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

May 17th, 2021
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
    A. City Council Minutes – May 3rd, 2021
    B. Official Signatures - Resolution 2021-20
    C. Fund Transfer from General Fund to Park Fund for Park Plan –Resolution 2021-21
    D. Pickup Truck Replacement
    E. Livable Communities Resolution 2021-22
    F. Food Trucks – Peddlers License Approval
    G. Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
    A. Audited Financial Statement Report
    B. 2021 Street Reconditioning Project – Resolution 2021-23 Accepting and Awarding Bids
    C. Portable Recording Systems
    D. Dog Licensing and Regulations – Ordinance 276, Second Series (Second Reading) Resolution 2021-24 Authorizing Summary Publication
    E. Tobacco – Ordinance 277, Second Series (Second Reading) Resolution 2021-25 Authorizing Summary Publication
    F. Saunas, Massage Parlors and Similar Adult-Oriented Services – Ordinance 278, Second Series (Second Reading) Resolution 2021-26 Authorizing Summary Publication
    G. Massage Therapist License – Ordinance 279, Second Series (Second Reading) Resolution 2021-27 Authorizing Summary Publication
    H. Adult Entertainment – Ordinance 280, Second Series (Second Reading) Resolution 2021-28 Authorizing Summary Publication
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Department Reports – Fire Monthly, Public Works Monthly
    B. Councilmember Reports -
    C. Upcoming Events –
        i. May 17 City Council Meeting – 6:00 pm, Zoom meeting
        ii. May 19 Planning-7 Zoom
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website for a link to Monday's meeting. https://www.stfrancismn.org/citycouncil/page/city-council-meeting-283

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

May 03, 2021
6:00 pm

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

2. **ROLL CALL**
Members Present: Mayor Steve Feldman, Councilmembers Sarah Udvig, Joe Muehlbauer, Kevin Robinson, and Rob Bauer

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

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

4. **CONSENT AGENDA**
   A. City Council Minutes – April 19th, 2021
   B. Authorization to Hire Diana Saenger as City Clerk
   C. Approve Agreement with HGAC (consortium for fire truck purchase)
   D. Approve Contract Fire Truck Purchase
   E. Claims

MOTION BY: BAUER SECOND: UDVIG ADOPTING THE CONSENT AGENDA
Ayes: Robinson, Muehlbauer, Bauer, Udvig, Feldman
Nays: None
Motion carried 5-0

5. **MEETING OPEN TO THE PUBLIC**
City Administrator Joe Kohlmann asked if anyone wanted to speak. No one came forward.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARINGS**
None

8. **OLD BUSINESS**
None

9. NEW BUSINESS

A. CUP Admendment-4140 St. Francis Blvd (St. Francis Auto Parts)
Beth Richmond gave a presentation on an applicant seeking an amendment to existing CUP. The property has an existing CUP which allows the site to be used as a salvage yard. It was originally granted in 1987 and has been amended several times over the years. The site is currently used as a salvage yard. The applicant is requesting to amend the existing CUP to change the permitted uses on the site to bring the vehicle sales use into compliance and to add other uses on the site. The applicant is requesting the following uses: 15 offices for used vehicle sales, salvage yard, auto repair (major), and outdoor storage. The planning commission reviewed the CUP amendment, no members of the public provided comment either for or against the request. The Planning Commission recommend unanimously for approval of the CUP amendment request with conditions.

Muehlbauer – Since it's existing already is it grandfathered in as is? Is he required to pave and curb? Beth stated that the existing one would only need striping and the new parking lot would need to be paved and curbed.

Udvig- Stated that she wondered where the water would be going. As long as the water has a place to go. She thanked Beth for answering the question in her previous question that she answered.

Bauer – Stated that he is confused on the back lot where it shows personal storage. Beth stated that that is the reason they are requesting a site plan that will show where the water will drain properly to a correct location.

Robinson – The aesthetics of the building is a concern of mine. Rick stated that he planned to do some improvements over a period of time as this is what you first see when you come into St. Francis.

i. Resolution 2021-16 Approving Conditional Use Permit Amendment
MOTION BY: MUEHLBAUER SECOND: ROBINSON TO ADOPT RESOLUTION 2021-16 APPROVING A CONDITIONAL USE PERMIT AMMENDMENT TO ALLOW SALVAGE YARD, USED VEHICLE SALES, MAJOR AUTO REPAIR, AND OUTDOOR STORAGE
Ayes: Robinson, Udvig, Muehlbauer, Feldman
Nays: Bauer
Motion Carries: 4-1

B. Kennel –

i. Ordinance 272, Second Series (Second Reading)
Community Development Kate Thunstrom stated that she was prepared for any questions.

No comments from Council.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT KENNEL ORDINANCE 272, SECOND SERIES, SECOND SERIES
Ayes: Udvig, Muehlbauer, Bauer, Robinson, Feldman
Nays: None
Motion Carries: 5-0

ii. Resolution 2021-17 Authorizing Summary Publication
MOTION BY: MUEHLBAUER SECOND: ROBINSON TO ADOPT RESOLUTION 2021-17 AUTHORIZING SUMMARY PUBLICATION
Ayes: Muehlbauer, Bauer, Robinson, Feldman
Nays: None
Motion Carries:

C. Peddlers –
i. Ordinance 273, Second Series (Second Reading)
Community Development Kate Thunstrom stated that she was prepared for any questions.

No comments from Council.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT PEDDLERS ORDINANCE 273, SECOND SERIES
Ayes: Bauer, Robinson, Udvig, Muehlbauer, Feldman
Nays: None
Motion Carries: 5-0

ii. Resolution 2021-18 Authorizing Summary Publication
MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT RESOLUTION 2021-18 AUTHORIZING SUMMARY PUBLICATION
Ayes: Bauer, Udvig, Robinson, Muehlbauer, Feldman
Nays: None
Motion Carries: 5-0

D. Storage –
i. Ordinance 274, Second Series (Second Reading)
Community Development Kate Thunstrom stated that she was prepared for any questions.

No comments from Council.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT STORAGE ORDINANCE 274, SECOND SERIES
Ayes: Robinson, Bauer, Muehlbauer, Udvig, Feldman
Nays: None
Motion Carries: 5-0

ii. Resolution 2021-19 Authorizing Summary Publication
MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2021-19 AUTHORIZING SUMMARY PUBLICATION
Ayes: Udvig, Feldman, Bauer, Robinson, Muehlbauer
Nays: None
Motion Carries: 5-0

E. Targeted Residential Picketing –
i. Ordinance 275, Second Series (Second Reading)
City Attorney Dave Schapps stated it does not take away the first amendment right it limits where the picketing can take place.

No comments from Council.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO ADOPT TARGETED RESIDENTIAL PICKETING ORDINANCE 275, SECOND SERIES
Ayes: Udvig, Robinson, Muehlbauer, Bauer, Feldman
Nays: None
Motion Carries: 5-0

F. Dog Licensing and Regulations – Ordinance 276, Second Series (First Reading)
Community Development Kate Thunstrom stated that this was an ordinance that was found to be overlapping two other chapters. We've updated this ordinance to have all codes match.

Feldman- Chief Schwieger does this make it easier for your officers when making a call. The language was changed on this from "must" to "may" and our officers will follow the same procedures.

No comments from Council.

MOTION BY: UDVIG SECOND: BAUER TO ADOPT DOG LICENSING AND REGULATIONS ORDINANCE 276, Second Series FIRST READING
Ayes: Robinson, Udvig, Bauer, Muehlbauer, Feldman
Nays: None
Motion Carries: 5-0

G. Tobacco – Ordinance 277, Second Series (First Reading)
Community Development Kate Thunstrom stated that this was an update mainly because the age to purchase tobacco has changed from 18 to 21.

Feldman- Does this address vaping. Chief Schwieger stated that this does use the language to include vaping as well.

Bauer – This doesn't say anything about the use in buildings. Thunstrom stated that this is specifically for the sale and not the use.

No other comments.

MOTION BY: BAUER SECOND: MEUHLBAUER TO ADOPT TOBACCO ORDINANCE 277, SECOND SERIES, FIRST READING
Ayes: Muehlbauer, Udvig, Robinson, Bauer, Feldman
Nays: None
Motion Carries: 5-0

H. Saunas, Massage Parlors and Similar Adult-Oriented Services – Ordinance 278, Second Series First Reading

Community Development Kate Thunstrom stated that much of this language was updated to cover if a business tried to go into some of the illegal activities of prostitution or sex trafficking. This includes the Massage Therapist licensing which currently we have this in two ordinances but will go through that for deletion on the next item on the agenda.

Feldman – The clarification of this ordinance is good. We need to make sure we have this in place.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT SAUNAS,

MASSAGE PARLORS AND SIMILAR ADULT-ORIENTED SERVICES ORDINANCE 278 SECOND SERIES FIRST READING
Ayes: Bauer, Robinson, Muehlbauer, Udvig, Feldman
Nays: None
Motion Carries: 5-0

I. Massage Therapist License – Ordinance 279, Second Series (First Reading)

Community Development Kate Thunstrom stated that this is a request to delete Chapter Six Section Ten as this is the new language that was put into Section Nine so all of this language would come out of City Code and be part of the previous Ordinance 278 that we just discussed.

No comments from Council.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT MASSAGE THERAPIST LICENSE ORDINANCE 279, SECOND SERIES FIRST READING
Ayes: Robinson, Muehlbauer, Udvig, Bauer, Feldman
Nays: None
Motion Carries: 5-0

J. Adult Entertainment – Ordinance 280, Second Series (First Reading)

Community Development Kate Thunstrom stated that much of this language was updated with zoning code. We split apart the zoning code and put it in Chapter Ten leave behind the Adult Business Licensing section.

No comments from Council.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT ADULT ENTERTAINMENT ORDINANCE 280, SECOND SERIES FIRST READING
Ayes: Muehlbauer, Robinson, Udvig, Bauer, Feldman
Nays: None
Motion Carries: 5-0

K. Anderson Companies Extension

Community Development Kate Thunstrom stated the city entered into contract with Anderson Companies for a protentional senior living building. At this time

Greg Anderson could work quickly enough with us for a code change that is coming in August. We will have something else that we will put in front of staff that will hopefully be fruitful.

Bauer – If the senior living is not going to come in, I am not in favor of locking down this land for 90 days. We are in a growth spurt right now.

Udvig- Have we had people that were interested in that land? Thunstrom stated that

we do not have anyone else interested in this land at this time. I am in favor of the extension.

Robinson – I think that Mr. Anderson is worthy of this 90-day extension as he has devoted his time.

Feldman – Anderson Companies has put time and money into this project. I am in favor of this extension.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE LETTER OF INTENT FOR ANDERSON COMPANIES FOR A 90 DAY EXTENSION

Ayes: Udvig, Robinson, Muehlbauer, Feldman
Nays: Bauer
Motion Carries:4-1

10. MEETING OPEN TO THE PUBLIC

11. REPORTS
   A. Department Reports – None

   B. Councilmember Reports -

Robinson – I missed the Finance meeting last week. I did go to the Oak Grove City Council Meeting and they are narrowminded. I don't think that they are looking forward. We are looking to discuss more on the SRO. Hopefully the Chief can get his time to speak on the SRO.
I was contacted by residents about people putting "Free" stuff at the end of their driveway and streets. Do we have a code enforcement? Thunstrom stated if she received a complaint they can reach out to them.
I worked Recycling Days and it was busy.

Udvig – Attended school board meeting on Monday 4/26/21.I have had conversations with the Superintendent and board members, I think we are making some headway on the SRO. I will be attending the school board meeting on May 10, 2021. I did get us on the Agenda and I think it is important for Chief Schwieger to answer their questions and they can make an informed decision.

I did get reports from people about Recycle Days and people thought it was run much more smoothly.

May 4, 2021 6:00-7:30 – Mental Health Forum for Community Ed Team.

Do we know when the work will start on 241st, 239th, Ute, and Tamarack? Craig Jochum said that they don't bid until May 11th. They have until September 30th, it shouldn't take that long but it should be a three week process.

Bauer – Social Media can get the word out and they can make or break the decision, If you have ever been bullied in school you would know that a SRO is a must.

Muehlbauer – As far as the SRO, I have made my comments on Facebook previously. I choose not to engage in the recent activity. A lot of people wonder why we as a city

don't pay so much for the SRO? For the schools in our city, our city is paying for 100% of the calls for in our District.

I attended two classes of the St. Francis Citizens Academy and it is a really cool program. I would encourage people to check it out and you get an inside look and a different perspective from law enforcement.

Feldman – Butterfield and 225th residents are wondering about the seed and when that will be there. Feldman stated that we need sun and water to see the effects, council has no control. Craig Jochum stated that seed is better because it is less expensive. We dormant seeded last fall and that can be hit or miss. The contractor is keeping track of it.

The ordinance on picketing does not consider the content of the speech just the time, place, and manner.

The SRO is frustrating. The school has a $61 million revenue and they are eliminating the SRO which is .0126% of this revenue. I am hoping that the school district will allow Chief Schwieger and Officer Dzuris time to talk.

I have reached out to MN Municipal Aid about Oak Grove and the Poppy Street project. The road is 1,100 ft and it's only 550 feet of road for Oak Grove. I am not sure why they won't work with us even after helping them with the Ponds water issue. I was hoping for a relationship with our sister cities, but I am running out of hope with Oak Grove.

County Market reached out to me since we put the barricades west of Casey's they have been having problems with teens in their parking lot. Chief Schwieger spoke to Jeff from County Market and this is a topic that comes up every spring. We will have officers driving through more often to let try and get the teens off of private properties. We encourage them to look at city parks or hang out at someone's house. How is Vista doing with there site plan. Thunstrom state that they are looking to get on the June Agenda for the Planning Commission.

The new City Clerk will be starting on May 17, 2021.

C. Upcoming Events –

   i. May 17 City Council Meeting – 6:00 pm, Zoom meeting
   ii. May 19 Planning-7 Zoom

12. ADJOURNMENT

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

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4B

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Official Signatures**

DATE: 05-17-2021

OVERVIEW:

With the hiring of the new city clerk, council needs to add her as an office signature on the bank accounts. Please see the attached resolution.

ACTION TO BE CONSIDERED:

Approved under consent agenda designate the official signatures.

BUDGET IMPLICATION:

None

Attachment:

Resolution #2021-20 Signatures

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

RESOLUTION 2021-20

A RESOLUTION APPROVING THE OFFICIAL SIGNATURES FOR 2021

Official Signatures	Steven D. Feldman, Mayor Joseph Muehlbauer Mayor Pro Tem Joseph Kohlmann, City Administrator Darcy Mulvihill, Finance Director Diana Saenger, City Clerk (2 signatures required)

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

and the following voted against the same: None.

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

____
Steven D. Feldman, Mayor

ATTEST:

____
Diana Saenger, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4C

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Transfer to Park from General Fund**

DATE: 05-17-2021

OVERVIEW:

The council authorized on 04-19-2021, the completion of a park plan by HKGI for a cost of $76,500.00 This amount was to be transferred from the General Fund Reserves

ACTION TO BE CONSIDERED:

Approve attached resolution for the transfer

BUDGET IMPLICATION:

None

Attachment:

Resolution #2021-21 Transfer Resolution for the Park Plan.

