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

MAY 18, 2020

6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – May 4, 2020
   B. Temporary Sale of Fireworks Application
   C. Resolution 2020-23 -Declaring the Official Intent to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
   D. Code Enforcement Revision Policy 4.01
   E. Payment of Claims
   F. URRWMO 2021 Annual Budget Ratification
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
   A. Abdo Eick and Meyers – 2019 Annual Financial Report
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
   A. Resolution on COVID-19 Situation
   B. MnDOT Meeting
   C. Liquor Store Expansion
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Department Report – Public Works Monthly Reports
    B. Councilmember Reports -
    C. Upcoming Events –
       May 20 Planning Comm. Meeting @ 7:00 pm
       June 1 City Council Meeting @ 6:00 pm
       June 15 City Council Meeting @ 6:00 pm
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website https://www.stfrancismn.org/citycouncil/page/city-council-meeting-261 for a link to Monday's meeting

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES

MAY 4, 2020

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 Robert Bauer, Joe Muehlbauer, Sarah Udvig, and Kevin Robinson. Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

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

4. **CONSENT AGENDA**
A. City Council Minutes – April 20, 2020
B. Rivers Edge 3rd Addition – Developers Agreement
C Payment of Claims $ 142,925.07 (Checks #77454-77500)
MOTION BY UDVIG SECOND BAUER APPROVING THE CITY COUNCIL CONSENT AGENDA ITEMS A-C.
Ayes: Robinson, Muehlbauer Bauer, Udvig and Feldman.
Nays: None
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**
None

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
A. 2020 Street Reconstruction and Watermain Improvement. Project
Mayor Feldman stated tonight we have a public hearing on the 2020 Street Reconstruction and Watermain Improvement Project. Mayor Feldman opened the public hearing at 6:02 pm.

City Administrator Joe Kohlmann indicating we will be taking comment through connecting to our Zoom meeting. Instructions to connect have been posted on our website. The City also received two letters contesting the assessments. They were from 3717-226th Avenue NW and 3724-226th Avenue NW in St. Francis. Both letters discussed the financial hardship due to the COVID-19 outbreak.

Kohlmann stated the first person that would like to address the council is from a call ending in 0366.

Tim Holen, PO Box 457 St. Francis, asked when do you plan on starting the project. City Engineer Craig Jochum stated the contractor is hoping to start in early June. Holen also asked what side of the street would the sidewalk be on, east or west. Jochum stated the sidewalk was listed as an alternate bid on the project. It was recommended it be on the opposite side of the hydrants, so it would be the east side. Holen said there are some tight boundaries on the east side by the hardware store. Holen then asked questions on the elevation and how the drainage would flow, curb height in comparisons to the driveways. Jochum explained some of the drainage would flow south and explained the new type of curbing that is now being used. Holen asked this will include new waterline connections? Jochum said yes. The size of the watermain service was also discussed for the hardware store. Jochum stated it will be a 8" main with I believe a 6" service for the hardware store. Holen asked if a 6" line was good enough for a sprinkler system. Could we possibly get an 8" for an up charge? Holen also asked if the power lines were going to be relocated. Jochum stated unfortunately they do not want to do that. Feldman asked is it up to Connexus(Energy)? Jochum said yes. Holen stated he liked that you answered a lot of my questions I had. I do want new waterlines for our homes. Thank you for your time.

Kohlmann stated he will just go down the list of people in the order that they called in.

Scott Schumacher, 23155 Butterfield Drive. Schumacher stated he does not have any questions, just listening.

William Strom, 3712-225th Lane, I did sent in an email with questions and they were all answered by the engineer, I am here to listen.

Daisy, no comments to add.

Jason, no response when asked if he wanted to make any comments.

Dale Tracey, 23135 Butterfield Drive, said his biggest concern is if they make the road wider or put the sidewalk in, how much of his driveway will he lose. He asked if there was any way he could put in a wider driveway to accommodate his vehicles that include a work truck. Jochum stated he could take a look at it to see what can be done.

Brian Jones, 3624 226th Avenue, stated the curbing is currently so steep, will that be removed? Jochum stated the new curb standard has more of a role to it and yes, the old curbing will come out. If you want to look at some of the newer curbing, you could go to the Rivers Edge, Rum River Terrace or Rum River Bluffs developments.

Michelle Lang and Jason Anttila, 3805 226th Avenue, asked if the end of their driveway is removed for the work will it get replaced. Jochum stated typically the contractor will replace back 15' from the curb. Jason asked more about the assessments and billing. Jochum stated this if the first of two public hearings. Likely the next one will be in October where the council will discuss the length of the assessment along with the interest rate.

Mike B, no comments.

Tim Holen asked if he could make another comment. You (residents) want to get rid of the old service lines during this project. I know we are using North Anoka Plumbing do redo all our lines from the curb stop to the houses.

Mayor Feldman asked if there were any more public comment and with none, being heard closed the public hearing at 6:34 pm.

1. Resolution 2020-22 Accepting Bids for the 2020 Street Reconstruction and Watermain Improvement Project

Feldman asked Jochum did Connexus Energy said they wouldn't put the power lines underground? Jochum said yes, they said they would stay overhead. In the past the Council has usually went out for a 15-year term of the assessment with a 1% over the bond rate %. You can pay it off up front or at any time during the term of the assessment. Numbers are not final yet so the final assessment is still to be determined. If you look in the packet, you will see a list of all the bidders with a base bid along with alternate bids. The alternate bids were for the consideration of a 27-foot-wide street and 5-foot sidewalk in lieu of a 32-foot-wide street with no sidewalk.

Dale Tracey stated having a sidewalk is a lot safer and believe a narrower street makes the road seem safer. Feldman agreed a narrower road is safer as the traffic seems to go slower.

Jason Antilla said I do not live along Butterfield but said a sidewalk is nice but would look at the cost.

Bauer said he is leaning towards a 27' wide street with a sidewalk. Give residents a safe way to walk to parks. Narrower streets seems to slow the traffic down but not sure, which side of the street the sidewalk should go on is better.

Udvig echoed what Bauer stated. Where ever you can put sidewalks the better and safer. Thanked the residents that voiced their comments tonight.

Muehlbauer stated I agree a lot what both Bauer and Udvig have said. I too like to keep the cost down for residents.

Robinson acknowledge the couple people who wrote in and their concerns with how COVID-19 has affected people. These projects have been discussed by prior administration and is overdue. I am interested in safety for our residents. I would be for the 27' wide street and sidewalk but best accommodate the residents the best we can.

Feldman stated if we wait, we would not be sure what kind of pricing we will get. The base bid prices ranged from $2,182,045.79 to $3,007,556.55. Even with the sidewalk alternate bid of $162,222.00 we are still under $400,000 under the engineers estimate. I would suggest to move forward with the 27' wide street with a sidewalk.

Jochum said there is one more item up for discussion, tree replacement .Do you want to keep that in the plan? The entire council agree to keep the tree replacement in the project. Jochum said we would only be replacing ones we have to remove for the project.

Muehlbauer thanked the people who commented. There has been some questions out there on what do my taxes go for. Your taxes do go for your roads but the assessment is for the water/sewer improvements on this project. If you have questions, please call our City Administrator Joe Kohlmann and he will explain where your taxes are spent. Feldman agreed, call city hall if you have questions. He also added your participation is important.

Robinson said Connexus Energy isn't moving the power but were they asked? Public Works Director Jason Windingstad said we can ask again. Feldman asked are they aware of the extent of this project? Windingstad said we can discuss it again at the pre-construction meeting.

MOTION BY BAUER SECOND ROBINSON TO ADOPT RESOLUTION 2020-22 A RESOLUTION ACCEPTING THE BIDS FOR THE 2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT INCLUDING THE ALTERNATE BID FOR THE BUTTERFIELD DRIVE 27-FOOT-WIDE STREET AND A 5- FOOT SIDEWALK AND INCLUDE THE TREE REPLACEMENT.

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

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Drake Street – Encroachment Agreement

Community Development Director Kate Thunstrom reported a parcel located off Drake Street is looking to build a new single family home. However, this parcel does not abut a public right-of-way. BGS, the City's attorney's office worked with the land owner's attorney along with the contiguous property owner to develop an

encroachment agreement to allow for access. With this encroachment agreement, the landowner will be able to build a home. This topic was discussed at the September 24, 2019 work session.
MOTION BY BAUER SECOND UDVIG APPROVING THE ENCROACHMENT AGREEMENT ALONG DRAKE STREET.

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

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports – Fire Department 1st Quarter Report 2020

Fire Chief Dave Schmidt briefed the council on the 1st Quarter in 2020. Chief Schmidt highlighted the calls for service, significant events, response times, emergency medical responses, and community engagement. COVID-19 has also included a lot of planning and a lot of work but there has been a great amount of community support. I would like to mention that at the St. Francis Firefighters Relief Association annual firefighters dinner three fire fighters were recognized for their years of service; George Bichler and Jon Faanes for 10 years of service and Sam Strassburg for 20 years of service. Some of the Community Events included; a Girl Scout station tour, receiving pictures of cleaning our around hydrants, February Food Drive for NACE Food Shelf that collected close to 200 pounds of food and supplies, and were special guest readers at the St. Francis Library. Chief Schmidt said he would like to end his report by thanking the support of the Council, City leadership and the community has been incredible during this difficult time.

Feldman thanked the fire department and all staff; we are working together as a city. Bauer said good report and like reading about staff. Do you think 24 hour staffing is working well? Chief Schmidt stated Oak Grove has just recently went to it. Instead of having seven plus people coming to each call we are limiting the number of staff at the station at a time plus we are cleaning as we go in and cleaning as we go out. Don't want to get even 4-5 firefighters out because of exposure, we are just not big enough. Bauer stated he has read some department have stopped going to potential COVID-19 calls. Chief Schmidt said we are taking all precautions on all calls. We have been fortunate to have supplies on hand from the onset. Bauer said thank you for the report.

Udvig thanked the chief for the report. I am thankful you came on full time when you did. I also like the community involvement.

Robinson said thank you for the experience and patience you show. We are grateful for our police, fire, public works, administration and all city staff; you are doing all the heavy lifting.

Muehlbauer stated good report. Are you going to continue with the 24 staffing throughout the stay at home order? Chief Schmidt said we will continue until the stay at home order is lifted. We probably won't change out the procedures we put in place.

B. Councilmember Reports -

Robinson – not much more to add. Glad to see people supporting local businesses. Still a little disheartening to see caution tape on playgrounds.
Udvig – Nothing much more to report.
Muehlbauer – viewed the virtual Joint Fire Council meeting with the mayor. Thanked all staff.
Bauer – thanked the residents that viewed the meeting tonight and made comments. You can also come to all meetings. Just a reminder that hand sanitizing wipes are not flushable.
Feldman – We are raising money for the school playground at the liquor store. I noticed Anoka Municipal does the same thing. I received some calls from the Riverbank Lane residents wondering when the contractor is coming back out to finish the project. Jochum stated we are just getting our inspectors back to work this week, so maybe next week. Feldman stated I did tell them we are still holding money back from the contractor until it is finished and we accept it. Patience is a key word especially during these times. Working on the mail drop at city hall, so it can take larger packages. Also the software for the utility billing for the meter change out should be getting better. If residents have a problem, let us know. We can't correct what we don't know, give us a call. Thanked all staff, like the police, fire and public works presence out on the streets. Letting the residents know we are here for them. Team effort. Just a reminder filing dates are May 19, 2020 to June 2, 2020.

C. Upcoming Events -

May 18 City Council Meeting @ 6:00 pm
May 20 Planning Comm. Meeting @ 7:00 pm
June 1 City Council Meeting @ 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:39 pm.

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Barbara I. Held, City Clerk

City of St. Francis

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

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Fireworks Retail Sale**

DATE: May 18, 2020

OVERVIEW:

TNT Fireworks filled out a city application to be able to sell fireworks under a tent in the County Market parking lot. The owners of the property have given permission for the event. TNT Fireworks is the same vendor for the last several years requesting approval. A copy of the application was forwarded to the Fire Chief for his comments. He will inspect the area after tent is up and before the sale to customers. They will only be allowed to sell MN approved fireworks.

ACTION TO BE CONSIDERED:

A motion would be in order to approve the TNT Fireworks License application from June 19 to July 6th 2020.

BUDGET IMPLICATION:

The City received the $50 license application fee.

Attachments: License Applications
Lease Agreement with Property Owner

STATEMENT OF PURPOSE

American Promotional Events dba TNT Fireworks is submitting for approval for the attached application.

Location address: 23122 ST Francis Blvd NW, St Francis, MN 55070

The purpose is to sell Minnesota State approved fireworks in a temporary tent from, approximately, June 19th 2020 - July 6th 2020. The tent will be erected about three days prior to the sale and removed within two to five days of completion of the sale. The hours of operation will be from 8am-10pm, or as dictated by local location ordinances.

There will be two fire extinguishers readily accessible. "No Smoking," age limit signs, as well as "No Discharging Fireworks within 300ft" signs will be posted and enforced. There will be a minimum of two people onsite at all times and the product will be secured 24/7 to ensure safety.

If you have any questions, please do not hesitate to call me at 256-740-6158.
Sincerely,

Virginia Hightower

Virginia Hightower
Permitting Coordinator
hightowerv@tntfireworks.com

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

Community Development Department
Phone: 763-753-2630

TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS: 23122 ST FRANCIS BLVD NW	PARCEL ID #:	
	BUSINESS HOURS: 10:00A - 10:00P	DATES OF START TO CLOSE OF OPERATION:	
	DESCRIPTION OF OPERATION: RETAIL SALE OF MN STATE APPROVED FIREWORKS		
APPLICANT INFORMATION	NAME: TNT FIREWORKS		
	ADDRESS: 4003 HELTON DRIVE		
	CITY: FLORENCE	STATE: ALABAMA	ZIP: 35630
	PHONE: 256.764.6131	EMAIL: HIGHTOWERV@TNTFIREWORKS.COM	
PROPERTY OWNER (if different than applicant)	NAME: KING'S COUNTRY MARKET		
	ADDRESS: 23122 ST FRANCIS BLVD		
	CITY: ST FRANCIS	STATE: MINNESOTA	ZIP: 55070
	PHONE:	EMAIL:	
STRUCTURE	**The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.**		
	MAIN USE OF STRUCTURE: RETAIL SALE OF MN STATE APPROVED FIREWORKS		
	SIZE: Length: ______ ft. Width: ______ ft.		
	TYPE: ☑ TENT ☐ CANOPY ☐ STAND ☐ OTHER: ______		
	MATERIAL: FLAME RETARDANT VINYL		
	WILL ANY OF THE FOLLOWING BE USED? ☐ TEMPORARY TANKS ☐ HEATERS ☐ ELECTRIC		

Required Documentation:
The following documentation must be submitted with your application in order to be considered complete.

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
  - Identification of sale location on site
  - Placement and size of any structures, including
    - Location of exits
    - Location of fire hydrants
  - Parking stalls and drive aisles
  - Placement and size of any signs

- Evidence of the following, if applicable:
  - Adequate off-street parking
  - City of St. Francis Business License (Reference Chapter 6)
  - State license authorizing fertilizing handlings
  - Certificate of insurance
  - Proof of any other agency permits or license required for operation

By signing this application, I declare that all of the information provided to the City of St. Francis on this application, or as part thereof, is true and accurate to the best of my knowledge.

VIRGINIA HIGHTOWER	Virginia Hightower	01.02.2020
Print Name	Signature of Applicant	Date

______________________	______
Signature of Owner (if different than applicant)	Date

APPROVALS:

Zoning: ______________________ Date: ______________

☐ Zoned: ☐ Agricultural ☐ Commercial ☐ Industrial

Fire: ______________________ Date: ______________

Building: ______________________ Date: ______________

City of St. Francis
23340 Cree Street NW, St. Francis, MN 55070
763-753-2630

LICENSE APPLICATION FOR MANUFACTURE, STORAGE, DISPLAY OR SALE OF CONSUMER FIREWORKS

APPLICANT

First Name	Middle Name	Last Name
VIRGINIA	DANIEL	HIGHTOWER

Date of Birth	Driver License Number	Home Address	City	State	Zip
04.20.1990	138430511	4003 HELTON DR	FLORENCE	AL	35630

Home Phone	Cell Phone	Pager	Business Phone
			256.764.6131

List address(es) & phone numbers where applicant can be reached if different than above:

Address	Address
Phone	Phone

List most recent locations where applicant has conducted business:

SARTELL, ST CLOUD, WEST ST PAUL, ALBERT LEA, ALEXANDRIA

Has applicant been convicted within the last three (3) years of any felony, misdemeanor, or gross misdemeanor for any state or federal statute (other than traffic offenses). If yes, explain:

NO

BUSINESS THAT WILL MANUFACTURE/STORE/DISPLAY/SELL CONSUMER FOREWORKS

Name of Business	Address	City	State	Zip
TNT FIREWORKS	4003 HELTON DR	FLORENCE	AL	35630

Phone Number	Fax Number	Email Address	Zoning
		HIGHTOWERV@TNTFIREWORKS.COM	

List kind of business to be conducted; general description of merchandise to be sold or service to be provided:

RETAIL SALE OF MN STATE APPROVED FIREWORKS

Duration of business operation:

06.19 - 07.06 10A -10P

OTHER BUSINESSES

List all other business(es) owned or managed by the applicant in the City of St. Francis (if more than two, please attach separate sheet)

Business Name	Address	City	State	Zip	phone

ACKNOWLEDGEMENT

Applicant understands those persons manufacturing, storing, displaying or selling consumer fireworks must be at least eighteen (18) years of age: ☐ Yes ☐ No
Applicant understands what constitutes legal consumer fireworks and which fireworks are illegal: ☐ Yes ☐ No

APPLICANT TO SUPPLY WITH APPLICATION

☐ Attach a signed letter of written permission from property owner of the building/property that sales are to take place to this application.

☐ Attach an 8 ½ X 11 in. floor plan designating the area for manufacturing, storage, display or sales.

☐ Attach a list documenting the name, weight and quantity of consumer fireworks within the building and accompanying material safety data sheets.

☐ Fireworks samples for testing purpose ______________ gross pounds (call fire marshall per Barb Held)

☐ Attach Material Safety Data Sheets

☐ Certificate of Insurance

☐ Application fee

Incomplete applications will not be accepted.

APPLICANT TO READ AND SIGN

The applicant and all Associates are required to strictly comply with City Ordinance and applicable State and Federal laws.

Failure to comply with Federal, State and Local Laws are punishable as a misdemeanor punishable by fines up to seven hundred dollars ($700) and/or ninety (90) days in jail.

I hereby certify that the contents of this application are true to the best of my knowledge. I further state that I have read all relevant City Ordinances relating to the conduct, operation, and practice of this business within the City of St. Francis and that I understand them fully.

Applicant Signature: Virginia Hightower **Date:** 01.02.2020

ADMINISTRATIVE INFORMATION (City Clerk Use Only)

Date Application Received:	Application Received by:	Operating Dates for License:

☐ Building has been inspected and meets current uniform building codes.

____
Building Official

☐ Building has been inspected and meets current uniform fire codes.

____
Fire Marshall

☐ Building has approved automatic sprinkler system.

☐ Building does not have an approved automatic sprinkler system.

☐ Copy of photo identification received.

☐ Background check completed.

☐ City Council Approved.

APPROVED BY ______________________________ **DATE:** ______________

LEASE AGREEMENT / STAND AND TENT LOCATION
TNT® FIREWORKS
4511 Helton Drive, Florence, AL 35630
800.243.1189

This agreement is made between Steve Wotrang ("Landlord") and American Promotional Events, Inc. – East dba TNT Fireworks ("Tenant") for the purpose of allowing Tenant to sell approved fireworks from the following Premises (the "Location"):

Location Name King's County Market

TNT Location Number FMN0056

Address 23122 St. Francis Blvd. NW

TNT Sales Associate Jacob Quam

City, State, Zip St. Francis, MN 55070

County Anoka

A. Landlord agrees:

1. To lease the Location to Tenant and Tenant, or Tenant's representative, shall have the exclusive right to operate a retail fireworks Stand, Tent or other sales outlet, as Tenant may determine and as permitted by applicable law, at and from the Location for the following selling period(s):

   From: June 20, 20 20 To: July 10, 20 20 (July 4th Season)

   From: December XXXX, 20 XXX To: January XXXXXX, 20 XXXX (New Year's Season)

   Plus a reasonable period of time before and after each selling period for erecting and dismantling Tenant's equipment and delivering and removing Tenant's inventory. Landlord warrants to Tenant that Landlord has the right to enter into this Lease for the Location.
2. Not to permit the sale, storage or advertising of consumer fireworks by any other person or entity from the Location or any property owned or controlled by Landlord within five (5) miles of the Location.
3. To deliver possession of the Location free of debris and ready for erection of Tenant's stand or tent.
4. Landlord represents and warrants that the individual who executes this Lease Agreement on behalf of the Landlord is duly authorized to do so. Landlord waives any claim or defense that this Lease Agreement is invalid or unenforceable because such individual has not been duly authorized.

