



CITY COUNCIL MEETING

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

Monday, December 06, 2021 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - 11/15/2021
 - B. Annual Charter Commission Report
 - C. 2022 Business Licenses – Resolution 2021-59 Adopting the License Renewals for 2022
 - D. Surplus Property, Resolution 2021-58 Declaring Surplus Property
 - E. LESO 1033 Program
 - F. Mid-term Planning Commission Member
 - G. Donation from Chops for Winning with Cops
 - H. Letter of Resignation from Public Works Director
 - I. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
 - A. Presentation on 2022 Proposed Budget – Resolution 2021-62 Certifying Taxes Payable for 2022; Resolution 2021-63 Adopting a Budget for 2022
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. Siwek Park Project – Resolution 2021-61 Approving Plans and Specifications and Ordering Advertisement for Bids for the Construction of Siwek Park in the Rivers Edge Development.
 - B. City Real Property Acquisition, PID 32-34-24-31-0020; Resolution 2021-60 Approving the Purchase of Property and Granting Signature Authority
 - C. Fee Schedule - Ordinance 286 – Amending City Code Section 2-9-1 – Fee Schedule – First Reading
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - A. Upcoming Events:
 - 12-09-2021 - Santa & The Fire Truck @ 5:30 pm
 - 12-11-2021 - Santa at the Police Department 10:30 am - 12:30 pm
 - 12-13-2021 - Bottle Shop Grand Opening December 13th - December 18th
 - 12-15-2021 - Planning Commission Meeting @ 7:00 pm
 - 12-20-2021 - City Council Meeting @ 6:00 pm
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
NOVEMBER 15, 2021
6:00 p.m.

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 p.m. by Mayor Steve Feldman.

2. **ROLL CALL**

Members Present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer, Robert Bauer, Kevin Robinson, and Sarah Udvig

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

3. **APPROVAL OF AGENDA**

MOTION BY: MUELBauer SECOND: ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robinson

Nays: None

Motion carried 5-0

4. **CONSENT AGENDA**

A. City Council Minutes – November 1, 2021

B. Embedded Systems Contract Renewal

C. Establishing Precinct & Polling Locations- Resolution 2021-56

D. Transfer for Park Land Purchase- Resolution 2021-57

E. Weber Inc- Pay Application #5

F. Police Officer Resignation, Police Officer Opening

G. Payment of Claims

MOTION BY: BAUER SECOND: UDVIG APPROVING THE CONSENT AGENDA ITEMS A-G

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

Nays: None

Motion carried 5-0

5. MEETING OPEN TO THE PUBLIC-

Zack Stadum, 6938 Ambassador Boulevard NW, commented about a development that will be on an upcoming agenda.

Mayor Feldman stated it won't be on the agenda until February 2022.

Mr. Stadum stated that the Planning Commission told him it would be on one of the upcoming meetings.

Mayor Feldman stated it has been delayed by the developer.

Mr. Stadum stated it's the Green Valley Development and that he is opposed to it. It is right next to his property and he has had trespassing on his property by the development company, cutting down fences and fence posts that he put in and numerous other problems. When it comes on the agenda, he plans to be present to oppose it again. Mr. Stadum felt it should have been voted down and removed by the Planning Commission, especially because there is pending litigation. The Council shouldn't give consideration to this development because land is being developed that doesn't belong to the City and has caused trouble. The neighbors are all opposed to it as well.

Gene Rechtzigel 6533 160th Street, Apple Valley, stated that the legal issue that Mr. Stadum referenced has been running in the local newspaper of Anoka. Mr. Rechtzigel stated his understanding is that issue should freeze any forward action with this development. He inquired about the exact name of the development.

Mayor Feldman replied that it has been slated to be on the agenda in February 2022 and any comment will be considered at meetings for which notification will be given. Any comments made today will have to be restated during those meetings.

Mr. Rechtzigel stated the State of Minnesota has revoked the license of Green Valley Development so that also should also halt the project. He quoted language on the legal issue from a Minnesota State Statue which indicates that a boundary line has to be developed not by GPS but by what is on the ground, called a "ground truth." That is what the legal action is to determine. He stated the website has language to that effect. The developers of Green Valley Preserve are putting stakes in the ground without regard to where the boundary line is on the ground. The developers are subdividing his land which isn't permissible. He can see why the license has been revoked.

City Administrator Joe Kohlmann stated for clarification that the application could be heard between now and February 2022 if the work is completed ahead of schedule.

Mayor Feldman stated the emails the Council has received to date have indicated February 2022. The public will be notified if the timeline changes.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. MESB Storage

Fire Chief Dave Schmidt introduced an agreement to provide storage services to the Metropolitan EMS Board which has a mobile emergency room that can be used to treat 12 patients. The agreement has been reviewed by legal teams by both the City and the State. The EMS Board is willing to pay \$1,000 a month for storage. As part of the agreement, the City will also work with the EMS Board to have our Staff trained to be able to be deployed throughout the State which will provide potential additional reimbursements.

Mayor Feldman stated this is already being done?

Fire Chief Schmidt confirmed this, stating they starting on a trial basis to see if any Public Works activities would be impacted by where it is being stored. Logistical issues have been worked through to allow late night access.

Mayor Feldman asked where it is being stored.

Public Works Director Jason Windingstad replied they have it in the garage by the wastewater storage, where the old firetruck was.

Mayor Feldman commented that he liked the \$1,000 per month storage fee and asked what the money would be used for.

Fire Chief Schmidt replied that right now it is not allocated for anything specific. The intent would be to offset any needs that Public Works has regarding storage. If they wanted to send Staff for training the money could be used for that purpose. The entire \$12,000 wouldn't be needed and could become revenue for the City, Fire Department, Fire Station or General Fund depending on the need.

Mayor Feldman asked Finance Director Darcy Mulvihill where she thought the money would go.

Finance Director Mulvihill replied the money could go in the General Fund.

Mayor Feldman commented there is always a need at the Fire Department because the budget isn't very high. He asked what the exact type of vehicle is that is being stored.

Fire Chief Schmidt replied it is a retired MTC bus that is completely outfitted now and has 12 emergency beds. Deployment would occur in the event of a mass casualty incident. There would be a team of doctors on site who would send someone to get the vehicle. The Fire Department would likely send one or two people along once they are trained to help facilitate logistics on the scene.

Mayor Feldman clarified the vehicle is an empty seat bus that has been outfitted.

Fire Chief Schmidt replied the vehicle as been retrofitted to be a mobile emergency room unit.

Mayor Feldman commented that the storage place is big but questioned if there was still enough room.

Public Works Director Windingstad replied the vehicle is on the south end in a place where it can be pulled out and the Staff can still get access to their things.

Robinson asked if the vehicle required a source of power to keep it ready for service.

Public Works Director Windingstad replied it has a battery and that the vehicle is maintained and checked by the EMS Board. He feels it is a win-win in that now the City has access to a bus that is equipped to handle mass casualty situations if needed and payment is being made to store it.

Robinson commented that electricity bills should be covered by the monthly storage fee.

Public Works Director Windingstad replied the electricity use is being tracked.

Muehlbauer asked where the money would be allocated. He also asked if there would be a security concern as far as anyone getting access to the vehicle.

Public Works Director Windingstad replied there are a select few that have access to the vehicle. Some of the people are his staff and some are officers within the Fire Department.

Bauer and Udvig both commented that they didn't have any concerns.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE AGREEMENT AS PRESENTED FOR STORAGE OF THE MESB VEHICLE.

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

Nays: None

Motion carried 5-0

B. Schedule a Work Session

City Administrator Joe Kohlmann stated that he would like to schedule a work session to settle a project from 2016 with Anoka County. After discussion, the work session was scheduled for Monday, November 29, 2021 at 5:30 p.m. at City Hall in the conference room.

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Fire Department Monthly Report

Fire Chief Dave Schmidt gave the report for the month of October. He reported that response times continued to stay under their goal of ten minutes with an average time of 7 minutes and 58 seconds. Schmidt corrected two errors on the staff report, the first not aggregating the years out appropriately, and the number of run calls should be 61 instead of 60. The average number of firefighters per response was 5.7. The distribution was 13 for Fire and 48 for EMS runs. Six cases were flagged as meeting COVID criteria and eight runs had over 20-minute response times for the ambulance. Schmidt noted for the month of November so far, nine runs have been flagged as COVID related. Numbers have been trending upwards. 13 fire inspections have been completed.

Mayor Feldman asked for confirmation on the response times and number of firefighters per call. He noted as has been the case in past months, that there are more EMS calls than Fire as a trend.

Schmidt confirmed this, adding that as of today they are at around 600 runs for the year to date, compared with 541 for the entire year of 2020. The run totals have far exceeded last year's run totals which is occurring all over the County as well as the State.

Mayor Feldman asked if the trends for EMS being higher than Fire are being seen all over the State.

Schmidt confirmed this, adding that one of the things that the experts suggest is that in the early days of COVID a lot of people were foregoing routine cares and even some necessary follow-ups. The consequences for that are starting to be seen. The EMS calls are going up for the delay in care that would normally have been gotten in any other environment. The COVID numbers are also adding to the

run volume as well.

Mayor Feldman commented that he noticed runs that are COVID related but also other things. He stated that someday ambulances may be located in each city.

Schmidt replied there is a push State wide regarding ambulance services.

Muehlbauer commented it was a good report. He asked for an update on Nowthen.

Schmidt replied they are doing well. It has been busy. They have had a couple of significant crashes in that area lately and some other issues in that town. Every road through Nowthen has a speed limit of 55 miles per hour. Generally, things are going well, people are happy, and slow progress is being made.

Udvig commented it was a great report and thanked Schmidt for his work.

Bauer commented it was a great report. He asked if shared training is happening with Nowthen.

Schmidt replied that some is happening. The department is also utilizing some cost share initiatives by sharing the EMS training.

Bauer asked about when Santa would be on the Fire Truck this year.

Schmidt replied December 9, 2021.

Robinson commented it was a great report. He referenced the ambulance response times being approximately 20 minutes and asked if that is the trend with other municipalities as well.

Schmidt confirmed this and added it isn't just a St. Francis problem, nor just an Anoka County problem. At a Chief's conference he attended in Duluth where he spoke with the Brooklyn Park Fire Chief who reported 40-minute response times, even in the metro area.

Robinson asked if it was employment or equipment related.

Schmidt replied there are a number of factors but employment is one of the biggest factors. There is a national paramedic shortage that has been going on for a number of years. It is getting harder and harder to recruit and retain personnel. There is a business model issue that doesn't work well from a worker welfare standpoint. As a paramedic, it's not the career that sees the most longevity in. It is a very difficult career mentally, emotionally and physically so a higher rate of turn over is seen. Pay equity compared to most other health care fields is also a big factor. A solution is hoped for. A lot of Fire Chiefs have been involved in discussion but unfortunately until things change legislatively the municipality has no authority

to make changes. This is a pattern has been occurring long enough that data will need to be gathered to address it.

Robinson asked if there is a City, County, or State contribution to the ambulance services. As the trends change would money be shifted to departments such as the Fire Department to help the City bare the cost of having an ambulance service.

Schmidt explained that in the private ambulance industry, the State of Minnesota has an EMS taxing district rule. The problem is that the taxing district only applies to nonprofits and municipalities, most of the ambulances that provide coverage are private for-profit entities that don't leverage the taxing district. They offset by reducing costs in other places. The other challenge is with hospitals and clinics continuing to struggle for reimbursement rates, they take revenue from the ambulance fund to go back to the hospitals and clinics to ensure they have financial solvency throughout the entire organization. As far as funding available, EMS relies on billables when they transport patients, as the margins gets smaller it becomes harder to pay more, to hire and retain staff. Legislative changes would have to take place to make an impact but it is something that municipalities are paying very close attention to.

Robinson asked what the cost is to have a municipally run ambulance service.

Schmidt replied it is likely between \$300,000- \$600,000 to get up and running before potentially generating some revenue from transporting.

Muehlbauer asked how it would work with going to a hospital that has their own ambulance service.

Schmidt answered they cannot refuse an ambulance unless they are at capacity which is occurring due to COVID.

Robinson asked with municipalities that have an ambulance in their Fire Department if it is likely included as part of a levy.

Schmidt replied they are billed.

Robinson asked if that could be a reality of St. Francis in the next ten years.

Schmidt replied it could be a possibility through direct billing and utilizing the EMS taxing district.

Mayor Feldman commented if the calls continue according to the trend, it may be where the City is heading.

B. Public Works Monthly Report

Public Works Director Jason Windingstad reviewed the staff report. The order for the road grader was completed by Staff and is ready for use along with the other equipment for the plow. Fall sweeping is complete and the last road grading. Biosolids are being brought to the fields and are two thirds done. The emergency response plan will go into effect on December 31, 2021. The new employee is being trained in. By next week he should be able work independently which is ahead of schedule. There have been some work orders for re-reads on the meters. Most were due to leaks, not faulty meters. There were two meters that weren't able to be read.

Mayor Feldman asked about the meters that weren't able to be read.

Windingstad replied that sometimes there are glitches in the frequency for a variety of reasons.

Mayor Feldman asked what is done in that situations.

Windingstad replied they correct the problem.

Mayor Feldmann commented there were no clogged lift stations for a second time. Windingstad confirmed this.

Councilmembers Bauer, Robinson, Muehlbauer and Udvig all commented it was a good report and thanked Windingstad for his work.

12. COUNCIL MEMBER REPORTS

Muehlbauer- reported he is back in town. He will be meeting with Staff to catch up with things.

Robinson- thanked the Mayor Feldman on his work and oversight of the Liquor Store which will be an asset to the community when it opens.

Bauer- reported he is looking forward to the rest of the year.

Udvig- announced on Wednesday, December 1, 2021 at 6:00 pm will be the St. Francis community tree lighting at Woodbury Park.

Mayor Feldman- reported on the LiquorMuni. He stated it was shut down from November 7- 14, 2021 to redo the floor on the south end. The LiquorMuni grand opening will be the week of December 13-18, 2021. There are still some final items to be done but the store is fully open now. The staff has done a great job throughout the project. The Bottle Shop is at full operational hours which are Monday through Friday 10:00 am to 10:00 pm; Saturday from 9:00 am to 10:00pm, and Sunday 11:00 am to 6:00 pm. These hours are also listed on the website. The store will be fully operational for all three holidays including Thanksgiving,

Christmas and New Year's which are the big holidays for the year. He commended all who were involved in the project. The project management difficulties were corrected through consistency and perseverance on his part. Mayor Feldman stated for the record that removing the project manager with a new one they accomplished more in four weeks than the five months prior. With the experience, knowledge, and support the Mayor had, the team was able to complete the construction. He commended the Public Works staff that were involved and the full time Staff, John, Crystal, and Corrine that helped to pull it off. He invited the Council to come to visit the store.

Mayor Feldman commented that the City didn't have a team mindset with past administrations but that is what they have established now. They also put preventative maintenance and proactive thinking which has pushed the City in the right direction. They are making wise decisions and passing the savings onto the residents. They are also building the trust of the residents even though issues may arise. He addressed the residents, and stated that the Council listens to the residents with issues and concerns that are brought forward but the Council has to look at the broader picture. This is done by the strategic plans and codes that are in place. They don't designate one neighborhood over another but look at how it all fits together for the betterment of the City and the residents that they serve. The City is a customer service business and the residents are the customers. Decisions are done as a team and are based on what is best for the City at large. Other cities may have a perception that the City does what it wants, St. Francis doesn't have that attitude. They do their due-diligence and take input seriously and give answers with full vetting.

13. UPCOMING EVENTS

A. Meetings/ Events

November 25, 2021- City Offices Closed - Thanksgiving Holiday

December 1, 2021 – Christmas Tree Lighting Woodbury Park – 6:00 pm

December 6, 2021- City Council Meeting - 6:00 pm

December 9, 2021 – Fire Truck with Santa 5:30 pm

December 15, 2021- Planning Commission Meeting - 7:00 pm

December 20, 2021- City Council Meeting - 6:00 pm

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 6:46 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Joe Kohlmann, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Annual Charter Commission Report
DATE: 12-06-2021

OVERVIEW:

As per City Charter, an annual report shall be submitted to the City Council an the Chief Judge of the Tenth Judicial District.

ACTION TO BE CONSIDERED:

No action is required. This is a summary of the Charter Commission actions during the year.

BUDGET IMPLICATION:

None

Attachments:

- Letter to the Tenth Judicial District Judge

December 6, 2021

The Honorable Stoney Hiljus
Chief Judge Tenth Judicial District
Kanabec County Courthouse
18 North Vine Street, Suite 318
Mora, MN 55051

RE: 2021 Annual City Charter Report

Honorable Hiljus:

Pursuant to the city of St. Francis' Charter, an annual report is to be submitted to the Chief Judge of the Tenth Judicial District. In 2021, the Annual Charter Commission meeting was held on February 3, 2021.

The item of discussion at the February 3, 2021 meeting was the filling of vacancies for the Charter Commission and how to advertise for vacancies.

Respectfully Submitted by,

Charter Commission Chair

Jennifer Wida
City Clerk

Malcolm Beck



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: 2022 Business Licenses – Resolution 2021-59 Adopting the License Renewals for 2022
DATE: 12-06-2021

OVERVIEW:

Renewal applications and supporting documents were mailed to businesses in October. The City Council receives a resolution listing all the license renewals for the following year. Payments have been received with the applications. The liquor license along with their certificate of liability insurance is then submitted to the State of MN.

The approval for the license renewal for Rum River Inn is contingent on the closing of the property to the new owners by 12/31/2021. Payment has been received for this renewal license.

ACTION TO BE CONSIDERED:

Adopt the attached Resolution 2021-59 listing the 2022 License Renewals

BUDGET IMPLICATION:

The City does budget potential revenue of the licenses; however, they can fluctuate from year to year slightly.

Attachments:

- Resolution 2021-59

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

RESOLUTION 2021-59

A RESOLUTION ADOPTING THE
LICENSE RENEWALS FOR 2022

(See Attached Exhibit A)

The motion for the adoption of the foregoing resolution was made by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th
DAY OF DECEMBER, 2021.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

Exhibit A

LICENSE RENEWALS FOR 2021

<u>LIQUOR LICENSES:</u>	<u>REGULAR</u>	<u>SUNDAY</u>
(1) Beef O'Bradys	\$ 4,000.00	\$ 200.00
(2) Patriot Lanes	4,000.00	200.00
(3) Rum River Inn	4,000.00	200.00
(Contingent on Closing by 12/31/2021)		
(4) St. Francis American Legion	4,000.00	200.00
(5) The Ponds Golf Course	4,000.00	2000.00

<u>WINE/BEER LICENSES:</u>		
(1) Mansetti's	\$200.00	\$ 200.00
(2) Tasty Pizza	\$200.00	200.00

<u>3.2% LICENSES – Off Sale:</u>	
(1) Kwik Trip	\$50.00

<u>TOBACCO LICENSES:</u>	
(1) Casey's General Store #1769	\$150.00
(2) Dollar General #15702	150.00
(3) King's County Market	150.00
(4) Kwik Trip #943	150.00
(5) St. Francis Bottle Shop	150.00
(6) Speedway #4870-River Country Coop	150.00

<u>AMUSEMENT MACHINES</u>	<u># OF MACHINES</u>	<u>TOTAL</u>
(1) Beef O'Bradys	6	\$ 105.00
(2) Mansetti's Pizza & Pasta	1	30.00
(3) Patriot Lanes and Lounge	8	135.00
(4) Rum River Inn	4	75.00
(5) St. Francis American Legion	1	30.00
(6) Tasty Pizza	5	90.00

<u>REFUSE HAULERS:</u>	<u># OF TRUCKS</u>	
(1) Ace Solid Waste/Waste Connections	7	\$550.00
(2) Republic Services	5	450.00
(3) LePage & Sons	7	550.00
(4) Waste Management of Cambridge	5	450.00

<u>TOWING LICENSE:</u>	
(1) PTL Tire & Auto DBA Ark Towing & Recovery	\$150.00



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property, Resolution 2021-58 Declaring Surplus Property
DATE: 12-06-2021

OVERVIEW:

On August 6th, 2021 the police department received a report of miscellaneous items scattered alongside of a residential roadway in St. Francis. The items were collected by an officer and brought to the police department for safekeeping. Since that time the owners of the property have not come forward and are unknown. The items are described as a Rigid electric sewer drain snake bearing serial number VBZ025900818, a yellow mop bucket, and a red handled Channellocks wrench. The items are planned to be transferred to the St. Francis Public Works Department for general use in day to day operations.

ACTION TO BE CONSIDERED:

To approve Resolution 2021-58 declaring the listed property as surplus and to authorize the transfer of the equipment to the St. Francis Public Works Department to be utilized as needed.

BUDGET IMPLICATION:

There is no budget implication for the transfer of this property.

Attachments:

- Resolution 2021-58

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

RESOLUTION 2021-58

A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE TRANSFER TO PUBLIC WORKS
OF SAID PROPERTY

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

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

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, and authorizes the transfer of property to the Public Works Department.

Surplus Property:

Rigid Electric Sewer Drain Snake – Serial Number VBZ025900818
Yellow Mop Bucket
Red Handled Channellock Wrench

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th DAY
OF DECEMBER, 2021.

APPROVED: Steven D. Feldman, Mayor

ATTEST: Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: LESO 1033 Program
DATE: 12-06-2021

OVERVIEW:

In 1990 and 1991 Congress authorized the transfer of excess Department of Defense property to federal, state and local law enforcement agencies. In 1997 the National Defense Authorization Act established the Law Enforcement Support Office (LESO) Program to facilitate. Under this authority, excess Department of Defense property (equipment) that might otherwise be destroyed, may be conditionally transferred to participating law enforcement agencies across the United States. The property is at no cost to agencies with the exception of shipping costs.

Since inception, the program has transferred over \$7.7 Billion worth of equipment. Items that are requested include clothing, optics, vehicles, and small arms etc. The St. Francis Police Department has been participating in this program for many years and have had success in acquiring small arms to be utilized by on duty officers should the need arise. The intent of this memo is to advise and update the current City Council on the existence of the program and the police department's desire to continue participating in the program. The police department would continue to research and request equipment and supplies that could aid in the performance of duty and serving the public better without relying on the department budget for the purchase of the supplies.

