

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
DATE
Virtual Meeting via Zoom
June 7th, 2021
6:00 pm

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
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
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. Bond Refunding – 2010A; 2013A; and Water Meter Lease Purchase
 - B. Interim Use Permit – P.I.D. #06-33-24-11-0070
Resolution 2021-xx Approving IUP to Allow Agricultural Uses
 - C. Preliminary/Final Plat approval – Carpenter’s Landing
Resolution 2021-xx Approving Preliminary and Final Plat
 - D. Ordinance 281 Second Series “Bed and Breakfast”
 - E. Schedule a Worksession
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Administrator's Report

*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.

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
May 17, 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: Mayor Steve Feldman, Council members Joe Muehlbauer, Robert Bauer, Kevin Robinson, and Sarah Udvig

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

3. APPROVAL OF AGENDA

MOTION BY: FELDMAN SECOND: BAUER - APPROVING THE REGULAR CITY COUCIL AGENDA

Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robison

Nays: None

Motion carried 5-0

4. CONSENT AGENDA

- A. City Council Minutes – May 3rd, 2021
- B. Official Signatures - Resolution 2021-20
- C. Fund Transfer from General Fund to Park Fund for Park Plan –Resolution 2021-22
- D. Pickup Truck Replacement
- E. Livable Communities Resolution 2021-23
- F. Food Trucks – Peddlers License Approval
- G. Claims

Mayor Feldman pulled items D, E & F from the consent agenda for further discussion prior to approval.

MOTION BY: ROBINSON SECOND: UDVIG - APPROVING THE CONSENT AGENDA ITEMS A, B, C & G.

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

Item D – Pick Up Truck Replacement

Discussion occurred to validate the savings represented in the packet. Feldman pointed out the use of this vehicle for plowing. Windingstad stated the plow is budgeted with \$6,078. After an anticipated trade the cost to set this truck up with a plow is expected to be approximately \$3,000.

Item E - Livable Communities Resolution 2021-22

Mayor Feldman opened discussion to Council Member Robinson for questions.

Robinson spent some time clarifying and gaining information from Thunstrom about the funding options and strategies as they relate to the developers, home owners and the City.

ITEM F - Food Trucks – Peddlers License Approval

Mayor Feldman provided information in regards to food trucks for the Night to Unite in August as well as four other food trucks for the summer. These will be placed at the Community Park. They will be advertised on our spot light window, web page, Facebook page, as well as our park digital sign. If the Council agrees, the city should consider having these food trucks available throughout the summer. Council Member Muehlbauer commented only that they need to stay current with their permits. Mayor Feldman confirmed the current permitted dates are May 27 through 29, 2021.

Feldman stated the conclusion of the items pulled for discussion and asked for a motion to approve items D, E and F.

MOTION BY: ROBINSON SECOND: BAUER - APPROVING THE CONSENT AGENDA ITEMS A, B, C & G.

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

5. MEETING OPEN TO THE PUBLIC

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

6. SPECIAL BUSINESS

None

7. PUBLIC HEARING

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A - Audited Financial Statement Report

Justin Nilson of Abdo Eick & Meyers LLP presented the City of St. Francis the 2020 Financial Statement Audit report. Justin opened his discussion giving thanks to the Staff, City Administrator Joe Kohlmann and Finance Director Darcy Mulvihill for their coordination of information during this challenging COVID-19 environment. As a result of the audit, the City of St. Francis was given a 2020 Unmodified Clean Audit Opinion. A full copy of the Audit Report is contained in the meeting packet. A brief discussion highlighting some key performance indicators took place and Feldman closed this item noting that based on this report the City has strong financial management and is in a good financial position.

Feldman asked for a motion to accept the audit report.

MOTION BY: UDVIG SECOND: MUEHLBAUER - APPROVING THE
CONSENT AGENDA ITEMS A, B, C & G.

Ayes: Robinson, Bauer, Udvig, Muehlbauer, Feldman

Nays: None

Motion carried 5-0

B – 2021 Street Reconditioning Project – Resolution 2021-23 Accepting and Awarding Bids.

City Engineer Craig Jochum stated on May 11, 2021 staff received 5 bids. North Valley, Inc. was the low bid of \$173,628.81. The engineers estimate for this project was \$226,000.

Mayor Feldman has no questions and requests comment from Council.

Based on bid prices Robinson asked if we should be considering other projects based on these prices? Jochum stated he would have to discuss additions with the Public Works Director.

Mayor Feldman asked for a motion to adopt 2021 Street Reconditioning Project - Resolution 2021-24 Accepting and Awarding Bids to North Valley Inc. in the amount of \$173,628.81

MOTION BY: ROBINSON SECOND: UDVIG - APPROVING Resolution 2021-24
Accepting and Awarding Bids to North Valley Inc.in the amount of \$173,628.81.

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

C – Portable Recording Systems

Chief Schwieger provided a brief overview. It is a tool for the department. It is another way for the police department to gain accountability and transparency and it can also be used for evidentiary purposes.

All Council Members agreed that due to the current environment, protection for our officer and representation of fact and truth is the goal and need for this equipment. The body cameras will have a similar policy running parallel with the dash cams.

Mayor Feldman asked for a motion for Approval for Police Department to go forward into developing policies and looking into the portable recording systems.

MOTION BY: UDVID SECOND: BAUER – Approval for Police Department to go forward into developing policies and looking into the portable recording systems.

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

D – Dog Licensing and Regulations – Ordinance 276, Second Series (Second Reading) Resolution 2021-24 Authorizing Summary Publication

Thunstrom stated this update is due to zoning codes and an overlap in language between chapters 10, 6 and 8.

No comments from Council

MOTION BY: MUEHLBAUER SECOND: ROBINSON – TO ADOPT DOG
LICENSING AND REGULATIONS ORDINANCE 276, SECOND SERIES

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

Resolution 2021-24 Authorize Summary Publication

MOTION BY: BAUER SECOND: MUEHLBAUER – TO ADOPT RESOLUTION
2021-24 AUTHORIZING SUMMARY PUBLICATION

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

E – Tobacco – Ordinance 277, Second Series (Second Reading) Resolution 2021-25 Authorizing Summary Publication

Thunstrom stated this update is due to the change in legal age for tobacco use.

Feldman requested an explanation regarding the removal of possession enforcement. Schweiger stated in relation to the possession part, to be consistent with State Statute it has been removed. According to our county attorney, we as a City, cannot have a possession ordinance if State Statute doesn't allow it.

Bauer stated that if we are a Charter City why can't we enhance our policy through ordinance. City Attorney Schaps responded stating that the City is a creature of the State. It does have a City Charter so we follow the City Charter but sometimes the State chooses to over-rule.

MOTION BY: BAUER SECOND: MUEHLBAUER– TO ADOPT TOBACCO ORDINANCE 277. SECOND SERIES

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

Resolution 2021-25 Authorize Summary Publication

MOTION BY: UDVIG SECOND: ROBINSON – TO ADOPT RESOLUTION 2021-25 AUTHORIZING SUMMARY PUBLICATION

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

F – Saunas, Massage Parlors and Similar Adult-Oriented Services – Ordinance 278, Second Series (Second Reading), Resolution 2021-26 Authorizing Summary publication

Thunstrom stated this is an update to strengthen our Saunas ordinance to work to prevent issues we have seen in other cities relating to prostitution and sex trafficking. This will make sure our licensing is up to date with code and to clean it up for both enforcement and unwanted uses.

No comments from Council

MOTION BY: ROBINSON SECOND: BAUER– TO ADOPT ORDINANCE 277, SECOND SERIES

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

Resolution 2021-26 Authorize Summary Publication

MOTION BY: UDVIG SECOND: BAUER – TO ADOPT RESOLUTION 2021-26
AUTHORIZING SUMMARY PUBLICATION

Ayes: Udvig, Robinson, Bauer, Muehlbauer, Feldman

Nays: None

Motion carried 5-0

Mayor Feldman brought forward a discussion not included on the agenda which he would have stated during his reports. However, since Council Member Udvig had to leave the meeting, it occurred at this time to include her. The discussion was to consider COVID-19 mandates and how we move forward with Council meetings. It was decided that this topic would be added to the next work session to develop strategies moving forward possibly by July 1, 2021.

G – Massage Therapist License – Ordinance 279, Second Series (Second Reading) Resolution 2021-27 Authorizing Summary publication

Thunstrom stated it essentially removing the full ordinance because we had written the language to cover this topic into the last code with the Saunas, Massage Parlors and Massage like therapists. It would remove this section of our code.

Feldman stated that in other words its chapter 6 and section 9 takes care of section 10 and that is what is being deleted now. Thunstrom stated that is correct.

Meuhlbauer stated there is nothing wrong with stopping redundancy.

Robinson has no direct comment but wanted to thank Beth and Kate for good housekeeping.

Bauer asked why we would not just state that that section is deleted rather than putting in the redlined ordinance. Kate responded that the appropriate process is that we put these in through ordinance action so it has to be taken out through ordinance action to follow that required formal process.

MOTION BY: BAUER SECOND: MUEHLBAUER – TO ADOPT ORDINANCE
279, SECOND SERIES

Ayes: Robinson, Bauer, Muehlbauer, Feldman

Nays: None

Motion carried 4-0

Resolution 2021-26 Authorize Summary Publication

MOTION BY: MUEHLBAUER SECOND: ROBINSON – TO ADOPT
RESOLUTION 2021-27 AUTHORIZING SUMMARY PUBLICATION

Ayes: Bauer, Robinson, Meuhlbauer, Feldman

Nays: None

Motion carried 4-0

**H – Adult Entertainment – Ordinance 280, Second Series (Second Reading),
Resolution 2021-28 Authorizing Summary Publication**

Thunstrom stated the purpose of this update is to clean up to the zoning code in relation to chapter 10 and what was left was the licensing portion of the ordinance.

No comments from Council

MOTION BY: MUEHLBAUER SECOND: BAUER – TO ADOPT ORDINANCE
280, SECOND SERIES

Ayes: Meuhlbauer, Robinson, Bauer, Feldman

Nays: None

Motion carried 4-0

Resolution 2021-28 Authorize Summary Publication

MOTION BY: ROBINSON SECOND: MUEHLBAUER – TO ADOPT
RESOLUTION 2021-28 AUTHORIZING SUMMARY PUBLICATION

Ayes: Bauer, Robinson, Meuhlbauer, Feldman

Nays: None

Motion carried 4-0

10. **MEETING OPEN TO THE PUBLIC**

Kohlmann stated that there was currently not anyone who is not a member of our team logged into the meeting.

