

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
DATE
August 2nd, 2021
St. Francis Area Schools District Office
4115 Ambassador Blvd. NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – July 19th, 2021
 - B. Approve Quote with Empire Pipe Service for Routine sewer system cleaning (Jetting & Televising)
 - C. Authorization not to Waive Statutory Liability Limits
 - D. Authorization to hire Corrine Lauer as a Full-Time Liquor Store Clerk
 - E. Approve Weber Inc-Pay Application #1
 - F. Temporary/Seasonal Outdoor Sales Permit – St. Francis Chamber of Commerce
 - G. Party Permit
 - H. Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARING
 - A. Capital Improvement Plan 2022-2026 Hearing and Approval
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Comprehensive Plan Amendment; Subdivision
 1. Resolution 2021-xx Approving a Metes and Bounds subdivision splitting the property at 23465 St. Francis Blvd NW into two parcels
 2. Resolution 2021-xx Approving a comprehensive plan amendment at 23465 St. Francis Blvd NW and authorizing submission of the amendment to the Metropolitan Council for Review.
 - B. Amendment to City Code Section 10-61-01 Dwelling, Single Unit Detached – 1st Reading
 - C. Schedule a Worksession
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports
 1. Community Development
 - B. Council Member Reports
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
CITY COUNCIL MINUTES
July 19, 2021
St. Francis Area Schools District Office
4115 Ambassador Blvd. NW
6:00 PM

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill and City Clerk Diana Saenger

City Engineer Craig Jochum (Hakanson Associates, Inc.) absent.

3. APPROVAL OF AGENDA

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE REGULAR CITY COUCIL AGENDA, AS PRESENTED.

Ayes: Udvig, Muehlbauer, Robinson, Feldman

Nays: None

Motion carried 4-0

4. CONSENT AGENDA

Items D & F pulled by Mayor Feldman for further discussion.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL AGENDA, AS PRESENTED.

Ayes: Udvig, Muehlbauer, Robinson, Feldman

Nays: None

Motion carried 4-0

Item D-Municode – Agenda Packet Software upgrade:

Mayor Feldman asked for clarification. This was something brought to the attention of our City Administrator and I will let him explain it. I think this is a very good idea and it brings us into a very different level of technology and efficiency.

Kohlmann explained that currently our process for creating our City Council packets sitting before you is a very labor some process. That packet probably took about 4 to 5 hours because it is a short packet. A longer packet with more agenda items would be about a 6-hour process to put together. Currently people are saving documents in various formats requiring conversion to Adobe software, compiling documents, assigning resolution numbers and ensuring all attachments are included and it is very time consuming. Thursdays before a Council Meetings I hold aside for doing this packet. The software before you was reviewed in a tutorial with Municode. It is a much quicker, seamless process where department heads will drop their agenda report and attachments into a web portal which will auto-generate and agenda in which we can move items up or down and place them in the order we want them in. I have to be honest, I have been doing this for 11 years and I wish I would have known that this existed because the time to create a packet is just extraordinary and I think we can cut it down to an hour with this new software.

Feldman stated that he likes the idea and like the other things we have done utilizing technology to our benefit. He pointed out that the contract is \$3,800.00 per year for three years at a fixed price. What it does is save their time rather than taking six hours to do it they can do it in an hour. I think it is a great idea and it is too bad we did not do it earlier than we are. Kohlman added that it will streamline process as it auto converts formats, and it is a one button push to create and agenda and publish it to the web site. Right now, we have to upload each one through the back end. Feldman asked when it will be in effect, and Kohlmann stated that it will take about six weeks to gain a person to come out and work with us to get it all in order. It will work nicely with our existing municode software. Feldman asked other staff if they felt this would make things easier on their end. All staff agreed it would. The Mayor open this topic up for questions.

Robinson pointed out that the agenda report states that this cost is included in the budget already and asked what category. Kohlmann responded notifying Robinson that we have some working capital within the budget. There may be some savings here or there and ever since he has been here they have had some surplus. We can come in under budget in certain categories and are confident this technology cost will be covered. Robinson noted that the labor savings will more than cover this. He notified the Mayor he is good with this. Muehlbauer and Udvig agree to this item. The Mayor pointed out how he enjoys when we use technology so rather than wasting time on this you focus on more important items.

Feldman stated that Darcy wanted mention of our Houdini here, is our new system for sound and video. We said for four and a half years now we were going to work on this and we finally gotten to the point where we are. Hopefully, Houdini will be doing his job for us.

Item F-Biosolids Tank Cleaning – Feldman stated that he spoke with Parish today about this. It states here that there is about three feet of solids that have to be removed. By not removing these solids, we are decreasing our holding capacity, which shortens the treatment time of solids for land application. We will also then be allowed to have about 20,000 more gallons of storage. He stated that it took time to gauge and to gain this information that we did before. We spoke about doing every three years and might want to do it every year and rotate each tank to be cleaned. He said he was going to have it in each year's budget. It was pointed out that they have been collecting data and this information was not available back in 2017. Windingstad responded noting that they did not have anything to measure against until now. Moving forward it will be a give or take based on how much is added year after year. Feldman did agree there would be an increase in frequency and he is glad they are proactively managing this. Muehlbauer asked about the process. Windingstad provided a summary including the cost is at an amount for an hourly rate and are not to exceed. This works out in our benefit. Feldman stated the importance of frequency making the point that they will then not have three feet to deal with because it will be taken care of before then. Windingstad stated that until they go through a full cycle they will not have an idea of a cost. It will be easier to gauge going forward once we have done it. Muehlbauer asked if the land applications are OK. Windingstad stated yes. The group discussed some more details. Feldman asked the other for their opinions. Robinson asked about the cost and it was confirmed that minus a couple of attachments which should have been removed, the cost is a little over \$31,000 and it is in the budget.

MOTION BY: UDVIG SECOND: ROBINSON - APPROVING THE CONSENT AGENDA ITEMS D & E, AS PRESENTED.

Ayes: Udvig, Muehlbauer, Robinson, Feldman

Nays: None

Motion carried 4-0

5. MEETING OPEN TO THE PUBLIC

City Administrator Kohlmann made note that there is no one currently in attendance to address the Council.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

2nd reading of Ordinance 282 SS updating Chapter 2, Section 9, Fee Schedule. Kohlmann presented and explained that three additions since the 1st reading were a Bed & Breakfast fee of \$100, a slight increase in utility and a \$10 burn permit and is the 2nd reading if approved to be published on July 23rd and effective August 23rd, 2021.

Feldman stated that these rates seem to be right on and he is happy to see we are on top of these rates as necessary. He wants to move forward on this. Muehlbauer said he is good with this update. Robinson, said yes as long as Kate does what she said and looks at every two years to make sure that we are staying competitive and are aware of who is looking at our costs. It is a good place to build. Feldman agreed and stated that we want to stay competitive but do not go in the hole. Udvig is good. Feldman pointed out the less than 1% increase to the water meter equipment. That is because we upgraded to the new meters.

MOTION BY: MUEHLBAUER SECOND: UDVIG - ORDINANCE 282, SECOND SERIES, AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE

Ayes: Udvig, Robinson, Muehlbauer, Feldman

Nays: None

Motion carried 4-0

MOTION BY: MUEHLBAUER SECOND: UDVIG - APPROVING RESOLUTION 2021-36 AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 282, SECOND SERIES AMENDING THE FEE SCHEDULE

Ayes: Udvig, Robinson, Muehlbauer, Feldman

Nays: None

Motion carried 4-0

9. NEW BUSINESS

Sale of Bonds – Resolution 2021-37 Awarding the Sale of General Obligation Bonds, Series 2021A, in the original aggregate principle amount of \$3,230,000.

The City Council decided to refund the 2010A GO Sewer Bonds, 2013A GO Crossover Refunding Bonds and the 2019 Water Meter Lease. The attached resolution will be updated once the bids have been received. Nick Anhut from Ehlers will present the results to council.

The City has been considering some refunding opportunities considering that today interest rates have been lower than experienced before. There are three different debt obligations that the City already had on its books. These

obligations paying up to 3.7% in interest. We considered savings at about \$125,000 from this refunding. Staff went on to get ratings on these bonds and that helped as they are rated at a high AA level which gives the market the ability to fund these at a lower interest rate. You are not a high risk and are able to repay the debt on these bonds. The rating was affirmed. The report is attached for Council Members and they can review it at their leisure. The City has good economic indicators showing no problem weathering the pandemic or resulting in recession that may take effect. It was noted that you have strong financial policies in place and strong cash and reserve policies in place. They did note that the City has a weak but manageable debt and pension liability but is consistent with many cities. That weakness did not hold you back from receiving a high rating in the top 15% of cities across that country. Kudos to the City for having those policies in place. We received 4 bids on the bonds with the low bid coming from Baird, proposing an interest rate of 0.76% on the bonds and their interties. This is for the bonds that will be repaid in just short of 10 years. The high bid came from Bernardi at 1.03% and in summarizing the difference between the two is about a sum of \$47,000. Working with the debt service agents the transaction should be put to Council as a request to request the amount to award bonds to Baird under proposal, \$200,474.00 on a net basis, net of any transactional costs incurred. The savings will not come up front but will be realized over time as you make lower bond payments. This results in about \$22,000 to \$25,000 in savings per year over the timeframe in which you retire these bonds and not extending them. This is a very positive result. There is a resolution before you. August 12th is when the funds will be wired in to take out the old debt and replace with the new debt savings allowing you to realize these savings right away.

Feldman thanked Anhut stating that his work is the best they have had in a long time creating a budget focused staff. We are doing our services at a low-cost, development of efficiencies and managing funds better. He pointed out this refunding and refinancing was originally presented in discussion at 1% and he came in even lower.

Udvig believes this savings is a good thing and thanked Darcy for her hard work. Robinson asked again what the exact savings is over the next ten years. Anhut stated \$200,474.00. Robinson just wanted to hear that again. He hopes the system appreciates this down the line and he thinks this is awesome and thanked staff. Muehlbauer echoed the others including thanking staff noting that he is glad to have Anhut on board and he has seen many improvements over the previous staff. Feldman stated it is about the market and we were diligent to be in discussions with City Administrator Kohlmann and watching this during the pandemic. One thing led to another and here we are. He thanked Staff and Anhut.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE SALE OF BONDS - RESOLUTION 2021-37.

Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 4-0

Post-Issuance Debt Compliance Policy – Darcy introduced the attached policy on Post-Issuance Debt Compliance Policy and Procedures. This is recommended to be adopted by Ehlers to comply with applicable state and federal laws. Ehlers will help with this compliance. Anhut explained that anytime debt is issued there are obligations the City has to make. There are also obligations particularly to the public markets there is an obligation to disclose. You do that through your audits. In addition to that you are issuing bonds that are on a tax-exempt basis and there are some IRS regulations imposed and what can qualify for tax exempt issuance. This policy cover these. It is called post issuance which is the policy for after the fact. It is a policy framework available for staff as well as advisors. It is good to have a formal policy framework. Anytime you are audited about your finances or issues through your disclosures, that is the first place to look. It was brought up in the past so they are presenting it again as it will strengthen the cities position.

Feldman asked if this is a continuous policy. Anhut responded stating yes, it is City wide and is a framework for all financial activity. Feldman asked if there were any questions. No questions.

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING POST ISSUANCE COMPLIANCE POLICY.

Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 4-0

10. MEETING OPEN TO THE PUBLIC

There was no one in attendance to speak to the Council.

11. REPORTS

PW – Water and Sewer Monthly

Windingstad reports: Seal Coating complete. It went well. The mailing went out 2 weeks prior to project start. We come in under budget in seal coating. We received an email Friday from DNR declaring we are in severe drought. What that means is that we are in a watering ban. They want us to consider our water plan that we adopted in 2016. We have set an idea in place as to what we are going to do in this situation. If you look at what was pumped last year in June, we were shy of 28 gallons. Now we are at about 35 gallons. Usage is up due to added users and drought. We are not at the max point yet. The Governor has not signed an executive order. The DNR say we need to start taking steps to prepare for this issue. We are taking considerable steps to see where we can preserve. Two thoughts are: #1 a Water ban and educate the

community. #2 possible odd-even watering days.

Feldman stated that Windingstad is asking for the go ahead to plan for the issue while they are watching the conditions. Windingstad and Kohlmann have been in discussion of these strategies. With the new water system, we can monitor usage.

Public Works plans to have something together by the end of the week. We do not want to ticket residents but do need to take some kind of action hoping that we will get some rain.

Feldman likes #2 as a first step and then going into the full phase of #1 if we have to. Windingstad stated that Parish is watching this closely. Public communication is the key. Information regarding actions to prevent issues so no one suffers.

Muehlbauer is for phasing something in. Educating folks on this since he has never seen a city ticket people for water use. He does not want to be part of a city that tickets folks for this, but we do need to do something about this. He asked Police Chief Schwieger about laws.

A discussion occurred regarding education current systems in place for planning. Feldman suggests Jason to work up a phased in plan considering 3 to 1 time watering to prevent yards from burning up. Windingstad stated that what he is looking for now is approval to move forward with a plan. Feldman stated that the Rum River is currently 2 feet low. Minstricta in full water ban. Fires are a big issue right now. Feldman stated to work up a 3 to 1 watering plan. Schwieger responded saying without any laws, we have our code 3-2-7, which represents restrictions that can be put into place as a worst-case scenario. Robinson also agrees to a hands up and stop what you are doing now. We can tell that we are in trouble. Windingstad stated that we are not the only city that is doing something. Udvig and Muehlbauer agreed.

Fire Chief Schmidt stated that due to dryness and high heat we will be increased to the highest Fire alert category. Feldman asked what can people do. Schmidt responded stating to be careful and we discourage any recreational fires right now. Be wise, water down the areas if you are going to burn. Don't leave grills unattended. Be careful with your ashes. Just those proactive measures right now. Windingstad confirmed that Oak Grove has been in contact with us and they know they have to follow our rules.

Feldman made statements of the new equipment and technology which give goods numbers and information all agreed that our system is working.

Fire Monthly Comparison Report

Fire Chief Schmidt is happy to report that they exceed our goal of response time in 10 minutes. Our new software gives us the clarity that we hoped for and our response times are going in the right direction. This is offset by run volumes going the wrong direction. We have seen a little bit of a decline so volumes have dropped off a little bit in July. He is not confident this will continue but will take what they can get. Staffing is stable. We have a new report showing average number of fire fighters responding by four-hour blocks and are seeing where the numbers have dropped of a bit which is now the overnight hours. This is consistent with what is seen nation-wide as well. Fire versus EMS distribution is stable 41 EMS versus 21 Fire related events. On the last page the Variance Usage report is working very well. He is happy to report that in June they do not report any COVID related cases. For our fire Inspections report, we had 4 additional inspections and 3 addition re-inspection for a total of 7 fire inspections.

Feldman stated it was a good report. He is always proud of the EMS services. He likes the fact there are less fires but EMS saves lives. This is where our two departments for public safety, which is two thirds of our budget and this shows it is paying off. Udvig commented it is a great report and continues to be impressed with Fire and EMS. They are a great team. Robinson agrees and commends the Chief and his department. Muehlbauer agrees this is a good report. He asked about staffing compared to last year with poor staffing COVID and low response time and now we are lower than that. What do you attribute that to? Schmidt provided the difference in types of staffing scenarios that were present at both times. Muehlbauer asked about Nowthen. Schmidt introduces Mayor Jeff Pilon of Nowthen to speak. It is a big chore to establish a Fire Department. It was more of smooth transition than expected. Mayor Pilon echoed our Chief's comments. He stated initially there was not a lot of enthusiasm. Covid had an impact. So, this took a lot time. But reports he is hearing from the fire department now is good with the new department and its policies. He provided some details of staffing turnover and stated things are good and he sees enthusiasm.

Police Department 2nd Quarter Report.

