

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting*
APRIL 20, 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 – April 6, 2020
 - B. Routine Annual Dust Control
 - C. 2019 Water Meter Replacement Project – Change Order No 2
 - D. 2019 Water Meter Replacement Project - Pay Estimate No. 4
 - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
 - A. 2020 Street Reconstruction and Watermain Imp. Project – Postponed to May 4, 2020
8. OLD BUSINESS
9. NEW BUSINESS
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Report – Public Works Monthly Reports/March
Community Development – 1st Quarter Report
Police Department – 1st Quarter Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - May 4 City Council Meeting @ 6:00 pm
 - May 18 City Council Meeting @ 6:00 pm
 - May 20 Planning Comm. Meeting @ 7:00 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-259> for a link to Monday's meeting

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

CITY COUNCIL MINUTES

MARCH 16, 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 at the St. Francis Community Center.

2. ROLL CALL

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom.

3. APPROVAL OF AGENDA

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 4-0.

4. CONSENT AGENDA

- A. City Council Minutes – March 16, 2020
 - B. Participation in the 2020 Street Consortium - Seal Coating and Crack Filling
 - C. Replacement of HAVA Election Equipment as per Anoka County JPA
 - D. Interim Policy 2020-02 COVID-19 Program for Employees
 - E. Police Sergeants 2020-2021 Contract Approval – sent under separate cover
 - F. River's Edge 3rd Addition – Grading Plan Agreement
 - G. Payment of Claims \$313,659.51 (Check #77323-77384)
- Mayor Feldman asked to pull items C and D from the consent agenda for clarification.

MOTION BY UDVIG SECOND BAUER APPROVING THE CONSENT AGENDA ITEMS A, B AND E-F. Motion carried 5-0.

C. Replacement of HAVA Election Equipment as per Anoka County JPA:

Mayor Feldman questioned the last column total on the cost spreadsheet that is previously in place for payment of the voting equipment. After general discussion, City Administrator Joe Kohlmann stated he would have a clarification on the calculation in the Off Week Memo.

D. Interim Policy 2020-02 COVID-19 Program for Employees

Mayor Feldman asked for a clarification on the term primary stressors. Kohlmann stated that memo should have been under the City Administrator's report and not with the Interim Policy 2020-02: COVID-19.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE ITEMS C AND D. Motion carried 5-0.

Mayor Feldman asked for a clarification on the term primary stressors. Kohlmann stated that memo should have been under the City Administrator's report and not with the Interim Policy 2020-02: COVID-19.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE ITEMS C AND D.
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

A. 2020 Street Reconstruction and Watermain Imp. Project – Postponed to April 20, 2020

B. Trail Easement Vacation – Postponed to a date to be determined

Mayor Feldman states these two public hearings have been postponed to the mentioned dates.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 263, Second Series Temporarily Establishing Moratorium on Auto Sales (Second Reading)

Thunstrom said this will put a temporary moratorium on Auto Sales for twelve months.

MOTION BY ROBINSON SECOND UDVIG APPROVE THE FIRST READING IN OF ORDINANCE 263, SECOND SERIES TEMPORARILY ESTABLISHING MORATORIUM ON AUTO SALES.

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

Nays: None

Motion carried 5-0.

B. Geographic Information Systems (GIS) Provider - Request for Proposals

Thunstrom reported the GIS Software the city currently uses was created by Bolton and Menk, Inc. Since the release of their services in 2017, the software has not been updated. This creates errors in mailings, updates to the water/sewer and infrastructure that has been installed or corrected since that date are not being completed. The GIS software is a computer based tool that is widely used by numerous city departments and consultants to map, store and analyzed information. Thunstrom also stated the council might want to consider what the city of East Bethel did when they recently updated their GIS system. They created a path for users to see information that is considered public.

Feldman said he likes the idea that we will be updating what we have.

Robinson asked by not just use Anoka County's GIS. The city GIS software is different from what is available through Anoka County. They do not track the individual land use and infrastructure specific to our City. The base of our system starts with Anoka County information. Robinson asked about the expenses. Thunstrom said one larger city paid about \$24,000 for the startup and about \$12,000 annually. It will vary and depend on the features we would want. Robinson asked would we have to hire a person for this. Thunstrom said no, the RFP asks that they would be the administrator and maintain the program.

Robinson asked how would we pay for these services. This would be a budgeted line item. Thunstrom and Kohlmann stated it is an expense but what we currently are using has not been updated since 2017 and we have added a lot of new infrastructure that has been put in place and property changes since 2017 that are not currently updated.

City Attorney Dave Schaps explained how these licenses for these type of programs work.

Udvig asked in the future would we be able to print maps with information on it for residents. Would all the information be on these maps? Thunstrom said that would be more of a data request and have to figure out what we could print. They would be better off to still go to Anoka County for the maps.

Feldman stated being we made the break from Bolton and Menk we might as well go out for RFP's. Expense we don't want to spend but we need to spend.

Muehlbauer said so does Hakanson and Anderson have this? Kohlmann said I don't believe Hakanson and Anderson have the capability or someone on staff that does this for their company. Feldman said we need the updates.

Robinson isn't there any updates Bolton and Menk should have given us? Thunstrom said we would have had to pay for the updates. Not saying they can't bid on this.

MOTION BY MUEHLBAUER SECOND UDVIG AUTHORIZING THE CITY TO RELEASE A REQUEST FOR PROPOSALS TO UPDATE THE GIS SERVICES SPECIFIC TO THE CITY OF ST. FRANCIS. Motion carried 5-0.

C. Liquor Store Expansion Update

It was discovered during the building design, the existing Liquor Store is a legal non-conforming building because it has an existing 0' setback. The required setback for this type of commercial district now is 25'. This required a full redesign of the original 40' x 63' (2,520 square feet) expansion to meet the 25' setback for the addition. The new design of a 44' x 55' expansion resulted in an additional \$3,440 in design fees. It would build to the north of the building. The result of the redesign did result in a more functional design. Because with the new design of the addition it would make it a

conforming addition. Feldman said we may not be on the same time schedule as previously presented because of what is going on in the world.

Bauer said he liked the idea of making the addition a conforming use. The price keeps going up but think it is a good idea to expand. I would agree to move forward.

Udvig agrees to move forward and agrees with Bauer. If you have questions on this, ask us, do not ask on Facebook. We are not hiding anything from you. We will give you the correct answers.

Robinson said it was first \$465,000, then \$642,000 now \$710,000. I thought the cooler expense was under estimated in the first place. This is really the only place in St. Francis that makes money for us. But why was the furniture, fixtures and equipment of \$10,500 not previously added. Along with an additional \$12,000 spread throughout, mainly because the site survey which needs to be sorted out. Why? I really don't believe this is a go to destination. It's more of a convenience. I am for scaling back. I think we need to get back to basics. Not opposed to it but let's take a second look. I want it to look nice. Again, now at \$710,000 I am for scaling back. There a lot of amenities here that don't make it a successful business.

Muehlbauer said I agree with a lot of what Robinson has said. I don't understand about it being non-conforming. When you are designing it and the amount of money we spent on that, shouldn't they have known it was non-conforming? Shouldn't that have been discovered by them? I'm shocked by the cost of it. On the fence with this.

Kohlmann said we can make it work, but we have to be able to make it work regarding the non-conforming.

Muehlbauer said didn't we say to stay under \$650,000, not happy with the increase. Feldman said we could take out some of the things too. We are planning for the future, to be competitive. We stopped the construction right now because we don't know about the COVID-19. We could hold off on the addition of some of the coolers. But we are going to do it right, right from the start.

Council continued on the construction and how we go from here.

Kohlmann said we started out with an extremely small expansion and then we kept adding on. He (Pearl Architect) is just trying to give us an estimate on the cost. It could come in less than the \$710,000. The one item that needs to be addressed tonight is the design plan and cost estimate. Feldman said we could always wait for the additional cooler installation.

Muehlbauer said what are we approving or committing and agreeing on tonight.

Kohlmann said tonight would be at least for the design plans and cost estimate \$3,440

for a 44' x 55' addition. Feldman said have Pearl Architects give us options, like add ons.

After more council discussion, they all agreed to move forward with the redesign adding on to the north.

Bauer asked about the location of the fiber optics. Kohlmann said we can also have a basic addition with alternates.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING A WORKSCOPE VARIANCE PAYMENT TO PEARL ARCHITECTURE ON THE 44' X 55 REDESIGN. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. **Administrator's Report – COVID-19**

Kohlmann reported on the COVID-19 pandemic and how it could affect the various departments. Will keep the council informed.

B. **Councilmember Reports -**

Muehlbauer – a person called about a recent lot split and had questions on it. Told him to call Kate.

Robinson – thanked staff, interesting times we are in.

Udvig – thanked staff and the extra hours. Call council if you have questions, stay home.

Bauer – not much to report, stay safe and support your local restaurants and use take outs/drive thru's and deliveries.

Feldman – thanked staff too, council is here to support staff. If you feel it is necessary, wear a mask. Use a common sense approach. You have a council in place that is not hiding anything. If you have questions, ask us. Even if the Hwy 47 takes longer, make sure it is done right; we will still be sitting down with MnDOT to discuss this further. Thanked council, Kate, Joe and Dave for coming tonight.