B. Tenant agrees:

1. To pay rental as follows:

   Payment Made To: King's County Market

   July 4th Season: [redacted] 06/01/2020

   New Year's Season: ______ By: ______

2. To obtain and pay for all necessary permits and licenses required by law for the conduct of Tenant's business from the Location, to post with appropriate local authorities any bonds or other security which might be required for operation of Tenant's business from the Location, and to ensure that the operation of Tenant's business shall adhere to all applicable laws and regulations.
3. To provide liability insurance coverage in the aggregate amount o[redacted] and to deliver to Landlord, prior to occupancy, a certificate of insurance evidencing such insurance covering the erection and operation of Tenant's retail outlet, naming Landlord (and Landlord's mortgagee, if applicable) as additional insured, and to indemnify, defend and hold harmless Landlord from and against any claims arising from the erection, maintenance or operation of Tenant's retail outlet.

4. **To keep the Location clean and free from garbage and trash during the Season and to remove all of Tenant's property after each Season and return possession of the Location to Landlord after each Season in substantially the same condition as received, ordinary wear and tear excepted.**

C. **Landlord and Tenant agree:**

1. **Tenant shall have the right to terminate this lease for any reason and shall be entitled to a refund of all prepaid rent or Tenant shall have the right to terminate the lease for a single Season and receive a refund of prepaid rent for such Season if the Location has not yet been occupied.**
2. **Tenant may elect not to operate a retail fireworks outlet at the Location for any one or more seasons without requesting a refund of any prepaid rent or terminating the Lease, and the Lease shall continue in full force and effect.**
3. **If governmental authorities having proper Jurisdiction over this Location modify any applicable law, ordinance, or regulation governing the storage or retail sale of consumer fireworks from the Location, then this Lease is subject to revision at Tenant's option.**
4. **This Lease shall be automatically renewed on the same terms and conditions as set forth above for each Season through 20_NA_ unless cancelled by Tenant prior to January 1. If Landlord receives an offer to lease the Location for sale of fireworks at any time prior to the first anniversary of the termination of this Lease for any reason other than Tenant's default, Landlord shall give Tenant notice of such offer, and Tenant shall have the right of first refusal to extend the term of the Lease on the same terms and conditions as the offer.**
5. **Landlord acknowledges that Tenant may designate another person or entity to operate the retail fireworks outlet at the Location but Tenant shall remain liable for all of Tenant's obligations hereunder.**
6. **An Addendum of _NA_ pages is attached hereto.**
7. **This Lease, or any subsequent amendments, shall not be valid unless signed by Tenant's home office representative.**

LANDLORD

Name: Steve Wotrang

Address: 23122 St Francis Blvd

City, Sate, Zip: St Francis, MN 55070

Phone: 763-753-3334

Tax ID #: [redacted]

Email: steve@kingsmarket.net

ADDITIONAL INSURED, IF ANY

Name: n/a

Address: n/a

City, State, Zip: n/a

Phone: n/a

LANDLORD

DocuSigned by:

Signature: Steve Wotrang

57B93D88337546E...

Print Name: Steve Wotrang

Date Signed: 3/2/2020

TNT FIREWORKS

DocuSigned by:

Signature: [signature]

FCC30DAB8C9048F...

Print Name: Tracy Hughes

Date Signed: 3/2/2020

Wholesale Distributor	ORDER REVIEW	Page No: 1
OC TNT FIREWORKS		Date: 10/23/19
For TNT Use: 776-OC8351		TNT0001 GARDNERJ

Account No	Location	Disc Rate
2754157	FMN0056	20 %

Sold To: JODI MICHALEK-2
22915 AMBASSADOR BLVD NW
ST. FRANCIS MN 55070

Ship To: KING"S COUNTY MARKET
23122 ST. FRANCIS BLVD NW
ST. FRANCIS MN 55070

Item No	Description	Selling Price	UOM	Unit Price	Qty Ship	Ext Amt.	Weight
************************************	ASSORTMENTS					*****************************	
101040	AMERICAN PRIDE SS GIVEAWAY 1/1		EA		1		14.55
101808	BIG TIMER SS J09 3/1	159.99	EA	127.99	3	383.98	29.00
102044	GOOD TIME BAG SS COM 48/1	12.99	EA	10.39	48	498.82	27.00
102046	PYRO PAK BAG SS COM J10 15/1	24.99	EA	19.99	15	299.88	13.90
102048	INDEPENDENCE TRAY SS COM J10 12/1	34.99	EA	27.99	24	671.81	43.00
102052	49'ER SS COM J10 8/1	54.99	EA	43.99	48	2,111.62	147.60
102054	ALL AMERICAN SS COM J10 6/1	84.99	EA	67.99	18	1,223.86	126.00
102056	PERFECT SHOW SS COM J10 4/1	109.99	EA	87.99	12	1,055.90	83.70
102651	TNT SACK PACK NO WHEELS SS J20 24/1	24.99	EA	19.99	24	479.81	27.00
102652	CENTENNIAL SS ALL J20 4/1	100.00	EA	80.00	8	640.00	.18
************************************	BASE FOUNTAINS					*****************************	
200165	JUMBO 20 ROCKET FOUNTAIN 72/2	7.00	IP	2.80	144	403.20	27.00
200759	PURPLE RAIN FTN J07 18/4	7.00	EA	2.80	72	201.60	14.00
200852	RADIANT J11 24/1	15.99	EA	12.79	24	307.01	15.00
200915	DELIRIUM J11 4/1	45.99	EA	36.79	4	147.17	10.90
200917	JUMBO PURPLE RAIN J11 12/1	21.99	EA	17.59	24	422.21	41.60
200994	OPENING SHOW J12 4/1	64.99	EA	51.99	4	207.97	17.45
201087	MAKE THE GRADE 36/1	10.99	EA	8.79	72	633.02	60.00
201138	MAGNETIC HEAT 8/1	31.99	EA	25.59	8	204.74	30.00
201147	LEAVE NO DOUBT 24/1	10.99	EA	8.79	24	211.01	14.00
201165	PICCOLO PETE FOUNTAIN CA J15ST 48/6	9.00	IP	.60	288	172.80	17.00
201173	OPTICAL ILLUSION 6/1	45.99	EA	36.79	6	220.75	22.00
201179	MUSEUM AFTER DARK 4/1	64.99	EA	51.99	4	207.97	21.00
201207	COOL BREEZE 72/1	7.00	EA	2.80	72	201.60	24.00
201231	USA ROCKET FOUNTAIN J18 96/1	7.00	EA	2.80	96	268.80	14.40
201235	WILDSIDE J18 12/1	21.99	EA	17.59	12	211.10	20.94
201239	MAIN SQUEEZE J18 18/1	10.00	EA	8.00	36	288.00	58.00
201364	SPARKLE BERRY J19 36/1	12.99	EA	10.39	36	374.11	39.68
201365	TNT TORCH J19 12/1	19.99	EA	15.99	12	191.90	21.16
201373	LIVING THE DREAM J19 8/1	45.99	EA	36.79	8	294.34	25.00
201470	SMILE J20 16/1	19.99	EA	15.99	16	255.87	17.64
201471	SAFARI SUNRISE J20 12/1	19.99	EA	15.99	12	191.90	23.81
201474	TURN UP THE HEAT J20 6/1	60.00	EA	48.00	6	288.00	1.32
201476	CENTENNIAL FOUNTAIN J20 24/1	10.00	EA	8.00	24	192.00	26.46
201477	CENTENNIAL FOUNTAIN XL J20 6/1	50.00	EA	40.00	6	240.00	.13
201479	TENTACLES J20 12/1	19.99	EA	15.99	12	191.90	23.81

201481	GUIDING LIGHT J20 12/1	29.99	EA	23.99	12	287.90	23.81
201483	LIGHT SYMPHONY J20 6/1	39.99	EA	31.99	6	191.95	22.49
201485	LARGE MOUTH J20 12/1	24.99	EA	19.99	12	239.90	13.23
201487	COUNT IT DOWN J20 4/1	64.99	EA	51.99	4	207.97	20.28
201494	TAKE A HIT J20 18/1	24.99	EA	19.99	18	359.86	33.00
************************************	GROUND SPINNERS				*****************************		
290142	GROUND BLOOM FLOWER PK 6 J07 10/12/6	3.00	EA	1.20	120	144.00	14.00
************************************	NOVELTIES				*****************************		
320285	CHICKEN COOP 36/4	5.00	BG	4.00	36	144.00	4.15
320480	TNT BLASTS BAG 6PK J07 4/12/6	3.50	BG	1.40	48	67.20	2.65
320536	POP-IT'S TNT 6/40/50	1.50	BX	.60	480	288.00	26.50
320569	CAN OF WORMS 6/12	3.50	EA	1.40	72	100.80	3.40
320583A	SMALL TANK W STAR 10/12 CC J14 120/1	1.75	EA	1.40	120	168.00	6.61
************************************	SMOKE				*****************************		
351036	SMOKE BALLS ASST'D TNT J07 10/12/6	5.00	BG	2.00	120	240.00	11.00
************************************	SPARKLERS				*****************************		
380068	MORNING GLORY #10 48/6/5	10.00	IP	.67	288	191.99	16.50
380088	MORNING GLORY #36 48/6	7.00	BG	5.60	96	537.60	26.00
380238	SPARKLER #10 GOLD J09 48/6/5	6.00	EA	4.80	48	230.40	15.40
380245	SPARKLER #20 GOLD J09 48/5	10.00	EA	4.00	48	192.00	18.00
************************************	COUNTER CASES				*****************************		
671006	SAT SMOKE CASE 1/1				1		
350029	ASSORTED COLOR AMMO SMOKE	7.00	EA	2.80	48	134.40	8.97
350116	PULLSTRING SMK GRENADE PDQ	5.00	EA	4.00	60	240.00	11.02
671010	SAT FOUNTAIN CASE D 1/1				1		
201364	SPARKLE BERRY J19	12.99	EA	10.39	8	83.14	8.82
201366	TNT BOTTLE OF SPARKS J19	7.99	EA	6.39	14	89.49	11.11
201372	TOXIC BARREL FOUNTAIN J19	9.99	EA	7.99	20	159.84	15.87
671013	SAT 2 FOR $25 FTN CASE J19 1/1				2		
200269	SIZZLER FOUNTAIN	25.00	EA	10.00	18	180.00	13.50
200368	AMERICAN SPIRIT FTN	25.00	EA	10.00	18	180.00	16.54
200616	PINK ICE J06	25.00	EA	10.00	18	180.00	19.84
201374	REVOLUTION FOUNTAIN J19	25.00	EA	10.00	18	180.00	16.54
671014	SAT 2 FOR $50 FTN CASE J20 1/1				1		
201139	LET'S DO THIS	30.00	EA	24.00	4	96.00	18.67
201472	JUNGLE FLOWER J20	50.00	EA	20.00	4	80.00	11.46
************************************	PROMOTIONAL SUPPLIES				*****************************		
730051	BAG TNT SMALL 500 EA 1/1	12.00	CS	12.00	1	12.00	6.46
730058	BAG TNT LARGE - 500 EA 1/1	16.00	CS	16.00	1	16.00	14.20
730148	WATER CAN EXTINGUISHER 1/1		EA		1		22.00
730329	FIRE EXTINGUISHER 10LBCHEMICAL 1/1		EA		1		20.00
730471	SIGN ROAD ROCKET J10 1/1	27.00	EA	27.00	2	54.00	.04
730495D	KEG INFLATABLE J11 DP 1/1		EA		1		12.79
730502	SIGN ROCKET FLAGGER J11 1/1		EA		1		.02
730506E	ELECTRICAL BOX 1/1		EA		1		.02
730774	FLAG KIT FRAME TENT (10) J14 1/1		EA		1		4.56
		ORDER TOTAL				19,171.08	1,587.69 LBS

MATERIAL SAFETY DATA SHEET – Consumer Fireworks

SECTION 1 – IDENTITY: Consumer Fireworks 1.4G	
Importer's Name	American Promotional Events/TNT Fireworks
Emergency Telephone Number	Normal Business Hours – 800-243-1189 After Hours – ChemTel – 800-255-3924
Address	Corporate Office
	4511 Helton Dr.
	Florence, AL 35630

SECTION 2 - Hazardous Ingredients/Identity Information

Consumer fireworks contain various mixtures of oxidizers and fuels, and are designed to burn and produce visible and audible effects when they are caused to ignite by a user. The oxidizers include potassium nitrate, strontium nitrate and potassium perchlorate. Fuels include charcoal, sulfur, starch, and aluminum.

All chemical composition is contained within the device, and there should be minimal-to-no exposure to the chemicals under normal conditions of handling of the type typically involved in retail sales operations.

The chemical mixtures are stable to temperatures up to at least 250°F, and no ignition of these devices should occur during normal handling, transportation, movement, and storage. A match or other flame or heat source is required to ignite the fuse on the devices in order to cause the devices to operate.

SECTION 3- PHYSICAL/CHEMICAL CHARACTERISTICS			
Boiling Point	N/A	Specific Gravity (H2O=1)	N/A
Vapor Pressure (mm Hg)	N/A	Melting Point	N/A
Vapor Density (AIR=1)	N/A	Evaporation Rate (Butyl Acetate = 1)	N/A - All solids
Solubility in Water: slight			
Appearance and Odor: All chemical composition is contained inside a cardboard or other container			

SECTION 4- FIRE AND EXPLOSION HAZARD DATA			
Flash Point (Method Used)	Ignition temperature exceeds 250°F		
Flammable Limits	N/A – no vapor present		
LEL	N/A	UEL N/A	
Extinguishing Media	Water		
Special Fire Fighting Procedures: Evacuate the area if a fire reaches the fireworks and they begin to burn vigorously. Allow sprinklers to function, if present – they should control the fire. Otherwise, evacuate the area and await arrival of fire fighters.			
Unusual Fire and Explosion Hazards – Suffocation methods should not be used – the devices contain their own oxygen. Use a strong water flow instead. A fire that has reached consumer fireworks may produce substantial smoke as well as flame, sparks, and burning projectiles. Once consumer fireworks begin burning, all persons must immediately evacuate the area. Only fire fighters wearing appropriate safety equipment should ever consider approaching an area where consumer fireworks are on fire. Remote firefighting methods should be use whenever possible. Where conditions permit, it may be advisable to allow the fireworks to burn to completion – this will greatly simplify clean-up efforts.			

SECTION 5- REACTIVITY DATA			
Stability	Unstable		Conditions to Avoid: Open flames, hot surfaces, rough handling
	Stable	X	
Incompatibility (Materials to Avoid)		none	
Hazardous Decomposition or Byproducts		Considerable smoke may be produced in a fire	
Hazardous Polymerization	May Occur		Conditions to Avoid: N/A
	Will Not Occur	X	

SECTION 6 - HEALTH HAZARD DATA			
Routes of Entry	Inhalation N	Skin N	Ingestion N
Health Hazards (Acute and Chronic)	Health hazards should be minimal – all chemical composition is contained inside sealed devices. If leakage occurs and contact with skin occurs, be sure to wash hands promptly, and before eating or drinking.		
Carcinogenicity	NTP N/A	IARC Monographs N/A	OSHA Regulated N/A
Signs and Symptoms of Exposure	N/A		
Medical Conditions Generally Aggravated by Exposure	None, except in case of fire. Smoke exposure is then the greatest possible concern (in addition to fire).		
Emergency and First Aid Procedures	Evacuate area if a fire reaches the fireworks. If smoke inhalation occurs, remove persons to fresh air and contact emergency medical services		

SECTION 7 - PRECAUTIONS FOR SAFE HANDLING AND USE	
Steps to Be Taken in Case Material is Released or Spilled	Cautiously pick up the spilled devices and place them in a marked container. Contact your American Promotional/TNT representative for removal instructions.
Waste Disposal Method	Contact your American Promotional/TNT representative for disposal information.
Precautions to Be Taken in Handling and Storing	Avoid extreme temperatures, open flame and sparks, and rough handling
Other Precautions	Intentional misuse/mischief poses the greatest concern with these devices in a retail setting. Monitor the fireworks display area on an ongoing basis, and keep young children, intoxicated persons, and any time of open flame out of the fireworks area. No smoking is ever permitted near fireworks.

SECTION 8 - CONTROL MEASURES		
Respiratory Protection (Specify Type) N/A – no vapor or dust exposure with intact items		
Ventilation	Local Exhaust N/A	Special N/A
	Mechanical (General) N/A	Other N/A
Protective Gloves – not required for retail sales		Eye Protection N/A
Other Protective Clothing/Equipment – none required for retail sales		
Work/Hygienic Practices – wash hands after handling fireworks and before eating or drinking		

CERTIFICATE OF LIABILITY INSURANCE

11/1/2020

DATE (MM/DD/YYYY): 1/27/2020

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

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

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Everest Indemnity Insurance Company	10851
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 12775647 **REVISION NUMBER:** XXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT [X] LOC OTHER:	Y	N	SI8GL00242-191	11/1/2019	11/1/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident)	$ XXXXXXX
							BODILY INJURY (Per person)	$ XXXXXXX
							BODILY INJURY (Per accident)	$ XXXXXXX
							PROPERTY DAMAGE (Per accident)	$ XXXXXXX
								$ XXXXXXX
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED RETENTION $			NOT APPLICABLE			EACH OCCURRENCE	$ XXXXXXX
							AGGREGATE	$ XXXXXXX
								$ XXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		NOT APPLICABLE			PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ XXXXXXX
							E.L. DISEASE - EA EMPLOYEE	$ XXXXXXX
							E.L. DISEASE - POLICY LIMIT	$ XXXXXXX

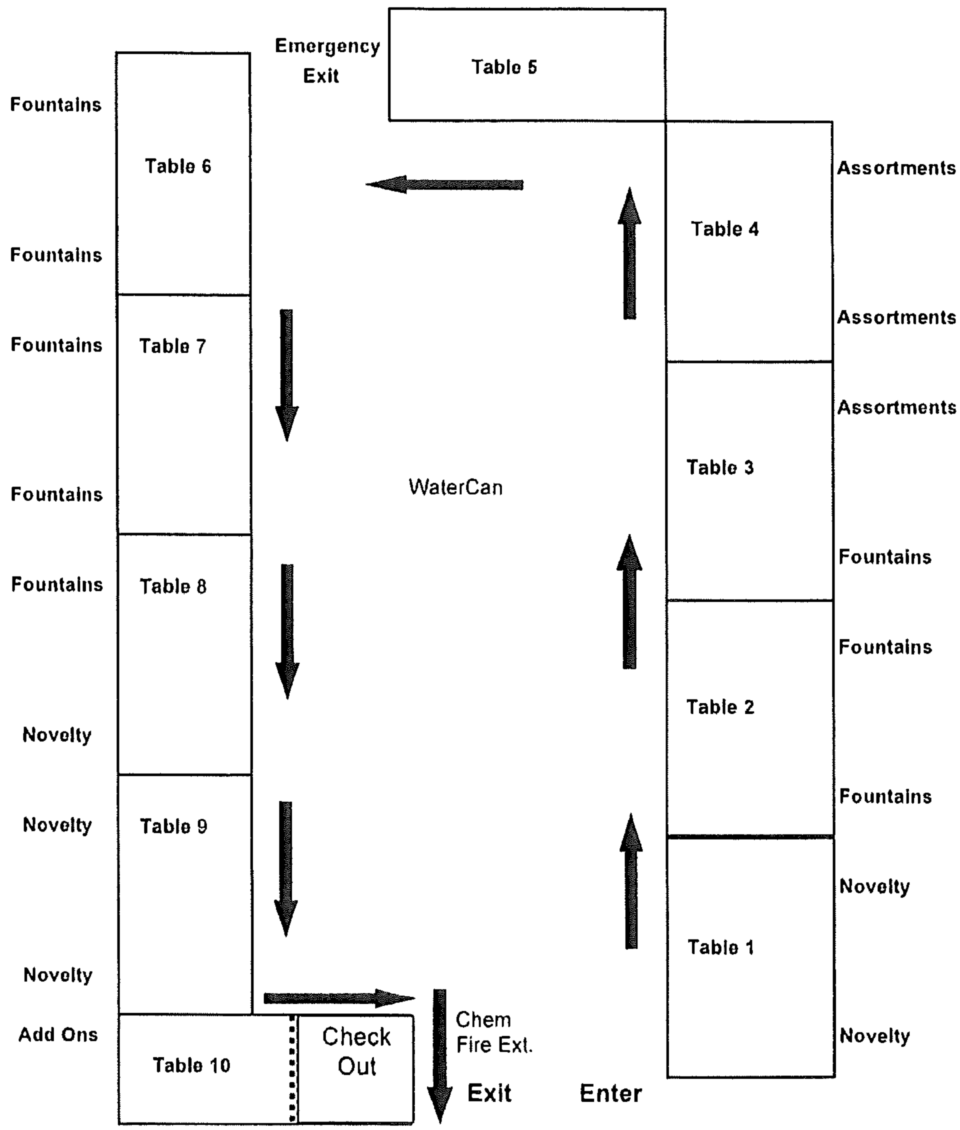
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
Additional Insured; Property located at King's County Parking Lot, 23122 St. Francis Blvd. NW St. Francis, MN 55070 (FMN0056), The City of St. Francis.
Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER	CANCELLATION
12775647 King's County Market 23122 St. Francis Blvd. St. Francis MN 55070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE


FMN0056
KING'S COUNTY MARKET
23122 ST. FRANCIS BLVD N2
ST. FRANCIS, MN 55070
TENT 20X40
Domino's Pizza
Great Clips
Virtual Reality Arcade
Plant Place Garden Center
TNT Fireworks
King's County Market
ATM
McDonald's
Iconic fast-food burger & fries chain
St Francis Blvd NW
St Francis Blvd NW
47
47
Google

TNT® FIREWORKS
PLAN-A-GRAM



City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Reimbursement Resolution**

DATE: May 18, 2020

OVERVIEW:

The city council has approved the 2020 Street Rehabilitation and the 2020 Street Construction projects that include amounts for water maintenance. The estimate for the cost of these repairs/improvements is about $1,000,000.00. The city is not going to bond for these projects at this time, but would like to reserve the right to issue bonds and reimburse the water fund if the need arises. The attached resolution needs to be approved by council to give the city the right to bond later on for these projects.