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2021-21

TRANSFER FROM GENERAL FUND TO PARK FUND

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	FROM	TO	PURPOSE	AMOUNT
1	General Fund	Park Fund	Park Plan	$76,500

1. To pay for Park Plan authorized at the April 19, 2021 Council Meeting .

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17TH DAY OF MAY, 2021.

APPROVED:

____
Steve Feldman, Mayor

ATTEST:

____
Diana Saenger, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4D

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **2010 Pick-upTruck Replacement**

DATE: 5-17-21

OVERVIEW: Public Works is due to replace a 1-ton pick-up truck that has been scheduled in the “plan it” software as part of our vehicle replacement program. A few of problems we are facing is not being able to find trucks to purchase. There is a computer modular shortage across the industry leaving the manufactures to trickle these trucks out to the dealers as they can. The second problem is people are buying the vehicles as fast as they come in, leaving little to no inventory available. By the time we locate a truck that will fit our needs, it sells almost instantly upon arrival. This has been an issue since I first started my search at the beginning of this year.

Another issue is trucks are selling at suggested retail and I’m told that the dealers are not offering fleet pricing to municipalities any time soon. They are, however, offering top dollar for trade ins on any new purchase and in some cases buying vehicles outright. Miller Chev out of rogers has a truck that ideally meets the needs of our day to day job duties as well as a primary snow plow truck. They also are offering us $10,000.00 in trade in that we would be replacing.

Miller chev received 3 of these pick-up trucks on Monday and by Wednesday 2 of the 3 were sold. There is a strong possibility that the 3rd will sell before we are able approve the purchase at this Council meeting and we would have to continue our search to locate another truck and risk having the same situation happen again. If this vehicle does sell before the council meeting I would like to get pre-approval to purchase a pick-up truck with a not to exceed the budgeted amount within “plan it” software, this way I would be able to act swiftly to secure a truck when I’m able to locate one. There is a total of $ 68k for vehicle purchases in the 2021 CIP but would only need approval to spend up to $ 47k.

ACTION TO BE CONSIDERED: Authorize Public works to Purchase a white 2021 1 ton from Miller chev with the trade in of our current 2010 dodge pick up in the amount of $38,593.47 + tax and license. Or option two get pre-approval to locate and purchase a pick up not to exceed $47,000.00.

BUDGET IMPLICATION: Purchase to be funded out of CIP vehicle replacement.

Attachments: Miller chev and as a comparison Countryside Motors out of Kansas.

Countryside Motors L.L.C.

701 E. 16th Street Wellington, KS 67152

620-326-7433

← Return to Inventory List

2021 Chevrolet SILVERADO 3500 WORK TRUCK 4WD

MSRP **$49,945**

GM Consumer Cash **$250**

After Discounts **$49,695**

Color: RED HOT
Interior: Cloth
Interior Color: Charcoal
Drive Train: 4WD
Transmission: Automatic
Cylinders: 0
Vin: 1GC3YSE74MF237925
Engine: Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm)
Mileage: 1
Stock #: 9945
Fuel Economy: City 0/Hwy 0
Estimated By E.P.A. - Actual Mileage May Vary

Photos (52)

Inquiry | Make Offer | Buy Now | Text Us Now

Dealership Information

Countryside Motors
Please Call Sales
701 E. 16th Street
Wellington, KS 67152
620-326-7433

Share to Social Media

Vehicle History Report

AutoCheck A part of Experian FREE VEHICLE HISTORY REPORT

Vehicle Details

Vehicle Options

Make Offer

Photos

Text Us

Date/Time:	May 12, 2021 02:50 PM	**Trade:** 2011 Dodge Ram 2500, Truck (60,874)
Buyer:	Jeremy Shook	
Phone:	C: 7632335200	
Address:	4656 232nd Ave Nw Saint Francis, MN 550707604	**Salesperson:** Jon Skinner

2021 Chevrolet Silverado 3500HD, Body Type:Regular Cab Pickup T8401

Color:Summit White, 2 Miles VIN:1GC3YSE70MF252177

Purchase	48 Months	60 Months	72 Months
$ Down	Est. $/Monthly	Est. $/Monthly	Est. $/Monthly
$0	**$925**	**$762**	**$653**
$1,000	**$902**	**$742**	**$636**
$2,000	**$878**	**$723**	**$620**

MSRP/Retail	**$46,715.00**
Total Savings	**$227.00**
Rebate	**$250.00**
Sales Price	**$46,238.00**
Trade Allowance	**$10,000.00**
Trade Difference	**$36,238.00**
Delivered Price	**$36,238.00**

Tax 2,355.47

Total 38,593.47
+ License
Fees

X

Customer Signature

Date

With approved credit plus tax, title and license. First payment due with a lease.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4E

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Participation in the Met Council Livable Communities Act (LCA)

DATE: May 17, 2021

OVERVIEW

Every ten years Met Council invites Cities to participation in the Met Council LCA initiative. LCA was established in 1995 and the City of St. Francis has participated since it began.

The original goals were for the development of new/expanded:

	Affordable Homeownership	Affordable Rental	All Rental
1996-2010	381	57	149

The goal structure changed in 2010 and remains as identified in the resolution attached

	Affordable Housing goal range	Life-cycle Housing goal
2011-2020	47-74	70 to 1,200
2021-2030 (current Res)	117-213	432

- **Affordable Housing** is defined as when a household with a low income pays not more than 30% of its gross income for housing costs.
- **Life-Cycle Housing** is the opportunity of housing types within a community, such as single family, multi-family rental, senior living, etc.

Participation in this program is voluntary however it is the key for the City to apply for various grants and loans that are offered by the Met Council during the ten-year period. The requirement of the City is to pass a resolution identifying the Affordable housing and life-cycle housing goals as approved in our most recent Comprehensive Plan. There is not a penalty if we do not meet the goals in the ten-year cycle.

ITEMS TO BE DISCUSSED:

Staff recommends participation in the LCA program as identified in the Resolution to keep options open over the ten-year period to consider various grants and loan programs.

ATTACHMENTS:

- 2021-2030 Affordable and Life-Cycle Housing Goals Methodology
- Resolution 2021-22 Electing to Participate in the Local Housing Incentives Account Program under the Metropolitan Livable Communities Act

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

RESOLUTION 2021-22

RESOLUTION ELECTING TO PARTICIPATE IN THE LOCAL HOUSING INCENTIVES ACCOUNT PROGRAM UNDER THE METROPOLITAN LIVABLE COMMUNITIES ACT

CALENDAR YEARS 2021 THROUGH 2030

WHEREAS, the Metropolitan Livable Communities Act (Minnesota Statutes sections 473.25 to 473.255) establishes a Metropolitan Livable Communities Fund which is intended to address housing and other development issues facing the metropolitan area defined by Minnesota Statutes section 473.121; and

WHEREAS, the Metropolitan Livable Communities Fund, comprising the Tax Base Revitalization Account, the Livable Communities Demonstration Account, the Local Housing Incentive Account and the Inclusionary Housing Account, is intended to provide certain funding and other assistance to metropolitan-area municipalities; and

WHEREAS, a metropolitan-area municipality is not eligible to receive grants or loans under the Metropolitan Livable Communities Fund or eligible to receive certain polluted sites cleanup funding from the Minnesota Department of Employment and Economic Development unless the municipality is participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254; and

WHEREAS, the Metropolitan Livable Communities Act requires that each municipality establish affordable and life-cycle housing goals for that municipality that are consistent with and promote the policies of the Metropolitan Council as provided in the adopted Metropolitan Development Guide; and

WHEREAS, a metropolitan-area municipality can participate in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254 if: (a) the municipality elects to participate in the Local Housing Incentives Program; (b) the Metropolitan Council and the municipality successfully negotiate new affordable and life-cycle housing goals for the municipality; (c) the Metropolitan Council adopts by resolution the new negotiated affordable and life-cycle housing goals for the municipality; and (d) the municipality establishes it has spent or will spend or distribute to the Local Housing Incentives Account the required Affordable and Life-Cycle Housing Opportunities Amount (ALHOA) for each year the municipality participates in the Local Housing Incentives Account Program.

NOW, THEREFORE, BE IT RESOLVED THAT the City of St. Francis;

1. Elects to participate in the Local Housing Incentives Program under the Metropolitan Livable Communities Act for calendar years 2021 through 2030.

2. Agrees to the following affordable and life-cycle housing goals for calendar years 2021 through 2030:

Affordable Housing Goals Range	Life-Cycle Housing Goal
117-213	432

3. Will prepare and submit to the Metropolitan Council a plan identifying the actions it plans to take to meet its established housing goals.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Diana Saenger, City Clerk

Attachment: 2021-2030 Affordable and Life-cycle Housing Goals Methodology

Months of cumulative outreach and discussion about how 2021-2030 affordable and life-cycle housing goals should be calculated (summarized at a *May 4 Communities Development Committee* meeting), has led to a methodology that is consistent and easy to understand. The selected methodology attempts to strike a reasonable, balanced approach that considers the variety of differing circumstances across communities. The 2021-2030 affordable housing goals will be a range to reflect the uncertainty and variety of local affordable housing development, and use a similar approach that 2011-2020 goals used.

How were 2011-2030 affordable housing goals calculated?

In 2009 and 2010 broad discussions were had about how to determine 2011-2020 affordable housing goals, including some of the same stakeholders - and even some of the same people! - that provided input for the coming decade's goals. In summary, an estimate of available funding for affordable housing was determined for the 2011-2020 decade and used to calculate what percent of the decade's *need* for affordable housing could possibly be developed. This percentage was calculated at 65%, which was then applied to each community's share of affordable housing need for 2011-2020 to create a low end of an affordable housing goal range. The high end of a community's goal range was the need number itself. Some communities had access to additional funding sources and therefore the low end of their range was increased, but ***most communities' 2011-2020 affordable housing goal was a range between 65% and 100% of their 2011-2020 share of affordable housing need***.

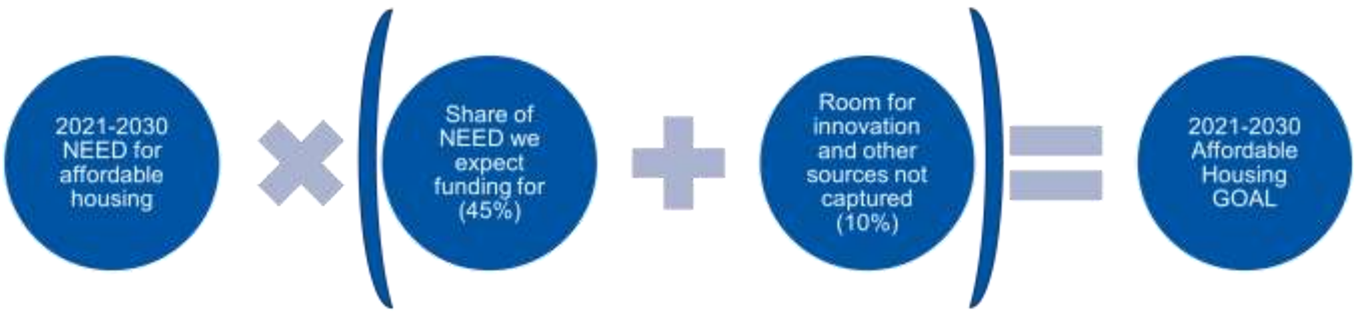
How are 2021-2030 affordable housing goals being calculated?

Affordable and life-cycle housing goals are calculated based on each community's share of the region's need for affordable housing in the coming decade. Each community has, or is in the process of, updating their comprehensive plans to acknowledge this "need" number, which is based on their forecasted sewer-serviced growth, their existing affordable housing choices relative to the regional average, and whether or not they import or export low-wage workers. Forecasted growth considers a community's transit capacity, land use guidance, employment growth, and other economic and demographic trends. "Need" numbers are further adjusted as described above to encourage affordable housing development that will provide reasonable housing options at all incomes throughout the region.

Determining affordable housing "goals" (which are required for LCA participation) based on affordable housing "needs" (which are required to be addressed per the Metropolitan Land Planning Act) ensures that those goals factor in all the unique characteristics of a community. However, it is widely acknowledged that there is not sufficient funding available to meet the forecasted affordable housing "need," and affordable housing goals are an opportunity for cities to consider a more realistic, if still ambitious, number of affordable housing units that could be built in the coming decade.

For this reason, the amount of funding anticipated for affordable housing development in the coming decade is the primary consideration in determining affordable housing goals. Working closely with Minnesota Housing, we have estimated that funding in 2021-2030 could support the construction of about 45% of the forecasted need for affordable housing.

We must acknowledge that not every source of affordable housing funding is captured in this calculation. We also acknowledge that there are many things individual local governments can do to incentivize and partner with affordable housing developers to increase their chances of accessing available funding. Finally, many focus group participants and survey respondents indicated a desire to set goals above minimum funding limitations as an incentive to do more. For this reason, we have set the low end of your community's 2021-2030 affordable housing goals at 55% of your share of the region's need for affordable housing (also known as the "need" number in your comprehensive plan). That percentage reflects the funding availability estimate (45%), plus an additional 10% to account for local policies and less common funding sources. Shown another way:



We heard from survey respondents and stakeholder conversations that funding has historically limited our ability to meet all affordable housing needs, but many partners – both cities and other stakeholders – felt that affordable housing goals should also reflect the future need. There is no penalty for not meeting affordable housing goals, and equating "goals" with "needs" may incentivize us to work harder to address affordable housing needs and bring attention to the need for more funding to create resilient communities where housing choices are robust.

For that reason, the high end of your community's 2021-2030 affordable housing goal is equal to your 2021-2030 affordable housing need number from your comprehensive plan. For example, if your share of the region's need for affordable housing in the coming decade is 100 units, your goal range would look like this:

How were <u>2011-2020</u> life-cycle housing goals being calculated?

Life-cycle housing goals were also considered in partnership with communities and stakeholders in 2009-2010. In summary, life-cycle housing goals were also determined as a range. The low end of the range was the 2011-2020 share of affordable housing need. The high end of the range was calculated by multiplying all land guided multi-family residential AND expected to develop in the 2011 decade by the maximum densities of those land uses. This resulted in some very high life-cycle housing goals!

How are 2021-2030 life-cycle housing goals being calculated?

Life-cycle goals are intended to ensure communities are allowing for a variety of housing types; specifically a mix of densities within their residential land. Although all communities must allow minimum average residential densities for sewer serviced growth, and additional average density minimums near certain transit investments, this measure is more about knowing how many multi-family units are possible. Therefore, life-cycle goals are being measured by looking at all multi-family land uses (defined as land uses with a minimum of 8 units per acre or more), and multiplying the acres of land expected to develop in the coming decade by the median density of those multi-family land use designations. Shown another way:

City of St. Francis

City Council **AGENDA REPORT** Agenda Item # **4F**

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Peddler's License Application – Food Trucks

DATE: May 17th, 2021

OVERVIEW

The City has received a Peddler's License application from Gopher State Exposition. They are proposing to bring four food trucks to the City of St. Francis in Community Park. Hours, dates and descriptions are below:

Thursday May 27th 3:00 p.m. – 8:00 p.m.
Friday May 28th 3:00 p.m. – 8:00 p.m.
Saturday May 29th 11:00 a.m. – 8:00 p.m.