C. **Upcoming Events -**

Apr 15 Planning Commission Meeting @ St. Francis Community Center 7:00 pm

Apr 20 City Council Meeting @ St. Francis Community Center 6:00 pm

May 4 City Council Meeting @ St. Francis School District Offices 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:37 pm.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: Routine Dust Control
DATE: 4/20/2020

OVERVIEW: The City has identified high volume gravel roads. Spraying of calcium chloride helps us maintain these roads during the summer months. Dust control is a routine and budgeted for activity.

ACTION TO BE CONSIDERED:

Authorize the acceptance of the bid from NSI Inc in the amount of \$1.13 per gallon

BUDGET IMPLICATION: This will be paid for out of the Street fund (405)

Attachments:

1. Quote from Knife River
2. Quote from NSI Inc.
3. Map of treated areas

Quotes for Dust Control – 2020

The City of St. Francis will accept quotes for the furnishing and application of materials for dust control until April 10, 2020. All quotes must be submitted on this document and shall be signed and dated.

The City anticipates the use of approximately 18,500 gallons of chloride solution, City wide. Someone from the City will ride with each applicator truck to facilitate the application. Application widths will be approximately 18 to 20 feet.

The City of St. Francis will require the work to be completed by May 15, 2020, weather permitting.

The following identifies the required concentration of materials and application rates:

- For Calcium Chloride: 38% calcium chloride concentration applied.
 - Required application rate of 0.30 gallons per square yard.
- For Magnesium Chloride: 32% magnesium chloride concentration applied.
 - Required application rate of 0.30 gallons per square yard.

A final quantity of material has not been determined. Please provide a unit cost for each of the 2 Tiers associated with the material and the corresponding quantities listed below. Unit costs provided below shall include all costs associated with delivery and application of product as well as any applicable sales tax. City residents occasionally request that chloride solution be applied in front of their properties. **City residents must be able to contact your company for chloride applications while you are completing the work within the City and the same unit prices would apply.**

Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	<u>\$1.30 / Gal</u>
Tier II. Calcium Chloride	10,000 + gal	<u>\$1.27 / Gal</u>
Tier I. Magnesium Chloride	0 – 10,000 gal	_____
Tier II. Magnesium Chloride	10,000 + gal	_____

Name of Company Knife River North Central

Address 13504 Haven Road

Little Falls MN 56345

Phone Number 320-632-5435

Signature 

Date 3/26/20

Quotes for Dust Control – 2020

The City of St. Francis will accept quotes for the furnishing and application of materials for dust control until April 10, 2020. All quotes must be submitted on this document and shall be signed and dated.

The City anticipates the use of approximately 18,500 gallons of chloride solution, City wide. Someone from the City will ride with each applicator truck to facilitate the application. Application widths will be approximately 18 to 20 feet.

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Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	<u>\$1.132</u>
Tier II. Calcium Chloride	10,000 + gal	<u>\$1.132</u>
Tier I. Magnesium Chloride	0 – 10,000 gal	<u>N/A</u>
Tier II. Magnesium Chloride	10,000 + gal	<u>N/A</u>

Name of Company Northern Salt, Inc.

Address 20920 Forest Road North

Forest Lake, Minnesota 55025

Phone Number 651-209-3148

Signature



Date April 9, 2020

Sherburne County

Isanti County

SAINT FRANCIS

BURNS TOWNSHIP

OAK GROVE

SAINT FRANCIS

BETHEL

EAST BETHEL

OAK GROVE



Legend

- High Volume Rural Roadways
- Parcels
- St. Francis City Limits

Source: Anoka County, TLG



0 0.5
Miles

High Volume
Rural Roadways

May, 2014



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2019 Water Meter Replacement Project – Change Order No 2
DATE: April 20, 2020

OVERVIEW:

Attached for your consideration is Change Order No. 2 for the 2019 Water Meter Replacement Project. The purpose of this change order is to document the final contract quantities as explained on the attached change order.

ACTION TO BE CONSIDERED:

Consider approval of Change Order No. 2 for the 2019 Water Meter Replacement Project.

BUDGET IMPLICATION:

The original contract amount for this project was \$604,812.95. The final contract amount is \$578,015.72 or \$26,797.23 below the original contract amount.

ATTACHMENTS:

CHANGE ORDER NO. 2

SECTION 00991 – CHANGE ORDER

No. 2

PROJECT: 2019 Water Meter Replacement Project

DATE OF ISSUANCE: 4/20/2020

EFFECTIVE DATE: 4/20/2020

OWNER: City of St. Francis

ENGINEER'S Project No.: SF503

CONTRACTOR: Ferguson Enterprises, LLC

ENGINEER: Craig J. Jochum, P.E.

You are directed to make the following changes to the Contract Documents.

A. The following work items will be modified with this change order.

Items 1 through 12, on attached Pay Estimate #4, represent the final quantities for the original work items under this contract. Items 13 through 20, on attached Pay Estimate #4, have been added to this contract. This Pay Estimate includes payment for all work under this contract.

B. Reason for Change Order:

This project is a unit price contract. Staff estimated the bid items based on the available records and knowledge of the system. Several meter types and sizes were not estimated in the original bid items. This change order documents all final bid items and quantities installed under this contract.

C. Attachments: (List documents supporting change)

Pay Estimate #4

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
\$ 604,812.95	Substantial Completion: December 13, 2019 Ready for final payment: December 27, 2019
Net changes from previous Change Orders	Net changes from previous Change Orders
\$0	Substantial Completion: 0 Ready for final payment: 0
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
\$ 604,812.95	Substantial Completion: December 13, 2019 Ready for final payment: December 27, 2019
Net Increase of this Change Order	Net Increase of this Change Order
-\$26,797.23	Substantial Completion (days): 60 Ready for final payment (days): 60
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$ 578,015.72	Substantial Completion: February 11, 2019 Ready for final payment: February 25, 2019

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2019 Water Meter Replacement Project - Pay Estimate No. 4

DATE: April 20, 2020

OVERVIEW:

Attached is Pay Estimate No. 4 for the 2019 Water Meter Replacement Project. This pay estimate includes payment for all work under this contract less a 2% retainage. This estimate recommends payment of \$92,694.06. The original contract amount was \$604,812.95. The final contract amount is \$578,015.72.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 4 for the 2019 Water Meter Replacement Project.

BUDGET IMPLICATION:

This payment will be paid by the leasing company.

ATTACHMENTS:

PAY ESTIMATE NO. 4

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2019 Water Meter Replacement Project**

Date: April 15, 2020

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2019 Water Meter Replacement Project
Contractor: Ferguson Waterworks
Contract Amount: \$604,812.95
Award Date: July 18, 2019
Completion Date: December 13, 2019

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Ferguson Waterworks:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	FURNISH AND INSTALL 3/4" METER, REGISTER & MIU (SHORT 3/4")	861	EACH	\$ 301.02	\$ 259,178.22	1,014	\$ 305,234.28
2	FURNISH AND INSTALL 1" METER, REGISTER & MIU	4	EACH	\$ 374.87	\$ 1,499.48	16	\$ 5,997.92
3	FURNISH AND INSTALL 2" PD METER, REGISTER & MIU	28	EACH	\$ 858.49	\$ 24,037.72	12	\$ 10,301.88
4	FURNISH AND INSTALL 1 1/2" PD METER, REGISTER & MIU	1	EACH	\$ 796.74	\$ 796.74	13	\$ 10,357.62
5	FURNISH AND INSTALL 2" COMPOUND METER, REGISTER & MIU	6	EACH	\$ 1,873.24	\$ 11,239.44		\$ -
6	FURNISH AND INSTALL REGISTER AND MIU TO RETROFIT EXISTING METERS	854	EACH	\$ 233.14	\$ 199,101.56	618	\$ 144,080.52
7	FURNISH AND INSTALL BALL VALVE - 3/4" OR 1"	150	EACH	\$ 142.90	\$ 21,435.00	8	\$ 1,143.20
8	CONTINUOUS METER READING	1	LUMP SUM	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
9	MOBILE DATA COLLECTION SYSTEM	1	LUMP SUM	\$ 9,100.00	\$ 9,100.00	1	\$ 9,100.00
10	FIXED NETWORK DATA COLLECTOR SYSTEM	1	LUMP SUM	\$ 51,580.00	\$ 51,580.00	1	\$ 51,580.00
11	SYSTEM SOFTWARE	1	LUMP SUM	\$ 12,600.00	\$ 12,600.00	1	\$ 12,600.00
12	SETUP, TRAINING AND TECHNICAL SUPPORT	1	LUMP SUM	\$ 4,250.00	\$ 4,250.00	1	\$ 4,250.00
13	FURNISH AND INSTALL 2" TURBINE METER, REGISTER & MIU	1	EACH	\$ 1,032.69	\$ 1,032.69	1	\$ 1,032.69
14	FURNISH AND INSTALL 2" COMPOUND UME, REGISTER & MIU	7	EACH	\$ 1,116.74	\$ 7,817.18	7	\$ 7,817.18
15	FURNISH AND INSTALL 3" COMPOUND UME, REGISTER & MIU	1	EACH	\$ 1,486.74	\$ 1,486.74	1	\$ 1,486.74
16	FURNISH AND INSTALL 3" COMPOUND METER, REGISTER & MIU	1	EACH	\$ 2,917.70	\$ 2,917.70	1	\$ 2,917.70
17	FURNISH - R900 V4 MIU	7	EACH	\$ 81.25	\$ 568.75	7	\$ 568.75
18	FURNISH - 2" T10 REGISTER	1	EACH	\$ 75.64	\$ 75.64	1	\$ 75.64
19	FURNISH BALL VALVE	4	EACH	\$ 17.90	\$ 71.60	4	\$ 71.60
20	MOBILE DATA COLLECTION SYSTEM - DEDUCT	1	LUMP SUM	\$ (600.00)	\$ (600.00)	1	\$ (600.00)

