CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
DATE
July 19th, 2021
St. Francis Area Schools District Office
4115 Ambassador Blvd. NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – July 6th, 2021
   B. Accept Letter of Resignation – Jacob Olson
   C. Credit Card Processing
   D. Municode – Agenda Packet Software upgrade
   E. Biosolids Tank Cleaning
   F. Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. Old Business
   A. Ordinance 267, Second Series – Amending the Fee Schedule, 2nd Reading
      Resolution 2021-xx A Resolution Authorizing Summary Publication
9. NEW BUSINESS
   A. Sale of Bonds – Resolution 2021-xx
   B. Post Issuance Compliance Policy
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Department Reports
       1) PW – Water and Sewer Monthly
       2) Fire Monthly
       3) Police Quarterly
    B. Council Member Reports
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
CITY COUNCIL MINUTES
Virtual Meeting via Zoom
JULY 6, 2021

6:00 pm

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
The regular City Council meeting was called to order at 6:05 pm by Mayor Steve Feldman through virtual setting via Zoom.

2. **ROLL CALL**

Members Present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer, Robert Bauer, Kevin Robinson, and Sarah Udvig

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill and City Clerk Diana Saenger

3. **APPROVAL OF AGENDA**
MOTION BY: BAUER SECOND: MUEHLBAUER APPROVING THE REGULAR CITY COUCIL AGENDA, AS PRESENTED.
Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robinson
Nays: None
Motion carried 5-0

4. **CONSENT AGENDA**
A. City Council Minutes – June 21, 2021
B. Payment of Claims

MOTION BY: UDVIG SECOND: ROBINSON APPROVING THE CONSENT AGENDA ITEMS A-B, AS PRESENTED.
Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

5. **MEETING OPEN TO THE PUBLIC**
Mayor Feldman read aloud portions of an e-mail he received from a

resident regarding fireworks noise and safety. He noted that this same individual had contacted the City last year for a similar situation. He stated that he had told that resident that if he had a concern, he should call 911. He noted that this was the 4th of July weekend and stated that he can completely understand people are celebrating, but would hope that they will have some common courtesy.

Police Chief Todd Schwieger stated that officers are out doing the best they can to interrupt this activity whenever possible. He agreed that they also urge residents to call 911 when activities are going on. He stated that they understand the frustration from both sides of this equation whether they are interrupting and asking people to stop or not enforcing the issue aggressively enough.

City Administrator Joe Kohlmann asked if anyone wanted to speak. No one came forward.

Bauer stated that he feels enforcing this type of activity is a waste of resources for the Police Department and noted that many states have now legalized fireworks. He asked if it would be possible for the City to have some sort of ordinance that would allow fireworks and be a bit more lenient for a few days on either side of the 4th of July.

City Attorney Dave Schaps stated that his understanding is that this will be a State issue and they will be providing direction.

Mayor Feldman asked if there had been a lot of complaints about fireworks over the years, where Police Chief Schwieger feels there should be some type of ordinance to limit when people can fire off a firecracker or other fireworks. Feldman stated that this is a celebration of the independence of our Country and questions how strict the City should try to get with limiting when residents can fire off a firecracker.

Schwieger explained that the majority of the complaints come over the days surrounding the holiday itself. He stated that the State restricts the actual possession and doesn't think the City could really allow people to set off firecrackers, if the State doesn't allow it. He stated that legal fireworks do exist, but, in his opinion, are kind of boring. He noted that until the State loosens their grip on this issue there is not much the City can do. He stated that this is one of the reasons that they allow officer discretion and do not issue a lot of tickets and mostly issue warnings.

Mayor Feldman asked for input and opinions from the other Councilmembers.

Udvig stated that she doesn't mind fireworks or get too worried about them. Her main concern was the vegetation fires that were popping up around Anoka County. She stated she is fine with people shooting them off, but would hope they would be reasonable.

Mayor Feldman asked if the police have seen much abuse of this beyond 11:00 p.m.

Police Chief Schwieger stated that he would have to look back to know for sure, but in reading reports yesterday, nothing caught his eye. He stated that he believes most of them were from between 10:00 p.m. and 11:00 p.m.

Robinson stated that he does not think this issue needs to have additional governance or regulation.

Muehlbauer stated that if people feel strongly about this one way or the other, they should contact their State representative or run for State office in order to make a change.

Bauer clarified that it is not that he would like more governance, but this is basically a State law where the City looks the other way. He stated that until cities get together and draw a line in the sand and tell the State what they think, things will not get changed. He stated that he is baffled that the residents are restricted like they are, however there can be a City celebration that has $10,000 worth of fireworks going off. He stated that he is actually looking for less governance by enacting something that will allow citizens to have the freedom to have a big fireworks display, if they would like to.

Mayor Feldman noted that there have not been enough complaints received for this to rise to the level of considering an ordinance, at this time. He asked Police Chief Schwieger to continue monitoring this situation and if the complaints get outrageous then the Council can consider taking action. He stated that his biggest concern was for possible fires this year because of the dry season.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Vacation of the Drainage and Utility Easements Over Outlot C 2nd Addition, and Outlot A 4th Addition, of the Rivers Edge Subdivision

1. Resolution 2021-34 A Resolution Vacating the Drainage and Utility Easements over Outlot C 2nd Addition, and Outlot A 4th Addition, of the Rivers Edge Subdivision

City Planner Beth Richmond gave an overview of the request for an easement vacation related to the 5th addition of the Rivers Edge Subdivision. She noted that the Final Plat was approved at the June 21, 2021 Council meeting but the public hearing for this vacation did not fall into the required State timeline, so is being handled at tonight's meeting. She gave a brief overview of the subdivision and the location of Outlot C, 2nd Addition and Outlot A, 4th Addition. Staff is recommending approval.

Mayor Feldman opened the Public Hearing at 6:32 p.m. There being no public comment, he closed the Public Hearing at 6:34 p.m.

MOTION BY: MUEHLBAUER SECOND: UDVIG, APPROVING THE VACATION OF THE DRAINAGE AND UTILITY EASEMENTS OVER OUTLOT C OF THE 2ND ADDITION AND OUTLOT A OF THE 4TH ADDITION OF THE RIVERS EDGE SUBDIVISION.

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

MOTION BY: ROBINSON SECOND: BAUER, APPROVING RESOLUTION 2021-34 APPROVING THE VACATION OF THE DRAINAGE AND UTILITY EASEMENTS OVER OUTLOT C OF THE 2ND ADDITION AND OUTLOT A OF THE 4TH ADDITION OF THE RIVERS EDGE SUBDIVISION.

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

8. <u>OLD BUSINESS</u> - NONE

9. <u>NEW BUSINESS</u>

A. <u>Variance – 23088 Navajo Street NW (PIDs 31-34-24-33-003 and 31-34-24-33-0002)</u>

1. Resolution 2021-35 A Resolution Approving a Lot Frontage Variance for the Property located at 23008 Navajo Street NW

City Planner Beth Richmond gave a presentation on the variance request for property located at 23008 Navajo Street NW. She explained that the applicant would like to adjust the lot lines for the existing two parcels so they follow Seelye Brook as their boundary line. She noted that this could be done as an administrative adjustment, but noted that they are also seeking a variance to lot frontage as part of the lot reconfiguration. She explained that all lots are required to have access onto an improved public street and gave an overview of the access points in the area and noted that there is no direct access to Parcel B which is the land located south of Seelye Brook which is why they are requesting a variance. She noted that there is an existing private access easement to Norris Lake Road through both Nowthen and Oak Grove, which abuts the parcel. She stated that the

Planning Commission unanimously recommended approval of the lot frontage variance request.

Mayor Feldman opened the floor to public comment to Julie Dickenson, 23008 Navajo Street NW, noting that she currently lives out of state, but explained that her brother lives on the property. She stated that her brother is not able to access the southern portion of the lot across the creek. The neighbor that lives on that end has expressed interest in purchasing that portion of the property. The lot line adjustment they are requesting will also allow all of her brother's buildings to be located on just one lot rather than being spread over the two parcels.

Mayor Feldman asked how many acres were on the southern portion of the parcel.

Ms. Dickenson stated that it is 18.69 acres and the northern portion where her brother is located would be 22.62 acres.

Mayor Feldman stated that it appears that the interest in this property from the neighbor is just to add onto his existing property. So, the question to Beth would be that should this land was ever be developed, if the easement would have to be replaced with a permanent road structure for egress in and to get out.

Richmond explained that the easement would allow a driveway to be put through and would not have to be full road. She noted that it is unlikely that this parcel would be developed with more than one home because it is guided for agriculture in the Comprehensive Plan and the density is low, so the City would not allow a higher density development there. She stated that the sewer and utilities are also not planned to reach this area.

Bauer asked how the landowner could guarantee that the easement will not be shut down by Nowthen or Oak Grove.

Richmond explained that the easement is between two private parties, so it is not with the cities of Nowthen, Oak Grove, or St. Francis.

Robinson stated that as long as the potential buyer is protected it looks like this variance will be fine.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE LOT FRONTAGE VARIANCE FOR 23008 NAVAJO STREET NW WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: Bauer
Motion carried 4-1

MOTION BY: UDVIG SECOND: ROBINSON APPROVING RESOLUTION 2021-35 APPROVING THE LOT FRONTAGE VARIANCE FOR 23008 NAVAJO

STREET NW WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: Bauer
Motion carried 4-1

B. Ordinance 267, Second Series: Amending Fee Schedule (First Reading)

City Administrator Joe Kohlmann noted that staff is proposing some amendments to the City's Fee Schedule. He stated that between now and the Second Reading, he expects there to be a few more additions.

Mayor Feldman asked if staff had checked with other cities on their fees to see how the City's compare. He gave the examples of the Temporary Habitat Permit moving from $200 to $500 and the Commercial Kennel fee moving from $20/year up to $90/year.

Kohlmann stated that typically the fees are supposed to cover the cost of the City to process it.

Community Development Director Kate Thunstrom explained that the Temporary Habitat Permit fee was adjusted due to having just completed one. She stated that in the process of its completion, they discovered that they had under estimated the amount of staff time required for that process. She stated that the Commercial Kennel permit used to be based on dogs, which meant that the first four dogs were $50/year and each additional dog was $20. She stated that for a Commercial Kennel to be counting dogs versus what is coming and going can be difficult, so to mirror what other cities have done, staff is just recommending setting base prices for either a home based or commercial permit which means they would not have to try to count dogs.

Mayor Feldman asked if the fee was in effect currently for burning permits.

Kohlmann stated that they can get them through the City, but the fee has to be set on the Fee Schedule. A $10.00 fee for a burn permit and an additional $100 fee will be added as a placeholder for the Bread & Breakfast license.

Fire Chief Dave Schmidt explained that the City does have the ability to process burn permits and noted that they had done a post on Facebook that it was taken over and would no longer be handled by the hardware store. He stated that until the Fee Schedule is official adopted, the City cannot charge anything.

Robinson asked about the Building Permit evaluations and whether the City had done any comparisons. He asked if dollar-wise, it was equitable to come to St. Francis as compared to other surrounding communities.

Thunstrom stated that when it comes to Building Permits, she usually reviews them at the end of the year. She stated that she does try to compare with the other nearby cities and thinks that St. Francis is in the same ballpark as the surrounding areas.

Robinson asked when was the last time these figures were evaluated or changed.

Thunstrom stated that she believes these were done about 2 years ago.

Robinson asked how burn permits can be processed with the 4-day work schedule if they come in on Friday or Saturday. He asked if there would be an on-line possibility to do this.

Schmidt stated that he works Monday through Friday, and does not have a 4-day work week. He stated that when the change was advertised on Facebook, they also advertised the phone number to the Fire Station, so if they are not there, residents can leave a message. He stated that then the Fire Department will be able to get back to the residents and process their permit. He stated that they do want to identify days and times when people can come in an have a burn permit processed.

Robinson asked about the possibility for on-line processing of the permit, including payment.

Schmidt stated that they have had this conversation with the DNR and, at this point, Anoka County has not qualified for the on-line burn permit process.

MOTION BY: MUEHLBAUER SECOND: ROBINSON APPROVING THE FIRST READING OF ORDINANCE 267, SECOND SERIES: AMENDING FEE SCHEDULE (FIRST READING).

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

C. <u>Schedule a Work Session</u>
City Administrator Joe Kohlmann stated that staff would like to schedule an in-person work session during the week of July 26, 2021.

Mayor Feldman asked why this meeting would be held in-person since it would still be July.

Kohlmann explained that because there are a number of visual aids related to complex land use items, staff felt meeting in-person would work better that over Zoom. He stated that he thinks that the meeting could be held in the Community Center in order have more space.

Following discussion, the work session was scheduled for Monday, July 26, at 5:30 pm at the Community Center, with the understanding that it may be moved to the Police Department Conference Room, if necessary.

D. City Council Meetings

City Administrator Joe Kohlmann explained that Governor Walz lifted the emergency declaration a bit earlier than anticipated. He noted that there will be requirements for locations open to the public so people can interact where the elected officials are. He stated that all indications are that we will move back towards in-person meetings beginning at the next Council meeting.

Mayor Feldman expressed his continued frustration with the State telling the City what it can and cannot do. He stated that he thought that the Council had already discussed this and decided to continue with Zoom meetings for the time being because of some health issues among the Council. He stated that he is not against in-person meetings, but was hoping to wait a little longer because of his cancer and Councilmember Udvig's concussion situation. He stated that he would suggest that the Council hold off on in-person meetings until August 2, 2021.

City Attorney Schaps explained that the next meeting will need to be in person, but noted that because there is 60 days after the pandemic declaration, Council will still have the opportunity to have the option to Zoom into the meeting. He explained that the City will need one person at the public location, for the July meeting, and then the full Council can start meeting in-person on August 2, 2021.

Mayor Feldman stated that if the rest of the Council agreed, he would be okay starting the in-person meetings again on July 19, 2021 rather than go through the bother of having one person in a separate room for the meeting.

Bauer suggested that the Council may want to also do Zoom through their laptops during the meeting, even though they will be in-person, because he thinks that will help with the audio issues there have been in the past.

Udvig noted that the School Board had also done that, so she thinks that would work.

10. MEETING OPEN TO THE PUBLIC

There was no one in attendance to speak to the Council.

11. REPORTS

A. Fire – May Monthly Comparison - 2021

Fire Chief Dave Schmidt gave an overview of the May month comparison report and explained some of the anomalies that were found when they did an update. He explained that the data included in the report is now accurate. He gave an overview of response times and noted that in 2018 it was 11 minutes and 15 seconds and now in 2021 is down to 8 minutes and 14 seconds. He stated that they have seen an increase in calls for service from year to year, but noted that there has been a 57% increase from 2020 to 2021, which has been seen in many of the neighboring cities as well. He reviewed the data related to staffing, fire runs versus EMS runs, the variance in usage, as well as their inspections.

Mayor Feldman commended Fire Chief Schmidt for the skills and leadership he has brought to the City.

Schmidt answered questions about the report and how the data is tabulated.

Robinson extended his congratulations to the new recruits that have recently come on board and invited them to appear before the Council so they can be introduced.

Bauer thanked Fire Chief Schmidt and his crews for the work they are doing for the City and suggested that there be some sort of pinning ceremony for the new recruits.

B. Councilmember Reports

Councilmember Robinson noted that he had attended the Finance meeting and noted that he wanted to commend Community Development Director Thunstrom and her department for doing a great job for the City and for running a smooth meeting.

Mayor Feldman asked for an update on Poppy Street.

City Engineer Craig Jochum stated that he has gotten tentative verbal agreements for two easements at minimal costs. He stated that the third person would like to have further discussion on it, but he believes they are making headway.

Mayor Feldman noted that the easement costs should be paid by Oak Grove since it is on their side of the road.

Jochum stated that there is still one easement that needs to be acquired in the City and as long as all the easements can be acquired, he believes the project should be able to begin in the spring of 2022.

Mayor Feldman suggested that as part of this project that they consider relocating the sewer line while the road is torn up, if the cost is not prohibitive. He updated the Council on the Liquor-Muni progress and noted that the framing was supposed to start today but did not because of the weather. He explained that the footings are in, the frost walls are up, and the utility relocation has been completed. A pressure check was completed on the plumbing today and tomorrow the framing should begin, with a slab poured by the end of the week. He discussed the security glass that will be installed in the City Hall and other measures that are being taken to ensure a safe and secure City Hall.

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:38 PM.

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Diana Saenger, City Clerk

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4B

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **Public Works Sewer and Water Operator**

DATE: July 19th 2021

OVERVIEW: Unfortunately, the Public Works Department has received a letter of resignation from Sewer and Water Operator Jake Olson. Jake has excepted a position at the City of Zimmerman as a waste water plant manager/operator. As tough as it is to lose an employee like Jake this has been a goal of his since he first entered a career in Sewer and Water. With his can-do attitude he will serve the residents of Zimmerman well and we will miss his presence here at the City of St. Francis.

ACTION TO BE CONSIDERED: Accept the resignation of Jake Olson. Authorize Staff to fill the vacancy created with the resignation.

BUDGET IMPLICATION: There will be little to no additional budget implications.

Attachments: Resignation Letter.

7/13/2021
City of St. Francis

Mr. Jason Windingstad

This letter is to inform you that I am resigning from my position as Water and Wastewater Operator at the City of St. Francis. This will be effective 7/13/2021.

It has been a pleasure to work for the City of St. Francis, I am thankful for the opportunities provided while I have been here. I have learned so much from you and my other coworkers here. My last day will be 7/23/2021.

I will complete the rest of my time here working to the fullest extent of my abilities. If there is anything I can do to help smooth this transition I would be more than happy to. Thank you for the opportunities provided while I was working here.

Best Regards,

Jacob Olson

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4C

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Invoice Cloud-Credit Card Processing**

DATE: 07-14-2021

OVERVIEW:

As discussed at the June 15th Worksession, the city is moving from PSN to Invoice cloud for processing credit cards. Attached is the final agreement with Invoice Cloud to move credit card processing to them. This will take a couple of months to implement. The following was from the worksession packet.

The city has been doing credit card processing through Payment Service Network (PSN) for several years. PSN has been bought out by Invoice Cloud recently and eventually everyone will have to move off of the PSN to the Invoice Cloud. I would like the city to implement this now as there are benefits to the new technology offered by Invoice Cloud.

Invoice Cloud will be able to integrated with OPUS 21 better and customers will be able to see their billings on-line. Payments to accounts will be shown in real-time as opposed to right now there is a lag of a day or so. Iit should be easier and more user friendly for customers to make payments. Such as:

- One time payments
- Scheduled payments
- Recurring scheduled payments
- Autopay
- Flex pay
- Pay by Text

Hopefully this will make it easier for customers to pay electronically.

Another benefit is that ACH payments that are now sent over to me and then I have to submit to our bank would be handled directly through this system.

Overall the cost of this is expected to be higher by about $242.82 per month. This cost would be split between the water and sewer departments. I have attached the proposal from Invoice Cloud.

ACTION TO BE CONSIDERED:

Approve moving from Payment Service Network to Invoice Cloud for Credit Card Processing.

BUDGET IMPLICATION:

$242.82 extra cost per month split between Water and Sewer Funds. This is approximately $2,913.84 per year or $1,456.92 per fund.

InvoiceCloud™

Biller Order Form

SALES INFORMATION			
IC Sales Rep	David Batterman	Vertical	Local Gov (Util, Tax, Misc)
Order Date	7/13/2021	Billing Software	Opus21

BILLER INFORMATION						
Ownership Type	Government			Phone	763-753-2630	Fax 763-753-9881
Legal Name	City of St. Francis			Website URL	http://www.stfrancismn.org	
Address 1	23340 Cree St Nw			Bus. Open Date	1962	
Address 2				Federal Tax ID	410901105	
City	Saint Francis			**Federal Tax ID and Legal Name must match on all documents*		
State	MN	ZIP	55070			

BILLER CONTACT	
Primary Contact Name	Darcy Mulvihill
Phone	(763) 753-2630
Email Address	finance@stfrancismn.org

SIGNING AUTHORITY					
Name	Darcy Mulvihill			Title	Finance Director
Phone	(763) 753-2630	Fax		Email Address	finance@stfrancismn.org

BILLER BANK ACCOUNT (FOR INVOICE CLOUD AND NETWORK FEES, AND AS PROVIDED IN THE BILLER AGREEMENT)			
Note: Must include voided business check or bank letter for each unique account			
Billing Method	Direct Debit		
Routing #	091905745	Last 4 Acct #	8659

PAYMENT METHODS ACCEPTED	
Payment Methods	[VISA/Mastercard/Discover] [PayPal] [ACH/EFT]

BILLER PRICING (see Invoice Type Parameter Sheet(s) for invoice-type-specific pricing)*

Description	Interval	Cost Type	Cost
Credit Card - Chargeback Fee Submitter	Per Transaction	Fixed ($)	$15.00
Invoicing - Invoice Presentment For Paperless Customers	Per Transaction	Fixed ($)	$0.35
Online Bank Direct - OBD Access Fee	Monthly	Fixed ($)	$50.00
EFT - ACH Reject Fee Submitter	Per Transaction	Fixed ($)	$15.00
PayPal Brands - Chargeback Fee (PayPal Brands)	Per Transaction	Fixed ($)	$15.00
Biller Portal Access Fee	Monthly	Fixed ($)	$100.00

HARDWARE					
Card Reader Type		Quantity		Cost per Reader	

Card Reader				Billing Interval		
Shipping Address (if different than location address)						

DATA RETENTION		
Months to Keep	24	*Additional Fees apply if greater than 24 months

IMPLEMENTATION CHARGES			
Description	**Interval**	**Cost**	
Implementation (per SOW)	One-Time	$0.00 *(WAIVED)*	

NOTES/SPECIAL HANDLING

[signature page follows]

CERTIFICATION AND AGREEMENT

A. By signing below, the Biller hereby ratifies its authorization for Invoice Cloud, Inc. ("Invoice Cloud") to execute debit/credit entries to the Biller Bank Account(s) indicated above at the depository financial institution(s) named above and to debit/credit the same such account(s). The Biller acknowledges that the origination of ACH transactions to its account(s) must comply with the provisions of U.S. law. This authority is to remain in full force and effect until (i) Invoice Cloud has received written notification (by electronic or U.S. mail) from the Biller of its revocation in such time and manner as to allow Invoice Cloud a reasonable opportunity to act on it, but not less than 10 business days notice; and (ii) all obligations of the Biller to Invoice Cloud that have arisen under this Agreement and all other agreements have been paid in full. The Biller must also notify Invoice Cloud, in writing, (by electronic or U.S. mail) when a change in Biller Bank Account account number(s) or bank has occurred at which time this authorization shall apply to such new/changed Biller Bank Account. This notification must be received no less than 10 business days in advance of any change. A fee will be charged for any returned or rejected ACH debits.

B. By signing below, the Biller named: (1) has read, agreed to, ratifies the Biller Agreement, Biller T+Cs (referenced in the Biller Agreement) and other Order Forms previously executed by the Biller, and (2) certifies to Invoice Cloud that he/she is authorized to sign this Order Form; (3) certifies that all information and documents submitted in connection with this Order Form are true and complete; (4) authorizes Invoice Cloud or its agent to verify any of the information given, including credit references, and to obtain credit reports ; (5) agrees to pay the Monthly Access Fee through the last day of the month following the effective date of termination as provided in the Billing Agreement; (6) agrees that Biller and each transaction submitted will continue to be bound by the Order Form and the Biller Agreement in its entirety and any new agreement forms executed herewith; (7) agrees that Biller will submit transactions only in accordance with the information in this Biller Order Form and Biller Agreement and will immediately inform Invoice Cloud, by email (contracts@invoicecloud.com) if any information in this Order Form changes, and (8) In the event of non-payment of any sums due, Invoice Cloud reserves the right to withdraw such sums from the Biller Bank Account at any time to ensure payment of the same.

C. Pay by Text: Standard data rates and text messaging rates may apply based on the payer's plan with their mobile phone carrier. Payer can opt out of text messaging at any time with Invoice Cloud. Partial payment or overpayment is not supported. Biller may not use the service for activities that violate any law, statute, ordinance or regulation.

D. This Biller Order Form will become effective only when signed by Invoice Cloud.

In WITNESS WHEREOF, the parties have executed this Agreement as of this day

Accepted by Biller:	Accepted by Invoice Cloud, Inc.:
X	X Thomas E. Griffin
Corporate Officer/Authorized Official	Corporate Officer
Darcy Mulvihill	Thomas E. Griffin
Printed Name	Printed Name
Finance Director	President
Title	Title

InvoiceCloud

Biller Order Form

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET

Invoice Type Parameters must be completed for each invoice type

Invoice Type	Utilities	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500

Avg CC Transaction $	103.00	Max Invoice $	2500.00	Bill Frequency	Monthly	Avg. Bills Per Month	1500

PRODUCTS AND SERVICES	
Products and Services	[EBPP] [IVR] [OBD]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	Payment Method	Fee Rate %	Fee Amount $	Additional Fee $	Biller Pays Network Fees
All Payment Sources	ACH/EFT		$0.95		Yes
IVR	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					
Online Bank Direct	ACH/EFT		$0.50		Yes
Auto Pay	ACH/EFT		$0.50		Yes

SERVICE FEES (Paid by Payer)					
Payment Source Description	Payment Method	Fee Amount	Calculation Type	Max Payment $	Min. Fee (S) per Transaction
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
IVR Surcharge	Credit/Debit/PayPal	$0.95	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
EBPP For utilities. eCheck and autopay fee paid by the City

Credit card fee paid by the Customer
IVR Surcharge paid by City for eCheck and by the Customer for card payments.

