



CITY COUNCIL MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Tuesday, January 18, 2022 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. State of Minnesota Joint Powers Agreement; Resolution 2022-05
 - B. Accept Donation from W.D. Larson Companies (Allstate-Peterbilt)
 - C. Pay Equity Report
 - D. Rental License Approvals
 - E. Bottle Shop New Hire - Melinda Michels
 - F. Job Descriptions and Reorganization
 - G. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
 - A. East Shop Site Rezoning; Ordinance 288 – Second Reading
 - B. 2021 Code Revisions – Second Reading
 - Ordinance 289 - Site Plan Review
 - Ordinance 290 - Principal Uses
 - Ordinance 291 - Accessory Uses
 - Ordinance 292 - Chapter 8
 - Ordinance 293 - Definitions
 - C. Resolution 2022-06 Authorizing the Summary Publication of Ordinances 289-293; Amending the Zoning Code
- 9. NEW BUSINESS**
 - A. Ordinance 294 - Amending Chapter 3 City Code, First Reading
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. Public Works Monthly Report - December 2021
 - B. Fire Department Monthly Report - December 2021
 - C. Community Development Annual Report
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - January 17, 2022 - City Offices Closed in Observance of Martin Luther King Jr. Day
 - January 18, 2022 - City Council Meeting @ 6:00 pm
 - January 24, 2022 - Annual City Charter Commission Meeting @ 5:30 pm - City Hall
 - February 7, 2022 - City Council Meeting @ 6:00 pm
- 14. ADJOURNMENT**



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: State of Minnesota Joint Powers Agreement; Resolution 2022-05
DATE: January 18, 2022

OVERVIEW:

The State of Minnesota Joint Powers Agreement is an agreement between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension (BCA) and the City of St. Francis. This agreement is valid for 5 years and was last renewed in 2017. This agreement allows the St. Francis Police Department to access the BCA criminal justice data communications network and FBI National Crime Information Center (NCIC) information. The Criminal Justice Data Network (CJDN) subscriber agreement is an agreement that allows access to court records to assist in performance of duties. Police department staff use these networks on a daily basis for things such as running an individual through NCIC to check for warrants, missing persons or runaway juveniles and doing required monthly validations on entered stolen property through the BCA Criminal Justice Information System (CJIS). Access to this network is crucial in performing day to day operations at the police department.

ACTION TO BE CONSIDERED:

City Council to approve Resolution 2022-05 to enter into the Joint Powers Agreement and the amendment to the CJDN subscriber agreement.

BUDGET IMPLICATION:

The cost for access to the criminal justice data communications network is \$1,080.00 and is billed quarterly at \$270.00. The access fees are budgeted for in the 2022 police department budget. The access fees are the same as they were at the signing of the last Joint Powers Agreement in 2017.

Attachments:

- State of Minnesota Joint Powers Agreement, Court Data Subscriber Amendment to CJDN Subscriber Agreement.



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of St Francis on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This

method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.

- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
 - A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below),

fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit’s access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent quarterly for the amount of Two Hundred Seventy Dollars (\$270.00) or a total annual cost of One Thousand Eighty Dollars (\$1,080.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA’s Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA’s systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA’s Authorized Representative is the person below, or her successor:

Name: Dana Gotz, Deputy Superintendent
Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue
Saint Paul, MN 55106
Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit’s Authorized Representative is the person below, or his/her successor:

Name: Todd Schwieger, Chief
Address: 4058 St Francis Blvd NW
St Francis, MN 55070
Telephone: 763.235.2330
Email Address: tschwieger@stfrancismn.org

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Agreement Complete. This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.

7.4 If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.

7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Governmental Unit. The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

8.2 Court Records. If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat.

§ 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, “Individual User” means an employee or contractor of Governmental Unit.

9.1 Investigation. The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User’s access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User’s access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User’s access to systems or tools than that made by Governmental Unit and BCA’s determination controls.

9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA’s satisfaction. If Governmental Unit’s failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to

suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

- 9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit’s Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.
- 9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

- 11.1 **Termination.** The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days’ written notice to the other party’s Authorized Representative.
- 11.2 **Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party’s authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

Name: _____
(PRINTED)

By: _____

Signed: _____

Date: _____

Title: _____
(with delegated authority)

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO

CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of St Francis on behalf of its Police Department (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 202930, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference

are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. “**Court**” shall mean the State of Minnesota, State Court Administrator's Office.

h. “**Subscriber**” shall mean the Agency.

i. “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. **REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. **SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber’s access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber’s duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber’s access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. **GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks “MNCIS” and “Odyssey.”

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Signed: _____

Title: _____

(with delegated authority)

Title: _____

Date: _____

(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

delegated to Materials Management Division

By: _____

Name: _____

Date: _____

(PRINTED)

Signed: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Title: _____

Name: _____

(with delegated authority)

(PRINTED)

Date: _____

Signed: _____

Title: _____

(with authorized authority)

Date: _____

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

RESOLUTION 2022-05

A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF ST. FRANCIS ON BEHALF OF ITS CITY
ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of St. Francis on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the City is eligible.

WHEREAS, The Joint Powers Agreements further provides the City with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of St. Francis on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Police Chief, Todd Schwieger, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.
3. That Attorney James Hoeft with Barna, Guzy, & Steffen or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.
4. That Steven D. Feldman, the Mayor for the City of St. Francis, and Jenni Wida , the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18ST DAY OF JANUARY, 2022.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Accept Donation from W.D. Larson Companies (Allstate-Peterbilt)
DATE: 01-18-2022

OVERVIEW:

W.D. Larson Companies (Allstate-Peterbilt) has donated \$1,000.00 dollars to the fire department. This donation is intended to go towards Fire Prevention Supplies and Activities provided by the fire department.

ACTION TO BE CONSIDERED:

Motion to accept a donation from W.D Larson Companies for the amount of \$1,000.00 to be used in support of Fire Prevention Supplies and Activities.



CITY COUNCIL AGENDA
REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Pay Equity Report
DATE: 01/18/2022

OVERVIEW:

Every city must comply with the 1984 Local Government Pay Equity Act. This report is due every three years. This report is required by the Local Government Pay Equity Act, Minnesota Legislature enacted Chapter 471.99-471.999 and Minnesota Rules, Chapter 3920. This Act required every political subdivision of the state to establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees to eliminate sex-based wage disparities in public employment. The Act further required that a job evaluation system meeting the specified statutory criteria be used to determine comparable work value of employee classes.

The Act requires St. Francis to submit pay equity report for the year ending 2021 by January 31, 2022.

ACTION TO BE CONSIDERED:

Approve the report

BUDGET IMPLICATION:

None

Attachments:

- Pay Equity Report for Council-2021

Compliance Report

Jurisdiction: St. Francis
23340 Cree St NW

Report Year: 2022
Case: 1 - 2021 Data (Private (Jur
Only))

St. Francis, MN 55070

Contact: Darcy Mulvihill

Phone: (763) 753-2630

E-Mail: finance@stfrancismn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	12	12	0	24
# Employees	24	14	0	38
Avg. Max Monthly Pay per employee	7127.79	5690.64		6598.32

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 233.3333 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	9
b. # Below Predicted Pay	7	3
c. TOTAL	12	12
d. % Below Predicted Pay (b divided by c = d)	58.33	25.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 36	Value of T = 2.053
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 23

b. Avg. diff. in pay from predicted pay for female jobs = -398

III. SALARY RANGE TEST = 101.23 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 6.83

B. Avg. # of years to max salary for female jobs = 6.75

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2021 Data

St. Francis

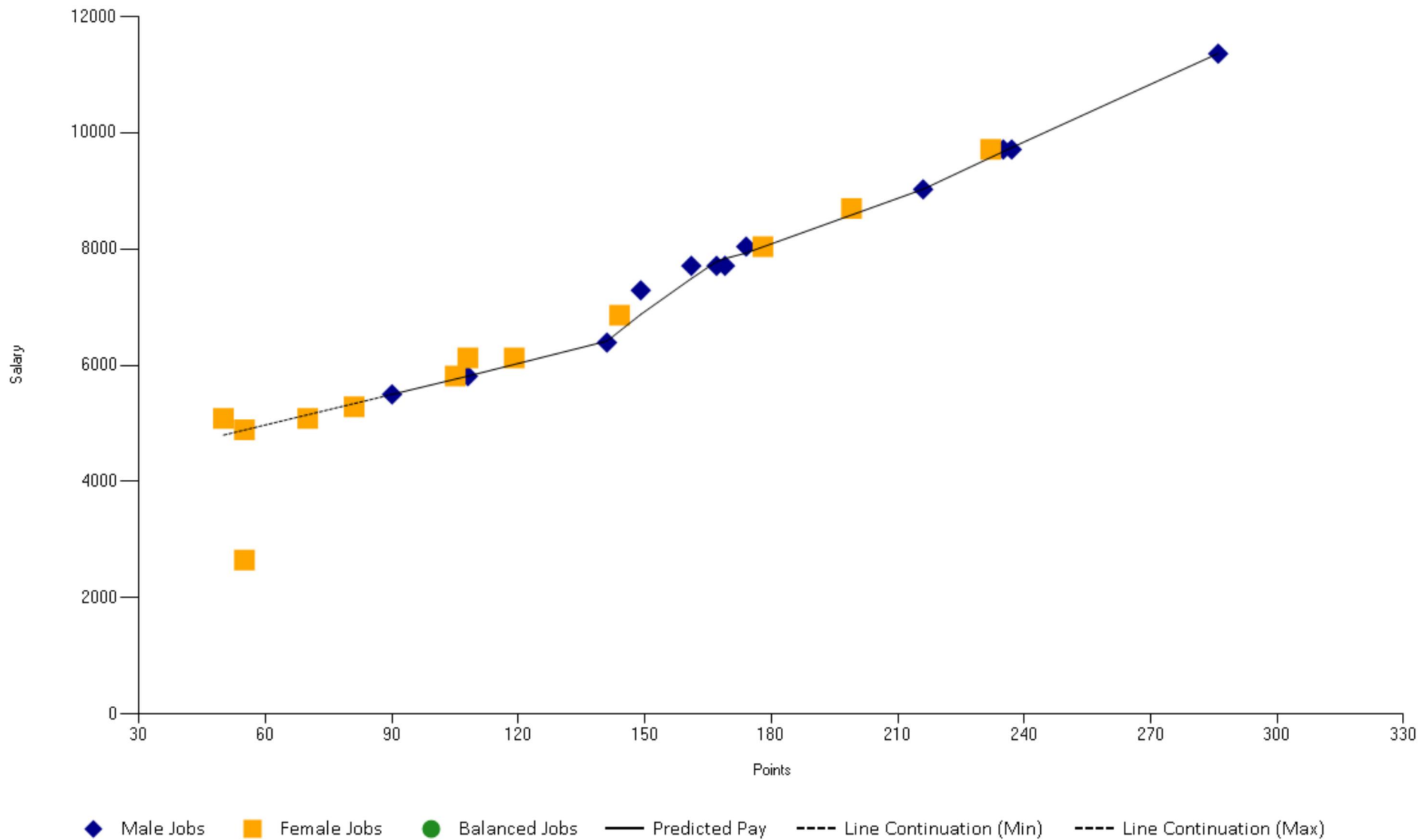
LGID: 1281

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
24	Receptionist/Office Support	0	1	0	F	50	4072.00	5087.00	7.00		
30	Full Liquor Clerk	0	1	0	F	55	3293.00	4891.00	7.00		
3	Liquor Store Clerk - pt	0	3	0	F	55	2149.00	2647.00	4.00	0.00	
5	Police Records Clerk	0	1	0	F	70	4072.00	5087.00	7.00	0.00	
26	Office Assistant	0	1	0	F	81	4228.00	5288.00	7.00	0.00	
6	Streets/Parks Worker	3	0	0	M	90	4401.00	5500.00	7.00	0.00	
7	Liquor Store Asst Mgr	0	1	0	F	105	4652.00	5813.00	7.00	0.00	
8	Water/Sewer Operator	3	0	0	M	108	4652.00	5813.00	7.00	0.00	
27	Accounting Tech/Deputy Clerk	0	1	0	F	108	4897.00	6124.00	7.00	0.00	
9	Administrative Assistant	0	1	0	F	119	4897.00	6124.00	7.00	0.00	
10	Police Officer	7	1	0	M	141	4839.00	6392.00	5.00	0.00	
25	Community Development Speciali	0	1	0	F	144	5486.00	6859.00	7.00	0.00	
11	Liquor Store Manager	1	0	0	M	149	5824.00	7290.00	7.00	0.00	
12	Police Sergeant	2	0	0	M	161	6172.00	7711.00	7.00	0.00	
22	Water/Wastewater Supervisor	1	0	0	M	167	6172.00	7711.00	7.00	0.00	
21	Streets Supervisor	1	0	0	M	169	6172.00	7711.00	7.00	0.00	
14	Building Official	1	0	0	M	174	6432.00	8043.00	7.00	0.00	
15	City Clerk	0	1	0	F	178	6432.00	8043.00	7.00	0.00	
20	Community Development Director	0	1	0	F	199	6957.00	8699.00	7.00	0.00	
16	Public Works Director	1	0	0	M	216	7224.00	9027.00	7.00	0.00	
17	Finance Director	0	1	0	F	232	7772.00	9713.00	7.00	0.00	
28	Fire Chief	1	0	0	M	235	7772.00	9713.00	7.00	0.00	
18	Police Chief	1	0	0	M	237	7772.00	9713.00	7.00	0.00	
19	City Administrator	1	0	0	M	286	9089.00	11362.00	7.00	0.00	

Job Number Count: 24

Predicted Pay Report for: St. Francis

Case: 2021 Data



Predicted Pay Report for: St. Francis

Case: 2021 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
24	Receptionist/Office Support	0	1	0	1	Female	50	5087.0000	4799.1638	287.8362
3	Liquor Store Clerk - pt	0	3	0	3	Female	55	2647.0000	4886.5319	-2239.5319
30	Full Liquor Clerk	0	1	0	1	Female	55	4891.0000	4886.5319	4.4681
5	Police Records Clerk	0	1	0	1	Female	70	5087.0000	5149.0493	-62.0493
26	Office Assistant	0	1	0	1	Female	81	5288.0000	5341.7548	-53.7548
6	Streets/Parks Worker	3	0	0	3	Male	90	5500.0000	5499.1413	0.8587
7	Liquor Store Asst Mgr	0	1	0	1	Female	105	5813.0000	5761.7568	51.2432
27	Accounting Tech/Deputy Clerk	0	1	0	1	Female	108	6124.0000	5814.3274	309.6726
8	Water/Sewer Operator	3	0	0	3	Male	108	5813.0000	5814.3274	-1.3274
9	Administrative Assistant	0	1	0	1	Female	119	6124.0000	6042.6548	81.3452
10	Police Officer	7	1	0	8	Male	141	6392.0000	6416.6933	-24.6933
25	Community Development Speciali	0	1	0	1	Female	144	6859.0000	6609.2114	249.7886
11	Liquor Store Manager	1	0	0	1	Male	149	7290.0000	6875.2507	414.7493
12	Police Sergeant	2	0	0	2	Male	161	7711.0000	7491.4535	219.5465
22	Water/Wastewater Supervisor	1	0	0	1	Male	167	7711.0000	7785.6576	-74.6576
21	Streets Supervisor	1	0	0	1	Male	169	7711.0000	7836.5800	-125.5800
14	Building Official	1	0	0	1	Male	174	8043.0000	7933.0347	109.9653
15	City Clerk	0	1	0	1	Female	178	8043.0000	8014.9349	28.0651
20	Community Development Director	0	1	0	1	Female	199	8699.0000	8588.7480	110.2520
16	Public Works Director	1	0	0	1	Male	216	9027.0000	9030.4244	-3.4244
17	Finance Director	0	1	0	1	Female	232	9713.0000	9575.1151	137.8849
28	Fire Chief	1	0	0	1	Male	235	9713.0000	9677.1442	35.8558
18	Police Chief	1	0	0	1	Male	237	9713.0000	9745.4314	-32.4314
19	City Administrator	1	0	0	1	Male	286	11362.0000	11365.8869	-3.8869

Job Number Count: 24

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: St. Francis
23340 Cree St NW

Jurisdiction Type: City

St. Francis, MN 55070

Contact: Darcy Mulvihill

Phone: (763) 753-2630

E-Mail: finance@stfrancismn.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used:

Description:

The same as last year

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
- There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Bulletin Board

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City of St. Francis City Council

(governing body)

Steve Feldman

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$3208122.00

is the annual payroll for the calendar year just ended December 31.

- [] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/11/2022

Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance.

1. Completeness and Accuracy Test

Report is submitted on time
Data is correct
Required information has been provided
For more information, refer to the [Guide to Understanding Pay Equity Compliance](#)

2. Statistical or Alternative Test

Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report. For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

3. Salary Range Test

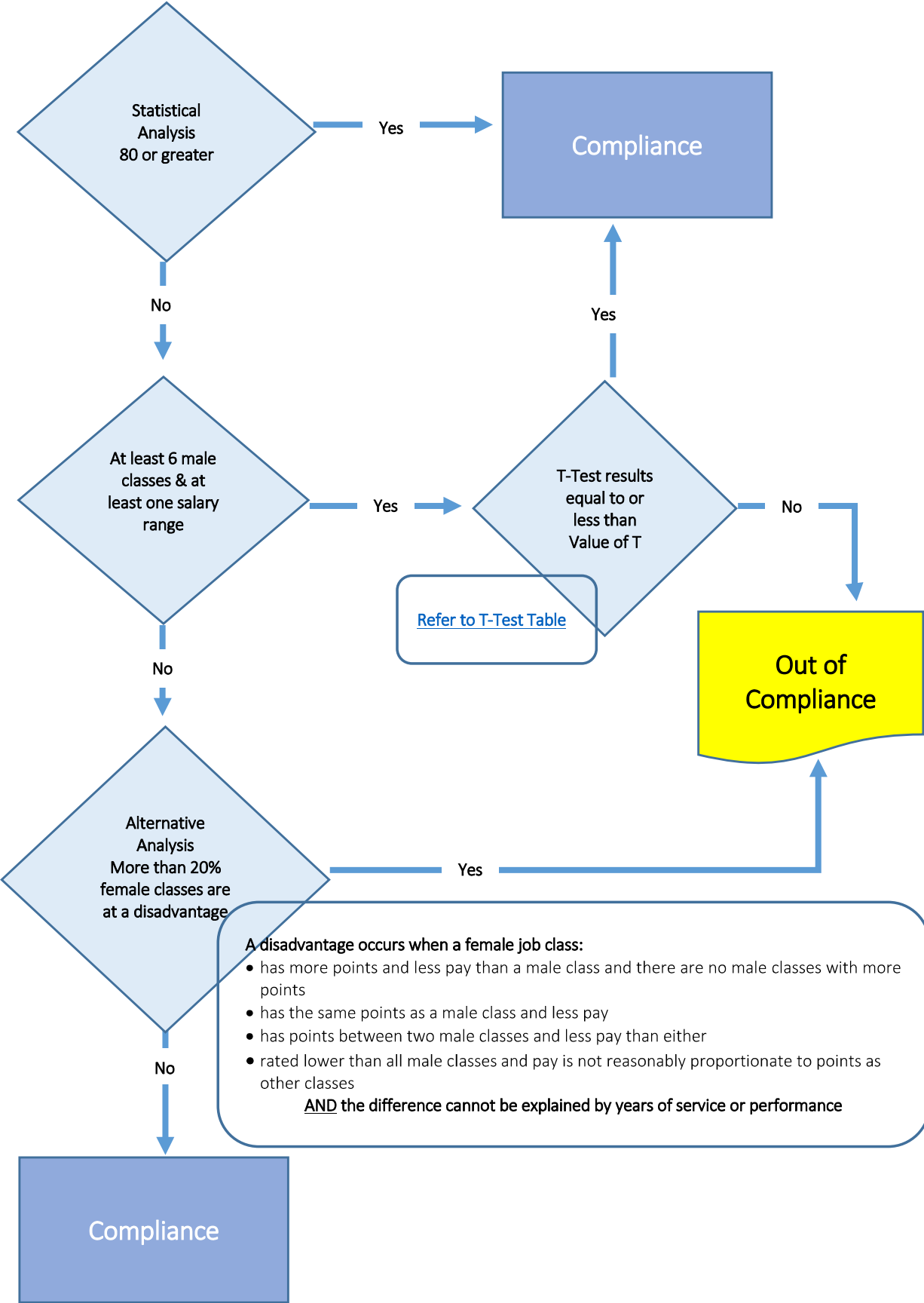
Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

4. Exceptional Service Pay Test

Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

Interpreting Results of Compliance Tests

When to use Statistical and Alternative Analysis Tests



Guide to Understanding Pay Equity Compliance

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

[Local Government Pay Equity Webpage](#)

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Guide to Understanding Pay Equity Compliance

This booklet gives a general overview of how data from the local government reports is analyzed and how the tests for compliance are conducted. Complete details of compliance requirements are in Minnesota Rules Chapter 3920.

This booklet also describes the computer software developed by MMB. This software calculates several of the tests for compliance and the reports produced by the software are explained on pages three through five.

Tests for Compliance

1. **Completeness and Accuracy Test** - determines whether jurisdictions have filed reports on time, included correct data and supplied all required information.
2. **Statistical Analysis Test** - described on pages three through five, compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). MMB has developed software that calculates the results for this test. This test is generally applied to larger jurisdictions. For smaller jurisdictions, the alternative analysis is used.
3. **Alternative Analysis Test** - described on pages 14 through 17, compares salary data to determine if female classes are paid below male classes even though the female classes have similar or greater work value (job points). The software is not used for this test.
4. **Salary Range Test** - described on page 18, compares the average number of years it takes for individuals to move through salary ranges established for female classes compared to male classes. This test only applies to jurisdictions that have a system where there is an established number of years to move through salary ranges.
5. **Exceptional Service Pay Test** - described on page 19, compares how often individuals in male classes receive longevity or performance pay above the normal salary range compared to how often individuals in female classes receive this type of pay. This test applies only to jurisdictions that have a system that includes exceptional service pay.

Determining Whether the Alternative or Statistical Analysis Will Be Used

1. Alternative analysis - jurisdiction has:

- Three or fewer male classes.

NOTE: Jurisdictions with three or fewer male classes may want to skip over the information on pages two through seven describing the statistical analysis and computer reports.

2. Statistical analysis - jurisdiction has:

- Six or more male classes and at least one class with an established salary range, or
- Four or five male classes and an underpayment ratio of 80% or more. May or may not have classes with an established salary range.

3. Start in statistical analysis but go to alternative analysis - jurisdiction has:

- Four or five male classes and an underpayment ratio below 80%, or
- An underpayment ratio below 80%, six or more male classes, but no classes with a salary range.

Explanation of Computer Reports

Information contained in the next few pages is intended to explain the three reports produced by the Pay Equity Management System Software. Look at the sample reports as you read the following explanations. Each numbered explanation corresponds to a shaded number on the examples on pages three, five and six. For informational purposes, a sample of a graph produced with the Pay Equity Analysis software is shown on page seven.

Compliance Report

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from the

Pay Equity Implementation Report data. Parts II, III and IV of the Compliance Report give test results. For more detail on each test, refer to [Minnesota Rules Chapter 3920](#).

I. GENERAL JOB CLASS INFORMATION

	Male Classes	1	Female Classes	2	Balanced Classes	All Job Classes
# Job Classes	8		4		2	14
# Employees	14		4		24	42
Avg. Max Monthly Pay Per Employee		1,537.22	1,796.87			1,656.86
						3

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 150.0* 4

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50 5	25.00 6

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16 Value of T = -3.732 7

a. Avg. diff. in pay from predicted pay for male jobs = \$2 8

b. Avg. diff. in pay from predicted pay for female jobs = \$75 9

III. SALARY RANGE TEST = 105.71% (Result is A divided by B) 10

A. Avg. # of years to max salary for male jobs = 5.29

B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 50.00% (Result is B divided by A) 11

A. % of male classes receiving ESP 50.00*

B. % of female classes receiving ESP 25.00

*(If 20% or less, test result will be 0.00.)

Compliance Report

Explanations below correspond to shaded numbers on page three.

1. **Average Maximum Monthly Salary for Employees in Male Classes**
2. **Average Maximum Monthly Salary for Employees in Female Classes**
3. **Overall Average Maximum Monthly Salary for an Employee**
4. **Underpayment Ratio**

The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80%. The underpayment ratio is calculated by dividing the percentage of male classes below predicted pay (item five) by the percentage of female classes below predicted pay (item six). In the example on page three, $37.5 \div 25 = 150\%$. Jurisdictions with an underpayment ratio below 80% can improve their score by increasing salaries for female classes to at or above predicted pay. More details regarding predicted pay are on pages six through 13.

If the underpayment ratio is less than 80%, a jurisdiction may still pass the statistical analysis test if the t-test results (explained in item 7) are not statistically significant. The t-test measures the average dollar difference from predicted pay for male and female classes.

5. Percentage of Male Classes Below Predicted Pay

This percentage is calculated by dividing the number of male classes below predicted pay by the overall total of male classes. In the example on page three, the total of male classes is eight, and three fall below predicted pay. Therefore, $3 \div 8 = 37.50\%$.

6. Percentage of Female Classes Below Predicted Pay

This percentage is calculated by dividing the number of female classes below predicted pay by the overall total of female classes. In the example on page three, the total of female classes is four and one of those falls below predicted pay. Therefore, $1 \div 4 = 25\%$.

7. T-Test & Degrees of Freedom

These numbers are used only for jurisdictions with an underpayment ratio below 80%, at least six male classes and at least one class with a salary range. If the underpayment ratio is 80% or more, these numbers are not used nor are they used for jurisdictions in the alternative analysis.

These numbers show the average dollar amount that males and females are from predicted pay and answer the question: Are females paid less than males on average and, is the underpayment of females statistically significant?

To determine if these numbers show statistical significance, they must be checked against the table on page five. Find the DF number in the “Degrees of Freedom” column and then look across for the “Value of T.” If the “value of t” on the compliance report is less than the “value of t” on the table, it means that either there is no underpayment of female classes or that the underpayment is not statistically significant. If the t-test number is the same or more than the “value of t” on the table, the underpayment for female classes is statistically significant and the jurisdiction would not pass the test.

Salary increases for female classes sufficient to eliminate statistical significance would allow a jurisdiction to pass the statistical analysis test even with an underpayment ratio below 80%.

In the example on page three, t-test results would not be used because the underpayment ratio is above 80%, but let's assume we needed to check these results. First, we would find 16 in the DF column

and then look across to find the value of t at 1.746. Since our t-test number is -3.732, well below the value of t on the table, these results would show that on average, females are not underpaid compared to males.

T-Test Table (5% Significance)					
DF	Value of t	DF	Value of t	DF	Value of t
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	16	1.746	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

While the entire method for calculating t-test results cannot be explained here, it is a commonly accepted mathematical technique for measuring statistical significance. The formula is fairly complex, but basically it factors in predicted pay, the dollar difference from predicted pay and the number of employees. The DF number is the total number of employees in male or female dominated classes only, minus two.

8. Average Dollar Amount Male Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for male classes, on average, is \$2 above predicted pay.

9. Average Dollar Amount Female Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for female classes, on average, is \$75 above predicted pay.

10. Salary Range Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 105.71% is passing. Jurisdictions not passing this test can pass it

by reducing the number of years it takes for female classes to reach maximum salaries, increasing the number of years for males to reach maximum salaries, or some combination of both. A result of 0% would mean that either there are no male classes with an established number of years to move through a salary range, no female classes with an established number of years to move through a salary range, or both. A description of how the salary range test is calculated is on page 18.

11. Exceptional Service Pay Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 50% is not passing. Jurisdictions not passing this test can pass it by either increasing the number of female classes that receive exceptional service pay, decreasing the number of male classes that receive exceptional service pay, or some combination of both. A result of 0% could mean that fewer than 20% of male classes receive exceptional service pay or that no female classes receive exceptional service pay. A description of how the exceptional service pay test is calculated is on page 19.

Statistical Analysis

Explanations correspond to shaded numbers below.

This report can be printed after the results are computed. The predicted pay and pay difference columns are helpful in analyzing the cost of adjusting the salary for any given class.

1. Predicted Pay

The most simplistic definition of predicted pay is that it is the average pay of male classes at any given point value. Predicted pay is calculated by averaging the maximum monthly salaries for male classes in the jurisdiction. It is the standard for comparing how males and females are compensated. Predicted pay is a mirror, or reflection, of the current compensation practice within a jurisdiction for male classes, but is not necessarily the salary that "should" be paid at any particular point level. Specific details of the method used to calculate predicted pay is explained in pages eight through 13. The graph on page seven shows a “predicted pay line” and how male and female classes scatter around that line. Predicted pay amounts are determined only from the jurisdiction itself, not from any external factors or salaries.

2. Pay Difference

Shows the dollar amount that maximum monthly salaries fall above or below predicted pay. If a jurisdiction does not pass the statistical test and needs to increase salaries for female classes, either to reach an underpayment ratio of 80% or eliminate the statistical significance of the t-test, this information is useful in calculating the cost. For example, the cost to increase the female class of “stage manager” to predicted pay would be \$6.20 per month.

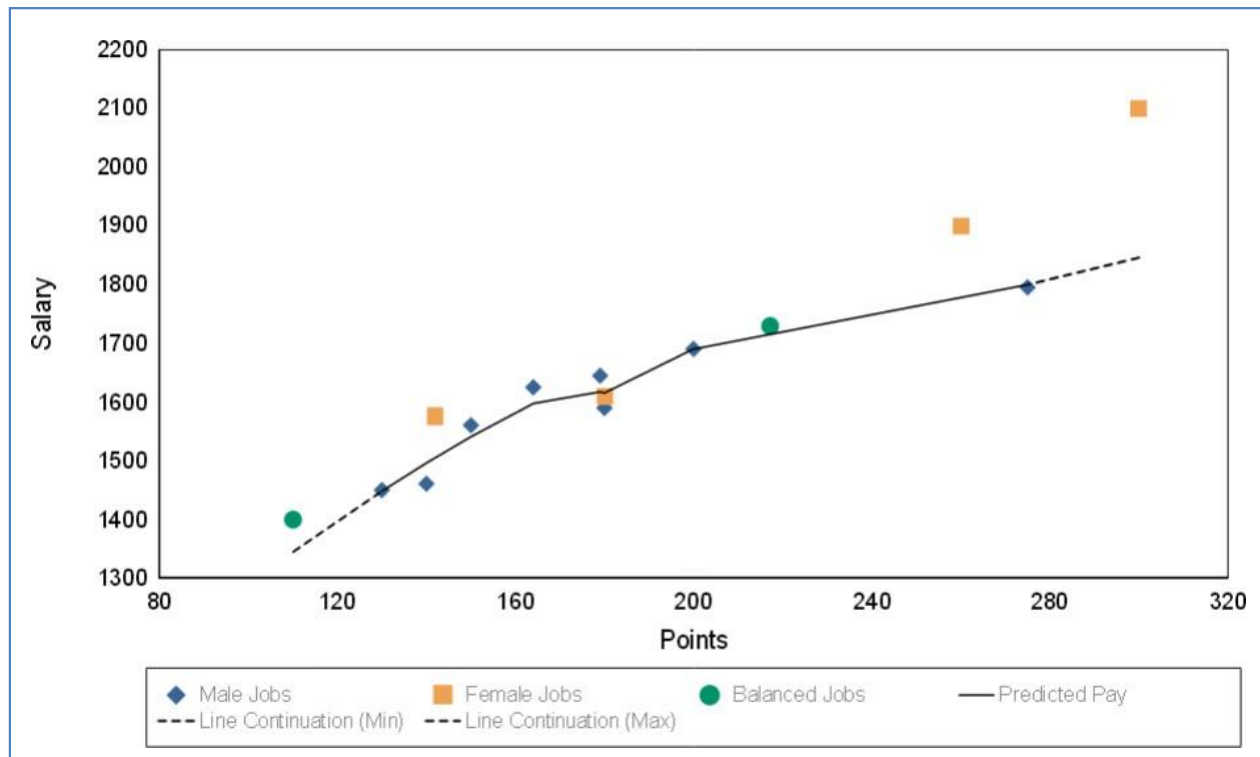
1

2

Predicted Pay Report for Stageville Theater First Step To Broadway!									
Case : 2011									
Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Box Office	1	1	2	Balanced	110	\$1,400.41	\$1,344.82	\$55.59
2	Stage Crew	6	1	7	Male	130	\$1,450.26	\$1,447.15	\$3.11
3	Props Chief	1	0	1	Male	140	\$1,460.94	\$1,495.59	(\$34.65)
4	Costume Designer	0	1	1	Female	142	\$1,575.89	\$1,505.17	\$70.72
5	Set Tech.	1	0	1	Male	150	\$1,560.75	\$1,540.12	\$20.63
6	Lighting Tech.	1	0	1	Male	164	\$1,625.50	\$1,598.54	\$26.96
7	Effects Eng.	1	0	1	Male	179	\$1,645.22	\$1,617.17	\$28.05
8	Stage Manager	0	1	1	Female	180	\$1,610.30	\$1,616.50	(\$6.20)
9	Writer	1	0	1	Male	180	\$1,590.19	\$1,616.50	(\$26.31)
10	Marketing Director	1	0	1	Male	200	\$1,690.85	\$1,689.43	\$1.42
11	Actor/Actress	10	12	22	Balanced	217	\$1,730.85	\$1,748.34	(\$17.49)
13	Producer	0	1	1	Female	260	\$1,900.00	\$1,773.81	\$126.19
12	Director	1	0	1	Male	275	\$1,795.76	\$1,800.99	(\$5.23)
14	General Manager	0	1	1	Female	300	\$2,100.67	\$1,846.29	\$254.38

Job Number Count: 14

Predicted Pay Graph



Job Class Data Entry List Report

Shows the data that has been entered for computation. This report should be carefully reviewed before computing the results. If any errors are found, they must be corrected before computing results.

