutions Inc. Unit Price	Extension	Northwest Asphalt & Maintenance Unit Price	Extension
BID SCHEDULE NO. 1 - SEAL COATING																					
			Dresser Trap Rock (Base Bid) - Furnish and Install FA-2				\$305,760.84		\$386,164.20			\$0.00		\$0.00		\$0.00		\$354,758.60		\$0.00	\$0.00
	1		1 Aggregate	SY	16300	\$1.32	\$21,516.00	\$1.40	\$22,820.00							\$1.28	\$20,864.00				
	2		Dresser Trap Rock (Base Bid) - 2 Furnish and Install FA-1 1/8"	SY	148818	\$1.38	\$205,368.84	\$1.40	\$208,345.20							\$1.28	\$190,487.04				
	3		Furnish and Install CRS-2 Seal 3 Coat Oil	GAL	18340	\$1.50	\$27,510.00	\$3.25	\$59,605.00							\$2.73	\$50,068.20				
	4		Furnish and Install CRS-2P 4 (Polymer Mod)	GAL	29352	\$1.75	\$51,366.00	\$3.25	\$95,394.00							\$3.18	\$93,339.36				
BID SCHEDULE NO. 1A - SEAL COAT ALTERNATE																					
	5		Granite Alternate - Furnish and 1 Install FA-2 Aggregate	SY	16300	\$1.22	\$19,886.00	\$1.40	\$22,820.00							\$1.25	\$20,375.00			\$0.00	\$0.00
	6		Granite Alternate - Furnish and 2 Install FA-1 (Modified 1/8")	SY	148818	\$1.38	\$205,368.84	\$1.40	\$208,345.20							\$1.28	\$190,487.04				
	7		Furnish and Install CRS-2 Seal 3 Coat Oil	GAL	18340	\$1.50	\$27,510.00	\$3.25	\$59,605.00							\$2.73	\$50,068.20				
	8		Furnish and Install CRS-2P 4 (Polymer Mod)	GAL	29352	\$1.75	\$51,366.00	\$3.25	\$95,394.00							\$3.18	\$93,339.36				
BID SCHEDULE NO. 2 - PAVEMENT MARKINGS																					
	9		Furnish and Install Street 1 Markings	GAL	5586			\$0.00	\$0.00			\$27.73	\$154,899.78	\$36.50	\$203,889.00	\$0.00	\$0.00			\$0.00	\$0.00
	10		Furnish and Install Parking Lot 2 Marking	GAL	43			\$0.00	\$0.00			\$101.60	\$4,368.80	\$140.00	\$6,020.00	\$0.00	\$0.00			\$0.00	\$0.00
	11		Furnish and Install Symbol 3 Markings	GAL	673			\$0.00	\$0.00			\$101.60	\$68,376.80	\$168.00	\$113,064.00	\$0.00	\$0.00			\$0.00	\$0.00
BID SCHEDULE NO. 3 - CRACK SEALING																					
			Furnish and Install Street Rout				\$438,248.28		\$0.00	\$679,134.35		\$0.00		\$0.00		\$1,043,817.55		\$819,655.65		\$450,463.14	
	12		1 & Seal Crack Sealing	LF	319908	\$0.56	\$179,148.48	\$0.00	\$0.00	\$0.85	\$271,921.80					\$1.35	\$431,875.80	\$1.15	\$367,894.20	\$0.54	\$172,750.32
	13		Furnish and Install Street Blow 2 & Go Crack Sealing	LF	494700	\$0.50	\$247,350.00	\$0.00	\$0.00	\$0.79	\$390,813.00					\$1.15	\$568,905.00	\$0.87	\$430,389.00	\$0.54	\$267,138.00
	14		Furnish and Install Trail Rout & 3 Seal Crack Sealing	LF	15483	\$0.60	\$9,289.80	\$0.00	\$0.00	\$0.85	\$13,160.55					\$2.25	\$34,836.75	\$1.15	\$17,805.45	\$0.54	\$8,360.82
	15		Furnish and Install Trail Blow & 4 Go Crack Sealing	LF	4100	\$0.60	\$2,460.00	\$0.00	\$0.00	\$0.79	\$3,239.00					\$2.00	\$8,200.00	\$0.87	\$3,567.00	\$0.54	\$2,214.00
BID SCHEDULE NO. 4 - FOG SEALING - STREETS																					
			Furnish & Install Street Fog				\$173,755.15		\$161,269.75		\$0.00		\$0.00		\$0.00		\$166,472.00		\$0.00		\$0.00
	16		1 Sealing	GAL	20809	\$8.35	\$173,755.15	\$7.75	\$161,269.75							\$8.00	\$166,472.00			\$0.00	\$0.00
BID SCHEDULE NO. 5 - FOG SEALING - TRAILS & PARKING LOTS																					
			Furnish & Install Trail Fog				\$104,068.20		\$121,888.00		\$0.00		\$0.00		\$0.00		\$159,392.00		\$0.00		\$0.00
	17		1 Sealing	GAL	14073	\$5.40	\$75,994.20	\$6.50	\$91,474.50							\$8.50	\$119,620.50				
	18		Furnish & Install Parking Lot 2 Fog Sealing	GAL	4679	\$6.00	\$28,074.00	\$6.50	\$30,413.50							\$8.50	\$39,771.50			\$0.00	\$0.00
Base Bid Total:																					