11. **REPORTS**

A. **Department Reports**

Fire Department Chief Dave Schmidt had to leave for a fire call so Kohlmann submitted his report formally for the record. The reports represented we are trending positively.

Feldman stated that when we have service capable of saving lives that is an accomplishment.

Bauer called out some statistics and stated they are impressive. He asked Kohlmann the status of Nowthen. Kohlmann responded stating that he knows

that they went through the hiring process to effectively re-hired all of the Nowthen Firefighters to establish and create their own entity. They are all on board in creating their separation from Ramsey. They are not fully disengaged from Ramsey yet. He is aware they have pulled a lot of their equipment out. Dave is working with them on some budget planning to show Nowthen what kind of equipment they are going to need to move forward. Ramsey is not currently their back up. Dave is working hard with their Mayor and City Clerk to get all the pieces of the puzzle lined up for the transition.

Robinson stated Dave has done a great job. He has exceeded his expectations with the department and by the looks of the attendance it is leadership from the top down and it is awesome. Our citizens want this as a public service and he has more than delivering it along with the Police department.

Muehlbauer stated Lawrence came in for the police academy event and explained some of the 1st Responder stuff with the EMS and did a really good job. He stated that all our 1st Responders, both Police and Fire are all doing a great job as well as the rest of our staff.

Department of Public Works - Public Works Director Jason Windingstad submitted his report. He stated additional items not in the report which are:

Completed the calcium chloride to all our roads. We have sprayed all the parks for dandelions. Weber Construction was to start on the bottle shop this morning and will be moved to Wednesday due to the HVAC people unable to be there today. Fire Department will be doing a controlled burn on Flows on Wednesday night. PW will assist with barricades and provide support as needed including managing the clean-up.

Feldman confirmed with Windingstad, the schedule and operational plan for the planned controlled burns for Wednesday and Saturday.

No further comments from Council on this report.

B – Council Member Reports

Council Member Muehlbauer reported he attended the Citizens Academy again and cannot thank officer Hearn and staff enough. Good participation. He would like to see more turnout and a lot more people get involved. Next week is the final class.

Council Member Robert Bauer reported he did not have much to report this week. He stated to Windingstad that he would like to find uses for the 10 million gallons that discharge in the Seelye Brook that we use that influent water down the road to wash solar panels off or something else.

Council Member Kevin Robinson reported he does not have a lot to report this week. He took this time to ask Police Chief Todd Schwieger if he can give us a

brief overview with his audience from his time with the school board. The Chief responded stating he was given time to present to the board last Monday. It went well. They were there for an hour. Where it stands right now remains to be seen. I would not say it is dead yet, I would give it a chance. Robinson asked if they had public attendance there. The Chief said not that he was aware of.

Mayor Feldman asked Kohlmann to speak in regards to his meeting he had with Beth Geist with SRO. He stated they wanted to let us know that it is not game over yet. Their fiscal year ends or begin July 1st and they have some last minute moves they are looking into. They are going to look at the potential future of the SRO. It will be an 11th hour decision.

Feldman reports about the 150 feet of sewer main in Oak Grove. He provides an update in consideration that it may be more costly to move the line. He requested staff to work on creating an agreement to get access to the sewer line that crosses back over the Oak Grove. Schaps stated that the Mayor and Council are correct and if they were to get an agreement we would want it recorded against the property and perpetually that the City would be able to access that portion of the property when we need to deal with that line

10. **ADJOURNMENT**

Mayor Feldman adjourned the meeting at 8:17 PM

Diana Saenger, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Resignation
DATE: 06/07/2021

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Planning Commissioners occasionally leave mid-term due to circumstances around family, location/moving or job related changes.

ITEMS TO BE DICUSSED:

Council is requested to acknowledge the resignation of the following Planning Commissioner:

Joe Kollodge

POTENTIAL BUDGET:

None

ATTACHMENTS:

None

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Appointment
DATE: 06/07/2021

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Planning Commissioners occasionally leave mid-term due to circumstances around family, location/moving or job-related changes. When applications to fill the slots exist, staff has the opportunity to appoint mid-year.

ITEMS TO BE DICUSSED:

The following individual has applied for the position of a Planning Commissioner:

Alan Lauermann – to fill the vacant term until December 31, 2022. After such time the applicant can determine his interest in continuing for the following three-year tear.

Staff requests that Council appoint Mr. Alan Lauermann to the Planning Commission for the identified term.

ATTACHMENTS:

None



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
4D

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Party Permit Application
DATE: June 7, 2021

OVERVIEW:

The St. Francis Area Chamber of Commerce is asking for City approval of a Party Permit to hold the "St. Francis Community Day" event to be held at the Community Park on June 12, 2021 from 11:00 am to 7:00 pm. A planning meeting was held at 10:00 am on Thursday, June 3rd, 2021 which included the Chamber staff, St. Francis Community Development Director, City Clerk, Police Chief, Fire Chief and Public Works staff.

ACTION TO BE CONSIDERED:

Consideration to approve the St. Francis Area Chamber of Commerce Party Permit contingent on receipt of certification of insurance and waiving the fee.

BUDGET IMPLICATION:

None

Attachments: Application for Part Permit



APPLICATION FOR PARTY PERMIT

APPLICATION IN WRITING: Application for a permit to hold an actual or anticipated assembly of 20 or more persons shall be made in writing to the City Clerk upon a form to be obtained from City Hall.

A. All applications for party permits shall be in writing and made on forms supplied by the City, fully completed in every detail, and under oath.

B. All applications anticipating attendance of one hundred (100) natural persons, or less, and eight hours or less in duration, shall be made at least fourteen (14) days in advance of the proposed event and those anticipating attendance of more than one hundred (100) natural persons or more than eight hours in duration shall be made at least thirty (30) days in advance of the proposed event.

C. Application forms shall contain, but not be limited to, the name and address of the sponsor, the number expected to attend, the type of enclosure, water supply, toilet facilities, solid waste disposal, medical care (if any), illumination, parking, camping, security, fire protection, noise control, and telephones.

D. Incomplete applications shall forthwith be returned by the City Clerk/Treasurer to the sponsor. Applications for attendance of one hundred (100) natural persons or less and duration of eight hours or less shall be review by the Chief of Police and Fire Chief and, if they both approve and waive submission to the Council, the City Clerk shall issue the permit. All other applications shall be submitted to the Council at its next regular meeting.

(Please print or type the answers to the following):

Name of Applicant: St Francis Area Chamber of Commerce

Applicant's Email Chamber@stfrancischamber.org

Address of Sponsor: 4115 Ambassador Blvd NW, St Francis 55070

Address of Event: 22825 St Francis Blvd NW SFMN 55070

Date of Event: June 12, 2021 Hours of Event: 11a - 7p

Contact Phone # Kirby 763-228-1215

The nature and purpose of the assembly: Community Gathering

Number of people expected to attend: 500

What plans do you have to limit the maximum number of persons permitted to assemble? _____

At the time the application is submitted, the sponsor or applicant must provide a written plan including the provisions herein required for operation of the assembly. Ten days prior to the start of the assembly, a city official will inspect the site (if needed) to determine whether the requirements of these provisions have been met.

1. Will intoxicating beverages or non-intoxicating malt liquors be allowed at the assembly? yes

a. If the answer is YES, then will the applicant be selling such intoxicating beverages or non-intoxicating malt liquor? yes

b. Will the application sell tickets for attendance and be providing such beverages? no

(Note: In the situation where the applicant proposes to sell tickets and provide alcoholic beverages, or proposes to sell the alcohol beverages to the assembly, then an application for the appropriate liquor license will have to accompany the application for the outdoor party license, together with all necessary policies of insurance.)

2. Include plans for illumination of the assembly if it will continue after sundown, including the source and amount of power and the location of lights.

NA - Ends at 7pm

3. List the means by which emergency vehicles will be summoned, and the means of access of emergency vehicles to the outdoor party site. **(MAP OF AREA)**

- Police & fire asked for sidewalks open
- East parking lot left accessible
- Firefighters will be on site

4. Include plans for adequate sanitary facilities (Toilets and lavatory), including the source, number, location, type, and means of disposing of waste deposited.

3 more porta Potty & Hand wash Stations
Park facility will be open & cleaned

5. Include the plans for holding, collecting, and disposing of solid waste material.

Dumpster & extra barrels brought in.

6. Include plans for parking vehicles including size and location of lots, points of highway access and interior roads, including routes between the highway access and parking lots.

See map

7. Include plans for fencing the location of assembly and the gates contained in such fences.

NA

8. Include plans for supplying potable water including the source, amount available, and location of outlets.

NA

10. Include plans for sound control and sound amplification, if any, including the number, location, and power of amplifiers and speakers.

NA

The applicant is hereby notified that the Clerk and/or City Council may attach conditions to any application issued under this ordinance. A copy of the full ordinance is attached for your review. The above plan for the operation of the assembly should conform to the ordinance, especially chapter 8-8-3.

If the proposed outdoor party is for a maximum of less than 100 persons and will not be held for longer than 8 hours, the City Clerk shall issue the license to the applicant.

For applications which the City Clerk or Police Chief recommends prior approval by the City Council, the Clerk shall place the application together with the recommendations on the agenda of the next regularly scheduled meeting of the City Council for its final review.

8-2-7. - Noise violations.

A. *Prohibited Noises.* The following are declared to be nuisances affecting public health, safety, peace or welfare:

1. Any distinctly and loudly audible noises that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property, or affects their property's value (this general prohibition is not limited by any specific restrictions provided in this ordinance).
2. All obnoxious noises, motor vehicle or otherwise, in violation of Minnesota Rules, Chapter 7030, as may be amended from time to time, are hereby incorporated into this ordinance by reference.
3. The use of any vehicle so out of repair or so loaded as to create loud and unnecessary grating, grinding, rattling, or other noise.
4. The discharging of the exhaust or permitting the discharge of the exhaust of any statutory internal combustion engine, motor boat, motor vehicle, motorcycle, all-terrain vehicle (ATV), snowmobile, or any recreational device, except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations.
5. Any loud or excessive noise in the loading, unloading, or unpacking of any vehicle.
6. The use or operation, or permitting the use or operation, of any radio receiving set, television set, musical instrument, music device, paging system, machine, or other device for producing or reproduction of sound in a distinctly and loudly audible manner so as to disturb the peace, quiet, and comfort of any person nearby.

