

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

TUESDAY, FEBRUARY 16, 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 – February 1, 2021
 - B. Accept Resignation of City Clerk Barb Held Effective 04-01-2021 and Authorization to Fill Vacancy
 - C. Rental License Approvals
 - D. Resolution 2021-06 Authorizing Police Department to Dispose of Surplus Forfeiture Vehicles
 - E. Public Works – Road Grader Wing Post Replacement
 - F. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
 - A. Vacation of a Drainage and Utility Easement over Block 1, Lot 67 of the Meadows of St. Francis Subdivision (PID #: 06-33-24-11-0069) and Final Plat Approval
 1. Adopt Resolution 2021-07 Approving the Vacation of the Drainage and Utility Easement over Block 1, Lot 67 of the Meadows of St. Francis Subdivision
 2. Adopt Resolution 2021-08 Approving the 3rd Addition Final Plat of the Meadows of St. Francis Subdivision, with Conditions and Findings of Fact as presented by Staff
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Zoning Code Updates Chapters 10 and 11 - Ord 269, Second Series (Second Reading)
 1. Approve second reading of Ordinance 269, Second Series Repealing and Replacing the existing Chapters 10 and 11 of the City Code with the new Zoning and Subdivision Chapters.
 2. Adopt Resolution 2021-09 Authorizing Summary Publication of Ordinance 269, Second Series
 - B. Temporary Housing Extension – 4953 Ambassador Blvd. NW
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works Departments Monthly Reports
Fire Department Monthly Reports
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Feb 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting
 - Mar 1 City Council Meeting – 6:00 pm, Zoom meeting
 - Mar 15 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-280>

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

**CITY COUNCIL MINUTES
FEBRUARY 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, Kevin Robinson, and Sarah Udvig.

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

3. **APPROVAL OF AGENDA**

MOTION BY UDVIG SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Robinson, Udvig, Bauer, Feldman, and Muehlbauer.

Nays: None

Motion carried 5-0.

4. **CONSENT AGENDA**

- A. City Council Minutes – January 19, 2021
- B. City Council Work Session Notes – January 25, 2021
- C. Accept Resignation of Melinda (Mindy Seamon) Michels Effective 01-31-2021 and Authorization to Fill Vacancy
- D. ~~Resolution 2021-04 Tax Forfeit Property (33-34-24-34-0076) – Anoka County 2020 Classification List Resolution 2020-139~~
- E. Bottle Shop Expansion – Approve Resolution 2021-05 Approving Plans and Specifications and Authorization ordering advertisement for bids for the Bottle Shop Addition/Renovation
- F. Ordinance 268, Second Series: Amending Chapter 8, Section 12 of the City Code Regulating the Residency Location of a Predatory Offender within the City (Second Reading)
- G. Payment of Claims \$288,158.72 (ACH 378e \$130,380.41 and Check #'s 78658-78709 \$157,778.31)
- H. Authorization to Submit a FEMA Grant Application to the Assistance to Firefighters Grant Program (AFG)

Mayor Feldman asked to remove item 4D. as it is no longer in forfeiture. He said he

contacted Anoka County and the taxes were paid in full in January 2021.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE CONSENT AGENDA ITEMS A–C and E-H.

Ayes: Udvig, Bauer, Robinson, Muehlbauer, and Feldman.

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**

A. Zoning Code Updates Chapters 10 and 11 - Ord 269, Second Series (First Reading)

City Planner Beth Richmond reported staff and HKGi have been working to update Chapters 10 Zoning and Chapter 11 Subdivision of the City Code. These updates resulted from a need to implement the St. Francis 2040 Comprehensive Plan that was adopted in March 2020. It also will bring the City Code up to date to reflect current land use trends. Both the Planning Commission and City Council have given feedback and input throughout the ordinance drafting process. The draft code chapters were prepared for public review and were published on the City's website back in December and continue to be on there for public review. Richmond gave a power point presentation on the changes.

Richmond stated the Planning Commission held a public hearing on January 20, 2021 on the changes. One member of the public attended the meeting and asked for a clarification on the Urban Reserve District. After discussion, the Planning Commission unanimously recommended approval of the zoning and subdivision chapters. Following the adoption of the updated zoning ordinance and establishment of the new zoning districts, the zoning map will be updated. Staff is tentatively planning to present the updated zoning map for review by the City Council in March. Additional community engagement is planned for this step in the update process.

Feldman wanted to commend staff and consultants for working on this project for the last six months. Happy with the results, good job to everyone that put time into it and just like anything I am sure at some point we will have to tweak something.

The council all agree they liked how the chapters were simplified, consistent and was summarized very well. They also thanked staff and consultants again for their time commitment to get this done.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE FIRST READING OF ORDINANCE 269, SECOND SERIES REPEALING AND REPLACING THE EXISTING CHAPTERS 10 AND 11 OF THE CITY CODES WITH THE NEW ZONING AND SUBDIVISION CHAPTERS.

Ayes: Bauer, Feldman, Udvig, Robinson, and Muehlbauer.

Nays: None

Motion carried 5-0.

B. Fire Department Pay Discussion

The report giving an overview of the recommended pay increases for the Fire Chief and Assistant Chief due to the addition of St. Francis signing a Fire management Service Contract with the City of Nowthen has been included in the packet of each work session and council meeting.

Mayor Feldman said this topic has been discussed for sometime and it seems Bauer still has some concerns so I will let him speak first.

Bauer stated we discussed this at 3 work sessions and went over the numbers again and again. There seemed to be some confusion before the last work session and still some questions. So, I would like to propose to table this pay raise at this time.

Udvig said I am on board with the raises for the two. We have rehashed this over and over. Yes, we don't know the exact hours they are going to put in but they are going to be putting in extra hours and I don't think the pay is out of line. They know these raises are tied to the contract, if we lose the contract whether it is St. Francis or Nowthen that would make that decision, their pay will be adjusted back to what it would be without a contract. They fully understand that. Feldman said the extra pay is for the extra duties because of the contract paid for through the contract.

Muehlbauer said being I wasn't at the work session I would like to hear what Robinson has to say before I make my comments. I read the summary and spoke with Kohlmann about the work session.

Robinson said I thought about it too again last week. We had a pretty spirited conversation at the last couple work sessions on this. But I really this it comes down to a) both the chief and assistant chief are willing to make a commitment to a three-year project, b) we are getting paid for this project by Nowthen c) we are increasing the population by 4,000 by taking on this contract. It will be taking time away from their families but I believe they are committed otherwise they wouldn't have even put in an application to take this on, it wasn't a must do situation. I am not sure how many additional employees they are going to take on above our 27 firefighters. With St.

Francis and Nowthen firefighters he is taken on more responsibilities for supervisory of these people. Looking at the surrounding communities and their pay, different people get a different pay for their skill sets. Also, accountability, with Kohlmann, the chief and assistant chief if $\frac{1}{2}$ or $\frac{1}{4}$ through this or at the end of the first year into this contract, we're going to know what is going on. I would not have voted for a full time chief a year ago if I would have thought he won't have St. Francis best interest in mind. With this contract and if it works, other avenues could open up that could be beneficial to St. Francis. I am on board 100%. Muehlbauer said the only thing I thought of was to start at a lower rate and then go higher the second year of the contract. Robinson said the numbers don't lie, if they are going to do quality work then pay them for the work. With the understanding that our City comes first. That is why I changed my mind from the first work session.

Muehlbauer said I was open for everything. I really didn't take a strong stance either way. With the job pointing the City has to do with each position and if we hired someone today with this contract we would pay what is being proposed.

The council discussed this further. Feldman and Udvig said the reason they were not for the full raise at first was because they thought they were getting paid by Nowthen too, which is not the case. Nowthen pays the City of St. Francis and that's it. They both know the pay increase is tied to the contract, no contract, no pay increase.

MOTION BY UDVIG SECOND ROBINSON ADOPT THE PAY DISCUSSION FOR FIRE CHIEF GRADE 19, STEP 3 AND ASSISTANT FIRE CHIEF TO \$17,500 ANNUAL BOTH CONTINGENT UPON RETAINING THE FIRE MANAGEMENT SERVICE CONTRACT WITH THE CITY OF NOWTHEN AS PRESENTED BY THE STAFF REPORT.

Bauer said I don't understand this, is this pay tied to just these personnel or is it tied to the position. Don't know why there is such a push for these people. The City of St. Francis is not big enough for a full time chief and that comes from my experience as a fire fighter. Their budget is growing exponentially each year. Feldman said they are being paid for services rendered to Nowthen through the contract. Feldman asked Kohlmann to do a roll call.

Ayes: Feldman, Udvig, Robinson, and Muehlbauer.

Nays: Bauer

Motion carried 4-1.

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 –

1) Fire Department 2020 Annual Report

Fire Chief Dave Schmidt gave a presentation on the Fire Department 2020 Annual

Report. Council thanked Chief Schmidt for his excellent report. Report was included in Council Packet.

2) Bottle Shop 2020 Annual Report

Liquor Store Manager John Schmidt gave a presentation on the Bottle Shop's 2020 Annual Report. Council thanked John for his excellent report. Report was included in Council Packet.

3) Public Works Departments 2020 Annual Report

Public Works Director Jason Windingstad gave a presentation on all the departments in the Public Works 2020 Annual Report. Council thanked Jason for his detailed report. Report was included in Council Packet.

The Council wanted everyone to thank their staff and that they appreciate their hard work.

B. Councilmember Reports -

Udvig – questioned if the Newsletter was posted on Facebook. I see at the post office that people that have po box seem to throw them away. Also, would like to see if the fire department could follow the police department lead and post weekly/monthly calls on Facebook. Udvig also suggested if work session could be different days than always Mondays. She would like to join the school board meetings on Mondays being she is the liaison to the school district. There is a Charter Commission meeting this Wednesday.

Muehlbauer – nothing to report.

Robinson – attended spirited but constructive work sessions. Attended the Planning Commission meeting. Would like to thank Commission member Greg Zutz for serving on the Planning Commission as it was the end of his term. He made some excellent points of “what is St. Francis about”. Why would people come here to visit? There used to be more events but now just car show and Pioneer Days.

Bauer – nothing to report.

Feldman – like to mention that the Local Government Aid (LGA) is intact for 2021. Also mentioned the different changes that will be coming to the website. Pictures will change each season, spotlight window and tabs on the right will be on the bottom. The cost is about \$1,200 and nothing has been changed on the site for four years. Thanked Kate, Jen, Lori and Barb for their help. Also working with Attorney Dave Schaps on the Zimmerman easement. Feldman then asked the fire, police and public works how the employees morel was. Each department head said it was going well. Feldman said I have not heard one complaint about city hall being closed so keep up the good work. Hope 2021 is refreshing and good reports from all department heads.

C. Upcoming Events –

Feb 3 Charter Commission Meeting – 5:30 pm, Zoom meeting

Feb 15 City Offices Closed in Observance of Presidents Day Holiday

Feb 16 City Offices Closed in Observance of Presidents Day Holiday

Feb 17 City Council Meeting – 6:00 pm, Zoom meeting

Mar 1 City Council Meeting – 6:00 pm, Zoom meeting

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 9:04 pm.

Barbara I. Held, City Clerk



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: City Clerk Resignation
DATE: February 16th, 2021

OVERVIEW

It is within mixed emotions, I'm writing to inform you that Barb Held has submitted her letter of resignation. On one hand, the City will miss the committed public service and dedication that Barb has provided for over 36 years. On the other hand, we should be happy for Barb who is moving on to new adventures.

Barb has graciously provided the City with 60 days of notice prior to her departure. Her resignation will be effective end of business day on April 1st, 2021.

The City Charter States:

Section 4.04. City Clerk. The Council shall hire a City Clerk. The City Clerk shall be the Secretary of the Council and as such shall keep all minutes of its proceedings.

With the upcoming need for a City Clerk, Staff is recommending to accept the resignation as submitted and allow Staff to take necessary steps to fill the position of the City Clerk.

Recommendation Action:

Accept the resignation submitted by Barb Held and direct Staff to take steps to begin the process of filling the position.



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

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rental License Approvals
DATE: February 16, 2021

OVERVIEW

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- October, letter to applicable rental properties
- January 15th, rental applications due
- Completed applicants move to Council
- January 16- second letter with late fee to missing applications
- March 16th – third letter with late fees to missing applications
- First week of May – first Citation notice to be sent on missing applications

As completed rental property applications are received, they will move to Council, like the attached, after each deadline.

To date the following attached property units with addresses ending in the odd numbers are ready for Council approval.

ITEMS TO BE DISCUSSED:

Approval of Rental Licenses on properties identified as attached.