ACTION TO BE CONSIDERED:

City Council approval for the police department to continue participating in the LESO 1033 Program in order to attempt to acquire property that the department could use to aid in the performance of duty and for staff to utilize in day to day operations.

BUDGET IMPLICATION:

Researching and requesting supplies and equipment is performed during normal working hours and the police department is responsible for shipping costs associated with acquired property.

Attachments:

None



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Mid-term Planning Commission Member
DATE: 12-06-2021

OVERVIEW:

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms. One third of the members are up at a time creating up two to three open vacancies annually.

Planning Commissioners occasionally leave mid-term due to circumstances around family, location/moving or job-related changes. When applications to fill the slots exist, staff has the opportunity to appoint mid-year.

One of the Commissioners is having to end his term early at the end of this year. Staff has one application and has met with the individual to discuss the Commission, city goals and projects.

This appointment does not address the two members whose terms are up at the end of this year. Staff needs at least one additional member to hold a seven-member meeting in 2022. These appointments will be brought to Council at a later date.

ACTION TO BE CONSIDERED:

The following individual has applied for the position of Planning Commissioner

- Christina Bass – to fill the vacant term until December 31, 2022. After such time the applicant can determine her interest in the following three-year term.

Attachments: None



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance
SUBJECT: Donation from Chops for Winning with Cops
DATE: 12-02-2021

OVERVIEW:

The City has received a donation of \$400.00 from Chops. The donation is for the Winning With Cops.

ACTION TO BE CONSIDERED:

Approved under consent agenda to accept the donation.

BUDGET IMPLICATION:

Reserved for Winning with Cops program



CITY COUNCIL AGENDA
REPORT

TO: Mayor and Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Letter of Resignation from Public Works Director
DATE: 12-06-2021

OVERVIEW:

Jason Windingstad, Public Works Director has submitted a letter of resignation.

ACTION TO BE CONSIDERED:

Accept letter of resignation.

BUDGET IMPLICATION:

None



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: 12-06-2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$383,868.51 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment-N/A

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:

- 12-06-2021 Packet List

CITY OF ST FRANCIS

12/02/21 12:31 PM

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Claim Type

Claim#	12504	ADVANTAGE TAPE				
Cash Payment	E 609-49750-340	Advertising	ADVERTISING 2022			\$390.00
	Invoice	3279Z				
Transaction Date	11/22/2021	Due 11/22/2021	CASH	10100	Total	\$390.00

Claim Type

Claim#	12476	ALLINA HEALTH SYSTEM				
Cash Payment	E 101-42210-208	Training and Instruction	4TH QUARTER EDUCATION			\$1,148.25
	Invoice	CI00012174				
Transaction Date	11/16/2021	Due 11/16/2021	CASH	10100	Total	\$1,148.25

Claim Type

Claim#	12633	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 402-42210-581	Radios	RADIO CAPITAL			\$18,955.00
	Invoice	AR019129				
Cash Payment	E 101-42110-321	Telephone	DEC 2021 CAC FIBER			\$37.50
	Invoice	B211116P				
Cash Payment	E 602-49490-321	Telephone	DEC 2021 CAC FIBER			\$37.50
	Invoice	B211116P				
Cash Payment	E 101-43100-321	Telephone	DEC 2021 CAC FIBER			\$37.50
	Invoice	B211116P				
Cash Payment	E 101-45200-321	Telephone	DEC 2021 CAC FIBER			\$37.50
	Invoice	B211116P				
Cash Payment	E 101-42210-321	Telephone	DEC 2021 CAC FIBER			\$37.50
	Invoice	B211116P				
Cash Payment	E 601-49440-321	Telephone	DEC 2021 CAC FIBER			\$37.50
	Invoice	B211116P				
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$19,180.00

Claim Type

Claim#	12595	ASPEN MILLS				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS-AKINWALE OJO			\$157.70
	Invoice	284314				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS-BULERA			\$18.00
	Invoice	284315				
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$175.70

Claim Type

Claim#	12617	BAYCOM, INC				
Cash Payment	E 402-42110-554	Body Cameras	BODY CAMERA ACCESSORIES			\$140.00
	Invoice	035525				
Cash Payment	E 402-42110-554	Body Cameras	BODY CAMERAS			\$18,727.00
	Invoice	035527				
Transaction Date	11/30/2021	Due 11/30/2021	CASH	10100	Total	\$18,867.00

Claim Type

Claim#	12550	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$2,508.25
	Invoice	276524				
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$2,508.25

Claim Type

Claim#	12549	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$144.99
	Invoice	341782593				

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Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$2,957.20
	Invoice 1495989					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$33,830.20
	Invoice 1494391					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$69.00
	Invoice 1494391					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$36,856.40

Claim Type

Claim#	12505	DAVIS MECHANICAL SYSTEMS, IN				
Cash Payment	G 609-16500 Construction in Progress	WALK IN COOLER REPAIR				\$3,600.00
	Invoice 8144					
Transaction Date	11/22/2021	Due 11/22/2021	CASH	10100	Total	\$3,600.00

Claim Type

Claim#	12553	DEFIANT DISTRIBUTORS LLC				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.00
	Invoice INV001715					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,261.60
	Invoice INV001715					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$1,271.60

Claim Type

Claim#	12598	DEHN OIL				
Cash Payment	E 101-43100-212 Motor Fuels	DIESEL				\$1,736.82
	Invoice 86656					
Cash Payment	E 101-45200-212 Motor Fuels	DIESEL				\$1,736.82
	Invoice 86656					
Cash Payment	E 601-49440-212 Motor Fuels	DIESEL				\$1,736.82
	Invoice 86656					
Cash Payment	E 602-49490-212 Motor Fuels	DIESEL				\$1,736.83
	Invoice 86656					
Transaction Date	11/24/2021	Due 11/24/2021	CASH	10100	Total	\$6,947.29

Claim Type

Claim#	12475	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	GARAGE DOOR SERVICE				\$247.80
	Invoice 7429					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	GARAGE DOOR SERVICE				\$247.80
	Invoice 7429					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	GARAGE DOOR SERVICE				\$247.80
	Invoice 7429					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	GARAGE DOOR SERVICE				\$247.80
	Invoice 7429					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	GARAGE DOOR SERVICE				\$247.80
	Invoice 7429					
Transaction Date	11/16/2021	Due 11/16/2021	CASH	10100	Total	\$1,239.00

Claim Type

Claim#	12599	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351 Legal Notices Publishing	VEHICLES-MUNICIPAL NOVEMBER				\$37.63
	Invoice 863882					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RES 2021-57				\$96.75
	Invoice 865147					

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Cash Payment	E 101-41400-351 Legal Notices Publishing	RES 2021-56				\$150.50
	Invoice 865146					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RES 2021-54 ORD 2				\$301.00
	Invoice 865145					
Transaction Date	11/24/2021	Due 11/24/2021	CASH	10100	Total	\$585.88

Claim Type

Claim#	12624	ELECTRO WATCHMAN, INC.				
Cash Payment	E 404-41400-300 Professional Services	SECURITY ACCESS INSTALL				\$5,500.47
	Invoice 376910					
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$5,500.47

Claim Type

Claim#	12608	ELITE SANITATION				
Cash Payment	E 101-45200-402 Janitorial Service	RENTAL				\$618.00
	Invoice 28301					
Transaction Date	11/29/2021	Due 11/29/2021	CASH	10100	Total	\$618.00

Claim Type

Claim#	12623	EMERGENCY AUTOMOTIVE TECH.				
Cash Payment	E 402-42110-554 Body Cameras	BODY CAM INSTALL IN SQUADS				\$4,405.00
	Invoice SVC29435					
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$4,405.00

Claim Type

Claim#	12619	ENVIRONMENTAL DYNAMICS INTL				
Cash Payment	E 602-49490-229 Project Repair & Maintena	PARTS				\$456.00
	Invoice 65551					
Transaction Date	11/30/2021	Due 11/30/2021	CASH	10100	Total	\$456.00

Claim Type

Claim#	12652	EXTERIOR HOME RENOVATIONS				
Cash Payment	G 609-16500 Construction in Progress	GUTTER/DOWNSPOUTS				\$4,675.00
	Invoice 000427					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$4,675.00

Claim Type

Claim#	12552	EXTREME ASPHALT, INC				
Cash Payment	E 602-49490-229 Project Repair & Maintena	PATCH AT WATER PLANT				\$950.00
	Invoice 1521					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$950.00

Claim Type

Claim#	12648	GOPHER STATE ONE-CALL				
Cash Payment	E 602-49490-442 Gopher State	EMAIL TICKETS				\$26.32
	Invoice 1110756					
Cash Payment	E 601-49440-442 Gopher State	EMAIL TICKETS				\$26.33
	Invoice 1110756					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$52.65

Claim Type

Claim#	12551	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL				\$4.25
	Invoice 257869					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$6.85
	Invoice 257869					

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Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO PRODUCTS				\$1,200.40
	Invoice 257869					

Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$1,211.50
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Claim Type

Claim#	12480	HAKANSON ANDERSON ASSOC., I				
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE 2ND ADD			\$706.80	
	Invoice 47121					
Cash Payment	G 803-22177 Joshua Markum Subdivision	MEADOWS OF SF 3RD ADD			\$570.00	
	Invoice 47123					
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET RECONSTRUCTION			\$1,250.00	
	Invoice 47126					
Cash Payment	E 405-43100-806 2021 Street Improvements	2021 STREET REHAB PROJECT			\$8,240.50	
	Invoice 47127					
Cash Payment	E 101-41910-303 Engineering Fees	ROUTINE SERVICES			\$800.00	
	Invoice 47128					
Cash Payment	E 101-41910-303 Engineering Fees	SF113 31-34-24-44-0003			\$307.50	
	Invoice 47119					
Cash Payment	G 803-22160 ESC-SCHULTE SUBDIVISION	TURTLE PONDS 4TH ADDITION			\$103.00	
	Invoice 47122					
Cash Payment	G 405-10100 Cash	MUNICIPAL STATE AID			\$267.50	
	Invoice 47125					
Cash Payment	E 101-42400-303 Engineering Fees	BUILDING PERMIT REVIEWS			\$931.85	
	Invoice 47129					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	ESC RIVERS EDGE 5TH ADDITION			\$13,228.75	
	Invoice 47124					
Cash Payment	E 101-43100-303 Engineering Fees	MISC SITE PLAN REVIEWS			\$206.00	
	Invoice 47120					
Transaction Date	11/16/2021	Due 11/16/2021	CASH	10100	Total	\$26,611.90

Claim Type

Claim#	12613	HAWKINS, INC.				
Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHEMICALS			\$2,151.09	
	Invoice 6070992					
Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHEMICALS			\$4,525.29	
	Invoice 6072141					
Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHEMICALS			\$6,325.00	
	Invoice 6059368					
Transaction Date	11/29/2021	Due 11/29/2021	CASH	10100	Total	\$13,001.38

Claim Type

Claim#	12474	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES			\$45.86	
	Invoice IN3550028					
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES			\$68.94	
	Invoice IN3554610					
Cash Payment	E 101-43100-200 Office Supplies	BATTERIES			\$26.60	
	Invoice IN3550030					
Cash Payment	E 101-43100-200 Office Supplies	BATTERIES			\$26.60	
	Invoice IN3554460					
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES			\$45.85	
	Invoice IN3550028					
Transaction Date	11/16/2021	Due 11/16/2021	CASH	10100	Total	\$213.85

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Claim Type

Claim#	12556	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$47.10
Invoice	1934857					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$242.59
Invoice	1929806					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$133.03
Invoice	1929605					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$89.90
Invoice	1934856					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$7,180.75
Invoice	1934856					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$11,251.32
Invoice	1929605					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$10,003.90
Invoice	1929806					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$2,952.60
Invoice	1934857					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$31,901.19

Claim Type

Claim#	12605	KIMS KLEANING				
Cash Payment	E 101-45000-402	Janitorial Service	COMMUNITY CENTER-NOVEMBER			\$100.00
Invoice	8052					
Cash Payment	E 602-49490-402	Janitorial Service	WASTE WATER PLANT-NOVEMBER			\$275.00
Invoice	8056					
Cash Payment	E 101-42210-402	Janitorial Service	FIRE DEPT-NOVEMBER			\$225.00
Invoice	8057					
Cash Payment	E 101-43100-402	Janitorial Service	PUBLIC WORKS-NOVEMBER			\$900.00
Invoice	8053					
Cash Payment	E 101-41940-402	Janitorial Service	CITY HALL-NOVEMBER			\$300.00
Invoice	8051					
Cash Payment	E 601-49440-402	Janitorial Service	WATER TREATMENT PLANT-NOVEMBER			\$200.00
Invoice	8054					
Cash Payment	E 101-42110-402	Janitorial Service	POLICE DEPT-NOVEMBER			\$900.00
Invoice	8055					
Transaction Date	11/29/2021	Due 11/29/2021	CASH	10100	Total	\$2,900.00

Claim Type

Claim#	12634	KNIGHTS OF COLUMBUS				
Cash Payment	E 101-43210-439	Recycling Days	BETHEL RECYCLING			\$220.00
Invoice	2021-02					
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$220.00

Claim Type

Claim#	12639	KODIAK POWER SYSTEMS				
Cash Payment	E 601-49440-233	Water Treatment Plant Mai	WATER TREATMENT PLANT MAINT			\$1,395.00
Invoice	KPS0863					
Cash Payment	E 602-49490-228	Equipment Maintenance	RIVERS EDGE LIFT MAINT			\$695.00
Invoice	KPS0866					
Cash Payment	E 602-49490-229	Project Repair & Maintena	WWTP MAINT			\$2,420.00
Invoice	KPS0865					
Cash Payment	E 601-49440-229	Project Repair & Maintena	PORTABLE GENERATOR MAINT			\$347.50
Invoice	KPS0870					

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Cash Payment	E 602-49490-228	Equipment Maintenance	AMBASSADOR LIFT MAINT		\$990.00
Invoice	KPS0867				
Cash Payment	E 601-49440-228	Equipment Maintenance	PUBLIC SAFETY MAINT		\$299.00
Invoice	KPS0864				
Cash Payment	E 601-49440-228	Equipment Maintenance	WELL HOUSE MAINT		\$595.00
Invoice	KPS0868				
Cash Payment	E 101-42210-218	Equipment Repair & Maint	FIRE DEPARTMENT MAINT		\$595.00
Invoice	KPS0869				
Cash Payment	E 602-49490-228	Equipment Maintenance	PUBLIC SAFETY MAINT		\$299.00
Invoice	KPS0864				
Cash Payment	E 602-49490-228	Equipment Maintenance	PORTABLE GENERATOR MAINT		\$347.50
Invoice	KPS0870				
Cash Payment	E 101-45200-218	Equipment Repair & Maint	PUBLIC SAFETY MAINT		\$299.00
Invoice	KPS0864				
Cash Payment	E 101-43100-218	Equipment Repair & Maint	PUBLIC SAFETY MAINT		\$299.00
Invoice	KPS0864				
Cash Payment	E 101-42110-218	Equipment Repair & Maint	PUBLIC SAFETY MAINT		\$299.00
Invoice	KPS0864				
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total \$8,880.00

Claim Type

Claim#	12585	KWIK TRIP			
Cash Payment	R 101-36200	Miscellaneous Revenues	REFUND OVERPAY-LICENSE FEES		\$165.00
Invoice	112321				
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total \$165.00

Claim Type

Claim#	12544	LAW ENFORCEMENT LABOR SVC			
Cash Payment	G 101-21707	Union Dues	UNION DUES-ALLEN		\$63.50
Invoice	11222021				
Cash Payment	G 101-21707	Union Dues	OFFICERS DUES		\$508.00
Invoice	112221.				
Transaction Date	11/22/2021	Due 11/22/2021	CASH	10100	Total \$571.50

Claim Type

Claim#	12490	LEADS ONLINE			
Cash Payment	E 101-42110-311	Contract	INVESTIGATION SERVICE PACKAGE		\$2,192.00
Invoice	323173				
Transaction Date	11/16/2021	Due 11/16/2021	CASH	10100	Total \$2,192.00

Claim Type

Claim#	12499	LEPAGE & SONS			
Cash Payment	E 101-43210-439	Recycling Days	WORK ORDER 150991		\$943.16
Invoice	155237				
Transaction Date	11/17/2021	Due 11/17/2021	CASH	10100	Total \$943.16

Claim Type

Claim#	12622	LEXIPOL			
Cash Payment	E 101-42110-433	Dues and Subscriptions	ANNUAL POLICY MANUAL		\$7,749.00
Invoice	INVLEX7231				
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total \$7,749.00

Claim Type

Claim#	12567	MCDONALD DIST CO.			
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR		\$117.00
Invoice	606925				

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Cash Payment	E 609-49751-252 Beer For Resale	BEER				
Invoice	606993					
Cash Payment	E 609-49751-252 Beer For Resale	602158-603065 Short Paid				
Invoice	113021					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				
Invoice	606296					
Cash Payment	E 609-49751-255 N/A Products	BEER				
Invoice	606993					
Cash Payment	E 609-49751-255 N/A Products	N/A				
Invoice	606296					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$22,165.70

Claim Type

Claim#	12607	METRO SALES, INC.				
Cash Payment	E 101-42110-311 Contract	COPIES				
Invoice	INV1934969					
Cash Payment	E 601-49440-200 Office Supplies	COPIES				
Invoice	INV1927768					
Cash Payment	E 101-41400-200 Office Supplies	COPIES				
Invoice	INV1927768					
Transaction Date	11/29/2021	Due 11/29/2021	CASH	10100	Total	\$797.34

Claim Type

Claim#	12647	MINUTEMAN PRESS				
Cash Payment	E 101-43210-439 Recycling Days	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-41400-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 601-49440-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 602-49490-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 609-49750-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-43100-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-41110-344 Newsletter	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-42400-352 General Publishing	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-42110-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-42210-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Cash Payment	E 101-45200-441 Miscellaneous	WINTER NEWSLETTER				
Invoice	980620					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$1,809.18

Claim Type

Claim#	12498	MN DEPT OF LABOR & INDUSTRY				
Cash Payment	E 101-43100-441 Miscellaneous	PRESSURE VESSEL				
Invoice	ABR0267274X					
Transaction Date	11/17/2021	Due 11/17/2021	CASH	10100	Total	\$30.00

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Claim Type

Claim#	12580	MN NCPERS LIFE INSURANCE				
Cash Payment	G 101-21713 MN Life		DECEMBER PREMIUM			\$112.00
	Invoice 733400122021					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$112.00

Claim Type

Claim#	12655	MOSS, BAILEY				
Cash Payment	G 601-22200 Deferred Revenues		REPLACE LOST CHECK #79328			\$137.11
	Invoice .120221					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$137.11

Claim Type

Claim#	12597	MUNICIPAL CODE CORPORATION				
Cash Payment	E 101-41110-441 Miscellaneous		ANNUAL WEBSITE SUPPORT			\$3,300.00
	Invoice 00366876					
Transaction Date	11/24/2021	Due 11/24/2021	CASH	10100	Total	\$3,300.00

Claim Type

Claim#	12641	NORTH METRO TREE SERVICE IN				
Cash Payment	E 101-45200-311 Contract		TAMARACK ST TREE CLEANUP			\$825.00
	Invoice 005					
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$825.00

Claim Type

Claim#	12651	NORTHLAND OCCUPATIONAL HEA				
Cash Payment	E 101-43100-441 Miscellaneous		TESTING			\$37.50
	Invoice 12955					
Cash Payment	E 101-45200-441 Miscellaneous		TESTING			\$37.50
	Invoice 12955					
Cash Payment	E 601-49440-441 Miscellaneous		TESTING			\$37.50
	Invoice 12955					
Cash Payment	E 602-49490-441 Miscellaneous		TESTING			\$37.50
	Invoice 12955					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$150.00

Claim Type

Claim#	12494	OPUS 21				
Cash Payment	E 601-49440-382 Utility Billing		UTILITY BILLING			\$1,533.78
	Invoice					
Cash Payment	E 602-49490-382 Utility Billing		UTILITY BILLING			\$1,533.78
	Invoice					
Transaction Date	11/17/2021	Due 11/17/2021	CASH	10100	Total	\$3,067.56

Claim Type

Claim#	12493	PACE ANALYTICAL SERVICES				
Cash Payment	E 601-49440-313 Sample Testing		MUNICIPAL POTABLE WATER			\$82.50
	Invoice 21100355018					
Cash Payment	E 602-49490-313 Sample Testing		WASTEWATER			\$294.00
	Invoice 21100355564					
Cash Payment	E 602-49490-313 Sample Testing		WASTEWATER			\$134.00
	Invoice 21100356189					
Cash Payment	E 602-49490-313 Sample Testing		WASTEWATER			\$164.00
	Invoice 21100356070					
Cash Payment	E 602-49490-313 Sample Testing		POTABLE WATER			\$26.00
	Invoice 21100355966					

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Cash Payment	E 602-49490-313 Sample Testing	WASTEWATER				\$294.00
	Invoice 21100355564					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$164.00
	Invoice 21100356707					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$134.00
	Invoice 21100356635					
Transaction Date	11/17/2021	Due 11/17/2021	CASH	10100	Total	\$1,292.50

Claim Type

Claim#	12563	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				-\$176.50
	Invoice 146966					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$11.25
	Invoice 146228					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,018.00
	Invoice 146228					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$852.75

Claim Type

Claim#	12496	PEARSON BROS. INC.				
Cash Payment	E 603-49490-403 Street Sweeping	STREET SWEEPER				\$14,790.50
	Invoice 5516					
Transaction Date	11/17/2021	Due 11/17/2021	CASH	10100	Total	\$14,790.50

Claim Type

Claim#	12654	PERA				
Cash Payment	E 101-42210-124 Fire Pension Contributions	CITY CONTRIBUTIONS-24 FIREFIGHTERS				\$12,000.00
	Invoice .12221					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$12,000.00

