CITY COUNCIL MEETING
St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW
Monday, October 18, 2021 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
   - A. City Council Minutes 10-04-2021
   - B. Control Device Policy Amendments – Police Department
   - C. Portable Recording System Policy Approval
   - D. Surplus Vehicle – Resolution 2021-52
   - E. Squad Replacement
   - F. Application to Conduct Excluded Bingo – St. Francis Lions Club
   - G. Joint Powers Agreement with Anoka County to Allocate Costs for Election Expenses
   - H. Random Drug & Alcohol Consortium Service Agreement – Northland Occupational Health & DOT Compliance
   - I. Recycling Contract – Anoka County
   - J. Woodbury Park Gazebo Re-Roof
   - K. Weber Inc-Pay Application #3 & #4
   - L. Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
   - A. Ordinance 285– Amending City Code Chapter 8, Section 3 Animals, Subdivision 4 Animal Waste – 1st Reading
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
    - A. Fire Department Monthly Report
    - B. Public Works Monthly Report
    - C. Police Department 3rd Quarter Report
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office
4115 Ambassador Blvd. NW
OCTOBER 4, 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, Councilmember, Robert Bauer, Kevin Robinson, and Sarah Udvig
Attending via Zoom: Councilmember Joe Muehlbauer

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

3. **APPROVAL OF AGENDA**
MOTION BY: ROBINSON SECOND: UDVIG 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 - 09-20-2021
B. 2021 Street Reconditioning Project Pay Estimate No. 1
C. Surplus Vehicle 2021 - Resolution 2021-51
D. Rivers Edge 5th Addition Financial Security Reduction
E. Approve Purchase of Portable Radios - Fire Dept.
~~F. High Service Pump #1 Rehab and Replacement~~
G. Ice Rink Management Agreement
~~H. Well #1 Rehabilitation~~
~~I. Well House Roof Replacement~~
J. Bottle Shop - Change Order #1
K. Claims

Mayor Feldman pulled items F, H, and I from the Consent Agenda.

MOTION BY: BAUER SECOND: MUEHLBAUER APPROVING THE CONSENT AGENDA ITEMS A, B, C, D, E, G, J, and K

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

F. High Service Pump #1 Rehab and Replacement
H. Well #1 Rehabilitation
I. Well House Roof Replacement

Mayor Feldman noted this item is to service pump 1 which is recommended every 7-10 years. He asked Public Works Director Jason Windingstad if they had already done this for pump 2. Windingstad answered that was correct. Mayor Feldman questioned that Renner comes in at $14,880 and Traut Wells had a much higher bid at $36,770 for the same work.

Windingstad answered that Traut is well known and they are a bigger company with a bigger staff. They also have a higher overhead. Renner has been in the business for close to 70 years and they are local and efficient. He stated he had used them with other cities he has worked in. He stated most people he knows locally have used them. He feels they do a quality job at a fair price.

Mayor Feldman questioned the $22,000 difference between the 2 companies. He wondered if they were comparable and if there are other companies that could be used. Windingstad answered there are 3 main companies that put wells in. He gave the example of the Bottle Shop where there were a lot of bids on construction, from low to high. He stated that some will pay more to get the job done locally and to stay busy. He felt their motto was to make money, to do a job, and it works out. He stated that this is a family-owned business, they are really good at what they do, and they don't need to charge a lot of money to do it.

Mayor Feldman asked about Item H with Traut having a higher bid again, and stating that Renner is always going to win it because Traut is always going to be higher. He asked for Council input, considering they have a high bid and a low bid, and if they want to bring in another company to give them a broader perspective of bidding. Windingstad answered that they have the same people bidding on projects. One of the other companies is farther away and doesn't take local work. It depends on what kind of work it is, staff could look into it, but he would be surprised to see any other company outbid Traut. He has worked with this company for 20 years, since the beginning of his career.

Mayor Feldman also brought up for discussion the service Pump 1 and Well 1 that needs repair. Well 1 has a pump in it that needs repair so he asked for clarification.

Windingstad answered that the high service pump is at the treatment so that pulls out of a wet storage tank. Well 1 is one of the deep wells, by the water tower, and in an Aquaphor. The High Service Pump 1 is at the water plant.

Udvig asked about Item I noticing the difference in bids, that there are bids for the whole thing and one company doing only part of it. She noted if looking at doing one part, they were comparable. She asked if they would need to bring in another company to do the other work, noting she didn't feel they had something to compare it to.

Mayor Feldman asked the Council to address the 2 bids they had.

Windingstad stated things to consider is that High Service Pump 1 is shallow but Well #1 is roughly 500 feet deep so there is a lot more service, a lot more work involved. That's why there is such a big difference in the 2 bids.

Mayor Feldman stated that at this rate, Renner would win the bids because Traut is always going to be higher. He asked if there is another company that could give them more of a perspective of the bidding price. He imagines that Renner got more jobs over the years than Traut because of the price but questioned if there was a third company they could compare with. Windingstad answered that with the next go around, staff could reach out to see if there are other bids and look into that beforehand. He stated that Parish has a really good working relationship with Renner and knows their system but he was willing to look into another company as well.

Mayor Feldman asked whether staff can say that the bidding process was done fairly. Windingstad replied absolutely. Mayor Feldman continued, because one project is a $20,000 difference, so of course you're not going with Traut, but the other one is a $5,000 difference so Renner is always going to get the work.

Muehlbauer stated that since Renner is the lowest bid and Windingstad thinks they are responsible he would support them.

Mayor Feldman commented on Item H, the bids were the same for the 2 companies for the roof. The difference was $5,000 worth of work that the other company was going to do. Windingstad explained that with the roof, there are some foundation issues that are causing the roof to shrink and crack the blockwork. The one company that does the repairs that bid on the roof doesn't do concrete repairs on that type of building. Right now, to be able to get people out to do the whole project, is nearly impossible because everyone is so busy. Windingstad explained this company specializes in both issues. He asked the Bottle Shop, the company that does the brick work, what it would cost to do the repairs. He was told they needed to see what was going on structurally to be able to correct the problem. He stated that staff felt comfortable that the company to repair the roof was also going to repair the building so they could make proper adjustments to both so this doesn't happen in the future.

Mayor asked about the roof. Windingstad answered, it's a flat rubber roof. Mayor Feldman commented that he didn't know they stretched that much. Windingstad answered that they do, that it stretched enough to crack the concrete block.

Mayor Feldman wondered if something had gone wrong during installation because he's never heard of a ballast roof shrinking and pulling the weight of rock in. Windingstad answered the good news is that if this is approved, they can get in there and see what's going on.

Mayor Feldman questioned the $15,500 for the roof repairs, the same for B&B and McDowall. He noted the City knows McDowall, how they operate and what they can do, the question is that there isn't another company listed that can do the whole project. He knew there was a limited number of companies that do the whole project of repairs.

Windingstad answered that he asked B&B and was told they do not do that so staff looked for a local company that can do concrete work and coordinate the two to work together. Staff sat down with McDowall, saw their process, and that they were going to take care of both issues within budget so they could make the correction so it doesn't happen in the future.

Mayor Feldman stated a one-stop shop was probably the way to go. He added he would like to know why the roof pulled and cracked the concrete. Windingstad answered they will certainly ask the question. Mayor Feldman stated he's done both roof types and has never heard of this problem.

Bauer questioned the bidding for the pump repairs. He asked if the $14,000 bid is just for inspection and is the $36,000 bid going to address other items. He also questioned Traut's bid with a pump fee, noting Renner states they are going to rebuild the motor so are they going to look at it or are they going to put in a new motor. He questioned why the bid is so low and why are they so different. He wanted to know if they are going to get a company that is going to replace everything. He felt the Renner bid didn't state they were going to replace anything or that they were just going to inspect everything either so it raised some questions for him. Windingstad answered if a pump is bad, they take apart everything, replace the bearings and turbine, and it's basically just the casting that they're reusing. Both companies would be doing the same thing. If they had to replace the turbine the price would be a lot more than $30,000.

Bauer questioned the bids on the pump rebuild noting Renner was a little higher than Traut. He wondered if there were some things on the Traut bid that maybe weren't necessary to bring it up to $35,000.

Windingstad commented that he notices with sewer and water, whether it be lift stations, well houses, or water towers, they see this on a lot of bids. Someone can come in and bid on irrigation for $6,000 and the next one is $20,000 and they are bidding on the same thing. He explained a lot of it has to do with what they have in inventory, how much they can get the product for, and sometimes companies mix it up in their quote process just to keep other companies honest, which happens a lot. He feels they know that they are getting for a product, he knows they are getting replacement parts, he knows they are going to go through it top to bottom, and the City is getting a warranty. It's the bottom dollar that should be looked at because when parts break down, the prices vary a lot.

Bauer questioned the warrantee that was mentioned as he didn't see that in the bid. He also questioned if they are the same in length for both bids. Windingstad answered, the warrantees are the same.

Robinson questioned line item in the bid regarding the pipe sections. He wondered about the estimate. Windingstad answered that he can't speak to what they have for prices for certain items over the other. He stated the High Service Pump is 25 feet deep the Well #1 is over 400 feet deep so when it comes to replacing, he couldn't know how they came up with their pricing.

Robinson stated it was 6 times what Renner was charging so he wondered if it was an estimation error on their part, noting Renner has a history with the municipality and with Windingstad. Windingstad stated if they were both the same price, he would pick Renner every day of the week because of their knowledge and history in the area, the things they have worked on with the Aquaphor, years of service, and all the people that have been in there are second to none. He feels it's a learning lesson every time they come out and he finds it interesting. He stated they are a very good company. Robinson commented that he was satisfied.

Muehlbauer commented that he had nothing to add.

Mayor Feldman reiterated the suggestion that a third party be brought in to level the playing field for bids because Renner would win all the bids. He acknowledged that they needed to take the most qualified bid but wanted to know how another company would out outbid Renner. Windingstad stated they would certainly do that in the future.

MOTION BY: UDGIV SECOND: BAUER TO ACCEPT CONSENT AGENDA ITEMS F, H, and I.

Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robison
Nays: None
Motion carried 5-0

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked if anyone wanted to speak. No one came forward.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Portable Recording Systems - Body Worn Camera

Police Chief Todd Schwieger presented on the need for the Police Department to begin using portable recording systems. He went through the process they used including establishing a timeline, budgeting for and researching equipment, looking at policies and State guidelines. He stated they are in the second stage of the process, according to State law, of accepting public comments. The Police Department must also establish written policy of how the recording would be used and allow for public comment. He stated the first public comment came through a survey and the policy that were posted on City website on August 26, 2021, and stayed on the website through September 30, 2021. Tonight, was the second opportunity for public comment through the public hearing. He noted 55 people responded to the survey and responses showed support for the use of cameras for accountability and for safety for the officers. The results of the survey are on the City's website.

Schwieger reviewed the equipment they looked into with consideration to reliability, durability, quality, warranty, reputation, and cost. They found equipment was pretty comparable across manufacturers. After looking at several vendors, they narrowed it down to Panasonic Arbitrator and Axon because they both have good reputations and meet the criteria. He reviewed the cost comparisons for both companies over with a breakdown of needed items and costs differences over a 5-year period. Panasonic came in around $6,000 under Axon over 5 years. He stated Axon had more options that staff felt were more expensive and wanted a fair comparison. He stated the Police Department is currently using Panasonic in their squad cars and have found them to be reliable. He recommended moving forward with the Panasonic Arbitrator.

Mayor Feldman opened the Public Hearing at 6:38 p.m.

Liz Fairbanks, 24360 Dupont Street, stated she fully supports this and thinks it's a great thing.

There being no further public comment, Mayor Feldman closed the Public Hearing at 6:38 p.m.

Mayor Feldman wanted it on record that this is no reflection on the police, why they want this or why they should do this. The Council trusts their officers, the Police Department has a great chief and sergeants in place, it's not a reflection on the staff or officers, it's a statement of the way we have it in this country and the world. He noted social media has caused a situation where cameras are needed.

Mayor Feldman asked if the cameras would be on all the time, or when they make stops. Schwieger answered right now, the policy is that cameras are required to be on for all calls and service. Also, during any interaction with the public or situation that could lead to an altercation.

Robinson commented on the 55 participants for the survey, if there wasn't enough concern about the efficiency of the Police Department that people didn't feel the need to comment on the cameras. He asked for more detail on the line in the policy about "officer discretion of use." Schwieger answered it does say "all calls and service" but noted that a lot of the interactions can be initiated by the officer and it would be up to the officer if they want to use it. The cameras would not be used for general citizen contact.

Robinson asked about instances in other cities when the cameras maybe should have been on and would there need to be guidance and reminders for the officers. Schwieger answered yes, they intend to have training sessions.

Robinson asked about Panasonic's customer service and their experience with them so far. Schwieger answered their representative has been the same. Metro-I Net has also recommended the Arbitrator as they have a good working relationship. Robinson thanked Schweiger for his presentation and stated this will be another tool for their toolbox that will help the officers be more accountable and put the public more at ease.

Bauer commented that he agreed with the Mayor that the cameras are needed at this time in society. He added that a written policy is better than a blanket policy as to when the cameras should be on. He suggested when the shift starts and when it ends but overall, he didn't have any major issues with the policy. He encouraged the officers to wear them with pride and not let it change them.

Udvig commented that this has been talked about before and agreed that it is necessary even though the Council trusts the police. If something were to happen she feels good with having footage of what happened instead of leaving it up to the public.

Muehlbauer commented that he thinks it's a great thing as it helps keep people honest and protected on both sides. He liked that the Police Department is leaning towards Panasonic because they are a quality product and over time it costs less.

Mayor Feldman agreed with the Council. He added that the policy put in place will help protect the police if it's needed. He is in favor of it.

MOTION BY: ROBINSON SECOND: UDVIG AUTHORIZING THE PURCHASE OF PANASONIC ARBITRATOR PORTABLE RECORDING SYSTEM EQUIPMENT THROUGH THE VENDOR BAYCOM, TO BE USED FOR THE DEPARTMENT'S PORTABLE RECORDING SYSTEM. INITIAL COST OF

EQUIPMENT AND DATA STORAGE FOR THE 1ST YEAR WOULD BE $17,288 AND TOTAL COST OVER FIVE YEARS WOULD BE $29,624. DATA WOULD BE STORED ON EXISTING ROSEVILLE METRO I-NET SERVERS

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

8. OLD BUSINESS – NONE

9. NEW BUSINESS – NONE

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Community Development - QTR 3 Report

Community Development Director Kate Thunstrom presented the 3rd Quarter Community Development Report. She highlighted Bridge Street and the progress made in working with developers and supporting the existing businesses. She noted Hwy 47 has a large project that is in conversation and moving forward with 2 additional retail opportunities that are looking to come in.

Thunstrom also highlighted 2 housing developments that are going strong, The Meadows and River's Edge as well as 2 that are in process. It shows that those areas can be successful and can continue to develop in those areas. She also highlighted Turtle Ponds stating they are waiting until next spring and Rita Meadows is another new one. Thunstrom highlighted building statistic stating there are 35 single-family homes and it looks they will make the 2018 timeline.

Thunstrom reported on the administration which she stated remains very busy. The staff are working on the internet projects, park plan, Hwy 47, and utilities expansions that are all in various steps of progress. Staff is also working on the department website and forms to update the code.

Thunstrom reported that code enforcement remains high. She did mention that terms for 2 planning commission members are up at the end of the year and she has 1 application.

Mayor Feldman commented that the report has 35 permits for new construction and wanted to clarify that there are other permits for additions such as decks. Thunstrom answered that is correct.

Mayor Feldman also noted that the report mentions the extension services on the east side and asked if that was completed. Thunstrom answered, as far as she knows, it is not completed but is close and they had planned to be done this fall.

Mayor Feldman referenced code enforcement numbers and stated that is what the code enforcement is doing, what it hoped it would do, which is notify people what the problem is and give them the opportunity to remediate it and it worked. This shows that it was a good move, that Officer Hearn is the right guy in the right place, along with Jody who is doing a fantastic job. When assessments need to happen, they have 90% of people being notified and mediated which shows good governance. Mayor Feldman commented that this is a marked improvement.

Udvig thanked Thunstrom for her report and presenting it so well. She commented on code compliance, noting that many people are complying when there is an issue.

Muehlbauer thanked Thunstrom for her report and all her hard work. He hoped with some of the projects being completed that they might see a lot more revenue next year.

Bauer thanked Thunstrom for her report. He commented that he was surprised at the progress with construction with the lumber prices being so high. He hopes that things will level off and the City will be able to continue to grow for 2022.

Robinson commented on the code compliance with 10 people needing some extra help. He cited a case earlier in the spring that needed to be worked with to come under compliance, which took place. He asked for background on MnDOT activity, noting they had hired a firm to help work through the Hwy 47 project. City Administrator Joe Kohlmann answered they are continuing conversations and trying to determine the scope of the work that is going to be done. MnDOT has laid out multiple options to move forward and the consultants are working on finalizing quotes from MnDOT to determine costs.

Robinson asked about the consultant, if they are communicating in a timely fashion. Kohlmann answered they have been very receptive and working through the contracts so there is some positive progress.

Robinson stated for the Planning Commission meeting, 3 members were no-shows for the last meeting and encouraged people to attend and be a part of it. He noted there are openings for 1-2 people at this time, that this is an opportunity to voice concerns and be a part of it.

Mayor Feldman asked about the broadband available on the west side. Thunstrom answered she is waiting for a contract agreement from Anoka County for grant funds. The federal government has clarified some of their terms on the funding in regard to areas that can receive money for broadband so the County is having to re-write some of the policies. This area still qualifies so she is waiting for the updated agreement from Anoka County and the prices from MNCo, then they will come back to the Council.

Mayor Feldman asked if CenturyLink stepped forward to work with them. Thunstrom answered that despite efforts to contact CenturyLink, they have been too busy to give more information. At this time, Midco is ready to go and it will get the services the fastest on this route but if they want to expand, staff can look at other grants.

12. COUNCIL MEMBER REPORTS

Councilmember Muehlbauer thanked staff and Council and the public for making accommodations for him while he is out of town. He thanked Finance Director Darcy Mulvihill and staff for getting Zoom to work. He expressed appreciation for all the staff back home.

Councilmember Udvig thanked the staff as well for being wonderful to work with and always being accommodating.

Councilmember Bauer stated he just got back in town after a vacation. He thanked the department heads for their work. He commented on the French toast breakfast event on Saturday in support of the Fire Department and encouraged people to join in the festivities.

Councilmember Robinson stated he didn't have anything to share.

Mayor Feldman stated that the security glass and security fobs are done despite delays. He asked staff if there were comments from the public and if it had been noticed. Staff responded they had not heard any comments. Mayor Feldman stated that should the pandemic continue, or come again, they will be better prepared. As far as security, it's a situation based on the times today and it's better to be safe than sorry. As far as the Liquor Muni, he reported the cooler that was taken out will be returning, the exterior should be done shortly, and the roof top unit is going to go on so things are progressing. Mayor Feldman stated the finish line is coming and he's happy with it because it will allow the Liquor Muni to increase bulk purchasing ability and expand the product line. The customers are excited about it and he thinks it's a smart move for the city. Mayor Feldman stated he hopes putting a stop light on 233rd will improve the east/west traffic and will help the business there. He noted they are also getting a new parking lot at the Liquor Muni and when it opens, they will offer a tour. He encouraged attendance at the French toast breakfast as it's always a great event. Mayor Feldman thanked staff for all the work and patience with the public and the Council. He stated that their due diligence with this administration and offering full transparency for the public was appreciated. He hoped that would continue with the next administration.

Upcoming Events
October 12, 2021 – City Council Work Session – 5:30 p.m.
October 18, 2021 – City Council Meeting – 6:00 p.m.
October 20, 2021 – Planning Commission Meeting – 7:00 p.m.
November 1, 2021- City Council Meeting- 6:00

13. CLOSED MEETING

A. Closed Meeting Pursuant to Minn. Statute 13D.05 Subd.3 (c)(3) to consider develop or consider offers or counteroffers for the purchase of real properties as described as 05-33-24-22-0013 and 05-33-24-22-0012

MOTION BY: BAUER SECOND: UDVIG TO RECESS THE MEETING TO A CLOSED SESSION

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

The open session meeting recessed to closed session at 7:17 p.m.

MOTION BY: ROBINSON, SECOND: UDVIG TO OPEN THE MEETING

Ayes: Bauer, Udvig, Muehlbauer, Robinson, Feldman
Nays: None
Motion carried 5-0

The open session meeting reconvened at 8:31 p.m.

MOTION BY: BAUER, SECOND: ROBINSON TO DIRECT STAFF TO CONTINUE TO PROCEED TO ADDRESS THE TITLE ISSUE WITH THE TITLE INSURANCE COMPANY ON THE PROPERTY

Ayes: Bauer, Udvig, Robinson
Nays: Muehlbauer, Feldman
Motion carried 3-2

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 8:30 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: Control Device Policy Amendments – Police Department

DATE: October 18th, 2021

OVERVIEW:

The police department has made amendments to its Control Device Policy as well as its Conducted Energy Device Policy.

ACTION TO BE CONSIDERED:

City Council to review and approve the police department's updated Control Device Policy and Conducted Energy Device Policy.

BUDGET IMPLICATION:

No specific budget implications.

Attachments:

- Control Device Policy, Conducted Energy Device Policy.

Conducted Energy Device

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the TASER (TM) device.

303.2 POLICY

The TASER device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

303.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device.

TASER devices are issued for use during a member’s current assignment. Those leaving a particular assignment may be required to return the device to the department’s inventory.

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed officers may secure the TASER device in the driver’s compartment of their vehicle.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

When carried while in uniform, officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

(a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.

(c) Officers shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.

(d) Officers should not hold both a firearm and the TASER device at the same time.

303.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the TASER device may be deployed.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the TASER device in the related report.