Truck #1 – Cotton Candy, Caramel Apples, Popcorn, Pop and Bottled Water
Truck #2 - Corn Dogs, Hot Dogs, Drinks
Truck #3 - Cheese Curds, Fresh Cut Fries, Drinks
Truck #4 - Greek Gyros, Salads, Drinks

Recommended Motion:

Motion to approve the Peddler's License Application for Gopher State Exposition.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4G

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 05/17/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $167,787.15 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None
Direct Transfers from Previous Month – $261,236.80
Credit Card Payment- $14,191.04
Manual Checks- None

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 05-17-2021 Packet List
- 05-17-2021 ACH Direct Payments
- 05-17-2021 Credit Card Payment

CITY OF ST FRANCIS

*Claim Register©

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Claim Type

Claim# 10413 *ABDO, EICK & MEYERS, LLP*

Cash Payment	E 101-41540-301 Auditing and Acct g Servic	AUDIT SERVICES	$3,540.00
Invoice 443973			
Cash Payment	E 601-49440-301 Auditing and Acct g Servic	AUDIT SERVICES	$590.00
Invoice 443973			
Cash Payment	E 602-49490-301 Auditing and Acct g Servic	AUDIT SERVICES	$590.00
Invoice 443973			
Cash Payment	E 609-49750-301 Auditing and Acct g Servic	AUDIT SERVICES	$1,180.00
Invoice 443973			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $5,900.00

Claim Type

Claim# 10414 *ADVANCED GRAPHIX INC*

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	SQUAD CAR GRAPHICS	$260.00
Invoice 206709			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $260.00

Claim Type

Claim# 10415 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENTAL	$13.40
Invoice 9979205169			
Cash Payment	E 101-43210-217 Other Operating Supplies	RENTAL	$13.40
Invoice 9979205169			
Cash Payment	E 101-45200-217 Other Operating Supplies	RENTAL	$13.40
Invoice 9979205169			
Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL	$13.40
Invoice 9979205169			
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL	$13.40
Invoice 9979205169			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $67.00

Claim Type

Claim# 10416 *ANOKA AREA CHAMBER OF COM*

Cash Payment	E 101-41400-433 Dues and Subscriptions	ANNUAL MEMBERSHIP DUES	$230.00
Invoice 27956			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $230.00

Claim Type

Claim# 10417 *ANOKA COUNTY*

Cash Payment	E 101-41400-352 General Publishing	TRUTH IN TAXATION STATUTES	$720.52
Invoice .0521			
Cash Payment	E 101-41910-441 Miscellaneous	TRUTH IN TAXATION STATUTES	$100.00
Invoice .0521			
Cash Payment	E 405-43100-441 Miscellaneous	TRUTH IN TAXATION STATUTES	$399.77
Invoice .0521			
Cash Payment	E 601-49440-441 Miscellaneous	TRUTH IN TAXATION STATUTES	$400.50
Invoice .0521			
Cash Payment	E 602-49490-441 Miscellaneous	TRUTH IN TAXATION STATUTES	$225.84
Invoice .0521			
Cash Payment	E 603-49490-418 Storm Water Management	TRUTH IN TAXATION STATUTES	$775.00
Invoice .0521			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $2,621.63

CITY OF ST FRANCIS

*Claim Register©

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Claim Type

Claim# 10418 *ARK TOWING AND RECOVERY*

Cash Payment	E 101-42110-441 Miscellaneous	2005 SATURN ION	$198.00
Invoice 92625			
Cash Payment	E 101-42110-441 Miscellaneous	2003 DODGE TRUCK RAM	$128.00
Invoice 92626			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $326.00

Claim Type

Claim# 10420 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - ROBERTS	$77.65
Invoice 273938			
Cash Payment	E 101-42110-448 Reserve Officers	UNIFORMS - ZLATE	$172.70
Invoice 274015			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $250.35

Claim Type

Claim# 10422 *BAUER BUILT INC.*

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	TIRES	$788.28
Invoice 940076662			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $788.28

Claim Type

Claim# 10425 *BELLBOY CORPORATION*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.47
Invoice 0103164100			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$1.55
Invoice 0089157100			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$13.95
Invoice 0089156000			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$67.95
Invoice 0089157100			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$972.06
Invoice 0089156000			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$33.00
Invoice 0103164100			
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES	$66.60
Invoice 0103164100			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $1,159.58

Claim Type

Claim# 10426 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$452.75
Invoice 208418			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $452.75

Claim Type

Claim# 10428 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$232.00
Invoice 339388142			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$37.70
Invoice 339388141			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,997.25
Invoice 339388141			

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*Claim Register©

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Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $128.44
Invoice 339388141

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $2,395.39

Claim Type
Claim# 10429 *BUTLER, SARA & SHANE*
Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#5854 $157.67
Invoice .0521

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $157.67

Claim Type
Claim# 10468 *CHETS SAFETY SALES, INC.*
Cash Payment E 601-49440-417 Uniform Clothing & PPE UNIFORMS $82.87
Invoice 20917
Cash Payment E 602-49490-417 Uniform Clothing & PPE UNIFORMS $82.87
Invoice 20917

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $165.74

Claim Type
Claim# 10386 *COUNTY MARKET - CITY ACCOUN*
Cash Payment E 101-42210-212 Motor Fuels FUEL $212.58
Invoice .0521

Transaction Date 5/5/2021 Due 6/4/2021 CASH 10100 **Total** $212.58

Claim Type
Claim# 10430 *CRYSTAL SPRINGS ICE*
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $242.46
Invoice 1002066

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $242.46

Claim Type
Claim# 10431 *DAHLHEIMER DIST. CO. INC.*
Cash Payment E 609-49751-252 Beer For Resale BEER $13,943.75
Invoice 1390273
Cash Payment E 609-49751-255 N/A Products N/A $28.90
Invoice 1390273

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $13,972.65

Claim Type
Claim# 10393 *DODGE OF BURNSVILLE, INC.*
Cash Payment E 402-42110-550 Vehicles DODGE DURANGO $19,239.00
Invoice .0521

Transaction Date 5/6/2021 Due 6/5/2021 CASH 10100 **Total** $19,239.00

Claim Type
Claim# 10432 *ECKMAN, BLAKE*
Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#1400 $226.05
Invoice .0521

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $226.05

Claim Type
Claim# 10436 *ECM PUBLISHERS, INC.*
Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2021-18 $75.25
Invoice 833770
Cash Payment E 101-41400-351 Legal Notices Publishing MAY 19 IUP PUBLIC HEARING $64.50
Invoice 833767

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Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTIONI 2021-17		$75.25
Invoice 833768				
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2021-19		$75.25
Invoice 833769				
Transaction Date	5/12/2021 Due 6/11/2021 CASH	10100	**Total**	$290.25
Claim Type				
Claim#	10378 *EIK, ERIC & ROSALINA*			
Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW		$250.00
Invoice .0521				
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100	**Total**	$250.00
Claim Type				
Claim#	10379 *ELITE SANITATION*			
Cash Payment	E 101-45200-402 Janitorial Service	RENTAL		$678.00
Invoice 27551				
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100	**Total**	$678.00
Claim Type				
Claim#	10392 *ENVIROBATE, INC*			
Cash Payment	E 240-41910-311 Contract	ABATE MATERIALS		$9,440.00
Invoice MR211571				
Transaction Date	5/6/2021 Due 6/5/2021 CASH	10100	**Total**	$9,440.00
Claim Type				
Claim#	10380 *FERGUSON WATERWORKS, INC*			
Cash Payment	E 602-49490-441 Miscellaneous	WATER METERS		$267.06
Invoice 0472322				
Cash Payment	E 405-43100-303 Engineering Fees	ASPHALT COLD PATCH		$865.00
Invoice 0472655				
Cash Payment	E 601-49440-311 Contract	CONTRACT		$6,650.00
Invoice 0471911				
Cash Payment	E 602-49490-311 Contract	CONTRACT		$6,650.00
Invoice 0471911				
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100	**Total**	$14,432.06
Claim Type				
Claim#	10478 *FERRELLGAS*			
Cash Payment	E 101-43210-218 Equipment Repair & Maint	33 LB CYLINDER		$101.26
Invoice 201316485				
Transaction Date	5/13/2021 Due 6/12/2021 CASH	10100	**Total**	$101.26
Claim Type				
Claim#	10381 *GOPHER STATE ONE-CALL*			
Cash Payment	E 602-49490-442 Gopher State	APRIL TICKETS		$85.05
Invoice 1040762				
Cash Payment	E 601-49440-442 Gopher State	APRIL TICKETS		$85.05
Invoice 1040762				
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100	**Total**	$170.10
Claim Type				
Claim#	10382 *GRAINGER, INC.*			
Cash Payment	E 402-43100-580 C-O-L Other Equipment	CHEMICAL ROOM		$251.20
Invoice 9873567243				
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100	**Total**	$251.20

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Claim Type

Claim# 10437 *GRANITE CITY JOBBING CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.25
Invoice 229507			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$11.70
Invoice 229507			
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO	$3,031.08
Invoice 229507			

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $3,047.03

Claim Type

Claim# 10383 *GREAT PLAINS FIRE*

Cash Payment	E 402-42210-582 Turnout Gear	GEAR	$2,397.96
Invoice 6326			

Transaction Date 5/5/2021 Due 6/4/2021 CASH 10100 **Total** $2,397.96

Claim Type

Claim# 10479 *GREEN LIGHTS RECYCLING, INC.*

Cash Payment	E 101-43210-439 Recycling Days	RECYLCING EVENT	$958.87
Invoice 21-3381			

Transaction Date 5/13/2021 Due 6/12/2021 CASH 10100 **Total** $958.87

Claim Type

Claim# 10395 *HACH COMPANY*

Cash Payment	E 602-49490-235 Lab Supplies	LAB SUPPLIES	$709.70
Invoice 12431603			

Transaction Date 5/6/2021 Due 6/5/2021 CASH 10100 **Total** $709.70

Claim Type

Claim# 10441 *HAKANSON ANDERSON ASSOC., I*

Cash Payment	E 603-49490-303 Engineering Fees	MS4 PERMIT	$910.00
Invoice 45909			
Cash Payment	E 405-43100-806 2021 Street Improvements	2021 STREET REHABILITATION	$2,127.00
Invoice 45908			
Cash Payment	E 603-49490-303 Engineering Fees	2020 STREET REHABILITATION PROJECT	$428.00
Invoice 45907			
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET RECONSTRUCTION	$2,048.50
Invoice 45906			
Cash Payment	E 601-49440-303 Engineering Fees	2021 UTILITY PERMIT	$142.50
Invoice 45912			
Cash Payment	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	$50.98
Invoice 45910			
Cash Payment	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	$50.98
Invoice 45910			
Cash Payment	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	$51.01
Invoice 45910			
Cash Payment	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	$51.01
Invoice 45910			
Cash Payment	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	$51.01
Invoice 45910			
Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	$51.01
Invoice 45910			
Cash Payment	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	$133.28
Invoice 45913			

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Cash Payment	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	$133.28
Invoice 45913			
Cash Payment	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	$133.36
Invoice 45913			
Cash Payment	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	$133.36
Invoice 45913			
Cash Payment	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	$133.36
Invoice 45913			
Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	$133.36
Invoice 45913			
Transaction Date	5/12/2021 Due 6/11/2021 CASH	10100 **Total**	$6,762.00

Claim Type

Claim# 10387 *HOISINGTON KOEGLER GROUP, I*

Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING	$1,537.50
Invoice 018-041-31			
Cash Payment	E 101-43100-311 Contract	PUBLIC WORKS (SIWEK PARK)	$235.00
Invoice 018-041-31			
Cash Payment	E 101-41910-307 Comp Plan/Wetland Fees	COMPREHENSIVE PLAN	$1,635.00
Invoice 018-041-31			
Cash Payment	G 803-22178 Green Valley Subdivision	GREEN VALLEY 2ND SUBDIVISION	$1,068.75
Invoice 018-041-31			
Cash Payment	G 803-22176 Anderson Subdivision	SNDERSON CO/SENIOR HOUSING	$243.75
Invoice 018-041-31			
Cash Payment	G 803-22179 Vista Prairie-Site Plan	VISTA PRAIRIE SENIOR HOUSING SITE PLAN	$1,102.50
Invoice 018-041-31			
Cash Payment	G 803-22180 Carpenter-Minor Subdivision	CARPENTERS LANDING	$18.75
Invoice 018-041-31			
Cash Payment	G 803-22182 Anderson IUP-Agriculture Use	ST. FRANCIS AUTO CUP	$37.50
Invoice 018-041-31			
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100 **Total**	$5,878.75

Claim Type

Claim# 10388 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES	$389.96
Invoice IN3335765			
Cash Payment	E 101-43210-441 Miscellaneous	BATTERY	$15.58
Invoice IN3323156			
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	$9.54
Invoice IN3338638			
Cash Payment	E 602-49490-200 Office Supplies	OFFICE SUPPLIES	$24.01
Invoice IN3338638			
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES	$24.01
Invoice IN3338638			
Transaction Date	5/5/2021 Due 6/4/2021 CASH	10100 **Total**	$463.10

Claim Type

Claim# 10447 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$25.12
Invoice 1795986			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$18.84
Invoice 1795965			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$876.50
Invoice 1795986			

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Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $1,874.15
Invoice 1795965

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $2,794.61

Claim Type

Claim# 10448 *JOSHUA/MARKUM BUILDERS*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6119 $37.03
Invoice .052021

Cash Payment G 803-22000 Deposits ESCROW REFUND-22815 DAKOTAH $3,012.50
Invoice 052021

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $3,049.53

Claim Type

Claim# 10385 *KNIGHTS OF COLUMBUS*

Cash Payment E 101-43210-439 Recycling Days RECYCLE DAYS $360.00
Invoice 2021-05

Transaction Date 5/5/2021 Due 6/4/2021 CASH 10100 **Total** $360.00

Claim Type

Claim# 10397 *LEXIPOL*

Cash Payment E 101-42110-441 Miscellaneous LAW ENFORCEMENT STANDARD POLICY CROSS-REFERENCE $2,505.00
Invoice INVLEX1974

Cash Payment E 101-42110-441 Miscellaneous ANNUAL LAW ENFORCEMENT POLICY MANUAL & DAILY TRAINING BULLETINS $5,166.00
Invoice INVLEX1973

Transaction Date 5/6/2021 Due 6/5/2021 CASH 10100 **Total** $7,671.00

Claim Type

Claim# 10396 *MARTIN-MCALLISTER*

Cash Payment E 101-41400-441 Miscellaneous PERSONNEL EVALUATION $2,200.00
Invoice 13891

Transaction Date 5/6/2021 Due 6/5/2021 CASH 10100 **Total** $2,200.00

Claim Type

Claim# 10450 *MCDONALD DIST CO.*

Cash Payment E 609-49751-252 Beer For Resale BEER $8,063.85
Invoice 579064

Cash Payment E 609-49751-252 Beer For Resale BEER -$566.50
Invoice 579080

Transaction Date 5/12/2021 Due 6/11/2021 CASH 10100 **Total** $7,497.35

Claim Type

Claim# 10476 *MEDIATION & RESTORATIVE SER*

Cash Payment E 101-41400-433 Dues and Subscriptions MEDIATION & RESTORATIVE SERVICES $841.72
Invoice .0521

Transaction Date 5/13/2021 Due 6/12/2021 CASH 10100 **Total** $841.72

Claim Type

Claim# 10452 *MIDCONTINENT COMMUNICATION*

Cash Payment E 101-42110-321 Telephone TELEPHONE $22.40
Invoice 13332710111960

Cash Payment E 601-49440-321 Telephone TELEPHONE $148.00
Invoice 13334860111960

Cash Payment E 101-43100-321 Telephone TELEPHONE $22.40
Invoice 13332710111960

*Claim Register©

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Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$192.80