Job Class Data Entry Verification List

Stageville Theater First Step To Broadway!
LGID 1

Case: 2011

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Box Office	1	1	B	110	\$1,200.00	\$1,400.41	4.00	0.00	
2	Stage Crew	6	1	M	130	\$1,250.00	\$1,450.26	5.00	0.00	Longevity
3	Props Chief	1	0	M	140	\$1,260.00	\$1,460.94	5.00	0.00	Longevity
4	Costume Designer	0	1	F	142	\$1,375.00	\$1,575.89	5.00	0.00	
5	Set Tech.	1	0	M	150	\$1,360.00	\$1,560.75	5.00	0.00	Longevity
6	Lighting Tech.	1	0	M	164	\$1,400.00	\$1,625.50	6.00	0.00	Longevity
7	Effects Eng.	1	0	M	179	\$1,425.00	\$1,645.22	6.00	0.00	
8	Stage Manager	0	1	F	180	\$1,425.00	\$1,610.30	5.00	0.00	Longevity
9	Writer	1	0	M	180	\$1,400.00	\$1,590.19	6.00	0.00	
10	Marketing Director	1	0	M	200	\$1,490.00	\$1,690.85	4.00	0.00	
11	Actor/Actress	10	12	B	217	\$1,500.00	\$1,730.85	4.00	0.00	Performance
13	Producer	0	1	F	260	\$1,700.00	\$1,900.00	0.00	1.00	
12	Director	1	0	M	275	\$1,600.00	\$1,795.76	0.00	3.00	
14	General Manager	0	1	F	300	\$1,800.00	\$2,100.67	0.00	5.00	

Job Number Count: 14

Method Used for Predicted Pay Calculation in the Statistical Analysis

The following explanation is a general description of how predicted pay is calculated but does not include all details of the formula in [Minnesota Rules Chapter 3920](#).

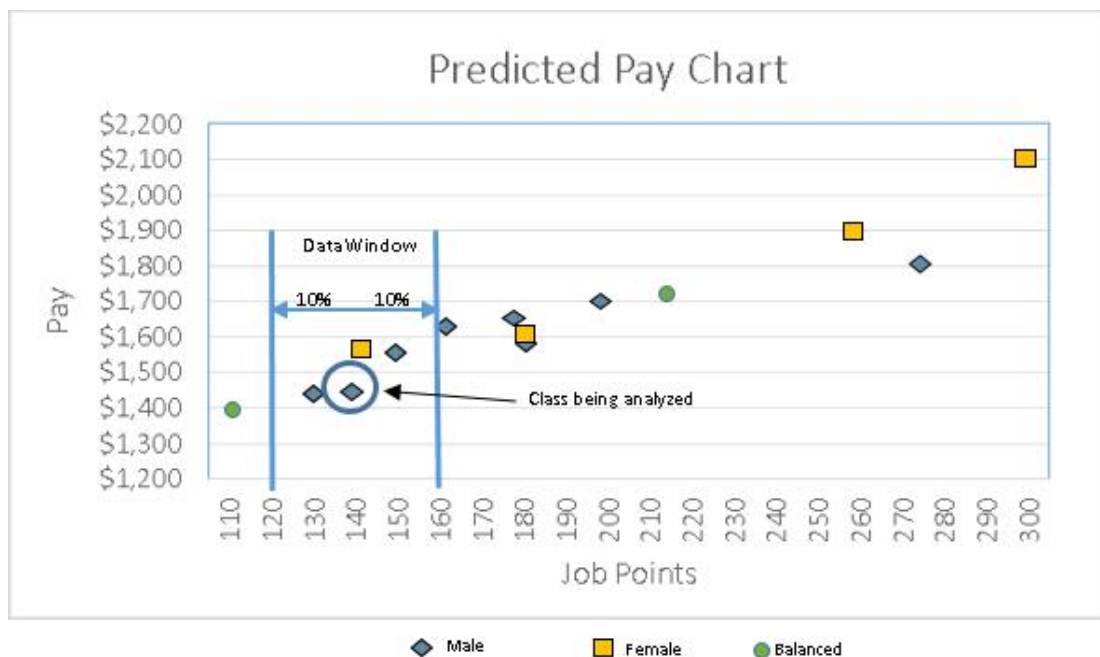
Basis of the Statistical Analysis

The definition in the Local Government Pay Equity Act for equitable compensation relationship says “...compensation for female-dominated classes is not consistently below the compensation for male-dominated classes of comparable value...”

The formula for the statistical analysis is based on three concepts found in the above definition: comparable value, male compensation and consistently below.

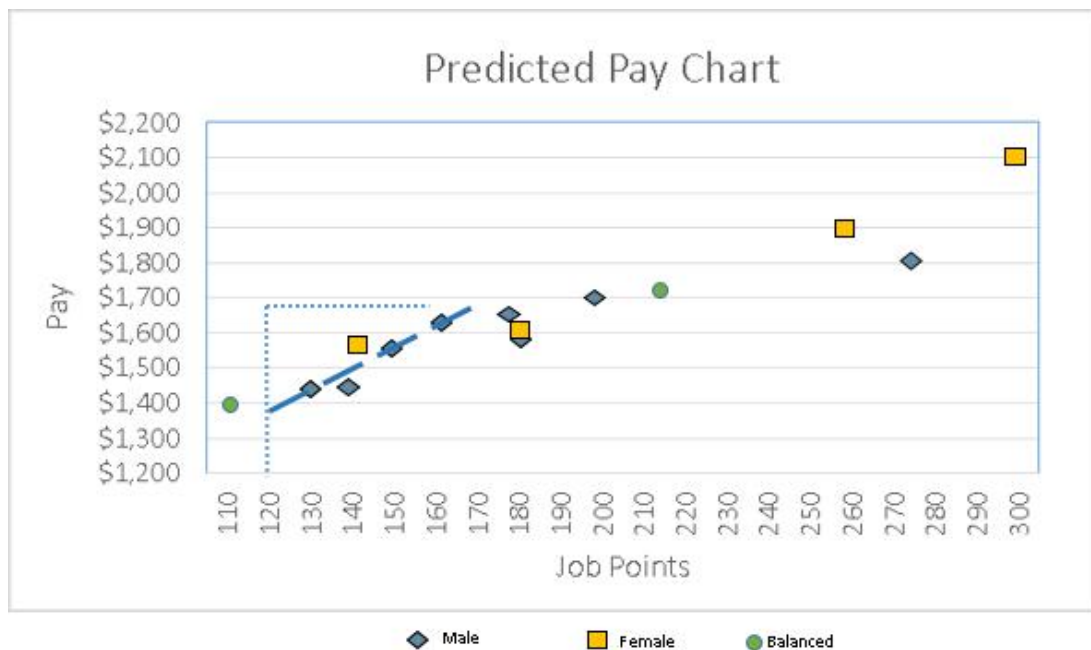
I. Defining “Comparable Value”

Except for classes in the lower and upper 10% of the point range, comparable value is defined by drawing a 20% window around the job class being analyzed. Each window extends 10% of the range of points on each side of the class. In the example, there is a range of 200 points from lowest to highest, so 10% would be 20 points. Each window must have at least three male classes (two of which have different points) and must include at least 20% of all male classes in the jurisdiction. If this criteria is not met, the window will expand at 5% increments on either side until the required number of male classes are included. The drawing below shows one window for one class.

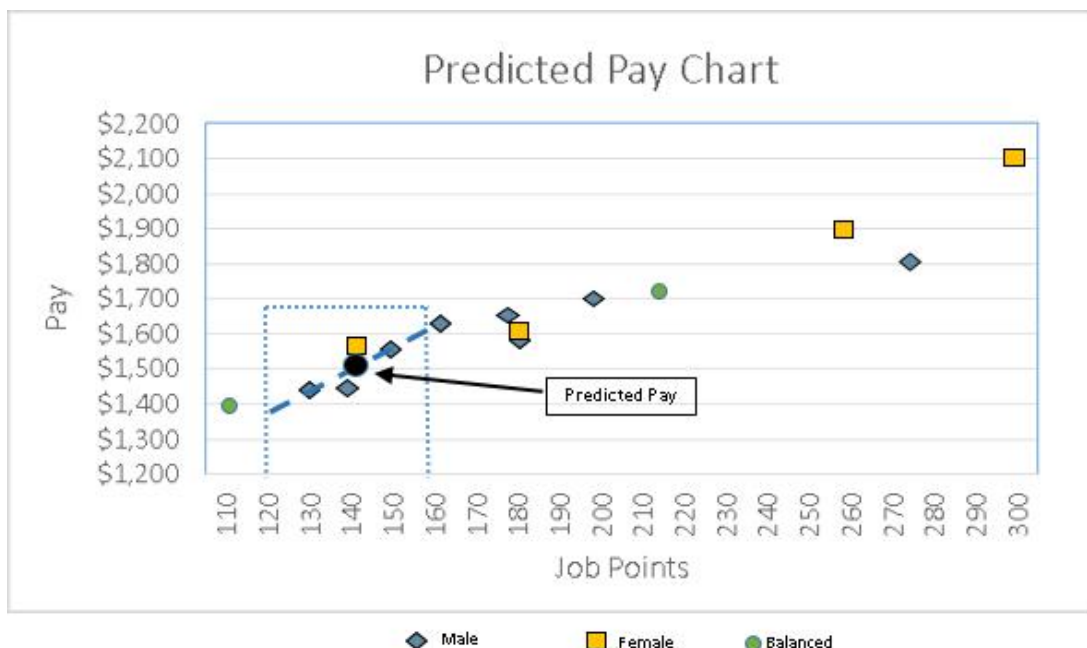


II. Defining “Male Compensation” or “Predicted Pay”

- A. The first step in defining male compensation is to draw a "mini" regression line through the male classes in the window.

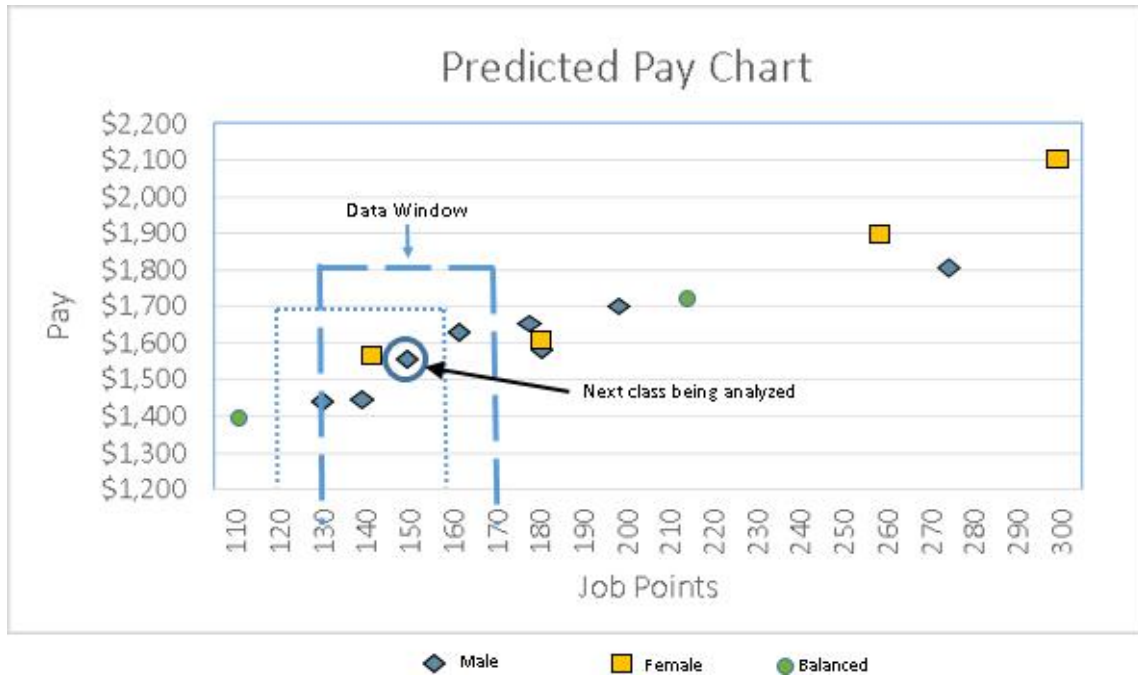


- B. The second step in defining male compensation is to look at the class being analyzed and the same point on the mini regression line. This point is called predicted pay.

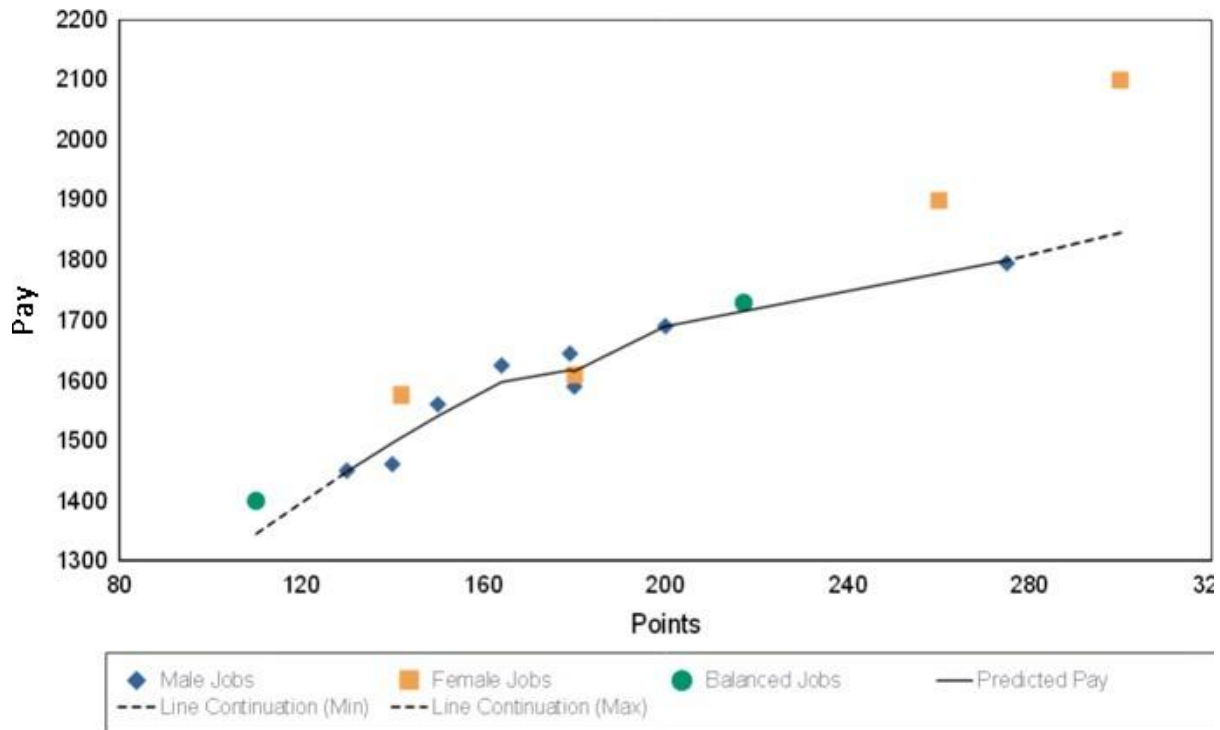


III. Defining “Consistently Below”

- A. A determination is made as to whether the class being analyzed falls above or below predicted pay. In the example, the female class being analyzed is above predicted pay.
- B. A new window is drawn when the next class is analyzed. This continues until all classes have been analyzed.



C. When all the classes have been analyzed, a predicted pay line is drawn.



D. The tabulation of the number of male and female classes above and below the predicted pay line is made.

For example:

F above	=	3	M above	=	5
F below	=	1	M below	=	3
Total	=	4	Total	=	8

E. The percentage of male and female classes below predicted pay is calculated by dividing the number of classes below by the total number of classes in each group.

Female classes:	$1 \div 4$	=	25.00%
Male classes:	$3 \div 8$	=	37.50%

F. The percentage of male classes below predicted pay is divided by the percentage of female classes below predicted pay. This produces the “underpayment ratio.”

$$37.50\% \div 25.00\% = 150.00\%$$

G. An underpayment ratio below 80% shows that female classes are compensated “consistently below” male classes of comparable value. If the underpayment ratio is below 80%, further analysis is done to determine if the underpayment of females is statistically significant. Using the t-test, a determination is made whether or not the dollar difference is statistically significant. Details of the t-test can be found on page four.

Alternative Analysis Test

The minimum requirement to pass this test is that:

- a. there is no compensation disadvantage for at least 80% of female classes compared to male classes; or,
- b. compensation differences can be accounted for by years of service or performance.

On the next few pages the four possibilities that exist for inequities or a compensation disadvantage are described.

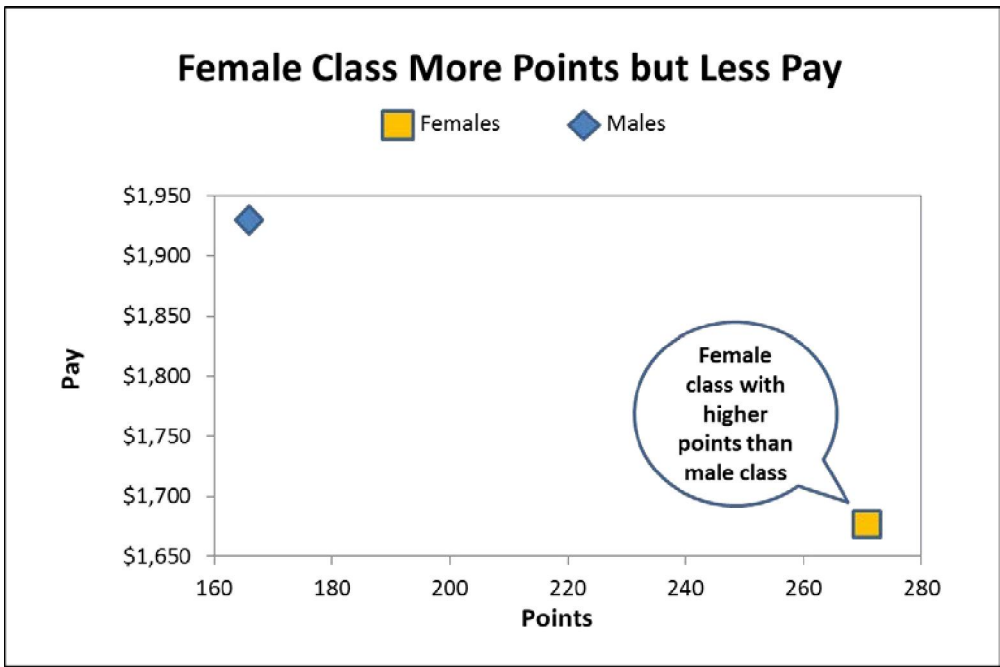
1. A female class with higher points has less compensation than a male class with lower points.

Example: In this case, the female job class of city clerk has more points but less pay than the male job class of maintenance supervisor.

Job Title	Type	Class Points	Max. Monthly Salary
City Clerk	F	275	\$1665
Maint. Sup.	M	171	\$1925

The minimum requirement to correct this inequity is that the female class must have a salary at least equal to that of the male class.

Graph illustrating inequity for female job class.



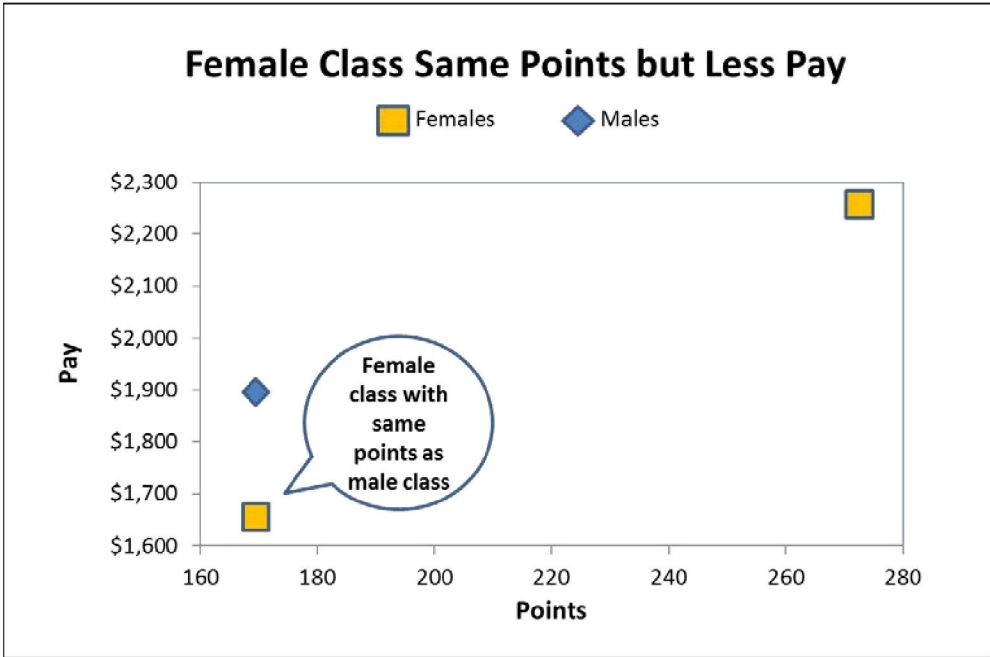
2. A female class has the same points as a male class but less compensation.

Example: In this case, the female job class of secretary and the male job class of maintenance have the same points but the secretary receives less pay.

Job Title	Type	Class Points	Max. Monthly Salary
City Clerk	F	275	\$2265
Maintenance	M	171	\$1900
Secretary	F	171	\$1630

The minimum requirement to correct this inequity is that the female class must have a salary at least equal to the male class.

Graph illustrating inequity for female job class.



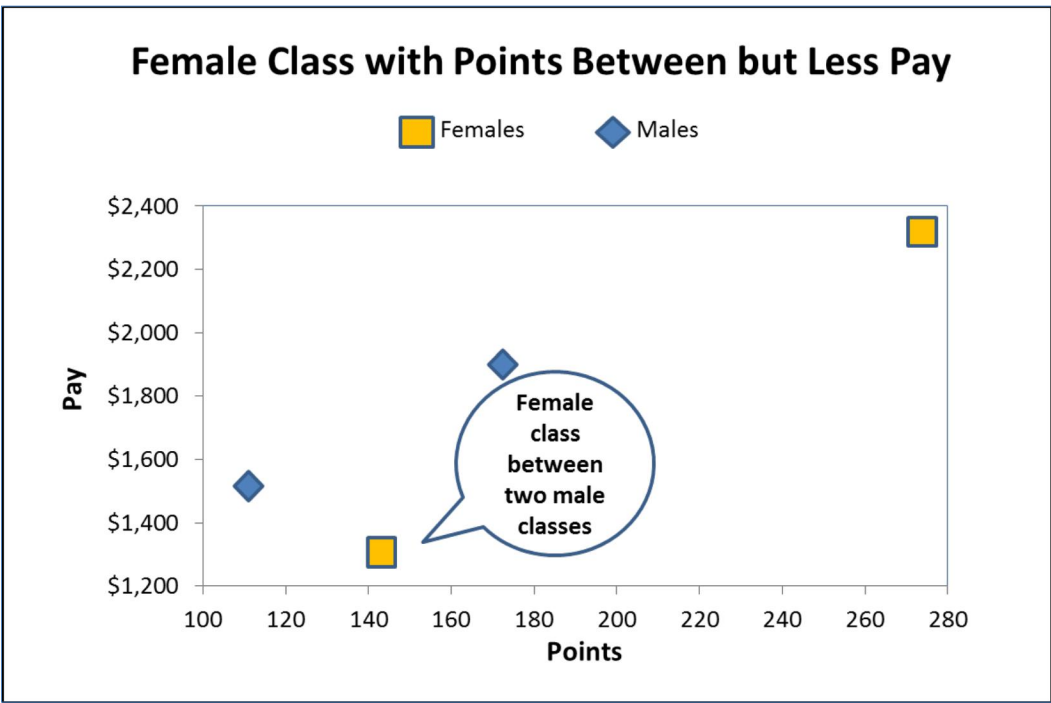
3. A female class has points between two male classes but compensation is not between or above the two male classes.

Example: In this case, the female job class of receptionist has points between two male classes but receives less pay than either of them.

Job Title	Type	Class Points	Max. Monthly Salary
City Clerk	F	275	\$2370
Maintenance	M	171	\$1900
Receptionist	F	141	\$1250
Custodian	M	111	\$1500

The minimum requirement to correct this inequity is that the female class must have a salary somewhere between the two male classes.

Graph illustrating inequity for female job class.



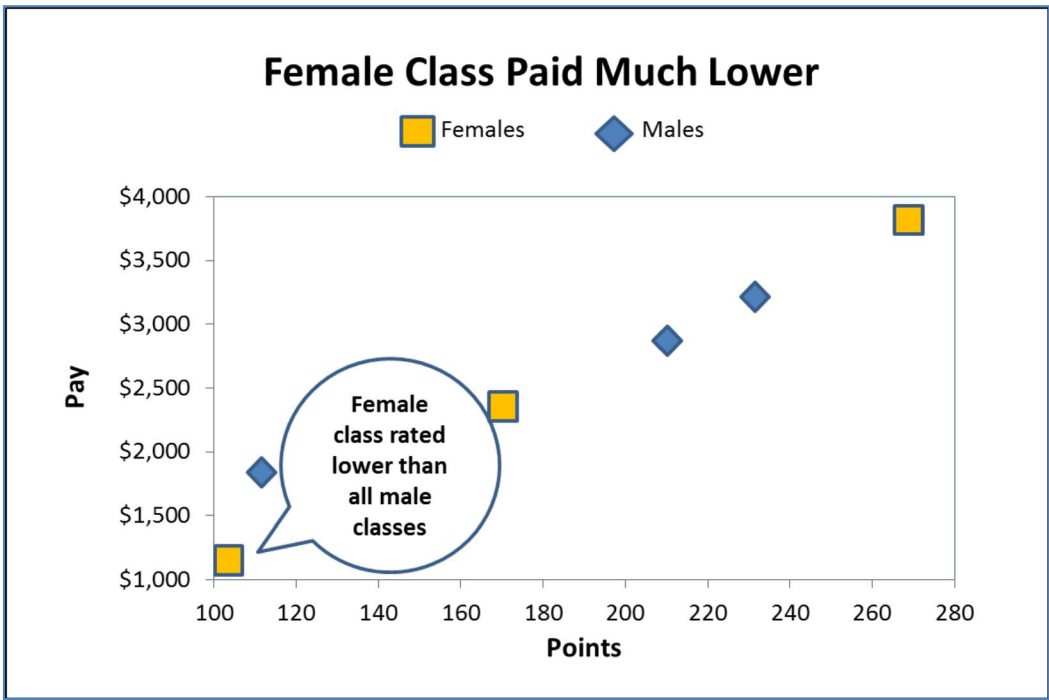
4. A female class, rated lower than all male classes, is not compensated as reasonably proportionate to points as other classes.

Example: In this case, the retail clerk has a salary of \$700 per month below the custodian but only six fewer points. For all other job classes where there is a salary difference, there is a larger difference in points. For example, the maintenance supervisor’s salary is \$300/month less than the police officer and there is a difference of 23 points.

Job Title	Type	Class Points	Max. Monthly Salary
City Clerk/Admin	F	275	\$3800
Police Officer	M	236	\$3200
Maintenance Sup	M	213	\$2900
Admin. Sec.	F	173	\$2400
Custodian	M	111	\$1800
Retail Clerk	F	105	\$1100

While some difference in salary is acceptable due to the point difference, the salary for the retail clerk with 105 points must be much closer to the salary for the custodian with 111 points. When there is a question regarding the salary for female class or classes rated lower than all male classes, the judgment is made on a case-by-case basis, and the main considerations are the relationship of points and pay between other classes in the jurisdiction and past history of pay relationships that were previously in compliance. In this case, the minimum requirement to correct this inequity would be that the salary for the retail clerk would be approximately \$1,650/month.

Graph illustrating inequity for female class.



Salary Range Test

This is an example to show how the salary range test is calculated. It is not necessary to calculate this test manually if the software is being used. If the software is not being used, the following steps will produce a result for this test. Information is recorded for male or female classes only, not balanced classes. The information for this example is taken from the Data Entry List Report on page seven.

JURISDICTION: Stageville Theatre

Step 1

Look at the “years to max” column and identify male classes with an established number of years to move through a salary range.

Title	Years to Max
Stage Crew	5
Props Chief	5
Set Tech	5
Lighting Tech	6
Effects Tech	6
Writer	6
Marketing Director	4
<u>7</u> total classes	<u>37</u> total years

Step 2

Calculate the average years to reach maximum salary for male classes:

A. Total years from Step 1	37
B. Total classes from Step 1	<u>7</u>
C. Divide 2A by 2B	$37 \div 7 = 5.28$ average years to max

Step 3

Look at the “years to max” column and identify female classes with an established number of years to move through a salary range.

Title	Years to Max
Costume Designer	5
Stage Manager	5
<u>2</u> total classes	<u>10</u> total years

Step 4

Calculate the average years to reach maximum salary for female classes:

A. Total years from Step 3	10
B. Total classes from Step 3	<u>2</u>
C. Divide 4A by 4B	$10 \div 2 = 5$ average years to max

Step 5

Divide 2C by 4C and multiply by 100. $5.28 \div 5 = 1.05 \times 100 = 105\%$

Enter this result in Part C of the Pay Equity Implementation Report.

Exceptional Service Pay Test

This is an example to show how the exceptional service pay test is calculated. It is not necessary to calculate this test manually if the software is being used. If the software is not being used, the following steps will produce a result for this test. The information for this example is taken from the Data Entry List Report on page seven. Information is recorded for male or female classes only, not balanced classes.

Step 1

Look at the “exceptional service pay” column and calculate the percentage of male classes receiving exceptional service pay.

- | | |
|---|------------------------------------|
| A. Total number of male classes where an employee receives exceptional service pay. | 4 |
| B. Total number of male classes in the jurisdiction. | 8 |
| C. Divide 1A by 1B and multiply by 100. | $4 \div 8 = .50 \times 100 = 50\%$ |

If result of 1C is 20% or less, stop here and check appropriate box in Part D of report form.

If result is more than 20%, go on to Step 2.

Step 2

Look at the “exceptional service pay” column and calculate the percentage of female classes receiving exceptional service pay.

- | | |
|---|------------------------------------|
| A. Total number of female classes where an employee receives exceptional service pay. | 1 |
| B. Total number of female classes. | 4 |
| C. Divide 2A by 2B and multiply by 100. | $1 \div 4 = .25 \times 100 = 25\%$ |

Step 3

Calculate the ratio of female/male classes receiving exceptional service pay.

- | | |
|--------------------------------------|--|
| Divide 2C by 1C and multiply by 100. | $.25 \div .50 = .50 \times 100 = 50\%$ |
|--------------------------------------|--|



CITY COUNCIL
AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rental License Approvals
DATE: 01/18/2022

OVERVIEW:

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

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

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

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

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

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

ACTION TO BE CONSIDERED:

Approval of Rental Licenses on properties identified as attached

Attachments:

- Properties qualified for Rental License Approval

RENTAL ADDRESS	OWNER
3856 225TH LN NW	MEADE HEIDI K
23308 YUCCA ST NW	MEADE HEIDI K
22794 ELDORADO ST NW	ALLEN PROPERTIES LLC
23166 JIVARO ST NW	ARCHAMBAULT AMY
2716 230TH CT NW	BENSON CHARLES
3586 232ND CT NW	SKOGQUIST CHAD
22872 POPPY ST NW - 12 UNITS	WEAVER BROTHERS COMPANY
22874 POPPY ST NW - 12 UNITS	WEAVER BROTHERS COMPANY
22790 ELDORADO ST NW	ALLEN PROPERTIES LLC
23162 DAKOTAH ST NW	BENSON CHARLES
23176 DAKOTAH ST NW	BENSON CHARLES
4096 231ST LN NW	BENSON CHUCK
2756 232ND LN NW	NELSON SEAN & CYNTHIA
22940 AMBASSADOR BLVD NW	SHULTZ TRUSTEE FLORANCE
4490 232ND LN NW	LINDMEYER, CHRISTINE
2788 233RD LN NW	WENGER ROBERT
22804 ELDORADO ST NW	BENSON CHARLES
2760 230TH LN NW	BERRY ANDREW
23100 AMBASSADOR BLVD NW	WEISKOPF, MIKE
23390 ARROWHEAD ST NW	ARROWHEAD LEASING ENTERPRISES LLC
23254 YUCCA ST NW	BARTHOLD JACOB
3832 232ND AVE NW #105	BERNU JULIE
23068 NAVAJO ST NW	CHMIELEWSKI SEVERIN
23086 GUARANI ST NW	CHMIELEWSKI SEVERIN
23160 BUTTERFIELD DR NW	HIGGINS MATTHEW
3074 232ND LN NW	JULES PROPERTIES LLC
4166 228TH AVE NW	WAHLQUIST ROBERT
3832 232ND AVE NW #102	FUSSY ADAM & SARAH
3768 225TH LN NW	AARON & JAMIE SORENSON
23606 ST FRANCIS BLVD NW	HEAD WILLIAM AND PAULINE
22966 MAKAH ST NW	NOE DAVID
23010 KERRY ST NW #101	DAVID MAGGELSON/NORTHERN CAPITAL INVESTMENTS LLC
4062 234TH AVE NW	SCHRADER ALVAN L
23148 DAKOTAH ST NW	SORENSON AARON
2598 234TH CT NW	WOLFE MATT
23454 ARROWHEAD ST NW	LAM, NICOLE
4330 ST. FRANCIS BLVD NW	ANGIE'S GARDEN GATE
3910 233RD AVE NW	ABBY FIELD LIMITED PARTNERSHIP
3920 233RD AVE NW	ABBY FIELD LIMITED PARTNERSHIP
2696 230TH CT NW	WOLFE GREGORY
2768 235TH AVE NW	STATEMA, JEFFREY



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann
FROM: John Schmidt
SUBJECT: New Hire Melinda Michels
DATE: 01-18-2022

OVERVIEW:

We are looking to add Melinda Michels as a PT Employee. We have very good employees, but we run thin. They are starting to get tired of working as much as they have been. One of the things about the Bottle Shop is our employee retention, and I'd like to keep it that way.

ACTION TO BE CONSIDERED:

- Allow the hire of a part time employee
- Deny the hire of a part time employee

BUDGET IMPLICATION:

There will be a little additional budget implication, as Melinda is a returning employee of 13 years. We would like to start her hourly wage at where she left off at \$15.27/hour. She will be working hours already assigned to current employees, not adding shifts.



CITY COUNCIL AGENDA
REPORT

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Job Descriptions and Reorganization
DATE: January 18th, 2022

OVERVIEW:

The City has evaluated the organization and the functions of day to day operations. The Community Development Department has seen a large increase in projects and an increase in the complexity of these projects. In order to shift work around the organization and staff to the appropriate level to address the current workload, staff is recommending the attached changes to job descriptions.

The City would ultimately expand the positions of the City Clerk and incoming Public Works Director to have them more overlap in administration and community development. The Clerk would ultimately expand the role to handle more finance, communications, records, and HR duties. The Public Works Director position would expand to handle more community and economic development related infrastructure duties.

