CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting via Zoom

MARCH 15, 2021
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – March 1, 2021
   B. Work Session Notes – February 25, 2021
   C. Resolution 2021-10 Deferral of Special Assessments
   D. Hiring of Fire Fighters
   E. Resignation of Part Time Liquor Store Clerk Kathrine Hauan – Effective April 1st
   F. Payment of Claims
   G. Hire Deedee Goral as a Part Time Liquor Store Clerk Contingent upon successful completion of a background check
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
   A. SEH Proposal – America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan – Continued
   B. COVID 19 Update and Discussion
   C. Liquor Store Employee
   D. Schedule a Work Session – Week of March 22nd
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
   A. Department Reports – 1) Public Works Monthly Reports
   2) Fire Department Monthly Report
   B. Councilmember Reports -
   Resolution 2021-11 Recognition and Appreciation of Barb Held
   C. Upcoming Events –
   Mar 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting
   Apr 5 City Council Meeting – 6:00 pm, Zoom meeting
   Apr 19 City Council Meeting – 6:00 pm, Zoom meeting
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website for a link to Monday's meeting. https://www.stfrancismn.org/citycouncil/page/city-council-meeting-282

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MARCH 1, 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 a virtual setting via Zoom.

2. **ROLL CALL**
   Members present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer, Robert Bauer, Sarah Udvig, and Kevin Robinson.

   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, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

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

4. **CONSENT AGENDA**
   A. City Council Minutes – February 16, 2021
   B. SEH Proposal – America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan
   C. Final Pay Request – 2018 Street Reconditioning Project to North Valley Inc. for $9,458.32.
   D. Final Pay Request – 2019 Street Rehabilitation Project to ASTECH Corporation for $9,529.30.
   E. Final Pay Request – Kings Hwy & Riverbank Lane Improvement to North Valley Inc. for $52,219.88.
   F. Pay Estimate No. 4 – 200 Street Rehabilitation Project to North Valley Inc. for $11,458.82.
   G. RFP Liquor Store - Engineer Services: Per direction of Pearl Architecture, The City needs to send out an Request for Proposal (RFP) for the following services: soil testing and site observation for Earthwork, Aggregates, Soils Compaction at building addition footings (in-situ), Bolting Inspections, Wood Shear Walls, Reinforcing Steel, Concrete Samples, Post Installation Anchors (ICC-ES Report), Structural Steel, Barrier Behind EIFS,, and as outlined per the MN Special Structural Testing and Inspection Program Schedule that was provided in the packet.
   H. RFP Liquor Store - Coolers

provided in the packet.

H. RFP Liquor Store - Coolers

I. Payment of Claims $188,177.19 (Check #'s 78772-78814)

Item B, E and H were pulled from the consent agenda for discussion and clarification.

MOTION BY ROBINSON SECOND UDVIG APPROVING THE CONSENT AGENDA ITEMS A, C-G AND I.

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

B. SEH Proposal – America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan

The council questioned why is there a not to exceed amount, should we not have gone out for RFP's for this project. City Administrator Joe Kohlmann stated Public Works Director Jason Windingstad could not make the meeting tonight but said it is his understanding that SEH has worked in the past with the City on different compliance plans and most recently our permit.

Council also questioned why if the America's Water Infrastructure Act was signed in 2018 why is it just coming to us? For the cost of this assessment the council felt they should receive more quotes. Kohlmann stated this is a budgeted item and is a risk assessment and develop an Emergency Response plan.

After more discussion, the council agreed they would like to see another quote and why it took so long for this to come before the council.

E. Final Pay Request – Kings Hwy & Riverbank Lane Improvement to North Valley Inc. for $52,219.88

Mayor Feldman asked if everything has been completed. City Engineer Craig Jochum said yes, all items that we knew of have been taken care of. After some discussion about various problems with the project the council agreed to move forward with the final pay request.

H. RFP Liquor Store - Coolers

There was an update to the RFP with the addition of 5-foot cooler door versus 6 foot. The RFP is for the walk-in cooler and the back-bar equipment. More discussion continued about the coolers and the size of the doors but council agreed to move forward with the RFP.

MOTION BY MUEHLBAUER SECOND ROBINSON TO CONTINUE ITEM 4 B. AMERICAN'S WATER INFRASTRUCTURE ACT (AWIA) RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN UNTIL THE NEXT MEETING TO BE ABLE TO OBTAIN MORE QUOTES; APPROVE ITEM 4 E. APPROVING THE FINAL PAY REQUEST FOR THE KINGS HWY & RIVERBANK LANE

IMPROVEMENT PROJECT; APPROVE ITEM 4 H. GOING OUT FOR RFP'S FOR THE LIQUOR STORE COOLERS AS PRESENTED BY PEARL ARCHITECTURE.

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

5. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

None

10. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. Department Reports – None

B. Councilmember Reports -

Udvig – attended the school board meeting via zoom last Monday. The school board voted to cut the School Resource Officer (SRO) position. I was very disappointed in that vote. Will be attending a Community Health Forum on Mental Health tomorrow. Few people reached out to me regarding the ice rinks. Is there a way to reach out to let people know when the warming house will not be staffed? Kohlmann said probably because the ice wasn't in good shape do to the warmer weather. Council agreed we should put something out saying when the rinks will be closed on social media or posting a letter, just something.

Bauer – not much to report but with the recent snow again remember to shovel out by your hydrant.

Muehlbauer – I was also tagged on some of the same post regarding the ice rink concerns. Complaining on Facebook is not the right way to address a concern. Was not able to join in on the last work session was having audio problems. Frustrated with the school board and the elimination of the SRO. Seems like whenever they have a referendum they always say it's for the kids-disappointing.

Robinson – took part in the last work session. Great disappointment with the school board regarding the SRO position being cut. They shouldn't take away from the kids.

The SRO's do a lot by being in the schools. In the future, maybe the Homerun Club could at least post a note on the door that the rink is closed for the season. Feldman – regarding the complaints about the rinks, I don't understand why they go to social media, call us or city staff instead. In regards to the SRO position being cut, I am very disgusted with this action by the school board. I found out at our finance work session. Kids trust the SRO's I am hoping we can persuade them to maintain an SRO in the schools, I am sure there are other areas they can make some cuts. Feldman then asked Police Chief for his comments. Chief Schwieger stated they have been preparing reports explaining what actually the SRO all does. Maybe we could present this to a group made up of a couple school board members and council members. Udvig stated I want you to all know that Superintendent Giese is not for cutting this position. The school board thinks if they cut this position they can add another counselor. The school board knows I am very upset about their decision. Feldman said there use to be two SRO's in the schools, they did a lot of training and preventative type teaching. I like the idea of having a small group with members from each side to discuss this out. I am not personally a fan of the ALICE program. Feldman also reported the Casa Rio truck will start back up for the season in the Bottle shop parking lot. Staff is checking into their 21-day restriction for a temporary food license with Anoka County. I would like to see more trucks in the city throughout the summer.
Feldman asked department heads how staff's moral is during the pandemic. All departments said as good as can be expected and looking forward to spring.

C. Upcoming Events –
Mar 15 City Council Meeting – 6:00 pm, Zoom meeting
Mar 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting
Apr 5 City Council Meeting – 6:00 pm, Zoom meeting

D. City Administrator's Report –

1. Closed Meeting Pursuant to Minn. Statute 13D.05 Subd.3(c)(1) to determine asking price for the real property owned by the City and described as 313424440003

MOTION BY MUEHLBAUER SECOND BAUER TO GO INTO A CLOSED MEETING PURSUANT TO MINN. STATUTES 13D.05 Subd. 3(c)(1) TO DETERMINE ASKING PRICE FOR THE REAL PROPERTY OWNED BY THE CITY AND DESCRIBED AS 313424440003.
Ayes: Muehlbauer, Bauer, Feldman, Robinson, and Udvig.
Nays: None
Motion carried 5-0.

2. Closed Meeting Pursuant to Minn. Statute 13D.05 Subd.3 (c)(3) to consider offers for the purchase of real properties as described as 053324220013 and 053324220012

MOTION BY FELDMAN SECOND ROBINSON TO GO INT A CLOSED MEETING PURSUANT TO MINN. STATUTES 13D.05 Subd.3 (c)(3) TO CONSIDER OFFERS FOR THE PURCHASE OF REAL PROPERTIES AS DESCRIBED AS 053324220013 and 053324220012.
Ayes: Robinson, Udvig, Feldman, Bauer, and Muehlbauer.

Nays: None
Motion carried 5-0.

Mayor Feldman stated the City Council will go into a closed meeting at 6:47 pm.

Mayor Feldman stated the City Council is back in open session at 7:28 pm.

12. **ADJOURNMENT**
There being no further business, Mayor Feldman adjourned the regular city council at 7:28 pm.

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Barbara I. Held, City Clerk

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

Work Session Notes

February 25, 2021

Roll Call: In attendance Steve Feldman, Kevin Robinson, Sarah Udvig, and Rob Bauer.

Joe Muehlbauer absent.

Also in attendance: Joe Kohlmann.

Kohlmann provided an overview of the City Clerk job description and vacancy. The Council decided to post the position for two weeks to collect applications. They also acknowledged the hard work and dedication of the current city clerk.

Meeting adjourned at 6:00 p.m.

Respectfully Submitted,

____

Joseph Kohlmann

City of St. Francis

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

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Deferral of Special Assessment Based on Age/Income**

DATE: March 15, 2021

OVERVIEW:

Kha Xiong (05-33-24-24-0014) has submitted an application to request that payment of the special assessments be deferred for collection until they no longer qualify or the property loses its eligibility dated February 8, 2021. The special assessment is for the 2020 Street Reconstruction and Watermain Improvement Project #SF317.

City Attorney's office has reviewed this request and the attached Resolution 2021-10 that will be submitted to Anoka County Property Records.

ACTION TO BE CONSIDERED:

Adopt Resolution 2021-10 Approving of Deferral of Special Assessment Based on Age/income for Kha Xiong, 3649-226th Avenue.

BUDGET IMPLICATION:

Assessment will be deferred until property is sold or owner no longer qualifies. At that time assessment will be applied to the parcel.

Attachments: Deferral Request
Resolution 2021-10

February 18, 2021

To Whom It May Concern:

Kha Xiong & Tong Lor are owners of 3649 – 226th Ave NW, St. Francis MN 55070. Kha lives alone in the house and her income is SSI of $798/month, $80 MSA from the county, and food support of a little over $100. Tong moved many years ago.

Please consider waiving the payment as her income is barely enough to make her monthly bills. Thank you for your upmost consideration.

Sincerely,

Kha Xiong

Kha Xiong

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF SPECIAL ASSESSMENTS FOR SENIOR CITIZEN/DISABLED HOMESTEAD MINNESOTA STATUTE 435.193-4

STATE OF MINNESOTA)
COUNTY OF ANOKA)

To: DIVISION MANAGER OF PROPERTY RECORDS AND TAXATION OF ANOKA COUNTY, MINNESOTA

To be completed by Applicant(s):

I (we), the undersigned, declare under penalties of perjury:

That the address of my(our) property is 3649-226th Avenue NW.

That I(we) own and occupy the above property as my(our) homestead.

That I(we) am(are) at least 65 years of age or retired by virtue of a permanent and total disability and it would be a hardship for me(us) to make the payments on the special assessments noted below.

That the legal description of the property is: Lot 1 Block 3 Rivershores Addition

Lot 1 Block 3 Rivershores Addition

That the Parcel ID number is 05-33-24-24-0014

That I(we) respectfully request that payment on the special assessments noted below be deferred for collection until I (we) no longer qualify(ies) or the property loses its eligibility.

Dated 2.8 2021 Signed Kha Xiong
owner

Dated ______ Signed ______
owner

==

To be completed by City/Town:

I, ______ (Clerk or Authorized Deputy name), representing the ______ (city/town) of ______ (city/town name) in Anoka County, State of Minnesota, do certify that the application of ______ (Applicant(s)), named above, has been duly reviewed and in accordance with the minutes of official record was duly approved as of ______ (Council Resolution Date).

That the Special Assessments for project ______ (City/town project description) levied on the affiants property described above, in the principal amount of $______ (Original principal amount) scheduled for collection in the year (s) ______ (Years spread) with interest at the rate of ____%, should be deferred until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Dated ______ ______ (Clerk or Authorized Deputy)

Reviewed by county SA Staff ☐

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

RESOLUTION 2021-10

APPROVAL OF DEFERRAL OF SPECIAL ASSESSMENT BASED ON AGE AND INCOME

WHEREAS, the City of St. Francis (the "City") has levied special assessments for the 2020 Street Reconstruction and Watermain Improvements project (Project #SF317) against benefited property; and

WHEREAS, Minnesota Statutes, Sections 435.193 through 435.195 authorize the City to defer the payment of special assessments against any homestead property for certain citizens; and

WHEREAS, said deferment of assessments may be permitted at the discretion of the City Council of the City of St. Francis (the "Council"); and

WHEREAS, the Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, the Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability (the "Applicant"). The City Administrator may record the deferment of special assessments where the following conditions are met: 1. The Applicant must apply for the deferment not later than 90 days after the assessment is adopted by the Council. 2. The Applicant must be 65 years of age, or older, or retired by virtue of permanent disability. 3. The Applicant must be the owner of the property. 4. The Applicant must occupy the property as a principal place of residence. 5. The Applicant's income from all sources does not exceed the low-income limit as established by the Department of Housing and Urban Development as used in determining the eligibility of section VIII housing; and

WHEREAS, the deferment will be granted for as long a period of time as the hardship exists and the conditions as aforementioned have been met; and

WHEREAS, the Applicant must notify the City Administrator of any change in the Applicant's status that would affect eligibility for deferment; and

WHEREAS, the Council has determined that the above referenced conditions are satisfied by the Applicant and that it is reasonable and appropriate to defer special assessment against the Applicant's property designated as Anoka County Property, parcel ID number 05-33-24-24-0014 (the "Subject Property') as provided below.

NOW, THEREFORE BE IT RESOLVED, that the assessment for the 2021 Street Reconstruction and Watermain Improvements project (Project #SF371) against the Subject Property in the total principal amount of $4,390 for parcel 05-33-24-24-0014 shall be deferred due to hardship pursuant to Minnesota Statutes, Section 429.061.

ALSO, BE IT RESOLVED, that whereupon the option to defer the payment of special assessment terminates and said special assessment shall be due and payable, in accordance with Minnesota Statutes, Section 429.061 pursuant to the same terms and conditions of the City's policy in existence as of the date of this Resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15th DAY OF MARCH, 2021.