ACTION TO BE CONSIDERED:

Approve attached resolution

NONE

Attachments:

- Resolution 2020-23 DECLARING THE OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

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

RESOLUTION NO. 2020-23

DECLARING THE OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of St. Francis, Minnesota (the "City") expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA AS FOLLOWS:

1. The City proposes to undertake the following projects in the City in 2020_(the "Project"): **2020 Street Rehabilitation and Reconstruction**

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of $1,200,000.00. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original

expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council this 18th day of May, 2020.

ST. FRANCIS, MINNESOTA

____

Steven D. Feldman, Mayor

Attest:

____

Barbara I. Held, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4 D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Code Enforcement Policy – Revised

DATE: May 18, 2020

OVERVIEW

The City has established policies in the past to identify how a department or code will be processed. City Code set the requirements that are worked out through a process guided by the policy. One of those policies is related to the actions of Staff for Code Enforcement. Over the past decade there have been many changes in the process of code enforcement but none so extreme to need a major update to the policy as staff has continued to follow City Code.

The need to update this policy has been triggered due to a continued issue with a property owner that is not a resident of St. Francis. This individual has taken it upon themselves to create issues within a specific St. Francis subdivision specifically targeting specific properties. Several complaints and directives have been called in by the individual to Staff demanding action on items that are not health or safety issues.

With the update in the Code Enforcement Policy the City would be placing a formal limit on the response to non-resident complaints but still prioritizing issues that are a matter of public health and safety.

ITEMS TO BE DISCUSSED:

Council to review and approve updates to the Code Enforcement Policy

ATTACHMENTS:

St. Francis Policy 4.01 Code Enforcement Policy

ST. FRANCIS – POLICY 4.01
CODE ENFORCEMENT POLICY
Adopted January 5, 2009
Revised May 18, 2020

1.00 INTRODUCTION

1.01 Purpose: The purpose of this Code Enforcement Policy is to establish and maintain uniform procedures concerning code enforcement for the City of St. Francis.

1.02 The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.

1.03 The City Administrator or designee may override provisions established within this policy.

1.04 The City Administrator or designee will be responsible for scheduling of personnel for tasks related to this policy.

2.00 COMPLAINT PROCESS

2.01 Staff shall respond to official, formally filed complaints (unless otherwise directed by the City Administrator in the case of anonymous complaints that reveal an imminent danger to the public health or safety).

2.02 Although they will remain as anonymous as possible, complainants shall leave their name and contact information for follow-up if needed.

2.03 Staff will record the complaint on an official complaint form. Staff will use a complaint form to log all actions taken to address the alleged problem.

2.04 Code compliance will be prioritized with public safety and health matters consisting of the highest priority, followed by code violations clearly visible to compliance officers and St. Francis citizen complaints receiving third priority. Nonresident complaints will not be accepted unless they involve a matter of imminent public safety or health concerns.

3.00 FOLLOW-UP TO COMPLAINTS

3.01 If an official complaint is received, staff will perform a site inspection (within a reasonable amount of time given other duties) to determine if there is a violation.

3.02 Generally, an inspection will be completed within five business days of receiving the complaint.

3.03 If there is an imminent risk to the public health or safety, City Staff shall conduct an immediate inspection and require an immediate remedy to the situation.

3.04 Staff will determine if a code violation is found, then proceed to step 4.00 or 5.00, depending on the outcome.

4.00 NO CODE VIOLATION IS FOUND

4.01 If no code violation is found, the following steps shall take place:

a. Photographs will be taken for documentation;
b. Staff will indicate on the complaint log that the property is in compliance; and
c. Staff will contact the complainant to explain that no further action will be taken.

5.00 CODE VIOLATION IS FOUND

5.01 If a code violation is found, the following steps shall take place:

a. Photographs will be taken for documentation.
b. Staff will prepare a City Ordinance Administrative Notice based on the specific situation, including the following:
   viii. Staff will fill out the City Ordinance Violation Notice giving the property owner up to 20 days to correct the problem/bring the property into compliance.
   ix. The notice will include a description of the nonconformities that must be corrected, a date by which all corrective action must occur, and an approximate date of a follow-up City inspection.
   x. The form will clearly spell out the consequences of non-action (criminal charges, serious fines, and abatement costs).

5.02 The violator must either bring the property into conformance or establish a timeline to bring the property into conformance within the date of the notice.

5.03 Extension: Staff may grant an extension for up to an additional 30 days if there is no imminent danger to the public health or safety. No extension beyond 50 days from the date of the original notice may be granted by City Staff.

5.04 If the property owner has not contacted staff to report that the violation has been corrected or to discuss an appropriate timeline to bring the property into compliance during the allowed period, staff will perform a second inspection to determine if the code violation still exists and proceed to step 5.05 or 5.06, depending on the outcome.

5.05 No violation remaining: If no violation remains, the following steps shall take place:

a. Photographs will be taken for documentation;

b. Staff will record that the property owner has corrected the violation on the complaint log; and
c. No further action will be taken.

5.06 Violation is found: If a violation remains, the following steps shall take place:

a. Photographs will be taken for documentation;
b. Staff will prepare a City Ordinance Citation Notice in the following manner:
   i. Staff will prepare a Citation Notice giving the property owner no more than 7 days to correct the problem/bring the property into conformance, depending on the type of violation.
   ii. The letter will include a description of the nonconformities that must be corrected, a date by which all corrective action must occur, and an approximate date of a follow-up City inspection.
   iii. The form will also clearly spell out the consequences of non-action (criminal charges, serious fines, and abatement costs).

5.07 The violator must either bring the property into conformance or an extension request be granted prior to the expiration of the 7 days.

5.08 Extension: A violator may request an extension in writing for up to 30 days from the date of the first notice, which may be granted by City Staff in cases where there is no imminent public health or safety risk.

5.09 If no action has been taken ~~after the Final Ordinance Violation Notice, staff will notify and turn over the complaint case to the Police Department~~. staff will proceed with the citation process as outlined by City Code

5.10 The ~~Police Department~~City Administrator shall initiate a criminal process or begin the abatement process outlined in Chapter 8 of the City Code, if applicable.

5.11 Appeal: At any point, the applicant may appeal the timeline by making a written request to the City ~~Council~~Clerk~~.~~ If the abatement process is initiated, the applicant may make use of the appeal hearing process outlined in ~~Section 8.08~~ Chapter 2-11 of the City Code.

6.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

6.01 The City will document any citizen comments or complaints regarding this policy.

6.02 The City Council shall review this policy periodically, including the documented complaints, code enforcement actions, and citizen comments and complaints. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.

6.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 05/18/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $125,171.33 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - none
Direct Transfer from Previous Month- $250,693.40
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:

- 05-18-2020 Packet List
- 05-18-2020 Other Checks

CITY OF ST FRANCIS

*Claim Register©

AP 05-18-2020

May 2020

Claim Type

Claim# 6290 *ABDO, EICK & MEYERS, LLP*

Cash Payment	E 101-41540-301 Auditing and Acct g Servic	AUDIT SERVICES	$3,780.00
Invoice 429776			
Cash Payment	E 601-49440-301 Auditing and Acct g Servic	AUDIT SERVICES	$630.00
Invoice 429776			
Cash Payment	E 602-49490-301 Auditing and Acct g Servic	AUDIT SERVICES	$630.00
Invoice 429776			
Cash Payment	E 609-49750-301 Auditing and Acct g Servic	AUDIT SERVICES	$1,260.00
Invoice 429776			

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $6,300.00

Claim Type

Claim# 6230 *ACE SOLID WASTE, INC.*

Cash Payment	E 101-43210-384 Refuse/Garbage Disposal	MAY GARBAGE	$63.54
Invoice 5876188			
Cash Payment	E 101-42210-384 Refuse/Garbage Disposal	MAY GARBAGE	$66.46
Invoice 5876188			
Cash Payment	E 609-49750-384 Refuse/Garbage Disposal	MAY GARBAGE	$222.05
Invoice 5876188			
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	MAY GARBAGE	$77.53
Invoice 5876188			
Cash Payment	E 601-49440-384 Refuse/Garbage Disposal	MAY GARBAGE	$77.53
Invoice 5876188			
Cash Payment	E 101-45200-384 Refuse/Garbage Disposal	MAY GARBAGE	$61.73
Invoice 5876188			
Cash Payment	E 101-43100-384 Refuse/Garbage Disposal	MAY GARBAGE	$61.73
Invoice 5876188			
Cash Payment	E 101-42110-384 Refuse/Garbage Disposal	MAY GARBAGE	$42.67
Invoice 5876188			
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	MAY GARBAGE	$42.69
Invoice 5876188			
Cash Payment	E 601-49440-384 Refuse/Garbage Disposal	MAY GARBAGE	$42.69
Invoice 5876188			
Cash Payment	E 101-45200-384 Refuse/Garbage Disposal	MAY GARBAGE	$42.69
Invoice 5876188			
Cash Payment	E 101-43100-384 Refuse/Garbage Disposal	MAY GARBAGE	$42.69
Invoice 5876188			

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $844.00

Claim Type

Claim# 6334 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9970278198			
Cash Payment	E 101-43210-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9970278198			
Cash Payment	E 101-45200-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9970278198			
Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9970278198			
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL	$13.06
Invoice 9970278198			

Transaction Date 5/12/2020 Due 5/12/2020 CASH 10100 **Total** $65.26

CITY OF ST FRANCIS

*Claim Register©

AP 05-18-2020

May 2020

Claim Type

Claim# 6236 *ALWAYS BRIGHT LIGHTS LTD*

Cash Payment	E 101-45200-311 Contract	INSTALLED SUMMER BANNERS			$350.00
Invoice 853					
Transaction Date	5/5/2020	Due 5/5/2020 CASH	10100	**Total**	$350.00

Claim Type

Claim# 6326 *ANOKA AREA CHAMBER OF COM*

Cash Payment	E 101-41400-433 Dues and Subscriptions	ANNUAL MEMBERSHIP DUES			$230.00
Invoice 26518					
Transaction Date	5/12/2020	Due 5/12/2020 CASH	10100	**Total**	$230.00

Claim Type

Claim# 6356 *ANOKA COUNTY PROPERTY REC*

Cash Payment	E 101-41400-441 Miscellaneous	RESOLUTION			$46.00
Invoice 20-25732					
Cash Payment	E 101-41400-441 Miscellaneous	RESOLUTION			$46.00
Invoice 20-25867					
Cash Payment	E 101-41400-441 Miscellaneous	RESOLUTION			$46.00
Invoice 20-25988					
Transaction Date	5/13/2020	Due 5/13/2020 CASH	10100	**Total**	$138.00

Claim Type

Claim# 6301 *BELLBOY CORPORATION*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.			$46.20
Invoice 0101270200					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$23.25
Invoice 008387600					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,944.50
Invoice 008387600					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$5.27
Invoice 0101270200					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING			$225.46
Invoice 0101270200					
Transaction Date	5/7/2020	Due 5/7/2020 CASH	10100	**Total**	$2,244.68

Claim Type

Claim# 6302 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER			$509.60
Invoice 77852					
Transaction Date	5/7/2020	Due 5/7/2020 CASH	10100	**Total**	$509.60

Claim Type

Claim# 6294 *BETTCHER, LISA*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #2071			$86.63
Invoice .0520					
Transaction Date	5/7/2020	Due 5/7/2020 CASH	10100	**Total**	$86.63

Claim Type

Claim# 6346 *BGS (BARNA GUZY)*

Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER FILE	$5,000.00
Invoice 216535			
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL	$1,900.00
Invoice 216628			
Cash Payment	E 101-41600-304 Civil Legal Fees	MISC FORFEITURES	$65.00
Invoice 216747			

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Cash Payment	E 101-41600-304 Civil Legal Fees	FRANCHISES	$56.00
Invoice 216580			
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR	$1,568.00
Invoice 216829			
Cash Payment	E 101-41600-304 Civil Legal Fees	GARY SMITH ADMIN HEARING	$546.00
Invoice 216830			
Cash Payment	E 101-41600-304 Civil Legal Fees	MEADOWS OF ST FRANCIS PURCHASE	$1,120.00
Invoice 216831			
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	LAKETOWN HOMES LLC DEVELOPMENT AGREEMENT	$812.00
Invoice 216932			
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	$160.00
Invoice 216752			
Cash Payment	E 101-41600-304 Civil Legal Fees	MICHEIL JOHN CAMPBELL FORFEITURE	$14.00
Invoice 216749			
Cash Payment	E 101-41600-304 Civil Legal Fees	MARCIA MICHELLE MACK FORFEITURE	$14.00
Invoice 216751			
Cash Payment	E 101-41600-304 Civil Legal Fees	KIMBERLY JANE HALL FORFEITURE	$1,176.00
Invoice 216750			
Cash Payment	E 101-41600-304 Civil Legal Fees	MISCELLANEOUS/NON-RETAINER	$2,324.00
Invoice 216832			
Cash Payment	E 101-41600-304 Civil Legal Fees	SAMUEL HOUSTON MORGAN FORFEITURE	$56.00
Invoice 216748			
Cash Payment	E 101-41600-304 Civil Legal Fees	PETITION FOR CERTIFICATE OF POSSESSORY TITLE	$102.00
Invoice 216931			

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $14,913.00

Claim Type

Claim# 6303 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$6.60
Invoice 1081130508			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$154.63
Invoice 2080270283			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$43.33
Invoice 2080272192			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$203.33
Invoice 1081130508			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$28.59
Invoice 1081130508			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$88.00
Invoice 2080272237			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$158.79
Invoice 2080273472			

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** -$206.23

Claim Type

Claim# 6279 *CINTAS*

Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$9.31
Invoice 4048503658			
Cash Payment	E 101-43100-402 Janitorial Service	RUG MAINTENANCE	$12.02
Invoice 4049645615			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	RUG MAINTENANCE	$9.31
Invoice 4049079098			

Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS $9.31
Invoice 4049645606
Cash Payment E 101-45200-402 Janitorial Service RUG MAINTENANCE $12.02
Invoice 4049645615
Cash Payment E 601-49440-402 Janitorial Service RUG MAINTENANCE $12.02
Invoice 4049645615
Cash Payment E 602-49490-402 Janitorial Service RUG MAINTENANCE $12.02
Invoice 4049645615
Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $76.01

Claim Type
Claim# 6229 *COUNTY MARKET - CITY ACCOUN*
Cash Payment E 101-42210-212 Motor Fuels FUEL $219.07
Invoice .0520
Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $219.07

Claim Type
Claim# 6304 *CRYSTAL SPRINGS ICE*
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $106.92
Invoice 002.B009427
Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $106.92

Claim Type
Claim# 6362 *D&T SEPTIC SERVICES*
Cash Payment E 602-49490-400 System Jetting SEPTIC SERVICES $475.00
Invoice 1925107
Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $475.00

Claim Type
Claim# 6305 *DAHLHEIMER DIST. CO. INC.*
Cash Payment E 609-49751-252 Beer For Resale BEER $20,250.60
Invoice 116-01591
Cash Payment E 609-49751-252 Beer For Resale BEER -$79.20
Invoice 1224599
Cash Payment E 609-49751-252 Beer For Resale BEER -$79.90
Invoice 1175305
Cash Payment E 609-49751-255 N/A Products N/A $27.95
Invoice 116-01591
Cash Payment E 609-49751-252 Beer For Resale BEER -$33.60
Invoice 1202178
Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $20,085.85

Claim Type
Claim# 6359 *DELL MARKETING L.P.*
Cash Payment E 402-43100-570 C-O-L Office Equip & Misc. COMPUTER $1,447.25
Invoice 10391468205
Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $1,447.25

Claim Type
Claim# 6292 *DUSTY S DRAIN CLEANING*
Cash Payment E 601-49440-259 Water Meters REPAIRS $159.00
Invoice N20-226
Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $159.00

Claim Type
Claim# 6295 *EBELTOFT, DREW*

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*Claim Register©

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Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #2725 $53.07
Invoice .0520

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $53.07

Claim Type

Claim# 6337 *ECM PUBLISHERS, INC.*

Cash Payment E 101-41400-351 Legal Notices Publishing MAY 2020 DRIVE THROUGHS $91.38
Invoice 774647

Cash Payment E 101-41400-351 Legal Notices Publishing CANDIDATE FILING $64.50
Invoice 774646

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $155.88

Claim Type

Claim# 6282 *ELECTRIC PUMP*

Cash Payment E 602-49490-229 Project Repair & Maintena MAINTENANCE $0.00
Invoice 0067489-IN

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $0.00

Claim Type

Claim# 6239 *EMERGENCY APARATUS MAINTE*

Cash Payment E 101-42210-221 Vehicle Repair & Maintena SUPPLIES $846.70
Invoice 111639

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $846.70

Claim Type

Claim# 6288 *EMERGENCY AUTOMOTIVE TECH.*

Cash Payment E 402-42110-550 Vehicles VEHICLES $3,464.21
Invoice OAK19328A

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $3,464.21

Claim Type

Claim# 6355 *FELDMAN, STEVEN*

Cash Payment E 101-41400-441 Miscellaneous REIMBURSE $19.14
Invoice .0520

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $19.14

Claim Type

Claim# 6286 *FLYTE HCM LLC*

Cash Payment E 101-41540-301 Auditing and Acct g Servic MAY 2020 $50.00
Invoice F7350

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $50.00

Claim Type

Claim# 6231 *GOPHER STATE ONE-CALL*

Cash Payment E 602-49490-442 Gopher State APRIL TICKETS $98.55
Invoice 0040761

Cash Payment E 601-49440-442 Gopher State APRIL TICKETS $98.55
Invoice 0040761

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $197.10

Claim Type

Claim# 6228 *HACH COMPANY*

Cash Payment E 602-49490-235 Lab Supplies PARTS $49.08
Invoice

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $49.08

CITY OF ST FRANCIS

*Claim Register©

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Claim Type

Claim# 6227 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES	$116.23
Invoice IN2958868			
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	$130.89
Invoice IN2917320			

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $247.12

Claim Type

Claim# 6360 *INTERSTATE TESTING*

Cash Payment	E 601-49440-233 Water Treatment Plant Mai	TESTING	$810.00
Invoice 14298			

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $810.00

Claim Type

Claim# 6284 *ISD #15*

Cash Payment	E 101-43100-218 Equipment Repair & Maint	2002 CATAPILLAR	$118.48
Invoice 4802			

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $118.48

Claim Type

Claim# 6307 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$31.40
Invoice 1554280			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$48.67
Invoice 1554279			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$22.45
Invoice 559562			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,660.08
Invoice 1554279			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$1,031.65
Invoice 1554280			

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $3,749.35

Claim Type

Claim# 6296 *KARELS, MIKE*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5541	$43.99
Invoice .0520			

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $43.99

Claim Type

Claim# 6235 *KIMS KLEANING*

Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPARTMENT	$400.00
Invoice 6610			
Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT	$160.00
Invoice 6609			
Cash Payment	E 602-49490-402 Janitorial Service	WASTE WATER PLANT	$220.00
Invoice 6608			
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING	$100.00
Invoice 6607			
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING	$100.00
Invoice 6607			
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING	$100.00
Invoice 6607			

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Cash Payment E 602-49490-402 Janitorial Service CLEANING $100.00
Invoice 6607

