

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
DATE
Virtual Meeting via Zoom
June 21st, 2021
6:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – June 7th, 2021
 - B. Peddlers License – Chili Lime Truck LLC
 - C. Police Officer Eligibility List
 - D. Accept Resignation from Deedee Goral
 - E. Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
 - A. None
7. PUBLIC HEARINGS
 - A. None
8. OLD BUSINESS
 - A. None
9. NEW BUSINESS
 - A. City Hall Security
 - B. Ordinance 281, Second Series – Adding Chapter 6 “Bed and Breakfast Facility License” (2nd Reading)
 - 1) Ordinance 281 Second Series
 - 2) Resolution 2021-xx Authorizing Summary Publication
 - C. Rivers Edge Final Plat Approval
 - 1) Resolution 2021-xx A Resolution Approving Final Plat and Plats for the 5th Addition of Rivers Edge
 - 2) Approval of Development Agreement for 5th Addition
 - D. GPS Locators
 - E. Bottle Shop Full Time Liquor Store Clerk
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Administrator Report – verbal update
 - B. Public Works – Monthly Streets and Parks; Water/Sewer
 - B. Council Member Reports
12. ADJOURNMENT

*For individuals who wish to address the City Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.

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

**CITY COUNCIL MINUTES
June 7, 2021**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through virtual setting via Zoom.

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

MOTION BY: BAUER SECOND: UDVIG, APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Udvig, Muehlbauer, Bauer and Feldman

Nays: None

Motion carried 4-0

4. CONSENT AGENDA

- A. City Council Minutes – May 17th, 2021
- B. Planning Commission Resignation – Joe Kollodge
- C. Planning Commission Appointment – Alan Lauermann
- D. Party Permit – St. Francis Area Chamber of Commerce
- E. Temporary On-Sale Permit – Timber Ridge
- F. Peddlers License – Bacon Butt BBQ
- G. Peddlers License – Sun Mountain Concessions
- H. Peddlers License – Fiesta Cancun Grill and Bar
- I. Claims

Council Member Bauer pulled item D for discussion.

MOTION BY: MUEHLBAUER SECOND: BAUER, APPROVING THE CONSENT AGENDA ITEMS A-C & E-I.

Ayes: Bauer, Muelbauer, Udvig and Feldman
Nays: None
Motion carried 4-0

Item D – Party Permit – St. Francis Area Chamber of Commerce

Bauer pointed out that the Chamber had missed required deadlines set forth in the Party Permit application process. He does not want to set a precedence in the future or commit to an additional event outside of Pioneer Days sponsored by the Chamber. Kohlmann assured the Council and Mayor that the late planning for this event was largely due to the Chamber wanting to hold a community event in the absence of Pioneer Days. This permit and approval of this event will be good for one year and is not expected to occur in the future.

MOTION BY: BAUER SECOND: UDVIG, APPROVING ITEM D OF THE
CONSENT AGENDA.

Ayes: Bauer, Muelbauer, Udvig and Feldman
Nays: None
Motion carried 4-0

5. **MEETING OPEN TO THE PUBLIC**

Kohlmann asked if anyone wanted to speak at this time. No one came forward.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **Bond Refunding – 2010A; 2013A; and Water Meter Lease Purchase**

Nick Anhut of Ehlers Public Finance Advisors presented a bond refunding strategy. In discussions over the last month, we observed very low interest cost across the board over the last year in response to some of the action taken in response to the pandemic. Anhut presented his recommended bonds for re-funding:

Sewer Revenue Bonds 2010A if refinanced and net of any financing costs, could unlock about \$90,000 in savings potential reducing debt service payments on that obligation. This is just shy of an 8% reduction in overall costs.

The 2013A bonds have been refinanced once. This is for the outstanding balance. A net savings of \$21,000 and a 1.25% reduction.

The 2019 Water Meter Lease for the meter replacement program. Currently carrying rate of 3.7%. We could include the payoff of bonds which would result in \$18,000 in savings or a 3% reduction in debt service.

The total savings of these actions suggested results in a total savings of \$130,000 reduction in debt service, net of any financing costs of any bond issuance. Rates that are outstanding, you are paying an excess in some cases as high as 3.7% on the existing debt. We anticipate we can more than cut that in half and get below 1.5% if we were to put that on the market today.

Anhut is seeking guidance from the Council. He would like to present a competitive sale of bonds where bids would be presented to the Council and to be adopted in the form of a resolution to occur at the second Council meeting of the month in July. This will give them time to put the necessary documentation together, solicit bids, update the City's credit rating with Standard & Poor's and hopefully deliver some good results. Hopefully exceeding the estimates put together.

Feldman feels this shows our strong budgetary management in place since 2017 and supports this item.

Udvig supports these cost savings.

Muehlbauer agreed and asked if there is a reason why we cannot include the water treatment facility bonds. Mulvihill and Anhut confirmed stating that those bonds are funded with PFA funds at a discounted rate. Therefore, there are restrictions to refunding.

Bauer supports the cost savings. He feels you should always be looking for options to save with consideration of upfront costs.

Feldman asked Anhut to confirm the savings after our costs. Anhut figures are net. Principle will be higher due to refinancing costs but the reductions in interest is so drastic, not only does it pay for those costs it also unlocks additional savings and is net of any increase in cost of financing the bond sale.

MOTION BY: MUEHLBAUER SECOND: UDVIG - APPROVING BOND REFUNDING – 2010A; 2013A; AND WATER METER LEASE PURCHASE, RESOLUTION 2021-29 - FOR ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$3,230,000

Ayes: Bauer, Udvig, Muehlbauer and Feldman

Nays: None

Motion carried 4-0

B – Interim Use Permit – P.I.D. #6-33-24-11-0070 – Resolution 2021-XX
Approving IUP to Allow Agricultural Uses

Richmond presented a request for an Interim Use Permit (IUP) for agricultural use. The IUP is similar to a Conditional Use Permit (CUP) but has a specified end date. The proposed term begins when the IUP is approved with a two-year term or at the sale of the property. If the property does not sell and the property owner wishes to continue with and IUP, they would need to reapply prior to the expiration date. The Planning Commission recommends the IUP with a unanimous vote.

Feldman stated this property is 10.66 acres and the Comp Plan lists this area as commercial and zoning is a B2 general business district. Thinking about the long-term plans for Highway 47 development, discussions with MN Dot and long-term plans for business and future expansion of our commercial base, he does not support this request. He cited three specific development requirements from code. Municipal code 10-6-4, General Performance Standards items F, G and K as written:

- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with [Chapter 20](#) of this Ordinance.
- G. General site screening and landscaping shall be provided in compliance with [Chapter 20](#) of this Ordinance.
- K. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

Feldman notes that Townhomes are being built behind this acreage now in the Meadows. He wonders how those people would feel about crops growing in front of their houses. He is not in support of this and opened up discussion to the Council.

Muehlbauer stated he agrees this does not seem to fit with the existing homes there. He would rely on the City Attorney to determine if this is good finding of fact. He normally supports people to do with their land what they want. This request does not fit with our greater vision of the City and our St. Francis Forward plan.

Udvig echoes Feldman's and Muehlbauer's feelings.

Bauer agrees with Muehlbauer about letting owner do with their property what they want. He is considering the location and the amount of properties going in. This location is staple of what you see when you come into town. He asked if this is the best look for a piece of property to sell in the future if it's used as agriculture or, is it that we use it for agriculture for the next 10 to fifteen years because we don't think it is going to sell? Those are his two questions and instead of shooting it down here, he would be in favor of tabling until we get more information about what the plan is to move forward with this property

Feldman stated he would be more open minded to a farmer's market structure selling crops rather than raising crops.

Feldman opened the floor to the property owner, James Anderson of 9893 Enclave Dr., Minnetonka Minnesota. He stated they purchased the property about eight years ago and until the last few weeks they had advertised it nationally and had not gotten response. They were approached for a rental development in the past but the City stated this would stay a commercial zone. They did, after the last planning commission, enter into a purchase agreement for two acres. This is a purchase that is binding on the seller but not so binding on the purchaser. The purchaser has about eight months to investigate the property. It is possible they may follow through or they may not. There still is the possibility of selling it off for commercial. They did not plan to farm it long term and stated the reason for this application is to ultimately improve the condition of the land, preventing natural growth and to make it more presentable for sale. He provided some details on how farming improves land and followed by stating they are looking to advertising it again for commercial development. They are fine with what the City wants to do.

Feldman provided comments about Anderson's goal of farming to prevent natural growth stating that he feels when people are looking for sites they are looking for location, accessibility and parking. Townhomes are behind this site now. He is not concerned with tree growth. He feels parties interested are looking at the sites potential for development and confirmed his position to deny this application. He provided Mr. Anderson information about the Highway 47 development plans and encouraged the owner to continue efforts to sell and promote this land. He wished him luck stating the market is good due to supply for commercial real estate. Feldman asked if the Council had questions.

Udvig requested Thunstrom state why the Planning Commission chose to approve the IUP.

Thunstrom stated that after review of zoning requirements and in consideration of the plan, they approved it based on code.

MOTION BY: MUEHLBAUER SECOND: FELDMAN – DENY INTERIM USE PERMIT – P.I.D. #06-33-24-11-0070, RESOLUTION 2021-XX. DENIED BASED ON THE FINDING OF FACT DISCUSSED HERE TONIGHT.

Ayes: Udvig, Muehlbauer, Feldman

Nays: Bauer

Motion carried 3-1

C – Preliminary/Final Plat approval – Carpenter’s Landing, Resolution 2021-XX
Approving Preliminary and Final Plat

Richmond presented a request from a property owner seeking preliminary and final plat approval to split a parcel into two lots. Presentation of the request was provided. The proposed subdivision is consistent with the Comprehensive Plan. The Planning Commission recommended approval of the preliminary plat. The Planning Commission does not review final plats.

Feldman cautioned both the property owner and city staff, due to historical code violations to ensure violations do not occur. He will be monitoring this development.

Council members agree with Feldman and agree to move forward with a motion.

MOTION BY: UDVIG SECOND: BAUER – CARPENTER’S LANDING,
RESOLUTION 2021-30 APPROVING A PRELIMINARY AND FINAL PLAT

Ayes: Udvig, Bauer, Meuhlbauer, Feldman

Nays: None

Motion carried 4-0

D – Ordinance 281 Second Series “Bed and Breakfast”

Thunstrom presented the request potential first reading of a new ordinance. With updating the zoning code, we created a permitted use that includes Bed and Breakfast. Those type of facilities throughout the state are typically licensed.

They require an application and fee structure to include inspections. Inspections would include meeting state, county and local codes.

Feldman asked if a request of this kind has come forward. Thunstrom responded with no request specifically for Bed and Breakfast but for short term rental requests. Because we have not permitted it, we have not entertained the conversation to create one. Feldman and Council Members were all in favor.

MOTION BY: MEUHLBAUER SECOND: UDVIG– TO ADOPT ORDINANCE 281
SECOND SERIES BED AND BREAKFAST, FIRST READING

Ayes: Udvig, Bauer, Muehlbauer, Feldman

Nays: None

Motion carried 4-0

E – Schedule a Work session

Kohlmann brought forward a request by staff for a working session next week. Mondays have come into conflict and they are looking for Tuesday, June 15th. Tentative topics were provided on the agenda report. Feldman confirmed there are no conflicts with staff and called for a Council Work Session to take place on Tuesday, June 15, 2021 at 5:30 PM via Zoom meeting.

10. **MEETING OPEN TO THE PUBLIC**

Kohlmann stated that there was currently no one present requesting to address the Council at this time.

11. **REPORTS**

A. Administrator Report

Kohlmann has no report

B – Council Member Reports

Udvig – She attended the school board meeting last Monday. Only a few people came. They are planning a large board meeting on Monday the 14th. The discussion is about the consideration of an Equity Committee versus CRT (Critical Race Theory). It has been publicized on Facebook. She did contact Superintendent Beth Giese and School Board President Amy Kelly about whether or not the building can accommodate a large number of people. She warned them about the potential of placing a time limit on people who want to address the Board. She feels that all people wanting to, should be able to speak. She has not heard back yet. They will be holding a work session on June 21, 2021. They are encouraging people to attend the Board meeting rather than the work session. She may need to leave the June 21st City Council meeting to attend their work session meeting. She added they have not shut down the idea of SRO.

Bauer - No report. He thanked the Police and Fire noting the many alarms recently. He urged them to stay safe and noted his appreciation for their hard work, commitment and sacrifice.

Muehlbauer - Attended the last two citizen academies and he encourages other Council Members to get involved the next time they are held. He hopes for more involvement from the community. It was fun, educational, gave a different perspective. They did a good job. He has nothing else to report.

Feldman - Requested more information from the Fire Chief relating to fires, the dry environment and the current fire alert. Chief Schmidt stated that the DNR just upgraded to a high fire risk. He expects that next week we will be at a Red

Flag warning due to the heat. Winds have been increasing. They have had a very busy spring and a very busy week last week. It will continue to be an interesting year. We are doing all we can but the risk is increasing every day.

He asked Schmidt about the resident with the fence issue. Schmidt will follow up. Feldman stated how proud he is of our two Public Safety Departments, Fire and Police. Our EMS abilities within our Fire Department have went from zero to turning a 360 and it's amazing. Our departments are saving lives. It is not a matter of criminal activity or fire. It is that you are getting together and saving lives. Referencing the Progress, Pride, Possibilities goal of 2017, he states that they are words we are living up to now in our community.

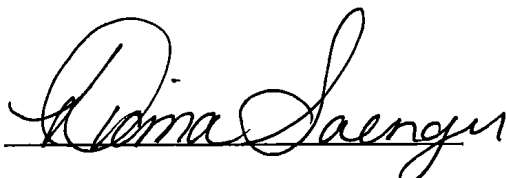
Feldman gave a municipal liquor store construction update. He stated the difficulties with the contractor and have been worked through. He is committed to this project going well. He wants to show the public how responsible and budgetary thinking we are gaining a good return. He will give more information at the work session.

Feldman closed with stating how much he appreciates the staff and their hard work.

Bauer asked about the status of the planned training burn. Schmidt informed that due to excessive heat it was rescheduled to June 19 and they are working on coordinating activities for that date. He will update Council once plans are finalized.

10. **ADJOURNMENT**

Mayor Feldman adjourned the meeting at 6:59 PM

A handwritten signature in black ink, appearing to read "Diana Saenger", written over a horizontal line.

Diana Saenger, City Clerk



**City Council
AGENDA REPORT**
Agenda Item #
4B

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Peddler's License Application – Food Trucks
DATE: June 21st, 2021

OVERVIEW

The City has received a Peddler's License application from Chilli Lime LLC. They are gaining a license to market and provide their food truck services in the city. The owner was provided code requirements for use on public and private property and understands the need to gain zoning approval when plans are to locate on private property.

Recommended Motion:

Motion to approve the Peddler's License Application for Chilli Lime LLC.



APPLICATION FOR PEDDLER'S LICENSE

DATE: 06/16/2021

APPLICANT'S NAME: Robert Warner Johnson
First Middle Last

DATE OF BIRTH: 01-22-1992

ADDRESS: 15163 83rd St CITY: Otsego PHONE: 612-730-4614

APPLICANT'S SOCIAL SECURITY NUMBER: 4169-25-5048

BUSINESS NAME: Chili Lime CITY: Champlin

TYPE OF BUSINESS: Food Truck

MINNESOTA BUSINESS/TAX ID NUMBER: ~~6363625~~ 6363625

EMAIL ADDRESS: ChiliLimeTruck@gmail.com

LIST BELOW THE NAMES AND ADDRESSES OF ALL PERSONS ASSOCIATED WITH YOUR BUSINESS: (Use additional paper if needed)

Christopher Johnson 15163 83rd St
NE, Otsego

PLACE WHERE BUSINESS IS TO BE CARRIED ON: St. Francis, 236 Lv. NW
on-street

LICENSE PERIOD: From _____ to _____ (Dates) No. of Days _____

HOURS OF SOLICITATION: FROM 4pm to 8pm

DESCRIPTION OF MERCHANDISE TO BE SOLD:

Street tacos

LIST OF VEHICLES USED, INCLUDING LICENSE NUMBER, MAKE, MODEL, YEAR

2008 Freightliner, MT-45, 1B05809

3. _____
4. _____
5. _____

PLEASE NOTE: If the above is left blank, there will be a \$1.00 assessment which will be credited toward the license fee if granted.

LICENSE FEE:

\$25.00 Application Fee (Initial Investigation)

Plus whichever is applicable:

\$50.00 Peddlers, solicitors, transient merchants, PER WEEK

\$150.00 Peddlers, solicitors, transient merchants, PER MONTH

\$300.00 Peddlers, solicitors, transient merchants, PER 60 DAYS

\$50.00 Food Truck, PER CALENDAR YEAR

Total Fee \$ 50.00

DATA PRACTICES ADVISORY: The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record. The data is needed to distinguish this application from others, to identify this application in City license files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

FOR OFFICE USE ONLY

DATE APPROVED: _____ APPROVED BY: _____

LICENSE NO.: _____ RECEIPT NO.: _____

SPECIAL CONDITIONS: _____

INDEMNIFICATION AGREEMENT

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

The following agreement must be signed and notarized by the owner, authorized partner, or authorized officer(s) of the company. If a partner or officer signs, it must be accompanied by the written authorization of the partnership of the corporation, (such as a corporate resolution or written approval of all partners).

In consideration for the grant of this license by the City of St. Francis, the undersigned licensee agrees as follows:

- 1. OBSERVANCE OF LICENSE AND ALL LAWS.** The undersigned shall faithfully observe, keep and obey all terms and conditions of the license or permit, and all laws, rules and ordinances of the City of St. Francis relating to the license or permit, now in effect, including any amendments thereto. The undersigned shall also faithfully observe, keep and obey all laws, rules and regulations of any other governmental entity including county, state and federal regulations which may apply to the license or permit.
- 2. VIOLATION.** Upon the violation of any of the terms and conditions of the license or permit, or any other law, regulation or ordinance, the undersigned understands that it may be subject to criminal or civil penalties, including, but not limited to, the suspension or revocation of the license or permit.
- 3. INDEMNIFICATION.** The undersigned shall save and protect, hold harmless, indemnify and defend the City, its Council, officers, agents, employees, and volunteer workers against any and all liability, causes of action, claims, loss damage or cost and expense arising from, allegedly arising from, or resulting directly or indirectly from any acts of the licensee or any of its officers, employees, independent contractors or agents done in the performance or operation under this license, or any act done under pretended authority of this license. This agreement to indemnify and hold the City harmless shall include any costs incurred by the City in defending any action involving an act by the licensee or any of its officers, employees, independent contractors or agents, and shall include any attorney's fees incurred by the City.

IN WITNESS WHEREOF, the undersigned has executed this License Agreement as of the 16th day of June, 2021.

Chili Lime

Name of Licensee (business)

By Robert Johnson

Officer of Corporation or Partner/Owner

STATE OF MINNESOTA)
COUNTY OF Anoka) ss.

The foregoing instrument was acknowledged before me this 16 day of June
2021 by Robert Johnson the _____
of Chili Lime on behalf of said business



Application for Peddler's License

Jennifer Lynn Wida
Notary Public

PRIOR RESIDENCES OF APPLICANT FOR PAST FIVE YEARS:

1. 465 Rize St, Anoka, MN, 55303
2. 15163 83rd St, NE, Otsego MN 55330



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Forthright Insurance LLC Champlin MN 55316		CONTACT NAME: Jeremy Thompson PHONE (A/C, No, Ext): (763) 447-4112 FAX (A/C, No): E-MAIL ADDRESS: Jeremy@forthrightinsurancemn.com	
INSURED Chili Lime LLC 12490 CHAMPLIN DR CHAMPLIN MN 55316		INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ including liquor liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			BKO (21) 60810767	01/20/2021	01/20/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Liquor Liability \$ \$2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A					PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of St. Francis 23340 Cree St NW St. Francis MN 55070	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jeremy Thompson

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**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4C

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Officer Eligibility List
DATE: June 21, 2021

OVERVIEW:

On June 3rd, 2021 an officer with the St. Francis Police Department advised he was in the hiring process with another metro police department. After learning this and due to the fact the SRO contract was being terminated by St. Francis Area Schools for the 2021-2022 school year, it was decided to discuss the personnel matter with City Council at a June 15th work session. At the work session the topics were discussed and direction was given by City Council to maintain 12 licensed police officers despite the circumstances. When hiring an officer common procedure is to post an opening with the MN POST Board seeking applicants for the position of police officer. Under the current circumstance the process would essentially be the same as the typical hiring process but rather that posting to immediately fill a vacant position and hire a police officer, the department would post and advertise seeking applicants to apply and become part of an eligibility list to fill a future vacancy. Applicants would apply in the same manner as applying for a current opening and would go through the same process including submitting an application and going thorough testing and interview phases. The candidates would be scored and placed on an eligibility list. Once a vacant position becomes available the top candidate(s) would go through a thorough background investigation. The top candidate would then be brought before City Council for final approval contingent upon successful completion of a medical and psychological evaluation. The eligibility list would be maintained for a period not to exceed 12 months.

ACTION TO BE CONSIDERED:

City Council approval for the St. Francis Police Department to post an opening seeking applicants to apply and be placed on an eligibility list to fill a future licensed police officer vacancy and maintain current police officer staffing levels. If a vacant position becomes available before the completion of the eligibility list process, the normal hiring process would be followed. Any eligibility list created would be kept and utilized up to 12 months.

BUDGET IMPLICATION:

The department is currently budgeted for 12 licensed officers.