____

Steve Feldman, Mayor

ATTEST:

____

Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Mayor & City Council

FROM: Dave Schmidt, Fire Chief

SUBJECT: **Contingent offers of employment for Part-time Firefighter**

DATE: 03-15-2021

OVERVIEW:

In late 2020 the Fire Department received approval from City Council to hire 5 firefighters. The Fire Department immediately began recruiting and soliciting applications from those interested in the community. The Fire Department received a total of 8 applications. All 8 candidates were interviewed and forwarded off to complete Criminal Background checks and Psychological Evaluations. The final step in the process is a Medical Screening. The vetting process currently coming to end and the fire department is requesting to make a contingent offer of employment to 5 candidates upon successful completion of all the required steps for employment.

The candidates for consideration are Taylor McMorrow, Jordan Preiss, Ashley Lewis, John Marshall, and Brigit Marshall

Action to be considered:

Motion to approve the Fire Department to make contingent offers of employment to Taylor McMorrow, Jordan Preiss, Ashley Lewis, John Marshall and Brigit Marshall for the positon of Part-time Firefighter with the City of St. Francis.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: John Schmidt, Liquor Store Manager

SUBJECT: **Part Time Liquor Store Employee**

DATE: 03/15/21

OVERVIEW:

Katherine (Katie) Hauan has turned in her notice of resignation. She has agreed to complete the schedule that is currently out. Her official end date will be 4/01//2021.

ACTION TO BE CONSIDERED:

- **Allow the resignation of part time employee**
- **Deny the resignation of part time employee**

BUDGET IMPLICATION:

There will be no additional budget implications..

Attachments:

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 F

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 03/15/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $110,698.29 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 - $195,009.51
Credit Card Payment- $15,005.90
Manual Checks- None

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 03-01-2021 Packet List

CITY OF ST FRANCIS

*Claim Register©

AP 03-15-2021

March 2021

Claim Type

Claim# 9741 *ACE SOLID WASTE, INC.*

Cash Payment	E 101-43210-384 Refuse/Garbage Disposal	GARBAGE	$66.84
Invoice 6680933			
Cash Payment	E 101-42210-384 Refuse/Garbage Disposal	GARBAGE	$69.91
Invoice 6680933			
Cash Payment	E 609-49750-384 Refuse/Garbage Disposal	GARBAGE	$223.08
Invoice 6680933			
Cash Payment	E 601-49440-384 Refuse/Garbage Disposal	GARBAGE	$80.92
Invoice 6680933			
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	GARBAGE	$80.92
Invoice 6680933			
Cash Payment	E 101-43210-384 Refuse/Garbage Disposal	GARBAGE	$0.00
Invoice 6680933			
Cash Payment	E 101-43100-384 Refuse/Garbage Disposal	GARBAGE	$27.92
Invoice 6680933			
Cash Payment	E 101-45200-384 Refuse/Garbage Disposal	GARBAGE	$27.92
Invoice 6680933			
Cash Payment	E 601-49440-384 Refuse/Garbage Disposal	GARBAGE	$27.92
Invoice 6680933			
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	GARBAGE	$27.92
Invoice 6680933			
Cash Payment	E 101-42110-384 Refuse/Garbage Disposal	GARBAGE	$111.68
Invoice 6680933			
Cash Payment	E 101-43100-384 Refuse/Garbage Disposal	GARBAGE	$64.92
Invoice 6680933			
Cash Payment	E 101-45200-384 Refuse/Garbage Disposal	GARBAGE	$64.92
Invoice 6680933			

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $874.87

Claim Type

Claim# 9819 *ALL TRAFFIC SOLUTIONS*

Cash Payment	E 101-42110-311 Contract	App Traffic Suite	$3,000.00
Invoice Q-55690			

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $3,000.00

Claim Type

Claim# 9764 *ANOKA COUNTY TREASURY DEPT*

Cash Payment	E 101-42110-311 Contract	JLEC 2021 SHARED COSTS	$10,249.00
Invoice S210226H			

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $10,249.00

Claim Type

Claim# 9765 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$220.90
Invoice 185758			
Cash Payment	E 609-49751-255 N/A Products	N/A	$18.95
Invoice 185758			

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $239.85

Claim Type

Claim# 9766 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$131.58
Invoice 338610880			

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$24.64
Invoice 338631017					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$122.75
Invoice 338610881					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$9,923.10
Invoice 338610880					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,871.25
Invoice 338631017					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$326.68
Invoice 338610880					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.			$112.39
Invoice 338610880					
Transaction Date	3/8/2021 Due 4/7/2021	CASH	10100	Total	$12,512.39

Claim Type

Claim# 9811 *BUCHTA, TERESA*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5433			$100.44
Invoice .0321					
Transaction Date	3/11/2021 Due 4/10/2021	CASH	10100	Total	$100.44

Claim Type

Claim# 9769 *CARLOS CREEK WINERY*

Cash Payment	E 609-49751-253 Wine For Resale	WINE			$468.00
Invoice 208585					
Transaction Date	3/8/2021 Due 4/7/2021	CASH	10100	Total	$468.00

Claim Type

Claim# 9781 *CHETS SAFETY SALES, INC.*

Cash Payment	E 101-43100-417 Uniform Clothing & PPE	UNIFORMS			$254.67
Invoice 20800					
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	UNIFORMS			$254.67
Invoice 20800					
Cash Payment	E 101-43210-417 Uniform Clothing & PPE	UNIFORMS			$254.67
Invoice 20800					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			$254.67
Invoice 20800					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			$254.66
Invoice 20800					
Transaction Date	3/9/2021 Due 4/8/2021	CASH	10100	Total	$1,273.34

Claim Type

Claim# 9812 *CLEM, CODY*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #4187			$158.62
Invoice .0321					
Transaction Date	3/11/2021 Due 4/10/2021	CASH	10100	Total	$158.62

Claim Type

Claim# 9756 *COUNTY MARKET - CITY ACCOUN*

Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$331.47
Invoice .032021					
Transaction Date	3/4/2021 Due 4/3/2021	CASH	10100	Total	$331.47

Claim Type

Claim# 9770 *CRYSTAL SPRINGS ICE*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			$76.14
Invoice 2002518					

CITY OF ST FRANCIS

*Claim Register©

AP 03-15-2021

March 2021

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $76.14

Claim Type

Claim# 9771 *DAHLHEIMER DIST. CO. INC.*

Cash Payment E 609-49751-252 Beer For Resale BEER -$57.80
Invoice 1357715

Cash Payment E 609-49751-252 Beer For Resale BEER $8,879.55
Invoice 1361153

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $8,821.75

Claim Type

Claim# 9757 *ECM PUBLISHERS, INC.*

Cash Payment E 609-49750-340 Advertising MUNICIPAL $149.50
Invoice 822413

Transaction Date 3/4/2021 Due 4/3/2021 CASH 10100 **Total** $149.50

Claim Type

Claim# 9773 *ELITE SANITATION*

Cash Payment E 101-45200-402 Janitorial Service RENTAL $457.50
Invoice 27432

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $457.50

Claim Type

Claim# 9774 *EMERGENCY MEDICAL PRODUCT*

Cash Payment E 101-42210-217 Other Operating Supplies TEST STRIPS $64.35
Invoice 2239724

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $64.35

Claim Type

Claim# 9759 *FERGUSON WATERWORKS, INC*

Cash Payment E 601-49440-259 Water Meters WATER METERS $3,371.94
Invoice 0469622

Cash Payment E 601-49440-259 Water Meters WATER METERS $915.92
Invoice 0469620

Transaction Date 3/4/2021 Due 4/3/2021 CASH 10100 **Total** $4,287.86

Claim Type

Claim# 9813 *FISCHER, DUSTIN*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #5637 $134.48
Invoice .0321

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $134.48

Claim Type

Claim# 9742 *GOPHER STATE ONE-CALL*

Cash Payment E 602-49490-442 Gopher State FEBRUARY 2021 $8.78
Invoice 1020764

Cash Payment E 601-49440-442 Gopher State FEBRUARY 2021 $8.77
Invoice 1020764

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $17.55

Claim Type

Claim# 9743 *GRAINGER, INC.*

Cash Payment E 602-49490-237 Small Equipment SMALL EQUIPMENT $363.90
Invoice 9800653363

Cash Payment E 602-49490-228 Equipment Maintenance EQUIPMENT MAINTENANCE $63.56
Invoice 9813647618

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $427.46

Claim Type

Claim# 9775 *IACP*

Cash Payment E 101-42110-433 Dues and Subscriptions IACP NET SUBSCRIBER $525.00
Invoice 0160200

Transaction Date 3/8/2021 Due 4/7/2021 CASH 10100 **Total** $525.00

Claim Type

Claim# 9808 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES $20.20
Invoice IN3269670

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES $39.10
Invoice IN3268348

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $59.30

Claim Type

Claim# 9745 *JEFFERSON FIRE & SAFETY INC.*

Cash Payment E 101-42210-237 Small Equipment KOCHEK SPANNER WRENCH $49.04
Invoice IN127040

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $49.04

Claim Type

Claim# 9783 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $21.98
Invoice 1753351

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $73.73
Invoice 1753350

Cash Payment E 609-49751-253 Wine For Resale WINE $792.95
Invoice 1753351

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $3,577.98
Invoice 1753350

Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $4,466.64

Claim Type

Claim# 9814 *JOSHUA/MARKUM BUILDERS*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #6112 $90.14
Invoice .0321

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $90.14

Claim Type

Claim# 9746 *KODIAK POWER SYSTEMS*

Cash Payment E 601-49440-401 Repairs/Maint Buildings MAINTENANCE $91.20
Invoice KPS0678

Cash Payment E 602-49490-401 Repairs/Maint Buildings MAINTENANCE $91.20
Invoice KPS0678

Cash Payment E 101-43100-401 Repairs/Maint Buildings MAINTENANCE $91.20
Invoice KPS0678

Cash Payment E 101-45200-401 Repairs/Maint Buildings MAINTENANCE $91.20
Invoice KPS0678

Cash Payment E 101-42110-401 Repairs/Maint Buildings MAINTENANCE $91.20
Invoice KPS0678

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $456.00

Claim Type

Claim# 9760 *LMC INSURANCE TRUST*

CITY OF ST FRANCIS

*Claim Register©

AP 03-15-2021

March 2021

Cash Payment E 101-42110-360 Insurance CLAIM $500.00
Invoice 6412
Transaction Date 3/4/2021 Due 4/3/2021 CASH 10100 **Total** $500.00

Claim Type
Claim# 9761 *MARTIN-MCALLISTER*
Cash Payment E 101-42210-305 Medical & Testing Fees PUBLIC SAFETY ASSESSMENT $1,100.00
Invoice 13793
Transaction Date 3/4/2021 Due 4/3/2021 CASH 10100 **Total** $1,100.00

Claim Type
Claim# 9785 *MCDONALD DIST CO.*
Cash Payment E 609-49751-252 Beer For Resale ERBE -$35.10
Invoice 570970
Cash Payment E 609-49751-252 Beer For Resale ERBE -$74.25
Invoice 570971
Cash Payment E 609-49751-252 Beer For Resale BEER $11,212.70
Invoice 570895
Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $11,103.35

Claim Type
Claim# 9747 *METRO CITIES - AMM*
Cash Payment E 101-41400-433 Dues and Subscriptions MEMBERSHIP DUES $3,302.00
Invoice 787
Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $3,302.00

Claim Type
Claim# 9748 *METRO SALES, INC.*
Cash Payment E 101-41400-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 101-42400-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 101-42110-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 101-43100-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 101-45200-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 601-49440-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 602-49490-200 Office Supplies COPIES $82.79
Invoice INV1762740
Cash Payment E 609-49750-200 Office Supplies COPIES $82.82
Invoice INV1762740
Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $662.35

Claim Type
Claim# 9809 *MIDCONTINENT COMMUNICATION*
Cash Payment E 609-49750-321 Telephone TELEPHONE $148.57
Invoice 13331300111847
Cash Payment E 601-49440-321 Telephone TELEPHONE $148.00
Invoice 13334860111847
Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $296.57

Claim Type
Claim# 9762 *MINUTEMAN PRESS*

CITY OF ST FRANCIS

*Claim Register©

AP 03-15-2021

March 2021

Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER			$302.57
Invoice 980118					
Cash Payment	E 101-41400-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 601-49440-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 602-49490-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 609-49750-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 101-43100-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 101-41110-344 Newsletter	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 101-42400-352 General Publishing	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 101-42110-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 101-42210-441 Miscellaneous	NEWSLETTER			$142.64
Invoice 980118					
Cash Payment	E 101-45200-441 Miscellaneous	NEWSLETTER			$142.63
Invoice 980118					
Transaction Date	3/4/2021	Due 4/3/2021 CASH	10100	**Total**	$1,728.96

Claim Type

Claim#	9815 *NEUBERGER, GUS*				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #4727			$159.80
Invoice .0321					
Transaction Date	3/11/2021	Due 4/10/2021 CASH	10100	**Total**	$159.80

Claim Type

Claim#	9822 *NORTHLAND OCCUPATIONAL HEA*				
Cash Payment	E 101-43100-441 Miscellaneous	TESTING			$20.00
Invoice 9815					
Cash Payment	E 101-45200-441 Miscellaneous	TESTING			$20.00
Invoice 9815					
Cash Payment	E 601-49440-441 Miscellaneous	TESTING			$20.00
Invoice 9815					
Cash Payment	E 602-49490-441 Miscellaneous	TESTING			$20.00
Invoice 9815					
Transaction Date	3/11/2021	Due 4/10/2021 CASH	10100	**Total**	$80.00

Claim Type

Claim#	9816 *OSBECK, ABIGAIL*				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5261			$107.70
Invoice .0321					
Transaction Date	3/11/2021	Due 4/10/2021 CASH	10100	**Total**	$107.70

Claim Type

Claim#	9820 *PACE ANALYTICAL SERVICES*				
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$159.00
Invoice 2112025743					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$114.00
Invoice 2112025802					

***Claim Register©**

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March 2021

Cash Payment E 602-49490-313 Sample Testing TESTING $159.00
Invoice 2112025909
Cash Payment E 602-49490-313 Sample Testing TESTING $114.00
Invoice 2112025949
Cash Payment E 602-49490-313 Sample Testing TESTING $114.00
Invoice 2112026123
Cash Payment E 602-49490-313 Sample Testing TESTING $129.00
Invoice 2112026124
Cash Payment E 602-49490-313 Sample Testing TESTING $120.00
Invoice 2112026141
Cash Payment E 602-49490-313 Sample Testing TESTING $114.00
Invoice 2112026155
Cash Payment E 602-49490-313 Sample Testing TESTING $144.00
Invoice 2112026158
Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $1,167.00

Claim Type
Claim# 9787 *PAUSTIS WINE COMPANY*
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $13.75
Invoice 118790
Cash Payment E 609-49751-253 Wine For Resale WINE $1,013.92
Invoice 118790
Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $1,027.67

Claim Type
Claim# 9788 *PEPSI COLA*
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $421.85
Invoice 08567052
Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $421.85