Claim Type

Claim# 10480 *MORRELL & MORRELL LP*

Cash Payment	E 405-43100-441 Miscellaneous	CLASS 5	$1,782.49
Invoice 38680			

Transaction Date	5/13/2021	Due 6/12/2021	CASH	10100	**Total**	$1,782.49

Claim Type

Claim# 10454 *NUGGENT, SARAH*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5682	$70.42
Invoice .0521			

Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$70.42

Claim Type

Claim# 10455 *NYBERG, COREY*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1039	$40.81
Invoice .0521			

Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$40.81

Claim Type

Claim# 10477 *PACE ANALYTICAL SERVICES*

Cash Payment	E 602-49490-313 Sample Testing	TESTING	$171.00
Invoice 21100327970			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$82.50
Invoice 21100331096			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$192.00
Invoice 21100329233			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$149.00
Invoice 21100329339			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$173.00
Invoice 21100328359			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$149.00
Invoice 21100331418			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$198.00
Invoice 21100327757			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$179.00
Invoice 21100330479			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$216.00
Invoice 21100328509			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$97.50
Invoice 21100327363			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$149.00
Invoice 21100330362			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$191.00
Invoice 21100331532			

Transaction Date	5/13/2021	Due 6/12/2021	CASH	10100	**Total**	$1,947.00

Claim Type

Claim# 10389 *PEARL ARCHITECTURE LLC*

Cash Payment	G 609-16500 Construction in Progress	ARCHITECTURAL BIDDING SERVICES	$900.25
Invoice 2020.02-06			

Transaction Date	5/5/2021	Due 6/4/2021	CASH	10100	**Total**	$900.25

Claim Type

Claim# 10456 *PEARSON BROS. INC.*

Cash Payment	E 603-49490-403 Street Sweeping		STREET SWEEPING			$11,777.38
Invoice 5256						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$11,777.38

Claim Type

Claim# 10459 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$1.57
Invoice 6200556						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$37.68
Invoice 6200555						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$4.84
Invoice 6200554						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$797.25
Invoice 6200555						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			$44.00
Invoice 6200556						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$494.75
Invoice 6200554						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$1,380.09

Claim Type

Claim# 10460 *PICOTTE, DENNIS $ DEBORAH*

Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #6134			$135.93
Invoice .0521						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$135.93

Claim Type

Claim# 10470 *PLANT & FLANGED EQUIPMENT L*

Cash Payment	E 602-49490-401 Repairs/Maint Buildings		MAINTENANCE			$400.00
Invoice 0079085-IN						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$400.00

Claim Type

Claim# 10465 *PONDS GOLF COURSE, THE*

Cash Payment	E 609-49750-340 Advertising		SPONSORSHIP			$100.00
Invoice .0521						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$100.00

Claim Type

Claim# 10399 *ROSEVILLE, CITY OF*

Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES	$441.26
Invoice 0230068			
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES	$1,544.42
Invoice 0230068			
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES	$5,405.47
Invoice 0230068			
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES	$992.84
Invoice 0230068			
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES	$441.26
Invoice 0230068			
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES	$441.26
Invoice 0230068			
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES	$441.26
Invoice 0230068			

Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES				$441.26
Invoice 0230068						
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES				$220.63
Invoice 0230068						
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES				$441.26
Invoice 0230068						
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES				$220.65
Invoice 0230068						
Transaction Date	5/6/2021	Due 6/5/2021	CASH	10100	**Total**	$11,031.57

Claim Type

Claim# 10461 *SHI INTERNATIONAL CORP*

Cash Payment	E 402-42110-570 C-O-L Office Equip & Misc.	COMPUTERS				$1,227.72
Invoice B13405794						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$1,227.72

Claim Type

Claim# 10463 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$14.08
Invoice 2076947						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$36.16
Invoice 2076946						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$2,910.21
Invoice 2076946						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				$480.00
Invoice 2076947						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$3,440.45

Claim Type

Claim# 10464 *ST. FRANCIS COLLISION & GLASS*

Cash Payment	E 101-42110-222 Insurance Repairs	2020 DODGE DURANGO				$8,353.44
Invoice F97D8F37						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$8,353.44

Claim Type

Claim# 10481 *ST. FRANCIS HIGH SCHOOL*

Cash Payment	E 101-45200-237 Small Equipment	PICNINC TABLES				$2,561.00
Invoice 202111						
Transaction Date	5/13/2021	Due 6/12/2021	CASH	10100	**Total**	$2,561.00

Claim Type

Claim# 10390 *SUN MECHANICAL INC*

Cash Payment	E 602-49490-229 Project Repair & Maintena	MAINTENANCE				$2,778.00
Invoice 5389-1						
Transaction Date	5/5/2021	Due 6/4/2021	CASH	10100	**Total**	$2,778.00

Claim Type

Claim# 10391 *TDS MEDIA DIRECT, INC*

Cash Payment	E 609-49750-340 Advertising	ADVERTISING				$499.00
Invoice 87880						
Transaction Date	5/6/2021	Due 6/5/2021	CASH	10100	**Total**	$499.00

Claim Type

Claim# 10466 *VINOCOPIA, INC.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$5.00
Invoice 0278180-IN						

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Cash Payment	E 609-49751-253 Wine For Resale		WINE			$216.00
Invoice 0278180-IN						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$221.00

Claim Type

Claim#	10467 *YERIGAN, BRUCE & KRISTINE*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #6004			$36.18
Invoice .0521						
Transaction Date	5/12/2021	Due 6/11/2021	CASH	10100	**Total**	$36.18

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$167,787.15
Total	$167,787.15

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Payments

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Payments Batch P-Wire 04-2021 $261,236.80

Refer	10057 *FWT*	Ck# 000570E 4/30/2021		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 04-01-2021		$8,637.58
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 04-01-2021		$3,279.74
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 04-01-2021		$11,864.14
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$23,781.46
Refer	10058 *PERA*	Ck# 000571E 4/30/2021		
Cash Payment	G 101-21704 PERA	PAYROLL 04-01-2021		$22,565.86
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$22,565.86
Refer	10059 *VOYA*	Ck# 000572E 4/30/2021		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-01-2021		$1,440.00
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$1,440.00
Refer	10060 *ICMA*	Ck# 000573E 4/30/2021		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-01-2021		$285.00
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$285.00
Refer	10061 *SWT*	Ck# 000574E 4/30/2021		
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-01-2021		$5,057.51
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$5,057.51
Refer	10062 *MN STATE RETIREMENT SYSTEM*	Ck# 000575E 4/30/2021		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-01-2021		$541.11
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$541.11
Refer	10063 *HSA CONTRIBUTION*	Ck# 000576E 4/30/2021		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-01-2021		$452.00
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$452.00
Refer	10064 *HEALTH PARTNERS*	Ck# 000577E 4/30/2021		
Cash Payment	G 101-21708 Health Premium	APRIL INSURANCE		$30,000.79
Invoice				
Transaction Date	4/1/2021	CASH	10100 **Total**	$30,000.79
Refer	10065 *CINTAS*	Ck# 000578E 4/30/2021		
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES		$5.76
Invoice 4077953297	3/9/2021			
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES		$5.76
Invoice 4077953297	3/9/2021			
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES		$5.76
Invoice 4077953297	3/9/2021			

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Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES			$5.76
Invoice 4077953297	3/9/2021				
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES			$23.04
Invoice 4077953297	3/9/2021				
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS			$23.04
Invoice 4077297089	3/2/2021				
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS			$15.36
Invoice 4078621868	3/16/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			$4.66
Invoice 4077297204	3/2/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			$4.65
Invoice 4077297204	3/2/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			$4.66
Invoice 4077953383	3/9/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			$4.65
Invoice 4077953383	3/9/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			$4.66
Invoice 4078622035	3/16/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			$4.65
Invoice 4078622035	3/16/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			$4.66
Invoice 4079285709	3/23/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			$4.65
Invoice 4079285709	3/23/2021				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			$11.26
Invoice 4077297166	3/2/2021				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			$11.26
Invoice 4078621930	3/16/2021				
Transaction Date	4/1/2021	CASH	10100	**Total**	$144.24
Refer	10066 *CAYAN*	Ck# 000579E 4/30/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures	CC FEES			$4,266.27
Invoice					
Transaction Date	4/2/2021	CASH	10100	**Total**	$4,266.27
Refer	10067 *VILLAGE BANK*	Ck# 000580E 4/30/2021			
Cash Payment	R 603-37400 Storm Water Fees	RETURNED CK & FEE			$60.00
Invoice					
Cash Payment	E 101-41500-430 Bank Fees	RETURNED CK & FEE			$4.00
Invoice					
Transaction Date	4/5/2021	CASH	10100	**Total**	$64.00
Refer	10068 *DELTA DENTAL*	Ck# 000581E 4/30/2021			
Cash Payment	G 101-21711 Dental Insurance	APRIL INSURANCE			$1,386.65
Invoice					
Transaction Date	4/6/2021	CASH	10100	**Total**	$1,386.65
Refer	10069 *COLONIAL INSURANCE*	Ck# 000582E 4/30/2021			
Cash Payment	G 101-21712 Colonial Insurance	APRIL INSURANCE			$361.85
Invoice					
Transaction Date	4/6/2021	CASH	10100	**Total**	$361.85

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Refer	10070 *PAYMENT SERVICE NETWORK*	Ck# 000583E 4/30/2021			
Cash Payment	E 601-49440-430 Bank Fees	CC FEES			$436.20
Invoice					
Transaction Date	4/2/2021	CASH	10100	**Total**	$436.20
Refer	10192 *FWT*	Ck# 000584E 4/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 04-15-2021			$9,429.88
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 04-15-2021			$3,480.28
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 04-15-2021			$13,458.18
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$26,368.34
Refer	10193 *PERA*	Ck# 000585E 4/30/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 04-15-2021			$22,446.14
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$22,446.14
Refer	10194 *VOYA*	Ck# 000586E 4/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-15-2021			$1,440.00
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$1,440.00
Refer	10195 *ICMA*	Ck# 000587E 4/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-15-2021			$285.00
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$285.00
Refer	10196 *SWT*	Ck# 000588E 4/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-15-2021			$5,554.97
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$5,554.97
Refer	10197 *MN STATE RETIREMENT SYSTEM*	Ck# 000589E 4/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-15-2021			$547.00
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$547.00
Refer	10198 *MN STATE RETIREMENT SYSTEM*	Ck# 000590E 4/30/2021			
Cash Payment	G 101-21715 Severance	PAYROLL 04-15-2021			$9,965.10
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$9,965.10
Refer	10199 *HSA CONTRIBUTION*	Ck# 000591E 4/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-15-2021			$452.00
Invoice					
Transaction Date	4/15/2021	CASH	10100	**Total**	$452.00
Refer	10200 *FWT*	Ck# 000592E 4/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 04-20-2021			$1,418.62
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 04-20-2021			$385.64
Invoice					

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Cash Payment	G 101-21701 Federal Withholding	PAYROLL 04-20-2021			$101.01
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$1,905.27
Refer	10201 *PERA*	Ck# 000593E 4/30/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 04-20-2021			$470.20
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$470.20
Refer	10202 *SWT*	Ck# 000594E 4/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-20-2021			$56.06
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$56.06
Refer	10203 *STATE OF ARIZONA*	Ck# 000595E 4/30/2021			
Cash Payment	G 101-21716 Other Deductions	PAYROLL 04-20-2021			$195.10
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$195.10
Refer	10204 *STATE OF MINNESOTA*	Ck# 000596E 4/30/2021			
Cash Payment	G 101-21716 Other Deductions	PAYROLL 04-20-2021			$240.11
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$240.11
Refer	10205 *CAYAN*	Ck# 000597E 4/30/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures	LIQUOR CC FEE			$42.74
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$42.74
Refer	10206 *CONNEXUS ENERGY*	Ck# 000598E 4/30/2021			
Cash Payment	E 101-41940-381 Electric Utilities	SIGN			$62.39
Invoice					
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL			$299.70
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS			$889.50
Invoice					
Cash Payment	E 101-45200-381 Electric Utilities	PARKS			$231.87
Invoice					
Cash Payment	E 601-49440-380 Electric-System	WATER			$4,565.60
Invoice					
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS			$2,620.54
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	WWTP			$7,331.03
Invoice					
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE			$800.42
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	SIREN			$5.00
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	SIREN			$5.00
Invoice					
Cash Payment	E 101-42210-381 Electric Utilities	SIREN			$5.00
Invoice					

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Cash Payment	E 101-42210-381 Electric Utilities	FIRE			$425.85
Invoice					
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW			$163.14
Invoice					
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW			$163.14
Invoice					
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW			$163.14
Invoice					
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW			$163.15
Invoice					
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW			$652.57
Invoice					
Cash Payment	E 101-41940-381 Electric Utilities	3772 BRIDGE			$24.24
Invoice					
Cash Payment	E 101-41940-381 Electric Utilities	22951 AMBASSADOR			$22.58
Invoice					
Transaction Date	4/20/2021	CASH	10100	**Total**	$18,593.86
Refer	10207 *FLYTE HCM LLC*	Ck# 000599E 4/30/2021			
Cash Payment	G 101-21706 Flex Account	FLEX			$26.00
Invoice					
Transaction Date	4/16/2021	CASH	10100	**Total**	$26.00
Refer	10208 *MN DEPT OF REVENUE*	Ck# 000600E 4/30/2021			
Cash Payment	G 609-20810 Sales Tax Payable	SALES TAX MARCH PAID IN APRIL			$20,102.00
Invoice					
Cash Payment	G 601-20810 Sales Tax Payable	SALES TAX MARCH PAID IN APRIL			$741.00
Invoice					
Transaction Date	4/21/2021	CASH	10100	**Total**	$20,843.00
Refer	10209 *FLYTE HCM LLC*	Ck# 000601E 4/30/2021			
Cash Payment	E 101-41540-301 Auditing and Acct g Servi	APRIL FEE			$50.00
Invoice					
Transaction Date	4/21/2021	CASH	10100	**Total**	$50.00
Refer	10210 *ACE SOLID WASTE, INC.*	Ck# 000602E 4/30/2021			
Cash Payment	E 101-43210-384 Refuse/Garbage Disposa	GARBAGE			$79.96
Invoice					
Cash Payment	E 101-42210-384 Refuse/Garbage Disposa	GARBAGE			$69.91
Invoice					
Cash Payment	E 609-49750-384 Refuse/Garbage Disposa	GARBAGE			$223.08
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Disposa	GARBAGE			$80.92
Invoice					
Cash Payment	E 602-49490-384 Refuse/Garbage Disposa	GARBAGE			$80.92
Invoice					
Cash Payment	E 101-43100-384 Refuse/Garbage Disposa	GARBAGE			$27.92
Invoice					
Cash Payment	E 101-45200-384 Refuse/Garbage Disposa	GARBAGE			$27.92
Invoice					
Cash Payment	E 601-49440-384 Refuse/Garbage Disposa	GARBAGE			$27.92
Invoice					

