



## **CITY COUNCIL MEETING**

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

**Monday, November 15, 2021 at 6:00 PM**

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### **AGENDA**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
  - [A.](#) City Council Minutes - 11/01/2021
  - [B.](#) Embedded Systems Contract Renewal
  - [C.](#) Establishing Precinct & Polling Locations – Resolution 2021-56
  - [D.](#) Transfer for Park Land Purchase – Resolution 2021-57
  - [E.](#) Weber Inc-Pay Application #5
  - [F.](#) Police Officer Resignation, Police Officer Opening
  - [G.](#) Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
  - [A.](#) MESB Storage
  - [B.](#) Schedule a Work Session
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
  - [A.](#) Fire Department Monthly Report
  - [B.](#) Public Works Monthly Reports
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
  - A. Meetings/Events
    - November 25th - City Offices Closed - Thanksgiving Holiday
    - December 6th - City Council Meeting | 6:00 pm
    - December 15th - Planning Commission Meeting | 7:00 pm
    - December 20th - City Council Meeting | 6:00 pm
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW  
NOVEMBER 1, 2021  
6:00 p.m.

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

2. **ROLL CALL**

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

Also present: City Clerk Jenni Wida, City Administrator Joe Kohlmann, Public Works Director Jason Windingstad, Finance Director Darcy Mulvihill, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Community Development Director Kate Thunstrom, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi),

3. **APPROVAL OF AGENDA**

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

Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robison

Nays: None

Motion carried 5-0

4. **CONSENT AGENDA**

- A. City Council Minutes October 18, 2021
- B. Surplus Vehicles, Resolution 2021-53
- C. Conditional Offer of Employment
- D. Claims

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE CONSENT AGENDA ITEMS A-D

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

5. **MEETING OPEN TO THE PUBLIC- NONE**

No one came forward.

6. **SPECIAL BUSINESS- NONE**

## **7. PUBLIC HEARING**

### **A. Miscellaneous Special Assessments, Resolution 2021-55**

Mayor Feldman opened the Public Hearing at 6:02 p.m.

Finance Director Darcy Mulvihill introduced the resolution to certify delinquent bill to 2022 taxes. They include utility billing accounts, storm water fees, admin citations and building demolition costs. The Council needs to hold a public hearing to allow for comment.

She explained that Council can resolve to certify these past due bills to the properties 2022 taxes. These will be a one-year assessment due and payable next year. There is a 10% fee added, this is limited to \$75.00 to all assessments except utility bills, this covers the costs associated with assessing these bills.

Mayor Feldman opened the Public Hearing at 6:02. No one came forward. Mayor Feldman closed the Public Hearing at 6:05 p.m.

Mayor Feldman referenced the assessment amount on the property 22708 Rum River Blvd and asked if it is correct and it stays attached to the project. Mulvihill confirmed this.

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING MISCELLANEOUS SPECIAL ASSESSMENTS, RESOLUTION 2021-55

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

## **8. OLD BUSINESS** – NONE

## **9. NEW BUSINESS**

### **A. Concept Plan - Meadows of St. Francis 4<sup>th</sup> Addition**

City Planner Beth Richmond gave a presentation on a request for a proposed concept plan which includes the development of 43 attached townhome lots on an 8.2-acre lot located northwest of St. Francis Boulevard and Cree Street. This lot was previously platted as part of the Second Addition of the Meadows of St. Francis but was never developed. The majority of the site is flat vacant land which is ready to be developed, with wetlands in the northwest and southeast corners. The proposal is for 43 attached townhomes with 20 individual buildings. A private street is proposed to connect to the existing street that was started as a part of the first addition of the Meadows. Anticipated land use actions for this project include rezoning to a PUD, preliminary and final plats, and vacating and reestablishing some of the existing easement on the property. With the proposed rezoning to PUD

R-3 the applicant is requesting flexibility with setbacks and reduced space between building separations. The extension of the private road is proposed to narrow in width and the applicant would need to work with the existing HOA's. Driveways on that are outside of the loop and proposed to be individual and those inside the loop are proposed to be joint driveways. The code requires 22 guest parking spaces for this development but no guest parking is shown on the plans, which has been recommended to the applicant to revise the concept plans to include them. There are two trails that are proposed to be extended as a part of this development. There are two wetlands on the site. The structures will be required to meet wetland and buffer setbacks. The applicant is working to complete updated wetland delineation. A common outlot is proposed that the HOA would be responsible for that would contain all the common elements of the development.

Richmond requested that the Council provide feedback to the applicant on the proposed concept plan with regard to sets backs, the private street, joint drives, guest parking and trails. The next step is for the applicant to prepare a Preliminary Plat for submittal.

Mayor Feldman commented that he is looking forward to the second addition of this development but highlighted concerns with the plans as well as issues he felt are present with the existing development. He stated this development was being completed when the current Council took office, but given his background in construction, he hopes these issues can be fixed with the second addition. Mayor Feldman commented on how narrow the streets are, which makes it difficult to plow. He also feels the driveways are too short and small. He is adamant that the driveways need to be around 20-24 feet in length to ensure larger vehicles wouldn't be parked in the street. Mayor Feldman also expressed concerns about the 12-foot setbacks between buildings, stating he would support closer to 15 feet. He also questioned where the guest parking would be located on the property given the space constraints.

Robinson commented on the size of the project and the space available. He stated that these townhomes will likely be first homes for new residents and expressed concerns over the condensed space. He agreed with the comments made by Mayor Feldman. Robinson added that he supported the proposed one-way street and expressed concerns about the narrowness of the street and access to and from the development. He wanted to ensure the quality of the build and the size of the living space for the new residents. He expressed concerns with the lack of guest parking and the developer having to work with three HOA's.

Muehlbauer stated his concerns were aligned with the Planning Commission regarding guest parking and snow storage. He also agreed with the comments made by Mayor Feldman and Council member Robinson.

Udvig agreed with the concerns regarding the size of the project for the proposed space.

Bauer agreed that driveways should be at least 20 feet. He suggested having a bigger road that is similar in size going through the development. He commented that providing guest parking is a priority stating that cars are parking on the street in the current development, which makes navigating the road difficult. He suggested removing a unit to put in a parking lot, if necessary, or having a model where the garage is set back and the house is set forward. He also supported having 12-15 feet between each property.

Mayor Feldman expressed concerns about adding a 26-foot road to a private street as well as adding additional HOA's to the existing three. He thanked Richmond for her work on the plans so far.

Richmond commented that she will provide this feedback to the developer.

B. Ordinance 285 - Amending City Code Chapter 8, Section 3 Animals Subdivision 4 Animal Waste and Resolution 2021-54- 2<sup>nd</sup> Reading

Public Works Director Jason Windingstad stated this case is to consider giving second reading to the ordinance. He explained the Minnesota Pollution Control Agency (MPCA) is requiring the City of St. Francis to add language to the city code that is specific to prohibit animal waste from being disposed of down storm drains. This needs to be in place by 2022.

Mayor Feldman stated this is a second reading and the MPCA is requiring the added language. He asked for Council comments.

Udvig, Bauer, and Robinson didn't offer additional comment.

Muehlbauer commented that it is mandated so the City does not have a choice.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING SECOND READING AND ADOPTING ORDINANCE 285 AMENDING CITY CODE CHAPTER 8, SECTION 3. ANIMALS SUBDIVISION 4 ANIMAL WASTE

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

MOTION BY: UDVIG SECOND: BAUER ADOPTING RESOLUTION 2021-54

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None

Motion carried 5-0

B. Nowthen Shared Services Agreement

City Administrator Joe Kohlmann introduced the shared services agreement with

the City of Nowthen to support their administrative services. They will be utilizing 8 hours of the Finance Director's time and 8 hours of the City Administrator's time each week as they are going through transition. The agreement is drafted to end on or before December 10, 2021. Per the recommendation of the League of Minnesota Cities, the City of Nowthen contacted the City of St. Francis for assistance to gather the necessary information to pass to incoming staff during the transition period.

Mayor Feldman expressed disappointment with the Minnesota League of Cities for not being able to offer assistance instead of advising the City of Nowthen to ask a neighboring city. He wants to help but expressed concern over remaining an independent city. He recognized the amount of work that Staff is currently doing for the City of St. Francis and asked Staff if they felt they could help the City of Nowthen in a reasonable amount of time without disrupting priority services for the City of St. Francis.

Kohlmann replied that they can, noting some of the eight hours will overlap with their current operational hours. After getting the initial assessment of things that need to be done there, he felt they were basic things that he and Finance Director Mulvihill do on a day-to-day basis. He felt they were looking for help with the transition to get bills paid, their next payroll out, and other basic level items.

Mayor Feldman reiterated concern that St. Francis remain the main priority. He noted when they took over administration in 2017, there were a lot of things that needed fixing that required time and hard work, but they did it. His concern was Staff taking time away from their current workload with the City of St. Francis to work for Nowthen.

Udvig stated her first concern was knowing how hard Staff works and that they are always busy. But since Kohlmann and Mulvihill are saying they can do the work, she trusts them to not take away from what they are doing for St. Francis. She also trusts them to say if the added work is affecting their work for St. Francis and that they will say they can't do the extra work for Nowthen.

Muehlbauer agreed with Mayor Feldman that St. Francis comes first. He also agreed with Udvig as far as trusting the integrity of the Staff that they will put St. Francis work first. He stated the mayor of Nowthen will need to have that understanding as well. He stated they want to be able to help as they have with the Fire Chief, noting he has shown integrity in balancing and prioritizing the workload. Muehlbauer supported helping the sister city for the short time as long as it doesn't affect the services provided to St. Francis. He felt that Staff would say if it gets to be too much.

Bauer agreed. He added a message to the mayor of Nowthen, stating he hoped that the City Administrator and Finance Director of St. Francis can guide the new staff in the kind of work atmosphere they have in St. Francis. He encouraged them

to always lean on the City when they need to.

Robinson stated he doesn't agree with this; if it was a death or something unforeseen, he would support it but that is not the case here. The administration had 30 days to act and he has not seen the Mayor of Nowthen speak about this or a plan of action about how he is going to make things come together within the 30 days the St. Francis staff is helping. He feels St. Francis comes first, Staff is already busy, and for them to take time out to focus on another entity would be difficult. He doesn't doubt the abilities of Kohlmann and Mulvihill but expressed concerns about how the 30 days would be spent without being overextended. He didn't see a plan nor anyone present tonight to speak of a plan for the two cities to work together. He stated he does not support the shared service agreement.

Mayor Feldman added concern about it being extended into long-term help beyond December 10, 2021 with the workload for St. Francis being already so demanding. He expressed concern about remaining independent from Nowthen instead of being considered a joint entity. He stated he has full faith in the Staff and doesn't doubt that they can do the work but commented that their compensation for the additional work was low.

City of Nowthen Mayor Jeff Pilon addressed the Council. He replied to Council member Robinson's question about the last 30 days. He stated they that 30 days ago, they received a resignation notice from the Clerk Treasurer who, at the time, said she would train staff to take over the responsibilities. Two weeks ago, they received resignations from the rest of the staff. They contacted the League of Minnesota Cities to identify interim administrators. They conducted interviews and hired someone who started today. The problem is that the new administrator isn't adept at financial matters. In addition, the staff that left didn't leave processes for the tasks that need to be done in the immediate future. That is what they are focusing on for now. They need help with things like payroll and financial responsibilities that new staff is not adept at. He believes the December 10, 2021 end date is achievable and it may be before that. He understands the imposition this poses to the City of St. Francis. He stated that although he values the relationship between their two cities, he wanted to assure Mayor Feldman that Nowthen intends to remain independent. He expressed appreciation for the City's help with the development of the Fire Department, adding they have maintained boundaries well and balanced the workload in the partnership. He is asking for help to get them through the transition while they are in the hiring process and not looking for a long-term commitment. In the future, he hopes Nowthen can be a good sister city once they get back on their feet and rebuild.

Mayor Feldman asked Nowthen Mayor Pilon if he would want St. Francis Staff to attend the Nowthen Council meetings as well. Mayor Pilon replied that would not be necessary.

Mayor Feldman asked if there are any legal issues that would need to be

considered between the two cities. Assistant City Attorney Dave Schaps replied they have been addressed in the contract.

Mayor Feldman emphasized that December 10, 2021 is the end date and asked that an extension not be requested. He commented that he regretted the situation Mayor Pilon faced and stated if Staff wanted to help, they could.

Kohlmann replied he thought they could get it done faster. Mayor Feldman commented that would be appreciated.

Mayor Feldman asked for assurances that taking on the additional work wouldn't affect the work they are doing for St. Francis. Mulvihill and Kohlmann both agreed.

Mayor Feldman asked Nowthen Mayor Pilon if they have hired an interim city administrator and where they are in the hiring process. Mayor Pilon replied they need to hire two other office staff.

Udvig expressed concern about St. Francis Staff spending time helping with the transition of the new Nowthen staff and what happens if there is more turn over.

Kohlmann replied he likes to create a position manual so if someone is gone, there is a step-by-step guide for how to process things. He sees that as being part of this process. He thought they may already have some things on file that would be helpful in the event there was another turn over so someone could come in and still get important things like payroll done.

Mayor Feldman asked Nowthen Mayor Pilon how his council felt about having St. Francis Staff coming to help. Mayor Pilon replied they are very excited about it, concerned about the loss of employees, but there was a unanimous vote to approach St. Francis to request help.

Mayor Feldman referenced the League of Minnesota City's suggestion to Nowthen Mayor Pilon that he reach out to other sister cities for help and asked if he had approached any other cities.

Nowthen Mayor Pilon replied he talked with Oak Grove and Ramsey. He stated the League of Minnesota Cities said it would be helpful during the transition to reach out to the surrounding cities to see what others have done. The League has stayed in touch with Nowthen, supporting them through help with IT, HR, and the re-hiring process, as well as an attorney to ensure things move forward and end well.

Nowthen Mayor Pilon stated the League said to reach out to other surrounding cities, which he did. They all said to let them know what they could do to help. He approached St. Francis for this level of assistance because the two cities already have an administrative relationship with St. Francis through the Fire

Department. Because of that, they thought it would make sense to have other Staff from St. Francis help with these roles.

Mayor Feldman commented that he was indecisive but re-emphasized December 10, 2021 was the end date. He stated if Kohlmann or Mulvihill needed to be reached for work related to St. Francis, that would take priority. Kohlmann confirmed he will make it work and thought the work could potentially be done in 20 days, by Thanksgiving.

Mayor Feldman asked Nowthen Mayor Pilon to confirm that it was just the Finance Director, Administrator, and Public Works, that Nowthen needed help with. Nowthen Mayor Pilon confirmed this.

Robinson commented he is disappointed in the League of Minnesota Cities, considering the amount of dues and financial support they give the organization, for them to do as little as they have done so far. This instance shows that cities, big or small, should have an emergency plan of action in place. He stated that his vote tonight isn't a reflection on anyone or their performance.

Mayor Feldman advised Kohlmann and Mulvihill to keep the St. Francis Council abreast of what's going on and any changes that are taking place. He hopes this will help the City of Nowthen get back on its feet.

MOTION BY: BAUER, SECOND: MUEHLBAUER APPROVING THE NOWTHEN SHARED SERVICES AGREEMENT AS STATED WITH AN END DATE NO LATER THAN DECEMBER 10, 2021

Ayes: Bauer, Udvig, Muehlbauer, and Feldman

Nays: Robinson

Motion carried 4-1

**10. MEETING OPEN TO THE PUBLIC – NONE**

**11. REPORTS – NONE**

**12. COUNCILMEMBER REPORTS**

Muehlbauer reported he attended the Work Session via Zoom. He is still out of town but hopes to be home soon, possibly by November 15, 2021.

Udvig reported she attended the Planning and Zoning Meeting. She stated the Community Tree Lighting will be on December 1, 2021.

Bauer reported he attended the Work Session.

Robinson reported he attended the Work Session and was the liaison for the Planning and Zoning Meeting. He commented it was another spirited but orderly meeting with

a lot of public input and things will be coming to the Council soon. He was encouraged to see public involvement in person instead of having people go to social media.

Mayor Feldman reported he also attended the Work Session and a meeting with the Police Chief.

Mayor Feldman asked if there was any news on Poppy Street. City Engineer Craig Jochum replied last week they sent out the easements and offers to the property owners. Staff will give time for them to react before following up with residents later this week to see if they will sign. If the residents sign, they will move forward.

Robinson referenced the price of bituminous and oil now compared to last spring or summer, and asked what the vendors are forecasting for the spring or summer. Jochum replied as of right now, they don't see any great increases.

Mayor Feldman expressed frustration with the delays in negotiations to complete this project.

Mayor Feldman reported on the Liquor Muni. He stated they had meetings during the week to address a list of issues towards substantial completion. Mayor Feldman commended City Attorney Schaps for his advice to prepare documentation, which they have done. He hopes the contract will be honored, to have a quality building and to be able open on time. Mayor Feldman invited the Council to visit to see the progress.

Mayor Feldman thanked Staff for the time and effort they give the City. He stated when they took office five years ago and brought a proactive, preventative attitude, they responded well to residents and rebuilt trust in their government. He stated the Council couldn't do what they do without working as a team. An issue that is raised by a Council member, Staff, or resident is addressed as a team, which is important to highlight because no one individual can do all the work. He commended Staff for the work they do and for their support, noting when residents work with and trust their government, there isn't anything they can't do.

### **13. UPCOMING EVENTS**

November 15, 2021 – City Council Meeting – 6:00 p.m.

December 6, 2021 – City Council Meeting – 6:00 p.m.

### **14. ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular City Council at 7:08 p.m.

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Jennifer Wida, City Clerk



CITY COUNCIL AGENDA  
REPORT

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Embedded Systems Contract Renewal  
**DATE:** 11-15-2021

**OVERVIEW:**

Embedded Systems, Inc. provides warning siren maintenance for three warning sirens within the City of St. Francis located at Roanoke St/Ambassador Blvd, 23248 Woodbine St. and Edgewild Park at 1800 242nd Ave. The maintenance contract consists of repairing and maintaining the electronic/communication side of the sirens. Embedded Systems performs daily communication testing to assure the sirens are operating properly. The contract also includes decoder battery replacement every 3 years.