B. *Hourly Restriction of Certain Operations.*

1. *Domestic Power Equipment.* No person shall operate a power lawn mower, power hedge clipper, chain saw, mulcher, garden tiller, edger, drill, or other similar domestic power equipment, except between the hours of 7:00 AM and 10:00 PM on any weekday or between the hours of 9:00 AM and 9:00 PM on any weekend or holiday. Snow removal equipment is exempt from this provision.
2. *Refuse Hauling.* No person shall collect or remove garbage or refuse in any residential district, except between the hours of 6:00 AM and 10:00 PM on any weekday or between the hours of 9:00 AM and 9:00 PM on any weekend or holiday.
3. *Construction Activities.* It is unlawful for any person to engage in or permit construction activities creating audible noise off-site involving the use of hand held tools including but not limited to tools such as hammers, saws, wrecking bars; or electrical, diesel, or gas-powered tools including but not limited to saws, drills, or sanders except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday and Saturday or

between the hours of 9:00 a.m. and 8:00 p.m. on any Sunday or holiday. Operations and acts performed exclusively for emergency work to preserve the safety, welfare or public health of the citizens of the city or for emergency work necessary to restore public service or to eliminate a public hazard shall be exempt.

4. *Radios, Music Devices, Paging Systems, and the Like.* The operation of any device referred to in Section 8-2-5.A.6. of this Ordinance between the hours of 10:00 PM and 7:00 AM in a manner so as to be plainly audible at the property line of the structure or building in which it is located, or at a distance of 50 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this Section.
- C. *Noise Impact Statements.* The Council may require any person applying for a change in zoning classification or a permit or license for any structure, operation, process, installation, alteration, or project that may be considered a potential noise source to submit a noise impact statement on a form prescribed by the Council. The Council shall evaluate each such statement and take its evaluation into account in approving or disapproving the license or permit applied for or the zoning changes requested.

8-8-6. - Enforcement.

Any illegal act by any person in attendance at a party, or in the premises of the party, or any violation of any condition of the permit, or any misrepresentation in the application, shall render the permit void and may, upon Council action, cause a forfeiture of any bond posted as a condition. If persons have gathered pursuant to a void permit they shall be ordered to disperse. It is unlawful for any person to fail to disperse when so ordered by a peace officer.

OATH OR AFFIRMATION. The applicant hereby states, under oath and affirmation that the statements contained herein and in the documents attached to this application are true and correct to the best knowledge of the applicant, and is signed and sworn to or affirmed by the individual making application; or a general partner in the case of a partnership; or all of the officers of an unincorporated association, society or group, or if there is no officers, by all members; or by the authorized officers of any corporation, whether it be a non-profit corporation or a business corporation.

Dated: 6/3/21

Monica White
Applicant Signature

Tara Kelly
Applicant Signature

This application has been reviewed by the City Clerk and the following action has been taken:

☒ Copy to Police Chief on: 6/3/2021
(dated)

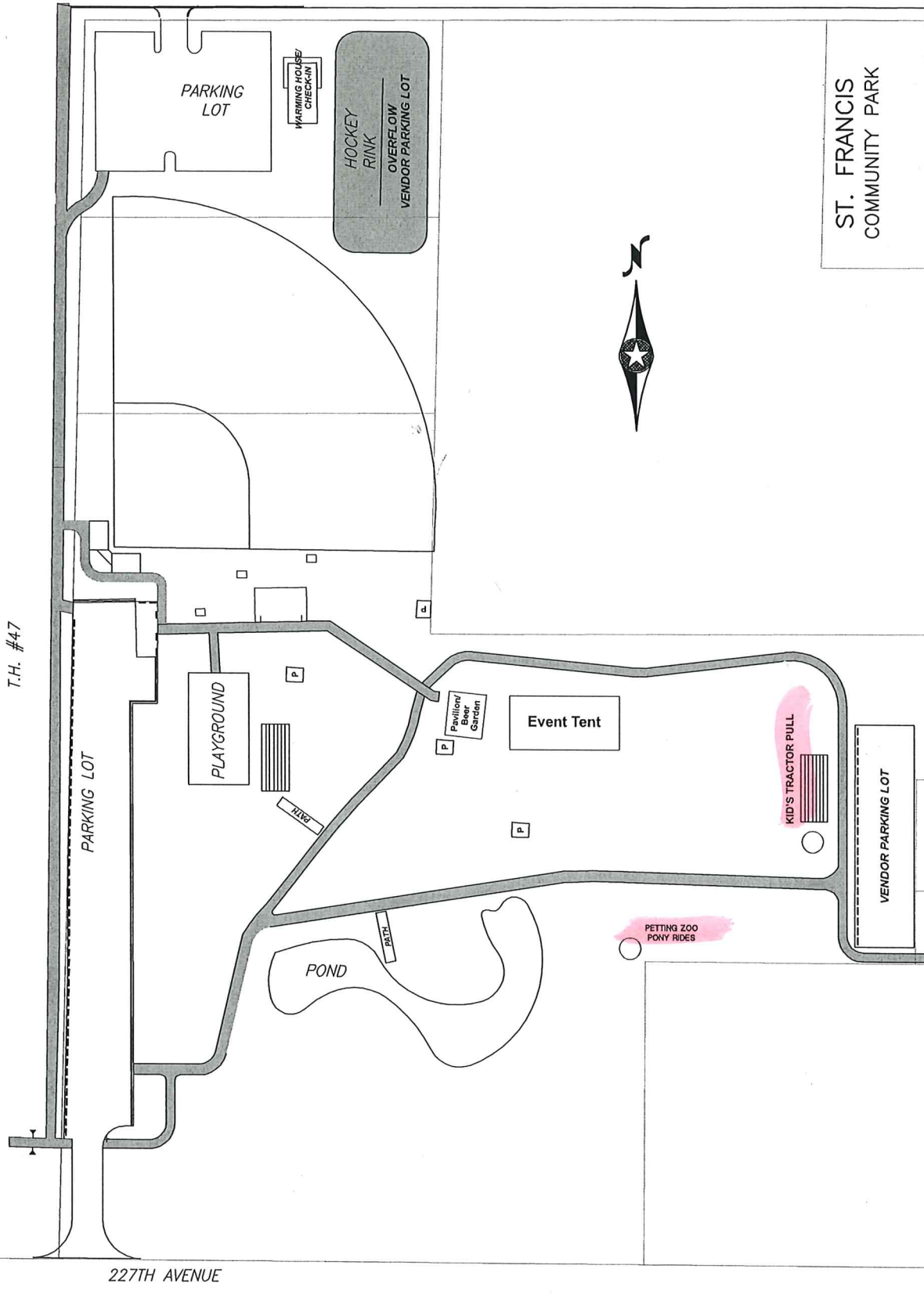
The recommendations of the Police and/or Fire Chief have been received and are attached hereto.

☒ Application approved by City Clerk Diana Luengo
(dated)

☒ Application referred to the City Council and will be on the regular council meeting agenda on 6/7/2021
(dated)

229TH AVENUE

T.H. #47



227TH AVENUE

ST. FRANCIS
COMMUNITY PARK



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

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger
SUBJECT: Temporary On-Sale Liquor License
DATE: June 7, 2021

OVERVIEW:

Timber Ridge of Oak Grove LLC is asking for City approval to sell strong beer/wine coolers during a Chamber of Commerce event to be held at the Community Park on June 12, 2021. The City of St. Francis currently does not have a temporary permit or license for strong alcohol. We do have a temporary beer license for a duration up to 14 days. In the past some exceptions were made for the St. Francis Lions Club and the St. Francis Jaycees to obtain temporary permits for strong alcohol during Pioneer Days. To avoid any liability, consideration of temporary licenses for strong alcohol not defined in our code should be considered and/or approved by Council to amend City Code. With that, the previous City Councils have waived all fees for these types of licenses during Pioneer Days. This event is a community engagement event and serves a similar purpose in this unique environment we are in.

This application does need City Council approval before it is sent to the State of MN Department of Public Safety-Alcohol and Gambling Enforcement Division for their approval. It has been communicated to the applicant that at this time we can only approve the sale of Beer only, not containing more than 3.2 percent alcohol by weight per our code. The applicant agrees to process the application and gain approval for the sale of beer at this event.

ACTION TO BE CONSIDERED:

Consideration to approve the Timber Ridge of Oak Grove LLC Temporary On-Sale Liquor License for one (1) day on June 12, 2021 for distribution and sale of Beer only not containing more than 3.2 percent alcohol by weight, and waiving the fee.

BUDGET IMPLICATION:

None

Attachments: Certificate of Insurance
State Application



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <i>Timber Ridge of Oak Grove LLC</i>		Date organized <i>1-1-2001</i>	Tax exempt number
Address <i>21250 Yellow Pine St</i>	City <i>Oak Grove</i>	State <i>MN</i>	Zip Code <i>55011</i>
Name of person making application <i>Joe Bunn</i>		Business phone <i>763-753-8383</i>	Home phone <i>763-244-6565</i>
Date(s) of event <i>6/12/21</i>	Type of organization ☐ Microdistillery ☐ Small Brewer ☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name <i>St Francis Chamber</i>	City 	State <i>MN</i>	Zip Code
Organization officer's name 	City 	State <i>MN</i>	Zip Code
Organization officer's name 	City 	State <i>MN</i>	Zip Code

Location where permit will be used. If an outdoor area, describe.

outside in park where pioneer days was held

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

21250 Yellow Pine St Oak Grove MN 55011

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

will send with ~~attach~~ paper work to city

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



**Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division**

HAS BEEN ISSUED THIS LICENSE/PERMIT BY THE STATE OF MINNESOTA PURSUANT TO MINNESOTA
STATUTES CHAPTER 340A AND RELATED REGULATIONS

ALCOHOL CATERER'S PERMIT

Expiration Date: 1/12/2022

Iden: 3774

**The Refuge Golf Club
Timber Ridge of Oak Grove LLC
1323 Coon Rapids Blvd
Coon Rapids, MN 55433**

Business Location

**21250 Yellow Pine St
Oak Grove**

Carla C. Nicotia

Alcohol & Gambling Enforcement Director

Tammy

763-862-9987



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/24/2021

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 Insurance Brokers of MN, Inc. 3351 Round Lake Blvd Anoka MN 55303		CONTACT NAME: Dawn Hansen PHONE (A/C, No, Ext): (763) 323-3000 FAX (A/C, No): (763) 323-8353 E-MAIL ADDRESS: d.hansen@insurancebrokersmn.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: United Fire & Casualty	
		INSURER B: FirstComp	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 21-22 St Francis **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			60516007	04/30/2021	04/30/2022	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Liquor Liability Exclusion \$
A	☒ AUTOMOBILE LIABILITY			60516007	04/30/2021	04/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB			60516007	04/30/2021	04/30/2022	EACH OCCURRENCE \$ 5,000,000
	☐ CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED		RETENTION \$				\$
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC0206769-01	04/30/2021	04/30/2022	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			60516007	01/01/2021	12/31/2021	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
catered Events with off premises coverage included.