Claim Type
Claim# 9789 *PHILLIPS WINE & SPIRITS CO.*
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $60.45
Invoice 6168362
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $3.14
Invoice 6168384
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $45.54
Invoice 6168383
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $75.00
Invoice 6168384
Cash Payment E 609-49751-253 Wine For Resale WINE $1,057.00
Invoice 6168383
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $3,732.64
Invoice 6168362
Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $4,973.77

Claim Type
Claim# 9793 *PLANT & FLANGED EQUIPMENT LL*
Cash Payment G 602-16500 Construction in Progress AIR RELEASE & VACUUM RELIEF FOR SEWAGE $2,391.40
Invoice 0078628-IN
Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $2,391.40

Claim Type
Claim# 9755 *ROSEVILLE, CITY OF*

Cash Payment	E 101-41110-310 Computer Consulting Fees	IT SERVICES	$441.26
Invoice 0229940			
Cash Payment	E 101-41400-310 Computer Consulting Fees	IT SERVICES	$1,544.42
Invoice 0229940			
Cash Payment	E 101-42110-310 Computer Consulting Fees	IT SERVICES	$5,405.47
Invoice 0229940			
Cash Payment	E 101-42210-310 Computer Consulting Fees	IT SERVICES	$992.84
Invoice 0229940			
Cash Payment	E 101-43100-310 Computer Consulting Fees	IT SERVICES	$441.26
Invoice 0229940			
Cash Payment	E 101-45200-310 Computer Consulting Fees	IT SERVICES	$441.26
Invoice 0229940			
Cash Payment	E 601-49440-310 Computer Consulting Fees	IT SERVICES	$441.26
Invoice 0229940			
Cash Payment	E 602-49490-310 Computer Consulting Fees	IT SERVICES	$441.26
Invoice 0229940			
Cash Payment	E 609-49750-310 Computer Consulting Fees	IT SERVICES	$220.63
Invoice 0229940			
Cash Payment	E 101-42400-310 Computer Consulting Fees	IT SERVICES	$441.26
Invoice 0229940			
Cash Payment	E 101-41910-310 Computer Consulting Fees	IT SERVICES	$220.65
Invoice 0229940			

Transaction Date 3/4/2021 Due 4/3/2021 CASH 10100 **Total** $11,031.57

Claim Type

Claim# 9795 *ROYAL SUPPLY*

Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES	$184.93
Invoice 1623			
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES	$92.46
Invoice 1623			
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES	$46.23
Invoice 1623			
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES	$46.23
Invoice 1623			
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES	$46.23
Invoice 1623			
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES	$46.24
Invoice 1623			

Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $462.32

Claim Type

Claim# 9817 *SCHMIDT, SHERI MARIE*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #3421	$183.39
Invoice .0321			

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $183.39

Claim Type

Claim# 9749 *SKOGQUIST, ERIK*

Cash Payment	E 101-41550-311 Contract	2021 QUARTERLY ASSESSING SERVICES	$4,289.28
Invoice .0321			

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $4,289.28

Claim Type

Claim# 9797 *SOUTHERN GLAZERS OF MN*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $16.64
Invoice 2051965

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $6.40
Invoice 2053832

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $5.12
Invoice 2051964

Cash Payment E 609-49751-253 Wine For Resale WINE $546.00
Invoice 2051965

Cash Payment E 609-49751-251 Liquor For Resale $705.10
Invoice 2053832

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $496.35
Invoice 2051964

Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $1,775.61

Claim Type

Claim# 9750 *ST. FRANCIS AREA SCHOOLS*

Cash Payment E 101-41400-441 Miscellaneous SPRING NEWSLETTER 2021 $144.00
Invoice 107170

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $144.00

Claim Type

Claim# 9751 *ST. FRANCIS HOME RUN CLUB*

Cash Payment E 101-45200-311 Contract WARMING HOUSE ATTENDANCE COVERAGE $6,361.52
Invoice .0321

Transaction Date 3/3/2021 Due 4/2/2021 CASH 10100 **Total** $6,361.52

Claim Type

Claim# 9799 *THOMSON REUTERS-WEST*

Cash Payment E 101-42110-200 Office Supplies SUBSCRIPTION PRODUCT $304.24
Invoice 844029160

Transaction Date 3/9/2021 Due 4/8/2021 CASH 10100 **Total** $304.24

Claim Type

Claim# 9818 *TITLE SPECIALISTS*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #4828 $20.52
Invoice .0321

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $20.52

Claim Type

Claim# 9821 *U S BANK EQUIPMENT FINANCE*

Cash Payment E 101-41400-240 Office Equip COPIER LEASE $199.78
Invoice .0321

Cash Payment E 101-43100-240 Office Equip COPIER LEASE $199.78
Invoice .0321

Cash Payment E 101-43210-240 Office Equip COPIER LEASE $199.78
Invoice .0321

Cash Payment E 101-45200-240 Office Equip COPIER LEASE $199.78
Invoice .0321

Cash Payment E 601-49440-240 Office Equip COPIER LEASE $199.78
Invoice .0321

Cash Payment E 602-49490-240 Office Equip COPIER LEASE $199.55
Invoice .0321

Transaction Date 3/11/2021 Due 4/10/2021 CASH 10100 **Total** $1,198.45

Claim Type

Claim# 9800 *VINOCOPIA, INC.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$16.00
Invoice 0274726-IN						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$99.00
Invoice 0274726-IN						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			$120.00
Invoice 0274726-IN						
Transaction Date	3/9/2021	Due 4/8/2021	CASH	10100	**Total**	$235.00

Claim Type

Claim# 9763 *W W GOETSCH*

Cash Payment	G 602-16500 Construction in Progress		TURBINE REPAIRS			$2,090.00
Invoice 105738						
Transaction Date	3/4/2021	Due 4/3/2021	CASH	10100	**Total**	$2,090.00

Claim Type

Claim# 9752 *WELLS, MARY*

Cash Payment	E 101-41550-311 Contract		2021 QUARTERLY ASSESSING SERVICES			$4,289.28
Invoice .0321						
Transaction Date	3/3/2021	Due 4/2/2021	CASH	10100	**Total**	$4,289.28

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$110,698.29
Total	$110,698.29

CITY OF ST FRANCIS

Payments

Current Period: February 2021

Payments Batch P-CC FEBRUARY 2021 $15,005.90

Refer	9617 *AED SUPERSTORE*	Ck# 000379E 2/20/2021			
Cash Payment	E 101-42210-217 Other Operating Supplies	SUPPLIES			$657.78
Invoice					
Cash Payment	E 101-42210-218 Equipment Repair & Main	SUPPLIES			$491.51
Invoice					
Transaction Date	2/20/2021	Due 3/22/2021 CASH	10100	**Total**	$1,149.29
Refer	9618 *AMAZON.COM*	Ck# 000380E 2/20/2021			
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES			$199.30
Invoice					
Cash Payment	E 601-49440-441 Miscellaneous	SUPPLIES			$13.59
Invoice					
Cash Payment	E 101-43210-200 Office Supplies	SUPPLIES			$87.60
Invoice					
Cash Payment	E 101-43100-218 Equipment Repair & Main	SUPPLIES			$423.23
Invoice					
Cash Payment	E 101-45200-218 Equipment Repair & Main	SUPPLIES			$441.70
Invoice					
Cash Payment	E 602-49490-228 Equipment Maintenance	SUPPLIES			$62.12
Invoice					
Cash Payment	E 101-45200-441 Miscellaneous	SUPPLIES			$16.20
Invoice					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES			$183.96
Invoice					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	SUPPLIES			$89.39
Invoice					
Cash Payment	E 602-49490-441 Miscellaneous	SUPPLIES			$274.34
Invoice					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES			$9.07
Invoice					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES			$14.99
Invoice					
Cash Payment	E 601-49440-200 Office Supplies	SUPPLIES			$17.77
Invoice					
Cash Payment	E 101-43210-441 Miscellaneous	SUPPLIES			$44.34
Invoice					
Cash Payment	E 101-43100-433 Dues and Subscriptions	MEMBERSHIP			$63.74
Invoice					
Cash Payment	E 101-45200-433 Dues and Subscriptions	MEMBERSHIP			$63.74
Invoice					
Transaction Date	2/20/2021	Due 3/22/2021 CASH	10100	**Total**	$2,005.08
Refer	9619 *AT&T, INC*	Ck# 000381E 2/20/2021			
Cash Payment	E 101-42210-321 Telephone	PHONE			$436.15
Invoice					
Cash Payment	E 101-43100-321 Telephone	PHONE			$76.46
Invoice					
Transaction Date	2/20/2021	Due 3/22/2021 CASH	10100	**Total**	$512.61
Refer	9620 *BCA/TRAINING & DEVELOPMENT*	Ck# 000382E 2/20/2021			

CITY OF ST FRANCIS
Payments

Current Period: February 2021

Cash Payment	E 101-42110-208 Training and Instruction		TRAINING-ALLEN			$75.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$75.00
Refer	9621 *CASEY S GENERAL STORE*		Ck# 000383E 2/20/2021			
Cash Payment	E 101-42110-212 Motor Fuels		FUEL			$638.43
Invoice						
Cash Payment	E 601-49440-212 Motor Fuels		FUEL			$436.91
Invoice						
Cash Payment	E 101-43100-212 Motor Fuels		FUEL			$555.36
Invoice						
Cash Payment	E 602-49490-212 Motor Fuels		FUEL			$125.00
Invoice						
Cash Payment	E 101-45200-212 Motor Fuels		FUEL			$351.00
Invoice						
Cash Payment	E 101-42210-212 Motor Fuels		FUEL			$33.60
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$2,140.30
Refer	9622 *CLIPPINGMAGIC.COM*		Ck# 000384E 2/20/2021			
Cash Payment	E 101-43210-433 Dues and Subscriptions		SUBSCRIPTION			$3.99
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$3.99
Refer	9623 *COSTCO*		Ck# 000385E 2/20/2021			
Cash Payment	E 101-42110-217 Other Operating Supplies		SUPPLIES			$21.41
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$21.41
Refer	9628 *COUNTY MARKET - CITY ACCOUN*		Ck# 000390E 2/20/2021			
Cash Payment	E 101-42110-212 Motor Fuels		FUEL			$867.26
Invoice						
Cash Payment	E 601-49440-212 Motor Fuels		FUEL			$104.72
Invoice						
Cash Payment	E 101-43100-212 Motor Fuels		FUEL			$894.23
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$1,866.21
Refer	9624 *CSWEA/MWOA INNOVATIVE*		Ck# 000386E 2/20/2021			
Cash Payment	E 602-49490-208 Training and Instruction		TRAINING-HARRIS			$50.00
Invoice						
Cash Payment	E 602-49490-208 Training and Instruction		TRAINING-REEDER			$50.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$100.00
Refer	9625 *DEPT OF LABOR & INDUSTRY*		Ck# 000387E 2/20/2021			
Cash Payment	G 101-20820 Surcharge Payable		4TH QUARTER SURCHARGE			$1,064.87
Invoice						
Cash Payment	R 101-36241 Surcharge-Permits		4TH QUARTER SURCHARGE			-$44.90
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$1,019.97
Refer	9626 *FRATTALLONES ACE HARDWARE*		Ck# 000388E 2/20/2021			

CITY OF ST FRANCIS

Payments

Current Period: February 2021

Cash Payment	E 101-41910-441 Miscellaneous		SUPPLIES			$14.62
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$14.62
Refer	9627 *GLOBAL INDUSTRIAL*		Ck# 000389E 2/20/2021			
Cash Payment	E 101-42110-200 Office Supplies		SUPPLIES			$39.41
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$39.41
Refer	9629 *KWIK TRIP*		Ck# 000391E 2/20/2021			
Cash Payment	E 101-42110-212 Motor Fuels		FUEL			$962.16
Invoice						
Cash Payment	E 101-43100-212 Motor Fuels		FUEL			$49.75
Invoice						
Cash Payment	E 101-42400-212 Motor Fuels		FUEL			$41.95
Invoice						
Cash Payment	E 101-42210-212 Motor Fuels		FUEL			$36.44
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$1,090.30
Refer	9630 *LEICA GEOSYSTEMS*		Ck# 000392E 2/20/2021			
Cash Payment	E 101-42210-209 Fire Prevention Supplies		SUPPLIES			$340.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$340.00
Refer	9631 *MENARDS*		Ck# 000393E 2/20/2021			
Cash Payment	E 101-43100-441 Miscellaneous		SUPPLIES			$64.69
Invoice						
Cash Payment	E 101-42210-217 Other Operating Supplies		SUPPLIES			$30.80
Invoice						
Cash Payment	E 601-49440-237 Small Equipment		SUPPLIES			$9.24
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$104.73
Refer	9634 *MN CONSTRUCTION*		Ck# 000396E 2/20/2021			
Cash Payment	E 101-41910-441 Miscellaneous		MISC			$39.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$39.00
Refer	9632 *MN FIRE CERTIFICATION BOARD*		Ck# 000394E 2/20/2021			
Cash Payment	E 101-42210-208 Training and Instruction		TRAINING			$25.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$25.00
Refer	9633 *MN SHERIFFS ASSOCIATION*		Ck# 000395E 2/20/2021			
Cash Payment	E 101-42110-208 Training and Instruction		TRAINING-TODD			$80.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$80.00
Refer	9635 *MOORE MEDICAL*		Ck# 000397E 2/20/2021			
Cash Payment	E 101-42110-217 Other Operating Supplies		SUPPLIES			$224.45
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$224.45
Refer	9636 *MY ALARM CENTER*		Ck# 000398E 2/20/2021			

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Cash Payment	E 609-49750-445 Security		LIQUOR STORE ALARM			$39.15
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$39.15
Refer	9637 *NNA SERVICES, LLC*		Ck# 000399E 2/20/2021			
Cash Payment	E 101-43100-441 Miscellaneous		NOTARY-JEN			$59.63
Invoice						
Cash Payment	E 601-49440-441 Miscellaneous		NOTARY-JEN			$59.62
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$119.25
Refer	9638 *OREILLY AUTO PARTS*		Ck# 000400E 2/20/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Main		SUPPLIES			$34.26
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$34.26
Refer	9639 *PAYPAL*		Ck# 000401E 2/20/2021			
Cash Payment	E 101-42210-217 Other Operating Supplies		SUPPLIES			$88.68
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$88.68
Refer	9640 *PLOW PARTS DIRECT*		Ck# 000402E 2/20/2021			
Cash Payment	E 101-43100-218 Equipment Repair & Main		SUPPLIES			$107.28
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$107.28
Refer	9641 *POPP TELECOM*		Ck# 000403E 2/20/2021			
Cash Payment	E 609-49750-321 Telephone		TELEPHONE			$52.65
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$52.65
Refer	9648 *POSTMASTER - ST. FRANCIS*		Ck# 000410E 2/20/2021			
Cash Payment	E 101-41400-322 Postage		POSTAGE			$300.00
Invoice						
Cash Payment	E 101-42110-322 Postage		POSTAGE			$50.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$350.00
Refer	9642 *RAPID GLASS*		Ck# 000404E 2/20/2021			
Cash Payment	E 101-45200-311 Contract		FIX GLASS			$471.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$471.00
Refer	9643 *SPEEDWAY*		Ck# 000405E 2/20/2021			
Cash Payment	E 601-49440-212 Motor Fuels		FUEL			$48.84
Invoice						
Cash Payment	E 101-42210-212 Motor Fuels		FUEL			$60.67
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	Total	$109.51
Refer	9644 *STAMPS.COM*		Ck# 000406E 2/20/2021			
Cash Payment	E 101-41400-322 Postage		POSTAGE			$28.57
Invoice						
Cash Payment	E 101-42110-322 Postage		POSTAGE			$79.98
Invoice						