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $1,180.00

Claim Type

Claim# 6361 *LMC INSURANCE TRUST*

Cash Payment E 101-42110-160 Work Comp Insurance WORKCOMP $214.76
Invoice 15802

Cash Payment E 101-42110-160 Work Comp Insurance WORK COMP $798.13
Invoice 15830

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $1,012.89

Claim Type

Claim# 6313 *MCDONALD DIST CO.*

Cash Payment E 609-49751-252 Beer For Resale BEER $8,646.75
Invoice 534547

Cash Payment E 609-49751-252 Beer For Resale BEER -$95.00
Invoice 534546

Cash Payment E 609-49751-252 Beer For Resale BEER -$50.40
Invoice 240-00344

Cash Payment E 609-49751-252 Beer For Resale BEER -$24.50
Invoice 240-00343

Cash Payment E 609-49751-252 Beer For Resale BEER -$53.70
Invoice 534545

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $8,423.15

Claim Type

Claim# 6281 *MED-COMPASS, INC.*

Cash Payment E 601-49440-441 Miscellaneous TESTING $165.00
Invoice 37470

Cash Payment E 101-42210-305 Medical & Testing Fees TESTING $720.00
Invoice 37469

Cash Payment E 602-49490-441 Miscellaneous TESTING $165.00
Invoice 37470

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $1,050.00

Claim Type

Claim# 6354 *MEDTOX LABORATORIES, INC.*

Cash Payment E 101-43100-441 Miscellaneous MED TESTING $6.25
Invoice 04202095907

Cash Payment E 101-45200-441 Miscellaneous MED TESTING $6.25
Invoice 04202095907

Cash Payment E 601-49440-441 Miscellaneous MED TESTING $6.25
Invoice 04202095907

Cash Payment E 602-49490-441 Miscellaneous MED TESTING $6.25
Invoice 04202095907

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $25.00

Claim Type

Claim# 6327 *MIDCONTINENT COMMUNICATION*

Cash Payment E 101-43100-321 Telephone TELEPHONE $17.67
Invoice 13332710111258

Cash Payment E 609-49750-321 Telephone TELEPHONE $150.00
Invoice 13331300111258

CITY OF ST FRANCIS

*Claim Register©

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Cash Payment	E 601-49440-321 Telephone	TELEPHONE			$150.00
Invoice 13334860111258					
Cash Payment	E 101-42110-321 Telephone	TELEPHONE			$17.67
Invoice 13332710111258					
Transaction Date 5/12/2020	Due 5/12/2020	CASH	10100	**Total**	$335.34

Claim Type

Claim# 6293 *NOVAK-FLECK, INC.*

Cash Payment	G 803-22000 Deposits	ESCROW REF-3355 235TH AVE NW			$3,800.00
Invoice .0520					
Transaction Date 5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$3,800.00

Claim Type

Claim# 6291 *OPUS 21*

Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING			$1,350.94
Invoice 200258					
Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING			$1,350.94
Invoice 200258					
Transaction Date 5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$2,701.88

Claim Type

Claim# 6333 *PACE ANALYTICAL SERVICES*

Cash Payment	E 602-49490-313 Sample Testing	TESTING			$82.50
Invoice 2012016529					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$151.00
Invoice 2012016616					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$108.00
Invoice 2012016619					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$108.00
Invoice 2012016726					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$151.00
Invoice 2012016792					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$108.00
Invoice 2012016911					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$152.50
Invoice 2012017005					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$138.00
Invoice 2012017098					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$108.00
Invoice 2012017151					
Cash Payment	E 602-49490-313 Sample Testing	TESTING			$82.50
Invoice 2012017158					
Transaction Date 5/12/2020	Due 5/12/2020	CASH	10100	**Total**	$1,189.50

Claim Type

Claim# 6314 *PEPSI COLA*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			$419.85
Invoice 19248655					
Transaction Date 5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$419.85

Claim Type

Claim# 6316 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$58.08
Invoice 6031983					

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $1.57
Invoice 6031984

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $18.84
Invoice 6031982

Cash Payment E 609-49751-253 Wine For Resale WINE $1,344.00
Invoice 6031983

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $1,422.90
Invoice 6031982

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $49.50
Invoice 6031984

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $2,894.89

Claim Type

Claim# 6357 *PROGRESSIVE BUILDERS*

Cash Payment G 803-22000 Deposits ESCROW REF-3374 236TH LANE NW $6,750.00
Invoice .0520

Cash Payment G 803-22000 Deposits ESCROW REF-3356 236TH LANE $6,750.00
Invoice .052020

Transaction Date 5/13/2020 Due 5/13/2020 CASH 10100 **Total** $13,500.00

Claim Type

Claim# 6226 *RICCAR HEATING*

Cash Payment E 101-41940-401 Repairs/Maint Buildings FURNACE TESTING $450.00
Invoice 2020-851

Transaction Date 5/5/2020 Due 5/5/2020 CASH 10100 **Total** $450.00

Claim Type

Claim# 6289 *ROSEVILLE, CITY OF*

Cash Payment E 101-41110-310 Computer Consulting Fee IT SERVICES $411.36
Invoice 0228942

Cash Payment E 101-41400-310 Computer Consulting Fee IT SERVICES $1,439.76
Invoice 0228942

Cash Payment E 101-42110-310 Computer Consulting Fee IT SERVICES $5,039.16
Invoice 0228942

Cash Payment E 101-42210-310 Computer Consulting Fee IT SERVICES $925.56
Invoice 0228942

Cash Payment E 101-43100-310 Computer Consulting Fee IT SERVICES $411.36
Invoice 0228942

Cash Payment E 101-45200-310 Computer Consulting Fee IT SERVICES $411.36
Invoice 0228942

Cash Payment E 601-49440-310 Computer Consulting Fee IT SERVICES $411.36
Invoice 0228942

Cash Payment E 602-49490-310 Computer Consulting Fee IT SERVICES $411.36
Invoice 0228942

Cash Payment E 609-49750-310 Computer Consulting Fee IT SERVICES $205.68
Invoice 0228942

Cash Payment E 101-42400-310 Computer Consulting Fee IT SERVICES $411.36
Invoice 0228942

Cash Payment E 101-41910-310 Computer Consulting Fee IT SERVICES $205.68
Invoice 0228942

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $10,284.00

Claim Type

Claim# 6319 *SOUTHERN GLAZERS OF MN*

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Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$1.28
Invoice 1950461						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$5.12
Invoice 1950460						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$11.52
Invoice 1950462						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$1.28
Invoice 1950463						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$36.00
Invoice 1950463						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$1,496.50
Invoice 1950462						
Transaction Date	5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$1,551.70

Claim Type

Claim#	6287 *STREICHER S*					
Cash Payment	E 402-42110-555 Weapons		EQUIPMENT			$6,726.30
Invoice I1428741						
Transaction Date	5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$6,726.30

Claim Type

Claim#	6237 *TJ ASSOCIATES*					
Cash Payment	E 101-42210-200 Office Supplies		ENVELOPES			$82.25
Invoice 233501						
Transaction Date	5/5/2020	Due 5/5/2020	CASH	10100	**Total**	$82.25

Claim Type

Claim#	6297 *TRUPE, ANDREW*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #4945			$118.58
Invoice .0520						
Transaction Date	5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$118.58

Claim Type

Claim#	6335 *U S BANK EQUIPMENT FINANCE*					
Cash Payment	E 101-41400-240 Office Equip		COPIER LEASE			$200.87
Invoice .0520						
Cash Payment	E 101-43100-240 Office Equip		COPIER LEASE			$200.87
Invoice .0520						
Cash Payment	E 101-43210-240 Office Equip		COPIER LEASE			$200.87
Invoice .0520						
Cash Payment	E 101-45200-240 Office Equip		COPIER LEASE			$200.87
Invoice .0520						
Cash Payment	E 601-49440-240 Office Equip		COPIER LEASE			$200.87
Invoice .0520						
Cash Payment	E 602-49490-240 Office Equip		COPIER LEASE			$200.60
Invoice .0520						
Transaction Date	5/13/2020	Due 5/13/2020	CASH	10100	**Total**	$1,204.95

Claim Type

Claim#	6283 *UTILITY SERVICE CO., INC.*					
Cash Payment	E 601-49440-234 Water Tower Maintenance		HYDROPILLAR			$9,430.92
Invoice 506611						
Transaction Date	5/7/2020	Due 5/7/2020	CASH	10100	**Total**	$9,430.92

Claim Type

Claim# 6285 *W W GOETSCH*

Cash Payment E 602-49490-229 Project Repair & Maintena OIL $555.84
Invoice 104020

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $555.84

Claim Type

Claim# 6298 *WARFIELD, KENNETH & PAMELA*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #5316 $260.38
Invoice .0520

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $260.38

Claim Type

Claim# 6299 *WILLIAMS, TALICIA & AARON*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #5635 $125.75
Invoice .0520

Transaction Date 5/7/2020 Due 5/7/2020 CASH 10100 **Total** $125.75

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$125,171.33
Total	$125,171.33

CITY OF ST. FRANCIS
5/18/2020

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		0.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
04/01/20	Health Partners	Health Insurance	27,810.89
04/02/20	Federal Tax	Payroll	23,406.40
	PERA	Payroll	22,935.59
	VOYA	Payroll	1,490.00
	ICMA	Payroll	285.00
	State Tax	Payroll	5,054.40
	MSRS	Payroll	615.19
	Healthcare Savings	Payroll	427.00
	Cayan	Liquor CC Fees	4,400.81
04/07/20	Delta Dental	Dental Insurance	1,349.05
04/13/20	VISA	CC Bill	14,562.21
04/14/20	Centerpoint	Gas Bill	5,532.44
04/15/20	IRS	Withholding	65.57
04/16/20	Federal Tax	Payroll	22,112.03
	PERA	Payroll	20,958.55
	VOYA	Payroll	1,490.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,679.44
	MSRS	Payroll	473.22
	Healthcare Savings	Payroll	427.00
04/17/20	Connexus	Electric bill	17,743.66
04/20/20	MN Dept of Revenue	Sales Tax	21,140.00
	Cayan	Liquor CC Fees	42.74
04/21/20	Federal Tax	Payroll	2,382.58
	PERA	Payroll	262.83
	State Tax	Payroll	106.70
	Child support	Payroll	1,058.85
04/23/20	Cayan-Liquor CC Fees	Liquor CC Fees	5.00
04/30/20	Federal Tax	Payroll	21,830.47
	PERA	Payroll	20,496.70
	VOYA	Payroll	1,490.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,577.92
	MSRS	Payroll	474.21
	Payment Service Network	CC Feees	396.95
	Village Bank	Bank Fees	40.00
	TOTAL		250,693.40

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4F

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: URRWMO

DATE: May 18th, 2020

OVERVIEW

Attached is the Annual URRWMO Budget. All of the other member cities have ratified the budget.

Action to be considered:
Motion to approve the URRWMO Budget.

Upper Rum River Watershed Management Organizatior

2021 URRWMO **DRAFT** Budget

1/14/2020

NON-OPERATING (WORK PLAN) EXPENSES	Cost	Bethel 1.08%	East Bethel 23.45%	Ham Lake 1.62%	Nowthen 23.83%	Oak Grove 29.52%	St. Francis 20.50%
Water Monitoring Fund*	$2,450.00	$26.46	$574.53	$39.69	$583.84	$723.24	$502.25
Lake Level Monitoring - Lake George, East Twin Lake, Coopers Lake, Minard Lake	$1,200.00	$12.96	$281.40	$19.44	$285.96	$354.24	$246.00
Lake Water Quality Monitoring - East Twin Lake	$1,900.00	$20.52	$445.55	$30.78	$452.77	$560.88	$389.50
Reference Wetland Hydrology Monitoring - 5 sites	$1,950.00	$21.06	$457.28	$31.59	$464.69	$575.64	$399.75
Biomonitoring - Rum River by St. Francis High School. URRWMO to seek 100% of funds from American Legion	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Website - Annual Operations	$685.00	$7.40	$160.63	$11.10	$163.24	$202.21	$140.43
Public education and outreach	$1,051.00	$11.35	$246.46	$17.03	$250.45	$310.26	$215.46
Anoka Co Water Resource Outreach Collaborative	$1,000.00	$10.80	$234.50	$16.20	$238.30	$295.20	$205.00
Projects as detailed in the 10-year Plan	$15,375.00	$166.05	$3,605.44	$249.08	$3,663.86	$4,538.70	$3,151.88
Subwatershed assessment studies	$1,537.50	$16.61	$360.54	$24.91	$366.39	$453.87	$315.19
Watershed Coordinator, component activities/costs listed below							
Facilitate technical advisory committee (TAC) meetings	$2,550.00	$425.00	$425.00	$425.00	$425.00	$425.00	$425.00
Grant applications	$3,782.00	$630.33	$630.33	$630.33	$630.33	$630.33	$630.33
TOTAL	**$33,480.50**	**$1,348.54**	**$7,421.66**	**$1,495.14**	**$7,524.82**	**$9,069.57**	**$6,620.78**

OPERATING EXPENSES	Cost	Bethel 16.67%	East Bethel 16.67%	Ham Lake 16.67%	Nowthen 16.67%	Oak Grove 16.67%	St. Francis 16.67%
Copies & Postage	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Recording secretary	$1,261.00	$210.17	$210.17	$210.17	$210.17	$210.17	$210.17
Insurance-League of MN Cities Insurance Trust	$2,416.00	$402.67	$402.67	$402.67	$402.67	$402.67	$402.67
Administrative fee charged to member communities - for Watershed Coordinator, component activities/costs listed below							
Annual financial report to State Auditor	$672.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00
Annual activity report to MN Board of Water and Soil Resources	$1,345.00	$224.17	$224.17	$224.17	$224.17	$224.17	$224.17
Facilitate regular URRWMO meetings	$3,362.00	$560.33	$560.33	$560.33	$560.33	$560.33	$560.33
Administrative fee - misc other	$1,681.00	$280.17	$280.17	$280.17	$280.17	$280.17	$280.17
TOTAL	**$10,737.00**	**$1,789.50**	**$1,789.50**	**$1,789.50**	**$1,789.50**	**$1,789.50**	**$1,789.50**

TOTAL BUDGETED AMOUNT	**$44,217.50**	**$3,138.04**	**$9,211.16**	**$3,284.64**	**$9,314.32**	**$10,859.07**	**$8,410.28**

First 1/2 of budget due on or before January 1	$22,108.75	$1,569.02	$4,605.58	$1,642.32	$4,657.16	$5,429.55	$4,205.14
Second 1/2 of budget due on or before July 1	$22,108.75	$1,569.02	$4,605.58	$1,642.32	$4,657.17	$5,429.54	$4,205.14

* The URRWMO Plan includes $7,500 per year for water monitoring. Anytime the actual monitoring expenses for the year are lower than this amount, the balance is placed into a fund to cover years when planned monitoring is >$7,500. The results is consistent, predictable budgeting for the communities.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
6 A

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **2019 Financial Statement**

DATE: May 18, 2020

OVERVIEW:

The 2019 Financial Statement and Audit will be presented by Justin Nilson of Abdo, Eick and Meyers on Monday May 18th. Included in the packet is the 2019 Management Letter from Abdo, Eick & Meyers and the presentation. The 2019 Financial Statement is posted on the City's website under departments-finance.

ACTION TO BE CONSIDERED:

After Justin's report Council should accept the Financial Report by motion.

NONE

Attachments:

- 2019 Management Letter
- 2019 Audit Presentation

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City of St. Francis

2019 Financial Statement Audit

Audit Results

Auditor's Opinion

Minnesota Legal Compliance

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Audit Results

2019 Audit Findings

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Limited Segregation of Duties

- Internal Control Finding

Results From Prior Year

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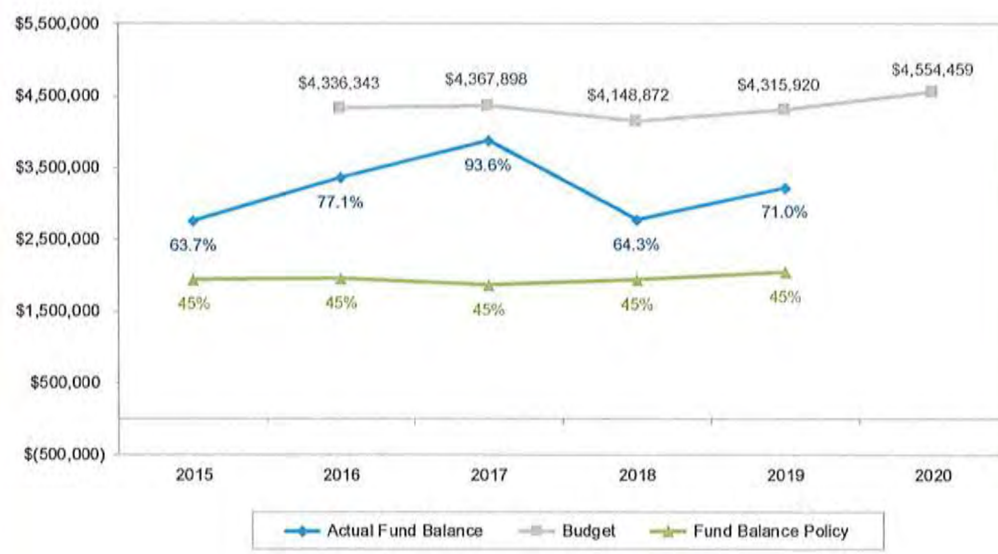
Prior Year Finding

Electronic Fund Transfer Policy

The City adopted an EFT Policy in May of 2019, therefore, the finding will no longer be reported.

General Fund - Fund Balances



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General Fund Budget to Actual

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	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 4,255,920	$ 4,936,792	$ 680,872
Expenditures	4,315,920	4,761,424	(445,504)
Excess (Deficiency) of Revenues Over Expenditures	(60,000)	175,368	235,368
Other Financing Sources			
Transfers in	60,000	285,000	225,000
Net Change in Fund Balances	-	460,368	460,368
Fund Balances, January 1	2,774,232	2,774,232	-
Fund Balances, December 31	$ 2,774,232	$ 3,234,600	$ 460,368

General Fund Revenues and Expenditures by Type

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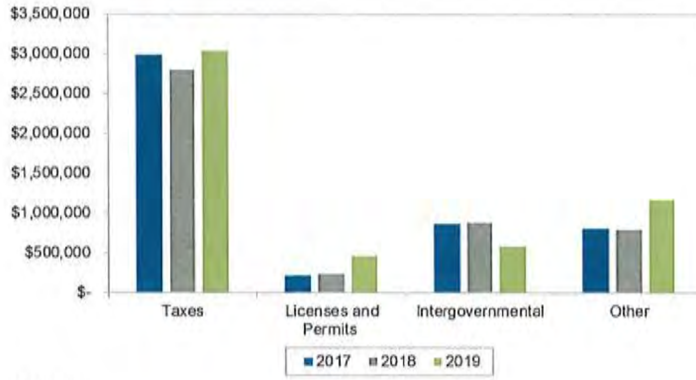
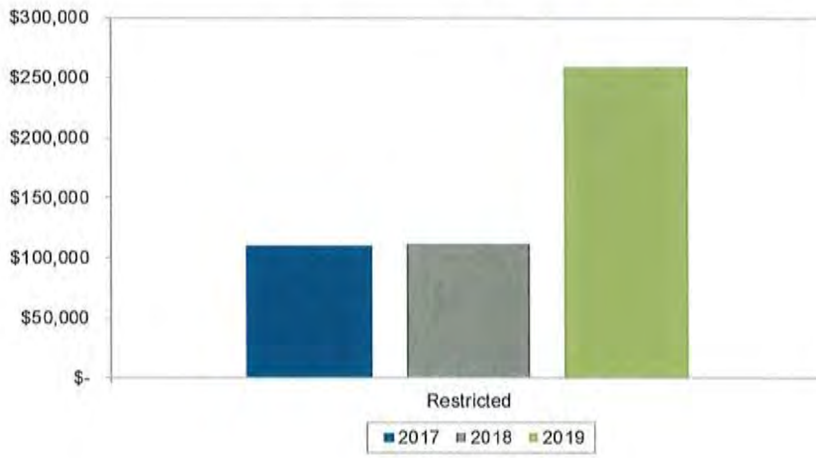


Special Revenue Fund Balances

Fund	Fund Balances December 31, 2019	Fund Balances December 31, 2018	Increase (Decrease)
Nonmajor			
Police Forfeiture	$ 13,326	$ 10,308	$ 3,018
EDA	245,633	101,341	144,292
Total	$ 258,959	$ 111,649	$ 147,310



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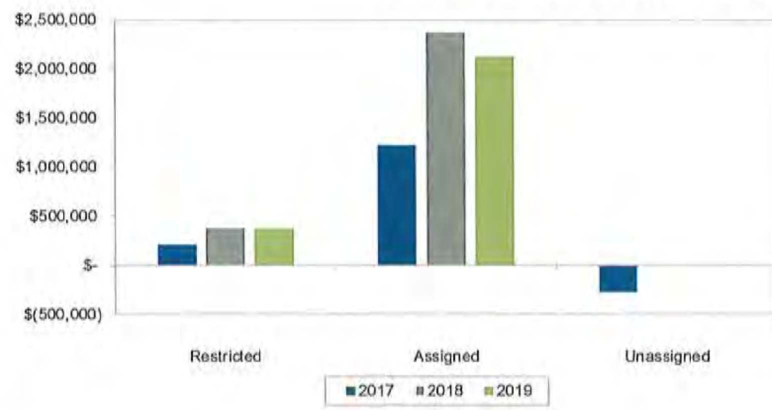
Capital Project Fund Balances