InvoiceCloud

Biller Order Form

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET

Invoice Type Parameters must be completed for each invoice type

Invoice Type	Building Permits	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
100	100	100	100	100	100	100	100	100	100	100	100

Avg CC Transaction $	300.00	Max Invoice $	3000.00	Bill Frequency	Monthly	Avg. Bills Per Month	100

PRODUCTS AND SERVICES	
Products and Services	[Cloud Store]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	**Payment Method**	**Fee Rate %**	**Fee Amount $**	**Additional Fee $**	**Biller Pays Network Fees**
All Payment Sources	Credit/Debit/PayPal				
All Payment Sources	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					

SERVICE FEES (Paid by Payer)					
Payment Source Description	**Payment Method**	**Fee Amount**	**Calculation Type**	**Max Payment $**	**Min. Fee (S) per Transaction**
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
Cloud Store Required fields TBD

InvoiceCloud™

Biller Order Form

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET

Invoice Type Parameters must be completed for each invoice type

Invoice Type	Police	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
25	25	25	25	25	25	25	25	25	25	25	25

Avg CC Transaction $	15.00	Max Invoice $	100.00	Bill Frequency	Monthly	Avg. Bills Per Month	25

PRODUCTS AND SERVICES	
Products and Services	[Cloud Store]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	**Payment Method**	**Fee Rate %**	**Fee Amount $**	**Additional Fee $**	**Biller Pays Network Fees**
All Payment Sources	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					

SERVICE FEES (Paid by Payer)					
Payment Source Description	**Payment Method**	**Fee Amount**	**Calculation Type**	**Max Payment $**	**Min. Fee (S) per Transaction**
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
Cloud Store Required fields TBD

InvoiceCloud

Biller Order Form

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET

Invoice Type Parameters must be completed for each invoice type

Invoice Type	Miscellaneous	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
8	8	8	8	8	8	8	8	8	8	8	8

Avg CC Transaction $	400.00	Max Invoice $	800.00	Bill Frequency	Monthly	Avg. Bills Per Month	8

PRODUCTS AND SERVICES	
Products and Services	[Cloud Store]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	**Payment Method**	**Fee Rate %**	**Fee Amount $**	**Additional Fee $**	**Biller Pays Network Fees**
All Payment Sources	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					

SERVICE FEES (Paid by Payer)					
Payment Source Description	**Payment Method**	**Fee Amount**	**Calculation Type**	**Max Payment $**	**Min. Fee (S) per Transaction**
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
Cloud Store Required fields TBD

InvoiceCloud™

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET

Invoice Type Parameters must be completed for each invoice type

Invoice Type	Rentals	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
5	5	5	5	5	5	5	5	5	5	5	5

Avg CC Transaction $	30.00	Max Invoice $	500.00	Bill Frequency	Monthly	Avg. Bills Per Month	5

PRODUCTS AND SERVICES	
Products and Services	[Cloud Store]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	**Payment Method**	**Fee Rate %**	**Fee Amount $**	**Additional Fee $**	**Biller Pays Network Fees**
All Payment Sources	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					

SERVICE FEES (Paid by Payer)					
Payment Source Description	**Payment Method**	**Fee Amount**	**Calculation Type**	**Max Payment $**	**Min. Fee (S) per Transaction**
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
Cloud Store Required fields TBD

InvoiceCloud™

Biller Order Form

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET

Invoice Type Parameters must be completed for each invoice type

Invoice Type	Dog License	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
30	30	30	30	30	30	30	30	30	30	30	30

Avg CC Transaction $	15.00	Max Invoice $	60.00	Bill Frequency	Monthly	Avg. Bills Per Month	30

PRODUCTS AND SERVICES	
Products and Services	[Cloud Store]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	**Payment Method**	**Fee Rate %**	**Fee Amount $**	**Additional Fee $**	**Biller Pays Network Fees**
All Payment Sources	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					

SERVICE FEES (Paid by Payer)					
Payment Source Description	**Payment Method**	**Fee Amount**	**Calculation Type**	**Max Payment $**	**Min. Fee (S) per Transaction**
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
Cloud Store Required fields TBD

BILLER ORDER FORM
INVOICE TYPE PARAMETER SHEET
Invoice Type Parameters must be completed for each invoice type

Invoice Type	Stormwater	Pricing Model	Submitter	

CURRENT BILLING DETAILS											
Please indicate how many bills are sent monthly by placing the bill count for each month below:											
JAN	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
100	100	100	100	100	100	100	100	100	100	100	100

Avg CC Transaction $	60.00	Max Invoice $	500.00	Bill Frequency	Monthly	Avg. Bills Per Month	100

PRODUCTS AND SERVICES	
Products and Services	[Cloud Store]

TRANSACTIONAL PRICING (Paid by Biller)					
Payment Source Description	**Payment Method**	**Fee Rate %**	**Fee Amount $**	**Additional Fee $**	**Biller Pays Network Fees**
All Payment Sources	ACH/EFT		$0.95		Yes
TRANSACTIONAL PRICING EXCEPTIONS					

SERVICE FEES (Paid by Payer)					
Payment Source Description	**Payment Method**	**Fee Amount**	**Calculation Type**	**Max Payment $**	**Min. Fee (S) per Transaction**
All Payment Sources	Credit/Debit/PayPal	2.75 %	Percent (%)	$125000.00	1.95
All Payment Sources	ACH/EFT	$0.00	Fixed ($)	$125000.00	
SERVICE FEE EXCEPTIONS					

BILLER BANK ACCOUNT (FOR DEPOSITS AND CHARGEBACKS)				
Note: must include voided business check or bank letter for each unique account				
Routing #	091905745	Last 4 Acct #	8659	

NOTES / SPECIAL HANDLING
Cloud Store Required fields TBD

Invoice Cloud
Statement of Work
City of St. Francis, MN

Overview

The Invoice Cloud (IC) suite of services (The Service) will give the ***City of St. Francis, MN*** (Biller) and its customers the ability to accept online payments for invoiced and non-invoiced items. The Service will allow the ***City of St. Francis, MN*** to offer online payment processing in a securely hosted real-time environment. Customers will be able to locate, view and print bills or invoices and payment records online and pay using credit cards, debit cards, and electronic checks.

Definitions:

1. Biller – Merchant / ***City of St. Francis, MN***
2.! Payer – Client customer, resident, person paying a bill or invoice
3.! EBPP – Electronic Bill Presentment & Payment
4.! Bill – Bill and Invoice are used synonymously throughout this document
5.! RTDR - Real-Time Data Refresh – collects and aggregates the data as soon as a user accesses a specific function
6.! NTDR – Near-Time Data Refresh – integration that happens periodically; the data is collected immediately but it is not aggregated until later – data can be processed every day, every hour or even every few minutes

1.! **Security and Industry Compliance**

Invoice Cloud maintains full compliance with current applicable Payment Card Industry (PCI) standards, Cardholder Information Security Program (CISP) regulations and National Automated Clearinghouse Association (NACHA) rules and guidelines. Invoice Cloud will abide by such guidelines for the security of all cardholder data that Invoice Cloud possesses.

a.! **PCI** - Invoice Cloud will provide compliant storage of Biller's customer payment information that is certified by Visa/MasterCard. Data security measures are addressed during collection and transmission via SSL with our patent pending encryption technology. All confidential information will be treated in accordance with the PCI standards.

b.! **Software as a Service (SaaS) Architecture** – All Biller customer financial and payment information and the invoice presentment and payment processing application is housed offsite from Biller.

c.! **Browser Compatibility** - Invoice Cloud supports the most current version of the industry's most common browsers.

2.! **Data Integration**

Invoice Cloud does maintain an integration with ***Harris Innoprise.*** The integration for the ***City of St. Francis, MN*** will include the functionality found in Appendix B.

3.! **Payer Portal**

The Payer Portal is an electronic bill presentment and online payment portal where a Biller's customer (Payer) can view a bill and then proceed, within the same user interface, to make an online payment.

a.! Invoice Cloud will present bills electronically through a payer portal that is branded for Biller or via an email notification, if the Payer provides an email address.

b.! The electronic invoice presentment will simulate the paper invoice Biller uses and will be available in PDF and/or html format.

c.! The Service may provide the Payer the option of making a payment via credit card (Visa, MasterCard, American Express and Discover) or electronic check (also referred to as ACH, e-check, EFT).

d.! The Service provides the Payer a one-time online payment option without registration, and the capability to register to access Payer's account history, schedule a payment, or set up AutoPay payments.
e.! A Payer will have the ability to choose their payment date (also known as scheduled payments).
f.! The system will accept partial, full, or overpayments as defined by the Biller.
g.! The Payer will register with the Service using the authentication method designated by Biller.
h.! Linking Accounts - After registering with the Service, the Payer will be able to login into their account(s). If the Payer has multiple accounts and uses the same authentication information for all accounts, the Payer will be able to link their account and view from a single registration. The Payer will then have the option to choose which account they would like to pay or view in further detail.
i.! The Payer will receive an email confirmation of payment after any payment process.
j.! The Payer will have the ability to search and access historical bills once they register with the Service. The Service will store twenty-four (24) months of rolling history from the point of Biller's first invoice file upload to the Service. This includes invoice history and account history.
k.! Biller has the option of allowing the Payer to pay via different payment methods which include online, IVR, IC Biller Portal, Pay by Text, CloudCSRConnect and CloudPOSConnect.
l.! Payers who have scheduled a payment or registered for AutoPay will receive email notification from the Service of pending payments.
m.! The Service includes shopping cart functionality.
n.! The Service will allow the Payer the option to elect paperless billing.
o.! A Payer registered for paperless billing will be automatically placed back on paper billing if their email address is undeliverable; notification of the Payer's undeliverable email address will be sent to Biller via email.
p.! The Service complies with Federal E-Signature Act for paperless billing and AutoPay by providing a system in which a Payer must confirm enrollment in paperless billing and/or AutoPay by responding to an email sent after the Payer registers for paperless billing and/or AutoPay through online self-service.

4.! **Biller Portal**

The Biller Portal is an administrative portal where Biller staff will have access to reporting, search customers, search invoices, search payments, initiate payments or credits, login as a Payer, modify email templates, etc.

a.! Biller can log in as the Payer on either the Biller or Payer Portal and make a payment on behalf of the Payer. There is an audit trail for who made the payment, and the source of every payment (CSR, Pay by Text, AutoPay, Web, IVR, etc.).
b.! Biller will have the capability of blocking future payments by specific Payer and payment method type (i.e. Credit Card or E-Check (ACH).
c.! **Permissions** – The Biller Portal includes a table of role based permissions, determined by the Biller's System Administrator. Each permission is applied to a user ID on an individual basis to maximize flexibility. The system administrator can allow or disallow access to functions such as viewing data, creating reports, resending email notices, processing payments, credits or refunds, editing email templates and more. Since it is controlled by Biller administrator, changes can be made quickly on an as needed basis.
d.! **Administrative Email Notifications** - Biller may set up the system to send several administrative notifications and request system notifications be sent to multiple staff members. This allows different departments to get the information they need in a timely manner. The notifications include:

- ! ACH Reject Notifications
- ! Batch Close Notifications
- ! Daily Management Report
- ! File Processing Notifications
- ! Month End Billing Invoice
- ! Paperless Customer Email Bounce Daily Report

- Request System Notifications (this is the ticketing system available in the Invoice Cloud payer portal).
- Status Notifications (notifications of planned outages, new features, etc.)

e. **Biller Controlled Configuration Options** – The Biller Portal includes several Biller controlled configurable options to customize the way payments and customer accounts are handled. The Biller will be able to configure for:
   - allowing Auto-Pay and scheduled payments
   - allowing customers to update their phone or mailing address through the payer portal
   - allowing customers to pay less than, or more than the balance due based on receivable type
   - updating Refund Policy description
   - updating customer service phone number

5. <u>Biller Portal - Reporting</u>

Biller can access a selection of pre-configured reports. Biller can request reports for daily, monthly, or date range activity. Most reports can be exported to excel files or scheduled for download as a custom report, as indicated by asterisk (*) in the report name. All stored payment data is truncated, and this is reflected in all reports.

a. Reports:
b. Search Customers*
c. Search Invoices
d. Search Payment Transactions*
e. Monthly Summary
f. Registration Report*
g. Autopay Report*
h. Paperless Report*
i. Data Synchronization History
j. EFT/ACH Rejects*
k. View Scheduled Payments*
l. Invoice File History
m. Import Errors
n. Daily Payments Received*
o. Total Outstanding Invoices
p. Email Notification Summary
q. Email Statistics
r. Email Tracking
s. Bounced Email Report
   - Email Statistics
   - Email Tracking
   - Bounced Email Report

6. <u>Payer Email Notifications</u>

Invoice Cloud provides a set of customizable email notification templates for each invoice type that are delivered for numerous events surrounding electronic invoice presentment and payment activity. Email notifications may be customized through the Biller Portal using a Word style editor and options to insert secure hyperlinks to website, links to electronic documents such as newsletter or bill inserts, and/or variable fields selected from the Biller's data file.

a. Three (3) email notifications can be scheduled. The first notification is based on the number of days from the invoice due date. Second and third notifications will only be sent to Payers with an outstanding balance, not those with a scheduled payment, or Payers who have signed up for Auto-Pay.

b.! At the discretion of Biller, Payer email notifications can be delivered for each of the following events.

- First Invoice Email Notification
- Second Invoice Email Notification
- Third Invoice Email Notification
- Payment Transaction Receipt
- Declined Auto Pay Transaction
- Late Fee Email Notification
- Declined Scheduled Payment Notification
- Registered Customer Welcome Email
- AutoPay Registration Notification
- Paperless Registration Notification
- ACH Reject/Chargeback Notices (with reason codes and descriptors)
- Credit Card Expiration Notification
- Scheduled Payment Confirmation
- AutoPay Reminder Notification
- FlexPay Confirmation Notification
- Scheduled Payment Reminder
- Paperless Off Confirmation
- Online Bank Direct Payment Receipt
- Check 21 Payment Receipt
- Linked Accounts First Notice Notification
- Linked Accounts Second Notice Notification
- Linked Accounts Third Notice Notification
- AutoPay Off Confirmation
- Conveyed Customer Notification
- Multiple Registered Customers Welcome Email
- Recurring Scheduled Payment Confirmation
- Recurring Scheduled Payment Canceled

7.! **Business Rules**

The Invoice Cloud solution is designed for flexibility for customers and Billers. There are many rules currently available and we will also undertake the creation of new business rules as we both agree. Each bill type operates independently and can accept different payment types as well as other business rules. At Biller's option, multiple business rules can be applied to each bill type. Invoice Cloud provides flexibility regarding business rules to support specific needs, including:

a.! Ability to allow partial payments, over payments, full balance only, or late fees.

b.! Ability to allow payments beyond the due date - The service is designed to accommodate Biller specific business rules like allowing payments beyond their due date.

c.! Ability to allow for multiple payment types for one customer for the same bill - The service allows multiple payment types from one customer for the same bill when partial payments are allowed. Credit/debit card and e-check (ACH) can be run separately and an unlimited number of remittance types can be used. For example, a customer can pay part of a bill with a checking account, another part with a credit card and the remainder with a second credit card of a different type.

8.! **Implementation Process**

Invoice Cloud assigns an Implementations Manager (IM) to each Biller. The IM will be the Biller's primary contact during the implementation process and coordinates all necessary resources from Biller, Biller software company, Invoice Cloud, and any sub-contractors. The IM will provide the Biller with the following documents to facilitate the project:

a.! **New Biller Questionnaire & Questionnaire Key** – Documents critical information needed to setup and initiate the service including information on business rules and feature selection.

b.! **Project Timeline** – Details project schedule and milestones.

c.! **Testing & Training Plan** – This plan walks the Biller through a set of user acceptance testing criteria and facilitates training on the service.

9.! **Support & Training**

a.! **Business Hours** – The business hours will be Monday through Friday from 8 a.m. to 8 p.m. Eastern Standard Time. Note: Biller Support hours are 8 a.m. to 8 p.m. EST. Payer Support hours are currently 8 a.m. to 4 p.m. EST.

b.! **Help Desk -** The Service will provide a helpdesk ticketing system for Biller within the Biller Portal to get help from Invoice Cloud client support team. This tool will allow Biller to track and retain resolutions for historical reference.

c.! **Payer Support** – The Payer Support is two tiered with Biller staff as the first line of support regarding account, registration and billing questions. Issues with the Invoice Cloud service operation or incorrect credit card charges will be routed to Invoice Cloud Client Support via telephone or a Biller helpdesk ticket.

d.! **Biller Support** - If Biller encounters an inquiry which they cannot resolve Biller will create a helpdesk support ticket. Invoice Cloud Customer Support will address the issue and if applicable provide training to Biller to allow the address of tickets in a timely matter; often within twenty-four (24) business hours. Biller and technical support is available during business hours.

i.! **Routine Technical Support** - Technical Support is available during business hours. Biller may call customer support directly; however, the use of the helpdesk ticketing system is encouraged as the preferred method of contact. Invoice Cloud staff views all tickets as they are submitted and routes them to the appropriate person for resolution.

ii.! **Emergency After-Hours Support** – The helpdesk service is monitored after business hours and emergency support issues are addressed within one (1) hour. An emergency support issue is defined as an issue involving the system being down and inoperable and does not include Payer payment issues. Biller may request email notification be provided in the event the system is down and inoperable.

e.! **Service Enhancements** - Most enhancements do not require action on the part of Biller. Upgrades as agreed are done at the Invoice Cloud server level, so there are no mandatory actions for Biller to take. Support levels are not affected by enhancements.

f.! **Biller Training**- Biller staff will be guided in how to use the system through in-house training, documentation, remote live sessions, and access to our client support team.

- ! All standard training will be done remotely. Invoice Cloud's training personnel will provide sessions for both Payer and Biller portals for Biller's staff.
- ! Separate training is conducted for Biller's technical staff regarding the uploading of bill files and any other applicable processes.
- ! Ongoing phone and Go-To-Meeting training will be provided during the first *month of use at no additional cost to Biller.*

10.! **Marketing**

Invoice Cloud provides marketing support that our Billers can use to promote the EBPP and IC payment solutions to its Payers, at no charge. Invoice Cloud's marketing group will schedule a 1-hour conference call to review Invoice Cloud's recommended best practices for promoting the service. Sample templates will be provided for each item and customizations can be made upon request. The marketing collateral that Invoice Cloud provides may include:

- Bill Inserts
- Newsletters
- Envelope Teasers
- Pay Button Link
- Posters with Acrylic Stands for Payment Counters
- Business card sized take-away cards with QR code
- Local cable/TV station announcement

11. **<u>CloudIVRConnect™</u>**

The IC CloudIVRConnect allows Billers to accept payments via our interactive voice response system. It provides customers with 24-hour access to account status and billing information (total balance due, past due amount, last payment made, next billing date etc.). The following options are available:

- Provides for a toll-free call and a caller ID number set by the Biller
- Supports messaging in both English and Spanish
- Provides for a customizable initial greeting (includes City/County/Company name) – all remaining prompts are standard
- Ability to pay with credit card (Visa, MasterCard, Discover, American Express), debit card, or eCheck (ACH)
- Replays information with Invoice Cloud generated confirmation #

12. **<u>CloudSMSConnect™</u>**

The IC CloudSMSConnect allows Billers to accept payments via SMS text messaging. The following options are available:

- Provides interactive registration and service sign-up confirmation
- Sends notification when new bills are available for payment
- Ability to pay with credit card (Visa, MasterCard, Discover, American Express), debit card, or eCheck (ACH)
- Allows for payment utilizing a stored-payment method

13. **<u>CloudStore™</u>**

The IC CloudStore allows Billers to accept payments for non-invoiced services like books, t-shirts, etc., fire, police, building permits, or activity programs. The following options are available:

- Accept electronic check and or credit/debit cards.
- Customer receives immediate email confirmation of payment.
- Department receives email notification of purchase event for instant fulfillment services.
- Ability to apply convenience fees, if required.
- Reporting by service type.
- Linked to Biller branded payment portal.
- Each service type can have its own online registration form.
- Can be setup to accept payments over the counter.

14. **<u>Online Bank Direct™</u>**

The IC Online Bank Direct (OBD) allows Billers to electronically import echeck (ACH) payments initiated from consumer bank bill sites. The following options are available:

- Auto-matching of payments with open invoices

- Email consumer a payment notification for those customers with an email address on file
- Ability to apply a single payment to multiple invoices
- Custom search capabilities to locate matching invoice(s)
- Electronic deposit of corresponding echecks

This SOW contains many products, services and payment methods. Only the specific products, services and payment methods selected by the ***City of St. Francis, MN,*** as outlined in the Biller Order Form, are included in the delivery of products, services and payment methods.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement.

City of St. Francis, MN	**Invoice Cloud, Inc.**
By:________________________	By: Thomas E. Griffin
Printed Name: Darcy Mulvihill	Printed Name: Thomas E. Griffin
Title: Finance Director	Title: President
Date:____________________	Date: 7/14/2021

!

Appendix A: System Modifications

As outlined below, Invoice Cloud has agreed to make the following changes to the setup and functionality of our platform:

NONE

Appendix B: Integration Supported Features

Modules & Features	Harris Innoprise	
PRODUCTS		
Invoice Types	42 – Utility & 92 – Sales Tax	
EBPP	Supported	
Cloud IVR Connect	Supported	
Pay by Text	Supported	
Cloud POS Connect	Not Supported	
Cloud CSR Connect	Not Supported	
KIOSK	Supported	
Pay Near Me	Supported	
DATA EXCHANGE	**Method**	**Frequency**
Invoices	Invoice Cloud FTP	Each billing cycle
Payments	Data Pump (Near Time)	Near Time
AutoPay Flags	Data Pump (Near Time)	Per Occurance
Paperless Flags	Data Pump (Near Time)	Per Occurance
Account Balances	Real Time Data Refresh	Real Time
Block Payment Method (Credit/ACH)	Manually within Biller Portal	As needed
INVOICE FILES		
IC Translates file	Supported	
Historical Data (2 years shown online)	Supported	
BILL PRESENTMENT		
PDF Extraction (Partial/Full)	Not Supported	
Templates	Supported	
Link to PDFs	Supported	
BATCH CLOSE		
Standard or Custom	Standard	
CUSTOM OPTIONS		
Single Sign-on	Not Supported	
Branded Biller Portal	Supported	
Branded Payer Portal	Supported	

Appendix C: Biller Deliverables

Deliverable
Sample Invoice File (BIF)
Sample Payment/Lockbox file
Sample Images of Bills
White Listing of Invoice Cloud IP Addresses
Auto Pay Conversion data if applicable
Paperless conversion data if applicable

1. License Grant & Restrictions. Subject to execution by Biller of the Invoice Cloud Biller Order Form incorporating this Agreement, Invoice Cloud hereby grants Biller a non-exclusive, non-transferable, worldwide right to use the Service described on the Biller Order Form until termination as provided herein, solely for the following purposes, and specifically to bill and receive payment from Biller's own customers, for Services that are referenced in the Biller Order Form. All rights not expressly granted to Biller are reserved by Invoice Cloud and its licensors.

Biller will provide to Invoice Cloud all Biller Data generated for Biller's Customers. Unless otherwise expressly agreed to in writing by Invoice Cloud to the contrary, Invoice Cloud will process all of Biller's Customers' Payment Instrument Transactions requirements related to the Biller Data and will do so via electronic data transmission according to our formats and procedures for each electronic payment type selected in the Biller Order Form. In addition, Biller will execute all third-party applications and enter into all agreements required for the Service without unreasonable delay, including without limitation Payment Processing Agreements and merchant agreements that may be required upon implementation, or later at such time as the Service operates with different or multiple payment processors. Throughout the Term of this Agreement, for "Invoice Types" listed on the Biller Order Form (e.g., real estate taxes, utility bills, parking tickets, insurance premium, loans, etc.), Biller will not use the credit card processing, ACH or check processing of any bank, payment processor, entity, or person, other than Invoice Cloud via electronic data transmission or the authorization for processing of Biller's Customers' Payment Instrument Transactions, for each electronic payment method selected in the Biller Order Form.

Biller shall not: (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Service in any way; (ii) modify or make derivative works based upon the Service; (iii) Recreate, "frame" or "mirror" any portion of the Service on any other server or wireless or Internet-based device; (iv) reverse engineer or access the Service; or (v) copy any features, functions or graphics of the Service.

2. Privacy & Security. Invoice Cloud's privacy and security policies may be viewed at http://www.invoicecloud.com/privacy.html. Invoice Cloud reserves the right to modify its privacy and security policies in its reasonable discretion from time to time which modification shall not materially adversely impact such policies. Invoice Cloud will maintain compliance with current required Payment Card Industry (PCI) standards and Cardholder Information Security standards.

3. Account Information and Data. Invoice Cloud does not and will not own any Customer Data, in the course of providing the Service. Biller, not Invoice Cloud, shall have sole responsibility for the accuracy, quality, integrity, legality, and reliability of, and obtaining the intellectual property rights to use and process all Customer Data. In the event this Agreement is terminated, Invoice Cloud will make available to Biller a file of the Customer Data (to the extent that Invoice Cloud is permitted to provide pursuant to applicable law and PCI-DSS standards) , within 30 days of termination of this Agreement (or at a later time if required by applicable law), if Biller so requests at the time of termination. Invoice Cloud will retain Customer Data for a period from its creation for the time frame that is listed in the Biller Order under "Data Retention", and reserves the right to remove and/or delete remaining Customer Data no less than 60 days after termination or expiration except as prohibited by applicable law or in the event of exigent circumstances.

4. Confidentiality / Intellectual Property Ownership. Invoice Cloud agrees that it may be furnished with or otherwise have access to Customer Data that the Biller's customers consider confidential. Invoice Cloud agrees to secure and protect the Customer Data in a manner consistent with the maintenance of Invoice Cloud's own Confidential Information, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than commercially reasonable measures. Invoice Cloud will not sell, transfer, publish, disclose, or otherwise make available any portion of the Customer Data to third parties, except as permitted under this Agreement or required to perform the Service or otherwise required by applicable law.

Invoice Cloud (and its licensors, where applicable) owns all right, title and interest, including all related Intellectual Property Rights, in and to the Invoice Cloud Technology, the Content and the Service and any enhancement requests, feedback, integration components, suggestions, ideas, and application programming interfaces, recommendations or other information provided by Biller or any other party relating to the Service. In the event any such intellectual property rights in the Invoice Cloud Technology, the Content or the Service do not fall within the specifically enumerated works that constitute works made for hire under applicable copyright laws or are deemed to be owned by Invoice Cloud, Biller hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such intellectual property rights to Invoice Cloud. The Invoice Cloud name, the Invoice Cloud logo, and the product names associated with the Service are trademarks of Invoice Cloud or third parties, and no right or license is granted to use them.

Biller agrees that during the course of using or gaining access to the Service (or components thereof) it may be furnished with or otherwise have access to information that Invoice Cloud considers to be confidential including but not limited to Invoice Cloud Technology, the Agreement, customer and/or prospective customer information, product features and plans, the marketing/sales collateral, pricing and financial information of the parties which are hereby deemed to be Invoice Cloud Confidential Information, or any other information that by its very nature constitutes information of a type that any reasonable business person would conclude was intended by Invoice Cloud to be treated as proprietary, confidential, or private (the "Confidential Information"). Biller agrees to secure and protect the Confidential Information in a manner consistent with the maintenance of Invoice Cloud's rights therein, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than reasonable efforts. Biller will not sell, transfer, publish, disclose, or otherwise make available any portion of the Confidential Information of the other party to third parties (and will ensure that its employee and agents abide by the requirements hereof), except as expressly authorized in this Agreement or otherwise required by applicable law.