303.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

303.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

303.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

303.5.3 TARGETING CONSIDERATIONS
Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

303.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE
Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the TASER device, including:

(a) Whether the probes are making proper contact.

(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one TASER device at a time against a single subject.

303.5.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers shall notify a supervisor of all TASER device discharges. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence.

The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject’s skin.

Officers shall photograph the location of the impact areas on a individual, when possible or practical. Depending on the location of the penetration, same sex officer or medical personnel shall be used.

303.5.6 DANGEROUS ANIMALS
The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

303.5.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

303.6 DOCUMENTATION

Officers shall document all TASER device discharges in the related incident report, the Taser device report form, as well as the use of force supplemental report. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report forms.

303.6.1 TASER DEVICE FORM

Items that shall be included in the TASER device report form are:

(a) The type and brand of TASER device and cartridge and cartridge serial number.

(b) Date, time and location of the incident.

(c) Whether any display, laser or arc deterred a subject and gained compliance.

(d) The number of TASER device activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the TASER device was used.

(f) The type of mode used (probe or drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any officers sustained any injuries.

The Instructor should periodically analyze the report forms to identify trends, including deterrence and effectiveness.

303.6.2 REPORTS

The officer should include the following in the arrest/incident report:

(a) Identification of all personnel firing TASER devices

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject’s physical and physiological actions

(e) Any known or suspected drug use, intoxication or other medical problems

303.7 MEDICAL TREATMENT

When the Taser device is used on a subject, officers must offer medical treatment or exam to the subject.

Darts that have penetrated soft tissue areas must be removed by medical personnel or emergency room staff. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/ or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

303.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used, or when the Taser device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device.

303.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall be recertified by the department-approved TASER device instructor prior to again carrying or using the device.

Officers who have been issued the TASER device will receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

A reassessment of an officer’s knowledge and/or practical skill may be required at any time if deemed appropriate by the Instructor. All training and proficiency for TASER devices will be documented in the officer’s training file.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Instructor is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Instructor should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the TASER device.

Control Devices

302.1 PURPOSE AND SCOPE
This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

302.2 POLICY
In order to control subjects who are violent or who demonstrate the intent to be violent, the St. Francis Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

302.3 ISSUING, CARRYING AND USING CONTROL DEVICES
Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

302.4 RESPONSIBILITIES

302.4.1 SUPERVISOR RESPONSIBILITIES
A department supervisor shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by a supervisor or the designated instructor for a particular control device. The inspection shall be documented.

302.4.2 USER RESPONSIBILITIES
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to a supervisor for disposition.

302.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys, and groin should not be intentionally targeted except when the officer reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

302.6 CHEMICAL IRRITANT GUIDELINES

As with other control devices, chemical irritant spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Chemical irritant spray should not be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

302.6.1 CHEMICAL IRRITANT SPRAY

Uniformed personnel carrying chemical irritant spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry chemical irritant spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

302.6.2 TREATMENT FOR CHEMICAL IRRITANT SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of a chemical irritant should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

302.7 POST-APPLICATION NOTICE

Whenever a chemical irritant has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding the method of notice and the individuals notified should be included in related reports.

302.8 LESS LETHAL MUNITIONS/PROJECTILES GUIDELINES

This department is committed to reducing the potential for violent confrontations. Less lethal munitions/projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

302.8.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

302.8.2 DEPLOYMENT CONSIDERATIONS
Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target. (b)Type

of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

302.8.3 SAFETY PROCEDURES
Less lethal launcher systems specifically designated for use with less lethal projectiles/munitions will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the less lethal launcher system and projectiles/munitions at the beginning of each shift to ensure that the less lethal launcher system is in proper working order and the projectiles/munitions are of the approved type and appear to be free from defects.

When not deployed, the less lethal launcher system will be unloaded and properly and securely stored in the vehicle. When deploying the less lethal launcher system, the officer shall visually inspect the less lethal projectiles/munitions to ensure that conventional ammunition is not being loaded into the less lethal launcher system.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

302.9 TRAINING FOR CONTROL DEVICES

The Instructor shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Officers will receive training on the use of issued control devices and this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

302.10 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: Portable Recording System Policy Approval

DATE: October 18th, 2021

OVERVIEW:

The police department has been in the process of implementing a Portable Recording System program since obtaining City Council approval in May of 2021. One requirement of implementing a Portable Recording System in Minnesota is to have a policy in place governing its use prior to implementation. A draft policy has been presented to the public as well as City Council to view and provide comment on. The police department is now seeking final approval of its Portable Recording System policy in order to move forward with full implementation.

ACTION TO BE CONSIDERED:

City Council to provide final approval of the police department's Portable Recording System policy.

BUDGET IMPLICATION:

No specific budget implication.

Attachments:

- Portable Recording System Policy

Portable Recording System

423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/ video recording devices include all recording systems whether body-worn, handheld or integrated into portable equipment.

The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any St. Francis Police Department facility, undercover operations, wiretaps or eavesdropping (concealed listening devices) unless captured by a portable recording system.

The chief or chief's designee may supersede this policy by providing specific instructions for portable recording device use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for portable recording device use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

423.1.1 DEFINITIONS

Definitions related to this policy include:

MGDPA or Data Practices Act - refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.

Portable recording device - A device worn by a member that is capable of both video and audio recording of the member’s activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

General citizen contacts - An informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to a citizen asking for directions, receiving generalized concerns from a citizen about crime trends in his or her neighborhood, casual conversation with a citizen.

Adversarial - A law enforcement encounter with a person that becomes confrontational, during which at least one person expreses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

Evidentiary value - Information that may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

Official duties - For purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Records retention schedule - Refers to the retention schedule adopted by the St. Francis Police Department.

Unintentionally recorded footage - is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

423.2 POLICY

It is the policy of this department to authorize and require the use of department issued portable recording devices as set forth below, and to administer portable recording device data as provided by law.

423.3 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (See the Protected Information and the Records Maintenance and Release policies).

(b) Establishing procedures for accessing data and recordings.

1. These procedures should include the process to obtain written authorization for access to non-public data by SFPD members and members of other governmental entities and agencies.

(c) Establishing procedures for logging or auditing access.

(d) Establishing procedures for transferring, downloading, tagging or marking events.

(e) Establishing an inventory of portable recorders including:

1. Total number of devices owned or maintained by the St. Francis Police Department.

2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.

3. Total amount of recorded audio and video data collected by the devices and maintained by the St. Francis Police Department.

(f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.

(g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the St. Francis Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

423.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

423.5 USE AND DOCUMENTATION

Officers may use only department-issued portable recording devices in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

Officers who have been issued portable recording devices shall operate and use them consistent with this policy. Prior to going into service, each officer will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor, document the report in writing, and obtain a functioning device as soon as reasonably practicable. Supervisors shall take prompt action to address malfunctions.

Officers should wear the recorder in a conspicuous manner and in accordance with department training.

Non-uniformed members may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner and in accordance with department training.

Members should document the existence of a recording in an incident report or other official record of the contact including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Whenever an officer fails to record an activity that is required to be recorded under this policy, or fails to record for the entire duration of the activity, the officer must document the circumstances and reasons for not recording in an incident report.
Supervisors shall review these reports and initiate any corrective action deemed necessary.

The department will maintain the following records and documents relating to portable recording device use, which are classified as public data:

(a) The total number of portable recording devices owned or maintained by the agency;

(b) A daily record of the total number of portable recording devices actually deployed and used by officers;

(c) The total amount of recorded portable recording device data collected and maintained; and

(d) This policy, together with Records Retention Schedule.

423.6 GENERAL GUIDELINES FOR RECORDING

Officers shall activate their portable recording devices when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, investigative stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that become adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines,

Officers have discretion to record or not record general citizen contacts.

Officers have no affirmative duty to inform people that a portable recording device is being operated or that the individuals are being recorded. Officers may elect to notify people they encounter that a portable recording device is being operated if it's felt that doing so may aid the law enforcement process, reduce fear on the part of a person subjected to a law enforcement contact, result in improved behavior of a person, or if it serves to de-escalate an encounter.

Once activated, the portable recording device should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their device. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

Officers shall not intentionally block the portable recording devices audio or visual recording functionality to defeat the purposes of this policy.

Not withstanding any other provision in this policy, officers shall not use their portable recording devices to record other agency personnel during non-enforcement related activities, such as during pre- and post- shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Officers assigned to a plain clothes assignment shall not be required to wear a portable recording device during their day to day work unless working in a uniformed call response capacity or are otherwise required by this policy or as directed by a supervisor. Non-uniformed officers may carry an approved portable recording device at any time the member feels the device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner and in accordance with department training.

423.7 SPECIAL GUIDELINES FOR RECORDING

Officers may, in the exercise of sound discretion, determine:

To use the portable recording devices to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

Officers shall use their portable recording devices and squad-based audio/video systems to record their transportation and the physical transfer of person in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

423.8 DOWNLOADING AND LABELING DATA

Each officer using a portable recording device is responsible for transferring or assuring the proper transfer of the data from his or her camera to the Back End Client by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's portable recording device and assume responsibility for transferring the data from it.

Officers shall classify the portable recording device data files at the time of capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate classification.
Officers should assign as many of the following labels as are applicable to each file:

1. **Criminal/Arrest**: The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision and/or whenever a custodial arrest is made.

    a. Retention periods for cases that have been charged are based on the status of court proceedings. For uncharged offenses, retention is seven years or permanently in the case of death investigations.

2. **Use of Force**: Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.

    a. These recordings must be maintained for seven years regardless of the disposition of any related criminal case.

3. **Evidence/Property**: Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.

    a. Collects, processes, or inventories evidence.

    b. Collects, processes, or inventories property.

    c. Inventories or searches of a vehicle that is subject to tow, regardless of the reason for the tow.

    Evidence/property logs are subject to a one-year minimal retention period.

4. **Complaint**: The incident involved an adversarial encounter or resulted in a complaint against the officer.

    Video that turns out to have evidentiary value in any internal investigation is subject to a six year retention period. A shorter retention period may be utilized if no complaint or investigation arises.

5. **Traffic Citation (Non-DWI):** To be used for traffic citations not involving a custodial arrest.

6. **Assist other agency/Advise/Warn:** To be used in response to incidents (i.e. traffic stop, agency assists).

7. **Other:** The recording has potential evidentiary value for reasons identified by the officer at the time of classification.

    Retention will depend on the reason stated for maintaining the data.

8. **Training:** The event was such that it may have value for training.

    No minimal retention period exists.

9. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recording of general citizen contacts and unintentionally recorded footage are not evidence.

10. **Confidential:** In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting disclosure of information about them. These individuals include:

    a. Victims and alleged victims of criminal sexual conduct and sex trafficking.

    b. Victims of child abuse or neglect.

    c. Vulnerable adults who are victims of maltreatment.

    d. Undercover officers.

    e. Informants.

    f. When the video is clearly offensive to common sensitivities.

    g. Victims of and witnesses to crimes, if the victims or witness has requested not to be identified publicly.

    h. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.

    i. Mandated reporters.

    j. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.

    k. Juveniles who are or may be delinquent or engaged in criminal acts.

    l. Individuals who make complaints about violations with respect to the use of real property.

    m. Officers and employees who are the subject of a complaint related to the events captured on video.

    n. Other individuals whose identities the officer believes may be legally protected from public disclosure.

Labeling and flagging designations may be corrected or amended based on additional information.

423.9 ACCESS TO PORTABLE RECORDING SYSTEM DATA

Data subjects. Under Minnesota law, the following are considered data subjects for purposes of administering access to portable recording device data:

1. Any person or entity whose image or voice is documented in the data.
2. The officer who collected the data.
3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.

Portable recording device data is presumptively private. Recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

1. Portable recording device data pertaining to people is presumed private, as is portable recording device data pertaining to businesses or other entities.
2. Some portable recording device data is classified as confidential (see below).
3. Some portable recording device data is classified as public (see below).

Confidential data. Portable recording device data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.

Public data. The following portable recording device data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
2. Data that documents the use of force by a peace officer that results in substantial bodily harm.
3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted if practicable. In addition, any data on undercover officers must be redacted.
4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data the reveals protected identities under Minn. Stat. 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

Access to portable recording device data by non-employees. Officers shall refer members of the media or public seeking access to portable recording device data to a member of the department administration or designee who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be provided with access and allowed to review recorded portable recording device data about him or herself and other data subjects in the recording, but access shall not be granted:
    a. If the data was collected or created as part of an active investigation.
    b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. 13.82, subd. 17.
2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request but subject to the following guidelines on redaction:
    a. Data on other individuals in the recording who do not consent to the release must be redacted.
    b. Data that would identify undercover officers must be redacted.
    c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

Access by peace officers and law enforcement employees. No employee may have access to the department's portable recording device data except for legitimate law enforcement or data administration purposes:

1. Officers may access and view stored portable recording device video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

2. Agency personnel shall document their reasons for accessing stored portable recording device data at the time of each access. Agency personnel are prohibited from accessing portable recording device data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading portable recording device data recorded or maintained by this agency to public and social media websites.

3. Employees seeking access to portable recording device data for non-business reasons may make a request for it in the same manner as any member of the public.

Other authorized disclosures of data. Officers may display portions of the portable recording device footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individual identities that are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

1. Portable recording device data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.

2. Portable recording device data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

423.10 DATA SECURITY SAFEGUARDS

Officers shall safeguard their username and password for the portable recording device system.
The sharing of a user's access to the system is prohibited.

Personally owned devices, including but not limited to computers and mobile devices, shall not be programed or used to access or view agency portable recording device data.

Officers shall not intentionally edit, alter, or erase any portable recording device recording unless otherwise expressly authorized by the chief or designee.

As required by Minn. Stat. 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its portable recording system program.

423.11 AGENCY USE OF DATA

At least once a month, supervisors will randomly review portable recording device usage by each officer to whom a device is issued or available for use, to ensure compliance with this policy and to identify any performance areas in which additional training or guidance is required.

Supervisors and other assigned personnel may access portable recording device data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

Nothing in this policy limits or prohibits the use of portable recording devices data as evidence of misconduct or as a basis for discipline.

Officers should contact their supervisors to discuss retaining and using portable recording device footage for training purposes. Field training officers may utilize portable recording device data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

423.12 DATA RETENTION

All portable recording device data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

Data documenting the discharge of firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum of one year.

Certain kinds of portable recording device data must be retained for six years:

1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
2. Data documenting circumstances that have given rise to a formal complaint against an officer.

Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

All other portable recording device footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

Upon written request by a data subject, the agency shall retain a recording pertaining to that subject for an additional period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

The department shall maintain an inventory of the portable recording device recordings having evidentiary value.

The department will post this policy, together with a link to its Records Retention Schedule, on its website.

423.13 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of a supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

423.14 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (See the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

423.15 COMPLIANCE

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of portable recording device data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: Surplus Vehicle – Resolution 2021-52

DATE: October 18th, 2021

OVERVIEW:

The Police Department has one seized vehicle that has gone through the forfeiture process and is now the property of the City of St. Francis. The vehicle is a 1998 Buick Lesabre bearing VIN # 1G4HP52K8WH402767. The Police Department will utilize the online bidding service of Municibid to sell and dispose of the vehicle. St Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2021-52 declaring the listed seized/forfeited vehicle as surplus property to be disposed of under the guidelines of the St Francis city code.

BUDGET IMPLICATION:

Work performed in the preparation and selling of surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the police department forfeiture fund.

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

RESOLUTION 2021-52

A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Property: (Forfeiture Vehicles)	**Estimated Value**
1) 1998 Buick Lesabre VIN # 1G4HP52K8WH402767	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF OCTOBER, 2021.

APPROVED:

ATTEST:

____
Steven D. Feldman, Mayor

____
Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: Squad Replacement

DATE: 10-18-2021

OVERVIEW:

Burnsville Dodge has the state contract for the Dodge Durango, state contract number 184131. I would like to place an order with Burnsville Dodge for one Dodge Durango Pursuit Vehicle to be used as a marked squad. State contract pricing for the 2022 Dodge Durango is $33,250.

One 2018 Dodge Charger in the police department fleet is expected to be traded in and deducted from the purchase price of the new vehicle. Upon trade in, the 2018 Dodge Charger will have approximately 75,000 miles. Trade in values in previous years have ranged from $8,000 to $10,000.

By replacing squad cars in this manner the police department will maintain a fleet of 7 marked squad cars in 2022 which has proven to be a satisfactory number of squad cars. The squad cars get assigned and utilized in a way that keeps mileage down and maintenance costs reasonable. Also, trade in values are increased by keeping mileage less than 100,000 which is normally achieved by keeping the useful life of the marked squads at 4 years.

ACTION TO BE CONSIDERED:

City Council to approve placing the order for one 2022 Dodge Durango Pursuit Vehicle.

BUDGET IMPLICATION:

Squad car purchases are described and budgeted for at $35,000 in the Capital Improvement Plan in Plan-It Software for 2022. After added options including deactivation of rear doors/windows, skid plate, fleet alike key, and spot light the total amount for the vehicle is $34,199. When the new vehicle is delivered, the 2018 Dodge Charger will be traded in and the trade in value will be deducted from the price of the new vehicle.

Attachments:

- 2022 Dodge Durango Pursuit Quote

Purchaser

12101 Hwy 35W South

Todd Prissel

State Contract # 184131 tprissel@dodgeofburnsville.com Allow 12-18 weeks for delivery from order date

952-767-2702

Order Cutoff 12-20-22

2022 Durango Pursuit AWD V8 WDEE75 22Z Package

Note: Please select options **Options**

		Base Vehicle Contract Price	$ 33,250.00
Extra OEM Key From Dealer	EDK	$215	
Functional Packages:		**Copy and Paste Price to add options**	
Technology Group	ADG	$ 2,156.00	
Skid Plate Group	ADL	$ 266.00	$ 266.00
Trailer Tow Group IV	AHX	$ 760.00	
18X8.0 Painted Aluminum Wheels	WP1	$ 313.00	
Additional Features			
Floor Carpet	CKD	$ 113.00	
Full Length Floor Console	CUF	$ 266.00	
Police Floor Console	CUG	$ 755.00	
Deactivate Rear Doors/Windows	CW6	$ 68.00	$ 68.00
Door/Window Activation Kit	CW7	$ 90.00	
Entire Fleet Alike Key (FREQ 2)	GXA	$ 125.00	
Entire Fleet Alike Key (FREQ 3)	GXE	$ 125.00	
Entire Fleet Alike Key (FREQ 1)	GXF	$ 125.00	$ 125.00
Entire Fleet Alike Key (FREQ 4)	GXG	$ 125.00	
Power Liftgate	JRC	$ 356.00	
Black Right LED Spot Lamp	LNA	$ 463.00	
Black Left LED Spot Lamp	LNF	$ 490.00	$ 490.00
Security Alarm	LSA	$ 136.00	
Delete Liftgate Badge	MT8	$ -	
Uconnect 5 Nav w 10.1" Display (USA)	UBN	$ 896.00	
4 Additional Key Fobs	XCS	$ 90.00	
Passenger Side Ballistic Door Panel	XDG	$ 2,093.00	

Driver Side Ballistic Door Panel	XDV	$ 2,183.00	
Front & Rear Wire Harness	XPW	$ 1,287.00	
Seat Options			
Cloth Bucket Seats W/Rear Vinyl/Black	A7X9	$ 108.00	
Cloth Bucket Seats w/ Shift Insert/Black	C5X9	$ -	
Color Options			
DB Black Clear Coat	PXJ	$ -	
Destroyer Grey Clear Coat	PDN	$ 356.00	
F8 Green Clear Coat	PFQ	$ -	
Redline 2 Pearl Coat	PRM	$ -	

Purchaser

12101 Hwy 35W South

Octane Red Pearl Coat	PRV	$ 356.00	
White Knuckle Clear Coat	PW7	$ -	
Delaer Installed Options			
Engine Block Heater	DBH	$ 275.00	
3 Lock Remote Start	DRS	$ 600.00	
Total Delivered Price with options Per Contract			$ 34,199.00

Todd Prissel
tprissel@dodgeofburnsville.co
m 952-767-2702

Dodge Of Burnsville
12101 Hwy 35W South
Burnsville
MN
55337
Todd
Prissel
tprissel2dodgeofburnsville.co
952-767-2702

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Jenni Wida, City Clerk

SUBJECT: Application to Conduct Excluded Bingo – St. Francis Lions Club

DATE: 10-18-2021

OVERVIEW:

The St. Francis Lions Club submitted an Application to Conduct Excluded Bingo at The American Legion in St. Francis on November 20, 2021.