Capital Projects Fund	Fund Balances December 31, 2019	Fund Balances December 31, 2018	Increase (Decrease)
Major			
Street Improvement	$ 1,127,463	$ 1,257,334	$ (129,871)
Nonmajor			
Charitable Gambling	81,125	82,311	(1,186)
Park Improvements	310,615	300,849	9,766
Capital Equipment	958,763	1,105,724	(146,961)
Building Improvement	15,868	3,093	12,775
Total	$ 2,493,834	$ 2,749,311	$ (255,477)



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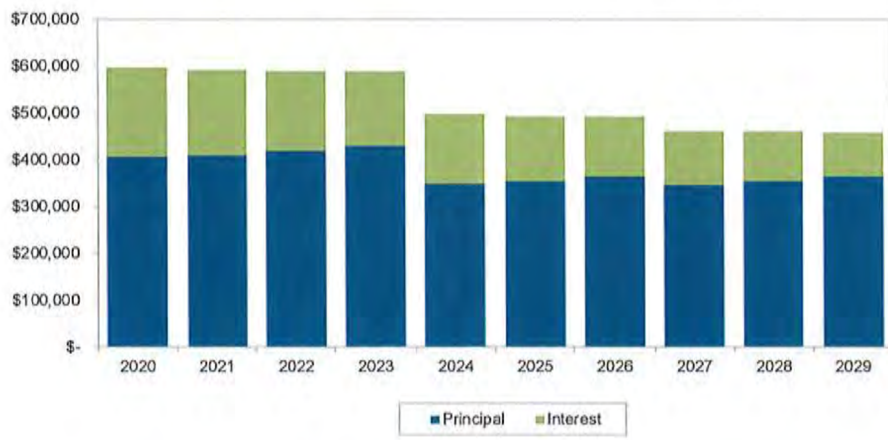
Debt Service

Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	$ 84,221	$ 124,280	$ 190,000	2026
G.O. Improvement Bonds, 2013A	49,570	117,596	380,000	2023
G.O. Capital Improvement Bonds, 2017A	16,848	24,319	6,130,000	2036
Total	$ 150,639	$ 266,195	$ 6,700,000	
Total Remaining Interest Payments			$ 1,749,909	



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Water Fund -

Cash Flows from Operations and Cash Balances

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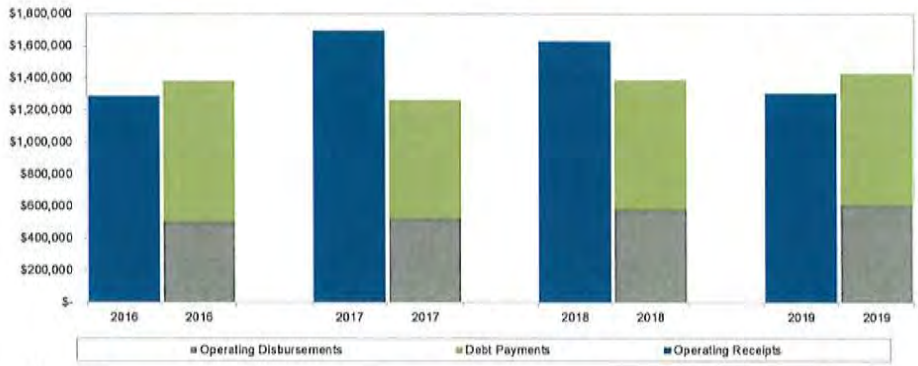
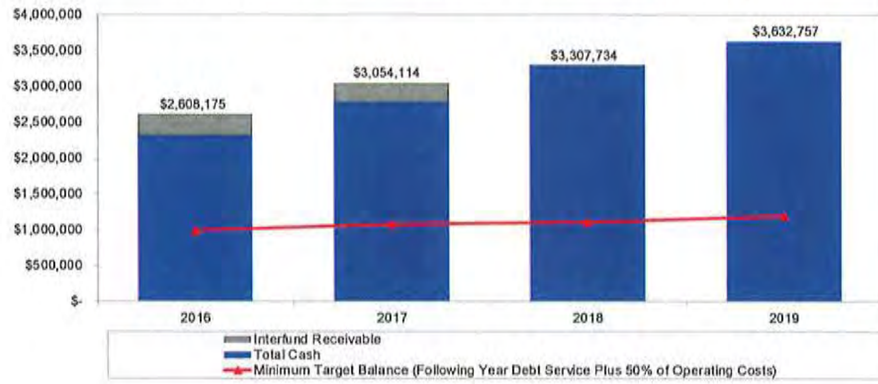
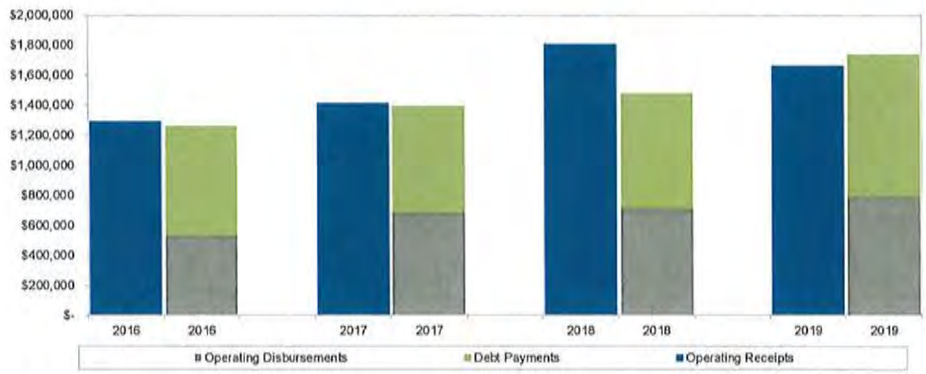
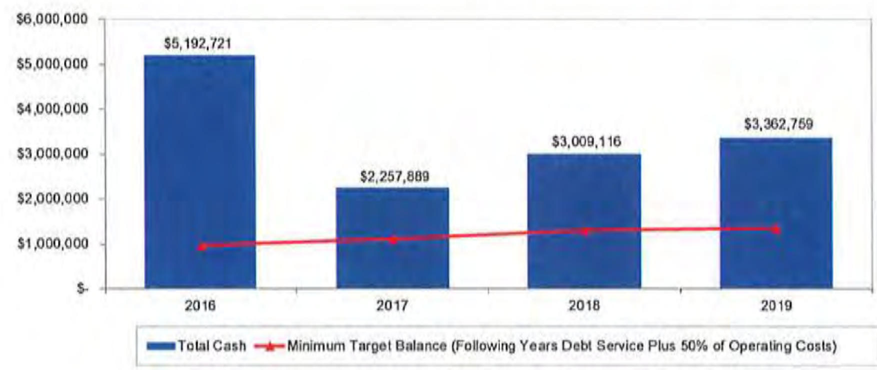




Sewer Fund -

Cash Flows from Operations and Cash Balances





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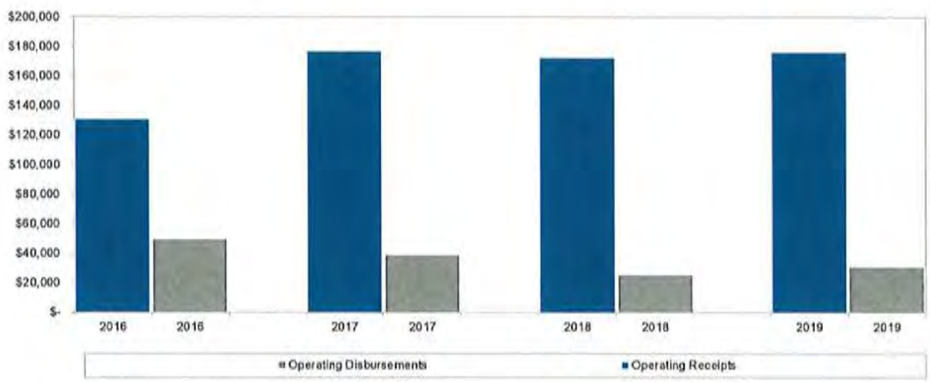
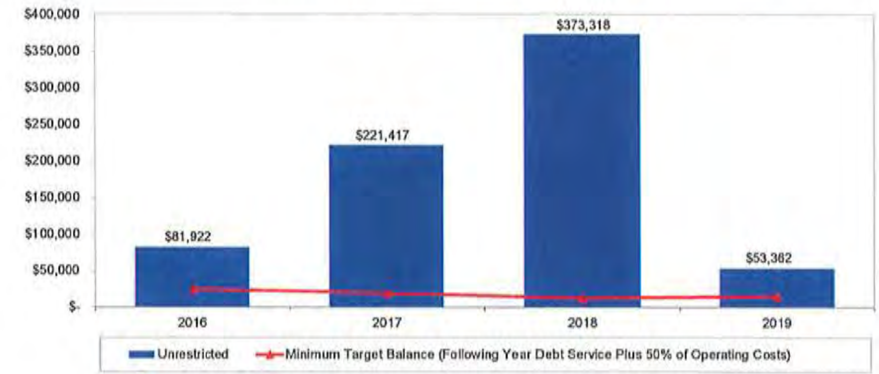
Storm Water Fund -
Cash Flows from Operations and Cash Balances





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Liquor Fund

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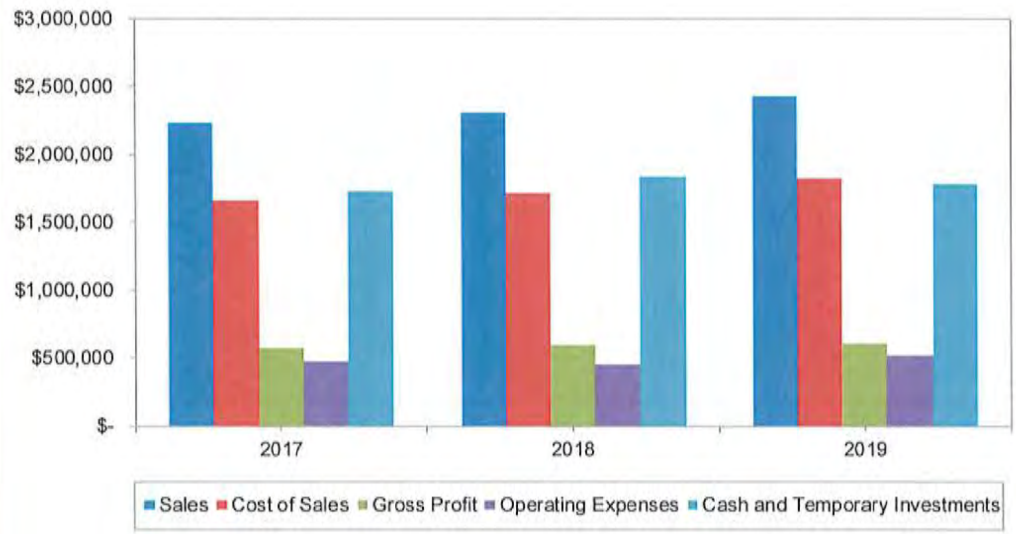
	2017 Total	2017 Percent	2018 Total	2018 Percent	2019 Total	2019 Percent	2018 Statewide Average %
Sales	$ 2,236,169	100.0 %	$ 2,313,549	100.0 %	$ 2,428,620	100.0 %	100.0
Cost of Sales	1,658,949	74.2	1,715,523	74.2	1,825,275	75.2	73.6
Gross Profit	577,220	25.8	598,026	25.8	603,345	24.8	26.4
Operating Expenses	471,773	21.1	449,297	19.4	519,262	21.4	18.5
Operating Income	105,447	4.7	148,729	6.4	84,083	3.5	7.9
Nonoperating Revenues	14,424	0.6	26,891	1.2	54,280	2.2	1.4
Transfers Out	(199,114)	(8.9)	(60,000)	(2.6)	(285,000)	(11.7)	(0.5)
Change in Net Position	$ (79,243)	(3.5) %	$ 115,620	5.0 %	$ (146,637)	(6.0) %	8.8
Cash and Temporary Investments	$ 1,732,799		$ 1,836,798		$ 1,781,543		

Liquor Fund



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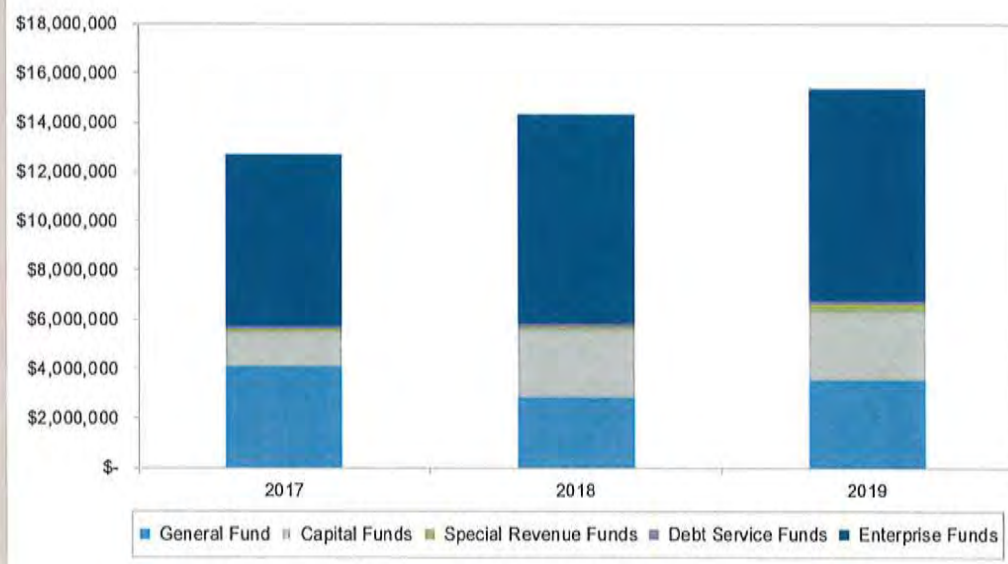
Cash and Investments Balances by Fund Type



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Key Performance Indicators

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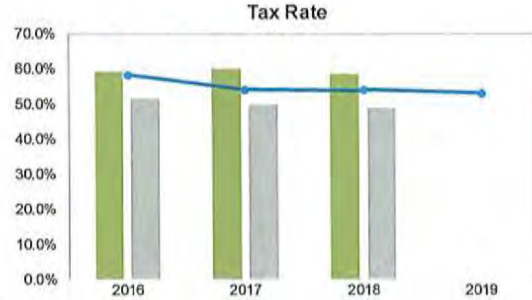
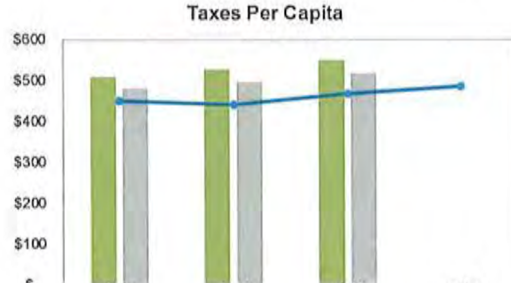
Tax Rate



	2016	2017	2018	2019
Class 4 Cities	59.1%	59.8%	58.5%	N/A
Cities in Anoka County	51.6%	49.8%	48.8%	N/A
City of St. Francis	58.4%	54.1%	54.0%	53.2%

Taxes Per Capita



	2016	2017	2018	2019
Class 4 Cities	$507	$524	$549	N/A
Cities in Anoka County	$482	$495	$516	N/A
City of St. Francis	$448	$439	$466	$485

Key Performance Indicators

ABDO EICK & MEYERS LLP
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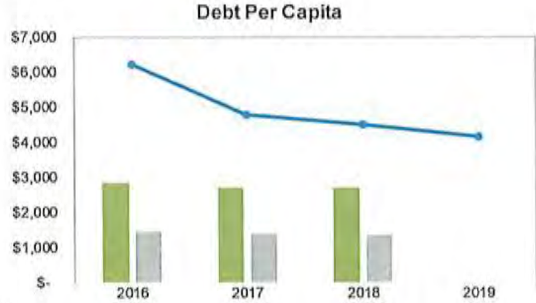
Debt Per Capita



	2016	2017	2018	2019
Class 4 Cities	$2,860	$2,693	$2,697	N/A
Cities in Anoka County	$1,448	$1,367	$1,359	N/A
City of St. Francis	$6,204	$4,783	$4,490	$4,163

Debt Service Expenditures as a Percent of Total Expenditures

	2016	2017	2018	2019
Class 4 Cities	22.69%	21.79%	20.55%	N/A
Cities in Anoka County	17.31%	18.60%	20.07%	N/A
City of St. Francis	12.71%	23.27%	11.10%	9.11%

Key Performance Indicators

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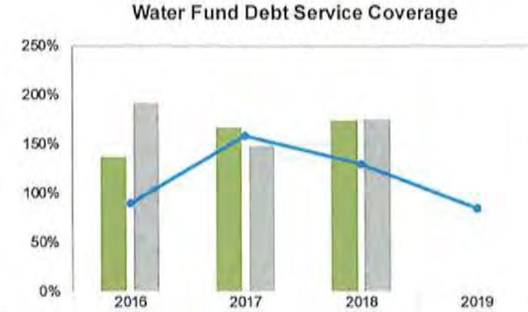
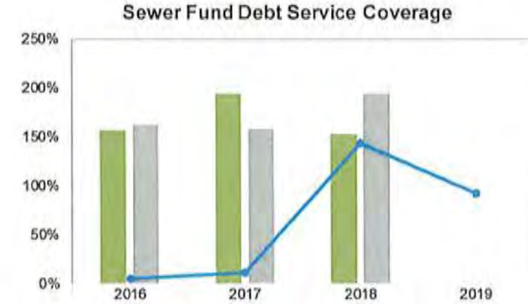
Water Fund Debt Service Coverage



	2016	2017	2018	2019
Class 4 Cities	137%	167%	174%	N/A
Cities in Anoka County	192%	148%	175%	N/A
City of St. Francis	90%	159%	130%	85%

Sewer Fund Debt Service Coverage



	2016	2017	2018	2019
Class 4 Cities	156%	194%	153%	N/A
Cities in Anoka County	161%	158%	194%	N/A
City of St. Francis	5%	11%	143%	92%

Key Performance Indicators

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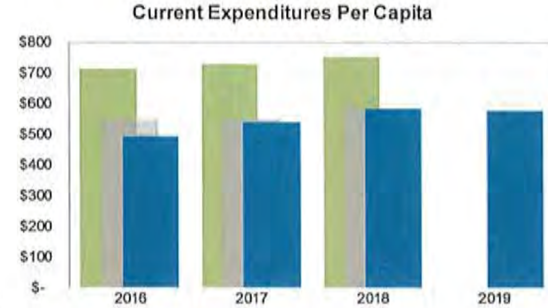
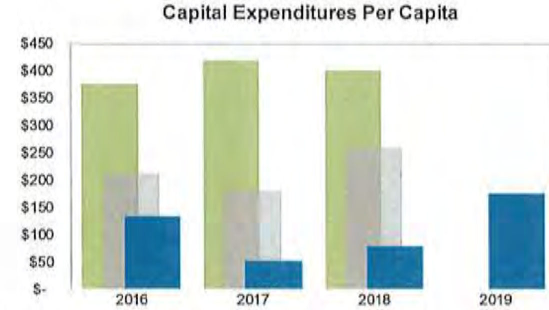
Current Expenditures Per Capita



	2016	2017	2018	2019
Class 4 Cities	$713	$730	$753	N/A
Cities in Anoka County	$550	$547	$581	N/A
City of St. Francis	$493	$541	$583	$577

Capital Expenditures Per Capita



	2016	2017	2018	2019
Class 4 Cities	$377	$418	$400	N/A
Cities in Anoka County	$212	$182	$260	N/A
City of St. Francis	$133	$52	$79	$175

Questions?

<u>Audit Team</u>

Andrew Berg
Justin Nilson
Zach Hecksel-Schauer
Erik Wagner
Tomi McDonald

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Management Communication

City of St. Francis
St. Francis, Minnesota

For the Year Ended
December 31, 2019

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People
+ Process.
Going
Beyond the
Numbers

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MEYERS LLP
Certified Public Accountants & Consultants

May 5, 2020

Management, Honorable Mayor and City Council
City of St. Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 15, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency below as item 2019-001 to be a significant deficiency.

2019-001	**Limited Segregation of Duties**
Condition:	During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.
Criteria:	There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.
Cause:	One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.
Effect:	The existence of this limited segregation of duties increases the risk of fraud and error.
Recommendation:	While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under state statutes.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City changed accounting policies during 2019 related to accounting for fiduciary activities (GASB 84). We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were capital asset basis, depreciation, compensated absences, and liability for the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.

- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.

- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 5, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability, the Schedules of Employer's Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (Combining and Individual Fund Financial Statements and Schedules) , which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: [1]

GASB Statement No. 87 - *Leases*

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 89 - *Accounting for Interest Cost Incurred before the End of a Construction Period*

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

Future Accounting Standard Changes (Continued)

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 91 - *Conduit Debt Obligations*

Summary

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements - often characterized as leases - that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.

* * * *

Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
May 5, 2020

People + Process. Going Beyond the Numbers

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Resolution on COVID19 Situation

DATE: May 18th, 2020

OVERVIEW

A number of resolutions have been circulating regarding the Governor's Executive Orders and business operations. It was requested of Staff to place this item on the agenda. With that, the copies that Staff has been able to locate have been screenshotted text messages and emails from unaffiliated sources. It has been verified that the *attached* Anoka County Resolution has not been passed by the County Board but discussed at a worksession – assuming the attached copy is that resolution.

The City Attorney has provide the following comments on such a resolution (not in reference to the Anoka County resolution but others):

2. Staying out of this area legally is a very good idea. Cities and elected officials have vast immunity for actions that fall within the concept of policy making. Making a policy in an area where the City clearly has not jurisdictional authority would, in my opinion, wipe away any discretionary immunity that the City and elected officials may have. It looks like plaintiff lawyers are already starting to swarm the issue - if a city actively encourages gatherings and there is a spread resulting in personal injury or death because of it, we can't get out of those suits easily by asserting immunity.

With the above legal guidance and my inability to capture what the five members Council's perspective on the matter is without a group meeting – I find it would be irresponsible to put forward a proposed Resolution for the May 18th Meetings.

The current position of the City is that operations of the businesses are between the State of MN and the business owners.

Action to be considered:

It is recommended that this topic is discussed by Council and Staff is looking for direction on whether to draft a resolution for consideration at the following City Council Meeting.

Attachments:

Unverified Anoka County Resolution
Unverified Oak Grove Resolution
Unverified Princeton Resolution

ANOKA COUNTY BOARD OF COMMISSIONERS

RESOLUTION 05-26-2020

ADVISE AND ENCOURAGE SUPPORT FOR REOPENING OF BUINESSES AND CHURCHES WHO WILL FOLLOW REQUIREMENTS ON SOCIAL DISTANCING, SAFETY AND FOLLOW STATE, LOCAL AND CDC GUIDANCE

WHEREAS, Governor Tim Walz issued an Executive Order 20-01 on March 13, 2020 declaring a peacetime emergency because of COVID 19 pandemic; and

WHEREAS, on March 16, 2020 Governor Tim Waltz issued an Executive Order 20-04 ordering the closure of bars, restaurants, churches, local non-profits, and places of public accommodations. This order required Minnesota to take additional proactive measures to slow the spread of this pandemic; and

WHEREAS, Anoka County has followed these Executive Orders and recommendations of the "Stay at Home" order that was issued on March 27, 2020 and was to expire on April 10, 2020 and further extended to May 4, 2020 and further extended to May 18, 2020; and

WHEREAS, Anoka County Businesses, Churches and local non-profits have followed the Executive Orders; and

WHEREAS, this order has caused undue hardship and financial loss to many businesses, churches, and local non-profits, both large and small, many of whom may never recover from this financial catastrophe. Businesses, churches, and local non-profits continue to have financial strain due to insurance, taxes, rent, electrical, heating, cooling, and other costs; and

WHEREAS, this continued order has affected their base of employees, many of them cannot withstand the loss of wages and are seeking other employment. This is causing undue hardship and financial impact to owners and operators as they try to hire and train new staff; and

WHEREAS, Minnesota and Anoka County has followed the CDC Guidelines, under Federal Regional Gating requirements we have met the three phases that where recommended; and

WHEREAS, the Anoka County Board of Commissioners encourage the Anoka County Sheriff's Department to not interfere with businesses, churches and local non-profits that open who are following requirements on social distancing, safety and follow state, local and CDC Guidance; and

WHEREAS, we the Anoka County Board of Commissioners support and defend the United States Constitution, will uphold and protect all Constitutional rights of our citizens and the rights that the citizens of Anoka County are granted under the United States Bill of Rights.

NOW, THEREFORE BE IT RESOLVED, that the Anoka County Board of Commissioners encourage Governor Tim Waltz to recall the Order of March 27, 2020 and any subsequent Orders, requiring the closure of bars, restaurants, churches and other places of public accommodations, allowing the opening of these establishments, who will follow requirements on social distancing, safety and follow state, local and CDC Guidance.

Resolution 20-047
Constitutional and Business Friendly
Community Resolution

WHEREAS, the Fourteenth Amendment of the United States Constitution reads, "No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States, nor shall any state deprive any person of life, liberty, or property, without due process of law, nor deny to any person within its jurisdiction the equal protection of the laws", and

WHEREAS, the City Council of Oak Grove, Minnesota wishes to express opposition to any Executive Order that would restrict the constitutional rights of the residents of Oak Grove to life, liberty, or property, without due process of law, and

WHEREAS, Governor Walz's Emergency Executive Order 20-33 Extending Stay at Home Order and Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation states, "Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights",

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Oak Grove, Minnesota

That the City Council of Oak Grove hereby expresses its intent to uphold and protect the Constitutional rights of the citizens of Oak Grove, and

That the City Council of Oak Grove hereby declares Oak Grove as a "Constitutional and Business Friendly Community", and

That the City Council of Oak Grove hereby declares its intent to oppose any infringement by Executive Order or any other directive on the rights of law-abiding citizens to keep their businesses open, and

That the City Council of Oak Grove hereby requests relief from Governor Walz's Executive Orders and urges that emergency orders and implementation of a response to the COVID -19 pandemic be balanced between the Governor, state legislature, and individual municipalities and local government agencies, and

That the City Council of Oak Grove will not direct any City of Oak Grove resources to enforce any Executive Order, or any other directive which infringes on the right of law-abiding citizens to keep their businesses open, as per the Constitution, and

That the City Council of Oak Grove will use any legal means that is prudent to protect the Constitutional rights of the citizens of Oak Grove.

NOW, THERFORE, BE IT ALSO RESOLVED by the City Council of Oak Grove, MN,

That the Oak Grove City Council supports the choice of all residents to continue to stay at home, or to move about freely within the city and to support the economy of Oak Grove, while conducting themselves in a way that preserves the health and safety of all residents, and

That the City Council of Oak Grove advises that long-term care facilities restrict visitors, and limit activities within the facility to keep residents safe.

The results of this submission may be viewed at:
https://www.stfrancismn.org/node/7/submission/3451

PRINCETON TOWNSHIP
MILLE LACS COUNTY, MINNESOTA
RESOLUTION NO. 2020-07

RESOLUTION ESTABLISHING PRINCETON TOWNSHIP AS A CONSTITUTIONAL AND BUSINESS-FRIENDLY COMMUNITY

Whereas, the 14th Amendment of the US Constitution reads, "No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty or property without due process of law; nor deny to any person within its jurisdiction the equal protection of law"

Whereas, the Princeton Township Board of Princeton, Minnesota, wishes to express opposition to ANY executive order that would restrict the constitutional rights of the citizens of Princeton Township to life, liberty, or property without due process of law.

Whereas, Governor Walz's Emergency Executive Order 20-33, Extending Stay at Home Order and Temporary closure of Bars, Restaurants, and other places of Public Accommodation states "nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights."

Now Therefore, Be It Resolved by Princeton Township Board of Princeton, Minnesota, that the township board hereby expresses its intent to uphold and protect the constitutional rights of the citizens and Princeton Township.

That the Township Board of Princeton hereby declares Princeton Township as a "Constitutional and Business Friendly Community" and;

That the Princeton Township Board hereby declares its intent to oppose any infringement by Executive Order or any other directive on the rights of law-abiding citizens to keep their businesses open, and;

That the Princeton Township Board herby requests relief from Governor Walz's Executive Orders and Demands that the sole power of issuing emergency orders and implementation related to the COVID-19 pandemic be restored to individual municipalities and local government agencies and;

That the Princeton Township Board WILL NOT direct any City of Princeton, Mille Lacs County, Sherburne County, or Isanti County resources to enforce any executive order or any other directive which infringes on the rights of law-abiding citizens to keep their businesses open as per the Constitution, and;

Now Be It Therefore Resolved by the Princeton Township Board in the Township Princeton, in Mille Lacs County, State of Minnesota,

That the Princeton Township Board supports the choice of all of its residents to continue to stay at home OR the choice to move freely within the township and support the economy of Princeton Township, while maintaining behaviors to preserve the health and safety of all residents and encourages all of its citizens to follow the Minnesota Department of Public Health and all CDC guidelines for social distancing and general conduct while out in public.

Passed by the Princeton Township Board ____________________

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9B

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: MNDOT Meeting

DATE: May 18th, 2020

OVERVIEW

MNDOT has reached out to Staff and would like to know if we would prefer a virtual meeting with the Commissioner over the requested face to face meeting.

Action to be considered:
Provide Staff with direction.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Liquor Store Expansion

DATE: May 18th, 2020

OVERVIEW

Attached is a timeline and cost estimate for the liquor store expansion. Miles Britz will be in attendance to discuss.

Action to be considered:
Motion to authorize going out for bids for the liquor store expansion.

Pearl Architecture

PROJECT SCHEDULE - Revised

From:	Miles Britz, ALA, LEED AP
Date:	5/14/2020
Re:	St. Francis Bottle Shop Addition & Alterations -

Schematic Design:	February 3, 2020 - February 17, 2020
Design Development:	February 18 – March 25, 2020
50% Owner Review:	April 9, 2020
Owner Sign-off:	April 15, 2020
Construction Documents:	March 26, 2020 - May 8, 2020
100% Owner Review:	May 14, 2020 (Construction Documents 100% complete)
City Council Meeting: Bid Date Discussion	May 18, 2020 (if the Council decides to go ahead for construction during this mtg., the following dates would apply. Design Team requires a minimum 2 weeks to finalize doc's from council notice to ISSUE For BID.)
Publish Advertisement To Bid:	May 25, 2020 (runs for min. 3 weeks prior to bids due
Send RFP to Special Inspectors:	May 25, 2020 (solicit fee for Required Special Inspections)
Send RFP to John Britz:	May 25, 2020 (solicit fee for exist. Walk-in Cooler work scope)
Submit Dwg's. to MNDLI :	May 28, 2020 (3 – 4 week MEP plan review period at MNDLI)
Submit Drawings & Spec for City Code Plan Review:	May 29, 2020 (req'd. plan review for issuing building permits)
Issue For BID:	June 1, 2020 (dwg's. & spec. available online to contractors)
Pre-Bid Conference:	June 11, 2020 (Thur. 1:00 Tour of Bottle Shop by interested bidders)
Last Addendum Issued:	June 18th, 2020 (last chance to edit / revise dwg's. or spec's.)
BIDS DUE :	June 25, 2020 - Thursday at 2:00 pm at SF City Hall
Award Contract:	June 29, 2020 (special council workshop to award Contract)
Mobilization & Start Construct:	July 6, 2020 (typically 3 – 4 days after award of contract)
Pre-Construction Meeting:	July 9, 2020 (typically 4 – 5 days after award of contract)
Construction Phase:	June 29 - December 17, 2020 (5 ¾ month construction period)
Substantial Completion:	December 3, 2020 (2 weeks prior to Final Completion Date)
Certificate of Occupancy:	December 17, 2020 (100% complete – ready for occupancy)

This schedule attempts to have the Bottle Shop re-open just prior to the Christmas Holidays. However, Contractors will dictate if this is reasonable , this may be too aggressive. 6 – 6.5 months would be more reasonable .

Pearl Architecture LLC
St. Paul, MN 55075
pearl.architecture@gmail.com
612-716-9676

City of St. Francis

CITY OF ST. FRANCIS, MN

Proposed Addition & Interior Alterations to Bottle Shop

PROBABLE COSTS

Bottle Shop Addition (44' x 55')

Hard Costs - Construction dollars			
* Building Addition (44' x 55')	2,420 GSF x $110 / sq.ft. =	$	266,200
* Strategic Demolition & Temp Shoring (8' x 54')	432 SF x $135 / sq.ft. =	$	59,320
* New Furnace & Condensing Unit for Addition Sq. Footage		$	25,000
* New Interior Finishes; CT Floor, Carpeting, Wall Paint, Ceilings, Checkout Counter, Restroom HC requirements, e		$	99,396
* Exterior Site Improvements / bit. paving, concrete walks, curbs,		$	24,000
* Exterior Landscaping Plants, Shrubs, Shade Trees	Add Alternate # 1	$	8,000
* Install Lawn Irrigation System	Add Alternate # 2	$	6,874
Construction Cost:		**$**	**488,790**

Project Soft Costs - Owner's Obligations			
* Site Topographic - Alta Survey		$	6,500
* Soil Borings / Geotechnical Report	Not Required	$	-
* Special Inspections and Soils Testing. Owner contracts separatly with a Geotechnical Firm.		$	4,000
* City Fees / Legal Fees		$	8,500
* Building Permits / Plan Review Fees		$	3,153
* Existing walk-in cooler; Remove, re-install & expand 2 bays. Under Owner's separate Contract.		$	18,735
* FFE (Furniture, Fixtures, Equipment) procurement		$	10,500
* Signage Package - Interior		$	-
* Install Fiber Optics / ZAYO Network to City Hall & Water Tower (not includ	(separate city project)	$	45,976
* IT / Technology - Phones, Data Network, Installation costs	TBD	$	6,000
* A/E Design Fees	(includeds WSV # 01)	$	71,320
* Printing - Reimbursables	TBD	$	1,000
* Construction Contingency at 10%	0.10	$	48,879
Soft Costs Total :		**$**	**224,563**
OVERALL PROJECT BUDGET		**$**	**713,353**

*** ZAYCO fiber optics installation is a separate city project under a separate contract. Not included within this construction project.*

City of St. Francis

Streets and Parks Monthly Report – April 2020

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.	46	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	27.9	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	68	Inspections
Parks	Events	Preparation and Inspection	0	
Parks	Fertilizing	Applied to city properties and parks	4000	Pounds
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	29	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	0	
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	18	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	30	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	16	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	120	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	1	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	2	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

City of St. Francis

Water and Sewer Monthly Report – April 2020

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	22	Inspections
Water	Operational Hours	Hours spent at facility	44	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.	22	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	13.1	Million Gallons
		Total Finished water	13.0	Million Gallons
		Finished water sold	11.5	Million Gallons
		Accounted water %	88	%
		Oak Grove water use	.341	Million Gallons
		Average Daily Flow	.433	Million Gallons
		Average Chlorine	.58	Mg/l
		Average Raw Iron	1.05	Mg/l
		Average Raw Manganese	.076	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	**99**	%
		Manganese Removal	**85**	%

Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours spent at facility.	176	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	22	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.	176	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.2	Million Gallons
		Total Effluent	10.3	Million Gallons
		Reuse effluent	.224	Million Gallons
		Influent TSS	320	Mg/l
	Limit: (15mg/l)	Effluent TSS	1.2	Mg/l
	Limit: (85 %)	**TSS % Removal**	**99**	**% Removal**
		Influent CBOD	230	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	5.1	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	32.1	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	130	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	9	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	16	Work Orders
Re-reads	Re-read Meters	Re-read Meters	32	Meters
Water/Sewer	**Monthly Projects**			
Wastewater Treatment Facility	Clarifier Maintenance	Grease Motor and Drive Units	1	Clarifier
Wastewater Treatment Facility	Rapid Mixer	Change Oil and Grease	1	Rapid Mixer
Wastewater Treatment Facility	Aeration Blower Filters	Change Outside Filters on Blower Units	8	Filters
Wastewater Treatment Facility	RPZ and Vacuum Breaker Inspection	All RPZ's and Vacuum breakers were inspected for working order. – All Passed	20	Units
Wastewater Treatment Facility	DMR Report	Monthly report due each month for MPCA for sampling.	1	Report
Water Tower Load Out	Load Out Check Valve	Check valve was inspected for working order. – Passed	1	Check Valve
Water Treatment Facility	Fluoride Report	Monthly report due each month for MDH, listing Fluoride results.	1	Report
DL- 6 Lift Station	Pulled Pumps	Pulled pumps due to plugging.	2	Pumps

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

CITY OF ST FRANCIS

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April 2020 to May 2020

			Check Amt	Invoice	Comment
10100 CASH					
Paid Chk# 000286E	4/10/2020	**ACTIVE 911**			
E 101-42210-433	Dues and Subscriptions		$325.00		RENEWAL
		Total ACTIVE 911	$325.00		
Paid Chk# 000286E	4/10/2020	**AMAZON.COM**			
E 402-42110-555	Weapons		$159.68		LOOPS FOR HOLSTERS
E 101-41410-441	Miscellaneous		$44.93		SUPPLIES
E 101-41910-200	Office Supplies		$42.80		SUPPLIES
E 101-42110-218	Equipment Repair & Maintenance		$49.15		SUPPLIES
E 101-42110-237	Small Equipment		$56.89		SUPPLIES
E 101-43100-226	Sign Repair Materials		$83.34		SUPPLIES
E 101-43100-240	Office Equip		$101.82		SUPPLIES
E 601-49440-240	Office Equip		$42.73		SUPPLIES
E 601-49440-441	Miscellaneous		$169.80		SUPPLIES
E 602-49490-441	Miscellaneous		$151.18		SUPPLIES
E 603-49490-418	Storm Water Management		$153.66		SUPPLIES
		Total AMAZON.COM	$1,055.98		
Paid Chk# 000286E	4/10/2020	**AT&T**			
E 101-42210-321	Telephone		$1,045.88		PHONE
		Total AT&T	$1,045.88		
Paid Chk# 000286E	4/10/2020	**BEDFORD TECHNOLOGY LLC**			
E 101-45200-229	Project Repair & Maintenance		$2,348.50		SUPPLIES
		Total BEDFORD TECHNOLOGY LLC	$2,348.50		
Paid Chk# 000286E	4/10/2020	**BOLT DEPOT**			
E 101-45200-441	Miscellaneous		$68.17		SUPPLIES
		Total BOLT DEPOT	$68.17		
Paid Chk# 000286E	4/10/2020	**CASEY S GENERAL STORE**			
E 101-42110-212	Motor Fuels		$1,051.70		FUEL
E 101-42210-212	Motor Fuels		$81.96		FUEL
E 602-49490-212	Motor Fuels		$191.56		FUEL
		Total CASEY S GENERAL STORE	$1,325.22		
Paid Chk# 000286E	4/10/2020	**CENTRAL EQUIPMENT OF CNY**			
E 101-43100-218	Equipment Repair & Maintenance		$676.97		SPRAY BAR
		Total CENTRAL EQUIPMENT OF CNY	$676.97		
Paid Chk# 000286E	4/10/2020	**CLIPPINGMAGIC.COM**			
E 101-43100-433	Dues and Subscriptions		$3.99		SUBSCRIPTION
		Total CLIPPINGMAGIC.COM	$3.99		
Paid Chk# 000286E	4/10/2020	**COUNTY MARKET - CITY ACCOUNT**			
E 101-42110-212	Motor Fuels		$611.84		FUEL
E 101-43100-212	Motor Fuels		$153.87		FUEL
E 101-41410-441	Miscellaneous		$162.89		SUPPLIES
E 102-42110-217	Other Operating Supplies		$17.09		SUPPLIES
		Total COUNTY MARKET - CITY ACCOUNT	$945.69		
Paid Chk# 000286E	4/10/2020	**DOLLAR GENERAL**			
E 102-42210-210	Operating Supplies		$18.21		SUPPLIES
E 102-42210-210	Operating Supplies		$78.80		SUPPLIES
		Total DOLLAR GENERAL	$97.01		