ACTION TO BE CONSIDERED:

Motion to approve the attached job descriptions and adjust the Deputy Administrator/Clerk position to pay grade 17 step 2. The Deputy Administrator/Public Works Director would remain at the pay grade 17.

BUDGET IMPLICATION:

The grade change on the Deputy Administrator/Clerk position is approximately \$8,000 for salary and benefits. The City has saved or will save approximately \$40,000 in vacant positions in 2022.

- Attachments:
- Job Description for Deputy Administrator/Public Works Director
 - Job Description for Deputy Administrator/Clerk

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: January 2022

Position Title: Deputy Administrator/Public Works Director **Status:** Exempt

Department: Administration/Public Works **Approved:** _____

Accountable to: City Administrator _____

Primary Objectives

Performs managerial and administrative work overseeing the operations of the Public Works Department including street and storm sewer system, parks, water treatment plant, wastewater treatment plant and the distribution and collection systems; performs related duties as required. Also provides managerial and administrative work to assist Community Development related infrastructure expansion.

Supervision Received

Works under the administrative direction of the City Administrator.

Supervision Exercised

Provides general supervision to department staff, either directly or through department supervisors.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Plans, directs and oversees operations and maintenance of streets, storm sewers, parks, including equipment, buildings, grounds and trails, and the water and wastewater system and facilities.
- * 2. Supervises staff including: interviewing and recommending hire, training, coaching, providing direction, assigning and reviewing work, evaluating performance and recommending or administering reward and discipline.
- * 3. Assists and oversees department supervisors in the exercise of all personnel functions; ensures labor agreements, safety rules and practices and personnel policies are enforced.
- * 4. Establishes, implements and enforces departmental policies and procedures and long and short-term goals and ensures their implementation.
- * 5. Reviews division budget requests and develops and submits the operational budget and CIP requests for the Department to the City Administrator for approval.

- * 6. Confers with engineers, developers, city officials, and the public in the development of ~~long-range~~ plans and programs and directs and oversees long-range maintenance and facility upgrades.
- * 7. Handles complaints and resolves citizen concerns in a manner to encourage cooperation and community acceptance of municipal policies and activities.
- * 8. Oversees inventories of equipment, materials and supplies; prepares and reviews bid specifications, and authorizes purchases in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the City Administrator for approval.
- 9. Analyzes and recommends, when appropriate, rates or charges for goods or services sold or performed by the City to outside entities.
- * 10. Oversees grant preparation and ensures the terms of grants are met; manages the use of state aid monies and PAC funds.
- * 11. Oversees the WWTF operations to ensure the highest quality discharge effluent.
- * 12. Oversees the WTP operations to ensure proper operation and highest quality safe drinking water.
- * 13. Reviews monthly, bi-annual and annual reports and recommends operational changes as appropriate.
- * 14. Works with outside agencies such as the MPCA, EPA, the Department of Health and DNR; oversees completion of required reports and forms and ensures proper records are maintained.
- * 15. Negotiates and determines solutions for controversial problems with consultants, contractors and the general public, under the direction of the City Administrator.
- 16. Enforces union contract provisions, personnel policies, safety rules and practices.
- * 17. Works with engineers, consultants, developers, contractors and other City departments to resolve issues and ensure high quality, cost-effective services.
- * 18. Works with City Engineers and Planners to establish and enforce City Development Standards for consistent building and construction within the City.
- * 19. Oversees and advises staff on difficult or unusual problems and communicates regularly with the department supervisors to share information and discuss solutions to problems or plans for change.
- * 20. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities; facilitates cross-training among employees to improve the overall efficiency of department operations.
- * 21. Coordinates activities with other departments and contracted services to avoid work delays and service interruptions.
- * 22. Ensures facilities and equipment are inspected according to guidelines and accurate records and maintained; prepares reports and keeps the City Administrator informed of any pertinent issues.

- * 23. Establishes and maintains a system for public works emergencies and makes arrangements for back-up assistance in the event of system or major equipment failure.
- * 24. Identifies potential risks and establishes security measures in accordance with requirements of the Department of Homeland Security.
- * 25. Attends and participates at meetings of the City Administrator, City Council, Commissions and agencies as requested.
- * 26. Staff lead on infrastructure expansions projects such as broadband, road projects, parks and infrastructure expansion related to community/economic development.
- 27. Other cross departmental, infrastructure related projects and tasks such as capital planning and related matters.
- 28. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of the repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- * ➤ Considerable knowledge of street, storm sewer and park maintenance operations, equipment, tools, materials and processes.
- * ➤ Considerable knowledge of safety laws and requirements affecting the operations of a municipal street and park maintenance system including traffic laws, ordinances and regulations involved with safety street sign placement and equipment operations.
- * ➤ Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
- * ➤ Considerable knowledge of budgeting, purchasing, grant management, and financial controls related to areas of responsibility.
- * ➤ Considerable ability to organize, schedule, prioritize and coordinate the activities of the various divisions within public works and to coordinate that work with construction work being done in the City.
- * ➤ Considerable ability to supervise, advise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- * ➤ Considerable ability to develop and maintain accurate records and maps of the infrastructure.
- * ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation.
- * ➤ Considerable ability to resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- * ➤ Considerable ability to communicate effectively, both orally and in writing, and establish and maintain effective working relationships with City Officials, contractors, outside agencies, city staff and the general public.
- * ➤ Considerable ability to plan for needs and improvement in the operation and see that plans and goals are achieved.
- * ➤ Considerable ability to research and analyze problems, determine appropriate solutions and ensure the solutions are implemented.
- * ➤ Working ability to use both large and fine motor skills to manipulate objects requiring manual dexterity and to effectively use a computer with standard office software.

- * ➤ Working ability to operate a telephone or radio for work calls and to hear employees and citizens.
- * ➤ Working ability to visually inspect work quality and technical diagrams and maps.
- Working ability to work in unfavorable and adverse weather conditions and environments.
- * ➤ Ability to respond to emergency 24-hour on call and to determine when to call in staff for emergencies.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration or related field. Two years of experience in local government. Experience in project management, administrative management, infrastructure, community development, or other similar experience desired.

* Note: Asterisked items are essential to the job.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: January 2022

Position Title: Deputy Administrator/City Clerk **Status:** Exempt

Department: Administration **Approved:** _____

Accountable to: City Administrator _____

Primary Objectives

Performs skilled supervisory and administrative work fulfilling the statutory and charter responsibilities of the office of City Clerk; assists the City Administrator with human resource, finance, clerk and communications; performs related duties as required.

Supervision Received

Works under the general and/or administrative supervision of the City Administrator.

Supervision Exercised

Provides general and technical supervision to the administrative functions of the city and the Accounting Technician/Deputy Clerk.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Performs all duties and responsibilities as authorized and directed by State Statute, City Code and City Charter, such as accepting, opening and recording bids, affixing the City Seal, administering oaths of office, publishing legal notices, etc.
- * 2. Plans, directs and oversees Administrative operations and activities and establishes goals and objectives. Administrative operations include human resources, finance, clerk and communications and related matters
- * 3. Provides staff support to the City Council including preparing agendas and Council packets, attending Council meetings and taking minutes, and assisting the City Administrator to carry out the Council directives.
- * 4. Develops sound record keeping systems and procedures in conjunction with applicable department heads for official City records which encompasses all city departments; researches and retrieves information as needed to conduct City business and maintains the City Code.

- * 5. Administers elections for national, state, county, municipal and Special District offices in accordance with State requirements and laws.
- * 6. Certifies official documents, including local approval of special laws pertaining to the City, special assessments to the County Auditor, plats of land within the City, tax levy resolutions, changes in regular municipal election date, voting machine testing and precinct boundary changes.
- * 7. Executes official papers and documents, including oaths of office and bonds of each municipal official, claims against the City, financial statements, audit reports submitted to the City by the State Auditor's Office, tax settlement receipts for the County Treasurer, and receipts of Court Fines.
- * 8. Manages the approval process for various City licenses; collects information, verifies requirements are met, obtains Police Department recommendation when needed, and issues the license once it is approved.
- * 9. Assists the City Administrator and Finance Director with the overall city budget and monitors expenditures throughout the year.
- 10. Manages Human Resources and Administrative functions relating to: interviewing and recommending hire, training, coaching, providing direction, assigning and reviewing work, evaluating performance and recommending or administering reward and discipline.
- * 11. Assists the City Administrator to enforce union contract provisions, personnel policies and safety rules and practices.
- * 12. Conducts research on a variety of issues and prepares reports and recommendations and performs special assessment searches.
- 13. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities, primarily in City Hall.
- * 14. Assist the City Administrator with human resource functions such as administering the pay plan and labor agreements, ensuring compliance with pay equity, managing the recruitment and selection process for most City positions, processing worker's compensation and unemployment compensation forms and reports, managing the City's performance evaluation process and maintaining personnel files.
- * 15. Manages the insurance renewal process including working with benefits agents and/or providers, coordinating open enrollment meetings, answering benefit coverage and eligibility questions, and processing employee enrollments and changes.
- 16. Assures that new policies are distributed to all affected individuals and Personnel Policies are reviewed periodically for updates.

- * 17. Notifies the City Administrator of new Federal and State mandates, rules and regulations affecting general government; drafts ordinances and resolutions for Council approval.
- * 18. Acts as the City's designated Data Compliance Official for general City data and personnel data and is the designated Responsible Authority under the Minnesota Data Practices Act; oversees records retention and records management.
- 19. Plans City celebrations cooperatively with other City staff and assists with the work required for a successful City event.
- 20. Assist City Administrator to develop and implement a city communications program and plans that promote the vision, goals and positive image of St. Francis to citizens, business community and other governmental jurisdictions. Notable items include the Newsletter, the city website and social media accounts. This function is coordinated with applicable department heads and across all city departments.
- 21. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of election laws, City Code, records retention and data practices laws.
- * ➤ Considerable knowledge of the City Charter, statutory responsibilities of a City Clerk and other legal requirements governing municipal operations.
- * ➤ Considerable knowledge of budget preparation and administration.
- * ➤ Working knowledge of the functions, organization, staffing and operations of City Departments.
- * ➤ Considerable ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
- * ➤ Considerable ability to operate standard office equipment using word-processing and spreadsheet software.
- * ➤ Considerable ability to work cooperatively with other departments to meet the needs of the City Council.
- * ➤ Considerable ability to communicate effectively and tactfully, both orally and in writing, including making presentations.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and enforce policies and procedures.
- * ➤ Considerable ability and to detect and correct errors and to develop and maintain a comprehensive record keeping system.
- * ➤ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, public officials, commission members, businesses owners, state and county agencies and the public.
- * ➤ Considerable ability to organize and prioritize work, meet deadlines and to manage multiple tasks in a timely manner.
- * ➤ Considerable ability to analyze, interpret and apply or enforce the City code and relevant statutory and regulatory requirements.
- * ➤ Considerable ability to respond to questions and requests for information on a large variety of municipal issues.

- * ➤ Working ability to sit for long periods of time and to operate a personal computer including word processing and spreadsheet software.
- * ➤ Working ability to supervise and motivate staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration or related field. Two years of responsible deputy city clerk experience, or administrative experience that included records management, assisting with elections, providing staff support for local government officials and skilled clerical work. Must be able to attain certification as a municipal clerk in the State of Minnesota within three years.

*Note: Asterisked items are essential to the job.



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: 01-18-2022

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$139,741.02 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2021.

Other Payments to be approved:

Debt service payments –\$988,908.66

Direct Transfers from Previous Month-\$327,780.00

Credit Card Payment-\$32,678.46

Manual Checks-N/A

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow the 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:

- 01-18-2022 Packet List-139,741.02
- 01-18-2022 ACH Payments-\$327,780.00
- 01-18-2022 Credit Card-\$32,678.46
- 01-18-2022 Debt Service-\$988,908.66

CITY OF ST FRANCIS

*Claim Register©

AP-2021 01-18-2022

December 2021

Claim Type

Claim# 13255 ANOKA COUNTY CHIEF OF POLIC

Cash Payment E 101-42110-433 Dues and Subscriptions 2021 MEETING EXPENSES \$166.50
 Invoice .011322

Transaction Date 1/13/2022 Due 1/13/2022 CASH 10100 **Total** \$166.50

Claim Type

Claim# 13166 ASPEN MILLS

Cash Payment E 101-42110-437 Uniform Allowance HEDGES-UNIFORMS \$491.83
 Invoice 286361

Transaction Date 1/10/2022 Due 1/10/2022 CASH 10100 **Total** \$491.83

Claim Type

Claim# 13116 ASSURED PARTNERS

Cash Payment E 101-41110-360 Insurance SERVICE FEE \$16.20
 Invoice 292738

Cash Payment E 101-41400-360 Insurance SERVICE FEE \$155.40
 Invoice 292738

Cash Payment E 101-41410-360 Insurance SERVICE FEE \$0.60
 Invoice 292738

Cash Payment E 101-41500-360 Insurance SERVICE FEE \$83.40
 Invoice 292738

Cash Payment E 101-41600-360 Insurance SERVICE FEE \$51.00
 Invoice 292738

Cash Payment E 101-41910-360 Insurance SERVICE FEE \$105.60
 Invoice 292738

Cash Payment E 101-41940-360 Insurance SERVICE FEE \$124.80
 Invoice 292738

Cash Payment E 101-42110-360 Insurance SERVICE FEE \$851.40
 Invoice 292738

Cash Payment E 101-42210-360 Insurance SERVICE FEE \$195.60
 Invoice 292738

Cash Payment E 101-42400-360 Insurance SERVICE FEE \$63.60
 Invoice 292738

Cash Payment E 101-43100-360 Insurance SERVICE FEE \$573.00
 Invoice 292738

Cash Payment E 101-43210-360 Insurance SERVICE FEE \$25.80
 Invoice 292738

Cash Payment E 101-45200-360 Insurance SERVICE FEE \$727.80
 Invoice 292738

Cash Payment E 101-49200-360 Insurance SERVICE FEE \$3.60
 Invoice 292738

Cash Payment E 601-49440-360 Insurance SERVICE FEE \$907.80
 Invoice 292738

Cash Payment E 602-49490-360 Insurance SERVICE FEE \$1,225.80
 Invoice 292738

Cash Payment E 609-49750-360 Insurance SERVICE FEE \$888.60
 Invoice 292738

Transaction Date 1/5/2022 Due 1/5/2022 CASH 10100 **Total** \$6,000.00

Claim Type

Claim# 13126 BRITZ STORE EQUIPMENT

Cash Payment E 609-49750-228 Equipment Maintenance EQUIPMENT MAINT \$1,804.19
 Invoice 1006442

CITY OF ST FRANCIS

*Claim Register©

AP-2021 01-18-2022

December 2021

Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$1,804.19
Claim Type						
Claim#	13177	BUREAU OF CRIM APPREHENSIO				
Cash Payment	E 101-42110-311	Contract	CONTRACT			\$270.00
Invoice 00000685503						
Transaction Date	1/11/2022	Due 1/11/2022	CASH	10100	Total	\$270.00
Claim Type						
Claim#	13122	COUNTY MARKET - CITY ACCOUN				
Cash Payment	E 101-42110-212	Motor Fuels	DECEMBER 2021 FUEL			\$492.61
Invoice .123121						
Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$492.61
Claim Type						
Claim#	13180	ELECTRO WATCHMAN, INC.				
Cash Payment	G 609-16500	Construction in Progress	ALARM SYSTEM			\$8,034.18
Invoice 378684						
Cash Payment	E 101-41940-441	Miscellaneous	ALARM MAINT.			\$199.00
Invoice 378683						
Transaction Date	1/11/2022	Due 1/11/2022	CASH	10100	Total	\$8,233.18
Claim Type						
Claim#	13115	FERGUS POWER PUMP, INC				
Cash Payment	E 602-49490-311	Contract	40% CONTRACT 2021			\$32,549.74
Invoice 46705						
Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$32,549.74
Claim Type						
Claim#	13123	GOPHER STATE ONE-CALL				
Cash Payment	E 602-49490-442	Gopher State	IT SUPPORT			\$12.82
Invoice 1120755						
Cash Payment	E 601-49440-442	Gopher State	IT SUPPORT			\$12.83
Invoice 1120755						
Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$25.65
Claim Type						
Claim#	13141	HAWKINS, INC.				
Cash Payment	E 602-49490-216	Chemicals and Chem Prod	CHEMICALS			\$3,625.43
Invoice 6092425						
Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total	\$3,625.43
Claim Type						
Claim#	13182	HOISINGTON KOEGLER GROUP, I				
Cash Payment	E 101-41910-311	Contract	GENERAL PLANNING			\$6,085.20
Invoice 018-041-40						
Cash Payment	E 101-43100-311	Contract	SIWEK PARK			\$5,340.00
Invoice 018-041-40						
Cash Payment	E 225-45100-441	Miscellaneous	PARK PLAN			\$3,932.50
Invoice 018-041-40						
Cash Payment	G 803-22178	Green Valley Subdivision	PLANNING-GREEN VALLEY			\$831.25
Invoice 018-041-40						
Cash Payment	G 803-22179	Vista Prairie-Site Plan	VISA PRAIRIE-SITE PLAN			\$90.00
Invoice 018-041-40						
Cash Payment	G 803-22191	Alliant Finance-Plantinum Land	PLATINUM SUBD PLANNING			\$1,998.95
Invoice 018-041-40						

CITY OF ST FRANCIS

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***Claim Register©**

AP-2021 01-18-2022

December 2021

Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$18,277.90
Claim Type						
Claim#	13186	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-43210-200	Office Supplies	OFFICE SUPPLIES			\$32.58
Invoice IN3599353						
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$32.58
Claim Type						
Claim#	13049	MOHRS FURNACE AND DUCT CLE				
Cash Payment	E 609-49750-401	Repairs/Maint Buildings	FURNACE CLEANING			\$1,495.00
Invoice 516						
Transaction Date	12/28/2021	Due 12/28/2021	CASH	10100	Total	\$1,495.00
Claim Type						
Claim#	13212	RITEWAY BUSINESS FORMS				
Cash Payment	E 101-41400-200	Office Supplies	2021 TAX SUPPLIES			\$90.00
Invoice 21-85387						
Cash Payment	E 601-49440-200	Office Supplies	2021 TAX SUPPLIES			\$90.00
Invoice 21-85387						
Cash Payment	E 602-49490-200	Office Supplies	2021 TAX SUPPLIES			\$90.00
Invoice 21-85387						
Cash Payment	E 609-49750-200	Office Supplies	2021 TAX SUPPLIES			\$90.00
Invoice 21-85387						
Transaction Date	1/13/2022	Due 1/13/2022	CASH	10100	Total	\$360.00
Claim Type						
Claim#	13183	SHI INTERNATIONAL CORP				
Cash Payment	E 101-41400-310	Computer Consulting Fee	COMPUTER PROGRAM			\$296.00
Invoice B14561196						
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$296.00
Claim Type						
Claim#	13124	TIMESAVER OFF SITE SEC. INC				
Cash Payment	E 101-41400-311	Contract	COUNCIL 12/20/2021			\$263.00
Invoice M26990						
Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$263.00
Claim Type						
Claim#	13184	TOTAL CONTROL SYSTEMS, INC.				
Cash Payment	E 601-49440-229	Project Repair & Maintena	PROJECT REPAIR			\$6,945.43
Invoice 10029						
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$6,945.43
Claim Type						
Claim#	13125	TOTAL REGISTER SYSTEMS, INC				
Cash Payment	E 609-49750-240	Office Equip	OFFICE EQUIPMENT			\$3,049.85
Invoice 1052028						
Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$3,049.85
Claim Type						
Claim#	13206	ZANDLO, NATHAN				
Cash Payment	E 101-45200-229	Project Repair & Maintena	BAT HOUSES			\$1,052.45
Invoice NZEP001						
Transaction Date	1/13/2022	Due 1/13/2022	CASH	10100	Total	\$1,052.45

CITY OF ST FRANCIS

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*Claim Register©

AP-2021 01-18-2022

December 2021

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$85,431.34
Total	\$85,431.34

CITY OF ST FRANCIS

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***Claim Register©**

AP-2022 01-18-2022

January 2022

Claim Type

Claim#	13205	AAA TRANSCRIPTION, LLC				
Cash Payment	E 101-41400-311	Contract	CITY COUNCIL MEETING RECORDING			\$510.00
	Invoice	791				
Transaction Date	1/13/2022	Due 1/13/2022	CASH	10100	Total	\$510.00

Claim Type

Claim#	13147	ANOKA COUNTY ATTORNEYS OFF				
Cash Payment	E 208-42110-441	Miscellaneous	ICR#20-260393 SEIZURE			\$105.00
	Invoice	20-260393				
Cash Payment	E 208-42110-441	Miscellaneous	ICR#20-158167 SEIZURE			\$375.00
	Invoice	20-158167				
Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total	\$480.00

Claim Type

Claim#	13191	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-321	Telephone	BROADBAND			\$37.51
	Invoice	B220103P				
Cash Payment	E 101-42210-321	Telephone	BROADBAND			\$37.51
	Invoice	B220103P				
Cash Payment	E 101-43100-321	Telephone	BROADBAND			\$37.51
	Invoice	B220103P				
Cash Payment	E 101-45200-321	Telephone	BROADBAND			\$37.51
	Invoice	B220103P				
Cash Payment	E 601-49440-321	Telephone	BROADBAND			\$37.51
	Invoice	B220103P				
Cash Payment	E 602-49490-321	Telephone	BROADBAND			\$37.45
	Invoice	B220103P				
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$225.00

Claim Type

Claim#	13152	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$871.00
	Invoice	291810				
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$871.00

Claim Type

Claim#	13146	BOE, BRANDON				
Cash Payment	E 101-42110-441	Miscellaneous	COURT 01-03-2022			\$32.96
	Invoice	.010322				
Cash Payment	E 101-42110-441	Miscellaneous	COURT 01-03-2022			\$32.96
	Invoice	.010322				
Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total	\$65.92

Claim Type

Claim#	13118	BOND TRUST SERVICES				
Cash Payment	E 311-47000-620	Fiscal Agent s Fees	GENERAL OBLIGATION BONDS			\$475.00
	Invoice	69042				
Cash Payment	E 602-47000-620	Fiscal Agent s Fees	GENERAL OBLIGATION WATER/SEWER BONDS			\$475.00
	Invoice	69041				
Cash Payment	E 327-47000-620	Fiscal Agent s Fees	GENERAL OBLIGATION BONDS SERIES 2015A			\$475.00
	Invoice	69040				
Cash Payment	E 330-47000-620	Fiscal Agent s Fees	GENERAL OBLIGATION CAP IMROV BONDS			\$475.00
	Invoice	69039				

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Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$1,900.00
Claim Type						
Claim#	13151	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$49.30
Invoice	342498545					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$3,383.48
Invoice	342498545					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$120.00
Invoice	342498545					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$3,552.78
Claim Type						
Claim#	13203	CAMERON, NICK				
Cash Payment	G 803-22000	Deposits	DRIVEWAY ESCROW-23094	IVYWOOD ST		\$250.00
Invoice	.01122022					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$250.00
Claim Type						
Claim#	13190	COMPASS MINERALS AMERICA, I				
Cash Payment	G 101-14100	Inventory of Material/Supply	BULK COARSE LA-INVENTORY			\$3,664.61
Invoice	918616					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$3,664.61
Claim Type						
Claim#	13150	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC (ICE)			\$42.72
Invoice	4002255					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$42.72
Claim Type						
Claim#	13149	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$3,388.85
Invoice	1518491					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$276.00
Invoice	1518491					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$68.80
Invoice	1518491					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$3,733.65
Claim Type						
Claim#	13202	DEFENSE TECHNOLOGY, LLC				
Cash Payment	E 101-42110-208	Training and Instruction	TRAINING COURSE-LARSON			\$275.00
Invoice	84225 REV 1					
Cash Payment	E 101-42110-208	Training and Instruction	TRAINING COURSE-N. SCHWIEGER			\$275.00
Invoice	84225 REV 1					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$550.00
Claim Type						
Claim#	13169	DEHN OIL				
Cash Payment	E 101-43100-212	Motor Fuels	FUEL			\$1,603.09
Invoice	94588					
Cash Payment	E 101-45200-212	Motor Fuels	FUEL			\$1,603.09
Invoice	94588					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$3,206.18

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Claim Type

Claim# 13175 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing ORDINANCE 286 RESOLUTION 2021 \$80.63
Invoice 871317Transaction Date 1/11/2022 Due 1/11/2022 CASH 10100 **Total** \$80.63**Claim Type**

Claim# 13179 ELECTRO WATCHMAN, INC.

Cash Payment E 101-41940-445 Security ALARM MONITORING \$419.40
Invoice 378685Transaction Date 1/11/2022 Due 1/11/2022 CASH 10100 **Total** \$419.40**Claim Type**

Claim# 13189 FERGUSON, RICHARD

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #4633 \$154.65
Invoice .011222-4633Transaction Date 1/12/2022 Due 1/12/2022 CASH 10100 **Total** \$154.65**Claim Type**

Claim# 13188 GFC INVESTMENTS HOLDING LLC

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #6243 \$49.15
Invoice .011222-6243Transaction Date 1/12/2022 Due 1/12/2022 CASH 10100 **Total** \$49.15**Claim Type**

Claim# 13210 GOPHER STATE ONE-CALL

Cash Payment E 602-49490-442 Gopher State 2022 ANNUAL FEE \$25.00
Invoice 2000755Cash Payment E 601-49440-442 Gopher State 2022 ANNUAL FEE \$25.00
Invoice 2000755Transaction Date 1/13/2022 Due 1/13/2022 CASH 10100 **Total** \$50.00**Claim Type**

Claim# 13176 INNOVATIVE OFFICE SOLUTIONS,

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES \$61.62
Invoice IN3607732Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES \$116.23
Invoice IN3609117Transaction Date 1/11/2022 Due 1/11/2022 CASH 10100 **Total** \$177.85**Claim Type**

Claim# 13170 ISD #15

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 119 MAINT. \$94.21
Invoice 8247Cash Payment E 101-42110-221 Vehicle Repair & Maintena INVESTIGATOR CAR MAINT. \$244.80
Invoice 8248Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 121 MAINT. \$91.04
Invoice 8236Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 221 MAINT. \$93.54
Invoice 8237Transaction Date 1/11/2022 Due 1/11/2022 CASH 10100 **Total** \$523.59**Claim Type**

Claim# 13197 JASENAC, MEHMED

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#5550 \$9.83
Invoice .011222-5550

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Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$9.83
Claim Type						
Claim#	13157 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$28.29
Invoice	1968614					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$33.25
Invoice	1968613					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,279.00
Invoice	1968613					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$906.70
Invoice	1968614					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$3,247.24
Claim Type						
Claim#	13192 JOSHUA/MARKUM BUILDERS					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6316				\$68.14
Invoice	.011222-6316					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$68.14
Claim Type						
Claim#	13117 KESSLER, JASON & VALORIE					
Cash Payment	G 803-22000 Deposits	ESCROW REFUND				\$250.00
Invoice	.010522					
Transaction Date	1/5/2022	Due 1/5/2022	CASH	10100	Total	\$250.00
Claim Type						
Claim#	13156 LEAGUE OF MN CITIES					
Cash Payment	E 101-42110-433 Dues and Subscriptions	PATROL SUBSCRIPTION				\$990.00
Invoice	355880					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$990.00
Claim Type						
Claim#	13196 LINDGREN, WESLEY					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#2800				\$181.63
Invoice	.011222-2800					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$181.63
Claim Type						
Claim#	13195 LONG, ELISHA					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#5499				\$377.20
Invoice	.011222-5499					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$377.20
Claim Type						
Claim#	13155 MCDONALD DIST CO.					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$249.40
Invoice	613238					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$688.00
Invoice	613226					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$11,481.00
Invoice	613131					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$10,543.60
Claim Type						
Claim#	13213 MIDCONTINENT COMMUNICATION					

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Cash Payment	E 601-49440-321 Telephone	CABLE 01/01-01/31/2022			\$148.00
	Invoice 13334860112416				

Transaction Date	1/13/2022	Due 1/13/2022	CASH	10100	Total	\$148.00
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Claim Type

Claim# 13211 MN BUREAU OF CRIMINAL APPRE

Cash Payment	E 101-42110-208 Training and Instruction	DMT-G - HEDGES - #22513			\$375.00
	Invoice 22513				

Transaction Date	1/13/2022	Due 1/13/2022	CASH	10100	Total	\$375.00
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Claim Type

Claim# 13207 MN DEPT OF NATURAL RESOURC

Cash Payment	E 601-49440-434 Permit Fees	2021 WATER USE			\$2,919.51
	Invoice 1979-6329				

Transaction Date	1/13/2022	Due 1/13/2022	CASH	10100	Total	\$2,919.51
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Claim Type

Claim# 13194 MUNOZ, JENNIFER

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#2095			\$402.77
	Invoice .011222-2095				

Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$402.77
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Claim Type

Claim# 13185 NORTH MEMORIAL

Cash Payment	E 101-42210-208 Training and Instruction	EMT INITIAL- JORDAN PREISS			\$1,845.00
	Invoice BMZ-DPM-Z94				

Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$1,845.00
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Claim Type

Claim# 13145 PACE ANALYTICAL SERVICES

Cash Payment	E 602-49490-313 Sample Testing	COOLER 1 12/22/21			\$143.00
	Invoice 22100361355				

Cash Payment	E 602-49490-313 Sample Testing	COOLER 2-WEEKLY			\$128.00
	Invoice 22100361447				

Cash Payment	E 602-49490-313 Sample Testing	COOLER 1-WEEKS 2-5			\$182.00
	Invoice 22100361449				

Cash Payment	E 602-49490-313 Sample Testing	COOLER 1			\$159.00
	Invoice 22100361824				

Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total	\$612.00
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Claim Type

Claim# 13165 PAUSTIS WINE COMPANY

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$27.50
	Invoice 151771				

Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$2,156.00
	Invoice 151771				

Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$2,183.50
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Claim Type

Claim# 13163 PHILLIPS WINE & SPIRITS CO.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$17.28
	Invoice 6331393				

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$1.57
	Invoice 6331394				

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$9.43
	Invoice 6331392				

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Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$788.00
	Invoice 6331392					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$385.25
	Invoice 6331393					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$1,201.53
Claim Type						
Claim#	13174	QUILL CORPORATION				
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$118.81
	Invoice 21906202					
Transaction Date	1/11/2022	Due 1/11/2022	CASH	10100	Total	\$118.81
Claim Type						
Claim#	13193	RAYMOND, AARON				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#4759				\$126.20
	Invoice .011222-4759					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$126.20
Claim Type						
Claim#	13201	RHODES, TERRANCE				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#3547				\$82.75
	Invoice .011222-3547					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$82.75
Claim Type						
Claim#	13200	ROYAL SUPPLY				
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$22.80
	Invoice 2935					
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$11.40
	Invoice 2935					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$5.70
	Invoice 2935					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$5.70
	Invoice 2935					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$5.70
	Invoice 2935					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$5.70
	Invoice 2935					
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total	\$57.00
Claim Type						
Claim#	13161	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$33.28
	Invoice 2165463					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.56
	Invoice 5080017					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$15.36
	Invoice 2165464					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$5,544.30
	Invoice 2165463					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$630.00
	Invoice 2165464					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$796.00
	Invoice 5080017					
Transaction Date	1/10/2022	Due 1/10/2022	CASH	10100	Total	\$7,021.50

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Claim Type

Claim#	13144	ST. FRANCIS AREA CHAMBER OF				
Cash Payment	E 609-49750-340 Advertising	ANNUAL DUES			\$150.00	
Invoice CITO100						
Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total \$150.00	

Claim Type

Claim#	13143	STATE OF MN, DEPT OF FINANCE				
Cash Payment	E 208-42110-441 Miscellaneous	ICR#20-260393 SEIZURE			\$52.50	
Invoice 20-260393						
Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total \$52.50	

Claim Type

Claim#	13142	TJ ASSOCIATES				
Cash Payment	E 101-41400-200 Office Supplies	BUSINESS CARDS- DAHLHEIMER			\$59.95	
Invoice 237485						
Cash Payment	E 101-41400-200 Office Supplies	ENVELOPES			\$309.00	
Invoice 237543						
Transaction Date	1/6/2022	Due 1/6/2022	CASH	10100	Total \$368.95	

Claim Type

Claim#	13199	TRACE, JON & MICHELE				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#5241			\$208.91	
Invoice .011222-5241						
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total \$208.91	

Claim Type

Claim#	13198	WOGENSEN, DAWN				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6179			\$260.98	
Invoice .011222-6179						
Transaction Date	1/12/2022	Due 1/12/2022	CASH	10100	Total \$260.98	

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$54,309.68
Total	\$54,309.68

Total both batches-\$139,741.02

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Payments Batch P-WIRE DEC 2021		\$327,780.00			
Refer	12885 HEALTH PARTNERS	<u>Ck# 001234E 12/31/2021</u>			
Cash Payment	G 101-21708 Health Premium	HEALTH INSURANCE			\$30,036.10
Invoice					
Transaction Date	12/15/2021	CASH	10100	Total	\$30,036.10
Refer	12886 SUN LIFE FINANCIAL	<u>Ck# 001235E 12/31/2021</u>			
Cash Payment	E 101-41400-130 Employer Paid Insurance	DECEMBER INSURANCE			\$215.87
Invoice					
Cash Payment	E 101-41500-130 Employer Paid Insurance	DECEMBER INSURANCE			\$207.73
Invoice					
Cash Payment	E 101-41910-130 Employer Paid Insurance	DECEMBER INSURANCE			\$150.41
Invoice					
Cash Payment	E 101-42110-130 Employer Paid Insurance	DECEMBER INSURANCE			\$920.55
Invoice					
Cash Payment	E 101-42210-130 Employer Paid Insurance	DECEMBER INSURANCE			\$78.28
Invoice					
Cash Payment	E 101-42400-130 Employer Paid Insurance	DECEMBER INSURANCE			\$76.33
Invoice					
Cash Payment	E 101-43100-130 Employer Paid Insurance	DECEMBER INSURANCE			\$212.08
Invoice					
Cash Payment	E 101-43210-130 Employer Paid Insurance	DECEMBER INSURANCE			\$47.13
Invoice					
Cash Payment	E 101-45200-130 Employer Paid Insurance	DECEMBER INSURANCE			\$212.08
Invoice					
Cash Payment	E 601-49440-130 Employer Paid Insurance	DECEMBER INSURANCE			\$104.24
Invoice					
Cash Payment	E 602-49490-130 Employer Paid Insurance	DECEMBER INSURANCE			\$104.24
Invoice					
Cash Payment	E 609-49750-130 Employer Paid Insurance	DECEMBER INSURANCE			\$191.40
Invoice					
Transaction Date	12/2/2021	CASH	10100	Total	\$2,520.34
Refer	12887 CAYAN	<u>Ck# 001236E 12/31/2021</u>			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			\$3,007.18
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$3,007.18
Refer	12888 ACE SOLID WASTE, INC.	<u>Ck# 001237E 12/31/2021</u>			
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE			\$67.22
Invoice					
Cash Payment	E 101-42210-384 Refuse/Garbage Dispos	GARBAGE			\$72.62
Invoice					
Cash Payment	E 609-49750-384 Refuse/Garbage Dispos	GARBAGE			\$247.57
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE			\$94.02
Invoice					
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE			\$94.01
Invoice					
Cash Payment	E 101-43210-384 Refuse/Garbage Dispos	GARBAGE			\$76.21
Invoice					