CITY OF ST FRANCIS

Payments

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Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$108.55
Refer	9645 *STEENSMA LAWN*		Ck# 000407E 2/20/2021			
Cash Payment	E 101-43100-218 Equipment Repair & Main		SUPPLIES			$1,298.77
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$1,298.77
Refer	9646 *STORM TRAINING GROUP*		Ck# 000408E 2/20/2021			
Cash Payment	E 101-42110-208 Training and Instruction		TRAINING-LARSON			$199.00
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$199.00
Refer	9647 *STREICHER S*		Ck# 000409E 2/20/2021			
Cash Payment	E 101-42110-437 Uniform Allowance		UNIFORMS-HEARN			$149.99
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$149.99
Refer	9649 *VERIZON WIRELESS*		Ck# 000411E 2/20/2021			
Cash Payment	E 101-42110-321 Telephone		PHONE			$450.38
Invoice						
Cash Payment	E 602-49490-321 Telephone		PHONE			$142.97
Invoice						
Cash Payment	E 601-49440-321 Telephone		PHONE			$160.04
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$753.39
Refer	9650 *ZOLL MEDICAL CORPORATION*		Ck# 000412E 2/20/2021			
Cash Payment	E 101-42110-237 Small Equipment		SUPPLIES			$256.99
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$256.99
Refer	9651 *ZOOM.US*		Ck# 000413E 2/20/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions		SUBSCRIPTION			$16.06
Invoice						
Transaction Date	2/20/2021	Due 3/22/2021	CASH	10100	**Total**	$16.06

Fund Summary

	10100 CASH
101 GENERAL FUND	$13,174.98
601 WATER FUND	$1,034.69
602 SEWER FUND	$704.43
609 LIQUOR FUND	$91.80
	$15,005.90

Pre-Written Checks	$15,005.90
Checks to be Generated by the Computer	$0.00
Total	$15,005.90

CITY OF ST FRANCIS

Payments

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Payments Batch P-WIRE 02-2021 $195,009.51

Refer 9442 *HEALTH PARTNERS* Ck# 000414E 2/28/2021
Cash Payment G 101-21708 Health Premium FEBRUARY INSURANCE $31,668.36
Invoice
Transaction Date 2/1/2021 Due 3/5/2021 CASH 10100 **Total** $31,668.36

Refer 9443 *CAYAN* Ck# 000415E 2/28/2021
Cash Payment E 609-49751-207 Credit Card Expenditures LIQUOR CC FEE $4,838.40
Invoice
Transaction Date 2/1/2021 Due 3/5/2021 CASH 10100 **Total** $4,838.40

Refer 9444 *FWT* Ck# 000416E 2/28/2021
Cash Payment G 101-21703 FICA Tax Withholding PAYROLL 02-04-2021 $9,018.18
Invoice
Cash Payment G 101-21709 Medicare PAYROLL 02-04-2021 $3,384.22
Invoice
Cash Payment G 101-21701 Federal Withholding PAYROLL 02-04-2021 $12,314.36
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $24,716.76

Refer 9445 *PERA* Ck# 000417E 2/28/2021
Cash Payment G 101-21704 PERA PAYROLL 02-04-2021 $23,153.47
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $23,153.47

Refer 9446 *VOYA* Ck# 000418E 2/28/2021
Cash Payment G 101-21710 Deferred Comp PAYROLL 02-04-2021 $1,440.00
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $1,440.00

Refer 9447 *ICMA* Ck# 000419E 2/28/2021
Cash Payment G 101-21710 Deferred Comp PAYROLL 02-04-2021 $285.00
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $285.00

Refer 9448 *SWT* Ck# 000420E 2/28/2021
Cash Payment G 101-21702 State Withholding PAYROLL 02-04-2021 $5,254.21
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $5,254.21

Refer 9449 *MN STATE RETIREMENT SYSTEM* Ck# 000421E 2/28/2021
Cash Payment G 101-21714 Health Care Savings PAYROLL 02-04-2021 $536.07
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $536.07

Refer 9450 *HSA CONTRIBUTION* Ck# 000422E 2/28/2021
Cash Payment G 101-21714 Health Care Savings PAYROLL 02-04-2021 $452.00
Invoice
Transaction Date 2/4/2021 Due 3/5/2021 CASH 10100 **Total** $452.00

Refer 9475 *MN DNR WATERS* Ck# 000423E 2/28/2021
Cash Payment E 601-49440-434 Permit Fees PERMIT FEES $2,488.19
Invoice

CITY OF ST FRANCIS

Payments

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Transaction Date	2/3/2021	Due 3/8/2021	CASH	10100	**Total**	$2,488.19
Refer	9476 *CINTAS*		Ck# 000424E 2/28/2021			
Cash Payment	E 101-41940-219 Rug Maintenance		CITY HALL RUGS			$15.36
Invoice 4073692999						
Cash Payment	E 101-45200-402 Janitorial Service		RUGS & SUPPLIES			$5.76
Invoice 4073063549						
Cash Payment	E 101-43100-402 Janitorial Service		RUGS & SUPPLIES			$5.76
Invoice 4073063549						
Cash Payment	E 601-49440-402 Janitorial Service		RUGS & SUPPLIES			$5.76
Invoice 4073063549						
Cash Payment	E 602-49490-402 Janitorial Service		RUGS & SUPPLIES			$5.76
Invoice 4073063549						
Cash Payment	E 101-42110-402 Janitorial Service		RUGS & SUPPLIES			$23.04
Invoice 4073063549						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4073063615						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4073063615						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4073692897						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4073692897						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4074312318						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4074312318						
Cash Payment	E 609-49750-219 Rug Maintenance		LIQUOR STORE RUGS AND SUPPLIES			$13.26
Invoice 4073693053						
Transaction Date	2/4/2021	Due 3/8/2021	CASH	10100	**Total**	$102.63
Refer	9477 *COLONIAL INSURANCE*		Ck# 000425E 2/28/2021			
Cash Payment	G 101-21712 Colonial Insurance		FEBRUARY INSURANCE			$361.85
Invoice						
Transaction Date	2/4/2021	Due 3/8/2021	CASH	10100	**Total**	$361.85
Refer	9478 *PAYMENT SERVICE NETWORK*		Ck# 000426E 2/28/2021			
Cash Payment	E 601-49440-430 Bank Fees		CREDIT CARD FEE			$391.20
Invoice						
Transaction Date	2/4/2021	Due 3/8/2021	CASH	10100	**Total**	$391.20
Refer	9507 *DELTA DENTAL*		Ck# 000427E 2/28/2021			
Cash Payment	G 101-21711 Dental Insurance		FEBRUARY INSURANCE			$1,386.65
Invoice						
Transaction Date	2/8/2021	Due 3/11/2021	CASH	10100	**Total**	$1,386.65
Refer	9508 *FWT*		Ck# 000428E 2/28/2021			
Cash Payment	G 101-21703 FICA Tax Withholding		PAY 02-17-2021			$1,125.64
Invoice						
Cash Payment	G 101-21709 Medicare		PAY 02-17-2021			$317.14
Invoice						

CITY OF ST FRANCIS
Payments

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Cash Payment G 101-21701 Federal Withholding PAY 02-17-2021 $60.00
Invoice
Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 **Total** $1,502.78

Refer 9509 *PERA* Ck# 000429E 2/28/2021
Cash Payment G 101-21704 PERA PAYROLL 02-17-2021 $470.20
Invoice
Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 **Total** $470.20

Refer 9510 *SWT* Ck# 000430E 2/28/2021
Cash Payment G 101-21702 State Withholding PAYROLL 02-17-2021 $33.40
Invoice
Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 **Total** $33.40

Refer 9511 *STATE OF ARIZONA* Ck# 000431E 2/28/2021
Cash Payment G 101-21716 Other Deductions PAYROLL 02-17-2021 $183.12
Invoice
Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 **Total** $183.12

Refer 9512 *STATE OF MINNESOTA* Ck# 000432E 2/28/2021
Cash Payment G 101-21716 Other Deductions PAYROLL 02-17-2021 $240.11
Invoice
Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 **Total** $240.11

Refer 9568 *QUILL CORPORATION* Ck# 000433E 2/28/2021
Cash Payment E 101-41400-200 Office Supplies SUPPLIES $24.78
Invoice 4968831 2/19/2020
Cash Payment E 101-41400-200 Office Supplies SUPPLIES $39.57
Invoice 4335507 1/22/2020
Cash Payment E 101-41400-200 Office Supplies SUPPLIES $29.58
Invoice 3334419 12/10/2019
Cash Payment E 101-41400-200 Office Supplies SUPPLIES $15.58
Invoice 3238868 12/10/2019
Transaction Date 2/14/2021 Due 3/16/2021 CASH 10100 **Total** $109.51

Refer 9569 *FLYTE HCM LLC* Ck# 000434E 2/28/2021
Cash Payment E 101-41540-301 Auditing and Acct g Servi FEBRUARY FEE $50.00
Invoice F12595 2/7/2021
Transaction Date 2/14/2021 Due 3/16/2021 CASH 10100 **Total** $50.00

Refer 9606 *CAYAN* Ck# 000435E 2/28/2021
Cash Payment E 609-49751-207 Credit Card Expenditures LIQUOR CC LEASE FEE $42.74
Invoice
Transaction Date 2/20/2021 Due 3/22/2021 CASH 10100 **Total** $42.74

Refer 9607 *CONNEXUS ENERGY* Ck# 000436E 2/28/2021
Cash Payment E 101-41940-381 Electric Utilities SIGN $58.71
Invoice
Cash Payment E 101-41940-381 Electric Utilities CITY HALL $231.92
Invoice
Cash Payment E 602-49490-381 Electric Utilities LIFT STATIONS $1,048.84
Invoice
Cash Payment E 101-45200-381 Electric Utilities PARKS $362.69
Invoice

CITY OF ST FRANCIS

Payments

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Cash Payment	E 601-49440-380 Electric-System	WATER			$4,859.44
Invoice					
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS			$2,668.53
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	WWTP			$7,673.73
Invoice					
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE			$837.24
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	SIREN			$5.00
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	SIREN			$5.00
Invoice					
Cash Payment	E 101-42210-381 Electric Utilities	SIREN			$5.00
Invoice					
Cash Payment	E 101-42210-381 Electric Utilities	FIRE			$563.42
Invoice					
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW			$178.02
Invoice					
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW			$178.02
Invoice					
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW			$178.02
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW			$178.00
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW			$712.07
Invoice					
Transaction Date	2/20/2021 Due 3/22/2021	CASH	10100	Total	$19,743.65
Refer	9608 *FWT*	Ck# 000437E 2/28/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 02-18-2021			$8,629.08
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 02-18-2021			$3,279.48
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 02-18-2021			$11,918.79
Invoice					
Transaction Date	2/18/2021 Due 3/22/2021	CASH	10100	Total	$23,827.35
Refer	9609 *PERA*	Ck# 000438E 2/28/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 02-18-2021			$22,574.61
Invoice					
Transaction Date	2/18/2021 Due 3/22/2021	CASH	10100	Total	$22,574.61
Refer	9610 *VOYA*	Ck# 000439E 2/28/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 02-18-2021			$1,440.00
Invoice					
Transaction Date	2/18/2021 Due 3/22/2021	CASH	10100	Total	$1,440.00
Refer	9611 *ICMA*	Ck# 000440E 2/28/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 02-18-2021			$285.00
Invoice					
Transaction Date	2/18/2021 Due 3/22/2021	CASH	10100	Total	$285.00

CITY OF ST FRANCIS

Payments

Current Period: February 2021

Refer	9612 *SWT*		Ck# 000441E 2/28/2021			
Cash Payment	G 101-21702 State Withholding		PAYROLL 02-18-2021			$5,058.80
Invoice						
Transaction Date	2/18/2021	Due 3/22/2021	CASH	10100	Total	$5,058.80
Refer	9613 *MN STATE RETIREMENT SYSTEM*		Ck# 000442E 2/28/2021			
Cash Payment	G 101-21714 Health Care Savings		PAYROLL 02-18-2021			$542.90
Invoice						
Transaction Date	2/18/2021	Due 3/22/2021	CASH	10100	Total	$542.90
Refer	9614 *HSA CONTRIBUTION*		Ck# 000443E 2/28/2021			
Cash Payment	G 101-21714 Health Care Savings		PAYROLL 02-18-2021			$452.00
Invoice						
Transaction Date	2/18/2021	Due 3/22/2021	CASH	10100	Total	$452.00
Refer	9615 *MN DEPT OF REVENUE*		Ck# 000444E 2/28/2021			
Cash Payment	G 609-20810 Sales Tax Payable		SALES TAX-JANUARY			$20,392.00
Invoice						
Cash Payment	G 601-20810 Sales Tax Payable		SALES TAX-JANUARY			$615.00
Invoice						
Transaction Date	2/18/2021	Due 3/22/2021	CASH	10100	Total	$21,007.00
Refer	9616 *FLYTE HCM LLC*		Ck# 000445E 2/28/2021			
Cash Payment	G 101-21706 Flex Account		FLEX REIMBURSEMENT			$250.00
Invoice						
Transaction Date	2/18/2021	Due 3/22/2021	CASH	10100	Total	$250.00
Refer	9753 *CAYAN*		Ck# 000446E 2/28/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures		LIQUOR CC FEE			$5.30
Invoice						
Transaction Date	3/3/2021	Due 4/2/2021	CASH	10100	Total	$5.30
Refer	9754 *VILLAGE BANK*		Ck# 000447E 2/28/2021			
Cash Payment	E 101-41500-430 Bank Fees		FEBRUARY BANK FEES			$29.06
Invoice						
Cash Payment	E 601-49440-430 Bank Fees		FEBRUARY BANK FEES			$29.06
Invoice						
Cash Payment	E 602-49490-430 Bank Fees		FEBRUARY BANK FEES			$29.06
Invoice						
Cash Payment	E 609-49750-430 Bank Fees		FEBRUARY BANK FEES			$29.07
Invoice						
Transaction Date	3/3/2021	Due 4/2/2021	CASH	10100	Total	$116.25

CITY OF ST FRANCIS

Payments

Current Period: February 2021

Fund Summary

	10100 CASH
101 GENERAL FUND	$151,321.51
601 WATER FUND	$8,580.65
602 SEWER FUND	$8,949.34
609 LIQUOR FUND	$26,158.01
	$195,009.51

Pre-Written Checks	$195,009.51
Checks to be Generated by the Computer	$0.00
Total	$195,009.51

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 G

TO: Joe Kohlmann, City Administrator

FROM: John Schmidt, Liquor Store Manager

SUBJECT: **Part time Liquor Store Employee**

DATE: 03/15/2021

OVERVIEW:

The Bottle Shop is looking to add 1 part time employee. Currently we are down three PT staff. We are also heading into the busy season and could use more help.