ATTACHMENTS:

Properties qualified for Rental License approval

3925 233RD AVE NW	ABBAY FIELD - THIES & TALLE MANAGEMENT
3763 227TH CT NW	KIRCHNER MICHAEL L
23041 BUTTERFIELD DR NW	ST FRANCIS PROPERTIES LLC
23165 ARROWHEAD ST NW	WOLFE MATT
4035 DEGARDNER CIR NW	BOLTE, JOHN
23129 ARROWHEAD ST NW	WOLFE MATT
23649 AMBASSADOR BLVD NW	SJODIN STEVEN R
2751 230TH LN NW	NAUMANN SARAH
23117 ARROWHEAD ST NW	ZACHER LEO
2798 232ND LN NW	BURGOON JASON

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4D

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Vehicle
DATE: February 16, 2021

OVERVIEW:

The Police Department has two seized vehicles that have gone through the forfeiture process and are now the property of the City of St Francis. One vehicle is a 2004 Chevrolet Silverado bearing VIN # 1GCEC19T84Z351210 and the other a 2000 Chevrolet Silverado bearing VIN # 1GCEK19T6YE392306. The Police Department will utilize the online bidding service of Municibid to sell and dispose of the vehicles. St Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2021-06 declaring the listed seized/forfeited vehicles as surplus property to be disposed of under the guidelines of the St Francis city code.

BUDGET IMPLICATION:

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

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

RESOLUTION 2021-06

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

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

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

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

Surplus Property (Forfeiture Vehicles)	Estimated Value
1) 2004 Chevrolet Silverado VIN # 1GCEC19T84Z351210	Highest bidder on Auction/Ebid
2) 2000 Chevrolet Silverado VIN # 1GCEK19T6YE392306	"

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF FEBRUARY, 2021.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad
SUBJECT: Road Grader Wing Post
DATE: 2/15/2021

OVERVIEW:

The road grader is a vital piece of equipment not only for the summer months but also for the winter. The current wing post is older technology and is operated by hydraulics cylinders and cables. The cable has been replaced multiple times over its lifetime. The cable gets weak overtime from multiple cycles of up and down while plowing. This style is not only outdated but also dangerous. I have attached a couple of photos displaying the current setup. The new wing post is operated by hydraulic cylinders and linkage instead of hydraulic cylinders and cables. The new wing post is also half the height which will allow for better visible for the operator, as well as easier installation and removal. We are able to utilize our old wing and rear wing post with the new front wing post. You will notice there is only one quote attached that's because Falls is the only company that makes this style post that will mesh with our current setup.

ACTION TO BE CONSIDERED:

Authorize the purchase of the new wing post from Falls Equipment for the amount of **\$11,235.00**

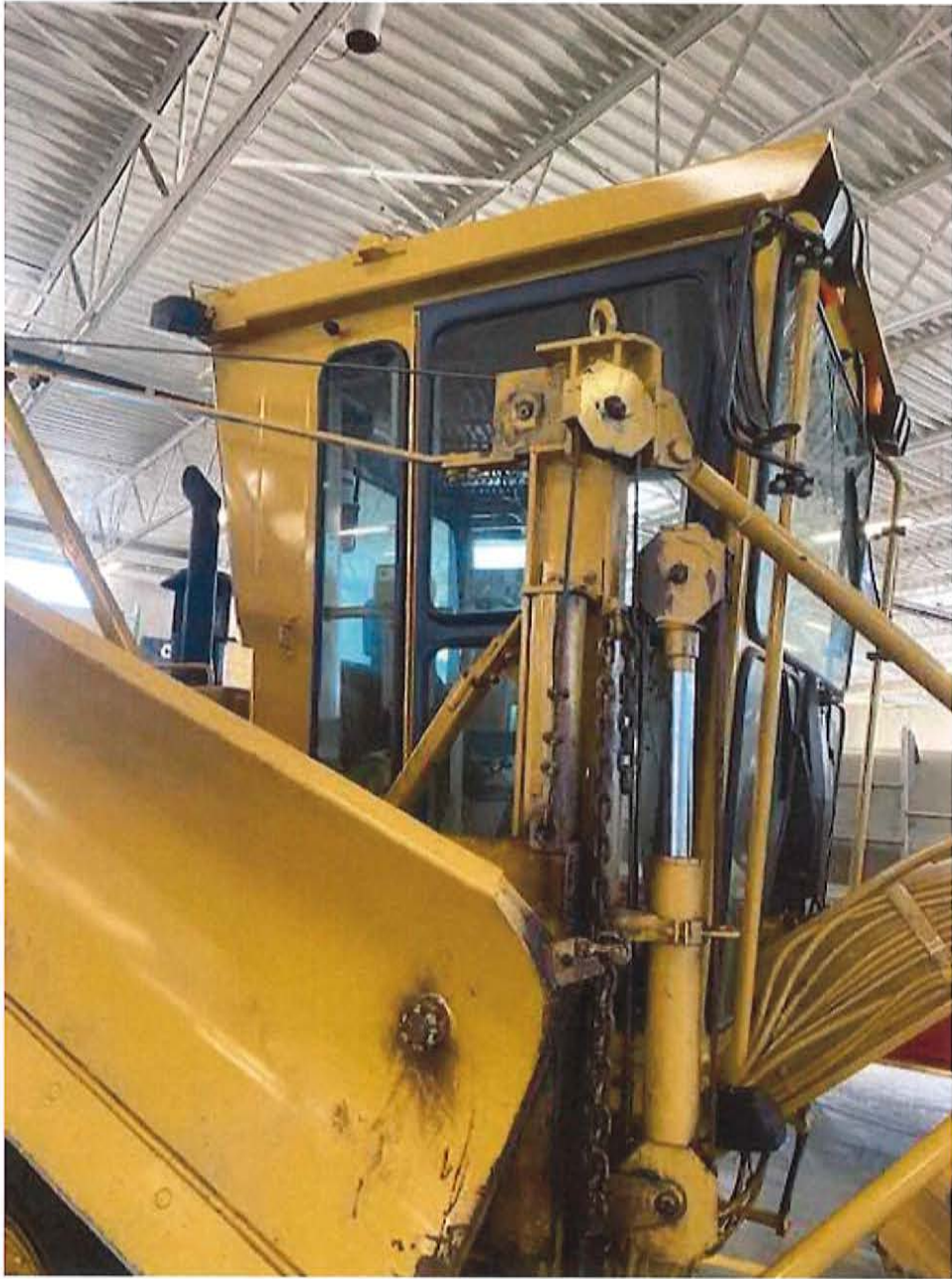
BUDGET IMPLICATION:

There is **\$35,000** in the Capital Equipment Plan for this purchase.

Attachments:

- 1: Quote from Falls Equipment
- 2: Pic of wing post







<< QUOTE >>



Little Falls Machine, Inc.
300 Lindbergh Dr S
Little Falls, MN 56345
UNITED STATES
(320)-632-9266

PAGE 1

QUOTE DATE 2/8/2021
QUOTE NO 11989

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STFRA
CITY OF ST. FRANCIS
23340 CREE STREET NW
ST. FRANCIS, MN 55070

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CITY OF ST. FRANCIS
JEREMY 763-233-5201
23340 CREE STREET NW
ST. FRANCIS, MN 55070

TOTAL DUE 11,235.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
MS	GS	3/10/2021	2/8/2021	00044530	2/8/2021	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
n/30	QUOTE		

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	NET PRICE	EXTENSION
G2012ASP	0	EA	1.000	0.000	11,235.0000	11,235.000	11,235.00
FALLS MODEL 2012ASP SHORT POST SNOW WING PAINT JD DELETE MOLDBOARD DELETE REAR POST							

MN SALES TAX 0.00
LFCity SALES TAX 0.00

Thank you for your order.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	11,235.00	0.00	0.00	0.00	11,235.00
TOTAL DUE					11,235.00

**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: 02/11/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$171,267.16 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2020.

Other Payments to be approved:

Debt service payments - None
Direct Transfers from Previous Month - \$223,016.78
Credit Card Payment-\$10,656.36
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:

- 02-16-2021 Packet List
- 02-16-2021 Credit Card Payment
- 02-16-2021 Direct Transfers-January

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 1

***Claim Register©**

AP 02-16-2021

February 2021

Claim TypeClaim# 9461 *ABDO, EICK & MEYERS, LLP*Cash Payment E 101-41540-301 Auditing and Acct g Servic Annual audit services \$4,800.00
Invoice 439244Cash Payment E 601-49440-301 Auditing and Acct g Servic Annual audit services \$800.00
Invoice 439244Cash Payment E 602-49490-301 Auditing and Acct g Servic Annual audit services \$800.00
Invoice 439244Cash Payment E 609-49750-301 Auditing and Acct g Servic Annual audit services \$1,600.00
Invoice 439244Transaction Date 2/3/2021 Due 3/5/2021 CASH 10100 **Total** \$8,000.00**Claim Type**Claim# 9462 *ACE SOLID WASTE, INC.*Cash Payment E 101-43210-384 Refuse/Garbage Disposal GARBAGE \$66.84
Invoice 6600733Cash Payment E 101-42210-384 Refuse/Garbage Disposal GARBAGE \$69.91
Invoice 6600733Cash Payment E 609-49750-384 Refuse/Garbage Disposal GARBAGE \$223.08
Invoice 6600733Cash Payment E 601-49440-384 Refuse/Garbage Disposal GARBAGE \$80.92
Invoice 6600733Cash Payment E 602-49490-384 Refuse/Garbage Disposal GARBAGE \$80.92
Invoice 6600733Cash Payment E 101-43100-384 Refuse/Garbage Disposal GARBAGE \$27.92
Invoice 6600733Cash Payment E 101-45200-384 Refuse/Garbage Disposal GARBAGE \$27.92
Invoice 6600733Cash Payment E 601-49440-384 Refuse/Garbage Disposal GARBAGE \$27.92
Invoice 6600733Cash Payment E 602-49490-384 Refuse/Garbage Disposal GARBAGE \$27.92
Invoice 6600733Cash Payment E 101-42110-384 Refuse/Garbage Disposal GARBAGE \$111.68
Invoice 6600733Cash Payment E 101-43100-384 Refuse/Garbage Disposal GARBAGE \$64.92
Invoice 6600733Cash Payment E 101-45200-384 Refuse/Garbage Disposal GARBAGE \$64.92
Invoice 6600733Transaction Date 2/3/2021 Due 3/5/2021 CASH 10100 **Total** \$874.87**Claim Type**Claim# 9490 *ADVANTAGE TAPE*Cash Payment E 609-49750-340 Advertising ADVERTISING \$390.00
Invoice 2238ZTransaction Date 2/8/2021 Due 3/10/2021 CASH 10100 **Total** \$390.00**Claim Type**Claim# 9513 *AIRGAS NORTH CENTRAL*Cash Payment E 101-43100-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976939610Cash Payment E 101-43210-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976939610Cash Payment E 101-45200-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976939610

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 2

***Claim Register©**

AP 02-16-2021

February 2021

Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL				\$13.39
Invoice	9976939610					
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL				\$13.40
Invoice	9976939610					

Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total	\$66.96
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Claim Type

Claim# 9480 ASPEN MILLS

Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - LAWRENCE				\$257.40
Invoice	268562					

Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS-KIZER K.				\$329.50
Invoice	269013					

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-SCHWIEGER-CHIEF				\$128.88
Invoice	267988					

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$715.78
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Claim Type

Claim# 9488 BAUER BUILT INC.

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	TIRES				\$131.38
Invoice	940073862					

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$131.38
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Claim Type

Claim# 9491 BERNICK COMPANIES, THE

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,282.60
Invoice	175697					

Cash Payment	E 609-49751-255 N/A Products	N/A				\$75.30
Invoice	175697					

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$1,357.90
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Claim Type

Claim# 9515 BORINTRAGER, DAN

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 3835				\$116.50
Invoice	.0221					

Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total	\$116.50
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Claim Type

Claim# 9492 BREAKTHRU BEVERAGE

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$52.38
Invoice	1081235974					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,859.40
Invoice	1081235974					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,136.00
Invoice	1081235974					

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$3,047.78
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Claim Type

Claim# 9465 COMPASS MINERALS AMERICA, IN

Cash Payment	G 101-14100 Inventory of Material/Supply	BULK HIGHWAY COARSE				\$1,759.52
Invoice	750674					

Cash Payment	G 101-14100 Inventory of Material/Supply	BULK HIGHWAY COARSE				\$3,689.34
Invoice	751620					

Cash Payment	G 101-14100 Inventory of Material/Supply	BULK HIGHWAY COARSE				\$7,149.94
Invoice	752558					

Transaction Date	2/4/2021	Due 3/6/2021	CASH	10100	Total	\$12,598.80
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CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 3

***Claim Register©**

AP 02-16-2021

February 2021

Claim Type

Claim# 9481 COUNTY MARKET - CITY ACCOUN

Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$352.24
	Invoice .0121				

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$352.24
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Claim Type

Claim# 9493 CRYSTAL SPRINGS ICE

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$67.50
	Invoice 1001671				

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$67.50
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Claim Type

Claim# 9494 DAHLHEIMER DIST. CO. INC.

Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$10,448.65
	Invoice 1348315				

Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$12,394.40
	Invoice 1338658				

Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total	\$22,843.05
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Claim Type

Claim# 9468 DEHN OIL

Cash Payment	E 101-43100-212 Motor Fuels	OIL			\$573.75
	Invoice 80625				

Cash Payment	E 101-45200-212 Motor Fuels	OIL			\$573.75
	Invoice 80625				

Cash Payment	E 601-49440-212 Motor Fuels	OIL			\$573.75
	Invoice 80625				

Cash Payment	E 602-49490-212 Motor Fuels	OIL			\$573.75
	Invoice 80625				

Transaction Date	2/4/2021	Due 3/6/2021	CASH	10100	Total	\$2,295.00
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Claim Type

Claim# 9470 E.H. RENNER

Cash Payment	E 601-49440-233 Water Treatment Plant Mai	PUMP INSPECTION			\$5,577.50
	Invoice 6185				

Transaction Date	2/4/2021	Due 3/6/2021	CASH	10100	Total	\$5,577.50
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Claim Type

Claim# 9469 EAGLE GARAGE DOOR CO.

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SERVICE			\$94.00
	Invoice 6736				

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SERVICE			\$94.00
	Invoice 6736				

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	SERVICE			\$94.00
	Invoice 6736				

Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SERVICE			\$94.00
	Invoice 6736				

Transaction Date	2/4/2021	Due 3/6/2021	CASH	10100	Total	\$376.00
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Claim Type

Claim# 9483 ECM PUBLISHERS, INC.

Cash Payment	E 101-41400-352 General Publishing	2021 BUDGET SUMMARY			\$209.63
	Invoice 816746				

Cash Payment	E 101-41400-351 Legal Notices Publishing	ORDINANCE 268			\$209.63
	Invoice 818822				

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 4

***Claim Register©**

AP 02-16-2021

February 2021

Cash Payment	E 609-49750-340 Advertising	CITY OF ST. FRANCIS MUNICIPAL	\$270.00
	Invoice 817393		
Cash Payment	E 101-41120-352 General Publishing	FEBRUARY 17 PH	\$69.88
	Invoice 818823		
Transaction Date	2/8/2021	Due 3/10/2021 CASH	10100
		Total	\$759.14

Claim Type

Claim#	9518	ELITE SANITATION	
Cash Payment	E 101-45200-402 Janitorial Service	RENTAL	\$457.50
	Invoice 27395		
Transaction Date	2/10/2021	Due 3/12/2021 CASH	10100
		Total	\$457.50

Claim Type

Claim#	9471	GOPHER STATE ONE-CALL	
Cash Payment	E 602-49490-442 Gopher State	JANUARY TICKETS	\$14.18
	Invoice		
Cash Payment	E 601-49440-442 Gopher State	JANUARY TICKETS	\$14.17
	Invoice		
Transaction Date	2/4/2021	Due 3/6/2021 CASH	10100
		Total	\$28.35

Claim Type

Claim#	9519	HACH COMPANY	
Cash Payment	E 601-49440-235 Lab Supplies	FILTER	\$99.50
	Invoice 12302481		
Transaction Date	2/10/2021	Due 3/12/2021 CASH	10100
		Total	\$99.50

Claim Type

Claim#	9472	HERC-U-LIFT	
Cash Payment	E 101-43100-218 Equipment Repair & Maint	PLANNED MAINTENANCE	\$68.51
	Invoice W489245		
Cash Payment	E 101-45200-218 Equipment Repair & Maint	ENVIRONMENTAL FEE & Supplies	\$61.36
	Invoice W489246		
Cash Payment	E 602-49490-228 Equipment Maintenance	PLANNED MAINTENANCE	\$68.51
	Invoice W489245		
Transaction Date	2/4/2021	Due 3/6/2021 CASH	10100
		Total	\$198.38

Claim Type

Claim#	9520	INNOVATIVE OFFICE SOLUTIONS,	
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	\$156.97
	Invoice IN3248272		
Transaction Date	2/10/2021	Due 3/12/2021 CASH	10100
		Total	\$156.97

Claim Type

Claim#	9496	JOHNSON BROS WHLSE LIQUOR	
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$17.27
	Invoice 1734290		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$14.65
	Invoice 1734289		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$1,416.33
	Invoice 1734289		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$603.25
	Invoice 1734290		
Transaction Date	2/8/2021	Due 3/10/2021 CASH	10100
		Total	\$2,051.50

Claim Type

Claim#	9521	JOHNSON, JAMES & SHARON	
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CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 5

*Claim Register©

AP 02-16-2021

February 2021

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 2090			\$63.52
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$63.52
Claim Type					
Claim#	9440 JSX TECHNOLOGY	Ck# 078710	2/2/2021		
Cash Payment	E 402-42110-550 Vehicles	SQUAD CARS			\$6,500.00
Invoice	10453				
Transaction Date	2/2/2021	Due 3/4/2021	CASH	10100	Total \$6,500.00
Claim Type					
Claim#	9522 MACQUEEN EMERGENCY				
Cash Payment	E 101-42210-218 Equipment Repair & Maint	SUPPLIES			\$1,489.00
Invoice	16854				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$1,489.00
Claim Type					
Claim#	9497 MCDONALD DIST CO.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-\$40.26
Invoice	567354				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$7,323.50
Invoice	567317				
Cash Payment	E 609-49751-255 N/A Products	N/A			\$93.00
Invoice	567317				
Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total \$7,376.24
Claim Type					
Claim#	9523 MEADE, HEIDI				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 4195			\$369.41
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$369.41
Claim Type					
Claim#	9524 MIDCONTINENT COMMUNICATION				
Cash Payment	E 609-49750-321 Telephone	TELEPHONE			\$148.57
Invoice	13331300111793				
Cash Payment	E 101-43100-321 Telephone	TELEPHONE			\$22.35
Invoice	13332810111793				
Cash Payment	E 601-49440-321 Telephone	TELEPHONE			\$148.00
Invoice	13334860111793				
Cash Payment	E 101-42110-321 Telephone	TELEPHONE			\$22.34
Invoice	13332810111793				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$341.26
Claim Type					
Claim#	9526 MN DEPT OF HEALTH				
Cash Payment	E 601-49440-434 Permit Fees	COMMUNITY WATER SUPPLY SERVICE CONNECTION FEE			\$4,773.00
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$4,773.00
Claim Type					
Claim#	9485 MN DEPT OF LABOR & INDUSTRY				
Cash Payment	E 601-49440-434 Permit Fees	PRESSURE VESSEL			\$10.00
Invoice	ABR0253696X				
Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total \$10.00

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 6

***Claim Register©**

AP 02-16-2021

February 2021

Claim Type

Claim# 9527 MN HOME BROTHERS, LLC

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT# 5964 \$1,470.13
Invoice .0221

Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 Total \$1,470.13

Claim Type

Claim# 9528 NEW BEGINNINGS REAL ESTATE

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT# 6072 \$116.61
Invoice .0221

Transaction Date 2/10/2021 Due 3/12/2021 CASH 10100 Total \$116.61

Claim Type

Claim# 9556 OPUS 21

Cash Payment E 601-49440-382 Utility Billing UTILITY BILLING \$1,396.84
Invoice 210108Cash Payment E 602-49490-382 Utility Billing UTILITY BILLING \$1,396.85
Invoice 210108

Transaction Date 2/11/2021 Due 3/13/2021 CASH 10100 Total \$2,793.69

Claim Type

Claim# 9557 PACE ANALYTICAL SERVICES

Cash Payment E 602-49490-313 Sample Testing TESTING \$120.00
Invoice 2112025040Cash Payment E 602-49490-313 Sample Testing TESTING \$22.00
Invoice 2112025111Cash Payment E 602-49490-313 Sample Testing TESTING \$170.00
Invoice 2112025183Cash Payment E 602-49490-313 Sample Testing TESTING \$95.00
Invoice 2112025243Cash Payment E 602-49490-313 Sample Testing TESTING \$162.00
Invoice 2112025378Cash Payment E 602-49490-313 Sample Testing TESTING \$95.00
Invoice 2112025384Cash Payment E 602-49490-313 Sample Testing TESTING \$166.00
Invoice 2112025594Cash Payment E 602-49490-313 Sample Testing TESTING \$121.00
Invoice 2112025597Cash Payment E 602-49490-313 Sample Testing TESTING \$144.00
Invoice 2112025598Cash Payment E 602-49490-313 Sample Testing TESTING \$120.00
Invoice 2112025628Cash Payment E 602-49490-313 Sample Testing TESTING \$114.00
Invoice 2112025648

Transaction Date 2/11/2021 Due 3/13/2021 CASH 10100 Total \$1,329.00

Claim Type

Claim# 9499 PAUSTIS WINE COMPANY

Cash Payment E 609-49751-206 Freight and Fuel Charges FREGHT \$12.50
Invoice 115766Cash Payment E 609-49751-253 Wine For Resale WINE \$904.00
Invoice 115766

Transaction Date 2/8/2021 Due 3/10/2021 CASH 10100 Total \$916.50

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 7

***Claim Register©**

AP 02-16-2021

February 2021

Claim Type

Claim# 9500 PEPSI COLA

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC
Invoice 23611354

\$418.30

Transaction Date 2/8/2021 Due 3/10/2021 CASH 10100 Total \$418.30

Claim Type

Claim# 9503 PHILLIPS WINE & SPIRITS CO.

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 6154860

\$1.26

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 6154858

\$6.55

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 6154859

\$10.99

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR
Invoice 6154858

\$650.00

Cash Payment E 609-49751-253 Wine For Resale WINE
Invoice 6154859

\$316.00

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC.
Invoice 6154860

\$44.00

Transaction Date 2/8/2021 Due 3/10/2021 CASH 10100 Total \$1,028.80

Claim Type

Claim# 9486 ROSEVILLE, CITY OF

Cash Payment E 101-41110-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$441.26

Cash Payment E 101-41400-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$1,544.42

Cash Payment E 101-42110-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$5,405.47

Cash Payment E 101-42210-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$992.84

Cash Payment E 101-43100-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$441.26

Cash Payment E 101-45200-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$441.26

Cash Payment E 601-49440-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$441.26

Cash Payment E 602-49490-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$441.26

Cash Payment E 609-49750-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$220.63

Cash Payment E 101-42400-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$441.26

Cash Payment E 101-41910-310 Computer Consulting Fees IT SERVICES
Invoice 0229865

\$220.65

Transaction Date 2/8/2021 Due 3/10/2021 CASH 10100 Total \$11,031.57

Claim Type

Claim# 9504 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 2043857

\$16.00

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT
Invoice 2043858

\$8.96

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 8

*Claim Register©

AP 02-16-2021

February 2021

Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$294.00
Invoice	2043858				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$1,605.89
Invoice	2043857				
Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total \$1,924.85
Claim Type					
Claim#	9489	ST. FRANCIS COLLISION & GLASS			
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2014 DODGE CHARGER POLICE			\$211.20
Invoice	11664				
Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total \$211.20
Claim Type					
Claim#	9529	STAMPEE, BEVERLY			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 3185			\$116.35
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$116.35
Claim Type					
Claim#	9534	STREICHER S			
Cash Payment	E 402-42110-555 Weapons	SMALL EQUIPMENT			\$1,760.00
Invoice	11481340				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$1,760.00
Claim Type					
Claim#	9530	SWANSON, ERIC & ROXANNE			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 2685			\$181.85
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$181.85
Claim Type					
Claim#	9487	UTILITY SERVICE CO., INC.			
Cash Payment	E 601-49440-234 Water Tower Maintenance	HYDROPILLAR NEW TOWER			\$9,430.92
Invoice	528151				
Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total \$9,430.92
Claim Type					
Claim#	9506	VINOCOPIA, INC.			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREGHT			\$5.00
Invoice	0272985-IN				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$224.00
Invoice	0272985-IN				
Transaction Date	2/8/2021	Due 3/10/2021	CASH	10100	Total \$229.00
Claim Type					
Claim#	9531	WALLER, RICHARD			
Cash Payment	G 601-22000 Deposits	REFUND ACCT# 1607			\$195.24
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$195.24
Claim Type					
Claim#	9532	WINGER, RYAN			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 1401			\$113.44
Invoice	.0221				
Transaction Date	2/10/2021	Due 3/12/2021	CASH	10100	Total \$113.44

CITY OF ST FRANCIS

02/11/21 10:47 AM

Page 9

***Claim Register©**

AP 02-16-2021

February 2021

Claim Type

Claim# 9533 YATCKOFKE, JACOB & KELSEY

Cash Payment G 601-22200 Deferred Revenues

REFUND ACCT# 5484

\$169.54

Invoice .0221

Transaction Date

2/10/2021

Due 3/12/2021

CASH

10100

Total

\$169.54

Pre-Written Checks	\$6,500.00
Checks to be Generated by the Compute	\$110,422.02
Total	\$116,922.02