**ACTION TO BE CONSIDERED:**

The renewal of the contract with Embedded Systems, Inc. to continue to provide warning siren maintenance for the City of St. Francis in 2022.

**BUDGET IMPLICATION:**

The Embedded Systems, Inc. monthly maintenance fee of \$46.12 per siren per month (\$1,660.32 annually) is budgeted for in the contract line item of the police department budget.

Attachments:

- Embedded Systems Contract Renewal

# Embedded Systems, Inc.

Tel. (763) 757-3696  
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817  
btorkelson@embedsys.com

## Contract Renewal

October 25, 2021

City of St. Francis  
Accounts Payable  
23340 Cree Street NW  
St. Francis, MN 55070

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2022 will be **\$46.12** per siren, per month.

The decoder batteries for your city were replaced in 2021 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 20, 2021** to enable us to continue to provide our best service through the end of 2022. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to [btorkelson@embedsys.com](mailto:btorkelson@embedsys.com).

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Brenda Torkelson  
Embedded Systems, Inc.

Contract terms accepted:

|           |      |
|-----------|------|
| Signature | Date |
|           |      |
| Phone     |      |
| Email     |      |

For continuation of services through the end of the year 2022



## CITY COUNCIL AGENDA REPORT

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Establishing Precinct & Polling Locations – Resolution 2021-56  
**DATE:** 11-15-2021

### **OVERVIEW:**

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

### **204B.16 POLLING PLACES; DESIGNATION.**

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

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

### **ACTION TO BE CONSIDERED:**

Adopt Resolution 2021-56 Establishing Precinct and Polling Locations for 2022 election year.

### **BUDGET IMPLICATION:**

NONE

### **Attachments:**

- Resolution 2021-56 Establishing Polling Locations

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

Agenda Item # 4C.

RESOLUTION 2021-56

A RESOLUTION ESTABLISHING PRECINCT AND  
POLLING LOCATIONS FOR 2022 ELECTION YEAR

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

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

**NOW THEREFORE BE IT RESOLVED** that the polling locations to be used for municipal precincts in calendar year 2022 are as follows:

St. Francis Precinct #1      Central Service Offices, 4115 Ambassador Blvd NW  
St. Francis residents living west of the Rum River

St. Francis Precinct #2      Central Service Offices, 4115 Ambassador Blvd NW  
St. Francis residents living east of the Rum River

St. Francis Precinct #3      Mail Balloting  
Property located in Isanti County with in the  
St. Francis City limits

BE IT FURTHER RESOLVED that the St. Francis City Council directs the City Clerk to make all necessary notifications and preparations for elections held in 2022 as required by MN Statute, Rule and Administrative Policy of the City.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15<sup>th</sup> DAY OF NOVEMBER, 2021.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Jennifer Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

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**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Transfer for Park Land Purchase – Resolution 2021-57  
**DATE:** 11-15-2021

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### **OVERVIEW:**

Attached is a resolution for a transfer from the General Fund to the Park Fund to pay for the purchase of 22708 Rum River Blvd to be used as park land.

### **ACTION TO BE CONSIDERED:**

Approve the attached transfer resolution 2021-57

### **BUDGET IMPLICATION:**

This is will bring the fund balance of the General Fund down. The fund balance for the General Fund at the end of 2020 was 74.6% of current year expenditures. State Auditor's Office recommends at least 35% to 50%. The city will still be over recommended at city policy percentages.

### **Attachments:**

- Transfer Resolution #2021-57 Transfer from General Fund to Park Fund

CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

RESOLUTION 2021-57

TRANSFER FROM GENERAL FUND TO PARK FUND

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

|   | FROM         | TO        | PURPOSE   | AMOUNT       |
|---|--------------|-----------|-----------|--------------|
| 1 | General Fund | Park Fund | Park Plan | \$201,518.01 |

1. To pay for purchase of 22708 Rum River Blvd to be used for Parks authorized at the October 18, 2021 Council Meeting.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15<sup>TH</sup> DAY OF NOVEMBER, 2021.

APPROVED:

\_\_\_\_\_  
Steve Feldman, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

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**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Weber Inc-Pay Application #5  
**DATE:** 11-15-2021

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### **OVERVIEW:**

Attached is pay estimate #5 to Weber Construction for the Liquor Store Remodeling. Amount to be paid is \$152,167.41. There is a retainage of \$29,421.63 at this time.

### **ACTION TO BE CONSIDERED:**

Approve attached pay applications

### **BUDGET IMPLICATION:**

This is being paid out of the Liquor Fund

### **Attachments:**

- Pay Application #5-Weber, Inc-Liquor Store Remodel

# APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF P

Agenda Item # 4E.

TO OWNER: City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

PROJECT: St. Francis Bottle Shop Addition & A  
23307 St. Francis Boulevard  
St. Francis MN  
APPLICATION NO: 00005  
PERIOD TO: 10/31/2021  
PROJECT NOS.: 2020.02

Distribution to:  
☒ OWNER  
☒ ARCHITECT  
☒ CONTRACTOR  
☐  
☐

FROM CONTRACTOR: Weber, Inc.  
2497 7th Avenue East  
North St. Paul, MN 55109

VIA ARCHITECT: Pearl Architecture, LLC.  
1158 6th Ave. South  
South St. Paul, MN 55075  
CONTRACT DATE: 5/5/2021

CONTRACT FOR: General Contracting/Construction Manager

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$627,000.00  
2. Net change by Change Orders ..... \$60,655.10  
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$687,655.10  
4. TOTAL COMPLETED & STORED TO DATE ..... \$588,432.54  
(Column G on G703)  
5. RETAINAGE:  
a. 5.000 % of Completed Work ..... \$29,421.63  
(Columns D + E on G703)  
b. 5.000 % of Stored Material ..... \$0.00  
(Columns F on G703)  
Total Retainage (Line 5a + 5b or  
Total in Columns I or G703) ..... \$29,421.63  
6. TOTAL EARNED LESS RETAINAGE ..... \$559,010.91  
(Line 4 less Line 5 Total)  
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) ..... \$406,843.50  
8. CURRENT PAYMENT DUE ..... \$152,167.41  
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) ..... \$128,644.19

| CHANGE ORDER SUMMARY                               | ADDITIONS   | DEDUCTIONS  |
|----------------------------------------------------|-------------|-------------|
| Total changes approved in previous months by Owner | \$28,907.07 | \$0.00      |
| Total approved this Month                          | \$31,748.03 | \$0.00      |
| TOTALS                                             | \$60,655.10 | \$0.00      |
| NET CHANGES by Change Order                        |             | \$60,655.10 |

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

CONTRACTOR: Weber, Inc.

By: \_\_\_\_\_ Date: 10-2-21

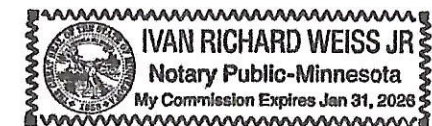
State of: Minnesota

County of: Ramsey

Subscribed and sworn to before  
me this 2nd day of November, 2021

Notary Public: \_\_\_\_\_

My Commission expires: 01-31-2026



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$152,167.41

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Pearl Architecture, LLC.

By: \_\_\_\_\_ Date: 11-2-2021

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



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# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF

Agenda Item # 4E.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00005  
APPLICATION DATE:  
PERIOD TO: 10/31/2021  
ARCHITECT'S PROJECT NO.: 2020.02

| ARCHITECT'S PROPOSED                                                         |                                            |                 |                                   |             |                                            |                                            |         |                           |                              |
|------------------------------------------------------------------------------|--------------------------------------------|-----------------|-----------------------------------|-------------|--------------------------------------------|--------------------------------------------|---------|---------------------------|------------------------------|
| Use Column I on Contracts where variable retainage for line items may apply. |                                            |                 |                                   |             |                                            |                                            |         |                           |                              |
| A                                                                            | B                                          | C               | D E                               |             | F                                          | G                                          |         | H                         | I                            |
| ITEM NO.                                                                     | DESCRIPTION OF WORK                        | SCHEDULED VALUE | WORK COMPLETED                    |             | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | %(G÷C)  | BALANCE TO FINISH (C - G) | RETAINAGE (IF VARIABLE) RATE |
|                                                                              |                                            |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |                                            |                                            |         |                           |                              |
| 010000                                                                       | Mobilization                               | \$4,500.00      | \$4,500.00                        | \$0.00      | \$0.00                                     | \$4,500.00                                 | 100.000 | \$0.00                    | \$225.00                     |
| 024119.13                                                                    | Selective Demolition                       | \$19,723.00     | \$16,723.00                       | \$0.00      | \$0.00                                     | \$16,723.00                                | 84.789  | \$3,000.00                | \$836.15                     |
| 033000 - L                                                                   | Cast-In-Place Concrete - Labor             | \$14,000.00     | \$13,300.00                       | \$0.00      | \$0.00                                     | \$13,300.00                                | 95.000  | \$700.00                  | \$665.00                     |
| 033000 - M                                                                   | Cast-In-Place Concrete - Material          | \$23,000.00     | \$21,850.00                       | \$0.00      | \$0.00                                     | \$21,850.00                                | 95.000  | \$1,150.00                | \$1,092.50                   |
| 040000 - L                                                                   | Masonry - Labor                            | \$5,000.00      | \$4,250.00                        | \$0.00      | \$0.00                                     | \$4,250.00                                 | 85.000  | \$750.00                  | \$0.00                       |
| 040000 - M                                                                   | Masonry - Material                         | \$10,000.00     | \$7,400.00                        | \$0.00      | \$0.00                                     | \$7,400.00                                 | 74.000  | \$2,600.00                | \$370.00                     |
| 051200 - L                                                                   | Structural Steel Framing - Labor           | \$4,779.00      | \$4,779.00                        | \$0.00      | \$0.00                                     | \$4,779.00                                 | 100.000 | \$0.00                    | \$238.95                     |
| 051200 - M                                                                   | Structural Steel Framing - Material        | \$6,875.00      | \$6,875.00                        | \$0.00      | \$0.00                                     | \$6,875.00                                 | 100.000 | \$0.00                    | \$343.75                     |
| 055000 - M                                                                   | Metal Fabrications - Material              | \$525.00        | \$525.00                          | \$0.00      | \$0.00                                     | \$525.00                                   | 100.000 | \$0.00                    | \$26.25                      |
| 061000 - L                                                                   | Rough Carpentry - Labor                    | \$38,200.00     | \$31,723.66                       | \$3,490.88  | \$0.00                                     | \$35,214.54                                | 92.185  | \$2,985.46                | \$1,760.73                   |
| 061000 - M                                                                   | Rough Carpentry - Materials                | \$72,175.00     | \$72,175.00                       | \$0.00      | \$0.00                                     | \$72,175.00                                | 100.000 | \$0.00                    | \$3,608.75                   |
| 062000                                                                       | Finish Carpentry                           | \$1,400.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$1,400.00                | \$0.00                       |
| 064023 - L                                                                   | Interior Arch Woodwork - Labor             | \$6,468.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$6,468.00                | \$0.00                       |
| 064023 - M                                                                   | Interior Arch Woodwork - Material          | \$12,991.00     | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$12,991.00               | \$0.00                       |
| 071916 - L                                                                   | Silane Water Repellent - Labor             | \$1,400.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$1,400.00                | \$0.00                       |
| 071916 - M                                                                   | Silane Water Repellent - Material          | \$700.00        | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$700.00                  | \$0.00                       |
| 072100 - L                                                                   | Building Insulation - Labor                | \$1,280.00      | \$1,280.00                        | \$0.00      | \$0.00                                     | \$1,280.00                                 | 100.000 | \$0.00                    | \$64.00                      |
| 072100 - M                                                                   | Building Insulation - Material             | \$2,070.00      | \$2,070.00                        | \$0.00      | \$0.00                                     | \$2,070.00                                 | 100.000 | \$0.00                    | \$103.50                     |
| 072119 - L                                                                   | Foamed-In-Place Insulation - Labor         | \$4,773.90      | \$4,773.90                        | \$0.00      | \$0.00                                     | \$4,773.90                                 | 100.000 | \$0.00                    | \$238.70                     |
| 072119 - M                                                                   | Foamed In Place Insulation - Material      | \$17,818.10     | \$17,818.10                       | \$0.00      | \$0.00                                     | \$17,818.10                                | 100.000 | \$0.00                    | \$890.91                     |
| 072419 - L                                                                   | EFIS - Labor                               | \$13,200.00     | \$0.00                            | \$13,200.00 | \$0.00                                     | \$13,200.00                                | 100.000 | \$0.00                    | \$660.00                     |
| 072419 - M                                                                   | EFIS - Material                            | \$4,800.00      | \$0.00                            | \$4,800.00  | \$0.00                                     | \$4,800.00                                 | 100.000 | \$0.00                    | \$240.00                     |
| 072726 - L                                                                   | Fluid Applied Air/Water Barrier - Labor    | \$8,800.00      | \$0.00                            | \$8,800.00  | \$0.00                                     | \$8,800.00                                 | 100.000 | \$0.00                    | \$440.00                     |
| 072726 - M                                                                   | Fluid Applied Air/Water Barrier - Material | \$3,200.00      | \$0.00                            | \$3,200.00  | \$0.00                                     | \$3,200.00                                 | 100.000 | \$0.00                    | \$160.00                     |
| 075323.15                                                                    | EPDM Roofing                               | \$20,000.00     | \$20,000.00                       | \$0.00      | \$0.00                                     | \$20,000.00                                | 100.000 | \$0.00                    | \$1,000.00                   |
| 076200                                                                       | Sheet Metal Flashing & Trim                | \$3,920.00      | \$3,920.00                        | \$0.00      | \$0.00                                     | \$3,920.00                                 | 100.000 | \$0.00                    | \$196.00                     |
| 077113                                                                       | Pre-Manufactured Roof Coping               | \$3,000.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$3,000.00                | \$0.00                       |
| 079200                                                                       | Joint Sealants                             | \$2,080.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$2,080.00                | \$0.00                       |
| 081113.13                                                                    | Hollow Metal Doors & Frames - Labor        | \$10,000.00     | \$5,493.89                        | \$4,506.11  | \$0.00                                     | \$10,000.00                                | 100.000 | \$0.00                    | \$500.00                     |
| 081113.13                                                                    | Hollow Metal Doors & Frames - Material     | \$4,285.00      | \$0.00                            | \$4,285.00  | \$0.00                                     | \$4,285.00                                 | 100.000 | \$0.00                    | \$214.25                     |
| 083819.16                                                                    | Rigid Double-Acting Traffic Doors          | \$1,700.00      | \$0.00                            | \$1,700.00  | \$0.00                                     | \$1,700.00                                 | 100.000 | \$0.00                    | \$85.00                      |
| 085413                                                                       | Fiberglass Windows                         | \$684.00        | \$100.00                          | \$584.00    | \$0.00                                     | \$684.00                                   | 100.000 | \$0.00                    | \$34.20                      |
| 087100                                                                       | Door Hardware                              | \$1,000.00      | \$0.00                            | \$1,000.00  | \$0.00                                     | \$1,000.00                                 | 100.000 | \$0.00                    | \$50.00                      |
| 088000                                                                       | Glazing                                    | \$2,900.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$2,900.00                | \$0.00                       |



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# CONTINUATION SHEET

AIA DOCUMENT G703

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Agenda Item # 4E.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00005

APPLICATION DATE:

PERIOD TO: 10/31/2021

ARCHITECT'S PROJECT NO.: 2020.02

| Use Column I on Contracts where variable retainage for line items may apply. |                                    |                 |                                   |             |                                            |                                            |         |                           |                              |
|------------------------------------------------------------------------------|------------------------------------|-----------------|-----------------------------------|-------------|--------------------------------------------|--------------------------------------------|---------|---------------------------|------------------------------|
| A                                                                            | B                                  | C               | D E                               |             | F                                          | G                                          |         | H                         | I                            |
| ITEM NO.                                                                     | DESCRIPTION OF WORK                | SCHEDULED VALUE | WORK COMPLETED                    |             | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G÷C) | BALANCE TO FINISH (C - G) | RETAINAGE (IF VARIABLE) RATE |
|                                                                              |                                    |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |                                            |                                            |         |                           |                              |
| 092116 - L                                                                   | Gypsum Board Assemblies - Labo     | \$15,600.00     | \$15,600.00                       | \$0.00      | \$0.00                                     | \$15,600.00                                | 100.000 | \$0.00                    | \$780.00                     |
| 092116 - M                                                                   | Gypsum Board Assemblies - Mate     | \$3,700.00      | \$3,700.00                        | \$0.00      | \$0.00                                     | \$3,700.00                                 | 100.000 | \$0.00                    | \$185.00                     |
| 093000 - L                                                                   | Tiling - Labor                     | \$23,750.00     | \$840.00                          | \$16,972.50 | \$0.00                                     | \$17,812.50                                | 75.000  | \$5,937.50                | \$890.63                     |
| 093000 - M                                                                   | Tiling - Material                  | \$7,850.00      | \$7,850.00                        | \$0.00      | \$0.00                                     | \$7,850.00                                 | 100.000 | \$0.00                    | \$392.50                     |
| 095113 - L                                                                   | Ceiling Grid & Tile - Labor        | \$4,830.00      | \$0.00                            | \$4,200.00  | \$0.00                                     | \$4,200.00                                 | 86.957  | \$630.00                  | \$210.00                     |
| 095113 - M                                                                   | Ceiling Grid & Tile - Material     | \$3,860.00      | \$0.00                            | \$3,350.00  | \$0.00                                     | \$3,350.00                                 | 86.788  | \$510.00                  | \$167.50                     |
| 096519 - L                                                                   | Resilient Tile Floor & Acc - Labor | \$900.00        | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$900.00                  | \$0.00                       |
| 096519 - M                                                                   | Resilient Tile Floor & Acc - Mater | \$900.00        | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$900.00                  | \$0.00                       |
| 096813 - L                                                                   | Tile Carpeting - Labor             | \$500.00        | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$500.00                  | \$0.00                       |
| 096813 - M                                                                   | Tile Carpeting - Material          | \$700.00        | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$700.00                  | \$0.00                       |
| 097733 - L                                                                   | FRP Wall Paneling - Labor          | \$650.00        | \$0.00                            | \$650.00    | \$0.00                                     | \$650.00                                   | 100.000 | \$0.00                    | \$32.50                      |
| 097733 - M                                                                   | FRP Wall Paneling - Material       | \$400.00        | \$0.00                            | \$400.00    | \$0.00                                     | \$400.00                                   | 100.000 | \$0.00                    | \$20.00                      |
| 098116                                                                       | Acoustic Blanket Insulation        | \$1,000.00      | \$0.00                            | \$1,000.00  | \$0.00                                     | \$1,000.00                                 | 100.000 | \$0.00                    | \$50.00                      |
| 099100 - L                                                                   | Painting - Labor                   | \$6,868.00      | \$2,747.20                        | \$2,747.20  | \$0.00                                     | \$5,494.40                                 | 80.000  | \$1,373.60                | \$274.72                     |
| 099100 - M                                                                   | Painting - Material                | \$1,560.00      | \$780.00                          | \$468.00    | \$0.00                                     | \$1,248.00                                 | 80.000  | \$312.00                  | \$62.40                      |
| 101423                                                                       | Interior Panel Signage - Deisgn    | \$375.81        | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$375.81                  | \$0.00                       |
| 101423 - L                                                                   | Interior Panel Signage - Labor     | \$1,059.79      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$1,059.79                | \$0.00                       |
| 101423 - M                                                                   | Interior Panel Signage - Material  | \$1,338.40      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$1,338.40                | \$0.00                       |
| 102613                                                                       | Corner Guards                      | \$506.00        | \$506.00                          | \$0.00      | \$0.00                                     | \$506.00                                   | 100.000 | \$0.00                    | \$25.30                      |
| 102800                                                                       | Toilet Accessories                 | \$696.00        | \$696.00                          | \$0.00      | \$0.00                                     | \$696.00                                   | 100.000 | \$0.00                    | \$34.80                      |
| 102815                                                                       | Diaper Changing Accessories        | \$597.00        | \$597.00                          | \$0.00      | \$0.00                                     | \$597.00                                   | 100.000 | \$0.00                    | \$29.85                      |
| 104400                                                                       | Fire Extinguishers, Cabinets       | \$446.00        | \$446.00                          | \$0.00      | \$0.00                                     | \$446.00                                   | 100.000 | \$0.00                    | \$22.30                      |
| 123661 - L                                                                   | Countertops - Labor                | \$2,539.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$2,539.00                | \$0.00                       |
| 123661 - M                                                                   | Countertops - Material             | \$8,275.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$8,275.00                | \$0.00                       |
| 124813                                                                       | Entrance Floor Mats & Frames       | \$1,161.00      | \$0.00                            | \$0.00      | \$0.00                                     | \$0.00                                     | 0       | \$1,161.00                | \$0.00                       |
| 220000 - L                                                                   | Plumbing - Labor                   | \$12,444.06     | \$11,225.00                       | \$1,000.00  | \$0.00                                     | \$12,225.00                                | 98.240  | \$219.06                  | \$611.25                     |
| 220000 - M                                                                   | Plumbing - Material                | \$15,505.94     | \$14,200.00                       | \$1,000.00  | \$0.00                                     | \$15,200.00                                | 98.027  | \$305.94                  | \$760.00                     |
| 230000 - L                                                                   | HVAC - Labor                       | \$9,550.00      | \$4,000.00                        | \$4,000.00  | \$0.00                                     | \$8,000.00                                 | 83.770  | \$1,550.00                | \$400.00                     |
| 230000 - M                                                                   | HVAC - Material                    | \$16,550.00     | \$8,650.00                        | \$4,500.00  | \$0.00                                     | \$13,150.00                                | 79.456  | \$3,400.00                | \$657.50                     |
| 260000 - L                                                                   | Electrical - Labor                 | \$23,000.00     | \$14,330.00                       | \$7,050.00  | \$0.00                                     | \$21,380.00                                | 92.957  | \$1,620.00                | \$1,069.00                   |
| 260000 - M                                                                   | Electrical - Material              | \$27,500.00     | \$24,550.00                       | \$500.00    | \$0.00                                     | \$25,050.00                                | 91.091  | \$2,450.00                | \$1,252.50                   |
| 270000 - L                                                                   | Communications - Labor             | \$2,200.00      | \$0.00                            | \$1,100.00  | \$0.00                                     | \$1,100.00                                 | 50.000  | \$1,100.00                | \$55.00                      |
| 270000 - M                                                                   | Communications - Material          | \$1,300.00      | \$0.00                            | \$530.00    | \$0.00                                     | \$530.00                                   | 40.769  | \$770.00                  | \$26.50                      |
| 311000                                                                       | Site Clearing                      | \$13,000.00     | \$13,000.00                       | \$0.00      | \$0.00                                     | \$13,000.00                                | 100.000 | \$0.00                    | \$650.00                     |



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Agenda Item # 4E.

PAGE 3 OF 3 PAGES

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Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00005

APPLICATION DATE:

PERIOD TO: 10/31/2021

ARCHITECT'S PROJECT NO.: 2020.02

| A          | B                                | C               | D E                               |              | F                                          | G                                          |         | H                         | I                            |
|------------|----------------------------------|-----------------|-----------------------------------|--------------|--------------------------------------------|--------------------------------------------|---------|---------------------------|------------------------------|
| ITEM NO.   | DESCRIPTION OF WORK              | SCHEDULED VALUE | WORK COMPLETED                    |              | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | %(G÷C)  | BALANCE TO FINISH (C - G) | RETAINAGE (IF VARIABLE) RATE |
|            |                                  |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD  |                                            |                                            |         |                           |                              |
|            |                                  |                 |                                   |              |                                            |                                            |         |                           |                              |
| 312000     | Earth Moving                     | \$17,098.00     | \$0.00                            | \$12,823.50  | \$0.00                                     | \$12,823.50                                | 75.000  | \$4,274.50                | \$641.18                     |
| 321216     | Asphalt Paving                   | \$11,714.00     | \$0.00                            | \$11,714.00  | \$0.00                                     | \$11,714.00                                | 100.000 | \$0.00                    | \$585.70                     |
| 321613 - L | Concrete Curbs & Gutters - Labor | \$3,590.40      | \$3,590.40                        | \$0.00       | \$0.00                                     | \$3,590.40                                 | 100.000 | \$0.00                    | \$179.52                     |
| 321613 - M | Concrete Curbs & Gutters - Mate  | \$2,393.60      | \$2,393.60                        | \$0.00       | \$0.00                                     | \$2,393.60                                 | 100.000 | \$0.00                    | \$119.68                     |
| 321723     | Pavement Markings                | \$500.00        | \$0.00                            | \$0.00       | \$0.00                                     | \$0.00                                     | 0       | \$500.00                  | \$0.00                       |
| 323113     | Chain Link Fences & Gates        | \$3,875.00      | \$0.00                            | \$3,875.00   | \$0.00                                     | \$3,875.00                                 | 100.000 | \$0.00                    | \$193.75                     |
| 329000     | Landscaping                      | \$1,960.00      | \$0.00                            | \$0.00       | \$0.00                                     | \$0.00                                     | 0       | \$1,960.00                | \$0.00                       |
| 331417     | Site Water Utility Service       | \$8,700.00      | \$0.00                            | \$0.00       | \$0.00                                     | \$0.00                                     | 0       | \$8,700.00                | \$0.00                       |
| 340000     | General Conditions               | \$14,904.00     | \$9,687.60                        | \$2,980.80   | \$0.00                                     | \$12,668.40                                | 85.000  | \$2,235.60                | \$633.42                     |
| 340001     | Bond                             | \$7,100.00      | \$7,100.00                        | \$0.00       | \$0.00                                     | \$7,100.00                                 | 100.000 | \$0.00                    | \$355.00                     |
| 340002     | Insurance                        | \$6,800.00      | \$6,800.00                        | \$0.00       | \$0.00                                     | \$6,800.00                                 | 100.000 | \$0.00                    | \$340.00                     |
| 340003     | General Contractor Fee           | \$10,006.00     | \$6,503.90                        | \$2,001.20   | \$0.00                                     | \$8,505.10                                 | 85.000  | \$1,500.90                | \$425.26                     |
| C00001     | CHANGE ORDER NO. 001             | \$28,907.07     | \$28,907.07                       | \$0.00       | \$0.00                                     | \$28,907.07                                | 100.000 | \$0.00                    | \$1,445.35                   |
| C00002     | CHANGE ORDER NO. 002             | \$31,748.03     | \$0.00                            | \$31,748.03  | \$0.00                                     | \$31,748.03                                | 100.000 | \$0.00                    | \$0.00                       |
|            |                                  | \$687,655.10    | \$428,256.32                      | \$160,176.22 | \$0.00                                     | \$588,432.54                               | 85.57%  | \$99,222.56               | \$27,621.73                  |





## CITY COUNCIL AGENDA REPORT

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**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Officer Resignation, Police Officer Opening  
**DATE:** November 15<sup>th</sup>, 2021

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### **OVERVIEW:**

On November 12th, 2021 a letter of resignation was received from Officer Brandon Boe indicating that his last day of employment with the City of St. Francis will be November 25th, 2021. After three years with the St. Francis Police Department, Officer Brandon Boe has accepted a police officer position with another metro law enforcement agency. In an effort to maintain the current police department staffing levels the vacancy created by Officer Boe's resignation would need to be filled.

The hiring process is anticipated to take approximately 90-120 days. In addition, the officer will need to complete Field Training. By authorizing to begin the hiring process now, the Department is anticipating being back to 12 licensed officers by spring 2022.

### **ACTION TO BE CONSIDERED:**

City Council approval to accept the resignation of Officer Brandon Boe and to post an opening seeking candidates to fill the vacancy created by the resignation.

### **BUDGET IMPLICATION:**

The department is currently budgeted for 12 licensed police officers.

#### Attachments:

- Officer Resignation Letter

**Brandon Boe**

1830 121st Ln NW #607  
Coon Rapids, MN 55448  
(310) 818-9272  
brandon\_boe@hotmail.com

11th November 2021

**Chief Todd Schwieger**

Saint Francis Police Dept.  
4058 Saint Francis Blvd.  
St. Francis, MN 55448

Dear Chief Schwieger,

Please accept this letter as my notice of resignation from my position as Police Officer with the city of Saint Francis. My last day of employment will be November 25th, 2021

I have accepted a final offer to serve as a Police Officer with North St. Paul Police Dept.

I would just like to say that for nearly the past 3 years, I am extremely grateful for the opportunity and pleasure of working for the St. Francis Police Department. I have seen the department grow, worked through civil unrest and witnessed a once in a century pandemic through the eyes of a first responder. I not only have become a better law enforcement officer, but a better person as a result of my time here with St. Francis.

Thank you for everything and if there is anything I can do to make this transition easier, please do not hesitate to let me know.

Sincerely,

Brandon Boe

A handwritten signature in black ink that reads "Brandon Boe". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the name.



## CITY COUNCIL AGENDA REPORT

---

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Payment of Claims  
**DATE:** 11-15-2021

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### **OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$83,115.07 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-\$626,897.70

Credit Card Payment-\$19,200.21

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:

- 11-01-2021 Packet List
- 11-15-2021 ACH Direct Payments-October
- 11-15-2021 Credit Card Payment-October

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|------------------------------|-----------------|-------------------------|---------|-------|--|-------------|
| Payments Batch AP 11-15-2021 |                 |                         |         |       |  | \$83,115.07 |
| Refer                        | 12432           | ADVANCED FIRST AID, INC | -       |       |  |             |
| Cash Payment                 | E 101-42110-237 | Small Equipment         | AED     |       |  | \$2,134.00  |
| Invoice                      | 0921-589        | 9/28/2021               |         |       |  |             |
| Transaction Date             | 11/10/2021      | CASH                    | 10100   | Total |  | \$2,134.00  |
| Refer                        | 12393           | AIRGAS NORTH CENTRAL    | -       |       |  |             |
| Cash Payment                 | E 101-43100-217 | Other Operating Supplie | RENT    |       |  | \$13.96     |
| Invoice                      | 9983606489      | 10/31/2021              |         |       |  |             |
| Cash Payment                 | E 101-43210-217 | Other Operating Supplie | RENT    |       |  | \$13.96     |
| Invoice                      | 9983606489      | 10/31/2021              |         |       |  |             |
| Cash Payment                 | E 101-45200-217 | Other Operating Supplie | RENT    |       |  | \$13.96     |
| Invoice                      | 9983606489      | 10/31/2021              |         |       |  |             |
| Cash Payment                 | E 601-49440-217 | Other Operating Supplie | RENT    |       |  | \$13.96     |
| Invoice                      | 9983606489      | 10/31/2021              |         |       |  |             |
| Cash Payment                 | E 602-49490-217 | Other Operating Supplie | RENT    |       |  | \$13.96     |
| Invoice                      | 9983606489      | 10/31/2021              |         |       |  |             |
| Transaction Date             | 11/10/2021      | CASH                    | 10100   | Total |  | \$69.80     |
| Refer                        | 12392           | AQUAFIX, INC            | -       |       |  |             |
| Cash Payment                 | E 602-49490-216 | Chemicals and Chem Pr   | AQUABAC |       |  | \$2,222.61  |
| Invoice                      | 38556           | 11/2/2021               |         |       |  |             |
| Transaction Date             | 11/10/2021      | CASH                    | 10100   | Total |  | \$2,222.61  |
| Refer                        | 12391           | BARNUM COMPANIES, INC   | -       |       |  |             |
| Cash Payment                 | E 101-43100-401 | Repairs/Maint Buildings | SERVICE |       |  | \$244.25    |
| Invoice                      | 31300           | 10/29/2021              |         |       |  |             |
| Cash Payment                 | E 101-45200-401 | Repairs/Maint Buildings | SERVICE |       |  | \$244.25    |
| Invoice                      | 31300           | 10/29/2021              |         |       |  |             |
| Cash Payment                 | E 101-42110-401 | Repairs/Maint Buildings | SERVICE |       |  | \$244.25    |
| Invoice                      | 31300           | 10/29/2021              |         |       |  |             |
| Cash Payment                 | E 601-49440-401 | Repairs/Maint Buildings | SERVICE |       |  | \$244.25    |
| Invoice                      | 31300           | 10/29/2021              |         |       |  |             |
| Cash Payment                 | E 602-49490-401 | Repairs/Maint Buildings | SERVICE |       |  | \$244.25    |
| Invoice                      | 31300           | 10/29/2021              |         |       |  |             |
| Transaction Date             | 11/10/2021      | CASH                    | 10100   | Total |  | \$1,221.25  |
| Refer                        | 12390           | BELLBOY CORPORATION     | -       |       |  |             |
| Cash Payment                 | E 609-49751-206 | Freight and Fuel Charge | FREIGHT |       |  | \$40.30     |
| Invoice                      | 0091968300      | 10/26/2021              |         |       |  |             |
| Cash Payment                 | E 609-49751-251 | Liquor For Resale       | LIQUOR  |       |  | \$3,133.18  |
| Invoice                      | 0091968300      | 10/26/2021              |         |       |  |             |
| Cash Payment                 | E 609-49751-254 | Miscellaneous Merchandi | MISC    |       |  | \$20.95     |
| Invoice                      | 0091968300      | 10/26/2021              |         |       |  |             |
| Transaction Date             | 11/10/2021      | CASH                    | 10100   | Total |  | \$3,194.43  |
| Refer                        | 12387           | BERNICK COMPANIES, THE  | -       |       |  |             |
| Cash Payment                 | E 609-49751-252 | Beer For Resale         | BEER    |       |  | \$204.30    |
| Invoice                      | 269502          | 10/28/2021              |         |       |  |             |
| Cash Payment                 | E 609-49751-255 | N/A Products            | N/A     |       |  | \$50.20     |
| Invoice                      | 269502          | 10/28/2021              |         |       |  |             |
| Transaction Date             | 11/10/2021      | CASH                    | 10100   | Total |  | \$254.50    |
| Refer                        | 12388           | BERNICK COMPANIES, THE  | -       |       |  |             |

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| Cash Payment     | E 609-49751-254 Miscellaneous Merchandi  | MISC                                  |       |       |  | \$13.80    |
| Invoice          | 269501                                   | 10/28/2021                            |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$13.80    |
| Refer            | 12389 BERNICK COMPANIES, THE             | -                                     |       |       |  |            |
| Cash Payment     | E 609-49751-252 Beer For Resale          | BEER                                  |       |       |  | \$410.90   |
| Invoice          | 272254                                   | 11/4/2021                             |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$410.90   |
| Refer            | 12385 BREAKTHRU BEVERAGE                 | -                                     |       |       |  |            |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge  | FUEL                                  |       |       |  | \$21.02    |
| Invoice          | 341691340                                | 11/4/2021                             |       |       |  |            |
| Cash Payment     | E 609-49751-251 Liquor For Resale        | LIQUOR                                |       |       |  | \$1,907.20 |
| Invoice          | 341691340                                | 11/4/2021                             |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$1,928.22 |
| Refer            | 12386 BREAKTHRU BEVERAGE                 | -                                     |       |       |  |            |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge  | FREIGHT                               |       |       |  | \$15.95    |
| Invoice          | 341592820                                | 10/28/2021                            |       |       |  |            |
| Cash Payment     | E 609-49751-251 Liquor For Resale        | LIQUOR                                |       |       |  | \$1,900.31 |
| Invoice          | 341592820                                | 10/28/2021                            |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$1,916.26 |
| Refer            | 12384 COUNTY MARKET - CITY ACCOUN        | -                                     |       |       |  |            |
| Cash Payment     | E 101-42210-212 Motor Fuels              | FUEL                                  |       |       |  | \$409.80   |
| Invoice          | .10312021                                | 10/31/2021                            |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$409.80   |
| Refer            | 12382 DAHLHEIMER DIST. CO. INC.          | -                                     |       |       |  |            |
| Cash Payment     | E 609-49751-252 Beer For Resale          | BEER                                  |       |       |  | \$7,352.95 |
| Invoice          | 1488025                                  | 11/3/2021                             |       |       |  |            |
| Cash Payment     | E 609-49751-254 Miscellaneous Merchandi  | MISC                                  |       |       |  | \$138.00   |
| Invoice          | 1488025                                  | 11/3/2021                             |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$7,490.95 |
| Refer            | 12383 DAHLHEIMER DIST. CO. INC.          | -                                     |       |       |  |            |
| Cash Payment     | E 609-49751-252 Beer For Resale          | BEER                                  |       |       |  | \$8,450.20 |
| Invoice          | 1483827                                  | 10/27/2021                            |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$8,450.20 |
| Refer            | 12381 DAVIDS HYDRO VAC, INC              | -                                     |       |       |  |            |
| Cash Payment     | E 602-49490-400 System Jetting           | HYDRO EXCAVATION 4058 ST FRANCIS BLVD |       |       |  | \$3,060.00 |
| Invoice          | 43198                                    | 10/29/2021                            |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$3,060.00 |
| Refer            | 12378 ECM PUBLISHERS, INC.               | -                                     |       |       |  |            |
| Cash Payment     | E 101-41400-351 Legal Notices Publishing | RES 2021-52                           |       |       |  | \$86.00    |
| Invoice          | 860611                                   | 10/29/2021                            |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$86.00    |
| Refer            | 12379 ECM PUBLISHERS, INC.               | -                                     |       |       |  |            |
| Cash Payment     | E 101-41400-351 Legal Notices Publishing | SPECIAL ASSESSMENTS                   |       |       |  | \$365.50   |
| Invoice          | 861585                                   | 11/5/2021                             |       |       |  |            |
| Transaction Date | 11/10/2021                               | CASH                                  | 10100 | Total |  | \$365.50   |
| Refer            | 12380 ECM PUBLISHERS, INC.               | -                                     |       |       |  |            |