Total Work Completed to Date	\$ 578,015.72
LESS 2% RETAINAGE:	\$ 11,560.31
LESS PAY ESTIMATE NO. 1:	\$ 197,083.64
LESS PAY ESTIMATE NO. 2:	\$ 203,720.31
LESS PAY ESTIMATE NO. 3:	\$ 72,957.40
WE RECOMMEND PAYMENT OF:	\$ 92,694.06

**PAY ESTIMATE #4
CITY OF ST. FRANCIS
2019 Water Meter Replacement Project**

APPROVALS:

CONTRACTOR: Ferguson Waterworks

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: _____ Date _____

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: _____ Date _____

OWNER: CITY OF ST. FRANCIS

Signed: _____

Title: _____ Date _____

**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: 04/16/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$203,600.56 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- \$190,220.22
Manual Checks- \$31.00

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:

- 04-20-2020 Packet List
- 04-20-2020 Other Checks

CITY OF ST FRANCIS

04/16/20 12:38 PM

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*Claim Register©

AP 04-20-2020

April 2020

Claim Type

Claim#	6051	ABDO, EICK & MEYERS, LLP				
Cash Payment	E 101-41540-301	Auditing and Acct g Servic	Annual audit services			\$9,000.00
Invoice	428445					
Cash Payment	E 601-49440-301	Auditing and Acct g Servic	Annual audit services			\$1,500.00
Invoice	428445					
Cash Payment	E 602-49490-301	Auditing and Acct g Servic	Annual audit services			\$1,500.00
Invoice	428445					
Cash Payment	E 609-49750-301	Auditing and Acct g Servic	Annual audit services			\$3,000.00
Invoice	428445					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$15,000.00

Claim Type

Claim#	5959	ACE SOLID WASTE, INC.				
Cash Payment	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE			\$63.54
Invoice						
Cash Payment	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE			\$66.46
Invoice						
Cash Payment	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE			\$212.05
Invoice						
Cash Payment	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE			\$77.53
Invoice						
Cash Payment	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE			\$77.53
Invoice						
Cash Payment	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE			\$61.73
Invoice						
Cash Payment	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE			\$61.73
Invoice						
Cash Payment	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE			\$42.67
Invoice						
Cash Payment	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE			\$42.69
Invoice						
Cash Payment	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE			\$42.69
Invoice						
Cash Payment	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE			\$42.69
Invoice						
Cash Payment	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE			\$42.69
Invoice						
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$834.00

Claim Type

Claim#	5961	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	RENTAL			\$13.39
Invoice	9969496517					
Cash Payment	E 101-43210-217	Other Operating Supplies	RENTAL			\$13.39
Invoice	9969496517					
Cash Payment	E 101-45200-217	Other Operating Supplies	RENTAL			\$13.39
Invoice	9969496517					
Cash Payment	E 601-49440-217	Other Operating Supplies	RENTAL			\$13.39
Invoice	9969496517					
Cash Payment	E 602-49490-217	Other Operating Supplies	RENTAL			\$13.40
Invoice	9969496517					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$66.96

Claim Type

Claim#	6052	ALWAYS BRIGHT LIGHTS LTD				
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Cash Payment	E 101-45200-311 Contract	REMOVED HOLIDAY BANNERS	\$400.00
	Invoice 842		

Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$400.00
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Claim TypeClaim# 6058 *ANGIES GARDEN GATE LLC*

Cash Payment	R 101-32245 Rental Licensing	REFUND PART RENTAL LICENSE	\$25.00
	Invoice .0420		

Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$25.00
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Claim TypeClaim# 6026 *BELLBOY CORPORATION*

Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES	\$120.06
	Invoice 0101138600		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$17.05
	Invoice 0083529900		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$4.57
	Invoice 0101138600		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$2,155.95
	Invoice 0083529900		

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$2,297.63
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Claim TypeClaim# 6035 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$241.90
	Invoice 68734		

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$241.90
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Claim TypeClaim# 6017 *BGS (BARNA GUZY)*

Cash Payment	E 101-41600-304 Civil Legal Fees	SMITH - ADMIN HEARING	\$1,388.00
	Invoice 215552		

Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$182.00
	Invoice 215672		

Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	LAKETOWN HOMES DEVELOPMENT AGREEMENT	\$3,080.00
	Invoice 215724		

Cash Payment	E 101-41600-304 Civil Legal Fees	PETITION FOR CERTIFICATE OF POSSESSORY TITLE	\$84.00
	Invoice 215723		

Cash Payment	E 101-41600-304 Civil Legal Fees	PURCHASE OF 3721 BRIDGE ST	\$757.00
	Invoice 215856		

Cash Payment	E 101-41600-304 Civil Legal Fees	2015 POLICE NEGOTIATIONS	\$135.00
	Invoice 215595		

Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION - RETAINER FILE	\$5,000.00
	Invoice 215461		

Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR	\$1,540.00
	Invoice 215551		

Cash Payment	E 101-41600-304 Civil Legal Fees	MEADOWS OF ST. FRANCIS PURCHASE	\$420.00
	Invoice 215554		

Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL	\$1,900.00
	Invoice 215550		

Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$140.00
	Invoice 215674		

Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT	\$546.00
	Invoice 215553		

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Cash Payment	E 101-41600-304 Civil Legal Fees	MISC. FORFEITURES				\$416.00
Invoice	215670					
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE				\$70.00
Invoice	215673					
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE				\$56.00
Invoice	215671					
Cash Payment	E 101-41600-304 Civil Legal Fees	MISC. NON RETAINER				\$674.00
Invoice	215555					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$16,388.00

Claim Type

Claim# 6028 BREAKTHRU BEVERAGE

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$56.10
Invoice	1081121878					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,368.02
Invoice	1081121878					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$43.33
Invoice	1081121878					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$4,467.45

Claim Type

Claim# 5976 CHETS SAFETY SALES, INC.

Cash Payment	E 101-43100-417 Uniform Clothing & PPE	UNIFORMS - MCDONAGH				\$104.12
Invoice	20299					
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	UNIFORMS - MCDONAGH				\$104.12
Invoice	20299					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS - REEDER				\$76.25
Invoice	20299					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS - REEDER				\$76.24
Invoice	20299					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$360.73

Claim Type

Claim# 6106 CINTAS

Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS				\$16.16
Invoice	4047955061					
Cash Payment	E 601-49440-402 Janitorial Service	RUG MAINTENANCE				\$23.04
Invoice	4046776480					
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES				\$6.01
Invoice	4047426535					
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES				\$6.01
Invoice	4047426535					
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES				\$6.01
Invoice	4047426535					
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES				\$6.01
Invoice	4047426535					
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES				\$24.04
Invoice	4047426535					
Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$87.28

Claim Type

Claim# 5958 COUNTY MARKET - CITY ACCOUN

Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$273.17
Invoice	.0420					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$273.17

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Claim Type

Claim#	6040	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC.			\$25.92
	Invoice 002.B009279					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$25.92

Claim Type

Claim#	6042	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$6,321.10
	Invoice 116-01467					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC.			\$276.00
	Invoice 116-01467					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$6,597.10

Claim Type

Claim#	6053	DEPT OF EMPLOYMENT AND				
Cash Payment	E 101-42210-441	Miscellaneous	MISC.			\$104.73
	Invoice .0420					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$104.73

Claim Type

Claim#	6101	DEX MEDIA EAST LLC				
Cash Payment	E 609-49750-340	Advertising	ADVERTISING			\$41.25
	Invoice .0420					
Cash Payment	E 609-49750-340	Advertising	ADVERTISING			\$41.25
	Invoice .0420					
Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$82.50

Claim Type

Claim#	6049	DODGE OF BURNSVILLE, INC.				
Cash Payment	E 402-42110-550	Vehicles	VEHICLE PURCHASE			\$21,150.00
	Invoice N49087					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$21,150.00

Claim Type

Claim#	6047	DOOLEY, JEFF				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT# 3070			\$88.62
	Invoice .0420					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$88.62

Claim Type

Claim#	5975	E.H. RENNER				
Cash Payment	E 601-49440-233	Water Treatment Plant Mai	TURBINE OIL			\$26.56
	Invoice 1450					
Cash Payment	E 602-49490-228	Equipment Maintenance	TURBINE OIL			\$26.56
	Invoice 1450					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$53.12