CERTIFICATE HOLDER City of St Francis 23340 Cree Street 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 Dawn M Hansen
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City Council
AGENDA REPORT
Agenda Item #
4F

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Peddler's License Application – Food Trucks
DATE: June 7, 2021

OVERVIEW

The City anticipates receiving a Peddler's License application from Bacon Butt BBQ for a food truck. They are proposing to bring one food truck to the City of St. Francis in Community Park. Hours, dates and descriptions are below:

Saturday June 12th, 2021 7:00 a.m. – 11:00 a.m.

Recommended Motion:

Motion to approve the Peddler's License Application for Bacon Butt BBQ contingent upon receipt of all license requirements.



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

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Peddler's License Application – Food Trucks
DATE: June 7, 2021

OVERVIEW

The City anticipates receiving a Peddler's License application from Sun Mountain Concession for two food trucks. They are proposing to bring one food truck to the City of St. Francis in Community Park. Hours, dates and descriptions are below:

Saturday June 12th, 2021 7:00 a.m. – 11:00 a.m.

Recommended Motion:

Motion to approve the Peddler's License Application for Sun Mountain Concessions contingent upon receipt of all license requirements.



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

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Peddler's License Application – Food Trucks
DATE: June 7, 2021

OVERVIEW

The City anticipates receiving a Peddler's License application from Fiesta Cancun Grill & Bar for their Taco Mobile food truck. They are proposing to bring one food truck to the City of St. Francis in Community Park. Hours, dates and descriptions are below:

Saturday June 12th, 2021 7:00 a.m. – 11:00 a.m.

Recommended Motion:

Motion to approve the Peddler's License Application for Fiesta Cancun Grill & Bar contingent upon receipt of all license requirements.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

41

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 \$696,380.36 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 – None
Credit Card Payment- None
Manual Checks-\$38,758.47

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:

- 06-07-2021 Packet List
- 06-07-2021 Manual Checks

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 1

***Claim Register©**

AP 06-07-2021

May 2021

Claim Type

Claim#	10640	3D SPECIALTIES INC.				
Cash Payment	E 101-43100-226	Sign Repair Materials	MATERIALS			\$980.25
	Invoice	222356				
Transaction Date	5/27/2021	Due 6/26/2021	CASH	10100	Total	\$980.25

Claim Type

Claim#	10641	ADVANCED AUTOMOTIVE CARE, I				
Cash Payment	E 601-49440-221	Vehicle Repair & Maintena	ALIGNMENT			\$78.93
	Invoice	57773				
Transaction Date	5/27/2021	Due 6/26/2021	CASH	10100	Total	\$78.93

Claim Type

Claim#	10650	ADVANTAGE TAPE				
Cash Payment	E 609-49750-340	Advertising	ADVERTISING			\$390.00
	Invoice	2661Z				
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$390.00

Claim Type

Claim#	10548	ALLINA HEALTH SYSTEM				
Cash Payment	E 101-42210-208	Training and Instruction	EDUCATION			\$1,148.25
	Invoice	CI00003807				
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$1,148.25

Claim Type

Claim#	10623	ANOKA COUNTY FIRE PROTECTIO				
Cash Payment	E 101-42210-433	Dues and Subscriptions	ANNUAL MEMBERSHIP DUES			\$460.00
	Invoice	161				
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$460.00

Claim Type

Claim#	10550	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-41410-580	C-O-L Other Equipment	JOINT POWERS AGREEMENT			\$1,336.85
	Invoice	ELEC05192121				
Cash Payment	E 101-42110-321	Telephone	BROADBAND			\$37.51
	Invoice	B210517P				
Cash Payment	E 101-42210-321	Telephone	BROADBAND			\$37.51
	Invoice	B210517P				
Cash Payment	E 101-43100-321	Telephone	BROADBAND			\$37.51
	Invoice	B210517P				
Cash Payment	E 101-45200-321	Telephone	BROADBAND			\$37.51
	Invoice	B210517P				
Cash Payment	E 601-49440-321	Telephone	BROADBAND			\$37.51
	Invoice	B210517P				
Cash Payment	E 602-49490-321	Telephone	BROADBAND			\$37.45
	Invoice	B210517P				
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$1,561.85

Claim Type

Claim#	10649	ARTISAN BEER COMPANY				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$76.85
	Invoice	3475881				
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$76.85

Claim Type

Claim#	10551	ASPEN MILLS				
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CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 2

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS				\$15.70
	Invoice 274433					
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS -BLAKE SCHWIEGER				\$19.85
	Invoice 275141					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$35.55
Claim Type						
Claim#	10553 <i>BELLBOY CORPORATION</i>					
Cash Payment	E 609-49750-200 Office Supplies	OFFICE SUPPLIES				\$123.75
	Invoice 0103246700					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$18.60
	Invoice 0089384400					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,587.50
	Invoice 0089384400					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.78
	Invoice 0103246700					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$42.00
	Invoice 0103246700					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$1,776.63
Claim Type						
Claim#	10651 <i>BERNICK COMPANIES, THE</i>					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$337.75
	Invoice 215700					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,274.30
	Invoice 213253					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,036.85
	Invoice 210763					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$50.20
	Invoice 215700					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$21.00
	Invoice 213253					
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$2,720.10
Claim Type						
Claim#	10557 <i>BREAKTHRU BEVERAGE</i>					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$16.55
	Invoice 339559757					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$37.09
	Invoice 339653446					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$40.96
	Invoice 339475186					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$185.60
	Invoice 339653447					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,623.38
	Invoice 339653446					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,271.00
	Invoice 339559757					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,898.09
	Invoice 339475186					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$104.32
	Invoice 339653446					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$296.00
	Invoice 339475186					

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 3

***Claim Register©**

AP 06-07-2021

May 2021

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$7,472.99
Claim Type						
Claim#	10558	CEDAR CREEK BAKING COMPANY				
Cash Payment	E 101-42110-308	Community Education	COOKIES & BARS			\$175.00
Invoice	.0521					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$175.00
Claim Type						
Claim#	10625	CORE & MAIN				
Cash Payment	E 601-49440-229	Project Repair & Maintena	HYDRAFINDER MARKERS			\$245.64
Invoice	O240095					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$245.64
Claim Type						
Claim#	10655	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$140.40
Invoice	1002282					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$115.56
Invoice	1002229					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$172.65
Invoice	1002191					
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$428.61
Claim Type						
Claim#	10560	D & G TIRE & RECYCLE L.L.C				
Cash Payment	E 101-43210-439	Recycling Days	JUNK TIRES			\$151.25
Invoice	4718					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$151.25
Claim Type						
Claim#	10657	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$905.00
Invoice	1400785					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$12,611.45
Invoice	1400763					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$6,088.70
Invoice	1395451					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$17,964.74
Invoice	1399280					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$67.90
Invoice	1392094					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$57.80
Invoice	1400763					
Cash Payment	E 609-49751-255	N/A Products				\$28.90
Invoice	1399280					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC.			\$276.00
Invoice	1395451					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$28.90
Invoice	1395451					
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$37,893.59
Claim Type						
Claim#	10626	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-42210-401	Repairs/Maint Buildings	SPRING MAINTENANCE			\$853.00
Invoice	6973					

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 4

***Claim Register©**

AP 06-07-2021

May 2021

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$853.00
Claim Type						
Claim#	10632 ECM PUBLISHERS, INC.					
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORD 278 RES 2021-26	SAUNAS		\$75.25
Invoice	835995					
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORD 277 RES 2021-25	TOBACCO LICENSE		\$75.25
Invoice	835994					
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORDINANCE 275			\$129.00
Invoice	834935					
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORD 276 RES 2021-24	DOG LICENSE		\$75.25
Invoice	835993					
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORD 279 RES 2021-27	MASSAGE TH		\$75.25
Invoice	835992					
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORD 267 RES 20-21-28	ADULT ENT		\$75.25
Invoice	835991					
Cash Payment	E 101-41400-351	Legal Notices Publishing	2020 FINANCIAL STATEMENTS			\$967.50
Invoice	837045					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$1,472.75
Claim Type						
Claim#	10659 ELITE SANITATION					
Cash Payment	E 101-45200-402	Janitorial Service	RENTAL			\$718.00
Invoice	27626					
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$718.00
Claim Type						
Claim#	10565 ENVIROTECH SERVICES					
Cash Payment	E 405-43100-441	Miscellaneous	CALCIUM CHLORIDE			\$18,457.60
Invoice	CD202113257					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$18,457.60
Claim Type						
Claim#	10642 EVERGREEN RECYCLING LLC					
Cash Payment	E 101-43210-439	Recycling Days	APPLIANCES			\$1,596.00
Invoice	2643					
Transaction Date	5/27/2021	Due 6/26/2021	CASH	10100	Total	\$1,596.00
Claim Type						
Claim#	10566 FEDERATED COOP					
Cash Payment	E 101-45200-419	Turf/Fertilizer/Weed Contro	CHEMICALS			\$252.88
Invoice	30318755					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$252.88
Claim Type						
Claim#	10633 FERGUSON WATERWORKS, INC					
Cash Payment	E 601-49440-229	Project Repair & Maintena	MAINTENANCE			\$444.61
Invoice	0473939					
Cash Payment	E 601-49440-259	Water Meters	WATER METERS			\$5,675.38
Invoice	WL005257					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$6,119.99
Claim Type						
Claim#	10568 FIRE SAFETY USA, INC.					