5. Billing and Renewal. Invoice Cloud fees for the Service are provided on the Biller Order Form. Invoice Cloud's fees are exclusive of all taxes, levies, or duties imposed by taxing authorities. Invoice Cloud may assess and/or collect such taxes, levies, or duties against Biller and Biller shall be responsible for payment of all such taxes, levies, or duties, excluding only United States (federal or state) taxes based solely on Invoice Cloud's income. All payment obligations are either auto debited from the Biller Bank Account or payable on receipt of invoice from Invoice Cloud, and are non-cancellable, and all amounts or fees paid are non-refundable. Unless Invoice Cloud in its discretion determines otherwise, all fees will be billed in U.S. dollars. If Biller believes Biller's bill or payment is incorrect, Biller must provide written notice to Invoice Cloud within 60 days of the earlier of the invoice date, or the date of payment, with respect to the amount in question to be eligible to receive an adjustment or credit; otherwise such bill or payment is deemed correct. Invoice Cloud reserves the right to modify pricing with respect to applicable fees to be paid under this Agreement, at any time upon thirty days written notice to Biller: a) based on increases incurred by Invoice Cloud on Network Fees from credit card processers, bank card issuers, payment associations, ACH and check processers; or b) if, during the Term, the average credit card payment processed by Invoice Cloud for any three (3) consecutive month period exceeds 110% of the Average Credit Card Transaction $ specified on the corresponding Invoice Parameter Sheet(s), to the extent that Invoice Cloud incurs increases in Network Fees. Invoice Cloud, on at least 30 days written notice to Biller, may also increase any or all fees referenced in the Biller Order Form (including any Invoice Parameter Sheets), by no more than 5%, provided, however, that such increase may not apply during the Initial Term and may not occur more than once per Renewal Term.

6. Term and Termination. The initial term of this Agreement shall commence as of the execution date of the Biller Order Form and continue for a period of three (3) years after the Go Live Date ("Initial Term") and will automatically renew for each of additional successive three (3) year terms ("Renewal Term") unless terminated as set forth herein. "Term" as used herein shall mean the Initial Term and any Renewal Term. This Agreement may be terminated by either party effective at the end of the Initial or any Renewal Term by such party providing written notice to the other party of its intent not to renew no less than ninety (90) days prior to the expiration of the then-current term. Additionally, this Agreement may be terminated by either party with cause in the event of a material breach of the terms of this Agreement by the other party and the breach remains uncured for a period of 30 days following receipt of written notice by the breaching party. Upon any early termination of this Agreement by Invoice Cloud as a result of breach, Biller shall remain liable for all fees and charges incurred, and all periodic fees owed through the end of the calendar month following the effective date of termination. Upon any termination or expiration of this Agreement, Biller's password and access will be disabled and Biller will be obligated to pay the balance due on Biller's account computed in accordance with the Charges and Payment of Fees section above. Biller agrees that Invoice Cloud may charge such unpaid fees to Biller's Debit Account or credit card or otherwise invoice Biller for such unpaid fees.

7. Invoice Cloud Responsibilities. Invoice Cloud represents and warrants that it has the legal power and authority to enter into this Agreement. Invoice Cloud warrants that the Service will materially perform the functions that the Biller has selected on the Biller Order Form and the Statement of Work, attached and incorporated by reference (the "Statement of Work"), under normal use and circumstances, and that Invoice Cloud shall use commercially reasonable measures with respect to Customer Data to the extent that it retains such, in the operation of the Service; provided, that the Biller shall maintain immediately accessible backups of the Customer Data (to the extent that Biller is permitted pursuant to applicable law and PCI-DSS standards). In addition, Invoice Cloud will, at its own expense, as the sole and exclusive remedy with respect to performance of the Service, correct any Transaction Data to the extent that such errors have been caused by Invoice Cloud or by malfunctions of Invoice Cloud's processing systems.

8. Limited Warranty EXCEPT AS PROVIDED IN SECTION 7, THE SERVICE AND ALL CONTENT AND TRANSACTION DATA IS PROVIDED WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS DO NOT REPRESENT OR WARRANT THAT (A) THE USE OF THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, OR OPERATE IN COMBINATION WITH ANY OTHER HARDWARE, SOFTWARE, SYSTEM OR DATA, (B) THAT THE SERVICE WILL NOT EXPERIENCE DELAYS IN PROCESSING OR PAYING, OR (C) THE SERVICE WILL MEET REQUIREMENTS WITH RESPECT TO SIZE OR VOLUME. Invoice Cloud's service may be subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications. Invoice cloud is not responsible for any delays, delivery failures, or other damage resulting from such problems.

9. Biller's Responsibilities. Biller represents and warrants that it has the legal power and authority to enter into this Agreement. Biller is responsible for all activity occurring under Biller's accounts and shall abide by all applicable laws, and regulations in connection with Biller's and/or its customers' and/or any payers' use of the Service, including those related to data privacy, communications, export or import of data and the transmission of technical, personal or other data. Biller represents and warrants that Biller has not falsely identified itself nor provided any false information to gain access to the Service and that Biller's billing information is correct. Biller shall: (i) notify Invoice Cloud immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (ii) report to Invoice Cloud and immediately stop any copying or distribution of Content that is known or suspected to be unauthorized by Biller or Biller's Users; and (iii) obtain consent from Biller's customers and payers to receive notifications and invoices from Invoice Cloud. Invoice Cloud is not responsible for any Biller postings in error due to delayed notification from credit card processors, ACH, bank and other related circumstances. Biller agrees and acknowledges that in the event that Biller has access to, receives from, creates, or receives protected health information, or Biller has access to, creates, receives, maintains or transmits on behalf of electronic protected health information (as those terms are defined under the privacy or security regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009 ("ARRA"), during the performance under this Agreement, it will comply with all such law, regulations and rules related thereto.

Biller is required to ensure that it maintains a fair policy with regard to the refund, return or cancellation of payment for services and adjustment of Transactions. Biller is also required to disclose all refund, return and cancellation policies to Invoice Cloud and any applicable payment processors and Biller's Customers, as requested. Any change in a return/cancellation policy must be submitted to Invoice Cloud, in writing, not less than 21 days prior to the effective date of such change. If Biller allows or is required to provide a price adjustment, or cancellation of services in connection with a Transaction previously processed, Biller will prepare and deliver to Invoice Cloud Transaction Data reflecting such refund/adjustment within 2 days of resolution of the request resulting in such refund/adjustment. The amount of the refund/adjustment cannot exceed the amount shown as the total on the original Transaction Data. Biller may not accept cash or any other payment or consideration from a Customer in return for preparing a refund to be deposited to the Customer's account; nor may Biller give cash/check refunds to a Customer in connection with a Transaction previously processed by credit card, debit card, ACH, or other electronic payment method, unless required by applicable law. Biller shall cooperate with Invoice Cloud to effect a timely Implementation by Biller allocating sufficient and properly trained personnel to support the implementation process and fully cooperating with Invoice Cloud and by securing the cooperation of Biller's software and service providers and providing to Invoice Cloud the information required to integrate with Biller's billing, CIS and other applicable systems.

10. Indemnification. Invoice Cloud shall indemnify and hold Biller, employees, attorneys, and agents, harmless from any losses, liabilities, and damages (including, without limitation, Biller's costs, and reasonable attorneys' fees) arising out of**:** (i) failure by Invoice Cloud to implement commercially reasonable measures against the theft of the Customer Data**;** or (ii) its total failure to deliver funds processed by Invoice Cloud as required hereunder (which relates to payments due from Invoice Cloud for Transaction Data). This indemnification does not apply to any claim or complaint relating to Biller's failure to resolve a payment dispute concerning debts owed to Biller or Biller's negligence or willful misconduct or violation of any applicable agreement or law.

11. Fees.

Invoice Cloud will charge the Biller and/or payer, payment transaction and other fees as provided in the Biller Order Form. In addition, Invoice Cloud will charge the fees set forth on the Biller Order Form for the initial platform setup, configuration, implementation and integration with Biller system(s) of its standard Service as set forth in the Statement of Work (the "Implementation"). Invoice Cloud reserves the right to also charge for changes and additions to the Implementation, and for any requests by Biller following the implementation which are agreed in writing by the parties, including without limitation for the following services, at its then standard rates:

- Custom development and features which are not stated on the SOW and Biller Order Form change requests and modifications to existing platform functionality not stated in the SOW and Biller Order Form;
- Additional integrations or integration modifications after Go Live Date, not provided for in the Biller Order Form or Statement of Work;
- Changes to bill presentment (web and PDF templates), billing system integrations, and other Service components coded or configured to Biller's specifications after Biller has signed off on the relevant specification or Service is live;
- Custom data extracts and file requests that are not part of the Implementation signed off on by both parties;
- Data conversion not listed in the SOW, or repetitive re-loading of data due to Biller error.

12. Limitation of Liability. INVOICE CLOUD'S AGGREGATE LIABILITY SHALL BE UP TO AND NOT EXCEED THE AMOUNTS ACTUALLY PAID BY AND/OR DUE FROM BILLER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL INVOICE CLOUD AND/OR ITS LICENSORS BE LIABLE TO ANYONE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOSS OF DATA, REVENUE, PROFITS, USE OR OTHER ECONOMIC ADVANTAGE) DAMAGES ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE SERVICE, EVEN IF THE PARTY FROM WHICH SUCH DAMAGES ARE BEING SOUGHT OR SUCH PARTY'S LICENSORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Certain states and/or jurisdictions do not allow the exclusion of implied warranties or limitation of liability for incidental, consequential or certain other types of damages, so the exclusions set forth above may not apply to Biller.

13. Export Control. The Biller agrees to comply with United States export controls administered by the U.S. Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, and other U.S. agencies.

14. Notice. Either party may give notice by electronic mail to the other party's email address (for Biller, that address on record on the Biller Order Form) or by written communication sent by first class mail or pre-paid post to the other party's address on record in Invoice Cloud's account information for Biller, and for Invoice Cloud, to Invoice Cloud, Inc., 30 Braintree Hill Office Park, Suite 101, Braintree, MA 02184

Attention: Client Services or helpdesk@invoicecloud.com. Such notice shall be deemed to have been given upon the expiration of 48 hours after mailing or posting (if sent by first class mail or pre-paid post) or 12 hours after sending (if sent by email).

15. Assignment. This Agreement may not be assigned by either party without the prior written approval of the other party, but may be assigned without such party's consent to (i) a parent or subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

16. Insurance.

Invoice Cloud agrees to maintain in full force and effect during the Term of the Agreement, at its own cost, the following coverages:

a. Commercial General or Business Liability Insurance with minimum combined single limits of One Million ($1,000,000) each occurrence and Two Million ($2,000,000) general aggregate.

b. Umbrella Liability Insurance with minimum combined single limits of Five Million ($5,000,000) each occurrence and Five Million ($5,000,000) general aggregate.

c. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than One Million ($1,000,000) for any one occurrence, with respect to each of the Invoice Cloud's owned, hired or non-owned vehicles assigned to or used in performance of the Services.

d. Errors and Omissions Insurance (Professional Liability and Cyber Insurance) with limits of liability of at least One Million Dollars ($1,000,000) per claim and in the aggregate.

17. Immigration Laws. Invoice Cloud represents and warrants that it has complied and will comply with all applicable immigration laws with respect to the personnel assigned to the Biller.

18. Beta Products. In the event that there is any functionality labelled "Beta" on the Biller Order Form, such functionality is provided "AS IS" WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD'S AGGREGATE LIABILITY WITH RESPECT TO SUCH FUNCTIONALITY SHALL BE UP TO AND NOT EXCEED $10.

19. General.

(a) With respect to agreements with municipalities, localities or governmental authorities, this Agreement shall be governed by the law of the state wherein such municipality, locality or governmental authority is established, without regard to the choice or conflicts of law provisions of any jurisdiction. With respect to Billers who are not with municipalities, localities or governmental authorities, this Agreement shall be governed by Massachusetts law and controlling United States federal law, without regard to the choice or conflicts of law provisions of any jurisdiction. No text or information set forth on any other purchase order, preprinted form or document (other than a Biller Order Form and any add on Biller Order Form, if applicable), and no documentation (including any implementation planning documents) except as specifically referenced in this Biller Agreement, shall modify, add to or vary the terms and conditions of this Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the invalid or unenforceable provision(s), with all other provisions remaining in full force and effect. No joint venture, partnership, employment, or agency relationship exists between Biller and Invoice Cloud as a result of this agreement or use of the Service. The failure of either party to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by Invoice Cloud in writing. All rights and obligations of the parties in Sections 4, 6, 10, 12, 14, 18 and 19(a) and (b) shall survive termination of this Agreement. This Agreement, together with any applicable Biller Order Form, comprises the entire agreement between Biller and Invoice Cloud and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral between the parties regarding the subject matter contained herein. Biller agrees that Invoice Cloud can disclose the fact that Biller is a paying customer and the version of the Service that Biller is using.

(b) Additional terms and conditions and definitions applicable to this Agreement and the Biller Order Form are found at www.invoicecloud.com/biller-terms-and-conditions (the "Biller T+C") and are agreed to by Invoice Cloud and the Biller.

CITY COUNCIL AGENDA REPORT	
Agenda Item #:	
4D	

TO: Joe Kohlmann, City Administrator

FROM: Diana Saenger, City Clerk

SUBJECT: **City Council Meetings**

DATE: July 19th, 2021

OVERVIEW:

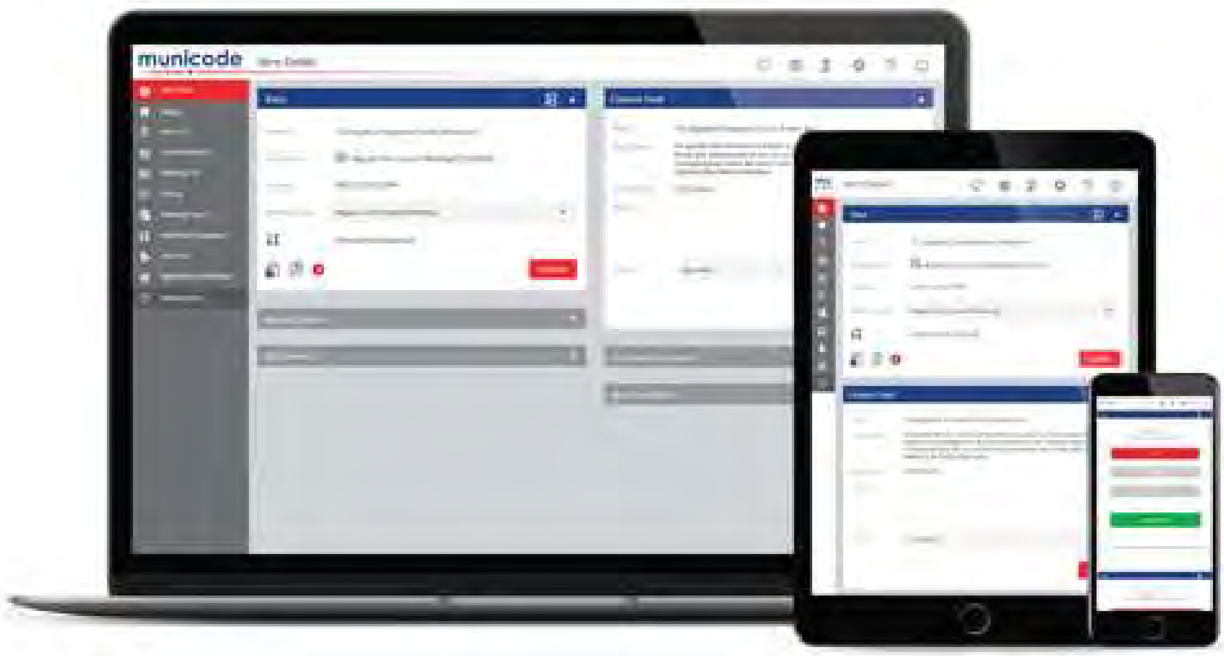
City staff are seeking Council approval to enter into contract with Municode to provide a web-based meeting and agenda management solution to improve staff productivity in producing the City Council, Commission and Board packets. This adds an additional component to the implementation of paperless packets. This cost is $3,800.00 per year and is included in the 2021 and 2022 budget.

Recommended Action:

Motion to approve entering into contract with Municipal Code Corporation, effective the date signed by the City of St. Francis, to automatically renew at a fixed rate of $3,800.00 for three years.

MEETING & AGENDA MANAGEMENT

Quote: St. Francis, Minnesota



municode

CONNECTING YOU & YOUR COMMUNITY

James Bonneville

PO Box 2235 Tallahassee, FL 32316

651-262-6262 jbonneville@municode.com

INTRODUCTION LETTER

July 1, 2021

Dear Selection Team:

Thank you for the opportunity to present St. Francis with our quote for online meeting and agenda management services. Our Municode Meetings solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over seventy years continually striving to make your job easier. When it comes to the meeting management process, Municode Meetings is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Meetings with our suite of online municipal solutions including ordinance integration (Municode NEXT) and website integration (Municode Meetings).

Municode Meetings allows clerks to mark ordinance agenda items as ‘approved’ within Municode Meetings and have them auto scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances. In addition, meetings auto-posts to your Municode Web website calendar. These integrations include unified search and cross-links across each platform.

We are thrilled at the opportunity to partner with you on such an important initiative.

Sincerely,

Brian Gilday

Brian Gilday

President, Website/Meetings Division

MUNICODE MEETINGS FEATURES

Base

- Unlimited Meetings
- Unlimited Meeting Agenda Templates
- Unlimited Users
- Create Meetings
- Submit/Add Agenda Items
- Attach agenda item files
- Create Agendas
- Create Agenda Packets
- Approve Items with Approval Workflow
- Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- Create Meeting Minutes
- Public In-Meeting Display (presentation screen to display current agenda item and voting results)
- Voting Support (verbal vote, vote by show of hands, or legislator-initiated voting via tablet/iPad/laptop)
- Roll Call
- Self-service video time stamping – you can add timestamps of your meeting agenda items to your meeting videos
- Integration with Municode Web website (meetings/calendar/search integration)
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours of webinar refresher training per year

Optional

- Video Time Stamping Service
- Municode Portal
- Board Management

SERVICE AND SUPPORT

Guaranteed Uptime

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

Security upgrades:

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Site Monitoring and Site Recovery:

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

PORTAL FEATURES (OPTIONAL)

Base

- Public Meetings Portal
- ADA Compliant HTML/CSS (WCAG 2.1 AA)
- Custom header with logo, choice of colors, and customizable menu links
- Best-in-class Search Engine (indexes the contents of PDF agendas and minutes)
- Meeting calendar
- Video integrations (Vimeo, YouTube, Suite One Media, Cablecast, custom 3rd party video providers)
- Ability to create meetings and upload PDF agendas/minutes
- Circle of Governance integrations (Municode Meetings, Municode Next)
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support

Optional

- Auto-import historical Meeting files (Agendas, Minutes) and search indexing
- Email Notifications
- Board Management

BOARD MANAGEMENT FEATURES (OPTIONAL)*

Base

- Unlimited boards and committees
- Manage term start/stop dates
- Export member data
- Online board application form
- Board member approvals
- Term Expiration Report
- Term Expiration Email Notifications
- Auto-expiration option for expiring terms Public web page for each board/committee
- Create custom links/buttons on each board page Custom web header (logo/colors)
- Free integration with Municode Meetings

* Note: Board Management requires a Municode Website or the Municode Portal

PRICING

Municode Meetings Annual Subscription — **$3,800 per year**

***$4,000 per year if you were not Bundled with Municode Codification or Website**

One-time Project Setup — **no charge**

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

Additional Options

☐ Video Time Stamping Service — $2,520 per year

- Municode will bookmark/timestamp up to 36 meetings per year

PAYMENT SCHEDULE

- Ninety (90) days after signed contract — 100% of annual subscription fee and annually thereafter

Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers.*
- Payment schedule will be adjusted accordingly based on selected optional features.

SERVICES AGREEMENT

This agreement (“AGREEMENT”) is entered between St. Francis, Minnesota (“CLIENT”) and Municipal Code Corporation (“CONSULTANT”).

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked “Payment Schedule”. Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT’s services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices (“SERVICES”). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT’s total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By: Brian Gilday ____________________

Title: Brian Gilday - President, Website Division

Accepted by:

By: ______________________________

Title: ______________________________

Date: ______________________________

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4E

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **Wastewater Biosolids Tank Cleaning**

DATE: July 19th 2021

OVERVIEW:

One of the treatment processes of wastewater includes wasting of solids or removing bugs that are no longer needed for treating wastewater. These solids or bugs are pumped to one of three bio solids tanks that we have and are processed and land applied each year. Although we are removing 850,000 gallon each year by processing solids, we are not able to remove all solids from the bottom of the tanks.

When the facility went on line, we knew we would have to clean the tanks but did not know the frequency of which we would have to do that. Right now, there is about three feet of solids that will have to be removed. By not removing these solids, we are decreasing our holding capacity, which shortens the treatment time of solids for land application. To accomplish this, we would like to add an additional 200,000 gallons in addition to our current contract amount of 850,000 gallons and have one tank cleaned this year. We have obtained three quotes from two companies for this work. One from our current contractor Fergus Power Pump Inc. for the additional dewatering of solids and tank cleaning and one from Hydro-Klean for just cleaning. A second quote was not obtained from the other contractor for dewatering solids. They were capable of doing so, but could not have land applied the solids because of licensing and permitting. We would have needed our current contractor come back and land apply the addition solids.

ACTION TO BE CONSIDERED: Consider accepting the two quotes from Fergus Power Pump Inc. in the amounts of $19,800 for additional dewatering and $ 11,760 for cleaning of one biosolids tank. Totaling $ 31,560.00

BUDGET IMPLICATION: This will be paid from the wastewater operational and maintenance budget.

FERGUS POWER PUMP INC.

Biosolids Management

• 24978 - 225th Street • Fergus Falls, MN 56537
Phone (218) 736-6772 • Fax (218) 736-7115
Email: fppinc@prtel.com • www.ferguspowerpump.com

June, 1 2021

RE: Tank cleaning

Dear Parish,

Thank you for allowing Fergus Power Pump, Inc to submit a proposal for the removal of Biosolids for the City of St. Francis, MN.

Fergus Power Pump Inc. Estimates there will be 200,000 gallons with wash water from the digester tank.

Since the project is tank cleaning Fergus Power Pump will charge an hourly rate instead of a per gallon rate.

Fergus Power Pump, Inc. propose as follows:

Tank Cleaning	\$490 per/hr EST 24 hrs	\$ 11,760.00

There will not be a Mob/Demob charge if the tank cleaning and dewatering can be completed while Fergus Power Pump is there doing the regular scheduled Biosolids dewatering.

The wash down will be completed by fire hose and is not pressure washing or sand blasting.

Fergus Power Pump, Inc. is not responsible for damage to any piping, should this occur during the cleaning process.

FUEL CLAUSE:

A fuel surcharge will be added should the price of fuel be over \$3.25 / gallon, per invoice of usage per unit. All equipment necessary will be full of fuel at the start of the project and refueled at the end of the end of the project.

Example: Surcharge = Current price of fuel \$3.85 - \$3.25 = \$0.60 * gallons used per unit

Removal of Biosolids will be conducted as per EPA Rules within regard of Biosolids. Fergus Power Pump is a MPCA Type IV Certified Corporation.

Once again, Fergus Power Pump, Inc. would like to thank you for the opportunity in submitting a proposal for the City of St. Francis.

If you have any questions or need clarifications, please do not hesitate to call.

Sincerely,

Mitch Okerstrom, President

FERGUS POWER PUMP INC.

Biosolids Management

• 24978 - 225th Street • Fergus Falls, MN 56537
Phone (218) 736-6772 • Fax (218) 736-7115
Email: fppinc@prtel.com • www.ferguspowerpump.com

June, 1 2021

RE: DEWATERING EXTRA GALLONS

Dear Parish,

Thank you for allowing Fergus Power Pump, Inc to submit a proposal for the removal of Biosolids for the City of St. Francis, MN.

Fergus Power Pump Inc. will provide a Belt press and pumps to remove Biosolids from your tank and dewater.

Fergus Power Pump Inc. Estimates there will be 200,000 gallons with wash water from the digester tank.

Since the project is tank cleaning Fergus Power Pump will charge an hourly rate instead of a per gallon rate.

Fergus Power Pump, Inc. propose as follows:

Dewatering

$825 per/hr EST 24 hrs	$ 19,800.00

There will not be a Mob/Demob charge if the tank cleaning and dewatering can be completed while Fergus Power Pump is there doing the regular scheduled Biosolids dewatering.

This pricing does include the cost of polymer.

This quote does not include any trucking of the cake or disposal at a landfill.

Fergus Power Pump will need the following to operate the belt press:

1. Water supply of 100 gallons per minute at 100 psi.
2. 480 volt 3-phase 50 amp electrical service within 75 feet and a License Electrician is to connect the service from the facility's service connection to Fergus Power Pump, Inc. Belt Press.

FUEL CLAUSE:

A fuel surcharge will be added should the price of fuel be over $3.25 / gallon, per invoice of usage per unit. All equipment necessary will be full of fuel at the start of the project and refueled at the end of the end of the project.

Example: Surcharge = Current price of fuel $3.85 - $3.25 = $0.60 * gallons used per unit

Removal of Biosolids will be conducted as per EPA Rules within regard of Biosolids. Fergus Power Pump is a MPCA Type IV Certified Corporation.

Once again, Fergus Power Pump, Inc. would like to thank you for the opportunity in submitting a proposal for the City of St. Francis.

If you have any questions or need clarifications, please do not hesitate to call.

Sincerely,

Mitch Okerstrom, President

Quote

Quote Nbr.:	Q001326
Order Date:	04/29/2021
Valid Until:	
Sales Person:	Jake Nanti
Customer ID:	104054
Payment Terms:	

Hydro-Klean, LLC
333 NW 49th Place
Des Moines, IA, 50313
Phone: 515-283-0500

Job Site:

St. Francis, MN
4058 St. Francis Blvd
St. Francis MN 55070
United States of America

Bill to:

St. Francis, MN
4058 St. Francis Blvd
St. Francis MN 55070
United States of America

Job Description

Projected probable project cost to perform the following tasks on a time and materials basis: A four (4) hour minimum of labor and equipment applies. The actual time and materials required to complete the project will be invoiced. Variations in the work scope will require execution of a change order.

HK Solutions Group to pump out (2) Biofuel Solids Tanks via 4" hydraulic pump and trained technicians. HK will pump an estimated 3' of material from tank 1-3 and tank 2-3. Once tanks have been pumped and material has been removed HK will clean and wash the tank.

Customer to provide an adequate water source such as a fire hydrant at no additional cost to HK.

If a multi-year cleaning and televising contract is signed, a 10% discount will be added to this project.

NO.	ITEM	QTY.	UOM	PRICE	Amount
1	Utility Truck	8.0000	DAY	300.0000	2,400.00
2	Safety / Service Trailer	3.0000	DAY	750.0000	2,250.00
3	SAR, Supplied Air Respirator Pump and hoses	3.0000	DAY	500.0000	1,500.00
4	Air Compressor	3.0000	DAY	500.0000	1,500.00
5	Lead Service Technician	20.0000	HOUR	90.0000	1,800.00
6	Lead Service Technician, Overtime	0.0000	HOUR	115.0000	0.00
7	Additional Service Tech - ST x 4	80.0000	HOUR	80.0000	6,400.00
8	Additional Service Tech - OT x 4	0.0000	HOUR	0.0000	0.00
9	Personal Protective Equipment Kit - Level C	3.0000	EACH	90.0000	270.00
10	Confined Space Entry fee for certified personnel x 2	3.0000	DAY	500.0000	1,500.00
11	Job Consumables	1.0000	EACH	300.0000	300.00
12	Fuel Surcharge	1.0000	EACH	1,080.0000	1,080.00
13	Pump Rental + Hose	1.0000	EACH	4,725.0000	4,725.00

***NOTE: Quote does not include any applicable taxes**

Prepared By:	Jake Nanti	**Accepted By:**	__________	*Quote Total:	23,725.00
Approved By:	Wade Anderson	**Date:**	__________		
		PO#:	__________		

Parish Barten

From: Jim - Fergus Power Pump <jim@ferguspowerpump.com>
Sent: Monday, August 13, 2018 12:34 PM

FERGUS POWER PUMP INC.