2023 STREET MAINTENANCE PROGRAM SUMMARY OF BIDS

Sealcoating – Bid Schedule 1

	<u>Base Bid</u>	<u>Alternate</u>
Allied Blacktop Company	\$305,760.84	\$304,130.84
Asphalt Surface Technologies	\$354,758.60	\$354,269.60
Pearson Bros. Inc.	\$ 386,164.20	\$ 386,164.20

Pavement Markings – Bid Schedule 2

Warning Lites	\$ 227,645.38
Sir Lines-A-Lot Inc.	\$ 322,973.00

Crack Sealing – Bid Schedule 3

Allied Blacktop Company	\$438,248.28
Northwest Asphalt & Maintenance	\$450,463.14
Fahrner Asphalt Sealers Asphalt	\$679,134.35
American Pavement Solutions Inc.	\$ 819,655.65

Fog Sealing, Streets – Bid Schedule 4

Pearson Bros. Inc.	\$161,269.75
Asphalt Surface Technologies	\$ 166,472.00
Allied Blacktop Company	\$ 173,755.15

Fog Sealing, Trails & Parking Lots – Bid Schedule 5

Allied Blacktop Company	\$104,068.20
Pearson Bros. Inc.	\$121,888.00
Asphalt Surface Technologies	\$ 159,392.00



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Reimbursement Resolution
DATE: April 3, 2023

OVERVIEW:

Attached is a resolution to declare the city’s official intent to reimburse project expenditures with the proceeds of future tax-exempt bond issue(s).

This is needed so that the city can reimburse itself for expenditures for the new building from the bond issue. This declaration needs to be approved within 60 days after incurring any expenditure intended to be reimbursed. The federal regs provide an exemption for “preliminary expenditures” incurred prior to commencement of construction like architectural, engineering, surveying, and financing costs if they do not exceed 20 percent of the total financing amount.

ACTION TO BE CONSIDERED:

Approved the attached resolution.

BUDGET IMPLICATION:

None

ATTACHMENTS:

- Resolution 2023-13 – Declaring the official intent to reimburse certain expenditures from the proceeds of bond to be issued by the city

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

RESOLUTION 2023-13

DECLARING THE OFFICIAL INTENT TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of St. Francis, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake the following projects in the City in 2022-2023 (the “Project”): Fire Station/City Hall
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$13,000,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.
4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are

consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council this 3rd day of April, 2023.

ST. FRANCIS, MINNESOTA

Steven D. Feldman, Mayor

Attest:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2023 Street Rehabilitation Project Authorization of Plans and Specifications
DATE: April 3, 2023

OVERVIEW:

Staff is requesting approval to prepare plans and specifications for the 2023 Street Rehabilitation Project. The streets would include Fox Street, 232nd Avenue, and 233rd Avenue from Highway 47 to Pederson Drive and Cree Street in front of City Hall. Per the City's Capital Improvement Plan, these streets were scheduled for 2023. Given their current condition staff is requesting to overlay the streets in 2023.

ACTION TO BE CONSIDERED:

Consideration authorization to prepare plans and specifications for the 2023 Street Rehabilitation Project.

BUDGET IMPLICATION:

Fox Street, 232nd Avenue, and 233rd Avenue are on the City's Municipal State Aid System therefore costs for these streets are eligible for reimbursement from the City's Municipal State Aid account. The Municipal State Aid funded portion of the project is estimated to cost \$200,000.

All costs associated with Cree Street will be financed with local city funds. The locally funded portion of the project, Cree Street, is estimated to be \$35,000. The total estimated project cost is \$235,000.



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 3, 2023

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$81,308.81 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks-N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 04-03-2023 Packet List-\$81,308.81

CITY OF ST FRANCIS

03/30/23 12:37 PM

Agenda Item # 4G.