Total \$171,267.16

CITY OF ST FRANCIS

01/26/21 1:42 PM

Page 1

Payments

Current Period: January 2021

Payments Batch P-CC-JANUARY 2021	\$10,656.36
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Refer	9241 AMAZON.COM	Ck# 000342E 1/10/2021	
Cash Payment	E 101-41400-200 Office Supplies	SUPPLIES	\$51.40
Invoice			
Cash Payment	E 101-42110-237 Small Equipment	SUPPLIES	\$44.98
Invoice			
Cash Payment	E 101-43100-218 Equipment Repair & Mai	SUPPLIES	\$89.89
Invoice			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	SUPPLIES	\$130.57
Invoice			
Cash Payment	E 101-43100-237 Small Equipment	SUPPLIES	\$176.75
Invoice			
Cash Payment	E 101-43100-441 Miscellaneous	SUPPLIES	\$18.74
Invoice			
Cash Payment	E 101-45200-217 Other Operating Supplie	SUPPLIES	\$124.76
Invoice			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES	\$65.02
Invoice			
Cash Payment	E 101-45200-441 Miscellaneous	SUPPLIES	\$36.57
Invoice			
Cash Payment	E 601-49440-441 Miscellaneous	SUPPLIES	\$42.76
Invoice			
Cash Payment	E 602-49490-228 Equipment Maintenance	SUPPLIES	\$56.22
Invoice			
Cash Payment	E 602-49490-441 Miscellaneous	SUPPLIES	\$23.54
Invoice			
Cash Payment	E 101-43100-217 Other Operating Supplie	SUPPLIES	\$131.23
Invoice			
Transaction Date	1/26/2021	Due 2/25/2021	CASH 10100 Total \$992.43

Refer	9243 AR500 ARMOR	Ck# 000343E 1/10/2021	
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-BOE	\$357.47
Invoice			

Transaction Date	1/26/2021	Due 2/25/2021	CASH 10100 Total \$357.47
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Refer	9244 AT&T, INC	Ck# 000344E 1/10/2021	
Cash Payment	E 101-43100-321 Telephone	PHONE	\$2.92
Invoice			
Cash Payment	E 101-42210-321 Telephone	PHONE	\$384.64
Invoice			

Transaction Date	1/26/2021	Due 2/25/2021	CASH 10100 Total \$387.56
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Refer	9245 BARRON COUNTY WASTE	Ck# 000345E 1/10/2021	
Cash Payment	E 101-42110-308 Community Education	DRUG DESTRUCTION	\$50.00
Invoice			

Transaction Date	1/26/2021	Due 2/25/2021	CASH 10100 Total \$50.00
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Refer	9246 CASEY S GENERAL STORE	Ck# 000346E 1/10/2021	
Cash Payment	E 101-42110-212 Motor Fuels	FUEL	\$503.19
Invoice			

CITY OF ST FRANCIS

01/26/21 1:42 PM

Page 2

Payments

Current Period: January 2021

Cash Payment	E 101-43100-212 Motor Fuels	FUEL				\$231.48
Invoice						
Cash Payment	E 101-45200-212 Motor Fuels	FUEL				\$27.40
Invoice						
Cash Payment	E 601-49440-212 Motor Fuels	FUEL				\$183.89
Invoice						
Cash Payment	E 602-49490-212 Motor Fuels	FUEL				\$112.04
Invoice						
Cash Payment	E 601-49440-229 Project Repair & Mainten	SUPPLIES				\$2.24
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$1,060.24
Refer	9247 CDW GOVERNMENT, INC.	Ck# 000347E	1/10/2021			
Cash Payment	E 602-49490-229 Project Repair & Mainten	SUPPLIES				\$357.07
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$357.07
Refer	9248 CENTRAL EQUIPMENT OF CNY	Ck# 000348E	1/10/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SPRAYBAR				\$165.67
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$165.67
Refer	9249 CLIPPINGMAGIC.COM	Ck# 000349E	1/10/2021			
Cash Payment	E 101-43100-433 Dues and Subscriptions	SUBSCRIPTION				\$3.99
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$3.99
Refer	9250 DEPT OF AGRICULTURE	Ck# 000350E	1/10/2021			
Cash Payment	E 101-45200-441 Miscellaneous	LICENSES				\$30.66
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$30.66
Refer	9251 ELK RIVER LANDFILL	Ck# 000351E	1/10/2021			
Cash Payment	E 101-43100-441 Miscellaneous	PARISH REIMBURSED				\$134.73
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$134.73
Refer	9252 GRAINGER, INC.	Ck# 000352E	1/10/2021			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SUPPLIES				\$99.57
Invoice						
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES				\$77.79
Invoice						
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SUPPLIES				\$99.57
Invoice						
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	SUPPLIES				\$99.57
Invoice						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SUPPLIES				\$99.57
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$476.07
Refer	9253 IACP	Ck# 000353E	1/10/2021			
Cash Payment	E 101-42110-433 Dues and Subscriptions	MEMBERSHIP				\$190.00
Invoice						

CITY OF ST FRANCIS

01/26/21 1:42 PM

Page 3

Payments

Current Period: January 2021

Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$190.00
Refer	9254 J.P. COOKE COMPANY		Ck# 000354E 1/10/2021			
Cash Payment	E 101-42110-200 Office Supplies		TAGS			\$99.50
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$99.50
Refer	9255 COUNTY MARKET - CITY ACCOUN		Ck# 000355E 1/10/2021			
Cash Payment	E 101-42110-212 Motor Fuels		FUEL			\$613.16
Invoice						
Cash Payment	E 101-43100-212 Motor Fuels		FUEL			\$204.48
Invoice						
Cash Payment	E 101-42110-200 Office Supplies		SUPPLIES			\$14.96
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$832.60
Refer	9256 KLEEN RITE CORP		Ck# 000356E 1/10/2021			
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten		SUPPLIES			\$110.43
Invoice						
Cash Payment	E 101-43100-213 Vehicle Oper Supplies		SUPPLIES			\$110.46
Invoice						
Cash Payment	E 101-45200-213 Vehicle Oper Supplies		SUPPLIES			\$110.46
Invoice						
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten		SUPPLIES			\$110.46
Invoice						
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten		SUPPLIES			\$110.46
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$552.27
Refer	9257 KWIK TRIP		Ck# 000358E 1/10/2021			
Cash Payment	E 101-42110-212 Motor Fuels		FUEL			\$671.62
Invoice						
Cash Payment	E 101-42210-212 Motor Fuels		FUEL			\$46.91
Invoice						
Cash Payment	E 101-42400-212 Motor Fuels		FUEL			\$48.80
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$767.33
Refer	9258 MENARDS		Ck# 000359E 1/10/2021			
Cash Payment	E 101-42210-217 Other Operating Supplie		SUPPLIES			\$77.09
Invoice						
Cash Payment	E 101-43100-218 Equipment Repair & Mai		SUPPLIES			\$35.09
Invoice						
Cash Payment	E 601-49440-441 Miscellaneous		SUPPLIES			\$97.04
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$209.22
Refer	9259 MN STATE COLLEGES		Ck# 000360E 1/10/2021			
Cash Payment	E 101-42110-208 Training and Instruction		TRAINING-STURZL			\$465.00
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$465.00
Refer	9260 DRIVER & VEHICLE SERVICES		Ck# 000361E 1/10/2021			

CITY OF ST FRANCIS

01/26/21 1:42 PM

Page 4

Payments

Current Period: January 2021

Cash Payment	E 101-42110-217 Other Operating Supplie	TRANSFER-VEHICLE				\$110.69
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$110.69
Refer	9261 MN ROAD TO RECOVERY		Ck# 000362E	1/10/2021		
Cash Payment	E 101-41910-352 General Publishing	PUBLISHING				\$39.00
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$39.00
Refer	9262 MNBOBS.COM		Ck# 000363E	1/10/2021		
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS				\$613.90
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$613.90
Refer	9263 MY ALARM CENTER		Ck# 000364E	1/10/2021		
Cash Payment	E 609-49750-445 Security	LIQUOR STORE ALARM				\$39.15
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$39.15
Refer	9264 NEW-LINE PRODUCTS		Ck# 000365E	1/10/2021		
Cash Payment	E 101-45200-229 Project Repair & Mainten	SUPPLIES				\$93.21
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$93.21
Refer	9265 OREILLY AUTO PARTS		Ck# 000366E	1/10/2021		
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES				\$13.96
Invoice						
Cash Payment	E 101-42210-218 Equipment Repair & Mai	SUPPLIES				\$125.77
Invoice						
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES				\$19.26
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$158.99
Refer	9266 POPP TELECOM		Ck# 000367E	1/10/2021		
Cash Payment	E 609-49750-321 Telephone	PHONE				\$52.65
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$52.65
Refer	9267 POSTMASTER - ST. FRANCIS		Ck# 000368E	1/10/2021		
Cash Payment	E 101-41910-322 Postage	POSTAGE				\$14.00
Invoice						
Cash Payment	E 101-42110-322 Postage	POSTAGE				\$50.00
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$64.00
Refer	9268 SAMS CLUB		Ck# 000369E	1/10/2021		
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC				\$557.02
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$557.02
Refer	9269 SIGN ZONE		Ck# 000370E	1/10/2021		
Cash Payment	E 101-42110-237 Small Equipment	MASKS				\$161.98
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$161.98

CITY OF ST FRANCIS

01/26/21 1:42 PM

Page 5

Payments

Current Period: January 2021

Refer	9270 <i>RENEGADE PRODUCTS</i>	<u>Ck# 000371E 1/10/2021</u>				
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	SUPPLIES				\$55.36
Invoice						
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	SUPPLIES				\$55.36
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$110.72
Refer	9271 <i>SPEEDWAY</i>	<u>Ck# 000372E 1/10/2021</u>				
Cash Payment	E 101-42110-212 Motor Fuels	FUEL				\$11.25
Invoice						
Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$34.80
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$46.05
Refer	9272 <i>STAMPS.COM</i>	<u>Ck# 000373E 1/10/2021</u>				
Cash Payment	E 101-41400-322 Postage	POSTAGE				\$17.99
Invoice						
Cash Payment	E 101-42110-322 Postage	POSTAGE				\$17.99
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$35.98
Refer	9273 <i>ULINE</i>	<u>Ck# 000374E 1/10/2021</u>				
Cash Payment	E 602-49490-441 Miscellaneous	SUPPLIES				\$347.88
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$347.88
Refer	9274 <i>VERIZON WIRELESS</i>	<u>Ck# 000375E 1/10/2021</u>				
Cash Payment	E 101-42110-321 Telephone	PHONE				\$450.50
Invoice						
Cash Payment	E 602-49490-321 Telephone	PHONE				\$142.99
Invoice						
Cash Payment	E 601-49440-321 Telephone	PHONE				\$160.08
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$753.57
Refer	9275 <i>ZOOM.US</i>	<u>Ck# 000377E 1/10/2021</u>				
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION				\$16.06
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$16.06
Refer	9276 <i>WINNICK SUPPLY</i>	<u>Ck# 000376E 1/10/2021</u>				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	SUPPLIES				\$161.85
Invoice						
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES				\$161.85
Invoice						
Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$323.70

CITY OF ST FRANCIS
Payments

01/26/21 1:43 PM
Page 6

Current Period: January 2021

Fund Summary

	10100 CASH	
101 GENERAL FUND		\$8,061.73
601 WATER FUND		\$696.04
602 SEWER FUND		\$1,249.77
609 LIQUOR FUND		\$648.82
		\$10,656.36

Pre-Written Checks	\$10,656.36
Checks to be Generated by the Computer	\$0.00
Total	<u>\$10,656.36</u>