Police Chief Schwieger highlighted the increase in traffic stops. Specific types of incidents that increased were domestic assaults, DWI's and narcotics. What decreased was medicals, non-domestic related assault and thefts. Our guys are continuing to do very well and are proactive during their shifts as represented in the last off-week memo. Staff and officers were also busy with training this quarter, including instructor training. We also have staff attending Police Intervention Tactic training. We do have a policy allowing police to pursue vehicles and if officers do choose to pursue, this tactic assists in that if put into that situation. Additional trainings like Type of Force, Firearms, CPR, 1st Aid and EMS are occurring and few are on zoom any longer. We are going

to these sites and being trained. Additionally, we have 6 officers attending cultural diversity and complicit bias training and one officer going to conflict management training in 2nd quarter. He is happy to return to his community outreach events and provided a summer of those in 2nd quarter. It is nice to be back in the community in that way. Staff will be participating in Night to Unite here on August 3rd also. He highlighted the change and increase in the type of police vehicles and will continue with replacement to Durango's as their budget allows. The Less Lethal equipment is coming and plans on getting the body worn camera policy off to legal this week. An update on the police eligibility, testing will begin on August 10th and we are optimistic that we will find a good candidate. There were 13 applicants in comparison to 41 last year. The climate right now is causing a decrease.

Mayor Feldman stated the Citizen Academy is a great community program. He also pointed out the reportable offenses and his frustration of DWI increases. A discussion of these increases and other clarifications occurred. He asked the Chief if the bars are working better with the Police? The Chief said all in all they are working better with them.

Udvig stated it is another good report. She hears from her community. She has heard that the officers have been stopping and talking to kids to have good moments and she wants to commend him and his staff on their impact. Robinson added the same complements and pointed out the level of officers in his community. He discussed that their Night to Unite flyers are out and there are stickers and helmets and their guys are doing a good job. He asked about differenced from last year. The Chief responded stating that domestics were higher during that stay home order. Robinson listed some of the behaviors that were unfortunate to see do the what has been seeing in the past. He is all for more police activity. Muehlbauer agrees they are doing a great job and encourage participation in the Citizens Academy. Robinson did mention that other cities are increasing their Police budgets and the Mayor stated that is good and proves that public safety means something.

Council Member Reports

Muehlbauer – No report

Udvig – No Report

Robinson has no report but states that people are excited for Night to Unite.

Feldman provided updates on National Night Out placed in the Spot Light Window. He shared that there will be a Circus the same night at the Elementary School. He encourages folks to get out and enjoy the night and events.

Feldman give updates on the Liquor store hours. Robinson asked about shortages with the change in hours the shop will be open starting the end of

July. Feldman stated there are work arounds and so far, so good. Feldman asked Schmidt to give an update on his hiring of staff. He stated the number of applicants and he is interviewing tomorrow. Feldman encouraged folks to stop by and look at the project. Feldman addressed a question from Robinson on delivery of product and equipment scheduling. There has only been one issue with some panels so far. And he discussed some of the operational changes happening due to the construction. He stated that the purpose for the construction is to expand the product line. He stated that the purpose for the construction is to expand the product line. Schmidt has done a good job so far and this will help to continue to expand. Robinson asked about the goal completion date and October is the confirmed month. Feldman pointed out how well the city staff works together with a focus on our pocket book. We are living as a City of Progress, Pride and Possibilities. We are living those words today.

Feldman gave an update about the budget for the City Hall Security project. He researched and made some changes due to some miss information and new information he and Windingstad found to the plan resulting in a decrease of total project from \$33,504 to \$16,071.94, a \$17,432-dollar savings. He provided a list of changes resulting in the decrease. That along with other project saving he feels is being responsible. With a brief update on a possible schedule he pointed out that there should not be large disruption to staff.

Robinson pointed out that any other Mayor in another occupation would not be able to do this so he is thankful. Feldman highlighted how we take care of buildings and how we need to be proactive in maintaining them. He feels it is important to consider what the public will think. We are responsible and we come up with solutions. He encourages folks to reach out with reasonable requests.

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:39 PM.

Diana Saenger, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4B

TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: Routine sewer system cleaning (Jetting)and Televising
DATE: 8/02/21

OVERVIEW: Each year, the City of St. Francis hires a jetting company to clean one of the five sanitary districts as part of our annual sewer maintenance program. This year, it will be district Five. In accordance with our sanitary sewer maintenance policy, we will also be televising the sewer main after jetting. Televising is done on a Five-year cycle, which allows us to see the condition of the sanitary main and look for defects that could contribute to failure. Sewer cleaning or jetting is accomplished by using high-pressure water (2000 psi) to scour and clean the collection system mains. This is done to eliminate any potential blockages or obstructions in the main preventing the flow of wastewater, and to preventing backups. We received two quotes one from Empire pipe services and Hydro-Klean.

ACTION TO BE CONSIDERED: Council approval of the quotes, Council authorize the low quote of **\$23,125** from Empire Pipe Services to perform work.

BUDGET IMPLICATION: This is a budgeted item in the yearly operation and maintenance budget.

Attachments:

1. Hydro Klean
2. Empire pipe services
3. District 5 jetting map

July 13, 2021

Maintenance Proposal

Submitted To: City of St. Francis
4058 St. Francis Blvd.
St. Francis, MN 55070
Attn: Parish Barten

Job Name/ Location: Sanitary Sewer Cleaning & Televisioning Maintenance, St. Francis, MN

We hereby submit the following specifications per these scope clarifications:

- Sewer Maps/Plans will need to be provided and manholes need to be exposed prior
- Price breakdown is located on the 2nd page of the proposal
- We assume all manholes are accessible by street or alley way
- "Easement work" with difficult access is not included at this time, if required it will be done on hourly basis.
- When cleaning we assume a dump site for all vacuumed debris will be in close proximity
- Cleaning includes up to (2) cleaning passes, over (2) will be considered "heavy cleaning"
- Any specialty cleaning such as root cutting, deposit removal, tap cutting will be at an additional hourly charge
- We assume to have access to water at no additional charge to conduct cleaning
- Our prices are based off this volume, of footage a significant reduction may result in an increase in the per foot price
- (2) Copies of Reports & Videos to be provided at a minimum
- Our technicians are PACP certified (Pipeline Assessment Certification Program) and the video will be conducted per PACP guidelines if requested
- Manhole Inspections if requested will be MACP (Manhole Assessment Certification Program) Level 1
- If needed our televising software is GIS compatible
- Mobilization is included & minimal Traffic Control is included at this time
- Work on State Highways will require a permit & may require additional traffic control

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.


Authorized Signature: Shawn Wenner

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Authorized Signature



July 13, 2021

City of St. Francis
4058 St. Francis Blvd.
St. Francis, MN 55070

Attn: Parish Barten

City of St. Francis

Sanitary Sewer Cleaning & Televisioning Maintenance Proposal for 2021

2021

Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
1	Cleaning & Televisioning of 8-12" existing PVC Sanitary Sewer	LF	18,500	\$1.25	\$23,125.00
Total Estimated Amount:					\$23,125.00

Please review "Clarifications" on Page 1

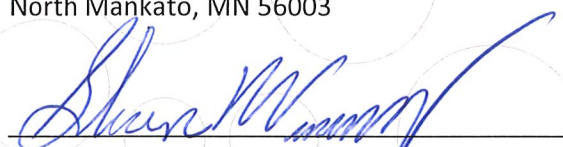
Additional Item Rates that may be needed on a per Incident Basis for the duration of the agreement*

1	Jet Vac Truck w/operator	HR	1	\$245.00
2	Root Cutting & Deposits (Camera & Jet Vac)	HR	1	\$475.00
3	Televisioning Truck w/operator	HR	1	\$230.00
4	Lateral Launch Camera	quote on per incident basis		
5	Manhole Inspections (MACP Level 1)	EA	1	\$75.00
6	Cleaning of Lift station (Average cost)	EA	1	\$460.00
7	Trenchless Spot Repair	per incident basis		
8	Per Diem (only if there is additional work over 6 hrs)	EA	1	\$250.00
9	Technician only	HR	1	\$70.00

*Additional items will be tracked in half-hour increments

Please note: We share our hourly rates for the "Additional Items" in confidence we ask that you only use this information for city purposes.

Empire Pipe Services
415 Truman Street
North Mankato, MN 56003


Shawn Wenner, CEO Empire Pipe Services

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

Authorized Signature



Hydro-Klean, LLC
333 NW 49th Place
Des Moines, IA, 50313
Phone: 515-283-0500

Quote

Quote Nbr.: Q001924
Order Date: 07/22/2021
Valid Until:
Sales Person: Jake Nanti
Customer ID: 104054
Payment Terms:

Job Site:

St. Francis, MN
TBD
St. Francis MN 55070
United States of America

Bill to:

St. Francis, MN
4058 St. Francis Blvd
St. Francis MN 55070
United States of America

Job Description

Projected probable project cost to perform the following tasks on a unit cost basis: Variations in the work scope will require execution of a change order.

Per unit and time and materials cost (if applicable) to conduct the Pipeline Inspection and Proactive Evaluation program as described to the customer. St. Francis, MN. Clean & TV 18,500LF of 8"-12" sanitary pipe w/ mainline TV truck and combination jet vac. Customer to provide an adequate water source such as a fire-hydrant at no additional cost to HK. All debris and waste collected to be disposed on site at customer designated location. If required, reverse set-ups for televising will be \$75/ea. Truck access to exposed manholes, is required. Standard traffic control (i.e. cones) is included. Non-standard traffic control, bypassing or easement work will be additional. Scheduling will be at the discretion of the contractor. Cleaning to consist of 3 passes or less. Any cleaning requested beyond 3 passes will be charged at HK's standard hourly rate of \$335/hour standard time or \$375/ hour overtime. Prices below are based on a one year agreement for a minimum of 18,500LF per year under the P.I.P.E. program.

Deliverables include:

Standard PACP export or GraniteNet export with database, videos and photos.

Printed, bound reports of Main Inspection and Pipe Run and Defects by Inspection.

No charge recommendations for rehabilitation throughout the project area. Basic manual inspection of manholes w/ hand written reports \$50/manhole or upgrade to 3D manhole inspections @ \$125/per manhole upon request.

Review of all pipeline video including evaluation and recommendations for rehabilitation.

Discounts for all manhole and pipeline rehabilitation performed throughout the P.I.P.E. service agreement.

Discounts on product purchases throughout the P.I.P.E. service agreement

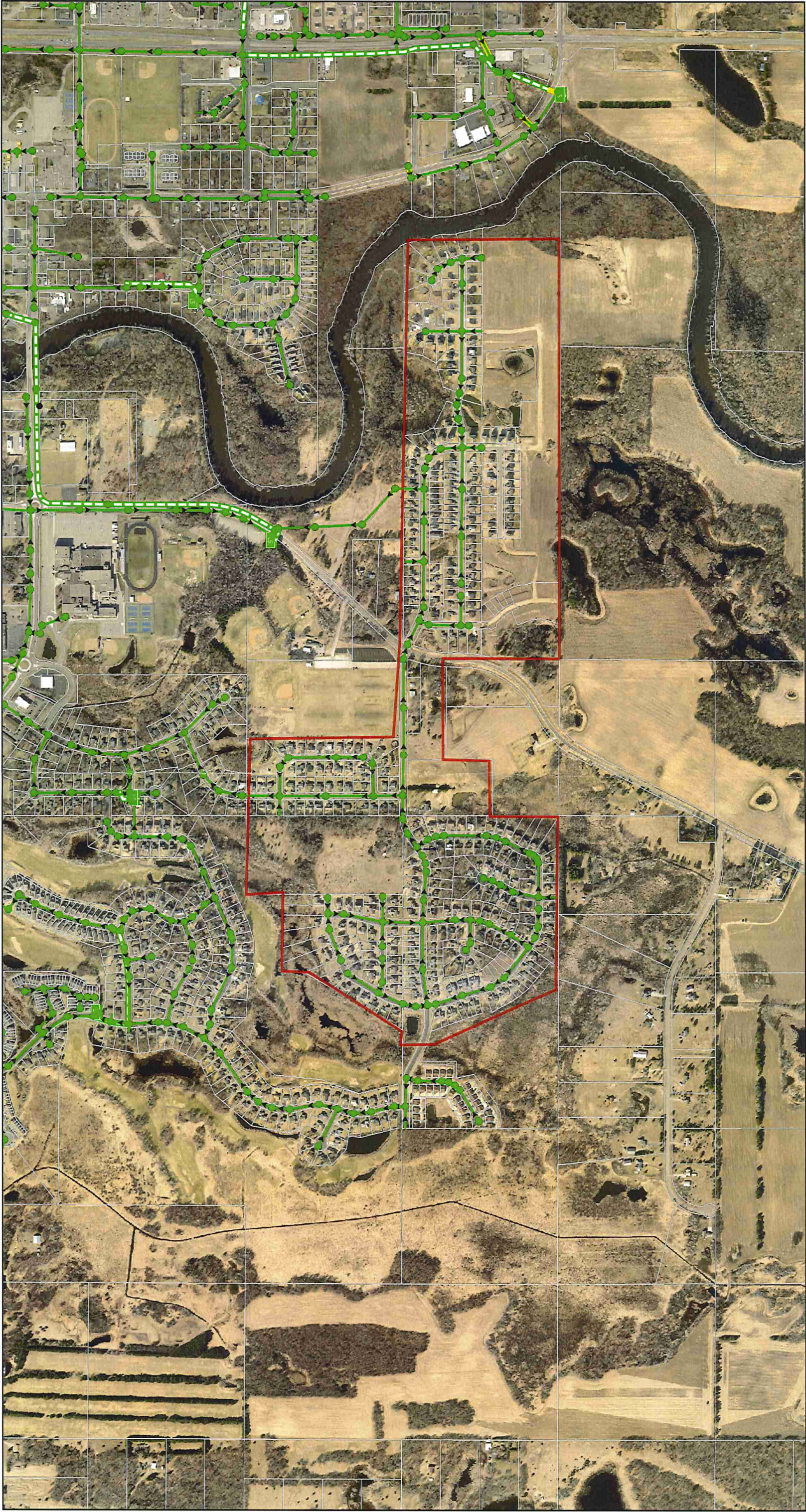
NO.	ITEM	QTY.	UOM	PRICE	Amount
1	Mobilization of Cleaning Crew & Equipment	44.0000	MILE	5.0000	220.00
2	Mobilization of Televising Crew & Equipment	44.0000	MILE	5.0000	220.00
3	Televising Sanitary Sewer Pipe	18,500.0000	FOOT	0.5400	9,990.00
4	Easement Televising Sanitary Sewer Pipe	0.0000	FOOT	1.6200	0.00
5	Cleaning Sanitary Sewer Pipe (3 or less passes)	18,500.0000	FOOT	0.7500	13,875.00
6	Easement Cleaning Sanitary Sewer Pipe (3 or less passes)	0.0000	FOOT	2.2500	0.00

***NOTE: Quote does not include any applicable taxes**

Prepared By: Jake Nanti
Approved By: Wade Anderson

Accepted By: _____
Date: _____
PO#: _____

***Quote Total:** 24,305.00



March 1, 2021

1:9,710



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4C

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Authorization Not to Waive Statutory Liability Limits**
DATE: 07-28-2021

OVERVIEW:

Historically, the city has chosen to not waive the statutory liability limits. Waiving the statutory limit would likely increase premiums. In addition, the statutory limits maximum exposure to \$500,000 per claimant and \$1.5 million per occurrence.

ACTION TO BE CONSIDERED:

Motion to Not Waive Statutory liability limits.

BUDGET IMPLICATION:

Insurance premiums are budgeted for each year with the limits not waived.

Attachments:

- League of MN Cities Memo excerpt concerning Statutory Limits and Waiving
- Liability Coverage Waiver Form.

RELEVANT LINKS:

See Section III.B, *Data security breach and computer-related risks*.