Claim Type

Claim#	6056	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-42210-401	Repairs/Maint Buildings	DOOR REPAIR			\$189.50
	Invoice 6077					
Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$189.50

Claim Type

Claim#	6102	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351	Legal Notices Publishing	ORDINANCE 263			\$155.88
	Invoice 769088					

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Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$155.88
Claim Type						
Claim#	5971	ELITE SANITATION				
Cash Payment	E 101-45200-402 Janitorial Service		FIXED DEFERRED REV			\$229.00
	Invoice 26466					
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL			\$305.00
	Invoice 26441					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$534.00
Claim Type						
Claim#	6061	EMERGENCY AUTOMOTIVE TECH.				
Cash Payment	E 402-42110-550 Vehicles		INSTALLATION			\$7,289.20
	Invoice OAK19328					
Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$7,289.20
Claim Type						
Claim#	5995	FLYTE HCM LLC				
Cash Payment	E 101-41540-301 Auditing and Acct g Serv	APRIL 2020				\$50.00
	Invoice F6857					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$50.00
Claim Type						
Claim#	5974	GOPHER STATE ONE-CALL				
Cash Payment	E 602-49490-442 Gopher State		MARCH 2020 TICKETS			\$24.30
	Invoice 0030758					
Cash Payment	E 601-49440-442 Gopher State		MARCH 2020 TICKETS			\$24.30
	Invoice 0030758					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$48.60
Claim Type						
Claim#	5985	HAWKINS, INC.				
Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHLORIDE				\$3,488.09
	Invoice 4676231					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$3,488.09
Claim Type						
Claim#	5965	HOISINGTON KOEGLER GROUP, I				
Cash Payment	E 101-41910-311 Contract		GENERAL PLANNING			\$1,335.00
	Invoice 018-041-19					
Cash Payment	E 101-43100-311 Contract		PUBLIC WORKS (SIWEK PARK)			\$4,483.75
	Invoice 018-041-19					
Cash Payment	E 101-41910-307 Comp Plan/Wetland Fees	COMPREHENSIVE PLAN				\$408.75
	Invoice 018-041-19					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	LAKETOWN HOMES (RIVERS EDGE)				\$506.25
	Invoice 018-041-19					
Cash Payment	G 803-22145 ESC-School-SITE PLAN	SCHOOL DISTRICT				\$1,755.00
	Invoice 018-041-19					
Cash Payment	G 803-22159 ESC-DENKER	ESC-DENKER				\$340.79
	Invoice 018-041-19					
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION	ESC-SCHULTE SUBDIVISION (TURTLE PONDS)				\$168.75
	Invoice 018-041-19					
Cash Payment	G 803-22171 Marties (Buzick) CUP	3950 227TH CUP				\$209.54
	Invoice 018-041-19					
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$9,207.83

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Claim Type

Claim#	6108	ISD #15				
Cash Payment	E 101-42210-221	Vehicle Repair & Maintena	1998 TANKER			\$230.15
Invoice	4788					
Cash Payment	E 101-43100-218	Equipment Repair & Maint	2014 RAM 2500 HD			\$526.29
Invoice	4784					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	2018 DODGE CHARGER PURSUIT			\$979.18
Invoice	4790					
Cash Payment	E 101-43100-221	Vehicle Repair & Maintena	1990 CHEVROLET TANKER TRUCK			\$218.16
Invoice	4786					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	2019 DODGE CHARGER			\$81.53
Invoice	4787					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	2017 DODGE CHARGER			\$1,017.23
Invoice	4789					
Cash Payment	E 101-45200-221	Vehicle Repair & Maintena	1990 CHEVROLET TANKER TRUCK			\$218.16
Invoice	4786					
Cash Payment	E 101-45200-218	Equipment Repair & Maint	2014 RAM 2500 HD			\$526.30
Invoice	4784					
Cash Payment	E 101-43210-221	Vehicle Repair & Maintena	1990 CHEVROLET TANKER TRUCK			\$218.16
Invoice	4786					
Cash Payment	E 601-49440-228	Equipment Maintenance	2014 RAM 2500 HD			\$526.29
Invoice	4784					
Cash Payment	E 602-49490-228	Equipment Maintenance	2014 RAM 2500 HD			\$526.29
Invoice	4784					
Cash Payment	E 601-49440-221	Vehicle Repair & Maintena	1990 CHEVROLET TANKER TRUCK			\$218.16
Invoice	4786					
Cash Payment	E 602-49490-221	Vehicle Repair & Maintena	1990 CHEVROLET TANKER TRUCK			\$218.15
Invoice	4786					
Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$5,504.05

Claim Type

Claim#	6025	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			-\$180.00
Invoice	597681					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$12.56
Invoice	1539738					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$12.56
Invoice	1539737					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$985.67
Invoice	1539737					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$383.20
Invoice	1539738					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$1,213.99

Claim Type

Claim#	6046	LEE, JASON				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT# 3251			\$564.00
Invoice	.0420					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$564.00

Claim Type

Claim#	5967	LMC INSURANCE TRUST				
Cash Payment	E 101-42110-160	Work Comp Insurance	DEDUCTIBLE-BOE			\$11.97
Invoice	.0420					
Cash Payment	E 101-41110-360	Insurance	INSURANCE			\$77.52
Invoice	.042020					

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Cash Payment	E 101-41120-360 Insurance	INSURANCE	\$0.69
Invoice	.042020		
Cash Payment	E 101-41400-360 Insurance	INSURANCE	\$712.92
Invoice	.042020		
Cash Payment	E 101-41410-360 Insurance	INSURANCE	\$2.97
Invoice	.042020		
Cash Payment	E 101-41500-360 Insurance	INSURANCE	\$370.75
Invoice	.042020		
Cash Payment	E 101-41600-360 Insurance	INSURANCE	\$227.79
Invoice	.042020		
Cash Payment	E 101-41910-360 Insurance	INSURANCE	\$471.62
Invoice	.042020		
Cash Payment	E 101-41940-360 Insurance	INSURANCE	\$558.81
Invoice	.042020		
Cash Payment	E 101-42110-360 Insurance	INSURANCE	\$6,354.62
Invoice	.042020		
Cash Payment	E 101-42210-360 Insurance	INSURANCE	\$1,574.54
Invoice	.042020		
Cash Payment	E 101-42400-360 Insurance	INSURANCE	\$345.87
Invoice	.042020		
Cash Payment	E 101-43100-360 Insurance	INSURANCE	\$3,148.16
Invoice	.042020		
Cash Payment	E 101-43210-360 Insurance	INSURANCE	\$114.19
Invoice	.042020		
Cash Payment	E 101-45000-360 Insurance	INSURANCE	\$2.22
Invoice	.042020		
Cash Payment	E 101-45200-360 Insurance	INSURANCE	\$3,311.05
Invoice	.042020		
Cash Payment	E 601-49440-360 Insurance	INSURANCE	\$4,167.53
Invoice	.042020		
Cash Payment	E 602-49490-360 Insurance	INSURANCE	\$5,590.10
Invoice	.042020		
Cash Payment	E 609-49750-360 Insurance	INSURANCE	\$3,973.93
Invoice	.042020		
Cash Payment	E 101-49200-360 Insurance	INSURANCE	\$10.72
Invoice	.042020		

Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$31,027.97
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Claim Type

Claim# 5991 LOFFLER

Cash Payment	E 102-42110-217 Other Operating Supplies	IT SERVICES	\$90.00
Invoice	cw102279		

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$90.00
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Claim Type

Claim# 6041 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$4,738.50
Invoice	532102		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$19.00
Invoice	532212		

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$4,719.50
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Claim Type

Claim# 5966 MEDTOX LABORATORIES, INC.

Cash Payment	E 101-43100-441 Miscellaneous	MED TESTING	\$42.12
Invoice	03202095907		

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Cash Payment	E 101-45200-441 Miscellaneous	MED TESTING				\$42.12
Invoice	03202095907					
Cash Payment	E 601-49440-441 Miscellaneous	MED TESTING				\$42.12
Invoice	03202095907					
Cash Payment	E 602-49490-441 Miscellaneous	MED TESTING				\$42.14
Invoice	03202095907					

Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$168.50
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Claim Type

Claim# 6105 METRO SALES, INC.