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Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 602-49490-384 Refuse/Garbage Dispos	GARBAGE			\$56.61
Invoice					
Cash Payment	E 101-42110-384 Refuse/Garbage Dispos	GARBAGE			\$226.45
Invoice					
Cash Payment	E 101-43100-384 Refuse/Garbage Dispos	GARBAGE			\$68.58
Invoice					
Cash Payment	E 101-45200-384 Refuse/Garbage Dispos	GARBAGE			\$68.57
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$1,241.69
Refer	12889 U S BANK EQUIPMENT FINANCE	Ck# 001238E 12/31/2021			
Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE			\$190.53
Invoice					
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE			\$190.30
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$1,142.95
Refer	12890 TASC	Ck# 001239E 12/31/2021			
Cash Payment	E 101-41400-311 Contract	QTRLY BILLING			\$225.00
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$225.00
Refer	12891 COLONIAL INSURANCE	Ck# 001240E 12/31/2021			
Cash Payment	G 101-21712 Colonial Insurance	PREMIUM			\$305.94
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$305.94
Refer	12892 DELTA DENTAL	Ck# 001241E 12/31/2021			
Cash Payment	G 101-21711 Dental Insurance	PREMIUM			\$1,462.88
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$1,462.88
Refer	12893 CINTAS	Ck# 001242E 12/31/2021			
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS			\$23.04
Invoice					
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS			\$15.36
Invoice					

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Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$11.26
Invoice				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$11.26
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES		\$23.04
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$153.55
Refer	12894 FWT	<u>Ck# 001243E 12/31/2021</u>		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 12-09-2021		\$8,926.80
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 12-09-2021		\$3,507.92
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 12-09-2021		\$13,143.20
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$25,577.92
Refer	12895 PERA	<u>Ck# 001244E 12/31/2021</u>		
Cash Payment	G 101-21704 PERA	PAYROLL 12-09-2021		\$23,388.75
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$23,388.75
Refer	12896 VOYA	<u>Ck# 001245E 12/31/2021</u>		

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Cash Payment	G 101-21710 Deferred Comp	PAYROLL 12-09-2021		\$1,365.00
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$1,365.00
Refer	12897 ICMA	Ck# 001246E 12/31/2021		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 12-09-2021		\$489.17
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$489.17
Refer	12898 SWT	Ck# 001247E 12/31/2021		
Cash Payment	G 101-21702 State Withholding	PAYROLL 12-09-2021		\$5,522.03
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$5,522.03
Refer	12899 MN STATE RETIREMENT SYSTEM	Ck# 001248E 12/31/2021		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 12-09-2021		\$517.05
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$517.05
Refer	12900 MN STATE RETIREMENT SYSTEM	Ck# 001249E 12/31/2021		
Cash Payment	G 101-21715 Severance	PAYROLL 12-09-2021		\$1,871.96
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$1,871.96
Refer	12901 HSA CONTRIBUTION	Ck# 001250E 12/31/2021		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 12-09-2021		\$718.66
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$718.66
Refer	12902 FWT	Ck# 001251E 12/31/2021		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 12-21-2021		\$1,115.74
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 12-21-2021		\$314.86
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 12-21-2021		\$61.18
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$1,491.78
Refer	12903 PERA	Ck# 001252E 12/31/2021		
Cash Payment	G 101-21704 PERA	PAYROLL 12-21-2021		\$470.20
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$470.20
Refer	12904 SWT	Ck# 001253E 12/31/2021		
Cash Payment	G 101-21702 State Withholding	PAYROLL 12-21-2021		\$33.82
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$33.82
Refer	12905 STATE OF ARIZONA	Ck# 001254E 12/31/2021		
Cash Payment	G 101-21716 Other Deductions	PAYROLL 12-21-2021		\$125.88
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$125.88
Refer	12906 STATE OF MINNESOTA	Ck# 001255E 12/31/2021		

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Cash Payment	G 101-21716 Other Deductions	PAYROLL 12-21-2021		\$240.11
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$240.11
Refer	12907 PAYMENT SERVICE NETWORK	Ck# 001256E 12/31/2021		
Cash Payment	E 601-49440-430 Bank Fees	CC FEES		\$626.00
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$626.00
Refer	13013 CONNEXUS ENERGY	Ck# 001257E 12/31/2021		
Cash Payment	E 101-41940-381 Electric Utilities	SIGN		\$61.86
Invoice				
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL		\$284.21
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS		\$891.97
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	PARKS		\$221.48
Invoice				
Cash Payment	E 601-49440-380 Electric-System	WATER		\$4,836.53
Invoice				
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS		\$2,654.39
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	WWTP		\$6,588.59
Invoice				
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE		\$665.82
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42210-381 Electric Utilities	SIREN		\$5.00
Invoice				
Cash Payment	E 101-42210-381 Electric Utilities	FIRE		\$391.31
Invoice				
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW		\$175.41
Invoice				
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW		\$175.41
Invoice				
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW		\$175.41
Invoice				
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW		\$175.39
Invoice				
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW		\$701.63
Invoice				
Transaction Date	12/21/2021	CASH	10100	Total \$18,014.41
Refer	13014 MN DEPT OF REVENUE	Ck# 001258E 12/21/2021		
Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX NOVEMBER PD DECEMBER		\$12,743.00
Invoice				
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX NOVEMBER PD DECEMBER		\$777.00
Invoice				

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Transaction Date	12/21/2021	CASH	10100	Total	\$13,520.00
Refer	13015 FWT	Ck# 001259E 12/23/2021			
Cash Payment	G 101-21703 FICA Tax Withholding Invoice	PAYROLL 12-23-2021			\$8,596.00
Cash Payment	G 101-21709 Medicare Invoice	PAYROLL 12-23-2021			\$3,195.52
Cash Payment	G 101-21701 Federal Withholding Invoice	PAYROLL 12-23-2021			\$11,352.84
Transaction Date	12/21/2021	CASH	10100	Total	\$23,144.36
Refer	13016 PERA	Ck# 001260E 12/23/2021			
Cash Payment	G 101-21704 PERA Invoice	PAYROLL 12-23-2021			\$21,836.57
Transaction Date	12/21/2021	CASH	10100	Total	\$21,836.57
Refer	13017 VOYA	Ck# 001261E 12/23/2021			
Cash Payment	G 101-21710 Deferred Comp Invoice	PAYROLL 12-23-2021			\$1,365.00
Transaction Date	12/21/2021	CASH	10100	Total	\$1,365.00
Refer	13018 ICMA	Ck# 001262E 12/23/2021			
Cash Payment	G 101-21710 Deferred Comp Invoice	PAYROLL 12-23-2021			\$489.17
Transaction Date	12/21/2021	CASH	10100	Total	\$489.17
Refer	13019 SWT	Ck# 001263E 12/23/2021			
Cash Payment	G 101-21702 State Withholding Invoice	PAYROLL 12-23-2021			\$4,856.24
Transaction Date	12/21/2021	CASH	10100	Total	\$4,856.24
Refer	13020 MN STATE RETIREMENT SYSTEM	Ck# 001264E 12/23/2021			
Cash Payment	G 101-21714 Health Care Savings Invoice	PAYROLL 12-23-2021			\$489.03
Transaction Date	12/21/2021	CASH	10100	Total	\$489.03
Refer	13021 HSA CONTRIBUTION	Ck# 001265E 12/23/2021			
Cash Payment	G 101-21714 Health Care Savings Invoice	PAYROLL 12-23-2021			\$818.66
Transaction Date	12/21/2021	CASH	10100	Total	\$818.66
Refer	13023 FWT	Ck# 001266E 12/23/2021			
Cash Payment	G 101-21709 Medicare Invoice	PAYROLL 12-23-2021s			\$575.18
Cash Payment	G 101-21701 Federal Withholding Invoice	PAYROLL 12-23-2021s			\$2,000.80
Transaction Date	12/21/2021	CASH	10100	Total	\$2,575.98
Refer	13024 PERA	Ck# 001267E 12/23/2021			
Cash Payment	G 101-21704 PERA Invoice	PAYROLL 12-23-2021S			\$5,467.35
Transaction Date	12/21/2021	CASH	10100	Total	\$5,467.35
Refer	13025 SWT	Ck# 001268E 12/23/2021			

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Cash Payment	G 101-21702 State Withholding	PAYROLL 12-23-2021S	\$869.08
Invoice			
Transaction Date	12/21/2021	CASH 10100	Total \$869.08
Refer	13026 MN STATE RETIREMENT SYSTEM	Ck# 001269E 12/23/2021	
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 12-23-2021s	\$370.67
Invoice			
Transaction Date	12/21/2021	CASH 10100	Total \$370.67
Refer	13027 CAYAN	Ck# 001270E 12/31/2021	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES	\$42.74
Invoice			
Transaction Date	12/22/2021	CASH 10100	Total \$42.74
Refer	13028 RIVERS EDGE LAND DEVELOPME	Ck# 001271E 12/31/2021	
Cash Payment	G 803-22186 Rivers Edge 5th Add Security	LOC REDUCTION	\$122,000.00
Invoice			
Transaction Date	12/22/2021	CASH 10100	Total \$122,000.00
Refer	13104 CAYAN	Ck# 001272E 12/31/2021	
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES	\$5.00
Invoice			
Transaction Date	12/31/2021	CASH 10100	Total \$5.00
Refer	13105 CENTERPOINT ENERGY	Ck# 001273E 12/31/2021	
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR	\$354.04
Invoice			
Cash Payment	E 101-42210-383 Gas Utilities	FIRE	\$1,425.00
Invoice			
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR	\$22.59
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	WWTP	\$15.00
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)	\$144.35
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)	\$144.35
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1	\$66.71
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2	\$39.33
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3	\$23.11
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4	\$98.62
Invoice			
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE	\$229.86
Invoice			
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)	\$23.11
Invoice			
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT	\$1,328.14
Invoice			

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Cash Payment	E 602-49490-383 Gas Utilities	WWTP		\$1,764.46
Invoice				
Cash Payment	E 101-42110-383 Gas Utilities	POLICE/PW		\$1,364.61
Invoice				
Cash Payment	E 101-43100-383 Gas Utilities	POLICE/PW		\$341.15
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	POLICE/PW		\$341.15
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	POLICE/PW		\$341.15
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	POLICE/PW		\$341.16
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$8,407.89
Refer	13106 ALERUS	Ck# 001274E 12/31/2021		
Cash Payment	E 101-41540-301 Auditing and Acct g Servi FEE			\$400.00
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$400.00
Refer	13107 TASC	Ck# 001275E 12/31/2021		
Cash Payment	E 101-41400-311 Contract	QTRLY BILLING		\$153.58
Invoice				
Transaction Date	12/31/2021	CASH	10100	Total \$153.58
Refer	13108 CINTAS	Ck# 001276E 12/31/2021		
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS		\$23.04
Invoice				
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS		\$15.36
Invoice				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$28.87
Invoice				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$28.87
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES		\$5.76
Invoice				
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES		\$23.04
Invoice				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		\$4.65
Invoice				

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Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$179.46
Refer	13109 CAYAN	<u>Ck# 001279E 12/31/2021</u>			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEES			\$17.67
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$17.67
Refer	13110 VILLAGE BANK	<u>Ck# 001277E 12/31/2021</u>			
Cash Payment	E 101-41500-430 Bank Fees	MONTHLY FEE			\$49.80
Invoice					
Cash Payment	E 601-49440-430 Bank Fees	MONTHLY FEE			\$49.80
Invoice					
Cash Payment	E 602-49490-430 Bank Fees	MONTHLY FEE			\$49.80
Invoice					
Cash Payment	E 609-49750-430 Bank Fees	MONTHLY FEE			\$49.80
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$199.20
Refer	13111 CENTERPOINT ENERGY	<u>Ck# 001278E 12/31/2021</u>			
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE-GAS			\$23.98
Invoice					
Transaction Date	12/31/2021	CASH	10100	Total	\$23.98

Fund Summary

	10100 CASH
101 GENERAL FUND	\$169,035.86
601 WATER FUND	\$8,847.30
602 SEWER FUND	\$10,492.36
609 LIQUOR FUND	\$17,404.48
803 ESCROW	\$122,000.00
	\$327,780.00

Pre-Written Checks	\$327,780.00
Checks to be Generated by the Computer	\$0.00
Total	
	\$327,780.00

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Payments Batch P-CC DECEMBER 2021		\$32,678.46				
Refer	12822 AIRGAS NORTH CENTRAL	Ck# 001179E 12/15/2021				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT MAINT				\$89.17
Invoice	12/15/2021					
Transaction Date	12/15/2021	CASH	10100	Total		\$89.17
Refer	12823 AMAZON.COM	Ck# 001180E 12/15/2021				
Cash Payment	E 101-43210-401 Repairs/Maint Buildings	BUILDING REPAIRS				\$20.91
Invoice	12/15/2021					
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS				\$300.90
Invoice	12/15/2021					
Cash Payment	E 101-41500-240 Office Equip	DARCY'S OFFICE				\$1,425.61
Invoice	12/15/2021					
Cash Payment	E 101-41910-441 Miscellaneous	IPAD-BUILDING COMMISSION				\$114.89
Invoice	12/15/2021					
Cash Payment	E 609-49750-210 Operating Supplies	LIQUOR STORE SCANNER				\$959.84
Invoice	12/15/2021					
Cash Payment	E 601-49440-240 Office Equip	OFFICE EQUIPMENT				\$112.37
Invoice	12/15/2021					
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$315.13
Invoice	12/15/2021					
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$92.27
Invoice	12/15/2021					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES				\$398.32
Invoice	12/15/2021					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	PARTS				\$71.86
Invoice	12/15/2021					
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	PARTS				\$17.09
Invoice	12/15/2021					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PARTS				\$39.05
Invoice	12/15/2021					
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	PPE				\$89.97
Invoice	12/15/2021					
Cash Payment	E 101-42110-441 Miscellaneous	SUPPLIES				\$21.41
Invoice	12/15/2021					
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES				\$70.95
Invoice	12/15/2021					
Cash Payment	E 101-43100-217 Other Operating Supplie	TOOLS				\$168.82
Invoice	12/15/2021					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	TOOLS				\$237.74
Invoice	12/15/2021					
Cash Payment	E 101-43100-237 Small Equipment	TOOLS				\$250.80
Invoice	12/15/2021					
Cash Payment	E 101-45200-218 Equipment Repair & Mai	TOOLS				\$38.52
Invoice	12/15/2021					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	VEHICLE REPAIR				\$26.35
Invoice	12/15/2021					
Cash Payment	E 101-43210-221 Vehicle Repair & Mainten	VEHCILE REPAIR				\$26.35
Invoice	12/15/2021					
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	VEHICLE REPAIR				\$26.35
Invoice	12/15/2021					
Transaction Date	12/15/2021	CASH	10100	Total		\$4,825.50

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Refer	12824 ASF STORE FIXTURES	Ck# 001181E 12/15/2021		
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$103.70
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$103.70
Refer	12825 AT&T, INC	Ck# 001182E 12/15/2021		
Cash Payment	E 101-42210-321 Telephone	PHONE		\$447.19
Invoice	12/15/2021			
Cash Payment	E 101-43100-321 Telephone	PHONE		\$76.46
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$523.65
Refer	12826 ATLAS CORP NOTARY & SUPPLIE	Ck# 001183E 12/15/2021		
Cash Payment	E 101-41400-441 Miscellaneous	NOTARY SUPPLIES		\$26.12
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$26.12
Refer	12827 BARRON COUNTY WASTE	Ck# 001184E 12/15/2021		
Cash Payment	E 101-42110-217 Other Operating Supplie	OPERATING EXPENSE		\$100.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$100.00
Refer	12828 BEST BUY	Ck# 001185E 12/15/2021		
Cash Payment	E 101-41910-441 Miscellaneous	IPAD-PLANNING COMMISION		\$128.52
Invoice	12/15/2021			
Cash Payment	E 101-41910-441 Miscellaneous	IPAD-PLANNING COMMISION		\$856.99
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$985.51
Refer	12829 BILLS SUPERETTE	Ck# 001186E 12/15/2021		
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$65.73
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$65.73
Refer	12830 BROADGUN SOFTWARE	Ck# 001187E 12/15/2021		
Cash Payment	E 101-41500-441 Miscellaneous	PROGRAM		\$29.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$29.00
Refer	12831 CARPARTS.COM	Ck# 001188E 12/15/2021		
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	PARTS		\$510.46
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$510.46
Refer	12832 CASEY S GENERAL STORE	Ck# 001189E 12/15/2021		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$956.44
Invoice	12/15/2021			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$73.15
Invoice	12/15/2021			
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$295.56
Invoice	12/15/2021			
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$96.50
Invoice	12/15/2021			
Cash Payment	E 101-43210-439 Recycling Days	RECYCLE DAY WATER		\$4.49
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$1,426.14

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Refer	12833	CHAPERRAL D	Ck# 001190E 12/15/2021		
Cash Payment	E 101-43100-401	Repairs/Maint Buildings	PARTS		\$98.85
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$98.85
Refer	12834	CLIPPINGMAGIC.COM	Ck# 001191E 12/15/2021		
Cash Payment	E 101-43210-433	Dues and Subscriptions	SUBSCRIPTION		\$3.99
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$3.99
Refer	12835	CMI, INC.	Ck# 001192E 12/15/2021		
Cash Payment	E 101-42110-237	Small Equipment	SMALL EQUIPMENT		\$212.32
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$212.32
Refer	12845	COUNTY MARKET - CITY ACCOUN	Ck# 001202E 12/15/2021		
Cash Payment	E 101-42110-212	Motor Fuels	FUEL		\$847.30
Invoice	12/15/2021				
Cash Payment	E 101-42400-212	Motor Fuels	FUEL		\$35.35
Invoice	12/15/2021				
Cash Payment	E 101-43100-212	Motor Fuels	FUEL		\$100.08
Invoice	12/15/2021				
Cash Payment	E 602-49490-212	Motor Fuels	FUEL		\$96.53
Invoice	12/15/2021				
Cash Payment	E 101-42110-212	Motor Fuels	FUEL		\$46.87
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$1,126.13
Refer	12836	DMI DELL	Ck# 001193E 12/15/2021		
Cash Payment	E 101-41110-433	Dues and Subscriptions	VIDEO COMPUTER		\$8.50
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$8.50
Refer	12837	DOLLAR GENERAL	Ck# 001194E 12/15/2021		
Cash Payment	E 101-41400-441	Miscellaneous	HALLOWEEN CANDY		\$73.72
Invoice	12/15/2021				
Cash Payment	E 101-42110-308	Community Education	HALLOWEEN CANDY		\$10.74
Invoice	12/15/2021				
Cash Payment	E 101-42210-441	Miscellaneous	HALLOWEEN CANDY		\$40.17
Invoice	12/15/2021				
Cash Payment	E 101-42210-217	Other Operating Supplie	SUPPLIES		\$19.82
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$144.45
Refer	12838	DOLLAR TREE	Ck# 001195E 12/15/2021		
Cash Payment	E 101-42210-217	Other Operating Supplie	SUPPLIES		\$74.43
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$74.43
Refer	12840	EBAY	Ck# 001197E 12/15/2021		
Cash Payment	E 601-49440-221	Vehicle Repair & Mainten	PARTS		\$300.60
Invoice	12/15/2021				
Cash Payment	E 601-49440-221	Vehicle Repair & Mainten	VEHICLE REPAIR/MAINT		\$429.50
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$730.10
Refer	12841	EMERGENCY MEDICAL PRODUCT	Ck# 001198E 12/15/2021		

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Cash Payment	E 101-42110-217 Other Operating Supplie	SUPPLIES			\$254.97
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$254.97
Refer	12842 FTD.COM	Ck# 001199E 12/15/2021			
Cash Payment	E 101-43100-441 Miscellaneous	FLOWERS			\$121.03
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$121.03
Refer	12843 GALL S, INC.	Ck# 001200E 12/15/2021			
Cash Payment	E 101-42110-237 Small Equipment	TRAINING EQUIPMENT			\$131.33
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$131.33
Refer	12839 GALLUP	Ck# 001196E 12/15/2021			
Cash Payment	E 101-41400-441 Miscellaneous	CLIFTON STRENGTHS			\$199.96
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$199.96
Refer	12844 HALLOWEENCOSTUMES.COM	Ck# 001201E 12/15/2021			
Cash Payment	E 101-42110-308 Community Education	COSTUMES			\$161.74
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$161.74
Refer	12865 HOME DEPOT	Ck# 001222E 12/15/2021			
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			\$19.29
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$19.29
Refer	12846 KLEEN RITE CORP	Ck# 001203E 12/15/2021			
Cash Payment	E 101-43100-212 Motor Fuels	VEHICLE REPAIR/MAINT			\$301.09
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$301.09
Refer	12847 KWIK TRIP	Ck# 001204E 12/15/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$822.30
Invoice	12/15/2021				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$287.51
Invoice	12/15/2021				
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			\$42.43
Invoice	12/15/2021				
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			\$263.04
Invoice	12/15/2021				
Cash Payment	E 101-42110-217 Other Operating Supplie	GIFT CARD			\$25.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$1,440.28
Refer	12848 LABOR LAW POSTERS	Ck# 001205E 12/15/2021			
Cash Payment	E 101-42210-200 Office Supplies	POSTERS			\$268.50
Invoice	12/15/2021				
Cash Payment	E 609-49750-200 Office Supplies	POSTERS			\$268.50
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$537.00
Refer	12849 LOGO & TEAM SPORTSWEAR	Ck# 001206E 12/15/2021			
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES			\$258.37
Invoice	12/15/2021				

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Transaction Date	12/15/2021	CASH	10100	Total	\$258.37
Refer	12850 MENARDS	<u>Ck# 001207E 12/15/2021</u>			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$227.07
Invoice	12/15/2021				
Cash Payment	E 609-49750-210 Operating Supplies	BUILDING REPAIRS			\$105.65
Invoice	12/15/2021				
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	PARTS			\$107.83
Invoice	12/15/2021				
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$27.45
Invoice	12/15/2021				
Cash Payment	E 101-43100-217 Other Operating Supplie	TOOLS			\$100.80
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$568.80
Refer	12851 MINNESOTA FIRE SERVICE CERTI	<u>Ck# 001208E 12/15/2021</u>			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			\$175.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$175.00
Refer	12852 MN STATE COLLEGES	<u>Ck# 001209E 12/15/2021</u>			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			\$110.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$110.00
Refer	12853 NATIONAL REGISTRY EMT	<u>Ck# 001210E 12/15/2021</u>			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			\$98.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$98.00
Refer	12854 OFFICE DEPOT	<u>Ck# 001211E 12/15/2021</u>			
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES			\$40.64
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$40.64
Refer	12855 OREILLY AUTO PARTS	<u>Ck# 001212E 12/15/2021</u>			
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			\$29.97
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$29.97
Refer	12856 POPP TELECOM	<u>Ck# 001213E 12/15/2021</u>			
Cash Payment	E 609-49750-321 Telephone	AUTO			\$52.55
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$52.55
Refer	12857 POSTMASTER - ST. FRANCIS	<u>Ck# 001214E 12/15/2021</u>			
Cash Payment	E 101-41400-322 Postage	POSTAGE			\$200.00
Invoice	12/15/2021				
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$50.00
Invoice	12/15/2021				
Cash Payment	E 601-49440-313 Sample Testing	TESTING POSTAGE			\$5.10
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$255.10
Refer	12858 PREFERRED POWDER COATING	<u>Ck# 001215E 12/15/2021</u>			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIR			\$4,397.30
Invoice	12/15/2021				

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Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$1,161.97
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$5,559.27
Refer	12859 <i>REMARKABLE.COM</i>	<u>Ck# 001216E 12/15/2021</u>		
Cash Payment	E 101-41500-441 Miscellaneous	DARCY'S OFFICE		\$609.94
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$609.94
Refer	12860 <i>SPEEDWAY</i>	<u>Ck# 001217E 12/15/2021</u>		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$261.80
Invoice	12/15/2021			
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$35.55
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$297.35
Refer	12861 <i>ST. CLOUD PARKING SYSTEM</i>	<u>Ck# 001218E 12/15/2021</u>		
Cash Payment	E 101-42110-331 Travel Expenses	PARKING		\$25.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$25.00
Refer	12862 <i>ST. FRANCIS TRUE VALUE HARD</i>	<u>Ck# 001219E 12/15/2021</u>		
Cash Payment	E 601-49440-237 Small Equipment	TOOLS		\$5.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$5.00
Refer	12863 <i>STAMPS.COM</i>	<u>Ck# 001220E 12/15/2021</u>		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$98.41
Invoice	12/15/2021			
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$17.99
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$116.40
Refer	12864 <i>SUBWAY</i>	<u>Ck# 001221E 12/15/2021</u>		
Cash Payment	E 101-42110-308 Community Education	TRAINING		\$17.01
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$17.01
Refer	12866 <i>TREETOP PRODUCTS</i>	<u>Ck# 001223E 12/15/2021</u>		
Cash Payment	E 101-45200-441 Miscellaneous	BENCHES-SHIP GRANT		\$1,347.15
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$1,347.15
Refer	12867 <i>UNIVERSITY OF MINNESOTA</i>	<u>Ck# 001224E 12/15/2021</u>		
Cash Payment	E 101-41910-208 Training and Instruction	CONFERENCE REGISTRATION		\$135.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$135.00
Refer	12868 <i>UPLIFT DESK</i>	<u>Ck# 001225E 12/15/2021</u>		
Cash Payment	E 101-41500-240 Office Equip	DARCY'S OFFICE		\$687.00
Invoice	12/15/2021			
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT		\$2,010.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$2,697.00
Refer	12870 <i>VERIZON WIRELESS</i>	<u>Ck# 001227E 12/15/2021</u>		
Cash Payment	E 101-42110-321 Telephone	PHONE		\$427.46
Invoice	12/15/2021			

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Cash Payment	E 601-49440-321 Telephone	PHONE			\$222.86
Invoice	12/15/2021				
Cash Payment	E 602-49490-321 Telephone	PHONE			\$142.84
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$793.16
Refer	12869 VISION PROPERTIES	Ck# 001226E 12/15/2021			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$157.98
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$157.98
Refer	12871 WAYFAIR.COM	Ck# 001228E 12/15/2021			
Cash Payment	E 609-49750-240 Office Equip	OFFICE EQUIPMENT			\$2,828.08
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$2,828.08
Refer	12872 WHIRLYBALL - MAPLE GROVE	Ck# 001229E 12/15/2021			
Cash Payment	E 101-42110-448 Reserve Officers	APPRECIATION EVENT			\$120.97
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$120.97
Refer	12873 WINE CELLAR INNOVATIONS	Ck# 001230E 12/15/2021			
Cash Payment	E 609-49750-240 Office Equip	OFFICE EQUIPMENT			\$1,221.31
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$1,221.31
Refer	12874 WINNICK SUPPLY	Ck# 001231E 12/15/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	REPAIR			\$173.72
Invoice	12/15/2021				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	REPAIR			\$173.71
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$347.43
Refer	12875 ZOOM.US	Ck# 001232E 12/15/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			\$16.06
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$16.06
Refer	12876 ZORO TOOLS, INC	Ck# 001233E 12/15/2021			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	TOOLS			\$109.10
Invoice	12/15/2021				
Cash Payment	E 101-43210-401 Repairs/Maint Buildings	TOOLS			\$109.10
Invoice	12/15/2021				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	TOOLS			\$109.10
Invoice	12/15/2021				
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	TOOLS			\$109.09
Invoice	12/15/2021				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	TOOLS			\$109.09
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$545.48

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Fund Summary

	10100 CASH
101 GENERAL FUND	\$17,750.27
601 WATER FUND	\$1,843.45
602 SEWER FUND	\$773.73
609 LIQUOR FUND	\$12,311.01
	<u>\$32,678.46</u>

Pre-Written Checks	\$32,678.46
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$32,678.46

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Payments Batch P-CC DECEMBER 2021		\$32,678.46				
Refer	12822 AIRGAS NORTH CENTRAL	Ck# 001179E 12/15/2021				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	EQUIPMENT MAINT				\$89.17
Invoice	12/15/2021					
Transaction Date	12/15/2021	CASH	10100	Total		\$89.17
Refer	12823 AMAZON.COM	Ck# 001180E 12/15/2021				
Cash Payment	E 101-43210-401 Repairs/Maint Buildings	BUILDING REPAIRS				\$20.91
Invoice	12/15/2021					
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS				\$300.90
Invoice	12/15/2021					
Cash Payment	E 101-41500-240 Office Equip	DARCY'S OFFICE				\$1,425.61
Invoice	12/15/2021					
Cash Payment	E 101-41910-441 Miscellaneous	IPAD-BUILDING COMMISSION				\$114.89
Invoice	12/15/2021					
Cash Payment	E 609-49750-210 Operating Supplies	LIQUOR STORE SCANNER				\$959.84
Invoice	12/15/2021					
Cash Payment	E 601-49440-240 Office Equip	OFFICE EQUIPMENT				\$112.37
Invoice	12/15/2021					
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$315.13
Invoice	12/15/2021					
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$92.27
Invoice	12/15/2021					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES				\$398.32
Invoice	12/15/2021					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	PARTS				\$71.86
Invoice	12/15/2021					
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	PARTS				\$17.09
Invoice	12/15/2021					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PARTS				\$39.05
Invoice	12/15/2021					
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	PPE				\$89.97
Invoice	12/15/2021					
Cash Payment	E 101-42110-441 Miscellaneous	SUPPLIES				\$21.41
Invoice	12/15/2021					
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES				\$70.95
Invoice	12/15/2021					
Cash Payment	E 101-43100-217 Other Operating Supplie	TOOLS				\$168.82
Invoice	12/15/2021					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	TOOLS				\$237.74
Invoice	12/15/2021					
Cash Payment	E 101-43100-237 Small Equipment	TOOLS				\$250.80
Invoice	12/15/2021					
Cash Payment	E 101-45200-218 Equipment Repair & Mai	TOOLS				\$38.52
Invoice	12/15/2021					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten	VEHICLE REPAIR				\$26.35
Invoice	12/15/2021					
Cash Payment	E 101-43210-221 Vehicle Repair & Mainten	VEHCILE REPAIR				\$26.35
Invoice	12/15/2021					
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten	VEHICLE REPAIR				\$26.35
Invoice	12/15/2021					
Transaction Date	12/15/2021	CASH	10100	Total		\$4,825.50

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Refer	12824 ASF STORE FIXTURES	Ck# 001181E 12/15/2021		
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$103.70
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$103.70
Refer	12825 AT&T, INC	Ck# 001182E 12/15/2021		
Cash Payment	E 101-42210-321 Telephone	PHONE		\$447.19
Invoice	12/15/2021			
Cash Payment	E 101-43100-321 Telephone	PHONE		\$76.46
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$523.65
Refer	12826 ATLAS CORP NOTARY & SUPPLIE	Ck# 001183E 12/15/2021		
Cash Payment	E 101-41400-441 Miscellaneous	NOTARY SUPPLIES		\$26.12
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$26.12
Refer	12827 BARRON COUNTY WASTE	Ck# 001184E 12/15/2021		
Cash Payment	E 101-42110-217 Other Operating Supplie	OPERATING EXPENSE		\$100.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$100.00
Refer	12828 BEST BUY	Ck# 001185E 12/15/2021		
Cash Payment	E 101-41910-441 Miscellaneous	IPAD-PLANNING COMMISION		\$128.52
Invoice	12/15/2021			
Cash Payment	E 101-41910-441 Miscellaneous	IPAD-PLANNING COMMISION		\$856.99
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$985.51
Refer	12829 BILLS SUPERETTE	Ck# 001186E 12/15/2021		
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$65.73
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$65.73
Refer	12830 BROADGUN SOFTWARE	Ck# 001187E 12/15/2021		
Cash Payment	E 101-41500-441 Miscellaneous	PROGRAM		\$29.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$29.00
Refer	12831 CARPARTS.COM	Ck# 001188E 12/15/2021		
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	PARTS		\$510.46
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$510.46
Refer	12832 CASEY S GENERAL STORE	Ck# 001189E 12/15/2021		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$956.44
Invoice	12/15/2021			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL		\$73.15
Invoice	12/15/2021			
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$295.56
Invoice	12/15/2021			
Cash Payment	E 602-49490-212 Motor Fuels	FUEL		\$96.50
Invoice	12/15/2021			
Cash Payment	E 101-43210-439 Recycling Days	RECYCLE DAY WATER		\$4.49
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$1,426.14