Biosolids Management

• 24978 - 225th Street • Fergus Falls, MN 56537
Phone (218) 736-6772 • Fax (218) 736-7115
Email: fppinc@prtel.com • www.ferguspowerpump.com

August 13, 2018

Mr. Parish Barten
Water and Wastewater Systems Supervisor
City of St. Francis
4058 St. Francis Blvd
St. Francis, MN 55070

RE: REVISED PROPOSAL FOR REMOVAL OF BIOSOLIDS

Dear Mr. Barten:

Thank you for allowing Fergus Power Pump, Inc to submit a revised proposal for the removal of Biosolids at St. Francis, MN. Fergus Power Pump Inc. will provide the best possible solution and production in regard to the removal of Biosolids.

Fergus Power Pump Inc. can offer the following proposal for removal and dewatering Biosolids from mechanical plant.

Fergus Power Pump, Inc. proposes the following:

Fergus Power Pump, Inc. will provide a 2.2-meter belt press and all appurtances to dewater approximately 750,000 gallons of Biosolids at 1 - 3% from your mechanical plant.

Mobilization/Demobilization		$ 6,800.00
Dewatering	750,000 gallons @ $0.06	$45,000.00
		$51,800.00

This pricing does include the cost of polymer.

Hauling to Elk River Sanitary Landfill is a estimated cost dependent on quantities and dewatering capabilities. The estimated price is based on 450 tons of dewater cake from 750,000 gallons.

Fergus Power Pump, Inc. will include all necessary equipment, trucks, and personnel for the hauling of dewater biosolids.

Hauling to Elk River Sanitary Landfill along with Tipping Fees:

Estimated 450 tons @ $77.40 $34,830.00

If Elk River Sanitary Landfill has any additional charges or fees they will be invoiced at cost.

Payment schedule as follows:

Mobilization/Demobilization within 10 days of receipt.
Remaining Project Cost will be invoiced weekly.

City of St. Francis is to provide a crane to unload skid belt press.

If we stock pile the dewater cake instead of hauling to the landfill the City of St. Francis will need to provided a pay loader and operator.

Disposal of the Biosolids will be conducted per Minnesota Pollution Control Agency, MPCA and EPA Rules within regard to hauling of Biosolids. Fergus Power Pump, Inc. is a MPCA Type IV Certified Corporation.

Upon receipt of Purchase Order this proposal becomes a binding agreement between Fergus Power Pump, Inc. and City of St. Francis

Once again, Fergus Power Pump, Inc. would like to thank you for the opportunity in submitting a proposal to City of St. Francis, MN.

If you have any questions or need clarifications, please do not hesitate to call.

Sincerely,

Mitch Okerstrom, President

435 Williams Court, Suite 100
Baltimore, MD 21220
www.synagro.com

SYNAGRO

AUGUST 14, 2018

City of St. Francis, MN
Mr. Barten

Re: St. Francis, MN Biosolid Management

Mr. Barten,

Synagro Central, LLC (Synagro) is pleased to provide this quote for Biosolids management located at the St. Francis, MN WWTP. Please see our pricing below.

Company Overview

Synagro Technologies, Inc. is North America's most experienced & leading provider of beneficial use management services for municipal sludge (bio-solids) and other organic residuals. Synagro provides high-quality, cost-effective management and beneficial reuse services for municipal and industrial water and wastewater treatment plants. Using state-of-the-art technologies, Synagro's services include facility site development, facility design, financing, construction, operation, transportation, public relations, community acceptance programs, permitting and marketing of end products.

Synagro currently manages over 11,000,000 wet tons of bio-solids and other organic by-products annually for more than 650 municipal and industrial water and wastewater generators, with operations in 37 states. We operate eight heat-drying facilities, six composting facilities, three incineration facilities and 35 permanent and 48 mobile dewatering units. Synagro offers the experience, staff, financial resources and technical expertise to successfully manage a wide variety of organic residuals management programs.

Dewatering and Landfill Disposal

Mobilization	Unit Price (Dewatering)	Unit Price (Disposal)	Cost for 750,000 gallons
$18,000	$0.0385/gallon	$85.00/WT	$95,580

- If we are able to perform dewater each cell with one mobilization trip, then the mobilization cost would only count one time.
- Assuming we would pay the tip fee
- Assuming taking material to the WM landfill in Elk River
- Pricing may change once tip fee is acquired
- Assuming 382 Wet Tons
- Assuming Non-Prevailing Wage
- Pricing for (750,000 gallons)

Thank you for the opportunity to submit our quote for this project. Please note this is a non-binding, budgetary quote. If you have any questions about our submittal or require any additional information, please contact me at (772) 971-6286 or eday@synagro.com. We look forward to hearing from you soon.

Warm regards,

Ericka Day

Ericka Day
North Plains Sales Representative

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4F

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bill List to be considered by Council**

DATE: 07-19-2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $230,639.70 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - $147,008.76
Direct Transfers from Previous Month – $215,666.25
Credit Card Payment- $14,318.37
Manual Checks- None

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow 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:

- 07-19-2021 Packet List
- 07-19-2021 Credit Card Payments
- 07-19-2021 Debt Service Payments
- 07-19-2021 Direct Transfers

CITY OF ST. FRANCIS

*Claim Register©

AP 07-19-2021

July 2021

Claim Type

Claim# 11199 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENTAL			$13.40
Invoice 9980648885					
Cash Payment	E 101-43210-217 Other Operating Supplies	RENTAL			$13.40
Invoice 9980648885					
Cash Payment	E 101-45200-217 Other Operating Supplies	RENTAL			$13.40
Invoice 9980648885					
Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL			$13.40
Invoice 9980648885					
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL			$13.40
Invoice 9980648885					
Transaction Date 7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$67.00

Claim Type

Claim# 11200 *ALLIED BLACKTOP COMPANY*

Cash Payment	E 405-43100-806 2021 Street Improvements	CRACK SEAL			$64,823.20
Invoice 6719					
Transaction Date 7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$64,823.20

Claim Type

Claim# 11201 *BAYCOM, INC*

Cash Payment	E 101-42110-218 Equipment Repair & Maint	ARBITRATOR			$489.00
Invoice EQUPINV_033657					
Transaction Date 7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$489.00

Claim Type

Claim# 11205 *BELLBOY CORPORATION*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$4.40
Invoice 0103496900					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			-$85.50
Invoice 0089072900					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$6.15
Invoice 0090041400					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$8.20
Invoice 0090043500					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$357.06
Invoice 0090041400					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$477.50
Invoice 0090043500					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.			$84.25
Invoice 0103496900					
Transaction Date 7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$852.06

Claim Type

Claim# 11207 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$1,084.85
Invoice 228230			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$6.00
Invoice 228229			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$630.65
Invoice 231154			
Cash Payment	E 609-49751-255 N/A Products	N/A	$96.75
Invoice 231154			

Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $1,806.25

Claim Type

Claim# 11250 *BJORK, MICHAEL*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #2895	$266.81
Invoice .0721			

Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $266.81

Claim Type

Claim# 11208 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$18.37
Invoice 340117730			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$39.51
Invoice 340184549			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,187.73
Invoice 340117730			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,766.73
Invoice 340184549			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$128.00
Invoice 340117730			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$64.00
Invoice 340184549			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$160.58
Invoice 340184549			

Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $4,364.92

Claim Type

Claim# 11275 *BROTHERS FIRE PROTECTION CO*

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	2021 ANNUAL FIRE SPRINKLER	$634.20
Invoice W13099			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	2021 ANNUAL FIRE SPRINKLER	$634.20
Invoice W13099			
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	2021 ANNUAL FIRE SPRINKLER	$634.20
Invoice W13099			
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	2021 ANNUAL FIRE SPRINKLER	$634.20
Invoice W13099			
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	2021 ANNUAL FIRE SPRINKLER	$634.20
Invoice W13099			

Transaction Date 7/15/2021 Due 8/14/2021 CASH 10100 **Total** $3,171.00

Claim Type

Claim# 11249 *BROWN, ROBERT*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#1858	$139.97
Invoice .0721			

Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $139.97

Claim Type

Claim# 11280 *BUREAU OF CRIM APPREHENSIO*

Cash Payment	E 101-42110-311 Contract	CJDN ACCESS FEE	$270.00
Invoice 00000661410			

Transaction Date 7/15/2021 Due 8/14/2021 CASH 10100 **Total** $270.00

Claim Type

Claim# 11209 *CAPITOL BEVERAGE SALES, L.P*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$455.60
Invoice 2561149			

*Claim Register©

AP 07-19-2021

July 2021

Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$455.60

Claim Type

Claim# 11210 *CENTENNIAL FIRE DISTRICT*

Cash Payment	E 101-42210-208 Training and Instruction	EMERGENCY MEDICAL TECH TRAINING - MARSHALL	$1,600.00
Invoice 10-263			
Cash Payment	E 101-42210-208 Training and Instruction	EMERGENCY MEDICAL TECH TRAINING - MCMORROW	$1,600.00
Invoice 10-263			

Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$3,200.00

Claim Type

Claim# 11171 *COUNTY MARKET - CITY ACCOUN*

Cash Payment	E 101-42210-212 Motor Fuels	FUEL	$592.69
Invoice .072021			

Transaction Date	7/7/2021	Due 8/6/2021	CASH	10100	**Total**	$592.69

Claim Type

Claim# 11252 *CRYSTAL SPRINGS ICE*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$374.64
Invoice 1002640			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$69.60
Invoice 1002621			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$338.80
Invoice 1002600			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$131.49
Invoice 1002548			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$109.68
Invoice 1002569			

Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$1,024.21

Claim Type

Claim# 11214 *DAHLHEIMER DIST. CO. INC.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$14,295.60
Invoice 1421496			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$9,776.30
Invoice 1425311			
Cash Payment	E 609-49751-255 N/A Products	N/A	$28.90
Invoice 1425311			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$276.00
Invoice 1421496			
Cash Payment	E 609-49751-252 Beer For Resale		-$776.36
Invoice 1421496			

Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$23,600.44

Claim Type

Claim# 11254 *DAVIDS HYDRO VAC, INC*

Cash Payment	E 601-49440-229 Project Repair & Maintena	VAC SERVICES	$1,144.00
Invoice 49640			

Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$1,144.00

Claim Type

Claim# 11215 *ECM PUBLISHERS, INC.*

Cash Payment	E 101-41400-351 Legal Notices Publishing	FORFEITURE VEHICLES SALE	$37.63
Invoice 842799			

*Claim Register©

AP 07-19-2021

July 2021

Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$37.63
Claim Type						
Claim# 11172 *ELITE SANITATION*						
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL			$718.00
Invoice 27751						
Transaction Date	7/7/2021	Due 8/6/2021	CASH	10100	**Total**	$718.00
Claim Type						
Claim# 11255 *ELLER, MEGAN*						
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #5835			$53.05
Invoice .0721						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$53.05
Claim Type						
Claim# 11173 *EQUIPMENT MANAGEMENT COMP*						
Cash Payment	E 101-42210-218 Equipment Repair & Maint		COMPREHENSIVE SERVICE			$495.00
Invoice 59298						
Transaction Date	7/7/2021	Due 8/6/2021	CASH	10100	**Total**	$495.00
Claim Type						
Claim# 11246 *F.I.R.E.*						
Cash Payment	E 101-42110-208 Training and Instruction		NFPA LIVE BURN TRAINING			$1,500.00
Invoice 5049						
Cash Payment	E 101-42110-208 Training and Instruction		NFPA LIVE BURN TRAINING			$1,500.00
Invoice 5021						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$3,000.00
Claim Type						
Claim# 11174 *GOPHER STATE ONE-CALL*						
Cash Payment	E 602-49490-442 Gopher State		JUNE TICKETS			$73.58
Invoice 1060755						
Cash Payment	E 601-49440-442 Gopher State		JUNE TICKETS			$73.57
Invoice 1060755						
Transaction Date	7/7/2021	Due 8/6/2021	CASH	10100	**Total**	$147.15
Claim Type						
Claim# 11216 *GRANITE CITY JOBBING CO.*						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$4.25
Invoice 237721						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			$117.33
Invoice 237721						
Cash Payment	E 609-49751-256 Tobacco Products For Res		TOBACCO			$2,609.71
Invoice 237721						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$2,731.29
Claim Type						
Claim# 11277 *HARRIS ST PAUL, INC*						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		WWTP - UNIT NOT COOLING			$595.85
Invoice 507028638						
Cash Payment	E 609-49750-401 Repairs/Maint Buildings		HVAC CONTRACT			$428.12
Invoice 505011812						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		HVAC CONTRACT			$428.12
Invoice 505011812						
Cash Payment	E 601-49440-401 Repairs/Maint Buildings		HVAC CONTRACT			$428.12
Invoice 505011812						

CITY OF ST. FRANCIS

*Claim Register©

AP 07-19-2021

July 2021

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	HVAC CONTRACT	$428.12
Invoice 505011812			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	HVAC CONTRACT	$428.12
Invoice 505011812			
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	HVAC CONTRACT	$428.12
Invoice 505011812			
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	HVAC CONTRACT	$428.12
Invoice 505011812			
Cash Payment	E 101-41940-401 Repairs/Maint Buildings	HVAC CONTRACT	$428.16
Invoice 505011812			
Transaction Date	7/15/2021 Due 8/14/2021 CASH	10100 **Total**	$4,020.85

Claim Type

Claim# 11218 *HAWKINS, INC.*

Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHLORINE CYLINDER	$374.20
Invoice 4974336			
Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHLORINE CYLINDER	$5,421.15
Invoice 4974335			
Transaction Date	7/14/2021 Due 8/13/2021 CASH	10100 **Total**	$5,795.35

Claim Type

Claim# 11219 *HOME PRIDE BUILDERS*

Cash Payment	G 803-22000 Deposits	ESCROW REFUND-6841 AMBASSODOR BLVD	$8,000.00
Invoice .0721			
Transaction Date	7/14/2021 Due 8/13/2021 CASH	10100 **Total**	$8,000.00

Claim Type

Claim# 11220 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES	$250.43
Invoice IN3406835			
Transaction Date	7/14/2021 Due 8/13/2021 CASH	10100 **Total**	$250.43

Claim Type

Claim# 11222 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$12.56
Invoice 1836139			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.71
Invoice 1836138			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$7.85
Invoice 1841292			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$6.28
Invoice 1841293			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$613.63
Invoice 1841292			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$415.45
Invoice 1836139			
Cash Payment	E 609-49751-251 Liquor For Resale		$443.38
Invoice 1836138			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$181.15
Invoice 1841293			
Transaction Date	7/14/2021 Due 8/13/2021 CASH	10100 **Total**	$1,685.01

Claim Type

Claim# 11258 *KALISZEWSKI, KEVIN*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #5349 $188.22
Invoice .0721
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $188.22

Claim Type

Claim# 11175 *LAW ENFORCEMENT LABOR SVC*
Cash Payment G 101-21707 Union Dues 2021 LELS ANNUAL TRAINING $100.00
Invoice 072021
Transaction Date 7/7/2021 Due 8/6/2021 CASH 10100 **Total** $100.00

Claim Type

Claim# 11224 *MACQUEEN EMERGENCY*
Cash Payment E 101-42210-437 Uniform Allowance MSA CAIRNS F-23 STANDARD $140.64
Invoice P00578
Cash Payment E 101-42210-437 Uniform Allowance MSA CAIRNS F-23 STANDARD $140.64
Invoice P00577
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $281.28

Claim Type

Claim# 11259 *MAU, JOSEPH*
Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #1983 $416.99
Invoice .0721
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $416.99

Claim Type

Claim# 11266 *MCDONALD DIST CO.*
Cash Payment E 609-49751-252 Beer For Resale BEER $11,749.95
Invoice 587976
Cash Payment E 609-49751-252 Beer For Resale BEER $14,007.75
Invoice 581990
Cash Payment E 609-49751-252 Beer For Resale BEER -$3,312.00
Invoice 582009
Cash Payment E 609-49751-252 Beer For Resale BEER -$215.50
Invoice 588108
Cash Payment E 609-49751-252 Beer For Resale BEER $6,734.55
Invoice 587068
Cash Payment E 609-49751-252 Beer For Resale BEER $2,108.70
Invoice 585954.
Cash Payment E 609-49751-252 Beer For Resale BEER $526.40
Invoice 586218.
Cash Payment E 609-49751-252 Beer For Resale BEER -$16.40
Invoice 2400569
Cash Payment E 609-49751-252 Beer For Resale BEER $963.20
Invoice 581284
Cash Payment E 609-49751-252 Beer For Resale BEER -$22.30
Invoice 587072
Cash Payment E 609-49751-252 Beer For Resale BEER -$452.00
Invoice 587190
Cash Payment E 609-49751-255 N/A Products N/A $124.90
Invoice 587976
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $32,197.25

Claim Type

Claim# 11279 *MIDCONTINENT COMMUNICATION*

Cash Payment E 601-49440-321 Telephone TELEPHONE $148.00
Invoice 13334860112073
Cash Payment E 101-43100-321 Telephone TELEPHONE $22.33
Invoice 13332710112073
Cash Payment E 101-42110-321 Telephone TELEPHONE $22.33
Invoice 13332710112073
Transaction Date 7/15/2021 Due 8/14/2021 CASH 10100 **Total** $192.66

Claim Type
Claim# 11229 *MN FIRE SERVICE CERTIFICATION*
Cash Payment E 101-42110-208 Training and Instruction TRAINING - MARSHALL, MCMORROW, A. PREISS, J. PREISS $1,470.00
Invoice 9223
Cash Payment E 101-42210-208 Training and Instruction RETEST FEE HAZMAT TECH - CARL JOHNSON $25.00
Invoice 9191
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $1,495.00

Claim Type
Claim# 11230 *MN MUNICIPAL UTILITIES ASSOC.*
Cash Payment E 101-41400-311 Contract SAFETY MANAGEMENT PROGRAM $522.50
Invoice 57594
Cash Payment E 101-42110-311 Contract SAFETY MANAGEMENT PROGRAM $522.50
Invoice 57594
Cash Payment E 101-42210-311 Contract SAFETY MANAGEMENT PROGRAM $522.50
Invoice 57594
Cash Payment E 101-43100-311 Contract SAFETY MANAGEMENT PROGRAM $783.75
Invoice 57594
Cash Payment E 101-45200-311 Contract SAFETY MANAGEMENT PROGRAM $783.75
Invoice 57594
Cash Payment E 601-49440-311 Contract SAFETY MANAGEMENT PROGRAM $783.75
Invoice 57594
Cash Payment E 602-49490-311 Contract SAFETY MANAGEMENT PROGRAM $783.75
Invoice 57594
Cash Payment E 609-49750-311 Contract SAFETY MANAGEMENT PROGRAM $522.50
Invoice 57594
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $5,225.00

Claim Type
Claim# 11268 *MOSS, BAILEY*
Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #5644 $137.11
Invoice .0721
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $137.11

Claim Type
Claim# 11231 *NOVAK-FLECK, INC.*
Cash Payment G 803-22000 Deposits ESCROW REFUND-24339 VERDIN ST $4,500.00
Invoice .0721
Transaction Date 7/14/2021 Due 8/13/2021 CASH 10100 **Total** $4,500.00

Claim Type
Claim# 11232 *PACE ANALYTICAL SERVICES*
Cash Payment E 602-49490-313 Sample Testing TESTING $149.00
Invoice 21100337089
Cash Payment E 602-49490-313 Sample Testing TESTING $275.00
Invoice 21100337165

*Claim Register©

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Cash Payment	E 602-49490-313 Sample Testing	TESTING			$226.00
Invoice 21100337095					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$263.00
Invoice 21100337912					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$179.00
Invoice 21100337961					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$149.00
Invoice 21100338425					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$1,241.00

Claim Type

Claim# 11176 *PAUL EMMERICH CONSTRUCTION*

Cash Payment	G 803-22000 Deposits	ESCROW REFUND-23602 VINTAGE STREET			$8,750.00
Invoice .0721					
Transaction Date	7/7/2021 Due 8/6/2021	CASH	10100	**Total**	$8,750.00

Claim Type

Claim# 11233 *PAUSTIS WINE COMPANY*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$2.25
Invoice 131689					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$120.00
Invoice 131689					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$122.25

Claim Type

Claim# 11269 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$7.85
Invoice 6235019					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$7.85
Invoice 6235020					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$47.10
Invoice 6231223					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$9.42
Invoice 6231224					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$210.00
Invoice 6235020					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$2,810.00
Invoice 6231223					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$196.50
Invoice 6231224					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$336.00
Invoice 6235019					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$3,624.72

Claim Type

Claim# 11271 *ROBERTS, JOHN*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5196			$179.29
Invoice .0721					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$179.29

Claim Type

Claim# 11177 *ROSEVILLE, CITY OF*

Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES			$441.26
Invoice 0230198					

Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES			$1,544.42
Invoice 0230198					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES			$5,405.47
Invoice 0230198					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES			$992.84
Invoice 0230198					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES			$441.26
Invoice 0230198					
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES			$441.26
Invoice 0230198					
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES			$441.26
Invoice 0230198					
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES			$441.26
Invoice 0230198					
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES			$220.63
Invoice 0230198					
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES			$441.26
Invoice 0230198					
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES			$220.65
Invoice 0230198					
Transaction Date	7/7/2021 Due 8/6/2021	CASH	10100	**Total**	$11,031.57

Claim Type

Claim# 11272 *SANDMANN, MARY BETH*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1151			$263.41
Invoice .0721					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$263.41

Claim Type

Claim# 11273 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$5.12
Invoice 2100185					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$8.96
Invoice 2098319					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$18.03
Invoice 2098318					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$2,300.51
Invoice 2098318					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$370.00
Invoice 2098319					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$652.10
Invoice 2100185					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$3,354.72

Claim Type

Claim# 11238 *TH CONSTRUCTION*

Cash Payment	G 803-22000 Deposits	ESCROW REFUND-23961 PALM STREET			$5,250.00
Invoice .0721					
Transaction Date	7/14/2021 Due 8/13/2021	CASH	10100	**Total**	$5,250.00

Claim Type

Claim# 11239 *TJ ASSOCIATES*

Cash Payment	E 101-42110-200 Office Supplies	TIME CHANGE VINYL			$24.00
Invoice 236260					

Cash Payment	E 101-42110-200 Office Supplies		MAILING LABELS			$69.00
Invoice 236265						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$93.00

Claim Type

Claim# 11241	*TOM LYNCH ELECTRIC*					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		WASTE WATER REPLACE 1-GFC1			$140.00
Invoice						
Cash Payment	E 101-45200-401 Repairs/Maint Buildings		REPAIRS			$195.00
Invoice						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		WASTE WATER REPLACE 1-GFC1			$875.00
Invoice						
Cash Payment	E 101-45200-401 Repairs/Maint Buildings		REPAIRS			$175.00
Invoice						
Cash Payment	E 101-42210-401 Repairs/Maint Buildings		REPAIRS			$375.00
Invoice						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		WASTE WATER REPLACE 1-GFC1			$578.00
Invoice						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$2,338.00

Claim Type

Claim# 11243	*TOTAL CONTROL SYSTEMS, INC.*					
Cash Payment	E 601-49440-234 Water Tower Maintenance		REPAIRS			$828.71
Invoice 9813						
Cash Payment	E 602-49490-229 Project Repair & Maintena		VEGA PLATES			$4,019.01
Invoice 9818						
Cash Payment	E 602-49490-229 Project Repair & Maintena		REPAIRS			$828.70
Invoice 9813						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$5,676.42

Claim Type

Claim# 11178	*UTILITYLOGIC*					
Cash Payment	E 601-49440-237 Small Equipment		LOCATOR			$5,229.50
Invoice 12866						
Cash Payment	E 602-49490-237 Small Equipment		LOCATOR			$5,229.50
Invoice 12866						
Cash Payment			LOCATOR			$0.00
Invoice 12866						
Transaction Date	7/7/2021	Due 8/6/2021	CASH	10100	**Total**	$10,459.00

Claim Type

Claim# 11274	*WATER CONSERVATION SERVICE*					
Cash Payment	E 601-49440-229 Project Repair & Maintena		LEAK LOCATE 23175 FOX STREET			$321.90
Invoice 11451						
Transaction Date	7/14/2021	Due 8/13/2021	CASH	10100	**Total**	$321.90

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$230,639.70
Total	$230,639.70

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Payments Batch CC 06-2021 $14,318.37

Refer 11049 *AMAZON.COM* Ck# 000692E 6/24/2021

Cash Payment	E 101-43100-237 Small Equipment	SUPPLIES		$496.63
Invoice				
Cash Payment	E 101-43100-441 Miscellaneous	SUPPLIES		$88.68
Invoice				
Cash Payment	E 101-43210-221 Vehicle Repair & Mainten	SUPPLIES		$78.06
Invoice				
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES		$302.42
Invoice				
Cash Payment	E 101-45200-237 Small Equipment	SUPPLIES		$496.63
Invoice				
Cash Payment	E 101-45200-237 Small Equipment	SUPPLIES		$101.94
Invoice				
Cash Payment	E 101-45200-441 Miscellaneous	SUPPLIES		$88.67
Invoice				
Cash Payment	E 601-49440-200 Office Supplies	SUPPLIES		$32.07
Invoice				
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES		$111.41
Invoice				
Cash Payment	E 601-49440-237 Small Equipment	SUPPLIES		$496.63
Invoice				
Cash Payment	E 601-49440-441 Miscellaneous	SUPPLIES		$80.09
Invoice				
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES		$39.63
Invoice				
Transaction Date	6/24/2021	CASH	10100 **Total**	$2,412.86

Refer 11050 *ANOKA RAMSEY FARM & GARDEN* Ck# 000693E 6/24/2021

Cash Payment	E 101-42210-208 Training and Instruction	TRAINING		$224.64
Invoice				
Transaction Date	6/24/2021	CASH	10100 **Total**	$224.64

Refer 11051 *AT&T, INC* Ck# 000694E 6/24/2021

Cash Payment	E 101-42210-321 Telephone	PHONE		$442.51
Invoice				
Cash Payment	E 101-43100-321 Telephone	PHONE		$76.46
Invoice				
Transaction Date	6/24/2021	CASH	10100 **Total**	$518.97

Refer 11052 *BACKRACK.COM* Ck# 000695E 6/24/2021

Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES		$231.39
Invoice				
Transaction Date	6/24/2021	CASH	10100 **Total**	$231.39