Page 1

***Claim Register©**

AP 04-03-2023

March 2023

Claim Type

Claim#	17942	ASPEN MILLS			
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS		\$14.85
Invoice	311349				
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS - OFFICER BOLTE		\$1,149.55
Invoice	310887				
Transaction Date	3/30/2023	CASH	10100	Total	\$1,164.40

Claim Type

Claim#	17879	BELLBOY CORPORATION			
Cash Payment	E 609-49751-206	Freight	FREIGHT		-\$1.65
Invoice	0098779200				
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$26.40
Invoice	0098810400				
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$6.59
Invoice	0106572000				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$122.30
Invoice	0106572000				
Cash Payment	E 609-49751-251	Liquor	LIQUOR		-\$140.00
Invoice	0098779200				
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$1,834.00
Invoice	0098810400				
Cash Payment	E 609-49751-253	Wine	WINE		\$108.00
Invoice	0098810400				
Transaction Date	3/28/2023	CASH	10100	Total	\$1,955.64

Claim Type

Claim#	17876	BERNICK COMPANIES, THE			
Cash Payment	E 609-49751-252	Beer	BEER		\$465.30
Invoice	10059733				
Cash Payment	E 609-49751-252	Beer	BEER		-\$12.60
Invoice	10059734				
Transaction Date	3/28/2023	CASH	10100	Total	\$452.70

Claim Type

Claim#	17885	BREAKTHRU BEVERAGE			
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$54.12
Invoice	348342777				
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$7,158.32
Invoice	348342777				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$104.50
Invoice	348342777				
Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total \$7,316.94

Claim Type

Claim#	17884	CAPITOL BEVERAGE SALES, L.P			
Cash Payment	E 609-49751-252	Beer	BEER		\$598.50
Invoice	2811074				
Transaction Date	3/28/2023	CASH	10100	Total	\$598.50

Claim Type

Claim#	17883	CEDAR CREEK BAKING COMPANY			
Cash Payment	E 101-42110-441	Miscellaneous	MISC		\$72.00
Invoice	.03202023				
Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total \$72.00

CITY OF ST FRANCIS

*Claim Register©

AP 04-03-2023

March 2023

Claim Type

Claim# 17882 COUNTY MARKET - CITY ACCOUN

Cash Payment E 101-42210-212 Motor Fuels FUEL \$63.78

Invoice .02282023

Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total	\$63.78
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Claim Type

Claim# 17881 CRAWFORD EQUIPMENT

Cash Payment E 101-45200-218 Equipment Maintenance EQUIPMENT MAINTENANCE \$564.62

Invoice 01-75548

Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total	\$564.62
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Claim Type

Claim# 17886 DAHLHEIMER DIST. CO. INC.

Cash Payment E 609-49751-252 Beer BEER \$41.60

Invoice 971-00140

Cash Payment E 609-49751-252 Beer BEER \$6,612.45

Invoice 1865727

Cash Payment E 609-49751-252 Beer BEER -\$89.60

Invoice 1866633

Cash Payment E 609-49751-252 Beer BEER -\$134.40

Invoice 971-00139

Cash Payment E 609-49751-255 N/A Products NON-ALCOHOLIC PRODUCTS \$442.40

Invoice 1865727

Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total	\$6,872.45
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Claim Type

Claim# 17894 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing ORDINANCE NO 303, SECOND SERIES \$53.75

Invoice 938091

Cash Payment E 101-41400-351 Legal Notices Publishing ORDINANCE NO 308 \$53.75

Invoice 938090

Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total	\$107.50
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Claim Type

Claim# 17893 ELITE LIFT TRUCK, INC

Cash Payment E 402-43100-588 Miscellaneous Equipment MOWER PURCHASE \$13,659.11

Invoice 70706

Transaction Date	3/28/2023	Due 3/28/2023	CASH	10100	Total	\$13,659.11
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Claim Type

Claim# 17892 GREAT LAKES COCA-COLA

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$917.98

Invoice 3636218262

Transaction Date	3/28/2023		CASH	10100	Total	\$917.98
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Claim Type

Claim# 17891 HARRIS, INC

Cash Payment E 602-49490-401 Buildings Maintenance MAU FAN REPAIRS \$3,490.92

Invoice SRVCE22686

Cash Payment E 602-49490-401 Buildings Maintenance THERMOSTAT ISSUES - BUILDING MAINT \$391.00

Invoice SRVCE22703

Transaction Date	3/28/2023		CASH	10100	Total	\$3,881.92
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Claim Type

Claim# 17914 INNOVATIVE OFFICE SOLUTIONS,

CITY OF ST FRANCIS

***Claim Register©**

AP 04-03-2023

March 2023

Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES		\$12.55
	Invoice	IN4135636			

Transaction Date	3/30/2023	CASH	10100	Total	\$12.55
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Claim Type

Claim# 17913 JOHNSON BROS WHLSE LIQUOR

Cash Payment	E 609-49751-206	Freight	FREIGHT		\$47.32
	Invoice	2263150			

Cash Payment	E 609-49751-206	Freight	FREIGHT		\$16.38
	Invoice	2263151			

Cash Payment	E 609-49751-253	Wine	WINE		\$652.00
	Invoice	2263151			

Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$2,972.25
	Invoice	2263150			

Transaction Date	3/30/2023	CASH	10100	Total	\$3,687.95
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Claim Type