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Payments

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Cash Payment	E 602-49490-384 Refuse/Garbage Disposa	GARBAGE		$27.92
Invoice				
Cash Payment	E 101-42110-384 Refuse/Garbage Disposa	GARBAGE		$111.68
Invoice				
Cash Payment	E 101-43100-384 Refuse/Garbage Disposa	GARBAGE		$64.92
Invoice				
Cash Payment	E 101-45200-384 Refuse/Garbage Disposa	GARBAGE		$64.92
Invoice				
Transaction Date	4/13/2021	CASH	10100 **Total**	$887.99
Refer	10211 *VILLAGE BANK*	Ck# 000603E 4/30/2021		
Cash Payment	E 601-49440-430 Bank Fees	RETURN FEE		$5.00
Invoice				
Transaction Date	4/13/2021	CASH	10100 **Total**	$5.00
Refer	10262 *CENTERPOINT ENERGY*	Ck# 000604E 4/30/2021		
Cash Payment	E 609-49750-383 Gas Utilities	LIQUOR		$153.31
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	FIRE		$662.36
Invoice				
Cash Payment	E 101-42210-383 Gas Utilities	FIRE GENERATOR		$22.66
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	WWTP		$17.06
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)		$23.10
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)		$23.10
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #1		$31.40
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #2		$18.42
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #3		$47.79
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	CITY HALL #4		$31.43
Invoice				
Cash Payment	E 101-45200-383 Gas Utilities	WARMING HOUSE		$104.85
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	LIFT (23699 AMBASSADOR)		$24.56
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT		$638.45
Invoice				
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE		$24.11
Invoice				
Cash Payment	E 602-49490-383 Gas Utilities	WWTP		$975.90
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	22951 AMBASSADOR		$11.94
Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	3772 BRIDGE		$10.80
Invoice				
Transaction Date	4/28/2021	CASH	10100 **Total**	$2,821.24

CITY OF ST FRANCIS

Payments

Current Period: April 2021

Refer	10263 *CAYAN*	Ck# 000605E 4/30/2021			
Cash Payment	E 609-49751-207 Credit Card Expenditures	CC FEES			$5.25
Invoice					
Transaction Date	4/28/2021	CASH	10100	**Total**	$5.25
Refer	10264 *FWT*	Ck# 000606E 4/30/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 04-29-2021			$8,595.22
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 04-29-2021			$3,403.36
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 04-29-2021			$12,839.91
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$24,838.49
Refer	10265 *PERA*	Ck# 000607E 4/30/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 04-29-2021			$23,876.33
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$23,876.33
Refer	10266 *VOYA*	Ck# 000608E 4/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-29-2021			$1,240.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$1,240.00
Refer	10267 *ICMA*	Ck# 000609E 4/30/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 04-29-2021			$285.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$285.00
Refer	10268 *SWT*	Ck# 000610E 4/30/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 04-29-2021			$5,329.85
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$5,329.85
Refer	10269 *MN STATE RETIREMENT SYSTEM*	Ck# 000611E 4/30/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 04-29-2021			$597.91
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$597.91
Refer	10270 *VILLAGE BANK*	Ck# 000612E 4/30/2021			
Cash Payment	G 101-10100 Cash	RETURNED DIRECT DEPOSIT			-$129.29
Invoice					
Cash Payment	E 101-41500-430 Bank Fees	RETURNED DIRECT DEPOSIT			$5.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	-$124.29
Refer	10345 *U S BANK EQUIPMENT FINANCE*	Ck# 000613E 4/30/2021			
Cash Payment	E 101-41400-240 Office Equip	MAY LEASE PAYMENTS			$185.53
Invoice					
Cash Payment	E 101-43100-240 Office Equip	MAY LEASE PAYMENTS			$185.53
Invoice					
Cash Payment	E 101-43210-240 Office Equip	MAY LEASE PAYMENTS			$185.53
Invoice					

Current Period: April 2021

Cash Payment	E 101-45200-240 Office Equip	MAY LEASE PAYMENTS		$185.53
Invoice				
Cash Payment	E 601-49440-240 Office Equip	MAY LEASE PAYMENTS		$185.53
Invoice				
Cash Payment	E 602-49490-240 Office Equip	MAY LEASE PAYMENTS		$185.30
Invoice				
Transaction Date	4/30/2021	CASH	10100 **Total**	$1,112.95
Refer	10346 *VILLAGE BANK*	Ck# 000614E 4/30/2021		
Cash Payment	E 101-41500-430 Bank Fees	MAY FEES		$24.31
Invoice				
Cash Payment	E 601-49440-430 Bank Fees	MAY FEES		$24.31
Invoice				
Cash Payment	E 602-49490-430 Bank Fees	MAY FEES		$24.31
Invoice				
Cash Payment	E 609-49750-430 Bank Fees	MAY FEES		$24.32
Invoice				
Transaction Date	4/30/2021	CASH	10100 **Total**	$97.25

Fund Summary

	10100 CASH
101 GENERAL FUND	$218,807.06
601 WATER FUND	$6,962.72
602 SEWER FUND	$9,767.11
603 STORM WATER	$60.00
609 LIQUOR FUND	$25,639.91
	$261,236.80

Pre-Written Checks	$261,236.80
Checks to be Generated by the Computer	$0.00
Total	$261,236.80

CITY OF ST FRANCIS

Payments

Current Period: April 2021

Payments Batch CC 04-2021 $14,191.04

Refer 10285 *ACTIVE 911* Ck# 000525E 4/29/2021

Cash Payment	E 101-42210-433 Dues and Subscriptions	SUBSCRIPTION		$352.00
Invoice				
Transaction Date	4/29/2021	CASH	10100	**Total** $352.00

Refer 10286 *AMAZON.COM* Ck# 000526E 4/29/2021

Cash Payment	E 101-41910-441 Miscellaneous	DESK		$749.86
Invoice				
Cash Payment	E 101-41400-200 Office Supplies	SUPPLIES		$43.10
Invoice				
Cash Payment	E 101-41500-441 Miscellaneous	SUPPLIES		$14.00
Invoice				
Cash Payment	E 101-41940-402 Janitorial Service	SUPPLIES		$90.63
Invoice				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	SUPPLIES		$15.69
Invoice				
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES		$8.56
Invoice				
Cash Payment	E 101-43100-218 Equipment Repair & Mai	SUPPLIES		$276.98
Invoice				
Cash Payment	E 101-43100-237 Small Equipment	SUPPLIES		$25.45
Invoice				
Cash Payment	E 101-43210-213 Vehicle Oper Supplies	SUPPLIES		$31.94
Invoice				
Cash Payment	E 101-43210-218 Equipment Repair & Mai	SUPPLIES		$88.47
Invoice				
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES		$237.36
Invoice				
Transaction Date	4/29/2021	CASH	10100	**Total** $1,582.04

Refer 10287 *ASPEN MILLS* Ck# 000527E 4/29/2021

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-HEARN		$125.70
Invoice				
Transaction Date	4/29/2021	CASH	10100	**Total** $125.70

Refer 10288 *AT&T, INC* Ck# 000528E 4/29/2021

Cash Payment	E 101-42210-321 Telephone	PHONE		$442.33
Invoice				
Cash Payment	E 101-43100-321 Telephone	PHONE		$76.46
Invoice				
Transaction Date	4/29/2021	CASH	10100	**Total** $518.79

Refer 10289 *BOLT DEPOT* Ck# 000529E 4/29/2021

Cash Payment	E 101-43100-218 Equipment Repair & Mai	SUPPLIES		$90.24
Invoice				
Cash Payment	E 101-45200-218 Equipment Repair & Mai	SUPPLIES		$90.24
Invoice				
Transaction Date	4/29/2021	CASH	10100	**Total** $180.48

Refer 10290 *BULBS.COM* Ck# 000530E 4/29/2021

Current Period: April 2021

Cash Payment	E 101-42110-401 Repairs/Maint Buildings	BULBS			$43.85
Invoice					
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	BULBS			$43.85
Invoice					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	BULBS			$43.85
Invoice					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	BULBS			$43.85
Invoice					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	BULBS			$43.83
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$219.23
Refer	10291 *CASEY S GENERAL STORE*	Ck# 000531E 4/29/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$572.69
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$39.13
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			$209.72
Invoice					
Cash Payment	E 101-45200-212 Motor Fuels	FUEL			$40.34
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			$209.24
Invoice					
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			$149.50
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$1,220.62
Refer	10292 *CLIPPINGMAGIC.COM*	Ck# 000532E 4/29/2021			
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION			$3.99
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$3.99
Refer	10293 *MN DEPT OF NATURAL RESOURC*	Ck# 000533E 4/29/2021			
Cash Payment	E 601-49440-434 Permit Fees	PERMIT			$140.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$140.00
Refer	10294 *DEX MEDIA EAST LLC*	Ck# 000534E 4/29/2021			
Cash Payment	E 609-49750-340 Advertising	ADVERTISING			$85.39
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$85.39
Refer	10295 *DOMAIN/HOSTING SRVCS*	Ck# 000535E 4/29/2021			
Cash Payment	E 101-41400-441 Miscellaneous	DOMAIN REGISTRATION			$18.17
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$18.17
Refer	10296 *DOLLAR GENERAL*	Ck# 000536E 4/29/2021			
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			$15.80
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$15.80
Refer	10297 *ECS CORNER EXPRESS*	Ck# 000537E 4/29/2021			

CITY OF ST FRANCIS

Payments

Current Period: April 2021

Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$38.75
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$38.75
Refer	10298 *GALL S, INC.*	Ck# 000538E 4/29/2021			
Cash Payment	E 101-42110-237 Small Equipment	SUPPLIES			$458.48
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$458.48
Refer	10299 *GFOA*	Ck# 000539E 4/29/2021			
Cash Payment	E 101-41500-441 Miscellaneous	BUDGET AWARD			$345.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$345.00
Refer	10300 *COUNTY MARKET - CITY ACCOUN*	Ck# 000540E 4/29/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$680.01
Invoice					
Cash Payment	E 101-43100-212 Motor Fuels	FUEL			$95.43
Invoice					
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			$62.34
Invoice					
Cash Payment	E 602-49490-212 Motor Fuels	FUEL			$90.25
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$928.03
Refer	10301 *KWIK TRIP*	Ck# 000541E 4/29/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL			$1,227.64
Invoice					
Cash Payment	E 101-42210-212 Motor Fuels	FUEL			$76.79
Invoice					
Cash Payment	E 101-42400-212 Motor Fuels	FUEL			$57.66
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$1,362.09
Refer	10302 *LANDS END*	Ck# 000542E 4/29/2021			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-ROBERTS			$106.05
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$106.05
Refer	10303 *MARVS TRUE VALUE*	Ck# 000543E 4/29/2021			
Cash Payment	E 601-49440-228 Equipment Maintenance	SUPPLIES			$26.61
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$26.61
Refer	10304 *MENARDS*	Ck# 000544E 4/29/2021			
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES			$22.26
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$22.26
Refer	10305 *MN POLLUTION CONTROL AGENC*	Ck# 000545E 4/29/2021			
Cash Payment	E 602-49490-208 Training and Instruction	TRAINING-OLSON			$425.33
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$425.33

Current Period: April 2021

Refer	10306 *MN AWWA*	Ck# 000546E 4/29/2021			
Cash Payment	E 601-49440-208 Training and Instruction	TRAINING-HARRIS			$50.00
Invoice					
Cash Payment	E 101-43210-208 Training and Instruction	TRAINING-KOEP			$50.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$100.00
Refer	10307 *MOORE MEDICAL*	Ck# 000547E 4/29/2021			
Cash Payment	E 101-42110-217 Other Operating Supplie	SUPPLIES			$732.12
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$732.12
Refer	10308 *MY ALARM CENTER*	Ck# 000548E 4/29/2021			
Cash Payment	E 609-49750-445 Security	LIQUOR STORE ALARM			$39.15
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$39.15
Refer	10309 *NATIONAL REGISTRY EMT*	Ck# 000549E 4/29/2021			
Cash Payment	E 101-42210-208 Training and Instruction	REGISTRATIONS			$100.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$100.00
Refer	10310 *OREILLY AUTO PARTS*	Ck# 000550E 4/29/2021			
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	SUPPLIES			$29.20
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$29.20
Refer	10311 *FIRST AID ONLY*	Ck# 000551E 4/29/2021			
Cash Payment	E 101-43100-417 Uniform Clothing & PPE	SUPPLIES			$101.89
Invoice					
Cash Payment	E 101-43210-417 Uniform Clothing & PPE	SUPPLIES			$101.89
Invoice					
Cash Payment	E 101-45200-417 Uniform Clothing & PPE	SUPPLIES			$101.89
Invoice					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	SUPPLIES			$101.89
Invoice					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	SUPPLIES			$101.88
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$509.44
Refer	10312 *POPP TELECOM*	Ck# 000552E 4/29/2021			
Cash Payment	E 609-49750-321 Telephone	TELEPHONE			$53.03
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$53.03
Refer	10313 *POSITIVE PROMOTIONS*	Ck# 000553E 4/29/2021			
Cash Payment	E 101-42110-308 Community Education	SUPPLIES			$682.67
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$682.67
Refer	10314 *MN BOARD OF PEACE OFFICER*	Ck# 000554E 4/29/2021			
Cash Payment	E 101-42110-433 Dues and Subscriptions	LICENSES			$540.00
Invoice					

CITY OF ST FRANCIS

Payments

Current Period: April 2021

Transaction Date 4/29/2021		CASH 10100	**Total**	$540.00
Refer 10315 *SAFARILAND*		Ck# 000555E 4/29/2021		
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-HEARN, GREENE		$550.00
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$550.00
Refer 10316 *SAFETY SIGN COMPANY*		Ck# 000556E 4/29/2021		
Cash Payment	E 601-49440-216 Chemicals and Chem Pr	SIGNS		$67.91
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$67.91
Refer 10317 *SHERWIN WILLIAMS*		Ck# 000557E 4/29/2021		
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	PAINT		$333.07
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$333.07
Refer 10318 *SPEEDWAY*		Ck# 000558E 4/29/2021		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		$42.33
Invoice				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL		$41.78
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$84.11
Refer 10319 *STAMPS.COM*		Ck# 000559E 4/29/2021		
Cash Payment	E 101-41400-322 Postage	POSTAGE		$17.99
Invoice				
Cash Payment	E 101-42110-322 Postage	POSTAGE		$17.99
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$35.98
Refer 10320 *STEELES COM MEDICAL*		Ck# 000560E 4/29/2021		
Cash Payment	E 101-42210-217 Other Operating Supplie	SUPPLIES		$257.39
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$257.39
Refer 10321 *STORM TRAINING GROUP*		Ck# 000561E 4/29/2021		
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-GREENE		$399.00
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$399.00
Refer 10322 *SUBWAY*		Ck# 000562E 4/29/2021		
Cash Payment	E 101-42110-208 Training and Instruction	TRAINING-LUNCH		$147.05
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$147.05
Refer 10323 *SUPER AMERICA*		Ck# 000563E 4/29/2021		
Cash Payment	E 101-42110-212 Motor Fuels	FUEL		$30.22
Invoice				
Transaction Date 4/29/2021		CASH 10100	**Total**	$30.22
Refer 10324 *TARGET*		Ck# 000564E 4/29/2021		
Cash Payment	E 101-41500-200 Office Supplies	CONTAINERS		$10.76
Invoice				

CITY OF ST FRANCIS

Payments

Current Period: April 2021

Transaction Date	4/29/2021	CASH	10100	**Total**	$10.76
Refer	10325 *UNIVERSITY OF MINNESOTA*	Ck# 000565E 4/29/2021			
Cash Payment	E 101-45200-208 Training and Instruction	TRAINING-MCDONAGH			$170.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$170.00
Refer	10326 *ULINE*	Ck# 000566E 4/29/2021			
Cash Payment	E 101-42110-308 Community Education	SUPPLIES			$74.78
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$74.78
Refer	10327 *POSTMASTER - ST. FRANCIS*	Ck# 000567E 4/29/2021			
Cash Payment	E 101-41400-322 Postage	POSTAGE			$300.00
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$300.00
Refer	10328 *VERIZON WIRELESS*	Ck# 000568E 4/29/2021			
Cash Payment	E 101-42110-321 Telephone	PHONE			$450.90
Invoice					
Cash Payment	E 601-49440-321 Telephone	PHONE			$143.31
Invoice					
Cash Payment	E 602-49490-321 Telephone	PHONE			$160.08
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$754.29
Refer	10329 *ZOOM.US*	Ck# 000569E 4/29/2021			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			$16.06
Invoice					
Transaction Date	4/29/2021	CASH	10100	**Total**	$16.06

Fund Summary

	10100 CASH
101 GENERAL FUND	$11,864.38
601 WATER FUND	$845.15
602 SEWER FUND	$1,303.94
609 LIQUOR FUND	$177.57
	$14,191.04

Pre-Written Checks	$14,191.04
Checks to be Generated by the Computer	$0.00
Total	$14,191.04

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9A

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **2020 Financial Statement**

DATE: May 11, 2021

OVERVIEW:

The 2020 Annual Comprehensive Financial Statement and Audit will be presented by Justin Nilson of Abdo, Eick and Meyers on Monday May 17th. Included in the packet is the 2020 Management Letter from Abdo, Eick & Meyers and the presentation. The 2020 Financial Statement is posted on the City's website under departments-finance.