ACTION TO BE CONSIDERED:

It is recommended that City Council approves the hire of Deedee Goral for the position of part time liquor store clerk, pending background check.

BUDGET IMPLICATION:

This is an existing budgeted position.

Attachments:

-

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 A

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: WSB & SEH Proposals, America's Water Infrastructure Act

DATE: 3-15-2021

OVERVIEW: In 2018, Congress signed into law the America's Water Infrastructure Act. Essentially, all cities that have population of over 3,300 people need to have a risk assessment of their water system completed. This would be a two-part assessment. The first part would be a Risk and Resilience Assessment. It would include risk's that would include natural disasters, malevolent acts, resilience of our assets, such as the wells, treatment processes and operation and maintenance procedures. This part of the assessment is due June,30th. The second part would be Emergency Response plan. This would include plans and procedures in the event of emergencies and ways to improve the resiliency of our system. The emergency response plan would be due six months after the RRA. It is crucial to use an outside recourse for this type of document because of their familiarity in writing them along with the approval process that is required, and having the knowledge of what other cities our size plans include.

ACTION TO BE CONSIDERED: Authorize staff to enter into agreement with WSB to not exceed $ 14,750.

BUDGET IMPLICATION: This amount would be paid from the Water operation and maintenance budget.

Attachments: proposals from WSB and SEH

March 5, 2021

Mr. Jason Windindstad
Director of Public Works
City of St. Francis
4058 St. Francis Blvd. NW
St. Francis, MN 55070

Re: Proposal to Provide Professional Engineering Services for City of St. Francis Risk Assessment and Emergency Response Plan

Dear Mr. Windindstad:

WSB is pleased to present this proposal to the City of St. Francis (City) to provide professional engineering services as they relate to the City's Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP). The preparation of the City's RRA and ERP is a requirement of the 2018 American Water Infrastructure Act (AWIA) for communities serving more than 3,300 people. WSB's overall goal is to assist the City in completing a cohesive RRA and ERP that is both useful to the City and meets the requirements of the AWIA.

Project Approach/Scope of Services

WSB's project scope and proposed work plan is based on our understanding of the project and experience on similar projects. First, WSB will coordinate with the City to review existing Vulnerability Assessment and Emergency Response Plan, existing facilities and compile a list of all necessary information that will be required to complete a RRA using a vulnerability assessment program, in accordance with AWIA. The RRA will look into the following information:

- Risks from malevolent acts/natural hazards;
- Resilience of critical infrastructure such as critical watermains, wells, treatment, storage, automated systems (SCADA);
- Monitoring practices of system;
- Financial infrastructure of system;
- Operation and maintenance of water system; and
- Capital and operational needs

Once the RRA has been generated, WSB will work with the City to review RRA results and mitigation approaches for risks believed to be unacceptable. WSB will then work with the City to certify the RRA with the EPA. Electronic and hard copies of RRA results will be provided.

Using the information obtained from the RRA report and the City's existing ERP, WSB will prepare an ERP that complies with the AWIA requirements. The ERP will include the following information:

- Utility Information: water utility overview, contact lists (internal & external), primary utility components, chemical handling and storage, and response resources.
- Resilience Strategies: emergency response roles, incident command roles, communication procedures (who, what, and when).

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- Emergency Plan and Procedures: core response procedures and incident specific response procedures.
- Mitigation Actions: identification of alternate water sources (short- and long-term outages), replacement equipment and chemical supplies, property protection, water sampling and monitoring.
- Detection Strategies: outline the threat, detection methods, and procedures to handle emergency situations.

Once the ERP has been completed, WSB will go over the components of the plan with the City and certify the Plan with the EPA. Electronic and hard copies of ERP will be provided.

Project Management, Coordination, Meetings, Review

Project management is a key task included in each project undertaken by WSB. This task consists of management and administration, project coordination, and overall communication with the City, City's systems integrator, and local emergency planning officials. Proper completion of this task will help keep all affected parties routinely updated and informed regarding project issues, as well as keep the project on schedule and within budget. The proposed work plan will include the final completion of the RRA and ERP and four meetings with the City, if needed.

Estimated Fee

For the scope of work determined and our approach and methodology as indicated we propose the following hourly not-to-exceed fees for completing the RRA and ERP:

RRA Fee: $6,950.00
ERP Fee: $7,800.00

The fee specifically includes:

- Up to four (4) project meetings including: utility overview, intermediary RRA progress, intermediary ERP progress, and final ERP presentation meetings.
- Ongoing project coordination with City staff during early development stages of RRA and ERP.
- Collection of necessary information related to City's utility and discussion with City's integrator.
- Preparation, review, and presentation of RRA and ERP.

Additional services, if needed, can be negotiated base on WSB's listed hourly rates.

• Graduate Engineer	$122/hr
• Project Engineer	$130/hr
• Project Manager	$197/hr

Estimated Schedule

The City's RRA certification due date is June 30, 2021, and ERP certification is no later than 6 months after completion of the RRA. WSB proposes the following schedule:

• Evaluate specific utility information with City and compile all necessary information to complete RRA	March - April 2021
• Review draft RRA with City	May 2021
• Complete and Certify RRA	June 2021
• Submit draft ERP to City for review	August 2021

• Present final draft of ERP to City	Oct. 2021
• Certify ERP	December 2021

We aim to exceed all of your goals and expectations. We encourage you to reach out to us with any additional questions or comments.

Sincerely,

WSB

Ray T

Ray Theiler, PE
Project Engineer

Attachments

cc: Greg Johnson, PE, WSB
Mark Erichson, PE, WSB

ACCEPTED BY:

City of St. Francis, Minnesota

By ______________________________

Its ______________________________

Date _________________________

SEH

February 24, 2021

RE: AWIA Risk and Resilience Assessment and Emergency Response Plan
St. Francis, MN

Parish Barten
City of St. Francis
4058 St. Francis Blvd. NW
St. Francis, MN 55070

Dear Jason,

On October 23, 2018 the America's Water Infrastructure Act (AWIA) was signed into law. Under this law community water systems with a population greater than 3,300 people must develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). With the population served by St. Francis' water system, the RRA is due by June 30, 2021, and the ERP is due within six months of RRA certification. With these two dates fast approaching, the City is now seeking proposals to assist them.

Transmitted herewith is our proposal for professional engineering services for the work of developing the Utility's Risk and Resilience Assessment and Emergency Response Plan.

Background

The City has an existing Vulnerability Assessment and Emergency Response Plan that was required under the Bioterrorism Act of 2002, but under the Bioterrorism Act, the threat focus was on terrorism and other malevolent threats. Under AWIA, it is required to take an all-hazards approach when developing RRAs, the new vulnerability assessment, and ERPs. Specifically, to be in compliance with AWIA, the City is required to create an RRA and ERP that meet the following requirements.

Risk and Resilience Assessments shall include:

- Risks to the water system from malevolent acts, natural disasters, and other hazards.
- Resilience of the water system's critical assets such as wells, treatment processes, and computer systems.
- An assessment of the monitoring practices of the system.
- An assessment of the City's financial infrastructure such as the cybersecurity of the computer systems for payroll and customer billing.
- A review of how the system uses, stores, and handles various chemicals.
- A review of the systems operation and maintenance procedures.

Emergency Response Plans shall include:

- Strategies and resources to improve the resilience of the system.
- Plans and procedures to implement during emergencies.
- Actions, procedures, and equipment that can be used to prevent or lessen the severity of an emergency.
- Strategies and equipment to be used to prevent emergencies.

Proposed Project

For this project, SEH proposes to perform a risk and resilience analysis of the City's drinking water system. Following this work, SEH will work with the City to evaluate the risks identified and develop mitigation strategies for risks deemed unacceptable to the City. After the RRA work has been completed and certified, SEH will develop a new ERP using the following:

- Results of the RRA efforts including risk mitigation strategies developed with City staff,
- Knowledge from the existing sources such as the City's Wellhead Protection Plan, sanitary surveys, and Comprehensive Plan, and
- Thoughts and ideas learned through interviews with City Staff.

Following the completion and certification of these efforts, the City will be in compliance with AWIA's requirements.

Project Scope

For this proposal, SEH proposes to perform the following three (3) basic tasks as listed below:

1. Task No. 1 – Project Initialization and Data Collection
   a. Project setup
      i. Develop and sign the contract for the scope of work.
      ii. Create the project in the SEH accounting system.
   b. Meeting No. 1 – Kick-off meeting with City staff
      i. Confirm and establish scope and goals of the project.
      ii. Identify infrastructure to be assessed during the RRA.
      iii. Identify information and/or materials that are needed or will be useful to conduct the RRA.
   c. Meeting No. 2 – Tour City's existing facilities, and interview Utility Services staff
      i. Inventory and review of the City's critical water assets.
      ii. Inventory and review of the City's existing protection measures for their critical assets.
      iii. Gather input from City Utility Services staff on any perceived or real threats to Utility's critical assets.
      iv. Review the City's SOPs, daily operations, and monitoring procedures. This would include things such as sampling schedules, and inspection procedures.
2. Task No. 2 – Risk and Resilience Assessment
   a. Conduct Risk and Resilience Assessment using the U.S. Environmental Protection Agency's (EPA) Vulnerability Self-Assessment Tool (VSAT) Web Version 2.0.
   b. Meeting No. 3 – RRA Analysis & Risk Mitigation Development
      i. SEH will present the results of the RRA and work with the City to assess identified risks and potential mitigation measures for risks deemed unacceptable, as well as assess costs associated with the risks and potential mitigation measures.
   c. Submit draft RRA Results & Report to Owner's project team.
   d. Incorporate Owner's comments into the report and deliver hard copies.
   e. Assist the City in the EPA's certification process of the RRA.
3. Task No. 3 – Emergency Response Plan
   a. Develop an ERP which shall include:
      i. Existing information such as relevant mitigation measures, contact information, inventory, and relevant information from the City's Wellhead Protection Plan, sanitary surveys, Comprehensive Plan, etc.
      ii. New strategies, resources, plans, and procedures deemed necessary during the Risk and Resilience Assessment to reduce the City's existing risks.
   b. Meeting No. 4 – Present draft ERP to Owner's team.
   c. Incorporate Owner's comments into the ERP and deliver hard copies.
   d. Assist the City in the EPA's certification process of the ERP.

Deliverables

Project deliverables, also defined in the Task descriptions above, include:

1. Electronic and three (3) hard copies of the final RRA Report summarizing the work of Task No. 2 – Risk and Resilience Assessment. Reimbursement for printing is included in the proposed pricing.
2. Electronic and three (3) hard copies of the final ERP developed in Task No. 3 – Emergency Response Plan. Reimbursement for printing is included in the proposed pricing.

Project Schedule

We estimate the project to follow the schedule below:

Contract and Project Setup	Mar. 2021
Background Document Review & Data Collection	Mar. – Apr. 2021
Conduct RRA	Apr. – May. 2021
Submit Draft RRA Report to City's Team	May 2021
Finalize RRA Report	June 2021
Submit RRA Certification	June 2021
Develop ERP	June 2021
Submit Draft ERP to City's Team	Aug. 2021
Finalize ERP	Sept. 2021
Submit ERP Certification	Sept. 2021

Consultant Staff

I will serve as the project manager for this Project and will be responsible for coordinating the overall work efforts for the project. Simon McCormack, PE has completed AWWA's Utility Risk & Resilience Certificate Program and will be responsible for developing the RRA and ERP, writing the RRA Report and ERP, and assisting with the EPA's certification process

Compensation

Task No. 1 – Project Initialization & Data Collection Fees

We propose to complete the scope of services identified above on an hourly basis that is in accordance with our standard billing rate schedule. We propose an hourly not-to-exceed amount of $3,800, for this phase, which includes reimbursable expenses.

Task No. 2 – Risk and Resilience Assessment Fees

We propose to complete the scope of services identified above on an hourly basis that is in accordance with our standard billing rate schedule. We propose an hourly not-to-exceed amounts for this phase, which includes reimbursable expenses.

Part 2.1 – Conduct Risk and Resilience Assessment: $4,780.
Part 2.2 – Risk and Resilience Technical Memorandum and RRA Certifications: $2,720

Task No. 3 – Emergency Response Plan Fees

We propose to complete the scope of services identified above on an hourly basis that is in accordance with our standard billing rate schedule. We propose an hourly not-to-exceed amount of $4,700, for this phase, which includes reimbursable expenses.

The total proposed hourly not-to-exceed fees for the AWIA Risk and Resilience Assessment and Emergency Response Plan is $16,000. We understand this not-to-exceed amount cannot increase without further authorization from you.

Closure

We want to thank you for the opportunity to provide the City of St. Francis with this proposal. As always, it is very important to us our services continue to meet and surpass your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Karen A Cavett

Karen Cavett, PE
Principal/Project Manager

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #: **9B**

TO: Mayor and City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **COVID 19 Update**

DATE: March 15th, 2021

OVERVIEW:

The City has been monitoring the COVID19 updates, vaccinations process, and overall guidance provided by the State of MN and the CDC. There is a Minnesota specific weekly report that can be found here:
https://www.health.state.mn.us/diseases/coronavirus/stats/covidweekly09.pdf

Staff has attached a couple graph excerpts from the latest available weekly report. As you can see on the first graph, the number of COVID19 cases continues to rise – it will never go down as confirmed cases are added and cases are never subtracted. The second, third and fourth graph shown all indicate a drop off from the fall/winter high confirmed case numbers. It appears that the numbers are falling within the range that the city operations were able to fortunately operate safely in 2020.

The overall guidance from the State is to remain closed and work from home if you can. However, it is uncertain when that guidance will change and City operations cannot be remote indefinitely. Vaccine rollout guidance is also attached. I believe they are currently processing group 1(b).