CITY OF ST FRANCIS

Payments

02/04/21 10:18 AM

Page 1

Current Period: January 2021

Payments Batch P-WIRE 01-2021		\$223,016.78	
Refer	8988 <i>HEALTH PARTNERS</i>	<u>Ck# 000308E 1/26/2021</u>	
Cash Payment	G 101-21708 Health Premium	JANUARY INSURANCE	\$29,047.89
Invoice			
Transaction Date	1/5/2021	Due 2/4/2021	Total \$29,047.89
Refer	8989 <i>CAYAN</i>	<u>Ck# 000309E 1/26/2021</u>	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES	\$4,870.42
Invoice			
Transaction Date	1/5/2021	Due 2/4/2021	Total \$4,870.42
Refer	8990 <i>PAYMENT SERVICE NETWORK</i>	<u>Ck# 000310E 1/26/2021</u>	
Cash Payment	E 601-49440-430 Bank Fees	CC FEES	\$394.70
Invoice			
Transaction Date	1/5/2021	Due 2/4/2021	Total \$394.70
Refer	9016 <i>DELTA DENTAL</i>	<u>Ck# 000311E 1/31/2021</u>	
Cash Payment	G 101-21711 Dental Insurance	JANUARY INSURANCE	\$1,418.95
Invoice			
Transaction Date	1/6/2021	Due 2/9/2021	Total \$1,418.95
Refer	9017 <i>COLONIAL INSURANCE</i>	<u>Ck# 000312E 1/31/2021</u>	
Cash Payment	G 101-21712 Colonial Insurance	JANUARY INSURANCE	\$361.85
Invoice			
Transaction Date	1/6/2021	Due 2/9/2021	Total \$361.85
Refer	9018 <i>FWT</i>	<u>Ck# 000313E 1/31/2021</u>	
Cash Payment	G 101-21703 FICA Tax Withholding	01-07-2021 PAYROLL	\$8,809.12
Invoice			
Cash Payment	G 101-21709 Medicare	01-07-2021 PAYROLL	\$3,324.80
Invoice			
Cash Payment	G 101-21701 Federal Withholding	01-07-2021 PAYROLL	\$12,112.09
Invoice			
Transaction Date	1/7/2021	Due 2/9/2021	Total \$24,246.01
Refer	9019 <i>PERA</i>	<u>Ck# 000314E 1/31/2021</u>	
Cash Payment	G 101-21704 PERA	01-07-2021 PAYROLL	\$22,809.57
Invoice			
Transaction Date	1/7/2021	Due 2/9/2021	Total \$22,809.57
Refer	9020 <i>VOYA</i>	<u>Ck# 000315E 1/31/2021</u>	
Cash Payment	G 101-21710 Deferred Comp	01-07-2021 PAYROLL	\$1,415.00
Invoice			
Transaction Date	1/7/2021	Due 2/9/2021	Total \$1,415.00
Refer	9021 <i>ICMA</i>	<u>Ck# 000316E 1/31/2021</u>	
Cash Payment	G 101-21710 Deferred Comp	01-07-2021 PAYROLL	\$285.00
Invoice			
Transaction Date	1/7/2021	Due 2/9/2021	Total \$285.00
Refer	9022 <i>SWT</i>	<u>Ck# 000317E 1/31/2021</u>	
Cash Payment	G 101-21702 State Withholding	01-07-2021 PAYROLL	\$5,146.61
Invoice			

CITY OF ST FRANCIS

Payments

02/04/21 10:18 AM

Page 2

Current Period: January 2021

Transaction Date	1/7/2021	Due 2/9/2021	Total	\$5,146.61
Refer	9023 MN STATE RETIREMENT SYSTEM	Ck# 000318E 1/31/2021		
Cash Payment	G 101-21714 Health Care Savings	01-07-2021 PAYROLL		\$531.48
Invoice				
Transaction Date	1/7/2021	Due 2/9/2021	Total	\$531.48
Refer	9024 MN STATE RETIREMENT SYSTEM	Ck# 000319E 1/31/2021		
Cash Payment	G 101-21715 Severance	01-07-2021 PAYROLL		\$21,141.81
Invoice				
Transaction Date	1/7/2021	Due 2/9/2021	Total	\$21,141.81
Refer	9025 HSA CONTRIBUTION	Ck# 000320E 1/31/2021		
Cash Payment	G 101-21714 Health Care Savings	01-07-2021 PAYROLL		\$452.00
Invoice				
Transaction Date	1/7/2021	Due 2/9/2021	Total	\$452.00
Refer	9026 VILLAGE BANK	Ck# 000321E 1/31/2021		
Cash Payment	E 101-41500-430 Bank Fees			\$5.00
Invoice				
Cash Payment	E 601-49440-430 Bank Fees			\$5.00
Invoice				
Cash Payment	E 602-49490-430 Bank Fees			\$5.00
Invoice				
Cash Payment	E 609-49750-430 Bank Fees			\$5.00
Invoice				
Transaction Date	1/7/2021	Due 2/9/2021	Total	\$20.00
Refer	9076 CINTAS	Ck# 000322E 1/31/2021		
Cash Payment	E 609-49750-219 Rug Maintenance	RUGS		\$13.26
Invoice	4069743950			
Cash Payment	E 609-49750-219 Rug Maintenance	RUGS		\$13.26
Invoice	4070999255			
Cash Payment	E 609-49750-219 Rug Maintenance	RUGS		\$13.26
Invoice	4072523819			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice	4069743975			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice	4069743975			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice	4070999188			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice	4070999188			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice	4071824913			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice	4071824913			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice	4072523771			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice	4072523771			
Transaction Date	1/13/2021	Due 2/12/2021	Total	\$77.02

CITY OF ST FRANCIS

Payments

02/04/21 10:18 AM
Page 3

Current Period: January 2021

Refer	9077 CENTERPOINT ENERGY	Ck# 000323E 1/31/2021	
Cash Payment	G 101-20200 Accounts Payable	GAS BILL (PAYABLE)	\$1,820.49
Invoice			
Cash Payment	G 601-20200 Accounts Payable	GAS BILL (PAYABLE)	\$1,033.30
Invoice			
Cash Payment	G 602-20200 Accounts Payable	GAS BILL (PAYABLE)	\$1,437.26
Invoice			
Cash Payment	G 609-20200 Accounts Payable	GAS BILL (PAYABLE)	\$258.93
Invoice			
Transaction Date	1/13/2021	Due 2/12/2021	Total \$4,549.98
Refer	9078 FWT	Ck# 000324E 1/31/2021	
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 01-20-2021	\$933.34
Invoice			
Cash Payment	G 101-21709 Medicare	PAYROLL 01-20-2021	\$250.70
Invoice			
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 01-20-2021	\$47.41
Invoice			
Transaction Date	1/20/2021	Due 2/12/2021	Total \$1,231.45
Refer	9079 PERA	Ck# 000325E 1/31/2021	
Cash Payment	G 101-21704 PERA	PAYROLL 01-20-2021	\$251.56
Invoice			
Transaction Date	1/20/2021	Due 2/12/2021	Total \$251.56
Refer	9080 SWT	Ck# 000326E 1/31/2021	
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-20-2021	\$24.66
Invoice			
Transaction Date	1/20/2021	Due 2/12/2021	Total \$24.66
Refer	9081 STATE OF ARIZONA	Ck# 000327E 1/31/2021	
Cash Payment	G 101-21716 Other Deductions	PAYROLL 01-20-2021	\$133.67
Invoice			
Transaction Date	1/20/2021	Due 2/12/2021	Total \$133.67
Refer	9082 STATE OF MINNESOTA	Ck# 000328E 1/31/2021	
Cash Payment	G 101-21716 Other Deductions	PAYROLL 01-20-2021	\$240.11
Invoice			
Transaction Date	1/20/2021	Due 2/12/2021	Total \$240.11
Refer	9164 FLYTE HCM LLC	Ck# 000329E 1/31/2021	
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	ADMIN FEE	\$50.00
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$50.00
Refer	9165 CAYAN	Ck# 000330E 1/31/2021	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEE	\$42.74
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$42.74
Refer	9166 FWT	Ck# 000331E 1/31/2021	
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 01-21-2021	\$8,583.52
Invoice			

CITY OF ST FRANCIS

Payments

02/04/21 10:18 AM

Page 4

Current Period: January 2021

Cash Payment	G 101-21709 Medicare	PAYROLL 01-21-2021	\$3,240.54
Invoice			
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 01-21-2021	\$11,644.13
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$23,468.19
Refer	9167 PERA	<u>Ck# 000332E 1/31/2021</u>	
Cash Payment	G 101-21704 PERA	PAYROLL 01-21-2021	\$22,029.15
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$22,029.15
Refer	9168 VOYA	<u>Ck# 000333E 1/31/2021</u>	
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-21-2021	\$1,440.00
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$1,440.00
Refer	9169 ICMA	<u>Ck# 000334E 1/31/2021</u>	
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-21-2021	\$285.00
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$285.00
Refer	9170 SWT	<u>Ck# 000335E 1/31/2021</u>	
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-21-2021	\$4,971.76
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$4,971.76
Refer	9171 MN STATE RETIREMENT SYSTEM	<u>Ck# 000336E 1/31/2021</u>	
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-21-2021	\$513.30
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$513.30
Refer	9172 HSA CONTRIBUTION	<u>Ck# 000337E 1/31/2021</u>	
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-21-2021	\$452.00
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$452.00
Refer	9173 CONNEXUS ENERGY	<u>Ck# 000338E 1/31/2021</u>	
Cash Payment	E 101-41940-381 Electric Utilities	SIGN	\$56.10
Invoice			
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL	\$197.82
Invoice			
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS	\$911.17
Invoice			
Cash Payment	E 101-45200-381 Electric Utilities	PARKS	\$231.85
Invoice			
Cash Payment	E 601-49440-380 Electric-System	WATER	\$4,952.74
Invoice			
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS	\$2,627.60
Invoice			
Cash Payment	E 602-49490-381 Electric Utilities	WWTP	\$6,022.90
Invoice			
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE	\$780.65
Invoice			

CITY OF ST FRANCIS

Payments

02/04/21 10:18 AM
Page 5

Current Period: January 2021

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	\$467.00
Invoice			
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW	\$197.44
Invoice			
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW	\$197.44
Invoice			
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW	\$197.44
Invoice			
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW	\$197.44
Invoice			
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW	\$789.76
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$17,842.35
Refer	9174 FWT	Ck# 000339E 1/31/2021	
Cash Payment	G 101-21709 Medicare	LTD MEDICARE FROM 3RD QTR	\$35.02
Invoice			
Transaction Date	1/21/2021	Due 2/20/2021	Total \$35.02
Refer	9175 MN DEPT OF REVENUE	Ck# 000340E 1/31/2021	
Cash Payment	G 609-20810 Sales Tax Payable	DECEMBER SALES TAX	\$26,787.00
Invoice			
Cash Payment	G 601-20810 Sales Tax Payable	DECEMBER SALES TAX	\$636.00
Invoice			
Transaction Date	1/22/2021	Due 2/21/2021	Total \$27,423.00
Refer	9234 CAYAN	Ck# 000341E 1/31/2021	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEE	\$6.20
Invoice			
Transaction Date	1/26/2021	Due 2/25/2021	Total \$6.20
Refer	9302 CENTERPOINT ENERGY	Ck# 000342E 1/31/2021	
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR	\$342.75
Invoice			
Cash Payment	E 101-42210-383 Gas Utilities	FIRE	\$1,319.88
Invoice			
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR	\$23.52
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	WWTP	\$17.06
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)	\$184.50
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)	\$184.50
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1	\$57.59
Invoice			

CITY OF ST FRANCIS

Payments

02/04/21 10:18 AM

Page 6

Current Period: January 2021

Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2	\$30.32
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3	\$80.65
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4	\$61.69
Invoice			
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE	\$227.13
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)	\$24.05
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT	\$1,010.04
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE	\$24.25
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	WWTP	\$1,746.57
Invoice			
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW	\$27.01
Invoice			
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW	\$6.75
Invoice			
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW	\$6.75
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW	\$6.75
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW	\$6.75
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	22951 AMBASSADOR BLVD	\$70.64
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	3772 BRIDGE ST	\$128.78
Invoice			
Transaction Date	2/1/2021	Due 3/3/2021	Total \$5,587.93
Refer	9303 VILLAGE BANK	Ck# 000343E 1/31/2021	
Cash Payment	R 101-32170 Amusements	RETURNED CHECK & FEE (VR MACHINES)	\$120.00
Invoice			
Cash Payment	E 101-41500-430 Bank Fees	RETURNED CHECK & FEE (VR MACHINES)	\$4.00
Invoice			
Transaction Date	2/1/2021	Due 3/3/2021	Total \$124.00
Refer	9304 VILLAGE BANK	Ck# 000344E 1/31/2021	
Cash Payment	E 101-41500-430 Bank Fees	BANK FEES	\$24.10
Invoice			
Cash Payment	E 601-49440-430 Bank Fees	BANK FEES	\$24.10
Invoice			
Cash Payment	E 602-49490-430 Bank Fees	BANK FEES	\$24.10
Invoice			
Cash Payment	E 609-49750-430 Bank Fees	BANK FEES	\$24.10
Invoice			
Transaction Date	2/1/2021	Due 3/3/2021	Total \$96.40

CITY OF ST FRANCIS
Payments

02/04/21 10:18 AM
Page 7

Current Period: January 2021

Fund Summary

101 GENERAL FUND	\$170,776.35
601 WATER FUND	\$8,487.46
602 SEWER FUND	\$10,595.40
609 LIQUOR FUND	\$33,157.57
	\$223,016.78

Pre-Written Checks	\$223,016.78
Checks to be Generated by the Computer	\$0.00
Total	\$223,016.78

CITY OF ST FRANCIS

02/11/21 10:46 AM

Page 1

***Claim Register©**

PAY 02-16-2021

February 2021

Claim Type

Claim# 9451 CITY OF BLAINE POLICE DEPART

Cash Payment E 101-42110-200 Office Supplies THERMAL CITATION PAPER \$157.26
Invoice 104