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April 2020 to May 2020

		Check Amt	Invoice	Comment
Paid Chk# 000286E 4/10/2020	**DOMAIN/HOSTING SRVCS**			
E 101-41400-200	Office Supplies	$14.17		WEBSITE
	Total DOMAIN/HOSTING SRVCS	$14.17		
Paid Chk# 000286E 4/10/2020	**DRIVER & VEHICLE SERVICES**			
E 101-42110-441	Miscellaneous	$55.34		REGISTRATION
	Total DRIVER & VEHICLE SERVICES	$55.34		
Paid Chk# 000286E 4/10/2020	**ENVIROTAKEOUT.COM**			
E 101-43210-441	Miscellaneous	$101.72		SUPPLIES
	Total ENVIROTAKEOUT.COM	$101.72		
Paid Chk# 000286E 4/10/2020	**HEARTLAND CUST SOLUTIONS**			
E 101-42110-218	Equipment Repair & Maintenance	$620.02		REPAIR LAPTOP
	Total HEARTLAND CUST SOLUTIONS	$620.02		
Paid Chk# 000286E 4/10/2020	**KLEEN RITE CORP**			
E 101-43100-221	Vehicle Repair & Maintenance	$65.03		SUPPLIES
E 101-45200-221	Vehicle Repair & Maintenance	$65.03		SUPPLIES
E 601-49440-221	Vehicle Repair & Maintenance	$65.03		SUPPLIES
E 602-49490-221	Vehicle Repair & Maintenance	$65.03		SUPPLIES
	Total KLEEN RITE CORP	$260.12		
Paid Chk# 000286E 4/10/2020	**KWIK TRIP**			
E 101-42110-212	Motor Fuels	$543.49		FUEL
E 101-42210-212	Motor Fuels	$15.88		FUEL
E 101-42400-212	Motor Fuels	$56.05		FUEL
E 101-43100-212	Motor Fuels	$112.60		FUEL
E 101-45200-212	Motor Fuels	$42.05		FUEL
E 601-49440-212	Motor Fuels	$40.02		FUEL
E 602-49490-212	Motor Fuels	$69.20		FUEL
	Total KWIK TRIP	$879.29		
Paid Chk# 000286E 4/10/2020	**LONG HOT SUMMER CONFERENCE**			
E 101-42210-208	Training and Instruction	$114.00		TRAINING-SCHMIDT
	Total LONG HOT SUMMER CONFERENCE	$114.00		
Paid Chk# 000286E 4/10/2020	**MENARDS**			
E 101-42210-217	Other Operating Supplies	$10.98		SUPPLIES
	Total MENARDS	$10.98		
Paid Chk# 000286E 4/10/2020	**MN BOARD OF PEACE OFFICER**			
E 101-42110-433	Dues and Subscriptions	$92.24		POST BOARD-LARSON
	Total MN BOARD OF PEACE OFFICER	$92.24		
Paid Chk# 000286E 4/10/2020	**MN RECREATION AND PARK ASSOC**			
E 101-45200-208	Training and Instruction	$690.00		TRAINING-KOEP
	Total MN RECREATION AND PARK ASSOC	$690.00		
Paid Chk# 000286E 4/10/2020	**MN STATE FIRE CHIEFS ASSN.**			
E 101-42210-433	Dues and Subscriptions	$160.00		MEMBERSHIP
	Total MN STATE FIRE CHIEFS ASSN.	$160.00		
Paid Chk# 000286E 4/10/2020	**MOORE MEDICAL**			
E 101-42110-237	Small Equipment	$349.97		SUPPLIES
E 102-42110-217	Other Operating Supplies	$410.32		SUPPLIES

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April 2020 to May 2020

		Check Amt	Invoice	Comment
	Total MOORE MEDICAL	$760.29		
Paid Chk# 000286E 4/10/2020	**NATIONAL REGISTRY EMT**			
E 101-42210-208	Training and Instruction	$80.00		TRAINING-GARZA
E 101-42210-208	Training and Instruction	$20.00		TRAINING-GOERS
	Total NATIONAL REGISTRY EMT	$100.00		
Paid Chk# 000286E 4/10/2020	**NORTHERN SAFETY CO., INC.**			
E 602-49490-441	Miscellaneous	$111.33		SUPPLIES
	Total NORTHERN SAFETY CO., INC.	$111.33		
Paid Chk# 000286E 4/10/2020	**OFFICE MAX CREDIT PLAN**			
E 101-42210-401	Repairs/Maint Buildings	$128.23		CHAIRS
	Total OFFICE MAX CREDIT PLAN	$128.23		
Paid Chk# 000286E 4/10/2020	**POPP TELECOM**			
E 609-49750-321	Telephone	$51.80		TELEPHONE
	Total POPP TELECOM	$51.80		
Paid Chk# 000286E 4/10/2020	**POSTMASTER - ST. FRANCIS**			
E 101-41400-322	Postage	$300.00		POSTAGE
E 101-42110-322	Postage	$100.00		POSTAGE
	Total POSTMASTER - ST. FRANCIS	$400.00		
Paid Chk# 000286E 4/10/2020	**SAMS CLUB**			
E 609-49751-254	Miscellaneous Merchandise	$409.13		MISC
	Total SAMS CLUB	$409.13		
Paid Chk# 000286E 4/10/2020	**SIG SAUER**			
E 101-42110-208	Training and Instruction	$260.00		TRAINING-GREENE
E 101-42110-208	Training and Instruction	$260.00		TRAINING-LARSON
	Total SIG SAUER	$520.00		
Paid Chk# 000286E 4/10/2020	**SMARTSIGN**			
E 101-43100-226	Sign Repair Materials	$153.59		SIGNS
	Total SMARTSIGN	$153.59		
Paid Chk# 000286E 4/10/2020	**SPEEDWAY**			
E 101-42210-212	Motor Fuels	$86.84		FUEL
E 101-43100-212	Motor Fuels	$38.68		FUEL
	Total SPEEDWAY	$125.52		
Paid Chk# 000286E 4/10/2020	**ST. FRANCIS TRUE VALUE HARDWAR**			
E 601-49440-228	Equipment Maintenance	$52.23		SUPPLIES
	'otal ST. FRANCIS TRUE VALUE HARDWAR	$52.23		
Paid Chk# 000286E 4/10/2020	**STAMPS.COM**			
E 101-41400-322	Postage	$17.99		POSTAGE
E 101-42110-322	Postage	$17.99		POSTAGE
	Total STAMPS.COM	$35.98		
Paid Chk# 000286E 4/10/2020	**STAPLES**			
E 101-42110-237	Small Equipment	$96.40		MONITOR
	Total STAPLES	$96.40		
Paid Chk# 000286E 4/10/2020	**UNITY MANUFACTURING**			
E 101-42210-221	Vehicle Repair & Maintenance	$15.34		DUTY OFFICER VEHICLE

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April 2020 to May 2020

			Check Amt	Invoice	Comment
		Total UNITY MANUFACTURING	$15.34		
Paid Chk# 000286E	4/10/2020	**UPS STORE**			
E 601-49440-322	Postage		$51.05		POSTAGE
		Total UPS STORE	$51.05		
Paid Chk# 000286E	4/10/2020	**VERIZON WIRELESS**			
E 101-42110-321	Telephone		$280.07		PHONE
E 602-49490-321	Telephone		$302.48		PHONE
E 601-49440-321	Telephone		$62.42		PHONE
		Total VERIZON WIRELESS	$644.97		
Paid Chk# 000286E	4/10/2020	**ZOOM.US**			
E 101-41400-441	Miscellaneous		$16.06		SUBSCRIPTION
		Total ZOOM.US	$16.06		
Paid Chk# 000287E	4/30/2020	**CAYAN**			
E 609-49751-207	Credit Card Expenditures		$4,400.81		LIQUOR CC FEES
E 609-49751-207	Credit Card Expenditures		$42.74		LIQUOR CC FEES
E 609-49751-207	Credit Card Expenditures		$5.00		LIQUOR CC FEE
		Total CAYAN	$4,448.55		
Paid Chk# 000287E	4/30/2020	**CENTERPOINT ENERGY**			
E 609-49750-383	Gas Utilities		$217.51		LIQUOR
E 101-42210-383	Gas Utilities		$965.04		FIRE
E 101-42210-383	Gas Utilities		$21.47		FIRE GENERATOR
E 602-49490-383	Gas Utilities		$17.06		WWTP
E 601-49440-383	Gas Utilities		$108.82		PUBLIC WORKS (4020 ST FRANCIS)
E 602-49490-383	Gas Utilities		$108.82		PUBLIC WORKS (4020 ST FRANCIS)
E 101-41940-383	Gas Utilities		$40.79		CITY HALL #1
E 101-41940-383	Gas Utilities		$38.41		CITY HALL #2
E 101-41940-383	Gas Utilities		$59.26		CITY HALL #3
E 101-41940-383	Gas Utilities		$30.38		CITY HALL #4
E 101-45200-383	Gas Utilities		$161.59		WARMING HOUSE
E 602-49490-383	Gas Utilities		$21.82		LIFT (23699 AMBASSADOR)
E 601-49440-383	Gas Utilities		$731.81		WATER PLANT
E 601-49440-383	Gas Utilities		$22.11		3911 233RD AVENUE
E 602-49490-383	Gas Utilities		$1,202.30		WWTP
E 101-42110-383	Gas Utilities		$892.63		POLICE/PW
E 101-43100-383	Gas Utilities		$223.16		POLICE/PW
E 101-45200-383	Gas Utilities		$223.16		POLICE/PW
E 601-49440-383	Gas Utilities		$223.16		POLICE/PW
E 602-49490-383	Gas Utilities		$223.14		POLICE/PW
		Total CENTERPOINT ENERGY	$5,532.44		
Paid Chk# 000287E	4/30/2020	**CONNEXUS ENERGY**			
E 101-41940-381	Electric Utilities		$65.29		SIGN
E 101-41940-381	Electric Utilities		$303.57		CITY HALL
E 602-49490-381	Electric Utilities		$891.64		LIFT STATIONS
E 101-45200-381	Electric Utilities		$223.37		PARKS
E 601-49440-380	Electric-System		$4,329.87		WATER
E 101-43100-386	Street Lighting		$2,565.66		STREET LIGHTS
E 602-49490-381	Electric Utilities		$6,591.30		WWTP
E 609-49750-381	Electric Utilities		$886.11		LIQUOR STORE
E 101-42110-381	Electric Utilities		$5.00		SIREN
E 101-42110-381	Electric Utilities		$5.00		SIREN

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April 2020 to May 2020

		Check Amt	Invoice	Comment
E 101-42210-381	Electric Utilities	$5.00		SIREN
E 101-42210-381	Electric Utilities	$401.38		FIRE
E 101-43100-381	Electric Utilities	$183.81		POLICE/PW
E 101-45200-381	Electric Utilities	$183.81		POLICE/PW
E 601-49440-381	Electric Utilities	$183.81		POLICE/PW
E 602-49490-381	Electric Utilities	$183.80		POLICE/PW
E 101-42110-381	Electric Utilities	$735.24		POLICE/PW
	Total CONNEXUS ENERGY	$17,743.66		
Paid Chk# 000287E 4/30/2020	**DELTA DENTAL**			
G 101-21711	Dental Insurance	$1,349.05		INSURANCE
	Total DELTA DENTAL	$1,349.05		
Paid Chk# 000287E 4/30/2020	**FWT**			
G 101-21703	FICA Tax Withholding	$8,096.28		PAYROLL 04-02-2020
G 101-21709	Medicare	$3,258.62		PAYROLL 04-02-2020
G 101-21701	Federal Withholding	$12,051.50		PAYROLL 04-02-2020
E 101-42110-122	FICA & Medicare	$65.57		BLACK STD
G 101-21703	FICA Tax Withholding	$8,061.02		PAYROLL 04-16-2020
G 101-21709	Medicare	$3,059.92		PAYROLL 04-16-2020
G 101-21701	Federal Withholding	$10,991.09		PAYROLL 04-16-2020
G 101-21703	FICA Tax Withholding	$1,734.82		PAYROLL 04-21-2020
G 101-21709	Medicare	$439.24		PAYROLL 04-21-2020
G 101-21701	Federal Withholding	$208.52		PAYROLL 04-21-2020
G 101-21703	FICA Tax Withholding	$8,124.22		PAYROLL 04-30-2020
G 101-21709	Medicare	$3,013.28		PAYROLL 04-30-2020
G 101-21701	Federal Withholding	$10,692.97		PAYROLL 04-30-2020
	Total FWT	$69,797.05		
Paid Chk# 000287E 4/30/2020	**HEALTH PARTNERS**			
G 101-21708	Health Premium	$27,810.89		APRIL INSURANCE
	Total HEALTH PARTNERS	$27,810.89		
Paid Chk# 000287E 4/30/2020	**HSA CONTRIBUTION**			
G 101-21714	Health Care Savings	$427.00		PAYROLL 04-02-2020
G 101-21714	Health Care Savings	$427.00		PAYROLL 04-16-2020
	Total HSA CONTRIBUTION	$854.00		
Paid Chk# 000287E 4/30/2020	**ICMA**			
G 101-21710	Deferred Comp	$285.00		PAYROLL 04-02-2020
G 101-21710	Deferred Comp	$285.00		PAYROLL 04-16-20
G 101-21710	Deferred Comp	$285.00		PAYROLL 04-30-2020
	Total ICMA	$855.00		
Paid Chk# 000287E 4/30/2020	**MASSACHUSETTS, STATE OF**			
G 101-21716	Other Deductions	$611.89		PAYROLL 04-21-2020
	Total MASSACHUSETTS, STATE OF	$611.89		
Paid Chk# 000287E 4/30/2020	**MN DEPT OF REVENUE**			
G 609-20810	Sales Tax Payable	$20,550.00		SALES TAX MARCH PD IN APRIL
G 601-20810	Sales Tax Payable	$590.00		SALES TAX MARCH PD IN APRIL
	Total MN DEPT OF REVENUE	$21,140.00		
Paid Chk# 000287E 4/30/2020	**MN STATE RETIREMENT SYSTEM**			
G 101-21714	Health Care Savings	$615.19		PAYROLL 04-02-2020
G 101-21714	Health Care Savings	$473.22		PAYROLL 04-16-2020

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April 2020 to May 2020

		Check Amt	Invoice	Comment
G 101-21714	Health Care Savings	$474.21		PAYROLL 04-30-2020
	Total MN STATE RETIREMENT SYSTEM	$1,562.62		
Paid Chk# 000287E 4/30/2020	**PAYMENT SERVICE NETWORK**			
E 601-49440-430	Bank Fees	$396.95		CC FEES
	Total PAYMENT SERVICE NETWORK	$396.95		
Paid Chk# 000287E 4/30/2020	**PERA**			
G 101-21704	PERA	$22,935.59		PAYROLL 04-02-2020
G 101-21704	PERA	$20,958.55		PAYROLL 04-16-2020
G 101-21704	PERA	$262.83		PAYROLL 04-21-2020
G 101-21704	PERA	$20,496.70		PAYROLL 04-30-2020
	Total PERA	$64,653.67		
Paid Chk# 000287E 4/30/2020	**STATE OF ARIZONA**			
G 101-21716	Other Deductions	$206.85		PAYROLL 04-21-2020
	Total STATE OF ARIZONA	$206.85		
Paid Chk# 000287E 4/30/2020	**STATE OF MINNESOTA**			
G 101-21716	Other Deductions	$240.11		PAYROLL 04-21-2020
	Total STATE OF MINNESOTA	$240.11		
Paid Chk# 000287E 4/30/2020	**SWT**			
G 101-21702	State Withholding	$5,054.40		PAYROLL 04-02-2020
G 101-21702	State Withholding	$4,679.44		PAYROLL 04-16-2020
G 101-21702	State Withholding	$106.70		PAYROLL 04-21-2020
G 101-21702	State Withholding	$4,577.92		PAYROLL 04-30-2020
	Total SWT	$14,418.46		
Paid Chk# 000287E 4/30/2020	**VILLAGE BANK**			
E 101-41500-430	Bank Fees	$10.00		BANK FEES
E 601-49440-430	Bank Fees	$10.00		BANK FEES
E 602-49490-430	Bank Fees	$10.00		BANK FEES
E 609-49750-430	Bank Fees	$10.00		BANK FEES
	Total VILLAGE BANK	$40.00		
Paid Chk# 000287E 4/30/2020	**VOYA**			
G 101-21710	Deferred Comp	$1,490.00		PAYROLL 04-02-2020
G 101-21710	Deferred Comp	$1,490.00		PAYROLL 04-16-2020
G 101-21704	PERA	$1,490.00		PAYROLL 04-30-2020
	Total VOYA	$4,470.00		
Paid Chk# 077501 5/19/2020	**ABDO, EICK & MEYERS, LLP**			
E 101-41540-301	Auditing and Acct g Services	$3,780.00	429776	AUDIT SERVICES
E 601-49440-301	Auditing and Acct g Services	$630.00	429776	AUDIT SERVICES
E 602-49490-301	Auditing and Acct g Services	$630.00	429776	AUDIT SERVICES
E 609-49750-301	Auditing and Acct g Services	$1,260.00	429776	AUDIT SERVICES
	Total ABDO, EICK & MEYERS, LLP	$6,300.00		
Paid Chk# 077502 5/19/2020	**ACE SOLID WASTE, INC.**			
E 101-43210-384	Refuse/Garbage Disposal	$63.54	5876188	MAY GARBAGE
E 101-42210-384	Refuse/Garbage Disposal	$66.46	5876188	MAY GARBAGE
E 609-49750-384	Refuse/Garbage Disposal	$222.05	5876188	MAY GARBAGE
E 602-49490-384	Refuse/Garbage Disposal	$77.53	5876188	MAY GARBAGE
E 601-49440-384	Refuse/Garbage Disposal	$77.53	5876188	MAY GARBAGE
E 101-45200-384	Refuse/Garbage Disposal	$61.73	5876188	MAY GARBAGE
E 101-43100-384	Refuse/Garbage Disposal	$61.73	5876188	MAY GARBAGE

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E 101-42110-384	Refuse/Garbage Disposal	$42.67	5876188	MAY GARBAGE
E 602-49490-384	Refuse/Garbage Disposal	$42.69	5876188	MAY GARBAGE
E 601-49440-384	Refuse/Garbage Disposal	$42.69	5876188	MAY GARBAGE
E 101-45200-384	Refuse/Garbage Disposal	$42.69	5876188	MAY GARBAGE
E 101-43100-384	Refuse/Garbage Disposal	$42.69	5876188	MAY GARBAGE
	Total ACE SOLID WASTE, INC.	$844.00		
Paid Chk# 077503	5/19/2020 **AIRGAS NORTH CENTRAL**			
E 101-43100-217	Other Operating Supplies	$13.05	9970278198	RENTAL
E 101-43210-217	Other Operating Supplies	$13.05	9970278198	RENTAL
E 101-45200-217	Other Operating Supplies	$13.05	9970278198	RENTAL
E 601-49440-217	Other Operating Supplies	$13.05	9970278198	RENTAL
E 602-49490-217	Other Operating Supplies	$13.06	9970278198	RENTAL
	Total AIRGAS NORTH CENTRAL	$65.26		
Paid Chk# 077504	5/19/2020 **ALWAYS BRIGHT LIGHTS LTD**			
E 101-45200-311	Contract	$350.00	853	INSTALLED SUMMER BANNERS
	Total ALWAYS BRIGHT LIGHTS LTD	$350.00		
Paid Chk# 077505	5/19/2020 **ANOKA AREA CHAMBER OF COMMERCE**			
E 101-41400-433	Dues and Subscriptions	$230.00	26518	ANNUAL MEMBERSHIP DUES
	.l ANOKA AREA CHAMBER OF COMMERCE	$230.00		
Paid Chk# 077506	5/19/2020 **ANOKA COUNTY PROPERTY RECORDS**			
E 101-41400-441	Miscellaneous	$46.00	20-25732	RESOLUTION
E 101-41400-441	Miscellaneous	$46.00	20-25867	RESOLUTION
E 101-41400-441	Miscellaneous	$46.00	20-25988	RESOLUTION
	tal ANOKA COUNTY PROPERTY RECORDS	$138.00		
Paid Chk# 077507	5/19/2020 **Arnes Excavating**			
R 101-32215	Septic	$395.00	.0520	REFUND CANCELLED PERMIT
	Total Arnes Excavating	$395.00		
Paid Chk# 077508	5/19/2020 **BELLBOY CORPORATION**			
E 609-49751-206	Freight and Fuel Charges	$23.25	008387600	FREIGHT
E 609-49751-251	Liquor For Resale	$1,944.50	008387600	LIQUOR
E 609-49751-254	Miscellaneous Merchandise	$46.20	0101270200	MISC.
E 609-49751-206	Freight and Fuel Charges	$5.27	0101270200	FREIGHT
E 609-49750-210	Operating Supplies	$225.46	0101270200	OPERATING
	Total BELLBOY CORPORATION	$2,244.68		
Paid Chk# 077509	5/19/2020 **BERNICK COMPANIES, THE**			
E 609-49751-252	Beer For Resale	$509.60	77852	BEER
	Total BERNICK COMPANIES, THE	$509.60		
Paid Chk# 077510	5/19/2020 **BETTCHER, LISA**			
G 601-22200	Deferred Revenues	$86.63	.0520	REFUND ACCT #2071
	Total BETTCHER, LISA	$86.63		
Paid Chk# 077511	5/19/2020 **BGS (BARNA GUZY)**			
E 101-41600-312	Criminal Legal Fees	$5,000.00	216535	PROSECUTION/RETAINER FILE
E 101-41600-304	Civil Legal Fees	$56.00	216580	FRANCHISES
E 101-41600-304	Civil Legal Fees	$1,900.00	216628	MUNICIPAL
E 101-41600-304	Civil Legal Fees	$65.00	216747	MISC FORFEITURES
E 101-41600-304	Civil Legal Fees	$56.00	216748	SAMUEL HOUSTON MORGAN FORFEITURE
E 101-41600-304	Civil Legal Fees	$14.00	216749	MICHEIL JOHN CAMPBELL FORFEITURE
E 101-41600-304	Civil Legal Fees	$1,176.00	216750	KIMBERLY JANE HALL FORFEITURE