Claim Type

Claim#	12572	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$103.49
	Invoice 6302414					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$12.56
	Invoice 6306236					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$91.02
	Invoice 6302415					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$136.58
	Invoice 6306235					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.19
	Invoice 6302416					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$10,202.68
	Invoice 6302414					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$3,627.35
	Invoice 6302415					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$6,547.95
	Invoice 6306235					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$352.00
	Invoice 6306236					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC MERCHANDISE				\$88.00
	Invoice 6302416					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$72.00
	Invoice 6302416					

CITY OF ST FRANCIS

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*Claim Register©

AP 12-06-2021

November 2021

Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$21,237.82
Claim Type						
Claim#	12491 PINE TECHNICAL & COMM. COLLEGE					
Cash Payment	E 101-42210-208 Training and Instruction	TRAINING OCT 2021				\$775.00
Invoice	00046844					
Transaction Date	11/17/2021	Due 11/17/2021	CASH	10100	Total	\$775.00
Claim Type						
Claim#	12501 ROYAL SUPPLY					
Cash Payment	E 101-42110-217 Other Operating Supplies	OFFICE SUPPLIES				\$61.00
Invoice	2702					
Transaction Date	11/18/2021	Due 11/18/2021	CASH	10100	Total	\$61.00
Claim Type						
Claim#	12650 SCHMIDT, DAVE					
Cash Payment	E 101-42210-217 Other Operating Supplies	COVID TESTS-EMPLOYEE REIMBURSEMENT				\$206.40
Invoice	.120221					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$206.40
Claim Type						
Claim#	12579 SOUTHERN GLAZERS OF MN					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$142.08
Invoice	2145912					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$32.00
Invoice	2148417					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$50.56
Invoice	2145913					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.68
Invoice	2148418					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$2,889.86
Invoice	2145913					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,176.00
Invoice	2148417					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$16,699.16
Invoice	2145912 PO 5 0 0					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$536.00
Invoice	2148418					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$22,533.34
Claim Type						
Claim#	12584 ST. FRANCIS AREA SCHOOLS					
Cash Payment	E 101-41400-441 Miscellaneous	WINTER NEWSLETTER-VOL 6 #4				\$144.00
Invoice	107294					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$144.00
Claim Type						
Claim#	12640 STERICYCLE, INC					
Cash Payment	E 101-43210-439 Recycling Days	10/30 SHRED EVENT				\$1,260.00
Invoice	8000458830					
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$1,260.00
Claim Type						
Claim#	12649 STRATEGIC INSIGHTS					
Cash Payment	E 101-43100-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					

CITY OF ST FRANCIS

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*Claim Register©

AP 12-06-2021

November 2021

Cash Payment	E 101-45200-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					
Cash Payment	E 101-42110-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					
Cash Payment	E 101-42210-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					
Cash Payment	E 101-42400-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					
Cash Payment	E 601-49440-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					
Cash Payment	E 602-49490-310 Computer Consulting Fee	PLAN-IT				\$328.12
Invoice	21PLANIT214					
Cash Payment	E 609-49750-310 Computer Consulting Fee	PLAN-IT				\$328.16
Invoice	21PLANIT214					
Transaction Date	12/2/2021	Due 12/2/2021	CASH	10100	Total	\$2,625.00

Claim Type

Claim#	12583	STREICHER S				
Cash Payment	E 402-42110-555 Weapons	CIP FIREARMS				\$2,030.00
Invoice	I1534962					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$2,030.00

Claim Type

Claim#	12581	THE AMERICAN BOTTLING COMP				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	SODA-MISC				-\$4.50
Invoice	3562324134					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	SODA-MISC				\$607.96
Invoice	3562324133					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$603.46

Claim Type

Claim#	12625	TJ ASSOCIATES				
Cash Payment	E 101-42110-200 Office Supplies	BUSINESS CARDS-DZURIS				\$42.95
Invoice	237237					
Cash Payment	E 101-42110-200 Office Supplies	BUSINESS CARDS-BARCK				\$42.95
Invoice	237237					
Cash Payment	E 101-42110-200 Office Supplies	SANTA SIGNS				\$42.50
Invoice	237237					
Transaction Date	12/1/2021	Due 12/1/2021	CASH	10100	Total	\$128.40

Claim Type

Claim#	12618	ULINE				
Cash Payment	E 609-49750-200 Office Supplies	OFFICE SUPPLIES				\$197.70
Invoice	141672801					
Transaction Date	11/30/2021	Due 11/30/2021	CASH	10100	Total	\$197.70

Claim Type

Claim#	12500	UTILITY SERVICE CO., INC.				
Cash Payment	E 601-49440-234 Water Tower Maintenance	HYDROPILLAR-QUARTERLY				\$10,468.32
Invoice	546575					
Transaction Date	11/18/2021	Due 11/18/2021	CASH	10100	Total	\$10,468.32

Claim Type

Claim#	12588	VINOCOPIA, INC.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$27.00
Invoice	0291442-IN					

CITY OF ST FRANCIS

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***Claim Register©**

AP 12-06-2021

November 2021

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$505.00
	Invoice 0291442-IN					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$960.00
	Invoice 0291442-IN					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC MERCHANDISE				\$120.00
	Invoice 0291442-IN					
Transaction Date	11/23/2021	Due 11/23/2021	CASH	10100	Total	\$1,612.00

Claim Type

Claim# 12587 WINE MERCHANTS

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$1.57
Invoice 7356271

Cash Payment E 609-49751-253 Wine For Resale WINE \$136.00
Invoice 7356271

Transaction Date 11/23/2021 Due 11/23/2021 CASH 10100 **Total** \$137.57

Claim Type

Claim# 12586 WSB & ASSOCIATES, INC

Cash Payment E 601-49440-303 Engineering Fees RISK ASSESSMENT/EMERGENCY RESPONSE PLAN \$2,901.50

Invoice R-017848-000-7

Transaction Date 11/23/2021 Due 11/23/2021 CASH 10100 **Total** \$2,901.50

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$383,868.51
Total	\$383,868.51



CITY COUNCIL AGENDA
REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Presentation on 2022 Proposed Budget – Resolution 2021-62 Certifying Taxes Payable for 2022; Resolution 2021-63 Adopting a Budget for 2022
DATE: 12-06-2021

OVERVIEW:

The City is required to discuss the budget and allow public input at a meeting occurring after November 27th after 6 pm. The 2022 proposed budget and levy will be presented at the city council meeting on December 6th, 2021. Council had set a maximum levy of \$4,669,590 in September. This levy includes \$470,000 for the future new City Hall/ Fire Station. The preliminary tax rate is 50.846% which is a slight increase from 2021 tax rate of 50.589%. The General Fund budget is balanced at \$4,876,320 on the revenue side and the expenditure side. The fund balance will be at 62.9% of revenues with the estimated 2021 balance. This is above the State Auditor’s recommended guidelines of 35% to 50%. Please note that a Preliminary Budget is available on the city’s website under the finance department. The final budget book will be compiled and distributed in February.

ACTION TO BE CONSIDERED:

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, Council can act on the resolutions provided:

- 1) Set the Overall Levy for 2022 and 2) Adopt the 2022 Budget.

BUDGET IMPLICATION:

Setting the 2022 Budget and Levy

Attachments:

- Budget Presentation
- Resolution 2021-62 Certifying Taxes Payable for 2022
- Resolution 2021-63 Adopting a Budget for 2022



City of St. Francis

2022 Budget Hearing

Tonight's Agenda

- Discuss the budget and tax levy
- Allow for public comment
- Set budgets and tax levy

Budget Process

- April - estimation of salaries
- May - Department heads receive worksheets to complete
- June
 - Revenue Estimates
 - Debt Service Amounts
 - Capital Budgets
 - Receives Department requests back
- July/August– Enter data to determine levy needed
- September – preliminary levy set
- December –Final levy set and budgets approved by Council

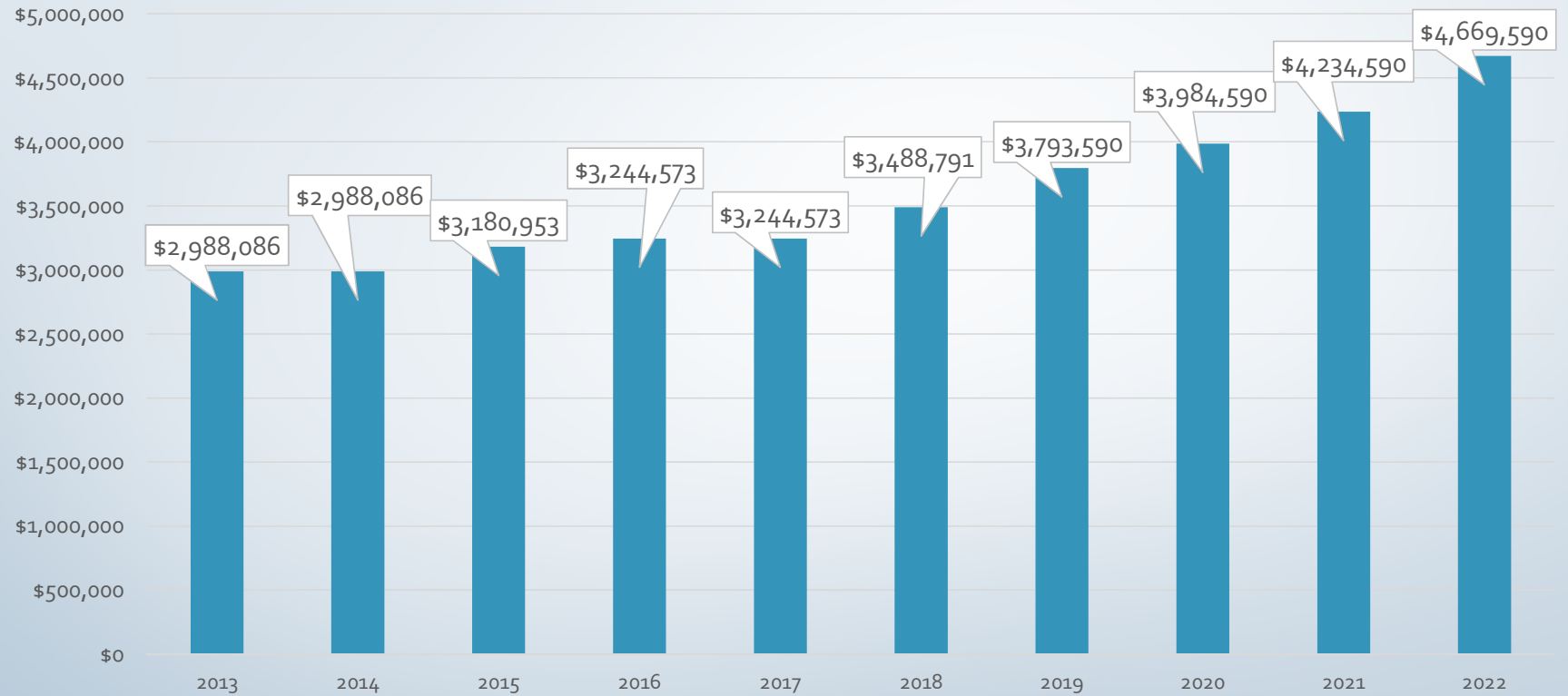
Budget Goals

- Maintain high quality and cost effective public services
- Address priorities set by City Council
- Maintain a strong fiscal position

Components of Overall Levy

	2021 Levy	Proposed 2022
General Revenue:		
General Fund	\$ 3,130,000	\$ 3,271,000
Capital Equipment	\$ 250,000	\$ 260,000
Building Improvements	\$ 60,000	\$ 60,000
New City Hall/Fire Station	\$ 186,000	\$ 410,000
Street Improvements	\$ 240,000	\$ 300,000
Total General Revenue	\$ 3,866,000	\$ 4,301,000
Debt Service		
GO Improvement Bond-2013A	\$ 20,900	\$ 20,900
GO Improvement Bond-2015A	\$ 20,470	\$ 20,470
GO Improvement Bond-2017A	\$ 327,220	\$ 327,220
Total Debt Service	\$ 368,590	\$ 368,590
Total Levy	\$ 4,234,590	\$ 4,669,590

Total Levy History



The levy has increased \$1,681,504 from 2013 to 2022. This is an increase of 56% or 5.6% a year.

Proposed Tax Notice



TAXPAYER(S):

ST FRANCIS MN 55070-0000

Property Information

Property ID:

Property Address:

ST. FRANCIS MN 55070-0000

Property Description:

TCA: 43015-
Owner(s):

Proposed Property Taxes and

Contact Information	Meeting Inf
STATE GENERAL TAX	NO PUBLIC M
COUNTY OF ANOKA 2100 3RD AVE ANOKA, MN 55303 763-323-5400	GOVERNMENT COUNTY BOA DECEMBER 2, (DISCUSS CO
GENERAL COUNTY LEVY REGIONAL RAIL AUTHORITY	

CITY OF ST. FRANCIS
23340 CREE STREET
ST. FRANCIS, MN 55070
763-753-2630

ST. FRANCIS SCHOOL DISTRICT #15
4115 AMBASSADOR BLVD
ST. FRANCIS, MN 55070
763-753-7040

VOTER APPROVED LEVIES
OTHER LEVIES

METROPOLITAN SPECIAL TAX DIST
390 ROBERT ST N
SAINT PAUL, MN 55101
651-602-1738

OTHER SPECIAL TAX DISTRICTS
TAX INCREMENT
FISCAL DISPARITY

Total Excluding any Special Assessments

DISTRICT OFFICE COMMUNITY ROOM
DECEMBER 13, 2021 - 6:30PM
(DISCUSS SD PORTION)

COUNCIL CHAMBERS
390 ROBERT ST N ST. PAUL, MN 55101
DECEMBER 8, 2021 - 6:00PM
(DISCUSS METRO PORTION)

PROPOSED TAXES 2022

THIS IS NOT A BILL. DO NOT PAY.

Step 1	VALUES AND CLASSIFICATION		
	Taxes Payable Year:	2021	2022
	Estimated Market Value	\$266,700	\$290,500
	Homestead Exclusion	\$13,237	\$11,095
	Other Exclusion/Deferrals	\$0	\$0
	Taxable Market Value	\$253,463	\$279,405
	Class	RES HSTD	RES HSTD

Step 2	PROPOSED TAX	
	Property Taxes before credits	\$3,065.83
	School building bond credit	
	Agricultural market value credit	

PROPOSED TAXES 2022

THIS IS NOT A BILL. DO NOT PAY.

Step 1	VALUES AND CLASSIFICATION		
	Taxes Payable Year:	2021	2022
	Estimated Market Value	\$266,700	\$290,500
	Homestead Exclusion	\$13,237	\$11,095
	Other Exclusion/Deferrals	\$0	\$0
	Taxable Market Value	\$253,463	\$279,405
	Class	RES HSTD	RES HSTD

Step 2	PROPOSED TAX	
	Property Taxes before credits	\$3,065.83
	School building bond credit	
	4115 AMBASSADOR BLVD ST. FRANCIS	\$1,282.44
	DECEMBER 6, 2021 - 6:00PM	
	(DISCUSS CITY PORTION)	

\$303.92 \$296.64

\$479.62 \$440.75

\$26.18 \$28.55

\$39.88 \$42.13

\$0.00 \$0.00

\$0.00 \$0.00

\$2,941.98 \$3,065.83 4.2 %

What affects Property Taxes?

Market Value Changes

Levies Set by County, City,
School District, Special &
Other Taxing Districts

Fiscal
Disparities

Tax Effect on a Residential Home-City Taxes Only

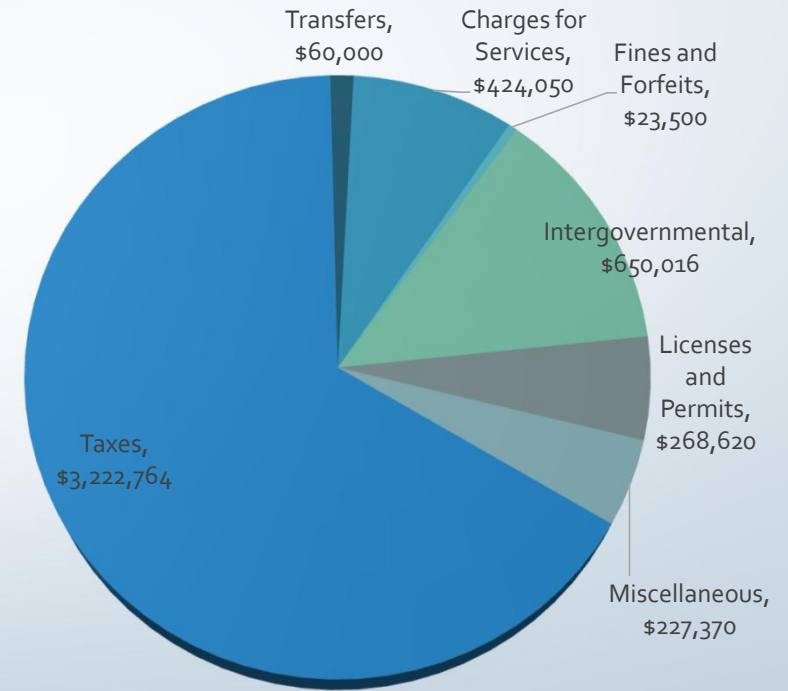
Estimated Market Value *	Amount Excluded	Taxable Market Value	Tax Capacity Value	2021 City Taxes	2022 City Taxes	Annual Difference
150,000	\$ 23,740	\$ 126,260	\$ 1,263	\$ 638.94	\$ 642.18	\$ 3.24
160,000	\$ 22,840	\$ 137,160	\$ 1,372	\$ 694.08	\$ 697.61	\$ 3.53
170,000	\$ 21,940	\$ 148,060	\$ 1,481	\$ 749.22	\$ 753.03	\$ 3.81
180,000	\$ 21,040	\$ 158,960	\$ 1,590	\$ 804.37	\$ 808.45	\$ 4.08
190,000	\$ 20,140	\$ 169,860	\$ 1,699	\$ 859.51	\$ 863.87	\$ 4.36
200,000	\$ 19,240	\$ 180,760	\$ 1,808	\$ 914.65	\$ 919.30	\$ 4.65
210,000	\$ 18,340	\$ 191,660	\$ 1,917	\$ 969.79	\$ 974.72	\$ 4.93
220,000	\$ 17,440	\$ 202,560	\$ 2,026	\$ 1,024.93	\$ 1,030.14	\$ 5.21
230,000	\$ 16,540	\$ 213,460	\$ 2,135	\$ 1,080.08	\$ 1,085.56	\$ 5.48
240,000	\$ 15,640	\$ 224,360	\$ 2,244	\$ 1,135.22	\$ 1,140.98	\$ 5.76
250,000	\$ 14,740	\$ 235,260	\$ 2,353	\$ 1,190.36	\$ 1,196.41	\$ 6.05
259,200	\$ 13,912	\$ 245,288	\$ 2,453	\$ 1,240.95	\$ 1,247.25	\$ 6.30
270,000	\$ 12,940	\$ 257,060	\$ 2,571	\$ 1,300.64	\$ 1,307.25	\$ 6.61
280,000	\$ 12,040	\$ 267,960	\$ 2,680	\$ 1,355.79	\$ 1,362.67	\$ 6.88
290,000	\$ 11,140	\$ 278,860	\$ 2,789	\$ 1,410.93	\$ 1,418.09	\$ 7.16
300,000	\$ 10,240	\$ 289,760	\$ 2,898	\$ 1,466.07	\$ 1,473.52	\$ 7.45
NOTES:						
*This comparison is based on the Estimated Market Value of the home being the same in both years.						
** Average Home Value is \$259,200 in 2021						

Tax Effect on a Residential Home-Value increasing

Estimated Market Value *	2021 City Taxes	2022 City Taxes	Annual Difference		
			Value Same	Jumps \$10,000	Jumps \$20,000
\$ 150,000	\$ 638.94	\$ 642.18	\$ 3.24		
\$ 160,000	\$ 694.08	\$ 697.61	\$ 3.53	\$ 58.67	
\$ 170,000	\$ 749.22	\$ 753.03	\$ 3.81	\$ 58.95	\$ 114.09
\$ 180,000	\$ 804.37	\$ 808.45	\$ 4.08	\$ 59.23	\$ 114.37
\$ 190,000	\$ 859.51	\$ 863.87	\$ 4.36	\$ 59.50	\$ 114.65
\$ 200,000	\$ 914.65	\$ 919.30	\$ 4.65	\$ 59.79	\$ 114.93
\$ 210,000	\$ 969.79	\$ 974.72	\$ 4.93	\$ 60.07	\$ 115.21
\$ 220,000	\$ 1,024.93	\$ 1,030.14	\$ 5.21	\$ 60.35	\$ 115.49
\$ 230,000	\$ 1,080.08	\$ 1,085.56	\$ 5.48	\$ 60.63	\$ 115.77
\$ 240,000	\$ 1,135.22	\$ 1,140.98	\$ 5.76	\$ 60.90	\$ 116.05
\$ 250,000	\$ 1,190.36	\$ 1,196.41	\$ 6.05	\$ 61.19	\$ 116.33
\$ 259,200	\$ 1,240.95	\$ 1,247.25	\$ 6.30	\$ 56.89	\$ 112.03
\$ 270,000	\$ 1,300.64	\$ 1,307.25	\$ 6.61	\$ 66.30	\$ 116.89
\$ 280,000	\$ 1,355.79	\$ 1,362.67	\$ 6.88	\$ 62.03	\$ 121.72
\$ 290,000	\$ 1,410.93	\$ 1,418.09	\$ 7.16	\$ 62.30	\$ 117.45
\$ 300,000	\$ 1,466.07	\$ 1,473.52	\$ 7.45	\$ 62.59	\$ 117.73

General Fund Revenues-by Type

	2022 Budget
Taxes	\$3,222,764
Licenses and Permits	268,620
Fines and Forfeits	23,500
Intergovernmental	650,016
Charges for Services	424,050
Miscellaneous	227,370
Transfers	60,000
Total	\$4,876,320