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Refer	12833	CHAPERRAL D	Ck# 001190E 12/15/2021		
Cash Payment	E 101-43100-401	Repairs/Maint Buildings	PARTS		\$98.85
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$98.85
Refer	12834	CLIPPINGMAGIC.COM	Ck# 001191E 12/15/2021		
Cash Payment	E 101-43210-433	Dues and Subscriptions	SUBSCRIPTION		\$3.99
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$3.99
Refer	12835	CMI, INC.	Ck# 001192E 12/15/2021		
Cash Payment	E 101-42110-237	Small Equipment	SMALL EQUIPMENT		\$212.32
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$212.32
Refer	12845	COUNTY MARKET - CITY ACCOUN	Ck# 001202E 12/15/2021		
Cash Payment	E 101-42110-212	Motor Fuels	FUEL		\$847.30
Invoice	12/15/2021				
Cash Payment	E 101-42400-212	Motor Fuels	FUEL		\$35.35
Invoice	12/15/2021				
Cash Payment	E 101-43100-212	Motor Fuels	FUEL		\$100.08
Invoice	12/15/2021				
Cash Payment	E 602-49490-212	Motor Fuels	FUEL		\$96.53
Invoice	12/15/2021				
Cash Payment	E 101-42110-212	Motor Fuels	FUEL		\$46.87
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$1,126.13
Refer	12836	DMI DELL	Ck# 001193E 12/15/2021		
Cash Payment	E 101-41110-433	Dues and Subscriptions	VIDEO COMPUTER		\$8.50
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$8.50
Refer	12837	DOLLAR GENERAL	Ck# 001194E 12/15/2021		
Cash Payment	E 101-41400-441	Miscellaneous	HALLOWEEN CANDY		\$73.72
Invoice	12/15/2021				
Cash Payment	E 101-42110-308	Community Education	HALLOWEEN CANDY		\$10.74
Invoice	12/15/2021				
Cash Payment	E 101-42210-441	Miscellaneous	HALLOWEEN CANDY		\$40.17
Invoice	12/15/2021				
Cash Payment	E 101-42210-217	Other Operating Supplie	SUPPLIES		\$19.82
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$144.45
Refer	12838	DOLLAR TREE	Ck# 001195E 12/15/2021		
Cash Payment	E 101-42210-217	Other Operating Supplie	SUPPLIES		\$74.43
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$74.43
Refer	12840	EBAY	Ck# 001197E 12/15/2021		
Cash Payment	E 601-49440-221	Vehicle Repair & Mainten	PARTS		\$300.60
Invoice	12/15/2021				
Cash Payment	E 601-49440-221	Vehicle Repair & Mainten	VEHICLE REPAIR/MAINT		\$429.50
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$730.10
Refer	12841	EMERGENCY MEDICAL PRODUCT	Ck# 001198E 12/15/2021		

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Cash Payment	E 101-42110-217 Other Operating Supplie	SUPPLIES			\$254.97
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$254.97
Refer	12842 FTD.COM	Ck# 001199E 12/15/2021			
Cash Payment	E 101-43100-441 Miscellaneous	FLOWERS			\$121.03
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$121.03
Refer	12843 GALL S, INC.	Ck# 001200E 12/15/2021			
Cash Payment	E 101-42110-237 Small Equipment	TRAINING EQUIPMENT			\$131.33
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$131.33
Refer	12839 GALLUP	Ck# 001196E 12/15/2021			
Cash Payment	E 101-41400-441 Miscellaneous	CLIFTON STRENGTHS			\$199.96
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$199.96
Refer	12844 HALLOWEENCOSTUMES.COM	Ck# 001201E 12/15/2021			
Cash Payment	E 101-42110-308 Community Education	COSTUMES			\$161.74
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$161.74
Refer	12865 HOME DEPOT	Ck# 001222E 12/15/2021			
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			\$19.29
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$19.29
Refer	12846 KLEEN RITE CORP	Ck# 001203E 12/15/2021			
Cash Payment	E 101-43100-212 Motor Fuels	VEHICLE REPAIR/MAINT			\$301.09
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$301.09
Refer	12847 KWIK TRIP	Ck# 001204E 12/15/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			\$822.30
Invoice	12/15/2021				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			\$287.51
Invoice	12/15/2021				
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			\$42.43
Invoice	12/15/2021				
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			\$263.04
Invoice	12/15/2021				
Cash Payment	E 101-42110-217 Other Operating Supplie	GIFT CARD			\$25.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$1,440.28
Refer	12848 LABOR LAW POSTERS	Ck# 001205E 12/15/2021			
Cash Payment	E 101-42210-200 Office Supplies	POSTERS			\$268.50
Invoice	12/15/2021				
Cash Payment	E 609-49750-200 Office Supplies	POSTERS			\$268.50
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$537.00
Refer	12849 LOGO & TEAM SPORTSWEAR	Ck# 001206E 12/15/2021			
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES			\$258.37
Invoice	12/15/2021				

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Transaction Date	12/15/2021	CASH	10100	Total	\$258.37
Refer	12850 MENARDS	<u>Ck# 001207E 12/15/2021</u>			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$227.07
Invoice	12/15/2021				
Cash Payment	E 609-49750-210 Operating Supplies	BUILDING REPAIRS			\$105.65
Invoice	12/15/2021				
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	PARTS			\$107.83
Invoice	12/15/2021				
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$27.45
Invoice	12/15/2021				
Cash Payment	E 101-43100-217 Other Operating Supplie	TOOLS			\$100.80
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$568.80
Refer	12851 MINNESOTA FIRE SERVICE CERTI	<u>Ck# 001208E 12/15/2021</u>			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			\$175.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$175.00
Refer	12852 MN STATE COLLEGES	<u>Ck# 001209E 12/15/2021</u>			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			\$110.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$110.00
Refer	12853 NATIONAL REGISTRY EMT	<u>Ck# 001210E 12/15/2021</u>			
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING			\$98.00
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$98.00
Refer	12854 OFFICE DEPOT	<u>Ck# 001211E 12/15/2021</u>			
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES			\$40.64
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$40.64
Refer	12855 OREILLY AUTO PARTS	<u>Ck# 001212E 12/15/2021</u>			
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			\$29.97
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$29.97
Refer	12856 POPP TELECOM	<u>Ck# 001213E 12/15/2021</u>			
Cash Payment	E 609-49750-321 Telephone	AUTO			\$52.55
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$52.55
Refer	12857 POSTMASTER - ST. FRANCIS	<u>Ck# 001214E 12/15/2021</u>			
Cash Payment	E 101-41400-322 Postage	POSTAGE			\$200.00
Invoice	12/15/2021				
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$50.00
Invoice	12/15/2021				
Cash Payment	E 601-49440-313 Sample Testing	TESTING POSTAGE			\$5.10
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$255.10
Refer	12858 PREFERRED POWDER COATING	<u>Ck# 001215E 12/15/2021</u>			
Cash Payment	E 609-49750-401 Repairs/Maint Buildings	BUILDING REPAIR			\$4,397.30
Invoice	12/15/2021				

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Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$1,161.97
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$5,559.27
Refer	12859 <i>REMARKABLE.COM</i>	<u>Ck# 001216E 12/15/2021</u>		
Cash Payment	E 101-41500-441 Miscellaneous	DARCY'S OFFICE		\$609.94
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$609.94
Refer	12860 <i>SPEEDWAY</i>	<u>Ck# 001217E 12/15/2021</u>		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		\$261.80
Invoice	12/15/2021			
Cash Payment	E 101-42400-212 Motor Fuels	FUEL		\$35.55
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$297.35
Refer	12861 <i>ST. CLOUD PARKING SYSTEM</i>	<u>Ck# 001218E 12/15/2021</u>		
Cash Payment	E 101-42110-331 Travel Expenses	PARKING		\$25.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$25.00
Refer	12862 <i>ST. FRANCIS TRUE VALUE HARD</i>	<u>Ck# 001219E 12/15/2021</u>		
Cash Payment	E 601-49440-237 Small Equipment	TOOLS		\$5.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$5.00
Refer	12863 <i>STAMPS.COM</i>	<u>Ck# 001220E 12/15/2021</u>		
Cash Payment	E 101-41400-322 Postage	POSTAGE		\$98.41
Invoice	12/15/2021			
Cash Payment	E 101-42110-322 Postage	POSTAGE		\$17.99
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$116.40
Refer	12864 <i>SUBWAY</i>	<u>Ck# 001221E 12/15/2021</u>		
Cash Payment	E 101-42110-308 Community Education	TRAINING		\$17.01
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$17.01
Refer	12866 <i>TREETOP PRODUCTS</i>	<u>Ck# 001223E 12/15/2021</u>		
Cash Payment	E 101-45200-441 Miscellaneous	BENCHES-SHIP GRANT		\$1,347.15
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$1,347.15
Refer	12867 <i>UNIVERSITY OF MINNESOTA</i>	<u>Ck# 001224E 12/15/2021</u>		
Cash Payment	E 101-41910-208 Training and Instruction	CONFERENCE REGISTRATION		\$135.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$135.00
Refer	12868 <i>UPLIFT DESK</i>	<u>Ck# 001225E 12/15/2021</u>		
Cash Payment	E 101-41500-240 Office Equip	DARCY'S OFFICE		\$687.00
Invoice	12/15/2021			
Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT		\$2,010.00
Invoice	12/15/2021			
Transaction Date	12/15/2021	CASH	10100	Total \$2,697.00
Refer	12870 <i>VERIZON WIRELESS</i>	<u>Ck# 001227E 12/15/2021</u>		
Cash Payment	E 101-42110-321 Telephone	PHONE		\$427.46
Invoice	12/15/2021			

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Current Period: December 2021

Cash Payment	E 601-49440-321 Telephone	PHONE			\$222.86
Invoice	12/15/2021				
Cash Payment	E 602-49490-321 Telephone	PHONE			\$142.84
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$793.16
Refer	12869 VISION PROPERTIES	Ck# 001226E 12/15/2021			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	BUILDING REPAIRS			\$157.98
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$157.98
Refer	12871 WAYFAIR.COM	Ck# 001228E 12/15/2021			
Cash Payment	E 609-49750-240 Office Equip	OFFICE EQUIPMENT			\$2,828.08
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$2,828.08
Refer	12872 WHIRLYBALL - MAPLE GROVE	Ck# 001229E 12/15/2021			
Cash Payment	E 101-42110-448 Reserve Officers	APPRECIATION EVENT			\$120.97
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$120.97
Refer	12873 WINE CELLAR INNOVATIONS	Ck# 001230E 12/15/2021			
Cash Payment	E 609-49750-240 Office Equip	OFFICE EQUIPMENT			\$1,221.31
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$1,221.31
Refer	12874 WINNICK SUPPLY	Ck# 001231E 12/15/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Mai	REPAIR			\$173.72
Invoice	12/15/2021				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	REPAIR			\$173.71
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$347.43
Refer	12875 ZOOM.US	Ck# 001232E 12/15/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			\$16.06
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$16.06
Refer	12876 ZORO TOOLS, INC	Ck# 001233E 12/15/2021			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	TOOLS			\$109.10
Invoice	12/15/2021				
Cash Payment	E 101-43210-401 Repairs/Maint Buildings	TOOLS			\$109.10
Invoice	12/15/2021				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	TOOLS			\$109.10
Invoice	12/15/2021				
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	TOOLS			\$109.09
Invoice	12/15/2021				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	TOOLS			\$109.09
Invoice	12/15/2021				
Transaction Date	12/15/2021	CASH	10100	Total	\$545.48

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Agenda Item # 4G.

Current Period: December 2021

Fund Summary

	10100 CASH
101 GENERAL FUND	\$17,750.27
601 WATER FUND	\$1,843.45
602 SEWER FUND	\$773.73
609 LIQUOR FUND	\$12,311.01
	<u>\$32,678.46</u>

Pre-Written Checks	\$32,678.46
Checks to be Generated by the Computer	\$0.00
Total	<u>\$32,678.46</u>

CITY OF ST FRANCIS
Payments

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Current Period: January 2022

Payments Batch P-DEBT 01-2022		\$988,908.66			
Refer	13114 BOND TRUST SERVICES		-		
Cash Payment Invoice	G 602-23000 Bonds Payable - Current	2015A BONDS	\$45,000.00		
Cash Payment Invoice	E 602-47000-611 Bond Interest	2015A BONDS	\$6,980.00		
Cash Payment Invoice	E 327-47000-601 Debt Srv Bond Principal	2015A BONDS	\$25,000.00		
Cash Payment Invoice	E 327-47000-610 Interest	2015A BONDS	\$1,850.00		
Cash Payment Invoice	G 601-23000 Bonds Payable - Current	2016A BONDS	\$10,200.00		
Cash Payment Invoice	E 601-47000-611 Bond Interest	2016A BONDS	\$2,580.00		
Cash Payment Invoice	G 602-23000 Bonds Payable - Current	2016A BONDS	\$74,800.00		
Cash Payment Invoice	E 602-47000-611 Bond Interest	2016A BONDS	\$18,920.00		
Cash Payment Invoice	E 330-47000-601 Debt Srv Bond Principal	2017A BONDS	\$300,000.00		
Cash Payment Invoice	E 330-47000-611 Bond Interest	2017A BONDS	\$84,140.63		
Cash Payment Invoice	E 311-47000-601 Debt Srv Bond Principal	2021A BONDS	\$95,000.00		
Cash Payment Invoice	E 311-47000-611 Bond Interest	2021A BONDS	\$2,675.83		
Cash Payment Invoice	G 601-23000 Bonds Payable - Current	2021A BONDS	\$111,000.00		
Cash Payment Invoice	E 601-47000-611 Bond Interest	2021A BONDS	\$15,275.72		
Cash Payment Invoice	G 602-23000 Bonds Payable - Current	2021A BONDS	\$174,000.00		
Cash Payment Invoice	E 602-47000-611 Bond Interest	2021A BONDS	\$21,486.48		
Transaction Date	1/5/2022	CASH	10100	Total	\$988,908.66

Fund Summary

	10100 CASH
311 2013 Debt Service	\$97,675.83
327 2015 Debt Service	\$26,850.00
330 2017 Refunding Bonds	\$384,140.63
601 WATER FUND	\$139,055.72
602 SEWER FUND	\$341,186.48
	\$988,908.66

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$988,908.66
Total	\$988,908.66



CITY COUNCIL AGENDA
REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: East Shop Site Rezoning – 2nd Reading
DATE: 01-18-2022
LOCATION: East of Rum River and south of Bridge St (PINs 32-34-24-43-0040 and 32-34-24-43-0041)
COMP PLAN: Commercial
ZONING: R-3 High Density Residential

OVERVIEW:

Staff is proposing to rezone the site known as the “East Shop Site” along the east side of the Rum River south of Bridge Street from R-3 High Density Residential to B-1 Central Business District to bring the site into compliance with the City’s Comprehensive Plan.

TIMELINE

- At the City Council meeting on January 3, 2022, Council was in agreement with the following timeline:
- January 3rd – 1st Reading
 - January 18th – 2nd Reading
 - January 21st – Publish for Comment
 - February 21st – Effective

ACTION TO BE CONSIDERED:

Council is requested to review and approve the rezoning of the East Shop Site from R-3 to B-1 as presented by Staff.

Suggested Motion: Move to approve the 2nd reading of Ordinance 288 approving the rezoning of the East Shop Site from R-3 to B-1 as presented by Staff.

Attachments:

- Draft Ordinance 288 – 2nd Reading

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

ORDINANCE 288, SECOND SERIES

AN ORDINANCE REZONING THE EAST SHOP SITE

WHEREAS, the Planning Commission on December 15, 2021, opened and closed a duly noticed public hearing; and

WHEREAS, the Planning Commission on December 15, 2021 considered the contents of the staff report, public testimony, and other evidence available to the Commission and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on January 3, 2022 and January 18, 2022, has considered the recommendations of Staff and the Planning Commission, the ordinance, the contents of the staff report, public testimony, and other evidence available to the Council; and

WHEREAS, the City Council determined the rezoning to be consistent with the Comprehensive Plan's commercial land use designation for the site.

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

Section 1. The East Shop Site as legally described in Exhibit A is hereby rezoned from R-3 High Density Residential to B-1 Central Business District.

Section 2. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF JANUARY, 2022.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald _____.

EXHIBIT A

LEGAL DESCRIPTION – “EAST SHOP SITE”:

Lot 1, Block 1, and that part of Lot 1A, said Block 1 which lies North of the Westerly extension of the most South line of said Lot 1, Block 1, all in EAST VILLAGE ADDITION, Anoka County, Minnesota.



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: 2021 Code Revisions – 2nd Reading
DATE: 1/18/2022

OVERVIEW:

The City adopted an updated zoning code in April 2021. After working with the updated Code for roughly a year, Staff is proposing several housekeeping revisions for City Council consideration. These revisions include changes to the Definitions, Site Plan Review, Principal Uses, Accessory Uses, and Use-Specific Standards sections of the Code, as well as Chapter 8 Public Protection.

TIMELINE

At the City Council meeting on January 3, 2022, Council was in agreement with the following timeline:

- January 3rd – 1st Reading
- January 18th – 2nd Reading
- January 21st – Publish for Comment
- February 21st – Effective

ACTION TO BE CONSIDERED:

Council is requested to review and approve the text amendments as presented by Staff.

Suggested Motions:

1. Move to approve the 2nd reading of Ordinance 289 approving amendments to Division 3 Administration and Procedures of the Zoning Code as presented by Staff.
2. Move to approve the 2nd reading of Ordinance 290 approving amendments pertaining to principal uses in Division 4 Base Zoning Districts of the Zoning Code as presented by Staff.
3. Move to approve the 2nd reading of Ordinance 291 approving amendments pertaining to accessory uses in Divisions 4, 6, and 7 as presented by Staff.
4. Move to approve the 2nd reading of Ordinance 292 approving amendments to Section 8-3 Animals of the City Code as presented by Staff.
5. Move to approve the 2nd reading of Ordinance 293 approving amendments to Division 2 Definitions of the Zoning Code as presented by Staff.
6. Move to approve Resolution 2022-06 authorizing summary publication of the above mentioned ordinances.

Attachments:

- Draft Ordinances
 - Ordinance 289 – Site Plan Review
 - Ordinance 290 – Principal Uses
 - Ordinance 291 – Accessory Uses
 - Ordinance 292 – Chapter 8
 - Ordinance 293 – Definitions
- Draft Summary Resolution
 - Resolution 2022-06 – authorizing summary publication of Ordinances 289-293 by summary.

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

ORDINANCE 289, SECOND SERIES

AN ORDINANCE MODIFYING THE ZONING CODE’S SITE PLAN REVIEW
PROCEDURE

THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY,
MINNESOTA, ORDAINS:

Changes in the following sections are denoted with an underline for new text or a
strikethrough for ~~deleted language~~.

Section 1. Section 10-32-02 Review Required of the St. Francis Code of Ordinances is
hereby amended to read as follows:

10-32-02. - Review required.

The following cases shall require a site plan review procedure, as described in this
Section:

- A. New construction of multiple unit residential, commercial, industrial or institutional principal buildings;
- B. Modifications, additions, or enlargements to multiple unit residential, commercial, industrial, or institutional principal buildings which increase the gross floor area more than 25 percent;
- C. Modifications to multiple unit residential, commercial, industrial, or institutional buildings which alter the design or materials of any single exterior building wall more than 25 percent;
- D. Changes in use of leasable space in single or multi-tenant buildings where a change of tenant intensifies the use of the space or requires additional off-street parking; or
- E. Expansion of off-street parking related to modifications, additions, or enlargements to the gross floor area of an existing building.
- F. New construction or modifications of accessory buildings greater than 200 SF.

Section 2. Section 10-32-03 Procedure of the St. Francis Code of ordinances is hereby
amended to read as follows:

10-32-03.E Approving Authority:

- 1. Site plan review applications that are described by Subsections 10-32-02.A and B shall be referred to the Planning and Zoning Commission and City Council for discussion, review, and formal comment.

- a. The review shall follow the procedure established in Section 10-31-03 without the requirement for a public hearing.
 - b. The City Council shall take action directing staff to issue the site plan approval or deny the application.
- 2. The Zoning Administrator shall have the authority to administer a decision for site plan review applications described by Subsections 10-32-02.C-~~E~~**F**, however, the Zoning Administrator shall also have the authority to refer the site plan request to the Planning and Zoning Commission and City Council, as described in Item 1, above.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF JANUARY, 2022.

Approved by: Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

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

ORDINANCE 290, SECOND SERIES

**AN ORDINANCE MODIFYING THE PRINCIPAL USES IN THE AGRICULTURAL
ZONING DISTRICTS**

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-42-02 Agricultural Districts – Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

Table 10-42-1 Principal Use Table – Agriculture Districts

Use Type	Zoning District		
	A-1	A-2	UR
Residential			
Household Living			
Dwelling, single-unit detached	PS	PS	PS
Dwelling, farmstead	P	P	P
Group Living			
Residential care, licensed in-home (6 or fewer persons)	P	P	P
Lodging			
Bed and breakfast		PS	
Public, Social, or Health Care			
Cemetery		PS	
Child care center	PS	PS	PS
Municipal, county, state, or federal administrative or services building		P	
Commercial			
Animal boarding, shelter, or daycare center		<u>PPS</u>	I

Rural event center		PS	
Industrial			
Mining, sand, and gravel extraction		I	I
Arts, Entertainment, or Recreation			
Gun club		C	
Public park, playground, open space, or recreation facility		P	P
Natural Resources or Agriculture			
Commercial animal feedlots		C	
Commercial horse stables		I	I
Forestry, nurseries, greenhouses, or tree farms, excluding retail sales	P	P	P
Forestry, nurseries, greenhouses, or tree farms, including retail sales		C	I
General agricultural uses	P	P	P
Hobby farm	P	P	
Nature preservation/conservation area	P	P	
Wildlife areas, sanctuaries, and game refuges		P	
Utilities			
Community solar energy system (CSES)/Solar garden	C	C	C
Essential services	PS	PS	PS
Personal wireless service facilities	PS	PS	PS
Solar farm	PS	PS	PS
Telecommunication structure or tower		PS	PS
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02. For use-specific standards, see Division 6.			

Section 9. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF JANUARY, 2022.

Approved by: Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

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

ORDINANCE 291, SECOND SERIES

AN ORDINANCE MODIFYING ACCESSORY USES IN THE ZONING CODE

THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY,
MINNESOTA, ORDAINS:

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. The use tables in Sections 10-42-02 Uses – Agricultural Districts, 10-43-02 Uses – Residential Districts, and 10-44-02 Uses – Business and Industrial Districts of the St. Francis Code of Ordinances are hereby amended to read as follows:

Table 10-42-2 Accessory Use Table – Agricultural Districts

Use Type	Zoning District		
	A-1	A-2	UR
<u>Accessory agricultural building</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>
Accessory dwelling unit			PS
Accessory structure	PS	PS	PS
Antenna, accessory and secondary use	PS	PS	PS
Compost structure and firewood pile	PS	PS	PS
Day care, family	PS	PS	PS
Day care, group family	PS	PS	PS
Domestic animal enclosure	PS	PS	PS
Home extended business		I	I
Home occupation		PS	PS
Keeping of animals or fowl	PS	PS	PS
Keeping of bees	PS	PS	PS
<u>Keeping of chickens</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>
Off-street parking and loading facilities	PS	PS	PS

Outdoor wood-burning furnace	PS	PS	PS
Personal vehicle/equipment sales	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking		PS	PS
Short-term vacation rental		PS	PS
Solar energy system, accessory	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS
Temporary/seasonal outdoor sales		PS	PS
Wind energy conversion system	C	C	C
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02. For use-specific standards, see Division 6.			

Table 10-43-2 Accessory Use Table – Residential Districts

Use Type	Zoning District			
	RR	R-1	R-2	R-3
<u>Accessory agricultural building</u>	<u>PS</u>			
Accessory dwelling unit	PS	PS		
Accessory structure	PS	PS	PS	PS
Antenna, accessory and secondary use	PS	PS	PS	PS
Compost structures and firewood piles	PS	PS	PS	PS
Day care, family	PS	PS	PS	PS
Day care, group family	PS	PS	PS	PS
Domestic animal enclosures	PS	PS	PS	PS
Home extended business	I			
Home occupation	PS	PS	PS	
Keeping of animals or fowl	PS	PS	<u>PS</u>	
Keeping of bees	PS	PS	<u>PS</u>	
<u>Keeping of chickens</u>	<u>PS</u>	<u>PS</u>		

Off-street parking and loading facilities	PS	PS	PS	PS
Outdoor wood-burning furnace	PS			
Personal vehicle/equipment sales	PS	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking	PS	PS	PS	
Short-term vacation rental	PS	PS	PS	
Solar energy system, accessory	PS	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS	PS
Wind energy conversion system	C			
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02. For use-specific standards, see Division 6.				

Table 10-44-2 Accessory Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Accessory structure	PS	PS	PS	PS	PS
Antenna, accessory and secondary use	PS	PS	PS	PS	PS
Compost structures and firewood piles	PS	PS	PS	PS	PS
Drive-thru establishment		PS			
Mobile food unit	PS	PS	PS		
Off-street parking and loading facilities	PS	PS	PS	PS	PS
Outdoor dining	PS	PS			
Solar energy system, accessory	PS	PS	PS	PS	PS
Taproom	P	P	P		
Temporary/seasonal outdoor sales		PS	PS	PS	
<u>Uses incidental to the principal use</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02. For use-specific standards, see Division 6.					

Section 2. The following section numbers of the St. Francis Code of Ordinances are hereby amended to read as follows:

Current Section Number	Amended Section Number	Section Name
	<u>10-68-01</u>	<u>Accessory agricultural building</u>
10-68-01	<u>10-68-02</u>	Accessory dwelling unit (ADU)
10-68-02	<u>10-68-03</u>	Accessory structure
10-68-03	<u>10-68-04</u>	Antenna, accessory and secondary use
10-68-04	<u>10-68-05</u>	Compost structures and firewood piles
10-68-05	<u>10-68-06</u>	Day care, family and day care, group family
10-68-06	<u>10-68-07</u>	Domestic animal enclosures
10-68-07	<u>10-68-08</u>	Drive-thru establishment
10-68-08	<u>10-68-09</u>	Home extended business
10-68-09	<u>10-68-10</u>	Home occupations
10-68-10	<u>10-68-11</u>	Keeping of animals or fowl
10-68-11	<u>10-68-12</u>	Keeping of bees
	<u>10-68-13</u>	<u>Keeping of chickens</u>
10-68-12	<u>10-68-14</u>	Mobile food unit (MFU)
10-68-13	<u>10-68-15</u>	Off-street parking and loading facilities
10-68-14	<u>10-68-16</u>	Outdoor dining
10-68-15	<u>10-68-17</u>	Outdoor wood-burning furnaces
10-68-16	<u>10-68-18</u>	Personal vehicle/equipment sales
10-68-17	<u>10-68-19</u>	Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage, and parking
10-68-18	<u>10-68-20</u>	Short-term vacation rental
10-68-19	<u>10-68-21</u>	Solar energy system, accessory
10-68-20	<u>10-68-22</u>	Swimming pools
10-68-21	<u>10-68-23</u>	Temporary family health care dwellings
10-68-22	<u>10-68-24</u>	Temporary/seasonal outdoor sales
10-68-23	<u>10-68-25</u>	Wind energy conversion system (WECS)

Section 3. Section 10-68-01 Accessory Agricultural Building of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-01 Accessory agricultural building

- A. Per Minn. Stat. 326B.103 subd. 3, agricultural accessory buildings are exempt from the State Building Code.

- B. Accessory agricultural buildings are exempt from the standards in Section 10-68-02 Accessory structure.
- C. In conjunction with the construction of an agricultural accessory building, the property owner shall execute an agricultural building awareness form. Said form shall certify that the accessory building and the premises shall only be used for agricultural purposes.
- D. A site plan must be submitted and approved from the City prior to commencing construction on any accessory building which qualifies as an agricultural building.
- E. Accessory agricultural buildings shall not be erected within 50 feet of a neighboring property.

Section 4. Section 10-68-03 Accessory Structure of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-023 Accessory structure.

- A. *Application.* Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this OrdinanceSection.
- B. *Time of construction.* No detached accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory. ~~Agricultural buildings on farm properties are exempt from the requirements of this Section.~~
- C. *Building permits.*
 1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit, but shall comply with all other provisions of this Ordinance.
 2. Detached accessory buildings greater than 200 square feet in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
 3. In conjunction with the issuance of a building permit for a detached accessory structure in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory structure and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.
 4. ~~In conjunction with the construction of an agricultural accessory building, the property owner shall execute an agricultural building awareness form. Said form shall certify that the accessory building and the premises shall only be used for agricultural purposes.~~
- D. *Exterior building standards.*
Architectural details of accessory buildings are to be the same or similar to the principal building based upon (but not limited to) the following criteria:

1. Scale and detailing.
2. Roof pitch orientation and slope.
3. Overhang depth and details.
4. Window and exterior door proportion and types.
5. Building material. Detached accessory structures in the Rural Service Area may, however, be finished with baked enamel siding.
6. Exterior color.

E. Area, number and height limitations.

Accessory structures shall comply with the following area, number and height limitations:

1. Rural Service Area.

- a. Attached accessory structures shall not exceed 840 square feet in size, except that the maximum square footage can be increased, provided that the accessory structure size does not exceed 80 percent of the above-ground square footage of the principal structure.
- b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. Said accessory structure shall have a minimum floor area of at least 440 square feet.
- c. Detached accessory structures shall be limited as follows:

Lot Size	Accessory Structure Limits	
Less than 1 acre	Total detached square footage	600
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
1 acre but less than 2½ acres	Total detached square footage	1,200
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
2½ but less than 5 acres	Total detached square footage	1,500
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
5 acres but less than 10 acres	Total detached square footage	4,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	18 feet

2. Urban Service Area.

- a. Attached and detached private residential garages shall not exceed 840 square feet in size, except that the minimum square footage can be increased to 1,200 square feet, provided that the accessory structure does not exceed 80 percent of the above-ground square footage of the principal structure.
 - b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. For one and two unit dwelling units, said accessory structure shall have a minimum floor area of at least 440 square feet.
 - c. Residential properties within the Urban Service Area may have one (1) detached accessory structure in addition to a private residential garage. The structure shall not to exceed 250 square feet in size. On properties that have no less than one half (1/2) acre of buildable land, the detached accessory structure, may be up to 500 square feet in size. This second detached accessory building shall not exceed 16 feet in height.
 - d. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage.
 - e. No accessory buildings shall be allowed on non-residential property in the urban service area.
 - f. Unless otherwise permitted, all detached accessory buildings shall not exceed 20 feet in height or the height of the principal structure, whichever is less.
3. *General Standards and Conditions, All Districts.*
- a. PUD Districts in rural areas: total accessory structure square footage shall not exceed 1,200 square feet per lot or as otherwise identified in the Development Agreement.
 - b. Temporary, hoop, carport, tarpaulin or similar types of non-permanent structures are not permitted.
 - c. Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.
 - d. Moving storage containers, Portable on demand storage (PODS) units or similar type units may be allowed with city approval for up to 30 days within an 18-month period.
 - e. No structures shall be located within a drainage, utility or any other publicly owned easement.
 - ~~f. Proposed accessory building(s) which meet the definition of the term "agricultural building" in Minnesota Statutes, Sec. 326B.103, Subd. 3 may be exempt from the requirement to obtain a building permit but are subject to all standards to this Section with exception of size restrictions and total square footage restrictions. A site plan must be submitted and approved from the City prior to commencing~~

~~construction on any accessory building which qualifies as an agricultural building.~~

F. Setbacks.

1. *Attached Buildings/Garages:* An attached garage or accessory structure shall be considered an integral part of the principal building and shall conform to district setback requirements.
2. *Detached Buildings:*
 - a. *Rural Service Area:*
 - i. Lots Less Than One (1) Acre. 25 feet from the side and rear property lines.
 - ii. Lots One (1) Acre and Larger. 25 feet from the side and rear property lines.
 - iii. All detached accessory structures in the Rural Service Area shall be placed no closer to the front property line than the principal structure, except when the principal structure has a front yard setback of at least 150 feet. In that case, the detached accessory structure may be located closer to the front property line than the principal structure, but shall maintain at least a 75 foot front yard setback off a City street and a 100 foot front yard setback off of a County or State road.
 - ~~iv. Accessory agricultural buildings shall not be erected within 50 feet of a neighboring property.~~
 - b. *Urban Service Area:*
 - i. *All Lots.* No accessory building shall be located in front of the principal structure. Accessory buildings must maintain setbacks of five (5) feet from the side property line and 10 feet from the rear property line.
 - ii. *Street Side Yard.* Detached accessory structures shall be located no closer than 20 feet from a street side yard on corner lots, provided the structure does not have access to the public right-of-way on the side yard.
 - iii. Except in Commercial and Industrial Districts, all detached accessory buildings shall maintain a 10 foot setback to the principal structure and other detached accessory buildings on the parcel.

Section 5. Section 10-68-11 Keeping of Animals or Fowl of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-101 Keeping of Animals or Fowl

~~The keeping of animals and/or fowl shall meet the standards listed in Section 8-3-3 of the City Code, Animals and Fowl—Keeping, Transporting, Treatment, Housing.~~

- A. Farms as defined in the City Code are exempt from the provisions of this Section.
- B. It is unlawful for any person to keep, stable, board, or harbor horses, colts, ponies, mules, goats, sheep, cattle, pigs, and other farm-type animals, mink,

- ducks, pigeons, geese, and other fowl, whether owned or not, unless the person has sufficient contiguous real estate to house and enclose said animals or fowl.
- C. All points of housing and fence enclosures in which animals or fowl are kept must be at least 100 feet from any residential structure used for human habitation or well for supplying potable water.
 - D. A sturdy wood, metal or electrical fence must keep the animals and/or fowl confined.
 - E. No animals or fowl mentioned in Item B above may be kept on a parcel of real estate smaller in area than five (5) acres, except for the keeping of pigeons and doves as specified in Item F below. In determining such real estate parcel size and number of animals or fowl, one (1) acre thereof shall be considered as being used for residence, lawns, etc., and shall be excluded. The area used for the on-site sewage treatment system, including the alternate drain field location, shall not be used to keep animals. In addition to the above minimum area requirements, at least one (1) acre of pasture must be available for one (1) animal other than fowl and at least one (1) acre for each additional animal other than fowl kept on the premises.
 - F. No more than 20 fowl of any type may be kept on such five (5) acre parcels with one (1) acre additional required for each additional ten fowl. The keeping of racing and fancy pigeons/doves shall be permitted on parcels of land as small as two and one-half (2½) acres in size in the rural service area of the City. The keeping of pigeons and doves for competitive racing and sporting purposes shall be limited to a maximum of one hundred fifty (150) birds.
 - G. Pasture fences or animal or fowl enclosures must be at least ten (10) feet inside the property lines unless fences on the line are agreed to in writing by adjoining property owner or owners. Such line fence agreement must be renewed in writing when a new adjoining owner takes over.
 - H. Animal and fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.
 - I. Properties that do not conform with this Section shall be considered as non-conforming uses. Non-conforming uses shall be brought into compliance with this Section within five (5) years from the effective date of this and the above Subdivisions; however, this provision shall only apply to real estate area, and number of animals, and location of fences and enclosures, and shall in no way allow any change or any increase in such prior use, and upon death or

disposition of any animals or fowl so held under prior use, same shall not be replaced; and any discontinuance of such prior use for a period of one month longer shall be deemed a cessation of such use and a use thereafter shall be completely controlled by all of the provisions of this Section.

- J. It is unlawful for any person to treat any animal as herein defined, or any other animal, in a cruel or inhumane manner.
- K. It is unlawful for any person to keep any animal in any structure infested by rodents, vermin, flies or insects.
- L. It is unlawful for any person to allow any animal, as herein defined, or any other animal under his control, to run at large.