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 5

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 402-42210-550 Vehicles	DOWN PAYMENT ON NEW E-ONE FIRE TRUCK	\$500,000.00
Invoice 147847			
Transaction Date	5/26/2021	Due 6/25/2021 CASH	10100
			Total \$500,000.00
Claim Type			
Claim#	10660 GOPHER STATE ONE-CALL		
Cash Payment	E 602-49490-442 Gopher State	MAY TICKETS	\$58.72
Invoice 1050762			
Cash Payment	E 601-49440-442 Gopher State	MAY TICKETS	\$58.73
Invoice 1050762			
Transaction Date	6/2/2021	Due 7/2/2021 CASH	10100
			Total \$117.45
Claim Type			
Claim#	10569 GRANITE CITY JOBBING CO.		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$4.25
Invoice 231621			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	\$112.19
Invoice 231621			
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO	\$2,565.14
Invoice 231621			
Transaction Date	5/26/2021	Due 6/25/2021 CASH	10100
			Total \$2,681.58
Claim Type			
Claim#	10661 HAKANSON ANDERSON ASSOC., I		
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	\$152.56
Invoice 46042			
Cash Payment	E 240-41910-311 Contract	SF112 SURVEY PART OF BLOCK 2, VILLAGE OF ST. FRANCIS	\$1,988.00
Invoice 45904			
Cash Payment	E 603-49490-303 Engineering Fees	MS4 PERMIT FOR THE CITY OF ST. FRANCIS	\$1,001.00
Invoice 46044			
Cash Payment	E 101-42400-303 Engineering Fees	BUILDING PERMIT REVIEWS FOR THE CITY OF ST. FRANCIS	\$601.75
Invoice 45911			
Cash Payment	E 101-42400-303 Engineering Fees	SF906-2021 BUILDING PERMIT REVIEWS	\$124.50
Invoice 46047			
Cash Payment	E 101-41910-303 Engineering Fees	SF113 31-34-24-44-0003	\$2,175.00
Invoice 46039			
Cash Payment	E 101-41910-303 Engineering Fees	SF114 31-34-24-44-0005	\$2,148.50
Invoice 46040			
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	SF249 RIVERS EDGE 5TH ADDITION	\$1,294.75
Invoice 46041			
Cash Payment	E 101-41910-303 Engineering Fees	SF901-2021 GENERAL ENGINEERING	\$206.00
Invoice 46045			
Cash Payment	G 803-22177 Joshua Markum Subdivision	MEADOWS OF ST. FRANCIS 3RD ADDITION	\$592.25
Invoice 45905			
Cash Payment	E 405-43100-806 2021 Street Improvements	2021 STREET REHAB PROJECT	\$4,771.90
Invoice 46043			
Cash Payment	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	\$133.28
Invoice 46046			
Cash Payment	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	\$133.28
Invoice 46046			

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 6

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 101-45200-303 Engineering Fees	ROUTINE SERVICES				\$133.36
Invoice	46046					
Cash Payment	E 601-49440-303 Engineering Fees	ROUTINE SERVICES				\$133.36
Invoice	46046					
Cash Payment	E 602-49490-303 Engineering Fees	ROUTINE SERVICES				\$133.36
Invoice	46046					
Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE SERVICES				\$133.36
Invoice	46046					
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$15,856.21
Claim Type						
Claim#	10635	HAWKINS, INC.				
Cash Payment	E 602-49490-216 Chemicals and Chem Prod	FERRIC CHLORIDE				\$3,619.93
Invoice	4938855					
Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHLORINE				\$5,753.85
Invoice	4938854					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$9,373.78
Claim Type						
Claim#	10573	INITIAL DEFENSE CUSTOMIZED T				
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING - HADLER				\$395.00
Invoice	21-18					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$395.00
Claim Type						
Claim#	10666	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$133.94
Invoice	IN3363015					
Cash Payment	E 101-42110-200 Office Supplies	OFFIC SUPPLIES				\$144.44
Invoice	IN3364285					
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$59.44
Invoice	IN3355512					
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$337.82
Claim Type						
Claim#	10700	INTERSTATE TESTING				
Cash Payment	E 601-49440-228 Equipment Maintenance	BACKFLOW TEST				\$900.00
Invoice	14987					
Transaction Date	6/3/2021	Due 7/3/2021	CASH	10100	Total	\$900.00
Claim Type						
Claim#	10576	ISD #15				
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER				\$370.35
Invoice	7782					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 BOBCAT 3400XL				\$47.93
Invoice	7763					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER				\$69.40
Invoice	7712					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$487.68
Claim Type						
Claim#	10701	JEFFERSON FIRE & SAFETY INC.				
Cash Payment	E 101-42210-237 Small Equipment	FSP FIREADE				\$540.00
Invoice	IN129898					
Transaction Date	6/3/2021	Due 7/3/2021	CASH	10100	Total	\$540.00

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 7

***Claim Register©**

AP 06-07-2021

May 2021

Claim Type

Claim#	10577	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			-\$3.14
Invoice	145823					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$7.85
Invoice	1810846					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			-\$25.53
Invoice	145824					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$18.84
Invoice	1810844					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$20.41
Invoice	1800869					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$17.27
Invoice	1800866					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$189.00
Invoice	1610645					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$36.11
Invoice	1805646					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$61.23
Invoice	1810843					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$12.56
Invoice	1805645					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			-\$82.80
Invoice	145823					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$771.30
Invoice	1800869					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$989.58
Invoice	1805645					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,358.26
Invoice	1800866					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$1,494.45
Invoice	1805646					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$3,305.46
Invoice	1810843					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$130.00
Invoice	1810846					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$663.25
Invoice	1810844					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$8,964.10

Claim Type

Claim#	10583	JOSHUA/MARKUM BUILDERS				
Cash Payment	R 101-36200	Miscellaneous Revenues	REFUND 3 STORMWATERS PAID			\$180.00
Invoice						
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$180.00

Claim Type

Claim#	10676	KIMS KLEANING				
Cash Payment	E 602-49490-402	Janitorial Service	WASTE WATER PLANT			\$220.00
Invoice	7576					
Cash Payment	E 101-41940-402	Janitorial Service	CITY HALL			\$240.00
Invoice	7571					
Cash Payment	E 101-45000-402	Janitorial Service	COMMUNITY CENTER			\$80.00
Invoice	7572					

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 8

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPARTMENT		\$900.00
Invoice	7575			
Cash Payment	E 101-45200-402 Janitorial Service	CONCESSION STAND CLEANING		\$75.00
Invoice	7577			
Cash Payment	E 101-42110-402 Janitorial Service	FIRE DEPT		\$150.00
Invoice	7578			
Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT		\$160.00
Invoice	7574			
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING		\$225.00
Invoice	7573			
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING		\$225.00
Invoice	7573			
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING		\$225.00
Invoice	7573			
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING		\$225.00
Invoice	7573			
Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100
				Total \$2,725.00

Claim Type

Claim#	10585	LAW ENFORCEMENT LABOR SVC		
Cash Payment	G 101-21707 Union Dues	UNION DUES		\$571.50
Invoice	.0621			
Cash Payment	G 101-21707 Union Dues	SARGEANT UNION DUES		\$63.50
Invoice	.062021			
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100
				Total \$635.00

Claim Type

Claim#	10584	LMC INSURANCE TRUST		
Cash Payment	R 101-36200 Miscellaneous Revenues	REFUND OVERPAYMENT		\$397.30
Invoice	.0521			
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100
				Total \$397.30

Claim Type

Claim#	10589	MCDONALD DIST CO.		
Cash Payment	E 609-49751-252 Beer For Resale	BEER		-\$25.90
Invoice	580072			
Cash Payment	E 609-49751-252 Beer For Resale	BEER		\$13,711.65
Invoice	580999			
Cash Payment	E 609-49751-252 Beer For Resale	BEER		-\$106.40
Invoice	581086			
Cash Payment	E 609-49751-252 Beer For Resale	BEER		-\$22.10
Invoice	581087			
Cash Payment	E 609-49751-252 Beer For Resale	BEER		\$6,696.95
Invoice	580054			
Cash Payment	E 609-49751-255 N/A Products	N/A		-\$6.06
Invoice	2400544			
Cash Payment	E 609-49751-255 N/A Products	N/A		\$47.15
Invoice	580054			
Cash Payment	E 609-49751-255 N/A Products	N/A		\$43.20
Invoice	580999			
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100
				Total \$20,338.49

Claim Type

Claim# 10593 METRO SALES, INC.

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 9

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 101-41400-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 101-42400-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 101-42110-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 101-43100-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 101-45200-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 601-49440-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 602-49490-200 Office Supplies	COPIES				\$2.43
Invoice	INV1813867					
Cash Payment	E 609-49750-200 Office Supplies	COPIES				\$2.44
Invoice	INV1813867					
Cash Payment	E 101-41400-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 101-42400-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 101-42110-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 101-43100-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 101-45200-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 601-49440-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 602-49490-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Cash Payment	E 609-49750-200 Office Supplies	COPIES				\$85.75
Invoice	INV1821153					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$705.45

Claim Type

Claim#	10594	METRO WEST INSPECTIONS SER				
Cash Payment	E 101-42400-311 Contract	FINALE PERMITS				\$2,799.10
Invoice	2847					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$2,799.10

Claim Type

Claim#	10595	MN DEPT OF HEALTH				
Cash Payment	E 101-42110-308 Community Education	STATEWIDE HOSPITALITY FEE				\$40.00
Invoice	27278					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$40.00

Claim Type

Claim#	10648	MN DEPT OF NATURAL RESOURC	Ck# 079106	6/1/2021		
Cash Payment	E 101-43100-226 Sign Repair Materials	SIGN				\$53.08
Invoice	8103057					
Transaction Date	6/1/2021	Due 7/1/2021	CASH	10100	Total	\$53.08

Claim Type

Claim#	10702	MN FIRE SERVICE CERTIFICATION				
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CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 10

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 101-42210-208 Training and Instruction	HAZ MAT TECH EXAM			\$510.00
	Invoice 8907				

Transaction Date	6/3/2021	Due 7/3/2021	CASH	10100	Total	\$510.00
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Claim Type

Claim#	10596	MN NCPERS LIFE INSURANCE
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Cash Payment	G 101-21713 MN Life	INSURANCE		\$96.00
	Invoice 733400062021			

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$96.00
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Claim Type

Claim#	10597	NORTHLAND OCCUPATIONAL HEA
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Cash Payment	E 101-42210-305 Medical & Testing Fees	TESTING		\$355.00
	Invoice 9915			

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$355.00
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Claim Type

Claim#	10679	OPUS 21
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Cash Payment	E 601-49440-382 Utility Billing	APRIL 2021 SERVICES		\$1,412.25
	Invoice 210476			

Cash Payment	E 602-49490-382 Utility Billing	APRIL 2021 SERVICES		\$1,412.25
	Invoice 210476			

Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$2,824.50
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Claim Type

Claim#	10598	PACE ANALYTICAL SERVICES
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Cash Payment	E 602-49490-313 Sample Testing	LABOR		\$1,232.05
	Invoice 1221-4554			

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$1,232.05
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Claim Type

Claim#	10680	PAUSTIS WINE COMPANY
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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$8.75
	Invoice 128042			