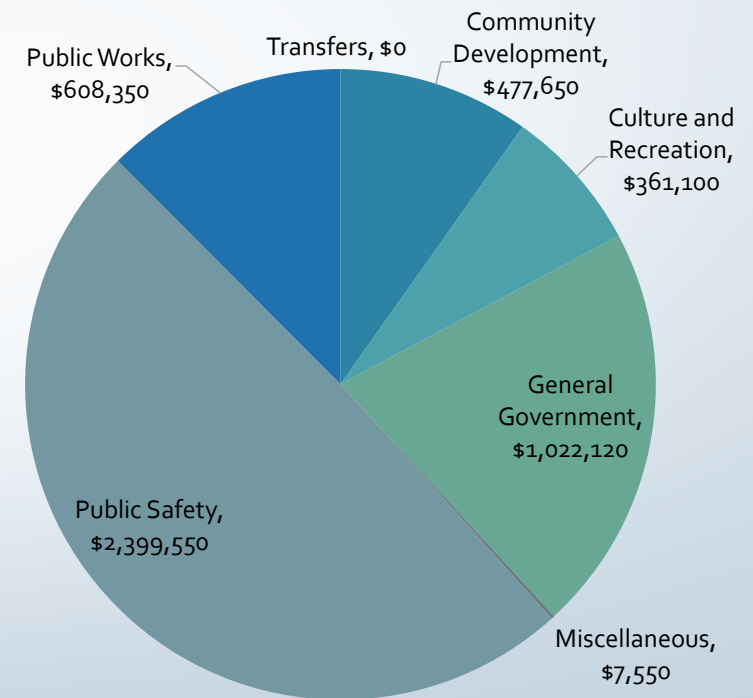


Local Government Aid



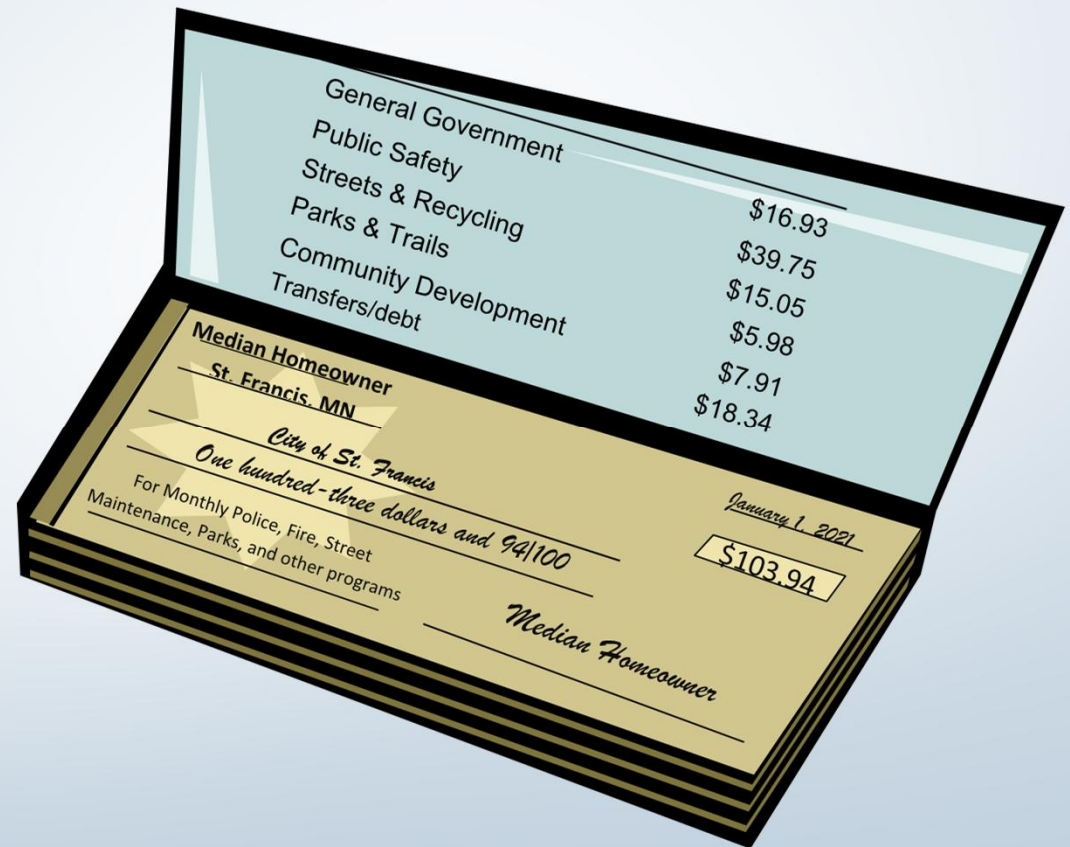
General Fund Expenditures-by Category

	2022 Budget
General Government	\$1,022,120
Public Safety	\$2,399,550
Public Works	\$608,350
Culture and Recreation	\$361,100
Community Development	\$477,650
Miscellaneous	\$7,550
Transfers	\$0
Total expenditures	\$4,876,320



What your monthly Tax \$ Pays for:

A monthly bill for the median homeowner in 2022 will be \$103.94. This pays for emergency services such as fire and police, street maintenance such as snow plowing and parks services such as mowing and maintenance.



General Government \$16.93

- Departments Include: Council, Charter Commission, Administration, Elections, Finance, Auditing, Assessing, Legal, & Buildings.
- Manage a \$10+ million budget
- Manage and Enforce City Code, which regulates utilities; building permits; alcoholic beverages, licensing; business licensing; right-of-ways, traffic and parking; public protections; zoning; subdivisions; and annexations of city owned land.
- Coordinate functions of the City Council; Economic Development Authority; Planning Commission and Charter Commission.
- Coordinate election functions.

Public Safety \$39.75

- 24/7 police and fire response in town.
- Respond to calls for service, such as medicals, thefts, property crimes and crimes against a person.
- Other services such as vehicle lockouts, home security checks & drug drop off
- Education opportunities such as Eddy the Eagle, and Anti Bullying Campaign.

Street/Recycling \$15.05

- Snow and ice control
- Street lighting
- Tree trimming
- Recycle day & promotion of recycling

Parks/Trails \$5.98

- Safety and fall protection around playground equipment
- Ball field maintenance
- Building maintenance, grounds maintenance & parking lot maintenance
- Skating rinks
- Trail maintenance.

Community Development \$7.91

- Building inspections of residential and commercial properties.
- Economic development to support the city growth.
- Housing construction zoning and permits for new and ongoing development
- Receive rental license applications and process required inspections.
- Receive vacant building registrations and process required inspections.
- Fences, swimming pools and driveways permits
- Receive citizen concerns and complaints work toward rectifying the problems.

Enterprise Funds

- Water Fund
- Wastewater Fund
- Storm Water Fund
- Liquor Fund

Questions???



CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2021-62

RESOLUTION CERTIFYING TAXES PAYABLE IN 2022

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2022,
upon the taxable property in said City of St. Francis, for the following purposes:
- 2.

General Operating Levy	
General Fund	\$ 3,271,000
Capital Equipment Fund	260,000
Building Improvements	470,000
Street Improvements	300,000
Total General Operating Levy	<u>\$ 4,301,000</u>
 Debt Service Levy	
2013A Debt Service	\$ 20,900
2015A Debt Service	20,470
2017A Debt Service	327,220
Total Debt Service Levy	<u>368,590</u>
 Total Levy	 <u>\$ 4,669,590</u>

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th DAY OF
DECEMBER, 2021.

APPROVED:

Steve Feldman, Mayor of St. Francis

ATTEST:

Jennifer Wida, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2021-63

RESOLUTION ADOPTING A BUDGET FOR 2022

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
MINNESOTA that a budget for 2022 is hereby adopted as outlined in the following summary:

<u>Total By Fund</u>	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES
Operating Budget:			
General	\$ 4,816,320	\$ 60,000	\$ 4,876,320
Police Forfeiture	-	-	12,058
EDA	-	-	-
Water	1,518,780	(74,022)	1,233,100
Sanitary Sewer	1,808,680	(150,858)	2,000,150
Storm Sewer	187,000	-	138,500
Municipal Liquor	2,714,400	(60,000)	2,670,450
Total Operating Budget	11,045,180	(224,880)	10,930,578
-	-	-	-
Capital Projects/Equipment	267,000	20,000	514,472
Building	471,000	-	-
Street	465,097	-	759,966
Gambling Fund	40,850	-	-
Park Improvements	1,700	-	-
Total Capital Budget	1,245,647	20,000	1,274,438
Debt Service Budget:			
Debt Service-2013	36,920	39,880	98,325
Debt Service-2015	30,810	-	28,925
Debt Service-2017	327,220	165,000	464,257
Total Debt Service Budget	\$ 394,950	\$ 204,880	\$ 591,507
Grand Total	\$ 12,685,777	\$ -	\$ 12,796,523

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th DAY OF DECEMBER, 2021.

APPROVED:

Steve Feldman, Mayor of St. Francis

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Siwek Park Project – Resolution 2021-61 Approving Plans and Specifications and Ordering Advertisement for Bids for the Construction of Siwek Park in the Rivers Edge Development.

DATE: 12-06-2021

OVERVIEW:

Per the Siwek Park Agreement, HKGi has prepared plans and specifications for the construction of a new park in the Rivers Edge Development off of 237th Avenue.

The City has worked with HKGi on the submission of a grant to the State for funding to construct this park. The State announced that the City received funds in 2020, however due to delays it was not officially awarded to the City until 2021. Council adopted the contract with the State of MN on August 16, 2021.

HKGi has continued to work with Staff to identify a park concept, select furnishings, alternatives and identify the overall needs of the park.

ACTION TO BE CONSIDERED:

Council to review and adopt Resolution 2021-61 Approving Plans and Specifications and Ordering Advertisement for Bids for the Construction of Siwek Park in the Rivers Edge Development.

BUDGET IMPLICATION:

The original project cost estimate was \$490,000 in which the city received 50% or \$245,000 from the State of MN. Since that time material prices have increased with the estimate reaching a high point of \$665,000. Due to those increases, Staff has worked with HKGi to identify alternatives in the bid so costs continue to remain high items can be removed and the park can continue to move forward.

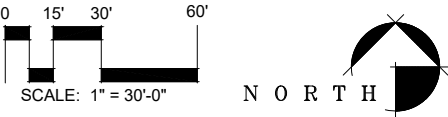
Attachments:

- Construction Plans
- Resolution 2021-61 Approving Plans and Specifications and Ordering Advertisement for Bids for the construction of Siwek Park

CITY OF SAINT FRANCIS SIWEK PARK IMPROVEMENTS

- SHEET INDEX:
- T1 TITLE SHEET
 - C1 SCHEDULE AND ESTIMATE QUANTITIES
 - C2 EXISTING CONDITIONS AND REMOVALS
 - C3 GRADING AND CONSTRUCTION PLAN
 - C4 TYPICAL SECTIONS AND DETAILS
 - C5 EROSION CONTROL NOTES AND DETAILS
 - L1 PARK FEATURES LAYOUT
 - L2 PLAY AREA LAYOUT DETAIL
 - L3 PLANTING PLAN
 - LD1-LD5 PARK FEATURES DETAILS

TOTAL SHEETS: 14



Date	Revision	By	Project Number: 018-014	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.  Paul Paige, LA 23594 Licence No.	12.06.21 Date	 Landscape Architecture / Planning / Urban Design Minneapolis, Minnesota www.hkgi.com	Client:  <i>City of St. Francis</i>	Project: SIWEK PARK - PARK IMPROVEMENTS CITY OF SAINT FRANCIS, MINNESOTA		SHEET T1 OF T1 SHEETS							
								Designed by: AJB						Sheet Title: TITLE SHEET			
								Drawn by: AJB									
								Checked By: PP									

ESTIMATED QUANTITIES					
SHEET NO.	ITEMS	DESCRIPTION	NOTE NO.	UNITS	TOTAL ESTIMATED QUANTITY
	2021.501	MOBILIZATION		LUMP SUM	1
	2104.518	REMOVE CONCRETE PAVEMENT		SQ FT	123
	2105.507	COMMON EXCAVATION		CU YD	1580
	2211.509	AGGREGATE BASE CLASS 5		TON	1660
	2357.506	BITUMINOUS MATERIAL FOR TACK COAT		GALLON	20
	2360.504	TYPE SP 12.5 WEARING COURSE MIXTURE (2:B) 3.0" THICK		SQ YD	1206
	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2:B)		TON	29
	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2:B)		TON	29
	2502.502	6" PRECAST CONCRETE HEADWALL		EACH	1
	2503.503	6" PVC PIPE - SCHEDULE 40		LIN FT	23
	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V		LIN FT	72
	2503.602	CONNECT TO EXISTING STORM SEWER		EACH	1
	2506.502	CASTING ASSEMBLY		EACH	2
	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN H		LIN FT	3
	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LIN FT	3
	2521.518	5" CONCRETE WALK		SQ FT	1625
	2521.518	6" CONCRETE WALK		SQ FT	80
	2531.503	CONCRETE CURB AND GUTTER DESIGN B612		LIN FT	212
	2531.504	7" CONCRETE DRIVEWAY PAVEMENT		SQ YD	39
	2540.601	SPORT COURT		EACH	1
	2540.601	SHADE SHELTER		EACH	1
	2540.601	TOILET ENCLOSURE AND CONCRETE PAD		EACH	1
	2540.601	PARK BENCH		EACH	4
	2540.601	PARK BENCH AND CONCRETE PAD		EACH	4
	2540.601	BIKE RACK AND CONCRETE PAD		EACH	1
	2540.601	TRASH RECEPTACLE		EACH	2
	2540.601	GRILL AND CONCRETE PAD		EACH	1
	2540.601	GA GA PIT WALLS		LUMP SUM	1
	2563.601	TRAFFIC CONTROL		LUMP SUM	1
	2564.518	SIGN PANELS TYPE C		SQ FT	6.3
	2564.518	SIGN SPECIAL - ENTRANCE SIGN		EACH	1
	2564.518	SIGN SPECIAL - INTERPRETIVE SIGN		EACH	1
	2564.518	SIGN SPECIAL - PARK BOUNDARY		EACH	8
	2571.524	CONIFEROUS TREE 6' HT B&B		TREE	8
	2571.524	DECIDUOUS TREE 2.5" CAL B&B		TREE	15
	2571.524	DECIDUOUS TREE 6' HT B&B		TREE	5
	2571.524	DECIDUOUS TREE 8' HT B&B		TREE	8
	2571.524	DECIDUOUS SHRUB NO 5 CONT		SHRUB	16
	2571.524	PERENNIAL NO 1 CONT		PLANT	12
	2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	1
	2573.502	STORM DRAIN INLET PROTECTION		EACH	6
	2573.503	SILT FENCE; TYPE MS		LIN FT	1750
	2574.508	FERTILIZER TYPE 1		POUND	660
	2575.504	EROSION CONTROL BLANKET CATEGORY 3N		SQ YD	1844
	2575.505	SEEDING		ACRE	2.2
	2575.508	SEED MIXTURE 25-131		POUND	484
	2575.508	SEED MIXTURE 36-641		POUND	6
	2575.508	HYDRAULIC BONDED FIBER MATRIX		POUND	6300
	2582.503	4" SOLID LINE MULTI-COMPONENT		LIN FT	120
	2582.503	24" SOLID LINE MULTI-COMPONENT		LIN FT	12
	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT		EACH	1
ALTERNATE NO 1					
	2504.602	CONNECT TO EXISTING WATER SERVICE		EACH	1
	2504.602	1" CORPORATION STOP		EACH	1
	2504.603	1" TYPE PE PIPE		LIN FT	125
	2540.602	DRINKING FOUNTAIN AND CONCRETE SLAB		EACH	1
	2540.602	DRINKING FOUNTAIN CABINET AND CONCRETE SLAB		EACH	1
ALTERNATE NO 2					
	2504.601	IRRIGATION SYSTEM		LUMP SUM	1
ALTERNATE NO 3					
	2574.507	LOAM TOPSOIL BORROW (CV)		CU YD	823

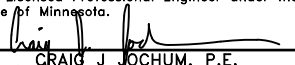
THE FOLLOWING STANDARD PLATES, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT	
STANDARD PLATES	
PLATE NO.	DESCRIPTION
3000M	REINFORCED CONCRETE PIPE (6 SHEETS)
3006H	GASKET JOINT FOR R.C. PIPE (2 SHEETS)
3007F	SHEAR REINFORCEMENT FOR PRECAST DRAINAGE STRUCTURES
3131C	PRECAST CONCRETE HEADWALL FOR SUBSURFACE DRAINS
4006L	MANHOLE OR CATCH BASIN PRECAST - DESIGNS G AND H
4007C	PRECAST MECHANICAL JOINT SEWER MANHOLE
4011E	PRECAST CONCRETE BASE
4020J	MANHOLE OR CATCH BASIN (FOR USE WITH OR WITHOUT TRAFFIC LOADS) (2 SHEETS)
4026A	CONCRETE ENCASED CONCRETE ADJUSTING RINGS
4101D	RING CASTING FOR MANHOLE OR CATCH BASIN
4110F	COVER CASTING FOR MANHOLE (FOR USE IN ALL TRAFFIC AREAS) – CASTING NO. 715 AND 716
4126F	CATCH BASIN FRAME CASTING – CASTING NO. 801
4149C	GRATE CASTING FOR CATCH BASIN - CASTING NO. 810
4160D	CURB BOX CASTING FOR CATCH BASIN - CASTING NO. 823A AND 833A
7100H	CONCRETE CURB AND GUTTER (DESIGN B AND DESIGN V)
7111J	INSTALLATION OF CATCH BASIN CASTINGS (CONCRETE CURB AND GUTTER)

BASIS OF ESTIMATED QUANTITIES	
AGGREGATE BASE CLASS 5	100 lbs/yd ² /in
NON WEARING BITUMINOUS COURSE MIXTURE	110 lbs/yd ² /in
WEARING COURSE BITUMINOUS MIXTURE	110 lbs/yd ² /in
BITUMINOUS MATERIAL FOR TACK COAT	0.05 gal/yd ²
MULCH MATERIAL TYPE 1	2 ton/acre
TYPE 1, COMMERCIAL FERTILIZER	300 lbs/acre
HYDRAULIC FIBER BONDED MATRIX	3500 lbs/acre
SEED MIX 25-131	220 lbs/acre
SEED MIX 36-641	12 lbs/acre

Nov 30, 2021 -- 9:40am
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DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.


CRAIG J. JOCHEM, P.E.
Date 12/6/21 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: DMS
CHECKED BY: TAE



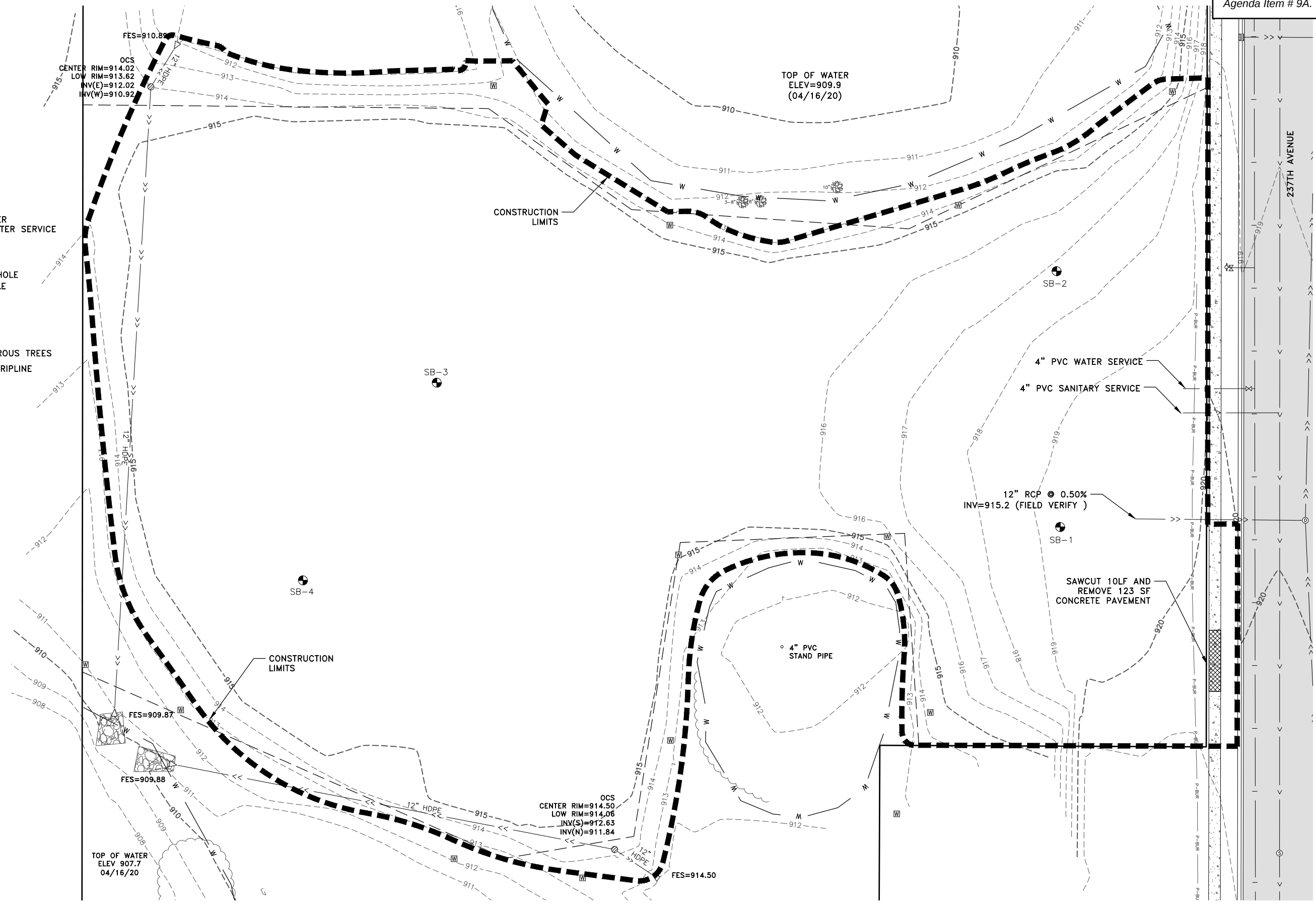
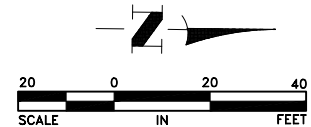
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Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