**CITY COUNCIL
AGENDA REPORT**
Agenda Item 4E:

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 06/03/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$188,481.05 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None
Direct Transfers from Previous Month – \$209,539.71
Credit Card Payment- \$15,658.32
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:

- 06-21-2021 Packet List
- 06-21-2021 ACH Direct Payments
- 06-21-2021 Credit Card Payments

CITY OF ST FRANCIS

06/17/21 11:52 AM

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***Claim Register©**

AP 06-21-2021

June 2021

Claim Type

Claim#	10911	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9979862749					
Cash Payment	E 101-43210-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9979862749					
Cash Payment	E 101-45200-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9979862749					
Cash Payment	E 601-49440-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9979862749					
Cash Payment	E 602-49490-217	Other Operating Supplies	RENTAL			\$13.76
Invoice	9979862749					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$68.72

Claim Type

Claim#	11012	AXON ENTERPRISE, INC				
Cash Payment	E 101-42110-311	Contract	TECH ASSURANCE PLAN			\$197.22
Invoice	SI-1744838					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$197.22

Claim Type

Claim#	10912	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$13.80
Invoice	218495					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$1,538.15
Invoice	220939					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$1,266.10
Invoice	218496					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$75.30
Invoice	218496					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$2,893.35

Claim Type

Claim#	10996	BGS (BARNA GUZY)				
Cash Payment	E 101-41600-304	Civil Legal Fees	MUNICIPAL			\$1,900.00
Invoice	231907					
Cash Payment	E 101-41600-304	Civil Legal Fees	GENERAL LABOR			\$221.31
Invoice	231908					
Cash Payment	E 101-41600-304	Civil Legal Fees	MISC / NON RETAINER			\$1,274.00
Invoice	231910					
Cash Payment	E 101-41600-312	Criminal Legal Fees	PROSECUTION / RETAINER FILE			\$5,000.00
Invoice	231921					
Cash Payment	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES			\$39.00
Invoice	232013					
Cash Payment	E 101-41600-304	Civil Legal Fees	TYLER DUANE NOYES & JOYCE MERCEDES NOYES FORFEITURE			\$210.00
Invoice	232014					
Cash Payment	E 101-41600-304	Civil Legal Fees	SALE OF PERMANENT PARCEL			\$770.00
Invoice	232056					
Cash Payment	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT			\$588.00
Invoice	231909					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$10,002.31

Claim Type

Claim#	10977	BIEGLER, JEFFREY & KAYLA				
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Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5308				\$232.11
	Invoice .0621					
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$232.11
Claim Type						
Claim#	10933	<i>BREAKTHRU BEVERAGE</i>				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$40.60
	Invoice 339830990					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$17.40
	Invoice 339743198					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$232.00
	Invoice 339830991					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$873.75
	Invoice 339743198					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,916.53
	Invoice 339830990					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$493.40
	Invoice 339830990					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$136.47
	Invoice 339830990					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$3,710.15
Claim Type						
Claim#	10915	<i>CRAWFORD EQUIPMENT</i>				
Cash Payment	E 101-45200-218 Equipment Repair & Maint	BELT COMPRESSOR				\$20.85
	Invoice 01-50871					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$20.85
Claim Type						
Claim#	10916	<i>CRYSTAL SPRINGS ICE</i>				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$134.98
	Invoice 1002309					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$92.88
	Invoice 1002410					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$277.02
	Invoice 1002366					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$64.80
	Invoice 4000117					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$569.68
Claim Type						
Claim#	10918	<i>DAHLHEIMER DIST. CO. INC.</i>				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,724.75
	Invoice 1404878					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$16,341.15
	Invoice 1410262					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$27.20
	Invoice 1404894					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$13,364.97
	Invoice 1406446					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$16.00
	Invoice 1406612					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$24.60
	Invoice 171-00150					

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Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$276.00
	Invoice 1406446					

Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$31,693.47
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Claim Type

Claim# 10978 EIDE, TROY

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1253				\$136.96
	Invoice .0621					

Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$136.96
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Claim Type

Claim# 11003 EMBEDDED SYSTEMS

Cash Payment	E 101-42110-311 Contract	SIREN MAINTENANCE				\$830.25
	Invoice 344204					

Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$830.25
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Claim Type

Claim# 10979 FARRIER, STEVE & KATIE

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5084				\$115.21
	Invoice .0621					

Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$115.21
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Claim Type

Claim# 10922 FEDERATED COOP

Cash Payment	E 101-45200-419 Turf/Fertilizer/Weed Contro	CHEMICALS				\$156.12
	Invoice 30322702					

Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$156.12
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Claim Type

Claim# 10923 FERRELLGAS

Cash Payment	E 101-43100-218 Equipment Repair & Maint	RENTAL				\$12.00
	Invoice RNT8793282					

Cash Payment	E 101-43100-218 Equipment Repair & Maint	RENTAL				\$12.00
	Invoice RNT8793283					

Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$24.00
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Claim Type

Claim# 10925 FIRE CATT, LLC

Cash Payment	E 101-42210-218 Equipment Repair & Maint	FIRE HOSE TESTING				\$1,925.10
	Invoice 9493					

Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$1,925.10
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Claim Type

Claim# 10926 HOISINGTON KOEGLER GROUP, I

Cash Payment	E 225-45100-441 Miscellaneous	PARK SYSTEM PLAN				\$1,048.75
	Invoice 021-025-1					

Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING				\$2,598.75
	Invoice 018-041-33					

Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	ESC-LAKETOWN HOMES (RIVERS EDGE)				\$150.00
	Invoice 018-041-33					

Cash Payment	G 803-22178 Green Valley Subdivision	GREEN VALLEY 2ND SUBDIVISION				\$562.50
	Invoice 018-041-33					

Cash Payment	G 803-22179 Vista Prairie-Site Plan	VISTA PRAIRIE SENIOR HOUSING SITE PLAN				\$168.75
	Invoice 018-041-33					

Cash Payment	G 803-22180 Carpenter-Minor Subdivision	CARPENTERS LANDING, MS				\$768.75
	Invoice 018-041-33					

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Cash Payment	G 803-22181 Sonstebey (SF Auto)-CUP	ST. FRANCIS AUTO CUP				\$693.75
	Invoice 018-041-33					
Cash Payment	G 803-22182 Anderson IUP-Agriculture Use	ANDERSON IUP - AG				\$450.00
	Invoice 018-041-33					
Cash Payment	G 803-22183 Dickenson-Variance/Subdivisio	23008 NAVAJO/DICKENSON VARIANCE/SPLIT				\$225.00
	Invoice 018-041-33					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$6,666.25

Claim Type

Claim#	11006	ISD #15				
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2020 DODGE DURANGO				\$31.06
	Invoice 7852					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$123.62
	Invoice 7851					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$154.68

Claim Type

Claim#	10927	JEFFERSON FIRE & SAFETY INC.				
Cash Payment	E 101-42210-237 Small Equipment	THERMAL IMAGING CAMERA KIT				\$5,357.62
	Invoice IN130057					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$5,357.62

Claim Type

Claim#	10939	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$97.32
	Invoice 1821010					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$20.41
	Invoice 1821011					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$14.13
	Invoice 1816443					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL				\$6.28
	Invoice 1816442					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				-\$1.57
	Invoice 149325					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,303.75
	Invoice 1821010					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$772.35
	Invoice 1821011					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$353.00
	Invoice 1816443					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$381.13
	Invoice 1816442					
Cash Payment	E 609-49751-251 Liquor For Resale					-\$135.00
	Invoice 149325					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$5,811.80

Claim Type

Claim#	10980	JOSHUA/MARKUM BUILDERS				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #6193				\$148.11
	Invoice					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #6145				\$55.90
	Invoice					
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$204.01

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Claim Type

Claim#	10931	LMC INSURANCE TRUST				
Cash Payment	E 101-41110-360 Insurance	INSURANCE				\$75.42
Invoice	.0621					
Cash Payment	E 101-41120-360 Insurance	INSURANCE				\$0.66
Invoice	.0621					
Cash Payment	E 101-41400-360 Insurance	INSURANCE				\$797.83
Invoice	.0621					
Cash Payment	E 101-41410-360 Insurance	INSURANCE				\$18.26
Invoice	.0621					
Cash Payment	E 101-41500-360 Insurance	INSURANCE				\$392.30
Invoice	.0621					
Cash Payment	E 101-41600-360 Insurance	INSURANCE				\$226.60
Invoice	.0621					
Cash Payment	E 101-41910-360 Insurance	INSURANCE				\$483.74
Invoice	.0621					
Cash Payment	E 101-41940-360 Insurance	INSURANCE				\$585.94
Invoice	.0621					
Cash Payment	E 101-42110-360 Insurance	INSURANCE				\$6,730.13
Invoice	.0621					
Cash Payment	E 101-42210-360 Insurance	INSURANCE				\$1,696.19
Invoice	.0621					
Cash Payment	E 101-42400-360 Insurance	INSURANCE				\$353.94
Invoice	.0621					
Cash Payment	E 101-43100-360 Insurance	INSURANCE				\$3,755.02
Invoice	.0621					
Cash Payment	E 101-43210-360 Insurance	INSURANCE				\$117.39
Invoice	.0621					
Cash Payment	E 101-45000-360 Insurance	INSURANCE				\$2.12
Invoice	.0621					
Cash Payment	E 101-45200-360 Insurance	INSURANCE				\$3,954.49
Invoice	.0621					
Cash Payment	E 601-49440-360 Insurance	INSURANCE				\$4,285.23
Invoice	.0621					
Cash Payment	E 602-49490-360 Insurance	INSURANCE				\$6,587.21
Invoice	.0621					
Cash Payment	E 609-49750-360 Insurance	INSURANCE				\$4,057.12
Invoice	.0621					
Cash Payment	E 101-49200-360 Insurance	INSURANCE				\$12.41
Invoice	.0621					
Transaction Date	6/14/2021	Due 7/14/2021	CASH	10100	Total	\$34,132.00

Claim Type

Claim#	10942	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$34.65
Invoice	583904					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$290.80
Invoice	584019					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$6,750.10
Invoice	582905					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$407.08
Invoice	582932					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$27.20
Invoice	582933					

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Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$14,653.20
	Invoice 583902					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$181.90
	Invoice 583902					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$180.55
	Invoice 582905					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$21,006.02

Claim Type

Claim#	10947	MINUTEMAN PRESS				
Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER				\$302.57
	Invoice 980288					
Cash Payment	E 101-41400-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 601-49440-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 602-49490-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 609-49750-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 101-43100-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 101-41110-344 Newsletter	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 101-42400-352 General Publishing	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 101-42110-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 101-42210-441 Miscellaneous	NEWSLETTER				\$142.64
	Invoice 980288					
Cash Payment	E 101-45200-441 Miscellaneous	NEWSLETTER				\$142.63
	Invoice 980288					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$1,728.96

Claim Type

Claim#	10948	MN DEPT OF HEALTH				
Cash Payment	E 601-49440-434 Permit Fees	COMMUNITY WATER SUPPLY SERVICE CONNECTION FEE				\$4,772.00
	Invoice .062021					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$4,772.00

Claim Type

Claim#	11007	M-R SIGN COMPANY, INC.				
Cash Payment	E 101-43100-226 Sign Repair Materials	SIGN				\$124.72
	Invoice 212517					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$124.72

Claim Type

Claim#	10949	NORTH MEMORIAL				
Cash Payment	E 101-42210-305 Medical & Testing Fees	EMT INITIAL HYBRID				\$1,845.00
	Invoice 6HK-825-H19					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$1,845.00

Claim Type

Claim#	11008	NORTH METRO TREE SERVICE IN				
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Cash Payment	E 101-43100-311 Contract	BRUSH				\$975.00
Invoice						
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$975.00
Claim Type						
Claim#	11009	OPUS 21				
Cash Payment	E 601-49440-382 Utility Billing	SERVICES PROVIDED - MAY 2021				\$1,424.00
Invoice	210563					
Cash Payment	E 602-49490-382 Utility Billing	SERVICES PROVIDED - MAY 2021				\$1,423.99
Invoice	210563					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$2,847.99
Claim Type						
Claim#	10973	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$149.00
Invoice	21100332497					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$149.00
Invoice	21100333015					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$179.00
Invoice	21100333050					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$386.00
Invoice	21100333843					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$863.00
Claim Type						
Claim#	10950	PAUL EMMERICH CONSTRUCTION				
Cash Payment	G 803-22000 Deposits	ESCROW REFUND-23618 VINTAGE ST				\$8,750.00
Invoice	.062021					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$8,750.00
Claim Type						
Claim#	10951	PEPSI COLA				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$420.10
Invoice	54086204					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$420.10
Claim Type						
Claim#	10954	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL				\$17.27
Invoice	6215725					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$36.89
Invoice	6219251					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$24.53
Invoice	6219252					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$27.21
Invoice	6215724					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$728.00
Invoice	6215725					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,987.34
Invoice	6215724					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,282.50
Invoice	6219251					
Cash Payment	E 609-49751-256 Tobacco Products For Res	WINE				\$596.62
Invoice	6219252					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$6,700.36

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Claim Type

Claim#	10982	<i>POINDEXTER, MATTHEW</i>			
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT #3242		\$183.77
Invoice					
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total \$183.77

Claim Type

Claim#	10956	<i>POLCO/NATIONAL RESEARCH CE</i>			
Cash Payment	E 101-41400-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 101-41910-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 101-42110-311	Contract	CONTRACT		\$990.00
Invoice B03BE5E5-0001					
Cash Payment	E 101-42210-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 101-43100-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 101-45200-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 601-49440-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 602-49490-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Cash Payment	E 609-49750-311	Contract	CONTRACT		\$495.00
Invoice B03BE5E5-0001					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total \$4,950.00

Claim Type

Claim#	10957	<i>PROFESSIONAL SERVICE IND, IN</i>			
Cash Payment	G 609-16500	Construction in Progress	PROJECT SETUP FEE		\$384.00
Invoice 00767032					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total \$384.00

Claim Type

Claim#	10983	<i>RINGWELSKI, NICK</i>			
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT #1421		\$79.01
Invoice					
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total \$79.01

Claim Type

Claim#	10958	<i>ROMAN, JONATHAN</i>			
Cash Payment	G 803-22000	Deposits	ESCROW REFUND-5584 AMBASSADOR BLVD		\$2,300.00
Invoice .0621					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total \$2,300.00

Claim Type

Claim#	10959	<i>ROYAL SUPPLY</i>			
Cash Payment	E 101-41940-210	Operating Supplies	SUPPLIES		\$131.78
Invoice 2015					
Cash Payment	E 101-42110-217	Other Operating Supplies	SUPPLIES		\$65.89
Invoice 2015					
Cash Payment	E 101-43100-217	Other Operating Supplies	SUPPLIES		\$32.94
Invoice 2015					

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Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$32.94
Invoice	2015					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$32.94
Invoice	2015					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$32.96
Invoice	2015					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$329.45

Claim Type

Claim#	10960	SCOTT GOLTZ MEMORIAL SCHOL				
Cash Payment	E 609-49750-447 Donations	DONATION				\$100.00
Invoice	.0621					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$100.00

Claim Type

Claim#	11010	SHI INTERNATIONAL CORP				
Cash Payment	E 402-41400-560 Computers	SCANNER				\$913.00
Invoice	B13588627					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$913.00

Claim Type

Claim#	10961	SKOGQUIST, ERIK				
Cash Payment	E 101-41550-311 Contract	2021 QUARTERLY ASSESSING				\$4,289.28
Invoice	.062021					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$4,289.28

Claim Type

Claim#	10964	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$42.24
Invoice	2090888					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$26.88
Invoice	2087490					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$11.52
Invoice	2090889					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.68
Invoice	2087491					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,177.23
Invoice	2090888					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$530.00
Invoice	2090889					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$604.00
Invoice	2087491					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,689.84
Invoice	2087490					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$8,089.39

Claim Type

Claim#	10966	ST. FRANCIS COLLISION & GLASS				
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$381.11
Invoice	1117					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2020 DODGE CHARGER				\$502.70
Invoice	1118					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$883.81

Claim Type

Claim#	10984	STINE, LINDA				
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Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1923				\$36.18
Invoice						
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$36.18
Claim Type						
Claim#	10985	SWENSON, MCKENZIE				
Cash Payment	G 601-22000 Deposits	REFUND ACCT# 5494				\$97.07
Invoice						
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$97.07
Claim Type						
Claim#	10986	SYKORA, MICHAEL				
Cash Payment	G 601-22000 Deposits	REFUND ACCT #5449				\$70.18
Invoice						
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$70.18
Claim Type						
Claim#	10987	THIEL, STEPHEN & CORI				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 5149				\$215.03
Invoice						
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$215.03
Claim Type						
Claim#	10968	TJ ASSOCIATES				
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EDUCATION				\$200.00
Invoice	236049					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$200.00
Claim Type						
Claim#	10969	TOTAL CONTROL SYSTEMS, INC.				
Cash Payment	E 602-49490-229 Project Repair & Maintena	PROJECT REPAIR & MAINTENANCE				\$2,616.00
Invoice	9767					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$2,616.00
Claim Type						
Claim#	10970	VINOCOPIA, INC.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$16.00
Invoice	0280877-IN					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$160.00
Invoice	0280877-IN					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$96.00
Invoice	0280877-IN					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$272.00
Claim Type						
Claim#	11011	W W GOETSCH				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	TURBINE				\$330.00
Invoice	106252					
Transaction Date	6/17/2021	Due 7/17/2021	CASH	10100	Total	\$330.00
Claim Type						
Claim#	10971	WELLS, MARY				
Cash Payment	E 101-41550-311 Contract	2021 QUARTERLY ASSESSING SERVICES				\$4,289.28
Invoice	.0621					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$4,289.28

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Claim Type

Claim#	10972	XYLEM WATER SOLUTIONS USA, I				
Cash Payment	E 602-49490-229 Project Repair & Maintena	BALLAST ECORAY				\$2,832.00
Invoice	3556B74554					
Transaction Date	6/15/2021	Due 7/15/2021	CASH	10100	Total	\$2,832.00

Claim Type

Claim#	10988	ZACHER, LEO				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #4737				\$86.59
Invoice						
Transaction Date	6/16/2021	Due 7/16/2021	CASH	10100	Total	\$86.59

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$188,481.05
Total	\$188,481.05

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Payments Batch P-WIRE 05-2021		\$209,539.71	
Refer	10374 HEALTH PARTNERS	Ck# 000657E 5/31/2021	
Cash Payment	G 101-21708 Health Premium	MAY INSURANCE	\$30,000.79
Invoice			
Transaction Date	5/3/2021	CASH 10100	Total \$30,000.79
Refer	10375 CAYAN	Ck# 000658E 5/31/2021	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC	\$4,429.20
Invoice			
Transaction Date	5/3/2021	CASH 10100	Total \$4,429.20
Refer	10376 ACE SOLID WASTE, INC.	Ck# 000659E 5/31/2021	
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE	\$66.84
Invoice			
Cash Payment	E 101-42210-384 Refuse/Garbage Dispos	GARBAGE	\$69.91
Invoice			
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	GARBAGE	\$223.08
Invoice			
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE	\$80.92
Invoice			
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE	\$80.92
Invoice			
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE	\$76.21
Invoice			
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE	\$71.69
Invoice			
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE	\$71.68
Invoice			
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE	\$71.68
Invoice			
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE	\$71.68
Invoice			
Cash Payment	E 101-42110-384 Refuse/Garbage Dispos	GARBAGE	\$286.73
Invoice			
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE	\$64.92
Invoice			
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE	\$64.92
Invoice			
Transaction Date	5/3/2021	CASH 10100	Total \$1,301.18
Refer	10377 PAYMENT SERVICE NETWORK	Ck# 000660E 5/31/2021	
Cash Payment	E 601-49440-430 Bank Fees	CC FEES	\$415.45
Invoice			
Transaction Date	5/3/2021	CASH 10100	Total \$415.45
Refer	10400 COLONIAL INSURANCE	Ck# 000661E 5/31/2021	
Cash Payment	G 101-21712 Colonial Insurance	MAY INSURANCE	\$323.20
Invoice			
Transaction Date	5/5/2021	CASH 10100	Total \$323.20
Refer	10401 ANOKA COUNTY	Ck# 000662E 5/31/2021	

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Cash Payment	E 101-41940-441 Miscellaneous	32-34-24-22-0028			\$546.16
Invoice					
Cash Payment	E 101-42210-441 Miscellaneous	32-34-24-34-0015			\$69.14
Invoice					
Cash Payment	E 101-45200-441 Miscellaneous	05-33-24-22-0003			\$53.24
Invoice					
Cash Payment	E 602-49490-441 Miscellaneous	06-33-24-14-0024			\$545.16
Invoice					
Cash Payment	E 601-49440-441 Miscellaneous	31-34-24-14-0028			\$69.14
Invoice					
Cash Payment	E 609-49750-441 Miscellaneous	32-34-24-23-0036			\$21.30
Invoice					
Cash Payment	E 101-41910-441 Miscellaneous	32-34-24-34-0013			\$230.36
Invoice					
Cash Payment	E 101-41910-441 Miscellaneous	32-34-24-34-0010			\$1,093.60
Invoice					
Cash Payment	E 101-41910-441 Miscellaneous	32-34-24-34-0012			\$1,292.28
Invoice					
Cash Payment	E 101-41910-441 Miscellaneous	32-34-24-34-0009			\$105.92
Invoice					
Transaction Date	5/6/2021	CASH	10100	Total	\$4,026.30
Refer	10402 <i>DELTA DENTAL</i>	Ck# 000663E 5/31/2021			
Cash Payment	G 101-21711 Dental Insurance	MAY INSURANCE			\$1,354.35
Invoice					
Transaction Date	5/6/2021	CASH	10100	Total	\$1,354.35
Refer	10403 <i>SANTI COUNTY TREASURER</i>	Ck# 000664E 5/31/2021			
Cash Payment	E 602-49490-435 Taxes	PROPERTY TAXES			\$3,716.00
Invoice					
Transaction Date	5/6/2021	CASH	10100	Total	\$3,716.00
Refer	10404 <i>CINTAS</i>	Ck# 000665E 5/30/2021			
Cash Payment	E 601-49440-402 Janitorial Service	RUGS @ WATER PLANT			\$23.04
Invoice	4082583211 4/27/2021				
Cash Payment	E 601-49440-402 Janitorial Service	RUGS @ WATER PLANT			\$23.04
Invoice	4079970415 3/30/2021				
Cash Payment	E 101-41940-402 Janitorial Service	RUGS @ CITY HALL			\$15.36
Invoice	4081259704 4/13/2021				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4083229518 5/4/2021				
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4083229518 5/4/2021				
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4083229518 5/4/2021				
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4083229518 5/4/2021				
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES			\$23.04
Invoice	4083229518 5/4/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice	4083229521 5/4/2021				