See Section III.J, *Land use and special risk litigation*.

See Section III.D, *Employees' activities in outside organizations*.

Minn. Stat. § 466.04.

See *Summary of LMCIT Liability Coverage Options* and the effects of choosing the various coverage structure options.

In addition to the LMCIT coverage limit of \$2 million per occurrence, there are annual aggregate limits, or limits on the total amount of coverage for the year regardless of the number of claims.

A \$3 million annual aggregate applies for the following:

- Products.
- Failure to supply utilities (water, electricity, gas, steam service, and phone and internet or other electronic data transmission services.)
- Data security breaches (a \$250,000 sublimit, which is part of and not in addition to the \$3 million aggregate, applies for Payment Card Industry fines and penalties and data security breach regulatory fines and penalties resulting from a data security breach claim.)
- Electromagnetic fields.
- Limited contamination (sudden and accidental release of pollutants; herbicide and pesticide applications; sewer ruptures, overflows, and backups; lead and asbestos claims; mold claims; organic pathogen claims; hostile fire claims; and excavation and dredging claims, which are also subject to an annual \$250,000 sublimit.)

A \$1 million annual aggregate applies to land use and special risk litigation. This coverage is provided on a sliding scale percentage basis, which is based on participation in LMCIT's land use incentive.

A \$100,000 annual aggregate applies for employees' activities in outside organizations.

2. Statutory liability limits

The statutory municipal tort cap is limited to a maximum of \$500,000 per claimant and \$1.5 million per occurrence. These limits apply whether the claim is against the city, against the individual officer or employee, or against both. The LMCIT liability coverage provides a standard limit of \$2 million per occurrence.

At the city's coverage renewal each year, it must decide whether to waive or not waive the statutory limits. There is no right or wrong answer, and it's a discretionary decision each governing body must make.

RELEVANT LINKS:

See Section II.D.3,
*Purchasing higher liability
limits.*

See Section II.D.3.a,
*Statutory limits may not
apply.*

Minn. Stat. § 3.736.

a. Waiving the statutory limit

Members who waive the statutory limits are waiving the protection of the statutory limits, up to the amount of coverage the city has. A claimant could recover up to the LMCIT standard limit of \$2 million, rather than the statutory limit of \$500,000 per claimant. Because the waiver increases the exposure, the premium is a bit higher for coverage under the waiver option.

A city may choose to pay more in premium for the waiver option because the statutory liability limit only applies in cases where the city is in fact liable and the injured party's actual proven damages are greater than the statutory limit. Some cities may want to have more assets available to compensate their citizens for injuries caused by the city's negligence.

In those cases where the city waives the statutory limit, but also purchases the LMCIT excess liability coverage, a claimant could potentially recover more. If, for example, the city has \$1 million of excess coverage and chooses to waive the statutory tort caps, the claimant or claimants could recover up to \$3 million in damages in a single occurrence.

The cost of the excess liability coverage is higher if the city waives the statutory tort caps. The cost difference is proportionally greater than the cost difference at the primary level because for a city that carries excess coverage, waiving the statutory tort caps increases both the per claimant exposure and the per occurrence exposure.

b. Not waiving the statutory limit

For cities who choose not to waive the statutory limits, the city's liability is limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence. LMCIT's higher coverage limits would only come into play on those types of claims that aren't covered by the statutory limit.

3. Purchasing higher liability limits

LMCIT makes available the option of carrying higher coverage limits than the basic limit of \$2 million per occurrence. The LMCIT excess liability coverage is available in \$1 million increments up to a maximum of \$5 million. There are several reasons why cities may consider carrying LMCIT's excess liability coverage.

a. Statutory limits may not apply

The statutory tort caps do not or may not apply for the following types of claims:

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 08-02-2021

Signature: _____ Position: Finance Director



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4D

TO: Mayor & City Council
FROM: Diana Saenger, City Clerk
SUBJECT: Hire Full-Time Liquor Store Clerk
DATE: August 2, 2021

OVERVIEW:

Staff was given the authorization to create and fill a Full-Time Liquor Store Clerk position on June 21st. An ad was placed on the League of MN Cities website, the City's website and posted at City Hall. Twenty applications were received for this position. Five applicants were interviewed on July 20th. The interview panel recommended Corrine Lauer to move on the have a background completed. We are happy to say that Corrine passed the background check successfully. Corrine's first day will be August 2nd, 2021.

Recommended Action:

Motion to approve Corrine Lauer as Liquor Store Clerk.



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Weber Inc-Pay Application #1
DATE: 07-28-2021

OVERVIEW:

Attached is pay estimate #1 to Weber Construction for the Liquor Store Remodeling. Amount to be paid is \$63,356.45. There is a retainage of \$3,334.55 at this time.

ACTION TO BE CONSIDERED:

Approve attached pay application

BUDGET IMPLICATION:

This is being paid out of the Liquor Fund.

Attachment:

-Pay Application #1-Weber, Inc-Liquor Store Remodel

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF PAGES

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

PROJECT: St. Francis Bottle Shop Addition & A
23307 St. Francis Boulevard
St. Francis MN

APPLICATION NO: 00001
PERIOD TO: 6/30/2021
PROJECT NOS.: 2020.02

Distribution to:

- ☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR
☐
☐

FROM CONTRACTOR: Weber, Inc.
2497 7th Avenue East
North St. Paul, MN 55109

VIA ARCHITECT: Pearl Architecture, LLC.
1158 6th Ave. South
South St. Paul, MN 55075

CONTRACT DATE: 5/5/2021

CONTRACT FOR: General Contracting/Construction Manager

CONTRACTOR'S APPLICATION FOR PAYMENT

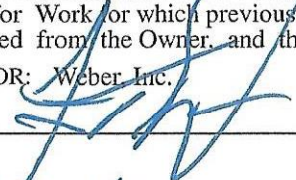
Application is made for payment, as shown below, in connection with the contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$627,000.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$627,000.00
4. TOTAL COMPLETED & STORED TO DATE \$66,691.00
(Column G on G703)
5. RETAINAGE:
 - a. 5.000 % of Completed Work \$3,334.55
(Columns D + E on G703)
 - b. 5.000 % of Stored Material \$0.00
(Columns F on G703)
- Total Retainage (Line 5a + 5b or
Total in Columns I on G703) \$3,334.55
6. TOTAL EARNED LESS RETAINAGE \$63,356.45
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$0.00
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$63,356.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$563,643.55
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

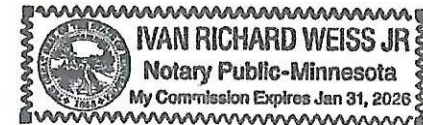
CONTRACTOR: Weber, Inc.

By:  Date: 07/09/2021

State of: Minnesota
County of: Ramsey

Subscribed and sworn to before
me this 9th day of July, 2021

Notary Public: 
My Commission expires: 01-31-2026



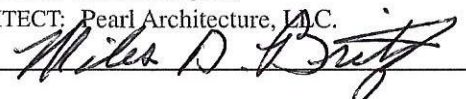
ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$63,356.45

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Pearl Architecture, LLC.

By:  Date: 7/19/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00001
APPLICATION DATE:
PERIOD TO: 6/30/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
010000	Mobilization	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.000	\$0.00	\$225.00
024119.13	Selective Demolition	\$19,723.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$19,723.00	\$0.00
033000 - L	Cast-In-Place Concrete - Labor	\$14,000.00	\$0.00	\$5,560.00	\$0.00	\$5,560.00	39.714	\$8,440.00	\$278.00
033000 - M	Cast-In-Place Concrete - Material	\$23,000.00	\$0.00	\$8,740.00	\$0.00	\$8,740.00	38.000	\$14,260.00	\$437.00
040000 - L	Masonry - Labor	\$5,000.00	\$0.00	\$1,900.00	\$0.00	\$1,900.00	38.000	\$3,100.00	\$0.00
040000 - M	Masonry - Material	\$10,000.00	\$0.00	\$3,800.00	\$0.00	\$3,800.00	38.000	\$6,200.00	\$190.00
051200 - L	Structural Steel Framing - Labor	\$4,779.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,779.00	\$0.00
051200 - M	Structural Steel Framing - Materia	\$6,875.00	\$0.00	\$6,875.00	\$0.00	\$6,875.00	100.000	\$0.00	\$343.75
055000 - M	Metal Fabrications - Material	\$525.00	\$0.00	\$525.00	\$0.00	\$525.00	100.000	\$0.00	\$26.25
061000 - L	Rough Carpentry - Labor	\$38,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$38,200.00	\$0.00
061000 - M	Rough Carpentry - Materials	\$72,175.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$72,175.00	\$0.00
062000	Finish Carpentry	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,400.00	\$0.00
064023 - L	Interior Arch Woodwork - Labor	\$6,468.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$6,468.00	\$0.00
064023 - M	Interior Arch Woodwork - Material	\$12,991.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,991.00	\$0.00
071916 - L	Silane Water Repellent - Labor	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,400.00	\$0.00
071916 - M	Silane Water Repellent - Mater	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$700.00	\$0.00
072100 - L	Building Insulation - Labor	\$1,280.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,280.00	\$0.00
072100 - M	Building Insulation - Material	\$2,070.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,070.00	\$0.00
072119 - L	Foamed-In-Place Insulation - Lab	\$4,773.90	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,773.90	\$0.00
072119 - M	Foamed In Place Insulation - Mat	\$17,818.10	\$0.00	\$0.00	\$0.00	\$0.00	0	\$17,818.10	\$0.00
072419 - L	EFIS - Labor	\$13,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$13,200.00	\$0.00
072419 - M	EFIS - Material	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,800.00	\$0.00
072726 - L	Fluid Applied Air/Water Barrier - L	\$8,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$8,800.00	\$0.00
072726 - M	Fluid Applied Air/Water Barrier - M	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,200.00	\$0.00
075323.15	EPDM Roofing	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$20,000.00	\$0.00
076200	Sheet Metal Flashing & Trim	\$3,920.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,920.00	\$0.00
077113	Pre-Manufactured Roof Coping	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,000.00	\$0.00
079200	Joint Sealants	\$2,080.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,080.00	\$0.00
081113.13	Hollow Metal Doors & Frames - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$10,000.00	\$0.00
081113.13	Hollow Metal Doors & Frames - L	\$4,285.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,285.00	\$0.00
083819.16	Rigid Double-Acting Traffic Doors	\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,700.00	\$0.00
085413	Fiberglass Windows	\$684.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$684.00	\$0.00
087100	Door Hardware	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,000.00	\$0.00
088000	Glazing	\$2,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,900.00	\$0.00



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00001
APPLICATION DATE:
PERIOD TO: 6/30/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D E		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
092116 - L	Gypsum Bcard Assemblies - Labo	\$15,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$15,600.00	\$0.00
092116 - M	Gypsum Bcard Assemblies - Mate	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,700.00	\$0.00
093000 - L	Tiling - Labor	\$23,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$23,750.00	\$0.00
093000 - M	Tiling - Material	\$7,850.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$7,850.00	\$0.00
095113 - L	Ceiling Gric & Tile - Labor	\$4,830.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,830.00	\$0.00
095113 - M	Ceiling Gric & Tile - Material	\$3,860.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,860.00	\$0.00
096519 - L	Resilient Tile Floor & Acc - Labor	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$900.00	\$0.00
096519 - M	Resilient Tile Floor & Acc - Mater	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$900.00	\$0.00
096813 - L	Tile Carpeting - Labor	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$500.00	\$0.00
096813 - M	Tile Carpeting - Material	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$700.00	\$0.00
097733 - L	FRP Wall Paneling - Labor	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$650.00	\$0.00
097733 - M	FRP Wall Paneling - Material	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$400.00	\$0.00
098116	Acoustic Blanket Insulation	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,000.00	\$0.00
099100 - L	Painting - Labor	\$6,868.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$6,868.00	\$0.00
099100 - M	Painting - Material	\$1,560.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,560.00	\$0.00
101423	Interior Parel Signage - Deisgn	\$375.81	\$0.00	\$0.00	\$0.00	\$0.00	0	\$375.81	\$0.00
101423 - L	Interior Parel Signage - Labor	\$1,059.79	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,059.79	\$0.00
101423 - M	Interior Parel Signage - Material	\$1,338.40	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,338.40	\$0.00
102613	Corner Guards	\$506.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$506.00	\$0.00
102800	Toilet Accessories	\$696.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$696.00	\$0.00
102815	Diaper Changing Accessories	\$597.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$597.00	\$0.00
104400	Fire Extinguishers, Cabinets	\$446.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$446.00	\$0.00
123661 - L	Countertops - Labor	\$2,539.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,539.00	\$0.00
123661 - M	Countertops - Material	\$8,275.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$8,275.00	\$0.00
124813	Entrance Floor Mats & Frames	\$1,161.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,161.00	\$0.00
220000 - L	Plumbing - Labor	\$12,444.06	\$0.00	\$0.00	\$0.00	\$0.00	0	\$12,444.06	\$0.00
220000 - M	Plumbing - Material	\$15,505.94	\$0.00	\$2,700.00	\$0.00	\$2,700.00	17.413	\$12,805.94	\$135.00
230000 - L	HVAC - Labor	\$9,550.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$9,550.00	\$0.00
230000 - M	HVAC - Material	\$16,550.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$16,550.00	\$0.00
260000 - L	Electrical - Labor	\$23,000.00	\$0.00	\$1,850.00	\$0.00	\$1,850.00	8.043	\$21,150.00	\$92.50
260000 - M	Electrical - Material	\$27,500.00	\$0.00	\$850.00	\$0.00	\$850.00	3.091	\$26,650.00	\$42.50
270000 - L	Communications - Labor	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,200.00	\$0.00
270000 - M	Communications - Material	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,300.00	\$0.00
311000	Site Clearing	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00	100.000	\$0.00	\$650.00



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00001
APPLICATION DATE:
PERIOD TO: 6/30/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	E		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
312000	Earth Moving	\$17,098.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$17,098.00	\$0.00
321216	Asphalt Paving	\$11,714.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$11,714.00	\$0.00
321613 - L	Concrete Curbs & Gutters - Labor	\$3,590.40	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,590.40	\$0.00
321613 - M	Concrete Curbs & Gutters - Mate	\$2,393.60	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,393.60	\$0.00
321723	Pavement Markings	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$500.00	\$0.00
323113	Chain Link Fences & Gates	\$3,875.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$3,875.00	\$0.00
329000	Landscaping	\$1,960.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$1,960.00	\$0.00
331417	Site Water Utility Service	\$8,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$8,700.00	\$0.00
340000	General Conditions	\$14,904.00	\$0.00	\$1,490.40	\$0.00	\$1,490.40	10.000	\$13,413.60	\$74.52
340001	Bond	\$7,100.00	\$0.00	\$7,100.00	\$0.00	\$7,100.00	100.000	\$0.00	\$355.00
340002	Insurance	\$6,800.00	\$0.00	\$6,800.00	\$0.00	\$6,800.00	100.000	\$0.00	\$340.00
340003	General Contractor Fee	\$10,006.00	\$0.00	\$1,000.60	\$0.00	\$1,000.60	10.000	\$9,005.40	\$50.03
		\$627,000.00	\$0.00	\$66,691.00	\$0.00	\$66,691.00	10.64%	\$560,309.00	\$3,239.55





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

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Temporary/Season Outdoor Sales Permit
DATE: August 2, 2021

OVERVIEW:

The St. Francis Area Chamber of Commerce is asking for City approval of a Temporary/Seasonal Outdoor Sales Permit to allow hosting of the Culpepper & Merriweather Circus on August 3rd, 2021 at the St. Francis Elementary School. The Event will be held from 5:00 pm to 7:30 PM.

The Chamber has obtained a Facility Use Permit with ISD15. It is expected that attendees will park in the bus garage lot as well as the three church lots owned by Trinity Lutheran Church as presented in the attached aerial map.