Refer 11053 *CASEY S GENERAL STORE* Ck# 000696E 6/24/2021

Cash Payment	E 101-42110-212 Motor Fuels	FUEL		$789.87
Invoice				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		$181.39
Invoice				

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Cash Payment	E 101-45200-212 Motor Fuels	FUEL			$228.56
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			$369.62
Invoice					
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			$243.45
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$1,812.89
Refer	11054 *CLIPPINGMAGIC.COM*	Ck# 000697E 6/24/2021			
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION			$3.99
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$3.99
Refer	11055 *DEX MEDIA EAST LLC*	Ck# 000698E 6/24/2021			
Cash Payment	E 609-49750-340 Advertising	ADVERTISING			$85.00
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$85.00
Refer	11056 *DOLLAR GENERAL*	Ck# 000699E 6/24/2021			
Cash Payment	E 101-42210-441 Miscellaneous	SUPPLIES			$17.70
Invoice					
Cash Payment	E 602-49490-441 Miscellaneous	SUPPLIES			$9.11
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$26.81
Refer	11057 *FARMTEK*	Ck# 000700E 6/24/2021			
Cash Payment	E 101-43210-441 Miscellaneous	SUPPLIES			$53.91
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$53.91
Refer	11058 *FLAGSTORE OF CT*	Ck# 000701E 6/24/2021			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SUPPLIES			$560.15
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$560.15
Refer	11059 *HARBOR FREIGHT TOOLS*	Ck# 000702E 6/24/2021			
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES			$484.22
Invoice					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	SUPPLIES			$130.50
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$614.72
Refer	11060 *HOLIDAY STATION*	Ck# 000703E 6/24/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$48.57
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$48.57
Refer	11061 *HOME DEPOT*	Ck# 000704E 6/24/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Main	SUPPLIES			$108.84
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$108.84
Refer	11062 *HUSKYLINERS*	Ck# 000705E 6/24/2021			

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	SUPPLIES			$138.14
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$138.14
Refer	11063 *MARKSTAAR*	Ck# 000706E 6/24/2021			
Cash Payment	E 101-45200-229 Project Repair & Mainten	SUPPLIES			$946.66
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$946.66
Refer	11064 *COUNTY MARKET - CITY ACCOUN*	Ck# 000707E 6/24/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$1,183.94
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			$58.14
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			$17.72
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$1,259.80
Refer	11065 *KWIK TRIP*	Ck# 000708E 6/24/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$941.25
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$142.07
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			$29.40
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			$12.89
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			$173.31
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			$16.87
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$1,315.79
Refer	11066 *LEAGUE OF MN CITIES*	Ck# 000709E 6/24/2021			
Cash Payment	E 101-41910-208 Training and Instruction	TRAINING-THUNSTROM			$99.00
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$99.00
Refer	11067 *MENARDS*	Ck# 000710E 6/24/2021			
Cash Payment	E 101-42210-441 Miscellaneous	SUPPLIES			$293.33
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$293.33
Refer	11068 *DRIVER & VEHICLE SERVICES*	Ck# 000711E 6/24/2021			
Cash Payment	E 101-42110-213 Vehicle Oper Supplies	REGISTER VEHICLE			$27.67
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$27.67
Refer	11069 *MY ALARM CENTER*	Ck# 000712E 6/24/2021			
Cash Payment	E 609-49750-445 Security	LIQUOR STORE ALARM			$39.15
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$39.15
Refer	11070 *OREILLY AUTO PARTS*	Ck# 000713E 6/24/2021			

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Cash Payment	E 601-49440-237 Small Equipment	SUPPLIES			$27.28
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$27.28
Refer	11071 *POPP TELECOM*	Ck# 000714E 6/24/2021			
Cash Payment	E 609-49750-321 Telephone	TELEPHONE			$53.13
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$53.13
Refer	11072 *POSITIVE PROMOTIONS*	Ck# 000715E 6/24/2021			
Cash Payment	E 101-42110-308 Community Education	SUPPLIES			$629.81
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$629.81
Refer	11073 *SAFARILAND*	Ck# 000716E 6/24/2021			
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES			$614.90
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$614.90
Refer	11074 *SAMS CLUB*	Ck# 000717E 6/24/2021			
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISCELLANEOUS			$115.74
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$115.74
Refer	11075 *SIRCHIE*	Ck# 000718E 6/24/2021			
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES			$51.61
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$51.61
Refer	11076 *SMARTSIGN*	Ck# 000719E 6/24/2021			
Cash Payment	E 101-43100-226 Sign Repair Materials	SUPPLIES			$233.05
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$233.05
Refer	11077 *SPEED TURTLE*	Ck# 000720E 6/24/2021			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES			$208.35
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$208.35
Refer	11078 *SPEEDWAY*	Ck# 000721E 6/24/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$53.73
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			$29.29
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$83.02
Refer	11079 *SPOTIFY*	Ck# 000722E 6/24/2021			
Cash Payment	E 609-49750-441 Miscellaneous	REFUND			-$10.85
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	-$10.85
Refer	11080 *ST. FRANCIS TRUE VALUE HARD*	Ck# 000723E 6/24/2021			
Cash Payment	E 101-42210-217 Other Operating Supplies	SUPPLIES			$10.58
Invoice					

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Cash Payment	E 101-45200-441 Miscellaneous	SUPPLIES			$28.91
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$39.49
Refer	11081 *STAMPS.COM*	Ck# 000724E 6/24/2021			
Cash Payment	E 101-41400-322 Postage	POSTAGE			$17.99
Invoice					
Cash Payment	E 101-42110-322 Postage	POSTAGE			$17.99
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$35.98
Refer	11082 *POSTMASTER - ST. FRANCIS*	Ck# 000725E 6/24/2021			
Cash Payment	E 101-41400-322 Postage	POSTAGE			$100.00
Invoice					
Cash Payment	E 101-42110-322 Postage	POSTAGE			$50.00
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$150.00
Refer	11083 *VERIZON WIRELESS*	Ck# 000726E 6/24/2021			
Cash Payment	E 101-42110-321 Telephone	PHONE			$450.87
Invoice					
Cash Payment	E 601-49440-321 Telephone	PHONE			$160.08
Invoice					
Cash Payment	E 602-49490-321 Telephone	PHONE			$143.38
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$754.33
Refer	11084 *WALMART*	Ck# 000727E 6/24/2021			
Cash Payment	E 101-42110-308 Community Education	BIKES			$257.89
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$257.89
Refer	11085 *WINNICK SUPPLY*	Ck# 000728E 6/24/2021			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SUPPLIES			$236.30
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$236.30
Refer	11086 *ZOOM.US*	Ck# 000729E 6/24/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			$16.06
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$16.06

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Fund Summary

	10100 CASH
101 GENERAL FUND	$11,728.70
601 WATER FUND	$1,733.79
602 SEWER FUND	$573.71
609 LIQUOR FUND	$282.17
	$14,318.37

Pre-Written Checks	$14,318.37
Checks to be Generated by the Computer	$0.00
Total	$14,318.37

CITY OF ST FRANCIS

Payments

Current Period: July 2021

Payments Batch P-Debt 07-2021 $147,008.76

Refer 11198 *BOND TRUST SERVICES* -

Cash Payment	E 602-47000-611 Bond Interest	2010A Bonds		$15,753.13
Invoice				
Cash Payment	E 601-47000-611 Bond Interest	2013A Bonds		$6,698.25
Invoice				
Cash Payment	E 602-47000-611 Bond Interest	2013A Bonds		$8,186.75
Invoice				
Cash Payment	E 311-47000-611 Bond Interest	2013A Bonds		$1,900.00
Invoice				
Cash Payment	E 602-47000-611 Bond Interest	2015A Bonds		$6,980.00
Invoice				
Cash Payment	E 327-47000-610 Interest	2015A Bonds		$1,850.00
Invoice				
Cash Payment	E 601-47000-611 Bond Interest	2016A Bonds		$2,580.00
Invoice				
Cash Payment	E 602-47000-611 Bond Interest	2016A Bonds		$18,920.00
Invoice				
Cash Payment	E 330-47000-611 Bond Interest	2017A Bonds		$84,140.63
Invoice				
Transaction Date	7/28/2021	CASH	10100 **Total**	$147,008.76

Fund Summary

	10100 CASH
311 2013 Debt Service	$1,900.00
327 2015 Debt Service	$1,850.00
330 2017 Refunding Bonds	$84,140.63
601 WATER FUND	$9,278.25
602 SEWER FUND	$49,839.88
	$147,008.76

Pre-Written Checks	$0.00
Checks to be Generated by the Computer	$147,008.76
Total	$147,008.76

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Payments Batch P-WIRE 06-2021 $215,666.25

Refer	10689 *HEALTH PARTNERS*	Ck# 000730E 6/29/2021			
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE			$30,000.79
Invoice					
Transaction Date	6/1/2021	CASH	10100	**Total**	$30,000.79
Refer	10690 *CAYAN*	Ck# 000731E 6/29/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			$5,352.75
Invoice					
Transaction Date	6/1/2021	CASH	10100	**Total**	$5,352.75
Refer	10691 *ACE SOLID WASTE, INC.*	Ck# 000732E 6/29/2021			
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 101-43100-384 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	6/2/2021	CASH	10100	**Total**	$1,074.93
Refer	10692 *U S BANK EQUIPMENT FINANCE*	Ck# 000733E 6/29/2021			
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	6/2/2021	CASH	10100	**Total**	$1,142.95
Refer	10898 *COLONIAL INSURANCE*	Ck# 000734E 6/29/2021			
Cash Payment	G 101-21712 Colonial Insurance	JUNE INSURANCE			$323.20
Invoice					
Transaction Date	6/3/2021	CASH	10100	**Total**	$323.20
Refer	10899 *ACE SOLID WASTE, INC.*	Ck# 000735E 6/29/2021			
Cash Payment	E 101-43210-439 Recycling Days	RECYCLING			$4,545.65
Invoice					
Transaction Date	6/4/2021	CASH	10100	**Total**	$4,545.65
Refer	10900 *CINTAS*	Ck# 000736E 6/29/2021			
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS			$23.04
Invoice					
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS			$15.36
Invoice 4083917523					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			$4.66
Invoice 4083917588					
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					
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			$13.26
Invoice					
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			$13.26
Invoice					
Transaction Date	6/4/2021	CASH	10100	**Total**	$92.85
Refer	10901 *PAYMENT SERVICE NETWORK*	Ck# 000737E 6/29/2021			
Cash Payment	E 601-49440-430 Bank Fees	CC FEES			$402.70
Invoice					
Transaction Date	6/4/2021	CASH	10100	**Total**	$402.70
Refer	10902 *DELTA DENTAL*	Ck# 000738E 6/29/2021			
Cash Payment	G 101-21711 Dental Insurance	PREMIUM			$1,354.35
Invoice					
Transaction Date	6/8/2021	CASH	10100	**Total**	$1,354.35
Refer	10903 *FWT*	Ck# 000739E 6/29/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 06-10-2021			$8,679.44
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 06-10-2021			$3,359.50
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 06-10-2021			$12,387.92
Invoice					

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Transaction Date	6/9/2021	CASH	10100	**Total**	$24,426.86
Refer	10904 *PERA*	Ck# 000740E 6/29/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 06-10-2021			$23,327.21
Invoice					
Transaction Date	6/8/2021	CASH	10100	**Total**	$23,327.21
Refer	10905 *VOYA*	Ck# 000741E 6/29/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 06-10-2021			$1,240.00
Invoice					
Transaction Date	6/8/2021	CASH	10100	**Total**	$1,240.00
Refer	10906 *ICMA*	Ck# 000742E 6/29/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 06-10-2021			$285.00
Invoice					
Transaction Date	6/9/2021	CASH	10100	**Total**	$285.00
Refer	10907 *SWT*	Ck# 000743E 6/29/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 06-10-2021			$5,241.14
Invoice					
Transaction Date	6/9/2021	CASH	10100	**Total**	$5,241.14
Refer	10908 *MN STATE RETIREMENT SYSTEM*	Ck# 000744E 6/29/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 06-10-2021			$555.95
Invoice					
Transaction Date	6/8/2021	CASH	10100	**Total**	$555.95
Refer	10909 *HSA CONTRIBUTION*	Ck# 000745E 6/29/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 06-10-2021			$452.00
Invoice					
Transaction Date	6/8/2021	CASH	10100	**Total**	$452.00
Refer	10910 *FLYTE HCM LLC*	Ck# 000746E 6/29/2021			
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	Mthly Fee			$50.00
Invoice					
Transaction Date	6/9/2021	CASH	10100	**Total**	$50.00
Refer	10989 *FWT*	Ck# 000747E 6/29/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 06-22-2021			$1,318.28
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 06-22-2021			$362.18
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 06-22-2021			$60.39
Invoice					
Transaction Date	6/22/2021	CASH	10100	**Total**	$1,740.85
Refer	10990 *PERA*	Ck# 000748E 6/29/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 06-22-2021			$470.20
Invoice					
Transaction Date	6/22/2021	CASH	10100	**Total**	$470.20
Refer	10991 *SWT*	Ck# 000749E 6/29/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 06-22-2021			$33.95
Invoice					

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Transaction Date	6/22/2021	CASH	10100	**Total**	$33.95
Refer	10992 *STATE OF ARIZONA*	Ck# 000750E 6/29/2021			
Cash Payment	G 101-21716 Other Deductions	PAYROLL			$144.75
Invoice					
Transaction Date	6/22/2021	CASH	10100	**Total**	$144.75
Refer	10993 *STATE OF MINNESOTA*	Ck# 000751E 6/29/2021			
Cash Payment	G 101-21716 Other Deductions	PAYROLL 06-22-2021			$240.11
Invoice					
Transaction Date	6/22/2021	CASH	10100	**Total**	$240.11
Refer	10994 *MN DEPT OF REVENUE*	Ck# 000752E 6/29/2021			
Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX-APRIL-PD MAY			$23,951.00
Invoice					
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX-APRIL-PD MAY			$764.00
Invoice					
Transaction Date	6/18/2021	CASH	10100	**Total**	$24,715.00
Refer	11013 *CAYAN*	Ck# 000753E 6/29/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			$42.74
Invoice					
Transaction Date	6/17/2021	CASH	10100	**Total**	$42.74
Refer	11014 *CONNEXUS ENERGY*	Ck# 000754E 6/29/2021			
Cash Payment	E 101-41940-381 Electric Utilities	SIGN			$86.03
Invoice					
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL			$300.97
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS			$865.56
Invoice					
Cash Payment	E 101-45200-381 Electric Utilities	PARKS			$235.47
Invoice					
Cash Payment	E 601-49440-380 Electric-System	WATER			$5,104.75
Invoice					
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS			$2,615.57
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	WWTP			$8,789.04
Invoice					
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE			$875.23
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			$339.52
Invoice					
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW			$170.39
Invoice					

Payments

Current Period: June 2021

Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW			$170.39
Invoice					
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW			$170.39
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW			$170.40
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW			$681.57
Invoice					
Transaction Date	6/17/2021	CASH	10100	**Total**	$20,590.28
Refer	11040 *FWT*	Ck# 000755E 6/29/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 06-24-2021			$8,646.88
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 06-24-2021			$3,320.42
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 06-24-2021			$12,135.48
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$24,102.78
Refer	11041 *PERA*	Ck# 000756E 6/29/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 06-24-2021			$22,993.17
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$22,993.17
Refer	11042 *VOYA*	Ck# 000757E 6/29/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 06-24-2021			$1,240.00
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$1,240.00
Refer	11043 *ICMA*	Ck# 000758E 6/29/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 06-24-2021			$285.00
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$285.00
Refer	11044 *SWT*	Ck# 000759E 6/29/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 06-24-2021			$5,154.16
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$5,154.16
Refer	11045 *MN STATE RETIREMENT SYSTEM*	Ck# 000760E 6/29/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 06-24-2021			$553.92
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$553.92
Refer	11046 *HSA CONTRIBUTION*	Ck# 000761E 6/29/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 06-24-2021			$452.00
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$452.00
Refer	11047 *CAYAN*	Ck# 000762E 6/29/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			$5.20
Invoice					
Transaction Date	6/24/2021	CASH	10100	**Total**	$5.20

Payments

Current Period: June 2021

Refer	11107 *CONNEXUS ENERGY*	Ck# 000763E 6/29/2021		
Cash Payment	E 101-41940-381 Electric Utilities	ELECTRIC BILL		$91.75
Invoice				
Cash Payment	E 101-41940-381 Electric Utilities	ELECTRIC BILL		$393.22
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	ELECTRIC BILL		$10,385.39
Invoice				
Cash Payment	E 101-43100-381 Electric Utilities	ELECTRIC BILL		$201.43
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	ELECTRIC BILL		$201.43
Invoice				
Cash Payment	E 601-49440-381 Electric Utilities	ELECTRIC BILL		$201.43
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	ELECTRIC BILL		$201.43
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	ELECTRIC BILL		$805.73
Invoice				
Transaction Date	6/25/2021	CASH	10100 **Total**	$12,481.81
Refer	11108 *TASC*	Ck# 000764E 6/29/2021		
Cash Payment	E 101-41400-311 Contract	QTRLY BILLING		$47.58
Invoice				
Transaction Date	6/28/2021	CASH	10100 **Total**	$47.58
Refer	11109 *CENTERPOINT ENERGY*	Ck# 000765E 6/29/2021		
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR		$9.22
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	WWTP		$5.99
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1		$3.32
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2		$4.01
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3		$2.06
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4		$3.71
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)		$9.77
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT		$217.23
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE		$10.51
Invoice				
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW		$29.18
Invoice				
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW		$7.29
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW		$7.29
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW		$7.29
Invoice				

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW			$7.30
Invoice					
Transaction Date	6/28/2021	CASH	10100	**Total**	$324.17
Refer	11179 *VILLAGE BANK*	Ck# 000766E 7/8/2021			
Cash Payment	R 603-37400 Storm Water Fees	RETURNED CHECK			$60.00
Invoice					
Cash Payment	E 101-41500-430 Bank Fees	RETURNED CHECK			$4.00
Invoice					
Transaction Date	7/8/2021	CASH	10100	**Total**	$64.00
Refer	11180 *VILLAGE BANK*	Ck# 000767E 7/8/2021			
Cash Payment	E 101-41500-430 Bank Fees	BANK FEES			$29.06
Invoice					
Cash Payment	E 601-49440-430 Bank Fees	BANK FEES			$29.06
Invoice					
Cash Payment	E 602-49490-430 Bank Fees	BANK FEES			$29.06
Invoice					
Cash Payment	E 609-49750-430 Bank Fees	BANK FEES			$29.07
Invoice					
Transaction Date	7/8/2021	CASH	10100	**Total**	$116.25

Fund Summary

	10100 CASH
101 GENERAL FUND	$157,029.86
601 WATER FUND	$7,268.76
602 SEWER FUND	$20,802.04
603 STORM WATER	$60.00
609 LIQUOR FUND	$30,505.59
	$215,666.25

Pre-Written Checks	$215,666.25
Checks to be Generated by the Computer	$0.00
Total	$215,666.25

City Council
AGENDA REPORT
Agenda Item #
8A

TO: Joe Kohlmann, City Administrator

FROM: Diana Saenger, City Clerk

SUBJECT: Fee Schedule Changes

DATE: July 19, 2021

OVERVIEW

The City adopts a fee schedule to identify the fees for licenses, equipment usage, facility rental, land use permits, building permits and other city business items. This is the second reading and includes the following additional updates since the first reading.

Business and Service Licenses

- Added Bed & Breakfast Use License Fee of $100.00

General and Miscellaneous

- Added Burn Permit Fee of $10.00

Utility Fees

- Update includes a less than 1% price increase to the water meter equipment. This increase is based on current market cost.

ITEMS TO BE DISCUSSED:

Council to hold the 2nd reading of Ordinance 267 SS updating Chapter 2, Section 9, Fee Schedule.

TIMELINE

If Council agrees the following timeline will apply:
July 6th - 1st Reading
July 19th - 2nd Reading
July 23rd - Publish for Comment
August 23rd – Effective

ATTACHEMENTS:

Amended Chapter 2, Section 9, Fee Schedule

SECTION 9

FEE SCHEDULE

CITY OF ST. FRANCIS

ADMINISTRATIVE FEES

ADMINISTRATIVE PENALITES	
1ST Offense	$100
2nd Offense	$200
3rd Offense	$500
4th Offense	$1,000
5th Offense and beyond	$2,000
Administrative Hearing fee	$750

ANIMAL FEES	
Administrative Fee	$50/Day
Pick up Service Fee - 8 AM to 6 PM - 6 PM to 8 AM	 $60/Hour $80/Hour
Boarding Fee	$25/Day
Dog License	$10/1-2 Year Vaccinations $15/3 Year Vaccinations
Kennel - ~~First 4 Dogs~~Homebased - ~~Each Additional Dog~~Commercial	 $70~~50~~/Year $90~~20~~/Year
Chickens	$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	$15/Location + $15/Machine
Dance - Annual - Per Event	 $100/Year $10/Event

BUSINESS AND SERVICE LICENSES	
Investigation Fee	$25
Adult Entertainment Use	$~~2~~4,000/Year
Bed and Breakfast Use	$100/Year
Sauna/Massage Parlors	$2,000/Year
Fireworks	
- Retail / Tent	$50/Occurrence
- Pyrotechnic Display	$50/Occurrence
Pawnbroker	$1,000/Year + $1.25 per Transaction
Refuse Hauler	$200/Year + $50/Truck
Massage Therapist	$200/Year
Taxicab	
- Driver License Fee	$150/Year
- Operator License Fee	$150/Year
Towing/Impound	$150/Year
Finger Printing	$15~~/Customer Provides Fingerprint Card~~
Transient Merchant/Peddler	
- Week	$50
- Month	$150
- 60 Days	$300
- Food Truck	$50/ Calendar Year
Excavations/Mining	
- Active Area Fee	$50 /Acre
- Inactive Area Fee	$25 /Acre
- Restoration Credit	$25 /Acre
COUNCIL/COMMISSION PAY	
City Council Per Diems Per Day	$35 for four hours or less; $70 for more than four hours
- Special Council Meetings	
- Council Retreats/Work Sessions	
- Economic Development Authority Negotiations (EDA)	
- League of MN Cities Functions	Prior Approval Required
- Labor Negotiations	Prior Approval Required
- Employee Interviews	Prior Approval Required
- Mayor Only:	
o School/County Liaison	Mayor may appoint Council members to fulfill his obligations and approve attendance
o MN Mayors Association	
o Speaking Engagements and other Civic Org.	
o Closing Property Acquisition	
o Fire District Study Group	
Planning Commission	
- Chairman	$25/Meeting Paid Annually
- Member	$20/Meeting Paid Annually
Park Commission	
- Chairman	$25/Meeting Paid Annually
- Member	$20/Meeting Paid Annually
Economic Development Authority	$20/Meeting Paid Annually
Upper Rum River Watershed – Resident Appointed by Council	$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	$.25/Page; Over 100 Pages TBD
Copies - Paper/Copied - CDs - Colored Copies of Photos - Certificate of Survey (non-homeowner) - City Council Agenda & Minutes (mailed) o Resident o Non-Resident - Planning/Park Commission Agenda & Minutes (mailed) o Resident o Non-Resident	 $.25/page $15 $3/Page $2/each $25/Year $25/Year + Postage $12/Year $12/Year +Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	$2/Document
Public Nuisance Violation Administration Fee (assessable)	$75/Occurrence
Certify Delinquent Invoices (except utilities)	Lesser of 10% of Delinquency or $75
Certify Delinquent ~~Invoices~~ Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Fire Department – Burn Permit	$10.00
Returned Checks	$30/Check
Snowmobile Permit	$15/Annual
Special Assessment Administrative Fee	$100
Special Assessment Search	$20/Each

LIQUOR AND TOBACCO LICENSE	
 - 3.2% Malt – Off Sale - 3.2% Malt – Off Sale – Special Event - 3.2% Malt – On Sale - Club License - Wine License - Intoxicating Liquor – On Sale - Intoxicating Liquor – Sunday Sales - Investigation Fee: o Single Application o Partnership o Corporation	 $50/Year $25/Event $200/Year $200/Year $200/Year 4,000/Year $200/Year $200 $300 $400
Tobacco License	$150/Year

BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended

BUILDING PERMIT BY EVALUATION	
$1 to $500	$29.50
$501 to $2,000	$28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000.
$2,001 to $25,000	$83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000.
$25,001 to $50,000	$464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000.
$50,001 to $100,000	$764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000.
$100,001 to $500,000	$1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000.
$500,001 to $1,000,000	$3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000.
1,000,001 and up	$6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only)	

BUILDING PERMIT – SET FEE	FEE	ESCROW/STATE FEE
Admin Zoning Fee for Permits	$50	
Accessory Structures 200 sq. ft. and less	$50 zoning permit	
Accessory Structure over 200 sq. ft	By valuation	State Surcharge
Basement Finishes Permit	$140	State Surcharge
Building Demolition	$110	$500
Building Demolition – Commercial	By Valuation	$1,000
Building Relocation Permit	$110	Performance Security Required
Contractor Verification Fee	$10	
Dock Permit	$50	$250
Driveway Permit – New & Replacement - Under 75’ – Length - Over 75’ – Length - Over 600’ – Length	 $50 $100 $350	 $250 $500 $2,000

- Parking Pad or Driveway Extension	$50	
Fence – Residential Only - 6’ and under	 $50 Zoning Permit	
Fireplace	$120	State Surcharge
Fuel Tank Removal	$120	
Engineer’s Review of Building Permit	$154	
HVAC – Heating Installations	$120	State Surcharge
HVAC – Air Conditioning	$120	State Surcharge
Inspections- After Hours	$70/Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation – Connected to City	$75 back flow preventer	State Surcharge
Manufactured Home Setup	$100	State Surcharge
On-Site Septic - Type I – IV - Type V - Operating Permit - Soil Verification - Septic System Pumping Verification	 $275 By cost incurred $125/Year $120 $20	
Parking Lot - Commercial	$120	$1,000 + State Surcharge
Plan/Zone Review of Building Permit	$195	
Plumbing	$120	State Surcharge
Pools exceeding 5,000 gallon and 24” in depth	By Valuation	State Surcharge
Re-Inspection Fee	Not to exceed $75/Trip	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing – Residential Only	$120	State Surcharge
Siding – Residential Only	$95	State Surcharge
Signs	$120	State Surcharge
Solar – Residential /Commercial	$120	State Surcharge
Water Softener Permit – Residential Only	$75	State Surcharge
Water Heater – Residential Only	$75	State Surcharge
Windows/Doors	$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

- *Anything not listed above will be based on valuation + plan review +* State Surcharge.
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed ½ permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for* State Surcharge
- **STATE SURCHARGE collected in accordance with MN Statutes 326B.148**

ESCROW DEPOSITS	
Admin Escrow Fee/Non-Refundable	$250/per property
3” Topsoil	$1,000
Culvert	$1,500
Curb Box and Meter	$1,500