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| Cash Payment       | E 101-41400-351 Legal Notices Publishing | RES 2021-53      |       |       | \$91.38  |
| Invoice 661584     | 11/5/2021                                |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$91.38  |
| Refer              | 12411 ELECTRO WATCHMAN, INC.             | -                |       |       |          |
| Cash Payment       | E 101-41940-441 Miscellaneous            | TRAINING         |       |       | \$227.50 |
| Invoice 375746     | 11/3/2021                                |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$227.50 |
| Refer              | 12431 ELECTRO WATCHMAN, INC.             | -                |       |       |          |
| Cash Payment       | E 101-42110-401 Repairs/Maint Buildings  | FOBS             |       |       | \$120.80 |
| Invoice 375807     | 11/5/2021                                |                  |       |       |          |
| Cash Payment       | E 101-43100-401 Repairs/Maint Buildings  | FOBS             |       |       | \$120.80 |
| Invoice 375807     | 11/5/2021                                |                  |       |       |          |
| Cash Payment       | E 101-45200-401 Repairs/Maint Buildings  | FOBS             |       |       | \$120.80 |
| Invoice 375807     | 11/5/2021                                |                  |       |       |          |
| Cash Payment       | E 601-49440-401 Repairs/Maint Buildings  | FOBS             |       |       | \$120.80 |
| Invoice 375807     | 11/5/2021                                |                  |       |       |          |
| Cash Payment       | E 602-49490-401 Repairs/Maint Buildings  | FOBS             |       |       | \$120.80 |
| Invoice 375807     | 11/5/2021                                |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$604.00 |
| Refer              | 12410 FIRE SAFETY USA, INC.              | -                |       |       |          |
| Cash Payment       | E 101-42210-221 Vehicle Repair & Mainten | TANKER 2 SERVICE |       |       | \$744.00 |
| Invoice 152800     | 10/26/2021                               |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$744.00 |
| Refer              | 12409 GOPHER STATE ONE-CALL              | -                |       |       |          |
| Cash Payment       | E 602-49490-442 Gopher State             | OCTOBER          |       |       | \$26.32  |
| Invoice 1100756    | 10/31/2021                               |                  |       |       |          |
| Cash Payment       | E 601-49440-442 Gopher State             | OCTOBER          |       |       | \$26.33  |
| Invoice 1100756    | 10/31/2021                               |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$52.65  |
| Refer              | 12407 GRAINGER, INC.                     | -                |       |       |          |
| Cash Payment       | E 601-49440-217 Other Operating Supplie  | SUPPLIES         |       |       | \$172.17 |
| Invoice 9096489969 | 10/22/2021                               |                  |       |       |          |
| Cash Payment       | E 602-49490-217 Other Operating Supplie  | SUPPLIES         |       |       | \$172.17 |
| Invoice 9096489969 | 10/22/2021                               |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$344.34 |
| Refer              | 12408 GRAINGER, INC.                     | -                |       |       |          |
| Cash Payment       | E 601-49440-217 Other Operating Supplie  | SUPPLIES         |       |       | \$15.18  |
| Invoice 9096012316 | 10/22/2021                               |                  |       |       |          |
| Cash Payment       | E 602-49490-217 Other Operating Supplie  | SUPPLIES         |       |       | \$15.18  |
| Invoice 9096012316 | 10/22/2021                               |                  |       |       |          |
| Transaction Date   | 11/10/2021                               | CASH             | 10100 | Total | \$30.36  |
| Refer              | 12406 GRANITE CITY JOBBING CO.           | -                |       |       |          |
| Cash Payment       | E 609-49751-206 Freight and Fuel Charge  | FREIGHT          |       |       | \$4.25   |
| Invoice 256016     | 11/5/2021                                |                  |       |       |          |
| Cash Payment       | E 609-49750-210 Operating Supplies       | OPERATING        |       |       | \$117.42 |
| Invoice 256016     | 11/5/2021                                |                  |       |       |          |
| Cash Payment       | E 609-49751-254 Miscellaneous Merchandi  | MISC             |       |       | \$12.33  |
| Invoice 256016     | 11/5/2021                                |                  |       |       |          |

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| Cash Payment     | E 609-49751-256 Tobacco Products For R  | TOBACCO               |       |       | \$1,218.29 |
| Invoice          | 256016                                  | 11/5/2021             |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$1,352.29 |
| Refer            | 12404 INNOVATIVE OFFICE SOLUTIONS,      | -                     |       |       |            |
| Cash Payment     | E 101-41400-200 Office Supplies         | SUPPLIES              |       |       | \$3.36     |
| Invoice          | IN3530532                               | 10/22/2021            |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$3.36     |
| Refer            | 12405 INNOVATIVE OFFICE SOLUTIONS,      | -                     |       |       |            |
| Cash Payment     | E 101-41400-200 Office Supplies         | SUPPLIES              |       |       | \$179.33   |
| Invoice          | IN3528740                               | 10/21/2021            |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$179.33   |
| Refer            | 12430 INNOVATIVE OFFICE SOLUTIONS,      | -                     |       |       |            |
| Cash Payment     | E 101-42110-200 Office Supplies         | SUPPLIES              |       |       | \$121.06   |
| Invoice          | IN3536129                               | 10/28/2021            |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$121.06   |
| Refer            | 12403 JEFFERSON FIRE & SAFETY INC.      | -                     |       |       |            |
| Cash Payment     | E 402-42210-582 Turnout Gear            | FIRE GEAR             |       |       | \$2,491.42 |
| Invoice          | IN134886                                | 11/5/2021             |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$2,491.42 |
| Refer            | 12401 JOHNSON BROS WHLSE LIQUOR         | -                     |       |       |            |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge | FREIGHT               |       |       | \$10.99    |
| Invoice          | 1919753                                 | 10/28/2021            |       |       |            |
| Cash Payment     | E 609-49751-253 Wine For Resale         | WINE                  |       |       | \$359.75   |
| Invoice          | 1919753                                 | 10/28/2021            |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$370.74   |
| Refer            | 12402 JOHNSON BROS WHLSE LIQUOR         | -                     |       |       |            |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge | FREIGHT               |       |       | \$36.38    |
| Invoice          | 1919752                                 | 10/28/2021            |       |       |            |
| Cash Payment     | E 609-49751-251 Liquor For Resale       | LIQUOR                |       |       | \$2,342.34 |
| Invoice          | 1919752                                 | 10/28/2021            |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$2,378.72 |
| Refer            | 12398 MCDONALD DIST CO.                 | -                     |       |       |            |
| Cash Payment     | E 609-49751-252 Beer For Resale         | BEER                  |       |       | -\$164.00  |
| Invoice          | 605042                                  | 11/3/2021             |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | -\$164.00  |
| Refer            | 12399 MCDONALD DIST CO.                 | -                     |       |       |            |
| Cash Payment     | E 609-49751-252 Beer For Resale         | BEER                  |       |       | \$7,092.95 |
| Invoice          | 604971                                  | 11/3/2021             |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$7,092.95 |
| Refer            | 12400 MCDONALD DIST CO.                 | -                     |       |       |            |
| Cash Payment     | E 609-49751-252 Beer For Resale         | BEER                  |       |       | \$3,644.50 |
| Invoice          | 604023                                  | 10/27/2021            |       |       |            |
| Cash Payment     | E 609-49751-255 N/A Products            | N/A                   |       |       | \$21.60    |
| Invoice          | 604023                                  | 10/27/2021            |       |       |            |
| Transaction Date | 11/10/2021                              | CASH                  | 10100 | Total | \$3,666.10 |
| Refer            | 12396 MIDCONTINENT COMMUNICATION        | -                     |       |       |            |
| Cash Payment     | E 601-49440-321 Telephone               | WATER TREATMENT PLANT |       |       | \$148.00   |
| Invoice          | 13334860112303                          | 11/2/2021             |       |       |            |

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| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$148.00   |
| Refer            | 12397 MIDCONTINENT COMMUNICATION        | -                |       |       |            |
| Cash Payment     | E 101-42110-321 Telephone               | POLICE           |       |       | \$44.24    |
| Invoice          | 13332710112330                          | 11/2/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$44.24    |
| Refer            | 12395 MN STATE FIRE DEPT ASSOCIATI      | -                |       |       |            |
| Cash Payment     | E 101-42210-433 Dues and Subscriptions  | DUES             |       |       | \$225.00   |
| Invoice          | .11012021                               | 11/1/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$225.00   |
| Refer            | 12394 M-R SIGN COMPANY, INC.            | -                |       |       |            |
| Cash Payment     | E 101-43100-226 Sign Repair Materials   | SIGNS            |       |       | \$87.91    |
| Invoice          | 214399                                  | 10/28/2021       |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$87.91    |
| Refer            | 12429 NORTH METRO TREE SERVICE IN       | -                |       |       |            |
| Cash Payment     | E 101-45200-311 Contract                | REMOVE TREES     |       |       | \$2,650.00 |
| Invoice          | 007                                     | 10/25/2021       |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$2,650.00 |
| Refer            | 12423 PACE ANALYTICAL SERVICES          | -                |       |       |            |
| Cash Payment     | E 602-49490-313 Sample Testing          | TESTING          |       |       | \$134.00   |
| Invoice          | 21100354063                             | 11/4/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$134.00   |
| Refer            | 12424 PACE ANALYTICAL SERVICES          | -                |       |       |            |
| Cash Payment     | E 602-49490-313 Sample Testing          | TESTING          |       |       | \$175.00   |
| Invoice          | 21100354062                             | 11/4/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$175.00   |
| Refer            | 12425 PACE ANALYTICAL SERVICES          | -                |       |       |            |
| Cash Payment     | E 602-49490-313 Sample Testing          | TESTING          |       |       | \$145.00   |
| Invoice          | 21100354054                             | 11/4/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$145.00   |
| Refer            | 12426 PACE ANALYTICAL SERVICES          | -                |       |       |            |
| Cash Payment     | E 602-49490-313 Sample Testing          | TESTING          |       |       | \$179.00   |
| Invoice          | 21100354301                             | 11/5/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$179.00   |
| Refer            | 12422 PEARL ARCHITECTURE LLC            | -                |       |       |            |
| Cash Payment     | G 609-16500 Construction in Progress    | LIQUOR ARCHITECT |       |       | \$2,578.24 |
| Invoice          | 2020.02-12                              | 10/31/2021       |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$2,578.24 |
| Refer            | 12418 PHILLIPS WINE & SPIRITS CO.       | -                |       |       |            |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge | FREIGHT          |       |       | \$15.70    |
| Invoice          | 6298711                                 | 11/4/2021        |       |       |            |
| Cash Payment     | E 609-49751-253 Wine For Resale         | WINE             |       |       | \$355.00   |
| Invoice          | 6298711                                 | 11/4/2021        |       |       |            |
| Transaction Date | 11/10/2021                              | CASH             | 10100 | Total | \$370.70   |
| Refer            | 12419 PHILLIPS WINE & SPIRITS CO.       | -                |       |       |            |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge | FREIGHT          |       |       | \$17.28    |
| Invoice          | 6298710                                 | 11/4/2021        |       |       |            |

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| Cash Payment      | E 609-49751-251 Liquor For Resale       | LIQUOR             |       |       | \$1,291.25 |
| Invoice 6298710   | 11/4/2021                               |                    |       |       |            |
| Transaction Date  | 11/10/2021                              | CASH               | 10100 | Total | \$1,308.53 |
| Refer             | 12420 PHILLIPS WINE & SPIRITS CO.       | -                  |       |       |            |
| Cash Payment      | E 609-49751-206 Freight and Fuel Charge | FREIGHT            |       |       | \$1.57     |
| Invoice 6294955   | 10/26/2021                              |                    |       |       |            |
| Cash Payment      | E 609-49751-253 Wine For Resale         | WINE               |       |       | \$44.00    |
| Invoice 6294955   | 10/26/2021                              |                    |       |       |            |
| Transaction Date  | 11/10/2021                              | CASH               | 10100 | Total | \$45.57    |
| Refer             | 12421 PHILLIPS WINE & SPIRITS CO.       | -                  |       |       |            |
| Cash Payment      | E 609-49751-206 Freight and Fuel Charge | FREIGHT            |       |       | \$31.82    |
| Invoice 6294954   | 10/28/2021                              |                    |       |       |            |
| Cash Payment      | E 609-49751-251 Liquor For Resale       | LIQUOR             |       |       | \$3,496.00 |
| Invoice 6294954   | 10/28/2021                              |                    |       |       |            |
| Transaction Date  | 11/10/2021                              | CASH               | 10100 | Total | \$3,527.82 |
| Refer             | 12417 POSTMASTER - ST. FRANCIS          | -                  |       |       |            |
| Cash Payment      | E 101-41400-322 Postage                 | NEWSLETTER POSTAGE |       |       | \$272.99   |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 101-42110-322 Postage                 | NEWSLETTER POSTAGE |       |       | \$78.00    |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 101-43100-200 Office Supplies         | NEWSLETTER POSTAGE |       |       | \$155.99   |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 101-43210-439 Recycling Days          | NEWSLETTER POSTAGE |       |       | \$78.00    |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 101-45200-200 Office Supplies         | NEWSLETTER POSTAGE |       |       | \$39.00    |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 601-49440-200 Office Supplies         | NEWSLETTER POSTAGE |       |       | \$78.00    |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 602-49490-200 Office Supplies         | NEWSLETTER POSTAGE |       |       | \$39.00    |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Cash Payment      | E 609-49750-322 Postage                 | NEWSLETTER POSTAGE |       |       | \$38.99    |
| Invoice .11042021 | 11/4/2021                               |                    |       |       |            |
| Transaction Date  | 11/10/2021                              | CASH               | 10100 | Total | \$779.97   |
| Refer             | 12415 ROSEVILLE, CITY OF                | -                  |       |       |            |
| Cash Payment      | E 101-41110-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$441.26   |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 101-41400-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$1,544.42 |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 101-42110-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$5,405.47 |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 101-42210-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$992.84   |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 101-43100-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$441.26   |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 101-45200-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$441.26   |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 601-49440-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$441.26   |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |
| Cash Payment      | E 602-49490-310 Computer Consulting Fe  | IT SERVICES        |       |       | \$441.26   |
| Invoice 0230506   | 11/1/2021                               |                    |       |       |            |

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| Cash Payment     | E 609-49750-310 Computer Consulting Fe   | IT SERVICES            |       |       |  | \$220.63    |
| Invoice          | 0230506                                  | 11/1/2021              |       |       |  |             |
| Cash Payment     | E 101-42400-310 Computer Consulting Fe   | IT SERVICES            |       |       |  | \$441.26    |
| Invoice          | 0230506                                  | 11/1/2021              |       |       |  |             |
| Cash Payment     | E 101-41910-310 Computer Consulting Fe   | IT SERVICES            |       |       |  | \$220.65    |
| Invoice          | 0230506                                  | 11/1/2021              |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$11,031.57 |
| Refer            | 12416 ROSEVILLE, CITY OF                 | -                      |       |       |  |             |
| Cash Payment     | E 402-41400-570 C-O-L Office Equip & Mis | NETWORK EQUIPMENT      |       |       |  | \$4,617.94  |
| Invoice          | 0230478                                  | 11/1/2021              |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$4,617.94  |
| Refer            | 12412 SOUTHERN GLAZERS OF MN             | -                      |       |       |  |             |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge  | FREIGHT                |       |       |  | \$8.96      |
| Invoice          | 2141964                                  | 10/29/2021             |       |       |  |             |
| Cash Payment     | E 609-49751-253 Wine For Resale          | WINE                   |       |       |  | \$548.00    |
| Invoice          | 2141964                                  | 10/29/2021             |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$556.96    |
| Refer            | 12414 SOUTHERN GLAZERS OF MN             | -                      |       |       |  |             |
| Cash Payment     | E 609-49751-206 Freight and Fuel Charge  | FREIGHT                |       |       |  | \$7.68      |
| Invoice          | 2141963                                  | 10/29/2021             |       |       |  |             |
| Cash Payment     | E 609-49751-251 Liquor For Resale        | LIQUOR                 |       |       |  | \$563.87    |
| Invoice          | 2141963                                  | 10/29/2021             |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$571.55    |
| Refer            | 12427 STRAIGHT ANSWER HOME INSP,         | -                      |       |       |  |             |
| Cash Payment     | E 101-42210-401 Repairs/Maint Buildings  | RADON TEST 3740 BRIDGE |       |       |  | \$750.00    |
| Invoice          | .08082021                                | 8/8/2021               |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$750.00    |
| Refer            | 12413 TIMESAVER OFF SITE SEC. INC        | -                      |       |       |  |             |
| Cash Payment     | E 101-41400-311 Contract                 | 10-18-2021 MEETING     |       |       |  | \$264.25    |
| Invoice          | M26842                                   | 10/29/2021             |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$264.25    |
| Refer            | 12428 TJ ASSOCIATES                      | -                      |       |       |  |             |
| Cash Payment     | E 101-42110-200 Office Supplies          | LOCK OUT BOOKLETS      |       |       |  | \$109.40    |
| Invoice          | 237095                                   | 11/2/2021              |       |       |  |             |
| Transaction Date | 11/10/2021                               | CASH                   | 10100 | Total |  | \$109.40    |