Cash Payment	E 609-49751-253 Wine For Resale	WINE		\$519.00
	Invoice 128042			

Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$527.75
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Claim Type

Claim#	10681	PEARL ARCHITECTURE LLC
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Cash Payment	G 609-16500 Construction in Progress	ARCHITECTURAL BIDDING SERVICES		\$786.56
	Invoice 2020.02-07			

Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$786.56
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Claim Type

Claim#	10599	PEPSI COLA
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Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC		\$390.52
	Invoice 56074954			

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$390.52
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Claim Type

Claim#	10600	PHILLIPS WINE & SPIRITS CO.
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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$47.89
	Invoice 6204242			

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$42.39
	Invoice 6211723			

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 11

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.85
	Invoice 6206024					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.57
	Invoice 6211724					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$13.35
	Invoice 6206023					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$9.42
	Invoice 6204243					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$52.00
	Invoice 6211722					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
	Invoice 6204244					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$271.00
	Invoice 6206024					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$309.20
	Invoice 6204243					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$148.50
	Invoice 6204244					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$6,037.49
	Invoice 6204242					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$988.00
	Invoice 6206023					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,451.95
	Invoice 6211722					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$44.00
	Invoice 6211724					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,164.00
	Invoice 6211723					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$12,593.32

Claim TypeClaim# 10685 *RICCAR HEATING*

Cash Payment	E 101-41940-401 Repairs/Maint Buildings	HVAC				\$740.96
	Invoice 2021-1006					

Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$740.96
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Claim TypeClaim# 10686 *ROYAL SUPPLY*

Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$26.80
	Invoice 1977					
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$13.40
	Invoice 1977					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$6.70
	Invoice 1977					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$6.70
	Invoice 1977					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$6.70
	Invoice 1977					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$6.70
	Invoice 1977					

Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$67.00
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Claim TypeClaim# 10605 *SIRCHIE*

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 12

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 101-42110-217 Other Operating Supplies	EVIDENCE TAPE				\$51.61
	Invoice 0495521-IN					

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$51.61
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Claim Type

Claim# 10612 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.45
	Invoice 2082287					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$12.91
	Invoice 2085245					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				-\$40.00
	Invoice 9247425					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$264.00
	Invoice 9246795					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$11.52
	Invoice 2082288					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.28
	Invoice 2082285					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$16.86
	Invoice 2079620					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.56
	Invoice 2082284					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.24
	Invoice 2079621					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$3.41
	Invoice 2079619					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$69.15
	Invoice 9245478					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$0.11
	Invoice 2082286					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$897.00
	Invoice 2082287					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$468.00
	Invoice 2082288					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,802.80
	Invoice 2085245					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,396.72
	Invoice 2079620					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$426.55
	Invoice 2079621					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$161.90
	Invoice 2082285					

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$5,849.16
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Claim Type

Claim# 10688 SPS WORKS

Cash Payment	E 101-41910-200 Office Supplies	STAMPS				\$156.45
	Invoice IV00513129					

Transaction Date	6/2/2021	Due 7/2/2021	CASH	10100	Total	\$156.45
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Claim Type

Claim# 10637 ST. FRANCIS AREA SCHOOLS

Cash Payment	E 101-41400-441 Miscellaneous	SUMMER NEWSLETTER				\$144.00
	Invoice 107247					

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 13

***Claim Register©**

AP 06-07-2021

May 2021

Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$144.00
Claim Type						
Claim#	10643 STERICYCLE, INC					
Cash Payment	E 101-43210-439 Recycling Days		SHREDDING SERVICE			\$1,604.20
	Invoice 8182093138					
Transaction Date	5/27/2021	Due 6/26/2021	CASH	10100	Total	\$1,604.20
Claim Type						
Claim#	10617 SUN LIFE FINANCIAL					
Cash Payment	E 101-41400-130 Employer Paid Insurance					\$59.81
	Invoice .0621					
Cash Payment	E 101-41500-130 Employer Paid Insurance					\$150.70
	Invoice .0621					
Cash Payment	E 101-41910-130 Employer Paid Insurance					\$150.41
	Invoice .0621					
Cash Payment	E 101-42110-130 Employer Paid Insurance					\$989.10
	Invoice .0621					
Cash Payment	E 101-42210-130 Employer Paid Insurance					\$78.28
	Invoice .0621					
Cash Payment	E 101-42400-130 Employer Paid Insurance					\$76.33
	Invoice .0621					
Cash Payment	E 101-43100-130 Employer Paid Insurance					\$183.47
	Invoice .0621					
Cash Payment	E 101-43210-130 Employer Paid Insurance					\$40.78
	Invoice .0621					
Cash Payment	E 101-45200-130 Employer Paid Insurance					\$183.47
	Invoice .0621					
Cash Payment	E 601-49440-130 Employer Paid Insurance					\$135.00
	Invoice .0621					
Cash Payment	E 602-49490-130 Employer Paid Insurance					\$134.99
	Invoice .0621					
Cash Payment	E 609-49750-130 Employer Paid Insurance					\$142.95
	Invoice .0621					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$2,325.29
Claim Type						
Claim#	10549 THE AMERICAN BOTTLING COMP					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			\$447.33
	Invoice 3562321401					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$447.33
Claim Type						
Claim#	10618 TJ ASSOCIATES					
Cash Payment	E 101-43210-200 Office Supplies		BUSINESS CARDS			\$38.95
	Invoice 235937					
Cash Payment	E 101-41400-200 Office Supplies		BUSINESS CARDS			\$38.95
	Invoice 236036					
Cash Payment	E 101-42400-200 Office Supplies		BUSINESS CARDS			\$38.95
	Invoice 236036					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$116.85
Claim Type						
Claim#	10619 TOM LYNCH ELECTRIC					

CITY OF ST FRANCIS

06/03/21 3:00 PM

Page 14

***Claim Register©**

AP 06-07-2021

May 2021

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	MAINTENANCE				\$210.00
Invoice	.0521					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	MAINTENANCE				\$650.00
Invoice	.0621					
Cash Payment	E 602-49490-229 Project Repair & Maintena	MAINTENANCE				\$310.00
Invoice	.052021					
Cash Payment	E 602-49490-229 Project Repair & Maintena	MAINTENANCE				\$395.00
Invoice	.052021					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	MAINTENANCE				\$175.00
Invoice	.0521					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	MAINTENANCE				\$175.00
Invoice	.052021					
Transaction Date	5/26/2021	Due 6/25/2021	CASH	10100	Total	\$1,915.00

Claim TypeClaim# 10636 *UTILITY SERVICE CO., INC.*

Cash Payment E 601-49440-234 Water Tower Maintenance HYDROPILLAR NEW TOWER \$9,430.92
 Invoice 534534

Transaction Date 5/26/2021 Due 6/25/2021 CASH 10100 **Total** \$9,430.92

Claim TypeClaim# 10621 *WINE MERCHANTS*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$7.85
 Invoice 7330617

Cash Payment E 609-49751-253 Wine For Resale WINE \$680.00
 Invoice 7330617

Transaction Date 5/26/2021 Due 6/25/2021 CASH 10100 **Total** \$687.85

Claim TypeClaim# 10622 *WSB & ASSOCIATES, INC*

Cash Payment E 601-49440-303 Engineering Fees PROFESSIONAL SERVICES \$829.50
 Invoice R-017848-000-2

Transaction Date 5/26/2021 Due 6/25/2021 CASH 10100 **Total** \$829.50

Claim TypeClaim# 10638 *ZIEGLER, INC.*

Cash Payment E 101-43100-221 Vehicle Repair & Maintena COIL \$84.03
 Invoice IN000107539

Cash Payment E 101-43100-221 Vehicle Repair & Maintena SUPPRESSOR \$21.76
 Invoice IN000109268

Transaction Date 5/26/2021 Due 6/25/2021 CASH 10100 **Total** \$105.79

Pre-Written Checks	\$53.08
Checks to be Generated by the Compute	\$696,327.28
Total	\$696,380.36

CITY OF ST FRANCIS
Payments

05/25/21 3:56 PM

Page 1

Current Period: May 2021

Payments Batch P-MANUAL 05-2021	\$38,758.47
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Refer	10537 MILLER CHEVROLET	<u>Ck# 079105 5/18/2021</u>	
Cash Payment	E 402-43100-550 Vehicles	2021 CHEV SILVERADO	\$38,758.47
Invoice			
Transaction Date	5/18/2021	CASH	10100
		Total	\$38,758.47

Fund Summary

	10100 CASH
402 CAPITAL EQUIPMENT	\$38,758.47
	<u>\$38,758.47</u>

Pre-Written Checks	\$38,758.47
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$38,758.47



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9A

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Potential Bond Refunding
DATE: 06-02-2021

OVERVIEW:

Attached is an analysis from the city's bond consultant, Nick Anhut. He is proposing a refunding of 3 different bonds/lease purchase. They are the 2010A GO Sewer Bonds, 2013A GO Crossover Refunding Bonds and the 2019 Water Meter Lease. Potential net savings is \$128,828 over the remaining life of these issues. Please note that this savings will be mostly recognized in the water/sewer funds over the next ten years.

ACTION TO BE CONSIDERED:

Approve attached resolution providing for the issuance and sale of the bonds.

BUDGET IMPLICATION:

Potential savings of \$129,828 split between Water Fund, Sewer Fund and Debt Service fund.

Attachment:

-2021 Debt Refunding Summary

-Resolution providing for the Issuance and Sale of General Obligation Bonds, Series 2021A, in the proposed aggregate principal amount of \$3,230,000



June 3, 2021

Bond Refunding Issuance Timeline for

Tax-Exempt Refunding of the:
General Obligation Sewer Revenue Bonds, Series 2010A
General Obligation Crossover Refunding Bonds, Series 2013A, or
2019 Water Meter Lease Obligation

St. Francis, Minnesota

Prepared by:

Nick Anhut, CIPMA
Senior Municipal Advisor



The City of St. Francis has inquired about potential refinancing opportunities related to its existing debt portfolio. Three of the City's outstanding bonds and lease obligations are currently callable, meaning the City has the option to prepay or refinance. The 2010A and 2013A Bonds are callable at anytime, while the 2019 Meter Lease is prepayable on any semi-annual payment date (February 19 and August 19 of each year). The Lease does carry a 5% prepayment penalty against the outstanding principal balance.

One or all three of these issues can be refinanced on a tax-exempt basis by what is called a "current refunding" – bonding at today's lower interest rates an amount that is used to pay off the old debt within 90 days of their respective call dates. This mechanism is intended to lock in today's interest rates to lower ongoing debt service costs than those associated with the existing debt.