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Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS				\$4.65
Invoice	4083229521	5/4/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS				\$4.66
Invoice	4080592838	4/6/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS				\$4.65
Invoice	4080592838	4/6/2021				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES				\$5.76
Invoice	4080592848	4/6/2021				
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES				\$5.76
Invoice	4080592848	4/6/2021				
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES				\$5.76
Invoice	4080592848	4/6/2021				
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES				\$5.76
Invoice	4080592848	4/6/2021				
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES				\$23.04
Invoice	4080592848	4/6/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS				\$4.66
Invoice	4081259727	4/13/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS				\$4.65
Invoice	4081259727	4/13/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS				\$4.66
Invoice	4081924670	4/20/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS				\$4.65
Invoice	4081924670	4/20/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS				\$4.66
Invoice	4082583424	4/27/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS				\$4.65
Invoice	4082583424	4/27/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS				\$4.66
Invoice	4079970588	3/30/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS				\$4.65
Invoice	4079970588	3/30/2021				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS				\$11.26
Invoice	4082583379	4/27/2021				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS				\$11.26
Invoice	4081259694	4/13/2021				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS				\$11.26
Invoice	4079970508	3/30/2031				
Transaction Date	5/6/2021	CASH	10100	Total		\$243.24
Refer	10405 FLYTE HCM LLC	Ck# 000666E 5/31/2021				
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	Mthly Fee				\$50.00
Invoice						
Transaction Date	5/11/2021	CASH	10100	Total		\$50.00
Refer	10406 FWT	Ck# 000667E 5/31/2021				
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 05-13-2021				\$8,246.66
Invoice						
Cash Payment	G 101-21709 Medicare	PAYROLL 05-13-2021				\$3,177.96
Invoice						

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Cash Payment	G 101-21701 Federal Withholding	PAYROLL 05-13-2021		\$11,549.86
Invoice				
Transaction Date	5/11/2021	CASH	10100	Total \$22,974.48
Refer	10407 PERA	Ck# 000668E 5/31/2021		
Cash Payment	G 101-21704 PERA	PAYROLL 05-13-2021		\$22,016.36
Invoice				
Transaction Date	5/11/2021	CASH	10100	Total \$22,016.36
Refer	10408 VOYA	Ck# 000669E 5/31/2021		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL		\$1,240.00
Invoice				
Transaction Date	5/11/2021	CASH	10100	Total \$1,240.00
Refer	10409 ICMA	Ck# 000670E 5/31/2021		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 05-13-2021		\$285.00
Invoice				
Transaction Date	5/11/2021	CASH	10100	Total \$285.00
Refer	10410 SWT	Ck# 000671E 5/31/2021		
Cash Payment	G 101-21702 State Withholding	PAYROLL 05-13-2021		\$4,840.20
Invoice				
Transaction Date	5/12/2021	CASH	10100	Total \$4,840.20
Refer	10411 MN STATE RETIREMENT SYSTEM	Ck# 000672E 5/31/2021		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL		\$524.02
Invoice				
Transaction Date	5/11/2021	CASH	10100	Total \$524.02
Refer	10412 HSA CONTRIBUTION	Ck# 000673E 5/31/2021		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 05-13-2021		\$452.00
Invoice				
Transaction Date	5/11/2021	CASH	10100	Total \$452.00
Refer	10471 FWT	Ck# 000674E 5/31/2021		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 05-18-2021		\$916.58
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 05-18-2021		\$268.26
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 05-18-2021		\$62.35
Invoice				
Transaction Date	5/18/2021	CASH	10100	Total \$1,247.19
Refer	10472 PERA	Ck# 000675E 5/31/2021		
Cash Payment	G 101-21704 PERA	PAYROLL 05-18-2021		\$470.20
Invoice				
Transaction Date	5/18/2021	CASH	10100	Total \$470.20
Refer	10473 SWT	Ck# 000676E 5/31/2021		
Cash Payment	G 101-21702 State Withholding	PAYROLL 05-18-2021		\$33.88
Invoice				
Transaction Date	5/18/2021	CASH	10100	Total \$33.88
Refer	10474 STATE OF ARIZONA	Ck# 000677E 5/31/2021		

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Cash Payment	G 101-21716 Other Deductions	PAYROLL 05-18-2021		\$132.17
Invoice				
Transaction Date	5/18/2021	CASH	10100	Total \$132.17
Refer	10475 STATE OF MINNESOTA	Ck# 000678E 5/31/2021		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 05-18-2021		\$240.11
Invoice				
Transaction Date	5/18/2021	CASH	10100	Total \$240.11
Refer	10538 CONNEXUS ENERGY	Ck# 000679E 5/31/2021		
Cash Payment	E 101-41940-381 Electric Utilities	SIGN		\$80.81
Invoice				
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL		\$249.76
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS		\$947.83
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	PARKS		\$218.97
Invoice				
Cash Payment	E 601-49440-380 Electric-System	WATER		\$4,931.91
Invoice				
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS		\$2,445.87
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	WWTP		\$8,853.09
Invoice				
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE		\$880.29
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		\$429.97
Invoice				
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW		\$179.88
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW		\$179.88
Invoice				
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW		\$179.88
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW		\$179.87
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW		\$719.52
Invoice				
Transaction Date	5/19/2021	CASH	10100	Total \$20,492.53
Refer	10539 CAYAN	Ck# 000680E 5/31/2021		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEE		\$42.74
Invoice				
Transaction Date	5/19/2021	CASH	10100	Total \$42.74
Refer	10540 MN DEPT OF REVENUE	Ck# 000681E 5/31/2021		

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Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX			\$21,313.00
Invoice					
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX			\$517.00
Invoice					
Transaction Date	5/24/2021	CASH	10100	Total	\$21,830.00
Refer	10541 <i>FWT</i>	<u>Ck# 000682E 5/31/2021</u>			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 05-27-2021			\$8,432.98
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 05-27-2021			\$3,252.02
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 05-27-2021			\$11,869.84
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$23,554.84
Refer	10542 <i>PERA</i>	<u>Ck# 000683E 5/31/2021</u>			
Cash Payment	G 101-21704 PERA	PAYROLL 05-27-2021			\$22,537.12
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$22,537.12
Refer	10543 <i>VOYA</i>	<u>Ck# 000684E 5/31/2021</u>			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 05-27-2021			\$1,240.00
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$1,240.00
Refer	10544 <i>ICMA</i>	<u>Ck# 000685E 5/31/2021</u>			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 05-24-2021			\$285.00
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$285.00
Refer	10545 <i>SWT</i>	<u>Ck# 000686E 5/31/2021</u>			
Cash Payment	G 101-21702 State Withholding	PAYROLL 05-27-2021			\$5,018.81
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$5,018.81
Refer	10546 <i>MN STATE RETIREMENT SYSTEM</i>	<u>Ck# 000687E 5/31/2021</u>			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 05-27-2021			\$555.62
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$555.62
Refer	10547 <i>HSA CONTRIBUTION</i>	<u>Ck# 000688E 5/31/2021</u>			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 05-27-2021			\$452.00
Invoice					
Transaction Date	5/27/2021	CASH	10100	Total	\$452.00
Refer	10645 <i>CENTERPOINT ENERGY</i>	<u>Ck# 000689E 5/31/2021</u>			
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR			\$117.10
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities	FIRE			\$379.20
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR			\$21.91
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities	WWTP			\$17.06
Invoice					

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Cash Payment	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)		\$15.73
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)		\$15.74
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1		\$21.81
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2		\$17.73
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3		\$34.01
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4		\$23.36
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE		\$79.57
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)		\$21.13
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT		\$557.64
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE		\$22.63
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	WWTP		\$708.91
Invoice				
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW		\$5,530.12
Invoice				
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW		\$1,382.53
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW		\$1,382.53
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW		\$1,382.53
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW		\$1,382.53
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	3772 BRIDGE		\$0.66
Invoice				
Transaction Date	5/27/2021	CASH	10100	Total \$13,114.43
Refer	10646 CAYAN	Ck# 000690E 5/31/2021		
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEE		\$5.25
Invoice				
Transaction Date	5/28/2021	CASH	10100	Total \$5.25
Refer	10647 VILLAGE BANK	Ck# 000691E 5/31/2021		
Cash Payment	E 101-41500-430 Bank Fees	MAY BANK FEES		\$24.01
Invoice				
Cash Payment	E 601-49440-430 Bank Fees	MAY BANK FEES		\$24.01
Invoice				
Cash Payment	E 602-49490-430 Bank Fees	MAY BANK FEES		\$24.01
Invoice				
Cash Payment	E 609-49750-430 Bank Fees	MAY BANK FEES		\$24.02
Invoice				
Transaction Date	5/31/2021	CASH	10100	Total \$96.05

CITY OF ST FRANCIS
Payments

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Current Period: May 2021

Fund Summary

	10100 CASH	
101 GENERAL FUND		\$157,492.52
601 WATER FUND		\$8,354.08
602 SEWER FUND		\$16,603.35
609 LIQUOR FUND		\$27,089.76
		\$209,539.71

Pre-Written Checks	\$209,539.71
Checks to be Generated by the Computer	\$0.00
Total	\$209,539.71

CITY OF ST FRANCIS

Payments

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Current Period: May 2021

Payments Batch P-CC 05-2021		\$15,658.32		
Refer	10482 <i>ABLE HOSE & RUBBER INC.</i>	<u>Ck# 000615E 5/13/2021</u>		
Cash Payment	E 601-49440-237 Small Equipment	SUPPLIES		\$430.69
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$430.69
Refer	10483 <i>ACME TOOLS</i>	<u>Ck# 000616E 5/13/2021</u>		
Cash Payment	E 602-49490-237 Small Equipment	SUPPLIES		\$319.23
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$319.23
Refer	10484 <i>ACTIVE 911</i>	<u>Ck# 000617E 5/13/2021</u>		
Cash Payment	E 101-42110-433 Dues and Subscriptions	SUBSCRIPTION		\$42.00
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$42.00
Refer	10485 <i>AMAZON.COM</i>	<u>Ck# 000618E 5/13/2021</u>		
Cash Payment	E 101-41910-441 Miscellaneous	SUPPLIES		\$206.74
Invoice				
Cash Payment	E 101-41400-441 Miscellaneous	SUPPLIES		\$203.41
Invoice				
Cash Payment	E 101-41500-441 Miscellaneous	SUPPLIES		\$421.16
Invoice				
Cash Payment	E 101-41910-200 Office Supplies	SUPPLIES		\$22.27
Invoice				
Cash Payment	E 101-43100-441 Miscellaneous	SUPPLIES		\$111.17
Invoice				
Cash Payment	E 101-43210-441 Miscellaneous	SUPPLIES		\$41.38
Invoice				
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES		\$260.29
Invoice				
Cash Payment	E 101-45200-441 Miscellaneous	SUPPLIES		\$41.37
Invoice				
Cash Payment	E 602-49490-228 Equipment Maintenance	SUPPLIES		\$177.96
Invoice				
Cash Payment	E 602-49490-441 Miscellaneous	SUPPLIES		\$21.36
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$1,507.11
Refer	10486 <i>ANOKA COUNTY EVIRONMENTAL</i>	<u>Ck# 000619E 5/13/2021</u>		
Cash Payment	E 101-42110-308 Community Education	FOOD PERMIT FOR BIKE RODEO		\$30.00
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$30.00
Refer	10487 <i>AT&T, INC</i>	<u>Ck# 000620E 5/13/2021</u>		
Cash Payment	E 101-42210-321 Telephone	PHONE		\$442.33
Invoice				
Cash Payment	E 101-43100-321 Telephone	PHONE		\$76.46
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$518.79
Refer	10488 <i>BILLS SUPERETTE</i>	<u>Ck# 000621E 5/13/2021</u>		

CITY OF ST FRANCIS

Payments

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Current Period: May 2021

Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$39.57
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$39.57
Refer	10489 <i>INK CARTRIDGES</i>	<u>Ck# 000622E 5/13/2021</u>			
Cash Payment	E 101-42210-200 Office Supplies	SUPPLIES			\$112.45
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$112.45
Refer	10490 <i>BROWNELLS INC</i>	<u>Ck# 000623E 5/13/2021</u>			
Cash Payment	E 101-42110-237 Small Equipment	SUPPLIES			\$180.18
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$180.18
Refer	10491 <i>CASEY S GENERAL STORE</i>	<u>Ck# 000624E 5/13/2021</u>			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$870.84
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$80.10
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			\$29.99
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			\$47.77
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			\$343.76
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			\$150.42
Invoice					
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			\$169.68
Invoice					
Cash Payment	E 101-43210-439 Recycling Days	RECYCLE DAYS			\$3.49
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$1,696.05
Refer	10492 <i>CLIPPINGMAGIC.COM</i>	<u>Ck# 000625E 5/13/2021</u>			
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION			\$3.99
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$3.99
Refer	10493 <i>CUSTOM REFRIGERATION</i>	<u>Ck# 000626E 5/13/2021</u>			
Cash Payment	E 609-49750-228 Equipment Maintenance	FIX COOLERS			\$443.86
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$443.86
Refer	10494 <i>DEPT OF LABOR & INDUSTRY</i>	<u>Ck# 000627E 5/13/2021</u>			
Cash Payment	R 101-36241 Surcharge-Permits	1ST QUARTER SURCHARGE			-\$69.52
Invoice					
Cash Payment	G 101-20820 Surcharge Payable	1ST QUARTER SURCHARGE			\$1,738.51
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$1,668.99
Refer	10495 <i>DOLLAR GENERAL</i>	<u>Ck# 000628E 5/13/2021</u>			
Cash Payment	E 101-42210-441 Miscellaneous	SUPPLIES			\$13.12
Invoice					

CITY OF ST FRANCIS

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Payments

Current Period: May 2021

Transaction Date	5/13/2021	CASH	10100	Total	\$13.12
Refer	10496 <i>ELITE LIFT TRUCK, INC</i>	<u>Ck# 000629E 5/13/2021</u>			
Cash Payment	E 101-45200-237 Small Equipment	SUPPLIES			\$841.00
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$841.00
Refer	10497 <i>COUNTY MARKET - CITY ACCOUN</i>	<u>Ck# 000630E 5/13/2021</u>			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$1,115.58
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			\$58.71
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			\$70.46
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$1,244.75
Refer	10498 <i>KWIK TRIP</i>	<u>Ck# 000631E 5/13/2021</u>			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$1,313.08
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$13.45
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			\$57.48
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			\$51.75
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$1,435.76
Refer	10499 <i>LANDS END</i>	<u>Ck# 000632E 5/13/2021</u>			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-ROBERTS			\$77.80
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$77.80
Refer	10500 <i>MENARDS</i>	<u>Ck# 000633E 5/13/2021</u>			
Cash Payment	E 101-41940-223 Building Repair Supplies	SUPPLIES			\$132.03
Invoice					
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			\$123.76
Invoice					
Cash Payment	E 101-42400-200 Office Supplies	SUPPLIES			\$72.55
Invoice					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	SUPPLIES			\$124.66
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$453.00
Refer	10501 <i>MN SHERIFFS ASSOCIATION</i>	<u>Ck# 000634E 5/13/2021</u>			
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-ROBERTS & HOM			\$300.00
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$300.00
Refer	10502 <i>MINUTEMAN PRESS</i>	<u>Ck# 000635E 5/13/2021</u>			
Cash Payment	E 101-42210-237 Small Equipment	SUPPLIES			\$32.11
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$32.11
Refer	10503 <i>DRIVER & VEHICLE SERVICES</i>	<u>Ck# 000636E 5/13/2021</u>			

CITY OF ST FRANCIS

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Payments

Current Period: May 2021

Cash Payment	E 101-42110-441 Miscellaneous	REGISTRATIONS		\$102.49
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$102.49
Refer	10504 MY ALARM CENTER	<u>Ck# 000637E 5/13/2021</u>		
Cash Payment	E 609-49750-445 Security	LIQUOR STORE ALARM		\$39.15
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$39.15
Refer	10505 OFFICE DEPOT	<u>Ck# 000638E 5/13/2021</u>		
Cash Payment	E 101-41400-200 Office Supplies	SUPPLIES		\$58.38
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$58.38
Refer	10506 OREILLY AUTO PARTS	<u>Ck# 000639E 5/13/2021</u>		
Cash Payment	E 101-42210-218 Equipment Repair & Mai	SUPPLIES		\$22.47
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$22.47
Refer	10507 PACE ANALYTICAL SERVICES	<u>Ck# 000656E 5/13/2021</u>		
Cash Payment	E 601-49440-208 Training and Instruction	SUPPLIES		\$60.00
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$60.00
Refer	10508 PALM FLEX	<u>Ck# 000640E 5/13/2021</u>		
Cash Payment	E 602-49490-217 Other Operating Supplie	SUPPLIES		\$479.98
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$479.98
Refer	10509 POPP TELECOM	<u>Ck# 000641E 5/13/2021</u>		
Cash Payment	E 609-49750-321 Telephone	TELEPHONE		\$53.03
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$53.03
Refer	10510 POSTMASTER - ST. FRANCIS	<u>Ck# 000642E 5/13/2021</u>		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$200.00
Invoice				
Cash Payment	E 101-41910-322 Postage	POSTAGE		\$9.60
Invoice				
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$50.00
Invoice				
Cash Payment	E 101-43100-322 Postage	POSTAGE		\$137.96
Invoice				
Cash Payment	E 101-45200-322 Postage	POSTAGE		\$137.96
Invoice				
Cash Payment	E 601-49440-313 Sample Testing	POSTAGE		\$4.80
Invoice				
Cash Payment	E 601-49440-322 Postage	POSTAGE		\$137.96
Invoice				
Cash Payment	E 602-49490-322 Postage	POSTAGE		\$137.97
Invoice				
Transaction Date	5/13/2021	CASH	10100	Total \$816.25
Refer	10511 RED WING SHOES	<u>Ck# 000643E 5/13/2021</u>		

CITY OF ST FRANCIS

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Payments

Current Period: May 2021

Cash Payment	E 101-42400-417 Uniform Clothing & PPE	UNIFORMS-DAHLHEIMER			\$165.74
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$165.74
Refer	10512 SAMS CLUB	<u>Ck# 000644E 5/13/2021</u>			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$28.52
Invoice					
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			\$373.78
Invoice					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING			\$26.48
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$428.78
Refer	10513 SIMPLE TIRE	<u>Ck# 000645E 5/13/2021</u>			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES			\$147.77
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$147.77
Refer	10514 SMARTSIGN	<u>Ck# 000646E 5/13/2021</u>			
Cash Payment	E 101-43100-226 Sign Repair Materials	SIGNS			\$358.01
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$358.01
Refer	10515 SPEEDWAY	<u>Ck# 000647E 5/13/2021</u>			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$71.19
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$71.19
Refer	10516 SPOTIFY	<u>Ck# 000648E 5/13/2021</u>			
Cash Payment	E 609-49750-441 Miscellaneous	TO BE REFUNDED			\$10.85
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$10.85
Refer	10517 ST. FRANCIS TRUE VALUE HARD	<u>Ck# 000649E 5/13/2021</u>			
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES			\$13.47
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$13.47
Refer	10518 STAMPS.COM	<u>Ck# 000650E 5/13/2021</u>			
Cash Payment	E 101-41400-322 Postage	POSTAGE			\$17.99
Invoice					
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$17.99
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$35.98
Refer	10519 SUBWAY	<u>Ck# 000651E 5/13/2021</u>			
Cash Payment	E 101-41400-441 Miscellaneous	LUNCH FOR RETIREMENT			\$376.93
Invoice					
Cash Payment	E 101-43210-439 Recycling Days	RECYCLE DAYS			\$85.68
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$462.61
Refer	10520 BUSINESS JOURNALS	<u>Ck# 000652E 5/13/2021</u>			

CITY OF ST FRANCIS

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Payments

Current Period: May 2021

Cash Payment	E 101-41910-433 Dues and Subscriptions	SUBSCRIPTION			\$135.00
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$135.00
Refer	10521 HOME DEPOT	<u>Ck# 000653E 5/13/2021</u>			
Cash Payment	E 101-42110-237 Small Equipment	SUPPLIES			\$36.59
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$36.59
Refer	10522 VERIZON WIRELESS	<u>Ck# 000654E 5/13/2021</u>			
Cash Payment	E 101-42110-321 Telephone	PHONE			\$450.74
Invoice					
Cash Payment	E 601-49440-321 Telephone	PHONE			\$160.06
Invoice					
Cash Payment	E 602-49490-321 Telephone	PHONE			\$143.27
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$754.07
Refer	10523 ZOOM.US	<u>Ck# 000655E 5/13/2021</u>			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			\$16.06
Invoice					
Transaction Date	5/13/2021	CASH	10100	Total	\$16.06

Fund Summary

	10100 CASH	
101 GENERAL FUND	\$12,080.68	
601 WATER FUND	\$1,152.52	
602 SEWER FUND	\$1,449.45	
609 LIQUOR FUND	\$975.67	
	<u>\$15,658.32</u>	

Pre-Written Checks	\$15,658.32	
Checks to be Generated by the Computer	<u>\$0.00</u>	
Total	\$15,658.32	



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9A

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: City Hall Security
DATE: June 21st, 2021

OVERVIEW:

The St. Francis City Hall currently resides in a building that was designed as a multi-tenant commercial building. Aside from the mostly residential grade construction finishing (interior doors as exterior, plumbing, HVAC) – the City has not been able to solve the potential security issues. The City installed a door that requires a code to get back into the staffing area from the lobby. This has alleviated the issue of having unauthorized personnel in the staff and records area.

However, there is little to no security for front office workers. There is not an effective barrier from the lobby and the doors do not have a remote lock/unlock feature. This leaves front office staff vulnerable to various potential security threats. Most notably, there was an arrest made just outside of City Hall a few weeks ago where guns were drawn. Staff witnessed the arrest and could not secure the building without having to effectively open the front door wide open to try and lock it. Had a pursuit occurred (which it did not), the City Hall front staff would have been highly vulnerable.