SIWEK PARK IMPROVEMETNS

SCHEDULES AND ESTIMATED QUANTITIES

CITY OF ST. FRANCIS, MINNESOTA

- LEGEND**
- 931 --- PROPERTY LINE
 - - - - - EXISTING CONTOUR
 - - - - - EXISTING SANITARY SEWER
 - - - - - EXISTING WATERMAIN/WATER SERVICE
 - - - - - EXISTING STORM SEWER
 - - - - - WETLAND EDGE
 - W W WETLAND BUFFER SIGN
 - ⊙ EXISTING SANITARY MANHOLE
 - ⊙ EXISTING STORM MANHOLE
 - ⊙ EXISTING CATCH BASIN
 - △ EXISTING APRON
 - ▭ EXISTING RIPRAP
 - ⊙ SB-1 SOIL BORING
 - ⊙ DECIDUOUS AND CONIFEROUS TREES
 - ~~~~~ EDGE OF BRUSH/TREE DRIPLINE
 - ▭ BITUMINOUS SURFACE
 - ▭ CONCRETE SURFACE
 - ⊙ X X DETAIL NUMBER
 - ⊙ X X SHEET NUMBER



Nov 30, 2021 - 9:40am
K:\PRIVATE\4171.02\ENGINEERING\4171.02 existing conditions.dwg

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CRAIG J JOCHUM, P.E.
Date 12/6/21 Lic. No. 23461

DESIGNED BY:
CJJ

DRAWN BY:
DMS

CHECKED BY:
TAE



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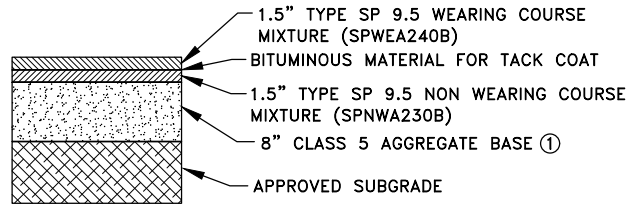
SIWEK PARK IMPROVEMENTS

**EXISTING CONDITIONS AND
REMOVALS PLAN**

CITY OF ST. FRANCIS, MINNESOTA

SHEET
C2
OF
64

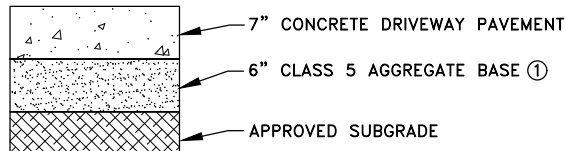




BITUMINOUS PARKING LOT PAVEMENT SECTION

1
C4

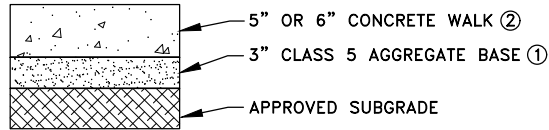
NO SCALE



CONCRETE DRIVEWAY PAVEMENT SECTION

2
C4

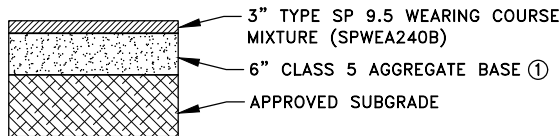
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CONCRETE WALK SECTION

3
C4

NO SCALE



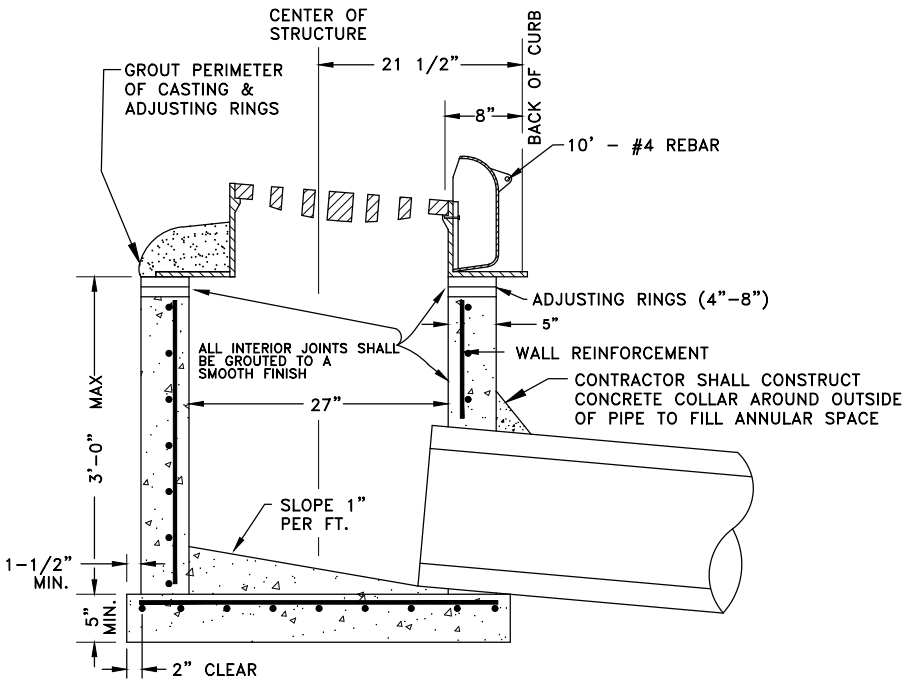
BITUMINOUS TRAIL SECTION

4
C4

NO SCALE

REFERENCE NOTES:

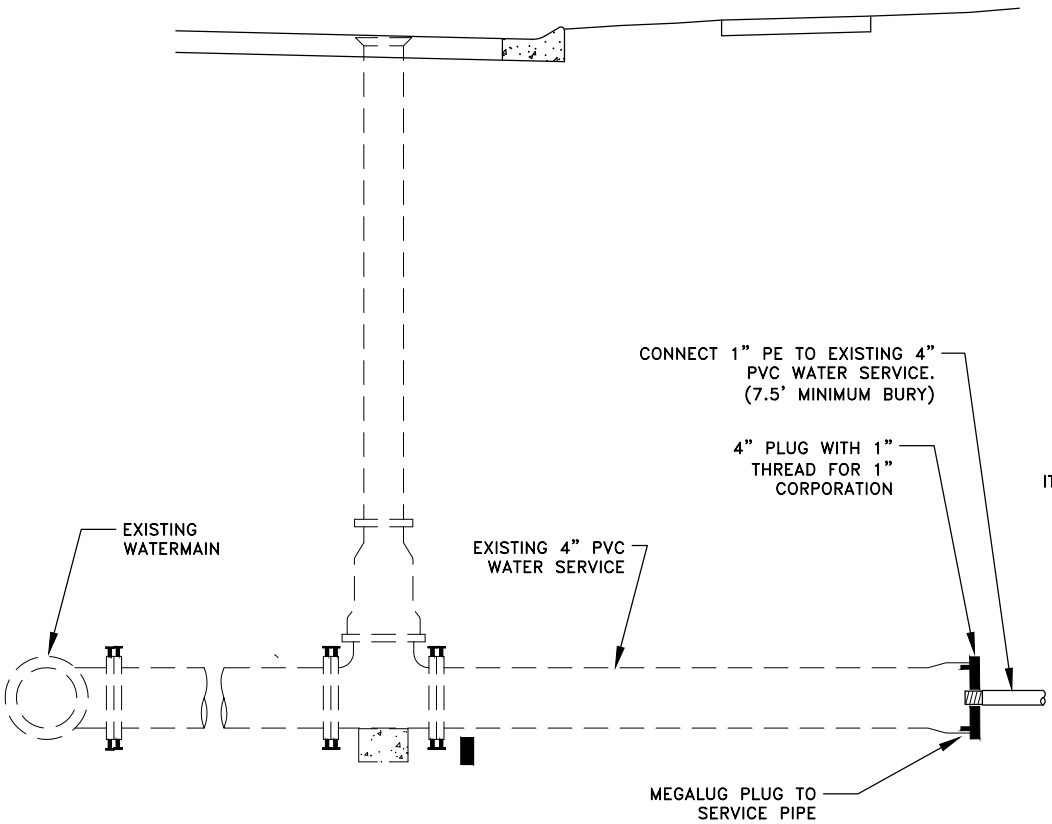
- ① AGGREGATE BASE SHALL BE EXTENDED 6" BEYOND THE CONCRETE CURB, CONCRETE DRIVEWAY PAVEMENT, CONCRETE WALKS AND PAVEMENTS AND BITUMINOUS PAVEMENTS.
② ADA RAMPS SHALL BE 6" WALK.



STANDARD CATCH BASIN

(REF. Mn/DOT STANDARD PLATE 4006 DESIGN H)
NO SCALE

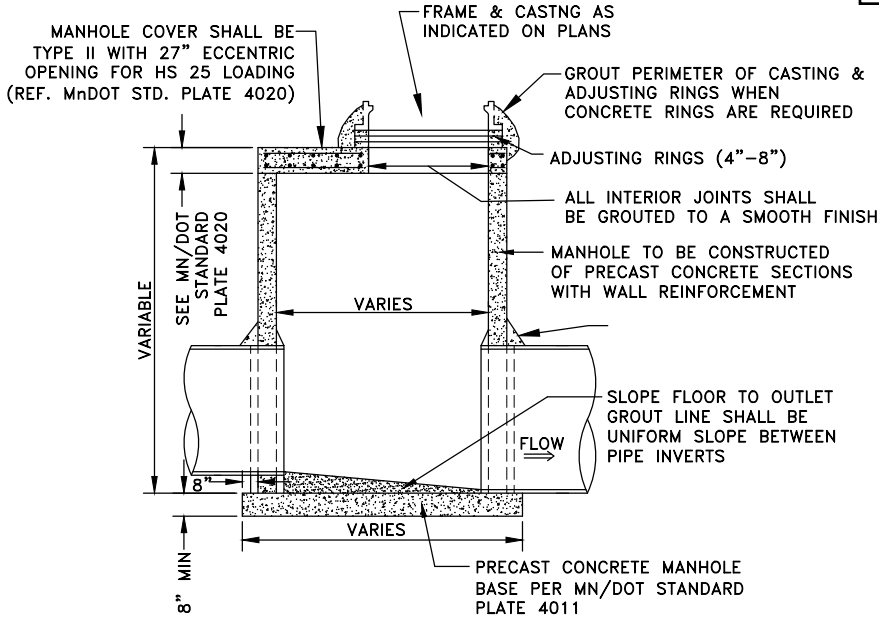
5
C4



WATER SERVICES 4" OR GREATER

7
C4

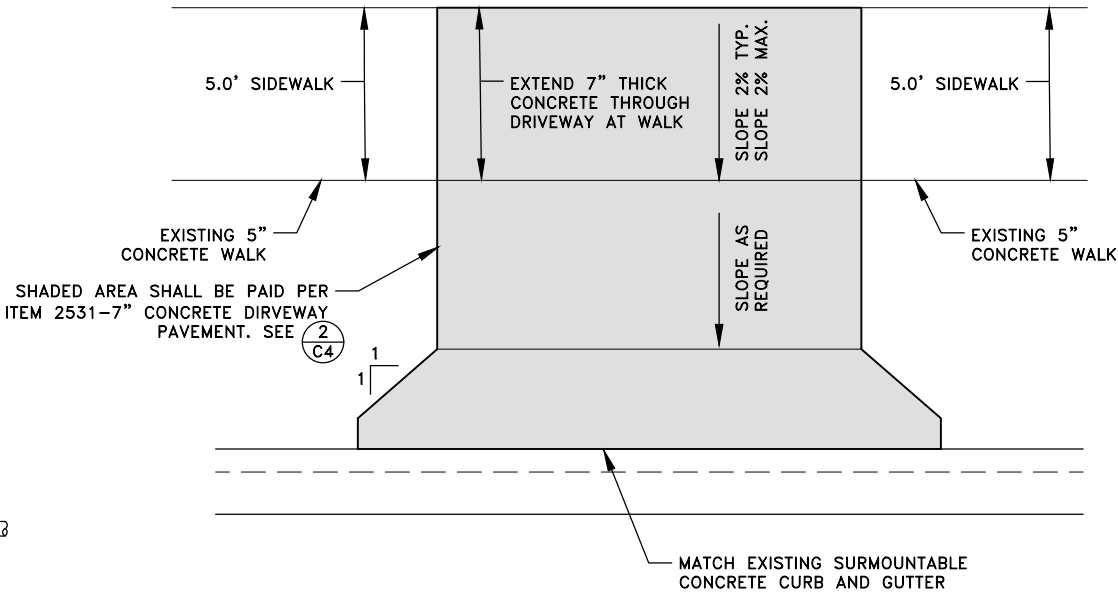
NO SCALE



STANDARD SLAB-TOP MANHOLE

(STORM SEWER)
NO SCALE

6
C4



DRIVEWAY DETAIL

NO SCALE

8
C4

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CRAIG J. JOCHUM, P.E.
Lic. No. 23461

Date 12/6/21

DESIGNED BY:
CJJ

DRAWN BY:
DMS

CHECKED BY:
TAE



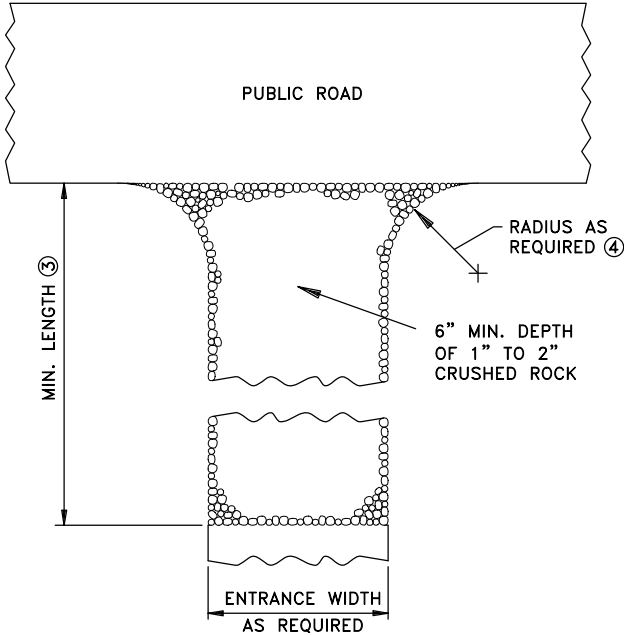
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SIWEK PARK IMPROVEMENTS

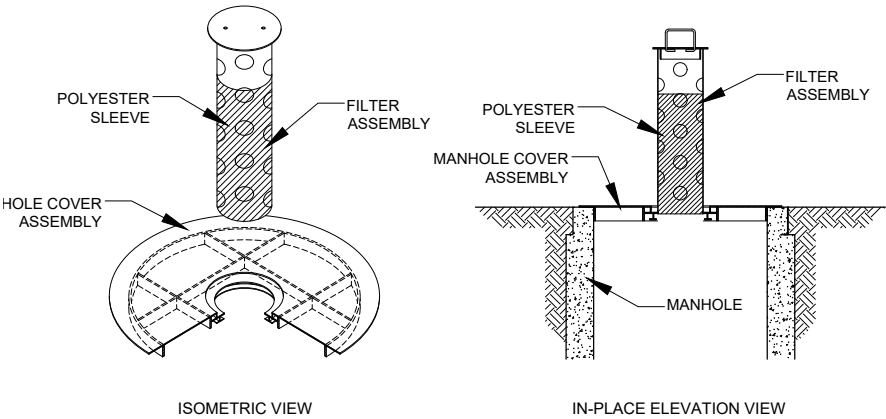
TYPICAL SECTIONS AND DETAILS

CITY OF ST. FRANCIS, MINNESOTA

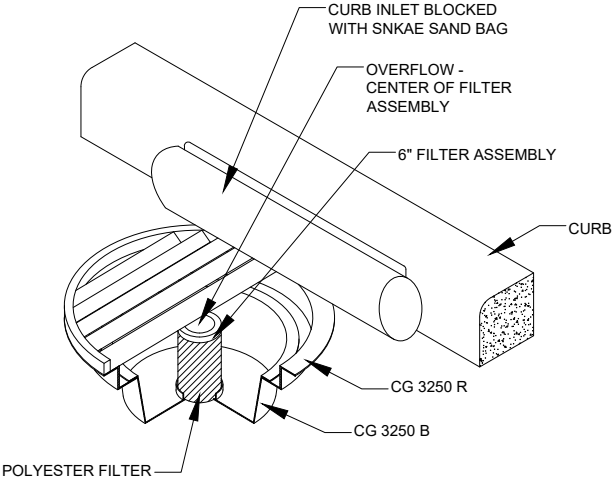
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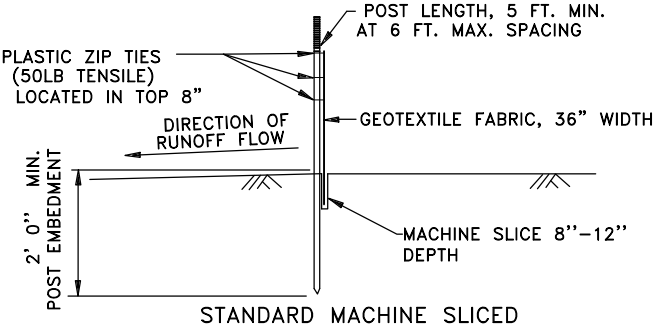
1 STABILIZED CONSTRUCTION EXIT ⑤
C5



2 STORM INLET PROTECTION TYPE 2 ① ⑥
C5 NO SCALE



3 STORM INLET PROTECTION TYPE 2 ② ⑥
C5 NO SCALE



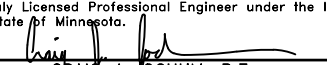
4 SILT FENCE DETAILS
C5 TO PROTECT AREAS FROM SHEET FLOW (SEE SPEC. 3886)

- GENERAL EROSION CONTROL NOTES:
1. PRIOR TO ANY CONSTRUCTION ACTIVITIES THE CONTRACTOR SHALL ACQUIRE THE MPCA NPDES CONSTRUCTION STORMWATER GENERAL PERMIT. A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN PREPARED COVERING CONSTRUCTION ACTIVITIES. THE SWPPP IS INCLUDED IN THE PROJECT MANUAL.
 2. THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL FACILITIES (BMP'S) PRIOR TO GRADING AND REMOVAL ACTIVITIES.
 3. THE CONTRACTOR SHALL SCHEDULE THEIR OPERATIONS TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
 4. BMP'S SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND DOCUMENTED IN THE SWPPP INSPECTION LOG. WEEKLY LOGS MUST BE FORWARDED TO THE ENGINEER FOR REVIEW.
 5. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROPERLY DISPOSED OF WITHIN THIRTY (30) DAYS AFTER FINAL SITE STABILIZATION IS APPROVED BY THE ENGINEER.
 6. THE CONTRACTOR SHALL FILE A NOTICE OF TERMINATION (NOT) WITH THE MPCA WHEN FINAL STABILIZATION IS APPROVED BY THE ENGINEER.
 7. ALL LABOR, MATERIALS, AND EQUIPMENT COSTS NECESSARY TO MANAGE EROSION AND SEDIMENT IN ACCORDANCE WITH THE MN/DOT STANDARD SPECIFICATIONS, MN/DOT EROSION CONTROL HANDBOOK AND ALL REQUIREMENTS INCLUDED IN THE PROJECT MANUAL SHALL BE INCIDENTAL UNLESS OTHERWISE INCLUDED ON THE PROJECT BID FORM.
 8. DUST CONTROL-THE SITE AND ALL PUBLIC OR HAUL ROADS USED DURING CONSTRUCTION OF THE PROJECT SHALL BE TREATED WITH WATER OR OTHER ENGINEER APPROVED METHODS AS NECESSARY TO SUPPRESS DUST. DUST CONTROL SHALL BE INCIDENTAL.
 9. STREET CLEANING-THE CONTRACTOR SHALL CONTINUOUSLY CLEAN AND SWEEP ANY CONSTRUCTION MATERIAL AND DEBRIS THAT MAY BE TRACKED OR DEPOSITED ONTO STREETS LEADING TO OR ADJACENT TO THE PROJECT AREA. IF, UPON 6 HOURS NOTICE FROM THE ENGINEER, STREETS HAVE NOT BEEN CLEANED, THE ENGINEER MAY ORDER SUCH CLEANING BY OTHERS WITH THE COST OF SUCH SWEEPING OR CLEANING DEDUCTED FROM CONTRACT PAYMENTS. STREET SWEEPING SHALL BE INCIDENTAL.
 10. ALL AREAS SHALL BE FERTILIZED, SEEDDED, AND MULCHED PER THE BASIS OF ESTIMATED QUANTITIES.
 11. CONSTRUCT A STABILIZED CONSTRUCTION EXIST AT ALL ENTRANCES PER ① C5 PRIOR TO THE START OF CONSTRUCTION.
 12. ALTERNATIVE INLET PROTECTION DEVICES MAY BE SUBSTITUTED WITH ENGINEERS'S APPROVAL.
 13. STORM INLET PROTECTION SHALL BE PROVIDED AT CATCH BASINS DOWNSTREAM OF THE PROJECT AREA AS DIRECTED BY THE ENGINEER.
- REFERENCE NOTES:
- ① TYPE 1 INLET PROTECTION SHALL BE INSTALLED AS NECESSARY TO MINIMIZE PONDING OF WATER DURING CONSTRUCTION. WIMCO MODEL 'RD 27' IS SHOWN.
 - ② TYPE 2 INLET PROTECTION SHALL BE INSTALLED ON ALL CASTINGS RECEIVING RUNOFF FROM THE PROJECT AREA. WIMCO MODELS 'CG 3250 R' AND 'CG 3250 S' ARE SHOWN.
 - ③ MINIMUM LENGTH SHALL BE THE GREATER OF 50 FEET OR A LENGTH SUFFICIENT TO ALLOW A MINIMUM OF 5 TIRE ROTATIONS ON THE PROVIDED PAD. MINIMUM LENGTH SHALL BE CALCULATED USING THE LARGEST TIRE WHICH WILL BE USED IN TYPICAL OPERATIONS.
 - ④ PROVIDE RADIUS OR WIDEN PAD SUFFICIENTLY TO PREVENT VEHICLE TIRES FROM TRACKING OFF OF PAD WHEN LEAVING SITE.
 - ⑤ MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT REMOVAL HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND CLEANING THE MATERIALS OR PLACING ADDITIONAL MATERIAL OVER SEDIMENT FILLED MATERIAL TO RESTORE EFFECTIVENESS.
 - ⑥ CONTRACTOR SHALL BE PAID FOR THE NUMBER OF INDIVIDUAL STORM DRAIN INLETS PROTECTED OVER THE LIFE OF THE CONTRACT, REGARDLESS OF THE TYPE AND NUMBER OF DEVICES USED AT EACH STORM DRAIN INLET.

Nov 30, 2021 - 9:40am
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DATE	REVISION

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CRAIG J. JOCHUM, P.E.
Date 12/6/21 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: DMS
CHECKED BY: TAE



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SIWEK PARK IMPROVEMETNS

EROSION CONTROL NOTES AND
DETAILS
CITY OF ST. FRANCIS, MINNESOTA

SHEET C5	OF	67
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LANDSCAPE NOTES:

1. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
2. REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION .

GRADING AND RESTORATION LIMITS

PAVEMENT KEY

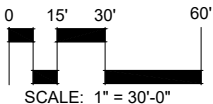
- BITUMINOUS TRAIL
- BITUMINOUS DRIVE
- CONCRETE WALK
- SAFETY PLAY SURFACING (BY OTHERS)

SITE FEATURES KEY

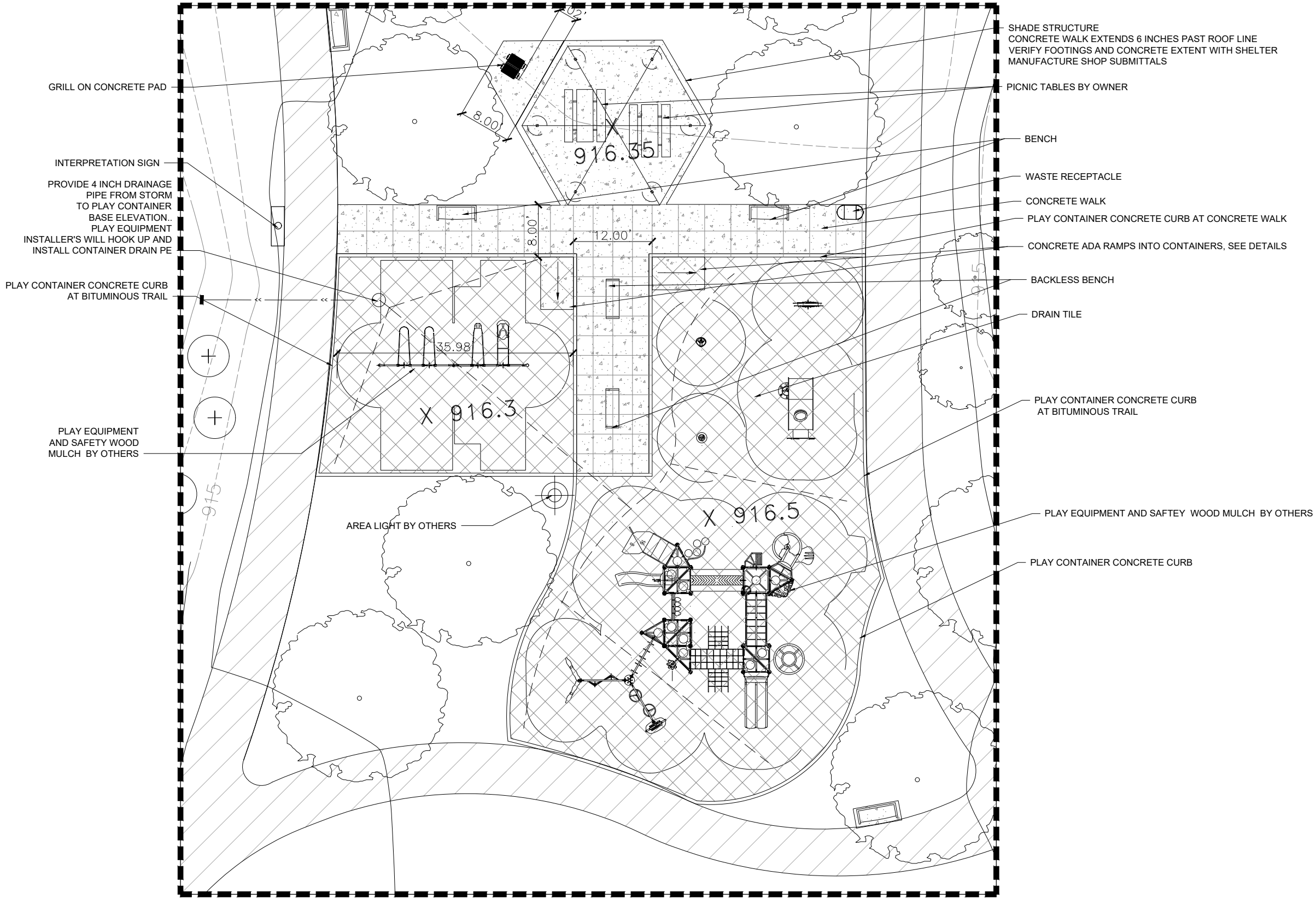
- BENCH (ON 3 X 7 CONCRETE PAD OR CONCRETE WALK)
- BACKLESS BENCH
- WASTE RECEPTACLE
- GRILL
- PORTABLE TOILETTE ENCLOSURE
- BIKE RACK
- DRINKING FOUNTAIN (ALTERNATE)
- GA GA PIT WALLS
- AREA LIGHT (BY OTHERS)

SEE LANDSCAPE PLAN:

- SHADE TREE
- ORNAMENTAL TREE
- EVERGREEN TREE
- DECIDUOUS SHRUB
- PERENNIAL



- LANDSCAPE NOTES:
1. REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
 2. REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION .



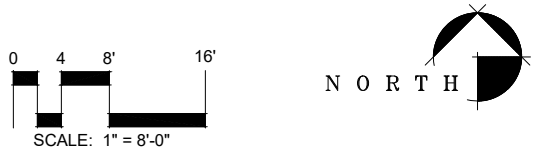
PLAN KEY

- ENGINEERED WOOD FIBER (EWF) BY OTHERS
- CONCRETE WALK
- BITUMINOUS TRAIL

AREA LIGHT BY OTHERS (COORDINATE INSTALL)

SITE FEATURES KEY

- BENCH (ON 3 X 7 CONCRETE PAD OR CONCRETE WALK)
- BACKLESS BENCH
- WASTE RECEPTACLE
- GRILL



PLANT SCHEDULE

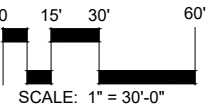
Total	Qty.	Common Name	Scientific Name	Size	Cont.	Comments
23	DECIDUOUS TREES					
	6	SWAMP WHITE OAK	Quercus alba	2.5" CAL	B&B	SINGLE STEM