ACTION TO BE CONSIDERED:

Approve Application

Attachments:

- Application to Conduct Excluded Bingo

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo   No Fee

ORGANIZATION INFORMATION

Organization Name: St. Francis Lions Club   Previous Gambling Permit Number: X B-02688-20-019

Minnesota Tax ID Number, if any: ____   Federal Employer ID Number (FEIN), if any: ____

Mailing Address: PO BOX 173

City: St. Francis   State: MN   Zip: 55070   County: Anoka

Name of Chief Executive Officer (CEO): Daniel Geving

CEO Daytime Phone: 438 4197   CEO Email: daniel.geving@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: ____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: Nov 20, 2021
-OR-
☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: ____
☐ civic celebration Dates: ____
☐ Minnesota State Fair Dates: ____

Person in charge of bingo event: Rex Larson   Daytime Phone: 612 708 1732

Name of premises where bingo will be conducted: St. Francis Am. Legion

Premises street address: 3073 Bridge St. NW

City: St. Francis   If township, township name: ____   County: Anoka

LG240B Application to Conduct Excluded Bingo

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises
located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: ______________________

Signature of City Personnel:

____

Title: ______________ Date: ____________

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises
located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: ______________________

Signature of County Personnel:

____

Title: ______________ Date: ____________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________ Date: ____________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: ______________________ Date: ____________
(Signature must be CEO's signature; designee may not sign)

Print Name: ______________________

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***LIST OF LICENSEES*** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Business Record Details »

Minnesota Business Name
St. Francis Lions Club

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
I-898

Home Jurisdiction
Minnesota

Filing Date
12/29/1970

Status
Active / In Good Standing

Renewal Due Date
12/31/2022

Registered Office Address
3726 Bridge Street NW
PO 173
St Francis, MN 55070-0173
USA

Number of Shares
NONE

President
Dan Geving
PO BOX 173
ST. FRANCIS, MN 55070
USA

Renewal History

Renewal History

Filing Date	Filing
11/17/1998	Annual Renewal - Nonprofit Corporation (Domestic)
04/20/2000	Annual Renewal - Nonprofit Corporation (Domestic)
04/20/2000	Annual Renewal - Nonprofit Corporation (Domestic)

Filing Date	Filing
01/31/2002	Annual Renewal - Nonprofit Corporation (Domestic)
06/04/2003	Annual Renewal - Nonprofit Corporation (Domestic)
01/01/2004	Nonprofit Corporation (Domestic) Annual Renewal Deferred
07/08/2004	Annual Renewal - Nonprofit Corporation (Domestic)
05/26/2005	Annual Renewal - Nonprofit Corporation (Domestic)
09/24/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)
10/29/2008	Annual Renewal - Nonprofit Corporation (Domestic)
03/27/2010	Annual Renewal - Nonprofit Corporation (Domestic)
11/01/2010	Annual Renewal - Nonprofit Corporation (Domestic)
2/11/2012	Annual Renewal - Nonprofit Corporation (Domestic)
11/8/2012	Annual Renewal - Nonprofit Corporation (Domestic)
11/8/2013	Annual Renewal - Nonprofit Corporation (Domestic)
10/29/2014	Annual Renewal - Nonprofit Corporation (Domestic)
10/14/2015	Annual Renewal - Nonprofit Corporation (Domestic)
11/7/2016	Annual Renewal - Nonprofit Corporation (Domestic)
12/13/2017	Annual Renewal - Nonprofit Corporation (Domestic)
12/6/2018	Annual Renewal - Nonprofit Corporation (Domestic)
12/7/2019	Annual Renewal - Nonprofit Corporation (Domestic)
12/16/2020	Annual Renewal - Nonprofit Corporation (Domestic)
10/5/2021	Annual Renewal - Nonprofit Corporation (Domestic) ✓

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann

FROM: Jenni Wida, City Clerk

SUBJECT: Joint Powers Agreement with Anoka County to Allocate Costs for Election Expenses

DATE: 10-18-2021

OVERVIEW:

This Joint Powers Agreement will be in effect for a four-year term, beginning January 1, 2022 until December 31,2025. This updated agreement makes the following changes to our current JPA:

1. Updating the dates of the agreement
2. Removing "Category D" (Hospital District) offices from the agreement (North Suburban Hospital District dissolved in 2019)
3. Updating language for calculating population percentages (previously listed as the population percentage as of the 2010 census)
4. Allocating a portion of absentee ballot postage costs to cities/schools (previously all costs were absorbed by Anoka County)

ACTION TO BE CONSIDERED:

Approve Joint Powers Agreement

BUDGET IMPLICATION:

Attachments:

- Joint Powers Agreement

Anoka County Contract No. ____________
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS
IN ANOKA COUNTY
TO ALLOCATE COSTS FOR ELECTION EXPENSES

This is a joint Powers Agreement ("JPA") between the County of Anoka ("County") and THE MUNICIPALITIES, TOWNSHIPS AND SCHOOL DISTRICTS IN ANOKA COUNTY ("Governmental Entities") entered into pursuant to Minn. Stat. § 471.59, for the purchase, maintenance and use of election equipment, including conducting elections, by the County on behalf of the County and the Governmental Entities.

Section 1
Term

1. This JPA shall be in effect for a four-year term, beginning January 1, 2022 until December 31, 2025, subject to automatic renewal on January 1 of each subsequent calendar year beginning January 1, 2026.

Section 2
Contract Termination

2. During the initial four-year term, this JPA may only be terminated by written agreement of the County with the affected Governmental Entity. Beginning January 1, 2026, a Governmental Entity's participation in this agreement may be terminated by that Governmental Entity providing written notice to the remaining parties no later than June 1 of any year, effective on January 1 of the following year.

   Upon termination of the agreement, all right, title, and interest in any election equipment purchased by the County under the terms of this agreement for use by the Governmental Entity shall remain with the County. Any Governmental Entity withdrawing from this agreement assumes all costs, responsibilities and liabilities related to the purchase, maintenance and use of voting equipment in the conduct of elections in that jurisdiction. Any amounts of the Governmental Entity's share of the cost of procurement of the Voting Equipment System and their proportional share of any other costs incurred by the County on their behalf that remain unpaid as of the date of termination shall become immediately due and payable by the Governmental Entity to the County.

Section 3
Voting Equipment System Definition

3. For purposes of this agreement, the Anoka County Voting Equipment System means a system in which the voter records votes by means of marking a ballot, so that votes may be counted by automatic tabulating equipment in the polling place where the ballot is cast or at a counting center. An electronic voting system includes automatic tabulating equipment; non-electronic ballot markers; electronic ballot markers, including electronic ballot display, audio ballot reader, and devices by which the voter will register the voter's voting intent; software used to program automatic tabulators and layout ballots; computer programs used to accumulate precinct results; ballots; system documentation; and system testing as well as software used to manage the

assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County.

Section 4
Applicability

4. This agreement, and the use of the Voting Equipment System defined herein, between the County and the Governmental Entities is applicable for any election at which offices or questions for the following categories are voted on:

Category A:	Federal Offices State Offices or Constitutional Amendments Judicial Offices County Offices or Ballot Questions Soil and Water District Offices or Ballot Questions
Category B:	Municipal (Township) Offices or Ballot Questions
Category C:	School District Offices or Ballot Questions

Section 5
County Responsibilities

5. Except as otherwise provided in this contract or required by statute or state or federal rule, the County shall be responsible for preparing the specifications for the purchase and maintenance of the Voting Equipment System as defined herein and for the purchase and maintenance of the system, including making all payments and expenditures for capital and on-going operating costs related to the voting equipment system. In addition, for all Category A, B, and C Elections, Anoka County shall:

5.1. Perform voting equipment system programming including ballots, ballot counters, ballot markers, and other components of the voting equipment system used to mark, count, record or report election returns and statistics.

5.2. Perform programming and testing of the State Election Reporting System interface, subject to policies of the State.

5.3. Program and develop a voting equipment testing plan for each election according to statutory requirements.

5.4. Provide ballot design and layout services and arrange for the printing of ballots to be used in the elections.

Section 6
Governmental Entities' Responsibilities

6. Except as otherwise provided in this contract, each individual Governmental Entity shall be responsible for and shall perform all duties and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of

precinct voting equipment for each election and shall utilize county-provided software, as determined necessary by the County, to track the testing, assignment, deployment, chain of custody, and associated logistical operations of said equipment in Anoka County, as follows:

6.1. When Category A and/or B offices or questions appear on the ballot:

6.1.1. The municipality shall be responsible for and assume all costs associated with the production of test decks, and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include a Category A and/or B office or question.

6.1.2. The municipality shall assume all costs required to arrange for the use of polling places in the manner required by the Minnesota election law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.

6.1.3. The municipality shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.

6.1.4. The municipality shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in that municipality including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.

6.1.5. The municipality shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including training, testing, election day assignments, and any other work assignments associated with the election.

6.2. When only Category C offices or questions appear on the ballot:

6.2.1. The School District shall be responsible and shall assume all costs associated with the production of test decks and conduct of pre-election and post-election tests and audits of precinct voting equipment for all elections which include only Category C offices or questions.

6.2.2. The school district shall assume all costs required to arrange for the use of polling places in the manner required by law, for ensuring the physical set up of rooms and furnishings are conducive to the voting process, and for ensuring that all necessary equipment and supplies are delivered to the polling place for use on Election Day.

6.2.3. The school district shall assume all costs related to picking up ballots, supplies and equipment from the Anoka County Elections and Voter Registration Office in Anoka and other storage locations that may be arranged from time to time, and transporting them to and from the polling place.

6.2.4. The school district shall assume all costs related to issuing, receiving and processing absentee ballots cast by in-person absentee voters in the school district including procurement and preparation of physical spaces, equipment, and staff needed to administer the process, and costs for delivery of voted ballots to the Anoka County Central Count Absentee Precinct.

6.2.5. The school district shall assume all costs related to recruiting, hiring, and paying Election Judges for all hours served including training, testing, election day assignments, and any other work assignments associated with the election.

Section 7
Allocation of Election Expenses

7. Except as already specifically provided for herein, the Voting Equipment System procurement, maintenance and support cost shall be divided between the county, its municipalities, and school districts as follows:

7.1. The County shall incur 55% of the actual cost of procurement, operation, and maintenance of the system over the duration of this contract.

7.2. Municipalities located wholly or in part in Anoka County shall, collectively, incur 30% of the actual cost of procurement, operation, and maintenance of the system over the duration of this contract.

7.3. School Districts located wholly or in part in Anoka County shall incur 15% of the actual cost of procurement, operation, and maintenance of the system over the duration of this contract.

7.4. Anoka County shall make all payments and expenditures for capital and on-going operating and maintenance costs related to the system throughout the duration of this contract.

7.5. The annual fee for each jurisdiction shall be established as follows:

7.5.1. Each individual municipality shall pay a fee equal to that percentage of the total Anoka County population residing in that municipality at the time of the most recent census multiplied by the municipal share (30%) of the actual cost of procurement, plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract

7.5.2. Each individual school district shall pay a fee equal to that percentage of the total Anoka County population residing in that school district at the time of the most recent census multiplied by the school district share (15%) of the actual cost of procurement, plus the actual cost of operation and maintenance of the system, as solely determined by the County, calculated annually throughout the duration of the contract.

7.5.3. Each Governmental Entity shall be invoiced annually by June 1 for each calendar year of the agreement for the above referenced fees. Said fees shall be due and payable within thirty (30) calendar days of invoicing.

7.5.4. The Governmental Entities hereby agree that they will not reallocate any of the costs incurred herein.

7.6. For each governmental entity, the County shall determine that proportion of the ballot devoted to offices and questions for that entity as a percentage of the total number of column inches on the ballot, and provide an invoice to the governmental entity for that share of the cost of ballot printing, paper and normal delivery charges.

7.7. For each governmental entity, the County shall determine that proportion of the ballot devoted to offices and questions for that entity as a percentage of the total number of column inches on the ballot, and provide an invoice to the governmental entity for that share of the cost of postage for domestic mailed absentee ballots and absentee ballots cast under the Uniformed Overseas Citizens Absentee Voting Act (UOCAVA).

Section 8
Documentation of Election Expenses

8. Documentation of actual expenditures as required by the County is required for the allocation of election expenses pursuant to this agreement. Invoices or billing statements are acceptable documentation for goods or services purchased for vendors.

Section 9
Ownership

9. The Governmental Entities acknowledge that the County owns the Voting Equipment System and that the Governmental Entities are authorized to use said Voting Equipment System for official election related purposes. Use of the Voting Equipment System by the Governmental Entities for any other purpose is strictly prohibited absent express written consent of the County. The Governmental Entities hereby acknowledge and agree that the Voting Equipment System may contain proprietary and trade secret information that is owned by a third party and is protected under federal copyright law or other laws, rules, regulations, and decisions. The Governmental Entities shall protect and maintain the proprietary and trade secret status of the Voting Equipment System in their possession.

Section 10
Handling Of Equipment and Insurance

10. Each municipality shall be responsible for storage of elections equipment assigned by the county to that municipality. Municipalities shall make all necessary elections equipment in its possession available to other entities as directed by the county.

Each Governmental Entity acknowledges that it shall be responsible for the Voting Equipment System while it is in the Governmental Entity's custody. Each Governmental Entity, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Voting Equipment System while it is in the

Governmental Entity's custody and this contract is in effect unless such costs, fees, damages, and expenses are then currently covered under a manufacturer warranty covering said equipment. The Governmental Entities shall be responsible for, provide coverage for and shall provide proof of general liability and worker's compensating insurance (Hold Harmless Agreement) for all individuals providing services required by this contract. In addition to the foregoing, the Governmental Entities shall, during the term of this contract, maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on all of the voting systems used or intended for use in this agreement to cover all repairs or replacement of the voting equipment if damaged or stolen. The Governmental Entities are responsible for any deductible under their policy.

Section 11
Independent Contractor

11. It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

Section 12
Data Practices

12. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

Section 13
No Waiver

13. No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

Section 14
Governing Law

14. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Section 15
Entire Agreement

15. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

Section 16
No Assignment

16. Neither party shall assign, sublet, or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

Section 17
No Warranty

17. The Governmental Entities agree that the County is furnishing the Voting Equipment System on an "as is" basis, without representation or any express or implied warranties, other than those provided by any maintenance agreement entered into by the County for the maintenance of the Voting Equipment System, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the Voting Equipment System.

    The Governmental Entity's exclusive remedy and the County's sole liability for any substantial defect which impairs the use of the Voting Equipment System for the purposes stated herein shall be the right to terminate this agreement.

    The County does not warrant that the Election Voting Equipment System will be error free.

    The County disclaims any other warranties, express or implied, respecting this agreement or the Voting Equipment System.

    In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages (even if the County has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County. Except as otherwise specifically provided for in this agreement, County and the Governmental Entities agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent authorized by law defend, indemnify and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors or omissions of any other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement. Nothing in this Agreement constitutes a waiver by the Governmental Entities or County of any statutory or common law defenses, immunities, or limits on liability.

Section 18
Notice

18. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity: To the person and address designated by each Governmental Entity in writing.

To the County: Anoka County Administrator
2100 3rd Avenue, Suite 700
Anoka MN 55303

Copy to: Anoka County Elections Manager
2100 3rd Avenue, Suite 160
Anoka MN 55303

Section 19
Audit Provision

19. Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

Section 20
Survival of Provisions

20. It is expressly understood and agreed that the obligations and warranties of the Governmental Entity and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

Section 21
Authority

21. The person or persons executing this Joint Powers Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Joint Powers Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Joint Powers Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

(Rest of page left intentionally blank)

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

By:. ________________________________
Scott Schulte, Chair,
Anoka County Board of Commissioners

Dated: ___________________________

By:________________________________
Rhonda Sivarajah,
Anoka County Administrator

Dated: ___________________________

APPROVED AS TO FORM:

By:. ________________________________
Jason Stover
Assistant Anoka County Attorney

Dated: ___________________________

CITY OF ***

By: ________________________________

****, Its Mayor

Dated: ___________________________

By: ________________________________

***, Its City Clerk

Dated: ___________________________

***** SCHOOL DISTRICT *****

By:

____

****, Its Superintendent

Dated: ______________________________

By:

____

***, Its ***

Dated: ______________________________

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann

FROM: Jenni Wida, City Clerk

SUBJECT: Random Drug & Alcohol Consortium Service Agreement – Northland Occupational Health & DOT Compliance

DATE: 10-18-2021

OVERVIEW:

Northland Occupational will provide federally mandated random drug and alcohol testing following all federal DOT regulations.

ACTION TO BE CONSIDERED:

Approve Northland Occupational Health & DOT Compliance Service Agreement

BUDGET IMPLICATION:

Attachments:

- Northland Occupational Health & DOT Compliance Random Drug & Alcohol Consortium Service Agreement

Northland Occupational Health & DOT Compliance
7533 Sunwood Drive NW, Suite 212
Ramsey, MN 55303
Phone: 763-600-6664 | Fax 866-726-3973

Random Drug & Alcohol Consortium Service Agreement

This Agreement is made on **January 1, 2022** by and between Northland Occupational Health & DOT Compliance ("Northland") located at 7533 Sunwood Dr. NW Suite 212, Ramsey, MN 55303, a FMCSA Certified Medical Examination site (Registry #: 9397605920) and; ______________________________.

with a business address of ______________________________ hereby referred to as "Member."

Services

Northland will provide federally mandated random drug and alcohol testing following all federal DOT regulations.

Laboratory Analysis

Samples will be couriered daily and tested by a SAMHSA approved and regulated laboratory. Negative test results will be available within 24 hours and positive results will be returned following Medical Review Officer (MRO) review per DOT protocol. The laboratory will store all positive samples for one year.

Positive Result

All positive results will be reviewed by the MRO and all follow-up contact will be made with the Employee. The purpose of this follow-up is to determine the presence of legal medications. Confirmation will be made with the prescribing physician prior to clearing a positive result.

Result Reporting

Negative results will be communicated to the Member by secure fax, email or USPS within 24 hours. Positive results will require review by the MRO which may take up to five days. Positive results will be communicated by telephone to the Member representative as soon as confirmed with written confirmation by fax, email or USPS.

Collection Protocol

All collections, other than the exceptions listed below for observed collections, will afford the Employee full privacy and dignity. Collections may take place at Northland or the Member's business. Standard urine collections meet all DOT requirements and follows DOT regulations.

Observed collections are permitted under the following conditions:

1. Written protocol with the Member that includes written disclosure to the employee that is acknowledged by the Employee's signature.

2. The DER will be contacted for concurrence prior to the collection.

3. The Employee will not be permitted to leave the collection site until the collection is complete. If the Employee chooses to leave before the collection is complete, it is considered a Refusal to Test and is reportable to the Department of Transportation.]

4. An observer of the same sex will be used at all times.

Cause for observed collections are: adulterated sample, out of range temperature, Member request due to suspected adulterations of previous samples or the Member suspects an attempt will be made to adulterate the current sample.

All Northland collectors are DOT Certified Breath Alcohol Technicians and ensure conformance to all regulatory statutes and ethical standards.

Member Responsibilities

1. Provide a current list of safety sensitive employees on or before the first Monday of each January, April, July and October;
2. Provide a secure and confidential means for Member to receive test results from Northland;
3. Provide the required training pursuant to DOT regulations;
4. Serve as the primary custodian of testing and personnel records per DOT regulations;
5. Maintain a copy of each test result for existing employees for review and/or in the event of an audit;
6. Require testing of new safety sensitive employees and clear result prior to starting any safety sensitive work;
7. Provide a primary and alternate DER with 24-hour access to these individuals;
8. Provide all test results not generated by Northland to Northland.

It is the Member's responsibility to provide Northland with employee additions or terminations from the group to comply with all applicable DOT regulations related to drug testing and to provide ongoing employee education to the drug testing program. The Member is to apply the drug testing policy in a non-discriminatory manner and participate in ongoing supervisory training to assure compliance with applicable laws and standards.

It is the Member's responsibility to comply with regulations set forth in 49 CFR Part 40. Northland reserves the right to place Member into a non-conforming random selection pool for a probationary period of up to 180 days due to the Member's failure to comply with 49 CFR Part 40 regulations. Should the Member continue to fail to comply, Northland may remove the Member from random selection pools. Removal from random selection pools for any reason may result in immediate notification to the DOT.

Payment Terms

Member agrees to submit payment in full within thirty (30) days of receipt of the billing statement. Unpaid balances over thirty-one (31) days overdue will incur a late payment fee of $10 along with an APR of 18% on the outstanding balance. If you are charged an annual fee, this must be paid to stay in compliance with the 49 CFR Part 40. Member agrees to pay a NSF fee of $36 for any dishonored, rejected or returned checks.

Agreement Terms
This agreement will be effective for a full calendar year (January 1 – December 31) and will automatically renew at the beginning of each calendar year. Either party can terminate this agreement in writing with a sixty (60) day notice.

Attorney Fees
Northland shall be entitled to reasonable attorney fees, costs and disbursements in any litigation and appeal brought to enforce, modify, interpret or void the provisions of this agreement.

Substance Abuse Provider Referrals
Northland will provide access to a network of Substance Abuse Providers (SAP) in the Member's area. Member is responsible for making the final determination of whether to refer an employee to a SAP or terminate the employee for a positive test result. If Member refers an employee to a SAP, Member will ensure that the employee will immediately cease any safety sensitive duties, tasks and/or responsibilities prior to SAP approval.

Confidentiality
Northland acknowledges that its employees may, in the course of performing services identified in this agreement, be exposed to or acquire information that is proprietary or confidential to the Member, its affiliates, subsidiaries, investors or to a third party to whom the Member has contractual or other obligations of confidentiality. Any and all non-public information of any form obtained by Northland employees shall be deemed confidential and proprietary information. Northland agrees to hold all data and information in strict confidence.

Member Contact Information

Business Name: ____________________

USDOT #: ____________________

Driver Name(if o/o): ____________________

DL#(if o/o): ____________________

Address: ____________________

Phone: ____________________

Secure Fax: ____________________

Email: ____________________

Primary DER Name: ____________________

DER Phone: ____________________

DER Fax: ____________________

DER Email: ____________________

Alternate DER Name: ____________________

The undersigned understands and agrees to the terms in services as outlined in this service agreement:

Member Signature

Date

Northland Occupational Health & DOT Compliance
7533 Sunwood Drive, Suite 212
Ramsey, MN 55303

Date

Northland
OCCUPATIONAL HEALTH
& DOT COMPLIANCE

Northland Occupational Health & DOT Compliance
7533 Sunwood Drive NW, Suite 212
Ramsey, MN 55303
Phone: 763-600-6664 | Fax 866-726-3973

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: Recycling Contract – Anoka County

DATE: 10-18-2021

OVERVIEW:

Annual contract with Anoka County to receive SCORE (Select Committee on Recycling and the Environment) funds to be used for recycling activities. Anoka County sets a tonnage goal for St. Francis that coincides with the state recycling goal. The State of MN has an overall goal to recycle 75% of all total solid waste generated by 2030. The 2022 residential recycling goal is 834 tons (which is the same as 2021).

ACTION TO BE CONSIDERED:

Renew the recycling contract with Anoka County

BUDGET IMPLICATION:

The City receives SCORE funds from Anoka County to implement the City recycling program to ensure recycling goals are met.