Claim# 17907 KIMS KLEANING

Cash Payment	E 101-42110-402	Janitorial Service	POLICE DEPARTMENT CLEANING		\$1,062.00
	Invoice	9308			

Cash Payment	E 101-41940-402	Janitorial Service	CITY HALL CLEANING		\$283.20
	Invoice	9304			

Cash Payment	E 601-49440-402	Janitorial Service	WATER TREATMENT PLAN		\$188.80
	Invoice	9307			

Cash Payment	E 101-42210-402	Janitorial Service	FIRE DEPT CLEANING		\$177.00
	Invoice	9310			

Cash Payment	E 601-49440-402	Janitorial Service	WASTE WATER PLANT CLEANING		\$259.60
	Invoice	9309			

Cash Payment	E 101-45000-402	Janitorial Service	COMMUNITY CENTER CLEANING		\$94.40
	Invoice	9305			

Cash Payment	E 101-43100-402	Janitorial Service	PUBLIC WORKS CLEANING		\$265.50
	Invoice	9306			

Cash Payment	E 101-45200-402	Janitorial Service	PUBLIC WORKS CLEANING		\$265.50
	Invoice	9306			

Cash Payment	E 601-49440-402	Janitorial Service	PUBLIC WORKS CLEANING		\$265.50
	Invoice	9306			

Cash Payment	E 602-49490-402	Janitorial Service	PUBLIC WORKS CLEANING		\$265.50
	Invoice	9306			

Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total	\$3,127.00
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Claim Type

Claim# 17940 LAW ENFORCEMENT LABOR SVC

Cash Payment	G 101-21707	Union Dues	OFFICER DUES - APRIL 2023		\$607.50
	Invoice	.04012023			

Transaction Date	3/30/2023	CASH	10100	Total	\$607.50
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Claim Type

Claim# 17920 LEAGUE OF MN CITIES

Cash Payment	E 603-49490-418	Storm Water Management	STORMWATER COALITION CONTRIBUTIONS		\$670.00
	Invoice	378530			

Transaction Date	3/30/2023	CASH	10100	Total	\$670.00
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Claim Type

Claim# 17919 MACQUEEN EMERGENCY

CITY OF ST FRANCIS

*Claim Register©

AP 04-03-2023

March 2023

Cash Payment	E 101-42210-437	Uniforms	UNIFORMS			\$295.00
	Invoice P12769					
Cash Payment	E 101-42210-237	Small Equipment	SMALL EQUIPMENT			\$1,363.64
	Invoice P12788					
Transaction Date	3/30/2023	CASH	10100	Total		\$1,658.64
Claim Type						
Claim#	17916	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252	Beer	BEER			-\$64.16
	Invoice 679360					
Cash Payment	E 609-49751-252	Beer	BEER			\$8,337.60
	Invoice 679338					
Cash Payment	E 609-49751-253	Wine	WINE			\$157.68
	Invoice 679338					
Cash Payment	E 609-49751-255	N/A Products	NON ALCOHOLIC PRODUCTS			\$49.60
	Invoice 679338					
Transaction Date	3/30/2023	CASH	10100	Total		\$8,480.72
Claim Type						
Claim#	17915	MED-COMPASS, INC.				
Cash Payment	E 101-42210-305	Medical Fees	SFFD - NEW HIRE TESTING - LANCE			\$1,573.00
	Invoice 42998					
Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total	\$1,573.00
Claim Type						
Claim#	17927	NORTHWESTERN POWER EQUIP				
Cash Payment	E 601-49440-229	Project Maintenance	PROJECT MAINTENANCE			\$4,393.00
	Invoice 230077TE					
Cash Payment	E 601-49440-233	Water Plant Maint	PROJECT MAINTENANCE			\$4,393.00
	Invoice 230077TE					
Cash Payment	E 601-49440-259	Water Meters	PROJECT MAINTENANCE			\$4,393.00
	Invoice 230077TE					
Transaction Date	3/30/2023	CASH	10100	Total		\$13,179.00
Claim Type						
Claim#	17926	NYSTROM PUBLISHING COMPANY				
Cash Payment	E 101-43210-439	Recycling Days	SPRING RECYCLING NEWSLETTER			\$1,864.75
	Invoice 46504					
Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total	\$1,864.75
Claim Type						
Claim#	17925	OPUS 21				
Cash Payment	E 601-49440-382	Utility Billing	UTILITY BILLING - FEBRUARY 2023			\$1,415.77
	Invoice					
Cash Payment	E 602-49490-382	Utility Billing	UTILITY BILLING - FEBRUARY 2023			\$1,415.77
	Invoice					
Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total	\$2,831.54
Claim Type						
Claim#	17924	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-206	Freight	FREIGHT			\$8.00
	Invoice 196355					
Cash Payment	E 609-49751-253	Wine	WINE			\$204.00
	Invoice 196355					
Transaction Date	3/30/2023	CASH	10100	Total		\$212.00

CITY OF ST FRANCIS

*Claim Register©

AP 04-03-2023

March 2023

Claim Type

Claim# 17921 PHILLIPS WINE & SPIRITS CO.