	2	KENTUCKY COFFEE TREE ESPRESSO	Gymnocladus dioicus 'Espresso	2.5" CAL	B&B	SINGLE STEM
	8	RIVER BIRCH	Betula nigra	8FT HT	B&B	3-4 Multi-stem
	7	NORTH FIRE RED MAPLE	Acer rubrum 'Olson'	2.5" CAL	B&B	SINGLE STEM
5	DECIDUOUS ORNAMENTAL TREES					
	5	SERVICEBERRY TREE - MULTI-STEM	Amelanchier x grandiflora 'Autumn Brilliance"	6FT	B&B	MULTI-STEM
8	EVERGREEN TREES					
	8	BLACK HILLS SPRUCE	Picea glauca densata	6' B&B	B&B	PER PLAN
16	DECIDUOUS SHRUB					TYP SPACE
	4	FIRELIGHT SPIREA	Spirea x 'Fire Light'	#5	CONT.	3FT O.C.
	12	AMERICAN VIBURNUM	Viburnum opulus var. american	#5	CONT.	5FT O.C.
12	PERENNIAL					TYP SPACE
	6	ROSY RETURNS DAYLILY	Hemerocallis 'Rosy Returns' (PP9,779)	NO. 1	CONT.	2 FT OC
	6	KIT KAT CAT MINT	Nepeta faassenii 'Kit Kat'	NO. 1	CONT.	2 FT OC

LANDSCAPE NOTES:

- REFER TO CIVIL FOR EROSION CONTROL TOPSOIL SALVAGE AND GRADING.
- REFER TO CIVIL FOR CURB, UTILITY, AND STORM WATER INFORMATION .
- SHREDDED WOOD MULCH AT ALL PLANTING BEDS. PROVIDE SAMPLE OF WOOD MULCH TO BE APPROVED BY OWNER.
- SHREDDED HARDWOOD MULCH 3FT RINGS AROUND ALL TREES AND SHRUBS
- STAKE AND VERIFY LAYOUT IN FIELD FOR OWNER APPROVAL PRIOR TO BRINGING PLANT MATERIAL TO SITE.
- ALTERNATE: IRRIGATION: PROVIDE IRRIGATION TO WATER WITHIN NOTED AREA ON PLAN, SEE SPECIAL PROVISIONS.

PLAN KEY

- PLANTING BED
- TURF SEED AREAS
- ALTERNATE:IRRIGATION AREAS
- GRADING AND RESTORATION LIMITS
- SHADE TREE
- ORNAMENTAL TREE
- EVERGREEN TREE
- DECIDUOUS SHRUB
- PERENNIAL



Date	Revision	By	Project Number: 018-014	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.
			Designed by: AJB	
			Drawn by: AJB	
			Checked By: PP	
			23594	Paul Paige, LA
			Licence No.	23594
				Date 12.06.21



Landscape Architecture /
Planning / Urban Design
Minneapolis, Minnesota
www.hkgi.com

Client:



City of
St. Francis

Project:

SIWEK PARK - PARK IMPROVEMENTS
CITY OF SAINT FRANCIS, MINNESOTA

Sheet Title:

PLANTING PLAN

SHEET

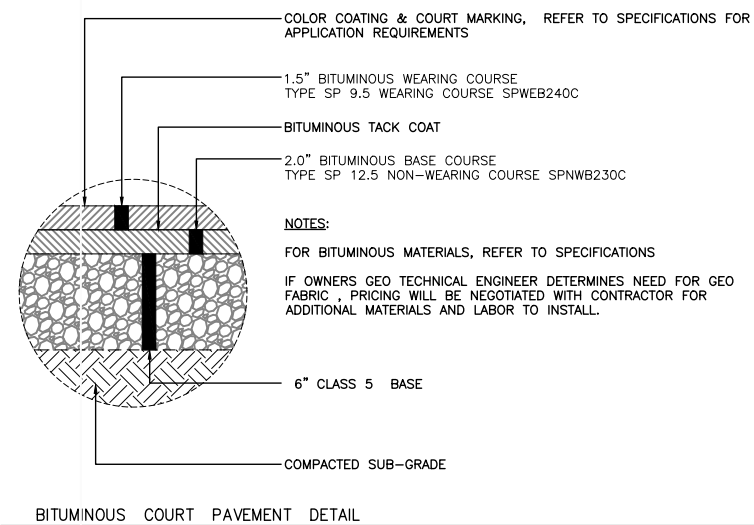
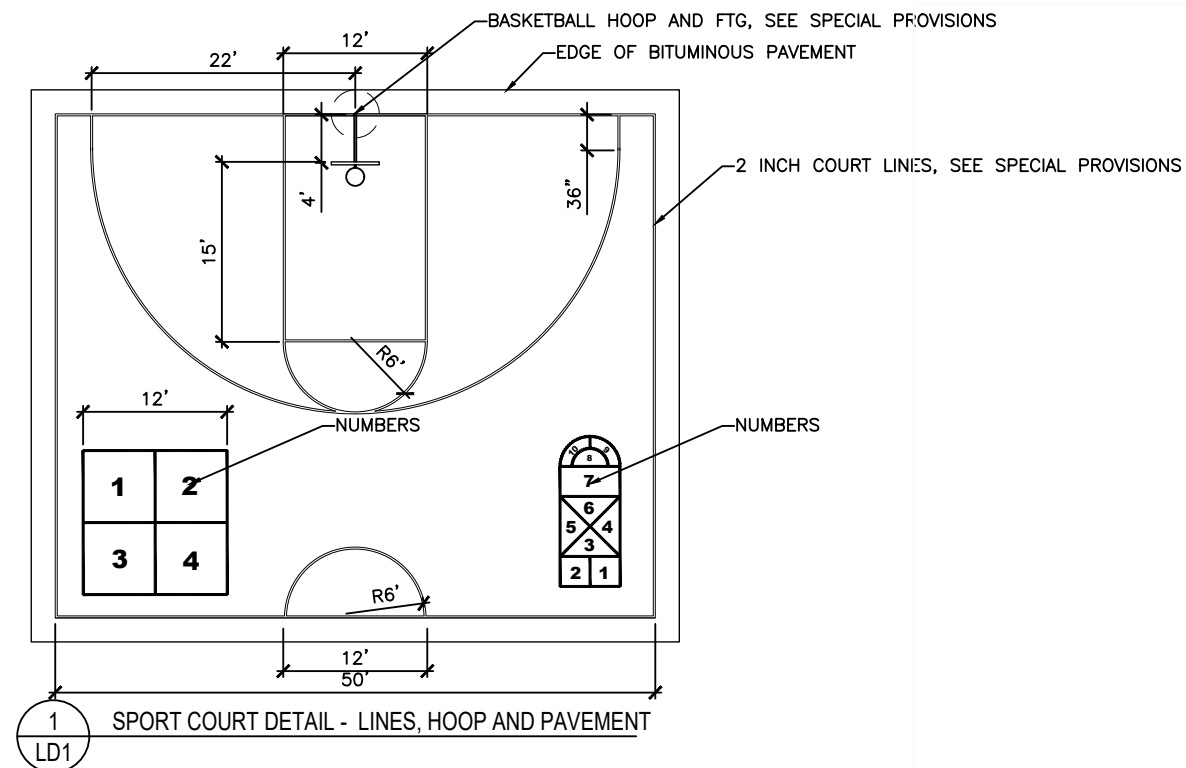
L3

OF

L3

SHEETS

70



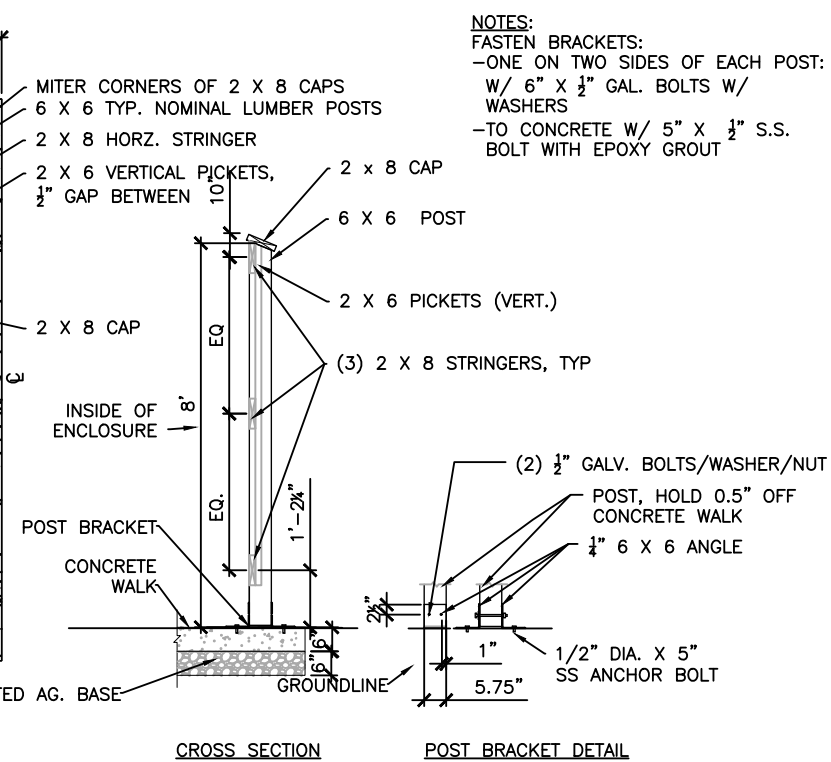
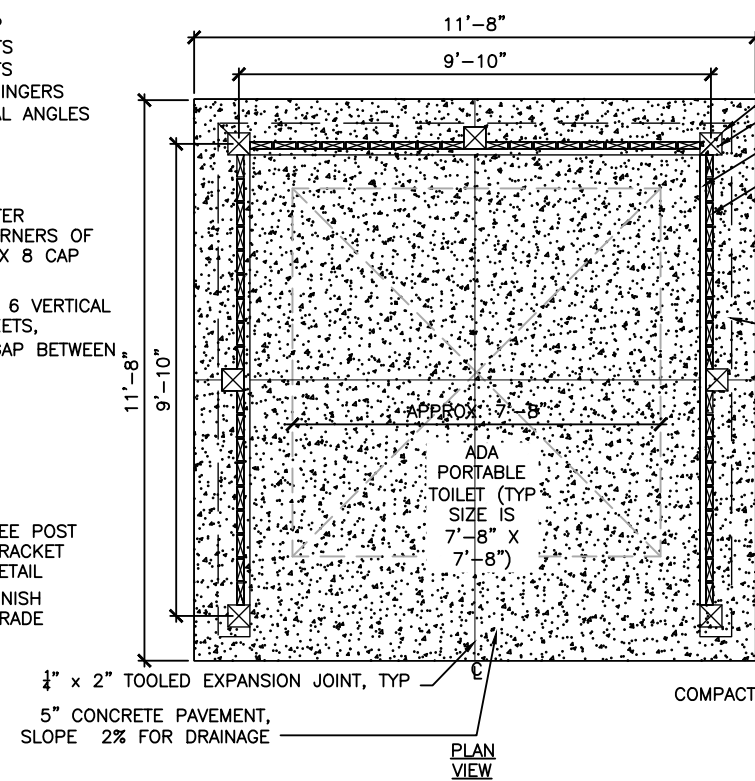
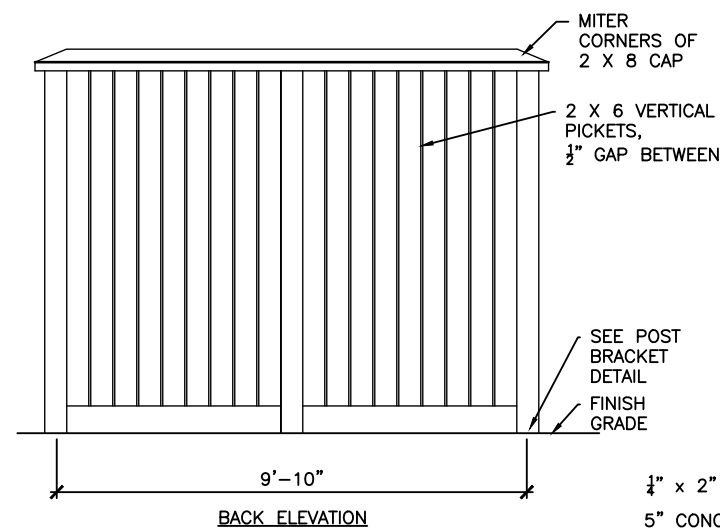
NOTES:

ALL WOOD TO BE CEDAR TONE
PRESSURE TREATED
GRADE 2 OR BETTER

ALL METAL TO BE GALVANIZED
PROVIDE SHOP DRAWINGS

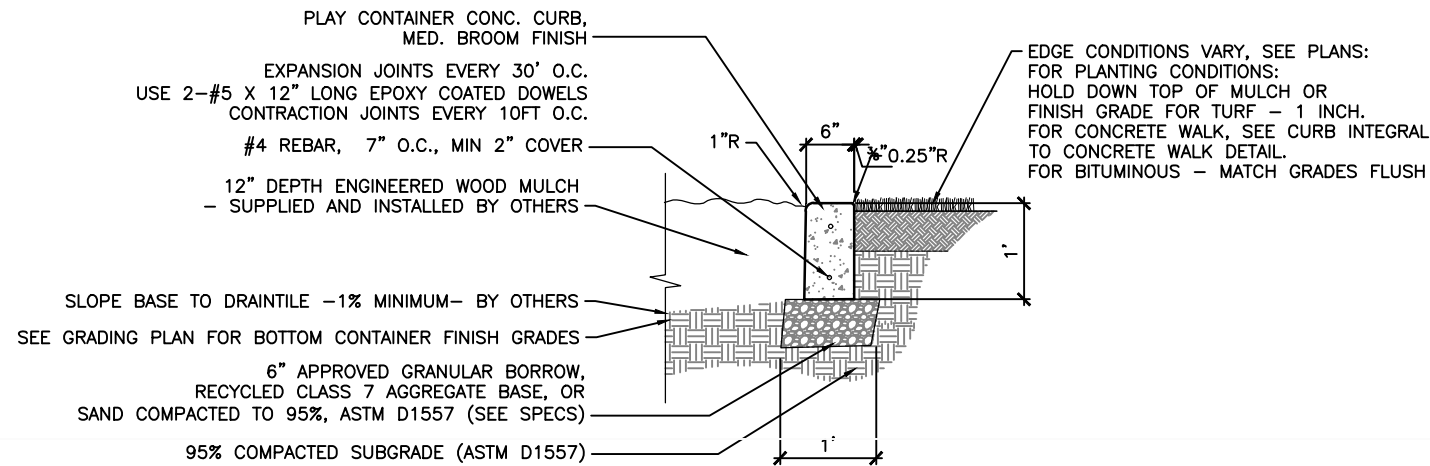
MATERIALS:

- (3) 2" X 8" X 12 FT CAP
(7) 6" X 6" X 8 FT POSTS
(54) 2" X 6" X 8 FT PICKETS
(9) 2" X 8" X 10 FT STRINGERS
(14) 6 X 6 X 5.75" METAL ANGLES

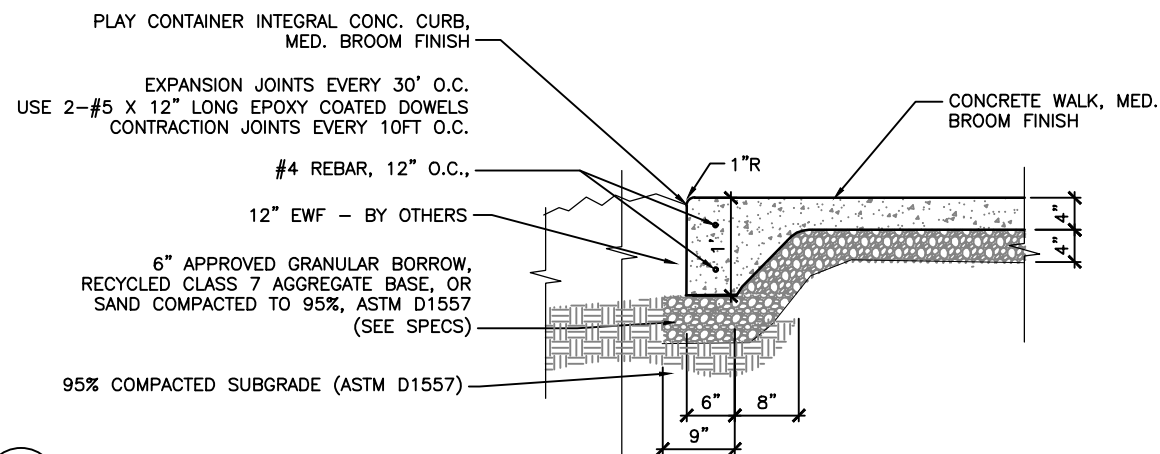


NOTES:

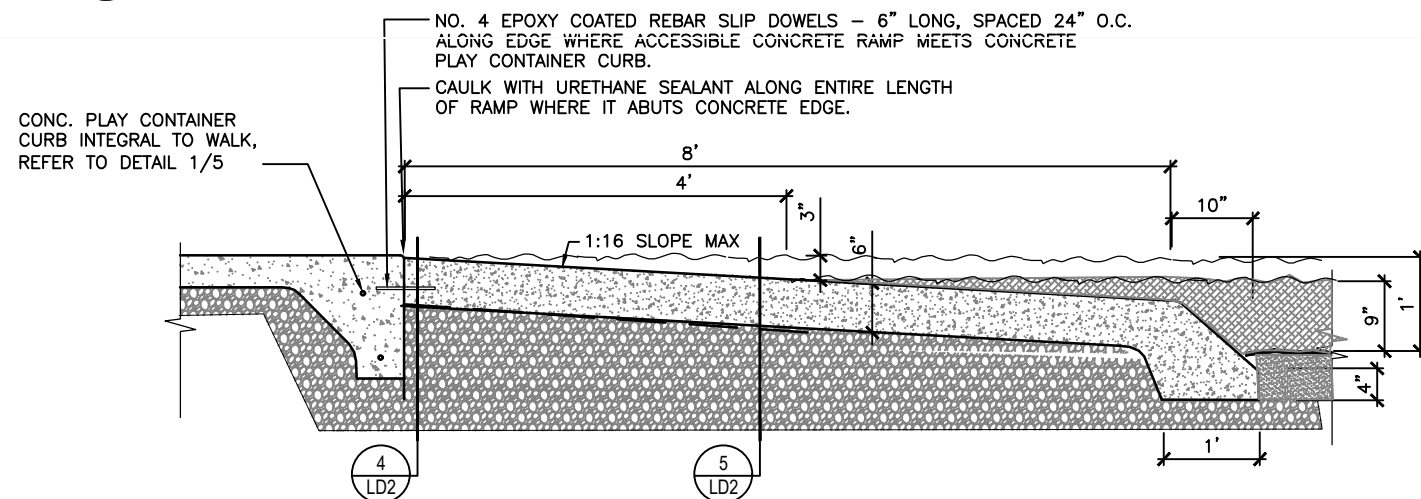
FASTEN BRACKETS:
 -ONE ON TWO SIDES OF EACH POST:
 W/ 6" X 1/2" GAL. BOLTS W/
 WASHERS
 -TO CONCRETE W/ 5" X 1/2" S.S.
 BOLT WITH EPOXY GROUT



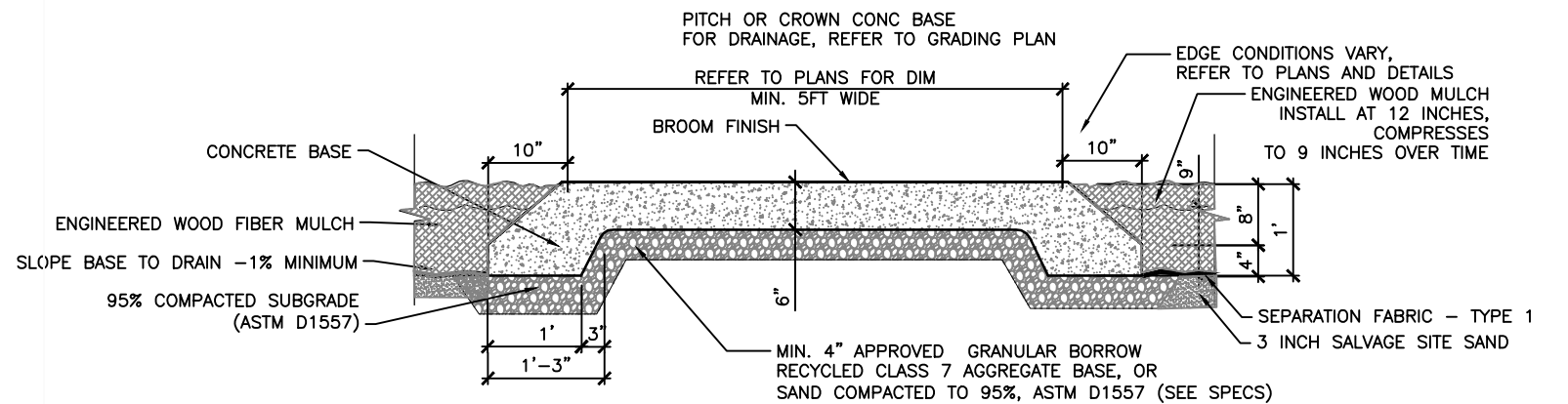
1
LD2
PLAY CONTAINER CONCRETE CURB SECTION



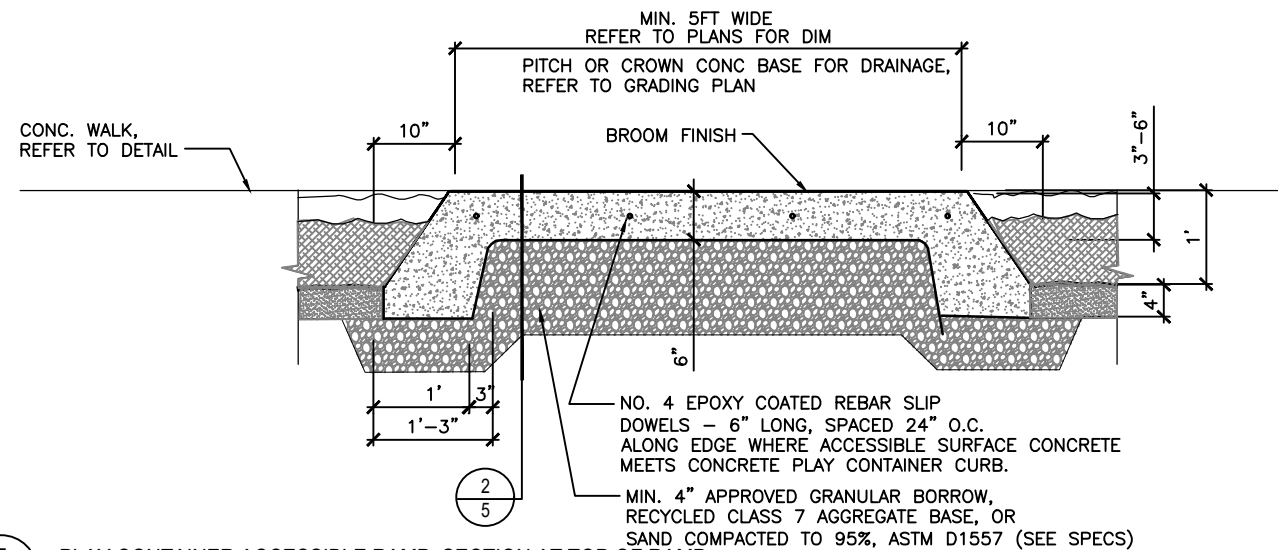
2
LD2
PLAY CONTAINER CONCRETE CURB INTEGRAL TO WALK



3
LD2
PLAY CONTAINER ACCESSIBLE RAMP AT CONC. PLAY CONTAINER CURB



4
LD2
PLAY CONTAINER ACCESSIBLE RAMP - TYPICAL



5
LD2
PLAY CONTAINER ACCESSIBLE RAMP SECTION AT TOP OF RAMP

Date	Revision	By

Project Number: 018-014
Designed by: AJB
Drawn by: AJB
Checked By: PP

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.		
23594	Paul Paige, LA	12.06.21
Licence No.		Date



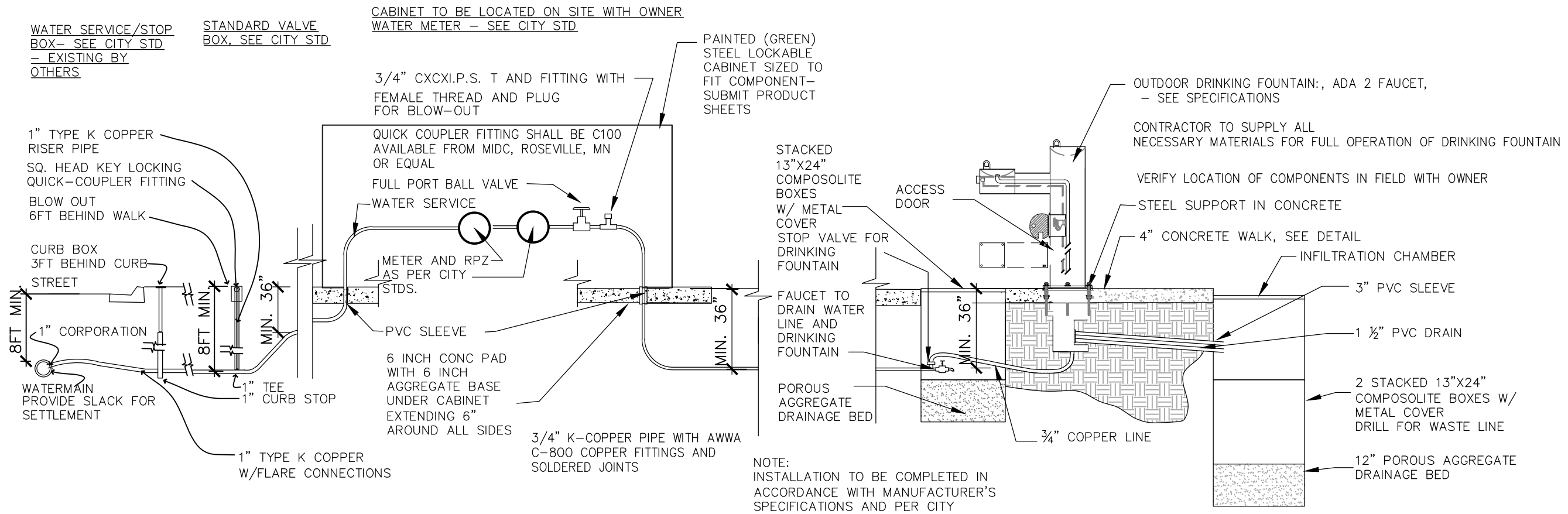
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City of
St. Francis

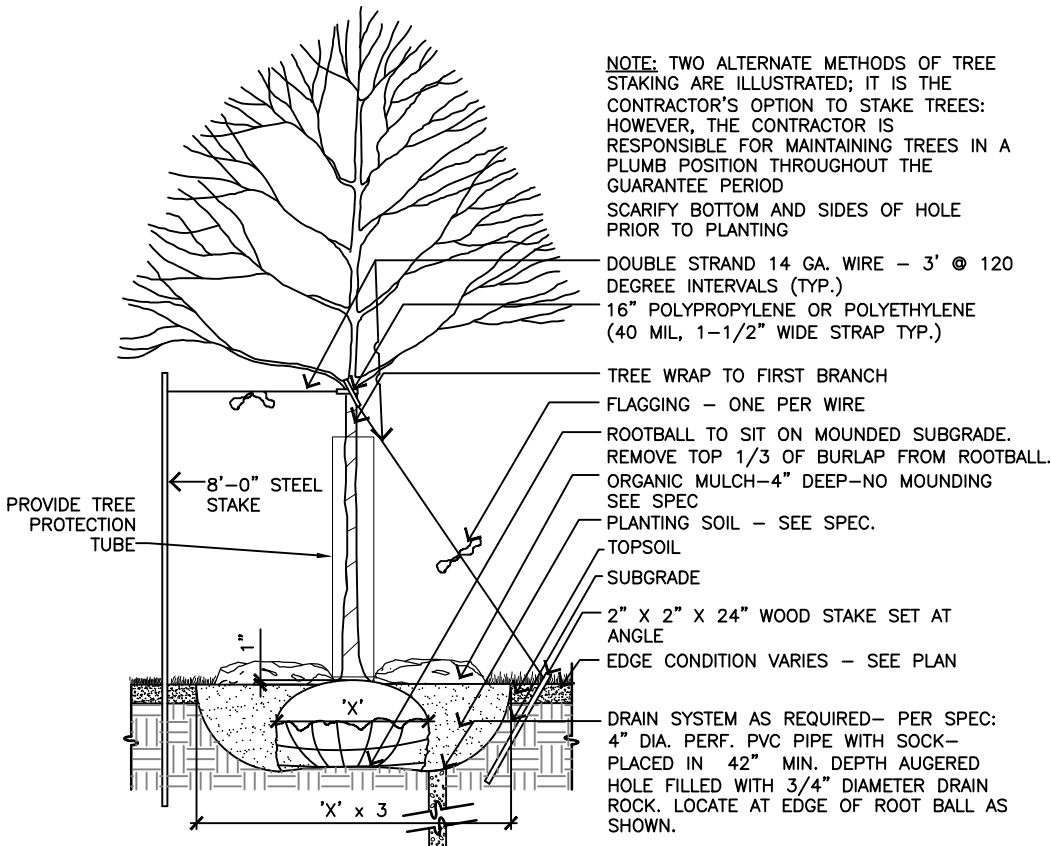
Client:	Project:
	SIWEK PARK - PARK IMPROVEMENTS CITY OF SAINT FRANCIS, MINNESOTA
	Sheet Title:
	PARK FEATURES DETAILS

SHEET
LD2
OF
LD5
SHEETS

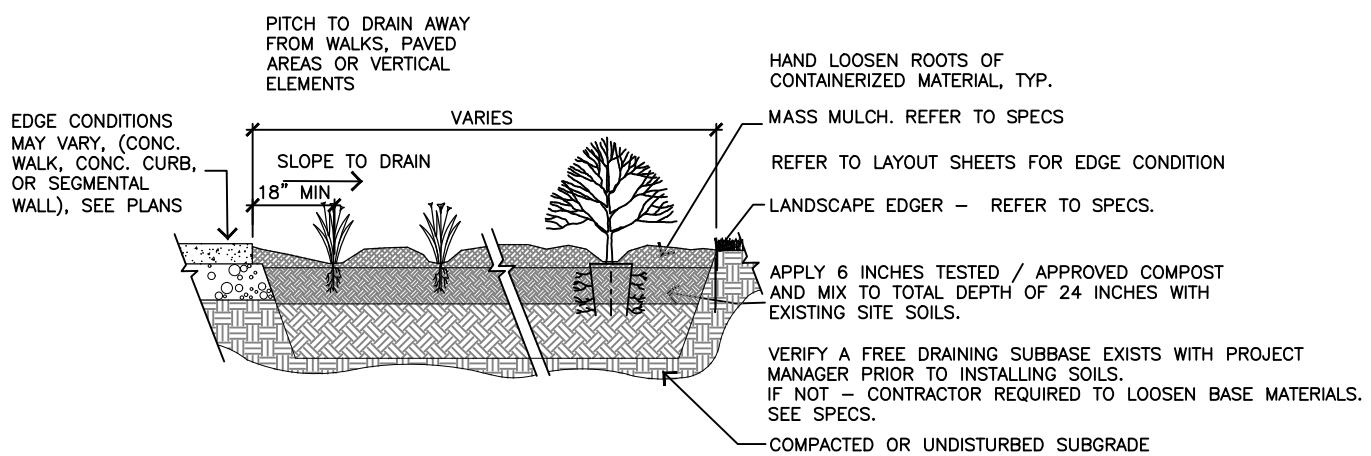


1
LD3

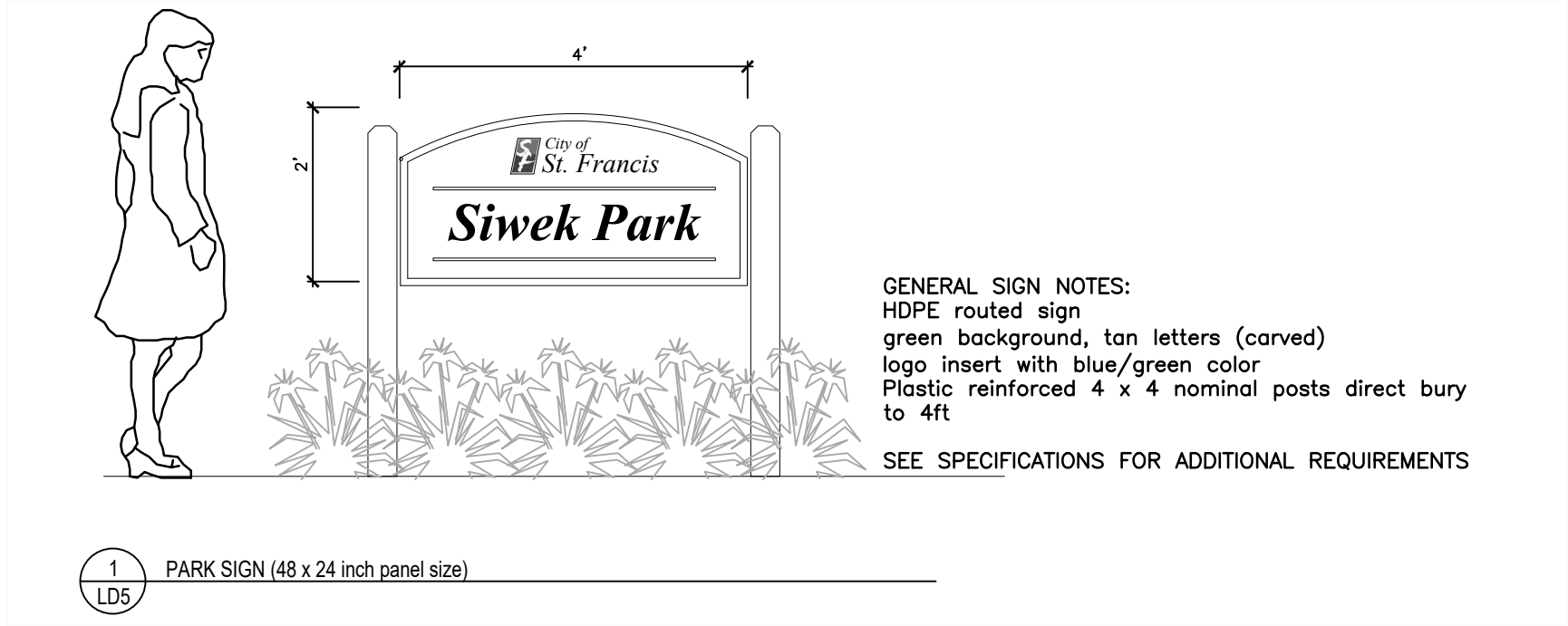
ALTERNATE 1: DRINKING FOUNTAIN AND ASSOCIATED WATER HOOK UP AND CABINET



1
LD4 TREE PLANTING DETAIL



2
LD4 PLANTING BED DETAIL



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

RESOLUTION 2021-61

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE CONSTRUCTION OF SIWEK PARK

WHEREAS, pursuant to Council direction, Hoisington Koegler Group, Inc (HKGi) has prepared plans and specification for the construction of Siwek Park to be located in the Rivers Edge Development off of 237th Avenue NW.

WHEREAS, staff has presented such plans and specifications to the council for approval

NOW, THEREFOR, BE IT RESOLVED BY THE CITY OF ST. FRANCIS AS FOLLOWS:

1. Such plans and specifications, dated December 6, 2021, a copy of which is attached hereto and made part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in Quest, an advertisement for bids up on the making of such improvement under such approved plans and specifications. The advertisement shall specific the work to be done, shall state that bids will be opened at 10:00 am on Wednesday, January 26, 2022 in the Community Room adjacent to City Hall. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashiers check, bid bond or certified check payable to the City for 5.0 percent of the amount of such bid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6TH DAY
OF DECEMBER 2021

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: City Real Property Acquisition, PID 32-34-24-31-0020; Resolution 2021-60 Approving the Purchase of Property and Granting Signature Authority

DATE: 12-06-2021

OVERVIEW:

Over the past few years the City and EDA have acquired property for redevelopment purposes. The goals of the properties are housing and commercial uses. The properties are already slated to be addressed by a new access point from Bridge street that would eliminate the individual driveways to each parcel.

In working with the City Engineer and Planning teams it was identified that to use the property for the intended density that a greater traffic issue should be addressed. One option proposed was to acquire a property along Ambassador in which to create a second access point out of the development area.

Staff has previously worked with the County on a multi-family concept and received feedback that although they may allow a right-in/right-out close to the Bridge and Ambassador intersection for the commercial corner it would be considered a temporary access until a second access point would be created.

The seller of this property has decided to voluntarily sell the property that would allow the City to use for a future road access into future development. The Seller has worked with staff on a fair market value for the property.

Council reviewed the concept and proposed that staff move forward with the acquisition at a work session on November 29, 2021.

ACTION TO BE CONSIDERED:

Council to review and consider approving the purchase of the property and granting signature authority.

BUDGET IMPLICATION:

The budgeted cost for the acquisition, closing, and demolition is estimated to be \$180,000.

Attachments:

- Resolution 2021-60 Approving the Purchase of Property and Granting Signature Authority
- Concept for multi-family that includes the road extension and use of this property.

PHASE 2 DEVELOPMENT PROPOSAL SUMMARY:
North-side of Bridge Street:
Residential Building: 1st floor 33,800 sq ft (underground parking)
Underground parking: +/- 106 spaces, Surface parking: +/- 82 spaces

Townhomes: 1,000 sq ft x 8

Commercial Building: 8,200 sq ft
Surface Parking: +/- 24 spaces

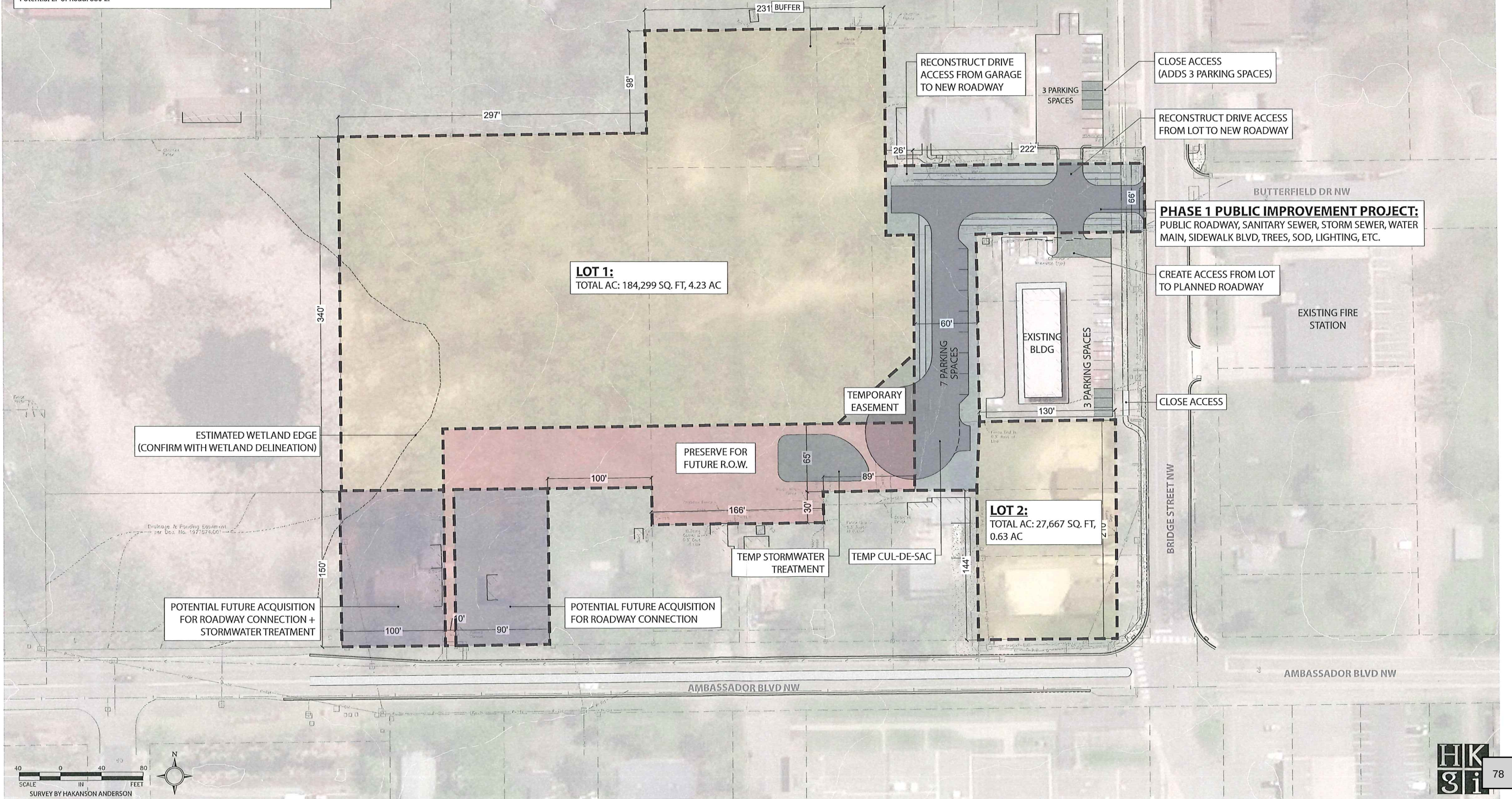
Potential LF of Road: +/- 1,900 LF of roadway

Total Acquisition of AC (as shown): 296,173 sq ft, 6.79 AC

Civic Campus / City Hall:
City Hall Building: 10,500 sq ft (1st floor)
Surface Parking: +/- 52 spaces

Potential LF of Road: 880 LF

Agenda Item # 9B.



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

RESOLUTION 2021-60

**RESOLUTION APPROVING THE PURCHASE OF PROPERTIES AND GRANTING
SIGNATORY AUTHORITY**

WHEREAS, the City of St. Francis (the “City”) authorized pursuant to Minn. Stat. § 412.211 to acquire such real property as its interests require; and

WHEREAS, the real properties for available for purchase (the “Properties”) in the City of St. Francis are located at:

23115 AMBASSADOR BLVD NW, PID 32-34-24-31-0020, ST FRANCIS, VILLAGE OF -
OUTLOTS- SOUTH 200 FT OF WEST 150 FT OF OUTLOT 19, VILL OF ST FRANCIS-