Attachments:

- 2022 Agreement for Residential Recycling Program Contract

Anoka County
HUMAN SERVICES DIVISION
Community Social Services and Behavioral Health

October 4, 2021

City of St. Francis
Attn: Steve Feldman
23340 Cree Street NW
St. Francis, MN 55070

Dear Mr. Feldman:

Enclosed is your 2021 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us **or** Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required
No insurance information is needed for this contract.

CONTRACTOR INFORMATION SHEET - Required
Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine

Angie Rodine
Administrative Secretary, Planning and Operations Support Services

Anoka County Contract # C0008799

2022 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2022, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2022 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG) funds") during 2022 and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is $1,618,207.50.

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

   The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program;** 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application.**

2. **TERM.** The term of this Agreement is from January 1, 2022 through December 31, 2022 unless earlier terminated as provided herein.

3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Waste Abatement Grant Funding Application. Additionally:

   a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.

   b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.

   c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.

4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed $45,069.00.

   The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

   The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2022 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 834 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.

   a. The Municipal recycling program shall include the following components:

      i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.

ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.

iii. The Municipality shall implement a public information program that contains at least the following components:

(1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;

(2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and

(3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.

iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.

v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.

vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.

b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.

ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.

iv. Organize and manage a Full-Service Recycling Drop-off Center.

v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.

vi. Develop additional opportunities for source-separated compostable materials collection.

vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.

c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.

d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessible. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.

f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2022 and the second Friday in January 2023.

   a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.

   b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.

   c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.

   d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

   e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2022 and the second Friday in January 2023. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.

8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On

Recycling and the Environment) funds." The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.

c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.

e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.

f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.

g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF ST. FRANCIS

By: ______________________________

Name: ____________________________

Title: ____________________________

Date: ____________________________

By: ______________________________
Municipality's Clerk

Date: ____________________________

Approved as to form and legality:

By: ______________________________

Date: ____________________________

COUNTY OF ANOKA

By: ______________________________
Cindy Cesare, Division Manager
Anoka County Human Services Division

Date: ____________________________

By: ______________________________
Rhonda Sivarajah
County Administrator

Date: ____________________________

Approved as to form and legality:

By: ______________________________
Kathryn M. Timm
Assistant County Attorney

Date: ____________________________

kmt\contracts\integrated waste contracts\SCORE grants\C0008799 St Francis 2022 SCORE

ANOKA COUNTY MUNICIPAL WASTE ABATEMENT GRANT FUNDING APPLICATION

ANNUAL | 2021

City of St. Francis

Once you have saved this form, you can export and print it. Click on the "Export" button found on the top right corner of the form and select your preferred export option. Click here for more details on Exporting your Survey responses. See below for General Instructions and User Tips.

Applications are due August 1, 2021.

City of St. Francis is requesting the following funding for their 2022: Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for the purpose of applying for Select Committee on Recycling and the Environment (SCORE) funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2022, 2019 Met Council has been used to determine the number of households for this application.

There are three sections in this SCORE funding application:
- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:
- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. If a completed funding application isn't submitted by August 1, 2021, the municipality will not be eligible for SCORE funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

To print a full list of the eligible expenses: Select the "click here for more details on Exporting your Survey responses" option.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion:The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation. See staffing & labor section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs:The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to download the full Eligible Expenses document.

2022 Total Funding Allocation

MANAGE ONLY

Your Community has access to the following funds for 2022: $ 40,069.00 *(An additional $20,000 in discretionary funds may be available through the Supplemental Funding section.)*

2022 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and

• percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is $10,000.00 base, plus $5.00/household (household counts are based on 2019 Met Council estimates)

Municipality Name: City of St. Francis

MANAGE ONLY

# of households 2,867

Base Funding (minimum)	$ 10,000.00
Base Funding Additional (based on $5/household)	$ 14,335.00
Base Funding Allocation (Max Amount Available)	$ 24,335.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	$ 0.00
Contamination Fees *	$ 0.00
Containers *	$ 0.00
Curbside Collection Expense Subtotal	$ 0.00

View Eligible Expenses

Estimated Revenue *	$ 0.00
Curbside Collection Expenses	$ 0.00

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	$ 5,434.00
Equipment *	$ 0.00
Facility Expenses *	$ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal	$ 5,434.00
Estimated Revenue *	$ 0.00
General Operations of a Drop-off Expenses	$ 5,434.00

Promotion -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	$ 3,600.00

Postage *	$ 2,100.00
Advertising *	$ 0.00
Volunteer Incentives *	$ 0.00
Educational Entertainment *	$ 200.00

View Eligible Expenses

Promotion -- Base Funding Expenses $ 5,900.00

Yard Waste/Tree Waste

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	$ 2,300.00
Equipment *	$ 0.00

View Eligible Expenses

Yard Waste/Tree Waste Expenses Subtotal $ 2,300.00

Estimated Revenue * $ 0.00

Yard Waste/Tree Waste Expenses $ 2,300.00

Problem Materials

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 500.00

View Eligible Expenses

Estimated Revenue * $ 0.00

Problem Material Expenses $ 500.00

Program Administration -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies *	$ 200.00
Training *	$ 0.00
Mileage *	$ 0.00
Membership Dues, Periodicals *	$ 0.00
Professional Services *	$ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses $ 200.00

Total BASE Funding requested $ 14,334.00

2022 ENHANCED Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant maximum for this section is $10,000.00 for municipalities with up to 4,999 households and $15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events:
Appliances, Electronics, Automotive Products, Fluorescent Bulbs, Bicycles**, Household Batteries, Carpet Pad, Mattresses*, Clothing**, Scrap Metal, and Confidential Papers

Additional Items:
Block n Shape Polystrene, Film Plastics, Furniture*, Small Household Goods*, Source Separated Organics, and Yard Waste

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash
** Items that should be evaluated for reuse prior to recycling

MANAGE ONLY

Drop-off Grant Maximum Amount Available $ 10,000.00

Permanent Drop-off Center Improvements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

New Equipment & Supplies * $ 0.00

New Construction * $ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Improvements Expenses $ 0.00

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 6,500.00

New Equipment & Supplies * $ 501.00

User Coupon Incentives * $ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal $ 7,001.00

Estimated Revenue * $ 0.00

Monthly or Quarterly Drop-off Event Expenses $ 7,001.00

Total Drop-off Grant Requested $ 7,001.00

General Enhancement Grant

The grant maximum for this section is $1.00/household.

General Enhancement Grant Maximum Amount Available $ 2,867.00

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 400.00

Recycling Containers * $ 0.00

Recycling Bags * $ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses $ 400.00

Special Municipal Event Recycling - Please list any organics expenses in organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 1,800.00

Supplies & Containers * $ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Event Recycling Expenses $ 1,800.00

Special Curbside Recycling Pickups

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 0.00

Subsidy to Resident * $ 0.00

View Eligible Expenses

Special Curbside Recycling Expenses $ 0.00

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers * $ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses $ 0.00

Promotion -- Enhanced Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing * $ 600.00

Postage * $ 500.00

Advertising * $ 0.00

Volunteer Incentives * $ 0.00

Educational Entertainment * $ 0.00

View Eligible Expenses

Promotion -- Enhanced Funding Expenses $ 1,100.00

Total General Enhancement Grant Requested $ 3,300.00

Organics Program Grant

The grant maximum for this section is $0.50/household if additional curbside or drop-off grant programs are not offered to residents or $1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

(•) Yes

( ) No

Maximum Amount Available $ 2,867.00

Organics/Food Waste Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * $ 2,000.00

Organics Equipment * $ 600.00

Organics Only - Promotion * $ 267.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics/Food Waste Program Expenses $ 2,867.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to $20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? *

(•) Yes ( ) No

In the box below, please include the following information:
• Identify need for supplemental funding;
• Describe project scope and design;
• Describe how the project may benefit multiple municipalities or the County as a whole;
• Note key stakeholders participating in project activities, including project collaborators;
• Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

We are wanting to make it easier for collection of organics and recycling. At our Community Park, we have our Organics Drop Off site. Right now we only offer a single 65 gallon cart for organics collection. Staff has to empty it twice a week due to the heavy weight. If we were to put in a concrete pad and fence it off, then we can replace the 65 gallon cart with a 2yd organics bin. The concrete pad will also be large enough to add a 2yd recycle bin next to the organics. This should create a user friendly collection site for Organics and household recycling. With the 2yd organics, this can also be utilized by neighboring communities as a drop off site as the bin gets emptied every week. This would be a one time expense for the concrete pad and additional wooden fencing to screen it per city code. By having the 2yd organics bin on site at our Community Park, this will create more opportunities to collect organics at park events.

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

PROJECT ELEMENT *	EXPENSE *
Contractor for 4ft by 20ft concrete pad. 6, 4x4 posts. 3 sections of 8ft wooden fencing and screws.	5,000.00

Total Supplemental Funding Requested $ 5,000.00

Labor & Staffing (All Programs)

Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation.

General Program Administration * $ 9,000.00 *50% of Max Available Funding (Not including Supplemental Funding)*

Program Implementation * $ 4,000.00 *25% of Max Available Funding (Not including Supplemental Funding)*

View Eligible Expenses

Labor & Staffing (All Programs) Expenses $ 13,000.00

Summary of Funding Requested

Base Funding Requested $ 14,334.00

Enhancement Funding Requested

Drop-off Grant Requested $ 7,001.00

General Enhancement Grant Requested $ 3,300.00

Organics Grant Requested $ 2,867.00

Total Enhancement Funding Requested $ 13,168.00

Supplemental Funding Requested $ 5,000.00

Labor & Staffing Funding Requested $ 13,000.00

Total Funding Requested $ 45,502.00

Date: * 08/02/2021

Name: * Thomas Koep

Title: * Recycling Coordinator

Total Funding Granted

MANAGE ONLY

Base Funding Granted 14,334.00

MANAGE ONLY

Drop-off Funding Granted $ 7,001.00

MANAGE ONLY

General Enhancement Funding Granted $ 2,867.00

MANAGE ONLY

Organics Funding Granted	$ 2,867.00

MANAGE ONLY

Supplemental Funding Granted	$ 5,000.00

MANAGE ONLY

Labor & Staffing Funding Granted	13,000.00

Total Funding Granted $ 45,069.00

MANAGE ONLY

Office Use Only

Received By:	Sue Doll
Date:	08/02/2021

Manager Notes for Reporters:

Eligible for increased organics funding of $1433.50, so drop-off funding in base section increased $1434 to utilize all funds available.

Response created on: Jul 1, 2021 at 08:37 AM CDT by Robin.Wodziak@co.anoka.mn.us

Response last updated on: Sep 10, 2021 at 02:41 PM CDT by Robin.Wodziak@co.anoka.mn.us

2022 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of St Francis is eligible for a total of $40,069.00 for their Municipal program abatement efforts in 2022, plus if awarded upon request up to an additional $20,000.00.

The total funding for the 2022 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

x (08-02-2021) The grant application was received on or before August 2, 2021.

________ The grant application was not received on or before August 2, 2021. Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for St Francis is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	$ 24,335.00	$ 14,334.00	$ 14,334.00

Beginning in 2022, expenses for Labor and Staffing will only be allowed up to 75% of total program grant. See the calculation matrix in the application packet: the amount requested by the Municipality of St. Francis for Labor and Staffing was $13,000.00, the amount allowed is $13,000.00.

Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	$ 10,000.00	$ 7,001.00	$ 7,001.00
General Enhance-ment Grant	$ 2,867.00	$ 3,300.00	$ 2,867.00
Organics Grant	$ 2,867.00	$ 2,867.00	$ 2,867.00
Additional Grant	$ 20,000.00	$ 5,000.00	$ 5,000.00
Labor & Staffing			$ 13,000.00
TOTAL			$ 30,735.00

Total Funding Award (Base + Enhancement Funding)	$ **45,069.00**

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: Jill Curran Dated: _ 09/10/2021

Approved by: Alison Peterson Dated: _ 09/14/2021

Contract # C0008799

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: Woodbury Park Gazebo Re-Roof

DATE: 10-18-2021

OVERVIEW:

The Gazebo roof at Woodbury Park is need of replacement. The current roof is 20 plus years old and starting to leak, causing the underside construction to be compromised. I had multiple options quoted for comparison. I received two quotes 1) Cedar Creek Construction and 2) Advantage Construction, both being local. You will see on Cedar Creek's quote there are many options. Option 3 for $ 9,600.00 is the comparing quote to Advantage constructions quote for almost double the money.

ACTION TO BE CONSIDERED:

Approve Option 3 from Cedar Creek Construction for the gazebo re-roof at Woodbury Park in the amount of $ 9,600.00.

BUDGET IMPLICATION:

This was a scheduled Planit software CIP project for 2021

Attachments:

- Cedar Creek Construction
- Advantage Construction

Agenda Item # 4J.

CEDAR CREEK
CONSTRUCTION

Cedar Creek Construction Inc.
roettger1@msn.com
23383 Redwood Ct. Northwest,
St. Francis, Minnesota, 55070

Hi City Of St Francis!
ROOFING (612) 298-9865
Job Address: Saint Francis
3646 Bridge Street Northwest, Saint Francis, Minnesota, 55070

Accept Re Print (https://jobprogress.com/api/public/proposals/1632260023614a4fb779e91/file)

Dc

OPEN

Last Modified: 09/21/2021

FORM / PROPOSAL

CEDAR CREEK
CONSTRUCTION

Cedar Creek Construction Inc.
23383 Redwood Ct. Northwest,
St. Francis, Minnesota, 55070
roettger1@msn.com
(612) 298-9865

For: City Of St Francis
Job Address: 3646 Bridge Street Northwest,
Saint Francis, Minnesota, 55070
jwindingstad@stfrancismn.org
(651) 253-8067

Job Id 2109-2683900-01	Proposal # 0136	Proposal Date 09/21/2021	Proposal Amount	$32,281.00

#	Type	Name	(Price / Unit) x Qty	Line Total
1	LABOR	GAZEBO ROOF	($4,852.00 / ea) x 1.00	$4,852.00
	Trade Type: ROOFING Work Type: Architectural shingles Description: OPTION1: Tear off existing roof, install new drip edge, install synthetic felt on entire roof, install GAF Timberline HDZ Shingles and Timbertex ridge cap, clean up and haul away debris, permit included			
2	LABOR	GAZEBO ROOF	($6,912.00 / ea) x 1.00	$6,912.00
	Trade Type: ROOFING Description: OPTION 2: Tear off existing roof, install new drip edge, install synthetic felt, install Certainteed Presidential TL shingles , Clean up and haul away debris, permit included			
3	LABOR	GAZEBO ROOF	($9,600.00 / ea) x 1.00	$9,600.00
	Description: OPTION 3: Tear off existing roof, synthetic felt, install Medium handsplit cedar shakes (not the same as current roof), install cedar ridge cap, clean up and haul away debris, permit inlcuded			
4	LABOR	GAZEBO ROOF	($10,917.00 / ea) x 1.00	$10,917.00
	Trade Type: ROOFING Description: OPTION 4: Tear off current roof, install synthetic felt, install new drip edge, install #1 Cedar shingles (same as current roof) clean up and haul away debris, permit included.			

Total **$32,281.00**

Customer Rep Signature:

Chuck Roettger

Customer Signature:

04/28/2021

ADVANTAGE CONSTRUCTION INC.
18750 BUCHANAN ST. NE
EAST BETHEL, MN 55011
Phone: (763) 354-8441
Fax: (763) 413-7245

Company Representative
Chris Domstrand
Phone: (612) 423-5641
chrisd.advantageco@gmail.com

Saint Francis
22973 Rum River Boulevard Northwest
Saint Francis, MN 55070 (763) 233-5201

Job: MN21-14162: Saint Francis

Roofing Section

Medium Cedar Shakes - 1/2" - 24"

InterWrap RhinoRoof U20 Synthetic Underlayment - 42"x286' (10 sq)

Cedar Shake Hip & Ridge (17')

Steep Charge 10/12 - 12/12

TOTAL	$19,976.90

Note:
This estimate is for the tear off and rebuild of the cedar shake roofing.

CITY COUNCIL AGENDA REPORT

TO:	Joe Kohlmann, City Administrator
FROM:	Darcy Mulvihill, Finance Director
SUBJECT:	Weber Inc-Pay Application #3 & #4
DATE:	10-14-2021

OVERVIEW:

Attached is pay estimate #3 & #4 to Weber Construction for the Liquor Store Remodeling. Amount to be paid is $237,775.36.   There is a retainage of $21,412.82 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 #3-Weber, Inc-Liquor Store Remodel
- Pay Application #4-Weber, Inc-Liquor Store Remodel

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF PA

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: 00003
PERIOD TO: 8/31/2021
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 $0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) $627,000.00
4. TOTAL COMPLETED & STORED TO DATE .... $344,166.20 ~~$346,846.20~~
   (Column G on G703)
5. RETAINAGE:
   a. 5.000 % of Completed Work ~~$17,342.31~~ $17,208.31
   (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 on G703) .... $17,208.31 ~~$17,342.31~~
6. TOTAL EARNED LESS RETAINAGE .... $326,957.89 ~~$329,503.89~~
   (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
   (Line 6 from prior Certificate) .... $169,068.14 ~~$171,614.14~~
8. CURRENT PAYMENT DUE $157,889.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE $300,042.11
   (Line 3 less Line 6) ~~$297,496.11~~ MDB

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

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: [signature] Date: 09/02/2021

State of: Minnesota
County of: Ramsey
Subscribed and sworn to before me this 2nd day of September, 2021
Notary Public: [signature]
My Commission expires: 01-31-2026

IVAN RICHARD WEISS JR
Notary Public-Minnesota
My Commission Expires Jan 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 $157,889.75

(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: Miles D. Bretz Date: 9-8-2021

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.

CONTINUATION SHEET

AIA DOCUMENT G703

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.: 00003
APPLICATION DATE:
PERIOD TO: 8/31/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	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
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	$5,560.00	$5,100.00	$0.00	$10,660.00	76.143	$3,340.00	$533.00
033000 - M	Cast-In-Place Concrete - Material	$23,000.00	$8,740.00	$9,900.00	$0.00	$18,640.00	81.043	$4,360.00	$932.00
040000 - L	Masonry - Labor	$5,000.00	$1,900.00	$0.00	$0.00	$1,900.00	38.000	$3,100.00	$95.00
040000 - M	Masonry - Material	$10,000.00	$3,800.00	$0.00	$0.00	$3,800.00	38.000	$6,200.00	$190.00
051200 - L	Structural Steel Framing - Labor	$4,779.00	$0.00	$4,779.00	$0.00	$4,779.00	100.000	$0.00	$238.95
051200 - M	Structural Steel Framing - Materia	$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	$0.00	$0.00	$31,723.66	83.046	$6,476.34	$1,586.18
061000 - M	Rough Carpentry - Materials	$72,175.00	$0.00	$72,175.00	$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 - Mater	$700.00	$0.00	$0.00	$0.00	$0.00	0	$700.00	$0.00
072100 - L	Building Insulation - Labor	$1,280.00	$0.00	$1,280.00	$0.00	$1,280.00	100.000	$0.00	$64.00
072100 - M	Building Insulation - Material	$2,070.00	$0.00	$2,070.00	$0.00	$2,070.00	100.000	$0.00	$103.50
072119 - L	Foamed-In-Place Insulation - Lab	$4,773.90	$0.00	$4,773.90	$0.00	$4,773.90	100.000	$0.00	$238.70
072119 - M	Foamed In Place Insulation - Mat	$17,818.10	$0.00	$17,818.10	$0.00	$17,818.10	100.000	$0.00	$890.91
072419 - L	EFIS - Labor	$13,200.00	$0.00	$0.00	$0.00	$0.00	0	$13,200.00	$0.00
072419 - M	EFIS - Material	$4,800.00	$0.00	$0.00	$0.00	$0.00	0	$4,800.00	$0.00
072726 - L	Fluid Applied Air/Water Barrier - L	$8,800.00	$0.00	$0.00	$0.00	$0.00	0	$8,800.00	$0.00
072726 - M	Fluid Applied Air/Water Barrier - M	$3,200.00	$0.00	$0.00	$0.00	$0.00	0	$3,200.00	$0.00
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 - M	$10,000.00	$0.00	$3,103.04	$0.00	$3,103.04	31.030	$6,896.96	$155.15
081113.13	Hollow Metal Doors & Frames - L	$4,285.00	$0.00	$0.00	$0.00	$0.00	0	$4,285.00	$0.00
083819.16	Rigid Double-Acting Traffic Doors	$1,700.00	$0.00	$0.00	$0.00	$0.00	0	$1,700.00	$0.00
085413	Fiberglass Windows	$684.00	$0.00	$100.00	$0.00	$100.00	14.620	$584.00	$5.00
087100	Door Hardware	$1,000.00	$0.00	$0.00	$0.00	$0.00	0	$1,000.00	$0.00
088000	Glazing	$2,900.00	$0.00	$0.00	$0.00	$0.00	0	$2,900.00	$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

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.: 00003
APPLICATION DATE:
PERIOD TO: 8/31/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G÷C)	BALANCE TO FINISH (C - G) 23,750.00	RETAINAGE (IF VARIABLE) RATE
092116 - L	Gypsum Board Assemblies - Labo	$15,600.00	$0.00	$9,360.00	$0.00	$9,360.00	60.000	$6,240.00	$468.00
092116 - M	Gypsum Board Assemblies - Mate	$3,700.00	$0.00	$2,220.00	$0.00	$2,220.00	60.000	$1,480.00	$111.00
093000 - L	Tiling - Labor ← 0% MOB	$23,750.00	$0 ~~$2,680.00~~	$0.00	$0.00	0 ~~$2,680.00~~	0 ~~11.284~~	~~$21,070.00~~	0 ~~$134.00~~
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	$0.00	$0.00	$0.00	0	$4,830.00	$0.00
095113 - M	Ceiling Grid & Tile - Material	$3,860.00	$0.00	$0.00	$0.00	$0.00	0	$3,860.00	$0.00
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	$0.00	$0.00	$0.00	0	$650.00	$0.00
097733 - M	FRP Wall Paneling - Material	$400.00	$0.00	$0.00	$0.00	$0.00	0	$400.00	$0.00
098116	Acoustic Blanket Insulation	$1,000.00	$0.00	$0.00	$0.00	$0.00	0	$1,000.00	$0.00
099100 - L	Painting - Labor	$6,868.00	$0.00	$0.00	$0.00	$0.00	0	$6,868.00	$0.00
099100 - M	Painting - Material	$1,560.00	$0.00	$0.00	$0.00	$0.00	0	$1,560.00	$0.00
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	$0.00	$0.00	$0.00	$0.00	0	$506.00	$0.00
102800	Toilet Accessories	$696.00	$0.00	$0.00	$0.00	$0.00	0	$696.00	$0.00
102815	Diaper Changing Accessories	$597.00	$0.00	$0.00	$0.00	$0.00	0	$597.00	$0.00
104400	Fire Extinguishers, Cabinets	$446.00	$0.00	$0.00	$0.00	$0.00	0	$446.00	$0.00
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	$7,125.00	$3,000.00	$0.00	$10,125.00	81.364	$2,319.06	$506.25
220000 - M	Plumbing - Material	$15,505.94	$11,350.00	$1,425.00	$0.00	$12,775.00	82.388	$2,730.94	$638.75
230000 - L	HVAC - Labor	$9,550.00	$0.00	$4,000.00	$0.00	$4,000.00	41.885	$5,550.00	$200.00
230000 - M	HVAC - Material	$16,550.00	$0.00	$8,650.00	$0.00	$8,650.00	52.266	$7,900.00	$432.50
260000 - L	Electrical - Labor	$23,000.00	$3,490.00	$7,080.00	$0.00	$10,570.00	45.957	$12,430.00	$528.50
260000 - M	Electrical - Material	$27,500.00	$10,010.00	$2,640.00	$0.00	$12,650.00	46.000	$14,850.00	$632.50
270000 - L	Communications - Labor	$2,200.00	$0.00	$0.00	$0.00	$0.00	0	$2,200.00	$0.00
270000 - M	Communications - Material	$1,300.00	$0.00	$0.00	$0.00	$0.00	0	$1,300.00	$0.00
311000	Site Clearing	$13,000.00	$13,000.00	$0.00	$0.00	$13,000.00	100.000	$0.00	$650.00

Agenda Item # 4K.