ACTION TO BE CONSIDERED:

Approve the St. Francis Area Chamber of Commerce Temporary/Seasonal Outdoor Sales Permit and waive the permit fee.

BUDGET IMPLICATION:

None

Attachments: Permit Application and associated documents.

TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS: <u>22919 St. Francis Blvd</u>		PARCEL ID #:	
	BUSINESS HOURS: <u>5pm - 9pm</u>		DATES OF START TO CLOSE OF OPERATION: <u>03-04 Aug 2021</u>	
	DESCRIPTION OF OPERATION: <u>Circus</u>			
APPLICANT INFORMATION	NAME: <u>St. Francis Area Chamber of Commerce</u>			
	ADDRESS: <u>P.O. Box 655</u>			
	CITY: <u>St. Francis</u>		STATE: <u>MN</u>	ZIP: <u>55070</u>
	PHONE: <u>612-757-6949</u>		EMAIL: <u>chamber@stfrancischamber.org</u>	
PROPERTY OWNER (if different than applicant)	NAME: <u>St. Francis Area Schools</u>			
	ADDRESS: <u>4115 Ambassador Blvd NW</u>			
	CITY: <u>St. Francis</u>		STATE: <u>MN</u>	ZIP: <u>55070</u>
	PHONE: <u>763-753-7040</u>		EMAIL:	
STRUCTURE	The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.			
	MAIN USE OF STRUCTURE: <u>Circus</u>			
	SIZE: Length: <u>140</u> ft. Width: <u>100</u> ft.			
	TYPE: ☒ TEND ☐ CANOPY ☐ STAND OTHER: _____			
	MATERIAL: <u>Megaflex 800 Registration # F-87001</u>			
	WILL ANY OF THE FOLLOWING BE USED? ☒ TEMPORARY TANKS ☐ HEATERS ☐ ELECTRIC			
	↓ <u>Waste water</u>			

Required Documentation:

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

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
 - Identification of sale location on site
 - Placement and size of any structures, including
 - Location of exits
 - Location of fire hydrants
 - Parking stalls and drive aisles
 - Placement and size of any signs
- Evidence of the following, if applicable:
 - Adequate off-street parking
 - City of St. Francis Business License (Reference Chapter 6)
 - State license authorizing fertilizing handlings
 - Certificate of insurance
 - Proof of any other agency permits or license required for operation

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

Kerby Scherer
Print Name

[Signature]
Signature of Applicant

25 July 2021
Date

Signature of Owner (if different than applicant)

Date

APPROVALS:

Zoning: _____

Date: _____

Zoned: Agricultural Commercial

Industrial

Fire: _____

Date: _____

Building: _____

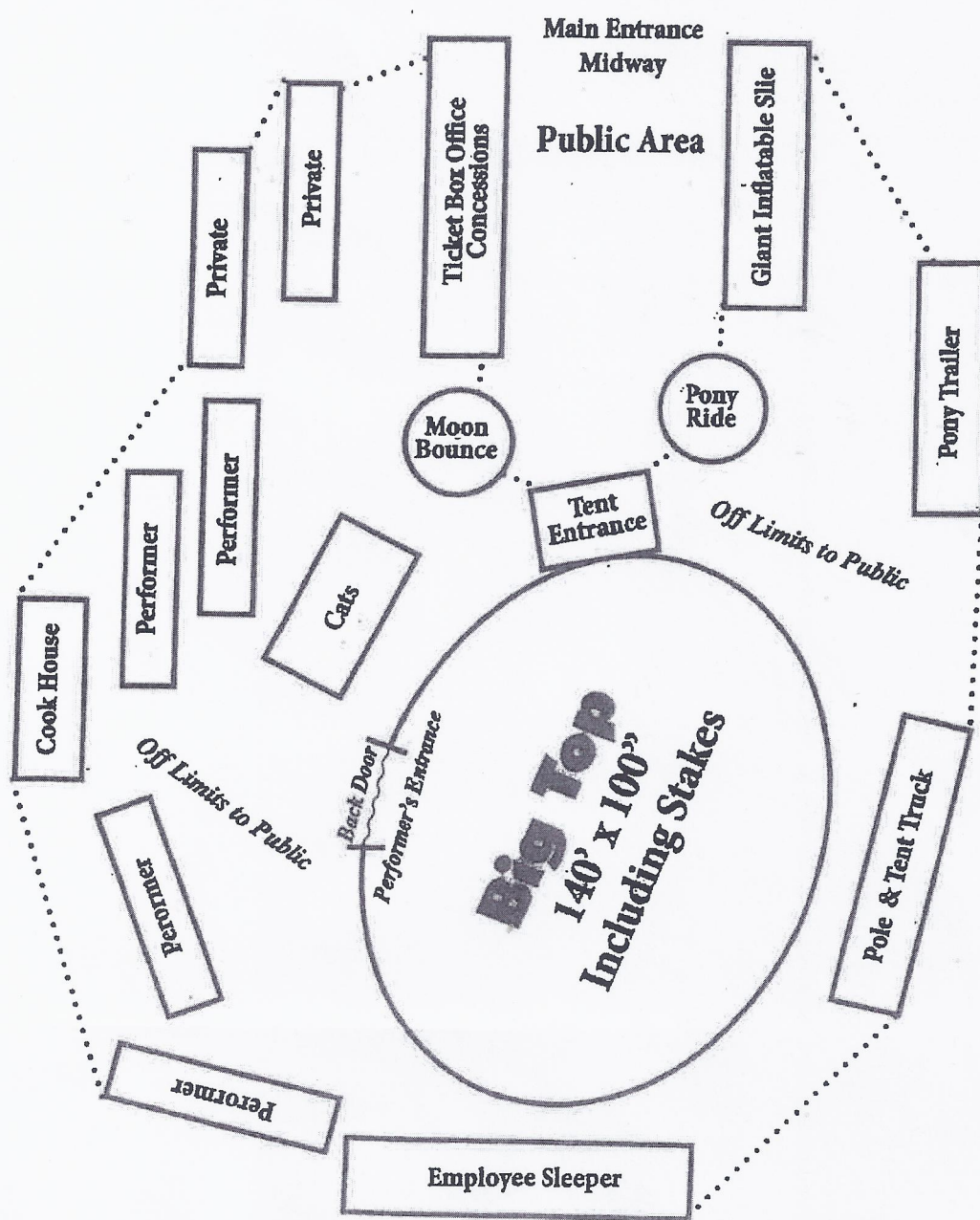
Date: _____

Culpepper & Merriweather Circus Lot Diagram

This diagram labels the vehicles owned by Culpepper & Merriweather Circus and the tents that are set up on our lot each day. We need an area that is about 300' x 300' (not including parking for the public) to allow for both a 30' fire lane around our tent and around the perimeter of the lot. This layout also allows our electrical and water departments to reach all of the vehicles and tents on the lot.

We are often asked by sponsors to save space by "parking vehicles we don't need" away from the lot after we unload them. Please do not ask us to do this. NO truck is ever fully unloaded and each requires easy access for our staff during the day. Also, if there was a truck "we don't need" it would be at home and not on the road with us.

Note: Actual layout will depend on the shape and size of each individual lot.



Culpepper & Merriweather Circus
P.O. Box 813
Hugo, OK 74743
(580) 326-8833

CONTRACT ADDENDUM

For performances in or near: **St. Francis, MN**

Sponsor: **St. Francis Chamber of Commerce**

This addendum updates the contract signed for performances by Culpepper & Merriweather Circus originally scheduled in 2020 that were postponed by the Covid-19 pandemic.

All items agreed to in the contract for the 2020 date will continue be honored. All things listed as previously agreed upon to be provided by the Circus and the Sponsor, ticket prices and other obligations will carry over to this new show date in 2021.

Changes to the contract are as follows:

New Circus Date: **Tuesday, August 3, 2021**

New Show Times: **5:00 & 7:30 p.m.**

Due to evolving Covid-19 protocols, the Sponsor agrees to contact local health authorities and inform the Circus at the morning advance ticket settlement of any requirements for the performances and assist in the implementation of those protocols.

In the case of a resurgence of Covid-19 infections to levels that force authorities to restrict commercial activity or social gatherings, the Circus cannot be obligated to the fulfillment of this contract.

For Circus: *Allana Green*

March 31, 2021

For Sponsor: *Henry C. John*

Date: *12 July 2021*

(please sign, scan and return via email)



CULPEPPER & MERRIWEATHER CIRCUS

P.O. Box 813

Hugo, OK 74743

Phone: (580) 326-8833

Fax: (580) 326-8866



City: ST FRANCIS State: MO Zip Code: 65070 Contract Date: 29 OCT 19

This is an agreement between Culpepper & Merriweather Circus, hereinafter referred to as "Circus", and Chimera of Commerce, hereinafter referred to as "Sponsor", for the Circus to exhibit in or near ST FRANCIS (City & State)

Show Date(s): 28 JUL 20 Show Times: 5 & 730 p.m.

Lot Location: Chimera School Grounds (tentative)

Ticket Prices: Sold by Sponsor in Advance:

Adult \$12.00
Child (ages 2-12)/Senior (age 65+) \$7.00

Sold by Circus on Show Day:

Adult \$15.00
Child (ages 2-12)/Senior (age 65+) \$8.00

Child/Senior Tickets are sold in advance by telemarketing agent for \$7.00 each. Children under the age of 2 years do not require a ticket for admission. There are no refunds or exchanges on any tickets sold by the Sponsor, Telemarketer or the Circus.

Taxes: All ticket prices include applicable state and local sales and entertainment taxes. These taxes are removed from the gross proceeds before any distribution of revenue between the Circus and the Sponsor. The Circus is required to pay these taxes directly to the appropriate government revenue agencies regardless of the non-profit status of the Sponsor.

Telemarketing: The telemarketing firm of Chimera Promotions will handle this promotion. This is an important part of promoting Circus Day and the Sponsor cannot decline participation without the Circus considering it a breach of this contract. The calls made during this campaign will be to businesses only for the sale of Child/Senior tickets. Sponsor agrees to provide persons to collect the sales and distribute tickets sold by Chimera Promotions. The Sponsor retains 25% of these collected sales just like the Advance Child/Senior tickets sold by the Sponsor. The Sponsor agrees to turn over the remaining 75% of the collected telemarketing sales to the Circus at settlement on Show Day (the fee paid to Chimera Promotions for their services will come from Circus proceeds and can also be paid directly to Chimera Promotions by the Sponsor in advance of Circus Day). These Child/Senior tickets may not be exchanged and will not be honored by the Circus as payment towards an adult ticket.

Will Call Ticket Sales: The Circus will operate and advertise a toll free information number, (866) BIG-TOP6, that the public can call to get show times, information about Circus performances, and locations of local ticket outlets. As a courtesy to the public, this service will also allow individuals to purchase advance tickets by credit card and pick them up on a "Will Call" basis at the Circus ticket office on Show Day. The Sponsor shall receive 10% of the revenue from tickets sold through this service.

Settlement: Sponsor agrees to return all unsold tickets and bring revenue from tickets sold for settlement at 10 a.m. in the Circus office on the Show Date listed above. *Failure to do so relieves the Circus of its obligation to fulfill this contract.* The settlement of ticket sales must be done in cash. NO ADVANCE TICKETS MAY BE SOLD BY THE SPONSOR ON SHOW DAY. Settlement of gate proceeds will be done in cash in the Circus office at intermission of the final performance on Show Day.

DIVISION OF PROCEEDS

After deduction of applicable taxes, Sponsor shall retain the following shares of revenues:

- 25% of collected Telemarketing sales
- 50% of Advance \$12.00 Adult Tickets after the first 100 sold by the Sponsor
- 25% of all Advance \$7.00 Child/Senior Tickets sold by the Sponsor
- 10% of all tickets sold in advance via "Will Call" service
- 10% of all revenue from admission ticket sales by the Circus on Show Day

Revenue from the first 100 Advance \$12.00 Adult Tickets sold by the Sponsor will belong to the Circus.

The Circus shall exclusively provide and retain all revenues from all concessions, special exhibits, inflates and animal rides on the Circus Grounds on the Show Date listed above.

Circus Agrees to Furnish:

- Two 1½-hour shows on the date, times, and grounds listed above. If ticket sales warrant, an additional show may be added at the discretion of the Circus.
- Electricity, equipment, and personnel necessary to operate Circus.
- \$1,000,000 Public Liability insurance indemnifying the Sponsor, lot owner, municipality, and the Circus.
- 100 Window Cards/Posters, 500 Adult Tickets, 500 Child/Senior Tickets, promotional materials and personnel to assist in advertising Circus Day.
- Circus will collect and bag trash and place manure in receptacles provided by Sponsor.

Sponsor Agrees to Furnish:

- Suitable showgrounds at least 300'x300' in size. Lot must be accessible to large vehicles, level and free of debris.
- One running, potable water source. The Circus uses about 1,500 gallons daily.
- Provide and arrange for the removal of refuse containers for trash and animal manure. A 4-yard dumpster is recommended for trash.
- All permits and licenses that are required by local government agencies, any police and fire protection required by local ordinance, and to contact utilities to mark underground lines on lot.
- Two ticket takers for each performance. *pd cash*
- Contract closing fee of \$290 paid upon the signing of this agreement. This fee will be fully refunded if the Sponsor sells 200 or more Advance \$12.00 Adult tickets (\$7.00 Child/Senior tickets purchased by senior adults do not count toward this refund).

Please complete and attach a sponsor contact sheet and return to P.O. Box 813, Hugo, OK 74743.

This contract cannot be cancelled or transferred and verbal agreements will not be recognized. Circus shall not be held liable to Sponsor for failure to fulfill this contract due to circumstances relating to mechanical failure or transportation breakdown, floods or other acts of Nature, terrorism, riot, mob action, or other public disorder. Due to the nature of live entertainment, acts, presentations, and exhibits are subject to change without notice.

Sponsor agrees that the representative signing this contract has authority to act on Sponsor's behalf.