Cash Payment	E 101-42110-311 Contract	COPIES				\$349.58
Invoice	INV1573182					

Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$349.58
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Claim Type

Claim# 6011 MIDCONTINENT COMMUNICATION

Cash Payment	E 601-49440-321 Telephone	TELEPHONE				\$150.00
Invoice	13334860111177					
Cash Payment	E 609-49750-321 Telephone	TELEPHONE				\$150.00
Invoice	133331300111177					
Cash Payment	E 101-42110-321 Telephone	TELEPHONE				\$17.67
Invoice	13332710111177					
Cash Payment	E 101-43100-321 Telephone	TELEPHONE				\$17.67
Invoice	13332710111177					

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$335.34
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Claim Type

Claim# 6104 MN DEPT OF PUBLIC SAFETY

Cash Payment	E 101-42110-311 Contract	CJDN ACCESS - 1ST QUARTER				\$270.00
Invoice	598679					

Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$270.00
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Claim Type

Claim# 5988 NORTH METRO TREE SERVICE IN

Cash Payment	E 101-43100-311 Contract	TREE CUTTING				\$1,425.00
Invoice	002					

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$1,425.00
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Claim Type

Claim# 5990 NORTHERN AIR CORPORATION

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SPRING				\$469.66
Invoice	170742					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SPRING				\$469.66
Invoice	170742					
Cash Payment	E 101-43210-401 Repairs/Maint Buildings	SPRING				\$469.67
Invoice	170742					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	SPRING				\$469.67
Invoice	170742					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SPRING				\$469.67
Invoice	10142110401					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	SPRING				\$469.67
Invoice	170742					

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$2,818.00
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Claim Type

Claim# 6103 OPUS 21

Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING				\$1,344.64
Invoice	200317					

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Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING				\$1,344.63
	Invoice 200317					
Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$2,689.27
Claim Type						
Claim#	5997	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$166.00
	Invoice 2012015719					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$93.00
	Invoice 2012015732					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$142.50
	Invoice 2012015742					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$211.50
	Invoice 2012016018					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$233.50
	Invoice 2012016149					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$95.00
	Invoice 2012016161					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$125.00
	Invoice 2012016308					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$110.00
	Invoice 2012016333					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$151.00
	Invoice 2012016418					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$88.00
	Invoice 2012016442					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$136.00
	Invoice 2012015902					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$1,551.50
Claim Type						
Claim#	6030	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.50
	Invoice 85890					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$240.00
	Invoice 85890					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$244.50
Claim Type						
Claim#	6107	PEARL ARCHITECTURE LLC				
Cash Payment	G 609-16500 Construction in Progress	LIQUOR STORE EXPANSION				\$6,649.76
	Invoice 2002002-01					
Cash Payment	G 609-16500 Construction in Progress	DESIGN AND CONSTRUCTION				\$22,526.83
	Invoice 2020.02-02					
Transaction Date	4/16/2020	Due 4/16/2020	CASH	10100	Total	\$29,176.59
Claim Type						
Claim#	6036	PEPSI COLA				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$397.40
	Invoice 00674205					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$397.40
Claim Type						
Claim#	6055	PETERSON, CONNIE				
Cash Payment	G 601-22200 Deferred Revenues	REFUND CREDIT BALANCE #2259				\$217.14
	Invoice .0420					
Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$217.14

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*Claim Register©

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Claim Type

Claim#	6062	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			-\$546.25
	Invoice 601253					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$9.42
	Invoice 6023188					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$730.50
	Invoice 6023188					
Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$193.67

Claim Type

Claim#	5984	PINE TECHNICAL & COMM. COLLEGE				
Cash Payment	E 101-42210-208	Training and Instruction	TRAINING			\$1,500.00
	Invoice 00045916					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$1,500.00

Claim Type

Claim#	6045	RANDLEMAN, CORWIN				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT# 5798			\$155.01
	Invoice .0420					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$155.01

Claim Type

Claim#	5986	RICCAR HEATING				
Cash Payment	E 601-49440-401	Repairs/Maint Buildings	INDUCER			\$650.00
	Invoice 2020-551					
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$650.00

Claim Type

Claim#	6009	ROSEVILLE, CITY OF				
Cash Payment	E 101-43100-310	Computer Consulting Fee	IT SERVICES			\$520.00
	Invoice 0228883					
Cash Payment	E 101-43100-310	Computer Consulting Fee	IT SERVICES			\$507.00
	Invoice 0228899					
Cash Payment	E 101-41110-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$411.36
	Invoice 0228861					
Cash Payment	E 101-41400-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$1,439.76
	Invoice 0228861					
Cash Payment	E 101-42110-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$5,039.16
	Invoice 0228861					
Cash Payment	E 101-42210-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$925.56
	Invoice 0228861					
Cash Payment	E 101-43100-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$411.36
	Invoice 0228861					
Cash Payment	E 101-45200-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$411.36
	Invoice 0228861					
Cash Payment	E 601-49440-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$411.36
	Invoice 0228861					
Cash Payment	E 602-49490-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$411.36
	Invoice 0228861					
Cash Payment	E 609-49750-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$205.68
	Invoice 0228861					
Cash Payment	E 101-42400-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$411.36
	Invoice 0228861					
Cash Payment	E 101-41910-310	Computer Consulting Fee	APRIL 2020 - IT SERVICES			\$205.68
	Invoice 0228861					

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April 2020

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$11,311.00
Claim Type						
Claim#	6050 SHI INTERNATIONAL CORP					
Cash Payment	E 601-49440-237 Small Equipment	OFFICE EQUIPMENT				\$268.00
Invoice B11576243						
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$268.00
Claim Type						
Claim#	6044 SIEGEL, MATT					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 4985				\$200.93
Invoice .0420						
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$200.93
Claim Type						
Claim#	6043 SIGN POST HOMES, INC					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 5786				\$28.62
Invoice .0420						
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$28.62
Claim Type						
Claim#	6033 SOUTHERN GLAZERS OF MN					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.12
Invoice 1942723						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$3.84
Invoice 1942722						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$12.80
Invoice 1942724						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$650.00
Invoice 1942724						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$336.90
Invoice 1942723						
Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$1,008.66
Claim Type						
Claim#	5977 ST. FRANCIS HOME RUN CLUB					
Cash Payment	E 101-45200-311 Contract	CONTRACT				\$6,650.68
Invoice .0420						
Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$6,650.68
Claim Type						
Claim#	6054 TJ ASSOCIATES					
Cash Payment	E 101-43100-441 Miscellaneous	BUSINESS CARDS - WINDINGSTAD				\$24.48
Invoice 233376						
Cash Payment	E 602-49490-441 Miscellaneous	BUSINESS CARDS - WINDINGSTAD				\$24.47
Invoice 233376						
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$48.95
Claim Type						
Claim#	6059 TOTAL CONTROL SYSTEMS, INC.					
Cash Payment	E 602-49490-229 Project Repair & Maintena	WWTP RAS #2 FAIL ISSUE				\$277.50
Invoice 9269						
Cash Payment	E 602-49490-229 Project Repair & Maintena	WWTP SCADA				\$4,209.26
Invoice 9270						
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	CAMERA				\$55.50
Invoice 9243						
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	CAMERA				\$55.50
Invoice 9243						

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Cash Payment	E 601-49440-401 Repairs/Maint Buildings	CAMERA				\$55.50
Invoice	9243					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	CAMERA				\$55.50
Invoice	9243					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	CAMERA				\$55.50
Invoice	9243					
Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$4,764.26

Claim Type

Claim# 6048 U S BANK EQUIPMENT FINANCE

Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE				\$200.87
Invoice	.0420					
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE				\$200.87
Invoice	.0420					
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE				\$200.87
Invoice	.0420					
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE				\$200.87
Invoice	.0420					
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE				\$200.87
Invoice	.0420					
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE				\$200.60
Invoice	.0420					
Transaction Date	4/14/2020	Due 4/14/2020	CASH	10100	Total	\$1,204.95

Claim Type

Claim# 6057 UHL COMPANY, INC

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SENSOR REPLACEMENT				\$177.44
Invoice	21345					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SENSOR REPLACEMENT				\$177.44
Invoice	21345					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	SENSOR REPLACEMENT				\$177.44
Invoice	21345					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SENSOR REPLACEMENT				\$177.44
Invoice	21345					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	SENSOR REPLACEMENT				\$177.44
Invoice	21345					

Transaction Date	4/15/2020	Due 4/15/2020	CASH	10100	Total	\$887.20
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Claim Type

Claim# 5978 VESSCO, INC.

Cash Payment	E 601-49440-233 Water Treatment Plant Mai	WIPER RING				\$1,771.24
Invoice	79662					

Transaction Date	4/9/2020	Due 4/9/2020	CASH	10100	Total	\$1,771.24
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Claim Type

Claim# 6038 WINE MERCHANTS

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.85
Invoice	7280789					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$680.00
Invoice	7280789					

Transaction Date	4/13/2020	Due 4/13/2020	CASH	10100	Total	\$687.85
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	<u>\$203,600.56</u>
Total	\$203,600.56

CITY OF ST. FRANCIS
4/20/2020

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
77385	4/9/2020	Driver & Vehicle Services	Registration	25.00
77386	4/9/2020	Driver & Vehicle Services	Plate	6.00
TOTAL				31.00
Disbursements via Debits to 4M Account				
		Payee	Description	Amount

TOTAL	0.00
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Disbursements via Debits to Checking Account

	Payee	Description	Amount	
	03/02/20	Health Partners	Health Insurance	26,338.92
		Cayan	Liquor CC Fee	2,884.68
	03/05/20	Federal Tax	Payroll	21,683.12
		PERA	Payroll	20,930.52
		VOYA	Payroll	1,490.00
		ICMA	Payroll	285.00
		State Tax	Payroll	4,533.64
		MSRS	Payroll	515.68
		Healthcare Savings	Payroll	427.00
	03/13/20	Visa	CC Payment	16,156.32
	03/16/20	Centerpoint	Gas bill	7,063.81
	03/17/20	Federal Tax	Payroll	1,258.50
		PERA	Payroll	236.43
		State Tax	Payroll	32.74
		Child support	Payroll	499.99
	03/18/20	Connexus	Electric Bills	19,580.00
	03/19/20	Federal Tax	Payroll	21,154.86
		PERA	Payroll	20,688.61
		VOYA	Payroll	1,490.00
		ICMA	Payroll	285.00
		State Tax	Payroll	4,446.09
		MSRS	Payroll	486.78
		Healthcare Savings	Payroll	427.00
	03/20/20	Mn Dept of Revenue	Sales Tax	16,828.00
		Cayan	Liquor CC Fee	5.35
		Cayan	Liquor CC Fee	39.90
	03/23/20	TASC	qtlry fee	47.58
	03/31/20	Village Bank	Bank Fees	80.00
	03/31/20	Payment Service Network	CC Fees	324.70