Fund Summary

|                       |             |  |
|-----------------------|-------------|--|
|                       | 10100 CASH  |  |
| 101 GENERAL FUND      | \$20,182.16 |  |
| 402 CAPITAL EQUIPMENT | \$7,109.36  |  |
| 601 WATER FUND        | \$1,259.95  |  |
| 602 SEWER FUND        | \$6,988.55  |  |
| 609 LIQUOR FUND       | \$47,575.05 |  |
|                       | \$83,115.07 |  |

|                                        |             |
|----------------------------------------|-------------|
| Pre-Written Checks                     | \$0.00      |
| Checks to be Generated by the Computer | \$83,115.07 |
| Total                                  | \$83,115.07 |

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|-------------------------------|-----------------|--------------------------|----------------|------------|--|--------------|
| Payments Batch P-WIRE 10-2021 |                 |                          |                |            |  | \$626,897.70 |
| Refer                         | 12119           | ACE SOLID WASTE, INC.    | Ck# 001069E    | 10/31/2021 |  |              |
| Cash Payment                  | E 101-43210-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$66.84      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-42210-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$69.91      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 609-49750-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$223.08     |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 601-49440-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$93.46      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 602-49490-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$93.45      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-43210-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$76.21      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-43100-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$52.92      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-45200-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$52.93      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 601-49440-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$52.93      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 602-49490-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$52.93      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-42110-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$211.71     |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-43100-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$64.92      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-45200-384 | Refuse/Garbage Dispos    | GARBAGE        |            |  | \$64.92      |
| Invoice                       |                 |                          |                |            |  |              |
| Transaction Date              | 10/7/2021       | CASH                     | 10100          | Total      |  | \$1,176.21   |
| Refer                         | 12365           | CAYAN                    | Ck# 001088E    | 10/31/2021 |  |              |
| Cash Payment                  | E 609-49751-207 | Credit Card Expenditures | LIQUOR CC FEES |            |  | \$42.74      |
| Invoice                       |                 |                          |                |            |  |              |
| Transaction Date              | 11/2/2021       | CASH                     | 10100          | Total      |  | \$42.74      |
| Refer                         | 12367           | CAYAN                    | Ck# 001090E    | 10/31/2021 |  |              |
| Cash Payment                  | E 609-49751-207 | Credit Card Expenditures | LIQUOR CC FEES |            |  | \$5.05       |
| Invoice                       |                 |                          |                |            |  |              |
| Transaction Date              | 11/2/2021       | CASH                     | 10100          | Total      |  | \$5.05       |
| Refer                         | 12113           | CAYAN                    | Ck# 001063E    | 10/31/2021 |  |              |
| Cash Payment                  | E 609-49751-207 | Credit Card Expenditures | LIQUOR CC FEES |            |  | \$3,367.42   |
| Invoice                       |                 |                          |                |            |  |              |
| Transaction Date              | 10/4/2021       | CASH                     | 10100          | Total      |  | \$3,367.42   |
| Refer                         | 12361           | CENTERPOINT ENERGY       | Ck# 001084E    | 10/31/2021 |  |              |
| Cash Payment                  | E 609-49750-383 | Gas Utilities            | LIQUOR         |            |  | \$22.49      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-42210-383 | Gas Utilities            | FIRE           |            |  | \$83.77      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 101-42210-383 | Gas Utilities            | FIRE GENERATOR |            |  | \$22.10      |
| Invoice                       |                 |                          |                |            |  |              |
| Cash Payment                  | E 602-49490-383 | Gas Utilities            | WWTP           |            |  | \$15.00      |
| Invoice                       |                 |                          |                |            |  |              |

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| Cash Payment Invoice | E 601-49440-383 Gas Utilities             | PUBLIC WORKS (4020 ST FRANCIS) | \$10.50          |
| Cash Payment Invoice | E 602-49490-383 Gas Utilities             | PUBLIC WORKS (4020 ST FRANCIS) | \$10.50          |
| Cash Payment Invoice | E 101-41940-383 Gas Utilities             | CITY HALL #1                   | \$15.00          |
| Cash Payment Invoice | E 101-41940-383 Gas Utilities             | CITY HALL #2                   | \$15.00          |
| Cash Payment Invoice | E 101-41940-383 Gas Utilities             | CITY HALL #3                   | \$15.00          |
| Cash Payment Invoice | E 101-41940-383 Gas Utilities             | CITY HALL #4                   | \$16.07          |
| Cash Payment Invoice | E 101-45200-383 Gas Utilities             | WARMING HOUSE                  | \$23.13          |
| Cash Payment Invoice | E 602-49490-383 Gas Utilities             | LIFT (23699 AMBASSADOR)        | \$24.00          |
| Cash Payment Invoice | E 601-49440-383 Gas Utilities             | WATER PLANT                    | \$443.40         |
| Cash Payment Invoice | E 601-49440-383 Gas Utilities             | 3911 233RD AVENUE              | \$24.78          |
| Cash Payment Invoice | E 602-49490-383 Gas Utilities             | WWTP                           | \$195.44         |
| Cash Payment Invoice | E 101-42110-383 Gas Utilities             | POLICE/PW                      | \$194.99         |
| Cash Payment Invoice | E 101-43100-383 Gas Utilities             | POLICE/PW                      | \$48.75          |
| Cash Payment Invoice | E 101-45200-383 Gas Utilities             | POLICE/PW                      | \$48.75          |
| Cash Payment Invoice | E 601-49440-383 Gas Utilities             | POLICE/PW                      | \$48.75          |
| Cash Payment Invoice | E 602-49490-383 Gas Utilities             | POLICE/PW                      | \$48.73          |
| Transaction Date     | 11/2/2021                                 | CASH 10100                     | Total \$1,326.15 |
| Refer                | 12116 CINTAS                              | Ck# 001066E 10/31/2021         |                  |
| Cash Payment Invoice | E 601-49440-311 Contract 9/14/2021        | WATER PLANT RUGS               | \$23.04          |
| Cash Payment Invoice | E 101-41940-219 Rug Maintenance 9/28/2021 | CITY HALL RUGS                 | \$15.36          |
| Cash Payment Invoice | E 601-49440-417 Uniform Clothing & PPE    | UNIFORMS                       | \$18.62          |
| Cash Payment Invoice | E 602-49490-417 Uniform Clothing & PPE    | UNIFORMS                       | \$18.62          |
| Cash Payment Invoice | E 101-45200-402 Janitorial Service        | RUGS & SUPPLIES                | \$6.01           |
| Cash Payment Invoice | E 101-43100-402 Janitorial Service        | RUGS & SUPPLIES                | \$6.01           |
| Cash Payment Invoice | E 601-49440-402 Janitorial Service        | RUGS & SUPPLIES                | \$6.01           |
| Cash Payment Invoice | E 602-49490-402 Janitorial Service        | RUGS & SUPPLIES                | \$6.01           |
| Cash Payment Invoice | E 101-42110-402 Janitorial Service        | RUGS & SUPPLIES                | \$24.04          |

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| Transaction Date | 10/6/2021                          | CASH                   | 10100 | Total | \$123.72     |
| Refer            | 12117 COLONIAL INSURANCE           | Ck# 001067E 10/31/2021 |       |       |              |
| Cash Payment     | G 101-21712 Colonial Insurance     | OCTOBER PREMIUM        |       |       | \$323.20     |
| Invoice          |                                    |                        |       |       |              |
| Transaction Date | 10/6/2021                          | CASH                   | 10100 | Total | \$323.20     |
| Refer            | 12364 CONNEXUS ENERGY              | Ck# 001087E 10/31/2021 |       |       |              |
| Cash Payment     | E 101-41940-381 Electric Utilities | SIGN                   |       |       | \$84.60      |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-41940-381 Electric Utilities | CITY HALL              |       |       | \$362.30     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 602-49490-381 Electric Utilities | LIFT STATIONS          |       |       | \$923.39     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-45200-381 Electric Utilities | PARKS                  |       |       | \$295.36     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 601-49440-380 Electric-System    | WATER                  |       |       | \$5,734.03   |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-43100-386 Street Lighting    | STREET LIGHTS          |       |       | \$2,609.64   |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 602-49490-381 Electric Utilities | WWTP                   |       |       | \$8,462.02   |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 609-49750-381 Electric Utilities | LIQUOR STORE           |       |       | \$475.56     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-42110-381 Electric Utilities | SIREN                  |       |       | \$5.00       |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-42110-381 Electric Utilities | SIREN                  |       |       | \$5.00       |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-42210-381 Electric Utilities | SIREN                  |       |       | \$5.00       |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-42210-381 Electric Utilities | FIRE                   |       |       | \$520.95     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-43100-381 Electric Utilities | POLICE/PW              |       |       | \$174.34     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-45200-381 Electric Utilities | POLICE/PW              |       |       | \$174.34     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 601-49440-381 Electric Utilities | POLICE/PW              |       |       | \$174.34     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 602-49490-381 Electric Utilities | POLICE/PW              |       |       | \$174.34     |
| Invoice          |                                    |                        |       |       |              |
| Cash Payment     | E 101-42110-381 Electric Utilities | POLICE/PW              |       |       | \$697.36     |
| Invoice          |                                    |                        |       |       |              |
| Transaction Date | 11/2/2021                          | CASH                   | 10100 | Total | \$20,877.57  |
| Refer            | 12115 DELTA DENTAL                 | Ck# 001065E 10/31/2021 |       |       |              |
| Cash Payment     | G 101-21711 Dental Insurance       | PREMIUM                |       |       | \$1,418.95   |
| Invoice          |                                    |                        |       |       |              |
| Transaction Date | 10/7/2021                          | CASH                   | 10100 | Total | \$1,418.95   |
| Refer            | 12375 EXECUTIVE TITLE              | Ck# 001098E 10/31/2021 |       |       |              |
| Cash Payment     | E 226-45100-441 Miscellaneous      | PURCHASE PROPERTY      |       |       | \$200,518.01 |
| Invoice          |                                    |                        |       |       |              |
| Transaction Date | 11/2/2021                          | CASH                   | 10100 | Total | \$200,518.01 |
| Refer            | 12121 FLYTE HCM LLC                | Ck# 001071E 10/31/2021 |       |       |              |

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| Cash Payment     | E 101-41540-301 Auditing and Acct g Servi | MONTHLY FEE            |       | \$50.00           |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 10/12/2021                                | CASH                   | 10100 | Total \$50.00     |
| Refer            | 12122 FWT                                 | Ck# 001072E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21703 FICA Tax Withholding          | PAYROLL 10-14-2021     |       | \$8,148.46        |
| Invoice          |                                           |                        |       |                   |
| Cash Payment     | G 101-21709 Medicare                      | PAYROLL 10-14-2021     |       | \$3,167.34        |
| Invoice          |                                           |                        |       |                   |
| Cash Payment     | G 101-21701 Federal Withholding           | PAYROLL 10-14-2021     |       | \$11,647.87       |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 10/14/2021                                | CASH                   | 10100 | Total \$22,963.67 |
| Refer            | 12129 FWT                                 | Ck# 001079E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21703 FICA Tax Withholding          | PAYROLL 10-19-2021     |       | \$1,214.90        |
| Invoice          |                                           |                        |       |                   |
| Cash Payment     | G 101-21709 Medicare                      | PAYROLL 10-19-2021     |       | \$338.00          |
| Invoice          |                                           |                        |       |                   |
| Cash Payment     | G 101-21701 Federal Withholding           | PAYROLL 10-19-2021     |       | \$109.55          |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 10/13/2021                                | CASH                   | 10100 | Total \$1,662.45  |
| Refer            | 12368 FWT                                 | Ck# 001091E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21703 FICA Tax Withholding          | PAYROLL 10-28-2021     |       | \$8,136.92        |
| Invoice          |                                           |                        |       |                   |
| Cash Payment     | G 101-21709 Medicare                      | PAYROLL 10-28-2021     |       | \$3,162.66        |
| Invoice          |                                           |                        |       |                   |
| Cash Payment     | G 101-21701 Federal Withholding           | PAYROLL 10-28-2021     |       | \$11,476.04       |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 11/2/2021                                 | CASH                   | 10100 | Total \$22,775.62 |
| Refer            | 12110 HEALTH PARTNERS                     | Ck# 001061E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21708 Health Premium                | HEALTH INSURANCE       |       | \$28,640.56       |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 10/1/2021                                 | CASH                   | 10100 | Total \$28,640.56 |
| Refer            | 12128 HSA CONTRIBUTION                    | Ck# 001078E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21714 Health Care Savings           | PAYROLL 10-14-2021     |       | \$492.00          |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 10/14/2021                                | CASH                   | 10100 | Total \$492.00    |
| Refer            | 12374 HSA CONTRIBUTION                    | Ck# 001097E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21714 Health Care Savings           | PAYROLL 10-28-2021     |       | \$492.00          |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 11/2/2021                                 | CASH                   | 10100 | Total \$492.00    |
| Refer            | 12125 ICMA                                | Ck# 001075E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21710 Deferred Comp                 | PAYROLL 10-14-2021     |       | \$285.00          |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 10/13/2021                                | CASH                   | 10100 | Total \$285.00    |
| Refer            | 12371 ICMA                                | Ck# 001094E 10/31/2021 |       |                   |
| Cash Payment     | G 101-21710 Deferred Comp                 | PAYROLL 10-28-2021     |       | \$285.00          |
| Invoice          |                                           |                        |       |                   |
| Transaction Date | 11/2/2021                                 | CASH                   | 10100 | Total \$285.00    |
| Refer            | 12120 ISANTI COUNTY TREASURER             | Ck# 001070E 10/31/2021 |       |                   |

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|------------------|----------------------------------|---------------------|------------|-------------------|
| Cash Payment     | E 602-49490-435 Taxes            | 2ND HALF TAXES      |            | \$3,716.00        |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/12/2021                       | CASH                | 10100      | Total \$3,716.00  |
| Refer            | 12362 MN DEPT OF COMMERCE        | Ck# 001085E         | 10/31/2021 |                   |
| Cash Payment     | E 601-49440-441 Miscellaneous    | UNCLAIMED PROPERTY  |            | \$750.29          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 11/2/2021                        | CASH                | 10100      | Total \$750.29    |
| Refer            | 12366 MN DEPT OF REVENUE         | Ck# 001089E         | 10/31/2021 |                   |
| Cash Payment     | G 609-20810 Sales Tax Payable    | SEPTEMBER SALES TAX |            | \$14,820.00       |
| Invoice          |                                  |                     |            |                   |
| Cash Payment     | G 601-20810 Sales Tax Payable    | SEPTEMBER SALES TAX |            | \$777.00          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 11/2/2021                        | CASH                | 10100      | Total \$15,597.00 |
| Refer            | 12127 MN STATE RETIREMENT SYSTEM | Ck# 001077E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21714 Health Care Savings  | PAYROLL 10-14-2021  |            | \$507.25          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/14/2021                       | CASH                | 10100      | Total \$507.25    |
| Refer            | 12373 MN STATE RETIREMENT SYSTEM | Ck# 001096E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21714 Health Care Savings  | PAYROLL 10-28-2021  |            | \$493.74          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 11/2/2021                        | CASH                | 10100      | Total \$493.74    |
| Refer            | 12118 PAYMENT SERVICE NETWORK    | Ck# 001068E         | 10/31/2021 |                   |
| Cash Payment     | E 601-49440-430 Bank Fees        | CC FEES             |            | \$406.95          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/7/2021                        | CASH                | 10100      | Total \$406.95    |
| Refer            | 12123 PERA                       | Ck# 001073E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21704 PERA                 | PAYROLL 10-14-2021  |            | \$22,036.72       |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/14/2021                       | CASH                | 10100      | Total \$22,036.72 |
| Refer            | 12130 PERA                       | Ck# 001080E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21704 PERA                 | PAYROLL 10-19-2021  |            | \$470.20          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/14/2021                       | CASH                | 10100      | Total \$470.20    |
| Refer            | 12369 PERA                       | Ck# 001092E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21704 PERA                 | PAYROLL 10-28-2021  |            | \$22,003.88       |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 11/2/2021                        | CASH                | 10100      | Total \$22,003.88 |
| Refer            | 12132 STATE OF ARIZONA           | Ck# 001082E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21716 Other Deductions     | PAYROLL 10-19-2021  |            | \$201.40          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/14/2021                       | CASH                | 10100      | Total \$201.40    |
| Refer            | 12133 STATE OF MINNESOTA         | Ck# 001083E         | 10/31/2021 |                   |
| Cash Payment     | G 101-21716 Other Deductions     | PAYROLL 10-19-2021  |            | \$240.11          |
| Invoice          |                                  |                     |            |                   |
| Transaction Date | 10/13/2021                       | CASH                | 10100      | Total \$240.11    |
| Refer            | 12112 SUN LIFE FINANCIAL         | Ck# 001062E         | 10/31/2021 |                   |