Transaction Date 2/3/2021 Due 3/5/2021 CASH 10100 Total \$157.26

Claim Type

Claim# 9452 E.H. RENNER

Cash Payment E 601-49440-233 Water Treatment Plant Mai HIGH SERVICE REPAIRS \$6,890.00
Invoice 6139

Transaction Date 2/3/2021 Due 3/5/2021 CASH 10100 Total \$6,890.00

Claim Type

Claim# 9537 HAKANSON ANDERSON ASSOC., I

Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE 2ND ADDN \$943.08
Invoice 45465Cash Payment E 101-41910-303 Engineering Fees EAST SHOP SITE \$409.00
Invoice 45461Cash Payment E 101-41910-303 Engineering Fees MISC SITE PLAN REVIEWS \$395.50
Invoice 45463Cash Payment E 405-43100-805 2020 Street Improvements 2020 STREET RECONSTRUCTION \$28,319.79
Invoice 45468Cash Payment E 405-43100-805 2020 Street Improvements 2020 STREET REHABILITATION \$3,926.75
Invoice 45469Cash Payment E 101-43100-303 Engineering Fees GENERAL ENGINEERING \$1,273.50
Invoice 45470Cash Payment E 601-49440-303 Engineering Fees UTILITY PERMITS \$368.00
Invoice 45473Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE \$103.00
Invoice 45464Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE 3RD ADDN \$753.13
Invoice 45466Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE 4TH ADDITION \$687.13
Invoice 45467Cash Payment E 101-42400-303 Engineering Fees 2020 BUILDING PERMIT REVIEWS \$560.00
Invoice 45472Cash Payment E 240-41910-311 Contract SURVEY PART OF BLOCK 2 \$6,248.00
Invoice 45462Cash Payment E 101-41910-303 Engineering Fees ROUTINE SERVICES \$266.56
Invoice 45471Cash Payment E 101-43100-303 Engineering Fees ROUTINE SERVICES \$266.56
Invoice 45471Cash Payment E 101-45200-303 Engineering Fees ROUTINE SERVICES \$266.72
Invoice 45471Cash Payment E 601-49440-303 Engineering Fees ROUTINE SERVICES \$266.72
Invoice 45471Cash Payment E 602-49490-303 Engineering Fees ROUTINE SERVICES \$266.72
Invoice 45471Cash Payment E 603-49490-303 Engineering Fees ROUTINE SERVICES \$266.72
Invoice 45471

Transaction Date 2/11/2021 Due 3/13/2021 CASH 10100 Total \$45,586.88

Claim Type

Claim# 9543 PACE ANALYTICAL SERVICES

CITY OF ST FRANCIS

02/11/21 10:46 AM

Page 2

***Claim Register©**

PAY 02-16-2021

February 2021

Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$95.00
Invoice	2012024325					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$125.00
Invoice	2012024328					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$140.00
Invoice	2012024386					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$226.00
Invoice	2012024504					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$140.00
Invoice	2012024613					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$22.00
Invoice	2012024743					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$95.00
Invoice	2012024765					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$125.00
Invoice	2012024772					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$95.00
Invoice	2012024776					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$147.00
Invoice	2012024870					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$110.00
Invoice	2112025077					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$125.00
Invoice	2112025081					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$95.00
Invoice	2112025086					
Transaction Date	2/11/2021	Due 3/13/2021	CASH	10100	Total	\$1,540.00

Claim Type

Claim# 9460 TITAN ENERGY SYSTEMS

Cash Payment	E 601-49440-229 Project Repair & Maintena	SIGNED CONTRACT				\$85.50
Invoice	200911-001-2					
Cash Payment	E 602-49490-229 Project Repair & Maintena	SIGNED CONTRACT				\$85.50
Invoice	200911-001-2					

Transaction Date	2/3/2021	Due 3/5/2021	CASH	10100	Total	\$171.00
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$54,345.14
Total	\$54,345.14

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: February 10, 2021
SUBJECT: 3rd Addition Final Plat Request
LOCATION: Meadows of St. Francis Block 1 (PID #: 06-33-24-11-0069)
MEETING DATE: February 16, 2021
COMP PLAN: Medium/High Density Residential
ZONING: PUD R-3

OVERVIEW

The Meadows of St. Francis is an existing townhome development located along Cree St NW on the southern end of St. Francis. The final plat for the development was approved in 2004, and the development has been in the process of construction ever since. Roughly half of the subdivision remains undeveloped today. In the fall of 2020, a PUD was developed and approved for the site to simplify the development process. All City fees for this subdivision were paid at the time of final plat in 2004.



The applicant is requesting to create the 3rd Addition of the Meadows of St. Francis subdivision. This subdivision would replat the existing Block 1, Lots 1-9, 15-22, and 67 as shown in the table below. The

developer is requesting this change in order to be able to construct more buildings with fewer units, creating more opportunities for “end”-units. The proposed change would reduce the number of townhome units in this development by two, from 66 to 64.

	Existing Lots	Proposed Lots
Lot number	Lots 1-9	Lots 1-8
Planned structure type	1, 9-unit structure	2, 2-unit structures 1, 4-unit structure
Lot width	26' – 28'	24' – 26'
Lot depth	64'	68'
Lot number	Lots 15-22	Lots 9-15
Planned structure type	1, 8-unit structure	2, 2-unit structures 1, 3-unit structure
Lot width	26' – 28'	24' – 26'
Lot depth	64'	68'
Lot number	Lot 67	Lot 16

Lot Size

The dimensions of the proposed Lots 1-15 have been slightly modified from the existing plat, as shown in the table above. Three of the proposed lots, Lots 4, 5, and 12, have an area of 1,632 square feet and therefore do not meet the minimum required lot area of 1,664. These will need to be adjusted as a condition of approval.

A 16-foot building separation is required between buildings as part of the PUD. The 3rd Addition meets this requirement by providing at least 16 feet between the proposed structures. The building separation is less than 16 feet between the proposed structures and the already-constructed buildings on site. However, this distance has not increased as a result of the 3rd Addition, and may be allowed to continue. Structures will be obligated to meet all necessary fireproofing requirements based on their proximity to one another.

The changes to these lots will affect the common lot (lot 67). The lots will be lengthened while creating additional space between the buildings which will affect the land included in the common lot. Therefore, the common lot will be replatted in the 3rd addition as Block 1, Lot 16.

Easement Vacation

A city-owned drainage and utility easement exists over all of existing Lot 67. Because this lot is included in the 3rd Addition and is changing size and shape, the applicant has requested that the City vacate this easement. A new drainage and utility easement will be established over the new Lot 16 as part of the final plat. This easement vacation requires a public hearing which will be held at the February 16, 2021 City Council meeting.

RECOMMENDATION

Staff recommends that the 3rd Addition final plat and drainage and utility easement vacation be approved, with the conditions listed in this memo and in the attached resolutions.

Suggested Motions

1. Move to approve Resolution 2021-07 approving the vacation of the drainage and utility easement over Block 1, Lot 67 of the Meadows of St. Francis subdivision.
2. Move to approve Resolution 2021-08 approving the 3rd Addition final plat of the Meadows of St. Francis subdivision, with conditions and findings of fact as presented by Staff.

ATTACHMENTS

- Draft Resolution – Easement Vacation
- Draft Resolution – Meadows of St. Francis 3rd Addition Final Plat
- Applicant Submittals

**CITY OF ST FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY
RESOLUTION 2021-07**

**A RESOLUTION APPROVING A DRAINAGE AND UTILITY EASEMENT VACATION
OVER Lot 67, BLOCK 1 OF THE MEADOWS OF ST. FRANCIS PUD**

WHEREAS, the applicant, Mark Olson on behalf of Joshua/Markum Builders, Inc., has requested that the City vacate the existing drainage and utility easement over Lot 67, Block 1 of the Meadows of St. Francis; and

WHEREAS, the property is legally described as Lot 67, Block 1, Meadows of St. Francis, Anoka County, Minnesota according to the recorded plat thereof; and

WHEREAS, the applicant is proposing to create the 3rd Addition of the Meadows of St. Francis PUD, which will replat Lot 67, Block 1; and

WHEREAS, the City Council on February 16, 2021, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Council; and

WHEREAS, on February 16, 2021, the City Council directed preparation of findings for the approval of the easement vacation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the drainage and utility easement vacation over Lot 67, Block 1 of the Meadows of St. Francis Planned Unit Development.

BE IT FURTHER RESOLVED that approval of the drainage and utility easement vacation over Lot 67, Block 1 of the Meadows of St. Francis Planned Unit Development shall be subject to the following condition:

1. The drainage and utility easement shall be reestablished by the 3rd Addition final plat, granted to the City, and recorded with Anoka County, Minnesota or the vacation contained herein is null and void and of no further effect.

Approved and adopted by the City Council of the City of St. Francis this 16th day of February, 2021.

CITY OF ST. FRANCIS

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

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

**A RESOLUTION APPROVING THE FINAL PLAT FOR THE 3rd ADDITION OF THE
MEADOWS OF ST. FRANCIS PLANNED UNIT DEVELOPMENT**

WHEREAS, the applicant, Mark Olson on behalf of Joshua/Markum Builders, Inc., has requested final plat approval for the 3rd Addition of the Meadows of St. Francis subdivision; and

WHEREAS, the property is legally described as

Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota; and Lots 15, 16, 17, 18, 19, 20, 21 and 22, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota; and Lot 67, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota according to the recorded plat thereof; and

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

WHEREAS, the City Council of the City of St. Francis on February 16, 2021, considered the final plat, recommendations of Staff, and other evidence available to the Council.

WHEREAS, the land was platted into 66 townhome lots and one common lot in 2004; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the final plat and associated documents for the 3rd Addition of the Meadows of St. Francis Planned Unit Development based on the following findings of fact:

1. The proposed plans for the 3rd Addition are in substantial compliance with the approved PUD and preliminary plat;
2. The final plat conforms to the 2040 Comprehensive Plan.

BE IT FURTHER RESOLVED that approval of the final plat for the 3rd Addition of the Meadows of St. Francis shall be subject to the following conditions:

1. Lots 4, 5, and 12 of Block 1 shall be revised to have a lot area of at least 1,664 square feet.
2. A drainage and utility easement granted to the City shall be established over all of Lot 16, Block 1.
3. All structures shall be built to the building code, including any necessary fireproofing.
4. Build out of the Meadows of St. Francis PUD shall be in accordance with all applicable provisions of the PUD approval (Ordinance No. 265).
5. The Master Amendment to Master Meadows of St. Francis, whereby the legal description of the lots are re-described to conform to the legal descriptions of the lots being created in the final plat, shall be executed and recorded upon approval by the City and a copy of such recorded Master Amendment shall be provided to the City to evidence compliance.

6. The Declaration for Meadows 46 approved by the City shall be executed and recorded and a copy of such recorded Declaration for Meadows 46 shall be provided to the City to evidence compliance.
7. The Execution of the deeds by and between the Meadows of St. Francis Master Association, Inc. and Joshua/Markum Builders, Inc. regarding Lot 67, Block 1, Meadows of St. Francis, Anoka County, Minnesota, and Lot 16, Block 1, Meadows of St. Francis Third Addition, Anoka County, Minnesota, pursuant to the Deed Exchange Agreement approved by the City shall be executed and recorded and a copy of such recorded deeds shall be provided to the City to evidence compliance.
8. The applicant shall make application for an excavation permit, subject to City staff review and approval, for removal of the sanitary sewer and water services that formerly served Lot 3, Block 1 and Lot 20, Block 1 Meadows of St. Francis. Applicant shall post a financial security in the amount of \$20,000 with the City of St. Francis in a form acceptable to the City Attorney for performance of this work and associated restoration.

Approved and adopted by the City Council of the City of St. Francis this 16th day of February, 2021.

CITY OF ST. FRANCIS

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

MEADOWS OF ST. FRANCIS 3RD ADDITION

CITY OF ST. FRANCIS
COUNTY OF ANOKA
SEC. 6, T. 33, R. 24

KNOW ALL PERSONS BY THESE PRESENTS: That Joshua Markum Builders, Inc., a Minnesota corporation, owner of the following described property:

Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota.

and

Lots 15, 16, 17, 18, 19, 20, 21 and 22, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota.

and

Lot 67, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota.

Have caused the same to be surveyed and platted as MEADOWS OF ST. FRANCIS 3RD ADDITION and do hereby dedicate to the public for public use the drainage and utility easement as shown on this plat.

In witness whereof Joshua Markum Builders, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

JOSHUA MARKUM BUILDERS, INC.

By _____, President
Mark Olson

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Mark Olson, President of Joshua Markum Builders, Inc., a Minnesota corporation, on behalf of the corporation.