The City has received a quote from Weber Construction which is the company awarded the Liquor Store Expansion. Since they are effectively on site at the Liquor Store, they are able to upgrade the City Hall security for \$18,329. The City has been setting aside \$60,000 annually for building improvements. Their proposed plan would solve many of the security issues identified at City Hall. The current balance of the Building Fund is approximately \$320,000.

ACTION TO BE CONSIDERED:

Review and discuss City Hall security and consider approving the security upgrades to City Hall.

Attachments: Plans and quote from Webber Construction

June 7,2021

City Hall new wall
11/05/2019

City Of St Francis

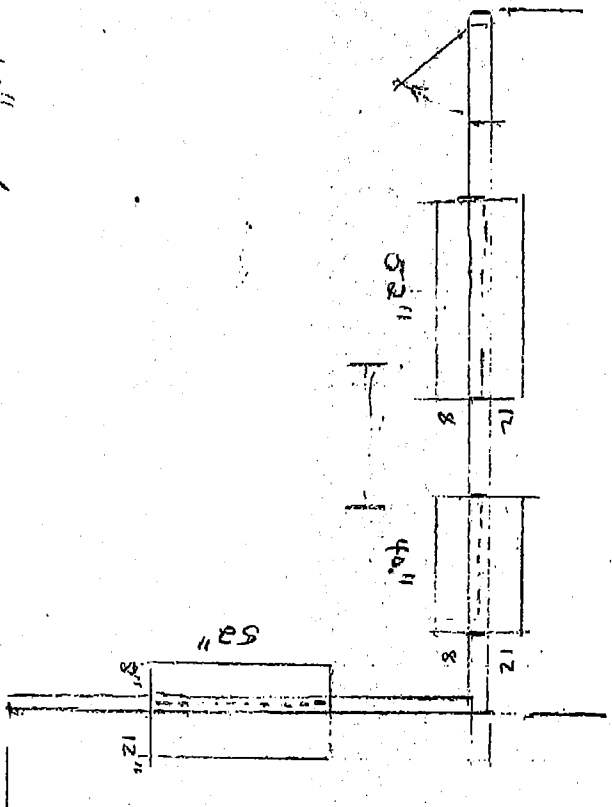


SQUARE FEET	200
COST/SQUARE FT	\$77.54
COST/SQUARE FT WITH FEES	\$91.65
SITE CONTACT	Heather Linder
PHONE	952-876-9230

Budget		
Demo		\$0.00
Cabinets		\$240.00
Doors		\$5,850.00
Finish Carpentry Material	Above	\$0.00
Finish Carpentry Labor		\$1,235.00
Glazing		\$0.00
Drywall		\$2,600.00
Acoustical Ceilings		\$0.00
Flooring		\$130.00
Painting		\$847.80
Fire Protection		\$0.00
Plumbing		\$0.00
HVAC		\$0.00
Electrical		\$4,170.00
X-rays		\$0.00
Dumpsters		\$400.00
Cleanup		\$36.00
Items added (If any Include)		\$0.00

SUB TOTAL		\$15,508.80
FEES		
GENERAL CONDITIONS	4.00%	\$821.13
PERMIT - UBC CALCULATION		\$302.85
PLAN CHECK FEE	65% of permit	\$196.85
STATE SURCHARGE (% OF TOTAL)	0.05%	\$10.26
INSURANCE - LIABILITY		\$256.60
BUILDERS LIABILITY INSURANCE	by owner	
FEE (% OF TOTAL)	6.00%	\$1,231.69
TOTAL		\$18,329.00

1/4" = 1'

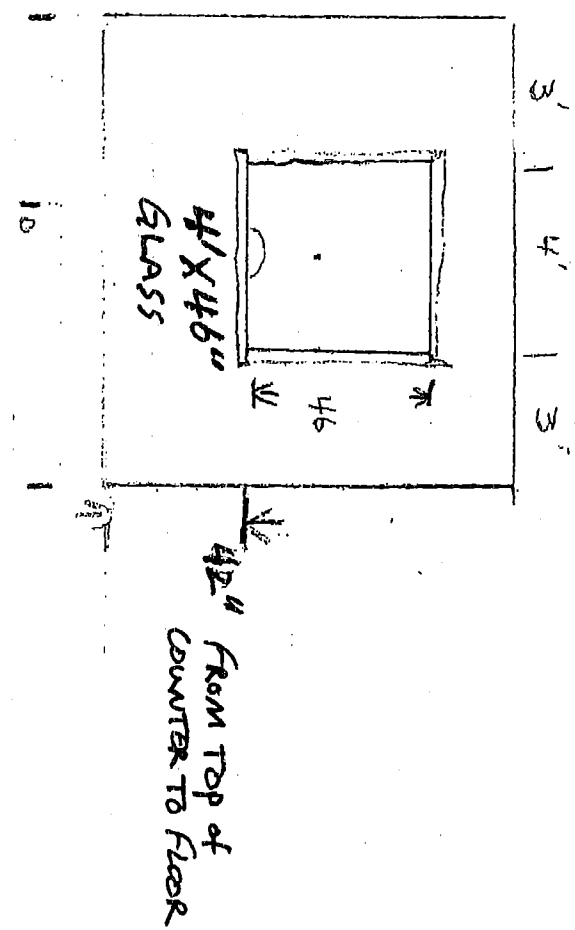
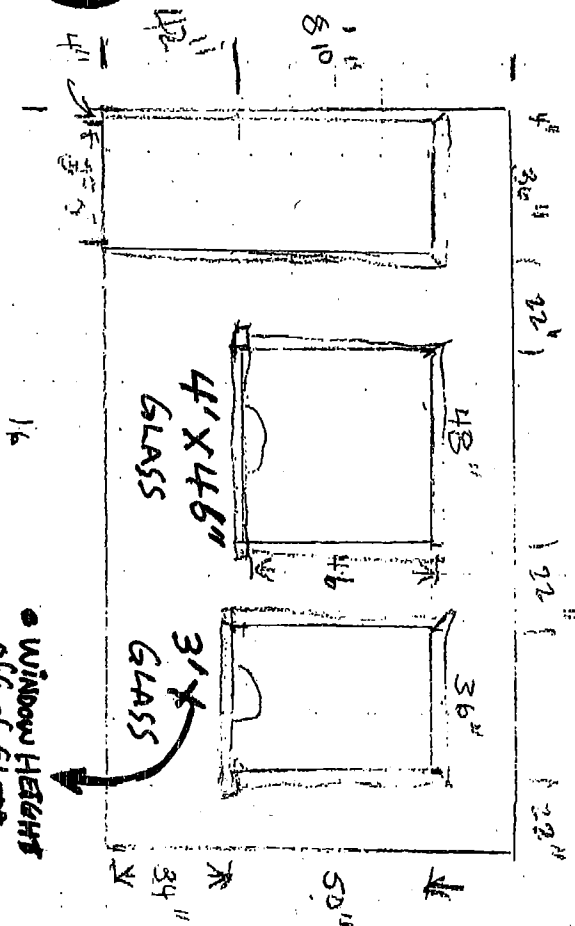


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5-12-21 GS

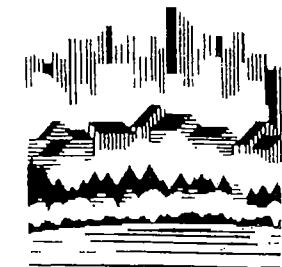
30" x 6"
RAIN COIL
FANCL
TIE IN

- LOBBY SIDE of WALL:
OUTLETS SPACED TO
CODE.
- OFFICE SIDE of WALL:
3 OUTLETS IN EACH
CORNER SPACED APART
- EXISTING ETHERNET
IN FLOOR



Commercial
Buildings
233 Cree St NW
St. Francis,
Minnesota

T & W Adventures
Partnership
29562 Holly St NW
Isanti, MN 55040
Phone (763) 444-4425
Fax (763) 444-4425



Becklin & Whitney
Consulting Engineers, Inc.
P. O. Box 471
Cambridge, MN 55008
Phone (763) 689-5631
Fax (763) 552-5631

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DATE: 10/27/2006

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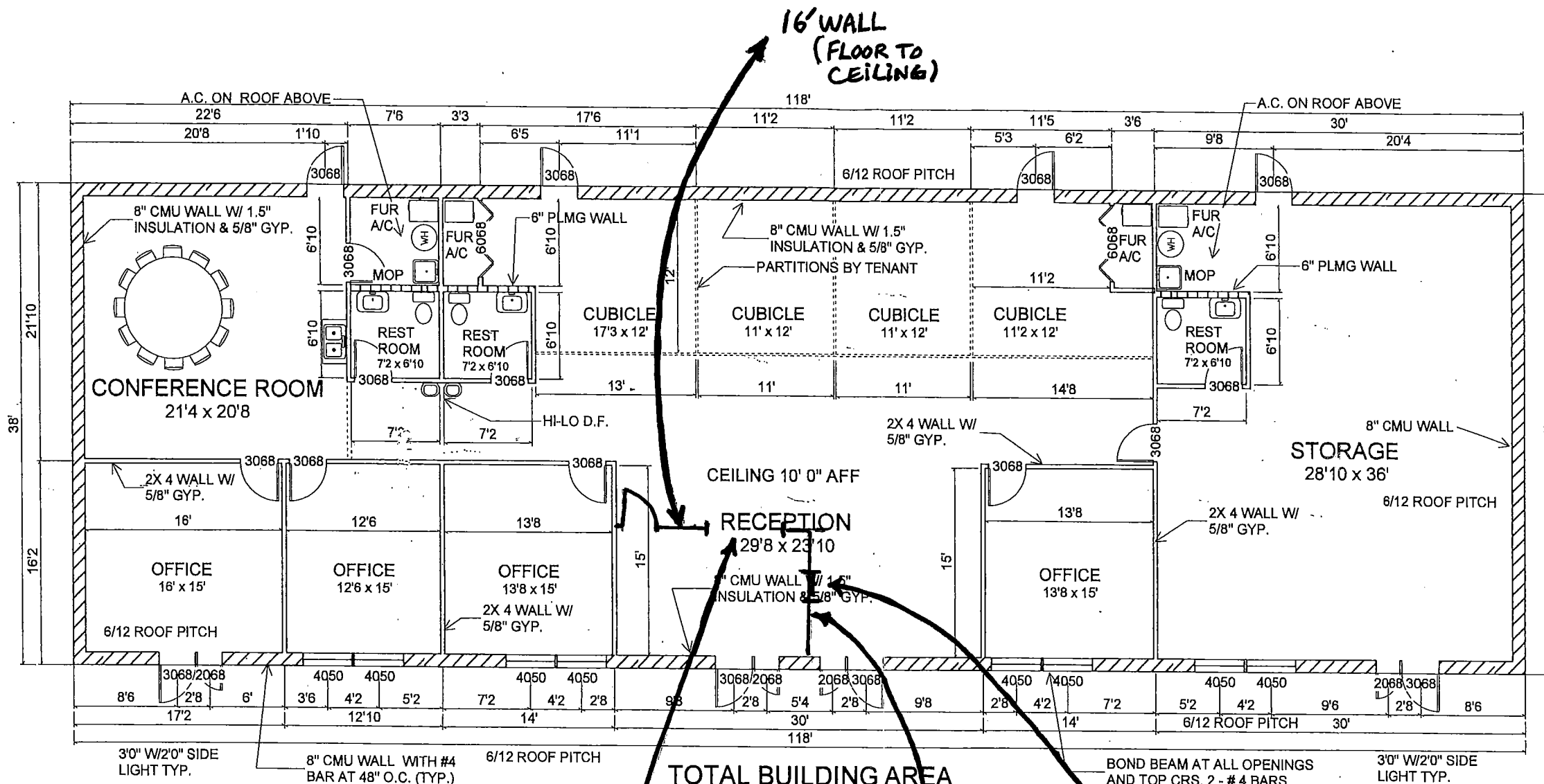
Sheet Title

Floor Framing Plan

Scale: 1/4" = 1' - 0"
Building 2 at 118' - 0"

● **CEILING HEIGHT**
8'10"

301.1



● SECURITY DOORS W/FOB ACCESS

1 ENTRY DOOR (1 w/PUSH BAR)
1 LOBBY DOOR
3 REAR DOORS

● SECURITY GLASS W/COUNTERS (ADA ACCESSIBLE AND COMPLIANT)

10' WALL
(FLOOR TO
CEILING)

4'x4'
SECURITY
WINDOW
w/ PORTAL

[2 WINDOWS @ 4'x4'
1 WINDOW @ 3'4"
W/ PORTALS]

● CHANGE OUT ③ 2'x4'
FLUORESCENT FIXTURES
TO ⑥ 2'x2' FLUORESCENT
FIXTURES (3 ON EACH
SIDE OF 16' WALL

● 2"x4" METAL STUDS
W/5/8" SHEETROCK

● BOTH WALLS TO
HAVE OUTLETS
IN FRONT AS PER
CODE



**City Council
AGENDA REPORT**
Agenda Item #
9B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance creation – Chapter 6 Business Regulations and Licensing,
Section 15 Bed and Breakfast Second Reading)
DATE: June 21, 2021

OVERVIEW

With the update of the Zoning Code and the creation of a new permitted use, the City adopted a property use that would need a Business License. The purpose of these types of licenses are to ensure the property is safe, meeting all health and lodging requirements and is in the proper zoning district. This is a new ordinance which will require an application and a fee for a license.

ITEMS TO BE DISCUSSED:

Council to review and approve the creation of, and hold the 1st reading of, Ordinance 281 SS Chapter 6 Business Regulation and Licensing, Section 15 Bed and Breakfast

TIMELINE:

If Council agrees the following timeline will apply:

June 7th – 1st Reading

June 21st – 2nd Reading

June 25th – Publish for Comment

June 21st - Effective

ATTACHMENTS:

- Ordinance 281SS Bed and Breakfast Facilities
- Code language for Chapter 6 Business Regulation and Licensing, Section 15 Bed and Breakfast
- Resolution 2021-xx Summary Publication

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

ORDINANCE 281 SECOND SERIES

**AN ORDINANCE ADDING CHAPTER 6, SECTION 15 “BED AND BREAKFAST
FACILITY LICENSE”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 15 shall hereby be amended to read as follows:

“Exhibit A”.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 21st OF JUNE, 2021.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Diana Saenger
City Clerk

(seal)

6-15 Bed and Breakfast Facility License

6-15-1 Definitions.

- A. Bed and Breakfast facility as defined in Chapter 10, Section 23.02.
- B. Person shall mean any individual, partnership, corporation or association.

6-15-2 License

No person shall keep or operate a bed and breakfast facility in the City of St. Francis without a license. No separate food license or hotel license is required for a licensed bed and breakfast facility by the City. All licensees are responsible for additional license requirements through Anoka County or the State of Minnesota.

6-15-3 Fee.

The fee for operating a bed and breakfast facility shall be established through the adopted Fee Schedule.

6-15-4 License Expiration.

Licenses issued under this chapter shall expire on the thirty-first day of December of each year.

6-15-5 Application Procedure.

- A. Any person desiring to operate a bed and breakfast facility in the City of St. Francis shall contact the zoning department for the purpose of assuring that all requirements are met.
- B. Upon approval by the aforementioned departments, written application shall be made to the licensing official. Application shall include approvals and inspection notices from the State of Minnesota or the County of Anoka.
- C. Applicant shall contact the St. Francis Fire Department to complete an inspection.
- D. Council shall move to adopt, table or reject an application at a regularly scheduled Council meeting.

6-15-6 Inspections.

Prior to license approval, an applicant shall cause the Fire Department to inspect the premises. Identified violations shall be addressed prior to license approval by Council.

6-15-7 Requirements.

A licensee under this chapter shall comply with all of the following requirements. The City Council may revoke, suspend, refuse to issue, or refuse to renew, any license for failure to comply with the requirements of St. Francis Zoning or Fire codes, Building Codes and Health Codes.

6-15-8 Termination of license

A license issued under this Chapter shall terminate upon the occurrence of any of the following:

- A. Non-compliance with the provisions of this section, including any conditions or restrictions imposed under Chapter 10 Zoning.
- B. Transfer of Ownership of said property from the owner/operator.
- C. The creation of a condition that adversely affects the health, safety, morals or general welfare of the City or its residents.

6-15-9 Violations.

Any person who lets, offers to let, or attempts to let a room in a bed and breakfast facility, or who otherwise operates a bed and breakfast facility, without a license as required by this chapter, shall be guilty of a misdemeanor.

6-15-10 Revocation, suspension or non-renewal

Any violation of the terms and conditions of this chapter, shall be grounds for revocation, suspension, or nonrenewal of the bed and breakfast facility license. Licensee will be notified of violations and an identified period of time for corrections to be made. If violations are not corrected it shall result in notification to the Licensee from the city identifying its intent to revoke or suspend the license. A recommendation to the city council to remove a license will require a majority of those members present and voting.

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

RESOLUTION 2021-xx

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 272, SECOND SERIES ADDING CHAPTER 6-15 OF THE CITY CODE
REGARDING BED AND BREAKFAST FACILITIES FOR THE CITY OF ST. FRANCIS**

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 272 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 281, 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 adding Chapter 6-Section 15 Bed and Breakfast Facilities

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF MAY, 2021.

APPROVED: _____
Steven D Feldman, Mayor

Attest: _____
Diana Saenger, City Clerk

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: June 16, 2021
SUBJECT: Rivers Edge 5th Addition
APPLICANT: Tamarack Land Development (Dale Willenbring)
LOCATION: Rivers Edge Planned Unit Development
MEETING DATE: June 21, 2021
COMP PLAN: Medium Density Residential
ZONING: Planned Unit Development

OVERVIEW

Dale Willenbring has submitted an application for the review of the final plat and plans for the 5th Addition of the Rivers Edge subdivision. The 5th Addition includes 45 lots and the construction of several sections of public streets. On the west side of the development, 26 single-family lots will be created between Underclift St NW and Quay St NW, just to the north of the future park. Further east, 19 lots will be created near Marigold St NW. These lots will consist of single-family lots and detached townhome lots.



The 5th Addition will continue the existing roadways in the pattern approved by the preliminary plat. The construction of 237th Lane NW as part of this Addition will provide access to the future public park.

The existing cul-de-sac off of Rum River Boulevard currently provides field access to the two properties just north of the Rum River development. Staff understands that future access for these properties will come from the Unnamed Street east of Marigold Street. As part of this Addition, this access route will be removed. Staff suggests that the applicant dedicate the future street right-of-way on the final plat or provide a separate easement dedicated to the public over the proposed access route as a condition of approval.

Staff, Engineering, and Legal have reviewed the 5th Addition plat and plans and find the documents to be complete, substantially conforming to the approved PUD Development Plan and preliminary plat, and ready for approval.

A draft developer's agreement for the 5th Addition has been created for Council's review. All parties feel the proposed language before Council is ready for approval and implementation. All letter of credit and

associated warranty issues are in order, and required park dedication fees for the 5th Addition are specified.

SUGGESTED MOTIONS

1. Move to approve Resolution 2021-XX approving the final plat and plans of the 5th Addition of the Rivers Edge Subdivision with conditions and findings of fact as presented by Staff.

ATTACHMENTS

- Draft Resolution
- Engineer's Memo dated June 16, 2021
- Applicant Submittals
- Developers Agreement

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

RESOLUTION 2021-XX

**A RESOLUTION APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 5th
ADDITION OF RIVERS EDGE**

WHEREAS, the applicant, Dale Willenbring on behalf of St. Francis Land Development, LLC, has requested final plat approval for the 5th Addition of the Rivers Edge subdivision; and

WHEREAS, the property is legally described as Outlot A, Rivers Edge 4th Addition and Outlot C, Rivers Edge 2nd Addition, Anoka County, Minnesota, according to the recorded plat thereof; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on April 2, 2018 and August 19, 2019; and

WHEREAS, the final plat and final plans are in conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the City Council of the City of St. Francis on June 21, 2021, considered the final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the final plat, final PUD plan, and associated documents for the 5th Addition of the Rivers Edge subdivision based on the following findings of fact:

1. The proposed final plat is consistent with the Comprehensive Plan and conforms to the City subdivision code;
2. The proposed plans for the 5th Addition are in substantial compliance with the approved PUD development stage plan and preliminary plat; and
3. A developers agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards.

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 5th Addition of Rivers Edge shall be subject to the following conditions:

1. Build out of the Rivers Edge PUD shall be in accordance with all applicable conditions of the PUD Development Plan approval.
2. Applicant shall revise the 5th Addition final plat legal description to include Outlot A, Rivers Edge 4th Addition.
3. All conditions listed in the Engineer's Memo dated June 16, 2021 shall be satisfied.

4. A final landscaping plan shall be provided and shall include two trees on each lot. The types of trees planted shall be consistent with the trees utilized in previous Additions and consistent with Code 10-73-04.
5. New drainage and utility easements are established by the approved final plat.
6. The applicant shall transfer ownership of Outlot B of the 1st Addition and Outlot C of the 5th Addition to the City at the time of recording of the 5th Addition final plat.
7. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
8. The applicant shall be responsible for all costs associated with the final plat application.
9. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
10. The applicant shall record the final plat and plans with the County Recorder.

Approved and adopted by the City Council of the City of St. Francis on the 21st day of June, 2021.

Steven D. Feldman, Mayor

Attest: Diana Saenger, City Clerk

Dated



**ENGINEERING REVIEW
for City of St. Francis
by
Hakanson Anderson**

Submitted to: City of St. Francis

**cc: Joe Kohlmann, City Administrator
Jason Windingstad, Public Works Director
Kate Thunstrom, Community Development Director
Beth Richmond, City Planner
Craig Jochum, City Engineer
Marty Campion, Campion Engineering Services
Dale Willenbring, Laketown Homes**

Reviewed by: Shane Nelson, Assistant City Engineer

Date: June 16, 2021

**Proposed
Project: Rivers Edge 5th Addition**

Street Location: NA

Applicant: Laketown Homes

Owners of Record: St. Francis Land Development LLC

**Jurisdictional Agencies: City of St. Francis, MPCA, Anoka County
(but not limited to)**

**Permits Required: City Approval, NPDES Construction Permit
(but not limited to)**

INFORMATION AVAILABLE

Rivers Edge 2nd & 3rd Addition SWMP, dated 6/26/2021, prepared by Civil Methods, Inc.