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|------------------|-----------------------------------------|--------------------|------------|-------|------------|
| Cash Payment     | E 101-41400-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$97.61    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-41500-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$81.67    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-41910-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$150.41   |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-42110-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$806.48   |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-42210-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$78.28    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-42400-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$76.33    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-43100-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$184.26   |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-43210-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$40.94    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-45200-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$184.26   |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 601-49440-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$103.75   |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 602-49490-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$103.75   |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 609-49750-130 Employer Paid Insurance | OCTOBER INSURANCE  |            |       | \$191.40   |
| Invoice          |                                         |                    |            |       |            |
| Transaction Date | 10/4/2021                               | CASH               | 10100      | Total | \$2,099.14 |
| Refer            | 12126 SWT                               | Ck# 001076E        | 10/31/2021 |       |            |
| Cash Payment     | G 101-21702 State Withholding           | PAYROLL 10-14-2021 |            |       | \$4,902.33 |
| Invoice          |                                         |                    |            |       |            |
| Transaction Date | 10/13/2021                              | CASH               | 10100      | Total | \$4,902.33 |
| Refer            | 12131 SWT                               | Ck# 001081E        | 10/31/2021 |       |            |
| Cash Payment     | G 101-21702 State Withholding           | PAYROLL 10-19-2021 |            |       | \$59.48    |
| Invoice          |                                         |                    |            |       |            |
| Transaction Date | 10/14/2021                              | CASH               | 10100      | Total | \$59.48    |
| Refer            | 12372 SWT                               | Ck# 001095E        | 10/31/2021 |       |            |
| Cash Payment     | G 101-21702 State Withholding           | PAYROLL 10-28-2021 |            |       | \$4,871.33 |
| Invoice          |                                         |                    |            |       |            |
| Transaction Date | 11/2/2021                               | CASH               | 10100      | Total | \$4,871.33 |
| Refer            | 12376 U S BANK EQUIPMENT FINANCE        | Ck# 001099E        | 10/31/2021 |       |            |
| Cash Payment     | E 101-41400-240 Office Equip            | COPIER LEASE       |            |       | \$38.84    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-43100-240 Office Equip            | COPIER LEASE       |            |       | \$38.84    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-43210-240 Office Equip            | COPIER LEASE       |            |       | \$38.84    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 101-45200-240 Office Equip            | COPIER LEASE       |            |       | \$38.84    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 601-49440-240 Office Equip            | COPIER LEASE       |            |       | \$38.84    |
| Invoice          |                                         |                    |            |       |            |
| Cash Payment     | E 602-49490-240 Office Equip            | COPIER LEASE       |            |       | \$38.80    |
| Invoice          |                                         |                    |            |       |            |

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|------------------|--------------------------------------|------------------------|-------|-------|--------------|
| Transaction Date | 11/2/2021                            | CASH                   | 10100 | Total | \$233.00     |
| Refer            | 12114 U S BANK EQUIPMENT FINANCE     | Ck# 001064E 10/31/2021 |       |       |              |
| Cash Payment     | E 101-41400-240 Office Equip         | COPIER LEASE           |       |       | \$190.53     |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 101-43100-240 Office Equip         | COPIER LEASE           |       |       | \$190.53     |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 101-43210-240 Office Equip         | COPIER LEASE           |       |       | \$190.53     |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 101-45200-240 Office Equip         | COPIER LEASE           |       |       | \$190.53     |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 601-49440-240 Office Equip         | COPIER LEASE           |       |       | \$190.53     |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 602-49490-240 Office Equip         | COPIER LEASE           |       |       | \$190.30     |
| Invoice          |                                      |                        |       |       |              |
| Transaction Date | 10/4/2021                            | CASH                   | 10100 | Total | \$1,142.95   |
| Refer            | 12377 VILLAGE BANK                   | Ck# 001100E 11/2/2021  |       |       |              |
| Cash Payment     | E 101-41500-430 Bank Fees            | BANK FEES              |       |       | \$58.81      |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 601-49440-430 Bank Fees            | BANK FEES              |       |       | \$58.81      |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 602-49490-430 Bank Fees            | BANK FEES              |       |       | \$58.81      |
| Invoice          |                                      |                        |       |       |              |
| Cash Payment     | E 609-49750-430 Bank Fees            | BANK FEES              |       |       | \$58.82      |
| Invoice          |                                      |                        |       |       |              |
| Transaction Date | 11/2/2021                            | CASH                   | 10100 | Total | \$235.25     |
| Refer            | 12124 VOYA                           | Ck# 001074E 10/31/2021 |       |       |              |
| Cash Payment     | G 101-21710 Deferred Comp            | PAYROLL 10-14-2021     |       |       | \$1,165.00   |
| Invoice          |                                      |                        |       |       |              |
| Transaction Date | 10/14/2021                           | CASH                   | 10100 | Total | \$1,165.00   |
| Refer            | 12370 VOYA                           | Ck# 001093E 10/31/2021 |       |       |              |
| Cash Payment     | G 101-21710 Deferred Comp            | PAYROLL 10-28-2021     |       |       | \$1,165.00   |
| Invoice          |                                      |                        |       |       |              |
| Transaction Date | 11/2/2021                            | CASH                   | 10100 | Total | \$1,165.00   |
| Refer            | 12363 WEBER CONSTRUCTION, INC        | Ck# 001086E 11/2/2021  |       |       |              |
| Cash Payment     | G 609-16500 Construction in Progress | PAY APPLICATIONS 3 & 4 |       |       | \$237,775.36 |
| Invoice          |                                      |                        |       |       |              |
| Transaction Date | 11/2/2021                            | CASH                   | 10100 | Total | \$237,775.36 |

Fund Summary

|                        |              |  |
|------------------------|--------------|--|
|                        | 10100 CASH   |  |
| 101 GENERAL FUND       | \$146,309.65 |  |
| 226 PEDERSON PATH FUND | \$200,518.01 |  |
| 601 WATER FUND         | \$8,956.03   |  |
| 602 SEWER FUND         | \$14,132.09  |  |
| 609 LIQUOR FUND        | \$256,981.92 |  |
|                        | \$626,897.70 |  |

|                                        |              |
|----------------------------------------|--------------|
| Pre-Written Checks                     | \$626,897.70 |
| Checks to be Generated by the Computer | \$0.00       |
| Total                                  | \$626,897.70 |

## CITY OF ST FRANCIS

**\*Check Detail Register©**

Batch: P-CC-OCTOBER 2021

| Check #           | Check Date | Vendor Name                  | Amount     | Invoice | Comment        |
|-------------------|------------|------------------------------|------------|---------|----------------|
| <b>10100 CASH</b> |            |                              |            |         |                |
| <b>1022 e</b>     | 10/20/21   | <b>ALLSTATE PETERBILT</b>    |            |         |                |
| E 101-43100-226   |            | Sign Repair Materials        | \$3,079.65 |         | SERVICE        |
|                   |            | Total                        | \$3,079.65 |         |                |
| <b>1023 e</b>     | 10/20/21   | <b>AMAZON.COM</b>            |            |         |                |
| E 601-49440-221   |            | Vehicle Repair & Maintena    | \$33.17    |         | SUPPLIES       |
| E 101-45200-217   |            | Other Operating Supplies     | \$20.07    |         | SUPPLIES       |
| E 101-43210-441   |            | Miscellaneous                | \$64.08    |         | SUPPLIES       |
| E 101-43210-417   |            | Uniform Clothing & PPE       | \$15.27    |         | SUPPLIES       |
| E 101-43100-221   |            | Vehicle Repair & Maintena    | \$8.56     |         | SUPPLIES       |
| E 101-43100-217   |            | Other Operating Supplies     | \$239.88   |         | SUPPLIES       |
| E 101-42110-441   |            | Miscellaneous                | \$48.18    |         | SUPPLIES       |
| E 101-41940-401   |            | Repairs/Maint Buildings      | \$51.84    |         | SUPPLIES       |
| E 101-41400-200   |            | Office Supplies              | \$50.36    |         | SUPPLIES       |
|                   |            | Total                        | \$531.41   |         |                |
| <b>1024 e</b>     | 10/20/21   | <b>AT&amp;T</b>              |            |         |                |
| E 101-42210-321   |            | Telephone                    | \$442.24   |         | PHONE          |
| E 101-43100-321   |            | Telephone                    | \$76.46    |         | PHONE          |
|                   |            | Total                        | \$518.70   |         |                |
| <b>1025 e</b>     | 10/20/21   | <b>CASEY'S GENERAL STORE</b> |            |         |                |
| E 601-49440-212   |            | Motor Fuels                  | \$258.33   |         | FUEL           |
| E 101-45200-212   |            | Motor Fuels                  | \$250.00   |         | FUEL           |
| E 101-43100-212   |            | Motor Fuels                  | \$575.04   |         | FUEL           |
| E 101-42210-212   |            | Motor Fuels                  | \$100.81   |         | FUEL           |
| E 101-42110-212   |            | Motor Fuels                  | \$1,102.22 |         | FUEL           |
|                   |            | Total                        | \$2,286.40 |         |                |
| <b>1026 e</b>     | 10/20/21   | <b>CLIPPINGMAGIC.COM</b>     |            |         |                |
| E 101-43210-433   |            | Dues and Subscriptions       | \$3.99     |         | SUBSCRIPTION   |
|                   |            | Total                        | \$3.99     |         |                |
| <b>1027 e</b>     | 10/20/21   | <b>COAXSHER</b>              |            |         |                |
| E 101-42210-217   |            | Other Operating Supplies     | \$319.90   |         | SUPPLIES       |
|                   |            | Total                        | \$319.90   |         |                |
| <b>1028 e</b>     | 10/20/21   | <b>COSTCO</b>                |            |         |                |
| E 101-42210-217   |            | Other Operating Supplies     | \$38.50    |         | SUPPLIES       |
|                   |            | Total                        | \$38.50    |         |                |
| <b>1029 e</b>     | 10/20/21   | <b>DEX MEDIA</b>             |            |         |                |
| E 609-49750-340   |            | Advertising                  | \$85.00    |         | ADVERTISING    |
|                   |            | Total                        | \$85.00    |         |                |
| <b>1030 e</b>     | 10/20/21   | <b>DELL MARKETING L.P.</b>   |            |         |                |
| E 101-41110-433   |            | Dues and Subscriptions       | \$8.50     |         | VIDEO COMPUTER |
|                   |            | Total                        | \$8.50     |         |                |
| <b>1031 e</b>     | 10/20/21   | <b>GALLUP</b>                |            |         |                |

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**\*Check Detail Register©**

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| Check #         | Check Date | Vendor Name                       | Amount     | Invoice | Comment            |
|-----------------|------------|-----------------------------------|------------|---------|--------------------|
| E 101-41400-441 |            | Miscellaneous                     | \$428.41   |         | TESTING            |
|                 |            | Total                             | \$428.41   |         |                    |
| <b>1032 e</b>   | 10/20/21   | <b>ECONOMIC DEVELOPMENT ASSOC</b> |            |         |                    |
| E 101-41910-208 |            | Training and Instruction          | \$20.00    |         | TRAINING-THUNSTROM |
|                 |            | Total                             | \$20.00    |         |                    |
| <b>1033 e</b>   | 10/20/21   | <b>ETSY.COM - ETHOSSURVIVAL</b>   |            |         |                    |
| E 101-42110-441 |            | Miscellaneous                     | (\$55.13)  |         | REIMBURSEMENT      |
|                 |            | Total                             | (\$55.13)  |         |                    |
| <b>1034 e</b>   | 10/20/21   | <b>FACTORY OEM</b>                |            |         |                    |
| E 101-43100-221 |            | Vehicle Repair & Maintena         | \$24.95    |         | SUPPLIES           |
|                 |            | Total                             | \$24.95    |         |                    |
| <b>1035 e</b>   | 10/20/21   | <b>HILTON GARDEN INN</b>          |            |         |                    |
| E 101-42210-331 |            | Travel Expenses                   | \$1,070.40 |         | HOTEL              |
| E 101-43100-331 |            | Travel Expenses                   | \$869.40   |         | HOTEL              |
|                 |            | Total                             | \$1,939.80 |         |                    |
| <b>1036 e</b>   | 10/20/21   | <b>ELITE LIFT TRUCK, INC</b>      |            |         |                    |
| E 101-45200-218 |            | Equipment Repair & Maint          | \$614.90   |         | SUPPLIES           |
|                 |            | Total                             | \$614.90   |         |                    |
| <b>1037 e</b>   | 10/20/21   | <b>King's County Market</b>       |            |         |                    |
| E 602-49490-212 |            | Motor Fuels                       | \$91.51    |         | FUEL               |
| E 101-45200-212 |            | Motor Fuels                       | \$22.96    |         | FUEL               |
| E 101-43100-212 |            | Motor Fuels                       | \$64.61    |         | FUEL               |
| E 101-42110-212 |            | Motor Fuels                       | \$858.02   |         | FUEL               |
|                 |            | Total                             | \$1,037.10 |         |                    |
| <b>1038 e</b>   | 10/20/21   | <b>KWIK TRIP</b>                  |            |         |                    |
| E 101-45200-212 |            | Motor Fuels                       | \$18.36    |         | FUEL               |
| E 101-43100-212 |            | Motor Fuels                       | \$95.57    |         | FUEL               |
| E 101-42400-212 |            | Motor Fuels                       | \$96.02    |         | FUEL               |
| E 101-42210-212 |            | Motor Fuels                       | \$44.84    |         | FUEL               |
| E 101-42110-212 |            | Motor Fuels                       | \$1,216.40 |         | FUEL               |
|                 |            | Total                             | \$1,471.19 |         |                    |
| <b>1039 e</b>   | 10/20/21   | <b>LANE BRYANT</b>                |            |         |                    |
| E 101-42110-437 |            | Uniform Allowance                 | \$207.72   |         | UNIFORMS-ROBERTS   |
|                 |            | Total                             | \$207.72   |         |                    |
| <b>1040 e</b>   | 10/20/21   | <b>LEAGUE OF MN CITIES</b>        |            |         |                    |
| E 101-41400-208 |            | Training and Instruction          | \$249.00   |         | TRAINING-WIDA      |
|                 |            | Total                             | \$249.00   |         |                    |
| <b>1041 e</b>   | 10/20/21   | <b>MCKESSON MEDICAL</b>           |            |         |                    |
| E 101-42110-237 |            | Small Equipment                   | \$374.59   |         | SUPPLIES           |
|                 |            | Total                             | \$374.59   |         |                    |
| <b>1042 e</b>   | 10/20/21   | <b>MENARDS</b>                    |            |         |                    |

## CITY OF ST FRANCIS

**\*Check Detail Register©**

Batch: P-CC-OCTOBER 2021

| Check #         | Check Date | Vendor Name                           | Amount     | Invoice | Comment             |
|-----------------|------------|---------------------------------------|------------|---------|---------------------|
| E 609-49750-401 |            | Repairs/Maint Buildings               | \$1,688.52 |         | SUPPLIES            |
| E 101-41940-401 |            | Repairs/Maint Buildings               | \$38.28    |         | SUPPLIES            |
|                 |            | Total                                 | \$1,726.80 |         |                     |
| <b>1043 e</b>   | 10/20/21   | <b>MN COUNTY ATTORNEYS ASSN.</b>      |            |         |                     |
| E 101-42110-200 |            | Office Supplies                       | \$337.50   |         | BOOKS               |
|                 |            | Total                                 | \$337.50   |         |                     |
| <b>1044 e</b>   | 10/20/21   | <b>MSP</b>                            |            |         |                     |
| E 101-43100-331 |            | Travel Expenses                       | \$93.00    |         | PARKING-WINDINGSTAD |
|                 |            | Total                                 | \$93.00    |         |                     |
| <b>1045 e</b>   | 10/20/21   | <b>MY ALARM CENTER</b>                |            |         |                     |
| E 609-49750-445 |            | Security                              | \$39.15    |         | LIQUOR STORE ALARM  |
|                 |            | Total                                 | \$39.15    |         |                     |
| <b>1046 e</b>   | 10/20/21   | <b>NAT'L FIRE PROTECTION ASSN</b>     |            |         |                     |
| E 101-42210-209 |            | Fire Prevention Supplies              | \$611.95   |         | SUPPLIES            |
|                 |            | Total                                 | \$611.95   |         |                     |
| <b>1047 e</b>   | 10/20/21   | <b>OFFICE DEPOT</b>                   |            |         |                     |
| E 101-42210-200 |            | Office Supplies                       | \$540.93   |         | SUPPLIES            |
|                 |            | Total                                 | \$540.93   |         |                     |
| <b>1048 e</b>   | 10/20/21   | <b>O' Reilly Auto Parts, Inc.</b>     |            |         |                     |
| E 101-43100-221 |            | Vehicle Repair & Maintena             | \$184.21   |         | SUPPLIES            |
|                 |            | Total                                 | \$184.21   |         |                     |
| <b>1049 e</b>   | 10/20/21   | <b>POPP TELECOM</b>                   |            |         |                     |
| E 609-49750-321 |            | Telephone                             | \$52.93    |         | TELEPHONE           |
|                 |            | Total                                 | \$52.93    |         |                     |
| <b>1050 e</b>   | 10/20/21   | <b>POSITIVE PROMOTIONS</b>            |            |         |                     |
| E 101-42210-209 |            | Fire Prevention Supplies              | \$560.07   |         | SUPPLIES            |
|                 |            | Total                                 | \$560.07   |         |                     |
| <b>1051 e</b>   | 10/20/21   | <b>POSTMASTER</b>                     |            |         |                     |
| E 101-42110-322 |            | Postage                               | \$150.00   |         | POSTAGE             |
| E 101-41400-322 |            | Postage                               | \$100.00   |         | POSTAGE             |
|                 |            | Total                                 | \$250.00   |         |                     |
| <b>1052 e</b>   | 10/20/21   | <b>JUNGLE JIMS</b>                    |            |         |                     |
| E 101-45200-218 |            | Equipment Repair & Maint              | \$31.00    |         | SUPPLIES            |
|                 |            | Total                                 | \$31.00    |         |                     |
| <b>1053 e</b>   | 10/20/21   | <b>SPEEDWAY</b>                       |            |         |                     |
| E 101-42110-212 |            | Motor Fuels                           | \$195.89   |         | FUEL                |
|                 |            | Total                                 | \$195.89   |         |                     |
| <b>1054 e</b>   | 10/20/21   | <b>ST. FRANCIS TRUE VALUE HARDWAR</b> |            |         |                     |
| E 601-49440-229 |            | Project Repair & Maintena             | \$24.59    |         | SUPPLIES            |