Section 6. Section 10-68-12 Keeping of Bees of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-112 Keeping of Bees

~~The keeping of bees shall meet the standards listed in Section 8-3-6 of the City Code, Keeping of Bees.~~

- A. Bees shall not be kept on parcels smaller than two and a quarter (2.25) acres in size or within a PUD as identified by Code.
- B. No parcel shall have more than one (1) hive or colony housing structure not to exceed three (3) feet in size in any dimension unless it is an agricultural use.
- C. All hives shall be of the removable frame type.
- D. All hives shall be kept 100 feet from any property line.
- E. Hives shall be kept in a manner that does not create a nuisance to neighbors or general public. Hives found to be unattended, damaged, infected or abandoned shall be deemed a nuisance.
- F. Properties of all sizes are encouraged to register their hive with the City for the purpose of Emergency Management.

Section 7. Section 10-68-13 Keeping of Chickens of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-13 Keeping of Chickens

- A. Definitions listed in Section 8-3-2 pertaining to the keeping of chickens shall apply to the following standards.
- B. On parcels of five (5) acres or more, the use standards for the Keeping of Animal and Fowl within Section 10-68-10 shall apply.

C. On parcels of less than five (5) acres, the following standards for raising, harboring, maintaining, and keeping of chickens shall apply:

1. The keeping of roosters is prohibited.
2. The butchering of chickens on-site is prohibited.
3. On properties of less than 2.5 acres, no more than five (5) chickens shall be kept on the permitted premises.
4. On properties of 2.5 acres or more, no more than 10 chickens shall be kept on the permitted premises.
5. Chickens must be confined on the permitted premises at all times in a chicken coop or chicken run, and may not be kept in any part of the principal dwelling, garage, front yard, or side yard.
6. All chicken grains and feed must be stored in a rodent proof container.
7. The use of chickens for cockfighting is prohibited.
8. Fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.
9. It is unlawful for any person to treat a chicken in a cruel or inhumane manner.
10. It is unlawful for any person to keep a chicken in a coop or run infested by rodents, vermin, flies, or insects.

D. Coop and Run

1. All chickens shall be provided access to both a coop and run.
2. A coop and run is exempt from accessory structure maximums as may be established in Chapter 10 of City Code.
3. All fencing and electrical work associated with a chicken coop or run shall be consistent with applicable building and zoning codes, and all appropriate permits and/or licenses shall be obtained prior to construction.
4. Any chicken coop or run shall be set back at least 15 feet from the property line, and shall be located closer to the principal dwelling on the permitted property than to any principal dwelling on adjacent properties.
5. Any coop or run shall be set back at least 25 feet from the following features:
 - a. A delineated wetland edge;
 - b. The top of a bank of a pond, filtration basin, or infiltration basin.
2. Chicken coops shall have a maximum footprint area of 10 square feet per chicken, and a minimum footprint area of five (5) square feet per chicken.

3. Chicken runs shall have a maximum footprint area of 20 square feet per chicken, and a minimum footprint area of 10 square feet per chicken.
 4. The coop shall be elevated a minimum of 12 inches off the ground, and may not exceed a height of six (6) feet as measured from the ground.
 5. No coop or run shall be located in any form of easement or right-of-way.
 6. Both the coop and run shall be completely enclosed and rodent proof.
 7. The coop shall provide adequate protection from the elements and shall be winterized if chickens are being kept between November 1st and April 30th of any given year.
 8. Once an owner is finished raising chickens or if a permit is revoked, the coop and run shall be removed from the property.
- E. No person shall own, harbor, or keep within the City a hen chicken unless a valid permit for such chicken has been obtained pursuant to the provisions in Section 8-3-2 of the City Code.

Section 8. Section 10-68-20 Short-Term Vacation Rental of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-~~1820~~ Short-term vacation rental.

- A. All STVRs shall obtain a rental license in accordance with Chapter 4-6 Rental Housing Licensing of the City Code.
- B. *Number of guests.* The maximum number of overnight guests will be limited to two (2) times the number of bedrooms rented plus one (1).
- C. *Events.* Events are not allowed to be hosted by transient guests on the premises. An event means a gathering on the premises of more than three un-registered transient guests. Events hosted by the property owner are allowed, but must abide by all applicable City ordinances and policies.
- D. *Dwelling requirements.*
 1. The dwelling must be connected to city sewer and water or must be served by a compliant septic system capable of meeting the needs of the maximum allowable number of people staying on the property at one time
 2. Rooms used for sleeping shall have an egress windows and smoke detectors.
 3. The guest(s) must have access during their entire stay to a full bathroom, including sink, toilet, and tub or shower.
 4. Accommodation of guests is not allowed in recreational vehicles, tents, temporary structures, accessory structures, fish houses, or similar structures. Accommodation of guests in accessory dwelling units (ADUs) is permitted.
- E. *Parking.*
 1. All guest parking must be accommodated on improved surfaces on the premises. No on-street parking is allowed for guests.
 2. At a minimum, parking shall be provided at the following rate:
 - a. 1 space for each 1-2 bedroom rental
 - b. 2 spaces for each 3 bedroom rental

- c. Spaces equal to the number of bedrooms minus one for each 4 and 4+ bedroom rental
- F. In short term vacation rentals where the property owner resides on the premise, additional off-street parking for personal use must be provided at a rate of one parking space per two bedrooms not dedicated to the guest use.
- G. *Proximity of assistance.* If not residing on the property, the property owner or a manager/representative must be located within 30 miles of the property. The property owner shall maintain with the City the name, address, phone number, and email for the local contact or managing agent for the property.
- H. *Guest records.* A guest record must be maintained, including the name, address, phone number, and vehicle license plate information for all guests. This record must be provided to the City within 48 hours of a request for the guest record.
- I. *Guest disclosures.* The property owner must disclose in writing to their transient guests the following rules and regulations. This disclosure shall be conspicuously displayed in the home:
 - 1. The name, phone number and address of the owner, operating lessee or managing agent/representative.
 - 2. The maximum number of guests allowed at the property.
 - 3. The maximum number of vehicles allowed at the property and where they are to be parked.
 - 4. City nuisance ordinances requirement that noise levels be reduced between 10 p.m. and 7 a.m. and that this will be enforced by the St. Francis Police Department.
 - 5. Property rules related to use of outdoor features, such as decks, patios, grills, recreational fires, saunas and other recreational facilities.
 - 6. No events are allowed to be hosted on the premises.
- J. *Garbage.* All garbage must be kept in rubbish containers that are stored out of view of a public street.
- K. *Signage.* No signage pertaining to the short-term vacation rental is allowed on the property.

Section 9. Zoning Code references to the antenna, accessory and secondary use shall be hereby amended to read as follows:

10-41-05 Building height

- B. The building height limits established herein for districts shall not apply to the following:
 - 2. Antenna support structures as regulated by Section 10-67-05 and Section 10-68-034 of this Ordinance.

Section 10. Zoning Code references to home extended businesses shall be hereby amended to read as follows:

10-68-0910 Home occupations.

- B. Prohibited home occupation uses. The following uses have a tendency to be too intense for or potentially disruptive for home occupations and thereby adversely affect residential areas. The following uses are specifically prohibited as home occupations:
1. Repair services which produce objectionable light, glare, noise or vibration including, but not limited to, auto repair, appliance repair and small engine repair, except as provided for in Subsection 10-68-0~~89~~9.I.

Section 11. Zoning Code references to home occupations shall be hereby amended to read as follows:

10-68-0~~89~~9 Home extended business.

For all home extended businesses, the following provisions shall be satisfied:

- A. The conditions of Section 10-68-0~~910~~10 of this Ordinance shall be satisfied.

Section 12. Zoning Code references to the recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage, and parking use shall be hereby amended to read as follows:

10-64-06 Open and outdoor storage (principal use)

- B. Exceptions.
1. Clothes line pole and wires.
 2. Play equipment.
 3. Recreational vehicles and equipment may be parked or stored outdoors as regulated by Section 10-68-1~~79~~79 of this Ordinance.
 4. Construction and landscaping material currently being used on the premises.
 5. Off-street parking of operable motor vehicles as specified in the respective zoning districts.

10-68-1~~24~~24 Mobile food unit (MFU)

- Q. Out-of-service MFUs shall comply with all applicable zoning ordinance requirements, including Section 10-68-1~~79~~79 Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, Storage and Parking.

10-71-07 Outdoor storage

- B. *Exceptions*
1. Clothes line pole and wires.
 2. Play equipment.
 3. Recreational vehicles and equipment may be parked or stored outdoors as regulated by Section 10-68-1~~79~~79 of this Ordinance.
 4. Construction and landscaping material currently being used on the premises.

- 5. Off-street parking of operable motor vehicles as specified in the respective zoning districts.

10-72-08 Design and maintenance of off-street parking

- J. *Parking and Storage of Recreational Vehicles.* The parking and storage of recreational vehicles shall be regulated in accordance with Section 7-4-5 of the City Code and Section 10-68-1~~78~~ of this Ordinance.

Section 13. Zoning Code references to short-term vacation rentals shall be hereby amended to read as follows:

10-68-0~~12~~ Accessory dwelling unit (ADU)

- K. Short-term rental of ADUs is permitted following the standards listed in Section 10-68-1~~820~~.

Section 14. Zoning Code references to wind energy conversion systems (WECS) shall be hereby amended to read as follows:

10-41-05 Building height

- B. The building height limits established herein for districts shall not apply to the following:
 - 14. Wind energy conversion system towers as regulated by Section 10-68-2~~35~~ of this Ordinance.

Section 15. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF JANUARY, 2022.

APPROVED: Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

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

ORDINANCE 292, SECOND SERIES

AN ORDINANCE MODIFYING SECTION 8-3 OF THE CITY CODE OF ORDINANCES

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 8-3 Animals of the St. Francis Code of Ordinances is hereby amended to read as follows:

8-3-1 Dog Licensing and Registration

A. *Definition.* For the purpose of this Section:

1. **Owner** means the license holder or any other person or persons, firm, association, or organization or corporation owning, keeping, possessing, having an interest in, having care custody or control of or harboring a dog. Any person keeping or harboring a dog for five (5) consecutive days shall for the purposes of this Section be deemed an owner thereof.
2. **Own** means to have a property interest in, or to, harbor, feed, board, keep or possess.
3. **Dangerous Animal** means a dog which has caused damage to property or injury to a person, or which animal, by its actions, exhibits a propensity for causing imminent danger to persons.
 - a. Without provocation, inflicted substantial bodily harm on a human being on public or private property;
 - b. Killed a domestic animal without provocation while off the owner's property; or
 - c. Been found to be a potentially dangerous, and after the owner was noticed that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.
4. **Dog** means both male and female and includes any animal of the dog kind.
5. **Potentially Dangerous Dog** shall mean any dog that:
 - a. When unprovoked, inflicts bites on a human or domestic animal on public or private property;

- b. When unprovoked, chases or approaches a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or,
 - c. Has a known propensity, tendency or disposition to attack unprovoked, causing injury, or otherwise threatening the safety of humans or domestic animals.
- 6. **Proper Enclosure** shall mean securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage or other structure that would allow the dog to exit of its own violation, or any house or structure in which windows are open or in which doors or window screens are the only obstacles that prevent the dog from exiting.
- 7. **Substantial Bodily Harm** shall mean bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.
- B. *Running at Large Prohibited.* It is unlawful for the owner of any dog to permit such animal to run at large. Any dog shall be deemed to be running at large with the permission of the owner if off the property of its owner and not under restraint. For the purposes of this Section, "under restraint" means the animal is controlled by a leash not exceeding six (6) feet in length, or at heel beside a person of suitable age and discretion, and obedient to that person's commands, or effectively confined within a motor vehicle, building or enclosure. A dog shall not be deemed to be running at large if engaged in wild game or animal hunting, or when engaged in obedience training, and under the control of its owner or a responsible person.
- C. *License Required and Number of Dogs Restricted.*
 - 1. *Licenses.* It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the Police Department upon forms provided by the Police Department. Said application shall require the owner, among the other information required by the Police Department, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a

certificate of evidencing compliance with the terms and provisions of the license fee, the Police Department shall issue a license, which license shall be effective until the rabies vaccination has expired.

2. *Number of Dogs Allowed.*

- a. Three dogs over the age of three (3) months on properties less than 5 acres.
- b. Four dogs over the age of three (3) months on properties 5 acres or greater.
- c. Properties located within the Urban Service Area of the City shall be limited to a maximum of two dogs housed outside of the principle structure.
- d. Additional dogs with an approved Kennel License in accordance with standards in [Chapter 6](#) and [Chapter 10](#).

- D. *License Issuance, Term and Renewal.* Every owner or keeper of a dog shall cause the same to be vaccinated by a licensed veterinarian with anti-rabies vaccine at least once in every twenty-four (24) month period prior to the time such dog shall reach the age of six (6) months and at least once every twenty-four (24) months thereafter.
- E. *Adoption of Fees.* All fees for the impounding and maintenance of a dog, including penalties for the late application, may be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such fees may from time to time be amended by the Council by Resolution. A copy of the resolution setting forth currently effective fees shall be kept on file in the office of the City Clerk/Treasurer and open to investigation during regular business hours.
- F. *Tag Required.* All licensed dog owners shall provide proof of a tag thereto evidencing a current license. Upon application, a duplicate for a lost tag will be issued by the City. Tags shall not be transferable from one dog to another and no refunds shall be made on any dog license fee because of death of the dog or the owners leaving the City prior to expiration of the license period.
- G. *Dog Pound.* Any dog found in the City without a license tag, running at large, or otherwise in violation of this Section, shall be placed in the Dog Pound, and an accurate record of the time of such placement shall be kept on each dog. Every dog so placed in the Dog Pound shall be held for redemption under Section 8-3-1.1 of this Code by the owner for at least five (5) regular business days. A "regular business day" is one during which the pound is open for business to the public for at least four (4) hours between 8:00 AM and 7:00 PM. Impoundment records shall be preserved for at least six (6) months and shall show: (1) the description of the dog by specie, breed, sex, approximate age, and other distinguishing traits; (2) the location at which the dog was seized; (3) the date of seizure; (4) the name and address of the person from whom any dog three (3) months of age or

over was received; and (5) the name and address of the person to whom any dog three months of age or over was transferred. If unclaimed, such dog shall be humanely destroyed and the carcass disposed of, unless it is requested by a licensed educational or scientific institution under authority of Minnesota Statutes, Section 35.71. Provided, however, that if a tag affixed to the dog, or a statement by the dog's owner after seizure specifies that the dog should not be used for research, such dog shall not be made available to any such institution but may be destroyed after the expiration of the five (5) day period.

- H. *Notice of Impounding.* Upon the impounding of any dog, the owner shall be notified by the most expedient means, or if the owner is unknown, written notice shall be posted for five (5) days at the City Hall describing the dog and place and time of taking.
- I. *Redemption of Dog Release from Dog Pound.* Dogs shall be released to their owners, as follows:
 - 1. If such dog is owned by a resident of the City, after a license is obtained, if unlicensed, and payment of the impounding fee, maintenance, and immunization fee and proof of ownership.
 - 2. If such dog is owned by a person not a resident of the City, after immunization of any such animal for rabies, and payment of the immunization fee, impounding fee and maintenance.
- J. *Seizure by a Citizen.* It is lawful for any person to seize and impound a dog so found running at large and shall within six (6) hours thereafter notify the Police Department of said seizure. It shall be the duty of the Police Department to place said dog in the City Pound. If the name of the owner of such dog so seized is known to the person who first takes such dog into custody, he or she shall inform the Police Department of the name of the owner, and the address if known.
- K. *Immobilization of Dogs.* For the purpose of enforcement of this Section any peace officer, or person whose duty is animal control, may use a so-called tranquilizer gun or other instrument for the purpose of immobilizing and catching a dog.
- L. *Disturbing the Peace/Other Unlawful Acts.* It is unlawful for the owner of any dog to:
 - 1. Fail to have the license tag issued by the City; or
 - 2. Own a dangerous dog, or
 - 3. Interfere with any police officer, or other City employee, in the performance of their duty to enforce this Section; or
 - 4. Own, keep, have in possession, or harbor any an animal that causes annoyance or disturbance to persons or the neighborhood by yapping, wailing, barking, howling, or crying for a continuous period of 30 minutes or longer. Such yapping, wailing, barking, howling, or crying must also be

audible off of the owner's or caretaker's premises. Any person violating this subdivision, who upon first requested by a police officer or the animal control officer to stop or prevent the annoyance, and refuses to comply with the request maybe issued a citation or arrested in accordance with Minnesota Rules of Criminal Procedure.

M. *Rabies Control—Generally.*

1. Every Animal which bites a person shall be promptly reported to the Chief of Police and shall thereupon be securely quarantined at the direction of the Chief of Police for a period of fourteen (14) days, and shall not be released from such quarantine except by written permission of the City. In the discretion of the Chief of Police, such quarantine may be on the premises of the owner or at the veterinary hospital of their choice. If the animal is quarantined on the premises of the owner, the City shall have access to the animal at any reasonable time of study and observation of rabies symptoms. In the case of the stray animal or in the case of an animal whose ownership is not known, such quarantine shall be at the animal pound, or at the discretion of the Chief of Police the animal may be confined in a veterinary hospital designated by him. The owner of the animal shall be responsible for all costs associated with the quarantine of the animal.
2. The owners, upon demand made by the Chief of Police or by any other City Employee empowered by the Council to enforce this Section, shall forthwith surrender any animal which has bitten a human, or which is suspected as having been exposed to rabies, for the purpose of supervised quarantine. The expenses of the quarantine shall be borne by the owner and the animal may be reclaimed by the owner if adjudged free of rabies upon payment of fees set forth in this Section and upon compliance with licensing provisions set forth in this Section.
3. When an animal under quarantine and diagnosed as being rabid or suspected by a licensed veterinarian as being rabid dies or is killed, the City shall immediately send the head of such animal and rabies data report to the State Health Department for pathological examination and shall notify all persons concerned of the results of such examination.
4. The City shall issue such proclamation and take such action when rabies is suspected or exists as is required by Minnesota Statutes.

N. *Reports of Bite Cases.* It is the duty of every physician, or other practitioner, to report to the Chief of Police the names and addresses or persons treated for bites inflicted by animals, together with such other information as will be helpful in rabies control.

- O. *Animals in Heat.* Except for controlled breeding purposes, every female animal in heat shall be kept confined in a building or secure enclosure, or in a veterinary hospital or boarding kennel, in such manner that such female cannot come in contact with other animals.
- P. *Nuisances.* Keeping, maintaining, or harboring a dog that has been permitted to run loose or has caused damage to or loss of private property belonging to a person other than the thereof and members of the owners household on three (3) or more occasions within a period of twelve (12) consecutive months constitutes a nuisance. The following events shall be considered in determining whether or not there has been a violation of this Section which constitutes a nuisance:
1. Conviction under Section 8.05, Subd. 2, involving the permitting of a dog to run loose.
 2. Payment to a person by or on behalf of the owner for damages to or destruction of private property or for personal injury.
 3. An acknowledgement by the owner or keeper of an animal that it has caused such damage or personal injury.
 4. Records of the City of St. Francis or any other City which show impoundment of the dog for the immediate preceding twelve (12) moth period.
- Q. *Abatement.* Such nuisance shall be abated by the owner or keeper of such animal by the disposition of the animal within fourteen (14) days after receipt of notice to the owner or keeper thereof. "Disposition" shall mean the destruction of the animal or its permanent removal from the City. Said notice shall be sent by the Chief of Police or his designate by registered mail. If the owner or keeper of the animal fails to comply within the above-specified period, the animal control office is authorized and directed to capture and immediately dispose of such animal. The owner or keeper of the dog shall immediately make the animal available to the animal control officer.
- R. *Appeals.* Any owner who feels aggrieved by the order of the Chief of Police may request a hearing before the City Council by filing an appeal with the City Clerk within fourteen (14) days after receipt of the notice. The appeal shall be filed in such form as the City shall provide. On the filing of such appeal, no further action shall be taken until the matter has been heard. Upon receipt of the request, the City Clerk shall place the matter before the Council at its next regular meeting. The owner may appear, with counsel if he/she chooses, and present evidence in opposition to the order. Following such hearing the Council shall make a determination of facts and shall, based upon such determination, affirm, repeal, or modify the Chief's order. The Council shall also establish a date for compliance with the order as affirmed or modified, which date shall be not less

than five (5) days thereafter. Upon expiration of the time limit, the animal control officer shall abate the nuisance.

- S. *Insurance Required.* Evidence of a surety bond issued by a surety company authorized to conduct business in the State of Minnesota in a form acceptable to the City in the sum of at least \$50,000.00, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in the State of Minnesota in the amount of at least \$50,000.00, insuring the owner for any personal injuries inflicted by the dangerous dog must be filed with the City Clerk each year upon renewal of the dog license in the following instances:
1. Nuisance Abatement. For a period of two (2) years after having been ordered to abate any nuisance pursuant to this Section.
 2. Conviction of failure to restrain an attack by a dog pursuant to this Section, where the Court failed to order destruction of the dog.
 3. Where the dog has been declared dangerous pursuant to this chapter.
- T. *Failure to Restrain an Attack by an Animal.* It shall be unlawful for an owner to fail to restrain an animal from inflicting or attempting to inflict bodily injury to any person or other domestic animal. Violation of this Section shall be a misdemeanor. The Court upon a finding of the defendant's guilt hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed based on written order containing one or more of the following findings of fact:
1. The animal is dangerous as defined in the Subd. 1; or,
 2. The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent unprovoked injury to persons or other domestic animals. If the Court does not order the destruction of the dog, the Court shall, as an alternative, order the defendant to provide, and show proof to the Court of insurance as set forth in the Subd.
- U. *Destruction of Dangerous Animals.* The Chief of Police or his designate shall have authority to order the destruction of dangerous dogs as defined in Section 8-3-1.A of this Code.
- V. *Appeals.* If an owner requests a hearing within five (5) days of the receipt of the Declaration of Dangerous Dog classification for determination as to the dangerous nature of the dog, the City Clerk shall place the matter before the City Council at its next meeting. Notice of the Declaration of Dangerous Dog classification shall be sent by certified mail or posting of such notice on owner's last known residence if the owner(s) cannot be found. The owner may appear with counsel if he/she chooses, and present evidence in opposition of the designation of the animal as dangerous. Following the hearing, the Council shall make a determination of facts and shall make such order as it deems proper. If

such hearing cannot be held within the statutory fourteen (14) days, the owner must either comply with the terms of the Statute Section 347.50-347.54 or keep the dog at a licensed kennel in a confined pen until the hearing is held. If the Declaration of Dangerous Dog is upheld, the dog shall remain at a licensed kennel in a secured, confined pen until the dog is either destroyed or all of the dangerous dog requirements of the state statute and local ordinances are complied with and a license is issued by the Police Department. If the Council concludes that the dog is dangerous and the owner does not immediately comply with the requirements of the dangerous dog statute, the Council may order the animal control officer to take the dog into custody for destruction. If the dog is ordered into custody for destruction, the owner shall immediately make the dog available to the animal control officer and failure to do so shall be a misdemeanor.

- W. *Harboring a Dangerous Animal.* Any person who harbors an animal after it has been found to be dangerous and ordered into custody for destruction pursuant to this Subd. shall be guilty of a misdemeanor.
- X. *Stopping an Attack.* If any Police Officer or animal control officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means he/she deems appropriate to bring the attack to an end and prevent further injury to the victim.
- Y. *Removal of Excrement.* It is unlawful for any person who owns or had custody of a dog to cause or permit such animal to defecate on any private property without the consent of the property owner or on any public property unless such person immediately removed the excrement and places it in a proper receptacle. The provisions of this Section shall not apply to seeing-eye dogs under control of a blind person or dogs while being used in City Police activity.
- Z. *Animal Control Officer.* There is hereby established the position of Animal Control Officer. He/She shall be appointed by the City Council. Nothing contained herein shall prevent the City Council from contracting with a person to provide such services.
- AA. *Duties of Animal Control Officer.* The Animal Control Officer shall perform the following duties:
 - 1. Capture, seize and deliver to any designated pound any dog found: running at large within the City; unlicensed; or not wearing the metal tag provided for in this chapter.
 - 2. Pick-up and dispose of the carcasses of every dead animal.
 - 3. Investigate all cases of animal bites reported to him/her and supervise the quarantine of any such animal to assure that it is kept under observation for a period of ten (10) days.

- 4. Investigate all reports of dangerous or potentially dangerous dogs referred to him/her, complete the dangerous/potentially dangerous animal form and refer the same to the County Auditor, report to the Chief of Police weekly on the activities of the Animal Control Officer within the City.
- BB. *No Interference with Officer.* It shall be unlawful for any person to molest or in any way interfere with any peace officer, animal control officer, or any of their duly authorized assistants, or with any duly authorized agent while engaged in performing work under the provisions of this chapter.

8-3-2 Chickens

- A. *Findings.* The Council finds that the ability to cultivate one's own food is a sustainable activity that can also be a rewarding past time. Therefore, it is the purpose and intent of this Section to permit the limited keeping and maintenance of chicken hens for eggs and meat sources in a clean and sanitary manner that is not a nuisance to or detrimental to the public health, safety and welfare of the community.
- B. *Definitions.* For the purposes of this Section:
 - 1. **Chicken** means a domesticated bird that serves as a source of eggs or meat.
 - 2. **Coop** means a structure for the keeping or housing of chickens.
 - 3. **Hen** means a female chicken.
 - 4. **Rooster** means a male chicken.
 - 5. **Run** means a fully enclosed and covered area attached to a coop where the chicken(s) can roam unsupervised.
- ~~C. *Keeping of Chickens.* The raising, harboring, maintaining, and keeping of Chickens within the City of St. Francis shall be limited to properties within following zoning classifications: A-1, A-2, A-3, R-R, R-1, and R-2; as determined by Chapter 10 of City Code.~~
 - ~~1. On parcels of less than five (5) acres, the provisions within Section 8-3-2 shall apply.~~
 - ~~2. On parcels of five (5) acres or more, the Animal and Fowl provisions within Section 8-3-3 shall apply.~~
- ~~D. *In General.*~~
 - ~~1. The keeping of roosters is prohibited.~~
 - ~~2. The butchering of chickens on-site is prohibited.~~
 - ~~3. On properties of less than 2.5 acres, no more than five (5) chickens shall be kept on the permitted premises.~~
 - ~~4. On properties of 2.5 acres or more, no more than ten (10) chickens shall be kept on the permitted premises.~~

- ~~5. Chickens must be confined on the permitted premises at all times in a chicken coop or chicken run, and may not be kept in any part of the principal dwelling, garage, front yard, or side yard.~~
- ~~6. All chicken grains and feed must be stored in a rodent proof container.~~
- ~~7. The use of chickens for cockfighting is prohibited.~~
- ~~8. Fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.~~
- ~~9. It is unlawful for any person to treat a chicken in a cruel or inhumane manner.~~
- ~~10. It is unlawful for any person to keep a chicken in a coop or run infested by rodents, vermin, flies, or insects.~~

~~E. *Coop and Run.*~~

- ~~1. All chickens shall be provided access to both a coop and run.~~
- ~~2. A coop and run is exempt from accessory structure maximums as may be established in Chapter 10 of City Code.~~
- ~~3. All fencing and electrical work associated with a chicken coop or run shall be consistent with applicable building and zoning codes, and all appropriate permits and/or licenses shall be obtained prior to construction.~~
- ~~4. Any chicken coop or run shall be set back at least fifteen (15) feet from the property line, and shall be located closer to the principal dwelling on the permitted property than to any principal dwelling on adjacent properties.~~
- ~~5. Any coop or run shall be set back at least twenty-five (25) feet from the following features:~~
 - ~~a. A delineated wetland edge;~~
 - ~~b. The top of a bank of a pond, filtration basin, or infiltration basin.~~
- ~~6. Chicken coops shall have a maximum footprint area of ten (10) square feet per chicken, and a minimum footprint area of five (5) square feet per chicken.~~
- ~~7. Chicken runs shall have a maximum footprint area of twenty (20) square feet per chicken, and a minimum footprint area of ten (10) square feet per chicken.~~
- ~~8. The coop shall be elevated a minimum of twelve (12) inches off the ground, and may not exceed a height of six (6) feet as measured from the ground.~~
- ~~9. No coop or run shall be located in any form of easement or right-of-way.~~
- ~~10. Both the coop and run shall be completely enclosed and be rodent proof.~~

~~11. The coop shall provide adequate protection from the elements and shall be winterized if chickens are being kept between November 1st and April 30th of any given year.~~

~~12. Once an owner is finished raising chickens or if a permit is revoked, the coop and run shall be removed from the property.~~

F. *Permit.* ~~No person shall own, harbor, or keep within the City a hen chicken unless a valid permit for such chicken has been obtained pursuant to the following provisions.~~

1. A permit shall be obtained prior to any chickens being introduced to a site. All permits will remain in effect until voluntarily cancelled or revoked. Valid permits may be revoked by the City if this section is repealed in its entirety or is modified. Permits are non-transferrable.
2. Permit application fees are due upon submittal of the permit application. The fee will be established yearly by ordinance.
3. No permit shall be issued to a rental property unless the property owner provides written consent to the application. For properties located within a managed community with a Home Ownership Association (HOA), the association management must provide written consent to the application.
4. *Application.* Any person desiring a permit under this Section shall make written application on a form prescribed by the City which shall contain, at a minimum, the following information:
 - a. A scaled drawing (site plan) showing the location, size, and dimensions of the coop & run. The site plan shall include the proposed distances between the coop & run from neighboring homes and other structures on the subject property, neighboring property lines, and applicable required setbacks.
 - b. The maximum number of chickens to be kept on site.
 - c. A detailed feces and waste removal plan.
 - d. An agreement by the applicant that the premises may be inspected by the city at all reasonable times to ensure compliance with all applicable conditions.
 - e. Statements that the applicant will at all times keep their chickens in accordance with all of the conditions prescribed by the City (or modification thereof), and that failure to obey such conditions will constitute a violation of the provisions of this Section and will be grounds for cancellation of the permit.
5. *Site Visit Required.* An inspection of the property, coop, and run is required prior to the initial issuance of a permit.
6. *Permit Allotment.* A maximum of twenty (20) permits will be issued citywide for properties that are less than 2.5 acres in size; there is no

maximum on the number of permits for properties that are 2.5 acres or greater.

7. *Permit Conditions.* If granted, the permit shall be issued and shall state the conditions, if any, imposed upon the property for the keeping of chickens under the permit. The permit shall specify the restrictions, limitations, conditions and prohibitions which the City deems reasonably necessary to protect any person or neighboring use from unsanitary conditions, unreasonable noise or odors, or annoyance, or to protect the public health and safety.
8. *Denial or Revocation.* The City may deny or revoke any permit, permit application, or renewal application if it deems the applicant is:
 - a. Unable or unwilling to fulfill or comply with the provisions of [Section 8-3-2](#);
 - b. Submitting inaccurate or incomplete permit information;
 - c. Failing to meet the conditions of an issued permit;
 - d. Creating a nuisance; or
 - e. If the public health and safety would be unreasonably endangered by the granting or renewing of such a permit.
- a. Any person whose permit is revoked shall, within ten (10) days thereafter, humanely dispose of all chickens being owned, kept, or harbored by such person, and no part of the permit fee shall be refunded.
9. *Complaints.* If a complaint regarding a chicken permit is received, the permit holder shall consent to an inspection of the property to demonstrate that all minimum standards and conditions of the permit are being met. Refusal to consent to an inspection shall be grounds for revocation of the permit.

~~8-3-3 Animals and fowl – Keeping, transporting, treatment, housing~~

- ~~A. Except for chickens which may be allowed on limited acreage in accordance with [Section 8-3-2](#), it is unlawful for any person to keep, stable, board, or harbor horses, colts, ponies, mules, goats, sheep, cattle, pigs, and other farm-type animals, mink, chickens, ducks, pigeons, geese, and other fowl, whether owned or not, unless the person has sufficient contiguous real estate to house and enclose said animals or fowl.~~
- ~~B. All points of housing and fence enclosures in which animals or fowl are kept must be at least one hundred (100) feet from any residential structure used for human habitation or well.~~
- ~~C. A sturdy wood, metal or electrical fence must keep the animals and/or fowl confined.~~
- ~~D. No above mentioned animals or fowl may be kept on a parcel of real estate smaller in area than five (5) acres, except for the keeping of pigeons and doves as specified in Section 8-3-1.E of this Code. In determining such real estate parcel size and number of animals or fowl, one (1) acre thereof shall be~~

~~considered as being used for residence, lawns, etc., and shall be excluded. The area used for the on-site sewage treatment system, including the alternate drain field location, shall not be used to keep animals. In addition to the above minimum area requirements, at least one (1) acre of pasture must be available for one animal other than fowl and at least one (1) acre for each additional animal other than fowl kept on the premises.~~

- ~~E. No more than twenty fowl of any type may be kept on such five (5) acre parcels with one (1) acre additional required for each additional ten fowl. The keeping of racing and fancy pigeons/doves shall be permitted on parcels of land as small as two and one half (2½) acres in size in the rural service area of the City. The keeping of pigeons and doves for competitive racing and sporting purposes shall be limited to a maximum of one hundred fifty (150) birds.~~
- ~~F. Pasture fences or animal or fowl enclosures must be at least ten (10) feet inside the property lines unless fences on the line are agreed to in writing by adjoining property owner or owners. Such line fence agreement must be renewed in writing when a new adjoining owner takes over.~~
- ~~G. Animal and fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.~~
- ~~H. Farms as defined in the City Code are exempt from the provisions of this Section.~~
- ~~I. Properties that do not conform with this Section shall be considered as non-conforming uses. Non-conforming uses shall be brought into compliance with this Section within five (5) years from the effective date of this and the above Subdivisions; however, this provision shall only apply to real estate area, and number of animals, and location of fences and enclosures, and shall in no way allow any change or any increase in such prior use, and upon death or disposition of any animals or fowl so held under prior use, same shall not be replaced; and any discontinuance of such prior use for a period of one month longer shall be deemed a cessation of such use and a use thereafter shall be completely controlled by all of the provisions of this Section.~~
- ~~J. It is unlawful for any person to violate any provisions of this Section.~~
- ~~K. It is unlawful for any person to treat any animal as herein defined, or any other animal, in a cruel or inhumane manner.~~
- ~~L. It is unlawful for any person to keep any animal in any structure infested by rodents, vermin, flies or insects.~~
- ~~M. It is unlawful for any person to allow any animal, as herein defined, or any other animal under his control, to run at large.~~

8-3-43 Animal waste

- A. Definitions. For the purpose of this Section:
 - 1. **Owner** means any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.
 - 2. **Animal** means a dog, cat or other animal.
- B. Unlawful Acts. It is unlawful for any owner to:

1. Suffer or permit an animal to defecate upon public property, or the private property of another, without immediately removing the excrement and disposing of it in a sanitary manner.
2. Suffer or permit an animal to be upon public property, or the private property of another, unless such animal is in the custody of a person of suitable age and discretion having in his/her possession equipment and supplies for excrement removal.
3. Permit animal excrement to accumulate for a period in excess of seven (7) days on premises occupied by him/her without removal and sanitary disposal.