Driveway	$2,000
Driveway Apron/approach (rural)	$600
Erosion Control	$300-$500
Final Grading	$500-$1,500
Litter/Debris Clean-Up	$300-$500
Retaining Wall	$30.00 per sq. ft.
Sidewalk	$4.00 per sq. ft.
Sod/Seed	$3,500
Steps	$4.00 per sq. ft.
Swimming Pool Fence	$1,500
Street Cleaning	$250
Trees	$750

COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	$350	$2,000
Annexation	$250	$2,000
Appeal	$200	$1,000
Comprehensive Plan Amendment	$450	$2,000
Conditional Use Permit	$350	$2,000
Environmental Review	$350	$650
Excavation/Fill Permit (Admin)	$100	$250
Excavation/Fill Permit (IUP)	$350	$2,000
Home Occupation (IUP)	$350	$2,000
Home Occupation (Permitted)	$50	
Interim Use Permit	$350	$2,000
Minor Subdivision	$350	$2,000
Ordinance Amendment	$350	$2,000
Planned Unit Development	$350	$2,000
Rental Housing Licensing, ADU and Short-Term Rental - Single Family or First Unit - Each Additional Unit - Late Fee Due 1/16 - Late Fee Due 3/16 - Conversion Fee - Re-Inspection Fee	 $50 $15/Each $50 $150 $100 $25/Each Unit	
Sign Permit Zoning Review (Admin)	$75	
Sign Permit Zoning Review (Full)	$250	$350
Sign Permit Zoning Review (Temporary)	$25	
Rezoning	$350	$2,000
Site and Building Plan Review (Admin)	$100	$250
Site and Building Plan Review (Full)	$350	$2,000
Street/Utility Easement Vacation	$350	$1,000
Subdivision - Sketch Plan	 $300	 $500

- Preliminary Plat (Rural) - Preliminary Plat (Urban) - Final Plat	$400 $400 $350	$400 + $125/Lot $425 + $175/Lot $650
Temporary Habitat Permit	~~$200~~$500	$5,000
Temporary Outdoor Sales Permit/License	$50	
Wetland - Replacement Plan Review with Plat - Replacement Plan and Excavation - Delineation	 $350 $350 $350	 $650 $650 $1,000
Vacant Building Registration Fee - First Year - Second Year Renewal - Third Year Renewal - Fourth Year Renewal - Fifth Year Renewal and Beyond - Vacant Building Administration Fee	 $125 $175 $250 $350 $500 $100	
Variance Application	$350	$2,000
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	- $350	$3,000

- *Applicants are responsible for all costs incurred by City for consultant fees.*
-

PUBLIC WORKS FEES

PARK AND FIELD	Resident	Non-Resident
Concession Stand	$50Event	$100/Event
Ball Park Use – • Outside Organization • One Game Fee	 $100/Night for Season $40/Game	 $200/Night for Season $80/Game
Damage Deposit	$50 - Refundable	$75 – Refundable
Key Replacement	$50/Each	$50/Each
Football Field	$40/Each	$50/Each
Football Youth Program	$60/Week per team	
Woodbury Gazebo Rental	$80/Event	$130/Event
Rink Rental for Reserved Time	$25 $30/Hour for afterhours rental	$80/Hour for afterhours rental
Restroom	$30/Event	$60/Event
Picnic Shelter	$30/Event	$60/Event
Soccer Youth Program	$60/Week per team	
Soccer Field	$40/Each	$50/Each
Warming House	$80/Event	$130/Event

- *St. Francis City Council has the authority to change an annual fee of $100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits*

COMMUNITY CENTER	
Resident	$50Event

Non-Resident	$100/Event
Damage Deposit	$150
Late Key Return	$25 if not returned within 2 business days of event
City Purposes	Free
City Benefit - St. Francis Lions/Lioness - St. Francis Senior Citizens Group - St. Francis Area Jaycees - St. Francis Youth Association (4-H, Scouts, Hockey, etc.) - St. Francis Ambassador Program - St. Francis Area Chamber of Commerce - Other Government Agencies - Local Church Organizations - Local Business/Non-Profit Organizations	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
Priority for Use in Event of Conflict - City of St. Francis - Non-Profit located with the City limits - Residents (individuals or groups) - Non-Profit located outside of City limits - Non-Residents (individuals or groups)	Based on earliest request if more than one applicant of the same class seeks conflicting dates

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	$55/Hour
Belos with Attachment	$55/Hour
Crane Truck	$60/Hour
Electric Generator	$60/Hour
Grader	$90/Hour
Zero Turn Mower	$50/Hour
Pick Up Truck	$40/Hour
Tandem Axle Truck	$90/Hour
Tandem Axle Truck with Plow	$110/Hour
Tool Cat/Skid Steer w/Attachments	$80/Hour
Tractor with Loader or Attachments	$60/Hour
Pay Loader - *Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas*	$90/Hour
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS	
Road Right-of-Way – Registration	$35 + $2,000 Escrow
Road Right-of-Way – Permit Application	$150 + Consultant Fees
Street Opening	$50 + bond or Deposit and Consultant Fees
Small Cell/Pole Attachment	$500 per unit 1-5 $100 per unit 6+

UTILITY FEES	
Access Charge, at time of Building Permit - Sewer Equivalent Connection - Water Equivalent Connection	 $4,284/Each equivalent unit $3,060/Each equivalent unit
~~Truck~~ Trunk Line Charge, at time of subdivision - Water Truck Line Availability - Sanitary Sewer Truck Line Availability	 $2,956/Net developable acres $4,150/ Net developable acres
Tapping and Connection Permits - Tapping and Water Connection - Tapping and Sewer Connection - Water Connection - Sewer Connection	 $125 $125 $50 $50
Water Meter Deposit Equipment - ¾” - 1” and Larger	 Cost/ $~~379.93~~381.87 Cost + 10%
Water Shutoff/Disconnect 7:00 am – 3:00 pm Water Reconnect 7:00 am – 3:00 pm	$35 $35 *The Disconnect and Reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March.*
Meter Repair (not removal or installation)	Time and Materials / $50 minimum
Curb Stop - Locate o Summer o Winter - Driveway Cover - Repair - Box	 $25 minimum $50 minimum Cost Time and Materials with $50 minimum Cost
Hydrant and Gate Valve Repair	Time and Materials with $50 minimum
Hydrant Meter Deposit	$800
Non-Response to Tagging Notice	$250/Month until resolved
Unmetered Use of City Water	$200/per occurrence
Wells and Well based Irrigations	$20

SEWER RATES	
Monthly Base Fee	$20.82
Charge per 1,000 Gallons Used	$8.16 equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed*
- *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.*
- Note*: Consumption amounts are not billed greater than actual usage*

STORMWATER	
Stormwater Rate	$5.00/Month per Parcel ($60/Year)
Grading/ESC Escrow	$2,000 per gross acre or $750 per SF or Twin family home. Whichever is greater.

WATER RATES	
Monthly Base Fee - MN State Test Fee	$14.55 $0.81
Charge per 1,000 Gallons Used per Equivalent Connection - 0 – 14,999 - 15,000 – 29,999 - 30,000 – 44,999 - 45,000+	 $4.50 equivalent conn $4.72 equivalent conn $5.45 equivalent conn $6.51 equivalent conn
Bulk Water - System Access Charge - Charge per 1,000 Gallons Used	 $50 $6.16

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

ORDINANCE 267, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

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

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF JULY, 2021

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Diana Saenger
City Clerk

(seal)

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

RESOLUTION 2021-xx

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 267, SECOND SERIES AMENDING THE FEE SCHEDULE

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 267 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 281, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 267, SECOND SERIES

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

St. Francis City Code is hereby Amending the Fee Schedule

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF JULY, 2021.

APPROVED: ______________________
Steven D Feldman, Mayor

Attest:________________________
Diana Saenger, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9A

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bond Refunding Sale**

DATE: 07-14-2021

OVERVIEW:

The City Council decided to refund the 2010A GO Sewer Bonds, 2013A GO Crossover Refunding Bonds and the 2019 Water Meter Lease. The attached resolution will be updated before the meeting once the bids have been received. Nick Anhut from Ehlers will present the results to council

ACTION TO BE CONSIDERED:

Approve the resolution for the sale of the refunding bonds as presented by Nick Anhut

BUDGET IMPLICATION:

Potential savings split between Water Fund, Sewer Fund and Debt Service fund.

Attachment:

-**RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF $3,230,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; PROVIDING FOR THEIR PAYMENT; AND PROVIDING FOR THE REDEMPTION AND PREPAYMENT OF OBLIGATIONS REFUNDED THEREBY**.

Extract of Minutes of Meeting
of the City Council of the City of
St. Francis, Anoka and Isanti Counties, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly held in the City Hall in said City on Monday, July 19, 2021, commencing at 6:00 p.m.

The following members were present:

and the following were absent:

* * *   * * *   * * *

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's General Obligation Bonds, Series 2021A, to be issued in the original aggregate principal amount of $3,230,000.

The City Administrator presented a tabulation of the proposals which had been received in the manner specified in the Terms of Proposal for the Bonds. The proposals were as set forth in EXHIBIT A attached.

After due consideration of the proposals, Member __________________ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION NO. 2021-_________

A RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF $3,230,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; PROVIDING FOR THEIR PAYMENT; AND PROVIDING FOR THE REDEMPTION AND PREPAYMENT OF OBLIGATIONS REFUNDED THEREBY

BE IT RESOLVED By the City Council of the City of St. Francis, Anoka and Isanti Counties, Minnesota (the "City") as follows:

Section 1. <u>Sale of Bonds</u>.

1.01. <u>Authority</u>.

(a) Pursuant to Minnesota Statutes, Chapters 444 and 475, as amended, and Section 115.46, as amended, on September 20, 2010, the City issued its General Obligation Sewer Revenue Bonds, Series 2010A (the "Series 2010A Bonds"), dated as of September 1, 2010, in the original aggregate principal amount of $1,600,000, currently outstanding in the principal amount of $985,000, and subject to prior optional redemption on or after February 1, 2019. The proceeds of the Series 2010A Bonds were used to finance the construction of improvements to the sanitary sewer system of the City (the "2010 Utility Improvements").

(b) Pursuant to Minnesota Statutes, Chapters 429, 444, and 475, as amended, including Section 475.67, subdivision 13, on March 27, 2013, the City issued its General Obligation Crossover Refunding Bonds, Series 2013A (the "Series 2013A Bonds"), dated as of March 1, 2013, in the original aggregate principal amount of $2,730,000, currently outstanding in the principal amount of $1,615,000, and subject to prior optional redemption on or after February 1, 2020. The proceeds of the Series 2013A Bonds were used to refinance the construction of assessable public improvements (the "2007 Assessable Improvements") and improvements to the water and sanitary sewer systems of the City (the "2007 Utility Improvements") by refunding in advance of maturity and at their redemption date the 2018 through 2028 maturities of the City's General Obligation Improvement and Utility Revenue Bonds, Series 2007A.

(c) On August 19, 2019, the City entered into a Master Equipment Lease-Purchase Agreement (the "Series 2019 Lease") with Holman Capital Corporation for the lease of water meters (the "2019 Equipment"), pursuant to which the City is required to make lease payments in the aggregate principal amount of $614,812.95, subject to the City's right of non-appropriation. Principal in the amount of $536,327.22 is currently outstanding under the Series 2019 Lease. The City may prepay the payments due under the Series 2019 Lease on any lease payment date.

(d) The City is authorized by Minnesota Statutes, Section 475.67, subdivision 3 to issue and sell its general obligation bonds to refund obligations and the interest thereon before the due date of the obligations, if consistent with covenants made with the holders thereof, when determined by the City Council to be necessary or desirable for the reduction of debt service costs to the City or for the extension or adjustment of maturities in relation to the resources available for their payment.

(e) It is necessary and desirable for the reduction of debt service costs to the City that the City issue its General Obligation Bonds, Series 2021A (the "Bonds"), in the original aggregate principal amount of $3,230,000, pursuant to Minnesota Statutes, Chapters 429, 444, and 475, as amended (collectively, the "Act"), specifically Section 475.67, subdivision 3, to (i) redeem and prepay the outstanding principal amount of the Series 2010A Bonds on August 25, 2021 (the "Series 2010A Bonds Redemption Date"); (ii) redeem and prepay the outstanding principal amount of the Series 2013A Bonds on August 25, 2021 (the "Series 2013A Bonds Redemption Date"); and (iii) prepay the outstanding payments under the Series 2019 Lease on August 19, 2021 (the "Series 2019 Lease Prepayment Date").

(f) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.02. Award to the Purchaser and Interest Rates. The proposal of **_______________** (the "Purchaser") to purchase the Bonds is hereby determined to be a reasonable offer and is accepted, the proposal being to purchase the Bonds at a price of $____________ (par amount of $3,230,000, [plus original issue premium of $__________,] [less original issue discount of $_________,] less underwriter's discount of $___________), plus accrued interest, if any, to date of delivery, for Bonds bearing interest as follows.

Year	Interest Rate	Year	Interest Rate
2022	%	2027	%
2023		2028	
2024		2029	
2025		2030	
2026		2031	

True interest cost: _____________%

1.03. Purchase Contract. The sum of $_____________, being the amount proposed by the Purchaser in excess of $3,191,240, shall be credited to the accounts in the Debt Service Fund hereinafter created or deposited in the Redemption Fund hereinafter created, as determined by the Finance Director of the City in consultation with the City's municipal advisor. The good faith deposit of the Purchaser shall be retained and deposited until the Bonds have been delivered and shall be deducted from the purchase price paid at settlement. The Mayor and City Administrator are directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to the Act, specifically Section 475.67, subdivision 3, in the total principal amount of $3,230,000, originally dated August 12, 2021, in the denomination of $5,000 each or any integral multiple thereof, numbered No. R-1, upward, bearing interest as above set forth, and which mature serially on February 1 in the years and amounts as follows:

Year	Amount	Year	Amount
2022	$	2027	$
2023		2028	
2024		2029	
2025		2030	
2026		2031	

(a) $_____________ in principal amount of the Bonds (the "Series 2010A Refunding Bonds"), maturing in the amounts and on February 1 in the years set forth below, will be used to refinance the 2010 Utility Improvements:

Year	Amount	Year	Amount
2022	$	2027	$
2023		2028	
2024		2029	
2025		2030	
2026		2031	

(b) $__________ in principal amount of the Bonds (the "Series 2013A Improvement Refunding Bonds"), maturing in the amounts and on February 1 in the years set forth below, will be used to refinance the 2007 Assessable Improvements:

Year	Amount	Year	Amount
2022	$	2023	$

(c) $__________ in principal amount of the Bonds (the "Series 2013A Utility Revenue Refunding Bonds"), maturing in the amounts and on February 1 in the years set forth below, will be used to refinance the 2007 Utility Improvements:

Year	Amount	Year	Amount
2022	$	2026	$
2023		2027	
2024		2028	
2025			

(d) The remainder of the Bonds in the principal amount of $__________ (the "Series 2019 Lease Refunding Bonds"), maturing in the amounts and on February 1 in the years set forth below, will be used to refinance the 2019 Equipment:

Year	Amount	Year	Amount
2022	$	2026	$
2023		2027	
2024		2028	
2025		2029	

1.05. Optional Redemption. The City may elect on February 1, 2029, and on any day thereafter to prepay Bonds due on or after February 1, 2030. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 8 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

[**TO BE COMPLETED IF TERM BONDS ARE REQUESTED** 1.06. Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 20____ and February 1, 20____ shall hereinafter be referred to collectively as the "Term Bonds." The principal amount of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bond in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date

February 1, 20___ Term Bond	Principal Amount

____
* *Maturity*

February 1, 20___ Term Bond	Principal Amount

____
* *Maturity*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2022, to the registered owners of record as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City will appoint, and will maintain, a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

2.04. Appointment of Initial Registrar. The City appoints Bond Trust Services Corporation, Roseville, Minnesota, as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the City Council, the Finance Director must transmit to the Registrar monies sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of any Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of Bonds. The Bonds will be printed or typewritten in substantially the form attached hereto as EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds will be payable from the General Obligation Bonds, Series 2021A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Debt Service Fund: the "Assessable Improvements Account" and the "Utility Revenue Account." Amounts in the Assessable Improvements Account are irrevocably pledged to the Series 2013A Improvement Refunding Bonds, and amounts in the Utility Revenue Account are irrevocably pledged to the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, and the Series 2019 Lease Refunding Bonds.

(a) Assessable Improvements Account. Proceeds of the ad valorem taxes hereinafter levied for the payment of the Series 2013A Improvement Refunding Bonds (the "Taxes") and, following the Series 2013A Bonds Redemption Date, special assessments originally levied for the 2007 Assessable Improvements (the "Special Assessments") are hereby pledged to the Assessable Improvements Account of the Debt Service Fund. Such amounts shall be used to pay the principal of and interest on the Series 2013A Improvement Refunding Bonds. There is also appropriated to the Assessable Improvements Account a pro rata portion of amounts over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

(b) Utility Revenue Account. The City will continue to maintain and operate its Water Fund and Sanitary Sewer Fund to which will be credited all gross revenues of the water system and the sanitary sewer system, respectively, and out of which will be paid all normal and reasonable expenses of current operations of such systems. Any balances therein are deemed net revenues (the "Net Revenues") and will be transferred from time to time to the Utility Revenue Account of the Debt Service Fund, which Utility Revenue Account shall be used to pay the principal of and interest on the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, the Series 2019 Lease Refunding Bonds, and any other bonds similarly authorized. There will always be retained in the Utility Revenue Account a sufficient amount to pay principal of and interest on the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, and the Series 2019 Lease Refunding Bonds, and the Finance Director must report any current or anticipated deficiency in the Utility Revenue Account to the City Council. There is appropriated to the Utility Revenue Account a pro rata portion of amounts over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

4.02. Redemption Fund. All proceeds of the Bonds, less the appropriations made in Section 4.01 hereof and the costs of issuance of the Bonds, will be deposited in a separate fund (the "Redemption Fund") to be used solely to (a) redeem and prepay the Series 2010A Bonds on the Series 2010A Bonds Redemption Date; (b) redeem and prepay the Series 2013A Bonds on the Series 2013A Bonds Redemption Date; and (c) prepay the payments due under the Series 2019 Lease on the Series 2019 Lease Prepayment Date. Any balance remaining in the Redemption Fund after the redemption of the Series 2010A Bonds on the Series 2010A Bonds Redemption Date, after the redemption of the Series 2013A Bonds on the Series 2013A Bonds Redemption Date, and after the prepayment of the principal payments due under the Series 2019 Lease on the Series 2019 Lease Prepayment Date shall be deposited in the respective accounts of the Debt Service Fund herein created.

4.03. Prior Debt Service Funds.

(a) The debt service fund heretofore established for the Series 2010A Bonds pursuant to the resolution providing for the issuance and sale of the Series 2010A Bonds (the "Series 2010A Bonds Resolution") shall be closed following the redemption of the Series 2010A Bonds, and all monies therein shall be transferred to the Utility Revenue Account of the Debt Service Fund herein created.

(b) The debt service fund heretofore established for the Series 2013A Bonds pursuant to the resolution providing for the issuance and sale of the Series 2013A Bonds (the "Series 2013A Bonds Resolution") shall be closed following the redemption of the Series 2013A Bonds, and all monies therein shall be transferred on a pro rata basis to the Assessable Improvements Account and the Utility Revenue Account of the Debt Service Fund herein created.

4.04. Prior Resolution Pledges. The pledges and covenants of the City made by the Series 2010A Bonds Resolution relating to the ownership, protection of, and other particulars governing the operation and financial management of the sanitary sewer system of the City and the 2010 Utility Improvements are restated and confirmed in all respects. The pledges and covenants of the City made by the Series 2013A Bonds Resolution relating to the Special Assessments levied for the 2007 Assessable Improvements and relating to the ownership, protection of, and other particulars governing the operation and financial management of the water and sanitary sewer systems of the City and the 2007 Utility Improvements are restated and confirmed in all respects. The provisions of the Series 2010A Bonds Resolution and the Series 2013A Bonds Resolution are hereby supplemented to the extent necessary to give full effect to the provisions hereof.

Furthermore, the City pledges and covenants to impose and collect charges of the nature authorized by Section 444.075 of the Utility Revenue Act, at the times and in the amounts required to produce Net Revenues adequate to pay all principal and interest when due on the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, and the Series 2019 Lease Refunding Bonds and to create and maintain such reserves securing said payments as may be provided in this resolution. The City Council will levy general ad valorem taxes on all taxable property in the City when required to meet any deficiency in Net Revenues for the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, and the Series 2019 Lease Refunding Bonds.

4.05. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

4.06. Pledge of Tax Levy. For the purpose of paying a portion of the principal of and interest on the Series 2013A Improvement Refunding Bonds, there is levied a direct annual irrepealable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. Such Taxes will be credited to the Assessable Improvements Account of the Debt Service Fund above provided and will be in the years and amounts attached hereto as EXHIBIT C.

4.07. Certification to County Auditors as to Debt Service Fund Amount. It is hereby determined that the estimated collection of the foregoing Taxes, Special Assessments, and Net Revenues will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided will be irrepealable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the Manager of Property Records and Taxation of Anoka County, Minnesota and the County Auditor-Treasurer of Isanti County, Minnesota (together, the "County Auditors") the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditors will thereupon reduce the levy collectible during such year by the amount so certified.

4.08. Cancellation of Levies for Prior Obligations. Following the payment in full of all outstanding principal of and interest due on the Series 2013A Bonds on the Series 2013A Bonds Redemption Date, the Finance Director is hereby directed to certify such fact to and request the County Auditors to cancel any and all tax levies made by the Series 2013A Bonds Resolution.

4.09. Certification of County Auditors as to Registration. The City Administrator is directed to file a certified copy of this resolution with the County Auditors and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Refunding of Prior Obligations; Findings; Redemption of Prior Obligations.

5.01. Purpose of Refunding. On the Series 2010A Bonds Redemption Date, the Series 2010A Bonds will be called for redemption in the principal amount of $985,000.00. On the Series 2013A Bonds Redemption Date, the Series 2013A Bonds will be called for redemption in the principal amount of $1,615,000.00. On the Series 2019 Lease Prepayment Date, the Series 2019 Lease will be prepaid in the principal amount of $509,191.40. It is hereby found and determined that based upon information presently available from the City's municipal advisor, the issuance of the Bonds, a portion of which will be used to redeem and/or prepay the Series 2010A Bonds, the Series 2013A Bonds, and the Series 2019 Lease (collectively, the "Prior Obligations"), is consistent with covenants made with the holders of the Prior Obligations and is necessary and desirable for the reduction of debt service costs to the City.

5.02. Application of Proceeds of Bonds. It is hereby found and determined that the proceeds of the Bonds deposited in the Redemption Fund, along with any other funds on hand in the debt service funds established for the Prior Obligations, will be sufficient to prepay all of the principal of, interest on and redemption premium (if any) on the Prior Obligations.

5.03. Redemption and Prepayment; Dates of Redemption and Prepayment; Notices of Call for Redemption and Prepayment. The Series 2010A Bonds maturing after the Series 2010A Bonds Redemption Date will be redeemed and prepaid on the Series 2010A Bonds Redemption Date. The Series 2013A Bonds maturing after the Series 2013A Bonds Redemption Date will be redeemed and prepaid on the Series 2013A Bonds Redemption Date. The outstanding payments due under the Series 2019 Lease as of the Series 2019 Lease Prepayment Date will be prepaid on the Series 2019 Lease Prepayment Date. The Prior Obligations will be redeemed and/or prepaid in accordance with their terms and in accordance with the terms and conditions set forth in the forms of Notice of Call for Redemption attached hereto as EXHIBITS D-1 through D-3, which terms and conditions are hereby approved and incorporated herein by reference. The registrars for the Prior Obligations and/or the City Administrator are authorized and directed to send a copy of the respective Notice of Call for Redemption and/or Prepayment to each registered holder of the Prior Obligations at least thirty (30) days prior to the respective date of redemption and/or prepayment.

Section 6. Authentication of Transcript.

6.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

6.02. Certification as to Final Official Statement. The Mayor, the City Administrator, and the Finance Director are hereby authorized and directed to certify that they have examined the Final Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the offering materials are a complete and accurate representation of the facts and representations made therein as of the date of the offering materials.

6.03. Other Certificates. The Mayor, the City Administrator, and the Finance Director are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator, and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

6.04. Electronic Signatures. The electronic signature of the Mayor, the City Administrator, the City Clerk, and/or the Finance Director to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

6.05. Payment of Costs of Issuance. The City authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Old National Bank, Chaska, Minnesota, on the closing date for further distribution as directed by the City's municipal advisor, Ehlers and Associates, Inc.

Section 7. Tax Covenant.

7.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

7.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States.

7.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

7.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

(a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the City designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the City (and all subordinate entities of the City) during calendar year 2021 will not exceed $10,000,000; and

(d) not more than $10,000,000 of obligations issued by the City during calendar year 2021 have been designated for purposes of Section 265(b)(3) of the Code.

7.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 8. Book-Entry System; Limited Obligation of City.

8.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns ("DTC"). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

8.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the "Participants") or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar), of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City's obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

8.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

8.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

8.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements as set forth in the Representation Letter.

Section 9. Continuing Disclosure.

9.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

9.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 10. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

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ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF JULY, 2021.

APPROVED:

____

Steve Feldman, Mayor

ATTEST:

____

Diana Saenger, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

EXHIBIT A

PROPOSALS

EXHIBIT B

FORM OF BOND

No. R-___	UNITED STATES OF AMERICA STATE OF MINNESOTA COUNTIES OF ANOKA AND ISANTI CITY OF ST. FRANCIS	$___________

GENERAL OBLIGATION BOND
SERIES 2021A

Rate	Maturity	Date of Original Issue	CUSIP
	February 1, 20__	August 12, 2021	

Registered Owner: Cede & Co.

The City of St. Francis, Minnesota, a duly organized and existing municipal corporation in Anoka and Isanti Counties, Minnesota (the "City"), acknowledges itself to be indebted and for value received promises to pay to the Registered Owner specified above or registered assigns, the principal sum of $__________ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360 day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing February 1, 2022, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by Bond Trust Services Corporation, Roseville, Minnesota, as Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2029, and on any day thereafter to prepay Bonds due on or after February 1, 2030. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

This Bond is one of an issue in the aggregate principal amount of $3,230,000 all of like original issue date and tenor, except as to number, maturity date, redemption privilege, and interest rate, all issued pursuant to a resolution adopted by the City Council on July 19, 2021 (the "Resolution"), for the purpose of providing money to refund the outstanding principal amount of certain general obligation bonds and prepay certain outstanding lease obligations of the City, pursuant to and in full conformity with the home rule charter of the City and the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapters 429, 444, and 475, as amended, specifically Section 475.67, subdivision 3. The principal hereof and interest hereon are payable in part from ad valorem taxes, special assessments, and net revenues of the water and sanitary sewer systems of the City, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in taxes, special assessments, and net revenues pledged, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of $5,000 or any integral multiple thereof of single maturities.