CONTINUATION SHEET

AIA DOCUMENT G703

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.: 00003
APPLICATION DATE:
PERIOD TO: 8/31/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	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
312000	Earth Moving	$17,098.00	$0.00	$0.00	$0.00	$0.00	0	$17,098.00	$0.00
321216	Asphalt Paving	$11,714.00	$0.00	$0.00	$0.00	$0.00	0	$11,714.00	$0.00
321613 - L	Concrete Curbs & Gutters - Labor	$3,590.40	$0.00	$0.00	$0.00	$0.00	0	$3,590.40	$0.00
321613 - M	Concrete Curbs & Gutters - Mate	$2,393.60	$0.00	$0.00	$0.00	$0.00	0	$2,393.60	$0.00
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	$0.00	$0.00	$0.00	0	$3,875.00	$0.00
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	$4,173.12	$4,024.08	$0.00	$8,197.20	55.000	$6,706.80	$409.86
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	$2,801.68	$2,701.62	$0.00	$5,503.30	55.000	$4,502.70	$275.17
		$627,000.00	$180,646.46	$166,199.74	$0.00	~~$346,846.20~~ $344,166.20 MDB	55.32%	~~$280,153.80~~ $282,833.80 MDB	$17,342.31

Agenda Item # 4K.

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF PA

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: 00004
PERIOD TO: 9/30/2021
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** $28,907.07
3. **CONTRACT SUM TO DATE** (Line 1 ± 2) $655,907.07
4. **TOTAL COMPLETED & STORED TO DATE** $428,256.32
   (Column G on G703)
5. **RETAINAGE:**
   a. 5.000 % of Completed Work $21,412.82
   (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 on G703) $21,412.82
6. **TOTAL EARNED LESS RETAINAGE** $406,843.50
   (Line 4 less Line 5 Total)
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT**
   (Line 6 from prior Certificate) $326,957.89
8. **CURRENT PAYMENT DUE** $79,885.61
9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
   (Line 3 less Line 6) $249,063.57

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$28,907.07	$0.00
TOTALS	$28,907.07	$0.00
NET CHANGES by Change Order		$28,907.07

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: [signature] Date: 10/01/2021

State of: Minnesota
County of: Ramsey
Subscribed and sworn to before me this 1st day of October, 2021
Notary Public: [signature]
My Commission expires: 01-31-2026

IVAN RICHARD WEISS JR
Notary Public-Minnesota
My Commission Expires Jan 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 .... $79,885.61 .... $79,885.61

(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: Miles D. Brutz, ALA Date: 10-5-2021

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.

Agenda Item # 4K.

CONTINUATION SHEET

AIA DOCUMENT G703

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.: 00004
APPLICATION DATE:
PERIOD TO: 9/30/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	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
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	$10,660.00	$2,640.00	$0.00	$13,300.00	95.000	$700.00	$665.00
033000 - M	Cast-In-Place Concrete - Material	$23,000.00	$18,640.00	$3,210.00	$0.00	$21,850.00	95.000	$1,150.00	$1,092.50
040000 - L	Masonry - Labor	$5,000.00	$1,900.00	$2,350.00	$0.00	$4,250.00	85.000	$750.00	$0.00
040000 - M	Masonry - Material	$10,000.00	$3,800.00	$3,600.00	$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 - Materia	$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	$0.00	$0.00	$31,723.66	83.046	$6,476.34	$1,586.18
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 - Mater	$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 - Lab	$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 - Mat	$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	$0.00	$0.00	$0.00	0	$13,200.00	$0.00
072419 - M	EFIS - Material	$4,800.00	$0.00	$0.00	$0.00	$0.00	0	$4,800.00	$0.00
072726 - L	Fluid Applied Air/Water Barrier - L	$8,800.00	$0.00	$0.00	$0.00	$0.00	0	$8,800.00	$0.00
072726 - M	Fluid Applied Air/Water Barrier - M	$3,200.00	$0.00	$0.00	$0.00	$0.00	0	$3,200.00	$0.00
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 - M	$10,000.00	$3,103.04	$2,390.85	$0.00	$5,493.89	54.939	$4,506.11	$274.70
081113.13	Hollow Metal Doors & Frames - L	$4,285.00	$0.00	$0.00	$0.00	$0.00	0	$4,285.00	$0.00
083819.16	Rigid Double-Acting Traffic Doors	$1,700.00	$0.00	$0.00	$0.00	$0.00	0	$1,700.00	$0.00
085413	Fiberglass Windows	$684.00	$100.00	$0.00	$0.00	$100.00	14.620	$584.00	$5.00
087100	Door Hardware	$1,000.00	$0.00	$0.00	$0.00	$0.00	0	$1,000.00	$0.00
088000	Glazing	$2,900.00	$0.00	$0.00	$0.00	$0.00	0	$2,900.00	$0.00

Agenda Item # 4K.

CONTINUATION SHEET

AIA DOCUMENT G703

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.: 00004
APPLICATION DATE:
PERIOD TO: 9/30/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	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
092116 - L	Gypsum Board Assemblies - Labo	$15,600.00	$9,360.00	$6,240.00	$0.00	$15,600.00	100.000	$0.00	$780.00
092116 - M	Gypsum Board Assemblies - Mate	$3,700.00	$2,220.00	$1,480.00	$0.00	$3,700.00	100.000	$0.00	$185.00
093000 - L	Tiling - Labor	$23,750.00	$0.00	$840.00	$0.00	$840.00	3.537	$22,910.00	$42.00
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	$0.00	$0.00	$0.00	0	$4,830.00	$0.00
095113 - M	Ceiling Grid & Tile - Material	$3,860.00	$0.00	$0.00	$0.00	$0.00	0	$3,860.00	$0.00
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	$0.00	$0.00	$0.00	0	$650.00	$0.00
097733 - M	FRP Wall Paneling - Material	$400.00	$0.00	$0.00	$0.00	$0.00	0	$400.00	$0.00
098116	Acoustic Blanket Insulation	$1,000.00	$0.00	$0.00	$0.00	$0.00	0	$1,000.00	$0.00
099100 - L	Painting - Labor	$6,868.00	$0.00	$2,747.20	$0.00	$2,747.20	40.000	$4,120.80	$137.36
099100 - M	Painting - Material	$1,560.00	$0.00	$780.00	$0.00	$780.00	50.000	$780.00	$39.00
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	$0.00	$506.00	$0.00	$506.00	100.000	$0.00	$25.30
102800	Toilet Accessories	$696.00	$0.00	$696.00	$0.00	$696.00	100.000	$0.00	$34.80
102815	Diaper Changing Accessories	$597.00	$0.00	$597.00	$0.00	$597.00	100.000	$0.00	$29.85
104400	Fire Extinguishers, Cabinets	$446.00	$0.00	$446.00	$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	$10,125.00	$1,100.00	$0.00	$11,225.00	90.204	$1,219.06	$561.25
220000 - M	Plumbing - Material	$15,505.94	$12,775.00	$1,425.00	$0.00	$14,200.00	91.578	$1,305.94	$710.00
230000 - L	HVAC - Labor	$9,550.00	$4,000.00	$0.00	$0.00	$4,000.00	41.885	$5,550.00	$200.00
230000 - M	HVAC - Material	$16,550.00	$8,650.00	$0.00	$0.00	$8,650.00	52.266	$7,900.00	$432.50
260000 - L	Electrical - Labor	$23,000.00	$10,570.00	$3,760.00	$0.00	$14,330.00	62.304	$8,670.00	$716.50
260000 - M	Electrical - Material	$27,500.00	$12,650.00	$11,900.00	$0.00	$24,550.00	89.273	$2,950.00	$1,227.50
270000 - L	Communications - Labor	$2,200.00	$0.00	$0.00	$0.00	$0.00	0	$2,200.00	$0.00
270000 - M	Communications - Material	$1,300.00	$0.00	$0.00	$0.00	$0.00	0	$1,300.00	$0.00
311000	Site Clearing	$13,000.00	$13,000.00	$0.00	$0.00	$13,000.00	100.000	$0.00	$650.00

CONTINUATION SHEET

AIA DOCUMENT G703

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.: 00004
APPLICATION DATE:
PERIOD TO: 9/30/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	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
312000	Earth Moving	$17,098.00	$0.00	$0.00	$0.00	$0.00	0	$17,098.00	$0.00
321216	Asphalt Paving	$11,714.00	$0.00	$0.00	$0.00	$0.00	0	$11,714.00	$0.00
321613 - L	Concrete Curbs & Gutters - Labor	$3,590.40	$0.00	$3,590.40	$0.00	$3,590.40	100.000	$0.00	$179.52
321613 - M	Concrete Curbs & Gutters - Mate	$2,393.60	$0.00	$2,393.60	$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	$0.00	$0.00	$0.00	0	$3,875.00	$0.00
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	$8,197.20	$1,490.40	$0.00	$9,687.60	65.000	$5,216.40	$484.38
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	$5,503.30	$1,000.60	$0.00	$6,503.90	65.000	$3,502.10	$325.20
C00001	CHANGE ORDER NO. 001	$28,907.07	$0.00	$28,907.07	$0.00	$28,907.07	100.000	$0.00	$1,445.35
		$655,907.07	$344,166.20	$84,090.12	$0.00	$428,256.32	65.29%	$227,650.75	$21,200.32

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: Claims

DATE: 10-18-2021

OVERVIEW:
Attached are the bills received since the last council meeting. Total checks to be written are $99,552.59 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-$343,999.48
Credit Card Payment-$21,783.03
Manual Checks- N/A

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

BUDGET IMPLICATION:

City bills

Attachments:

- 10-18-2021 Packet List
- 10-18-2021 ACH Direct Payments
- 10-18-2021 Credit Card

CITY OF ST FRANCIS

*Claim Register©

AP 10-18-2021

October 2021

Claim Type

Claim# 12134 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENT	$13.61
Invoice 9982813712			
Cash Payment	E 101-43210-217 Other Operating Supplies	RENT	$13.61
Invoice 9982813712			
Cash Payment	E 101-45200-217 Other Operating Supplies	RENT	$13.61
Invoice 9982813712			
Cash Payment	E 601-49440-217 Other Operating Supplies	RENT	$13.61
Invoice 9982813712			
Cash Payment	E 602-49490-217 Other Operating Supplies	RENT	$13.62
Invoice 9982813712			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $68.06

Claim Type

Claim# 12135 *ALLINA HEALTH*

Cash Payment	E 601-49440-441 Miscellaneous	NEW-MAKI	$32.50
Invoice 1233310611			
Cash Payment	E 602-49490-441 Miscellaneous	NEW-MAKI	$32.50
Invoice 1233310611			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $65.00

Claim Type

Claim# 12136 *ALWAYS BRIGHT LIGHTS LTD*

Cash Payment	E 101-45200-311 Contract	INSTALL FALL BANNERS	$350.00
Invoice 924			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $350.00

Claim Type

Claim# 12137 *ANOKA COUNTY PROPERTY REC*

Cash Payment	E 101-41400-441 Miscellaneous	RECORDING	$46.00
Invoice .09302021			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $46.00

Claim Type

Claim# 12138 *ARK TOWING AND RECOVERY*

Cash Payment	E 208-42110-436 Towing Charges	1993 CHEV CAMARO	$124.00
Invoice 93046			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $124.00

Claim Type

Claim# 12141 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-BULERA	$113.85
Invoice 281787			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-SIEBER	$15.40
Invoice 280918			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-T SCHWIEGER	$128.88
Invoice 281667			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $258.13

Claim Type

Claim# 12142 *BELLBOY CORPORATION*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$32.55
Invoice 0091504000			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$3,434.60
Invoice 0091504000			

CITY OF ST FRANCIS

*Claim Register©

AP 10-18-2021

October 2021

Transaction Date	10/13/2021	Due 11/12/2021	CASH	10100	**Total**	$3,467.15

Claim Type

Claim# 12143 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$13.80
Invoice 260177			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$389.30
Invoice 263082			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$350.80
Invoice 260178			
Cash Payment	E 609-49751-255 N/A Products	N/A	$50.20
Invoice 260178			

Transaction Date	10/13/2021	Due 11/12/2021	CASH	10100	**Total**	$804.10

Claim Type

Claim# 12206 *BGS (BARNA GUZY)*

Cash Payment	E 101-41600-304 Civil Legal Fees	3137 BRIDGE STREET	$70.00
Invoice 236690			
Cash Payment	E 101-41600-304 Civil Legal Fees	MATSON LOAN	$42.00
Invoice 236589			
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL	$1,900.00
Invoice 236730			
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR	$532.00
Invoice 236731			
Cash Payment	E 101-41600-304 Civil Legal Fees	CELL TOWER	$126.00
Invoice 236732			
Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT	$1,260.00
Invoice 236733			
Cash Payment	E 101-41600-304 Civil Legal Fees	MISCELLANEOUS	$616.00
Invoice 236734			
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION	$5,000.00
Invoice 236536			
Cash Payment	E 101-41600-304 Civil Legal Fees	22708 RUM RIVER	$3,040.00
Invoice 236877			

Transaction Date	10/14/2021	Due 11/13/2021	CASH	10100	**Total**	$12,586.00

Claim Type

Claim# 12146 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$12.08
Invoice 341232698			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$17.76
Invoice 341328618			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,366.42
Invoice 341328618			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,037.42
Invoice 341232698			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$216.00
Invoice 341328618			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$48.00
Invoice 341232698			

Transaction Date	10/13/2021	Due 11/12/2021	CASH	10100	**Total**	$2,697.68

Claim Type

Claim# 12148 *DAHLHEIMER DIST. CO. INC.*

CITY OF ST FRANCIS

*Claim Register©

AP 10-18-2021

October 2021

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$8,991.10
Invoice 1469885			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-$88.00
Invoice 140488			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$8,828.64
Invoice 1473373			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $17,731.74

Claim Type

Claim# 12151 *DUSTY S DRAIN CLEANING*

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PARK BUILDING-TURN OFF	$210.00
Invoice N21-492			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $210.00

Claim Type

Claim# 12167 *ECM PUBLISHERS, INC.*

Cash Payment	E 101-41400-351 Legal Notices Publishing	PH-AMBASSADOR	$43.00
Invoice 857350			
Cash Payment	E 101-41400-351 Legal Notices Publishing	RES 2021-50	$123.63
Invoice 856379			
Cash Payment	E 101-41400-351 Legal Notices Publishing	RES 2021-49	$112.88
Invoice 856378			
Cash Payment	E 101-41400-351 Legal Notices Publishing	RES 2021-47	$96.75
Invoice 856377			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $376.26

Claim Type

Claim# 12166 *EDMAN, ROBERT & ERIN*

Cash Payment	G 601-22200 Deferred Revenues	REFUND #5532	$118.85
Invoice			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $118.85

Claim Type

Claim# 12165 *FRANTS, HOPE*

Cash Payment	G 601-22200 Deferred Revenues	REFUND #5621	$571.04
Invoice			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $571.04

Claim Type

Claim# 12164 *GRADY, MARIA*

Cash Payment	G 601-22200 Deferred Revenues	REFUND #4346	$299.60
Invoice			
Cash Payment	R 603-37400 Storm Water Fees	REFUND #4346	-$60.00
Invoice			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $239.60

Claim Type

Claim# 12163 *GRANITE CITY JOBBING CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.25
Invoice 252051			
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING	$154.98
Invoice 252051			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$79.94
Invoice 252051			
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO	$2,146.76
Invoice 252051			

CITY OF ST FRANCIS

*Claim Register©

AP 10-18-2021

October 2021

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $2,385.93

Claim Type

Claim# 12162 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment E 101-42110-200 Office Supplies SUPPLIES $108.67
Invoice IN3504370

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $108.67

Claim Type

Claim# 12159 *ISD #15*

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2021 DODGE DURANGO $77.59
Invoice 8062

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2018 CHARGER $100.96
Invoice 8042

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2018 CHARGER $325.84
Invoice 8064

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2018 CHARGER $103.09
Invoice 8063

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2019 CHARGER $81.54
Invoice 8021

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $689.02

Claim Type

Claim# 12158 *J & A GLASS, INC*

Cash Payment E 404-41400-300 Professional Services CITY HALL PARTITIONS $2,535.50
Invoice 52982

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $2,535.50

Claim Type

Claim# 12197 *JOHN HIRSCHS CAMBRIDGE MOT*

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 19 CHARGER $220.50
Invoice CHCS369329

Transaction Date 10/14/2021 Due 11/13/2021 CASH 10100 **Total** $220.50

Claim Type

Claim# 12156 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $9.44
Invoice 1899836

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $58.10
Invoice 1899835

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $1.57
Invoice 1899837

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $9.41
Invoice 1904815

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $26.69
Invoice 1904816

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $3,238.50
Invoice 1899835

Cash Payment E 609-49751-253 Wine For Resale WINE $476.00
Invoice 1899836

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $659.45
Invoice 1904815

Cash Payment E 609-49751-253 Wine For Resale WINE $840.10
Invoice 1904816

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Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $37.00
Invoice 1899837

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $5,356.26

Claim Type

Claim# 12152 *JOHNSON, JENNIFER*

Cash Payment G 601-22200 Deferred Revenues REFUND #2188 $45.66
Invoice

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $45.66

Claim Type

Claim# 12194 *MCDONALD DIST CO.*

Cash Payment E 609-49751-252 Beer For Resale BEER -$5.03
Invoice 4870019

Cash Payment E 609-49751-252 Beer For Resale BEER $6,154.30
Invoice 600265

Cash Payment E 609-49751-252 Beer For Resale BEER -$190.00
Invoice 600356

Cash Payment E 609-49751-252 Beer For Resale BEER $4,597.40
Invoice 601185

Cash Payment E 609-49751-255 N/A Products N/A $47.15
Invoice 601185

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $10,603.82

Claim Type

Claim# 12196 *METRO WEST INSPECTIONS SER*

Cash Payment E 101-42400-311 Contract SEPTEMBER FINALED $4,638.75
Invoice 3012

Transaction Date 10/14/2021 Due 11/13/2021 CASH 10100 **Total** $4,638.75

Claim Type

Claim# 12190 *MITCHELL, CHAD*

Cash Payment G 601-22200 Deferred Revenues REFUND #1325 $106.23
Invoice

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $106.23

Claim Type

Claim# 12189 *MN AMBULANCE ASSOCIATION*

Cash Payment E 101-42210-433 Dues and Subscriptions DUES $25.00
Invoice 2022

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $25.00

Claim Type

Claim# 12188 *MN BUREAU OF CRIMINAL APPRE*

Cash Payment E 101-42110-311 Contract CJDN ACCESS $270.00
Invoice 00000674167

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $270.00

Claim Type

Claim# 12187 *MN MUNICIPAL UTILITIES ASSOC.*

Cash Payment E 101-41400-311 Contract 4TH QUARTER $531.25
Invoice 58153

Cash Payment E 101-42110-311 Contract 4TH QUARTER $531.25
Invoice 58153

Cash Payment E 101-42210-311 Contract 4TH QUARTER $531.25
Invoice 58153

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Cash Payment E 101-43100-311 Contract 4TH QUARTER $796.88
Invoice 58153
Cash Payment E 101-45200-311 Contract 4TH QUARTER $796.88
Invoice 58153
Cash Payment E 601-49440-311 Contract 4TH QUARTER $796.88
Invoice 58153
Cash Payment E 602-49490-311 Contract 4TH QUARTER $796.88
Invoice 58153
Cash Payment E 609-49750-311 Contract 4TH QUARTER $531.23
Invoice 58153
Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $5,312.50