ACTION TO BE CONSIDERED:

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

NONE

Attachments:

- 2020 Management Letter
- 2020 Audit Presentation

Management Communication

City of St. Francis

St. Francis, Minnesota

For the Year Ended
December 31, 2020

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

May 3, 2021

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

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 20, 2020. Professional standards also require that we communicate to you the following information related to our audit.

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

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

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

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency below as item 2020-001 to be a significant deficiency.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

2020-001	**Limited Segregation of Duties**
Condition:	During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.
Criteria:	There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.
Cause:	One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.
Effect:	The existence of this limited segregation of duties increases the risk of fraud and error.
Recommendation:	While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

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

Compliance and Other Matters

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

Difficulties Encountered in Performing the Audit

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

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2020. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

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

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

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 3, 2021.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

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

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

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

Future Accounting Standard Changes

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

GASB Statement No. 87 - *Leases*

Summary

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

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2021, and all reporting periods thereafter.

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

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

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

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

Summary

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

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

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

Future Accounting Standard Changes (Continued)

Effective Date and Transition

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

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

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

GASB Statement No. 91 - *Conduit Debt Obligations*

Summary

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

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

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

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

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

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. Earlier application is encouraged.

Future Accounting Standard Changes (Continued)

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

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

GASB Statement No. 92 - *Omnibus 2020*

Summary

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics and includes specific provisions about the following:

- The effective date of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, for interim financial reports

- Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan

- The applicability of Statements No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68, as amended, and No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, to reporting assets accumulated for postemployment benefits

- The applicability of certain requirements of Statement No. 84, Fiduciary Activities, to postemployment benefit arrangements

- Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition

- Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers

- Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature

- Terminology used to refer to derivative instruments.

Future Accounting Standard Changes (Continued)

Effective Date and Transition

The requirements of this Statement are effective as follows:

- The requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance.

- The requirements related to intra-entity transfers of assets and those related to the applicability of Statements 73 and 74 are effective for fiscal years beginning after June 15, 2020.

- The requirements related to application of Statement 84 to postemployment benefit arrangements and those related to nonrecurring fair value measurements of assets or liabilities are effective for reporting periods beginning after June 15, 2020.

- The requirements related to the measurement of liabilities (and assets, if any) associated with AROs in a government acquisition are effective for government acquisitions occurring in reporting periods beginning after June 15, 2020.

Earlier application is encouraged and is permitted by topic.

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

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements.

GASB Statement No. 93 - *Replacement of Interbank Offered Rates*

Summary

The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. This Statement achieves that objective by:

- Providing exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument's variable payment

- Clarifying the hedge accounting termination provisions when a hedged item is amended to replace the reference rate

- Clarifying that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable

- Removing LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap

- Identifying a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap

- Clarifying the definition of reference rate, as it is used in Statement 53, as amended

- Providing an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend

Effective Date and Transition

The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021. All other requirements of this Statement are effective for reporting periods beginning after June 15, 2020. Earlier application is encouraged. The exceptions to the existing provisions for hedge accounting termination and lease modifications in this Statement will reduce the cost of the accounting and financial reporting ramifications of replacing IBORs with other reference rates. The reliability and relevance of reported information will be maintained by requiring that agreements that effectively maintain an existing hedging arrangement continue to be accounted for in the same manner as before the replacement of a reference rate. As a result, this Statement will preserve the consistency and comparability of reporting hedging derivative instruments and leases after governments amend or replace agreements to replace an IBOR.

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

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements.

GASB Statement No. 94 - *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*

Summary

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

PPPs should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or if applicable to earlier periods, the beginning of the earliest period restated).

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

The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government’s financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government’s PPPs and evaluate a government’s future obligations and assets resulting from PPPs.

Future Accounting Standard Changes (Continued)

GASB Statement No. 95 - *Postponement of the Effective Dates of Certain Authoritative Guidance*

Summary

The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

The effective dates of certain provisions contained in the following pronouncements are postponed by one year:

- Statement No. 83, Certain Asset Retirement Obligations
- Statement No. 84, Fiduciary Activities
- Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements
- Statement No. 89, Accounting for Interest Cost Incurred before the End of a Construction Period
- Statement No. 90, Majority Equity Interests
- Statement No. 91, Conduit Debt Obligations
- Statement No. 92, Omnibus 2020
- Statement No. 93, Replacement of Interbank Offered Rates
- Implementation Guide No. 2017-3, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)
- Implementation Guide No. 2018-1, Implementation Guidance Update - 2018
- Implementation Guide No. 2019-1, Implementation Guidance Update - 2019
- Implementation Guide No. 2019-2, Fiduciary Activities.

The effective dates of the following pronouncements are postponed by 18 months:

- Statement No. 87, Leases
- Implementation Guide No. 2019-3, Leases.

Effective Date and Transition

The requirements of this Statement are effective immediately.

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

Providing governments with sufficient time to apply the authoritative guidance addressed in this Statement will help to safeguard the reliability of their financial statements, which in turn will benefit the users of those financial statements.

Future Accounting Standard Changes (Continued)

GASB Statement No. 96 - *Subscription-Based Information Technology Arrangements*

Summary

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

Under this Statement, a government generally should recognize a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, - which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

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

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.

Future Accounting Standard Changes (Continued)

GASB Statement No. 97 - *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*

Summary

The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

This Statement requires that for purposes of determining whether a primary government is financially accountable for a potential component unit, except for a potential component unit that is a defined contribution pension plan, a defined contribution OPEB plan, or another employee benefit plan (for example, certain Section 457 plans), the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform.

This Statement also requires that the financial burden criterion in paragraph 7 of Statement No. 84, Fiduciary Activities, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement No. 67, Financial Reporting for Pension Plans, or paragraph 3 of Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, respectively.

This Statement (1) requires that a Section 457 plan be classified as either a pension plan or another employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities.

This Statement supersedes the remaining provisions of Statement No. 32, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans, as amended, regarding investment valuation requirements for Section 457 plans. As a result, investments of all Section 457 plans should be measured as of the end of the plan's reporting period in all circumstances.

Effective Date and Transition

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately.

The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this Statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this Statement.

The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance.

Future Accounting Standard Changes (Continued)

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

The requirements of this Statement will result in more consistent financial reporting of defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans, while mitigating the costs associated with reporting those plans. The requirements also will enhance the relevance, consistency, and comparability of (1) the information related to Section 457 plans that meet the definition of a pension plan and the benefits provided through those plans and (2) investment information for all Section 457 plans.

(1) *Note*. From GASB Pronouncements Summaries. Copyright 2020 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

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Restriction on Use

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

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

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

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
May 3, 2021

ABDO EICK & MEYERS LLP

Certified Public Accountants & Consultants

City of St. Francis

2020 Financial Statement Audit

Audit Results

Auditor's Opinion

Minnesota Legal Compliance

ABDO EICK & MEYERS LLP
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Audit Results

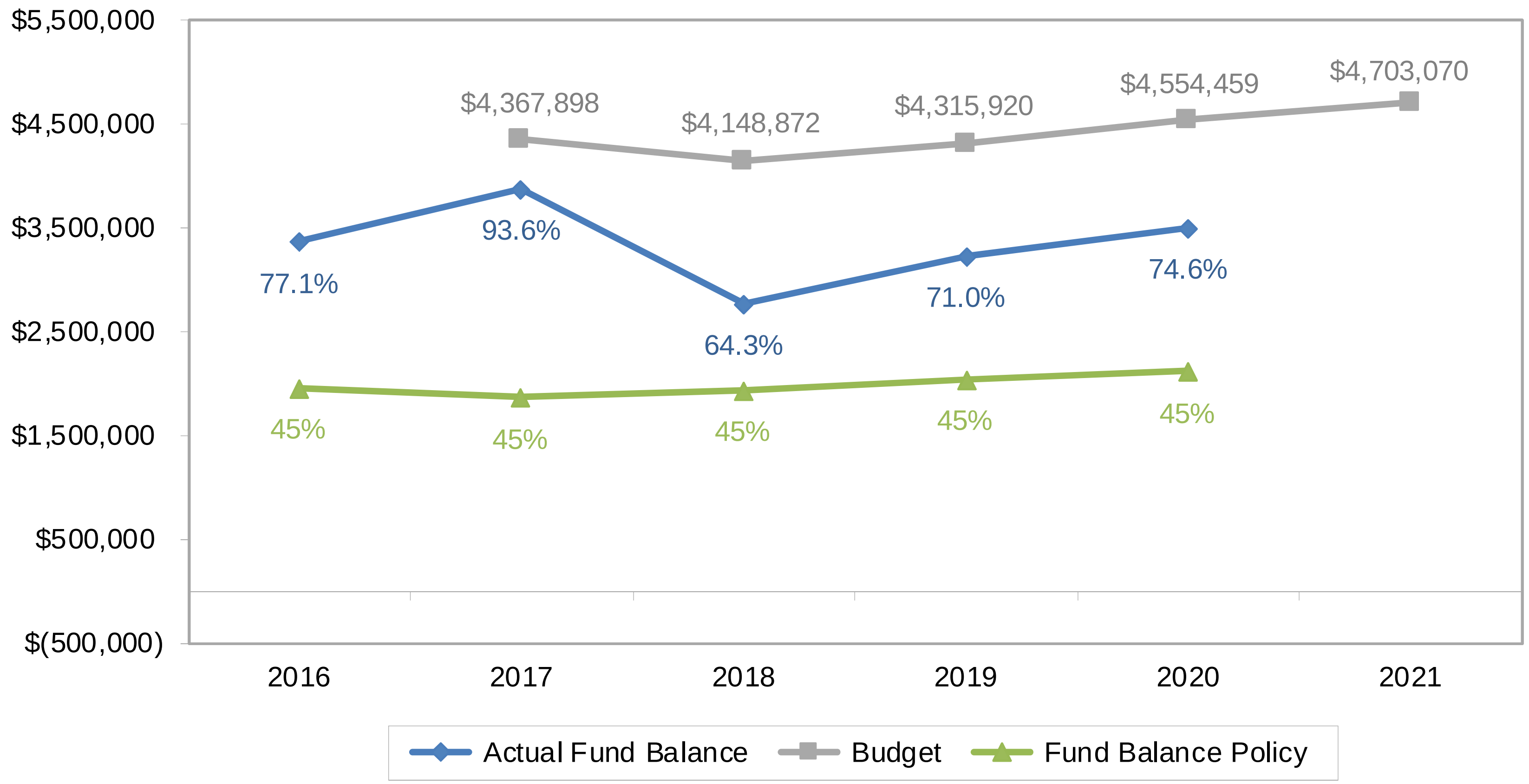
2020 Audit Findings

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Limited Segregation of Duties

- Internal Control Finding

General Fund - Fund Balances



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General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 4,494,459	$ 5,314,499	$ 820,040
Expenditures	4,554,459	4,933,346	(378,887)
Excess (Deficiency) of Revenues Over Expenditures	(60,000)	381,153	441,153
Other Financing Sources (Uses)			
Transfers in	60,000	60,000	-
Sale of capital assets	-	17,872	17,872
Transfers out	-	(187,000)	(187,000)
Total Other Financing Sources (Uses)	60,000	(109,128)	(169,128)
Net Change in Fund Balances	-	272,025	272,025
Fund Balances, January 1	3,234,600	3,234,600	-
Fund Balances, December 31	$ 3,234,600	$ 3,506,625	$ 272,025