## CITY OF ST FRANCIS

**\*Check Detail Register©**

Batch: P-CC-OCTOBER 2021

| Check #           | Check Date | Vendor Name                 | Amount      | Invoice | Comment        |
|-------------------|------------|-----------------------------|-------------|---------|----------------|
| Total             |            |                             | \$24.59     |         |                |
| <b>1055 e</b>     | 10/20/21   | <b>STAMPS.COM</b>           |             |         |                |
| E 101-42110-322   |            | Postage                     | \$17.99     |         | POSTAGE        |
| E 101-41400-322   |            | Postage                     | \$17.99     |         | POSTAGE        |
| Total             |            |                             | \$35.98     |         |                |
| <b>1056 e</b>     | 10/20/21   | <b>STORM TRAINING GROUP</b> |             |         |                |
| E 101-42110-208   |            | Training and Instruction    | \$418.95    |         | TRAINING-HEARN |
| Total             |            |                             | \$418.95    |         |                |
| <b>1057 e</b>     | 10/20/21   | <b>HOME DEPOT CRC/GECC</b>  |             |         |                |
| E 609-49750-401   |            | Repairs/Maint Buildings     | \$47.94     |         | SUPPLIES       |
| Total             |            |                             | \$47.94     |         |                |
| <b>1058 e</b>     | 10/20/21   | <b>VERIZON WIRELESS</b>     |             |         |                |
| E 101-42110-321   |            | Telephone                   | \$427.44    |         | PHONE          |
| E 601-49440-321   |            | Telephone                   | \$200.05    |         | PHONE          |
| E 602-49490-321   |            | Telephone                   | \$166.55    |         | PHONE          |
| Total             |            |                             | \$794.04    |         |                |
| <b>1059 e</b>     | 10/20/21   | <b>WINNICK SUPPLY</b>       |             |         |                |
| E 101-43100-217   |            | Other Operating Supplies    | \$54.64     |         | SUPPLIES       |
| Total             |            |                             | \$54.64     |         |                |
| <b>1060 e</b>     | 10/20/21   | <b>ZOOM.US</b>              |             |         |                |
| E 101-41400-433   |            | Dues and Subscriptions      | \$16.06     |         | SUBSCRIPTION   |
| Total             |            |                             | \$16.06     |         |                |
| <b>10100 CASH</b> |            |                             | \$19,200.21 |         |                |

## Fund Summary

|                   |             |
|-------------------|-------------|
| <b>10100 CASH</b> |             |
| 101 GENERAL FUND  | \$16,512.47 |
| 601 WATER FUND    | \$516.14    |
| 602 SEWER FUND    | \$258.06    |
| 609 LIQUOR FUND   | \$1,913.54  |
|                   | \$19,200.21 |



CITY COUNCIL AGENDA  
REPORT

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator / Dave Schmidt, Fire Chief  
**SUBJECT:** MESB Storage  
**DATE:** 11-15-2021

**OVERVIEW:**

The Metropolitan Emergency Services Board (MESB) approached the City in the summer about storing their multi patient emergency vehicle with the City of St. Francis.

In short, MESB was looking for a storage place for the vehicle and there was room in one of the Public Works auxiliary buildings. They have been storing this in the building since July 2021. Staff wanted to help them out in a pinch.

Staff meant to bring this agreement to Council sooner but getting the draft from MESB took longer than expected. They are willing to pay the City \$1,000 per month to store the vehicle. This has agreement has been reviewed by legal.

**ACTION TO BE CONSIDERED:**

Motion to approve the attached agreement with MESB.

**BUDGET IMPLICATION:**

\$12,000 in additional revenue for the City annually.

Attachments:

- MESB approved and signed agreement.

LEASE AGREEMENT BETWEEN  
CITY OF ST. FRANCIS AND THE  
METROPOLITAN EMERGENCY SERVICES BOARD

This is an Agreement between the City of St. Francis, a political subdivision of the State of Minnesota, 4058 St. Francis Boulevard NW, St. Francis, MN 55070 ("City") and the Metropolitan Emergency Services Board, a political subdivision of the State of Minnesota, 2099 University Avenue W., St. Paul, MN 55104.

WHEREAS, The City of St. Francis is the owner of the building located at 4058 St. Francis Boulevard NW, St. Francis, MN, commonly known as the Public Works Building; and

WHEREAS, The MESB has a multi-patient EMS vehicle (Major Incident Response-MIR bus) used for medical evacuations, support of special events and long-term incident rehab; and

WHEREAS, The MESB seeks the use of space in the Public Works Building to house the Major Incident Response-MIR bus.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual covenants herein contained, which each of the parties hereto acknowledge as adequate and sufficient, the City and the MESB agree as follows:

1. **Leased Premises.** The City, in consideration of the Rents to be paid by the MESB, and in accordance with the terms of this Agreement, hereby leases to the MESB and the MESB does lease from the City premises located in the City of St. Francis, State of Minnesota, described as follows:

Certain space in the Public Works Building as more specifically identified and described in Exhibit A, attached hereto, and made a part of this Lease Agreement ("Leased Premises").

Unless otherwise specifically provided herein, the MESB is taking the Leased Premises in "AS IS" condition and the City is under no obligation to make any alterations, additions, or improvements in or to the Leased Premises. The execution of this Lease Agreement shall be conclusive evidence that the Leased Premises were, on the date of execution by the MESB, in good, clean, and the usable condition, acceptable to the MESB and as required by this Lease Agreement.

2. **Term of Lease.** This Lease Agreement shall be in effect for an initial term of two (2) years commencing on July 1, 2021, and continuing through June 30, 2023, and

will automatically renew for up to three (3) additional 2-year periods, subject to the right of either party to terminate this Lease Agreement pursuant to the provisions of Section 6 of this Lease Agreement.

3. **Use of Leased Premises.** The MESB shall have the non-exclusive right to house and maintain the MESB's Major Incident Response-MIR bus. MESB will make no other use of the Leased Premises without the City's prior written consent.

The MESB represents that the operation and maintenance of the MESB equipment will not interfere with existing City operations. In the event there is interference, the MESB shall promptly shut down that portion of the MESB equipment causing the interference. Leased Premises will not be used by the MESB for any purpose that is illegal, offensive, or hazardous. No flammable fluids, explosives, or hazardous or toxic substances may be stored by the MESB in, on, or about the Leased Premises. MESB agrees to not make or suffer to be made any alterations or improvements of any part of the Leased Premises without prior consent of the City.

During the term of this Lease Agreement, or any renewal, the MESB shall comply with all applicable laws and ordinances and the City's rules and regulations, including, but not limited to, its smoking policy, in its use of the Leased Premises. The MESB and its employees, agents and contractors shall always have the right of access to and from the Leased Premises for the purposes of operating, inspecting, repairing, servicing, replacing, or monitoring the MESB equipment at any time of day.

4. **Placement of MESB Equipment.** The MESB shall, at its own expense, install the MESB Equipment described in the Equipment List, attached hereto and made a part of this Lease Agreement as Exhibit B.
5. **Rent.** Payment of cash rent is \$1000.00 per month.
6. **Termination.**
  - a. This Lease Agreement may be terminated by either party with or without cause at any time upon giving thirty (30) days written notice of such termination to the other party.

- b. Upon expiration or termination, the MESB shall have sixty (60) days from the date of expiration or delivery of notice of termination to remove all of the MESB' s Equipment from the Leased Premises.
7. **Utilities and Services.** The City agrees to provide utilities services, maintenance, and operational services to the building of which the Leased Premises are a part in accordance with its routine schedule.
8. **Right of Entry by The City.** The City shall have the right to examine and inspect the Leased Premises for safety reasons and to ensure that the MESB' s covenants are being met. In the event of an emergency that poses an immediate threat of harm or damage to persons, and/or property, the City may enter the Leased Premises and may take such actions as are required to protect the individuals or personal property from such immediate threat of harm or damage; provided that promptly after such emergency entry onto the Leased Premises, the City shall notify the MESB of its entry onto the Leased Premises. The MESB agrees to cooperate with the City's efforts to pinpoint and repair leaks or other damage to the roof or other areas of the building, including replacement of the roof; provided that the MESB shall not be monetarily responsible for such repair or replacement.
9. **Care of Leased Premises.** The MESB agrees to keep the Leased Premises in good, clean condition during the entire Term of this Lease Agreement, including any renewals, subject to the City's maintenance and operational obligations specified herein. The MESB agrees to comply with reasonable directives issued by the City's Building Manager regarding access to and care of the Leased Premises.
10. **Indemnification and Covenant to Hold Harmless.** Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The liability of each party shall be governed by the provisions of Minnesota Statutes Chapter 466.

MESB acknowledges that City has not asserted or accepted any responsibility for supervision, security or control of Leased Premises or activities conducted on the Leased Premises or any part connected or contiguous thereto. MESB is solely responsible to provide security for its equipment kept on the Leased Premises and shall be solely responsible to provide supervision of its staff in and out of the Leased Premises.

MESB staff assume all risks of personal injury arising from its usage of the Leased Premises or any part connected or contiguous thereto which result from an act or failure to act on the part of MESB or others over whom it has supervisory responsibility.

- 11. **Insurance.** The MESB and the City shall each maintain an insurance program covering damage to their respective property. The MESB shall maintain automobile liability insurance. Insurance will be written on an occurrence basis with a combined single limit of not less than \$1,500,000.00 per occurrence. The City shall maintain property insurance on its facility, and liability on its operations. The retroactive date of the policy shall be indicated on the certificate of insurance outlining coverage. In addition, the City will name the MESB as an additional insured on said policies of insurance. Both parties will maintain all workers compensation insurance required by law.
- 12. **Damage or Destruction.** If during the term of this Lease the Leased Premises or Property are damaged by fire or other casualty, so that the Leased Premises or Property is rendered unfit for use, then either MESB or the City may terminate this Lease upon thirty (30) days written notice to the other.
- 13. **Assignment.** This Lease Agreement, or the rights hereunder, may not be sold, assigned, or transferred at any time by the MESB without the written consent of the City, unless required by operation of law.
- 14. **Governing Law.** This Lease Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.
- 15. **Notices.** All notices or communications between the City and the MESB shall be deemed sufficiently given or rendered if in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

|                      |                                                                                                                                   |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| City of St. Francis: | City of St. Francis<br>Attn: City Administrator<br>23340 Cree Street NW<br>St. Francis, MN 55070                                  |
| MESB:                | Metropolitan Emergency Services Board<br>Attn: Executive Director<br>2099 University Avenue W., Suite 201<br>Saint Paul, MN 55104 |

- 16. **Amendment.** This Lease Agreement shall be amended only in the form of a written amendment executed by both parties.
  
- 17. **Entire Agreement.** This Lease Agreement, including all addenda, exhibits, and schedules, is intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms and all prior negotiations and agreements relating to the subject matter of this Lease Agreement are merged herein.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

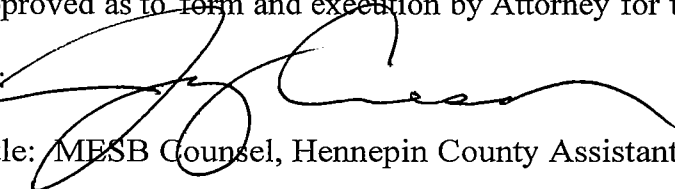
**METROPOLITAN EMERGENCY SERVICES BOARD**

By: 

Title: Board Chair

Date: 11/10/21

Approved as to form and execution by Attorney for the Board

By: 

Title: MESB Counsel, Hennepin County Assistant Attorney

Date: 11/10/21

**City of St. Francis**

By:

Title:

Date:



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Schedule a Work Session  
**DATE:** 11-15-2021

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### **OVERVIEW:**

Staff is looking to schedule a work session with the City Council. In short, the Anoka County Engineer is looking to meet with the City Council to settle the finances with Anoka County over the 2016 Bridge Street corridor project.

Staff has been haggling with Anoka County for a few years. Their staff and the St. Francis staff that worked on the project has turned over. Originally, Staff was to looking bring this to Council just prior to the Covid-19 issue. Obviously, that delayed the handling of this issue.

### **ACTION TO BE CONSIDERED:**

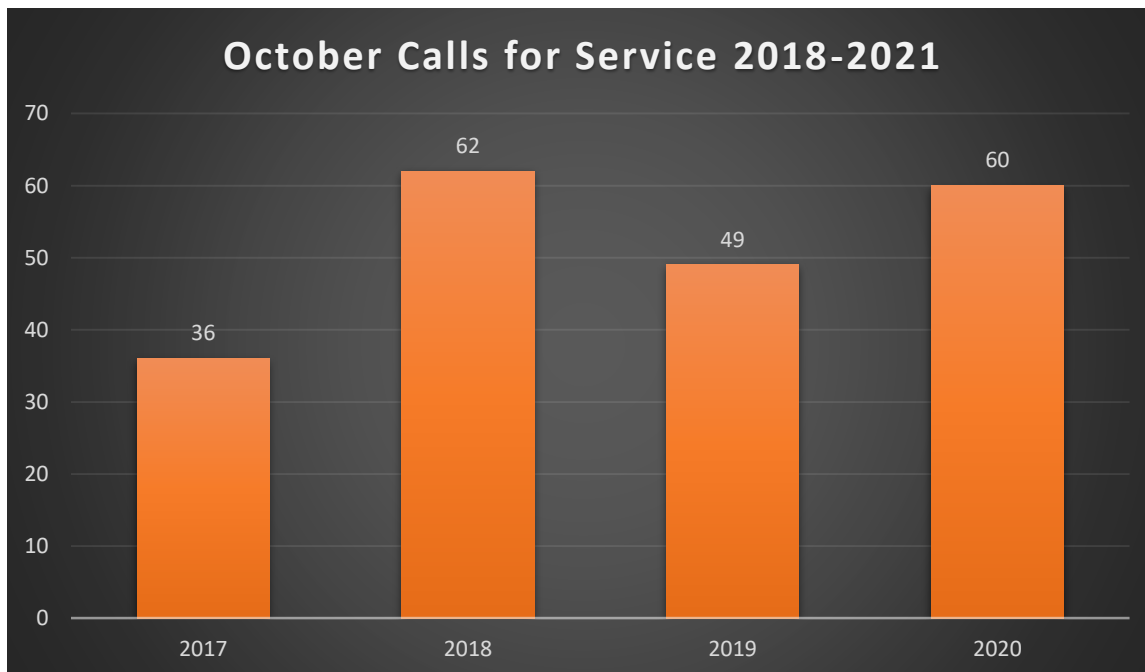
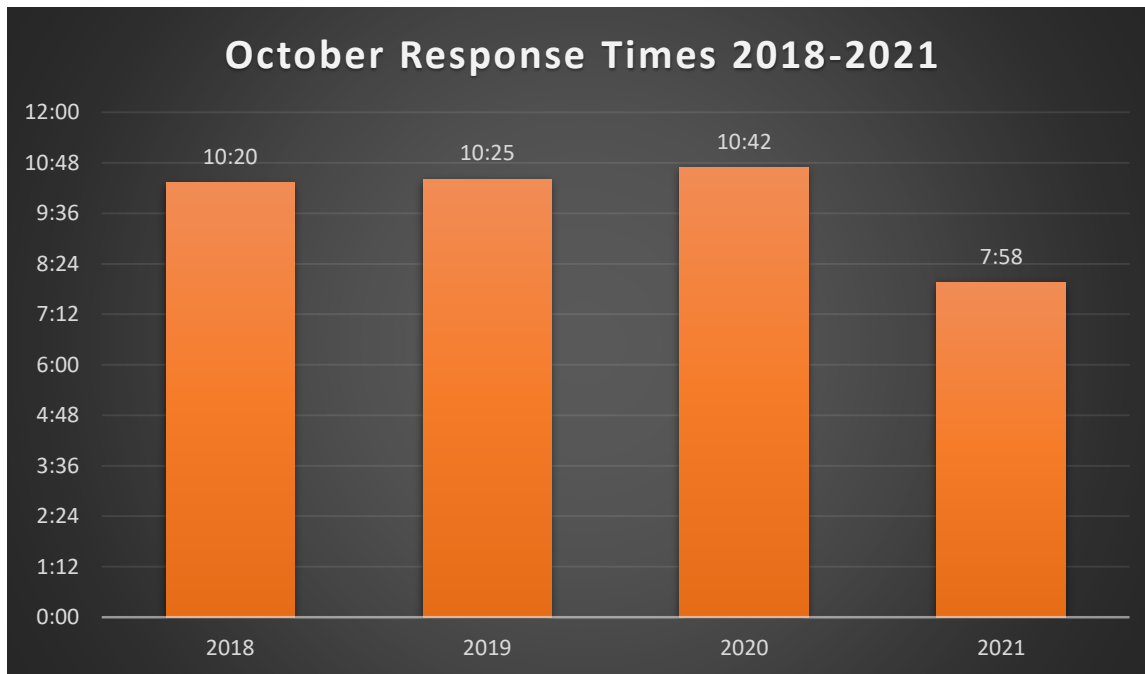
Schedule a work session.