(signature) _____ (printed name)
Notary Public, _____ County, Minnesota, My Commission Expires _____

I, Gregory R. Prach, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly determined on this plat, that all monuments depicted on the plat have been set, or will be correctly set within one year, that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 561.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Gregory R. Prach, Licensed Land Surveyor
Minnesota License No. 24942

STATE OF MINNESOTA
COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____, 20____, by Gregory R. Prach.

(signature) _____ (printed name)
Notary Public, Hennepin County, Minnesota, My Commission Expires _____

CITY COUNCIL, CITY OF ST. FRANCIS, MINNESOTA

This plat of MEADOWS OF ST. FRANCIS 3RD ADDITION was approved and accepted by the City Council of the City of Oak Grove, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and was filed in compliance with the provisions of Minnesota Statutes, Section 561.03, Subd. 2.

CITY COUNCIL, CITY OF ST. FRANCIS, MINNESOTA

By _____, Mayor By _____, Clerk

ANOKA COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 561.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By _____
Charles F. Gries, Anoka County Surveyor

COUNTY AUDITOR / TREASURER

Pursuant to Minnesota Statutes, Section 561.021, Subd. 9, taxes payable in the year 20____ on the land heretofore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer cannot be _____ day of _____, 20____.

Property Tax Administrator By _____, Deputy

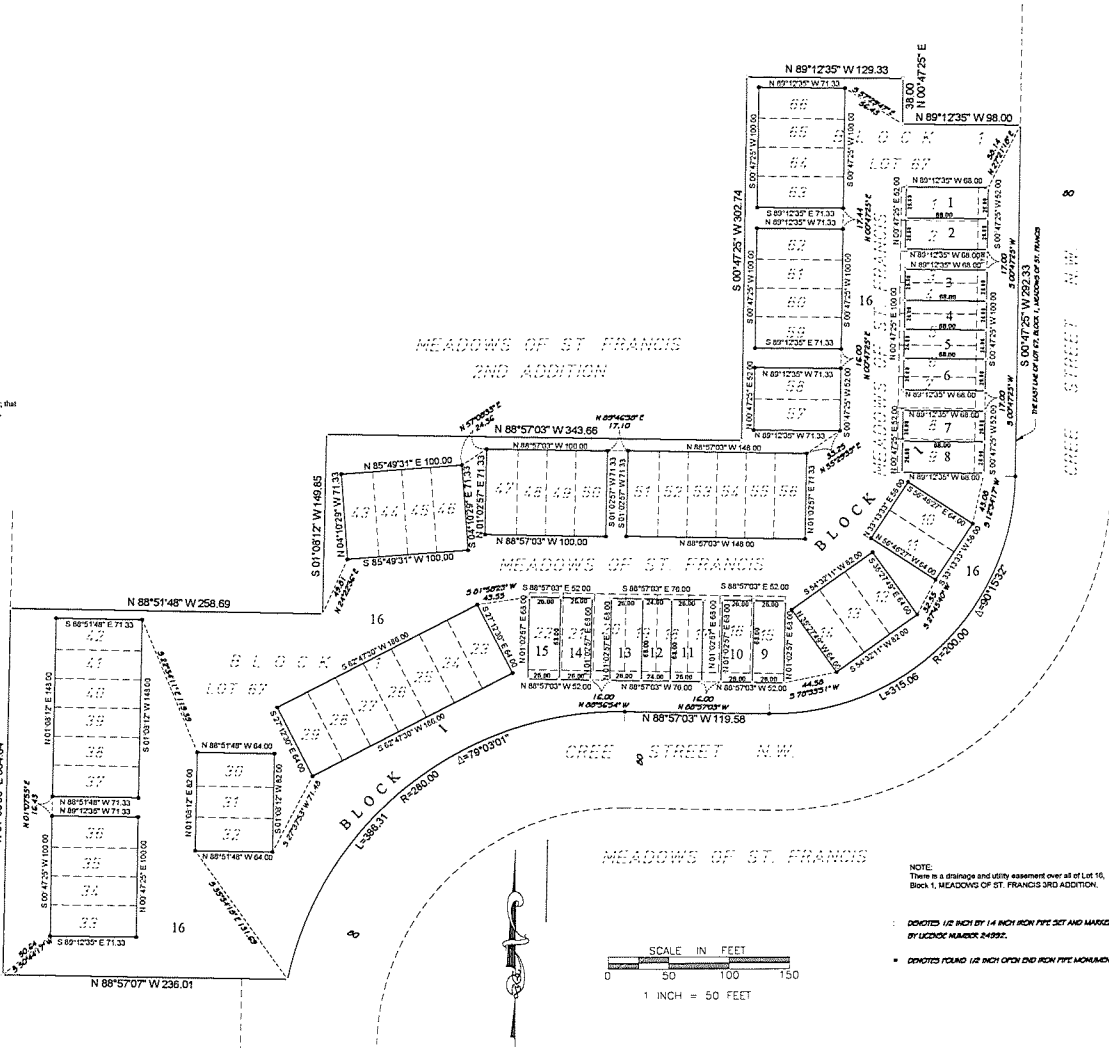
COUNTY RECORDER / REGISTRAR OF TITLES

County of Anoka, State of Minnesota

I hereby certify that this plat of MEADOWS OF ST. FRANCIS 3RD ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____,

20____ at _____ o'clock _____ M. and was duly recorded as Document Number _____.

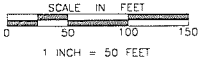
County Recorder / Registrar of Titles By _____, Deputy



NOTE:
There is a drainage and utility easement over all of Lot 15, Block 1, MEADOWS OF ST. FRANCIS 3RD ADDITION.

• DOWNSIZED 1/2 INCH BY 1/4 INCH IRON PIPE SET AND MARKED BY LUCAS MARX 24997.

• DOWNSIZED 1/2 INCH OPEN END IRON PIPE MONUMENT

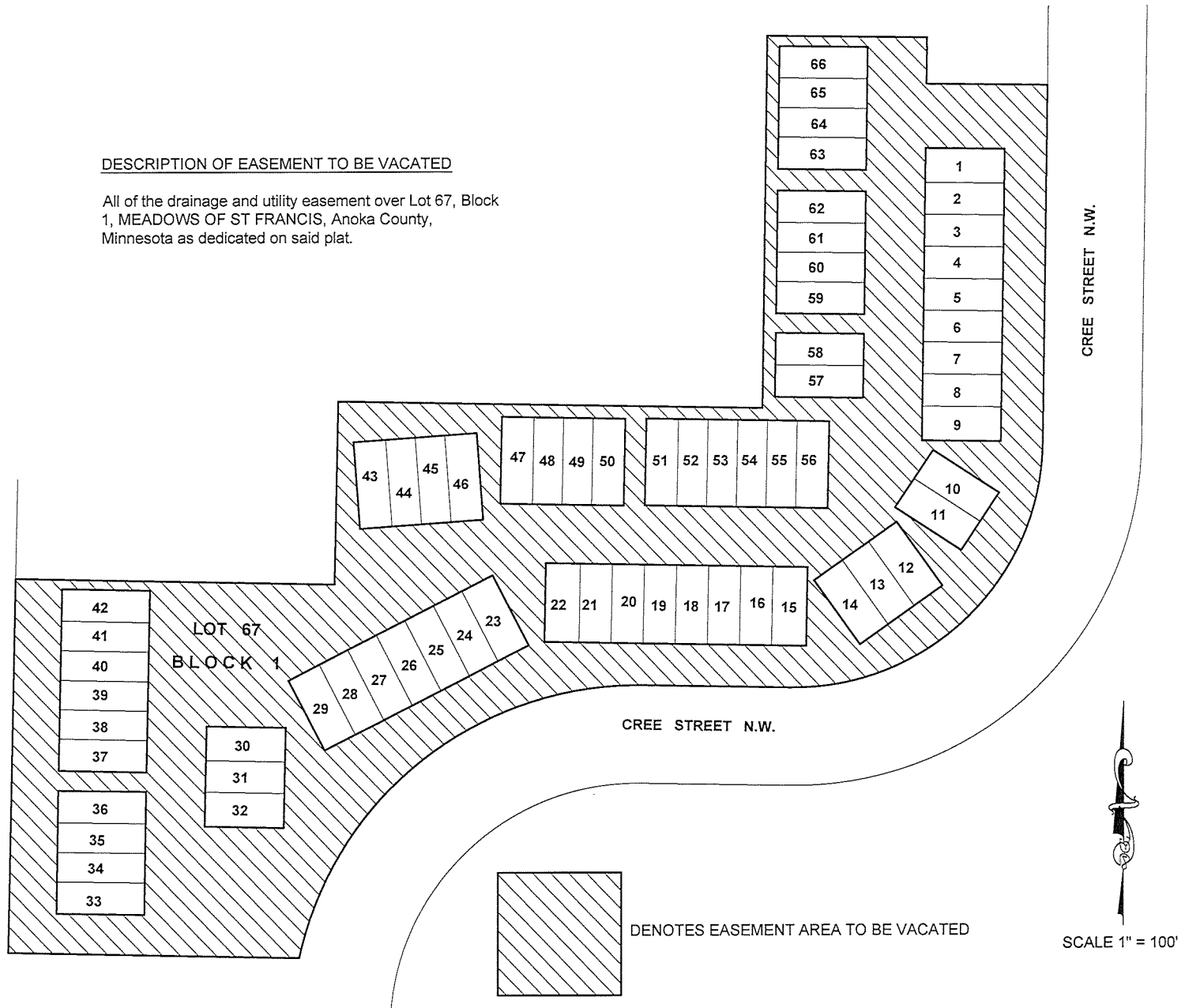


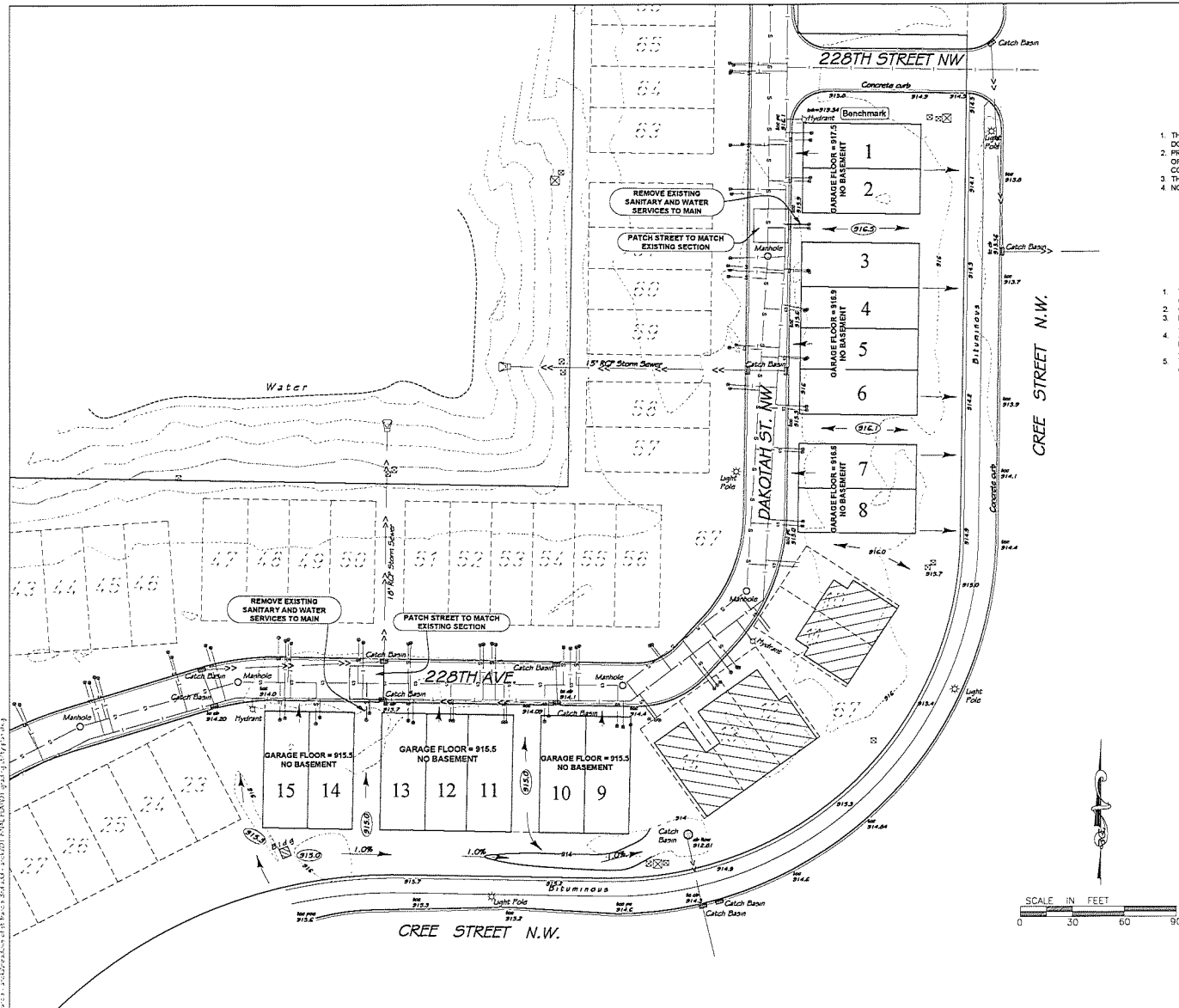
FOR THE PURPOSES OF THIS PLAT THE EAST LINE OF LOT 67, BLOCK 1, MEADOWS OF ST. FRANCIS IS ASSUMED TO BEAR SOUTH 89°47'25\"/>

DEMARC
LAND SURVEYING & ENGINEERING

DESCRIPTION OF EASEMENT TO BE VACATED

All of the drainage and utility easement over Lot 67, Block 1, MEADOWS OF ST FRANCIS, Anoka County, Minnesota as dedicated on said plat.