Cash Payment	E 609-49751-206 Freight	FREIGHT		\$1.82
	Invoice 6563915			

Cash Payment	E 609-49751-206 Freight	FREIGHT		\$20.02
	Invoice 6563913			

Cash Payment	E 609-49751-206 Freight	FREIGHT		\$23.66
	Invoice 6563914			

Cash Payment	E 609-49751-251 Liquor	LIQUOR		\$1,001.90
	Invoice 6563913			

Cash Payment	E 609-49751-254 Miscellaneous Merchandis MISC			\$56.10
	Invoice 6563915			

Cash Payment	E 609-49751-253 Wine	WINE		\$993.85
	Invoice 6563914			

Transaction Date	3/30/2023	CASH	10100	Total	\$2,097.35
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Claim Type

Claim# 17931 RMB ENVIRONMENTAL LAB

Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2		\$135.04
	Invoice B008306			

Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2		\$162.26
	Invoice B008361			

Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4, COOLER 1		\$226.51
	Invoice B008289			

Cash Payment	E 602-49490-313 Sample Testing	WEEK 1, COOLER 1		\$659.93
	Invoice B008232			

Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4 COOLER 1		\$214.53
	Invoice B008330			

Transaction Date	3/30/2023	CASH	10100	Total	\$1,398.27
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Claim Type

Claim# 17928 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight	FREIGHT		\$1.28
	Invoice 2326605			

Cash Payment	E 609-49751-206 Freight	FREIGHT		\$7.25
	Invoice 2326604			

Cash Payment	E 609-49751-251 Liquor	LIQUOR		\$925.34
	Invoice 2326604			

Cash Payment	E 609-49751-253 Wine	WINE		\$78.57
	Invoice 2326605			

Transaction Date	3/30/2023	CASH	10100	Total	\$1,012.44
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Claim Type

Claim# 17938 SPOT ON

Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENTS - SIGNS		\$90.42
	Invoice 2023104			

Transaction Date	3/30/2023	CASH	10100	Total	\$90.42
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Claim Type

Claim# 17937 TDS MEDIA DIRECT, INC

Cash Payment	E 609-49750-340 Advertising	ADVERTISING		\$499.00
	Invoice 90992			

Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total	\$499.00
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CITY OF ST FRANCIS

03/30/23 12:37 PM

Agenda Item # 4G.

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***Claim Register©**

AP 04-03-2023

March 2023

Claim Type

Claim#	17936	THE AMERICAN BOTTLING COMPA			
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$321.50
Invoice 3562331573					
Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total \$321.50

Claim Type

Claim#	17935	TJ ASSOCIATES			
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS		\$133.92
Invoice 240243					
Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES		\$77.90
Invoice 240243					
Transaction Date	3/30/2023	Due 3/30/2023	CASH	10100	Total \$211.82

Claim Type

Claim#	17934	WINE MERCHANTS			
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$1.82
Invoice 7420454					
Cash Payment	E 609-49751-253	Wine	WINE		\$144.00
Invoice 7420454					
Transaction Date	3/30/2023		CASH	10100	Total \$145.82

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$81,308.81
Total	\$81,308.81



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Colette Baumgardner, Community Development Director
SUBJECT: Fee Schedule Amendment for Farmers Market – 2nd Reading
DATE: 04-03-2023

OVERVIEW:

On March 20th, the City Council considered and discussed amended the fee schedule to add a Farmers Market fee as listed below.

- Farmers Market Season: \$100
- Farmers Market Daily Rate: \$10

The amendment is to better reflect the fees of surrounding markets and reduce the barriers to entry for the market’s inaugural season.

ACTION TO BE CONSIDERED:

Move to approve the second reading of Ordinance 311 – Amending the Fee Schedule

BUDGET IMPLICATION:

The original proposal presented to Council in January estimated a fee of \$150 for the season, which would mean that approximately \$1,000 would be used from the City’s Economic Development budget. By reducing the fee to \$100 for the season, approximately \$1,500 would be used from the City’s Economic Development budget.

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

ORDINANCE 311

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE – FARMERS MARKET FEES

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 3rd DAY OF APRIL, 2023.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

BUSINESS AND SERVICE LICENSES

Agenda Item # 8A.