Tax-exempt interest rates are currently below 1.5%, which is lower than the 2.0% to 3.7% applicable to the principal balance outstanding on the three debt obligations. Using rates observed in today's market and conservatively adding 20 basis points (0.2% percentage points), a tax-exempt current refunding of the 2010A Bonds, 2013A Bonds and 2019 Lease indicates potential debt service savings of \$129,828. These savings are calculated net of the estimated financing costs, and represent a reduction of 3.73% of the scheduled debt service payments remaining.

<u>Obligation</u>	<u>Net Savings</u>	<u>Savings Percentage</u>
G.O. Sewer Revenue Bonds, Series 2010A	\$ 90,474	7.78%
G.O. Crossover Refunding Bonds, Series 2013A	\$ 21,496	1.24%
2019 Water Meter Lease	\$ 17,858	3.01%
Totals:	\$ 129,828	3.73%

Details of the potential savings for each obligation are attached to this summary. While savings on the 2013A Bonds are marginal at best, the other two appear to be worthwhile. It should be noted that this analysis does not assume that the City uses any existing reserves to pay down the existing balances at the time of refinancing – which could further reduce the City's future debt service costs.

Proposed Schedule for Authorization

An authorization from the City Council is needed to schedule a bond sale to refund the existing bonds. Subject to the Council's approval, the City's process to solicit bids and execute the refinancing will require the following steps:

<u>Action</u>	<u>Tentative Timeline</u>
City Council discussion on Refunding Opportunities:	June 7, 2021
City Council authorizes holding a bond sale via Set Sale Resolution:	June 21, 2021
Conference with Rating Agency:	Week of July 6 th
Distribute Official Statement / Offering Document:	July 8, 2021



Receipt of Competitive Bids by Ehlers:	July 19, 2021
City Council Meeting to award bids and adopt a Bond Resolution:	July 19, 2021
Estimated Closing Date:	On or about August 12, 2021
Redemption of 2010A, 2013A Bonds and 2019 Lease	By August 19, 2021

Please note the timeline suggested above is for discussion purposes only and assumes formal actions begin in June 2021. Once the decision is made to proceed, Ehlers will assist the City in modifying the timeline to more appropriately reflect available meeting dates and the bond redemption schedule.

Please let us know your questions.

Nick Anhut

Refunding Savings Analysis - New interest rate assumptions reflect current market AA BQ rates plus 20 basis points.

Bond Year	PRIOR TO THE REFUNDING					FOLLOWING THE REFUNDING					NET DEBT SERVICE SAVINGS
	Existing Debt Service (to be refunded)					New Debt Service					
	\$710,000 General Obligation Sewer Revenue Bonds, Series 2010A Existing Balance after 8/1/2021 payment					\$1,015,000 General Obligation Refunding Bonds, Series 2021A Dated: 8/1/2021					
	Principal 2/1	Rate	Interest 8/1 & 2/1	Less: Fund Transfers	Net Debt Service	Principal 2/1	Rate	Interest 2/1 & 8/1	Less: Rounding	Net Debt Service	
2022	80,000	2.600%	15,753		95,753	90,000	0.35%	4,728	(2,084)	92,644	3,109
2023	80,000	2.750%	29,426		109,426	90,000	0.45%	9,140		99,140	10,286
2024	85,000	3.000%	27,226		112,226	95,000	0.55%	8,735		103,735	8,491
2025	90,000	3.000%	24,676		114,676	95,000	0.70%	8,213		103,213	11,464
2026	95,000	3.100%	21,976		116,976	100,000	0.80%	7,548		107,548	9,429
2027	100,000	3.375%	19,031		119,031	100,000	1.00%	6,748		106,748	12,284
2028	105,000	3.375%	15,656		120,656	105,000	1.15%	5,748		110,748	9,909
2029	110,000	3.375%	12,113		122,113	110,000	1.25%	4,540		114,540	7,573
2030	115,000	3.500%	8,400		123,400	110,000	1.35%	3,165		113,165	10,235
2031	125,000	3.500%	4,375		129,375	120,000	1.40%	1,680		121,680	7,695
Total	985,000		178,633	-	1,163,633	1,015,000		60,243	(2,084)	1,073,159	90,474

Notes:

Debt Service Savings to the Sewer Fund are net of financing costs

2010A Cash Flow (Future Value) Savings:	90,474
Savings Percentage:	7.78%

Bond Year	PRIOR TO THE REFUNDING					FOLLOWING THE REFUNDING					NET DEBT SERVICE SAVINGS
	Existing Debt Service (to be refunded)					New Debt Service					
	\$2,730,000					\$1,660,000					
	General Obligation Crossover Refunding Bonds, Series 2013A Existing Balance after 8/1/2020 payment					General Obligation Refunding Bonds, Series 2021A Dated: 8/1/2021					
	Principal 2/1	Rate	Interest 8/1 & 2/1	Less: Fund Transfers	Net Debt Service	Principal 2/1	Rate	Interest 2/1 & 8/1	Less: Rounding	Net Debt Service	
2021	285,000	2.000%	16,785		301,785	295,000	0.35%	5,653	656	301,309	476
2022	295,000	2.000%	27,870		322,870	310,000	0.45%	10,273		320,273	2,598
2023	200,000	2.000%	21,970		221,970	210,000	0.55%	8,878		218,878	3,093
2024	205,000	2.000%	17,970		222,970	210,000	0.70%	7,723		217,723	5,248
2025	205,000	2.100%	13,870		218,870	210,000	0.80%	6,253		216,253	2,618
2026	210,000	2.200%	9,565		219,565	210,000	1.00%	4,573		214,573	4,993
2027	215,000	2.300%	4,945		219,945	215,000	1.15%	2,473		217,473	2,473
Total	1,615,000		112,975	-	1,727,975	1,660,000		45,823	656	1,706,479	21,496

Notes:

Debt Service Savings to the debt service fund net of financing costs. Another \$___,000 in Debt Service Fund cash

2013A Cash Flow (Future Value) Savings:	21,496
Savings Percentage:	1.24%

Refunding Savings Analysis (continued)

Bond Year	PRIOR TO THE REFUNDING					FOLLOWING THE REFUNDING					NET DEBT SERVICE SAVINGS
	Existing Debt Service (to be refunded)					New Debt Service					
	\$520,000 General Obligation Improvement Bonds, Series 2011A Existing Balance after 2/12020 payment					\$550,000 General Obligation Refunding Bond, Series 2020A Dated: 3/19/2020					
	Principal 2/1	Rate	Interest 8/1 & 2/1	Less: Fund Transfers	Net Debt Service	Principal 2/1	Rate	Interest 2/1 & 8/1	Less: Rounding	Net Debt Service	
2021	27,638	3.700%	9,420		37,058	35,000	0.35%	2,338	(222)	37,116	(58)
2022	56,819	3.700%	17,297		74,116	65,000	0.45%	4,553		69,553	4,563
2023	58,941	3.700%	15,175		74,116	65,000	0.55%	4,260		69,260	4,856
2024	61,142	3.700%	12,974		74,116	70,000	0.70%	3,903		73,903	213
2025	63,425	3.700%	10,691		74,116	70,000	0.80%	3,413		73,413	703
2026	65,793	3.700%	8,322		74,116	70,000	1.00%	2,853		72,853	1,263
2027	68,250	3.700%	5,866		74,116	70,000	1.15%	2,153		72,153	1,963
2028	70,799	3.700%	3,317		74,116	70,000	1.25%	1,348		71,348	2,768
2029	36,385	3.700%	673		37,058	35,000	1.35%	473		35,473	1,585
2030	-		-		-	-	1.40%	-		-	-
2031	-		-		-	-	0.00%	-		-	-
2032	-		-	-	-	-	0.00%			-	-
Total	509,191		83,734	-	592,926	550,000		25,290	(222)	575,068	17,858

Notes:

Debt Service Savings are net of financing costs which includes a lease prepayment penalty of \$25,459.57.

2019 Lease Cash Flow Savings:	17,858
Savings Percentage:	3.01%

Total Cash Flow Savings (2010A, 2013A and Lease):	129,828
Total Savings Percentage:	3.73%

Resolution No. _____

Council Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL
OBLIGATION BONDS, SERIES 2021A, IN THE PROPOSED AGGREGATE
PRINCIPAL AMOUNT OF \$3,230,000**

- A. WHEREAS, the City Council of St. Francis, Minnesota previously issued its General Obligation Sewer Revenue Bonds, Series 2010A in the original aggregate principal amount of \$1,600,000, dated September 1, 2010 (the "Series 2010A Bonds"); and
- B. WHEREAS, the City Council of St. Francis, Minnesota previously issued its General Obligation Crossover Refunding Bonds, Series 2013A in the original aggregate principal amount of \$2,730,000, dated March 1, 2013 (the "Series 2013A Bonds"); and
- C. WHEREAS, the City Council of St. Francis, Minnesota previously entered into a Lease-Purchase Agreement in the original aggregate principal amount of \$614,812.95, dated as of August 19, 2019 with Holman Capital Corporation, as lessor (the "2019 Lease") to finance various water meters and associated equipment and attachments (the "Equipment"); and
- D. WHEREAS, the City Council of St. Francis, Minnesota has heretofore determined that it is necessary and expedient to issue General Obligation Bonds, Series 2021A (the "Bonds"), in the proposed aggregate principal amount of \$3,230,000 to execute a current refunding of the outstanding balances of the Series 2010A Bonds and Series 2013A Bonds, as well as provide financing to exercise prepayment of the 2019 Lease and subsequent acquisition of the Equipment; and
- E. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of St. Francis, Minnesota, as follows:

- 1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
- 2. Meeting; Proposal Opening. The City Council shall meet at 6:00 p.m. on July 19, 2021, for the purpose of considering proposals for and awarding the sale of the Bonds.
- 3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 7th day of June, 2021.

Title of Document Signer

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: June 2, 2021
SUBJECT: Interim Use Permit (IUP)
APPLICANT: SFLC LLC (James R. Anderson)
LOCATION: Lot 1 Block 2 Meadows of St. Francis (PID 06-33-24-11-0070)
MEETING DATE: June 7, 2021
COMP PLAN: Commercial
ZONING: B-2 General Business

OVERVIEW

James Anderson has submitted an Interim Use Permit (IUP) application to allow the 10.6-acre property located on the corner of Hwy 47 and Cree Street to be used for agricultural purposes. The property is currently vacant and there are several wetlands located along the east side. The applicant has indicated that he would like to lease out the land for farming while marketing the property for commercial use.