Claim Type
Claim# 12186 *MUNICIPAL CODE CORPORATION*
Cash Payment E 101-41400-311 Contract MEETINGS SUBSCRIPTION $3,800.00
Invoice 00365018
Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $3,800.00

Claim Type
Claim# 12184 *NORTH COUNTRY CONCRETE, IN*
Cash Payment E 101-43100-410 Sidewalk Repair & Maint SIDEWALK REPLACEMENT-FULL $2,385.00
Invoice 21428
Cash Payment E 601-49440-233 Water Treatment Plant Mai WATER TREATMENT-FULL $4,915.00
Invoice 21424
Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $7,300.00

Claim Type
Claim# 12183 *NORTH METRO TREE SERVICE IN*
Cash Payment E 101-45200-311 Contract CUT TREES $1,830.00
Invoice 003
Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $1,830.00

Claim Type
Claim# 12182 *NORTHERN DEWATERING*
Cash Payment E 601-49440-229 Project Repair & Maintenan RENTAL TRASH PUMP $3,079.10
Invoice 39867
Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $3,079.10

Claim Type
Claim# 12179 *PACE ANALYTICAL SERVICES*
Cash Payment E 602-49490-313 Sample Testing TESTING $386.00
Invoice 21100350450
Cash Payment E 602-49490-313 Sample Testing TESTING $136.00
Invoice 21100350435
Cash Payment E 601-49440-313 Sample Testing TESTING $120.00
Invoice 21100350720
Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $642.00

Claim Type
Claim# 12175 *PHILLIPS WINE & SPIRITS CO.*
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $12.56
Invoice 6283516
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $36.11
Invoice 6279794
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $9.41
Invoice 6279795

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$29.84
Invoice 6283515			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,967.05
Invoice 6283515			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$334.00
Invoice 6283516			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$269.25
Invoice 6279795			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,889.89
Invoice 6279794			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $5,548.11

Claim Type

Claim# 12195 *QUALITY REFRIGERATION*

Cash Payment	G 609-16500 Construction in Progress	LIQUOR STORE WRK-WEBER TO REIMB	$786.10
Invoice 0090815			

Transaction Date 10/14/2021 Due 11/13/2021 CASH 10100 **Total** $786.10

Claim Type

Claim# 12173 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$3.84
Invoice 2134208			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,637.33
Invoice 2134207			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$126.00
Invoice 2134208			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$8.96
Invoice 2134207			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $1,776.13

Claim Type

Claim# 12172 *SPS WORKS*

Cash Payment	E 101-41400-200 Office Supplies	DEPOSIT STAMP	$44.70
Invoice IV00519191			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $44.70

Claim Type

Claim# 12171 *TOM LYNCH ELECTRIC*

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	REPAIRS	$635.00
Invoice .10052021			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	REPAIRS	$385.00
Invoice .10052021			
Cash Payment	E 101-45200-229 Project Repair & Maintenan	REPAIRS	$475.00
Invoice .10052021			
Cash Payment	E 101-45200-229 Project Repair & Maintenan	REPAIRS	$450.00
Invoice .10052021			
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	REPAIRS	$295.00
Invoice .10052021			
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	REPAIRS	$495.00
Invoice .10052021			

Transaction Date 10/13/2021 Due 11/12/2021 CASH 10100 **Total** $2,735.00

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Pre-Written Checks	$0.00
Checks to be Generated by the Computer	$99,552.59
Total	$99,552.59

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Payments Batch P-WIRE 09-2021 $343,999.48

Refer	11795 *ACE SOLID WASTE, INC.*	Ck# 000980E 9/30/2021		
Cash Payment	E 101-43210-384 Refuse/Garbage Disposa	GARBAGE		$66.84
Invoice				
Cash Payment	E 101-42210-384 Refuse/Garbage Disposa	GARBAGE		$69.91
Invoice				
Cash Payment	E 609-49750-384 Refuse/Garbage Disposa	GARBAGE		$223.08
Invoice				
Cash Payment	E 601-49440-384 Refuse/Garbage Disposa	GARBAGE		$80.92
Invoice				
Cash Payment	E 602-49490-384 Refuse/Garbage Disposa	GARBAGE		$80.92
Invoice				
Cash Payment	E 101-43210-384 Refuse/Garbage Disposa	GARBAGE		$76.21
Invoice				
Cash Payment	E 101-43100-384 Refuse/Garbage Disposa	GARBAGE		$52.92
Invoice				
Cash Payment	E 101-45200-384 Refuse/Garbage Disposa	GARBAGE		$52.93
Invoice				
Cash Payment	E 601-49440-384 Refuse/Garbage Disposa	GARBAGE		$52.93
Invoice				
Cash Payment	E 602-49490-384 Refuse/Garbage Disposa	GARBAGE		$52.93
Invoice				
Cash Payment	E 101-42110-384 Refuse/Garbage Disposa	GARBAGE		$211.71
Invoice				
Cash Payment	E 101-43100-384 Refuse/Garbage Disposa	GARBAGE		$64.92
Invoice				
Cash Payment	E 101-45200-384 Refuse/Garbage Disposa	GARBAGE		$64.92
Invoice				
Transaction Date	9/1/2021	CASH	10100 **Total**	$1,151.14
Refer	11804 *CAYAN*	Ck# 000989E 9/30/2021		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		$3,824.56
Invoice				
Transaction Date	9/3/2021	CASH	10100 **Total**	$3,824.56
Refer	11953 *CAYAN*	Ck# 001010E 9/30/2021		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES		$42.74
Invoice				
Transaction Date	9/20/2021	CASH	10100 **Total**	$42.74
Refer	11956 *CAYAN*	Ck# 001012E 9/30/2021		
Cash Payment	E 609-49751-207 Credit Card Expenditures	CC FEE		$5.05
Invoice				
Transaction Date	9/20/2021	CASH	10100 **Total**	$5.05
Refer	11957 *CENTERPOINT ENERGY*	Ck# 001013E 9/30/2021		
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR		$22.49
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	FIRE		$64.18
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR		$22.59
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	WWTP		$15.00
Invoice				

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Cash Payment	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)	$10.50
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)	$10.50
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1	$15.00
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2	$15.00
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3	$15.00
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4	$16.07
Invoice			
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE	$21.00
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)	$25.17
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT	$318.97
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE	$21.72
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	WWTP	$104.08
Invoice			
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW	$171.40
Invoice			
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW	$42.85
Invoice			
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW	$42.85
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW	$42.85
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW	$42.84
Invoice			

Transaction Date	9/28/2021	CASH	10100	**Total**	$1,040.06

Refer 11807 *CINTAS* Ck# 000992E 9/30/2021

Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS	$15.36
Invoice			
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS	$15.36
Invoice			
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS	$23.04
Invoice			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice			

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Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		$48.08
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		$4.65
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		$4.65
Invoice				
Transaction Date	9/8/2021	CASH 10100	**Total**	$148.39
Refer	11808 *COLONIAL INSURANCE*	Ck# 000993E 9/30/2021		
Cash Payment	G 101-21712 Colonial Insurance			$323.20
Invoice				
Transaction Date	9/8/2021	CASH 10100	**Total**	$323.20
Refer	11934 *CONNEXUS ENERGY*	Ck# 001009E 9/30/2021		
Cash Payment	E 101-41940-381 Electric Utilities	SIGN		$92.88
Invoice				
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL		$452.87
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS		$926.70
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	PARKS		$323.21
Invoice				
Cash Payment	E 601-49440-380 Electric-System	WATER		$6,726.13
Invoice				
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS		$2,574.55
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	WWTP		$10,293.15
Invoice				
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE		$738.05
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		$664.18
Invoice				
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW		$186.64
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW		$186.64
Invoice				
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW		$186.64
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW		$186.63
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW		$746.55
Invoice				
Transaction Date	9/17/2021	CASH 10100	**Total**	$24,299.82

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Refer	11806 *DELTA DENTAL*	Ck# 000991E 9/30/2021			
Cash Payment	G 101-21711 Dental Insurance	SEPTEMBER INSURANCE			$1,354.35
Invoice					
Transaction Date	9/8/2021	CASH	10100	**Total**	$1,354.35
Refer	11810 *FLYTE HCM LLC*	Ck# 000995E 9/30/2021			
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	Mthly Fee			$50.00
Invoice					
Transaction Date	9/10/2021	CASH	10100	**Total**	$50.00
Refer	11811 *FWT*	Ck# 000996E 9/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 09-16-2021			$7,950.98
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 09-16-2021			$3,029.62
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 09-16-2021			$11,023.61
Invoice					
Transaction Date	9/16/2020	CASH	10100	**Total**	$22,004.21
Refer	11929 *FWT*	Ck# 001004E 9/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 09-21-2021			$1,417.20
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 09-21-2021			$385.34
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 09-21-2021			$126.94
Invoice					
Transaction Date	9/16/2021	CASH	10100	**Total**	$1,929.48
Refer	11796 *FWT*	Ck# 000981E 9/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 09-02-2021			$8,013.88
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 09-02-2021			$3,073.36
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 09-02-2021			$11,257.10
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$22,344.34
Refer	11959 *FWT*	Ck# 001015E 9/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 09-30-2021			$8,126.84
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 09-30-2021			$3,120.64
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 09-30-2021			$11,486.27
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$22,733.75
Refer	11794 *HEALTH PARTNERS*	Ck# 000979E 9/30/2021			
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE			$30,847.28
Invoice					
Transaction Date	9/1/2021	CASH	10100	**Total**	$30,847.28
Refer	11817 *HSA CONTRIBUTION*	Ck# 001002E 9/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 09-16-2021			$432.00
Invoice					
Transaction Date	9/16/2020	CASH	10100	**Total**	$432.00
Refer	11802 *HSA CONTRIBUTION*	Ck# 000987E 9/30/2021			

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Cash Payment	G 101-21714 Health Care Savings	PAYROLL 09-02-2021			$432.00
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$432.00
Refer	11814 *ICMA*	Ck# 000999E 9/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 09-16-2021			$285.00
Invoice					
Transaction Date	9/14/2021	CASH	10100	**Total**	$285.00
Refer	11962 *ICMA*	Ck# 001018E 9/30/2021			
Cash Payment	G 101-21710 Deferred Comp				$285.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$285.00
Refer	11799 *ICMA*	Ck# 000984E 9/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 09-02-2021			$285.00
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$285.00
Refer	11955 *MN DEPT OF REVENUE*	Ck# 001011E 9/30/2021			
Cash Payment	G 609-20810 Sales Tax Payable	AUGUST SALES TAX			$15,404.00
Invoice					
Cash Payment	G 601-20810 Sales Tax Payable	AUGUST SALES TAX			$1,091.00
Invoice					
Transaction Date	9/20/2021	CASH	10100	**Total**	$16,495.00
Refer	11816 *MN STATE RETIREMENT SYSTEM*	Ck# 001001E 9/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 09-16-2021			$471.95
Invoice					
Transaction Date	9/16/2020	CASH	10100	**Total**	$471.95
Refer	11964 *MN STATE RETIREMENT SYSTEM*	Ck# 001020E 9/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 09-30-2021			$515.27
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$515.27
Refer	11801 *MN STATE RETIREMENT SYSTEM*	Ck# 000986E 9/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 09-02-2021			$494.32
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$494.32
Refer	11818 *PAYMENT SERVICE NETWORK*	Ck# 001003E 9/30/2021			
Cash Payment	E 601-49440-430 Bank Fees	CC FEES			$399.45
Invoice					
Transaction Date	9/14/2021	CASH	10100	**Total**	$399.45
Refer	11812 *PERA*	Ck# 000997E 9/30/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 09-16-2021			$20,874.93
Invoice					
Transaction Date	9/16/2020	CASH	10100	**Total**	$20,874.93
Refer	11930 *PERA*	Ck# 001005E 9/30/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 09-21-2021			$470.20
Invoice					
Transaction Date	9/16/2021	CASH	10100	**Total**	$470.20
Refer	11960 *PERA*	Ck# 001016E 9/30/2021			

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Cash Payment	G 101-21704 PERA	PAYROLL 09-30-2021			$21,585.81
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$21,585.81
Refer	11797 *PERA*	Ck# 000982E 9/30/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 09-02-2021			$21,204.10
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$21,204.10
Refer	11932 *STATE OF ARIZONA*	Ck# 001007E 9/30/2021			
Cash Payment	G 101-21716 Other Deductions	PAYROLL 09-21-2021			$232.87
Invoice					
Transaction Date	9/16/2021	CASH	10100	**Total**	$232.87
Refer	11933 *STATE OF MINNESOTA*	Ck# 001008E 9/30/2021			
Cash Payment	G 101-21716 Other Deductions	PAYROLL 09-21-2021			$240.11
Invoice					
Transaction Date	9/16/2021	CASH	10100	**Total**	$240.11
Refer	11805 *SUN LIFE FINANCIAL*	Ck# 000990E 9/30/2021			
Cash Payment	E 101-41400-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$219.81
Invoice					
Cash Payment	E 101-41500-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$150.70
Invoice					
Cash Payment	E 101-41910-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$150.41
Invoice					
Cash Payment	E 101-42110-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$991.11
Invoice					
Cash Payment	E 101-42210-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$78.28
Invoice					
Cash Payment	E 101-42400-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$76.33
Invoice					
Cash Payment	E 101-43100-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$183.87
Invoice					
Cash Payment	E 101-43210-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$40.85
Invoice					
Cash Payment	E 101-45200-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$183.87
Invoice					
Cash Payment	E 601-49440-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$63.44
Invoice					
Cash Payment	E 602-49490-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$63.43
Invoice					
Cash Payment	E 609-49750-130 Employer Paid Insurance	SEPTEMBER INSURANCE			$191.40
Invoice					
Transaction Date	9/3/2021	CASH	10100	**Total**	$2,393.50
Refer	11815 *SWT*	Ck# 001000E 9/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 09-16-2021			$4,627.47
Invoice					
Transaction Date	9/14/2021	CASH	10100	**Total**	$4,627.47
Refer	11931 *SWT*	Ck# 001006E 9/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 09-21-2021			$69.89
Invoice					
Transaction Date	9/16/2021	CASH	10100	**Total**	$69.89

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Refer	11963 *SWT*	Ck# 001019E 9/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 09-30-2021			$4,837.96
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$4,837.96
Refer	11800 *SWT*	Ck# 000985E 9/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 09-02-2021			$4,717.76
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$4,717.76
Refer	11958 *TASC*	Ck# 001014E 9/30/2021			
Cash Payment	E 101-41400-311 Contract	QTRLY BILLING			$47.58
Invoice					
Transaction Date	9/28/2021	CASH	10100	**Total**	$47.58
Refer	11803 *U S BANK EQUIPMENT FINANCE*	Ck# 000988E 9/30/2021			
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	9/3/2021	CASH	10100	**Total**	$1,142.95
Refer	12109 *VILLAGE BANK*	Ck# 001021E 9/30/2021			
Cash Payment	E 101-41500-430 Bank Fees	SEPTEMBER FEES			$38.58
Invoice					
Cash Payment	E 601-49440-430 Bank Fees	SEPTEMBER FEES			$38.58
Invoice					
Cash Payment	E 602-49490-430 Bank Fees	SEPTEMBER FEES			$38.58
Invoice					
Cash Payment	E 609-49750-430 Bank Fees	SEPTEMBER FEES			$38.56
Invoice					
Transaction Date	9/30/2021	CASH	10100	**Total**	$154.30
Refer	11813 *VOYA*	Ck# 000998E 9/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 09-16-2021			$1,165.00
Invoice					
Transaction Date	9/16/2020	CASH	10100	**Total**	$1,165.00
Refer	11961 *VOYA*	Ck# 001017E 9/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 09-30-2021			$1,165.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$1,165.00
Refer	11798 *VOYA*	Ck# 000983E 9/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 09-02-2021			$1,165.00
Invoice					
Transaction Date	9/2/2021	CASH	10100	**Total**	$1,165.00
Refer	11809 *WEBER CONSTRUCTION, INC*	Ck# 000994E 9/30/2021			

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Cash Payment	G 609-16500 Construction in Progress	LIQUOR PAY APP #2			$105,711.69
Invoice					
Transaction Date	9/10/2021	CASH	10100	**Total**	$105,711.69

Fund Summary

	10100 CASH
101 GENERAL FUND	$196,426.30
601 WATER FUND	$9,270.00
602 SEWER FUND	$12,053.48
609 LIQUOR FUND	$126,249.70
	$343,999.48

Pre-Written Checks	$343,999.48
Checks to be Generated by the Computer	$0.00
Total	$343,999.48

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Payments Batch P-CC 09-2021 $21,783.03

Refer	12007 *221B TACTICAL*	Ck# 000965E 9/29/2021			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-BULERA			$85.20
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$85.20
Refer	11965 *ALL TOOL SALES*	Ck# 000923E 9/29/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES			$57.55
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$57.55
Refer	11966 *AMAZON.COM*	Ck# 000924E 9/29/2021			
Cash Payment	E 101-41940-441 Miscellaneous	SUPPLIES			$324.57
Invoice					
Cash Payment	E 101-41910-200 Office Supplies	SUPPLIES			$123.82
Invoice					
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			$31.04
Invoice					
Cash Payment	E 101-43100-441 Miscellaneous	SUPPLIES			$17.08
Invoice					
Cash Payment	E 101-43210-441 Miscellaneous	SUPPLIES			$85.66
Invoice					
Cash Payment	E 101-45200-217 Other Operating Supplie	SUPPLIES			$361.77
Invoice					
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES			$69.96
Invoice					
Cash Payment	E 101-45200-217 Other Operating Supplie	SUPPLIES			$25.68
Invoice					
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	SUPPLIES			$116.76
Invoice					
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES			$53.55
Invoice					
Cash Payment	E 602-49490-200 Office Supplies	SUPPLIES			$59.94
Invoice					
Cash Payment	E 101-41940-441 Miscellaneous	SUPPLIES			$104.56
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$1,374.39
Refer	11967 *ANOKA COUNTY*	Ck# 000925E 9/29/2021			
Cash Payment	E 101-41400-441 Miscellaneous	NOTARY			$20.48
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$20.48
Refer	11968 *ASPEN MILLS*	Ck# 000926E 9/29/2021			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEARN			$126.61
Invoice					
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEDGES			$299.55
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$426.16
Refer	11969 *AT&T, INC*	Ck# 000927E 9/29/2021			
Cash Payment	E 101-42210-321 Telephone	PHONE			$442.24
Invoice					

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Cash Payment	E 101-43100-321 Telephone	PHONE			$76.46
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$518.70
Refer	11970 *BCA/TRAINING & DEVELOPMENT*	Ck# 000928E 9/29/2021			
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-STEMME			$75.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$75.00
Refer	11971 *BENDTRAILERS.COM*	Ck# 000929E 9/29/2021			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	SUPPLIES			$292.90
Invoice					
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	SUPPLIES			$292.89
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$585.79
Refer	11972 *BEST BUY*	Ck# 000930E 9/29/2021			
Cash Payment	E 602-49490-229 Project Repair & Mainten	UPS UNIT			$171.39
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$171.39
Refer	11973 *CASEY S GENERAL STORE*	Ck# 000931E 9/29/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$1,407.57
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$44.71
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			$31.40
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			$69.45
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			$56.81
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			$509.93
Invoice					
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			$1,415.16
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$3,535.03
Refer	11974 *CITRIX SYSTEMS, INC*	Ck# 000932E 9/29/2021			
Cash Payment	E 402-41400-560 Computers	SHARE FILE			$1,200.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$1,200.00
Refer	11975 *CLIPPINGMAGIC.COM*	Ck# 000933E 9/29/2021			
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION			$3.99
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$3.99
Refer	11976 *COON RAPIDS SERVICE, INC*	Ck# 000934E 9/29/2021			
Cash Payment	E 101-42210-221 Vehicle Repair & Mainten	2020 DODGE JOURNEY			$35.54
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$35.54
Refer	11977 *COSTCO*	Ck# 000935E 9/29/2021			
Cash Payment	E 101-42110-217 Other Operating Supplie	SUPPLIES			$25.67
Invoice					

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Transaction Date	9/29/2021	CASH	10100	**Total**	$25.67
Refer	11995 *COUNTY MARKET - CITY ACCOUN*	Ck# 000953E 9/29/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$1,002.60
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			$61.76
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			$169.14
Invoice					
Cash Payment	E 101-45200-441 Miscellaneous	HOT DOGS			$149.35
Invoice					
Cash Payment	E 101-42110-308 Community Education	ICE			$3.99
Invoice					
Cash Payment	E 101-42110-217 Other Operating Supplie	SUPPLIES			$31.39
Invoice					
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			$14.90
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$1,433.13
Refer	11978 *DALES BILLET SALES*	Ck# 000936E 9/29/2021			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	SUPPLIES			$432.50
Invoice					
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	SUPPLIES			$432.50
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$865.00
Refer	11982 *DELL MARKETING L.P.*	Ck# 000940E 9/29/2021			
Cash Payment	E 101-41110-433 Dues and Subscriptions	SUBSCRIPTION			$8.50
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$8.50
Refer	11979 *DELTA AIR*	Ck# 000937E 9/29/2021			
Cash Payment	E 101-42210-331 Travel Expenses	FLIGHTS			$386.80
Invoice					
Cash Payment	E 101-43100-331 Travel Expenses	FLIGHTS			$566.80
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$953.60
Refer	11980 *DERO BIKE RACKS*	Ck# 000938E 9/29/2021			
Cash Payment	E 101-45200-217 Other Operating Supplie	BIKE RACKS			$1,969.94
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$1,969.94
Refer	11981 *DEX MEDIA EAST LLC*	Ck# 000939E 9/29/2021			
Cash Payment	E 609-49750-340 Advertising	ADVERTISING			$170.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$170.00
Refer	11983 *DOMINOS PIZZA*	Ck# 000941E 9/29/2021			
Cash Payment	E 101-42110-308 Community Education	STAY AT HOME			$84.91
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$84.91
Refer	11984 *ECONOMIC DEVELOPMENT ASSO*	Ck# 000942E 9/29/2021			
Cash Payment	E 101-41910-208 Training and Instruction	CONFERENCE-THUNSTROM			$440.00
Invoice					