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E 101-41600-304	Civil Legal Fees	$14.00	216751	MARCIA MICHELLE MACK FORFEITURE
E 101-41600-304	Civil Legal Fees	$160.00	216752	FORFEITURE
E 101-41600-304	Civil Legal Fees	$1,568.00	216829	GENERAL LABOR
E 101-41600-304	Civil Legal Fees	$546.00	216830	GARY SMITH ADMIN HEARING
E 101-41600-304	Civil Legal Fees	$1,120.00	216831	MEADOWS OF ST FRANCIS PURCHASE
E 101-41600-304	Civil Legal Fees	$2,324.00	216832	MISCELLANEOUS/NON-RETAINER
E 101-41600-304	Civil Legal Fees	$102.00	216931	PETITION FOR CERTIFICATE OF POSSESSORY TITLE
G 803-22043	Esc-Laketown (Rivers Edge)	$812.00	216932	LAKETOWN HOMES LLC DEVELOPMENT AGREEMENT
	Total BGS (BARNA GUZY)	$14,913.00		
Paid Chk# 077512	5/19/2020 **BREAKTHRU BEVERAGE**			
E 609-49751-206	Freight and Fuel Charges	$6.60	1081130508	FREIGHT
E 609-49751-253	Wine For Resale	$203.33	1081130508	WINE
E 609-49751-254	Miscellaneous Merchandise	$28.59	1081130508	MISC.
	Total BREAKTHRU BEVERAGE	$238.52		
Paid Chk# 077513	5/19/2020 **BUREAU OF CRIM APPREHENSION**			
E 101-42110-311	Contract	$270.00	598679	CJDN ACCESS FEE
	Total BUREAU OF CRIM APPREHENSION	$270.00		
Paid Chk# 077514	5/19/2020 **CINTAS**			
E 602-49490-417	Uniform Clothing & PPE	$9.31	4048503658	UNIFORMS
E 602-49490-417	Uniform Clothing & PPE	$9.31	4049079098	RUG MAINTENANCE
E 602-49490-417	Uniform Clothing & PPE	$9.31	4049645606	UNIFORMS
E 101-43100-402	Janitorial Service	$12.02	4049645615	RUG MAINTENANCE
E 101-45200-402	Janitorial Service	$12.02	4049645615	RUG MAINTENANCE
E 601-49440-402	Janitorial Service	$12.02	4049645615	RUG MAINTENANCE
E 602-49490-402	Janitorial Service	$12.02	4049645615	RUG MAINTENANCE
	Total CINTAS	$76.01		
Paid Chk# 077515	5/19/2020 **COUNTY MARKET - CITY ACCOUNT**			
E 101-42210-212	Motor Fuels	$219.07	.0520	FUEL
	Total COUNTY MARKET - CITY ACCOUNT	$219.07		
Paid Chk# 077516	5/19/2020 **CRYSTAL SPRINGS ICE**			
E 609-49751-254	Miscellaneous Merchandise	$106.92	002.B009427	MISC
	Total CRYSTAL SPRINGS ICE	$106.92		
Paid Chk# 077517	5/19/2020 **D&T SEPTIC SERVICES**			
E 602-49490-400	System Jetting	$475.00	1925107	SEPTIC SERVICES
	Total D&T SEPTIC SERVICES	$475.00		
Paid Chk# 077518	5/19/2020 **DAHLHEIMER DIST. CO. INC.**			
E 609-49751-252	Beer For Resale	$20,250.60	116-01591	BEER
E 609-49751-255	N/A Products	$27.95	116-01591	N/A
E 609-49751-252	Beer For Resale	($79.90)	1175305	BEER
E 609-49751-252	Beer For Resale	($33.60)	1202178	BEER
E 609-49751-252	Beer For Resale	($79.20)	1224599	BEER
	Total DAHLHEIMER DIST. CO. INC.	$20,085.85		
Paid Chk# 077519	5/19/2020 **DELL MARKETING L.P.**			
E 402-43100-570	C-O-L Office Equip & Misc.	$1,447.25	10391468205	COMPUTER
	Total DELL MARKETING L.P.	$1,447.25		
Paid Chk# 077520	5/19/2020 **DUSTY S DRAIN CLEANING**			
E 601-49440-259	Water Meters	$159.00	N20-226	REPAIRS

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	Total DUSTY S DRAIN CLEANING	$159.00		
Paid Chk# 077521 5/19/2020	**EBELTOFT, DREW**			
G 601-22200	Deferred Revenues	$53.07	.0520	REFUND ACCT #2725
	Total EBELTOFT, DREW	$53.07		
Paid Chk# 077522 5/19/2020	**ECM PUBLISHERS, INC.**			
E 101-41400-351	Legal Notices Publishing	$64.50	774646	CANDIDATE FILING
E 101-41400-351	Legal Notices Publishing	$91.38	774647	MAY 2020 DRIVE THROUGHS
	Total ECM PUBLISHERS, INC.	$155.88		
Paid Chk# 077523 5/19/2020	**EMERGENCY APARATUS MAINTENENC**			
E 101-42210-221	Vehicle Repair & Maintenance	$846.70	111639	SUPPLIES
	tal EMERGENCY APARATUS MAINTENENC	$846.70		
Paid Chk# 077524 5/19/2020	**EMERGENCY AUTOMOTIVE TECH. INC**			
E 402-42110-550	Vehicles	$3,464.21	OAK19328A	VEHICLES
	otal EMERGENCY AUTOMOTIVE TECH. INC	$3,464.21		
Paid Chk# 077525 5/19/2020	**FELDMAN, STEVEN**			
E 101-41400-441	Miscellaneous	$19.14	.0520	REIMBURSE
	Total FELDMAN, STEVEN	$19.14		
Paid Chk# 077526 5/19/2020	**FLYTE HCM LLC**			
E 101-41540-301	Auditing and Acct g Services	$50.00	F7350	MAY 2020
	Total FLYTE HCM LLC	$50.00		
Paid Chk# 077527 5/19/2020	**GOPHER STATE ONE-CALL**			
E 602-49490-442	Gopher State	$98.55	0040761	APRIL TICKETS
E 601-49440-442	Gopher State	$98.55	0040761	APRIL TICKETS
	Total GOPHER STATE ONE-CALL	$197.10		
Paid Chk# 077528 5/19/2020	**HACH COMPANY**			
E 602-49490-235	Lab Supplies	$49.08		PARTS
	Total HACH COMPANY	$49.08		
Paid Chk# 077529 5/19/2020	**INNOVATIVE OFFICE SOLUTIONS, L**			
E 101-42110-200	Office Supplies	$130.89	IN2917320	OFFICE SUPPLIES
E 101-41400-200	Office Supplies	$116.23	IN2958868	OFFICE SUPPLIES
	Total INNOVATIVE OFFICE SOLUTIONS, L	$247.12		
Paid Chk# 077530 5/19/2020	**INTERSTATE TESTING**			
E 601-49440-233	Water Treatment Plant Maint	$810.00	14298	TESTING
	Total INTERSTATE TESTING	$810.00		
Paid Chk# 077531 5/19/2020	**ISD #15**			
E 101-43100-218	Equipment Repair & Maintenance	$118.48	4802	2002 CATAPILLAR
	Total ISD #15	$118.48		
Paid Chk# 077532 5/19/2020	**JOHNSON BROS WHLSE LIQUOR**			
E 609-49751-206	Freight and Fuel Charges	$48.67	1554279	FREIGHT
E 609-49751-251	Liquor For Resale	$2,660.08	1554279	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$31.40	1554280	FREIGHT
E 609-49751-253	Wine For Resale	$1,031.65	1554280	WINE
E 609-49751-252	Beer For Resale	($22.45)	559562	BEER
	Total JOHNSON BROS WHLSE LIQUOR	$3,749.35		

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Paid Chk# 077533 5/19/2020	**JOSHUA/MARKUM BUILDERS**			
G 803-22000	Deposits	$3,712.50	.051820	ESCROW REF-4161 228TH
G 803-22000	Deposits	$3,712.50	.0520	ESCROW REFUND-4143 228TH
G 803-22000	Deposits	$3,712.50	.052020	ESCROW REF-4163 228TH
G 803-22000	Deposits	$1,712.50	051820	ESCROW REF-4163 228TH
G 803-22000	Deposits	$3,712.50	0520	ESCROW REF-4151 228TH
	Total JOSHUA/MARKUM BUILDERS	$16,562.50		
Paid Chk# 077534 5/19/2020	**KARELS, MIKE**			
G 601-22200	Deferred Revenues	$43.99	.0520	REFUND ACCT #5541
	Total KARELS, MIKE	$43.99		
Paid Chk# 077535 5/19/2020	**KIMS KLEANING**			
E 101-43100-402	Janitorial Service	$100.00	6607	CLEANING
E 101-45200-402	Janitorial Service	$100.00	6607	CLEANING
E 601-49440-402	Janitorial Service	$100.00	6607	CLEANING
E 602-49490-402	Janitorial Service	$100.00	6607	CLEANING
E 602-49490-402	Janitorial Service	$220.00	6608	WASTE WATER PLANT
E 601-49440-402	Janitorial Service	$160.00	6609	WATER TREATMENT PLANT
E 101-42110-402	Janitorial Service	$400.00	6610	POLICE DEPARTMENT
	Total KIMS KLEANING	$1,180.00		
Paid Chk# 077536 5/19/2020	**LMC INSURANCE TRUST**			
E 101-42110-160	Work Comp Insurance	$214.76	15802	WORKCOMP
E 101-42110-160	Work Comp Insurance	$798.13	15830	WORK COMP
	Total LMC INSURANCE TRUST	$1,012.89		
Paid Chk# 077537 5/19/2020	**MCDONALD DIST CO.**			
E 609-49751-252	Beer For Resale	($24.50)	240-00343	BEER
E 609-49751-252	Beer For Resale	($50.40)	240-00344	BEER
E 609-49751-252	Beer For Resale	($53.70)	534545	BEER
E 609-49751-252	Beer For Resale	($95.00)	534546	BEER
E 609-49751-252	Beer For Resale	$8,646.75	534547	BEER
	Total MCDONALD DIST CO.	$8,423.15		
Paid Chk# 077538 5/19/2020	**MED-COMPASS, INC.**			
E 101-42210-305	Medical & Testing Fees	$720.00	37469	TESTING
E 601-49440-441	Miscellaneous	$165.00	37470	TESTING
E 602-49490-441	Miscellaneous	$165.00	37470	TESTING
	Total MED-COMPASS, INC.	$1,050.00		
Paid Chk# 077539 5/19/2020	**MEDTOX LABORATORIES, INC.**			
E 101-43100-441	Miscellaneous	$6.25	04202095907	MED TESTING
E 101-45200-441	Miscellaneous	$6.25	04202095907	MED TESTING
E 601-49440-441	Miscellaneous	$6.25	04202095907	MED TESTING
E 602-49490-441	Miscellaneous	$6.25	04202095907	MED TESTING
	Total MEDTOX LABORATORIES, INC.	$25.00		
Paid Chk# 077540 5/19/2020	**METRO SALES, INC.**			
E 101-41400-200	Office Supplies	$2.65	INV1590960	COPIES
E 101-42400-200	Office Supplies	$2.65	INV1590960	COPIES
E 101-42110-200	Office Supplies	$2.65	INV1590960	COPIES
E 101-43100-200	Office Supplies	$2.65	INV1590960	COPIES
E 101-45200-200	Office Supplies	$2.65	INV1590960	COPIES
E 601-49440-200	Office Supplies	$2.65	INV1590960	COPIES
E 602-49490-200	Office Supplies	$2.65	INV1590960	COPIES

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E 609-49750-200	Office Supplies	$2.64	INV1590960	COPIES
	Total METRO SALES, INC.	$21.19		
Paid Chk# 077541 5/19/2020	**MIDCONTINENT COMMUNICATIONS**			
E 609-49750-321	Telephone	$150.00	133313001112	TELEPHONE
E 101-43100-321	Telephone	$17.67	133327101112	TELEPHONE
E 101-42110-321	Telephone	$17.67	133327101112	TELEPHONE
E 601-49440-321	Telephone	$150.00	133348601112	TELEPHONE
	Total MIDCONTINENT COMMUNICATIONS	$335.34		
Paid Chk# 077542 5/19/2020	**MN NCPERS LIFE INSURANCE**			
G 101-21713	MN Life	$80.00	733400062020	JUNE INSURANCE
	Total MN NCPERS LIFE INSURANCE	$80.00		
Paid Chk# 077543 5/19/2020	**NOVAK-FLECK, INC.**			
G 803-22000	Deposits	$3,800.00	.0520	ESCROW REF-3355 235TH AVE NW
	Total NOVAK-FLECK, INC.	$3,800.00		
Paid Chk# 077544 5/19/2020	**OPUS 21**			
E 601-49440-382	Utility Billing	$1,350.94	200258	UTILITY BILLING
E 602-49490-382	Utility Billing	$1,350.94	200258	UTILITY BILLING
	Total OPUS 21	$2,701.88		
Paid Chk# 077545 5/19/2020	**PACE ANALYTICAL SERVICES**			
E 602-49490-313	Sample Testing	$82.50	2012016529	TESTING
E 602-49490-313	Sample Testing	$151.00	2012016616	TESTING
E 602-49490-313	Sample Testing	$108.00	2012016619	TESTING
E 602-49490-313	Sample Testing	$108.00	2012016726	TESTING
E 602-49490-313	Sample Testing	$151.00	2012016792	TESTING
E 602-49490-313	Sample Testing	$108.00	2012016911	TESTING
E 602-49490-313	Sample Testing	$152.50	2012017005	TESTING
E 602-49490-313	Sample Testing	$138.00	2012017098	TESTING
E 602-49490-313	Sample Testing	$108.00	2012017151	TESTING
E 602-49490-313	Sample Testing	$82.50	2012017158	TESTING
	Total PACE ANALYTICAL SERVICES	$1,189.50		
Paid Chk# 077546 5/19/2020	**PEPSI COLA**			
E 609-49751-254	Miscellaneous Merchandise	$419.85	19248655	MISC
	Total PEPSI COLA	$419.85		
Paid Chk# 077547 5/19/2020	**PHILLIPS WINE & SPIRITS CO.**			
E 609-49751-206	Freight and Fuel Charges	$18.84	6031982	FREIGHT
E 609-49751-251	Liquor For Resale	$1,422.90	6031982	LIQUOR
E 609-49751-206	Freight and Fuel Charges	$58.08	6031983	FREIGHT
E 609-49751-253	Wine For Resale	$1,344.00	6031983	WINE
E 609-49751-206	Freight and Fuel Charges	$1.57	6031984	FREIGHT
E 609-49751-254	Miscellaneous Merchandise	$49.50	6031984	MISC.
	Total PHILLIPS WINE & SPIRITS CO.	$2,894.89		
Paid Chk# 077548 5/19/2020	**PROGRESSIVE BUILDERS**			
G 803-22000	Deposits	$6,750.00	.0520	ESCROW REF-3374 236TH LANE NW
G 803-22000	Deposits	$6,750.00	.052020	ESCROW REF-3356 236TH LANE
	Total PROGRESSIVE BUILDERS	$13,500.00		
Paid Chk# 077549 5/19/2020	**RICCAR HEATING**			
E 101-41940-401	Repairs/Maint Buildings	$450.00	2020-851	FURNACE TESTING

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		Total RICCAR HEATING	$450.00		
Paid Chk# 077550	5/19/2020	**ROSEVILLE, CITY OF**			
E 101-41110-310	Computer Consulting Fees		$411.36	0228942	IT SERVICES
E 101-41400-310	Computer Consulting Fees		$1,439.76	0228942	IT SERVICES
E 101-42110-310	Computer Consulting Fees		$5,039.16	0228942	IT SERVICES
E 101-42210-310	Computer Consulting Fees		$925.56	0228942	IT SERVICES
E 101-43100-310	Computer Consulting Fees		$411.36	0228942	IT SERVICES
E 101-45200-310	Computer Consulting Fees		$411.36	0228942	IT SERVICES
E 601-49440-310	Computer Consulting Fees		$411.36	0228942	IT SERVICES
E 602-49490-310	Computer Consulting Fees		$411.36	0228942	IT SERVICES
E 609-49750-310	Computer Consulting Fees		$205.68	0228942	IT SERVICES
E 101-42400-310	Computer Consulting Fees		$411.36	0228942	IT SERVICES
E 101-41910-310	Computer Consulting Fees		$205.68	0228942	IT SERVICES
		Total ROSEVILLE, CITY OF	$10,284.00		
Paid Chk# 077551	5/19/2020	**ROYAL SUPPLY**			
E 101-41940-210	Operating Supplies		$47.80	212	SUPPLIES
E 101-42110-217	Other Operating Supplies		$23.90	212	SUPPLIES
E 101-43100-217	Other Operating Supplies		$11.95	212	SUPPLIES
E 101-45200-217	Other Operating Supplies		$11.95	212	SUPPLIES
E 601-49440-217	Other Operating Supplies		$11.95	212	SUPPLIES
E 602-49490-217	Other Operating Supplies		$11.95	212	SUPPLIES
		Total ROYAL SUPPLY	$119.50		
Paid Chk# 077552	5/19/2020	**SOUTHERN GLAZERS OF MN**			
E 609-49751-206	Freight and Fuel Charges		$5.12	1950460	FREIGHT
E 609-49751-206	Freight and Fuel Charges		$1.28	1950461	FREIGHT
E 609-49751-206	Freight and Fuel Charges		$11.52	1950462	FREIGHT
E 609-49751-251	Liquor For Resale		$1,496.50	1950462	LIQUOR
E 609-49751-206	Freight and Fuel Charges		$1.28	1950463	FREIGHT
E 609-49751-253	Wine For Resale		$36.00	1950463	WINE
		Total SOUTHERN GLAZERS OF MN	$1,551.70		
Paid Chk# 077553	5/19/2020	**STREICHER S**			
E 402-42110-555	Weapons		$6,726.30	I1428741	EQUIPMENT
		Total STREICHER S	$6,726.30		
Paid Chk# 077554	5/19/2020	**TJ ASSOCIATES**			
E 101-42210-200	Office Supplies		$82.25	233501	ENVELOPES
E 101-42110-441	Miscellaneous		$69.95	233590	BUSINESS CARDS - HEARN
E 101-41400-441	Miscellaneous		$159.00	233597	COUNTER BARRIER
		Total TJ ASSOCIATES	$311.20		
Paid Chk# 077555	5/19/2020	**TRUPE, ANDREW**			
G 601-22200	Deferred Revenues		$118.58	.0520	REFUND ACCT #4945
		Total TRUPE, ANDREW	$118.58		
Paid Chk# 077556	5/19/2020	**U S BANK EQUIPMENT FINANCE**			
E 101-41400-240	Office Equip		$200.87	.0520	COPIER LEASE
E 101-43100-240	Office Equip		$200.87	.0520	COPIER LEASE
E 101-43210-240	Office Equip		$200.87	.0520	COPIER LEASE
E 101-45200-240	Office Equip		$200.87	.0520	COPIER LEASE
E 601-49440-240	Office Equip		$200.87	.0520	COPIER LEASE
E 602-49490-240	Office Equip		$200.60	.0520	COPIER LEASE
		Total U S BANK EQUIPMENT FINANCE	$1,204.95		

*Check Detail Register©

April 2020 to May 2020

	Check Amt	Invoice	Comment
Paid Chk# 077557 5/19/2020 **UTILITY SERVICE CO., INC.**			
E 601-49440-234 Water Tower Maintenance	$9,430.92	506611	HYDROPILLAR
Total UTILITY SERVICE CO., INC.	$9,430.92		
Paid Chk# 077558 5/19/2020 **W W GOETSCH**			
E 602-49490-229 Project Repair & Maintenance	$555.84	104020	OIL
Total W W GOETSCH	$555.84		
Paid Chk# 077559 5/19/2020 **WARFIELD, KENNETH & PAMELA**			
G 601-22200 Deferred Revenues	$260.38	.0520	REFUND ACCT #5316
Total WARFIELD, KENNETH & PAMELA	$260.38		
Paid Chk# 077560 5/19/2020 **WILLIAMS, TALICIA & AARON**			
G 601-22200 Deferred Revenues	$125.75	.0520	REFUND ACCT #5635
Total WILLIAMS, TALICIA & AARON	$125.75		
10100 CASH	$393,986.62		

Fund Summary

10100 CASH	
101 GENERAL FUND	$240,817.02
102 PANDEMIC EXPENSES	$524.42
402 CAPITAL EQUIPMENT	$11,797.44
601 WATER FUND	$21,600.99
602 SEWER FUND	$15,780.61
603 STORM WATER	$153.66
609 LIQUOR FUND	$68,637.98
803 ESCROW	$34,674.50
	$393,986.62