8-3-5~~4~~ Non-domestic animals

- A. Non-domestic animals shall mean those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety, and welfare of people. Unless otherwise defined, such animals shall include:
 1. Any member of the large cat family (family felidae) including but not limited to; lions, tigers, cougars, lynx, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cats.
 2. Any naturally wild member of the canine family (family canidae) including but not limited to; wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.
 3. Any cross breed such as the crossbreed between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.
 4. Any member or relative of the rodent family including but not limited to; any skunk (whether or not de-scented), raccoon, squirrel, or prairie dog, but excluding those members otherwise defined or commonly accepted as domesticated pets.
 5. Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families including but not limited to; rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.
 6. Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this subpart.
- B. Animals such as Bears, Elk, Caribou, and Buffalo may be permitted within the City upon the issuance of a Conditional Use Permit. A Conditional Use Permit for keeping the above described animals shall not be considered on properties of less than five (5) acres in size.
- C. It shall be illegal for any person to own, possess, harbor, or offer for sale, any non-domestic animal within the City limits. Any owner of such an animal at the time of adoption of this Code shall have thirty days in which to remove the animal from the City after which time the City may impound the animal as provided for in this Section.
- D. An exception shall be made to the prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific laboratory, educational facilities, or a licensed show or exhibition.
- E. Impounding. Any unlicensed animal running at large is hereby declared a public nuisance. Any police officer may impound any dog or other animal found

unlicensed or any animal found running at large and shall give notice of the impounding to the owner of such dog or other animal, if known. In the case the owner is unknown, the officer shall post notice at the City office that if the dog or other animal is not claimed within the time specified, it will be sold or otherwise disposed of. Except as otherwise provided in this Section, it shall be unlawful to kill, destroy, or otherwise cause injury to any animal including dogs and cats running at large.

- F. **Animals Presenting a Danger to Health and Safety of the City.** If the reasonable belief of any person or police officer, an animal presents an immediate danger to the health and safety of any person, or the animal is threatening imminent harm to any person, or the animal is in the process of attacking any person, the officer may destroy the animal in a proper and humane manner. Otherwise the person or officer may apprehend the animal and deliver it to the pound for confinement under § 100.05. If the animal is destroyed, the City shall charge the animal owner for the actual cost of disposing of the animal. If the animal is found not to be a danger to the health and safety of the City, it may be released to the owner or keeper in accordance with § 100.05, Subd. 3.

8-3-6 Keeping of bees

- ~~A. Bees shall not be kept on parcels smaller than two and a quarter (2.25) acres in size or within a MLPUD/PUD as identified by Code.~~
- ~~B. No parcel shall have more than one hive or colony housing structure not to exceed three (3) feet in size in any dimension unless it is an agricultural use.~~
- ~~C. All hives shall be of the removable frame type.~~
- ~~D. All hives shall be kept one hundred (100) feet from any property line.~~
- ~~E. Hives shall be kept in a manner that does not create a nuisance to neighbors or general public. Hives found to be unattended, damaged, infected or abandoned shall be deemed a nuisance.~~
- ~~F. Properties of all sizes are encouraged to register their hive with the City for the purpose of Emergency Management.~~

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF JANUARY, 2022.

APPROVED: Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

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

ORDINANCE 293, SECOND SERIES

AN ORDINANCE MODIFYING THE GENERAL AND USE DEFINITIONS OF THE
ZONING CODE

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

Section 1. Section 10-22-17 General Definitions “T” of the St. Francis Code of Ordinances is hereby amended to read as follows:

Tree, significant: A healthy tree which measures a minimum of eight (8) inches in diameter four and one-half (4.5) feet above the ground for hardwood deciduous trees, measures a minimum of 12 inches in diameter four and one-half (4.5) feet above the ground for softwood deciduous trees, or measures greater than eight (8) feet in height for coniferous trees. Invasive trees are not considered significant. Some examples of significant deciduous trees include but are not limited to:

Hardwood: elm, birch, oak, maple (hard); and
Softwood: poplars/aspen, silver maple, willow.

Section 2. Section 10-23-01 Use Definitions “A” of the St. Francis Code of ordinances is hereby amended to read as follows:

Accessory agricultural building: An accessory structure meeting the definition in Minn. Statutes 326B.103, Subd. 3.

Section 3. Section 10-23-04 Use Definitions “D” of the St. Francis Code of ordinances is hereby amended to read as follows:

Dwelling, attached townhouse or rowhouse: A single residential unit which is located within a larger residential structure containing ~~no more than~~ between three and eight units and which is separated from the adjoining dwelling unit(s) by a common wall. Each dwelling unit may be located on its own individual lot or on a common lot containing all of the attached units, and each dwelling unit shall have separate and individual front and rear entrances.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF JANUARY, 2022.

By: Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2022-06

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCES
289-293, SECOND SERIES AMENDING THE ZONING CODE OF THE CITY OF ST
FRANCIS**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 289, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinances 289-293, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCES 289-293, SECOND SERIES

Section 1. Ordinances 289-293, as adopted, are summarized below:

Ordinance 289 specifies the instances in which a site plan review is required and determines that site plan review of accessory buildings may be completed administratively.

Ordinance 290 amends Division 4 Base Districts of the city zoning code. Table 10-42-1 Principal Use Table – Agriculture Districts is amended to allow the animal boarding, shelter, or daycare center as a permitted with standards use in the A-2 district and the rural event center use as an interim use in the A-2 district.

Ordinance 291 amends the use tables and use-specific standards pertaining to accessory uses:

1. Standards for accessory agricultural buildings and keeping of chickens have been added to Division 6, Use-Specific Standards. Existing standards for keeping of animals or fowl, keeping of bees, and short-term vacation rentals found in Division 6 have been amended.
2. Accessory Use Tables have been amended:
 - a. Table 10-42-2 has been amended to allow accessory agricultural buildings and keeping of chickens as permitted with standards (PS) uses in the A-1, A-2, and UR districts.

- b. Table 10-43-2 has been amended to allow accessory agricultural buildings as a PS use in the RR district, keeping of animals or fowl and keeping of bees as PS uses in the R-2 district, and keeping of chickens as a PS use in the RR and R-1 districts.
 - c. Table 10-44-2 has been amended to prohibit accessory structures in the B-1, B-2, BPK, I-1, and I-2 districts, remove compost structures and firewood piles from the table, and add uses incidental to the principal use as a permitted use in all business and industrial districts.
3. References pertaining to these changes have been changed throughout the Code.

Ordinance 292 amends Section 8-3 Animals of the St. Francis City Code. The use standards listed in Section 8-3-2 Chickens have been removed and moved to Chapter 10, Division 6 Use-Specific Standards. Sections 8-3-3 Animals and fowl – Keeping, transporting, treatment, housing and 8-3-6 Keeping of Bees have been removed and moved to Chapter 10, Division 6 Use-Specific Standards.

Ordinance 293 adds new definitions relating to significant trees and accessory agricultural buildings and amends the existing definition of attached townhouses found within Division 2, Definitions of the city zoning code.

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF JANUARY, 2022.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Parish Barten, Water Sewer Supervisor

SUBJECT: Ordinance Amendments – City Code Chapter 3, Section 2, Subdivision 3. Abandoned service penalties, City Code Chapter 3, Section 2, Subdivision 5. Private water supplies, and City Code Chapter 3, Section 3, Subdivision 2E. Abandonment of Private System, 1-3, First Reading

DATE: 01/18/2022

OVERVIEW:

The City will be extending roads for future development, which in turn will be extending the utilities and needs to update the ordinances to reflect what is best for the City for connections/disconnections being made from existing properties and/or new construction properties.

ACTION TO BE CONSIDERED:

Approve amendments for City Code Chapter 3, Section 2, Subdivision 3. Abandoned service penalties, City Code Chapter 3, Section 2, Subdivision 5. Private water supplies, City Code Chapter 3, Section 3, Subdivision 2E. Abandonment of Private System, 1-3., and to provide allotment of time to connect to the City's sewer system.

BUDGET IMPLICATION:

None

Attachments:

- City Code Chapter 3, Section 2, Subdivision 3. Abandoned service penalties.
- City Code Chapter 3, Section 2, Subdivision 5. Private water supplies.
- City Code Chapter 3, Section 3, Subdivision 2. Abandonment of Private System

CITY OF ST. FRANCIS
ST FRANCIS MN
ANOKA COUNTY

ORDINANCE 294, SECOND SERIES

AN ORDINANCE AMENDING SECTIONS 3-2-3 ABANDONED SERVICE
PENALTIES, SECTION 3-2-5 PRIVATE WATER SUPPLIES, SECTION 3-3-2
ABANDONMENT OF PRIVATE SYSTEM OF CHAPTER 3 OF THE CITY CODE
REGARDING MUNICIPAL UTILITIES

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 3-2-3 shall hereby be amended to read as follows:

3-2-3: ABANDONED SERVICE PENALTIES.

All service installations connected to the City water system that have been abandoned or, for any reason, have become useless for further service shall be disconnected at the main. The owner of the premises, served by this service, shall pay the cost of the excavation and subsequent restoration. ~~The City shall perform the actual disconnection and all pipe and appurtenances removed from the street right-of-way shall become the property of the City.~~ The owner of the premises, served by this service, shall obtain licensed contract services to perform the actual disconnection. When new buildings are erected on the site of old ones, and it is desired to increase the existing water service size, a new permit shall be taken out and the regular tapping charge shall be made as if this were a new service. It is unlawful for any person to cause to allow any service pipe to be hammered or squeezed together at the ends to stop the flow of water, or to save expense in improperly removing such pipe from the main. Also, such improper disposition thereof shall be corrected by the City and the cost incurred shall be borne by the person causing or allowing such work to be performed.

All work required to abandon or increase the existing water service shall be in compliance with the current version of the City of St. Francis Private Development Standards. If required by the Public Works Director or designee, the Owner shall provide construction and traffic control plans for the proposed work.

Failure to Connect to Remove Service Installation: If such service installation is not removed pursuant to this Section, the City, upon providing written notice to the owner of the premises, shall enter into a contract with a licensed contractor to have the installation removed, and the cost shall be assessed to the property taxes, unless authorized by the City Council to do otherwise.

Section 2. Code Amended. That Section 3-2-5 shall hereby be amended to read as follows:

Agenda Item # 9A.

3-2-5: PRIVATE WATER SUPPLIES.

No water pipe of the City water system shall be connected with any pump, well, pipe, tank or any device that is connected with any other source of water supply and when such are found, the City shall notify the owner or occupant to disconnect the same and, if not immediately done, the City water shall be turned off. Before any new connections to the City system are permitted, the City shall ascertain that no cross-connections will exist when the new connection is made. When a building is connected to "City Water" the private water supply may be used only for such purposes as the City may allow as stated in Section 3-4-9.

- A. Use of Private Wells: Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system which is designed or intended to provide water for human consumption.
- B. New Homes and Buildings: All new homes or buildings shall connect to the municipal water system if water is available to the property. Where new homes or buildings do not have water available to the property, the City Council shall determine whether and under what conditions the municipal water systems will be extended to serve the property.
- C. Existing Homes and Buildings: At such time as municipal water becomes available to existing homes or buildings, a direct connection shall be made to such public system within a period of time as determined by the City Council. If such connection is not made pursuant to this chapter, a penalty shall be levied in an amount as set forth by ordinance.
- D. Unused Wells: If the well is not used after the time a municipal water connection is made:
 - 1. Within thirty (30) days after municipal water connection is made, the owner or occupant shall advise the Public Works Director or designee that the well has been sealed by a licensed well contractor and provide appropriate documentation to the City for its records.

Section 3. Code Amended. That Section 3-3-2 shall hereby be amended to read as follows:

3-3-2: USE OF PUBLIC SEWERS REQUIRED.

- A. *A. Deposition of Waste.* It is unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or other objectionable waste.

- B. *Discharge to Natural Outlets.* It is unlawful for any person to discharge to any natural outlet or in any area under the jurisdiction of the City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Section.
- C. *Construction of Private Waste Disposal System.* Except as hereinafter provided, it is unlawful for any person to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage in the MUSA that abuts a public right-of-way or easement in which there is located a public sanitary sewer of the City. ~~Where a hardship exists, the Council may allow the continued use of an existing safe on-site sewage disposal system, as a non-conforming use.~~ No expansion or alteration or repair of these systems will be allowed; should they be necessary, the connection to the public system will then be required within ninety (90) days. Parcels within the MUSA greater than twenty (20) acres in size may install and maintain an on-site sewerage disposal system until that time the parcel is further subdivided.
- D. *Connection to the Public Sewerage System.* Unless excepted above, the owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other like purposes situated within the MUSA abutting on any street, alley or right-of-way in which there is located a public sanitary sewer of the City, is hereby required at his expense to install suitable toilet and other wastewater collection facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Section, within ninety (90) days after the date of official notice to do so from the City. Provided, however, that this requirement shall not apply to unheated buildings used exclusively for storage.
- E. *Abandonment of Private System.* At such time as public sewer becomes available to a property sewered by a private sewage disposal system, as direct connections shall be made to the public sewer in compliance with this Section, and any septic tanks, cesspools, and similar private sewage disposal facilities shall be removed from the site. In cases where the City Engineer finds that removal may cause significant damage in regards to public property, erosion, or mature trees the system may be abandoned, cleaned of sludge, and filled with suitable material, such as clean pit-run gravel or dirt to the satisfaction of the Public Works Director.
1. Nonconforming Private System: At such time as a public sewer becomes available to a property served by a nonconforming private wastewater disposal system, a direct connection shall be made to the public sewer within thirty (90) days. Where a hardship exists, the Council may allow the continued use of any existing safe on-site sewage disposal system, as a non-conforming use.
 2. Conforming Private System: At such time as a public sewer becomes available to a property served by a conforming private wastewater disposal system, a direct connection shall be made to the public sewer within a period of time as determined by Council resolution.
 3. Failure to Connect to Public System: If such a connection is not made pursuant to this chapter, the city, upon providing written notice to the owner of the premises, shall enter into a contract with a licensed contractor to have the connection made, and the cost shall be assessed to the property taxes, unless authorized by the City Council to do otherwise.

- F. *Extension of Sewer.* If a person in the MUSA needs or desires to connect to the City Sewerage System, he may petition the Council to extend sewers to serve his property. The Council shall follow the procedure as specified by statute for the construction of said improvements.
- G. *Pretreatment.* Sewerage systems users shall provide necessary wastewater treatment as required to comply with this Section and shall achieve compliance with all Federal categorical pre-treat wastewater to a level acceptable to the Public Works Director and/or City Engineer shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Public Works Director and/or City Engineer for review, and shall be acceptable to the Public Works Director and/or City Engineer before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce and effluent acceptable to the Public Works Director and/or City Engineer under the provisions of this Section. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Public Works Director and/or City Engineer prior to the user's initiation of the charges. All records relating to the compliance with pretreatment standards shall be made available by the Public Works Director and/or City Engineer to officials of the EPA or MPCA upon request.
- H. *Confidential Information.* Information and data on a user's water consumption and sewage characteristic obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agencies without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the Public Works Director that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user. When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available upon written request to governmental agencies for users related to this Section, the NPDES Permit, State Disposal System Permit and/or the pretreatment programs; provided, however, that such portions of a report shall be available for use by the State or any State agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater composition and characteristics will not be recognized as confidential information. Information accepted by the Public Works Director as confidential, shall not be transmitted to any governmental agency or to the general public by the Public Works Director until and unless a ten (10) day notification is given to the user.
- I. *Sludge Generated.* Sludge, floats, skimming, etc., generated by an industrial or commercial pretreatment system shall not be placed into the wastewater disposal system. Such sludge shall be contained, transported, and disposed of by haulers in accordance with all Federal, State and local regulations.

Section 4. *Effective Date.* This Ordinance shall take effect 30 days after its publication.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 7th DAY OF FEBRUARY, 2022.

Agenda Item # 9A.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk


**Water and Sewer Monthly
Report – December 2021**

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Water Treatment Report			
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at facility	42	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	12.3	Million Gallons
		Total Finished water	12.06	Million Gallons
		Finished water sold	10.38	Million Gallons
		Average Daily Flow	.389	Million Gallons
		Average Chlorine	.98	Mg/l
		Average Raw Iron	1.01	Mg/l
		Average Raw Manganese	.098	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	99	%
		Manganese Removal	84	%

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.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	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.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	11.2	Million Gallons
		Total Effluent	11.8	Million Gallons
		Reuse effluent	.313	Million Gallons
		Influent TSS	265	Mg/l
	Limit: (15mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	TSS % Removal	100	% Removal
		Influent CBOD	218	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	CBOD % Removal	100	% Removal
		Influent Phosphorus	4.5	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	27.8	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	16	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	13	Work Orders
Re-reads	Re-read Meters	Re-read Meters	2	Meters
Water/Sewer	Monthly Projects			
American Water Infrastructure Act (AWIA)	Emergency Response Plan	This is complete and has been submitted and certified by the EPA.	4	Months
Wastewater Treatment Facility	UV System	Bypass, drain down and clean UV channel. Clean 120 UV bulbs.	2	Weeks
Wastewater Treatment Facility	Pre-treatment room maintenance.	Change oil and grease two fine screens, grit pump and mixer.	1	Day
Water Distribution	Removal of Well 1	Planned removal of Well 1 for 10-year service to include repair and rehab of all pipe, bearings, pump and motor.	1	Day
Engineering	2022 Projects	Meet with engineer to discuss 2022 road projects.	4	Hours

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


**Streets and Parks Monthly
Report – December 2021**

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	38	Hours
Streets	Snowplowing	Plowing City Streets	264.9	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	177	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	175.8	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	21	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	72.9	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	15.7	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	16	Inspections
Parks	Events	Preparation and Inspection	4	4 misc.
Parks	Fertilizing	Applied to city properties and parks	0	Tons
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	1	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	1 Park 4 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	30	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	45	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	8	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	42,000	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

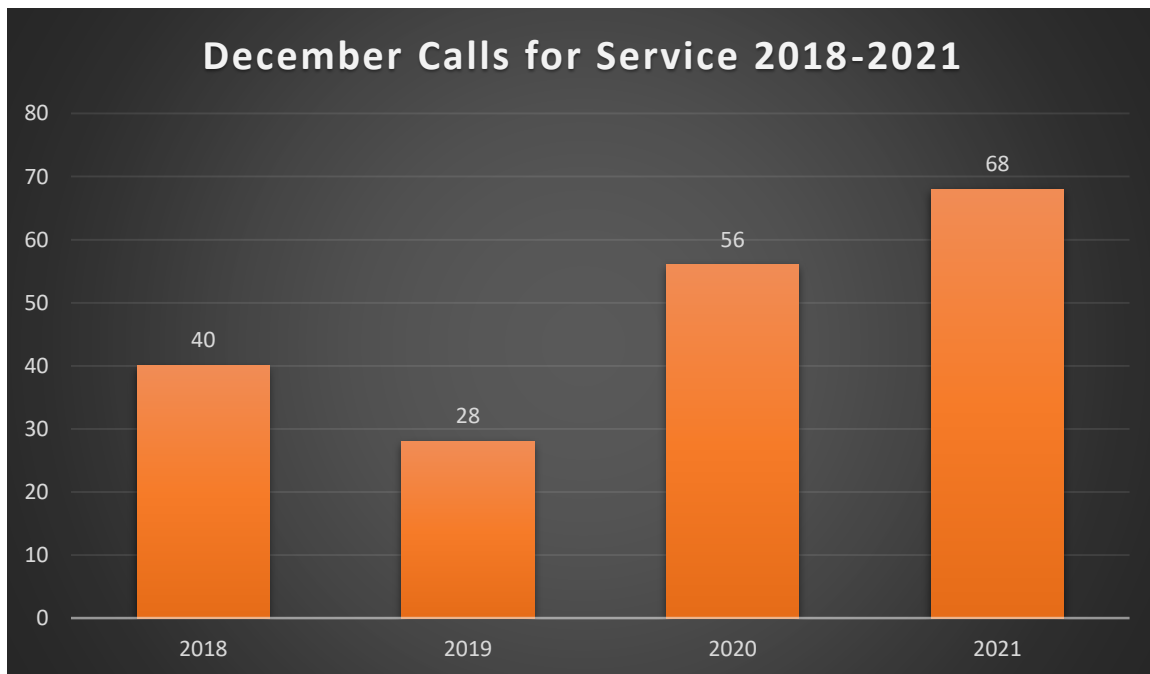
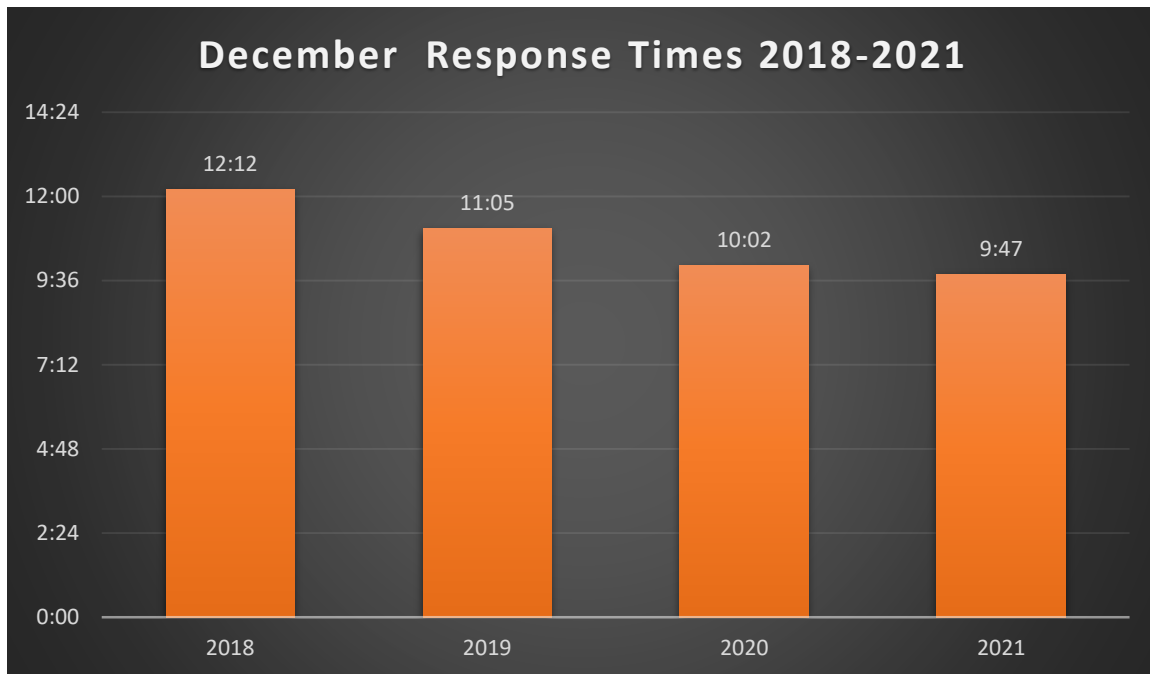
Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events

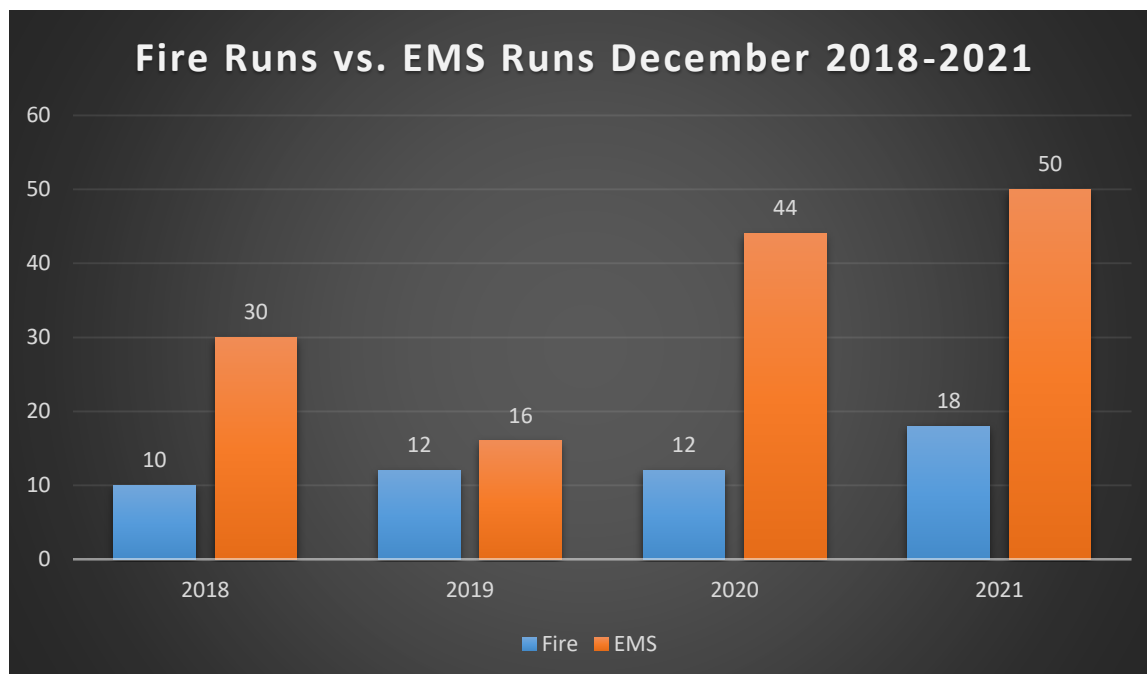
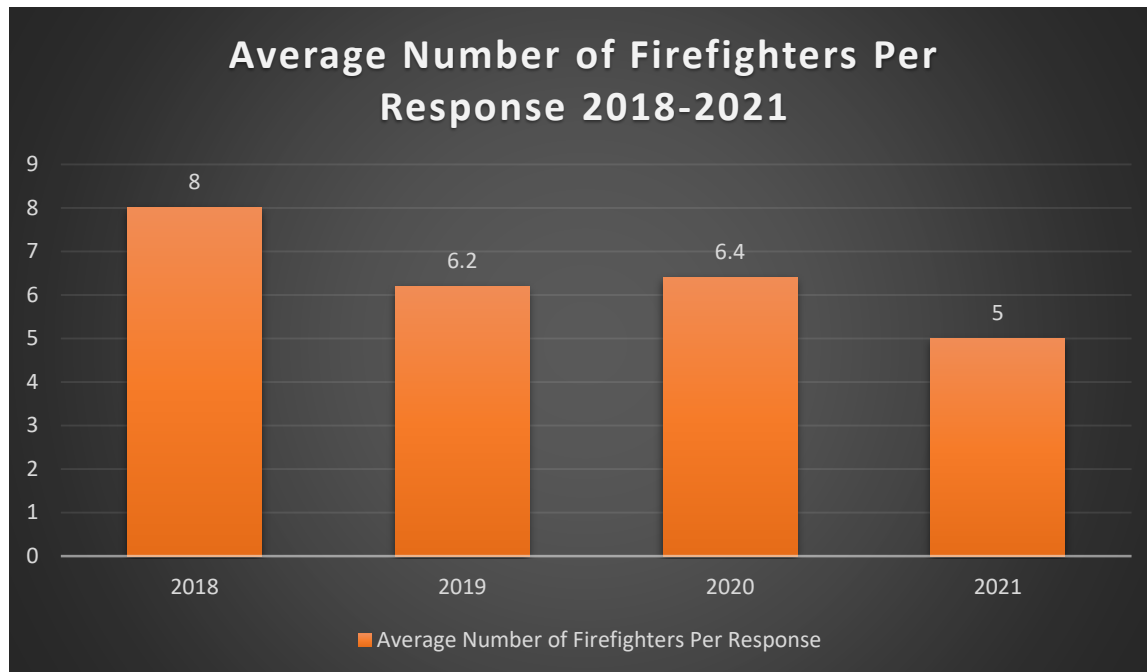
MONTHLY COMPARISON REPORT 2018-2021

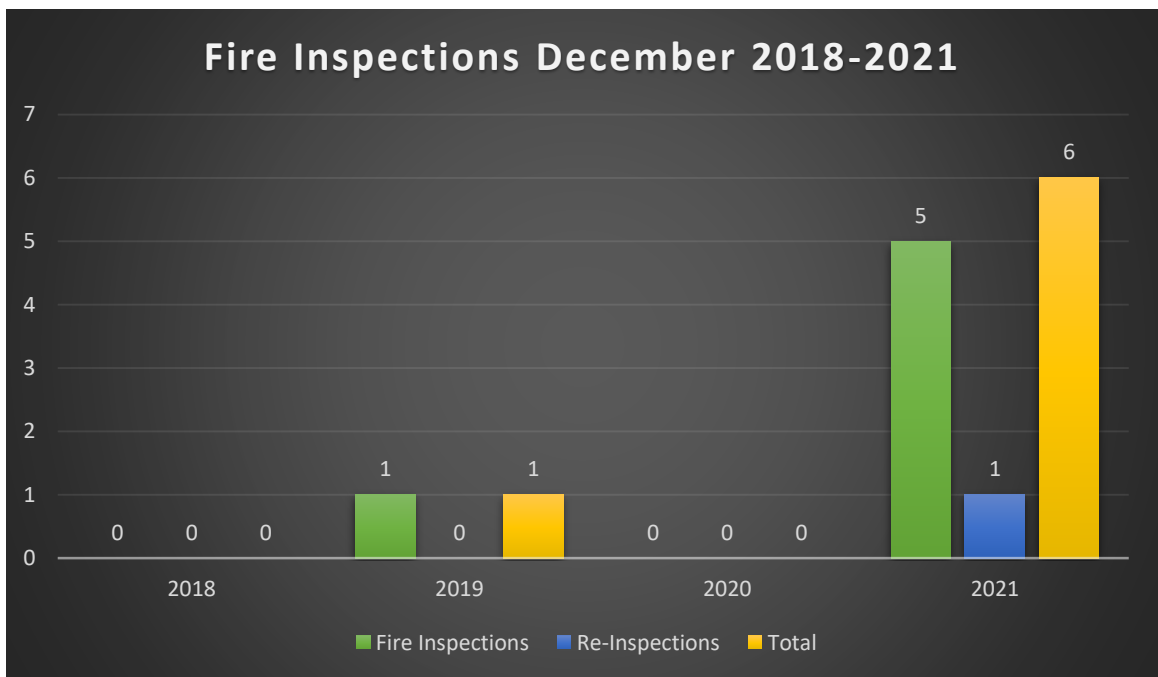
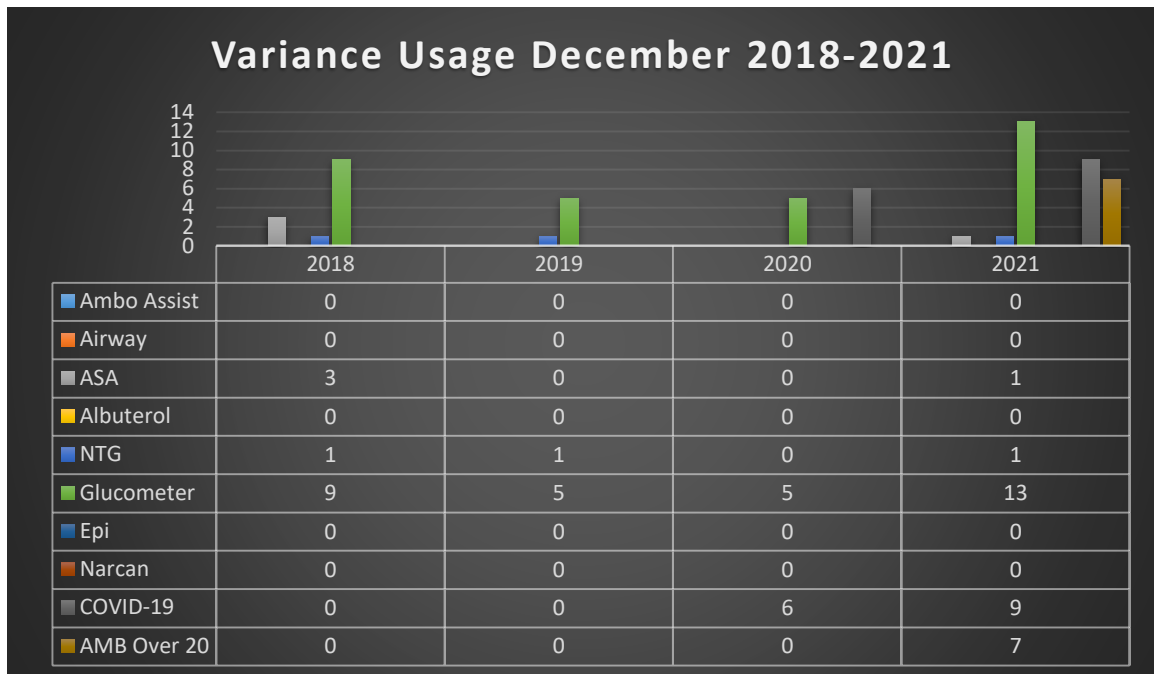
December



ST. FRANCIS
FIRE & RESCUE









Community Development

Annual Report

2021

Respectfully Submitted by:

Kate Thunstrom

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January 18, 2022

Mayor and City Council:

The core functions of Community Development include Building Code and Inspections, Planning and Zoning, Economic Development, Communications, Code Enforcement, Rental and Vacant Housing programs. Although these functions are related, they each have a separate responsibility for the City as a whole. The department has three positions that administer and complete the responsibilities of all programs and work closely together to keep St. Francis competitive and successful in its development needs. The Community Development Department continues to promote and grow economic and housing development through building, marketing and community engagement.

Many accomplishments were achieved and work continues on redevelopment to encourage activity and growth that aligns with the city goals and vision.