For Circus: [Signature] Contracting Agent, Culpepper & Merriweather Circus

For Sponsor: [Signature] Address: PO Box 695 St Francis

Phone: 763 232 7678 Fax: —



ST. FRANCIS AREA CHAMBER OF COMMERCE
 KERBY SCHERER

SF Area Chamber of Commerce Circus-Scherer

Information

Account #: #1032

Email: chamber@stfranschamber.org

Contact: kerby scherer

Rate Type: Class 5

Phone:

Attendance: 450

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
St. Francis Elementary School-South								
Tue, Aug 3 2021	8:00 AM	5:00 PM	9:00 PM	12:00 AM	SFES Field 1, SFES Field 2	\$12.00/Hour	32h	\$384.00
Wed, Aug 4 2021	-	12:00 AM	9:00 PM	5:00 AM	SFES Field 1, SFES Field 2	\$12.00/Hour	10h	\$120.00

Estimated Total Charges \$504.00

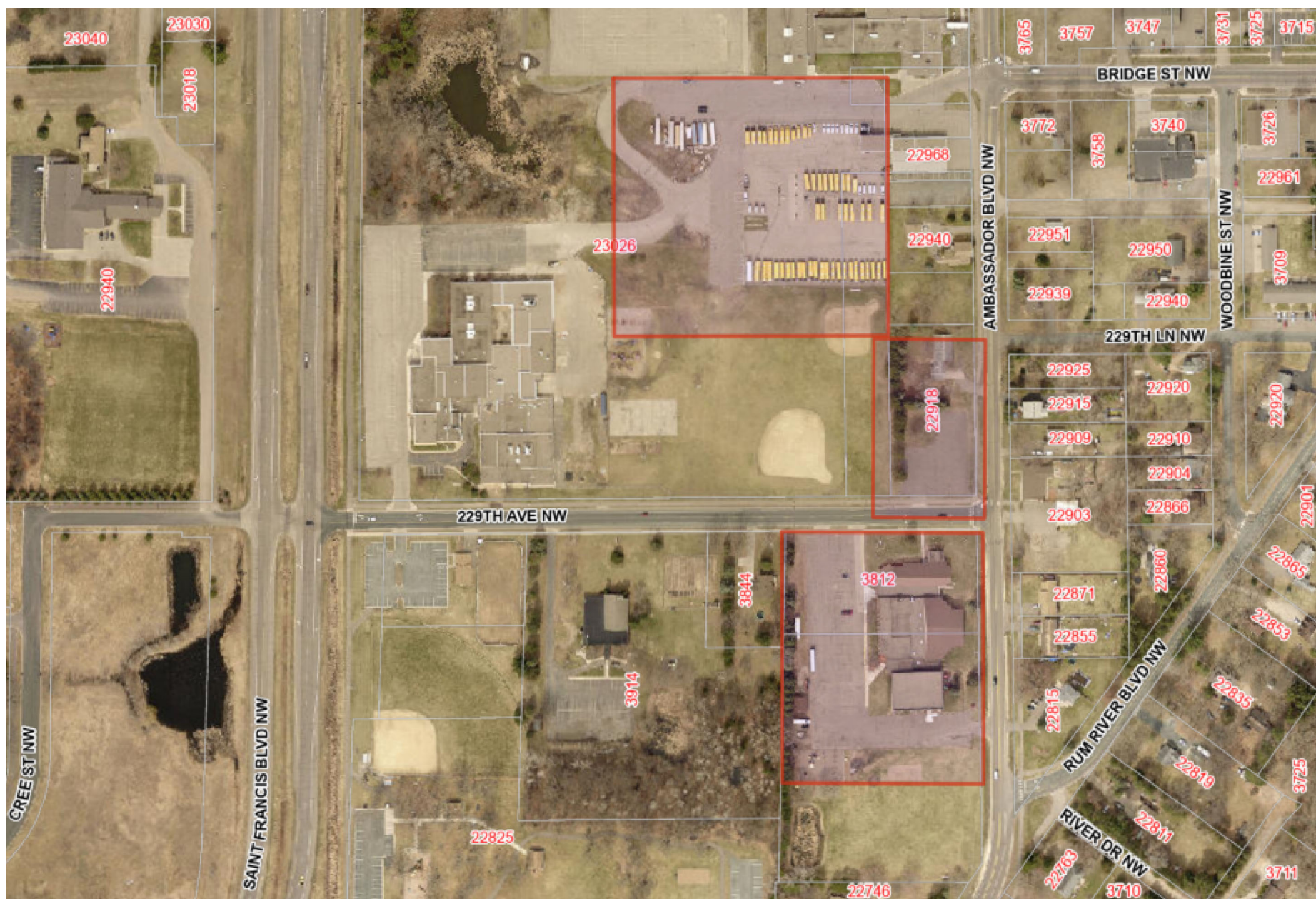
Finance History

	Amount
TBD	Estimated amount to be invoiced in the future
	\$ 504.00

Due as of July 26, 2021 \$0.00

Setup Notes

St. Francis Elementary School-South - SFES Field 1, SFES Field 2
 Tuesday, Aug 3 5:00 - 9:00 PM:
 Chamber of Commerce to contact utility companies to mark the area. Portable toilets ordered by Meriweather Circus.
 Ben Wallin from grounds to drop off map at Subway with a diagram of where fiber optic lines run thru the property.





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

TO: Joe Kohlmann, City Administrator
FROM: Diana Saenger, City Clerk
SUBJECT: Party Permit Application
DATE: August 2, 2021

OVERVIEW:

Zachery Scott, City resident of St. Francis is asking for City approval of a Party Permit to hold Wedding event on his property at 23157 Bridgestone Rd NW on August 14, 2021 from 4:00 pm to 1:00 am. The Police department has reviewed the request and City Clerk recommends approval to issue license.

ACTION TO BE CONSIDERED:

Approval of Party Permit to Zachery Scott to hold a wedding on his property located at 23157 Bridgestone Rd NW, St. Francis.

BUDGET IMPLICATION:

None

Attachments: Application for Part Permit-Property map



APPLICATION FOR PARTY PERMIT

APPLICATION IN WRITING: Application for a permit to hold an actual or anticipated assembly of 20 or more persons shall be made in writing to the City Clerk upon a form to be obtained from City Hall.

A. All applications for party permits shall be in writing and made on forms supplied by the City, fully completed in every detail, and under oath.

B. All applications anticipating attendance of one hundred (100) natural persons, or less, and eight hours or less in duration, shall be made at least fourteen (14) days in advance of the proposed event and those anticipating attendance of more than one hundred (100) natural persons or more than eight hours in duration shall be made at least thirty (30) days in advance of the proposed event.

C. Application forms shall contain, but not be limited to, the name and address of the sponsor, the number expected to attend, the type of enclosure, water supply, toilet facilities, solid waste disposal, medical care (if any), illumination, parking, camping, security, fire protection, noise control, and telephones.

D. Incomplete applications shall forthwith be returned by the City Clerk/Treasurer to the sponsor. Applications for attendance of one hundred (100) natural persons or less and duration of eight hours or less shall be review by the Chief of Police and Fire Chief and, if they both approve and waive submission to the Council, the City Clerk shall issue the permit. All other applications shall be submitted to the Council at its next regular meeting.

(Please print or type the answers to the following):

Name of Applicant: Zachary Scott

Applicant's Email ontap21@gmail.com

Address of Sponsor: 23157 Bridgestone Rd NW

Address of Event: _____

Date of Event: 8/14/21 Hours of Event: 4pm - 1am

Contact Phone # 612-819-1999

The nature and purpose of the assembly: Wedding

Number of people expected to attend: 250

What plans do you have to limit the maximum number of persons permitted to assemble? NA

At the time the application is submitted, the sponsor or applicant must provide a written plan including the provisions herein required for operation of the assembly. Ten days prior to the start of the assembly, a city official will inspect the site (if needed) to determine whether the requirements of these provisions have been met.

1. Will intoxicating beverages or non-intoxicating malt liquors be allowed at the assembly? Yes

a. If the answer is YES, then will the applicant be selling such intoxicating beverages or non-intoxicating malt liquor? NO

b. Will the application sell tickets for attendance and be providing such beverages? _____

(Note: In the situation where the applicant proposes to sell tickets and provide alcoholic beverages, or proposes to sell the alcohol beverages to the assembly, then an application for the appropriate liquor license will have to accompany the application for the outdoor party license, together with all necessary policies of insurance.)

2. Include plans for illumination of the assembly if it will continue after sundown, including the source and amount of power and the location of lights.

Venue Lights

3. List the means by which emergency vehicles will be summoned, and the means of access of emergency vehicles to the outdoor party site. **(MAP OF AREA)**

911

4. Include plans for adequate sanitary facilities (Toilets and lavatory), including the source, number, location, type, and means of disposing of waste deposited.

Portable toilets

5. Include the plans for holding, collecting, and disposing of solid waste material.

Pick up and send to Trash company

6. Include plans for parking vehicles including size and location of lots, points of highway access and interior roads, including routes between the highway access and parking lots.

NA open Field

7. Include plans for fencing the location of assembly and the gates contained in such fences.

Private Land

8. Include plans for supplying potable water including the source, amount available, and location of outlets.

NA

10. Include plans for sound control and sound amplification, if any, including the number, location, and power of amplifiers and speakers.

Sound is inside Barn

The applicant is hereby notified that the Clerk and/or City Council may attach conditions to any application issued under this ordinance. A copy of the full ordinance is attached for your review. The above plan for the operation of the assembly should conform to the ordinance, especially chapter 8-8-3.

If the proposed outdoor party is for a maximum of less than 100 persons and will not be held for longer than 8 hours, the City Clerk shall issue the license to the applicant.

For applications which the City Clerk or Police Chief recommends prior approval by the City Council, the Clerk shall place the application together with the recommendations on the agenda of the next regularly scheduled meeting of the City Council for its final review.

This application has been reviewed by the City Clerk and the following action has been taken:

☐ Copy to Police Chief on: July, 29, 2021
(dated)

The recommendations of the Police and/or Fire Chief have been received and are attached hereto.

☐ Application approved by City Clerk 
(dated)

☐ Application referred to the City Council and will be on the regular council meeting agenda on August 2, 2021
(dated)

8-2-7. - Noise violations.

A. *Prohibited Noises.* The following are declared to be nuisances affecting public health, safety, peace or welfare:

1. Any distinctly and loudly audible noises that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person, or precludes their enjoyment of property, or affects their property's value (this general prohibition is not limited by any specific restrictions provided in this ordinance).
2. All obnoxious noises, motor vehicle or otherwise, in violation of Minnesota Rules, Chapter 7030, as may be amended from time to time, are hereby incorporated into this ordinance by reference.
3. The use of any vehicle so out of repair or so loaded as to create loud and unnecessary grating, grinding, rattling, or other noise.
4. The discharging of the exhaust or permitting the discharge of the exhaust of any statutory internal combustion engine, motor boat, motor vehicle, motorcycle, all-terrain vehicle (ATV), snowmobile, or any recreational device, except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations.
5. Any loud or excessive noise in the loading, unloading, or unpacking of any vehicle.
6. The use or operation, or permitting the use or operation, of any radio receiving set, television set, musical instrument, music device, paging system, machine, or other device for producing or reproduction of sound in a distinctly and loudly audible manner so as to disturb the peace, quiet, and comfort of any person nearby.

B. *Hourly Restriction of Certain Operations.*

1. *Domestic Power Equipment.* No person shall operate a power lawn mower, power hedge clipper, chain saw, mulcher, garden tiller, edger, drill, or other similar domestic power equipment, except between the hours of 7:00 AM and 10:00 PM on any weekday or between the hours of 9:00 AM and 9:00 PM on any weekend or holiday. Snow removal equipment is exempt from this provision.
2. *Refuse Hauling.* No person shall collect or remove garbage or refuse in any residential district, except between the hours of 6:00 AM and 10:00 PM on any weekday or between the hours of 9:00 AM and 9:00 PM on any weekend or holiday.
3. *Construction Activities.* It is unlawful for any person to engage in or permit construction activities creating audible noise off-site involving the use of hand held tools including but not limited to tools such as hammers, saws, wrecking bars; or electrical, diesel, or gas-powered tools including but not limited to saws, drills, or sanders except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday and Saturday or

between the hours of 9:00 a.m. and 8:00 p.m. on any Sunday or holiday. Operations and acts performed exclusively for emergency work to preserve the safety, welfare or public health of the citizens of the city or for emergency work necessary to restore public service or to eliminate a public hazard shall be exempt.

4. *Radios, Music Devices, Paging Systems, and the Like.* The operation of any device referred to in Section 8-2-5.A.6. of this Ordinance between the hours of 10:00 PM and 7:00 AM in a manner so as to be plainly audible at the property line of the structure or building in which it is located, or at a distance of 50 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this Section.

- C. *Noise Impact Statements.* The Council may require any person applying for a change in zoning classification or a permit or license for any structure, operation, process, installation, alteration, or project that may be considered a potential noise source to submit a noise impact statement on a form prescribed by the Council. The Council shall evaluate each such statement and take its evaluation into account in approving or disapproving the license or permit applied for or the zoning changes requested.

8-8-6. - Enforcement.

Any illegal act by any person in attendance at a party, or in the premises of the party, or any violation of any condition of the permit, or any misrepresentation in the application, shall render the permit void and may, upon Council action, cause a forfeiture of any bond posted as a condition. If persons have gathered pursuant to a void permit they shall be ordered to disperse. It is unlawful for any person to fail to disperse when so ordered by a peace officer.

OATH OR AFFIRMATION. The applicant hereby states, under oath and affirmation that the statements contained herein and in the documents attached to this application are true and correct to the best knowledge of the applicant, and is signed and sworn to or affirmed by the individual making application; or a general partner in the case of a partnership; or all of the officers of an unincorporated association, society or group, or if there is no officers, by all members; or by the authorized officers of any corporation, whether it be a non-profit corporation or a business corporation.

Dated: 7/28/21



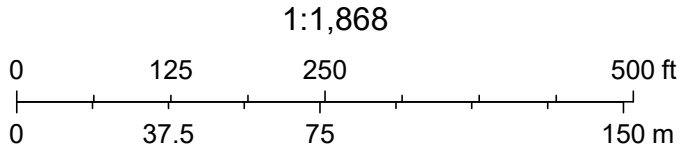
Applicant Signature

Applicant Signature

City of St Francis, MN



July 29, 2021





**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4H

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 07-29-2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$348,775.12 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - \$1,137,380.41
Direct Transfers from Previous Month – None
Credit Card Payment- None
Manual Checks- \$8,035.97

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 08-02-2021 Packet List
- 08-02-2021 Debt Service Payments
- 08-02-2021 Manual Checks

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 1

***Claim Register©**

AP 08-02-2021

August 2021

Claim Type

Claim#	11442	A-1 TIRE SERVICE				
Cash Payment	E 101-43100-218	Equipment Repair & Maint	SERVICE CALL			\$236.11
	Invoice	70328				
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$236.11

Claim Type

Claim#	11400	ANOKA COUNTY FIRE PROTECTIO				
Cash Payment	E 101-42210-208	Training and Instruction	FIREFIGHTER I & II CLASSES			\$6,280.00
	Invoice	199				
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$6,280.00

Claim Type

Claim#	11401	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-321	Telephone	BROADBAND			\$37.51
	Invoice	B210719P				
Cash Payment	E 101-42210-321	Telephone	BROADBAND			\$37.51
	Invoice	B210719P				
Cash Payment	E 101-43100-321	Telephone	BROADBAND			\$37.51
	Invoice	B210719P				
Cash Payment	E 101-45200-321	Telephone	BROADBAND			\$37.51
	Invoice	B210719P				
Cash Payment	E 601-49440-321	Telephone	BROADBAND			\$37.51
	Invoice	B210719P				
Cash Payment	E 602-49490-321	Telephone	BROADBAND			\$37.45
	Invoice	B210719P				
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$225.00

Claim Type

Claim#	11413	BANYON DATA SYSTEMS, INC				
Cash Payment	E 101-41540-301	Auditing and Acct g Servic	POS/FUND SUPPORT			\$468.00
	Invoice	00161891				
Cash Payment	E 601-49440-301	Auditing and Acct g Servic	POS/FUND SUPPORT			\$78.00
	Invoice	00161891				
Cash Payment	E 602-49490-301	Auditing and Acct g Servic	POS/FUND SUPPORT			\$78.00
	Invoice	00161891				
Cash Payment	E 609-49750-301	Auditing and Acct g Servic	POS/FUND SUPPORT			\$156.00
	Invoice	00161891				
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$780.00

Claim Type

Claim#	11443	BARNUM GATE SERVICES, INC				
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	SERVICE			\$92.94
	Invoice	30495				
Cash Payment	E 101-43100-401	Repairs/Maint Buildings	SERVICE			\$92.94
	Invoice	30495				
Cash Payment	E 101-42110-401	Repairs/Maint Buildings	SERVICE			\$92.94
	Invoice	30495				
Cash Payment	E 601-49440-401	Repairs/Maint Buildings	SERVICE			\$92.96
	Invoice	30495				
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$371.78