GENERAL GRADING NOTES

1. THE STANDARD SPECIFICATIONS FOR THE CITY OF ST. FRANCIS SHALL APPLY EXCEPT WHERE MODIFIED BY THESE DOCUMENTS. THE 2018 CDM SPECIFICATIONS SHALL APPLY.
2. PRIOR TO ANY CONSTRUCTION, THE GRADING CONTRACTOR SHALL FIELD VERIFY ALL LOCATIONS AND ELEVATIONS OF UNDERGROUND UTILITIES WITH UTILITY COMPANIES. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY WITH ANY CONFLICTS.
3. THE GRADING CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE ON THE SITE AT ALL TIMES.
4. NO FINISHED SLOPE SHALL EXCEED 4H : 1V UNLESS OTHERWISE NOTED.

GENERAL CONSTRUCTION AND SOIL NOTES

1. THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.
2. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES, LAWS AND ORDINANCES.
3. IF UTILITY RELOCATION IS NECESSARY, THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES WITH THE APPROPRIATE UTILITY COMPANIES.
4. ALL MATERIAL UNSUITABLE FOR BUILDING AREAS, INCLUDING BUT NOT LIMITED TO TOPSOIL, SILTS, ROOTS, ORGANIC MATERIALS, PEATS, AND DEBRIS, SHALL BE REMOVED FROM BUILDING AREAS. SUITABLE MATERIAL SHALL CONSIST OF SW, SP, SP-SM, AND SM USCS CLASSIFICATIONS.
5. THE CONTRACTOR IS RESPONSIBLE FOR DISPOSING OF BITUMINOUS AND CONCRETE MATERIALS DISTURBED BY CONSTRUCTION IN ACCORDANCE WITH MNDOT SPEC 2104.3.

MISCELLANEOUS NOTES

1. Contact Gopher State One Call prior to any digging at 651-454-0002 or 811.
2. Benchmark: Top nut of hydrant at SE corner of 228th Street NW and Dakota Street NW, as labeled herein. Elevation = 919.34 feet.
3. Drainage and Utility Easement over all of current Lot 67, Block 1, MEADOWS OF ST. FRANCIS (Lot 67 also known as "common area").
4. Underground utility line locations shown only approximate. Service locations shown as located in the field.

Legend

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Existing Catch Basin
- Denotes Surface Change
- Denotes Watermain
- S — Denotes Sanitary Sewer
- S — Denotes Storm Sewer
- Existing Service
- Light Pole
- Power Pole
- Existing Manhole
- Existing Catch Basin
- Existing Utility Tower
- Denotes Proposed Elevation



Know what's below
Call before you dig.

FIELD BY: I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY: JAP
CHECKED BY: JAP

REVISIONS

NO.	DESCRIPTION

DEMARC
LAND SURVEYING & ENGINEERING
7501 12th Avenue North (763) 569-3093
Minneapolis, Minnesota 55428 demarcinc.com

PREPARED FOR
JOSHUA / MARKUM BUILDERS, INC
901 West Main Street
Anoka, MN 55303

DEVELOPMENT OF
**MEADOWS OF ST. FRANCIS
3RD ADDITION**

**GRADING & UTILITY
PLAN**

PROJECT: 89304
2/23/2021
SHEET NO.
C1 OF C1

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
SUBJECT: Zoning Code Update – Ordinance Adoption 2nd Reading
MEETING DATE: February 16, 2021

Overview

Over the past 6 months, City Staff and HKGi have been working to update Chapters 10 Zoning and 11 Subdivision of the City Code. This update resulted from a need to implement the St. Francis 2040 Comprehensive Plan that was adopted in March 2020 and to bring the Code up to date to reflect current land use trends. The Planning and Zoning Commission and City Council have given feedback and input throughout the ordinance drafting process. Draft code chapters were prepared for public review and published on the City's website in December. The chapters can be found here:

<https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan-and-code-update>.

Timeline

At the City Council meeting on February 1, Council was in agreement with the following timeline:

February 1st – 1st Reading
February 16th – 2nd Reading
February 19th – Publish for Comment
March 19th – Effective

Action

Council is requested to review and adopt the new Zoning and Subdivision chapters of the City Code.

Suggested Motions:

1. *"Move to approve Ordinance No. 269 repealing and replacing the existing Chapters 10 and 11 of the City Code with the new Zoning and Subdivision chapters."*
2. *"Move to approve Resolution No 2021-09 authorizing the summary publication of Ordinance No. 269."*

Attachments

- Draft Ordinance
- Draft Resolution

ORDINANCE NO. 269, SECOND SERIES

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

**AN ORDINANCE REPEALING AND REPLACING CITY CHAPTER 10 ZONING AND
CITY CHAPTER 11 SUBDIVISIONS**

WHEREAS, the Planning Commission on January 20, 2021, opened and closed a duly noticed public hearing and considered the ordinance, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on February 1, 2021 and February 16, 2021, has considered the recommendations of Staff and the Planning Commission, the ordinance, the contents of the staff report, public testimony, and other evidence available to the Council.

THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Existing City Code Chapter 10 Zoning is hereby repealed and replaced by the new City Code Chapter 10 Zoning, a copy of which is attached as Exhibit A.

Section 2. Existing City Code Chapter 11 Subdivisions is hereby repealed and replaced by the new City Code Chapter 11 Subdivisions, a copy of which is attached as Exhibit B.

Section 3. This Ordinance shall take effect and be enforced thirty days after publication.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST.
FRANCIS THIS 16TH DAY OF FEBRUARY, 2021.**

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

EXHIBIT A

Chapter 10 Zoning – to be inserted

EXHIBIT B

Chapter 11 Subdivisions – to be inserted

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2021-09

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
269, SECOND SERIES REPEALING AND REPLACING CITY CHAPTER 10 ZONING
AND CITY CHAPTER 11 SUBDIVISIONS FOR THE CITY OF ST. FRANCIS**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 269, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City's website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 269 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 269, SECOND SERIES

Section 1. Chapter 10 Zoning and Chapter 11 Subdivision of the St. Francis City Code are hereby repealed and replaced.

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City's website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th
DAY OF FEBRUARY, 2021.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Barbara I. Held, City Clerk

Published in the Anoka County Union Herald the ___ day of February, 2021.



City Council
AGENDA REPORT
Agenda Item #
9B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Temporary Habitation Extension for 4953 Ambassador Blvd NW
DATE: February 16, 2021

Overview

Council approved a permit for temporary habitation on June 1, 2020. At that time the property owner had wished to live in campers onsite while building a permanent home.

City Code specifically addresses temporary habitation and how it shall be processed by the City. Per Code, temporary habitation shall not exceed 90 days. Upon the finding of substantial progress, the Building Official may extend the period of time for an additional 90 days. Any extensions beyond this point require Council approval.

On December 7, 2020 Council approved a second extension to January 31, 2021. Since that time the property owner has continued to work on the new home, but with limited resources is not able to make the end of January deadline.

Property owner is requesting the following:

As you are aware I met with Phil on January 12th to finalize some mechanical and insulation inspections. I have been concentrating on the inside projects trying to get what's needed done to get my family in our house and trying to meet the 31st deadline of obtaining our CO. I did not know siding and soffit needs to be completed to obtain the CO. This is my biggest problem. I have been building this house mostly myself and it has taken a lot more than I could imagine. I do believe I am still making good progress every night and weekend. My construction loan is up April 28th and of course is my deadline to complete everything. I would like to please ask city council if I can extend my temp habitat permit to the same day as my loan is due. If not, I please ask for help as for what my family's options are.

Thank you,
Jason Westrum

Building & Zoning completion list.

After a review of the zoning and building needs, staff created the following list that must be completed prior to the release of an occupancy certificate:

Electrical, Septic, Plumbing Finals & blower door test to be completed and Posted

All Siding and soffit to be completed and verify UV exposure to not exceed manufactures time frame

Handrail and Guardrail to be installed for garage landing

No parking, storage or Occupancy until CO is issued

Door to be removed or provide landing at basement stairs

All Radon & Basement lid corrections from 1-12-21 Site inspection

*Provide grading As-Built for approval after topsoil/black dirt requirements for disturbed soils & second/construction entrance to be removed to meet City Zoning Ordnances

*Yard to be established with sod/seed to meet City Ordnances

*Driveway to be installed to meet City Ordinance. Only one access is allowed

(*) These are items that can be escrowed

Approval time frames:

Original Council Approval:	June/July/August
Building Official Extension:	September/October/November
Council 1 st Extension:	December/January

Property owner is requesting an extension to April 28th. As staff has worked with the owner we recommend an approval of that extension as it is unlikely the owner will complete the project prior to that time. Staff also recommends not allowing any additional extensions after April as the owner would have the ability on move the trailers to another location and continue necessary work on the property.

This property has become an example of the difficulties the city faces allowing a temporary habitation and having to consider ongoing extensions in the winter months. With the current connections of septic, ground freeze and snow, it would be difficult and possibly expensive to force a move at this time.

ITEMS TO BE DISCUSSED:

Council to consider a final extension of the temporary habitation to April 28, 2021 and if temporary habitation is not moved by that time, Staff to begin code enforcement.



**Streets and Parks Monthly
Report – January 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.	36	Hours
Streets	Snowplowing	Plowing City Streets	220.75	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	177	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	98.96	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	14	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	72.8	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	33.1	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	18	Inspections
Parks	Events	Preparation and Inspection	21	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	1	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	4 Street 1 Sewer
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	35	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	40	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	13	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	28,000	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	0	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events



**Water and Sewer Monthly
Report – January 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	20	Inspections
Water	Operational Hours	Hours spent at facility	40	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	11.3	Million Gallons
		Total Finished water	11.07	Million Gallons
		Finished water sold	8.9	Million Gallons
		Accounted water %	76	%
		Average Daily Flow	.364	Million Gallons
		Average Chlorine	.52	Mg/l
		Average Raw Iron	1.05	Mg/l
		Average Raw Manganese	.076	Mg/l
		Average Fluoride	.76	Mg/l
		Iron Removal	99	%
		Manganese Removal	75	%

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.	160	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	20	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.	160	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.7	Million Gallons
		Total Effluent	10.6	Million Gallons
		Reuse effluent	.229	Million Gallons
		Influent TSS	325	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	0	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
		Influent CBOD	265	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.1	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	29.6	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal

Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	15	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	0	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	21	Work Orders
Water/Sewer	Monthly Projects			
Wastewater Treatment Facility	Minnesota Pollution Control Agency - Biosolids Report	Annual report that outlines all biosolids activities for the year.	1	Report
Wastewater Treatment Facility	Minnesota Pollution Control Agency - Spray Irrigation Report	Annual report that out lines all spray irrigation activities for the year.	1	Report
Wastewater Treatment Facility	Meter Calibration	6 meters had the first of two-flow calibration for the year. MPCA required.	6	Meters
Wastewater Treatment Facility	NPDES Permit Review	Staff met with consultant reviewing new permit prior to issuance.	2	Hours
Water Treatment Facility	Detention Tank	Drain and clean iron from tank.	1	Tank
Water Treatment Facility	Chlorine Maintenance	Install new chlorine tubing, seals and gaskets.	500	Feet
Water Treatment Facility	High Service Pumps	The first of two pumps were removed from service, rehabbed and reinstalled.	2	Weeks
Water and Sewer Termination	Terminate Services	Assist with the termination of water and sewer for two lots.	4	Services
GIS	GIS Training	Staff completed a virtual GIS training on the new system.	2	Hours
Turtle Run Lift Station	Lift Station Maintenance	Wash down grease from lift station.	1	Lift Station
River Shores Lift Station	Lift Station Maintenance	Wash down grease from lift station.	1	Lift Station
River Shores Lift Station	Pull Pump	Removed plug from pump.	1	Pump

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

MONTHLY COMPARISON REPORT 2018-2021

January



ST. FRANCIS

FIRE & RESCUE