Investigation Fee	\$35
Adult Entertainment Use	\$4,000/Year
Bed and Breakfast Use	\$100/Year
Sauna/Massage Parlors	\$2,000/Year
Fireworks	
- Retail / Tent	\$50/Occurrence
- Pyrotechnic Display	\$50/Occurrence
Pawnbroker	\$1,000/Year + \$1.25 per Transaction
Refuse Hauler	\$200/Year + \$50/Truck
Massage Therapist	\$200/Year
Taxicab	
- Driver or Operator License Fee	\$150/Year
Towing/Impound	\$150/Year
Finger Printing	\$15
Transient Merchant/Peddler	
- Week	\$50
- Month	\$150
- 60 Days	\$300
- Food Truck – Year	\$50/ Calendar Year
- Food Truck - Day	\$10
- Farmers Market – Season	\$100
- Farmers Market – Day	\$10
Excavations/Mining	
- Active Area Fee	\$50 /Acre
- Inactive Area Fee	\$25 /Acre
- Restoration Credit	\$25 /Acre

COUNCIL/COMMISSION PAY

City Council Per Diems Per Day	\$35 for four hours or less; \$70 for more than four hours
- Special Council Meetings	
- Council Retreats/Work Sessions	
- Economic Development Authority Negotiations (EDA)	
- League of MN Cities Functions	
- Labor Negotiations	Prior Approval Required
- Employee Interviews	Prior Approval Required
- Mayor Only:	Prior Approval Required
o School/County Liaison	
o MN Mayors Association	
o Speaking Engagements and other Civic Org.	Mayor may appoint Council members to fulfill his obligations and approve attendance
o Closing Property Acquisition	
o Fire District Study Group	
Planning Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Park Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Economic Development Authority	\$20/Meeting Paid Annually
Upper Rum River Watershed – Resident Appointed by Council	\$20/Meeting Paid Annually

Updated ~~December 2022~~ April 2023

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

RESOLUTION 2023-14

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 311, AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING
THE FEE SCHEDULE

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 311 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 311, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 311

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Chapter 2-9-4 FEE SCHEDULE

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3RD DAY
OF APRIL, 2023.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

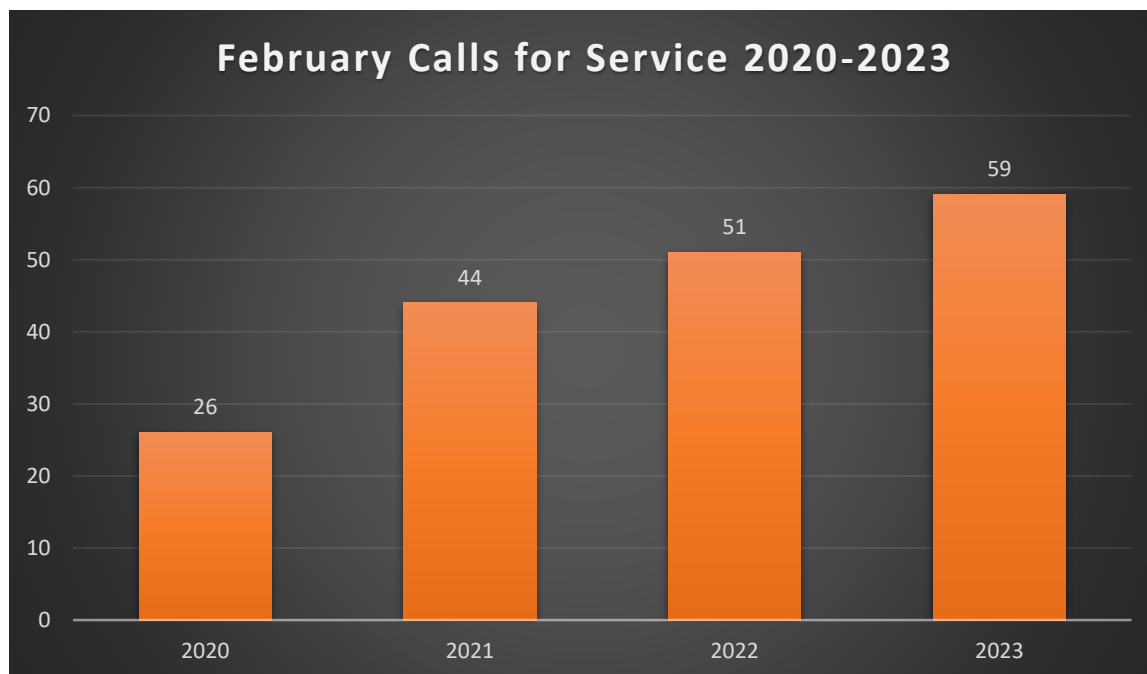
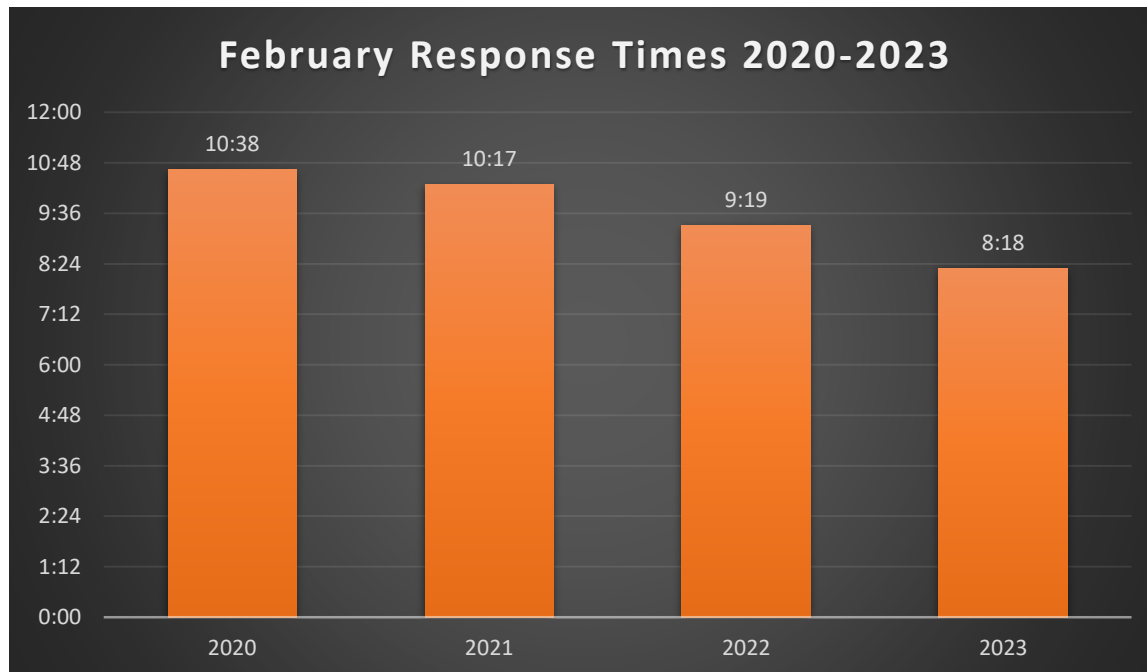
Jennifer Wida, City Clerk