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

General Fund Revenues and Expenditures by Type

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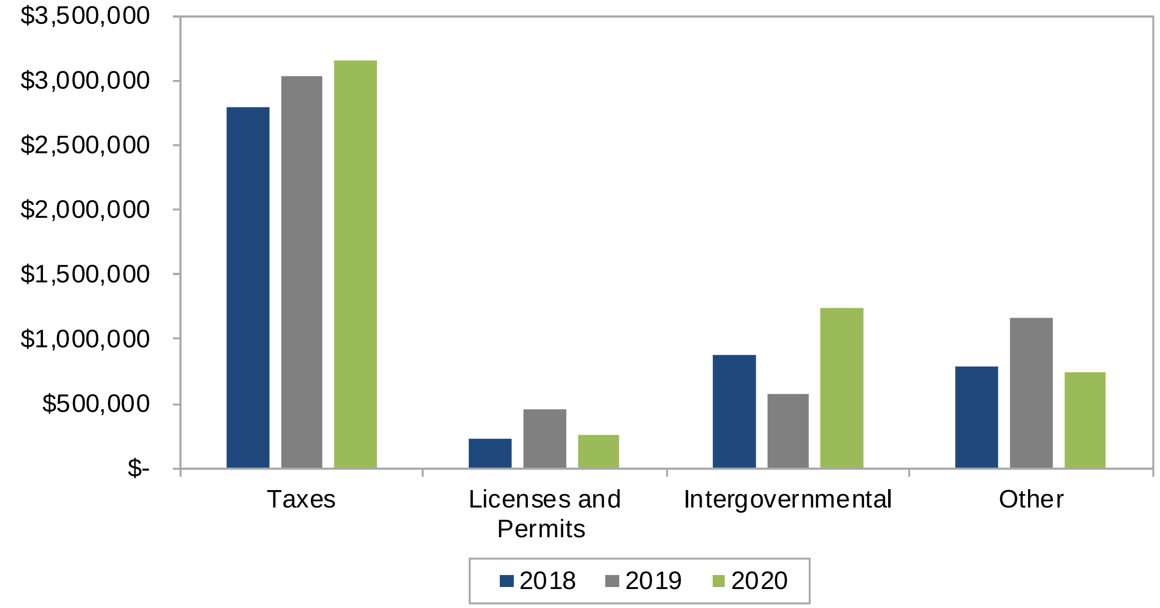
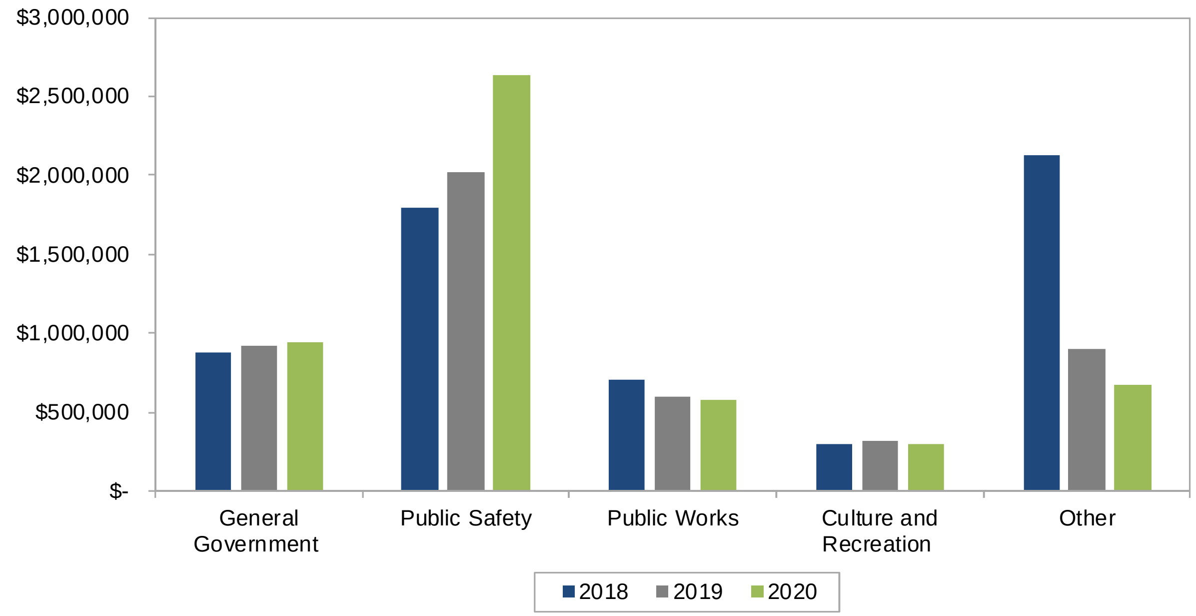
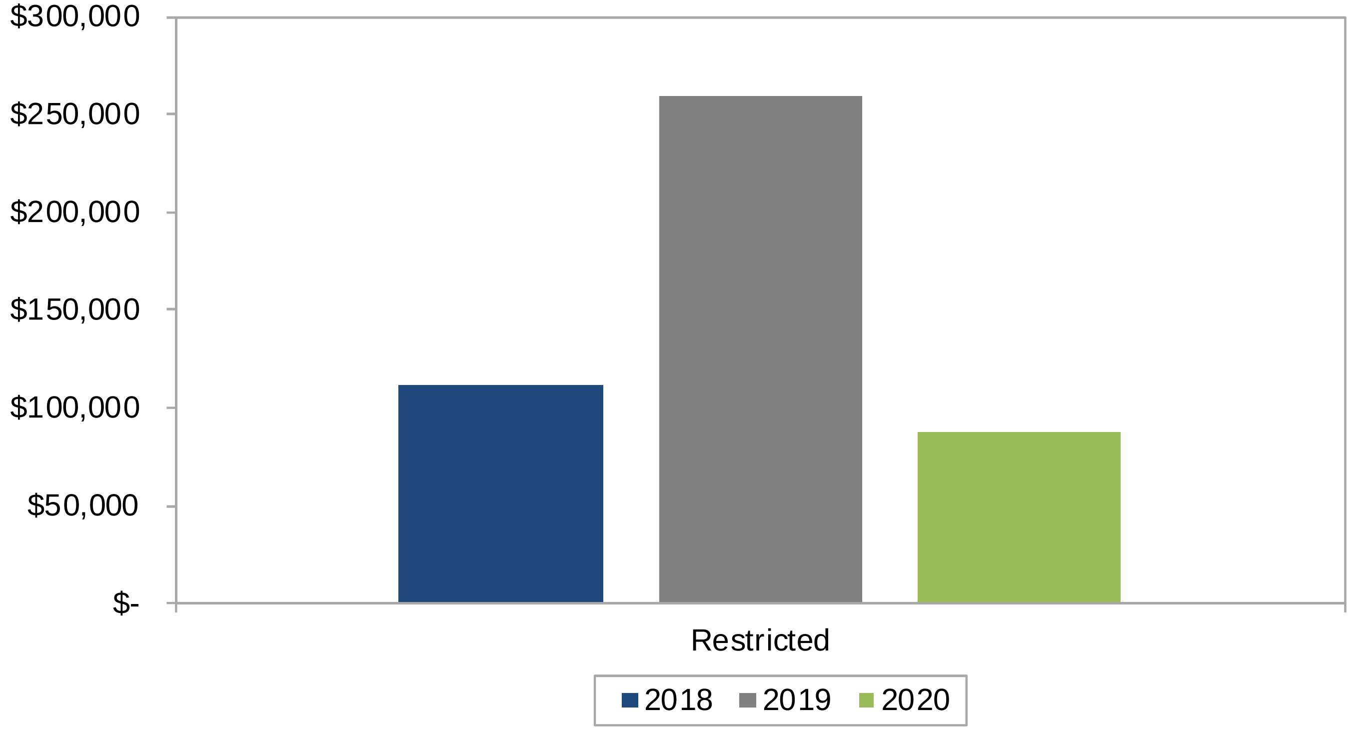




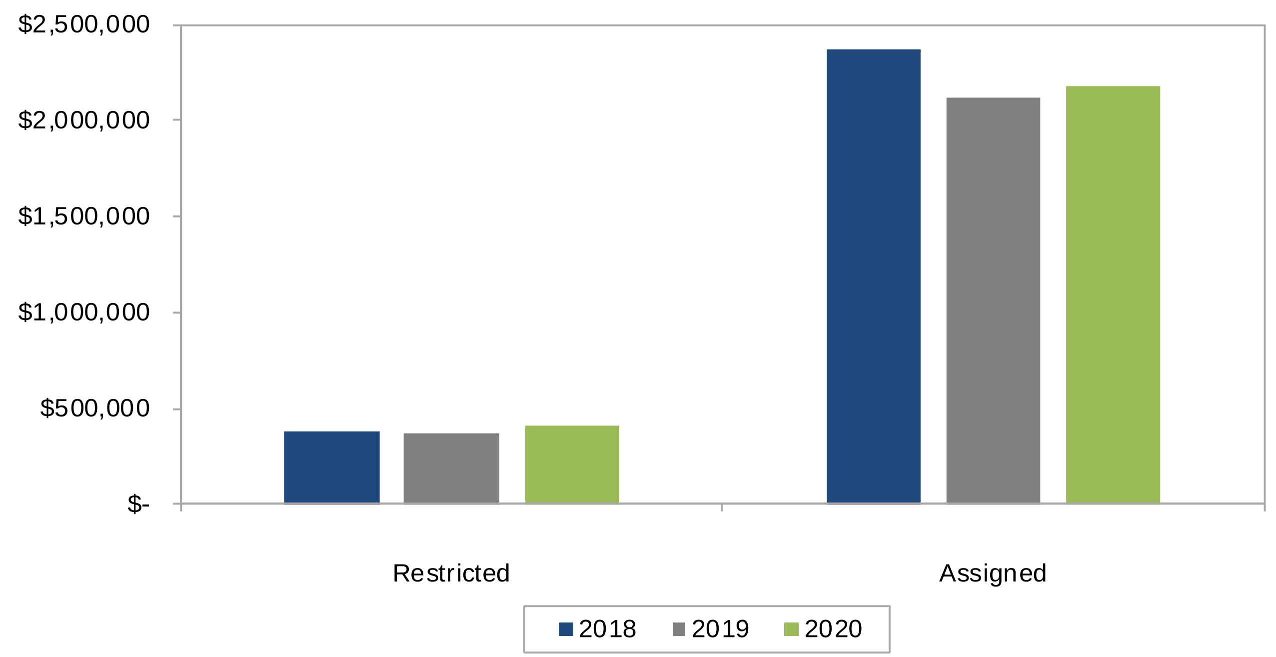
Special Revenue Fund Balances

Fund	Fund Balances December 31, 2020	Fund Balances December 31, 2019	Increase (Decrease)
Nonmajor			
Police Forfeiture	$ 16,963	$ 13,326	$ 3,637
EDA	70,602	245,633	(175,031)
Total	$ 87,565	$ 258,959	$ (171,394)



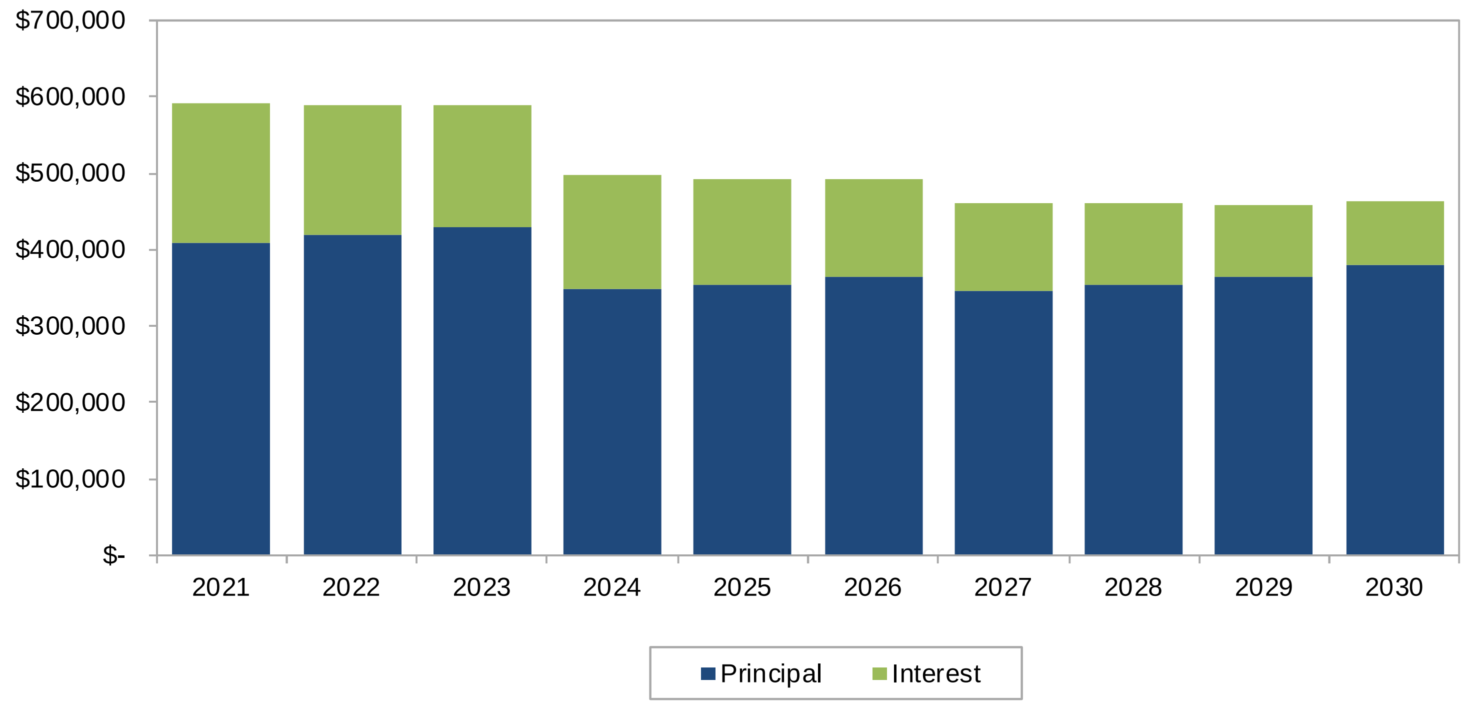
Capital Project Fund Balances

Capital Projects Fund	Fund Balances December 31, 2020	2019	Increase (Decrease)
Major			
Street Improvement	$ 999,961	$ 1,127,463	$ (127,502)
Nonmajor			
Charitable Gambling	85,663	81,125	4,538
Park Improvements	347,741	310,615	37,126
Capital Equipment	1,079,451	958,763	120,688
Building Improvement	76,559	15,868	60,691
Total	$ 2,589,375	$ 2,493,834	$ 95,541



Debt Service

Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	$ 84,804	$ 117,765	$ 165,000	2026
G.O. Improvement Bonds, 2013A	23,647	79,556	285,000	2023
G.O. Capital Improvement Bonds, 2017A	36,755	49,808	5,845,000	2036
Total	$ 145,206	$ 247,129	$ 6,295,000	
Total Remaining Interest Payments			$ 1,558,026	