All things considered, it appears that the 7 day moving average is within the time period city hall operations were safely able to conduct business. Staff suggests considering reopening March 22nd to ensure that employees have enough time to make any adjustments in their scheduling and prepare for the reopening. In addition, City Hall has been retrofitted to have motion activated lights, sinks, toilets, and paper towels. Finally, there appears to be an abundant supply of PPE and sanitizing agents that were previously difficult to obtain.

ACTION TO BE CONSIDERED:

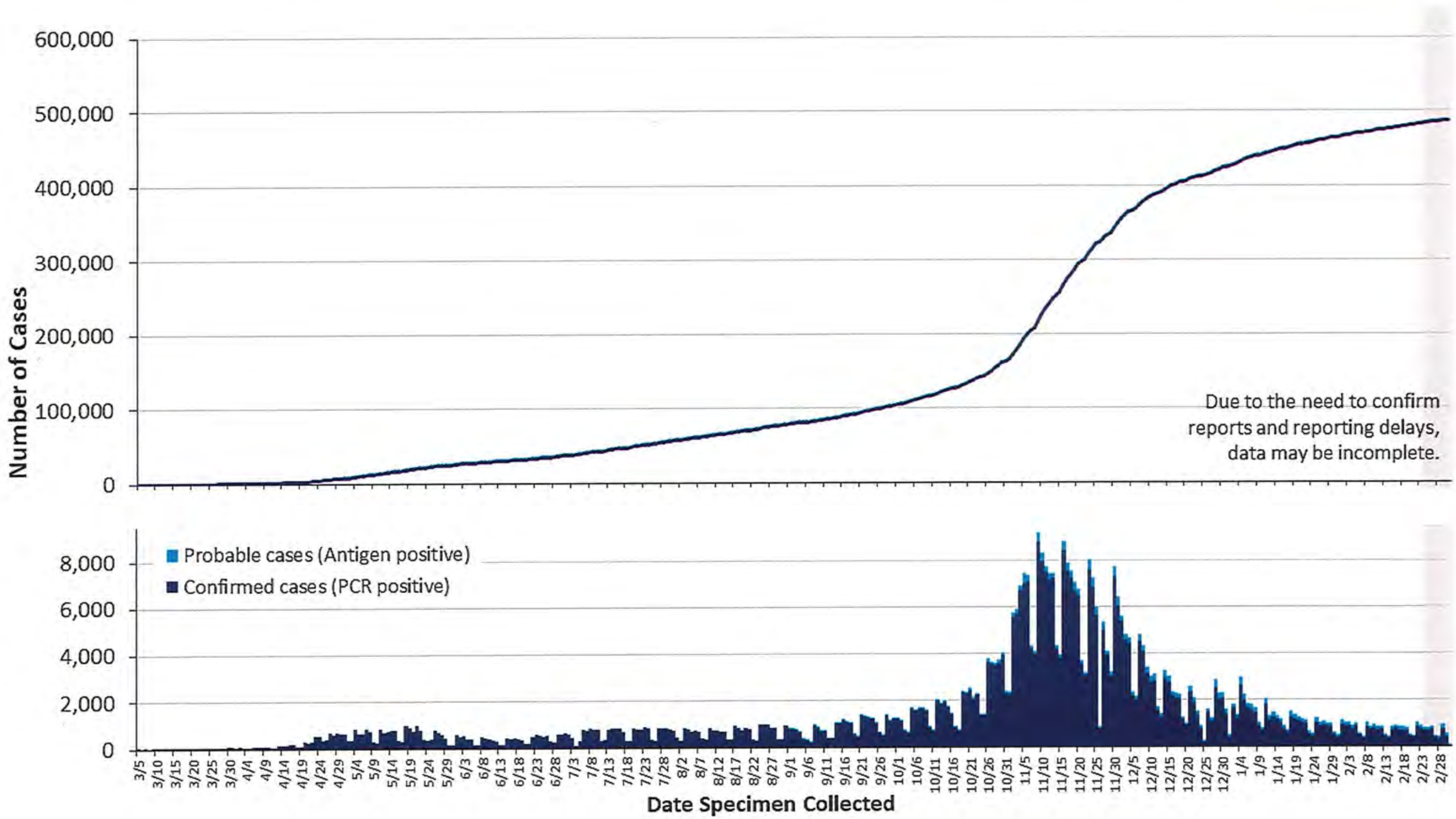
Provide direction to reopen on March 22nd under the previously established safety guidelines that were used in 2020.

Attachments:
MDH Weekly update Graphs
Vaccine Rollout Guidance in MN

Positive COVID-19 Cases

Cases are individual people who live in Minnesota that tested positive for COVID-19. Cases are represented by the initial date of positive specimen collection. Positive PCR test results are considered confirmed cases. Positive antigen test results are considered probable cases.

487,374
Total Positive Cases (cumulative)



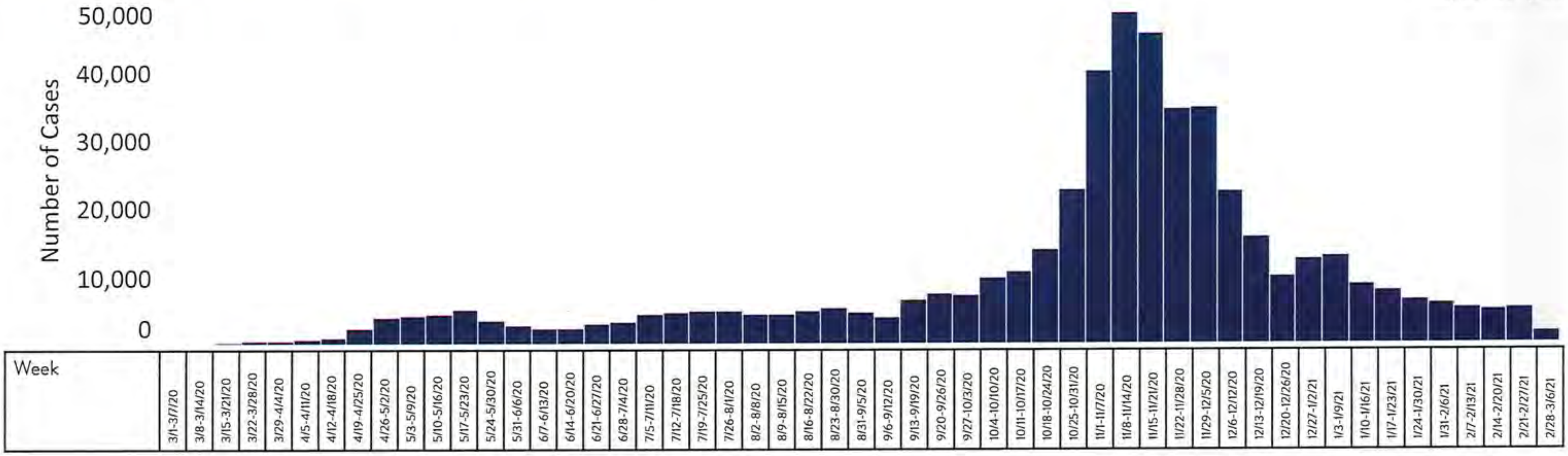
- Tables of current data: [Minnesota Situation Update for Coronavirus Disease 2019 (COVID-19) (https://www.health.state.mn.us/diseases/coronavirus/situation.html)](https://www.health.state.mn.us/diseases/coronavirus/situation.html)

New Cases by Week, 7-Day Average

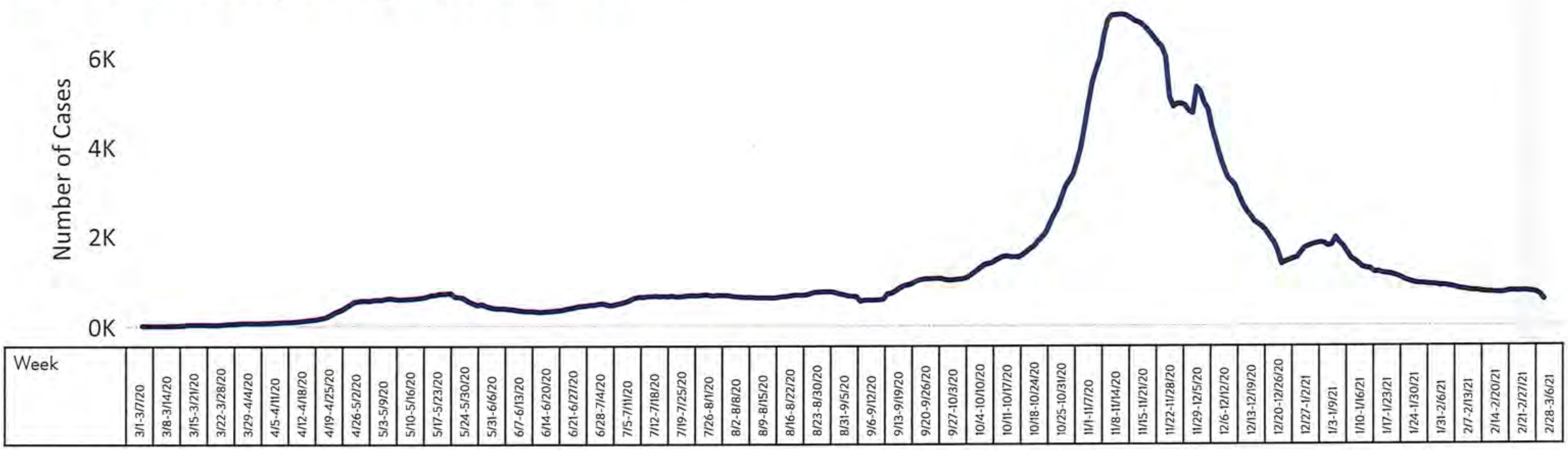
Cases by week of specimen collection date, and 7-day moving average of new cases. Numbers include confirmed and probable cases.

New Cases by Week of Specimen Collection

Due to the need to confirm reports and reporting delays, data may be incomplete



Seven Day Moving Average of New Cases



STAY SAFE MN

Minnesota Guidance for Allocating and Prioritizing COVID-19 Vaccine – Phases 1b, 1c, 2

3/10/2021

Introduction

On December 8, 2020, the *Minnesota Guidance for Allocating and Prioritizing COVID-19 Vaccine – Phase 1a* was released. This guidance laid out sub-priority groups under the federal guidance for phase 1a vaccine allocation. You can read the guidance and see other resources at COVID-19 Vaccine (www.health.state.mn.us/diseases/coronavirus/vaccine/index.html).

As more people become eligible for vaccination in phase 1b and subsequently 1c, vaccinators should continue to prioritize people that were eligible for vaccination in phase 1a.

Key principles for allocation in Minnesota

The following guidance is grounded in key principles and ethical considerations outlined by ACIP[1] and adapted for Minnesota by MDH.

- **Maximize benefits and minimize harms**: Protect the population's health by reducing mortality and serious morbidity.
- **Promote justice:** Respect people and groups and promote solidarity and mutual responsibility.
- **Mitigate health inequities:** Strive for fairness and protect against systematic unfairness and inequity.
- **Promote transparency**: Respond to needs respectfully, fairly, effectively, and efficiently in ways that are accountable, transparent, and worthy of trust.

[1] McClung N, Chamberland M, Kinlaw K, et al. The Advisory Committee on Immunization Practices' Ethical Principles for Allocating Initial Supplies of COVID-19 Vaccine — United States, 2020. MMWR Morb Mortal Wkly Rep 2020;69:1782-1786. DOI: http://dx.doi.org/10.15585/mmwr.mm6947e3

Sub-prioritization of phase 1b populations

Sub-prioritization was guided by the risk criteria presented in the Framework for Ethical Allocation of COVID-19 Vaccine, published by the National Academies of Sciences, Engineering and Medicine[2].

- **Risk of infection**: People have higher prioritization because they work or live in settings with a higher risk of transmission occurring because SARS-CoV-2 is circulating.
- **Risk of severe morbidity and mortality**: People who are older and that have comorbid conditions are at higher risk of severe outcomes and death.
- **Risk of transmitting to others (at work and at home)**: People have higher priority because they live or work in settings where transmission is more likely to occur.
- **Risk of negative societal impact**: People have higher priority due to the extent that society and other people's lives depend on them being healthy.

People included in phase 1b, 1c, and 2

The following table provides an overview of people included in phases 1b, 1c, and 2 for COVID-19 vaccination. Sub-prioritization of vaccination among people at high risk for severe disease and essential workers is outlined. Settings and roles within a priority group have equal priority. More detailed definitions for high-risk conditions and essential workers are included after the table.

[2] National Academies of Sciences, Engineering, and Medicine 2020. Framework for Equitable Allocation of COVID-19 Vaccine. Washington, DC: The National Academies Press. https://doi.org/10.17226/25917.

Phase 1b, phase 1c, and phase 2 COVID-19 vaccine priorities

Phase and priority group	Populations at high risk for severe disease	Essential workers
Phase 1b – tier 1	People age 65 years and older.	Child care, E-12 schools staff.
Phase 1b – tier 2	People age 16 or 18 years and older[3] with Sickle cell, Down Syndrome, active cancer treatment, immunocompromised from organ transplant, oxygen-dependent chronic lung or heart conditions. People with rare conditions or disabilities that put them at higher risk[4].	Food processing facilities.
Phase 1b – tier 3	People age 45-64 years with one or more underlying medical conditions listed below. People age 16 or 18-44 years with two or more underlying medical conditions listed below. People age 50 years and older in multi-generational housing[5].	Agriculture, additional school and child care workers, airport staff, correctional settings, first responders, food production, food retail (grocery), food service, judicial system workers, manufacturing, postal service workers, public transit workers, public health workers.
Phase 1b – tier 4	People age 16 or 18 years and older[3] with any underlying medical condition listed below. People age 50-64 years regardless of current health status.	
Phase 1c		Energy, finance, shelter/housing (construction), IT/communications, legal, media, public safety (engineers), transportation and logistics, water and wastewater.
Phase 2	General public	General public

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[3] The Pfizer COVID-19 vaccine is authorized for people age 16 years and older. The Moderna and Johnson & Johnson (Janssen) COVID-19 vaccines are authorized for people age 18 years and older.

[4] Every condition or disability that might increase one's risk for developing severe illness from COVID-19 is not listed, such as those for which evidence may be limited (e.g., rare conditions like muscular dystrophy). Providers should use their judgement for those conditions.

[5] Multigenerational homes is defined as households where people from three or more generations reside such as an elder, parent, and grandchild. Does not include a parent or guardian caring for a child of any age.

Underlying medical conditions for phase 1b – tier 3 and tier 4

The below list of underlying medical conditions for phase 1b was adapted from conditions listed on CDC's People with Certain Medical Conditions (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html). The list is very similar, but slightly different from CDC's list. The list is based on current information and research for conditions that are known to put people at **increased risk** for severe disease and input from the Minnesota Care Delivery System Coalition. There are other conditions that might put people at increased risk, but those are not included in phase 1b tiers.