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Transaction Date	9/29/2021	CASH	10100	**Total**	$440.00
Refer	11992 *ELITE LIFT TRUCK, INC*	Ck# 000950E 9/29/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	BLADES			$678.08
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$678.08
Refer	11985 *ENDEAVOR BUSINESS MEDIA*	Ck# 000943E 9/29/2021			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING-JOHNSON			$425.00
Invoice					
Cash Payment	E 101-43100-208 Training and Instruction	TRAINING-WINDINGSTAD			$425.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$850.00
Refer	11986 *ETSY.COM - ETHOSSURVIVAL*	Ck# 000944E 9/29/2021			
Cash Payment	E 101-42110-441 Miscellaneous	TO BE REFUNDED			$55.13
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$55.13
Refer	11988 *GFOA*	Ck# 000946E 9/29/2021			
Cash Payment	E 101-41500-433 Dues and Subscriptions	DUES-MULVIHILL			$170.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$170.00
Refer	11990 *HEALTH CARE FLORAL*	Ck# 000948E 9/29/2021			
Cash Payment	E 601-49440-441 Miscellaneous	FLOWERS-HARRIS			$116.61
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$116.61
Refer	12015 *HOME DEPOT*	Ck# 000973E 9/29/2021			
Cash Payment	E 602-49490-229 Project Repair & Mainten	SUPPLIES			$3.35
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$3.35
Refer	11991 *IDEAL TRUE VALUE*	Ck# 000949E 9/29/2021			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES			$41.19
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$41.19
Refer	11994 *ISANTI RENTAL, INC.*	Ck# 000952E 9/29/2021			
Cash Payment	E 101-42110-308 Community Education	RENTAL			$115.85
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$115.85
Refer	11987 *JUMP CITY*	Ck# 000945E 9/29/2021			
Cash Payment	E 101-42110-308 Community Education	DUNK TANK			$201.02
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$201.02
Refer	11996 *KWIK TRIP*	Ck# 000954E 9/29/2021			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$977.89
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$47.25
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			$64.01
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			$128.30
Invoice					

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Transaction Date	9/29/2021	CASH	10100	**Total**	$1,217.45
Refer	11989 *MCFOA*	Ck# 000947E 9/29/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions	DUES-WIDA			$46.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$46.00
Refer	11997 *MENARDS*	Ck# 000955E 9/29/2021			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SUPPLIES			$129.40
Invoice					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SUPPLIES			$3.23
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$132.63
Refer	12009 *MN FALL EXPO*	Ck# 000967E 9/29/2021			
Cash Payment	E 101-43100-208 Training and Instruction	REGISTRATION			$90.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$90.00
Refer	12003 *MN RURAL WATER ASSOCIATION*	Ck# 000961E 9/29/2021			
Cash Payment	E 601-49440-208 Training and Instruction	REEDER			$150.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$150.00
Refer	12004 *MN SECRETARY OF STATE*	Ck# 000962E 9/29/2021			
Cash Payment	E 101-41910-441 Miscellaneous	NOTARY-STEFFES			$120.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$120.00
Refer	11998 *MY ALARM CENTER*	Ck# 000956E 9/29/2021			
Cash Payment	E 609-49750-445 Security	LIQUOR STORE ALARM			$39.15
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$39.15
Refer	12019 *NORTHERN SAFETY CO., INC.*	Ck# 000977E 9/29/2021			
Cash Payment	E 101-43210-417 Uniform Clothing & PPE	SUPPLIES			$122.64
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$122.64
Refer	11999 *OREILLY AUTO PARTS*	Ck# 000957E 9/29/2021			
Cash Payment	E 101-43100-218 Equipment Repair & Mai	SUPPLIES			$23.55
Invoice					
Cash Payment	E 101-43210-221 Vehicle Repair & Mainten	SUPPLIES			$10.69
Invoice					
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES			$60.95
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$95.19
Refer	12000 *PAYPAL*	Ck# 000958E 9/29/2021			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES			$243.86
Invoice					
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	SUPPLIES			$243.87
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$487.73
Refer	12001 *POPP TELECOM*	Ck# 000959E 9/29/2021			
Cash Payment	E 609-49750-321 Telephone	TELEPHONE			$53.00
Invoice					

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Transaction Date	9/29/2021	CASH	10100	**Total**	$53.00
Refer	12002 *POSTMASTER - ST. FRANCIS*	Ck# 000960E 9/29/2021			
Cash Payment	E 101-41400-322 Postage	POSTAGE			$100.00
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$100.00
Refer	12017 *POSTMASTER - ST. FRANCIS*	Ck# 000975E 9/29/2021			
Cash Payment	E 101-41910-322 Postage	POSTAGE			$7.00
Invoice					
Cash Payment	E 101-43100-322 Postage	POSTAGE			$247.50
Invoice					
Cash Payment	E 101-45200-322 Postage	POSTAGE			$247.50
Invoice					
Cash Payment	E 601-49440-313 Sample Testing	POSTAGE			$25.15
Invoice					
Cash Payment	E 601-49440-322 Postage	POSTAGE			$247.50
Invoice					
Cash Payment	E 602-49490-322 Postage	POSTAGE			$247.50
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$1,022.15
Refer	11993 *RELIEVE MEDICAL SUPPLY*	Ck# 000951E 9/29/2021			
Cash Payment	E 101-42110-308 Community Education	SUPPLIES			$157.37
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$157.37
Refer	12005 *SIMPLYSTAMPS.COM*	Ck# 000963E 9/29/2021			
Cash Payment	E 101-41400-441 Miscellaneous	NOTARY			$36.85
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$36.85
Refer	12006 *SMARTSIGN*	Ck# 000964E 9/29/2021			
Cash Payment	E 101-43100-226 Sign Repair Materials	SIGNS			$125.26
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$125.26
Refer	12008 *SPEEDWAY*	Ck# 000966E 9/29/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$98.26
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$48.96
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$147.22
Refer	12010 *ST. FRANCIS TRUE VALUE HARD*	Ck# 000968E 9/29/2021			
Cash Payment	E 601-49440-229 Project Repair & Mainten	SUPPLIES			$4.27
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$4.27
Refer	12011 *STAMPS.COM*	Ck# 000969E 9/29/2021			
Cash Payment	E 101-41400-322 Postage	POSTAGE			$17.99
Invoice					
Cash Payment	E 101-42110-322 Postage	POSTAGE			$17.99
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$35.98
Refer	12012 *STREICHER S*	Ck# 000970E 9/29/2021			

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Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-STEMME			$24.62
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$24.62
Refer	12013 *SUBWAY*	Ck# 000971E 9/29/2021			
Cash Payment	E 101-42110-217 Other Operating Supplie	FOOD			$55.64
Invoice					
Cash Payment	E 101-42110-308 Community Education	FOOD			$55.64
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$111.28
Refer	12014 *TARGET*	Ck# 000972E 9/29/2021			
Cash Payment	E 101-42110-308 Community Education	SAFE KIDS			$57.09
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$57.09
Refer	12016 *ULINE*	Ck# 000974E 9/29/2021			
Cash Payment	E 101-42110-237 Small Equipment	SUPPLIES			$325.71
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$325.71
Refer	12018 *VERIZON WIRELESS*	Ck# 000976E 9/29/2021			
Cash Payment	E 101-42110-321 Telephone	PHONE			$427.58
Invoice					
Cash Payment	E 601-49440-321 Telephone	PHONE			$200.05
Invoice					
Cash Payment	E 602-49490-321 Telephone	PHONE			$166.55
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$794.18
Refer	12020 *ZOOM.US*	Ck# 000978E 9/29/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			$16.06
Invoice					
Transaction Date	9/29/2021	CASH	10100	**Total**	$16.06

Fund Summary

	10100 CASH
101 GENERAL FUND	$16,417.78
402 CAPITAL EQUIPMENT	$1,200.00
601 WATER FUND	$1,592.11
602 SEWER FUND	$2,310.99
609 LIQUOR FUND	$262.15
	$21,783.03

Pre-Written Checks	$21,783.03
Checks to be Generated by the Computer	$0.00
Total	$21,783.03

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: Ordinance 285– Amending City Code Chapter 8, Section 3 Animals, Subdivision 4 Animal Waste – 1st Reading

DATE: 10-18-2021

OVERVIEW:

The Minnesota Pollution Control Agency (MPCA) is requiring the City of St. Francis to add language to our city code that is specific to prohibit animal waste to be disposed of down storm drains.

ACTION TO BE CONSIDERED:

Approve Ordinance 285 Amending City Code Chapter 8, Section 3, to add Subdivision 4 Animal Waste

TIMELINE:

Council was in agreement with the amendments and the following timeline will apply:

- October 18th – 1st Reading
- November 1st – 2nd Reading
- November 5th – Publish for Comment, 30 days
- December 5th – Effective

Attachments:

- City Code Chapter 8, Section 3 Animals, Subdivision 4 Animal Waste

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

ORDINANCE 285, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 8, SECTION 3 OF THE CITY CODE REGARDING ANIMAL WASTE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 8, Section 3 are hereby amended to read as follows:

"Exhibit A"

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF OCTOBER, 2021.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Jennifer Wida
City Clerk

(seal)

8-3-4. Animal waste.

A. *Definitions.* For the purpose of this Section:

1. **Owner** means any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.
2. **Animal** means a dog, cat or other animal.

B. *Unlawful Acts.* It is unlawful for any owner to:

1. Suffer or permit an animal to defecate upon public property, or the private property of another, without immediately removing the excrement and disposing of it in a sanitary manner.
2. Suffer or permit an animal to be upon public property, or the private property of another, unless such animal is in the custody of a person of suitable age and discretion having in his/her possession equipment and supplies for excrement removal.
3. Permit animal excrement to accumulate for a period in excess of seven (7) days on premises occupied by him/her without removal and sanitary disposal.
4. *Disposal of animal waste in storm drains is prohibited.*

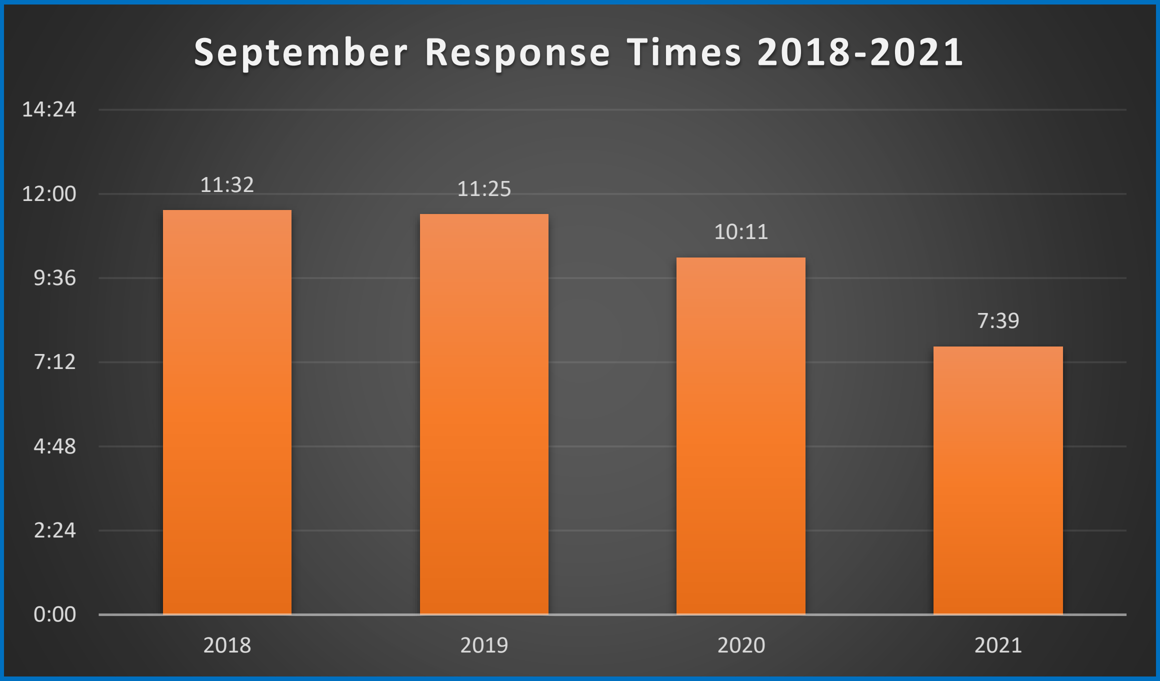
(Ord. 231 , SS, 9-18-2017)

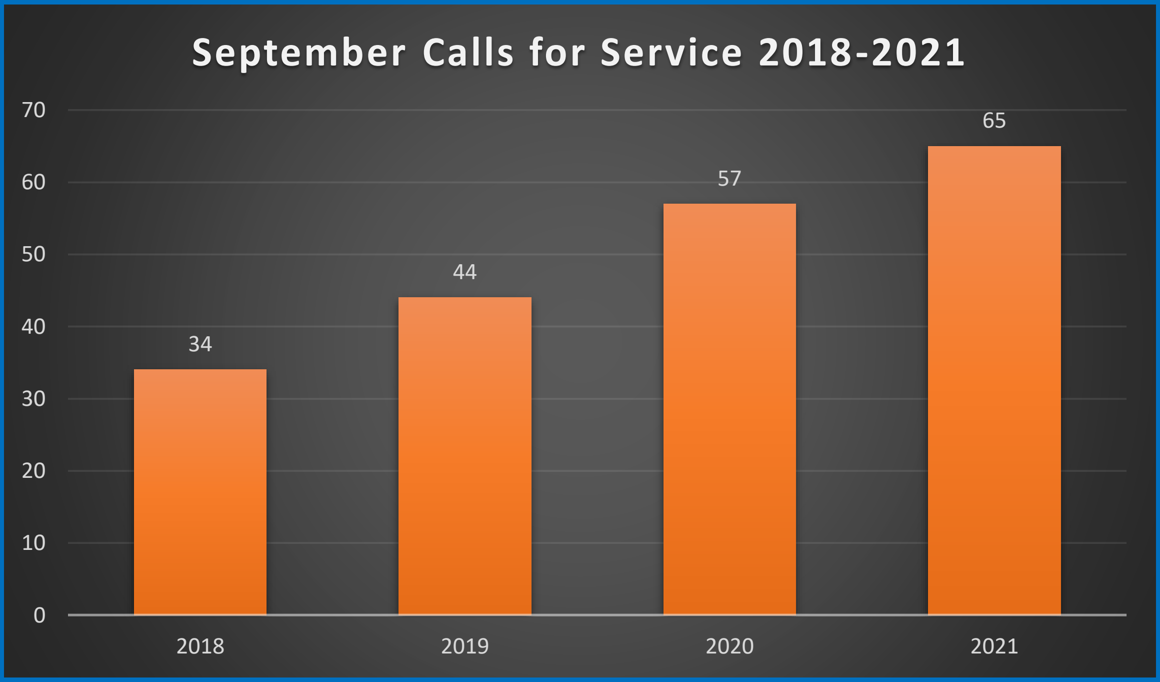
Note(s)—See editor's note to § 8-3-2.

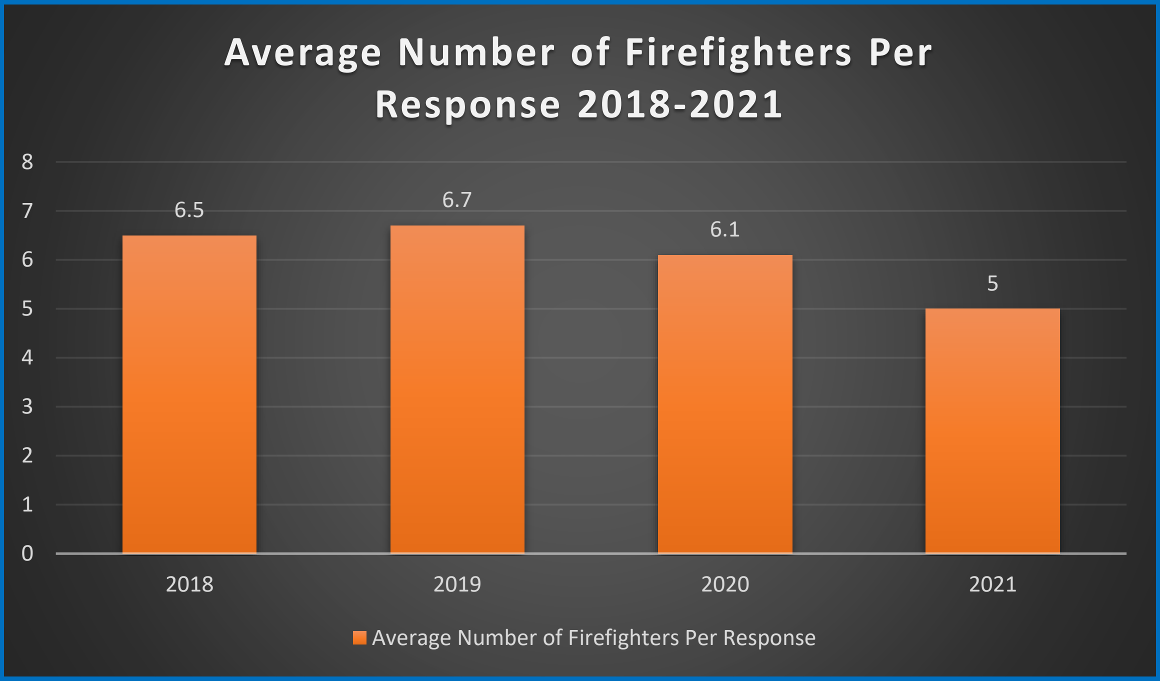
MONTHLY COMPARISON REPORT 2018-2021

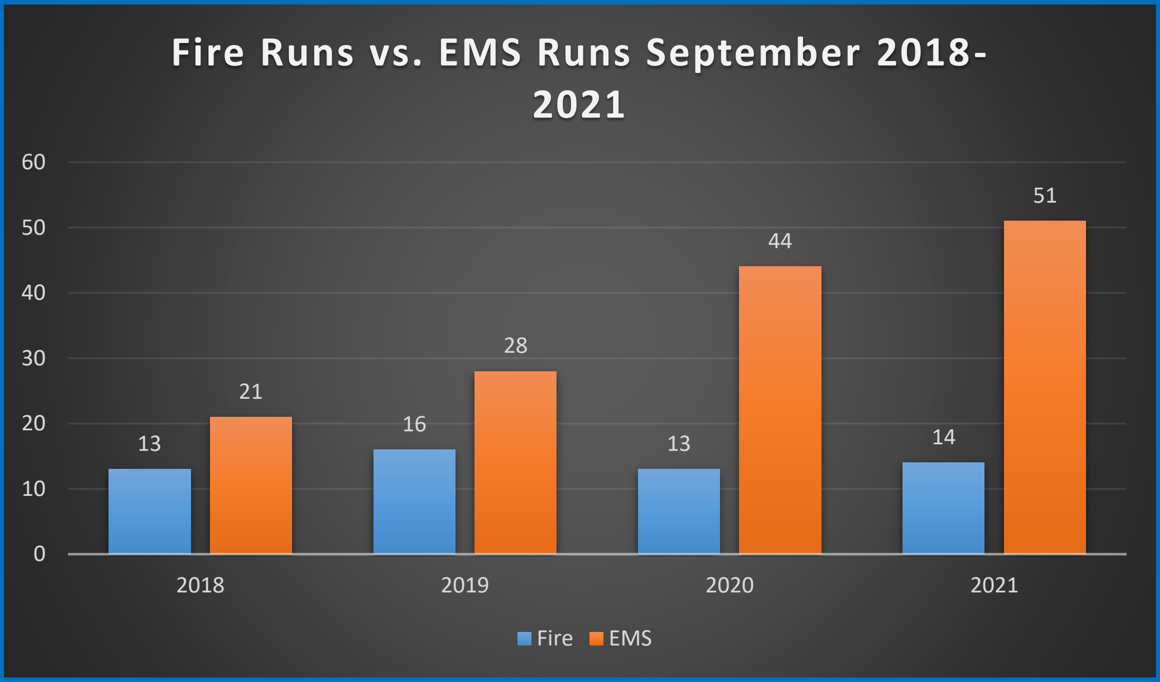
September

ST. FRANCIS FIRE & RESCUE

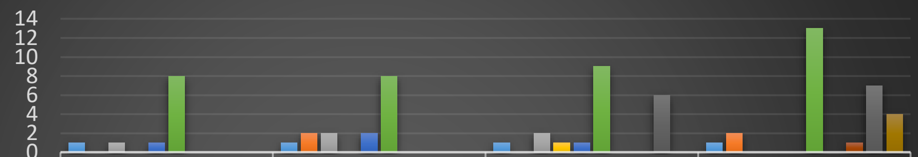

September Response Times 2018-2021
14:24
12:00
9:36
7:12
4:48
2:24
0:00
11:32
11:25
10:11
7:39
2018
2019
2020
2021


September Calls for Service 2018-2021
70
60
50
40
30
20
10
0
34
44
57
65
2018
2019
2020
2021