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.	68	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	96	Inspections
Parks	Events	Preparation and Inspection	0	
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	13	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1	1 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	52	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	62	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	21	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

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



**Water and Sewer Monthly
Report – March 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	20	Inspections
Water	Operational Hours	Hours spent at facility	40	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Flows/Results			
		Total Raw water	12.8	Million Gallons
		Total Finished water	12.4	Million Gallons
		Finished water sold		Million Gallons
		Accounted water %		%
		Oak Grove water use		Million Gallons
		Average Daily Flow	.400	Million Gallons
		Average Chlorine	.71	Mg/l
		Average Raw Iron	1.09	Mg/l
		Average Raw Manganese	.089	Mg/l
		Average Fluoride	.74	Mg/l
		Iron Removal	99	%
		Manganese Removal	72	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (30 Constituents); 8 Effluent (40 Constituents)	70	Constituents
Wastewater	Operational Hours	Hours spent at facility.	160	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	20	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	160	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.9	Million Gallons
		Total Effluent	11.0	Million Gallons
		Reuse effluent	.241	Million Gallons
		Influent TSS	437	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	0	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
		Influent CBOD	314	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.4	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	33.7	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	30	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	6	Inspections
Water/Sewer	Water Miscellaneous	Work orders:	37	Work Orders
Re-reads	Re-read Meters	Re-read Meters	55	Meters
Water/Sewer	Monthly Projects			
DI-6 Lift Station	Pull Pumps	Pulled pumps due to plug.	4	Pumps
Ambassador Lift Station	Pull Pumps	Pulled pumps due to plug.	1	Pumps
Deer Creek Lift Station	Pull Pumps	Pulled pumps due to plug.	2	Pumps
River Shores Lift Station	Pull Pumps	Pulled pumps due to plug.	2	Pumps
River Shores Lift Station	Vac/Clean Out Lift Station	Lift station was cleaned due to grease and other items.	1	Lift Station
WWTP	Repair Decant Pipe	Pipe/flange for biosolids decant was broken.	1	Pipe
WWTP	Complete Discharge Monitoring Report (DMR)	Monthly sampling report due each month for MPCA.	1	Report
WWTP	UV System Cleaning and Re-installation	Bulbs were cleaned and system was put back in service for per permit requirements.	120	Bulbs
WTP	Fluoride Report	Monthly report due each month for MDH listing Fluoride results.	1	Report
WTP	Detention Tank	Drain and clean sediment out of tank.	1	Day
WTP	Chlorine Maintenance	Replace Chlorine Tubing.	100	Feet
Water Tower	Flag Pole Cable System	The cable system was replaced and the flag was re-installed.	2	Hours
Radio Read Meters	Staff Training	Staff had training with new meter reading equipment.	3	Hours

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

Community Development

Quarterly Report of January - March 2020

Economic Development



- **3950 227th Ave** – City lost the feed store however, the building was sold and approved for online auto sales.
- **Bridge Street-** School building had a pending offer working through zoning and use with city Staff. Hardware store has been listed for sale on the MLS. City parcels have been listed through a commercial real estate site. Staff will support the current owners to provide technical assistance on future use questions/concerns.
- **Commercial projects** – staff continue to have conversations regarding the Meridian and senior housing project. Along with the new project concepts, staff provides assistance to current land and building owners who are working to sell their property. This is encouraged to prevent buyers from acquiring a property with a development not supported by the City.

AC Regional Economic Development –St. Francis is part of the Executive Committee and marketing committee to continue involvement in countywide efforts. The group has had to cancel several events directed towards businesses and real estate groups. The City has highlighted properties for sale and works with the group for resources. Current efforts are directed towards businesses assistance due to Covid-19. For more information, visit the website at <https://www.anokacountysuccess.org/>.

Marketing – staff continue to market the city and our available development opportunities. A couple different approaches are being tried. One effort includes creating an Instagram site and posting photos and facts about the City. Once there is a base of information, we will further connect people to the site. Staff is creating handouts and information for future events to identify the opportunity and contact information for interested parties. Additionally, direct mailings and emails are sent out to showcase opportunities when we learn of a business looking to expand or relocate.

Housing Development



Meadows Townhomes –Joshua Markum homes continues to bring new homes to this development. One of the units was shown in the Spring Parade of Homes tour which was cut short due to Covid-19. Two buildings were started in 2019 and a third is framed. Additional units are expected

Woodhaven Expansion – New homes continue to be added to the Woodhaven development. A recent article in the Star Tribune titled *Mobile home parks planning expansions to meet increasing demand, despite local resistance* highlighted the growing Woodhaven community. That since the 1990's only three parks have increased in size, Woodhaven being one of them.

Rivers Edge Development –First phase of the development continues to fill with new homes. There are two builders maintain those lots. The second and third phases are expected to break ground this spring. Additional lots are anticipated in 2020.

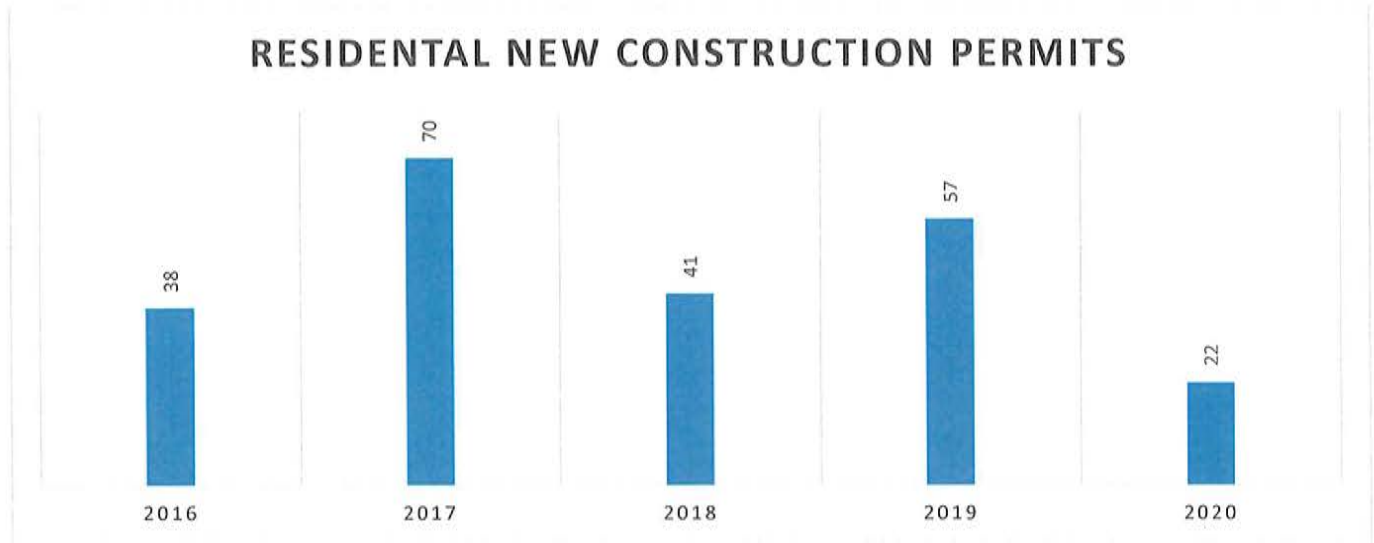
Turtle Ponds, East and West – Final Plats were approved in March; this will create an additional 15 lots. Parcels include two single-family homes and 13 townhome lots. Development Agreements and Final platting requirements are in the hands of the owner.

Chelsey Gardens Townhomes – this ten (10) unit structure is under construction and moving forward with units for sale. This is the final building of the fourth and final anticipated unit of this development.