Claim Type

Claim#	11314	BERNICK COMPANIES, THE				
--------	-------	------------------------	--	--	--	--

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 2

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$555.90
	Invoice 233464					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$50.20
	Invoice					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$606.10
Claim Type						
Claim#	11315	<i>BREAKTHRU BEVERAGE</i>				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.35
	Invoice 340275946					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$533.64
	Invoice 340275946					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$64.00
	Invoice 340275946					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$601.99
Claim Type						
Claim#	11425	<i>BROTHERS FIRE & SECURITY</i>				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	2021 ANNUAL FIRE & SPRINKLER INSPECTIONS				\$465.00
	Invoice W13099.					
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	2021 ANNUAL FIRE & SPRINKLER INSPECTIONS				\$465.00
	Invoice W13099.					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	2021 ANNUAL FIRE & SPRINKLER INSPECTIONS				\$465.00
	Invoice W13099.					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	2021 ANNUAL FIRE & SPRINKLER INSPECTIONS				\$465.00
	Invoice W13099.					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	2021 ANNUAL FIRE & SPRINKLER INSPECTIONS				\$465.00
	Invoice W13099.					
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$2,325.00
Claim Type						
Claim#	11316	<i>CAPITOL BEVERAGE SALES, L.P</i>				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$156.75
	Invoice 2569419					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$156.75
Claim Type						
Claim#	11317	<i>CORE & MAIN</i>				
Cash Payment	E 405-43100-303 Engineering Fees	COLD PATCH				\$1,074.00
	Invoice P198413					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$1,074.00
Claim Type						
Claim#	11426	<i>CORPORATE CONNECTION, INC</i>				
Cash Payment	E 101-41400-437 Uniform Allowance	UNIFORMS - SAENGER				\$85.80
	Invoice 58000					
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$85.80
Claim Type						
Claim#	11402	<i>CRYSTAL SPRINGS ICE</i>				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$152.92
	Invoice 1002734					

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 3

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$187.26
	Invoice	1002672				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$53.26
	Invoice	1002693				
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$393.44

Claim Type

Claim#	11403	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$1,832.85
	Invoice	1432810				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$15,080.75
	Invoice	1428881				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$276.00
	Invoice	1428881				
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$17,189.60

Claim Type

Claim#	11390	DUSTY S DRAIN CLEANING				
Cash Payment	E 101-41940-401	Repairs/Maint Buildings	CITY HALL DRINKING FOUNTAIN			\$169.00
	Invoice	N21-383				
Transaction Date	7/26/2021	Due 8/25/2021	CASH	10100	Total	\$169.00

Claim Type

Claim#	11321	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351	Legal Notices Publishing	JULY 21 DOROSH ROOF PH			\$37.63
	Invoice	843882				
Cash Payment	E 101-41400-351	Legal Notices Publishing	JLUY 16 ORTELL PLAT PH			\$48.38
	Invoice	843885				
Cash Payment	E 101-41400-351	Legal Notices Publishing	JULY SUNRAM IUP PH			\$48.38
	Invoice	843884				
Cash Payment	E 101-41400-351	Legal Notices Publishing	AUGUST 2 CAPITAL IMPROVEMENT			\$43.00
	Invoice	845709				
Cash Payment	E 101-41400-351	Legal Notices Publishing	JULY 21 EDI CP AND SPLIT PH			\$48.38
	Invoice	843883				
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$225.77

Claim Type

Claim#	11433	ELITE SANITATION				
Cash Payment	E 101-45200-402	Janitorial Service	RENTAL			\$972.50
	Invoice	27846				
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$972.50

Claim Type

Claim#	11328	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$4.25
	Invoice	239729				
Cash Payment	E 609-49751-256	Tobacco Products For Res	TOBACCO			\$349.11
	Invoice	239729				
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$353.36

Claim Type

Claim#	11438	HAKANSON ANDERSON ASSOC., I				
Cash Payment	E 101-42400-303	Engineering Fees	BUILDING PERMIT REVIEWS			\$216.75
	Invoice	46325				
Cash Payment	E 101-41910-303	Engineering Fees	SF114 31-34-24-44-0005			\$1,002.00
	Invoice	46316				

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 4

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	E 101-41910-303 Engineering Fees	SF 113 31-34-24-44-0003	\$990.00			
Invoice 46315						
Cash Payment	E 405-43100-806 2021 Street Improvements	2021 STREET REHAB	\$9,342.50			
Invoice 46322						
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVER'S EDGE 5TH ADDITION	\$1,763.40			
Invoice 46320						
Cash Payment	G 803-22177 Joshua Markum Subdivision	MEADOWS OF ST FRANCIS 3RD ADDITION	\$257.50			
Invoice 46319						
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE 3RD ADDN	\$77.25			
Invoice 46318						
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE 2ND ADDN	\$147.00			
Invoice 46317						
Cash Payment	G 405-10100 Cash	MUNICIPAL STATE AID	\$590.00			
Invoice 46321						
Cash Payment	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	\$70.56			
Invoice 46323						
Cash Payment	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	\$70.56			
Invoice 46323						
Cash Payment	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	\$70.60			
Invoice 46323						
Cash Payment	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	\$70.60			
Invoice 46323						
Cash Payment	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	\$70.60			
Invoice 46323						
Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	\$70.58			
Invoice 46323						
Cash Payment	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	\$133.28			
Invoice 46324						
Cash Payment	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	\$133.28			
Invoice 46324						
Cash Payment	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	\$133.36			
Invoice 46324						
Cash Payment	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	\$133.36			
Invoice 46324						
Cash Payment	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	\$133.36			
Invoice 46324						
Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	\$133.36			
Invoice 46324						
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$15,609.90

Claim Type

Claim#	11427	HOISINGTON KOEGLER GROUP, I	
Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING	\$3,462.74
	Invoice 018-041-34		
Cash Payment	E 225-45100-441 Miscellaneous	PARK PLAN	\$577.50
	Invoice 018-041-34		
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	ESC-LAKETOWN HOMES (RIVERS EDGE)	\$1,035.00
	Invoice 018-041-34		
Cash Payment	G 803-22178 Green Valley Subdivision	GREEN VALLEY 2ND SUBDIVISION	\$157.50
	Invoice 018-041-34		
Cash Payment	G 803-22179 Vista Prairie-Site Plan	VISTA PRAIRIE SENIOR HOUSING SITE PLAN	\$202.50
	Invoice 018-041-34		
Cash Payment	G 803-22180 Carpenter-Minor Subdivision	CARPENTERS LANDING, MN	\$585.00
	Invoice 018-041-34		

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 5

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	G 803-22181 Sonstebey (SF Auto)-CUP	ST. FRANCIS AUTO CUP				\$90.00
	Invoice 018-041-34					
Cash Payment	G 803-22182 Anderson IUP-Agriculture Use	ANDERSON IUP-AG				\$585.00
	Invoice 018-041-34					
Cash Payment	G 803-22183 Dickenson-Variance/Subdivisio	23008 NAVAJO/DICKENSON VARIANCE/SPLIT				\$967.50
	Invoice 018-041-34					
Cash Payment	G 803-22187 Sunram IUP	SUNRAM IUP				\$247.50
	Invoice 018-041-34					
Cash Payment	G 803-22184 Ortell-Rita Meadows Subdivisio	POPPY STREET-ORTELL				\$585.00
	Invoice 018-041-34					
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$8,495.24

Claim Type

Claim#	11330	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$63.65
	Invoice IN3415025					
Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES				\$47.12
	Invoice IN3413504					
Cash Payment	E 101-43210-200 Office Supplies	OFFICE SUPPLIES				\$20.71
	Invoice IN3415339					
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$106.03
	Invoice IN3418655					
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$10.39
	Invoice IN3421290					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$247.90

Claim Type

Claim#	11334	ISD #15				
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$66.96
	Invoice 7895					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER				\$232.80
	Invoice 7906					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER				\$68.87
	Invoice 7873					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2020 DODGE DURANGO				\$61.37
	Invoice 7819					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$42.62
	Invoice 7840					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$472.62

Claim Type

Claim#	11412	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.28
	Invoice 1850720					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.57
	Invoice 1850719					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$107.59
	Invoice 1850719					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$240.30
	Invoice 1850720					
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$355.74

Claim Type

Claim#	11423	LAW ENFORCEMENT LABOR SVC				
--------	-------	---------------------------	--	--	--	--

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 6

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	G 101-21707 Union Dues	UNION DUES				\$571.50
	Invoice .0821					
Cash Payment	G 101-21707 Union Dues	UNION DUES - SERGEANT				\$63.50
	Invoice .082021					
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$635.00

Claim TypeClaim# 11414 *LEPAGE & SONS*

Cash Payment	E 101-43210-439 Recycling Days	STAFF HOURS				\$720.00
	Invoice 143815					

Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$720.00
------------------	-----------	---------------	------	-------	--------------	----------

Claim TypeClaim# 11445 *LMC INSURANCE TRUST*

Cash Payment	E 101-41400-160 Work Comp Insurance	3 QUARTERS-WC				\$1,230.22
	Invoice					
Cash Payment	E 101-41500-160 Work Comp Insurance	3 QUARTERS-WC				\$866.20
	Invoice					
Cash Payment	E 101-43100-160 Work Comp Insurance	3 QUARTERS-WC				\$11,351.65
	Invoice					
Cash Payment	E 101-42210-160 Work Comp Insurance	3 QUARTERS-WC				\$15,218.35
	Invoice					
Cash Payment	E 101-42110-160 Work Comp Insurance	3 QUARTERS-WC				\$32,333.84
	Invoice					
Cash Payment	E 101-45200-160 Work Comp Insurance	3 QUARTERS-WC				\$4,109.15
	Invoice					
Cash Payment	E 101-43210-160 Work Comp Insurance	3 QUARTERS-WC				\$888.79
	Invoice					
Cash Payment	E 601-49440-160 Work Comp Insurance	3 QUARTERS-WC				\$4,215.44
	Invoice					
Cash Payment	E 602-49490-160 Work Comp Insurance	3 QUARTERS-WC				\$5,050.42
	Invoice					
Cash Payment	E 609-49750-160 Work Comp Insurance	3 QUARTERS-WC				\$5,692.10
	Invoice					
Cash Payment	E 101-42400-160 Work Comp Insurance	3 QUARTERS-WC				\$366.01
	Invoice					
Cash Payment	E 101-41910-160 Work Comp Insurance	3 QUARTERS-WC				\$690.83
	Invoice					

Transaction Date	7/29/2021	Due 8/28/2021	CASH	10100	Total	\$82,013.00
------------------	-----------	---------------	------	-------	--------------	-------------

Claim TypeClaim# 11416 *MCDONALD DIST CO.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$17.60
	Invoice 2400579					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$7,929.70
	Invoice 589154					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$199.20
	Invoice 589188					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$54.75
	Invoice 589281					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$3,721.90
	Invoice 590119					

Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$11,380.05
------------------	-----------	---------------	------	-------	--------------	-------------

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 7

***Claim Register©**

AP 08-02-2021

August 2021

Claim Type

Claim#	11338	METRO CITIES - AMM				
Cash Payment	E 101-41400-433	Dues and Subscriptions	Annual membership			\$292.50
Invoice						
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$292.50

Claim Type

Claim#	11339	MN NCPERS LIFE INSURANCE				
Cash Payment	G 101-21713	MN Life	AUGUST INSURANCE			\$96.00
Invoice	733400082021					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$96.00

Claim Type

Claim#	11417	OPUS 21				
Cash Payment	E 601-49440-382	Utility Billing	UTILITY BILLING			\$1,492.76
Invoice	210627					
Cash Payment	E 602-49490-382	Utility Billing	UTILITY BILLING			\$1,492.77
Invoice	210627					
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$2,985.53

Claim Type

Claim#	11391	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$179.00
Invoice	21100339104					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$164.00
Invoice	21100339108					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$82.50
Invoice	21100339846					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$149.00
Invoice	21100339924					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$179.00
Invoice	21100340244					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$136.00
Invoice	21100340335					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$182.50
Invoice	21100341369					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$221.00
Invoice	21100341390					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$152.50
Invoice	21100342106					
Transaction Date	7/26/2021	Due 8/25/2021	CASH	10100	Total	\$1,445.50

Claim Type

Claim#	11340	PEARSON BROS. INC.				
Cash Payment	E 405-43100-806	2021 Street Improvements	SEAL COATING			\$168,680.00
Invoice	5319					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$168,680.00

Claim Type

Claim#	11342	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$1.57
Invoice	6238413					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$6.28
Invoice	6242237					

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 8

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
	Invoice 6238412					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
	Invoice 6238415					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.57
	Invoice 6238416					
Cash Payment	E 609-49751-251 Liquor For Resale	WINE				\$166.00
	Invoice 6242237					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$48.00
	Invoice 6238413					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$58.00
	Invoice 6238416					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$318.75
	Invoice 6238412					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$455.75
	Invoice 6238415					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
	Invoice 6242236					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$258.85
	Invoice 6242236					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$1,328.90

Claim Type

Claim#	11429	POSTMASTER - ST. FRANCIS				
Cash Payment	E 101-41400-322 Postage		PERMIT # 8 - USPS MARKETING MAIL			\$245.00
	Invoice .0721					
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$245.00

Claim Type

Claim#	11430	PROGRESSIVE BUILDERS				
Cash Payment	G 803-22000 Deposits		ESCROW REFUND-23612 MARIGOLD			\$8,750.00
	Invoice .0721					
Cash Payment	G 803-22000 Deposits		ESCROW REFUND-23620 MARIGOLD			\$8,750.00
	Invoice .072021					
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$17,500.00

Claim Type

Claim#	11381	ROYAL SUPPLY				
Cash Payment	E 101-41940-210 Operating Supplies		SUPPLIES			\$54.24
	Invoice 2153					
Cash Payment	E 101-42110-217 Other Operating Supplies		SUPPLIES			\$27.12
	Invoice 2153					
Cash Payment	E 101-43100-217 Other Operating Supplies		SUPPLIES			\$13.56
	Invoice 2153					
Cash Payment	E 101-45200-217 Other Operating Supplies		SUPPLIES			\$13.56
	Invoice 2153					
Cash Payment	E 601-49440-217 Other Operating Supplies		SUPPLIES			\$13.56
	Invoice 2153					
Cash Payment	E 602-49490-217 Other Operating Supplies		SUPPLIES			\$13.56
	Invoice 2153					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$135.60

Claim Type

Claim#	11420	SOUTHERN GLAZERS OF MN				
--------	-------	------------------------	--	--	--	--

CITY OF ST. FRANCIS

07/29/21 12:10 PM

Page 9

***Claim Register©**

AP 08-02-2021

August 2021

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
	Invoice 2105058					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$3.84
	Invoice 2103251					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$290.45
	Invoice 2103251					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$752.25
	Invoice 2105058					
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$1,052.94

Claim Type

Claim#	11385	ST. FRANCIS AREA CHAMBER OF				
Cash Payment	E 609-49750-340 Advertising	ADVERTISING				\$100.00
	Invoice .0721					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$100.00

Claim Type

Claim#	11421	TACTICAL SOLUTIONS				
Cash Payment	E 101-42110-218 Equipment Repair & Maint	CERTIFICATION OF RADAR UNITS				\$322.00
	Invoice 8371					
Transaction Date	7/27/2021	Due 8/26/2021	CASH	10100	Total	\$322.00

Claim Type

Claim#	11388	TIMESAVER OFF SITE SEC. INC				
Cash Payment	E 101-41400-311 Contract	MEETING MINUTES				\$311.25
	Invoice M26562					
Cash Payment	E 101-41400-311 Contract	MEETING MINUTES				\$203.25
	Invoice M26587					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$514.50

Claim Type

Claim#	11389	W W GOETSCH				
Cash Payment	E 602-49490-229 Project Repair & Maintena	PUMP CORD				\$1,826.00
	Invoice 106433					
Transaction Date	7/22/2021	Due 8/21/2021	CASH	10100	Total	\$1,826.00

Claim Type

Claim#	11432	WCEC, INC				
Cash Payment	E 101-42210-441 Miscellaneous	DISPOSAL - 3740 BRIDGE STREET				\$275.00
	Invoice 93023					
Transaction Date	7/28/2021	Due 8/27/2021	CASH	10100	Total	\$275.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$348,775.12
Total	\$348,775.12

CITY OF ST FRANCIS

Payments

07/29/21 11:55 AM

Page 1

Current Period: August 2021

Payments Batch P-DEBT 08-2021		\$1,137,380.41	
Refer	11399 MN PFA		
Cash Payment	E 601-47000-601 Debt Srv Bond Principal	PRINCIPAL-WATER PLANT	\$584,000.00
Invoice			
Cash Payment	E 601-47000-611 Bond Interest	INTEREST-WATER PLANT	\$56,565.41
Invoice			
Cash Payment	E 602-47000-601 Debt Srv Bond Principal	PRINCIPAL-WWTP	\$423,000.00
Invoice			
Cash Payment	E 602-47000-611 Bond Interest	INTEREST-WWTP	\$73,815.00
Invoice			
Transaction Date	8/20/2021	CASH	10100
			Total \$1,137,380.41

Fund Summary

	10100 CASH
601 WATER FUND	\$640,565.41
602 SEWER FUND	\$496,815.00
	<u>\$1,137,380.41</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,137,380.41
Total	<u>\$1,137,380.41</u>

CITY OF ST FRANCIS

07/28/21 2:49 PM

Page 1

Payments

Current Period: July 2021

Payments Batch Manual_07-2021

\$8,035.97

Refer	11325 <i>ELECTRO WATCHMAN, INC.</i>	<u>Ck# 079345 7/22/2021</u>		
Cash Payment	E 404-41400-300 Professional Services	S2 SYSTEM EXPANSION TO 5 DOOR LOCATIONS		\$5,500.47
Invoice	JSKRQ2622-01	7/16/2021		
Transaction Date	7/22/2021	CASH	10100	Total \$5,500.47
Refer	11326 <i>J & A GLASS, INC</i>	<u>Ck# 079347 7/22/2021</u>		
Cash Payment	E 404-41400-300 Professional Services	COUNTERTOP GLASS		\$2,535.50
Invoice	103383	7/8/2021		
Transaction Date	7/22/2021	CASH	10100	Total \$2,535.50

Fund Summary

	10100 CASH	
404 Building Improvement Fund	\$8,035.97	
	<u>\$8,035.97</u>	

Pre-Written Checks	\$8,035.97	
Checks to be Generated by the Computer	<u>\$0.00</u>	
Total	\$8,035.97	

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

7A

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: CIP 2022-2026 Hearing and Approval
DATE: 07/28/2021

OVERVIEW:

Each year the city must approve the CIP for the next 5 years by August 15th. The proposed CIP was put out on the website back in June. It can be found under departments-finance-documents. It is 2022-2026 Capital Improvement Plan-Preliminary.