The City Council has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that in and by the Resolution, the City has covenanted and agreed that it will continue to own and operate the water and sanitary sewer systems free from competition by other like municipal utilities; that adequate insurance on said systems and suitable fidelity bonds on employees will be carried; that proper and adequate books of account will be kept showing all receipts and disbursements relating to the Water Fund and the Sanitary Sewer Fund, into which it will pay all of the gross revenues from the water and sanitary sewer systems, respectively; that it will also create and maintain a Utility Revenue Account within the General Obligation Bonds, Series 2021A Debt Service Fund, into which it will pay, out of the net revenues from the water and sanitary sewer systems, a sum sufficient to pay principal of the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, and the Series 2019 Lease Refunding Bonds (as defined in the Resolution) and interest on the Series 2010A Refunding Bonds, the Series 2013A Utility Revenue Refunding Bonds, and the Series 2019 Lease Refunding Bonds when due; and that it will provide, by ad valorem tax levies, for any deficiency in required net revenues of the water and sanitary sewer systems.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter of the City and the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, charter, or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of St. Francis, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: August 12, 2021

CITY OF ST. FRANCIS, MINNESOTA

(Facsimile)	(Facsimile)
Mayor	City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

BOND TRUST SERVICES CORPORATION

By ____________________________________
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

TEN ENT -- as tenants by entireties

JT TEN -- as joint tenants with right of survivorship and not as tenants in common

UNIF GIFT MIN ACT
_________ Custodian _________
(Cust) (Minor)
under Uniform Gifts or Transfers to Minors Act, State of _______________

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto ____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _________________________ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: ___________________________ _______________________________________

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

____

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _______________________________________

____

____

(Include information for all joint owners if this Bond is held by joint account.)

Please insert social security or other identifying number of assignee

____

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration	Registered Owner	Signature of Officer of Registrar
________________________	Cede & Co. Federal ID #13-2555119	________________________

EXHIBIT C

TAX LEVY SCHEDULE

YEAR *	TAX LEVY
2021	$
2022	

** Year tax levy collected.*

EXHIBIT D-1

NOTICE OF CALL FOR REDEMPTION FOR SERIES 2010A BONDS

$1,600,000
CITY OF ST. FRANCIS, MINNESOTA
GENERAL OBLIGATION SEWER REVENUE BONDS
SERIES 2010A

NOTICE IS HEREBY GIVEN that, by order of the City Council of the City of St. Francis, Minnesota (the "City"), there have been called for redemption and prepayment on

August 25, 2021

all outstanding bonds of the City designated as General Obligation Sewer Revenue Bonds, Series 2010A, dated as of September 1, 2010, having stated maturity dates of February 1 in the years 2022 through 2031, both inclusive, totaling $985,000 in principal amount, and with the following CUSIP numbers:

Year of Maturity	Amount	CUSIP Number
2022	$ 80,000	789457 JK5
2023	80,000	789457 JL3
2024	85,000	789457 JM1
2025	90,000	789457 JN9
2026	95,000	789457 JP4
2029	315,000	789457 JS8
2031	240,000	789457 JU3

The bonds are being called at a price of par plus accrued interest to August 25, 2021, on which date all interest on said bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the main office of Bond Trust Services Corporation, 3060 Centre Pointe Drive, Roseville, Minnesota 55113, on or before August 25, 2021.

Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2003, the City is required to withhold a specified percentage of the principal amount of the redemption price payable to the holder of any bonds subject to redemption and prepayment on the redemption date, unless the City is provided with the Social Security Number or Federal Employer Identification Number of the holder, properly certified. Submission of a fully executed Request for Taxpayer Identification Number and Certification, Form W-9, will satisfy the requirements of this paragraph.

Dated: July ___, 2021.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

By: /s/ Joe Kohlmann
City Administrator
City of St. Francis, Minnesota

EXHIBIT D-2

NOTICE OF CALL FOR REDEMPTION FOR SERIES 2013A BONDS

$2,730,000
CITY OF ST. FRANCIS, MINNESOTA
GENERAL OBLIGATION CROSSOVER REFUNDING BONDS
SERIES 2013A

NOTICE IS HEREBY GIVEN that, by order of the City Council of the City of St. Francis, Minnesota (the "City"), there have been called for redemption and prepayment on

August 25, 2021

all outstanding bonds of the City designated as General Obligation Crossover Refunding Bonds, Series 2013A, dated as of March 1, 2013, having stated maturity dates of February 1 in the years 2022 through 2028, both inclusive, totaling $1,615,000 in principal amount, and with the following CUSIP numbers:

Year of Maturity	Amount	CUSIP Number
2022	$285,000	789457 JZ2
2023	295,000	789457 KA5
2024	200,000	789457 KB3
2025	205,000	789457 KC1
2026	205,000	789457 KD9
2027	210,000	789457 KE7
2028	215,000	789457 KF4

The bonds are being called at a price of par plus accrued interest to August 25, 2021, on which date all interest on said bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the main office of Bond Trust Services Corporation, 3060 Centre Pointe Drive, Roseville, Minnesota 55113, on or before August 25, 2021.

Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2003, the City is required to withhold a specified percentage of the principal amount of the redemption price payable to the holder of any bonds subject to redemption and prepayment on the redemption date, unless the City is provided with the Social Security Number or Federal Employer Identification Number of the holder, properly certified. Submission of a fully executed Request for Taxpayer Identification Number and Certification, Form W-9, will satisfy the requirements of this paragraph.

Dated: ___________, 2021.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

By: /s/ Joe Kohlmann
City Administrator
City of St. Francis, Minnesota

EXHIBIT D-3

NOTICE OF PREPAYMENT FOR SERIES 2019 LEASE

$614,812.95
CITY OF ST. FRANCIS, MINNESOTA
MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT

NOTICE IS HEREBY GIVEN that, by order of the City Council of the City of St. Francis, Minnesota (the "City"), the City intends to prepay the outstanding payments due under the Master Equipment Lease-Purchase Agreement, dated August 19, 2019 (the "Lease"), between the City and Holman Capital Corporation. Such prepayment, totaling $509,191.40 in principal, plus accrued interest to the date of prepayment, shall be made on August 19, 2021, in accordance with the terms of the Lease.

Dated: July ___, 2021.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

By: /s/ Joe Kohlmann
City Administrator
City of St. Francis, Minnesota

STATE OF MINNESOTA)
)
COUNTIES OF ANOKA) SS.
AND ISANTI)
)
CITY OF ST. FRANCIS)

I, the undersigned, being the duly qualified and acting City Clerk of the City of St. Francis, Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on July 19, 2021, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of the City's General Obligation Bonds, Series 2021A, in the original aggregate principal amount of $3,230,000.

WITNESS My hand officially as such City Clerk and the corporate seal of the City this ____ day of July, 2021.

____

City Clerk
City of St. Francis, Minnesota

(SEAL)

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9B

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Post-Issuance Debt Compliance Policy**

DATE: 07-14-2021

OVERVIEW:

Attached is a policy on Post-Issuance Debt Compliance Policy and Procedures. This is recommended to be adopted by Ehlers to comply with applicable state and federal laws. Ehlers will help with this compliance.

ACTION TO BE CONSIDERED:

Approve agreement with Ehlers and Associates and approve the policy and procedures

BUDGET IMPLICATION:

$500.00 initial and $200.00 per update. This will be covered in the current budget.

Attachment:
-Agreement for Post-Issuance Debt Compliance Policy and Procedures
-Post Issuance Debt Compliance Policy
-Post Issuance Debt Compliance Procedures

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AGREEMENT FOR POST-ISSUANCE DEBT COMPLIANCE POLICY AND PROCEDURES TEMPLATES

The City of St. Francis, Minnesota
23307 St Francis Blvd NW
PO Box 730
St. Francis Minnesota 55070-0730

May 8, 2019

Ehlers & Associates, Inc. ("Ehlers") and the City of St. Francis, Minnesota, ("Client") do hereby mutually agree to the following with regard to post-issuance debt compliance policy and procedures templates. In consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, it is agreed by and between Ehlers and Client as follows:

The tax-exempt status of a debt obligation is contingent on compliance with all applicable state and federal laws at the time of issuance and throughout the term of the obligation. Such compliance requires Client to undertake certain recordkeeping and computational activities. In an effort to assist Client with these activities, Ehlers will provide Client with post-issuance debt compliance policy and procedures templates, all as more particularly described in this Agreement.

EHLERS RESPONSIBILITIES - SCOPE

Ehlers agrees to provide the following:

1. initial post-issuance debt compliance policy and procedures templates;

2. updates to the post-issuance debt compliance policy and procedures templates as determined by the Client; and

3. post-issuance debt compliance training and consultation as determined by the Client.

FEE ARRANGEMENT

Ehlers will charge Client fees in accordance with the fee schedule set forth below.

Fee Schedule	
Initial post-issuance debt compliance policy and procedures templates	$500
Updates to post-issuance debt compliance policy and procedures templates	$200 per update
Post-issuance debt compliance training and consultation	$200 per hour

Ehlers will invoice Client for the amount due. The invoice is due and payable by the Client within 60 days of the invoice date.

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LIMIT OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of Ehlers under this Agreement for any actions or omissions taken by Ehlers in the performance of this Agreement shall be limited to the fees paid by Client to Ehlers under this Agreement. The Client is ultimately responsible for ensuring that the post-issuance debt compliance policy and procedures are updated and implemented. Client, and not Ehlers, shall be responsible for any payment due to the Internal Revenue Service, including any rebate amount or yield reduction payment and any interest or penalty for failure to make timely payments on any tax-exempt debt obligation. Under no circumstances shall any employee or agent of Ehlers have any personal liability arising out of this Agreement and no party shall seek or claim any such personal liability.

NO THIRD PARTY BENEFICIARY

No third party shall have any rights or remedies under this Agreement. This Agreement is made solely for the benefit of the parties hereto, and no other person, partnership, limited liability company, association, or corporation shall acquire or have any rights under this Agreement.

CONFIDENTIALITY: DISCLOSURE OF INFORMATION

Client Information All information, files, records, memoranda and other data of the Client ("Client Information") shall be deemed by the parties to be the property of Client. Ehlers may disclose Client Information to third parties in connection with the performance by it of its duties hereunder.

Ehlers Information Client acknowledges that in connection with the performance by Ehlers of its duties hereunder, Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of Ehlers ("Ehlers Information"). Client acknowledges that all Ehlers Information, except reports prepared by Ehlers for the Client, is confidential and proprietary to Ehlers, and agrees that Client will not, directly or indirectly; disclose the same or any part thereof to any person or entity except with the express written consent of Ehlers.

TERM / TERMINATION OF CONTRACT

This Agreement shall begin on the effective date stated above. Either party may terminate this Agreement with or without cause at any time by sending written notice of termination to the other party at least 30 days prior to the effective date of termination. Termination of this Agreement shall extend to the termination of all Addenda to this Agreement. Should this Agreement be terminated, Ehlers shall be relieved of all liability in connection with this Agreement and Addenda to this Agreement.

SEVERABILITY

To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.

ENTIRE AGREEMENT

There are no representations, covenants, warranties, promises, agreements, conditions or undertakings, oral or written, between Client and Ehlers other than as set forth herein. Except or otherwise expressly provided herein, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Ehlers.

AMENDMENT

Ehlers and Client may mutually agree in writing to amend the terms covered by this Agreement (which amendment shall be reflected in an Addendum to this Agreement), including the scope and the fee arrangement, at any time. No modification, alteration, or amendment to this Agreement shall be binding upon any party hereto until such modification, alteration, or amendment is reduced to writing and duly executed by both parties hereto.

GOVERNING LAW

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

NOTICE

All notices given shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

The City of St. Francis, Minnesota
23307 St Francis Blvd NW
PO Box 730
St. Francis Minnesota 55070-0730
Attention: Finance Director

If to Ehlers:

Ehlers & Associates, Inc.
3060 Centre Pointe Drive
Roseville, Minnesota 55113
Attention: President

In Witness Whereof, the parties have executed this Agreement this ____________ day of 20____

By: ____ Title:

Ehlers & Associates, Inc.

By: ____ Title:

The City of St. Francis, Minnesota
Post-Issuance Debt Compliance Policy

The City Council (the "Council") of the City of St. Francis, Minnesota (the "City") has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background
The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the "Code") and regulations promulgated thereunder ("Treasury Regulations") governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background
The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the "Rule"). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements ("CDA"). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be "communicating to the market" can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective
The City desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the City has developed the following policy (the "Post-Issuance Debt Compliance Policy"). The Post-

Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy
The Finance Director of the City is designated as the City's agent who is responsible for post-issuance compliance of these obligations.

The Finance Director shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Finance Director shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Director will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Finance Director or any other individuals responsible for assisting the Finance Director in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the City may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Finance Director shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds
The City may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the City but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of

either of these types of bonds, the Finance Director shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Finance Director may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the City under federal law. In a case where the Finance Director is concerned about the compliance ability of a private party, the Finance Director may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Finance Director is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the City is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date July 19, 2021 by the City of St. Francis, Minnesota

The City of St. Francis, Minnesota
Post-Issuance Debt Compliance Procedures

The City Council (the "Council") of The City of St. Francis, Minnesota (the "City") has adopted the attached Post-Issuance Debt Compliance Policy dated July 19, 2021. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the City. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Finance Director of the City will perform the following Post-Issuance Debt Compliance Procedures for all of the City's outstanding debt.

1) General Post-Issuance Compliance
   a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
   b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
   c) The Finance Director understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31(the "VCAP Program")).

2) General Recordkeeping
   a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the City's bond counsel.
   b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
   c) General records and documentation to be assembled and retained:
      i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
      ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
      iii) Any correspondence between the City and the IRS.
      iv) Audited financial statements.
      v) All accounting audits of property financed by the obligation.
      vi) Obligation transcripts, official statements, and other offering documents of the obligation.
      vii) Minutes and resolutions authorizing the issuance of the obligation.
      viii) Certifications of the issue price of the obligation.

- ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
- x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- xi) All information reports filed for the obligations.
- xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
- xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
- xiv) Reports of any prior IRS examinations of the City or the City's obligation.
- xv) All correspondence related to the above (faxes, emails, or letters).

3) Arbitrage Yield Restriction and Rebate Recordkeeping

- a) Investment and arbitrage documentation to be assembled and retained:
  - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
  - ii) Statements prepared by Trustee and/or Investment Provider.
  - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
  - iv) Documentation for investments made with obligation proceeds such as:
    - (1) investment contracts (i.e. guaranteed investment contracts),
    - (2) credit enhancement transactions (i.e. obligation insurance contracts),
    - (3) financial derivatives (e.g. swaps, caps, and collars), and
    - (4) bidding of financial products:
      - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
- b) Computations of the arbitrage yield.
- c) Computations of yield restriction and rebate amounts including but not limited to:
  - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
  - ii) Compliance in meeting the "Rebate Exception."
    - (1) qualifying for the "Small Issuer Exception,"
    - (2) qualifying for a "Spending Exception,"
      - (a) 6-Month Spending Exception
      - (b) 18-Month Spending Exception
      - (c) 24-Month Spending Exception
    - (3) qualifying for the "Bona Fide Debt Service Fund Exception," and

(4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.

d) Computations of yield restriction and rebate payments.

e) Timely Tax Form 8038-T filing, if applicable.

i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.

f) Timely Tax Form 8038-R filing, if applicable.

i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.

g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).

4) Expenditure and Asset Documentation to be Assembled and Retained

a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).

i) Such allocation will be done not later than the earlier of:

(1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or

(2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.

b) Documentation of allocations of obligation proceeds to issuance costs.

c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.

d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.

e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).

f) List of all facilities and equipment financed with obligation proceeds.

g) Depreciation schedules for depreciable property financed with obligation proceeds.

h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.

i) Documentation of timely payment of principal and interest payments on the obligation.

j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.

k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5) Miscellaneous Documentation to be Assembled and Retained

a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.

b) The Finance Director shall monitor the use of all obligation-financed facilities in order to:

i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:

(1) sale of the facilities;
(2) sale of City capacity rights;
(3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
(4) leasehold improvement contracts, licenses, management contracts in which the City authorizes a third party to operate a facility (e.g. cafeteria);
(5) research contracts;
(6) preference arrangements in which the City permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
(7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
(8) development agreements which provide for guaranteed payments or property values from a developer;
(9) grants or loans made to private entities including special assessment agreements;
(10) naming rights agreements; and
(11) any other arrangements that provide special legal entitlements to nongovernmental persons.

ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.

c) The Finance Director shall provide training and educational resources to any City staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.

d) The City shall undertake the following with respect to the obligations:

   i) An annual review of the books and records maintained by the City with respect to such obligations.

   ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Finance Director with the assistance of any City staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.

e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

6) Additional Undertakings and Activities that Support Sections 1 through 5 above:

a) The Finance Director will notify the City's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.

b) The Finance Director will consult with the City's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).

c) The Finance Director will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was $30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate $30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is $10,000,000 unless changed by Congress.

d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."

e) The Finance Director will consult with the City's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

   i) A remedial action has the effect of curing a deliberate action taken by the City which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).

f) The Finance Director will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7) Continuing Disclosure Obligations

a) Identify a position at the City to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the City.

b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The City cannot delegate its compliance responsibilities.

c) The City should specify how providers or delegated authorities will be monitored and supervised.

d) The City should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.

e) The City should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.

f) The City should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.

g) The Finance Director for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.

h) The City should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.

i) The City should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.

   i) Principal and interest payment delinquencies.
   ii) Non-payment related defaults, if material.
   iii) Unscheduled draws on debt service reserves reflecting financial difficulties.
   iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
   v) Substitution of credit or liquidity providers or their failure to perform.

vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
vii) Modifications to rights of security holders, if material.
viii) Obligation calls, if material.
ix) Defeasances.
x) Release, substitution or sale of property securing repayment of the obligations, if material.
xi) Rating Changes.
xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
xiii) Merger, consolidation, or acquisition of the obligated person, if material.
xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
xv) Incurrence of financial obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City, any of which affect security holders, if material.
xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City, any of which reflect financial difficulties.

j) In addition to the mandatory material events, the City should review and file any additional or voluntary event notices.

k) The City should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.

l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.

m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.

n) The City needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.

8) Compliance with Future Requirements

a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

Streets and Parks Monthly Report – June 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.	35	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	16.5	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	45	Inspections
Parks	Events	Preparation and Inspection	32	23 Ball Games 9 Misc.
Parks	Fertilizing	Applied to city properties and parks	0	Pounds
Parks	Mowing	City Parks and Property	181	Acres
Streets	Signs	Signs Installed or Repaired	2	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	1 Water 1 Fire 3 Park
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	42	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	28	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	22	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	23	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	176.6	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons

Parks	Vandalism	Damage to City Property	6	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	0	Events

City of St. Francis

Water and Sewer Monthly Report – June 2021

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	18	Inspections
Water	Operational Hours	Hours spent at facility	36	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.	18	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Treatment facility water flows and sample results.**			
		Total Raw water	35.1	Million Gallons
		Total Finished water	34.1	Million Gallons
		Finished Water sold	22.1	Million Gallons
		Average Daily Flow	1.13	Million Gallons
		Average Chlorine	.76	Mg/l
		Average Raw Iron	1.01	Mg/l
		Average Raw Manganese	.087	Mg/l
		Average Fluoride	.77	Mg/l
		Iron Removal	99	**%**
		Manganese Removal	81	**%**

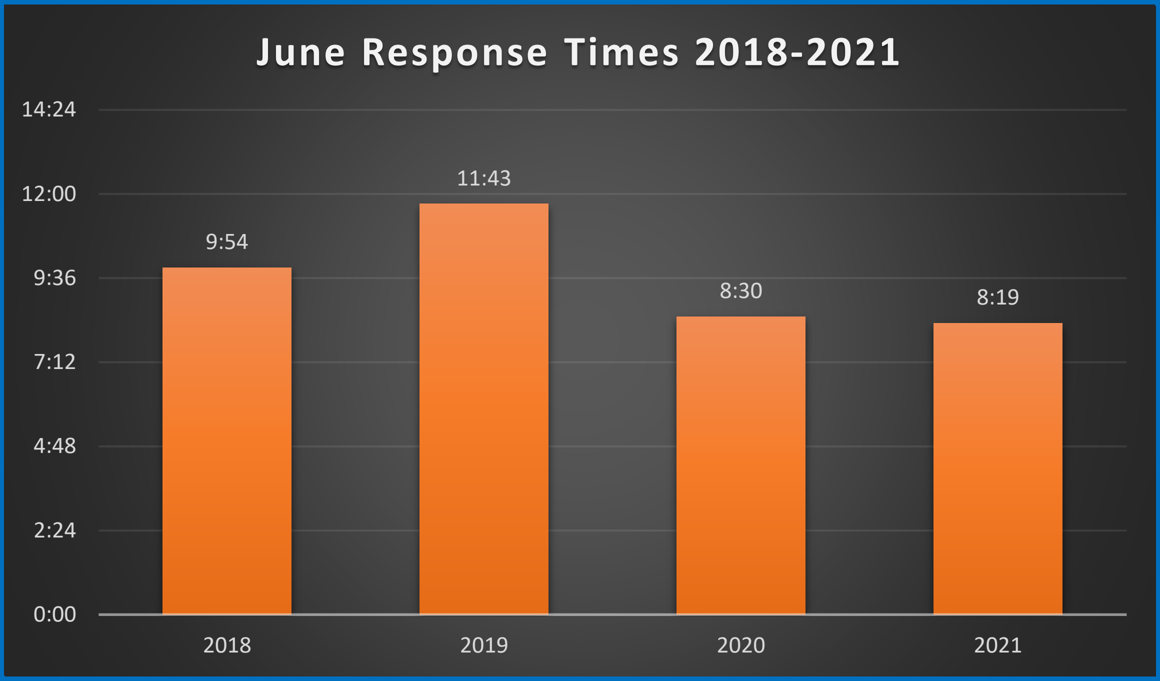
Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents:	79	Constituents
Wastewater	Operational Hours	Hours spent at facility.	144	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	30	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	30	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	79	Tests
	Wastewater Treatment Facility flows and sample results			
		Discharge Point	Seelye Brook	
		Total Influent	10.4	Million Gallons
		Total Effluent	9.4	Million Gallons
		Reuse effluent	1.1	Million Gallons
		Influent TSS	245	Mg/l
	Limit: (15 mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	223	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	6.1	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	28.7	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**

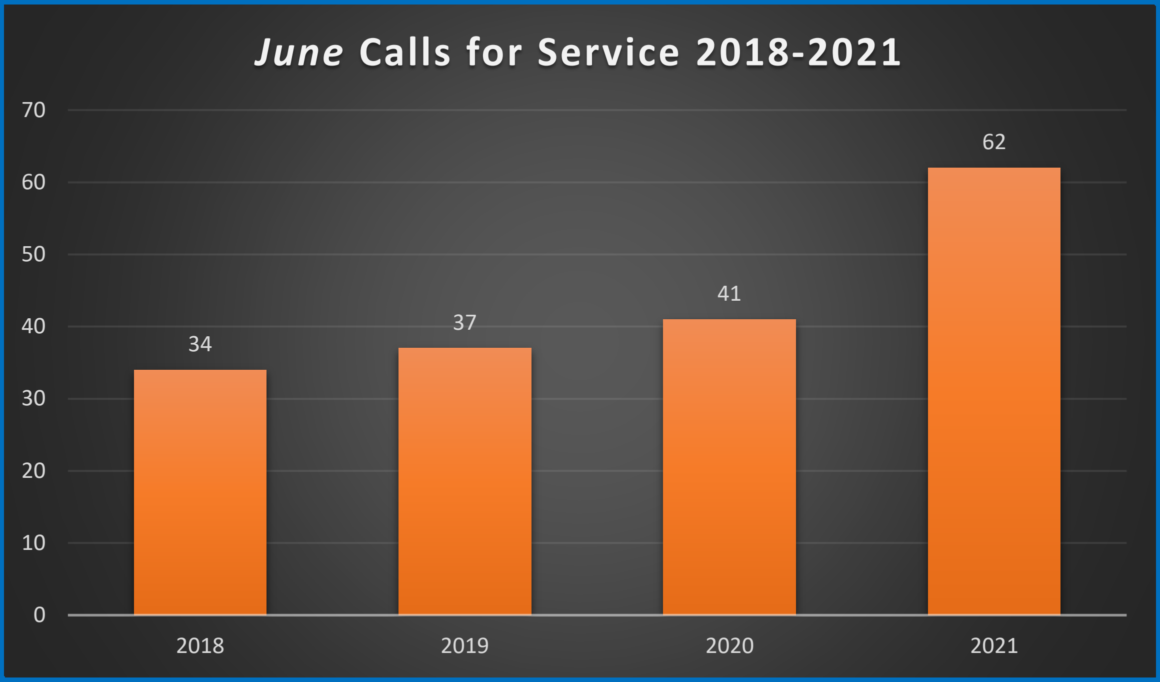
Water/ Wastewater	Monthly Tasks			
Water/ Wastewater	Locates	Process Locate Requests	131	Utility Locate Requests
Water/ Wastewater	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections
Water/ Wastewater	Water Miscellaneous	Work orders: re-reads, high	23	Work Orders
Water/ Wastewater	**Monthly Projects**			
Water Treatment Facility	AC Units	Wash Down Condensers	4	Condensers
EPA-Risk Assessment Meeting	Risk and Resilience Assessment	Complete EPA required Assessment	2	Months
Wastewater Treatment Facility	AC Units	Wash Down Condensers	4	Condensers
Bottle Shop	AC Units	Wash Down Condensers	3	Condensers
Water Training	Certification Training	Credit hours for Water license.	8	Hours
Water and Wastewater Facilities	Fire Sprinkler Testing	Annual testing of sprinklers a both facilities.	2	Units
Lift Station Maintenance	Lift Station Maintenance	Change oil, check condition of impeller, floats and transducers	8	Lift Stations
Turtle Run Lift Station	Pulled Pump	Pulled pump due to plugging	1	Pump

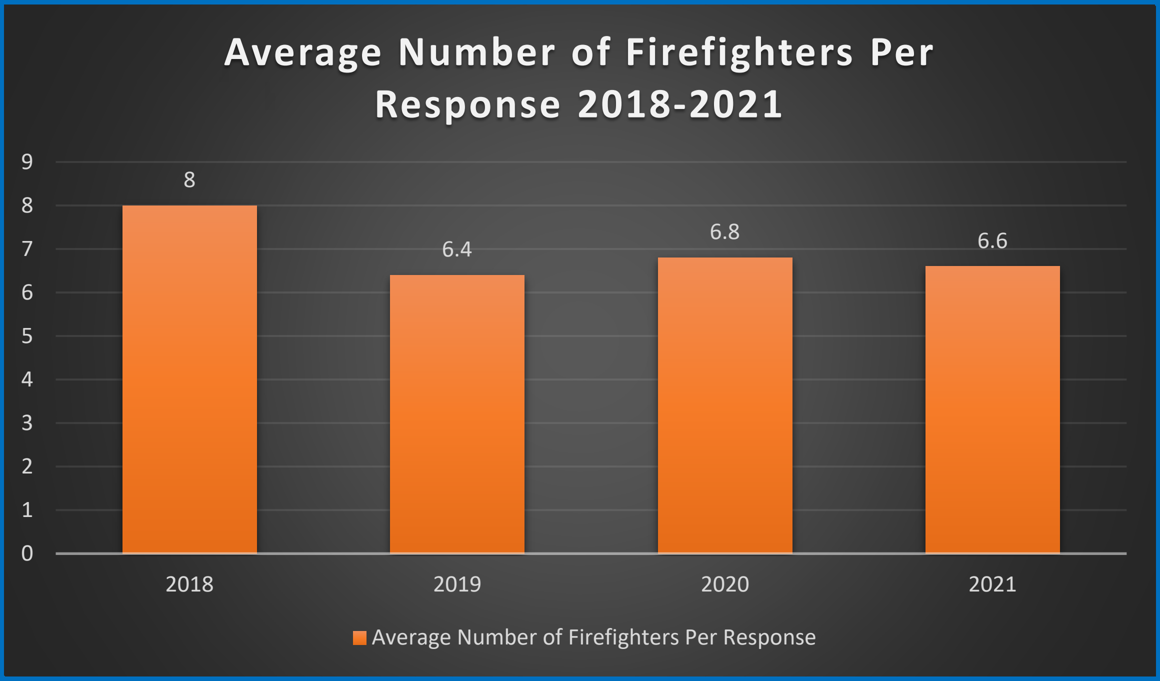
*Each time a lift station pump is pulled due to plugging, it is equal to two man-hours.