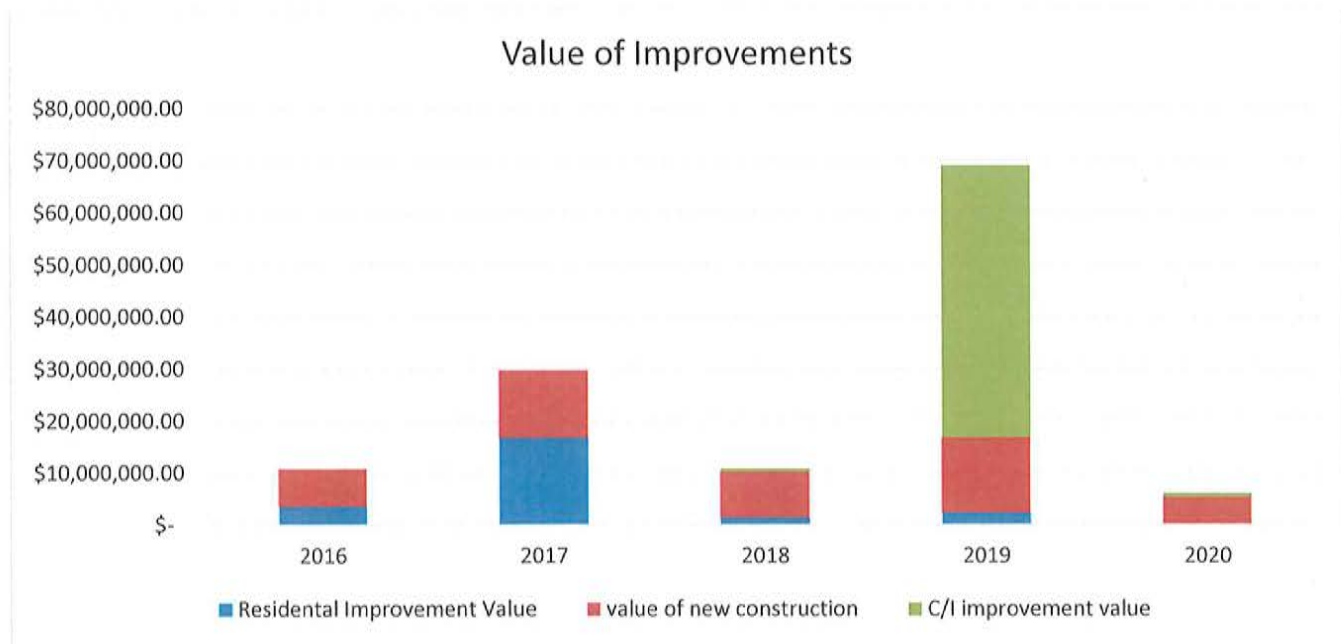


Building Department

The City has made it through the first quarter and to date, have received a higher number of new home permits than in the first quarter of 2019 (5) and 2018 (9). The City was on track for record year of new homes until the slow down related to Covid-19. Below is where the City is at the end of the first quarter of 2020 compared to past four year's totals.



Permit value is an important indicator in regards to the overall investment in the city. It is important to maintain what is already in place to ensure housing and building stock continues to serve a need and adds value to the community. Much of this year's value to date is from new single family homes.



Permit revenue is based on both counter permits (flat fee items such as fences, roofs, etc.) and projects that are based on a valuation schedule. All permit costs are identified in the City fee schedule. Fees are utilized to cover expenses of the permit process such as administration, inspections, engineering and planning if necessary.



Administration

- Ordinances- staff continues to work on ordinance updates, for the first quarter of 2020, those included:
 - Pawnbroker – update due to change in service provider
 - SSTS – updates to meet State Statutes and include point of sale
 - Bees – reduce number of acre requirements for keeping of bees
 - Security for developments – create Council flexibility to negotiate LOC rates in Development Agreements
 - Racetracks – set number of acre and setback requirements on racetracks
 - Top Soil – create a definition in zoning code
 - Moratorium on Auto Sales – allow time for city code to appropriately place auto sales in commercial areas.
- Comprehensive Plan – Final document was approved March 2, 2020. Staff will move forward with HKGi to update zoning maps and ordinances.
- Rental program – on February 11th, Community Development and the Police Department held a landlord meeting to discuss and answer questions on city ordinance and process. Attendance was positive.
- CUP/IUP Permits – a complete inventory has been completed of all land use permits. Staff has begun to review timelines and criteria for spring inspections. Many old permits were able to be removed as the ownership has changed and the use has not been maintained. Some of our current businesses that are looking to change or update services or building fall under these permits; staff continues to provide technical assistance with those owners.

Code Enforcement

Current Code Enforcement process, as directed by Council.

Existing Process	Changes – in addition to existing process
Complaint brought to City Hall	PD Identifies property with issue/concern. Current issue looking for: vehicles, trailers, boats, parking and inoperable
Inspection and photographs	Door knock or phone call to property owner
Send letter to property and owner if rental situation	Letter left with property owner with and/or without contact made. Letter provides a deadline for compliance
Date provided to become compliant, second inspection completed	Property information transferred to Community Development
Issues resolved- file closed Issues un-resolved – citation sent	Upon deadline, inspection made
Process continues until issues are resolved	If not in compliance, moved to existing process identified

Typically first quarter code enforcement issues are slow due to snow covering yard concerns. With an early spring melt staff has received several calls on junk and debris issues uncovered. Most common concerns still received are due to junk and vehicle issues. Community Development continues to work with the Police Department to engage residents to remove issues before they lead to enforcement actions.

Two properties received a Council extended compliance deadline

- 45xx 233rd – excessive auto storage, unlicensed vehicles, noise and lighting issues. Owner has several items to address, requested extension until May.
- 24xxx Germanium St. – trailers parked within yard, owners requesting a spring follow up for ability to create space, extension until June.

The Following properties are properties that are multi-year and ongoing code enforcement efforts:

- 22xxx Rum River Blvd, nuisance property – Staff provided property owner with reasonable deadlines to address property to complete remodel or demolish. Deadlines were missed; property was moved to our Legal team for abatement proceedings.
- 23xxx Ambassador Blvd, junk, debris, garbage, parking and vehicle issues. Property went through a foreclosure sale in December. Six-month redemption will be completed in June. City will work with bank at that time to get the property cleaned.



St. Francis Police Department Quarterly Report

January – March 2020

To: City Council and City Administrator Joe Kohlmann
From Todd Schwieger, Chief of Police
Date: April 20, 2020

RE: Police Department First Quarter Report

The St Francis Police Department began 2020 by recognizing four officers for their extraordinary efforts in 2019 during the department annual awards ceremony. Officers Chris Bulera, Nate Schwieger, Brandon Stemme and Reserve Officer Richard Sieber were presented with the St Francis Police Department Award of Commendation for outstanding service and superior dedication to the St Francis Police Department and Community in 2019.

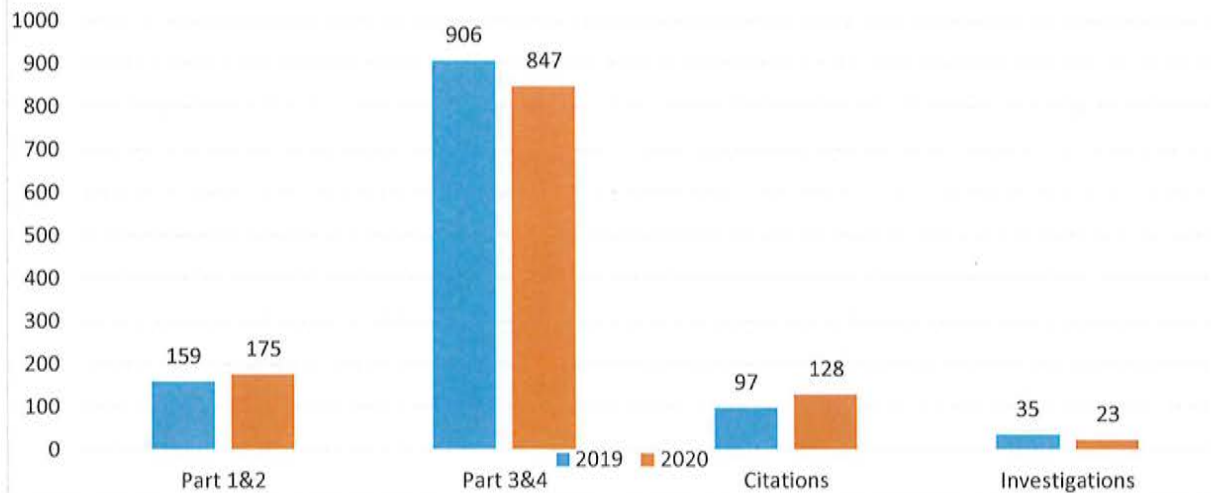
In March the COVID-19 outbreak hit with a vengeance and police department staff had to make adjustments in order to continue providing essential services to the community in conjunction with keeping staff healthy. Despite the new normal of a lobby closure and multiple employees working from home police department staff did an extraordinary job in continuing to serve and protect the citizens of St Francis. The teamwork and acts of selflessness that not only police department staff displayed but ALL city staff displayed was and is an honor to be a part of. Spring is usually a time when staff would be preparing for community outreach events. Unfortunately, due to COVID-19 several events will either be postponed or cancelled. Despite the setback, police department staff will continue striving to maintain a strong working relationship with the citizens of St Francis. We look forward to picking up where we left off later in the year and adding even more events in 2021.

Calls for service during the 1st quarter of 2020 are consistent with the numbers from the previous year. Part 1 and 2 offenses increased slightly over the 1st quarter of the previous year and Part 3,4,5 offenses saw a slight decrease. As a reminder, Part 1 offenses are considered violent crimes such as assault and robbery. Part 2 offenses are considered property crimes such as burglary and theft. All part 1 and 2 offenses are reported to the FBI to be included in the annual Uniform Crime Report. Part 3,4,5 offenses are non-reportable incidents and are the more common types of calls responded to such as medicals, alarms, vehicle accidents, domestic disputes and neighbor disputes.