PLANNING COMMISSION

The Planning Commission reviewed the IUP request at their May 19, 2021 meeting. No members of the public provided comment either for or against the request. Commissioners discussed the type of agriculture use proposed. The applicant noted that the property would be used for row or cover crop farming until such time as it can be sold and/or developed as a commercial property. After discussion, the Planning Commission recommended unanimously for approval of the IUP request with conditions.

ACTION

Given Planning Commission and Staff recommendation of approval for the request, a draft resolution has been prepared for your consideration.

Suggested Motion: *“Move to adopt Resolution 2021-XX approving an Interim Use Permit to allow the property known as Lot 1 Block 2 of the Meadows of St. Francis subdivision to be used for agricultural purposes subject to the conditions and findings of fact as identified by Staff.”*

ATTACHMENTS

- Draft Resolution 2021-XX

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800 Fax (612) 338-6838 www.hkgi.com

City Council Report – Anderson IUP Request – June 7, 2021

- Draft Interim Use Permit
- May 19, 2021 Planning Commission Packet

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

RESOLUTION 2021-XX

**A RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW
AGRICULTURAL USES ON LOT 1 BLOCK 2 OF THE MEADOWS OF ST. FRANCIS
SUBDIVISION**

WHEREAS, the applicant, James Anderson, has requested an Interim Use Permit to allow agricultural uses on the property; and

WHEREAS, the property is legally described as Lot 1 Block 2 Meadows of St. Francis; and

WHEREAS, the property is zoned B-2 General Business; and

WHEREAS, general agriculture is an interim use within the B-2 District; and

WHEREAS, on May 19, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on May 19, 2021, the Planning Commission unanimously recommended approval of the requested Interim Use Permit; and

WHEREAS, the City Council of the City of St. Francis, on June 7, 2021, considered the requested Interim Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Interim Use Permit for agricultural uses on Lot 1 Block 2 of the Meadows of St. Francis subdivision based on the following findings of fact:

1. The proposed agriculture use is an interim, or temporary, use until the site can be developed for a higher, better use in accordance with the City Zoning Code and the Comprehensive Plan.
2. With conditions, the proposed interim use is consistent with the Comprehensive Plan and Zoning ordinance.
3. The proposed use will generate limited traffic and will not be served by City services.
4. The use will not impose additional unreasonable costs on the public.

BE IT FURTHER RESOLVED that approval of the Interim Use Permit for agricultural uses on Lot 1 Block 2 of the Meadows of St. Francis subdivision shall be subject to the following conditions:

1. The Interim Use Permit shall lapse 2 years from the date of approval of the IUP or when the property is sold, whichever occurs first. If the property has not been sold within 2 years, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.
2. The applicant shall provide legal proof of ownership of the property.
3. All crops shall be planted and maintained in accordance with Section 10-71-06 Traffic Sight Visibility Triangle.
4. A 25-foot vegetated buffer shall be created between the existing wetlands and the proposed agricultural use. This buffer shall be vegetated with seed, sod, or native plantings.
5. The existing drainage ponds on the site shall maintain their current function. If a pond's function is reduced or impaired as a result of the agricultural use, the applicant shall be responsible for mitigation at their cost.
6. The agriculture use shall not be conducted within the drainage and utility easements on the site.
7. Applicant shall identify any curb cut(s) needed to serve the property and provide this information to City Staff for review. The applicant shall be responsible for any damage done to the existing curb as a result of the agriculture use.
8. Hours of operation for agriculture shall be limited to 7:00am to 10:00pm.
9. The application of traditional chemicals (pesticides/herbicides) for farming practices shall only be used during no wind conditions and shall not be broadcast or applied via aerial mechanisms.
10. The applicant is responsible for all fees related to the review of this application.
11. All fees and financial obligations shall be received by the City prior to the releasing of the Interim Use Permit for recording.
12. The applicant shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.
13. All necessary permits as may be applicable must be provided to the City before activity begins on the site.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of June, 2021.

Steven D. Feldman, Mayor

Attest: Jenni Wida, Deputy City Clerk

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

(Reserved for Recording Data)

CITY OF ST. FRANCIS
ANOKA COUNTY, MINNESOTA

INTERIM USE PERMIT AT BLOCK 2 LOT 1 MEADOWS OF ST. FRANCIS

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow the following use: general agriculture.
2. **PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:

Lot 1 Block 2 Meadows of St. Francis

3. **CONDITIONS.** This Interim Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
 1. All crops shall be planted and maintained in accordance with Section 10-71-06 Traffic Sight Visibility Triangle.
 2. A 25-foot vegetated buffer shall be created between the existing wetlands and the proposed agricultural use. This buffer shall be vegetated with seed, sod, or native plantings.
 3. The existing drainage ponds on the site shall maintain their current function. If a pond's function is reduced or impaired as a result of the agricultural use, the applicant shall be responsible for mitigation at their cost.
 4. The agriculture use shall not be conducted within the drainage and utility easements on the site.
 5. Applicant shall identify any curb cut(s) needed to serve the property and provide this information to City Staff for review. The applicant shall be responsible for any damage done to the existing curb as a result of the agriculture use.
 6. Hours of operation for agriculture shall be limited to 7:00am to 10:00pm.

7. The application of traditional chemicals (pesticides/herbicides) for farming practices shall only be used during no wind conditions and shall not be broadcast or applied via aerial mechanisms.
 8. All necessary permits as may be applicable must be provided to the City before activity begins on the site.
4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.
 5. **LAPSE.** The Interim Use Permit shall lapse 2 years from the date of approval of the IUP or when the property is sold, whichever occurs first. If the property has not been sold within 2 years, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.
 6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Interim Use Permit. Violation of the terms of this Interim Use Permit is a criminal misdemeanor.
 7. **RECORDING.** This Interim Use Permit shall be recorded against the title to the Property.

Dated: June 7, 2021

CITY OF ST. FRANCIS

BY: _____

Steven D. Feldman, Mayor

(SEAL)

AND _____

Joe Kohlmann, City Administrator

STATE OF MINNESOTA)

: ss

COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 7th day of June, 2021, by **Steven D. Feldman**, Mayor, and by **Joe Kohlmann**, City Administrator, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

Notary Public

[Notary Seal]

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: June 2, 2021
SUBJECT: Carpenter's Landing; Preliminary and Final Plat
APPLICANT: Jethro Carpenter
LOCATION: 1524 237th Ave NW (PID #35-34-24-22-0011)
MEETING DATE: June 7, 2021
COMP PLAN: Rural Residential
ZONING: RR Rural Residential

OVERVIEW

Jethro Carpenter has submitted a preliminary and final plat to subdivide the property located at 1524 237th Ave NW into two residential lots. Large-lot residential properties exist to the east, west, and south of this property. An existing home and horseshoe driveway accessing 237th Ave NW exist on the proposed Lot 1. The applicant is proposing to construct a new home and driveway on Lot 2. The proposed lots meet all requirements found within the City's zoning and subdivision codes and are consistent with the City's Comprehensive Plan.

Because 237th Ave NW is a County road, Staff coordinated with the County on right-of-way and access matters related to this subdivision. The County has provided direction to the applicant who is working to comply with the County's comments.

The City Council is requested to review both the preliminary and final plats concurrently.

PLANNING COMMISSION

The Planning Commission reviewed the request at their May 19th meeting. Aside from the applicant, no members of the public attended the public hearing. Planning Commissioners discussed the future extension of Drake Street as it relates to this subdivision. The proposed subdivision has over 700 feet of frontage onto 237th Ave which can accommodate access points for both lots; therefore, Drake Street did not need to be extended as part of this subdivision.

Following the public hearing and discussion, the Planning Commission unanimously recommended approval of the request. Given Planning Commission and Staff recommendation for approval of the request, a draft resolution has been prepared for your consideration.

SUGGESTED MOTIONS

1. Move to approve Resolution 2021-XX approving the preliminary and final plats of the Carpenter's Landing subdivision with conditions and findings of fact as presented by Staff.

ATTACHMENTS

- Draft Resolution – Preliminary and Final Plats
- May 19, 2021 Planning Packet

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

RESOLUTION 2021-XX

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT AT 1524 237th
AVE NW TO SUBDIVIDE THE PROPERTY INTO TWO LOTS**

WHEREAS, the applicant, Jethro Carpenter, has requested a preliminary and final plat to subdivide the metes and bounds subdivision to split the 10-acre property into two lots; and

WHEREAS, the property is legally described as:

The North 654.03 feet of the West 732.63 feet of the Northwest Quarter of the Northwest Quarter of Section 35, Township 34, Range 24, Anoka County, Minnesota; and

WHEREAS, the proposed parcels meet all Zoning and Subdivision Code requirements; and

WHEREAS, on May 19, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on May 19, 2021, the Planning Commission unanimously recommended approval of the requested preliminary plat subject to conditions; and

WHEREAS, the final plat is in substantial conformance with the preliminary plat; and

WHEREAS, the City Council of the City of St. Francis, on June 7, 2021, considered the requested subdivision and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested preliminary and final plats to subdivide the property at 1524 237th Avenue NW into two lots based on the following findings of fact:

1. The proposed subdivision is consistent with the City’s Comprehensive Plan.
2. The proposed subdivision is consistent with the City’s Zoning and Subdivision Ordinances.

BE IT FURTHER RESOLVED that approval of the subdivision at 1524 237th Avenue NW shall be subject to the following conditions:

1. Applicant shall relabel the alternate septic site on Lot 1 as “A.”
2. The applicant shall comply with all comments from the Anoka County Transportation Division regarding access onto 237th Ave NW.
3. Park dedication requirements shall be satisfied in accordance with City standards.
4. Reference monuments shall be placed in the subdivision as required by state law.
5. The applicant is responsible for all fees related to the review of this application.
6. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.
7. The applicant shall record the subdivision documents with the County Recorder in accordance with Section 11-36-05 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of June, 2021.

Steven D. Feldman, Mayor

Attest: Jenni Wida, Deputy City Clerk

Dated

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800



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

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 Facility License
DATE: June 7, 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 281 SS Bed and Breakfast Facilities
- Code language for Chapter 6 Business Regulation and Licensing, Section 15 Bed and Breakfast

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 department, 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**

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)



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Schedule a Worksession
DATE: June 7th, 2021

OVERVIEW

Staff is looking to schedule a worksession for the week of June 14th. Potential topics include the Police Department, City Hall, Council Meetings, Billing Software, and the Bottle Shop.

Action to be considered:

Review and Discuss.