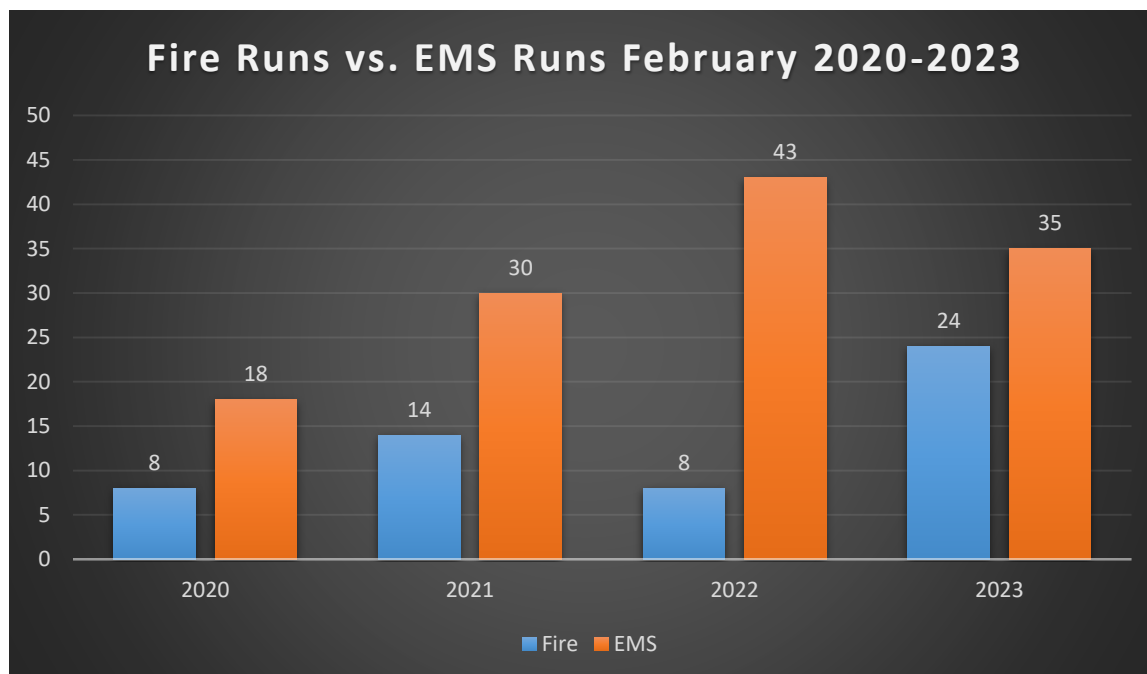
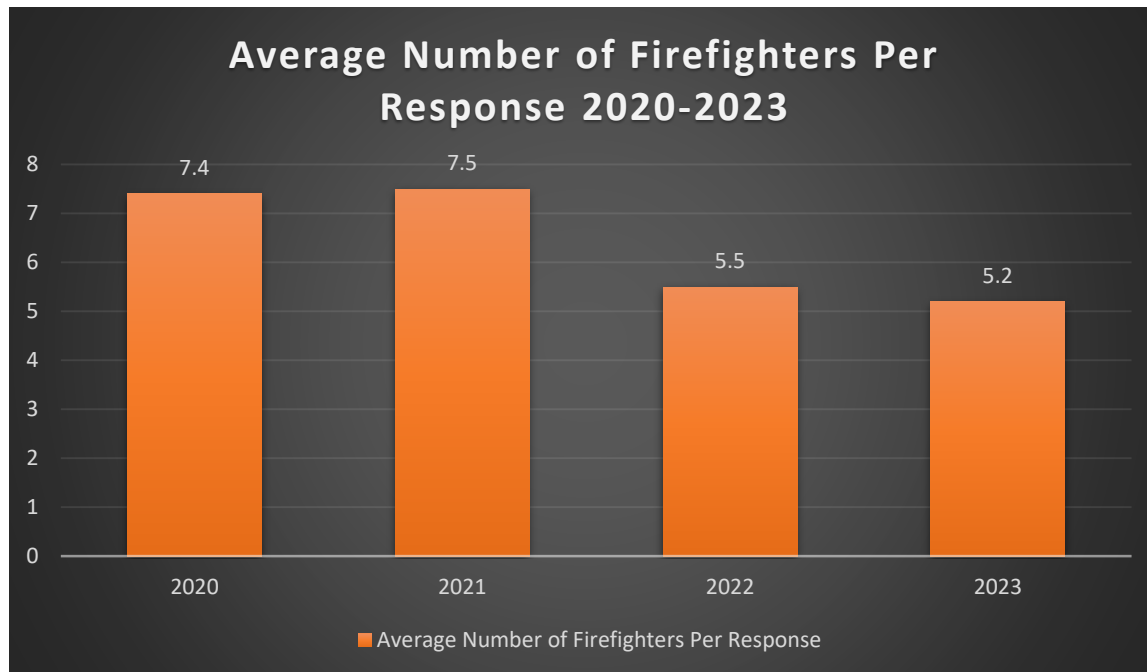
MONTHLY COMPARISON REPORT 2020-2023