EX SOUTH 100 FT-EX NORTH 10 FT

WHEREAS, the City has followed applicable statutory provisions and the City finds that the purchase of the Properties will fulfill the objectives, goals and mission of the City; and,

WHEREAS, the City has prepared a Purchase Agreement (the “Agreement”) providing for the terms of the conveyance of the Properties from the Seller to the City, with such Agreement being as set forth in Exhibit A and incorporated into and made a part of this Resolution.

NOW, THEREFORE BE IT RESOLVED, that the recitals set forth above in this Resolution are incorporated into and made a part of this Resolution.

ALSO, BE IT RESOLVED, that the purchase of the Properties by the City is hereby approved in the amount of \$145,000.00 pursuant to the terms of the Agreement, which is also approved in substantially the form presented to the City Council on this date, subject to modifications that do not materially alter the City's rights and obligations under the Agreement and that are approved by the City's Mayor and City Clerk, which approvals shall be conclusively evidenced by execution of the Agreement.

ALSO, BE IT RESOLVED, that the Mayor and the City Clerk of St. Francis are hereby authorized and directed to execute all necessary and appropriate documents, including but not limited to the Agreement and an owner's title insurance policy to effectuate the transaction contemplated by this Resolution, subject to City Attorney approval as to form.

ALSO, BE IT RESOLVED, that the Mayor, City Clerk, the City Attorney, staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th DAY OF DECEMBER, 2021.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Mayor and City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fee Schedule - Ordinance 286 – Amending City Code Section 2-9-1 – Fee Schedule – First Reading
DATE: December 6th, 2021

OVERVIEW:

Typically the Fee Schedule is amended annually with updates. The City recently updated the Fee Schedule in August of 2021. Since it was last updated a few months ago, there is only one suggested addition to the Fee Schedule for 2022.

City Staff discussed water and sewer costs and the financial outlook. While the outlook is good, one possible suggestion came up in discussion. The possibility of creating an “Unsubsidized” Water Access Charge (WAC) and Sewer Access Charge “SAC”. This would be a larger amount applied to developments that are located outside of the City of St. Francis boundaries. These proposed WAC and SAC charges would be double the charges currently applied to developments located within the City of St. Francis boundaries.

ACTION TO BE CONSIDERED:

Roll Call Motion to approve the first reading of Ordinance 286 – Amending the Fee Schedule.

BUDGET IMPLICATION:

The added charges help reduce any, if not all, subsidies from residents within the City of St. Francis for non-residents wanting to connect to the city’s infrastructure.

Attachments:

- Fee Schedule with proposed edits.

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

ORDINANCE 286, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 6th OF DECEMBER, 2021.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk



SECTION 9

FEE SCHEDULE

CITY OF ST. FRANCIS

ADMINISTRATIVE FEES

ADMINISTRATIVE PENALITIES	
1 ST Offense	\$100
2 nd Offense	\$200
3 rd Offense	\$500
4 th Offense	\$1,000
5 th Offense and beyond	\$2,000
Administrative Hearing fee	\$750

ANIMAL FEES	
Administrative Fee	\$50/Day
Pick up Service Fee	
- 8 AM to 6 PM	\$60/Hour
- 6 PM to 8 AM	\$80/Hour
Boarding Fee	\$25/Day
Dog License	\$10/1-2 Year Vaccinations \$15/3 Year Vaccinations
Kennel	
- Homebased	\$70/Year
- Commercial	\$90/Year
Chickens	\$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	\$15/Location + \$15/Machine
Dance	
- Annual	\$100/Year
- Per Event	\$10/Event

BUSINESS AND SERVICE LICENSES

Agenda Item # 9C.

Investigation Fee	\$25
Adult Entertainment Use	\$4,000/Year
Bed and Breakfast Use	\$100/Year
Sauna/Massage Parlors	\$2,000/Year
Fireworks	
- Retail / Tent	\$50/Occurrence
- Pyrotechnic Display	\$50/Occurrence
Pawnbroker	\$1,000/Year + \$1.25 per Transaction
Refuse Hauler	\$200/Year + \$50/Truck
Massage Therapist	\$200/Year
Taxicab	
- Driver License Fee	\$150/Year
- Operator License Fee	\$150/Year
Towing/Impound	\$150/Year
Finger Printing	\$15
Transient Merchant/Peddler	
- Week	\$50
- Month	\$150
- 60 Days	\$300
- Food Truck	\$50/ Calendar Year
Excavations/Mining	
- Active Area Fee	\$50 /Acre
- Inactive Area Fee	\$25 /Acre
- Restoration Credit	\$25 /Acre

COUNCIL/COMMISSION PAY

City Council Per Diems Per Day	\$35 for four hours or less; \$70 for more than four hours
- Special Council Meetings - Council Retreats/Work Sessions - Economic Development Authority Negotiations (EDA) - League of MN Cities Functions - Labor Negotiations - Employee Interviews - Mayor Only: - o School/County Liaison - o MN Mayors Association - o Speaking Engagements and other Civic Org. - o Closing Property Acquisition - o Fire District Study Group	Prior Approval Required Prior Approval Required Prior Approval Required Mayor may appoint Council members to fulfill his obligations and approve attendance
Planning Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Park Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Economic Development Authority	\$20/Meeting Paid Annually
Upper Rum River Watershed – Resident Appointed by Council	\$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	\$.25/Page; Over 100 Pages TBD
Copies	
- Paper/Copied	\$.25/page
- CDs	\$15
- Colored Copies of Photos	\$3/Page
- Certificate of Survey (non-homeowner)	\$2/each
- City Council Agenda & Minutes (mailed)	
o Resident	\$25/Year
o Non-Resident	\$25/Year + Postage
- Planning/Park Commission Agenda & Minutes (mailed)	
o Resident	\$12/Year
o Non-Resident	\$12/Year +Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	\$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	\$2/Document
Public Nuisance Violation Administration Fee (assessable)	\$75/Occurrence
Certify Delinquent Invoices (except utilities)	Lesser of 10% of Delinquency or \$75
Certify Delinquent Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Fire Department – Burn Permit	\$10.00
Returned Checks	\$30/Check
Snowmobile Permit	\$15/Annual
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/Each

LIQUOR AND TOBACCO LICENSE	
- 3.2% Malt – Off Sale	\$50/Year
- 3.2% Malt – Off Sale – Special Event	\$25/Event
- 3.2% Malt – On Sale	\$200/Year
- Club License	\$200/Year
- Wine License	\$200/Year
- Intoxicating Liquor – On Sale	4,000/Year
- Intoxicating Liquor – Sunday Sales	\$200/Year
- Investigation Fee:	
o Single Application	\$200
o Partnership	\$300
o Corporation	\$400
Tobacco License	\$150/Year

BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended

BUILDING PERMIT BY EVALUATION	
\$1 to \$500	\$29.50
\$501 to \$2,000	\$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only)	

BUILDING PERMIT – SET FEE	FEE	ESCROW/STATE FEE
Admin Zoning Fee for Permits	\$50	
Accessory Structures 200 sq. ft. and less	\$50 zoning permit	
Accessory Structure over 200 sq. ft	By valuation	State Surcharge
Basement Finishes Permit	\$140	State Surcharge
Building Demolition	\$110	\$500
Building Demolition – Commercial	By Valuation	\$1,000
Building Relocation Permit	\$110	Performance Security Required
Contractor Verification Fee	\$10	
Dock Permit	\$50	\$250
Driveway Permit – <u>New & Replacement</u>		
- Under 75' – Length	\$50	\$250
- Over 75' – Length	\$100	\$500
- Over 600' – Length	\$350	\$2,000
- Parking Pad or Driveway Extension	\$50	
Fence – Residential Only		
- 6' and under	\$50 Zoning Permit	
Fireplace	\$120	State Surcharge
Fuel Tank Removal	\$120	
Engineer's Review of Building Permit	\$154	
HVAC – Heating Installations	\$120	State Surcharge

HVAC – Air Conditioning	\$120	State Surcharge
Inspections- After Hours	\$70/Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation – <u>Connected to City</u>	\$75 back flow preventer	State Surcharge
Manufactured Home Setup	\$100	State Surcharge