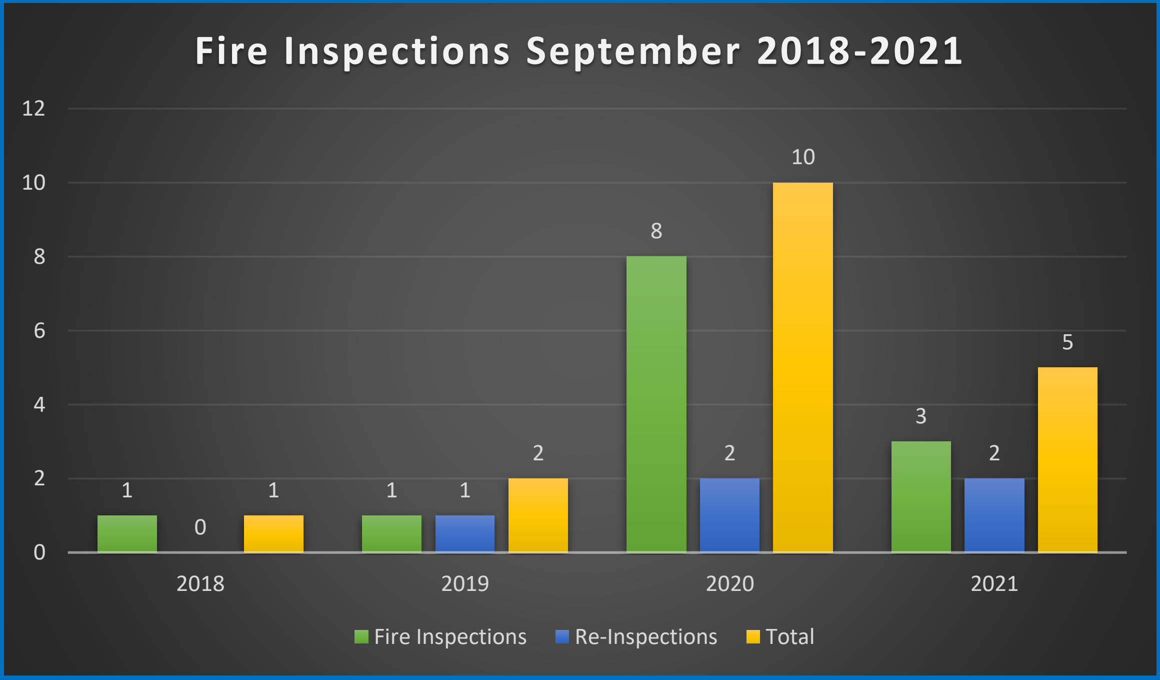

Average Number of Firefighters Per Response 2018-2021
8
7
6
5
4
3
2
1
0
6.5
6.7
6.1
5
2018
2019
2020
2021
Average Number of Firefighters Per Response


Fire Runs vs. EMS Runs September 2018-2021
60
50
40
30
20
10
0
13
21
16
28
13
44
14
51
2018
2019
2020
2021
Fire
EMS

Variance Usage September 2018-2021



	2018	2019	2020	2021
Ambo Assist	1	1	1	1
Airway	0	2	0	2
ASA	1	2	2	0
Albuterol	0	0	1	0
NTG	1	2	1	0
Glucometer	8	8	9	13
Epi	0	0	0	0
Narcan	0	0	0	1
COVID-19	0	0	6	7
Ambulance Over 20	0	0	0	4



City of St. Francis

Water and Sewer Monthly Report – September 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
Water	**Water Treatment Report**			
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at facility.	42	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
Water	**Water Flows/Results**			
		Total Raw water	18.8	Million Gallons
		Total Finished water	17.6	Million Gallons
		Finished water sold	21	Million Gallons
		Accounted water %	119	%
		Average Daily Flow	.586	Million Gallons
		Average Chlorine	.82	Mg/l
		Average Raw Iron	1.11	Mg/l
		Average Raw Manganese	.078	Mg/l
		Average Fluoride	.70	Mg/l
		Iron Removal	**99**	**%**
		Manganese Removal	**74**	**%**

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.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	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.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.5	Million Gallons
		Total Effluent	10.4	Million Gallons
		Reuse effluent	.45	Million Gallons
		Influent TSS	286	Mg/l
	Limit: (15mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	224	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	5.6	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	29.2	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**

Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	45	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	1	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	18	Work Orders
Re-reads	Non-read Meters	Non-read Meters	2	Meters
Water/Sewer	**Monthly Projects**			
Wastewater Treatment Facility	Aeration Tanks	Every year, staff drains and cleans an in-service tank. We then put another tank in service.	2	Weeks
MPCA	Wastewater Facility Site Inspection	Every three to four years, the MPCA does a site inspection. They look through data and go through buildings. A report is forthcoming.	3	Hours
Wastewater Treatment Facility Meters	Flow Testing	Wastewater meters need to be flow tested twice a year per MPCA rules.	6	Meters
Turtle Ponds 4th and 5th	Pre-con Meeting	Staff met with developer on new development.	1	Hour

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

City of St. Francis

Streets and Parks Monthly Report – September 2021

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	74	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	14.4	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	40	Inspections
Parks	Events	Preparation and Inspection	13	Misc.
Parks	Fertilizing	Applied to City Properties and Parks	0	Tons
Parks	Mowing	City Parks and Property	242	Acres
Streets	Signs	Signs Installed or Repaired	4	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	9	1 Water 2 Streets 5 Park 1 Recycling
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	44	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	22	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	4	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	6	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	Time
Streets	Ditch Mowing	Mowing Along Roadway	88.3	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	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	1	Events

3rd Quarter Report 2021

St. Francis Police Department

The theme for the third quarter at the police department was community engagement and outreach. Department staff hosted and/or participated in numerous community events during the third quarter including 1ST annual Stay Safe At Home, National Night Out, Cone with a Cop, Car Seat Clinic and a senior facility tour. It was great to get back in the swing of things and connect with the community in positive ways.

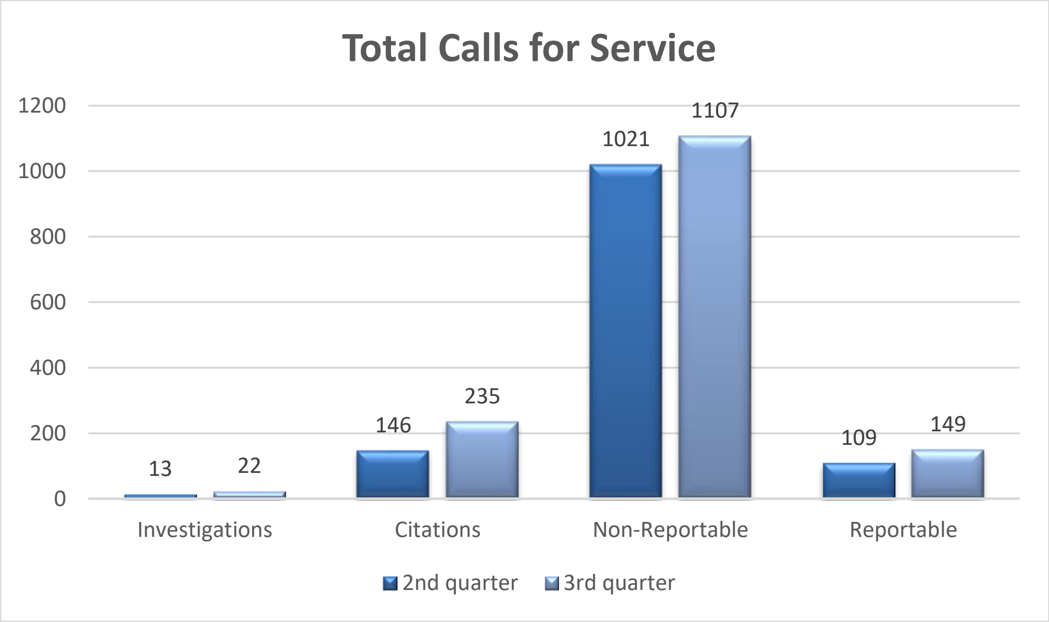
Calls for service increased from the second quarter in both reportable and non-reportable incidents. Types of reportable offenses which increased were thefts, drug offenses as well as DWI's. Non reportable offenses that increased were medicals, alarm calls and welfare checks. There was also an increase in cases referred to investigations during the third quarter in comparison to the second quarter. Case examples that were referred include theft, burglary, fraud, and assault. Investigations also conducted tobacco compliance checks on local businesses during the third quarter.

Officers continue to focus their attention on traffic enforcement in the city as accidents and fatalities continue to rise in Minnesota. When officers stop a vehicle for a traffic violation they take the opportunity to educate the driver on why they were stopped as well as the dangers associated with some of their driving habits, especially distracted driving and speed. Officers stopped 616 vehicles during the third quarter and issued 235 citations. Officers also continue to participate in Toward Zero Deaths (TZD) initiatives throughout the county in efforts to reduce traffic crashes, injuries and deaths on Minnesota roads.

Department staff and officers continue to work hard and dedicate themselves to this department and community and as always want to thank the City Council for their continued support.

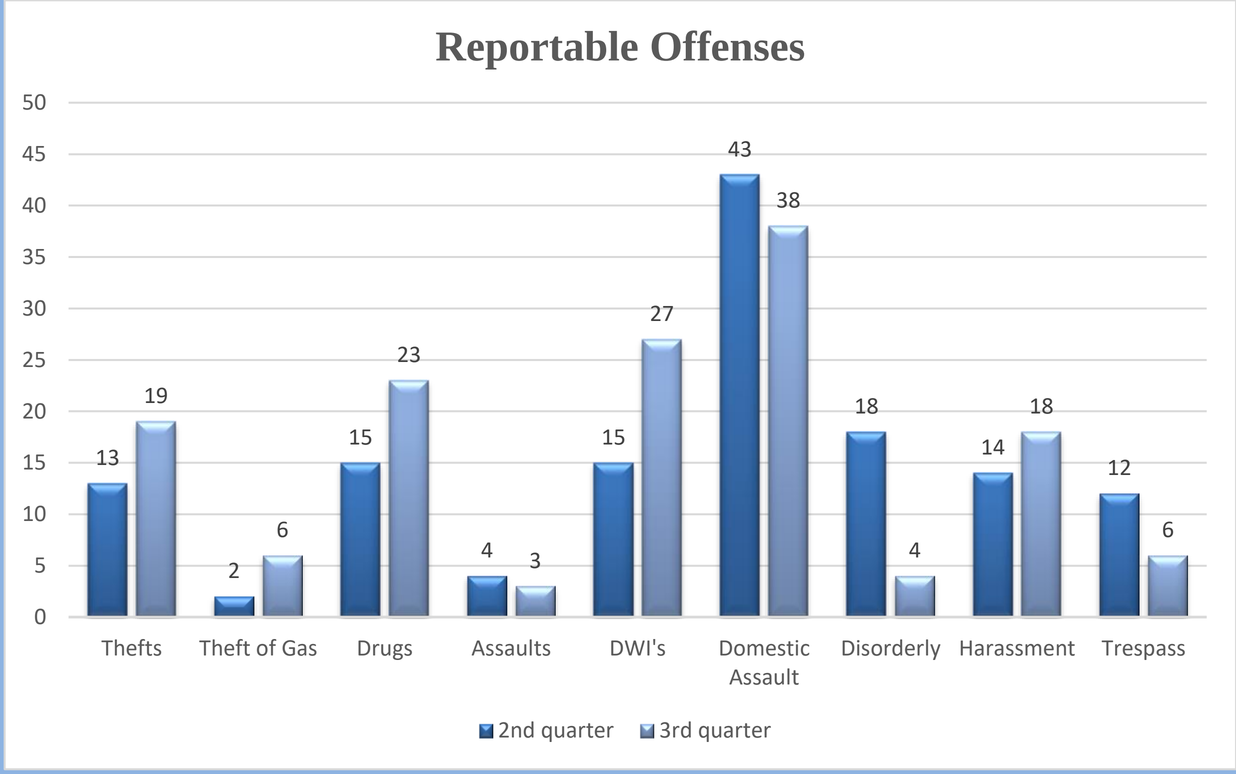
2nd and 3rd QUARTER OFFENSES 2021

Offense Type	Description Examples	2nd Quarter	3rd Quarter
Reportable Offenses	Theft, Fraud, Damage Property, Burglary, DWI, Assaults,	**109**	**149** (198 - 3rd Quarter 2020)
Non-Reportable Offenses	Suspicious Persons/Activity, Vehicle Lock Outs, Animal Complaints, Check Welfare, Accidents, Alarms, Medical, Parking Complaints, MV Complaints, Warrant Arrests, Neighborhood Disputes, Extra Patrol Requests.	**1021**	**1107** (980 3rd Quarter 2020)
Traffic Stops		**442**	**616**
Total Generated ICR's (Incident Crime Reports)		**1572**	**1872** (1617 3rd Quarter 2020)
Investigations		**13**	**22**
Citations		**146**	**235**

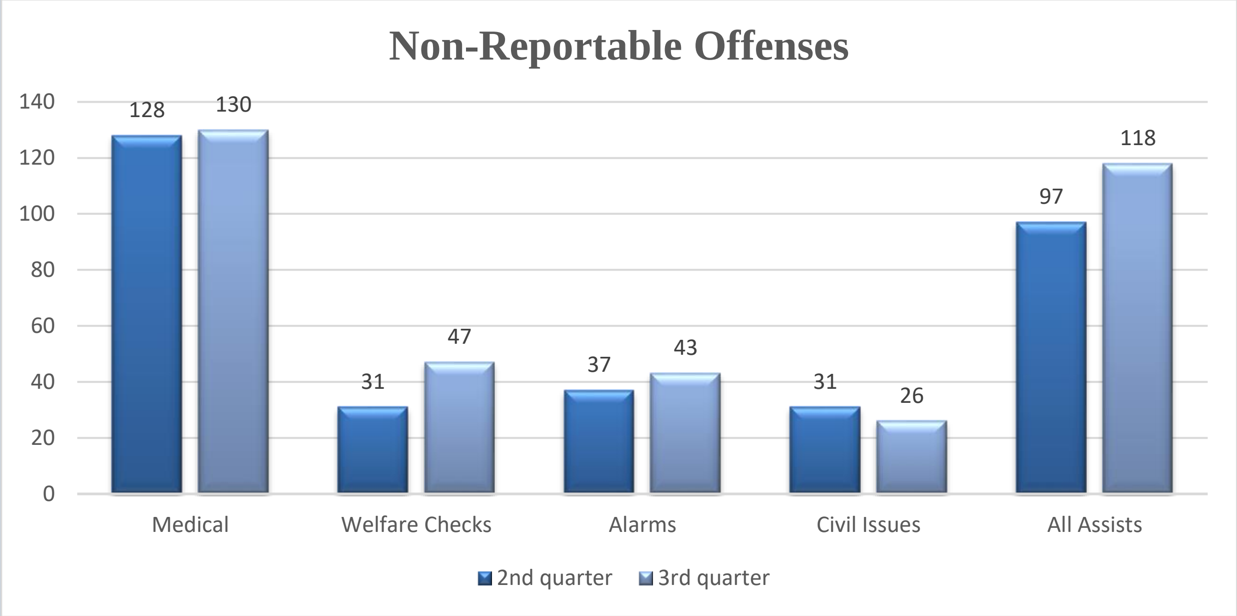


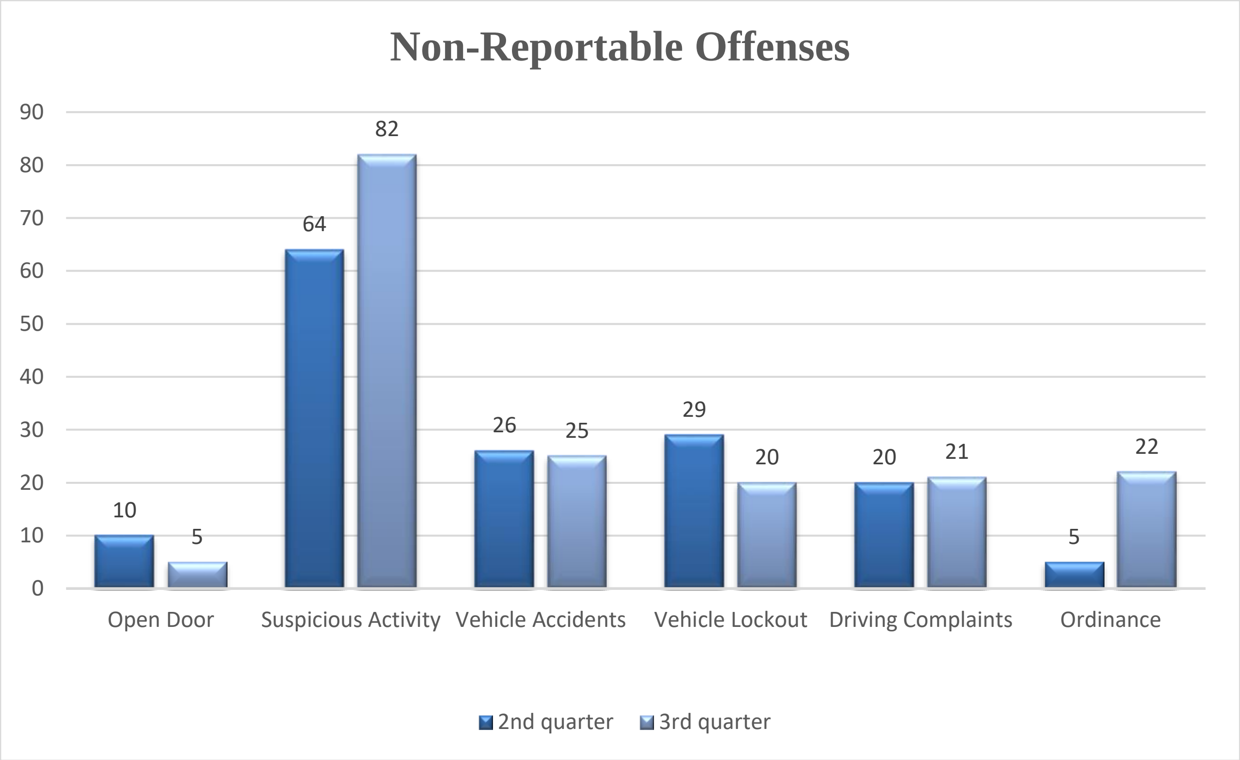
REPORTABLE OFFENSES- 2021

Offenses	2nd Quarter	3rd Quarter
Thefts	**13**	**19**
Theft of Gas	**2**	**6**
Drugs	**15**	**23**
Assaults	**4**	**3**
DWIs	**15**	**27**
Domestic Assault	**43**	**38**
Disorderly	**18**	**4**
Harassment	**14**	**18**
Trespass	**12**	**6**



NON-REPORTABLE OFFENSES-2021





MINNESOTA TOWARD ZERO DEATHS

Despite the efforts of Minnesota law enforcement and the Towards Zero Deaths initiative, traffic deaths on Minnesota roads continue to rise. To date there have been 375 statewide fatalities compared to 302 this time last year. Out of those accidents there were several contributing factors including 16 distracted driving related, 120 speed related, 88 alcohol related and 76 victims were not wearing seat belts. There have also been 18,382 DWI'S to date in the state compared to 17,601 this time last year.

Anoka County law enforcement continues to hit the roads in efforts to minimize the senseless tragedies that occur as a result of motorists using bad judgement and making mistakes which are costing people their lives. Anoka County law enforcement urges motorists to slow down, put down the devices, drive sober, and wear seatbelts. There were 835 traffic stops during Anoka County speed and seatbelt initiatives in the third quarter which resulted in 509 speed citations, 78 seat belt citations, and 23 wireless use violations.

DRIVE SMART!

MEDAL OF VALOR AWARD

In August of 2021 an awards ceremony was held to recognize Officer Chris Bulera for actions taken during a shift in November of 2020. On November 14th Officer Bulera was on patrol when he stopped a vehicle for some questionable driving conduct. Just as Officer Bulera began speaking to the driver the vehicle accelerated and the driver fled the traffic stop. Officer Bulera pursued the vehicle and a short time later the driver of the vehicle fired a handgun in the direction of Officer Buleras squad car. The pursuit continued and Officer Bulera would eventually receive assistance from surrounding agencies while the suspect continued to shoot at pursuing officers. The suspect eventually lost control and crashed in a residential neighborhood when he then exited the vehicle and fired more shots at law enforcement. After a lengthy standoff the suspect was eventually taken into custody without serious injury to himself or officers.

This was an extremely dangerous individual who had no regard for human life that day. Officer Bulera not only maintained his composure the entire time during this pursuit but he did everything right from providing clear and concise communications to exercising good officer safety skills. Officer Bulera acted with great bravery while faced with extreme danger and in the end removed a very dangerous individual from the street who had a lengthy criminal history. For his dedication to the citizens of this community, to the St. Francis Police Department and for his bravery in the face of death or serious physical injury, Officer Bulera was awarded the department medal of valor.

STAY SAFE AT HOME CLASS

The first annual Stay Safe At Home class was held at the St. Francis Police Department in August. Community Resource Officer Hearn taught young participants about internet safety, home accident prevention, how to handle emergencies as well as people safety and snack preparation. Thank you to Captain Sturzl with the fire department for providing fire safety and first aid instruction to the kids.

NATIONAL NIGHT OUT 2021

POLICE-COMMUNITY PARTNERSHIPS

The St. Francis National Night Out event took place August 3rd in the Community Park. A number of police department officers and staff members along with other city personnel attended the event and mingled with the public, answering questions and just enjoying conversation. We had a great turnout for the event and the weather was perfect. Thank you to everyone who contributed to the event and to the public for coming out. Staff is looking forward to next year.


City of
St. Francis


TRUCKING

The second annual Cone With a Cop event was again a huge success with over 100 kids stopping by to eat ice cream with their local cops. Thanks to Dairy Queen for donating the ice cream and we can't wait until next year.

FIRST BAPTIST CHURCH
SENIOR VISIT

Every year the department holds a Car Seat Clinic where the public can come in and receive proper instruction on the installation of their child safety seat. Our certified car seat technician is well trained in the installation and inspection of child safety seats to help parents make sure their children are safe when traveling in a vehicle.