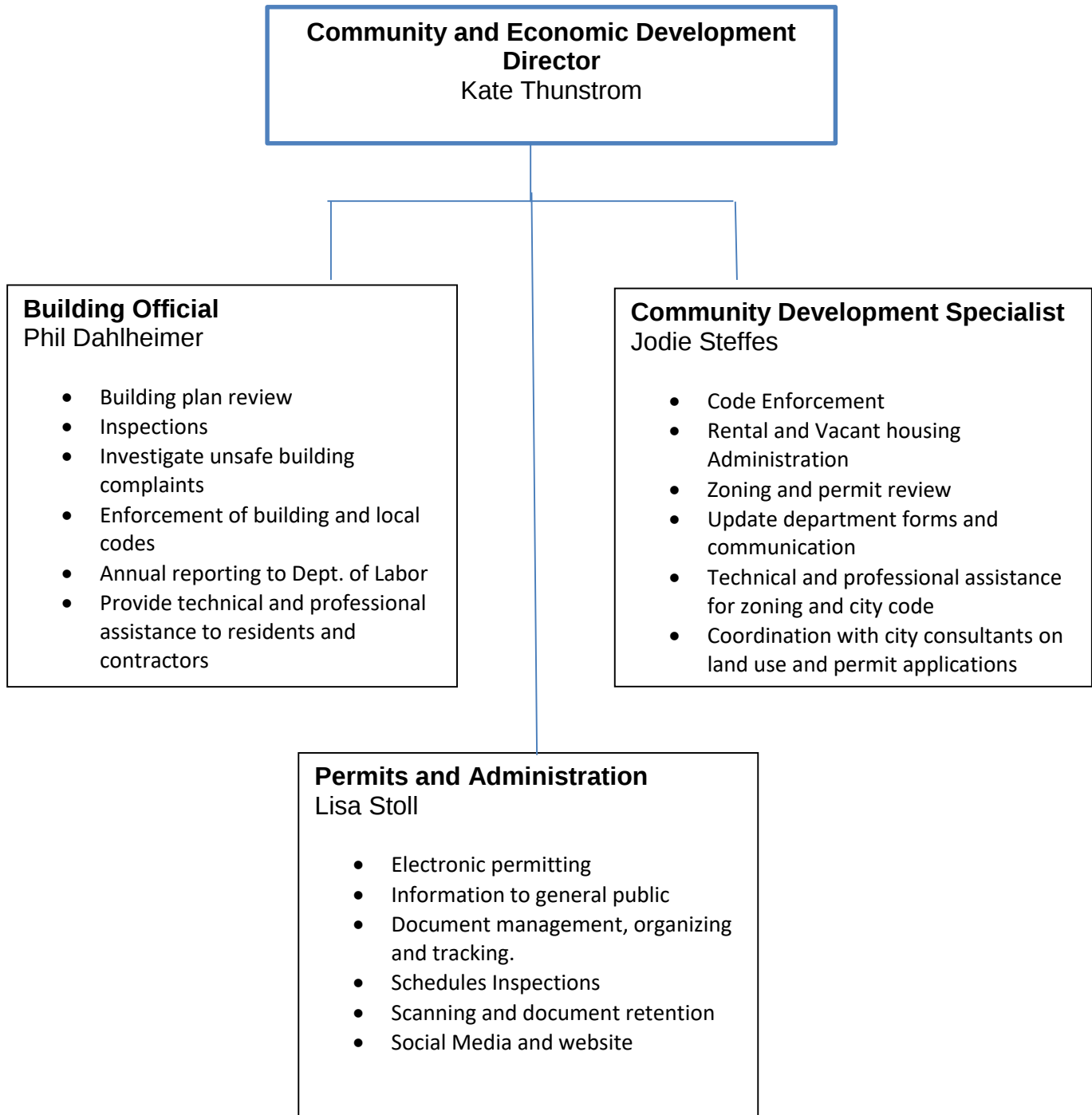
I am pleased to provide this report to you about the activities performed in the Community Development Department in 2021.

Regards,

Kate Thunstrom

COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART

Agenda Item # 11C.



The department continues to work with project concepts and property sales for commercial growth. Here is an update on the status of the following projects:

- **Senior Living Project** - Vista Prairie/EDI – this project completed a concept review, lot split and the comprehensive plan approval in 2021. This project will continue to move forward for final approval and platting in 2022.
- **Isolated Industrial Expansion** – the City's large employer on the west side continues to expand its footprint with new buildings and manufacturing space creating additional jobs and opportunities.
- **Coffee Shop** – a coffee shop opportunity is working with the City on the properties south of Mansetti's. They have acquired the franchise rights for the community and are waiting for road access. Staff is working diligently to move this project forward.
- **3518 Bridge Street** – Property is listed for sale and the RFP being updated for release. Zoning and Comp Plan will be identified as commercial for future development. Property is listed for sale and was showcased for development that meets the StF Forward plan.
- **Downtown Redevelopment** – over the last few years, the EDA acquired property for redevelopment. Those sites include:
 - 3765 and 3757 Bridge St. – staff working on road access and advertising to commercial developers
 - 3772 Bridge St, 22951 Ambassador and two vacant lots – staff is working with the City Administrator and Fire Chief on a new City Campus

Initiatives and Marketing:

Staff continues to work with various partners to attract and invite economic development projects to the City. Efforts include:

- Direct outreach to commercial developers for infill projects
- Posting all city property for sale on MLS through MnCAR and ACRED site
- Work with the Anoka County Regional Economic Development partnership including Connexus Energy, Metro North Chamber and cities participating to improve economic development as a region.
- Staff presented on a panel in the Anoka County Up River event to highlight the city and development sites

Broadband and Internet:

In 2020 the topic of broadband was forever changed with high demands for work and educational purposes. The pandemic has identified the weakness in our state and City broadband infrastructure. Staff is working with Midco and CenturyLink including Anoka County on this local but also regional issue. This is a time extensive project that is highly dependent on the providers reviewing the growth in the city and local need. Staff continues conversations, listening to resident concerns and reviewing funding opportunities to increase services for residents.

Utility and Street Expansions for growth:

During the past year, staff has worked with three major projects related to the expansion of city infrastructure. The expansions are necessary if the City wishes to meet the demand for property development as property owners sell. Projects include:

- 241st from Hwy 47 to Roanoke
- Woodbine extension from Bridge Street to Ambassador Blvd
- Patriot Parkway to access the city owned property south of Pederson Dr.

Hwy 47 Redesign

Staff alongside the City Administrator has attended several meetings with MnDOT and WSB to begin the process of reviewing designs for Hwy 47. This will include focus groups with businesses and emergency personnel, open houses and council meetings to discuss the previous concepts, review crash and traffic data and collect feedback. WSB will work with two existing concepts along with two new concepts to review the safety and traffic movement impacts with each. The timeline of this project is roughly six months.

St. Francis Economic Development Authority

The EDA held one meeting in August 2021. The work completed by the EDA this year was to acquire four properties at the southeast intersection of Bridge Street and Ambassador Blvd. The EDA will work with the City on these properties for the development of a new city campus with the continued goal of redevelopment of our downtown.

St. Francis Forward:

The purpose of the STF Forward Plan was to create a vision and a path to design the city in a thoughtful and planned way. It should be recognized that “the vision will take time, perseverance, hard work, cooperation and tough decisions” as HKGi put on our implementation page. Progress on Action Items this year included:

- Promotional/Marketing
- Community Campus
- Rezoning parcels for residential infill housing
- Integrate land use recommendations into future codes/maps
- Update zoning classifications

Housing

According to the St. Paul Area Association of Realtors, housing inventory remains constrained in most segments of the market. The median single-family home sales price in the metro area was up to \$365,000. St. Francis had 180 closed sales as of the end of November. The median sales prices in St. Francis has climbed 17.6% over the past year to sales price of \$301,000. Although the price range with the highest growth was in homes selling at over \$1 million dollars, the price range that tended to sell the quickest was the \$250-\$350,000 range.

Staff continues to provide technical assistance to housing developers as we have seen our inventory move quickly as new lots open and rural lots are split for housing construction. Outside of the developments listed below Staff is in conversations with developers on three other large parcels that would result in a multi-unit subdivision in the MUSA area.

- **3731 Bridge Street** – this is an EDA owned infill housing site. Staff has had several conversations with multi-family and townhome developers to ensure this site is built with an efficient design. This site will have access from the acquisition of a home off of Ambassador Blvd and plan for future redevelopment along the Blvd.
- **Green Valley 2nd** - this rural residential subdivision was created to include rural single-family lots and a large conservation area. Planning reviewed this project in March with Council reviewed in April. This project will move to preliminary plat and final steps in 2022 Total housing gain of 14 units.
- **Meadows Townhomes** – The EDA sold the vacant lots to Joshua Markum Builders to complete the development of townhomes. This year, six additional buildings were constructed or are under construction. This is the final build for Joshua Markum in this area. Total housing gain of 16 new units in 2021.
- **Meadows 4th Addition (previously 2nd)** – the site had been approved for a behavioral health center but was sold to a builder/developer to expand the townhome project and include single family attached villas. Planning and Council reviewed the concept plan. This project is temporarily on hold.

- **Rivers Edge Development** – the final plat for Phase 5 provided an additional 45 lots in the water and sewer district. Immediately there were seven lots with building permits before the roads were in. New construction in that area has continued to be high. Total housing gain of 45 lots



- **Turtle Ponds 5th** –the final plat was adopted for one single family site due to wetland constraints. It is anticipated that this site would be constructed in 2021/2022. Total housing gain of 1 unit
- **Turtle Ponds 4th** – property owner completed the Final plat steps for the development of townhomes and held a pre-construction meeting with anticipation to begin building in the spring of 2022. Total housing gain of 13 units.
- **Platinum Properties** – A concept plan was reviewed for a mix of housing options including single family, villas, townhomes and an apartment unit at the NE intersection of Hwy 47 and Ambassador Blvd. The property owner sold the property to a developer updated the concept originally known as Swiss Landing. This project is anticipating getting to the Preliminary Plat stage by the summer of 2022. Total anticipated housing gain of 294 units.

- **Minor Subdivisions** – there were several smaller subdivisions that created additional lots for new homes throughout the City. This includes, the **23465 St. Francis Blvd** property along Hwy 47 split along Ambassador to create residential building space along the river, **Carpenters Landing** on 237th split to create an additional rural residential property, **Rita Meadows** along Poppy Street split to create a buildable lot for up to four units and a lot split off **23008 Navajo St** creating a north-south part. Total housing gain of 1 built unit in 2021

Initiatives and Marketing

Staff works with many property owner and potential buyers on ideas that include a simple lot split to a full development. Several residents who are interested in splitting their lots and now able to do so with the new zoning map have reached out. Additionally, there are two parcels that have consumed time with multiple ideas proposed on 241st and an expansion near Turtle Ponds.

Planning Commission

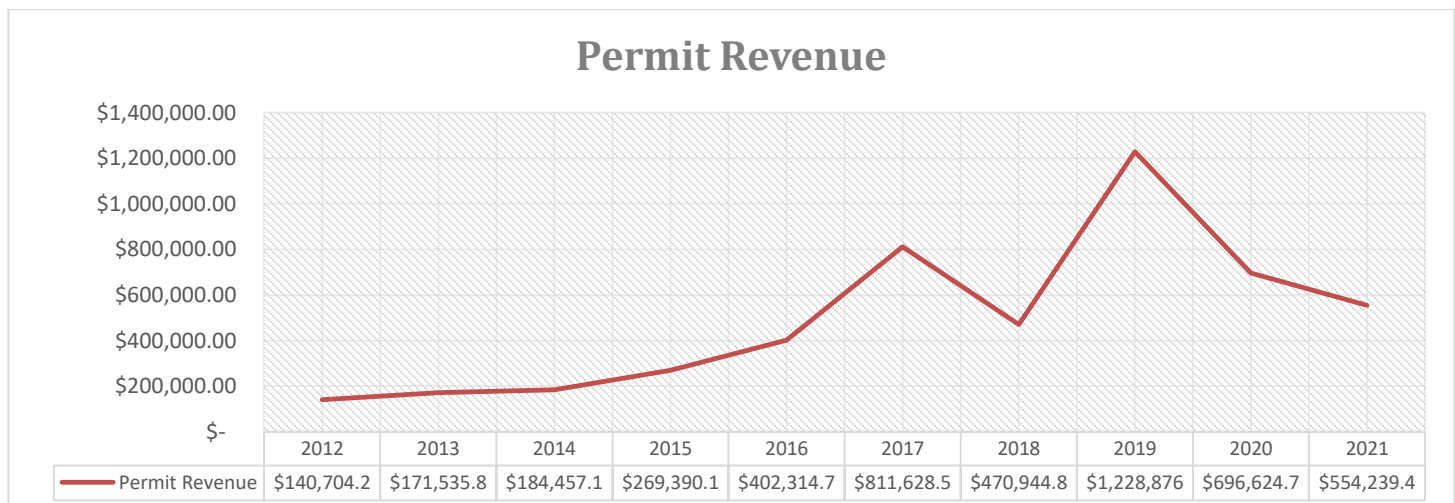
The Planning Commission met 11 times in 2021 working its way through roughly 28 complicated code and development changes both virtually and in person. Many items required a public hearing which they are responsible for in the land use process.

During the year they worked on the following collecting input from the public and making recommendations to Council:

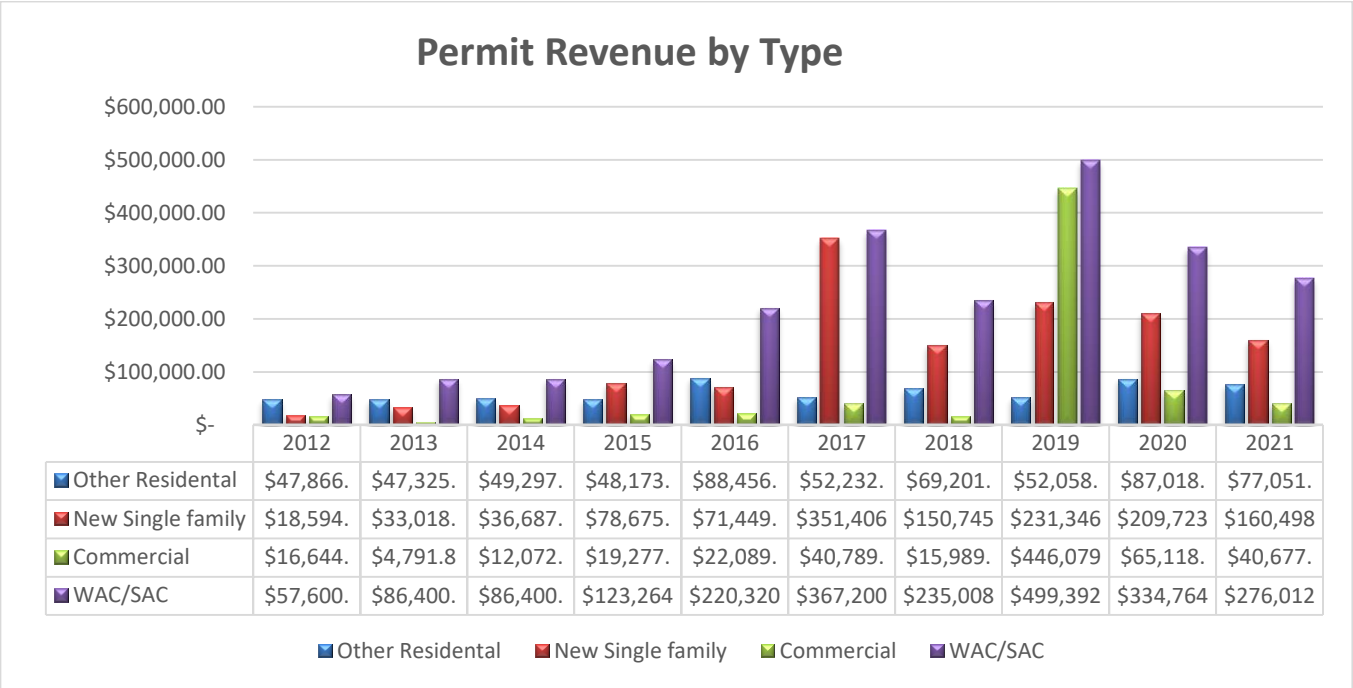
- Update the Zoning Map
- Developments: Green Valley 2nd, Carpenters Landing, Rita Meadows 2nd, Vista Prairie,
- IUP/CUP – new agricultural uses in commercial and business park space,
- Variance – to address lot frontage
- Ordinance – flat roofs, agricultural uses and housekeeping for changes previously made in Chapter 10 Zoning.
- Comprehensive Plan amendment – for senior housing site

Building Department

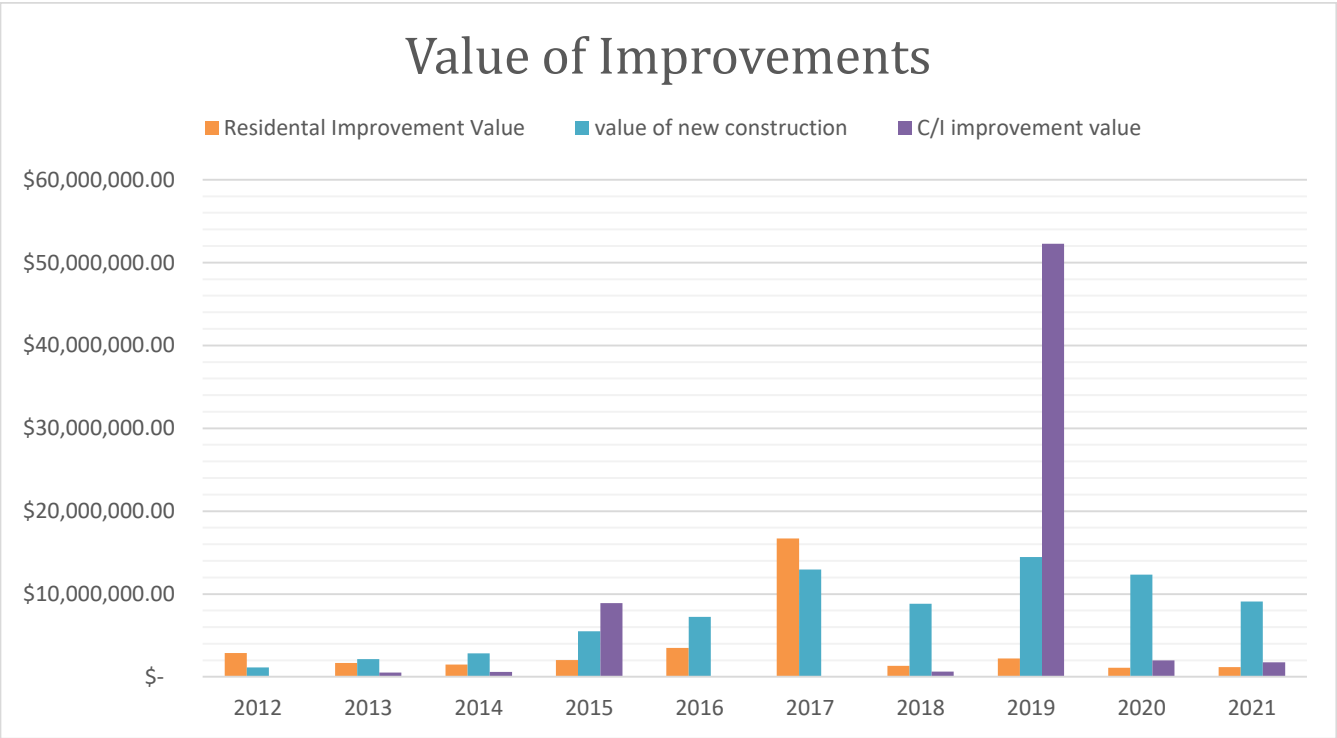
Building permit revenue continues to fluctuate with the city growth and development patterns in new housing units, residential remodeling and commercial construction. Building and zoning fees are set through the fee structure. Here is a look at how permit revenues have changed over the past ten years.



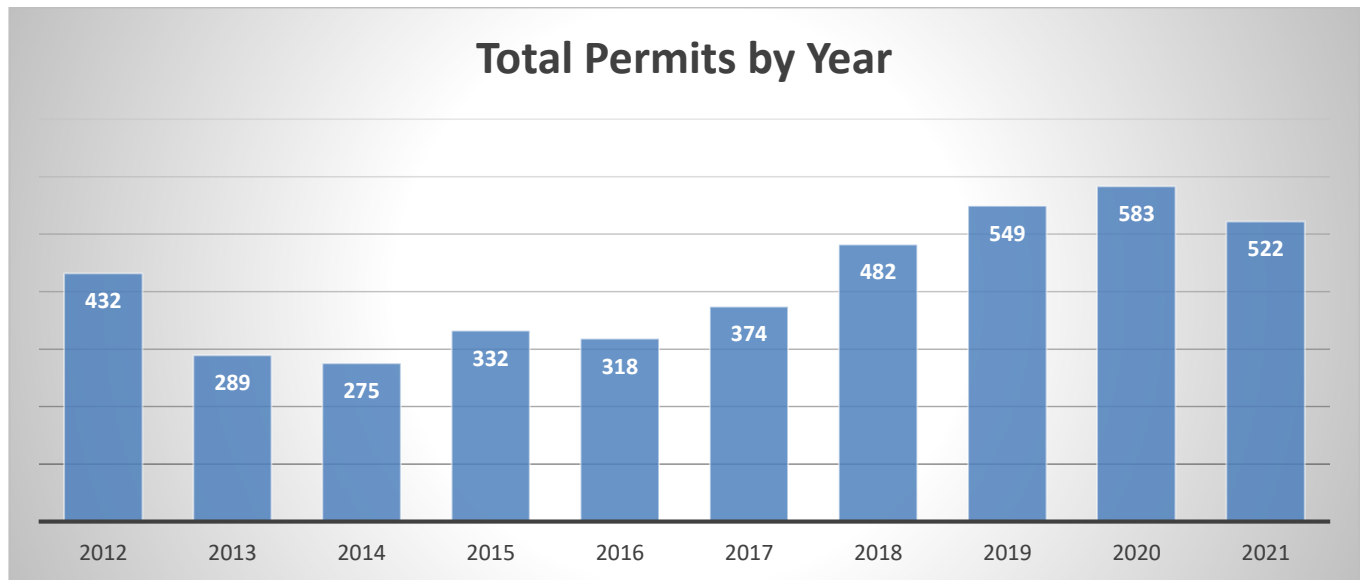
Permit fees collected support water/sewer, plan and engineering reviews, in addition to inspections. Commercial and septic permits are received and processed through a contract with Metro West in which the City pays a percentage of fees back to their organization. Metro West is also utilized when the city building official is out for any extended period of time. Below is a breakdown of revenues received by type of permit or fee required.



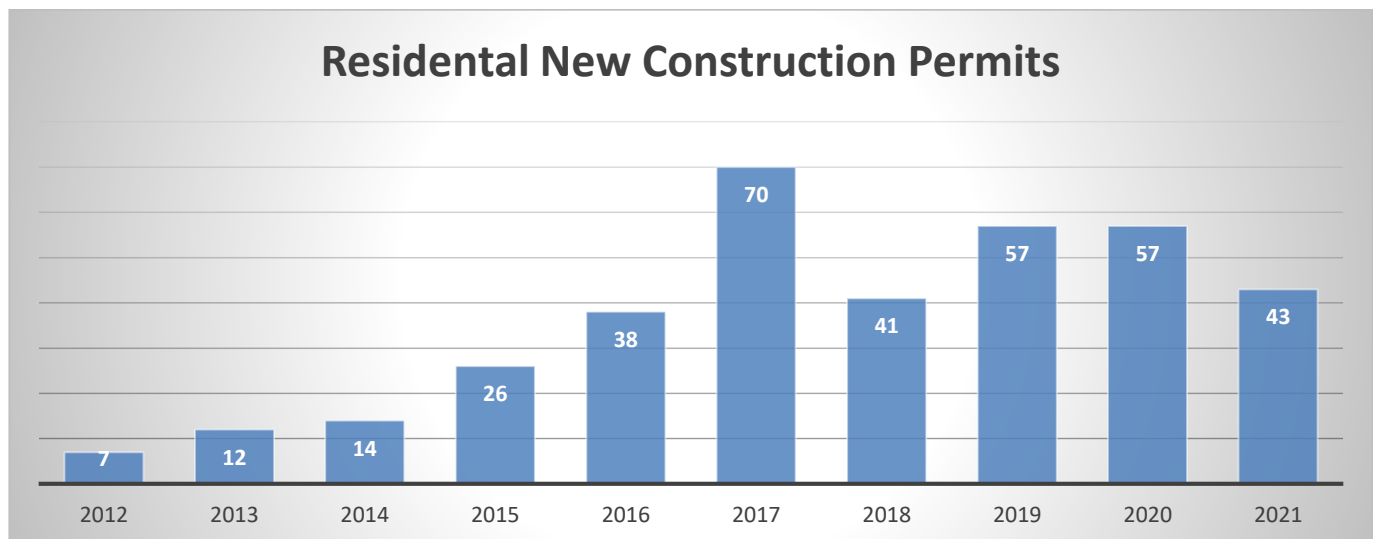
Every permit brings a value to the community through improvement supporting sustainability and the ongoing value of the structure improved. New construction is the most visible value when it comes to residential but it does not take a considerable number of commercial projects to increase C/I values.



The numbers counted in “Total Permits” include new construction, commercial, zoning, roofing, deck and other permits that staff receives. All permits received are input into PermitWorks for tracking and reporting, reviewed for zoning, engineering and building codes and inspected for completion



One indication of growth in a city is new construction permits. In 2021 we had 43 new homes built in the form of single units and multi-unit townhomes. During the 2021 building season we heard from many contractors regarding the struggle to obtain various building materials and difficult cost increases to the industry.



Does not include Manufactured Homes



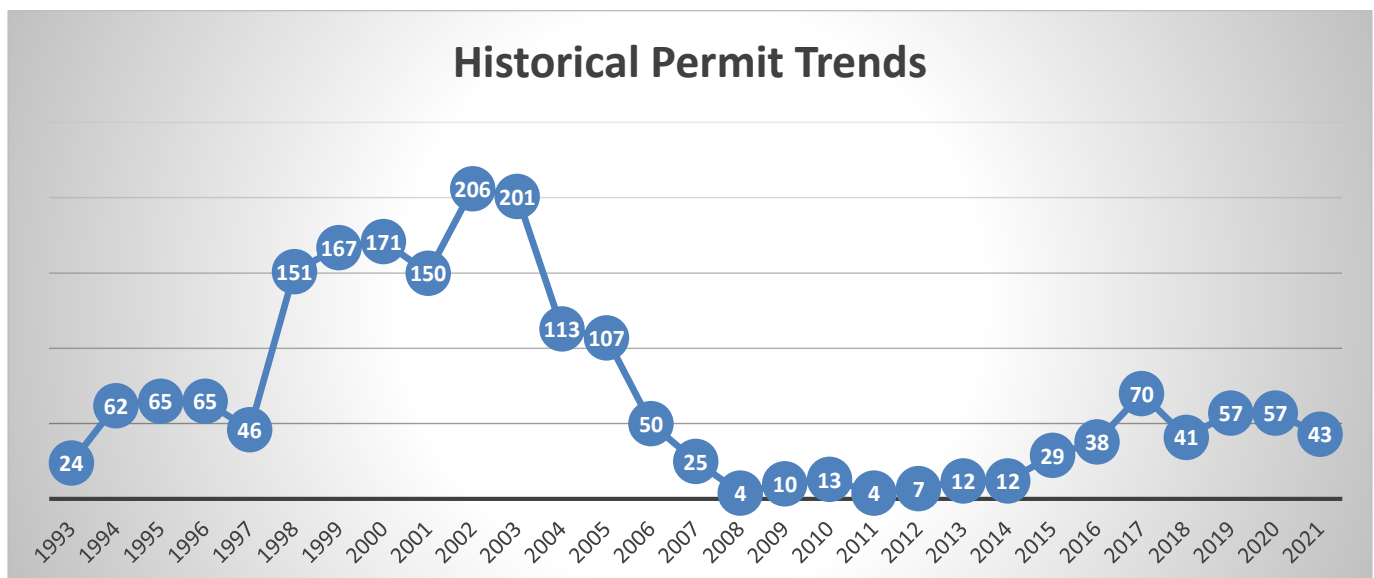
The Building Official is responsible for tagging uninhabitable and unsafe properties.

When a property is tagged the owner is notified of timeline based on City Code to get the dwelling back to a livable condition.

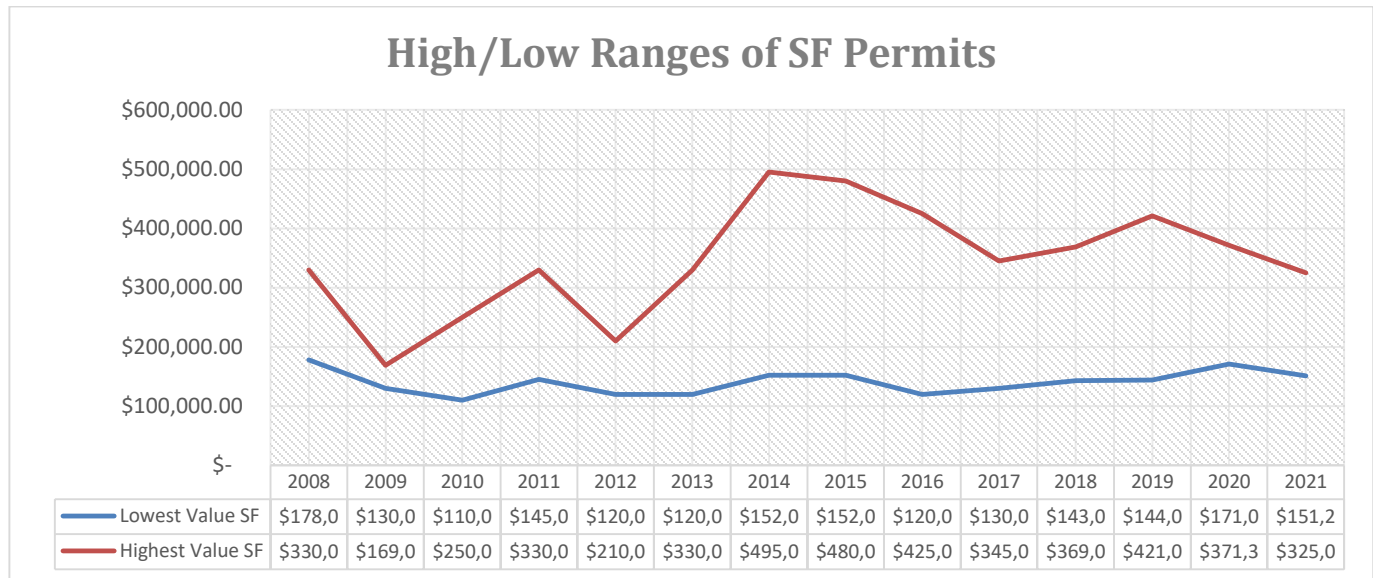
Throughout the year properties tagged included properties with extensive water damage, fire damage and property that endured damage to its structural integrity.

Building Trends

Below is the historical data of new single-family construction permits. The highest year of tracked new construction permits was in 2002 with a total of 206 new homes in a single year from a low of four new homes in 2008 and 2011. Permits pulled in 1998 through 2005 reflect the last large growth of subdivisions the city.



Another interesting trend may be seen through the high and low values of the building permits and the valuation of the homes being built. The numbers below are the value of the permit of the homes built, not including the sales price or the land costs. One interesting note is that all of the homes that exceed the \$375,000 range have been constructed on properties in the rural area subdivisions.



Code Enforcement

Enforcement in an ongoing function of staff. Through a staffing change, Council initiated a change in how Code Enforcement is handled by adding staff-initiated outreach and corrections.

During 2021 worked with over 165 properties to address complaints that required an administrative notice be sent and of those issued 12 properties citations. This exceeded the 120 notices that had gone out in 2020. Most frequent complaints reported continue to be related to junk, debris and vehicle issues.

Properties contacted with Code enforcement concerns:

Year	Number of:	Citations on:
2017	49	16
2018	58	22
2019	57	16
2020	120	10
2021	165	12

Codes and ordinances are reviewed for updates and revisions due to land use or trends, resident concerns or project proposals. Codes comingle heavily within other codes and the City must address each change carefully as they affect the City as a whole.

The Planning Commission and Council completed the very large task of updating the Zoning map to meet the changes made in the 2040 Comprehensive Plan. This process required public hearings with resident input and consideration between what a property owner wants their property to be verses what it is actually used for and what the City would like to see it used for in the future.

Since the update of the Zoning and Subdivision codes, it triggered other codes needing housekeeping. The following is a list of codes that were updated in 2021 due to other code changes, new uses within districts or outdated laws/regulations:

- Kennel licensing
- Peddlers Licensing
- Storage Facilities
- Dog Licensing
- Tobacco Licensing
- Saunas, Massage Parlors
- Massage Therapist
- Adult Entertainment
- Bed and Breakfasts
- Fee Schedule Update
- Flat roofs on SF homes

Administrative Projects:

- **Park Plan** – in April Council approved an agreement with HKGi to complete a park plan to address not only what the city has in place, but the needed amenities and locations of future parks. The plan kicked off with a survey at Night to Unite and collected input that showed a strong desire to increase park features with items such as trails, splash pads, farmers markets and general indoor community space. This plan will continue to organize information for Council to make both funding and planning decisions.
- **Rental Housing Licensing** – over the past few years, staff adjusted the fee structure and codes for rental properties. There are currently 136 rental properties registered in the City and this is an decrease from 2020 when we had 145. Rental properties are likely to increase with projects as multi-family housing is being discussed and showing up in concept plans.
- **Septic properties** – the city has roughly 771 properties with an onsite septic system. This summer staff was able to update the property list to better meet State and Federal requirements. How the city handles and processes SSTs tanks is regulated and it has taken some time to bring the program up to where we are required to be. Starting in April all properties will be reminded of pumping and reminder letters to the pumpers that they must report to the City will be sent out.

- **Siwek Park**– Staff continues to work with HKGi on the new City park. With the hard work of HKGi the city applied for, and received, a grant for the construction of the Siwek Park in the Rivers Edge development. The grant will cover 50% of the costs allowing the City to build the full park out at once instead of in phases. The property required a historical review and final approval from the Federal govt. This project will go out for bid to be completed in 2022.
- **Vacant Property Registration** –the number of vacant properties being tracked by the City is only 4. This is a very positive number as deterioration of a property has a strong negative community impact. Staff are able to identify these properties through code and water complaints. Staff notifies the owner to get it registered and make sure the property does not fall into disrepair.
- **Website and Department forms/applications** – with all of the Code changes it is taking time to update all of the department land use forms and department permits. This is a detailed step and must tie into the website for the location of the forms and to ensure all old information is removed. This process will continue throughout the year and staff is working closely with Administration staff to coordinate on licenses and permits that cross between departments.