On-Site Septic - Type I – IV - Type V - Operating Permit - Soil Verification - Septic System Pumping Verification	\$275 By cost incurred \$125/Year \$120 \$20	
Parking Lot - Commercial	\$120	\$1,000 + State Surcharge
Plan/Zone Review of Building Permit	\$195	
Plumbing	\$120	State Surcharge
Pools exceeding 5,000 gallon and 24” in depth	By Valuation	State Surcharge
Re-Inspection Fee	Not to exceed \$75/Trip	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing – Residential Only	\$120	State Surcharge
Siding – Residential Only	\$95	State Surcharge
Signs	\$120	State Surcharge
Solar – Residential /Commercial	\$120	State Surcharge
Water Softener Permit – Residential Only	\$75	State Surcharge
Water Heater – Residential Only	\$75	State Surcharge
Windows/Doors	\$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

- Anything not listed above will be based on valuation + plan review + State Surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.
- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State Surcharge
- **STATE SURCHARGE collected in accordance with MN Statutes 326B.148**

ESCROW DEPOSITS	
Admin Escrow Fee/Non-Refundable	\$250/per property
3” Topsoil	\$1,000
Culvert	\$1,500
Curb Box and Meter	\$1,500
Driveway	\$2,000
Driveway Apron/approach (rural)	\$600
Erosion Control	\$300-\$500
Final Grading	\$500-\$1,500
Litter/Debris Clean-Up	\$300-\$500
Retaining Wall	\$30.00 per sq. ft.
Sidewalk	\$4.00 per sq. ft.
Sod/Seed	\$3,500
Steps	\$4.00 per sq. ft.
Swimming Pool Fence	\$1,500
Street Cleaning	\$250

Trees	\$750
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COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	\$350	\$2,000
Annexation	\$250	\$2,000
Appeal	\$200	\$1,000
Comprehensive Plan Amendment	\$450	\$2,000
Conditional Use Permit	\$350	\$2,000
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$2,000
Home Occupation (IUP)	\$350	\$2,000
Home Occupation (Permitted)	\$50	
Interim Use Permit	\$350	\$2,000
Minor Subdivision	\$350	\$2,000
Ordinance Amendment	\$350	\$2,000
Planned Unit Development	\$350	\$2,000
Rental Housing Licensing, ADU and Short-Term Rental		
- Single Family or First Unit	\$50	
- Each Additional Unit	\$15/Each	
- Late Fee Due 1/16	\$50	
- Late Fee Due 3/16	\$150	
- Conversion Fee	\$100	
- Re-Inspection Fee	\$25/Each Unit	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$2,000
Site and Building Plan Review (Admin)	\$100	\$250
Site and Building Plan Review (Full)	\$350	\$2,000
Street/Utility Easement Vacation	\$350	\$1,000
Subdivision		
- Sketch Plan	\$300	\$500
- Preliminary Plat (Rural)	\$400	\$400 + \$125/Lot
- Preliminary Plat (Urban)	\$400	\$425 + \$175/Lot
- Final Plat	\$350	\$650
Temporary Habitat Permit	\$500	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland		
- Replacement Plan Review with Plat	\$350	\$650
- Replacement Plan and Excavation	\$350	\$650
- Delineation	\$350	\$1,000
Vacant Building Registration Fee		
- First Year	\$125	
- Second Year Renewal	\$175	
- Third Year Renewal	\$250	
- Fourth Year Renewal	\$350	
- Fifth Year Renewal and Beyond	\$500	

- Vacant Building Administration Fee	\$100	
Variance Application	\$350	\$2,000
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	- \$350	\$3,000

- Applicants are responsible for all costs incurred by City for consultant fees.

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PUBLIC WORKS FEES

PARK AND FIELD	Resident	Non-Resident
Concession Stand	\$50/Event	\$100/Event
Ball Park Use – • Outside Organization • One Game Fee	\$100/Night for Season \$40/Game	\$200/Night for Season \$80/Game
Damage Deposit	\$50 - Refundable	\$75 – Refundable
Key Replacement	\$50/Each	\$50/Each
Football Field	\$40/Each	\$50/Each
Football Youth Program	\$60/Week per team	
Woodbury Gazebo Rental	\$80/Event	\$130/Event
Rink Rental for Reserved Time	\$25 \$30/Hour for afterhours rental	\$80/Hour for afterhours rental
Restroom	\$30/Event	\$60/Event
Picnic Shelter	\$30/Event	\$60/Event
Soccer Youth Program	\$60/Week per team	
Soccer Field	\$40/Each	\$50/Each
Warming House	\$80/Event	\$130/Event

- St. Francis City Council has the authority to change an annual fee of \$100 for non-profits.
- St. Francis City Council has the authority to waive any fees for non-profits

COMMUNITY CENTER	
Resident	\$50/Event
Non-Resident	\$100/Event
Damage Deposit	\$150
Late Key Return	\$25 if not returned within 2 business days of event
City Purposes	Free
City Benefit - St. Francis Lions/Lioness - St. Francis Senior Citizens Group - St. Francis Area Jaycees - St. Francis Youth Association (4-H, Scouts, Hockey, etc.) - St. Francis Ambassador Program - St. Francis Area Chamber of Commerce - Other Government Agencies - Local Church Organizations - Local Business/Non-Profit Organizations	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
Priority for Use in Event of Conflict - City of St. Francis - Non-Profit located with the City limits	Based on earliest request if more than one applicant of the same class seeks conflicting dates

- Residents (individuals or groups) - Non-Profit located outside of City limits - Non-Residents (individuals or groups)	
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EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	\$55/Hour
Belos with Attachment	\$55/Hour
Crane Truck	\$60/Hour
Electric Generator	\$60/Hour
Grader	\$90/Hour
Zero Turn Mower	\$50/Hour
Pick Up Truck	\$40/Hour
Tandem Axle Truck	\$90/Hour
Tandem Axle Truck with Plow	\$110/Hour
Tool Cat/Skid Steer w/Attachments	\$80/Hour
Tractor with Loader or Attachments	\$60/Hour
Pay Loader	\$90/Hour
- <i>Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas</i>	
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS	
Road Right-of-Way – Registration	\$35 + \$2,000 Escrow
Road Right-of-Way – Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + bond or Deposit and Consultant Fees
Small Cell/Pole Attachment	\$500 per unit 1-5 \$100 per unit 6+

UTILITY FEES	
Access Charge, at time of Building Permit	
- Sewer Equivalent Connection - Water Equivalent Connection	\$4,284/Each equivalent unit \$3,060/Each equivalent unit
<u>Unsubsidized Access Charge (outside city limits)</u>	
- <u>Sewer Equivalent Connection</u> - <u>Water Equivalent Connection</u>	<u>\$8,568/Each Equivalent Unit</u> <u>\$6,120/Each equivalent Unit</u>
Trunk Line Charge, at time of subdivision	
- Water Truck Line Availability - Sanitary Sewer Truck Line Availability	\$2,956/Net developable acres \$4,150/ Net developable acres
Tapping and Connection Permits	
- Tapping and Water Connection - Tapping and Sewer Connection - Water Connection - Sewer Connection	\$125 \$125 \$50 \$50
Water Meter Deposit Equipment	
- $\frac{3}{4}$" - 1" and Larger	\$381.87 Cost + 10%
Water Shutoff/Disconnect	\$35
7:00 am – 3:00 pm	\$35
Water Reconnect	

7:00 am – 3:00 pm	<i>The Disconnect and Reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March.</i>
Meter Repair (not removal or installation)	Time and Materials / \$50 minimum
Curb Stop - Locate - o Summer - o Winter - Driveway Cover - Repair - Box	\$25 minimum \$50 minimum Cost Time and Materials with \$50 minimum Cost
Hydrant and Gate Valve Repair	Time and Materials with \$50 minimum
Hydrant Meter Deposit	\$800
Non-Response to Tagging Notice	\$250/Month until resolved
Unmetered Use of City Water	\$200/per occurrence
Wells and Well based Irrigations	\$20

SEWER RATES

Monthly Base Fee	\$20.82
Charge per 1,000 Gallons Used	\$8.16 equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed*
- *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.*
- *Note: Consumption amounts are not billed greater than actual usage*

STORMWATER

Stormwater Rate	\$5.00/Month per Parcel (\$60/Year)
Grading/ESC Escrow	\$2,000 per gross acre or \$750 per SF or Twin family home. Whichever is greater.

WATER RATES

Monthly Base Fee	\$14.55
- MN State Test Fee	\$0.81
Charge per 1,000 Gallons Used per Equivalent Connection - 0 – 14,999 - 15,000 – 29,999 - 30,000 – 44,999 - 45,000+	\$4.50 equivalent conn \$4.72 equivalent conn \$5.45 equivalent conn \$6.51 equivalent conn
Bulk Water - System Access Charge - Charge per 1,000 Gallons Used	\$50 \$6.16