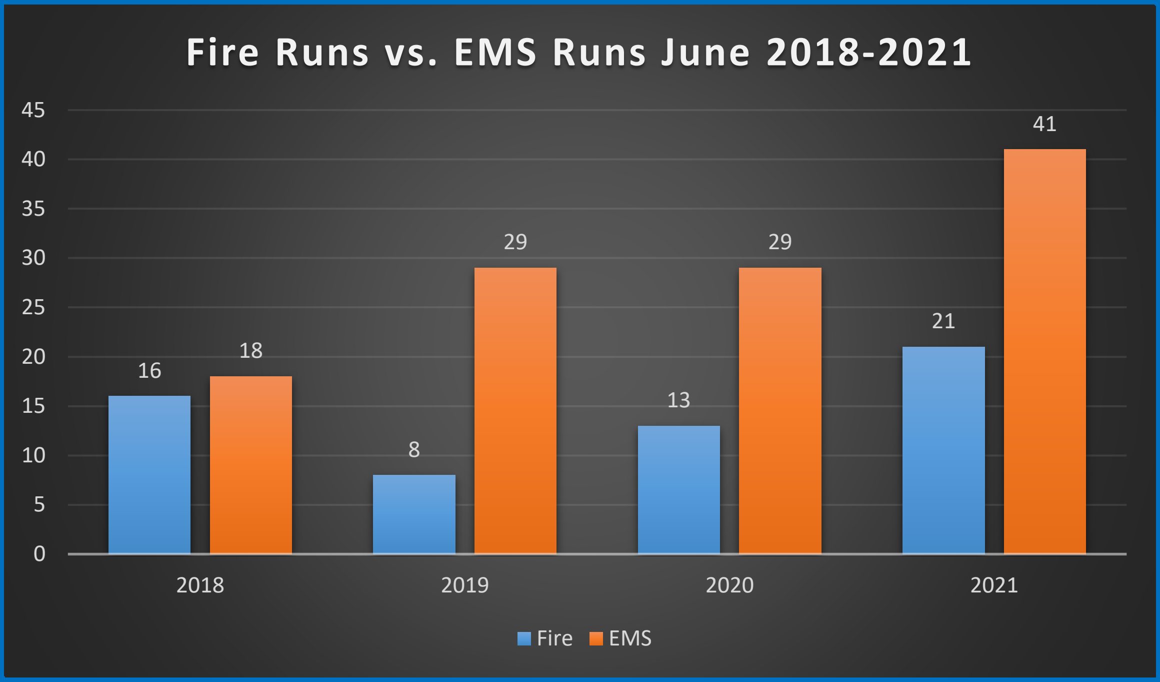
MONTHLY COMPARISON REPORT 2018-2021

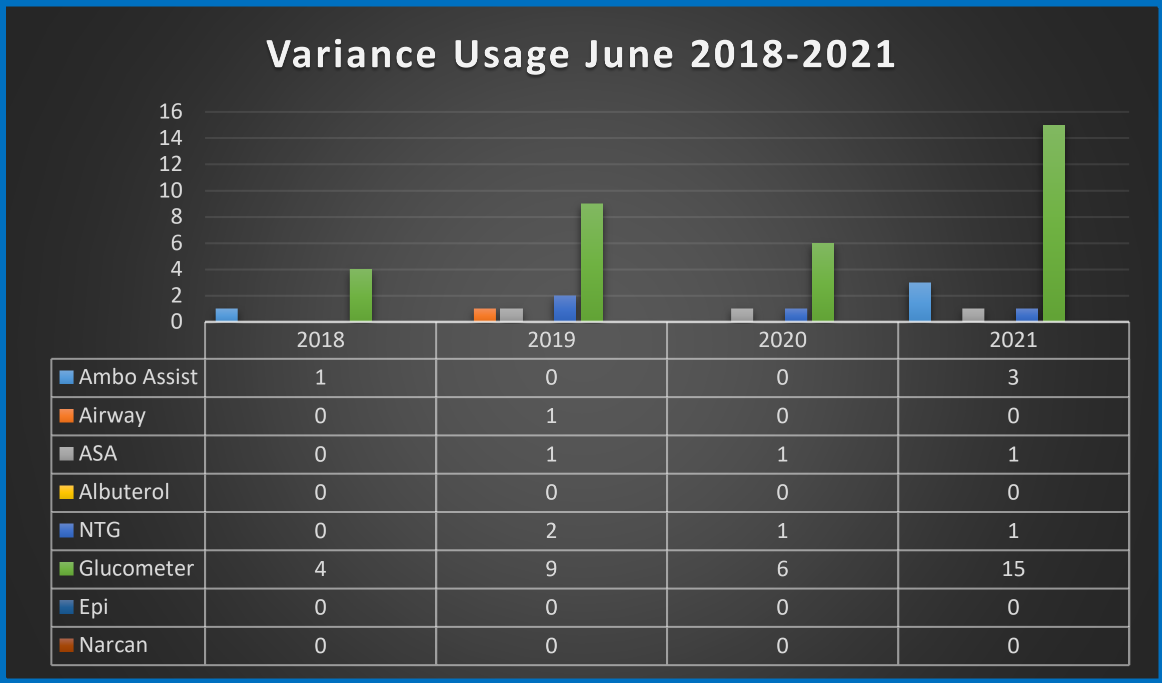
Month of June


June Response Times 2018-2021
14:24
12:00
9:36
7:12
4:48
2:24
0:00
9:54
11:43
8:30
8:19
2018
2019
2020
2021

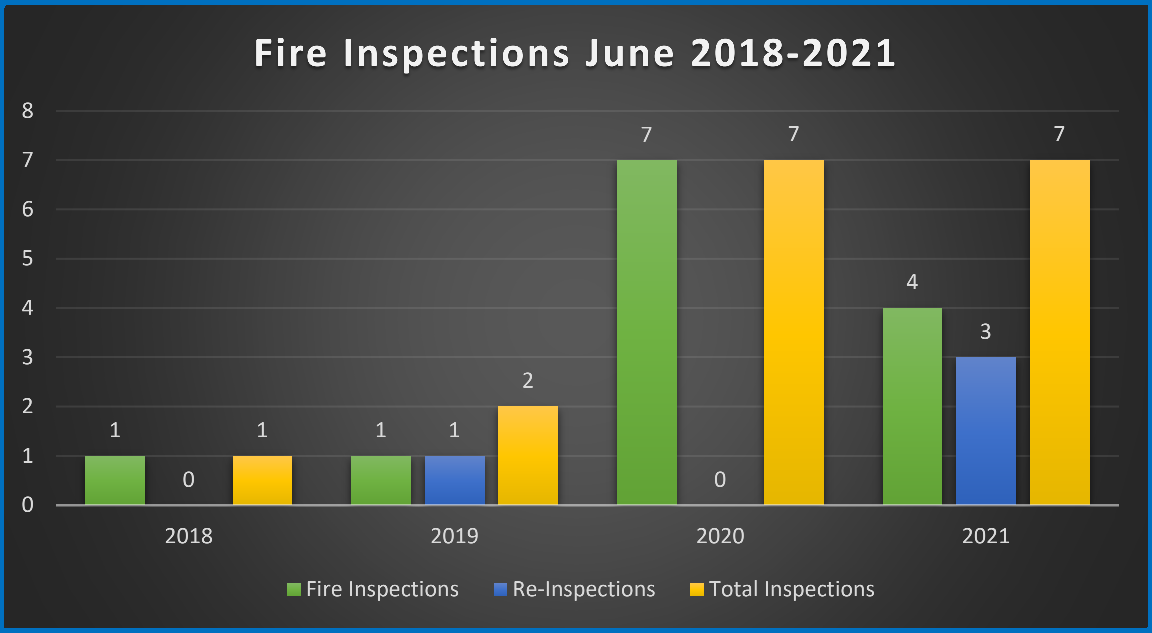

June Calls for Service 2018-2021
70
60
50
40
30
20
10
0
34
37
41
62
2018
2019
2020
2021


Average Number of Firefighters Per Response 2018-2021
9
8
7
6
5
4
3
2
1
0
8
6.4
6.8
6.6
2018
2019
2020
2021
Average Number of Firefighters Per Response


Fire Runs vs. EMS Runs June 2018-2021
45
40
35
30
25
20
15
10
5
0
16
18
8
29
13
29
21
41
2018
2019
2020
2021
Fire
EMS



	2018	2019	2020	2021
Ambo Assist	1	0	0	3
Airway	0	1	0	0
ASA	0	1	1	1
Albuterol	0	0	0	0
NTG	0	2	1	1
Glucometer	4	9	6	15
Epi	0	0	0	0
Narcan	0	0	0	0



2nd Quarter Report 2021

St. Francis Police Department

During the second quarter it felt a little more normal around the police department especially in the area of community outreach. The department held its first ever Citizens Academy at the police department during the months of April and May. This program gives citizens a better interpretation of law enforcement by better understanding police training, procedures and philosophy through classroom and hands-on training. The event was a great success and is yet another way the police department is striving to have a good relationship with the community and partnering with the residents to keep St. Francis a safe and enjoyable place to reside in and visit. It was also great to get back to other community outreach events such as the fourth annual Bike Rodeo which was once again a huge success. The police department staff also participated in National Prescription Drug Take Back Day in April and held a free dog license event in May to encourage pet owners to vaccinate and license their dogs. The police department looks forward to more events as the year progresses.

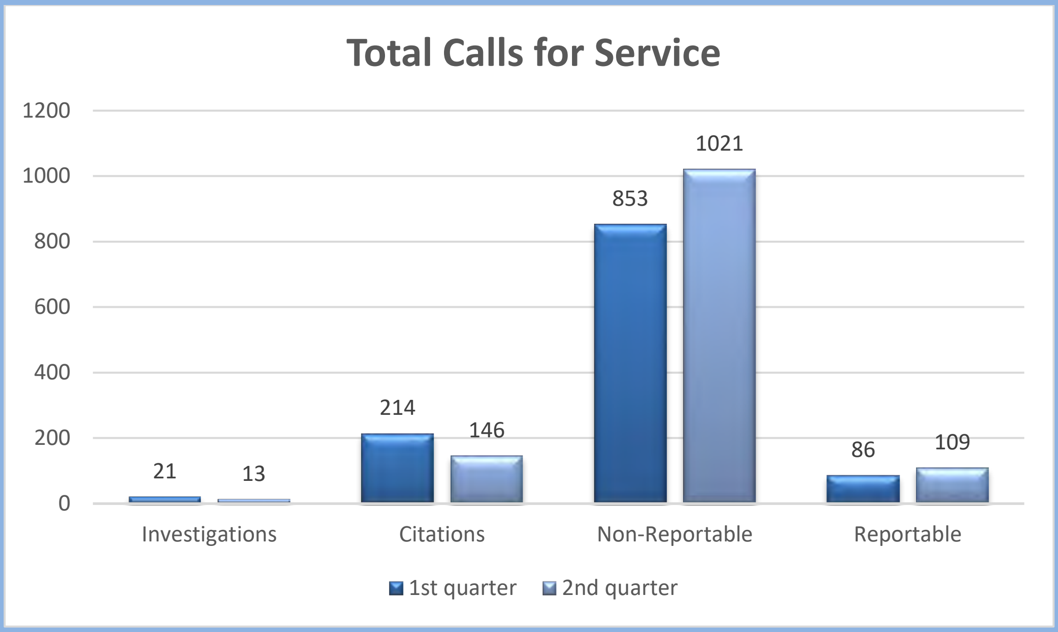
Officers continue to focus their attention on traffic enforcement in the city as accidents and fatalities continue to rise in Minnesota. When officers stop a vehicle for a traffic violation they take the opportunity to educate the driver on why they were stopped as well as the dangers associated with some of their driving habits, especially speed. Officers stopped 442 vehicles during the second quarter and issued 146 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.

Calls for service increased from the first quarter in both reportable and non-reportable incidents which have replaced part 1,2 and 3,4,5 offenses. Reportable offense data is collected by the FBI for the annual Uniform Crime Report. Types of reportable offenses where increases were observed were domestic assaults, DWI's and narcotic offenses. Non-reportable incidents that increased were medicals, civil disputes and driving complaints.

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.

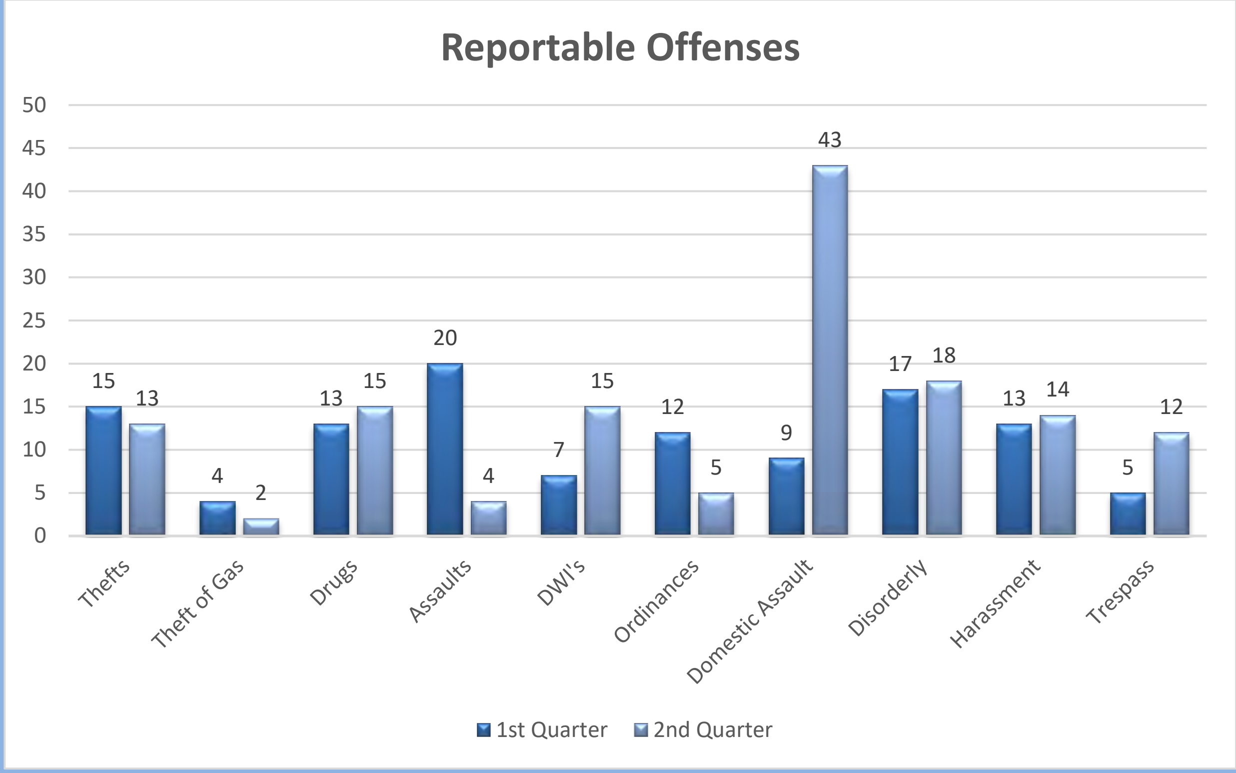
1st & 2nd QUARTER CALLS - 2021

Offense Type	Description Examples	1st Quarter	2nd Quarter
Reportable Offenses	Theft, Fraud, Damage Property, Burglary, DWI,Assaults,	86	109
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.	853	1021
Traffic Stops		424	442
Total Generated ICR's (Incident Crime Reports)		1363	1572
Investigations		21	13
Citations		214	146

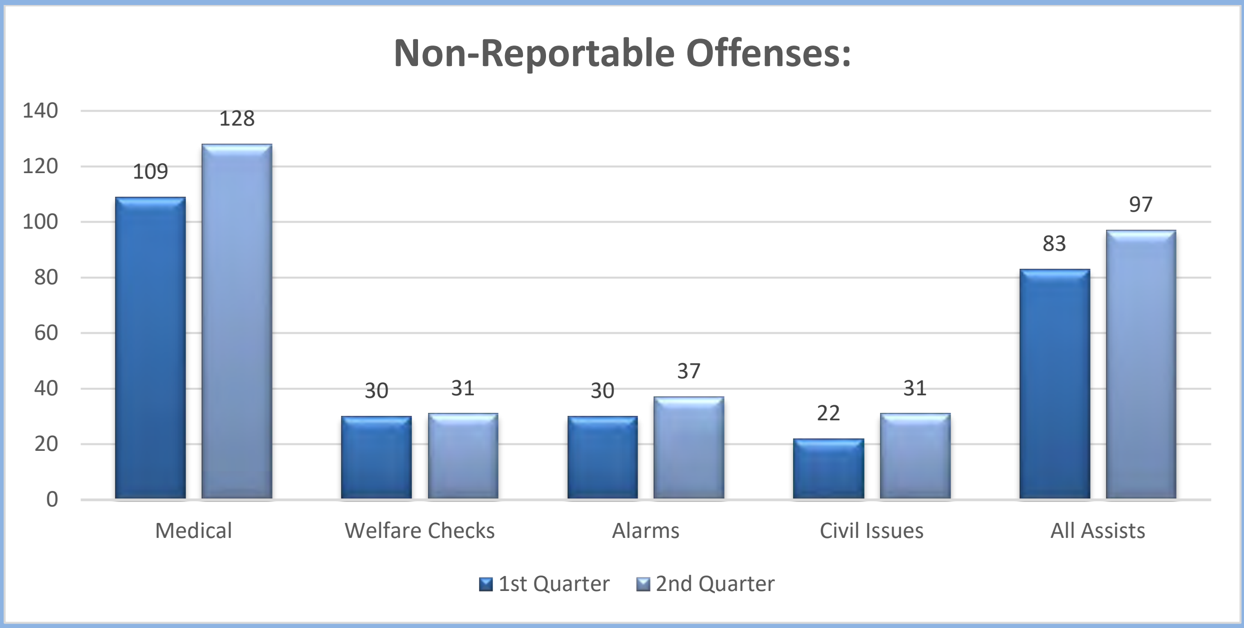


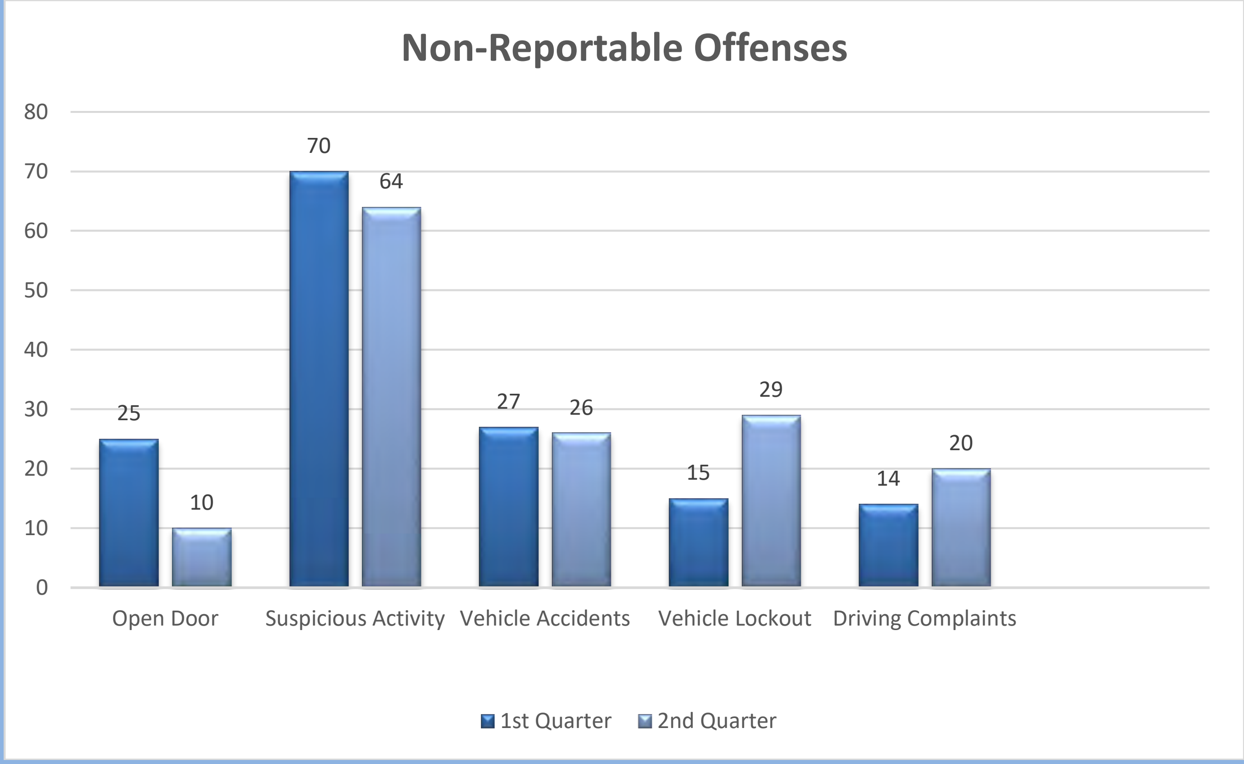
REPORTABLE OFFENSES- 2021

Offenses:	1st Quarter	2nd Quarter
Thefts	15	13
Theft of Gas	4	2
Drugs	13	15
Assaults	20	4
DWIs	7	15
Ordinance	12	5
Domestic Assault	9	43
Disorderly	17	18
Harassment	13	14
Trespass	5	12



NON-REPORTABLE OFFENSES-2021





Prescription Drug Take Back

The St. Francis Police Department participated in another prescription drug take back day in April collecting nearly 20 pounds of prescription drugs from residents. Too often, unused prescription drugs find their way into the wrong hands. That's dangerous and often tragic. The St. Francis Police Department participates in prescription drug take back day to promote the safe disposal of prescription drugs and to educate residents about the importance of disposing of any unwanted, unused or expired prescription medications.

TZD

SECOND QUARTER TOWARDS ZERO DEATHS (TZD)

Statewide: 129 Fatal Crashes During the Quarter
- 2 Distracted Driving Related
- 47 Speed Related
-25 Unbelted
- 27 Alcohol Related
-15 Pedestrians
- 6,046 DUI's

Anoka County TZD:

16 Anoka County Impaired Driving Events:
- 978 Traffic Stops
- 243 Speed
- 21 DUI Arrests
- 31 Wireless Use/Distracted

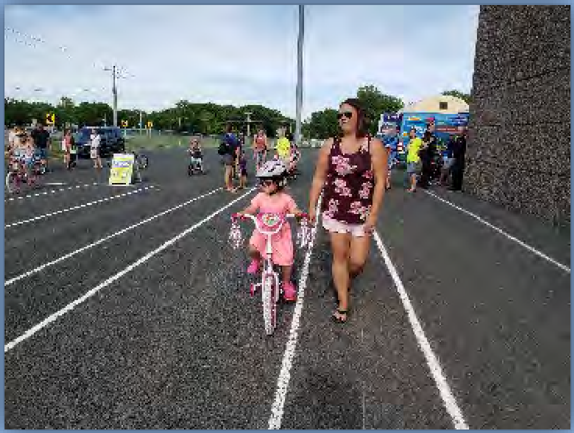
Anoka County Seat belt TZD Event:
- 217 Stops
- 12 Wireless Use
- 60 Speeding
- 48 Seat Belts

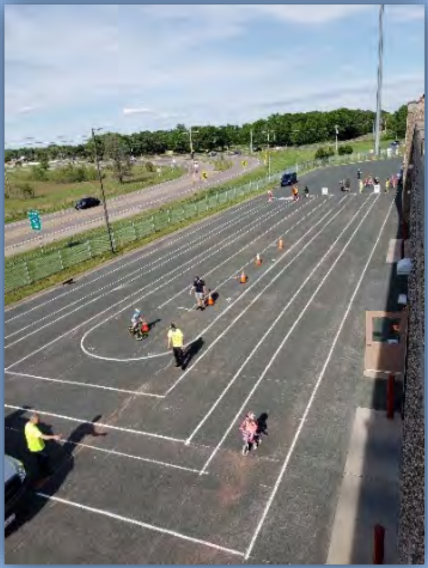
Anoka County Distracted Driving TZD
- 429 Stops
- 5 DUI's
- 119 Speeding Citations
- 78 Wireless Communications Violation

CITIZENS ACADEMY 2021

BIKE RODEO 2021

Our 4th annual Bike Rodeo Event took place in June and was once again a huge success. Every year the event seems to get just a little better which couldn't happen without the amazing staff and volunteers who give their time to help make this event happen.



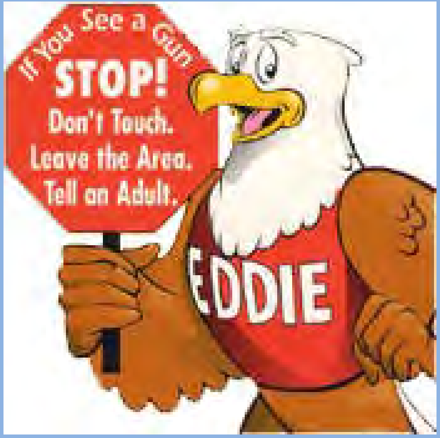


UPCOMING EVENTS 2021

September 2021
Car Seat Clinic

August 3rd
National Night Out - 4pm – 7:30 pm
Community Park

September 16
Eddie Eagle –Time TBD



October 20
Anti-bullying Unity Day

December 2
Santa at the PD
TBD


CONTINENTAL
DIAMOND