The Police Department would like to thank the City Council for their continued support as we move through 2020.

2019 & 2020 1st QUARTER CALL COMPARISON

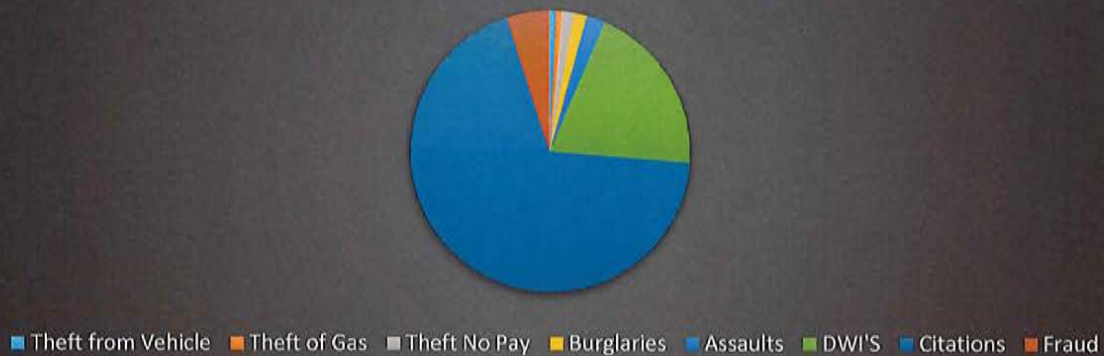
Offense Type	Description Examples	Number of Calls- 2019	Number of Calls-2020
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	159	175
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	906	847
Investigations		35	23
Citations		97	128
<u>Total Generated ICR's (Incident Crime Reports)</u>		1,197	1,173



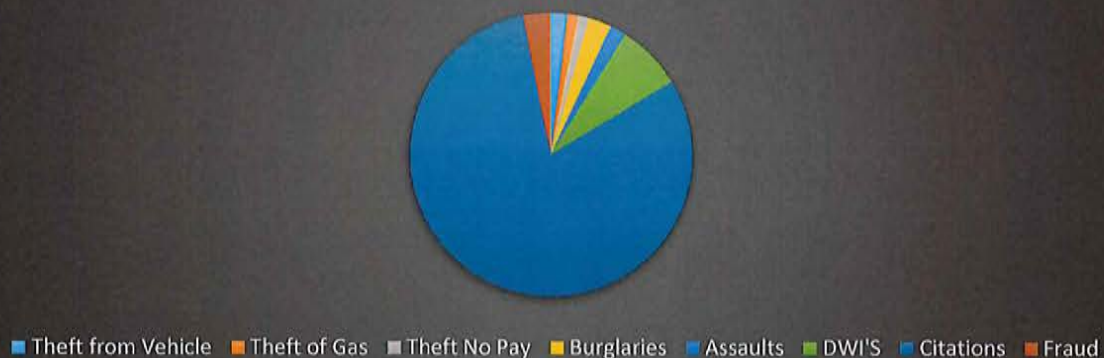
ICR Breakdown Part 1 and 2 Offenses

	2019-1 st Quarter	2020 – 1 st Quarter
Thefts from Vehicle	1	3
Theft of Gas	1	2
Burglaries	2	4
Assaults	3	3
DWIs	28	12
Citations	97	128
Fraud	7	5

1st quarter 2019



1st quarter 2020



ICR Breakdown Part 3, 4, 5 Offenses

	2019- 1 st Quarter	2020 – 1 st Quarter
Suspicious Activity	51	69
Vehicle lockouts	31	15
Medicals	95	92
Alarms	49	32
Vehicle Accidents	44	25
Agency Assists	80	94
Domestic situations	62	73
Juvenile Activity	7	3
Civil disputes/Landlord-tenant/Child Custody	29	26

1st quarter 2019



■ Suspicious Activity
 ■ Vehicle Lockouts
 ■ Medicals
 ■ Alarms
 ■ Vehicle Accidents
■ Agency Assists
 ■ Domestic situations
 ■ Juvenile Activity
 ■ Civil Disputes

1st quarter 2020

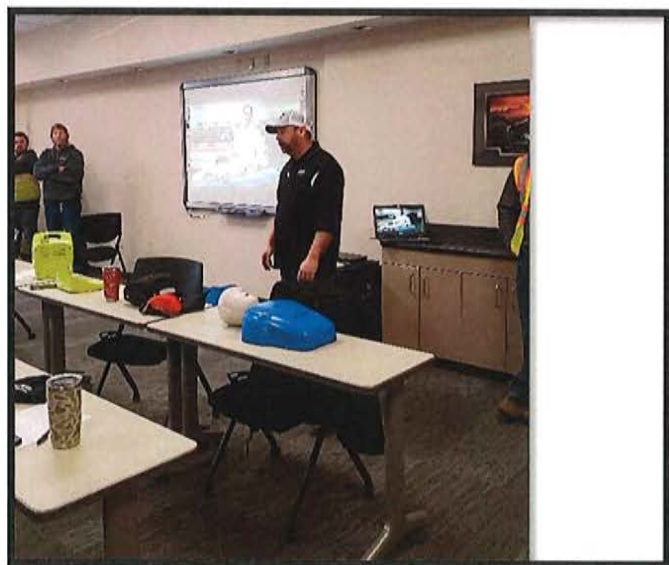


■ Suspicious Activity
 ■ Vehicle Lockouts
 ■ Medicals
 ■ Alarms
 ■ Vehicle Accidents
■ Agency Assists
 ■ Domestic situations
 ■ Juvenile Activity
 ■ Civil Disputes

WINNING WITH COPS

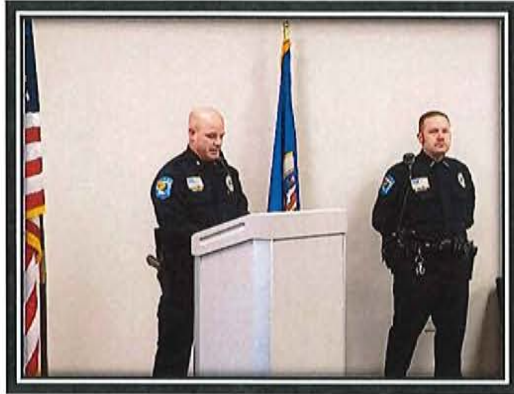


FIRST AID TRAINING



2020 SFPD AWARDS CEREMONY

In January of 2020 the Police Department held its annual awards ceremony for officers and staff members. Commendation awards were implemented in 2017 to recognize staff members and citizens for their outstanding service and superior dedication to the City of St Francis. Staff members and citizens can be nominated for an award by any staff member of the police department. The nomination is then reviewed by the awards



committee who then approves, denies or suggests a different type of award. The different awards staff members and citizens can be nominated for are The Medal of Honor, Medal of Valor, Award of Commendation, Life Saving Award and The Citizens Award.

During the ceremony, four department officers were recognized for their exceptional performance and service in 2019. Officer Chris Bulera received the Award of Commendation for his outstanding service during a cardiac arrest situation in January of 2019. Officer Bulera went above and beyond in providing assistance to the victim's wife and family during and after the incident. Officer Nate Schwieger received the Award of Commendation for his work on an investigation which led to a search warrant at a local residence and the recovery of over \$100,000 in stolen property. Officer Brandon Stemme received the Award of



Commendation for his dedication to DWI and traffic enforcement. Officer Stemme has been a department leader in traffic enforcement since 2005 and made 55 DWI arrests in 2019. Reserve Officer Richard Sieber received the Award of Commendation for his exceptional service and dedication to the St Francis Community by donating hundreds of volunteer hours as a reserve officer in 2019.



TOWARD ZERO

DEATHS

Year-to-date Fatalities (January-February)

- Preliminary numbers show 62 fatal traffic crashes in 2020, compared with 61 last year.
- 69 people that have been killed in traffic crashes in 2020, compared with 66 this time last year.
- Of the 69 fatalities:
 - 4 people died in distracted driving-related crashes.
 - 17 people died in speed-related crashes.
 - 13 people died in alcohol-related crashes.
 - 16 people died who were unbelted.
 - 49 were men, 16 were women, and 4 were not reported.
 - 12 were pedestrians.
 - 2 were bicyclists
 - 1 was a motorcyclist
- 6,330 motorists were arrested for DWI so far in 2020 (January-March), compared with 6,487 in 2019.

March 2020 Preliminary Fatal Crash and Fatality Numbers

- There were 17 fatal crashes in March, compared with 21 last year.
- There were 28 fatalities in March, compared with 22 last year.
- Of the 28 fatalities:
 - 1 person died in distracted driving-related crashes.
 - 7 people died in speed-related crashes.
 - 3 people died in an alcohol-related crash.
 - 3 people died who were unbelted.
 - 18 were men, 6 were women, 4 not reported.
 - 4 were pedestrians.
 - 2 were bicyclists.
 - 1 was a motorcyclists.
- 1,830 motorists were arrested for DWI in March, compared with 2,374 in March 2019.