- Active cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Down Syndrome
- Heart conditions (heart failure, coronary artery disease, cardiomyopathies)
- Immunocompromised (HIV, bone marrow, chronic steroids for more than 30 days, immunodeficiency disease, or taking immunosuppressive medications)
- Obesity - body mass index (BMI) greater than 30 kg/m2
- Pregnancy
- Sickle cell disease
- Type 1 or 2 diabetes

Phase 1b frontline essential worker definitions

Tier 1

Child care: Child care providers and staff in licensed or certified child care programs including family child care providers, child care centers and Head Start and Early Head Start programs.

E-12 school staff: All staff that work in public, non-public and tribal schools. This includes licensed staff, non-licensed staff, bus drivers, school-based child care program staff, and mental health providers including school-linked mental health providers.

Tier 2

Food processing facilities: Workers, including migrant and seasonal workers, who work in meatpacking facilities and other food-processing plants.

Tier 3

Additional child care workers (not previously eligible): License-exempt child care programs including Boys and Girls Clubs, YMCA and YWCA child care programs, parks & recreation programs, and nonprofit and religious based programs; and legally non-licensed child care (including family, friend and neighbor and private child care). Homeless and runaway youth programs and shelters, foster care and child welfare (people receiving payment and who are actively providing care), child welfare case workers, and licensors who provide oversight and regulatory support to child care and other programs and services that provide care of children, and youth enrichment programs.

Agriculture: Agriculture comprises establishments or individuals primarily engaged in, or in support of, growing crops, raising animals, harvesting timber, and harvesting fish and other animals from a farm, ranch, or their natural habitats.

Airport staff: Airport staff that directly or indirectly support the operation of an airport including: airport employees, airline workers, airport concessionaires, airport contractors, airport vendors, and federal partners in support of airport operations.

Correctional settings: All staff that work in correctional settings including state prisons, jails, and juvenile justice facilities. Inmates in prisons, jails and juvenile justice facilities.

First responders: Firefighters, law enforcement, and victim service advocates not previously vaccinated in phase 1a.

Food production: Food production includes food distributors, food banks, migrant farm workers, and other food supply chain support.

Food retail (grocery): Food retail includes workers in grocery stores, convenience stores, food shelves, farmers markets, and other specialty food stores like bakeries, meat, seafood, and produce markets.

Food service: Workers operating in catering, restaurants, bars, breweries, wineries, distilleries, cafes, and other congregate dining settings; meal preparation and meal service workers, including meals for the purpose of charitable hunger relief.

Judicial system workers: Staff who have substantial community and public contact and who are necessary to directly support high priority judicial functions related to liberty and public safety, such as law enforcement and judicial staff as determined by the Chief Justice of the Minnesota Supreme Court and the Chief Judge of the United States District Court for the District of Minnesota.

Manufacturing: Workers manufacturing food and beverages, textiles and apparel, leather products, wood and paper products, printing, petroleum products, chemicals, plastic and rubber products, metallic and nonmetallic mineral products, fabricated metals, machinery, computers, electrical equipment, transportation equipment, furniture, and other miscellaneous manufacturing.

Postal service workers: Workers employed by the U.S. Postal Service. (e.g., clerks, mail sorters, mail carriers, processors, processing machine operators).

Public transit workers: Workers delivering public transit services, workers at operating facilities, and workers supporting operational systems and infrastructure for passenger services delivered by public transportation buses, paratransit vehicles, light rail, and passenger rail (e.g., North Star line).

Public health workers: Public health/community health workers (including call center workers) who conduct community based public health functions, conducting epidemiologic surveillance and compiling, analyzing, and communicating public health information, who cannot work remotely and previously not covered in phase 1a.

Phase 1c essential worker definitions

Energy: Workers who construct, manufacture, repair, transport, permit, monitor, operate engineer, and maintain the energy sector, regardless of the energy source, including those in the electricity industry, petroleum workers, and natural propane and gas workers.

Finance: Workers in banks and credit unions, investment advisers, mortgage lenders, money transmitters, consumer lenders, motor vehicle finance, currency exchanges, and credit service and debt settlement.

Shelter/housing (construction): Workers performing housing and commercial construction related activities, including those supporting the sale, transportation, and installation of manufactured homes.

IT/communications: Technicians installing, repairing and replacing telecommunications/IT equipment that support critical infrastructure operations and cyber security; technicians required in person to support home and business communications.

Legal: Workers providing legal services or supporting the operations of the judicial system, including judges, lawyers, paralegals, legal assistants, process servers, couriers, bail bond agents, and others providing legal assistance or performing legal functions.

Media: Workers who support radio, print, internet and television news and media services, including, but not limited to front line news reporters, photojournalists, studio, and technicians for newsgathering, reporting, and publishing news.

Public safety (engineers): Workers that ensure public safety systems function properly, including building inspectors, civil engineers, chemical engineers, and aerospace engineers.

Transportation and logistics: Workers supporting or enabling transportation and logistics functions, including infrastructure maintenance, air transportation, third party logisticians, and delivery services.

Water and wastewater: Workers involved in wastewater treatment and operations; sanitary and storm maintenance crews preforming emergency and essential maintenance and conveyance systems.

Sub-prioritization of high-risk people

- MDH recommends that vaccinators prioritize people 65 years of age and older who are dual eligible for Medicare/Medicaid and younger people who participate in Minnesota Health Care Programs as they become eligible in later phases.
  - If this information is unavailable to vaccinators, they may rely on self-report.

  - Data from the Centers for Medicare and Medicaid Services has highlighted that people who are dual eligible for Medicare and Medicaid suffer a disparate burden of severe illness due to COVID-19[6].
- Some communities have suffered disproportionately from COVID-19, including communities of color, older adults, people with disabilities, and people with comorbidities. The presence of multiple risk-factors should be considered if sub-prioritizing within groups.
- This framework will be coupled with a vaccine distribution and engagement approach that prioritizes disproportionately impacted communities, settings, and populations to ensure those eligible for vaccines within these communities are more likely to receive it. MDH will work with local community partners and providers to strategically target underserved populations for vaccinations within the priority groups.
- People who have not tested positive for COVID-19 in the past 90 days may be prioritized over those who have recently tested positive.

Sub-prioritization of essential workers

- NOTE: Essential workers who can telework should not be vaccinated in phase 1b and 1c. Workers that can telework should be vaccinated in phase 2 unless they qualify for earlier vaccination due to an underlying medical condition or age.
- Groups of workers with unavoidable higher risk of exposure because of:
  - Inadequate personal protection.
  - Work in close quarters to public or coworkers (e.g., correctional officers, public transit).
- Groups of workers impacted by health disparities (e.g., migrant farm workers, workers with disabilities).
- Groups of workers who are likely to transmit infection outside of work.
  - Temporary group housing.
  - Shared transportation.

MINNESOTA

Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.

[6] Preliminary Medicare COVID-19 Data Snapshot (www.cms.gov/files/document/medicare-covid-19-data-snapshot-fact-sheet.pdf)

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Bottle Shop Full Time Employee

DATE: March 15th, 2021

OVERVIEW

The Bottle Shop is potentially looking at a major renovation/expansion if bidding on the project comes back favorably. In addition, there is traditionally a higher level of turnover for part time employees in the Bottle Shop. The subject of hiring a FTE at the Bottle Shop has been a topic of discussion for at least the last five years among Staff. The sales have risen since the beginning of the pandemic and the work load is anticipated to increase if there is an expansion to the store.

Since this is an enterprise fund, it is important to look at the economics of hiring a FTE at the Bottle Shop:

Total estimated cost to hiring a FTE (salary and benefits) below:

Salary	$46,924	(after 7 year step scale $58,697)
PERA/FICA	$7,108	
Insurance	$15,000	(higher end estimate)
TOTAL EST.	$69,032	
*savings	($25,000)	
FINAL COST	**$44,032 estimated**	

**savings results from eliminating 30 part time hours per week from the schedule*

It would be important to examine the estimated cost against the Bottle Shop's annual change in Net Position- basically net profit after transfers have been made to General Fund of $60,000.

Year	Net Position change	Note	Adjusted Net Position w/note
2020	$200,0000(unaudited)	Record year due to Covid19 increase	**$200,000**
2019	($146,637)	$225,000 Land purchase	**$78,369**

City of St. Francis

2018	$115,620		**$115,620**
2017	($79,243)	$140,000 SCBA	**$59,870**
2016	$77,091	*Bridge Street Reconstruction Impacted	**$77,091**
2015	$122,802		**$122,802**

Summary:
The Liquor Enterprise Fund could afford to hire a Full Time Employee. A simple measure would be to deduct the additional cost of the employee from the change in net position.

<u>Action to be considered</u>:
Consider hiring a full time employee at the Bottle Shop.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9D

TO: Mayor and City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Schedule a Worksession**

DATE: March 15th, 2021

OVERVIEW:

Staff is looking to schedule a workession for the week of March 22nd. Tentative topics include: School Resource Officer, City Parks, Highway 47, and City Owned land.

ACTION TO BE CONSIDERED:

Schedule a worksession.

City of St. Francis

Streets and Parks Monthly Report – February 2021

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	32	Hours
Streets	Snowplowing	Plowing City Streets	353.2	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	236	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	104.8	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	16	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	152	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	33.4	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	18	Inspections
Parks	Events	Preparation and Inspection	15	Warming house
Parks	Fertilizing	Applied to city properties and parks	0	Tons
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	2	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	6	2 Water 4 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	44	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	38	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	47	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	4,000	Gallons
Parks	Vandalism	Damage to City Property	0	Hours
Parks	Playground	Install Woodchips	0	Yards

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

City of St. Francis

Water and Sewer Monthly Report – February 2021

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	**Water Treatment Report**			
Water	Inspect Facility Daily	Facility Inspection	19	Inspections
Water	Operational Hours	Hours spent at facility	38	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Flows/Results**			
		Total Raw water	11.4	Million Gallons
		Total Finished water	10.2	Million Gallons
		Finished water sold	12.8	Million Gallons
		Accounted water %	125	%
		Oak Grove water use		Million Gallons
		Average Daily Flow	.457	Million Gallons
		Average Chlorine	.82	Mg/l
		Average Raw Iron	.098	Mg/l
		Average Raw Manganese	.068	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	**99**	%
		Manganese Removal	**85**	%

Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours spent at facility.	152	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	19	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	19	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	19	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	152	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.0	Million Gallons
		Total Effluent	9.9	Million Gallons
		Reuse effluent	.180	Million Gallons
		Influent TSS	325	Mg/l
	Limit: (15mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	219	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	5.3	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	29.6	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	11	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections

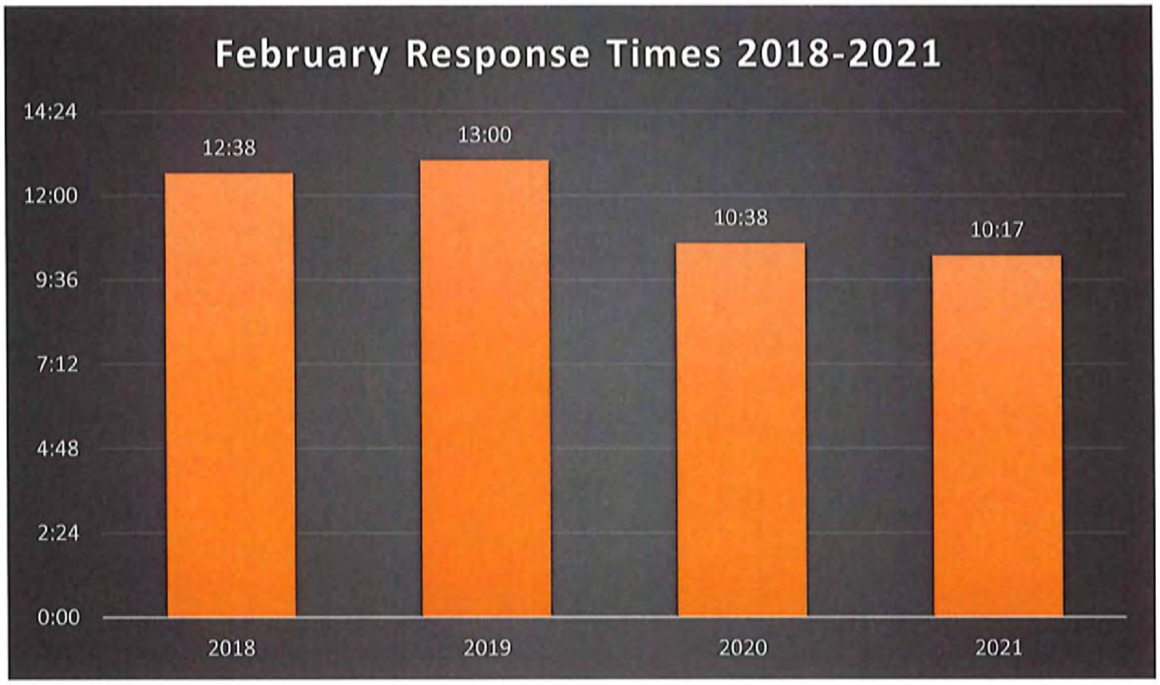
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	12	Work Orders
Re-reads	Re-read Meters	Re-read Meters	0	Meters
Water/Sewer	**Monthly Projects**			
Wastewater Treatment Facility	Backwash Return Pumps	During cold spell, the return line appears to have frozen. Staff was able to unfreeze. All is good.	1	Backwash Return Line
Wastewater Treatment Facility	Reuse Pump #2	An air release device failed causing damage to pump. Pump was pulled and is being repaired.	1	Day
Wastewater Treatment Facility	Discharge Monitoring Report	Each month, we have to report all sample results and flows to MPCA.	1	Report
Water Treatment Facility	Fluoride Report	Each month, we have to submit a report to MDH that has our fluoride results.	1	Report
Staff Training	First Aid and CPR	Staff completed first aid and CPR training.	2	Hours
Wastewater Training	Certification Training	Staff completed training to maintain credit hours for wastewater license.	2	Days

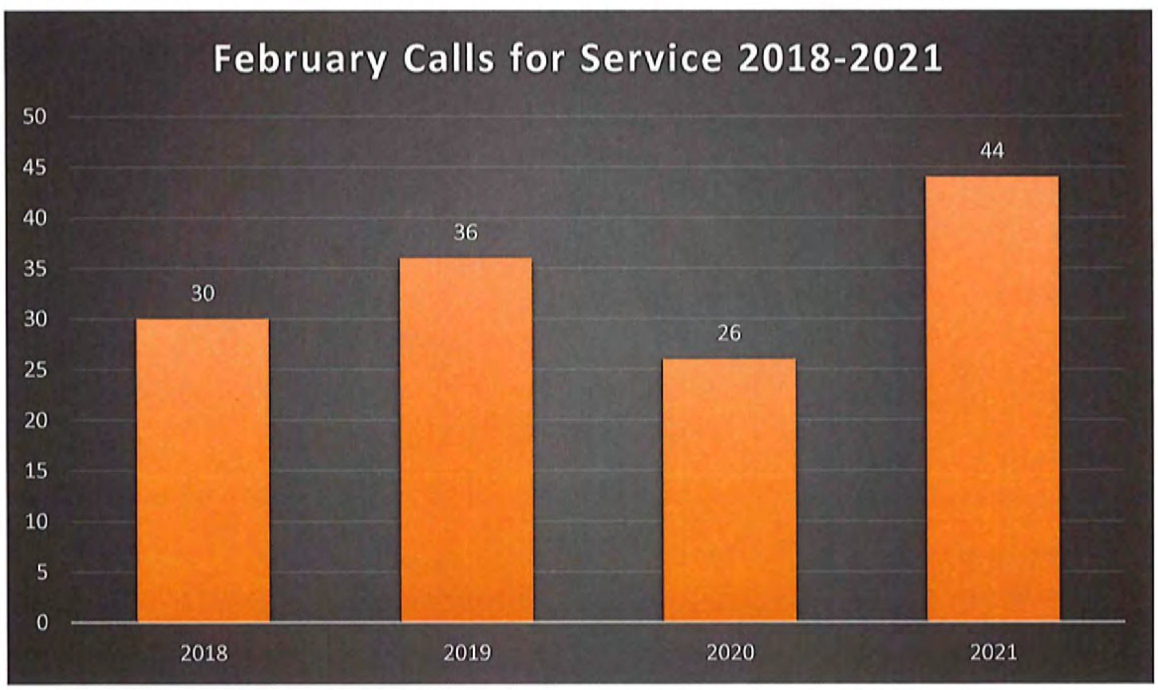
*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.