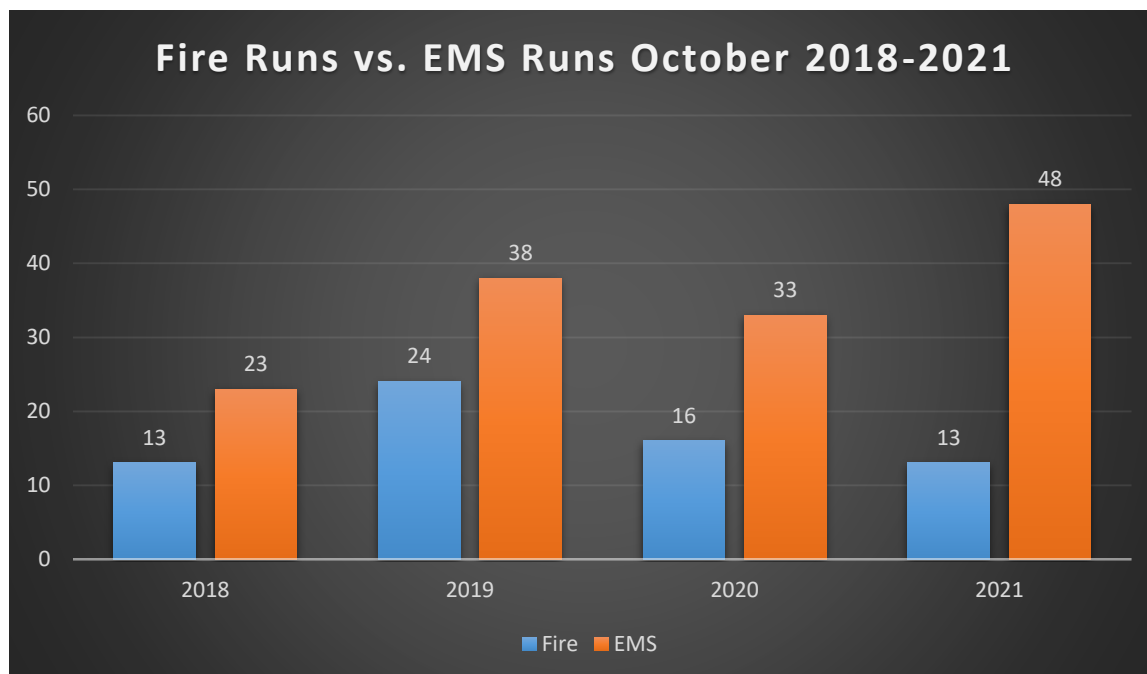
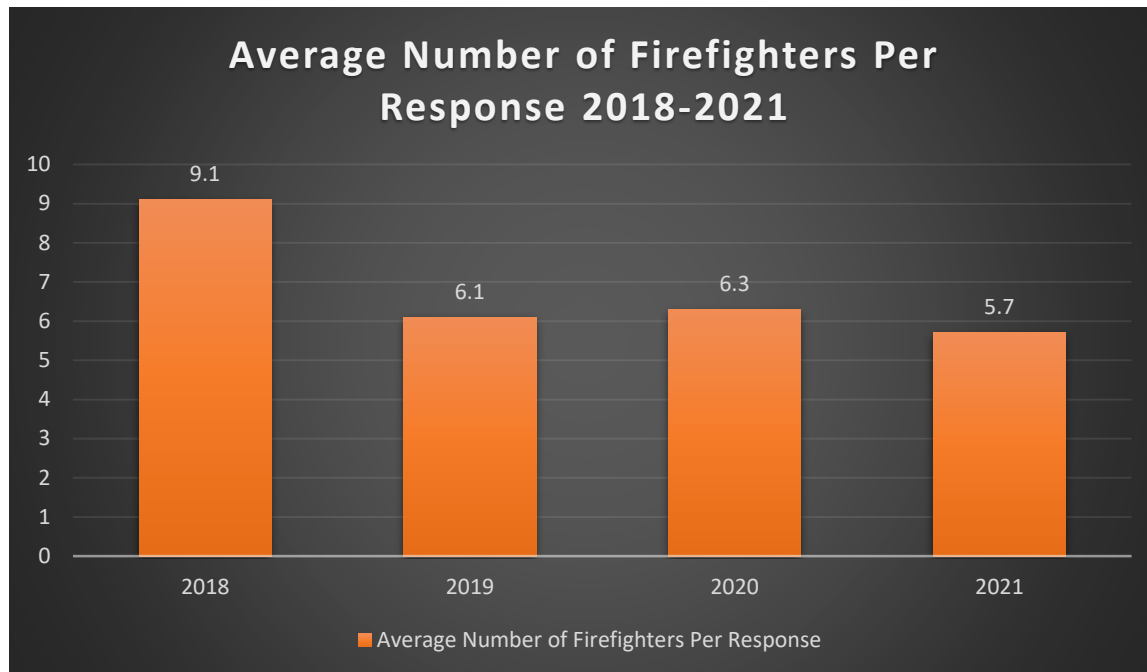
# MONTHLY COMPARISON REPORT 2018-2021

**October**

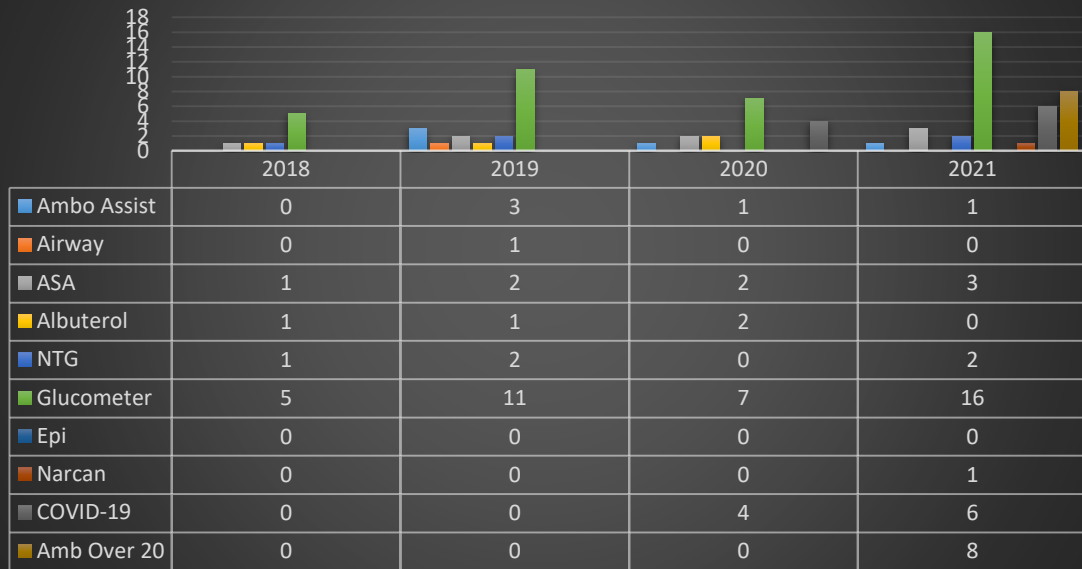


**ST. FRANCIS**  
*FIRE & RESCUE*

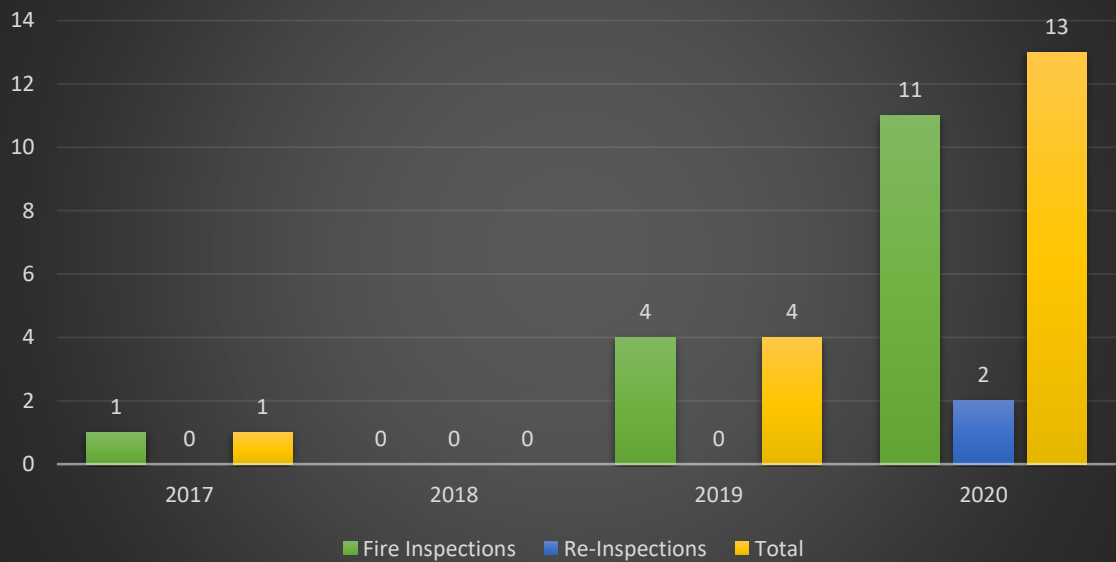




## Variance Usage October 2018-2021



## Fire Inspections October 2018-2021




**Water and Sewer Monthly  
Report – October 2021**

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

| WATER AND SEWER | TASK                            | DESCRIPTION                                                            | QUANTITY  | UNITS                |
|-----------------|---------------------------------|------------------------------------------------------------------------|-----------|----------------------|
| <b>Water</b>    | <b>Water Treatment Report</b>   |                                                                        |           |                      |
| Water           | Inspect Facility Daily          | Facility Inspection                                                    | 20        | Inspections          |
| Water           | Operational Hours               | Hours spent at facility                                                | 40        | Hours                |
| Water           | Calculate Influent and Effluent | Calculate gallons pumped for both influent and effluent.               | Daily     | Calculation          |
| Water           | Calculate Chemicals             | Calculate treatment chemicals used daily.                              | Daily     | Calculations         |
| Water           | Chemical Adjustment             | Adjust chemicals based on lab testing results.                         | As Needed | Chemical Adjustments |
| Water           | Daily Labs                      | Perform lab on chlorine, fluoride, orthophosphate, iron and manganese. | 21        | Labs                 |
| Water           | Well House                      | Inspect daily, take readings, drawdowns, and pump runtimes.            | Daily     | Inspections          |
| Water           | Bacteria Samples                | Take set of monthly bacteria samples.                                  | 5         | Samples Per Set      |
| <b>Water</b>    | <b>Water Flows/Results</b>      |                                                                        |           |                      |
|                 |                                 | Total Raw Water                                                        | 13.4      | Million Gallons      |
|                 |                                 | Total Finished Water                                                   | 13.6      | Million Gallons      |
|                 |                                 | Finished Water Sold                                                    | 16.7      | Million Gallons      |
|                 |                                 | Average Daily Flow                                                     | .438      | Million Gallons      |
|                 |                                 | Average Chlorine                                                       | .74       | Mg/l                 |
|                 |                                 | Average Raw Iron                                                       | 1.01      | Mg/l                 |
|                 |                                 | Average Raw Manganese                                                  | .084      | Mg/l                 |
|                 |                                 | Average Fluoride                                                       | .75       | Mg/l                 |
|                 |                                 | Iron Removal                                                           | <b>99</b> | <b>%</b>             |
|                 |                                 | Manganese Removal                                                      | <b>84</b> | <b>%</b>             |

| Wastewater | Wastewater Treatment Report       |                                                                                              |              |                          |
|------------|-----------------------------------|----------------------------------------------------------------------------------------------|--------------|--------------------------|
| Wastewater | Monthly Sampling                  | Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents: | 70           | Constituents             |
| Wastewater | Operational Hours                 | Hours spent at facility.                                                                     | 160          | Hours                    |
| Wastewater | Inspect Operations Building       | Daily inspection of building.                                                                | 20           | Inspections              |
| Wastewater | Inspect Pre-treatment Building    | Daily inspection of building.                                                                | 20           | Inspections              |
| Wastewater | Inspect Tertiary Building         | Daily inspection of building.                                                                | 20           | Inspections              |
| Wastewater | D.O Readings                      | Take Required D.O Readings.                                                                  | 31           | D.O Readings             |
| Wastewater | pH Readings                       | Take Required pH Readings.                                                                   | 31           | pH Readings              |
| Wastewater | Inspections                       | Inspect 8 lift stations daily and calculate pump runtimes.                                   | 160          | Lift Station Inspections |
| Wastewater | Daily Lab                         | Process Control Test                                                                         | 80           | Tests                    |
|            | <b>Wastewater Flows/Results</b>   |                                                                                              |              |                          |
|            |                                   | Discharge Point                                                                              | Seelye Brook |                          |
|            |                                   | Total Influent                                                                               | 10.14        | Million Gallons          |
|            |                                   | Total Effluent                                                                               | 10.8         | Million Gallons          |
|            |                                   | Reuse effluent                                                                               | .234         | Million Gallons          |
|            |                                   | Influent TSS                                                                                 | 256          | Mg/l                     |
|            | <b>Limit: (15mg/l)</b>            | Effluent TSS                                                                                 | 0            | Mg/l                     |
|            | <b>Limit: (85 %)</b>              | <b>TSS % Removal</b>                                                                         | <b>100</b>   | <b>% Removal</b>         |
|            |                                   | Influent CBOD                                                                                | 223          | Mg/l                     |
|            | <b>Limit: (15 mg/l)</b>           | Effluent CBOD                                                                                | 0            | Mg/l                     |
|            | <b>Limit: (85 %)</b>              | <b>CBOD % Removal</b>                                                                        | <b>100</b>   | <b>% Removal</b>         |
|            |                                   | Influent Phosphorus                                                                          | 6.1          | Mg/l                     |
|            | <b>Limit: (1 mg/l)</b>            | Effluent Phosphorus                                                                          | 0            | Mg/l                     |
|            |                                   | <b>Phosphorus % Removal</b>                                                                  | <b>100</b>   | <b>% Removal</b>         |
|            |                                   | Influent Ammonia Nitrogen                                                                    | 28.4         | Mg/l                     |
|            | <b>Limit: (Seasonal) 1.4 mg/l</b> | Effluent Ammonia Nitrogen                                                                    | 0            | Mg/l                     |
|            |                                   | <b>Ammonia Nitrogen % Removal</b>                                                            | <b>100</b>   | <b>% Removal</b>         |

| Water/ Sewer                  | Monthly Tasks           |                                                                                                     |          |                         |
|-------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------|----------|-------------------------|
| Water/Sewer                   | Locates                 | Process Locate Requests                                                                             | 34       | Utility Locate Requests |
| Water/Sewer                   | Water/Sewer Connections | Inspect Water and Sewer                                                                             | 1        | Inspections             |
| Water/Sewer                   | Water Miscellaneous     | Work orders: re-reads, high                                                                         | 10       | Work Orders             |
| Re-reads                      | Unable to Read Meters   | Unable to Read Meters                                                                               | 2        | Meters                  |
| Water/Sewer                   | Monthly Projects        |                                                                                                     |          |                         |
| Wastewater Treatment Facility | Aeration Tank           | Staff takes one tank off line, cleans it and activates another tank                                 | 2        | Weeks                   |
| Wastewater Treatment Facility | Aeration Blowers        | Staff changes oil and if need belts, on our blowers                                                 | 8        | Blowers                 |
| Emergency Response Plan       | Meeting                 | Staff met with WSB to discuss our plan that is due December 31 <sup>st</sup> .                      | 3        | Hours                   |
| Water Treatment Facility      | High Service Pump 3     | Our contractor came and pulled our pump from service. Will be reinstalled on the 16 <sup>th</sup> . | 3        | Hours                   |
| Staff Training                | New Personal Training   | Staff is training our new employee on lift stations, WWTP and the WTP. (Going great!)               | On-going | On-going                |
| Water Tower                   | Winterization           | Staff winterized the fill station load out for the winter.                                          | 2        | Hours                   |

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


**Streets and Parks Monthly  
Report – October 2021**

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

**TO** Mayor & Council

**JOB** Streets and Parks Monthly Report

| <b>STREETS AND PARKS</b>     | <b>TASK</b>           | <b>DESCRIPTION</b>                                          | <b>QUANTITY</b> |                        |
|------------------------------|-----------------------|-------------------------------------------------------------|-----------------|------------------------|
| All Dept.                    | Building Maintenance  | Light bulbs, toilets, sinks, etc.                           | 45              | Hours                  |
| Streets                      | Snowplowing           | Plowing City Streets                                        | 0               | Miles                  |
| Streets                      | Snowplowing           | Plowing Cul-Da-Sacs                                         | 0               | Cul-Da-Sacs            |
| Streets                      | Snowplowing           | Amount of Salt Applied to Roads                             | 0               | Tons                   |
| Streets/Parks                | Snowplowing           | Plowing Parking Lots                                        | 0               | Number of Lots         |
| Parks                        | Snowplowing           | Trails/Sidewalks                                            | 0               | Miles                  |
| Streets                      | Snowplowing           | Amount of Granite Chips Applied to Roads                    | 0               | Tons                   |
| Streets                      | Grading               | Grading City Roads                                          | 15.5            | Miles                  |
| Parks                        | Park Inspections      | Inspect equipment, buildings, and trees.                    | 32              | Inspections            |
| Parks                        | Events                | Preparation and Inspection                                  | 2               | 2 misc.                |
| Parks                        | Fertilizing           | Applied to city properties and parks.                       | 0               | Tons                   |
| Parks                        | Mowing                | City Parks and Property                                     | 155             | Acres                  |
| Streets                      | Signs                 | Signs Installed or Repaired                                 | 2               | Number of Signs        |
| Streets/Parks                | Callouts              | Response for service requests outside normal working hours. | 4               | 2 Park<br>2 Streets    |
| Streets/Parks<br>Sewer/Water | Equipment Repair      | Anything Beyond Normal Maintenance, Fabrication, etc.       | 65              | Hours                  |
| Streets/Parks<br>Sewer/Water | Equipment Maintenance | Greasing, Washing, etc.                                     | 27              | Hours                  |
| Storm Water                  | Cleaning Catch Basins | Remove debris and ice from catch basins.                    | 26              | Number of Catch Basins |
| Storm Water                  | Street Sweeping       | Sweeping of city streets and parking lots.                  | 70              | Yards                  |
| Parks                        | Ball Fields           | Dragging Ball Fields                                        | 4               | Times                  |
| Parks                        | Trail Mowing          | Mowing Along Walking Trails                                 | 24.3            | Miles                  |
| Parks                        | Fountain              | Clean Fountain at Woodbury Park                             | 1               | Time                   |
| Streets                      | Ditch Mowing          | Mowing Along Roadway                                        | 0               | Miles                  |
| Parks                        | Ice Rinks             | Applying Water On Rinks                                     | 0               | Gallons                |

|           |              |                                                         |    |         |
|-----------|--------------|---------------------------------------------------------|----|---------|
| Parks     | Vandalism    | Damage to City Property                                 | 0  | Hours   |
| Parks     | Playground   | Install Woodchips                                       | 0  | Yards   |
| Parks     | Leaf Pick-up | Picking Up Leaves in Parks                              | 90 | Yards   |
| Recycling | Meeting      | With Anoka County                                       | 1  | Meeting |
| Recycling | Event        | LePage Recycling Event &<br>Free Shred Event/Leaf Event | 1  | Event   |