Rivers Edge 5th Addition Grading Set, dated 3/29/2021, prepared by Campion Engineering Services, Inc.

Rivers Edge 5th Addition Final Plat, dated March, 2021, prepared by Wenck/Stantec

Rivers Edge 5th Construction Plans, Dated 5/20/2021, prepared by Campion Engineering Services, Inc.

Storm Sewer Design Rivers Edge 5th, Dated 5/18/2021, prepared by Campion Engineering Services, Inc.

STREETS

1. The existing cul-de-sac off of Rum River Blvd that is proposed to be removed currently provides field access to the two properties to the north and is proposed to be removed with this project. It is our understanding that future access will be gain from the Unnamed Street to the east of Marigold Street. Please add a note on the construction plans stating "Contractor to provide access route to be properties to the north to allow for farm machinery access". The access route shall be free from any abrupt grade changes, obstacles, etc.
2. Please at a note to call for the restoration of driveways (if applicable) to match existing materials, thickness, and widths and of turf in the area of the temporary cul-de-sac on 236th Lane NW (both locations) and the temporary cul-de-sac on Marigold Street NW.
3. 237th Avenue is incorrectly labeled 237th Lane and 237th Street on all pages. 236th Lane is incorrectly labeled 236th Street on page 7. Please revise to provide the correct names.

SEWER AND WATER UTILITIES

1. A call out shall be added at the connection of any tracer wire for non-conductive water main to a conductive watermain at their respective connections. There are two connections of PVC to DIP watermain at the cross located in the intersection of Quay Street and 237th Lane.
2. Watermain dead ends are proposed at the eastern and western end of 237th Lane. Please provide temporary hydrants in these locations to facilitate flushing of the watermain.
3. Lot 6 block 4 calls out a sanitary sewer stub elevation of 918.9. This elevation is above the lower-level elevation of 914.9 that is called out in the grading plans.

Please revise the sanitary sewer stub elevation such that it will work with the proposed house elevation.

4. Lot 1 Block 3 has 2 sanitary sewer stub elevation call outs. The first elevation call out on page 4 does not work with the proposed house grading. Please remove the duplicate elevation or ensure both sanitary sewer stub call outs agree.
5. Please revise Sheet 5 to provide a 4" water service stub to the park, with 10' of separation from the sanitary sewer service.

STORMWATER CALCULATIONS

1. The slopes listed in the storm sewer design calculations do not agree with the slopes in the construction plans. Please revise these errors to ensure that the slopes listed in the plans match the calculations and that the pipes are adequately sized.
2. The storm sewer design calculations for the Quay Street intersection stop at the existing catch basin. Please continue those calculations using as-built data to the outfall to ensure the as-built conditions can support the 10-year event from the additional system.
3. The stormwater reports submitted do not depict the grading changes that have been made to stormwater basin 1P as well as it does not reflect the changed EOF elevation. Please update the stormwater model and provide an updated watershed map that reflects the current grading and development plans.
4. Three different stormwater reports were submitted with this application. These reports contain various conflicts. Please compile these three reports into a single stormwater report as required to support the proposed grading and development plans associated with the 5th Addition.

FINAL PLAT

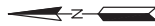
1. As per the above comment, an access route must be provided to the properties to the north. Please dedicate the future street right-of-way on the final plat or provide a separate easement (dedicated to the public) over the proposed access route.
2. 237th Avenue is incorrectly labeled 237th Lane. Please revise.

SUMMARY AND/OR RECOMMENDATION

We recommend approval of the Final Plat subject to the above comments being addressed.

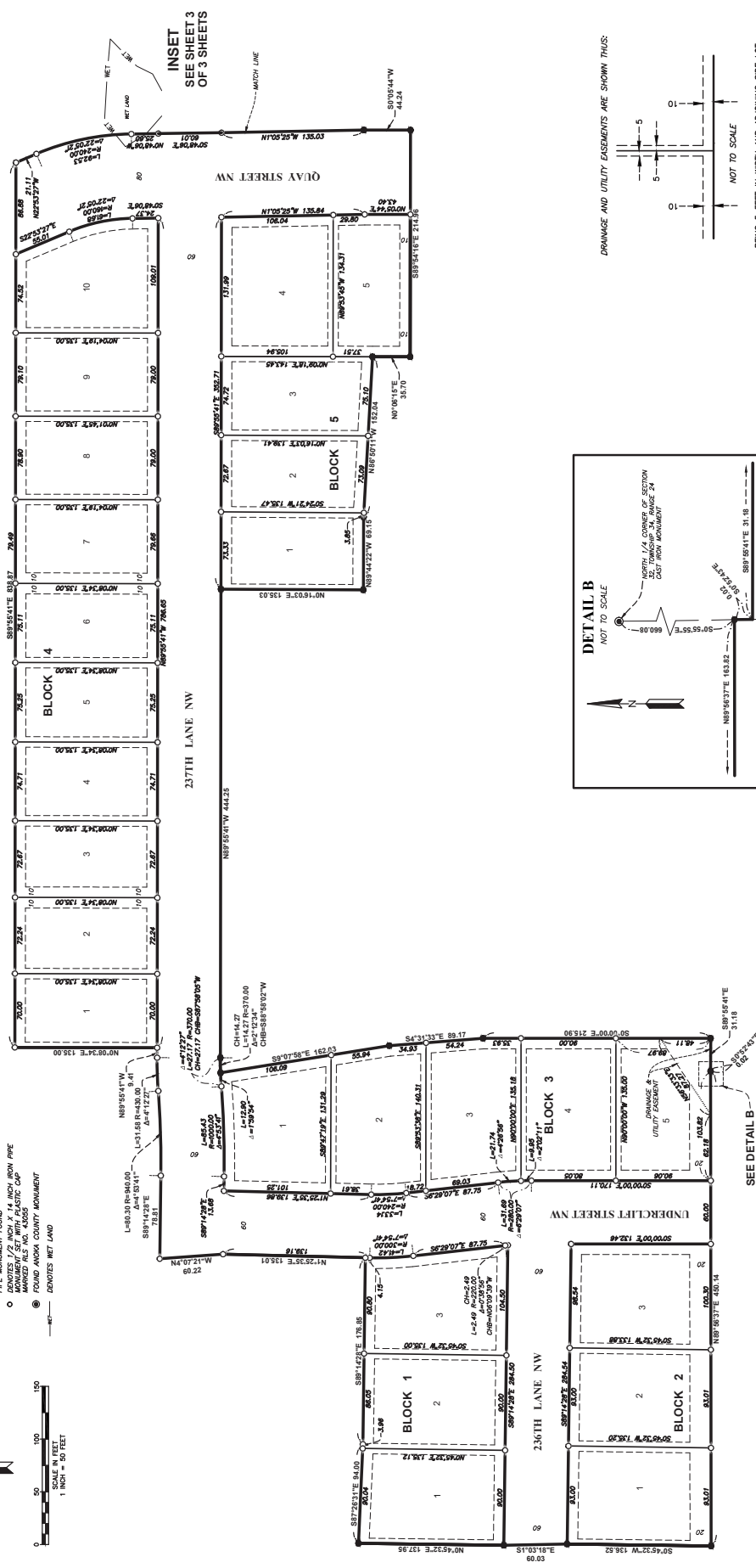
RIVERS EDGE 5TH ADDITION

City of St. Francis
County of Anoka
Sec. 32, Twp. 34, Rng. 24

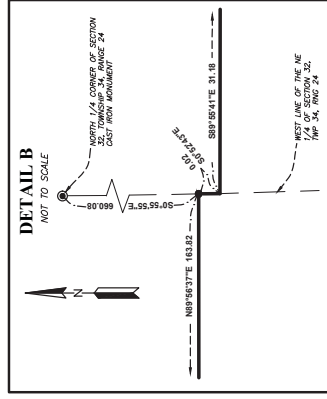


BEARING ORIENTATION NOTE:
THE NORTH LINE OF OUTLOT A, RIVERS
EDGE 4TH ADDITION, IS ASSUMED TO
BEAT S89°54'1"E.

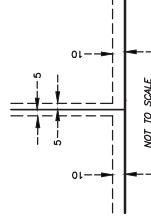
- LEGEND
- DENOTES 1/2 INCH X 14 INCH IRON
PNE MONUMENT FOUND
 - MONUMENT SET WITH PLASTIC CAP
AND NO RECORD
 - FOUND AND NO MONUMENT
 - DENOTES WET LAND



INSET
SEE SHEET 3
OF 3 SHEETS



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

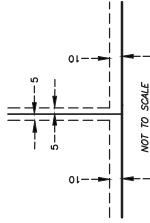


BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT
LINES AND BEING 10 FEET IN WIDTH AND ADJOINING
FRONT AND REAR LOT LINES, AND ADJOINING
STREETS, EXCEPT AS SHOWN.

RIVERS EDGE 5TH ADDITION

City of St. Francis
County of Anoka
Sec. 32, Twp. 34, Rng. 24

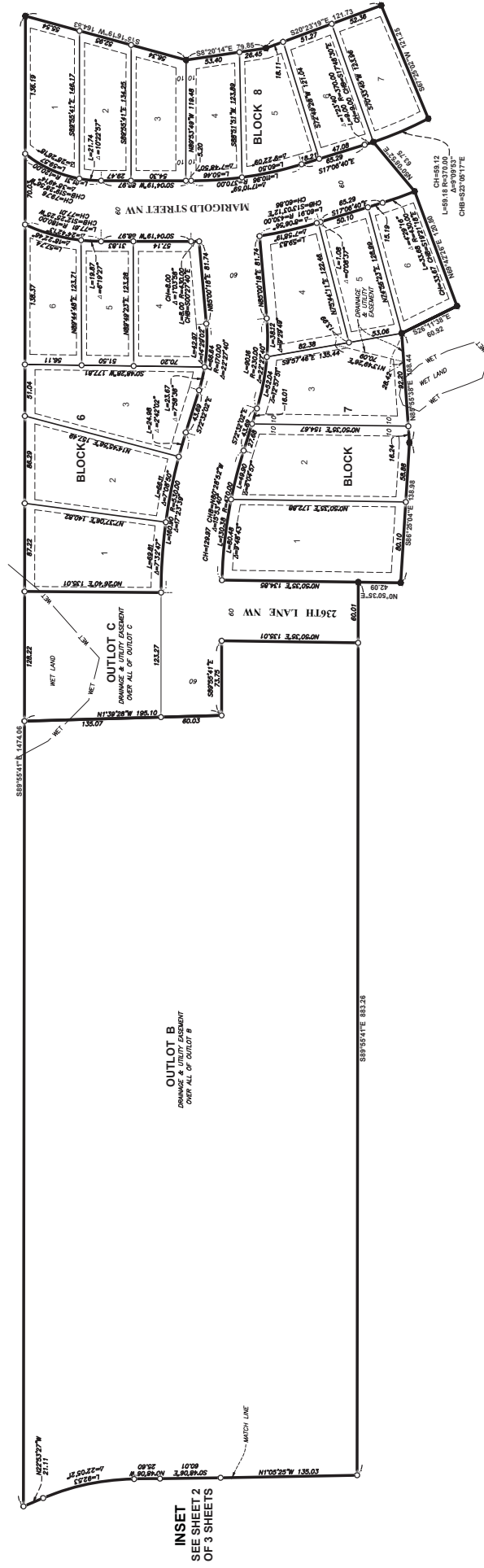
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEARING ORIENTATION NOTE:
THE NORTH LINE OF OUTLOT A, RIVERS
EDGE 5TH ADDITION, IS ASSUMED TO
BEAR S89°55'41"E.

LEGEND

- DENOTES 1/2 INCH X 14 INCH IRON PIPE
- DENOTES 1/2 INCH X 14 INCH IRON PIPE WITH MANHOLE
- DENOTES 1/2 INCH X 14 INCH IRON PIPE WITH MANHOLE AND PLASTIC CAP
- DENOTES 1/2 INCH X 14 INCH IRON PIPE WITH MANHOLE AND PLASTIC CAP AND FOUND ANOKA COUNTY MONUMENT
- WET— DENOTES WET LAND



INSET
SEE SHEET 2
OF 3 SHEETS

**DEVELOPMENT AGREEMENT
RIVERS EDGE 5th ADDITION**

This Development Agreement ("Agreement") is made and entered into this ____ day of _____, 2021, by and between the City of St. Francis, a Minnesota municipal corporation ("City") and St. Francis Land Development, LLC, a Minnesota Limited Liability Company ("Developer").

WITNESSETH:

WHEREAS, the City approved the final plat and final plan PUD of RIVERS EDGE 5TH ADDITION on _____, said plat legally described in **Exhibit A** attached hereto and made a part hereof ("Property") contingent upon the conditions recited therein and on the execution of this Development Agreement by the Developer and City; and

WHEREAS, the City approved forty-five (45) lots in this fifth addition, (5 lots in the fourth addition, 10 lots in the third addition, 6 lots in second addition, 23 lots were approved in the first addition) of an expected one hundred twelve (112) Single Family Residential lots; and

WHEREAS, the proposed plat contemplates the dedication of certain streets and roads to be constructed in accordance with applicable ordinances and standards, and with the plans and specifications prepared by the Developer's Engineer as provided herein as **Exhibit B**, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the proposed plat contemplates the construction of a sanitary sewer, water service and drainage facilities by the Developer within the Property, and with the plans and specifications as provided herein as Exhibit C, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the City requires that the water, and sewer and drainage facilities constructed upon the Property meet the City's quality standards; and

WHEREAS, pursuant to negotiations between the City and a prior owner of the Property, the prior owner requested and the city agreed to and the City constructed a water main and sanitary sewer in, under and across the Property and deferred the connection fee against the Property for said water and sanitary sewer until development of the Property. The value of the water main and sanitary sewer improvements to the Property is \$389,040.43; and

WHEREAS, the Developer will pay a portion of the \$389,040.43 as part of the approvals for this part of the Property; and

WHEREAS, the Developer desires that after it completes the construction, the City will accept and maintain said streets, roads, sidewalk, trails, water and sewer and drainage facilities that serve said plat; and

WHEREAS, the City requires certain security hereunder to guaranty the proper construction of said streets and road, trails, water and sewer, and drainage facilities and the payment of all costs for labor and materials incurred in connection therewith; and

WHEREAS, the Developer has fee simple title to the property legally described in Exhibit A; and

WHEREAS, the Developer agrees to be fully bound by the terms and conditions of this Development Agreement (hereinafter referred to as "Development Agreement" or "Agreement").

NOW, THEREFORE, in consideration of the mutual promises of the parties made herein, it is agreed by and between the parties hereto, that the Developer will provide all labor and materials and construct streets, roads, sidewalk, trails, water and sewer and drainage facilities to adequately serve the plat of RIVERS EDGE 5th ADDITION and take all other actions in accordance with this Development Agreement at its own expense except as hereinafter provided.

IT IS ALSO AGREED:

1. **Request for Plat Approval.** The Developer is the fee owner of the lands in the City of St. Francis legally described on Exhibit A and has asked the City to approve the plat of RIVERS EDGE 5th ADDITION and the plans for the installation of public and private improvements within the plat of RIVERS EDGE 5th ADDITION (hereinafter referred to as the "plat"). The land within the plat is legally described in Exhibit A.

2. **Conditions of Plat Approval.** The City hereby approves the plat and the installation of public improvements on the condition that the Developer complies with all conditions outlined in the _____, 2021, final plat approval (including references to requirements of the preliminary plat) city ordinances and compliance with this Agreement. The City hereby further conditions this approval upon the requirement that the Developer submit and receive approval from the City Engineer for the final utility plans, final grading and storm water plans and plans for the temporary access to County Road 72 / Rum River Boulevard NW at 236th Avenue and for the construction of access to Quay Street and Marigold Street. The City further conditions its approval on the Developer entering into this Agreement and furnishing the security required by it. The Developer is also required to secure sewer extension permits, an NPDES Phase II permit, provide evidence of full fee title in the property and pay all outstanding tax and special assessment obligations if any, as a condition of plat approval telephone, electric and gas utility lines are to be placed underground in accordance withal applicable City ordinances; driveways should be located so as to preserve as many trees as possible; addresses for each

individual home shall be posted at each driveway entrance; street signs shall be required at all intersections at Developer's expense; the Developer shall comply with the Agreement and Waiver Regarding Pre-Approval Grading of Plat known as Rivers Edge; all as a condition of plat approval. The Developer is required to obtain all necessary permits required by Anoka County for the construction of temporary access to County Road 72/Rum River Blvd. NW as a condition of plat approval.

3. **Right to Proceed.** Within the Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the Property is in the name of the Developer; 3) the necessary security has been received by the City; 4) final engineering and construction plans and Storm Water Pollution Prevention Plan have been delivered by Developer to city engineer and the engineer has approved; 5) Developer has obtained all necessary permits from all federal, state and local governmental entities; 6) Developer has submitted to City the Insurance Binder required herein; and 7) the City's administrator has issued a letter that conditions 1 through 6 herein have been satisfied and that the Developer may proceed. Provided items 1 through 6 have been satisfied, the City Engineer may issue the Developer a letter authorizing the Developer to grade the site (including reasonable tree removal).

4. **Phased Development.** The Developer will submit a phasing plan, if any, to the City for review and a determination by the City as to whether the phasing plan will be approved. In the event that the phased development plan is not acceptable to the City, the Developer shall comply with City instructions and resubmit the phasing plan for City review and a determination by the City as to whether the phasing plan will be approved. The City may refuse to approve final plats of subsequent Phases if the Developer has breached this Agreement and the breach has not been remedied.

5. **Development Plans.** The Developer intends to develop the Rivers Edge Planned Unit Development in two or more phases. The City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied. The plat shall be developed according to plans submitted to and approved by the City. The plans shall not be attached to this Agreement. With the exception of Plan A, the plans may be revised, subject to reasonable City approval, after entering the Agreement, but before commencement of any work in the plat. The erosion control plan must also be approved by the City Engineer. If the plans vary from the written terms of this Agreement, the written terms shall control.

The plans are:

Plan A: Plat/Staging Plan

Plan B: Grading Plan
House Pad Locations and Elevations

- Plan C: Gravity sanitary sewer service, water service and drainage facilities Plan
- Plan D: Soil Erosion Control Plan and Schedule

6. **Improvements.** The Developer shall install and pay for the following public and private improvements (collectively the “Improvements”) as required to be built in accordance with the approved plans:

- A. Site Grading and Ponding and all temporary and permanent erosion control measures
- B. Bituminous Streets
- C. Street Signs
- D. Street Lights
- E. Setting of Lot and Block Monuments
- F. Surveying and Staking
- G. Storm Sewer System, including all necessary culverts, catch basins, ponds, inlets and other appurtenances
- H. Water System*
- I. Sanitary Sewer System*
- J. Concrete Curb and Gutter
- K. Concrete Sidewalk
- L. Underground Utilities
- M. Landscaping
- N. Connection to municipal water and sewer facilities, sewage disposal constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City code provisions and the requirements of the City and the Minnesota Pollution Control Agency
- O. Bituminous Trails

The improvements shall be installed in accordance with City standards, ordinances, and plans and specifications which have been prepared by an Engineer registered in the State of Minnesota and reviewed and approved by the City Engineer. The Developer shall obtain all necessary permits from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health, Anoka County Highway Department and other agencies before proceeding with construction. The City, at the Developer's expense as set out in Section 17, shall have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer's Engineer shall schedule a preconstruction meeting at a mutually agreeable time at the City offices with all parties concerned, including the City staff, to review the program for the construction work. A complete set of reproducible "As Built" utility and grading plans shall be prepared for the City Engineer. The Developer shall provide electronic AutoCAD files to the City Engineer for preparation of the “As Built” plans. A complete set of “As Built” grading plans shall be prepared by the Developer’s Engineer. The cost of preparing these plans shall be paid for by the Developer.

* The City has constructed the water and sanitary sewer within the Property. The Developer has benefitted from the water and sanitary sewer improvements constructed by the City on the Property. The prior City Engineer has calculated the benefit received by the Developer for these water and sanitary sewer improvements at \$389,040.43. Based on same, the City shall require that the Developer pay a connection charge of \$389,040.43, and Developer agrees to pay this amount. The connection charge shall be paid in accordance with the formula as listed in Section 8 of this Agreement.

The Developer also agrees to design all streets and roadways to meet thirty (30) miles per hour design standards and acknowledges and agrees that a minimum of a three hundred (300) foot radius or approved super elevated curve is required to meet this standard. The Developer will submit thickness design calculations to verify that the proposed pavement thickness is acceptable to the City. The Developer shall obtain all necessary approvals from Anoka County for construction traffic off of County Road 72.

The Developer will also submit a signage plan for review and determination of sufficiency by the City.

The Developer will submit a lighting plan for review and determination of sufficiency by the City.

All construction traffic to and from the Property must access the designated construction access at approximately 236th Street.

7. **Security.** To guaranty the compliance with the requirements, provisions, limitations and terms set forth in this agreement, and the installation and construction of improvements in a good and workmanlike manner, pursuant to the plans and specifications and the requirements of the City Engineer, and payment of the costs of all improvements, the Developer shall furnish and deliver to the City a letter of credit, in the form attached hereto (or as deemed acceptable by the City) from an FDIC insured bank ("security") prior to beginning any construction within the plat. The letter of credit shall renew automatically until released by the City. The amount of the security includes all the security requirements set forth in this Agreement and was calculated as follows:

CONSTRUCTION COSTS:

Sanitary Sewer	\$ 326,500.00
Water Main	\$ 260,600.00
Storm Sewer	\$ 216,700.00
Streets	\$ 514,310.00
Trails	\$ 15,390.00

CONSTRUCTION TOTAL**\$1,333,500.00**

100% of Construction Total

\$1,333,500.00

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the reasonable approval of the City Administrator. The Letter of Credit shall allow the City to draw upon the instrument, in whole or in part, in order to complete construction of any or all of the improvements or to satisfy the claims of Contractors or suppliers which have not been satisfied by Developer and to pay any fees or costs due to the City by the Developer. The City may draw down the security, upon ten (10) business days' prior written notice to the Developer for any violation of the terms of this Agreement. Amounts drawn shall not exceed the amounts necessary to cure to the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. The Developer may apply to the City Council of the City for a reduction of the security once per month commencing 30 days after the permit for the Sanitary Sewer is issued. The City Council shall respond to this request within 30 days of receipt of the Application for Reduction of Security. Upon receipt of proof satisfactory to the City that work has been completed to the quality as required by the City, and that the Developer has taken all steps necessary to ensure that no liens will attach to the plat, and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time up to ninety percent (90%) of the financial obligations that have been satisfied, as determined by the City in its sole discretion. It is expressly understood that the 100% Initial Letter of Credit may only be requested to be drawn on by the Developer to be reduced if there is 125% left in total security for the cost of the remaining public improvements. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required "as constructed" plans have been received by the City, a warranty security is provided, and the public improvements are accepted by the City Council. Reductions in the security will be based on the actual work completed based on the bids submitted to the City.