Funding for the capital equipment is coming from transfers from Water and Sewer of \$10,000 each per year and for 2020, \$260,000 from the general tax levy.

ACTION TO BE CONSIDERED:

Council needs to have the public hearing on the CIP for 2022-2026. After the hearing has been concluded, the 2022-2026 Capital Improvement Plan would need to be approved.

BUDGET IMPLICATION:

Capital equipment purchases will be added to the budget in the year they are to be purchased. Other projects will need to be brought to council when the project is scheduled to move forward.

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: July 28, 2021
SUBJECT: Comprehensive Plan Amendment; Subdivision
APPLICANT: EDI (Scott Black)
LOCATION: 23465 St. Francis Blvd NW (PID 32-34-24-23-0001)
MEETING DATE: August 2, 2021
COMP PLAN: Low Density Residential, Medium Density Residential, Business Park/Light Industrial

ZONING: R-1 Urban Low Density Detached Residential, R-2 Medium Density Detached and Attached Residential, BPK Business Park

OVERVIEW

Scott Black of EDI has submitted applications for a Comprehensive Plan amendment and a metes and bounds for the property located at 23465 St. Francis Blvd NW. The 33-acre site is currently vacant, and is located on both sides of Ambassador Blvd.

In March of 2021, EDI proposed a concept for this property that included a senior housing development west of Ambassador Blvd, which was reviewed by the Planning Commission and City Council. At that time, it was determined that, among other approvals, the area identified for senior housing would require a Comprehensive Plan amendment to increase the allowable density on the site. A metes and bounds subdivision is also required to split the existing parcel into two along Ambassador Blvd.

PLANNING COMMISSION

The Planning Commission reviewed the request at their July 21st meeting. Commissioners clarified that further development is planned for the land west of Ambassador Blvd, but there are no plans to develop the land on the east side of the road. Commissioners also discussed regarding the entire 18 acres west of Ambassador to Medium/High Density Residential to allow the developer some flexibility in the siting of the proposed senior housing development. Following the public hearing and discussion, the Planning Commission unanimously recommended approval of subdivision request and the request to amend the Comprehensive Plan for the entire 18 acres west of Ambassador Blvd. Given Planning Commission and Staff recommendation for approval of the requests, draft resolutions have been prepared for your consideration.

SUGGESTED MOTIONS

1. Move to approve Resolution 2021-XX approving a metes and bounds subdivision splitting the property at 23465 St. Francis Blvd into two parcels with conditions and findings of fact as presented by Staff.
2. Move to approve Resolution 2021-XX approving the Comprehensive Plan Amendment to reguide the portion of the property at 23465 St. Francis Blvd east of Ambassador Blvd from Medium Density Residential and Business Park/Light Industrial to Medium/High Density Residential with conditions and findings of fact as presented by Staff and to authorize submittal of this amendment to the Metropolitan Council for final review.

ATTACHMENTS

- Draft Resolution – Subdivision
- Draft Resolution – Comprehensive Plan Amendment
- July 21, 2021 Planning Packet

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

RESOLUTION 2021-XX

**A RESOLUTION APPROVING A METES AND BOUNDS SUBDIVISION SPLITTING
THE PROPERTY AT 23465 ST. FRANCIS BLVD NW INTO TWO PARCELS**

WHEREAS, the applicant, Scott Black, has requested a metes and bounds subdivision to split the 33-acre property into two; and

WHEREAS, the property is known as PIN 32-34-24-23-0001 and is legally described in Exhibit A; and

WHEREAS, the applicant is requesting to subdivide the property into two parcels: Parcel 1 (17.93 acres) and Parcel 2 (15.50 acres) which are legally described in Exhibits B and C; and

WHEREAS, on July 21, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on July 21, 2021, the Planning Commission unanimously recommended approval of the requested subdivision; and

WHEREAS, the City Council of the City of St. Francis, on August 2, 2021, considered the requested subdivision and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested subdivision to split the property at 23465 St. Francis Blvd NW into two based on the following findings of fact:

1. The proposed subdivision is consistent with the City's Comprehensive Plan.
2. The proposed subdivision is consistent with the City's Zoning and Subdivision Ordinances.
3. Both proposed parcels are greater than ten acres in area and have more than 300 feet of frontage along a public roadway.

BE IT FURTHER RESOLVED that approval of the subdivision at 23465 St. Francis Blvd NW shall be subject to the following conditions:

1. The applicant shall comply with all comments from Anoka County regarding the access for the proposed parcels.
2. Park dedication requirements shall be resolved in accordance with City standards.

3. Reference monuments shall be placed in the subdivision as required by state law.
4. The applicant is responsible for all fees related to the review of this application.
5. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.
6. The applicant shall record the approval document(s) with the County Recorder in accordance with Sections 10-31-03 and 11-35-05 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 2nd day of August, 2021.

Steven D. Feldman, Mayor

Attest: Diana Saenger, City Clerk

Dated

EXHIBIT A

Existing Property Description

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 1254.00 feet to the point of beginning; thence continuing South 00 degrees 32 minutes 18 seconds East, along said west line, a distance of 791.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST. FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 3727.21 feet more or less to the west bank of the Rum River, thence northwesterly along said west bank to the intersection of said west bank with a line bearing North 89 degrees 56 minutes 37 seconds East, parallel with the north line of said Northwest Quarter, from the point of beginning; thence South 89 degrees 56 minutes 37 seconds West a distance of 1413.09 feet more or less to the point of beginning.

EXCEPTING

That part of the above described property lying within the following described parcel:

That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:

Commencing at a point on the West line of said Northwest Quarter, distant 891 feet South of the Northwest corner of said Northwest Quarter; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet to the point of beginning of land to be described; thence continue Easterly on same described line a distance of 111 feet; thence South and parallel with the West line of said Northwest Quarter a distance of 395.5 feet; thence Westerly and parallel with the North line of said Northwest Quarter a distance of 411 feet to the West line of said Northwest Quarter; thence North on the West line of said Northwest Quarter a distance of 207.1 feet; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet; thence North and parallel with the West line of said Northwest Quarter a distance of 188.4 feet to the point of beginning, Anoka County, Minnesota.

ALSO EXCEPTING

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

ALSO EXCEPTING

That part of the above described property lying within a distance of 50.00 feet easterly and 50.00 feet westerly of the line described in Parcel No. 14 of the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota.

ALSO EXCEPTING

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Doc. Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.

EXHIBIT B

Proposed Parcel 1 Legal Description

That part of the following described property:

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 1254.00 feet to the point of beginning; thence continuing South 00 degrees 32 minutes 18 seconds East, along said west line, a distance of 791.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 3727.21 feet more or less to the west bank of the Rum River, thence northwesterly along said west bank to the intersection of said west bank with a line bearing North 89 degrees 56 minutes 37 seconds East, parallel with the north line of said Northwest Quarter, from the point of beginning; thence South 89 degrees 56 minutes 37 seconds West a distance of 1413.09 feet more or less to the point of beginning.

EXCEPTING

That part of the above described property lying within the following described parcel:

That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:

Commencing at a point on the West line of said Northwest Quarter, distant 891 feet South of the Northwest corner of said Northwest Quarter; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet to the point of beginning of land to be described; thence continue Easterly on same described line a distance of 111 feet; thence South and parallel with the West line of said Northwest Quarter a distance of 395.5 feet; thence Westerly and parallel with the North line of said Northwest Quarter a distance of 411 feet to the West line of said Northwest Quarter; thence North on the West line of said Northwest Quarter a distance of 207.1 feet; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet; thence North and parallel with the West line of said Northwest Quarter a distance of 188.4 feet to the point of beginning, Anoka County, Minnesota.

ALSO EXCEPTING

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

ALSO EXCEPTING

That part of the above described property lying within a distance of 50.00 feet easterly and 50.00 feet westerly of the line described in Parcel No. 14 of the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota.

ALSO EXCEPTING

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Doc. Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.

Lying westerly of the following described line:

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 2045.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 1257.31 feet to the intersection of said north line with the westerly right of way line of Ambassador Boulevard NW per the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota and the point of beginning of the line to be described; thence 129.04 feet along said westerly right of way line on a non-tangential curve concave to the west, having a radius of 1095.92 feet, a central angle of 06 degrees 44 minutes 46 seconds and a chord bearing of North 10 degrees 33 minutes 55 seconds West; thence continuing along said westerly right of way line, North 13 degrees 56 minutes 18 seconds West, tangent to the last described curve, a distance of 681.18 feet to the north line of the above described property and said line there terminating.

EXHIBIT C

Proposed Parcel 2 Legal Description

That part of the following described property:

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 1254.00 feet to the point of beginning; thence continuing South 00 degrees 32 minutes 18 seconds East, along said west line, a distance of 791.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 3727.21 feet more or less to the west bank of the Rum River, thence northwesterly along said west bank to the intersection of said west bank with a line bearing North 89 degrees 56 minutes 37 seconds East, parallel with the north line of said Northwest Quarter, from the point of beginning; thence South 89 degrees 56 minutes 37 seconds West a distance of 1413.09 feet more or less to the point of beginning.

EXCEPTING

That part of the above described property lying within the following described parcel:

That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:

Commencing at a point on the West line of said Northwest Quarter, distant 891 feet South of the Northwest corner of said Northwest Quarter; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet to the point of beginning of land to be described; thence continue Easterly on same described line a distance of 111 feet; thence South and parallel with the West line of said Northwest Quarter a distance of 395.5 feet; thence Westerly and parallel with the North line of said Northwest Quarter a distance of 411 feet to the West line of said Northwest Quarter; thence North on the West line of said Northwest Quarter a distance of 207.1 feet; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet; thence North and parallel with the West line of said Northwest Quarter a distance of 188.4 feet to the point of beginning, Anoka County, Minnesota.

ALSO EXCEPTING

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

ALSO EXCEPTING

That part of the above described property lying within a distance of 50.00 feet easterly and 50.00 feet westerly of the line described in Parcel No. 14 of the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota.

ALSO EXCEPTING

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Doc. Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.

Lying easterly of the following described line:

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 2045.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 1357.99 feet to the intersection of said north line with the easterly right of way line of Ambassador Boulevard NW per the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota and the point of beginning of the line to be described; thence 153.07 feet along said easterly right of way line on a non-tangential curve concave to the west, having a radius of 1195.92 feet, a central angle of 07 degrees 20 minutes 01 second and a chord bearing of North 10 degrees 16 minutes 17 seconds West; thence continuing along said westerly right of way line, North 13 degrees 56 minutes 18 seconds West, tangent to the last described curve, a distance of 656.46 feet to the north line of the above described property and said line there terminating.

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

RESOLUTION 2021-XX

**A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT AT 23465
ST FRANCIS BLVD NW AND AUTHORIZING SUBMISSION OF THE AMENDMENT
TO THE METROPOLITAN COUNCIL FOR REVIEW**

WHEREAS, the applicant, Scott Black, has requested a Comprehensive Plan amendment to regrade the 18 acres west of Ambassador Blvd from Business Park/Light Industrial and Medium Density Residential to Medium/High Density Residential; and

WHEREAS, the site is intended as a future senior residential development; and

WHEREAS, the property is legally described in Exhibit A; and

WHEREAS, on July 21, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on July 21, 2021, the Planning Commission unanimously recommended approval of the requested amendment; and

WHEREAS, the City Council of the City of St. Francis, on August 2, 2021, considered the requested amendment and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Comprehensive Plan amendment at 23465 St. Francis Blvd NW based on the following findings of fact:

1. The proposed amendment is compatible with the surrounding land uses.
2. Public infrastructure is capable of serving a more dense residential development on this site.

BE IT FURTHER RESOLVED that approval of the Comprehensive Plan Amendment at 23465 St. Francis Blvd NW shall be subject to the following condition:

1. The Comprehensive Plan amendment shall be submitted to the Metropolitan Council for final review and approval.

Approved and adopted by the City Council of the City of St. Francis on the 2nd day of August, 2021.

Steven D. Feldman, Mayor

Attest: Diana Saenger, City Clerk

Dated

EXHIBIT A

Legal Description

That part of the following described property:

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 1254.00 feet to the point of beginning; thence continuing South 00 degrees 32 minutes 18 seconds East, along said west line, a distance of 791.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 3727.21 feet more or less to the west bank of the Rum River, thence northwesterly along said west bank to the intersection of said west bank with a line bearing North 89 degrees 56 minutes 37 seconds East, parallel with the north line of said Northwest Quarter, from the point of beginning; thence South 89 degrees 56 minutes 37 seconds West a distance of 1413.09 feet more or less to the point of beginning.

EXCEPTING

That part of the above described property lying within the following described parcel:

That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:

Commencing at a point on the West line of said Northwest Quarter, distant 891 feet South of the Northwest corner of said Northwest Quarter; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet to the point of beginning of land to be described; thence continue Easterly on same described line a distance of 111 feet; thence South and parallel with the West line of said Northwest Quarter a distance of 395.5 feet; thence Westerly and parallel with the North line of said Northwest Quarter a distance of 411 feet to the West line of said Northwest Quarter; thence North on the West line of said Northwest Quarter a distance of 207.1 feet; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet; thence North and parallel with the West line of said Northwest Quarter a distance of 188.4 feet to the point of beginning, Anoka County, Minnesota.

ALSO EXCEPTING

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

ALSO EXCEPTING

That part of the above described property lying within a distance of 50.00 feet easterly and 50.00 feet westerly of the line described in Parcel No. 14 of the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota.

ALSO EXCEPTING

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Doc. Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.