February

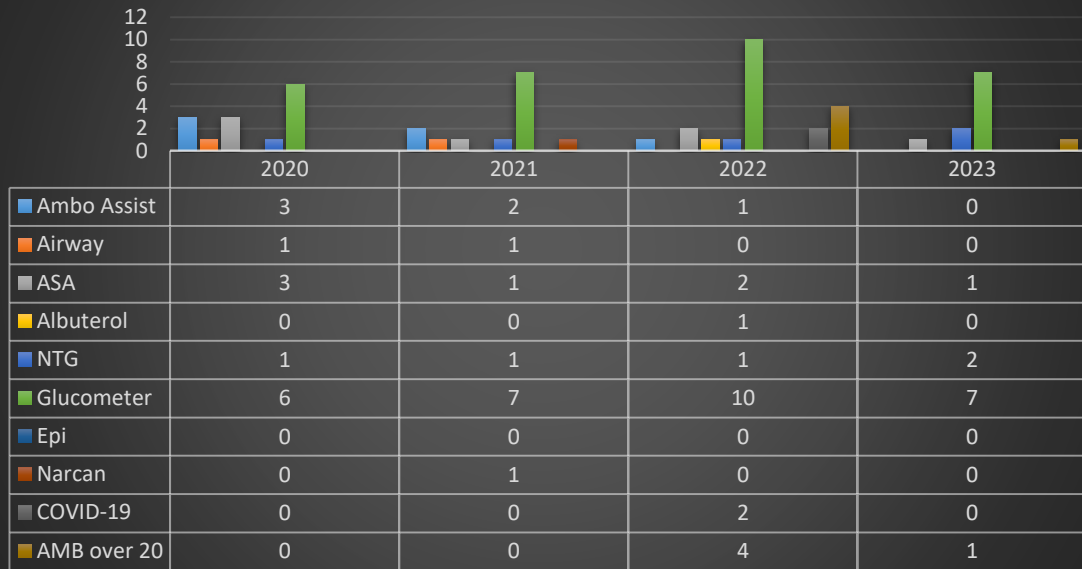


ST. FRANCIS
FIRE & RESCUE





Variance Usage February 2020-2023



Fire Inspections February 2020-2023