8. Payment of Connection Charges. The Developer and City acknowledge the \$389,040.43 in water and sewer connection charges will be paid off as each individual lot on the Property is platted, less the credits for trunk oversizing.

The Developer will install trunk sanitary sewer and trunk watermain in the Rivers Edge 5th Addition, for which the Developer shall receive credit for the actual construction costs.

The Developer shall pay a pro-rata portion of the remaining connection charges concurrent with the execution of this Agreement. The total portion of the water and sewer connection charges paid under this Agreement shall be \$79,560.00.

Summary of Connection Charges

Sewer and Water Connection Charges	\$389,040.43
Rivers Edge (1 st) Addition Charges	\$ 40,672.41
Trunk Sanitary Sewer and Watermain Credit	\$ 66,807.00

Rivers Edge 2 nd Addition Charges	\$ 10,608.00
Rivers Edge 2 nd Addition Credit	\$ 7,365.58
Rivers Edge 3 rd Addition Charges	\$ 17,680.00
Rivers Edge 4 th Addition Charges	\$ 8,840.00
Rivers Edge 5 th Addition Trunk Credit	\$ 81,447.02
Rivers Edge 5 th Addition Charges	\$ 79,560.00
Outstanding Connection Charges	\$ 76,060.42

The remaining amount of the connection charges to be paid from the Developer to the City shall be collected with future phases of the development less any credits for trunk oversizing constructed in future phases of the development.

9. Summary of Cash Requirements. The following is a summary of the cash deposit under this Agreement which must be furnished to the City at the time of final plat approval and execution of this Agreement by the City:

Section 22 Escrow (Engineering, City Administration, Legal Expenses)	\$80,000.00
plus charges already on record and incurred by the City	
Park Dedication (\$2,500 x 11 and \$948 x 34)	\$59,732.00
Connection Charge	\$79,560.00

TOTAL CASH REQUIREMENTS **\$219,292.00**
Plus charges already on record and incurred by the City

The City will utilize the Section 22 Escrow to pay all bills associated with this project. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of completion of all project warranty periods. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City.

10. Responsibility for Costs.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Agreement, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat, as well as preparation of record drawings.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its

officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees and costs.

C. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments, as outlined in Sections 7, 8, 19, 20 and 21 herein, referred to in this Agreement. This is an obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year.

F. In addition to the charges herein and special assessments referred to the herein, other charges as required by City ordinance may be imposed such as but not limited to sewer access charges ("SAC"), City water access charges ("WAC"), park dedication fees, and building permit fees.

11. **Erosion Control.** Before the site is graded and before any utility construction is commenced or building permits are issued, the erosion control plan shall be implemented by the Developer and inspected and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in the area. Except as otherwise provided in the erosion control plan, seed shall be certified oat seed to provide temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not timely comply with the erosion control plan and schedule or supplementary instructions received by the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not effect the Developer's obligations or City's right hereunder. If the Developer does not reimburse the City for any cost the City incurred for such within thirty (30) days, the City may draw down the letter of credit (referred to in Section 7) to pay any costs. No development will be allowed and no building permits or occupancy certificates will be issued unless the plat is in full compliance with the erosion control requirements.

The Developer further agrees to provide a 30-foot drainage and utility easement around all delineated wetlands. The erosion control measures specified in the Plans shall be binding on the Developer.

12. **Clean Up.** The Developer (and Home Builders) will keep the premises free from accumulation of waste materials, rubbish, and other debris resulting from work. The Developer

shall promptly clean dirt and debris from streets resulting from construction work by the Developer, its agents, assigns or purchasers of lots in the plat. If the streets are not cleaned within five (5) calendar days after notice to the developer, the City will undertake the cleaning of the streets and charge the cost of the street cleaning back to the developer.

At the completion of the work, the Developer (and Home Builders) will remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment, machinery, and surplus materials, and will leave the site clean. The Developer (and Home Builders) will restore to their original conditions (including topsoil and seed), those portions of the site not designated for alteration by the Agreement Plans.

13. **Time of Performance.** The Developer shall install all required public improvements except the final wear course in accordance with the approved Plans for the fifth Phase by October 15th, 2021. The final wear course on streets shall be installed between August 15 and September 15 the first summer after the base layer of asphalt has been in place for one freeze thaw cycle. The Developer may, however, request in writing an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course placement must have the written approval of the City Engineer and shall be completed by September 15th, 2022, unless an extension is granted. The final wear course may be delayed or scheduled at any time of the year based upon existing site conditions at the discretion of the City Engineer. Requests that are not in writing will have no effect on Developer's time of performance. Work on the Improvements to the Property shall be performed between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday.

14. **Title of Plat.** The Developer hereby warrants that it is the full fee owner of the development as of the time of the filing of the final plat for the development, and that any encumbrances will be junior to this Agreement. The Developer agrees to obtain a consent to plat and dedication of streets to City from all mortgagees on the property before the plat will be executed by the City.

15. **Ownership of Improvements.** The acceptance by the City of the work and construction required by this Agreement and the improvements lying within public easements shall operate to transfer such property to the City without further notice or action this transfer shall be effective at the time of acceptance even if such improvements were accepted before the entry into this Agreement.

16. **Claims.** In the event that the City receives claims from labor or materialmen that work required by this Agreement has been performed, the sums due them have not been paid, and the laborers or materialmen are seeking payment out of the financial guarantees posted within the City, the Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the letters of credit in an amount up to 100% of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, the Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the funds deposited with the District Court,

except that the Court shall retain jurisdiction to determine attorney's fees pursuant to this Agreement. The City will endeavor to notify the Developer of its intention to draw down the letter of credit. The City will give the Developer five (5) days' notice, unless the security will expire within thirty (30) days, to deposit with the court an equal amount of cash in lieu of the City drawing down the letter of credit.

17. **Park and Trail Dedication and Improvements.** The Developer agrees to comply with all recommendations by the City Parks Commission related to this development. The Developer shall be providing both land and cash to satisfy its park dedication requirement for the first phase (Rivers Edge). Blocks 4-7 of the 5th Addition are included in the first phase of development where 2.64 acres of land were dedicated for a park. Developer agrees to dedicate an additional 0 acres of land in the 5th Addition and pay \$948/unit for each lot in Blocks 4-7 of the 5th Addition. Specifically, for this 5th Addition, in addition to the dedication of 0 acres as park, Developer shall be \$948 x 34 lots or \$32,232.

For the second phase of development, the Developer shall dedicate 0% of the required 10% park dedication requirement. Blocks 1-3 of the 5th Addition are included in the second phase of development. The Developer agrees to dedicate 0 acres of land in the 5th Addition and pay \$2,500/unit for each lot in Blocks 1-3 of the 5th Addition. Specifically, for this 5th Addition, in addition to the dedication of 0 acres as park, Developer shall pay \$2,500 x 11 lots or \$27,500. Total park dedication fees for RIVERS EDGE 5th ADDITION are \$59,732.

Developer shall also be required to satisfy its park dedication requirement for all subsequent phases of this development at the time it plats that property. The Developer shall pay all park dedication fees in advance of filing of the plat. The Developer will also install a five (5) foot sidewalk on at least one side of every street in RIVERS EDGE 5th ADDITION as approved by the City Engineer. Developer shall also install an eight (8) foot bituminous trail along the west side of Quay Street (which continues this trail from Rum River Bluffs). The sidewalk and trail do not satisfy any portion of the park dedication requirement.

18. **Landscaping.** The Developer or Builder shall plant two trees on every lot in the plat. The tree shall be selected from among the following species: The Developer or Builder shall provide landscaping and ground cover consistent with Section 10-73-04 of the City's Zoning Ordinance, all in accordance with the Landscape Plan submitted by Developer and approved by City.

Maples (including Norway, "Schwedler and Sugar") Linden, American (Basswood)
Linden, Littleleaf (and varieties "Greenspire" and "Redmond")
Honeylocust (and varieties "Imparial", "Skyline" and "Sunburst")
Hackberry
Oak

The minimum tree size shall be two inches caliper, either bare root in season or balled and burlapped. The trees shall not be planted in the boulevard. The Developer shall assure that the front and side yards of each lot are properly graded, four inches of topsoil added, sod laid to

complete front yard (including right-of-way) (seeding will be allowed in front yard if a sprinkler system is also installed), and seeding or sod to remainder of disturbed area of lot. Weather permitting, the trees, sod, and seed shall be planted before Certificates of Occupancy are issued for a lot. All required trees and sodding/seeding shall be provided within ninety (90) days after completion of the home/building construction or before a Certificate of Occupancy is issued for a house, whichever comes first. In the event that weather conditions prohibit the planting of trees and sodding/seeding, the Developer or Builder shall provide proof of escrow or financial security in the amount of \$300.00 per tree and \$2,000.00 for sodding/seeding of the property. All required trees and sodding/seeding shall be provided no later than October 1 of every year, unless an extension is granted by the City. Once the required trees have been planted, the City will release the security.

A plan showing the location and proposed style of mailboxes to be used in the plat shall be submitted to the City for approval. Individual mailboxes on each lot will not be acceptable. Groupings of mailboxes will be required. The Developer should review mailbox placement with the U.S. Postal Service for its comments regarding same.

19. **Warranty.** The Developer warrants all work required to be performed by it against poor material and faulty workmanship. The warranty period for streets is one year. The warranty period for underground utilities is two years. The one-year warranty period on streets shall commence after the final wear course has been installed, the Final Project Punchlist has been completed, and the Development has been accepted by the City Council as documented in official City minutes. The two-year warranty period for underground utilities shall commence after all required testing has been completed and the bituminous base course pavement has been installed. Additionally, all trees grass and sod, shall be warranted to be alive, of good quality and disease free for twelve (12) months after planting. Any replacements shall be warranted for twelve (12) months from the time of planting. The Developer shall deliver a letter of credit (the "Warranty Letter of Credit") or other security acceptable to the City in the amount of twenty-five (25%) of final certified construction costs to secure the warranties once the wear course has been installed. The City shall retain twenty-five percent (25%) of the security previously delivered by the Developer (the letter of credit provided pursuant to paragraph 7 above) until the Warranty Letter of Credit is furnished to the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work. The security shall not be released until the expiration of the warranty period, and if any claims shall be made within the warranty period, the security shall not be released until such claims have been resolved.

20. **Construction of Model Homes.** The Developer shall be permitted to construct up to six model homes on the Property. Developer may commence construction of this model home only after the requirements of paragraph 3 above has been complied with and the streets have been completed except for the asphalt (a gravel street is in place). The Certificate of Occupancy for the model home will not be issued by the City until the Developer has completed the installation of the first lift of asphalt on the streets within this first phase of the Property and all other improvements are complete and accepted by the City.

21. **Developers Default.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 48 hours in advance, unless this agreement provides for greater notice. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part upon the Property to recover the costs. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property as provided herewith.

22. **City Engineering Administration and Construction Observation.** Developer will undertake and finish the required staking. The Developer shall pay a fee for engineering, administration and legal costs incurred by the City. City engineering and administration will include monitoring of construction, plat review, plan review, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing requests for reduction in security. Fees for this service shall be at standard hourly rates. Developer will provide a \$80,000.00 escrow plus payment of charges already on record incurred by the City, which is separate and in addition to any other escrow funds for this developer/development. The Developer shall pay for construction observation by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and street construction and will be billed on standard hourly rates. Upon final inspection, if the inspector is satisfied that the work has been completed and the Developer has fulfilled all of its obligations under the plans and specifications, the inspector will review the seeding and drainage facilities, and report to the City regarding the acceptance of such improvements. (Some seeding may be required under Paragraph 11 for erosion control prior to final inspection.) Legal fees shall include drafting of this Development Agreement and other associated documents for this Development title review and advice and counseling with the City Engineer, City Administrator and City staff. In the event that work is performed on the Property by a consultant of the City, the City shall provide to Developer itemized billing statements showing the time spent, name of company performing the work, and a general description of the work performed.

23. **Miscellaneous.**

A. The Developer represents to the City that the plat complies with all City, County, Metropolitan, State and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. The Developer represents that all lots meet the minimum standards of the City's zoning ordinances unless otherwise stated in the variance granted with the preliminary plat approval. The Developer further represents to the City that all construction will be in accordance with City standards or applicable ordinances, regulations and policies. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat

until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

B. 3rd parties shall have no recourse against the City under this Agreement.

C. Breach of the terms of this Agreement or the conditions of the Resolution approving Final Plat by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is not for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The City will not issue any building permits prior to the first lift of bituminous base pavement on the streets, concrete sidewalk, bituminous trail, and underground utility installation; except the City will allow up to one (1) building permit to be issued for model homes after installation of utilities (including testing and a determination that the utilities are operational), but before pavement of the streets with bituminous surface.

If building permits are issued for a model home prior to the completion and acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its Contractors, subcontractors, materialmen, employees, agents, or third parties. The Developer will be responsible for maintenance of the streets, including but not limited to winter plowing, until they are paved.

F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

G. The Developer represents to the City to the best of its knowledge that the plat is not of "metropolitan significance" and that an environmental impact statement is not required. If the City or another governmental entity or agency determines that such a review is needed, however, the Developer shall prepare it in compliance with legal requirements so issued from the agency. The Developer shall reimburse the City for all expenses, including staff time and attorney's fees, the City incurs in assisting in preparation of the review.

H. This Agreement shall run with the land and shall be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interest in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

I. Developer shall take out and maintain until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for the property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than \$1,000,000 for one person and \$2,000,000 for each occurrence; limits for property damage shall be not less than \$250,000 for each occurrence; or a combination single limit policy of \$1,000,000 or more. The City and consulting engineer shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given ten (10) days advance written notice of the cancellation of the insurance. The certificate may not contain any disclaimer for failure to give the required notice.

J. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be waiver of the right to exercise at any time thereafter any other right, power or remedy.

K. The Developer may not assign this Agreement without the prior written permission of the City Council, which permission shall not be unreasonably withheld. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

L. The Developer shall clean and televise all sanitary mains and manholes along with all storm mains and storm water structures prior to acceptance by the City. The Developer shall provide electronic files of videos and logs of PACP certified inspections of sanitary and storm water infrastructure.

N. The Developer shall supply a copy of this Development Agreement to all Home Builders and persons who purchase lots from the Developer. The Developer will point out to purchasers their obligations regarding Erosion Control, Clean Up, and Landscaping described in paragraphs 8, 9 and 15 above. The terms and provisions of this Development Agreement, with the exception of Erosion Control, Clean Up and Landscaping described in paragraphs 8, 9 and 15 above shall not be binding upon the owners of an individual unit and shall not be deemed to run with the title of the individual unit of the development. This provision does not release any future developer or the developer's successors or assigns from the terms and provisions of this Development Agreement.

O. The Developer shall remove all debris from the development prior to the issuance of the first building permit.

P. The Developer will comply with all issues and directions of the City Engineer.

24. **Notices.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by registered mail at the following address:

St. Francis Land Development, LLC

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by registered mail in care of the City Administrator at the following address:

St. Francis City Hall
23340 Cree Street N.W.
St. Francis, MN 55070
ATTN: City Administrator

25. **Completion.** The Developer shall notify the City when the construction of the Improvements has been completed. If the City determines in its sole and absolute discretion that (i) the improvements have been constructed in substantial conformity with the approved plans, (ii) the improvements are complete for purposes of issuing a certificate of occupancy, and (iii) all applicable warranty periods have expired, the City shall, in accordance with this Agreement, return all remaining deposits or securities held relating to the project. Upon the request of the Developer the City shall furnish to the Developer a Certificate of Completion certifying the completion of the project. Such Certificate of Completion shall be in recordable form. Developer shall reimburse City for the expense of legal and professional services in preparing the Certificate of Completion.

26. **Indemnification.** The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from any defect in the Subdivision. The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees, except matters involving intentional acts of misconduct or acts of gross negligence by the City. This indemnification shall survive the execution of any Certificate of Completion.

SIGNATURES APPEAR ON NEXT PAGE

IN WITNESS WHEREOF, the parties have signed this Development Agreement on the day and year above written.

CITY:

CITY OF ST. FRANCIS

By: _____

Steven D. Feldman

Its: Mayor

By: _____

Diana Saenger

Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021 by Steven D. Feldman and Diana Saenger, the Mayor and City Clerk, respectively, of the City of St. Francis, a municipal corporation under the laws of Minnesota, on behalf of the corporation and pursuant to the authority of the City Council.

Notary Public

1907233v7

DEVELOPER:

ST. FRANCIS LAND DEVELOPMENT, LLC

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument has been acknowledged before me this _____ day of _____, 2021, by Dale Willenbring, the President of St. Francis Land Development LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

DOCUMENT DRAFTED BY:
BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, MN 55433
(763) 780-8500 (DRS)

2004976_1

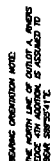
EXHIBIT A
LEGAL DESCRIPTION

Lots 1 thru 3, Block 1 and Lots 1 thru 3, Block 2 and Lots 1 thru 5, Block 3 and Lots 1 thru 10, Block 4 and Lots 1 thru 5, Block 5, and Lots 1 thru 6, Block 6 and Lots 1 thru 6, Block 7 and Lots 1 thru 7, Block 8 and Outlot A, and Outlot B, and Outlot C, all in Rivers Edge 5th Addition, Anoka County, Minnesota

EXHIBIT B

**PLANS AND SPECIFICATIONS
FOR STREETS WITHIN PLAT OF
RIVERS EDGE**

City of St. Francis
County of Anoka
Sec. 32, Twp. 34, Rng. 24

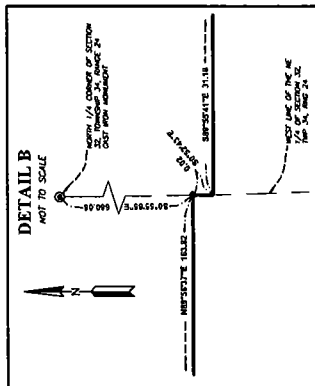


RESEARCH ORGANIZATION NOTE:

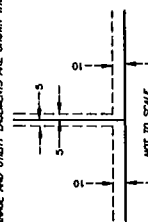
THE NORTH LINE OF OUTLOT A, RIVERS
BRIDGE 4TH ADDITION, IS ASSUMED TO
BEAR S88°53'41"E.

LEGEND

- DENOTES 1/2 INCH X 14 INCH IRON PIPE MONUMENT ROUND
- DENOTES 1/2 INCH X 14 INCH IRON PIPE MONUMENT SET WITH PLASTIC CAP MARKED ALI NO. 43080
- FOUND ANCHOR COUNTY MONUMENT
- DENOTES NET LAND



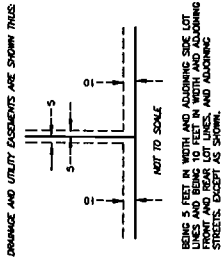
COINCIDE AND UTILITY CASEMENTS ARE SHOWN THIS-



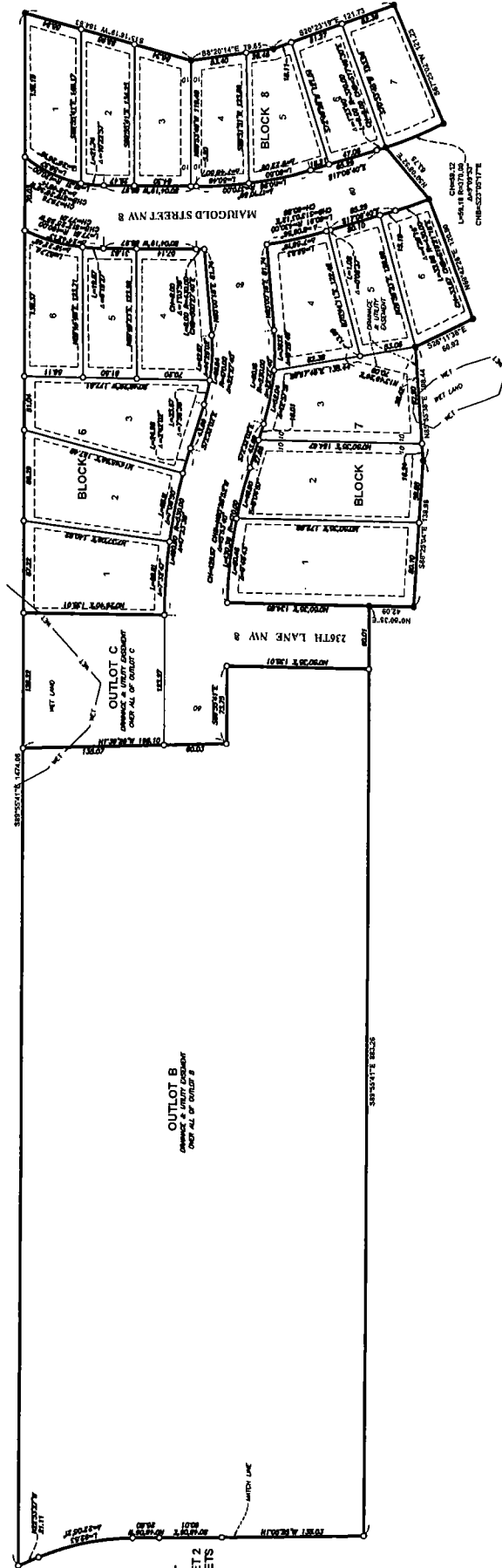
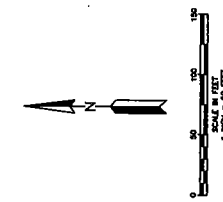
BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING FRONT AND REAR LOT LINES, AND ADJOINING STREETS, EXCEPT AS SHOWN.