Lying westerly of the following described line:

Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 2045.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 1257.31 feet to the intersection of said north line with the westerly right of way line of Ambassador Boulevard NW per the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota and the point of beginning of the line to be described; thence 129.04 feet along said westerly right of way line on a non-tangential curve concave to the west, having a radius of 1095.92 feet, a central angle of 06 degrees 44 minutes 46 seconds and a chord bearing of North 10 degrees 33 minutes 55 seconds West; thence continuing along said westerly right of way line, North 13 degrees 56 minutes 18 seconds West, tangent to the last described curve, a distance of 681.18 feet to the north line of the above described property and said line there terminating.

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: July 28, 2021
SUBJECT: Amendment to City Code Section 10-61-01 Dwelling, Single Unit
Detached – 1st Reading
MEETING DATE: August 2, 2021

OVERVIEW

Igor Dorosh has requested to construct a single-family home with a flat roof on the property located along Seelye Brook Drive (PIN 26-34-25-11-0004). However, Code section 10-61-01 currently requires that single-unit dwellings be constructed with a pitched roof of no less than 3:12 roof pitch. Therefore, Mr. Dorosh has submitted an ordinance amendment application to amend Section 10-61-01 of the City Code to allow single-unit dwellings to have flat roofs.

The current roof pitch requirement is aesthetic in nature and was put into place many years ago to discourage individual mobile homes from being placed on single-unit residential lots. Since then, mobile homes have been protected by State Statute; and they are required to be permitted anywhere that a detached single-unit dwelling would be allowed. Therefore, the current pitched roof requirement is outdated.

Commissioners reviewed the amendment request and held a public hearing on July 21, 2021. No members of the public spoke for or against the proposed amendment. Commissioners confirmed that this change will move the City towards compliance with state regulations. After discussion, Commissioners unanimously recommended for approval of the ordinance amendment.

TIMELINE

If Council is in agreement, the following timeline will apply:

August 2 – 1st Reading
August 16 – 2nd Reading
August 20 – Publish for Comment
September 19 – Effective

ACTION

Given Planning Commission and Staff recommendation of approval of the ordinance amendment, a draft ordinance has been prepared for your consideration.

Suggested Motion: *Move to approve Ordinance No. XXX amending City Code Section 10-61-01 as presented by Staff.*

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800 Fax (612) 338-6838 www.hkgi.com

ATTACHMENT

- Draft Ordinance

ORDINANCE NO. 283, SECOND SERIES

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

**AN ORDINANCE AMENDING CITY CODE SECTION 10-61-01 DWELLING, SINGLE
UNIT DETACHED**

WHEREAS, the Planning Commission on July 21, 2021, opened and closed a duly noticed public hearing and considered the ordinance, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on August 2, 2021, has considered the recommendations of Staff and the Planning Commission, the ordinance, the contents of the staff report, public testimony, and other evidence available to the Council.

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

Section 1. City Code Section 10-61-01 of the St. Francis Code of Ordinances is hereby amended by adding the underlined language and deleting the strikethrough language as follows:

10-61-01. - Dwelling, Single Unit Detached

- C. Roof: Have an earth covered, composition, metal, shingled or tiled roof. ~~All single unit dwellings other than approved earth sheltered homes shall have at least three/twelve (3/12) roof pitch with a one (1) foot overhang.~~ Roofs for single unit dwellings may be flat or pitched. If the single unit dwelling includes a pitched roof, the roof pitch shall be at least three/twelve (3/12) with a one (1) foot overhang.

Section 2. This Ordinance shall take effect and be enforced thirty days after publication.

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

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Diana Saenger, City Clerk

Published in the Anoka County Herald _____, 2021.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9C

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Scheduling a Worksession**
DATE: August 2nd, 2021

OVERVIEW:

Staff is looking to schedule a worksession with the City Council for the week of August 9th primarily to discuss the 2022 Budget.

ACTION TO BE CONSIDERED:

Schedule a worksession.



Community Development

Quarterly Report of April - June 2021

Economic Development

Bridge Street Corridor:

- Staff has worked with one single family and three multi family developers on housing opportunities for the property located at 3731 Bridge. This site is a focus of housing infill that would support the city through residential units and economic growth in the Bridge St corridor to bring the walking traffic we desire to see. There are several conversations that continue on this site with a goal of making it as dense as possible to support the commercial growth of the city.
- The EDA acquired 3772 Bridge and the vacant commercial Flo's site behind it. This will be a focus site for the new city campus as that moves forward.
- There has been little activity for the 3765 and 3757 Bridge St Corner sites for commercial development. It has been a hard year with the pandemic for our commercial partners, but the city continues to reach out and market when an opportunity exists.
- The OLC building which was bought by a private party from the School District continues to be vacant. Staff has assisted in questions around the permitted uses but have not seen anything move into this building.
- The Hardware Store has had a significant sales price drop and the Rum River Inn remains for sale. Both sites are looking to retire and have been pursuing sales. Staff offers technical assistance to potential buyers on how to handle the historic and overwhelming storage issues on those sites.
- The project at the East Shop site has attracted a senior housing developer who also develops projects of commercial and office in nature. Staff is working with this developer to identify a needed change in plans.

Hwy 47 Corridor:

- The City has reviewed the plans for Vista Prairie Senior project that would create jobs through care units and services in assisted and memory care housing. This project will continue to move forward with site plans and property title work.
- City was approached by a potential commercial user south of Mansetti's. Documents have been traded and we are waiting on them to determine the likelihood of the project continuing.
- Staff has been notified of a potential sale south of O'Reilly Auto and expects more information in the near future.

AC Regional Economic Development –St. Francis continues to be part of the Executive Committee and marketing committee in a regional effort to promote the county and assist businesses. The group has had to cancel several events directed towards businesses and real estate groups this year including all of the fall events that have been successful marketing for the City in the past. For more information on this initiative visit <https://www.anokacountysuccess.org/> to see how all cities are working together.

ST. Francis Economic Development Authority

The SFEDA did not hold any meetings in the second quarter of the year.

Housing Development

Staff has spent time organizing the information that exists on platted properties and what the overall inventory is for development lots. As we continue to pull information together for the purposes of marketing and tracking it was identified that of the inventory that has been platted in the City, there are an estimated 57 lots remaining with water and sewer connections and 37 lots remaining that would be on private well and septic.



Meadows Development –Joshua Markum homes continues to wrap up the last building sites and complete all units anticipated for the Meadows townhome project.

Rivers Edge Development –Five phases have received final approval and are underway. This continues to be a successful development for single family homes and staff are working with the developer to opening up more lots in the spring. The



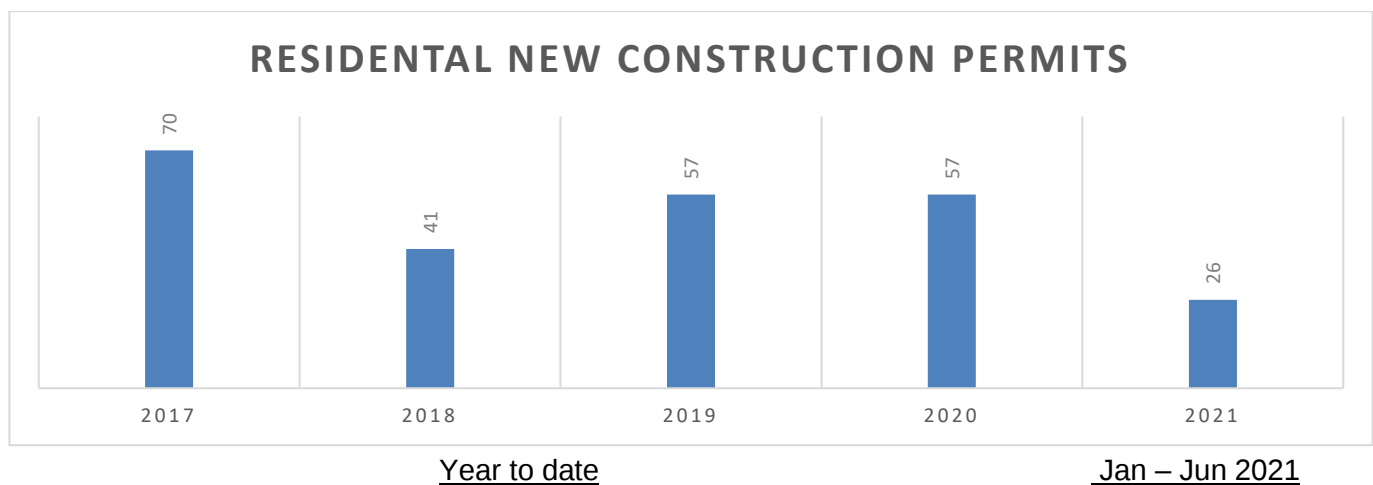
Green Valley 2nd Addition – a proposed subdivision of 14 rural lots went through the PC and Council for concept review. This development would bring additional rural platted units to the City including a large tract of land for conservation. This project will likely be moving forward this fall.

Turtle Ponds, East and West aka 4th and 5th additions– Final Plats were approved in March 2020. This development plants to create an additional 13 lots in the 4th addition and one home in the 5th. Final platting requirements are in the hands of the owner. May see still this year

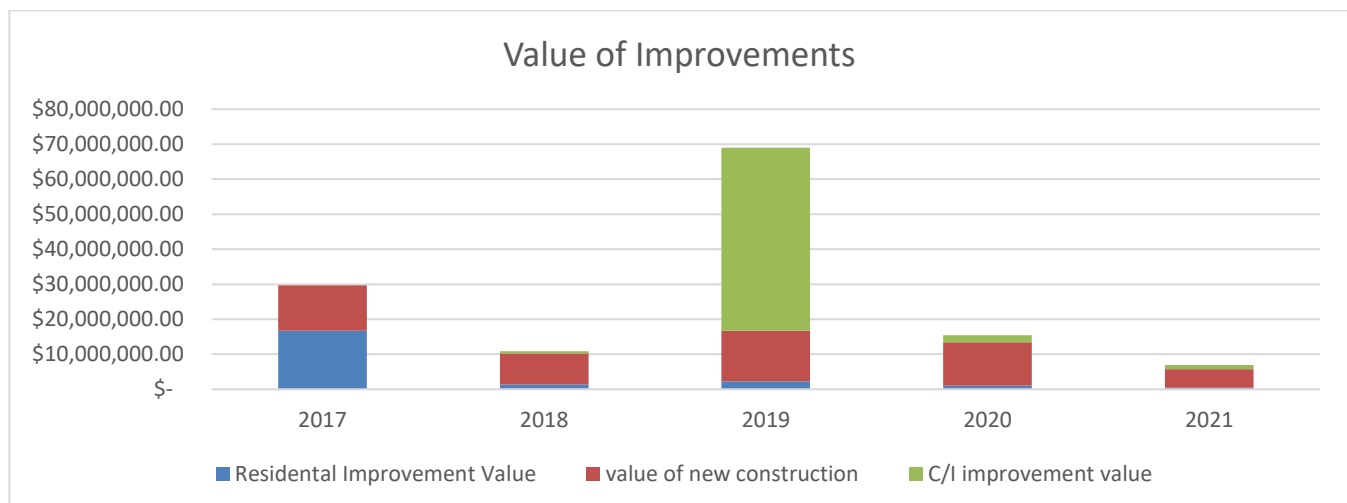
Building Department

The City is one permit behind last year's new by the end of the first quarter. The Construction industry continues to have challenges on obtaining and affording the materials for the construction while the housing industry continues to be a strong market.

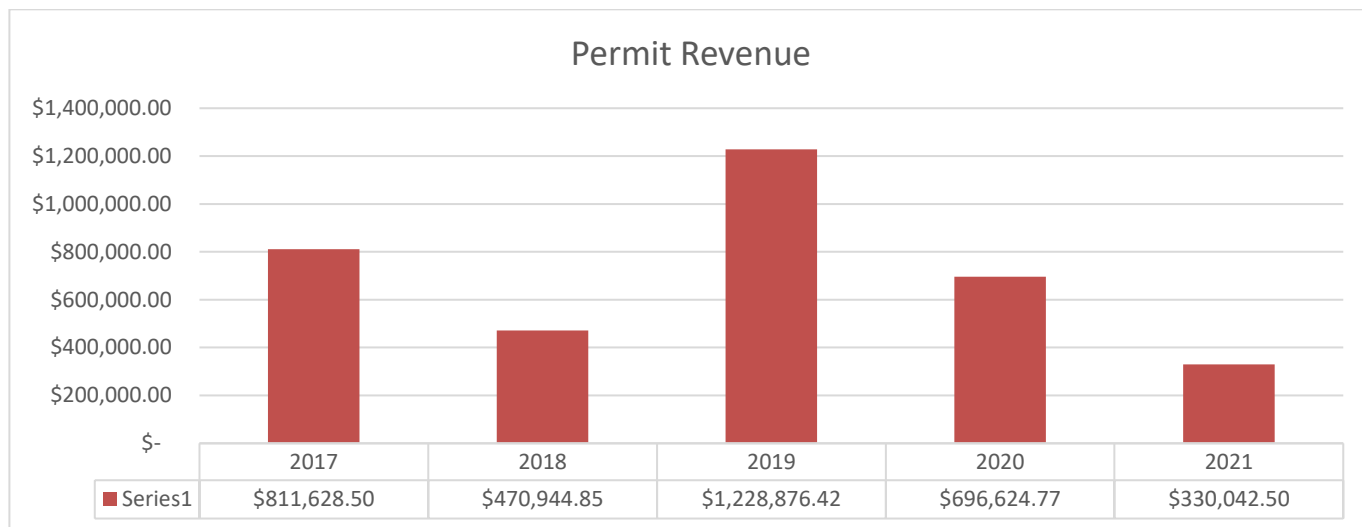
Below shows the City at the end of the second quarter compared to year end totals for 2017 to the end of the quarter 2021.



Permit value is an important indicator in regards to the overall investment in the city. It is important to maintain existing housing and building stock to serve a need and adds value to the community. Much of this year's value to date is from new single family homes. Permit totals remain high and the City has processed 251 permits to date.



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



The types of permits we are seeing a lot of this year include residential decks, re-roof, window/door and fences. These permit types were also high in 2020.

Administration

- Broadband and Internet – With changes to both the workforce and education system last year, internet service continues to be requested by residents. Staff was notified that Midco plans an expansion project on the east side of the City which will bring additional services and options in. Work is needed to continue the conversation on the west side of the city as that area struggles with those types of services due to the size and lack of housing numbers.
- Comprehensive Plan – after the approval of the Plan in March 2020, staff began working on the implementation with guidance and support from HKGi. This included updating Chapter 10 Zoning codes and the Zoning map.
- Ordinance Updates – with the updates made to Chapter 10 Zoning Ordinances, it revealed additional updates that needed to be addressed. The following codes have been updated:
 - Storage Units
 - Peddlers Licenses
 - Kennel Licenses
 - Tobacco Licenses
 - Saunas and Massage Parlors
 - Massage Therapist
 - Adult Entertainment

- Bed and Breakfast Facility License
- Website. Updates continue on department pages and forms.

Code Enforcement

Code enforcement has been extremely busy this spring with the early nice weather and residents are calling in on everything from vehicle issues to dog feces.

For the first half of the year Code Enforcement worked with 78 properties. Of those 35 properties were completed and Staff is still working on 43. Many of these are in various stages and also ready to be closed out. Two properties however continue to work against Staff and may be brought to Council in the future.



Planning Commission

The PC met all three months in the second quarter. Items discussed included the transfer of property from the City to the EDA, amending the CUP for St. Francis Auto, a lot split on 237th, and a variance for a lot line adjustment on Navajo. Each step was working on land use requests to add housing and improve existing business.

The PC had a turnover in Commissioners as we had a mid-year exit from Mr. Kollodge and a new appointment of Mr. Lauermann. There are two positions that are up at the end of the year and to date Staff has one application that is interested in joining the team.