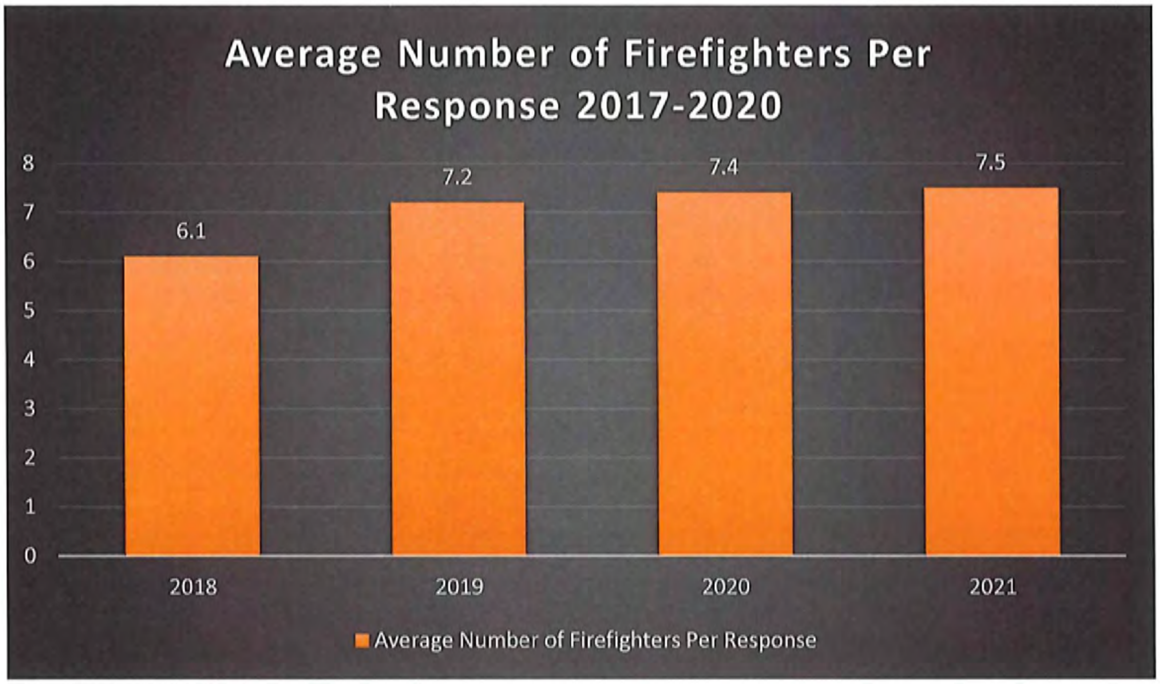
MONTHLY COMPARISON REPORT 2018-2021

February

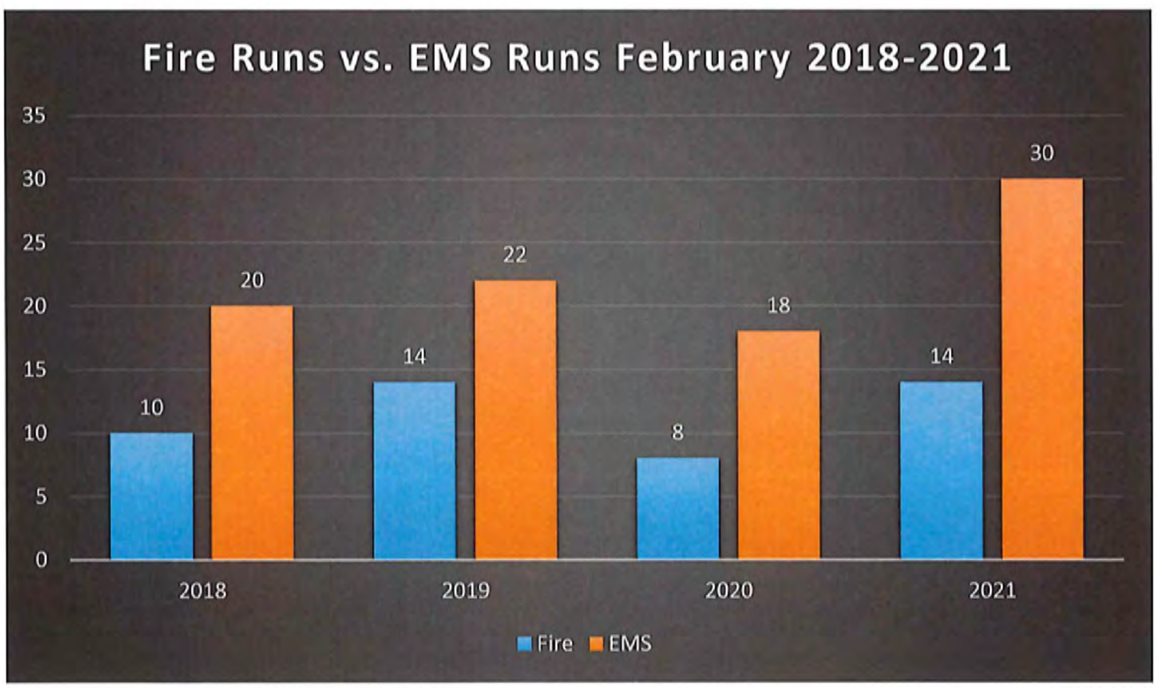
ST. FRANCIS
FIRE & RESCUE


February Response Times 2018-2021
14:24
12:00
9:36
7:12
4:48
2:24
0:00
12:38
13:00
10:38
10:17
2018
2019
2020
2021

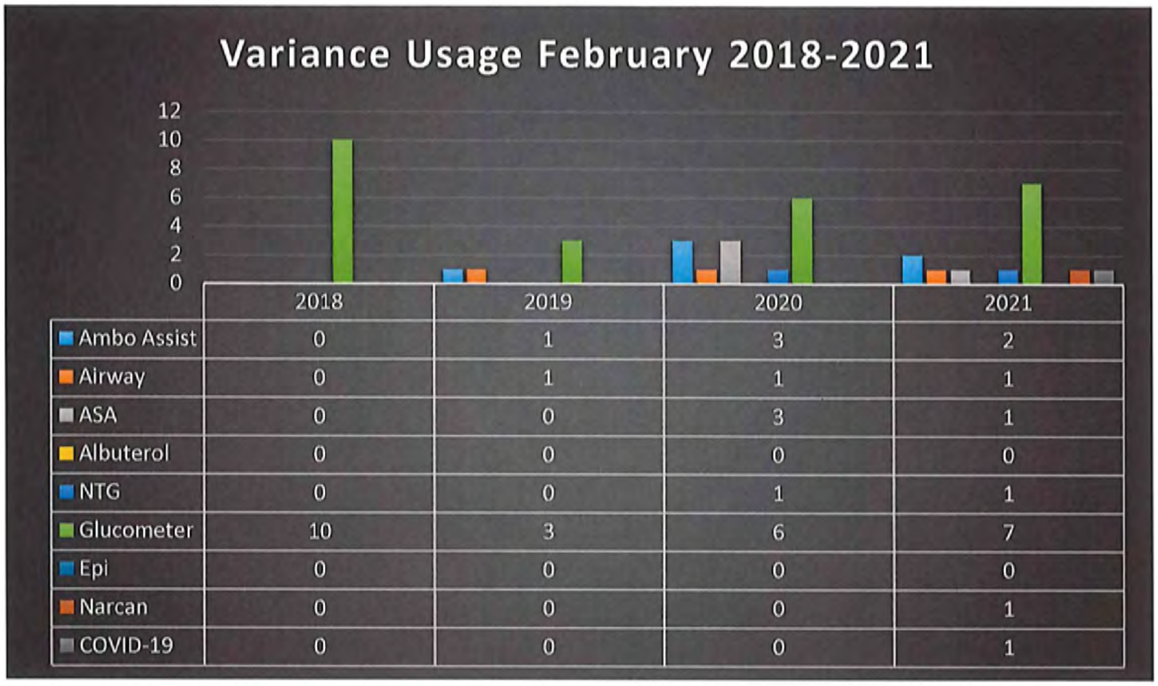

February Calls for Service 2018-2021
50
45
40
35
30
25
20
15
10
5
0
30
36
26
44
2018
2019
2020
2021



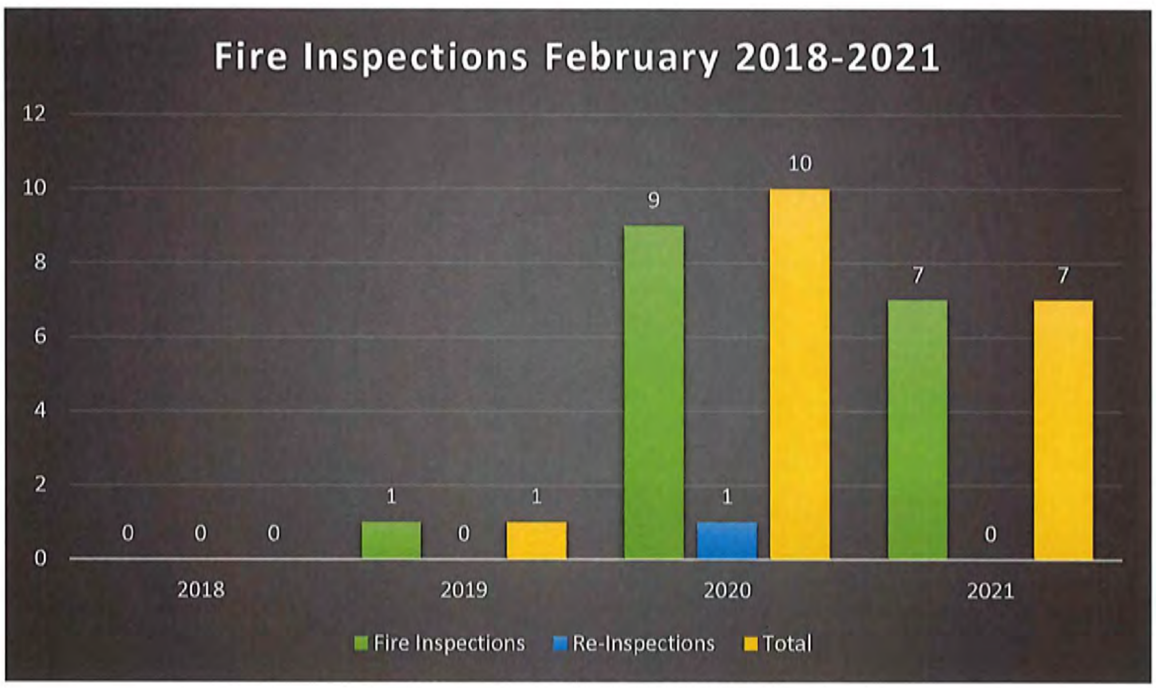
Average Number of Firefighters Per Response 2017-2020
8
7
6
5
4
3
2
1
0
6.1
7.2
7.4
7.5
2018
2019
2020
2021
Average Number of Firefighters Per Response



Fire Runs vs. EMS Runs February 2018-2021
35
30
25
20
15
10
5
0
10
20
14
22
8
18
14
30
2018
2019
2020
2021
Fire
EMS



	2018	2019	2020	2021
Ambo Assist	0	1	3	2
Airway	0	1	1	1
ASA	0	0	3	1
Albuterol	0	0	0	0
NTG	0	0	1	1
Glucometer	10	3	6	7
Epi	0	0	0	0
Narcan	0	0	0	1
COVID-19	0	0	0	1



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

RESOLUTION 2021-11
RESOLUTION OF RECOGNITION AND APPRECIATION FOR BARB HELD'S SERVICE TO THE CITY OF ST. FRANCIS

WHEREAS, the City of St. Francis (the "City") has been fortunate to have a dedicated team committed to the daily operations of the City; and

WHEREAS, on January 22nd, 1985 the City began building this dedicated team by hiring the most dedicated leader on the team, Barb Held; and

WHEREAS, Barb Held has fulfilled her duties as the City Clerk and many other roles, duties, and initiatives above and beyond for over 36 years; and

WHEREAS, Barb Held has consistently provided the City with humor, stories, anecdotes, laughter, dedication, mentoring, historical context, relationship building, leadership, service to the public good, commitment to excellence and many other positive attributes; and

WHEREAS, Barb Held is now about to embark on new adventures in life away from the City of St. Francis on April 1st, 2021; and

WHEREAS, the St. Francis City Council wish to extend our utmost appreciation for the work, public service, and dedication Barb Held has provided the City for many years; and.

NOW, THEREFORE BE IT RESOLVED, that the St. Francis City Council recognizes and appreciates the dedicated service of Barb Held and wishes Barb well in all future endeavors, and further, that this resolution of Recognition and Appreciation be duly recorded and spread across the minutes of the City of St. Francis on this 15th day of March in the year 2021.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15th DAY OF MARCH, 2021.

____
Steve Feldman, Mayor

ATTEST:

____
Joe Kohlmann, City Administrator