RIVERS EDGE 5TH ADDITION

City of St. Francis
County of Anoka
Sec. 32, Twp. 34, Rng. 24



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING STREET, DRAINAGE AND UTILITY EASEMENTS ARE SHOWN. STREET DRAINAGE IS SHOWN.



INSET
SEE SHEET 2
OF 3 SHEETS

EXHIBIT C

**GRAVITY SANITARY SEWER SERVICE, WATER SERVICE
AND DRAINAGE FACILITIES PLAN**

RIVERS EDGE 5TH ADDITION GRADING SET ST FRANCIS, MN

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL
UNDERGROUND UTILITIES AND FOR PROTECTING THEM. THE CONTRACTOR SHALL
MAINTAINING THEIR SERVICE AND FOR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 888-454-0002
AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND
UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO
STRUCTURES OR UNDERGROUND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE
FOR ANY DAMAGE TO THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TOLL FREE 1-800-252-1118

PROJECT LOCATION

PROJECT DIRECTORY
ST. FRANCIS LAND DEVELOPMENT, LLC
ATTN: DALE WILHELMING
1000 PLYMOUTH CREEK CENTER
MAPLE PARK, MN 55059
PH: 651-781-2222
FAX: 651-781-2222
WWW.STFRANCISLANDDEVELOPMENT.COM
CAMPTON ENGINEERING SERVICES, INC.
ATTN: MARTY CAMPTON
1000 PLYMOUTH CREEK CENTER
MAPLE PARK, MN 55059
PH: 763-477-4000
FAX: 763-477-4000
WWW.CAMPTONENGINEERING.COM
ST. FRANCIS LAND DEVELOPMENT, LLC
ATTN: DALE WILHELMING
1000 PLYMOUTH CREEK CENTER
MAPLE PARK, MN 55059
PH: 651-781-2222
FAX: 651-781-2222
WWW.STFRANCISLANDDEVELOPMENT.COM
CAMPTON ENGINEERING SERVICES, INC.
ATTN: MARTY CAMPTON
1000 PLYMOUTH CREEK CENTER
MAPLE PARK, MN 55059
PH: 763-477-4000
FAX: 763-477-4000
WWW.CAMPTONENGINEERING.COM

- GOVERNING SPECIFICATIONS:**
1. THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" LATEST EDITION & SUPPLEMENTS.
2. CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD UTILITIES SPECIFICATIONS (LATEST EDITION).
3. ALL CONSTRUCTION SHALL BE COMPLIED WITH THE CONSTRUCTION OF THIS PROJECT.
4. CITY OF ST FRANCIS STANDARD SPECIFICATIONS & DETAILS.

INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	GENERAL NOTES
3	REMOVAL & DEMOLITION PLAN-EAST
4	REMOVAL & DEMOLITION PLAN-WEST
5	GRADING PLAN-CENTRAL
6	GRADING PLAN-EAST
7	STORM WATER DRAINAGE PLAN
8	DETAILS
9	DETAILS & NOTES

1" = 40'

GRAPHIC SCALE IN FEET

BENCHMARK

SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
TOWNSHIP 34, RANGE 24
EAST 9TH AVE. MONUMENT
ELEVATION = 821.97' (NGVD 29)

PROJECT NO: 21-010
SHEET NO. 1 OF 9 SHEETS DATE: 03/01/2021

RIVERS EDGE 5TH ADDITION
ST FRANCIS LAND DEVELOPMENT, LLC
ST FRANCIS, MN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
Date: 03/01/2021
By: Dale Wilhelm

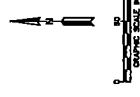
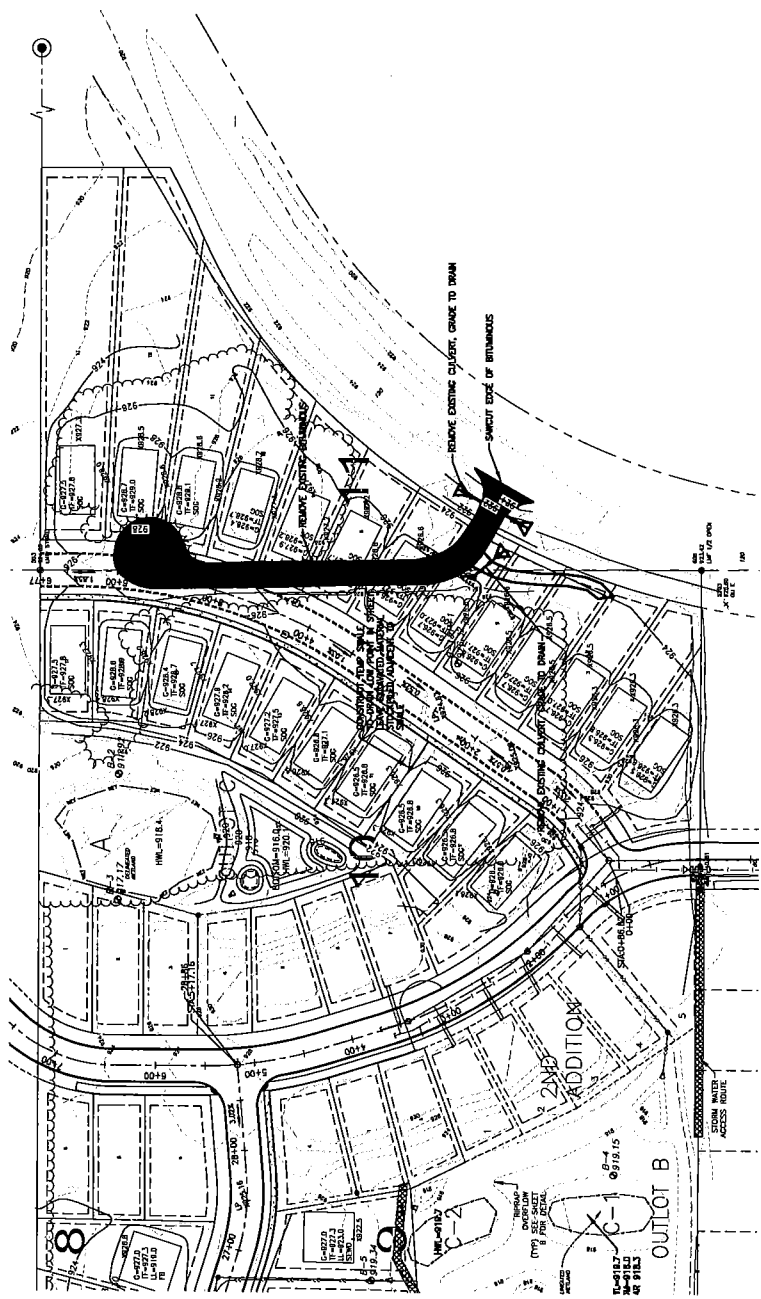
* Civil Engineering & Land Planning
1000 Plymouth Creek Center,
Maple Park, MN 55059
PH: 763-477-4000
FAX: 763-477-4000
E-MAIL: info@campton-engineering.com

CAMPION
ENGINEERING
SERVICES, INC.

NO.	DATE	DESCRIPTION
1	03/01/2021	PER 03/02/2021 CITY REVIEW
2		
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LEGEND

- PROPERTY LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- EXISTING LINE
- PROPOSED LINE
- DELIMITED WETLAND EDGE
- STORM SEWER
- WATERWAY
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND ELECTRIC CULVERT
- SOIL BORING
- STORM SEWER MANHOLE
- STORM SEWER CLEANOUT
- STORM SEWER MANHOLE
- STORM SEWER CATCH BASIN
- WATER GATE VALVE
- HYDRANT
- EXISTING TREE LINE
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- WETLAND BUFFER AREA
- WETLAND BUFFER MONUMENT SIGN



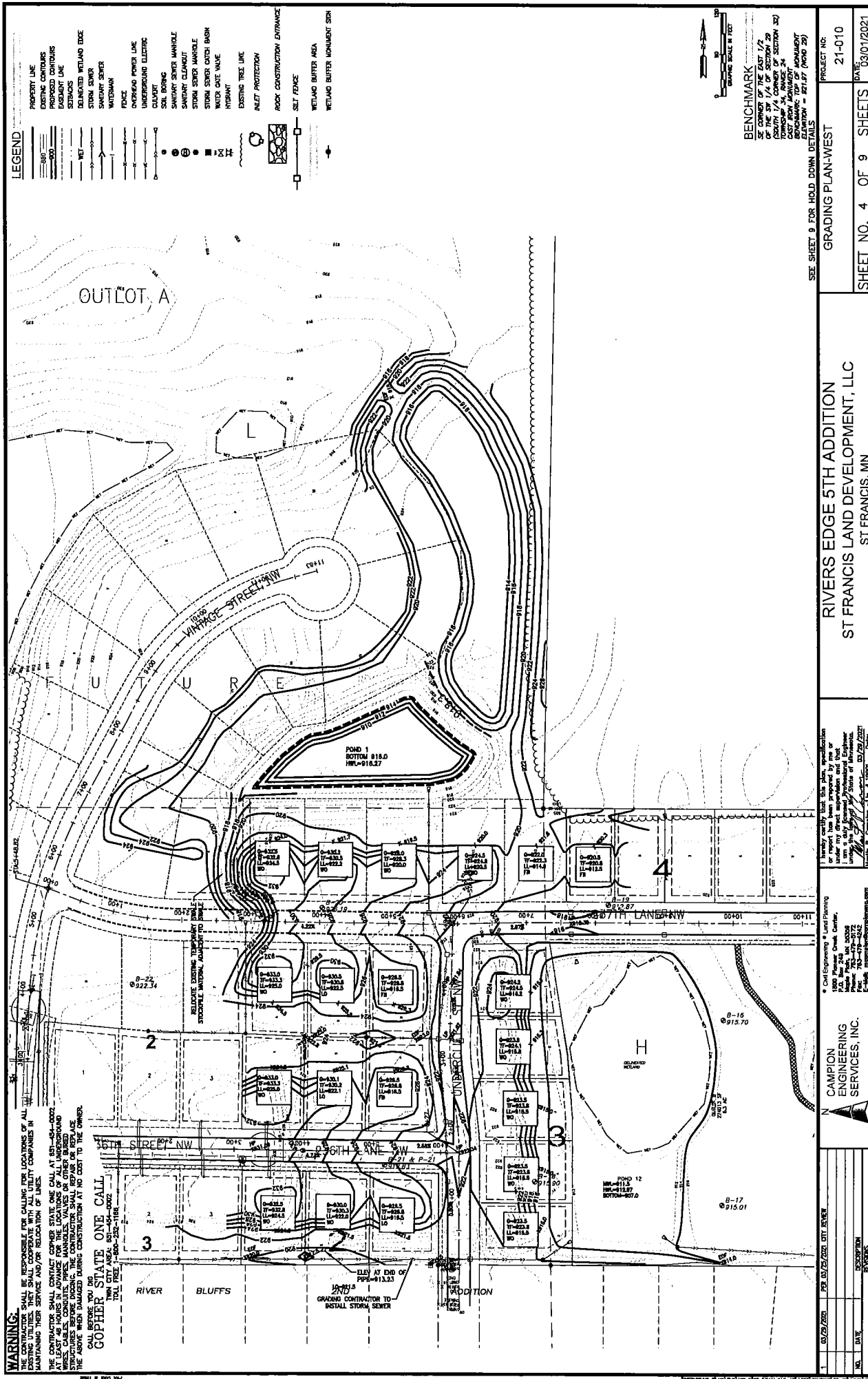
BENCHMARK
 SE CORNER OF THE EAST 1/2
 OF THE SW 1/4 OF SECTION 29
 TOWNSHIP 54, RANGE 24
 EAST 10TH AVE. MONUMENT
 ELEVATION = 921.87 (ROAD 29)

RIVERS EDGE 5TH ADDITION ST FRANCIS LAND DEVELOPMENT, LLC ST FRANCIS, MN		REMOVAL PLAN-EAST	PROJECT NO. 21-010
SHEET NO. 3 OF 9		SHEETS	DATE 03/01/2021
1	03/29/2021	03/29/2021, CITY REVIEW	
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I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
Michael J. Campion
 License No. 763-179-4242
 Date: 03/29/2021
 State: MN, CAMPION - Lic. # 763-179-4242

• Civil Engineering • Land Planning
CAMPION ENGINEERING SERVICES, INC.
 P.O. Box 248
 St. Francis, MN 55070
 Phone: 763-279-3072
 Fax: 763-279-4242
 Email: info@campioneng.com





WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND FOR RELOCATION OF LINES. AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATION OF ALL UNDERGROUND LINES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED UTILITIES. THE ABOVE BEEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TOWN CITY AREA: 651-454-0002
TOLL FREE: 1-800-454-0002

1 02/15/2021 PPR 02/15/2021 GJT REVIEW

2 02/15/2021 GJT REVIEW

3 02/15/2021 GJT REVIEW

4 02/15/2021 GJT REVIEW

5 02/15/2021 GJT REVIEW

6 02/15/2021 GJT REVIEW

7 02/15/2021 GJT REVIEW

8 02/15/2021 GJT REVIEW

9 02/15/2021 GJT REVIEW

10 02/15/2021 GJT REVIEW

• Civil Engineering • Land Planning

• Surveying • Construction Management

• Environmental Engineering • Transportation Engineering

• Water Resources Engineering • Geotechnical Engineering

• Structural Engineering • Electrical Engineering

• Mechanical Engineering • Chemical Engineering

• Industrial Engineering • Nuclear Engineering

• Aerospace Engineering • Marine Engineering

• Food Engineering • Textile Engineering

• Paper Engineering • Rubber Engineering

• Civil Engineering • Land Planning

• Surveying • Construction Management

• Environmental Engineering • Transportation Engineering

• Water Resources Engineering • Geotechnical Engineering

• Structural Engineering • Electrical Engineering

• Mechanical Engineering • Chemical Engineering

• Industrial Engineering • Nuclear Engineering

• Aerospace Engineering • Marine Engineering

• Food Engineering • Textile Engineering

• Paper Engineering • Rubber Engineering

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

Signature: [Signature]

Date: 02/15/2021

Project: RIVERS EDGE 5TH ADDITION

Sheet: 4 OF 9

Scale: AS SHOWN

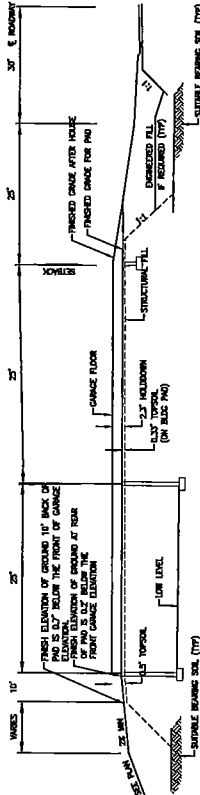
Drawn: [Name]

Checked: [Name]

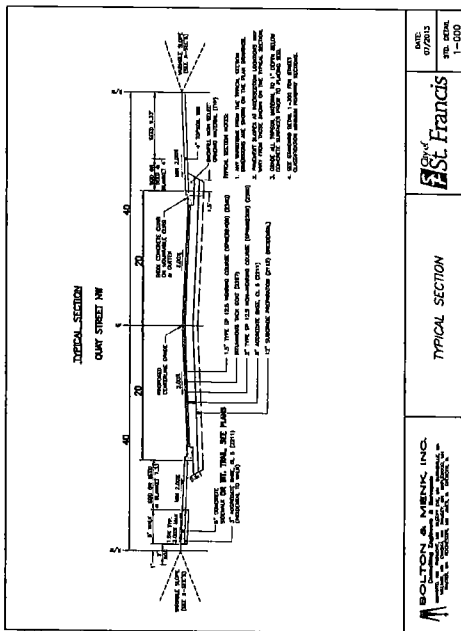
Reviewed: [Name]

Approved: [Name]

1000



SPLIT ENTRY (SE)



SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 28
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK TOP OF MONUMENT
ELEVATION = 921.87 (NOVO 28)

[illegible]

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL UTILITIES AND FOR THE PROTECTION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL MAINTAIN THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT Gopher State One Call AT 800-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL STRUCTURES BEFORE BEGINNING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL STRUCTURES BEFORE BEGINNING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL STRUCTURES BEFORE BEGINNING CONSTRUCTION.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL

1-800-454-0002
TOLL FREE 1-800-232-1168

SMALL BUT FORCE MAJEURED UPON
COMPLETION OF GRADING

PROJECT DIRECTORY

ENGINEER
CAMPION ENGINEERING SERVICES, INC.
ATTN: MARY CAMPION
1800 PIONEER CREEK CENTER
SUITE 100
ST. FRANCIS, MN 55050
PHONE: 852-714-2228
EMAIL: MARY.CAMPION@CAMPIONENGINEERING.COM

DEVELOPER
ST. FRANCIS LAND DEVELOPMENT, LLC
ATTN: DALE WILLENBERG
PO BOX 89
ST. FRANCIS, MN 55050
PHONE: 852-714-2228
EMAIL: DALE.WILLENBERG@STFRANCISLANDDEVELOPMENT.COM

EROSION CONTROL QUANTITIES
SEED MIX 22-111 = 18.7 AC
BUFFER SEED MIX 35-241 = 0.2 AC
POND SEED MIX 35-261 1.8 AC
SILT PROTECTION = 6 EA
ROCK CONSTRUCTION ENTRANCE = 2 EA

NOTES
DENOTES INLET PROTECTION
DENOTES ROCK CONSTRUCTION ENTRANCE
DENOTES SILT FENCE

CONTRACTOR
NAME: _____
CONTACT: _____
ADDRESS: _____
PHONE: _____

EROSION CONTROL INSTALLER
NAME: _____
CONTACT: _____
ADDRESS: _____
PHONE: _____

BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
TOWNSHIP 34, RANGE 34, SECTION 30
EAST 10TH AVENUE
ELEVATION = 271.07 (MND 20)

STORM WATER POLLUTION PREVENTION PLAN - OVERALL
SHEET NO. 7 OF 9 SHEETS
DATE: 03/01/2021

RIVERS EDGE 5TH ADDITION
ST. FRANCIS LAND DEVELOPMENT, LLC
ST. FRANCIS, MN

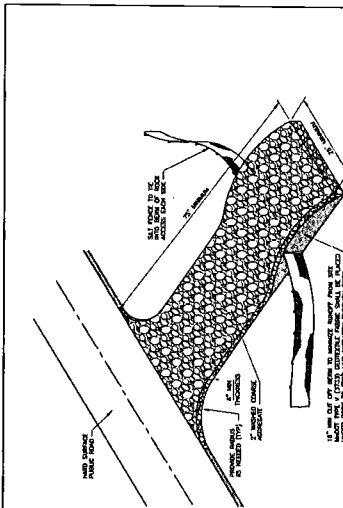
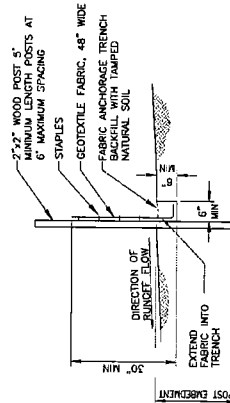
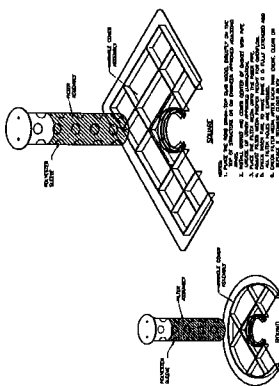
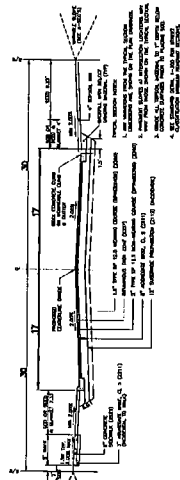
PROJECT NO. 21-010
DATE 03/01/2021

PROJECT NO. 21-010
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DATE 03/01/2021

PROJECT NO. 21-010
DATE 03/01/2021

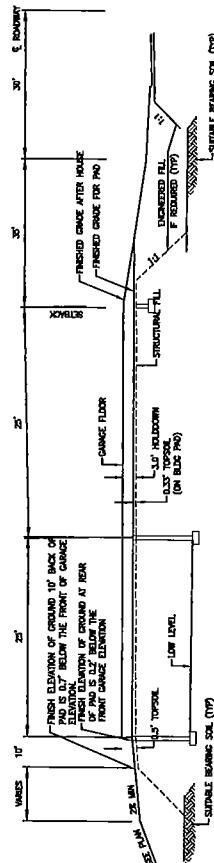
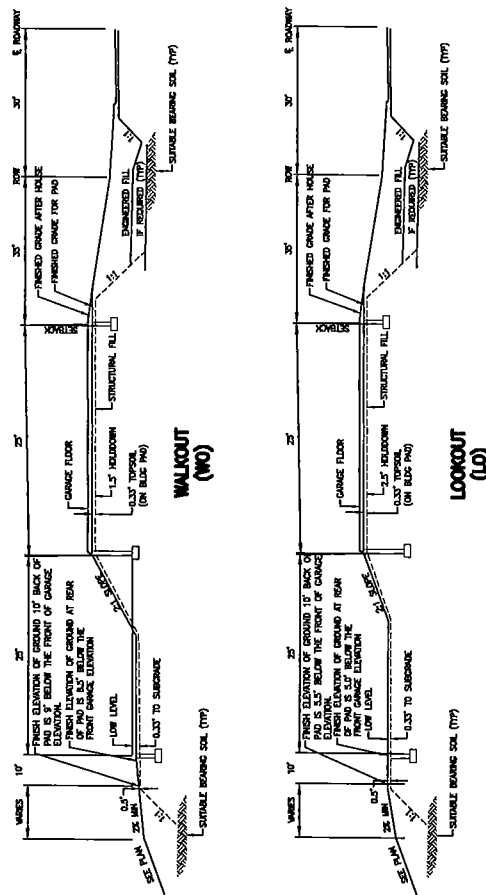
PROJECT NO. 21-010
DATE 03/01/2021



 BOLTON & MENK INC. Consulting Engineers & Architects 1000 N. 10th St., Suite 100 Minneapolis, MN 55412	SILT FENCE PREASSEMBLED	 St. Francis	DATED: 07/20/73 STA. 00+00 3-401
--	------------------------------------	--	---

03/29/2021		REV 03/29/2021 CITY REVIEW			CAMPION ENGINEERING SERVICES, INC. 1900 Pennsylvania • Land Planning 1900 Pennsylvania • Creek Center P.O. Box 243 St. Francis, MN 55070-0243 Phone: 763-439-5399 Fax: 763-439-5172 Email: info@campion-engineering.com Website: www.campion-engineering.com	I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota. <i>Michael J. Campion</i> Professional Engineer 03/29/2021 03/29/21 Campion, Inc. # 10591 P&E	RIVERS EDGE 5TH ADDITION ST FRANCIS LAND DEVELOPMENT, LLC ST FRANCIS, MN	PROJECT NO: 21-010
NO.	DATE	DESCRIPTION	REVISIONS					
SHEET NO. 8 OF 9 SHEETS				DATE: 03/01/2021				

HOLDDOWN DETAILS-90' LOTS
(WEST PORTION OF SITE)



FULL BASEMENT (FB)

BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 20
SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
EAST 10N MONUMENT
BENCHMARK TOP OF MONUMENT
ELEVATION = 821.02 (MCHD 20)

DETAILS & NOTES	PROJECT NO: 21-010
SHEET NO. 9 OF 9 SHEETS	DATE 03/01/2021

RIVERS EDGE 5TH ADDITION
ST FRANCIS LAND DEVELOPMENT, LLC
ST FRANCIS, MN

[illegible]

EROSION CONTROL BLANKET REQUIREMENTS

1. TEMPORARY EROSION BLANKET SHALL BE BIODEGRADABLE DOUBLE-NET STRAP (NORTH AMERICAN GRADE 5150 OR APPROVED EQUIV.) AND EROSION MATS SHALL HAVE A MINIMUM FUNCTIONAL LIFESPAN OF 10 MONTHS.
2. EROSION BLANKET SHALL BE ROLLED DOWN SLOPE AND COVERED WITH 4" VERTICAL LAP AND STITCHED TOGETHER AT JOINTS.
3. CONSTRUCT A 6"X12" ANCHOR TRENCH 3' BEYOND CREST AND TOE OF SLOPE. STAKE EROSION BLANKET IN TRENCH AT 1' O.C.
4. EROSION MAT SHALL BE STABILIZED WITH MAXIMUM TENSILE CRESTARY 1 TUBER REINFORCEMENT.

I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

M. J. [Signature] 03/26/2021
M. J. [Signature]
Exhibit B Certificate No. 89000

● Civil Engineering • Land Planning
1800 Pioneer Creek Center,
P.O. Box 248
Maple Plain, MN 55359
Phone: 763-478-5172
Fax: 763-478-4242
E-Mail: tracy@pioneerplanning.com

[illegible]

BASED PRINCIPLES

1. THE CONTRACTOR SHALL AVOID COMPACTING THE BASIN BOTTOM. RUBBER TIED EQUIPMENT SHALL BE PROHIBITED WHEN WORKING IN THE BASIN AREA.
2. THE BOTTOM AND SIDE SLOPES SHALL BE STABILIZED WITH THE SPECIFIED PLANT MATERIALS WITHIN 7 DAYS OF COMPLETING THE BASIN DRAINING.
3. BASIN SHALL BE GRADED 12 - 18" ABOVE FINAL GRADE UNTIL SEED DRAINING IS SUBSTANTIALLY AS PART OF FINAL DRAINING. NATIVE SOILS IN THE BASIN SHALL BE DE-COMPACTED TO A DEPTH OF 12 - 18".
4. POUNDS AND BROADCASTING MACHINES SHALL BE SEEDING WITH MAJESTY SEED MIX 33-281 WITH HYDRAULIC MOTOR.

CAUTION NOTES:

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE.

THE CONTRACTOR MUST CONDUCT ALL THE APPROPRIATE UTILITY CONSUMERS AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS. THE LOCATIONS OF SMALL UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING OTHER STATE OR CALL AT



**CAMPION
ENGINEERING
SERVICES, INC.**

[illegible]

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9D

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: GPS Utility Line Locator
DATE: 6-21-2021

OVERVIEW: A device that cities use to locate water and sewer lines with is a line locator. It is a device that you can either attach wire leads to a locate wire or the pipe itself and allow you to trace and identify the location of where the water or sewer line is. The Metrotech line locator that we currently own is roughly 20 years old and is no longer reliable with doing that. As the city continues to grow and more and more infrastructure is buried in the ground, it is important that we are able to locate these assets to prevent damage and potential down time. Utility line locators have come a long ways in twenty years and are more advanced than the one we currently own. A new line locator that has come out recently is the Metrotech RTK-PRO line locator with GPS. With this device, staff would not only be able to locate or trace water, sewer, and any privately-owned fiber and or power lines, but also capture its location with GPS. These coordinates will then be able to be uploaded to our new GIS system creating a more detailed and accurate mapping system. With GPS included with the device, staff would now be able to begin mapping locations of other infrastructure like manholes, curb stops, gate valves, street sign locations, and storm sewer outfalls that are in roadways or right-of-ways. This would be especially helpful in winter, saving staff time locating these assets in the event of an emergency. Since my time of employment, the City has spent nearly \$2500.00 alone in having to hire an outside contractor to locate our privately-owned utilities.

When reviewing the quotes in your packet you will see three different companies. The Quote from utility logic for \$10,459.00 is one complete unit, meaning the GPS and Locator are all one. The quote from Frontier Precision in the amount \$10,214.75 is just the GPS unit. The last quote from Granger in the amount of \$5,789.82 is just the locating unit only. The Metrotech unit that I am proposing to buy is the only GPS/Locator all built into one unit. We would have to purchase both those units separately for a total of \$16,004.57 to have a comparable GPS/Locator.

ACTION TO BE CONSIDERED: Authorize the purchase of an Metrotech GPS line locator from Utility Logic in the amount of \$ 10,459.00.

BUDGET IMPLICATION: This purchase will be paid from both the water and sewer operational and maintenance budgets.

Attachments.- Grainger quote, Frontier Precision, Utility Logic



Quote

PO Box 783, Rogers, MN 55374
Ph 877-544-2700 Fax 612-930-0930

Date	Quote #
6/17/21	10357

Name / Address
City of St. Francis Jason Windingstad 4058 St. Francis Blvd. St. Francis, MN 55070

Ship To
City of St. Francis Parish Barten

			Terms	FOB
			Net 30	Warehouse
Item	Description	Qty	Cost	Total
vLoc3RTK-Pro5w...	Vivax-Metrotech vLoc3 RTK Pro 5-watt Kit - Includes - Survey Grade GNSS RTK Receiver, vLoc3-5watt LI-ION BATTERY Transmitter with carry bag, direct connection leads, grounding stake, 5inch induction clamp and user manual.	1	10,239.00	10,239.00
SHIPPING03	Shipping, Insurance, Configuration & Training - RTK & CAM	1	220.00	220.00
			Subtotal	\$10,459.00
			Sales Tax (0.0%)	\$0.00
			Total	\$10,459.00
Thank you for your business. Quote pricing is valid for 90 days.				
ATTENTION: Our mailing address has recently changed to PO Box 783, Rogers MN 55374. Please update your records				



VIVAX
METROTECH

RTK-Pro

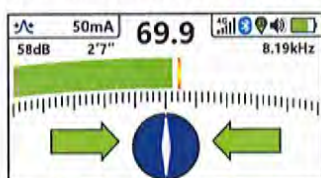
Utility Locator with Survey-Grade GNSS

- Fully-integrated RTK GNSS
- One-hand locating and mapping
- Cloud-based data management
- Survey-grade GNSS accuracy
- Simplistic locating modes
- Reduces excess field equipment

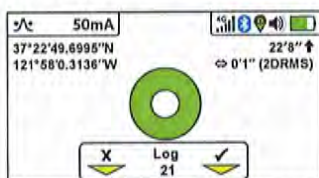
The **vLoc3 RTK-Pro receiver** is the first to add RTK GNSS accuracy to a utility locator. Using the RTK-Pro internal cellular module with 4G LTE capabilities, the operator has the ability to connect to NTRIP RTK (Real-Time Kinematic) caster that provides RTCM 3 corrections. By utilizing these corrections, the operator can collect both utility location data along with the geographical location of the utility with survey-grade accuracy.

The RTK-Pro is designed for all operator levels, utilizing user-friendly and intuitive locate screens. Operators simply confirm the utility data with the press of a button and align the electronic spirit level to store the data. All field data is sent to the cloud and retained in the receiver's on board storage for review and exporting to external mapping programs.

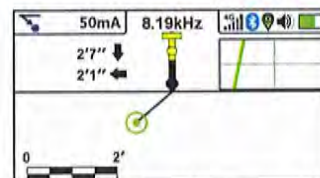
The user-configurable vLoc3 series receivers contain eight passive locate modes, fault find mode, and a range of configurable frequencies from 16Hz to 200 kHz. Visual and mechanical vibration alerts can also be configured by the user providing warnings for shallow depth, overload, overhead cables, and excessive swinging. Optional features include Tx-Link that enables the user to change the frequencies of the transmitter, power output and operate most of the features of the transmitter remotely.



Classic Screen - bar graph indicator with the addition of three color-coded distortion levels. Peak, Null, Simultaneous Peak with Arrows, Omni Peak locating modes.



All relevant utility data is directly sent to the cloud along with RTK position of the utility.



Vector Screen for use when access directly over the utility is not possible. Using two sets of omni directional antennas the utility offset and depth are displayed.



vLoc3 RTK-Pro Receiver Specifications	
Display	High-Visibility Color Display 4.3"/10cm with 480 x 272 resolution
Battery life	Lithium-ion – 16 hours of continuous use
Operating frequencies	Configurable frequencies from 16Hz to 200kHz Power - 50Hz and 60Hz Radio - 10kHz - 22.7kHz bandwidth
Receiver Antennas and Locate Modes	- Two sets of Omni Directional antennas - Classic Screen with bar graph indicator with Peak, Null, Simultaneous Peak with Arrows, and Omni Peak - Vector Screen for when access directly over the utility is not possible, the locator offset and depth are displayed - Plan View displays the theoretical line in 2D from above ground in omnidirectional mode - Transverse Graph is used to analyze the shape of the fields - Sonde Screen guides you directly to the sonde with minimal control adjustment
Data logging and transfer	- Real Time upload connection to VMMAP server via cellular connection - Run analysis from VMMAP web portal to determine best practices - Export data to .csv, shapefile, KML
GNSS Features	- Satellite Tracked: - GPS/QZSS, GLONASS, Galileo, BeiDou - GPS L1C/A L2C, GLO L1OF L2OF, GAL E1B/C E5b, BDS B1I B2I, QZSS L1C/A L2C - Position accuracy RTK 0.01 m + 1 ppm CEP - Convergence time RTK < 10 sec - Acquisition: Cold starts = 24s, Reacquisition = 2s - Dependent on atmospheric conditions, baseline length, GNSS antenna, multipath conditions, satellite visibility, and geometry
NTRIP	- Compatible with Casters with RTCM3 output messages - Real time reference station connection status displayed on the receiver - Real time horizontal accuracy in 2DRMS
Cellular Connection	- 4G with 3G fallback - LTE FDD bands 2, 4, 5, 7, 17 - UMTS/HSPA [MHz]850, 900, 1700, 1900, 2100
Weight	- 5.5 lbs. / 2.4kg.
Environmental	- IP65 and NEMA 4
Dimensions	 What's in the Box: - Custom Li-ion battery with charger - Alkaline battery pack - Mini USB lead - User manual - Soft shell hard carry case 

Local Vivax-Metrotech Distributor:

Vivax-Metrotech Corporation

3251 Olcott Street, Santa Clara, CA 95054, USA

T/Free: 800-446-3392

Tel: +1-408-734-1400

www.vivax-metrotech.com

CONNECT WITH US ON SOCIAL MEDIA



V1.0

Please visit our website for full product specifications.

www.vivax-metrotech.com | www.vxmt.com



Quotation

827 Fisher Drive
Waterloo, IA 50701
www.grainger.com
(800)472-4643

Customer Information

CITY OF ST FRANCIS
4058 SAINT FRANCIS BLVD NW
SAINT FRANCIS MN 55070-9701

Billing Information

CITY OF ST FRANCIS
4058 SAINT FRANCIS BLVD NW
SAINT FRANCIS MN 55070-9701

Shipping Information

CITY OF ST FRANCIS
4058 SAINT FRANCIS BLVD NW
SAINT FRANCIS MN 55070-9701

Information

Grainger Quote Number 2047946737
Validity Start Date 06/16/2021
Validity End Date 07/16/2021
Creation Date 06/16/2021
Grainger EIN Number 36-1150280
PO #
PO Create Date
PO Release #
Customer Number 822493656
Department Number
Project/Job Number
Requisitioner Name
Attention
Caller PARISH BARTEN
Telephone Number 7632352305
Page 1 / 2

Freight Forwarder

We will deliver according to the following terms and conditions:

Incoterms® 2020: FOB ORIGIN
Freight Terms: Prepaid
Carrier: * See line item detail
Payment Terms: Net 30 days after invoice date

Special Instructions:

Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
10	1DPH3	Transmitter, Yellow, LED, 1,8,33 kHz Mfg Brand Name: RIDGID Manufacturer Part No: 21898 Carrier:		1.00	EA	1,136.10	1,136.10
20	2YCA5	Underground Utility Locator Mfg Brand Name: RIDGID Manufacturer Part No: 22163 Carrier:		1.00	EA	4,004.82	4,004.82



Quotation

827 Fisher Drive
Waterloo, IA 50701
www.grainger.com
(800)472-4643

Information

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Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
30	1DPH5	Inductive Signal Clamp Mfg Brand Name: RIDGID Manufacturer Part No: 20973 Carrier:		1.00	EA	648.90	648.90
Sub Total							5,789.82
Total USD							\$ 5,789.82

Please reference our Grainger Quote Number, your Grainger Customer Number, and method of payment when remitting payment.

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.

This transaction is subject to W.W. Grainger, Inc. sales terms and conditions. For a copy, please visit the website at <http://www.grainger.com> or refer to the current catalog.

Thank you for the opportunity to provide this quotation. Please note that all the prices are based on products and quantities quoted. Any changes to the products and/or quantities may result in different pricing. The non-catalog freight policy applies unless freight amount is listed above. Please contact the Grainger office shown above if you have further questions or need to submit a new request.



10900 73rd Ave N
Maple Grove, MN 55369
763-496-1366
www.frontierprecision.com

Quote 51869

Date: Jun 16, 2021
By: Katy Rudolph
katyr@frontierprecision.com
Minnesota State Contract 171661

BILL TO:

City of St. Francis
Parish Barten
4058 St. Francis Blvd. NW
St. Francis, MN 55070
pbarten@stfrancismn.org
320-333-6830

SHIP TO:

City of St. Francis
Parish Barten
4058 St. Francis Blvd. NW
St. Francis, MN 55070
pbarten@stfrancismn.org
320-333-6830

Product Details	Qty	Price	Total
R2-101-00 Trimble R2, single receiver R2-101-00 This item is part of Minnesota State Contract 171661	1	\$0.00	\$0.00
R2-CFG-001-43 Trimble R2 Configuration Level - Centimeter mode *Promotional pricing valid through 6/30/2021. *Regularly \$10,795 on MN State Contract.	1	\$8,500.00	\$8,500.00
101071-00-01 Trimble Geospatial Accessory - Power Supply and Power Cord for Dual Battery Charger (North America) 101071-00-01 This item is part of Minnesota State Contract 171661	1	\$85.00	\$85.00
43169-10 Rod - 2.0m Carbon Fiber Range Pole without Bipod - 2 piece This item is part of Minnesota State Contract 171661	1	\$255.00	\$255.00
5128-20-GT ROVER ROD,2M,SNAP-LOC,GT	1	\$345.05	\$345.05

Subtotal: **\$10,214.75**

Tax: **\$0.00**

Shipping: **\$0.00**

Grand Total: \$10,214.75

Valid Until: Jun 30, 2021

Product Details	Qty	Price	Total
5200-160 POLE CLAMP,BALL,11/4",CLAW 5200-160 This item is NOT part of Minnesota State Contract 171661	1	\$79.75	\$79.75
5200-201 ARM,DOUBLE SOCKET,1" 5200-201 This item is NOT part of Minnesota State Contract 171661	1	\$22.00	\$22.00
5200-27-050 CRADLE ASSY, SMART PHONES This item is NOT part of Minnesota State Contract 171661	1	\$27.95	\$27.95
Collector-Jump Field Maps Jump Start + Support Now – Includes 4 hours of online Field Maps Configuration, Support, Orientation, and 1 – year Support Now subscription.	1	\$900.00	\$900.00

Subtotal: **\$10,214.75**

Tax: **\$0.00**

Shipping: **\$0.00**

Grand Total: \$10,214.75

Valid Until: Jun 30, 2021

Special Notes

Shipping, handling, and applicable sales tax will be added to invoice.

Terms and Conditions

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns- A standard restocking fee of 20% will be charged for any returned equipment.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9E

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Full Time Liquor Store Clerk
DATE: June 21st, 2021

OVERVIEW:

Staff is looking for direction to post for the position of full time liquor store clerk as discussed at a City Council Worksession on June 15th. The original proposal was at a Grade4 Step1. There was discussion of modifying the salary schedule for the position.

Action Requested:

Motion to authorize the posting of the full time liquor store clerk. Discuss any other details.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: January 2007

Position Title: Liquor Store Clerk

Status: Non-Exempt

Department: Administration

Approved: _____

Accountable to: Assistant Liquor Store Manager

Primary Objectives

Performs customer service, cleaning and stocking work in the Liquor Store; performs related duties as required.

Supervision Received

Works under the general supervision of the Assistant Liquor Store Manager.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Assists customers in locating and purchasing merchandise; promotes sales and customer service; may make product recommendations.
- * 2. Operates a cash register, makes change and packages products; may carry out purchases to customer vehicles.
- * 3. Determines appropriateness of sales based on age and state of inebriation and refuses to sell in accordance with policy and law.
- * 4. Performs routine cleaning including vacuuming, mopping, cleaning bathrooms, dusting, etc; removes snow from sidewalk and entryway.
- * 5. Reports problems and makes suggestions to management staff.
- * 6. Stocks shelves and coolers and assists with marking prices on merchandise; assist with displays.
- * 7. Assists in monitoring the premises for theft or vandalism; asks for assistance as appropriate.

8. May perform opening and closing duties.
9. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Working knowledge of liquor store products, especially liquor, beer and wine and effective merchandising practices.
- * ➤ Working ability to operate a cash register and to quickly and accurately make change.
- * ➤ Working ability to promote and provide excellent customer service and to communicate effectively.
- * ➤ Working ability to respond to problems involving customers or refer to assistant manager when appropriate.
- * ➤ Working ability to perform work that requires recurring movements such as bending, crouching, pushing/pulling, twisting, lifting and carrying kegs and cases of liquor and beer and to stand for long periods of time.
- * ➤ Ability to understand, comply and enforce applicable state laws and store policies.
- Ability to work a variety of hours, including evenings, weekends and holidays.

MINIMUM QUALIFICATIONS

- Must be 21 years of age.
- Six months of customer service experience, preferably in a retail setting.
- Must possess and maintain a valid Minnesota driver's license or equivalent out-of-state.

* Note: Asterisked items are essential to the job.



**Streets and Parks Monthly
Report – May 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.	26	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	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	32	Inspections
Parks	Events	Preparation and Inspection	26	20 Ball Games 6 Misc.
Parks	Fertilizing	Applied to City Properties and Parks	0	Tons
Parks	Mowing	City Parks and Property	207	Acres
Streets	Signs	Signs Installed or Repaired	11	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	6	5 Park 1 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	38	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	30	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	16	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	20	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	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events



Water and Sewer Monthly Report – May 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	16	Inspections
Water	Operational Hours	Hours spent at facility	32	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.	16	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	23.2	Million Gallons
		Total Finished Water	22.1	Million Gallons
		Finished Water Sold	14.3	Million Gallons
		Average Daily Flow	.712	Million Gallons
		Average Chlorine	.77	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.	128	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	16	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	16	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	16	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	128	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	Wastewater Treatment Facility Flows and Sample Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.8	Million Gallons
		Total Effluent	10.6	Million Gallons
		Reuse effluent	.206	Million Gallons
		Influent TSS	320	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent TSS	0	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
		Influent CBOD	232	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.4	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	29.3	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal

Water/ Wastewater	Monthly Tasks			
Water/ Wastewater	Locates	Process Locate Requests	105	Utility Locate Requests
Water/ Wastewater	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections
Water/ Wastewater	Water Miscellaneous	Work orders: re-reads, high	19	Work Orders
Water/ Wastewater	Monthly Projects			
Water Treatment Facility	Chemical Room Rehab	Replace chemical piping, valves and equipment.	3	Weeks
Water Distribution	Hydrant Flushing	Flush water mains to ensure hydrants are in working order and remove sediment.	380	Hydrants
Water Distribution	Hydrant Maintenance	Repair hydrants that are not in working order. Replace marker poles.	10	Hydrants
EPA-Risk Assessment Meeting	EPA Mandated Reports	Worked with WSB on completion of first part of our risk assessment.	2	Hours
Well and High Service Pumps	Inspections	Inspect each Well and High Service Motor for amp draw, voltage and vibration irregularities.	6	Motors
TH Construction	Irrigation Meters	Install Irrigation Meters	3	Meters
Community Park	Water Meter and Water Turn On	Install water meter and install meter for summer season.	1	Hour
Woodbury Park	Irrigation Meter Install and Water Turn On	Install irrigation meter and turn water on for fountain and irrigation for summer.	1	Hour

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