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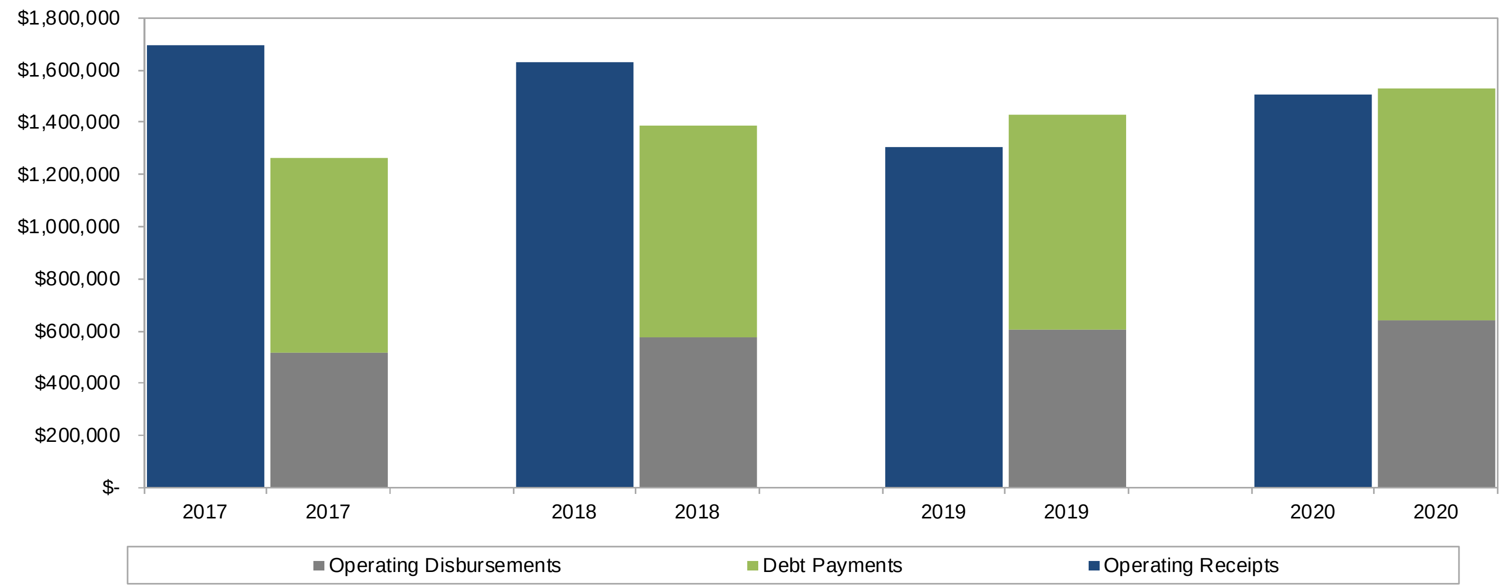
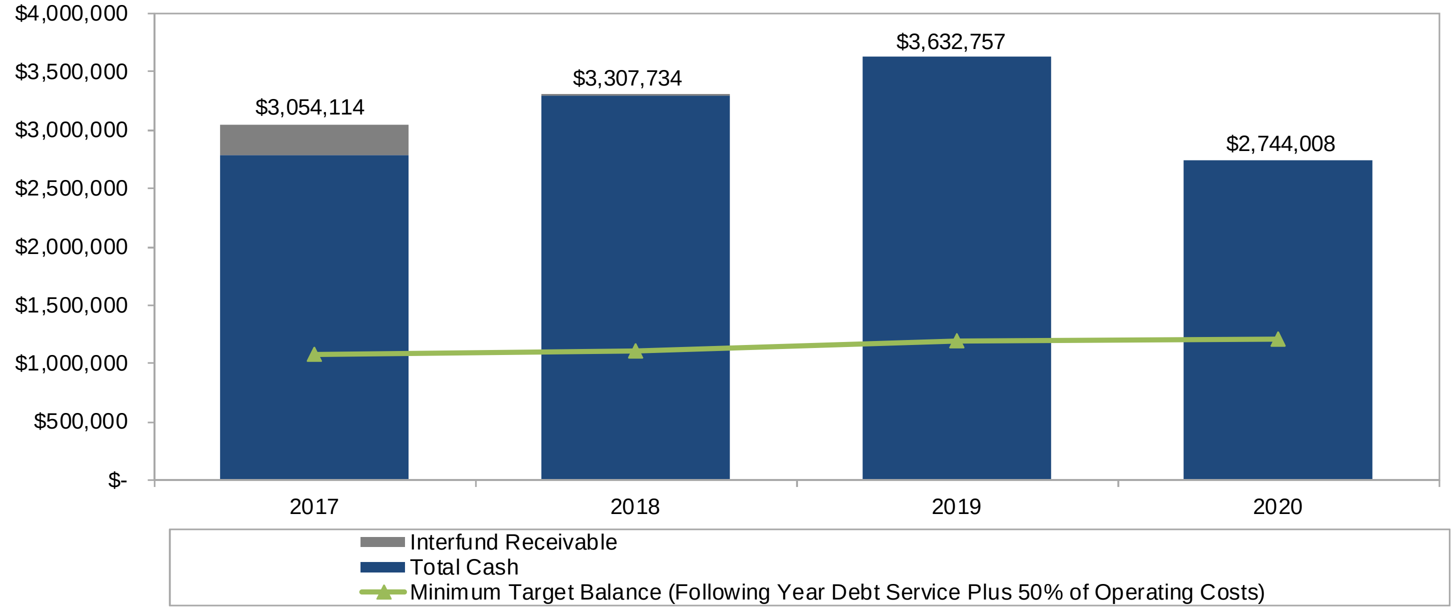
Water Fund - Cash Flows from Operations and Cash Balances





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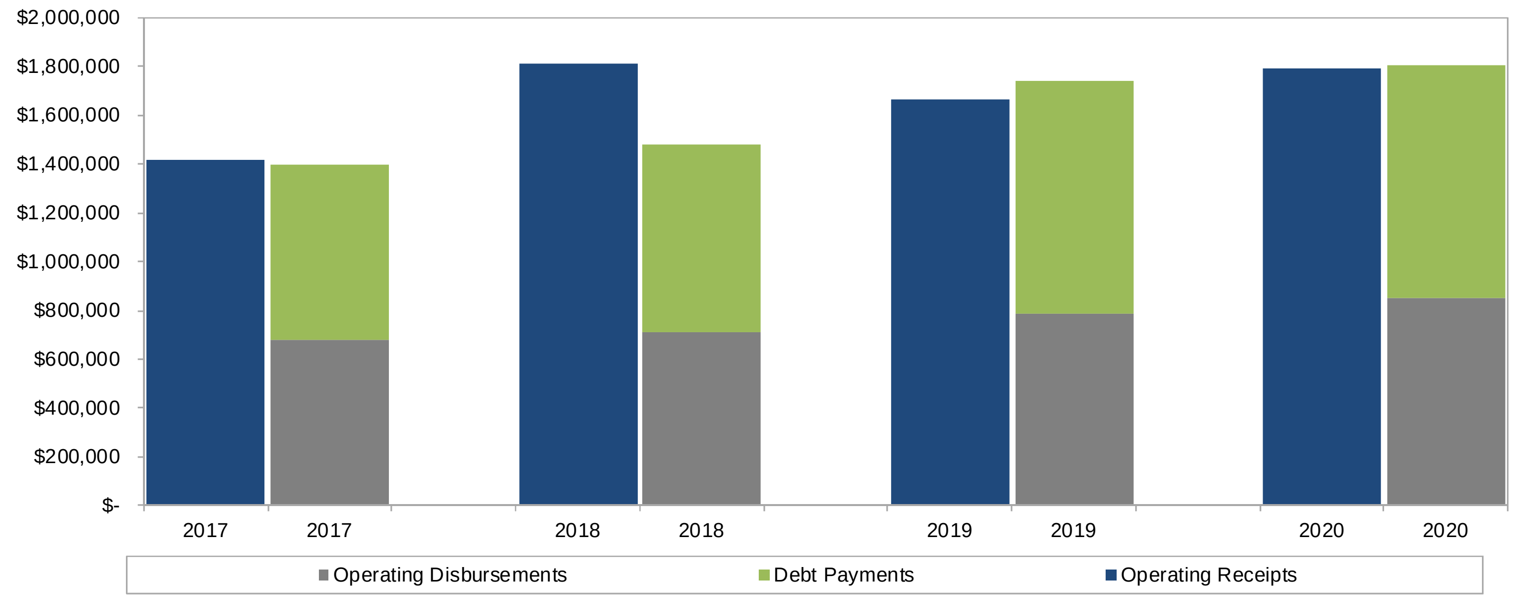
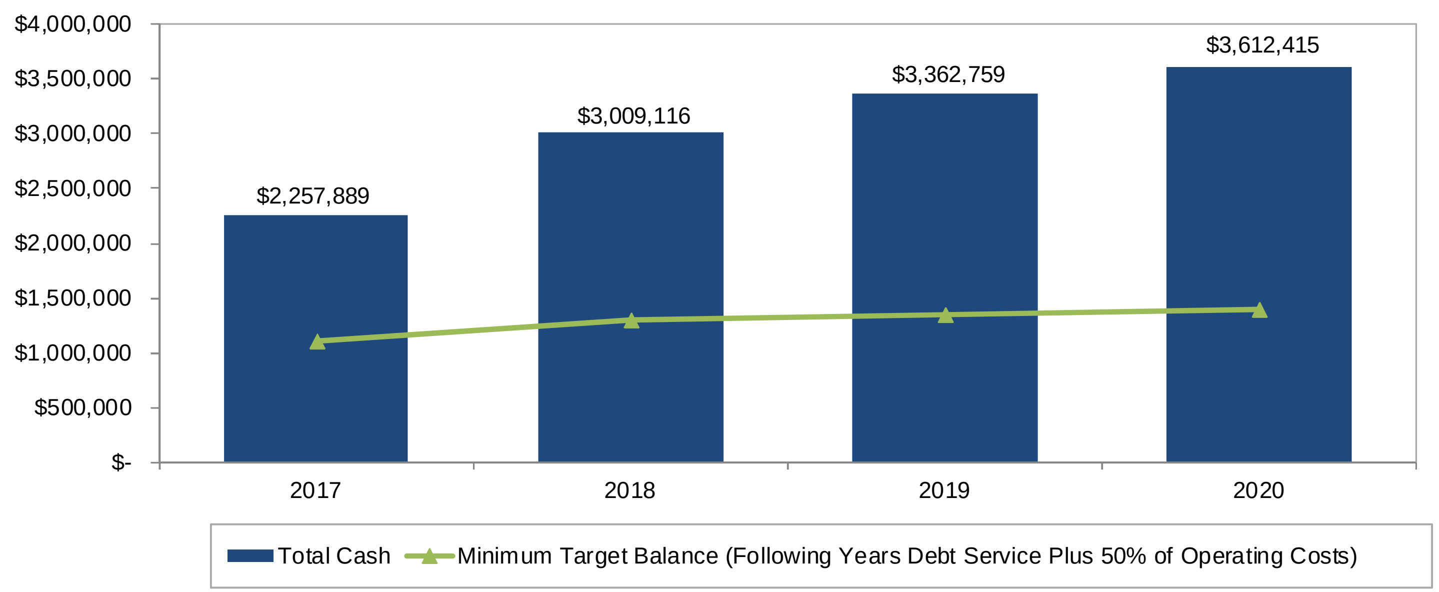
Sewer Fund - Cash Flows from Operations and Cash Balances





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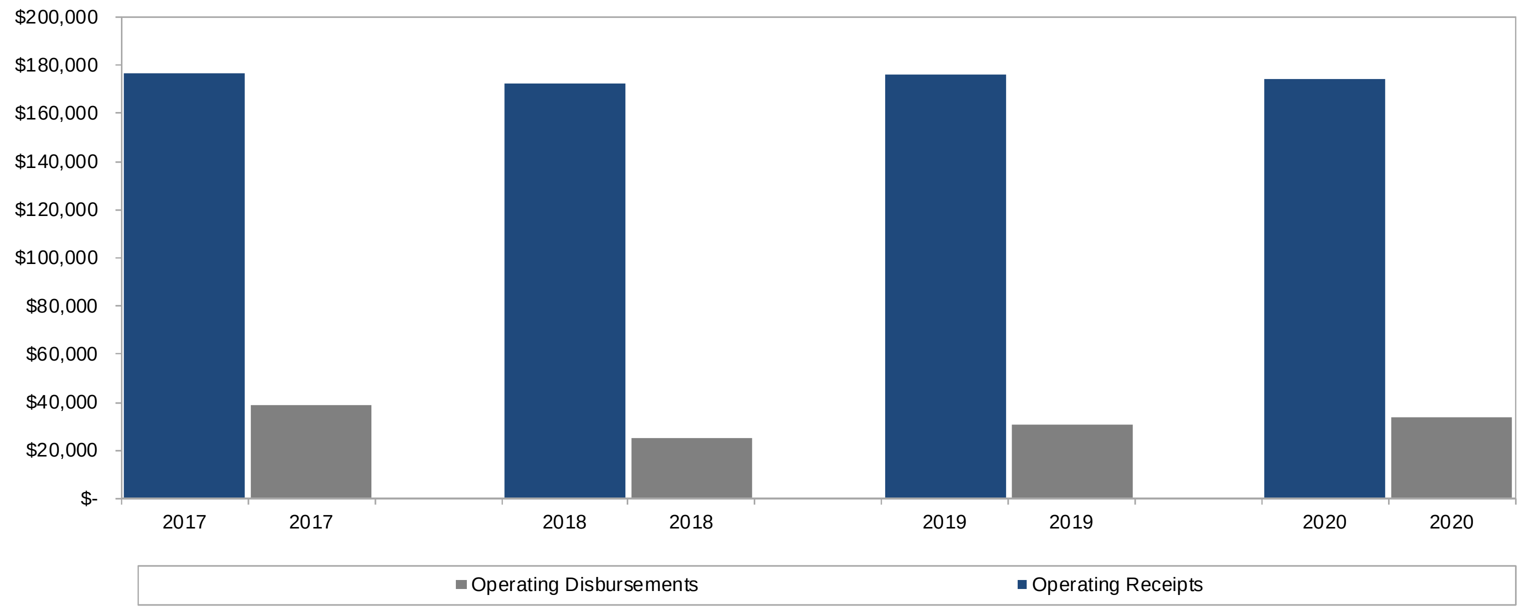
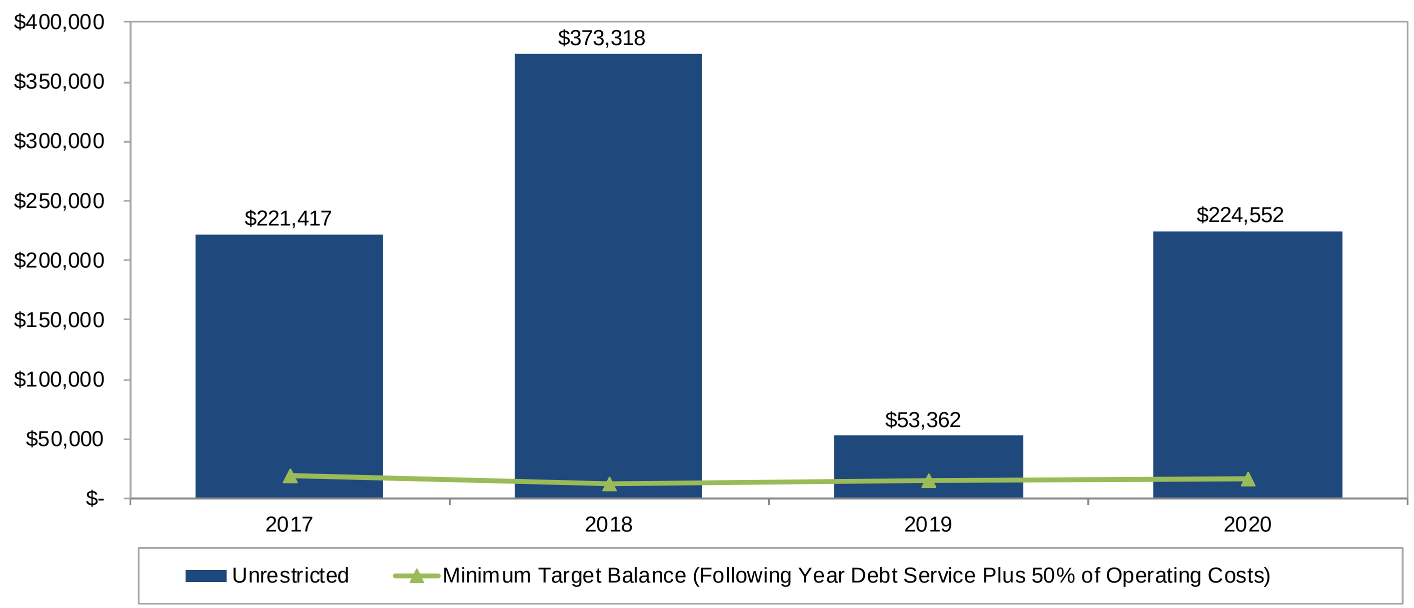
Storm Water Fund - Cash Flows from Operations and Cash Balances





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Liquor Fund

	2018		2019		2020		2019 Statewide Average
	Total	Percent	Total	Percent	Total	Percent	%
Sales	$ 2,313,549	100.0 %	$ 2,428,620	100.0 %	$ 2,777,610	100.0 %	100.0
Cost of Sales	1,715,523	74.2	1,825,275	75.2	2,031,338	73.1	73.6
Gross Profit	598,026	25.8	603,345	24.8	746,272	26.9	26.4
Operating Expenses	449,297	19.4	519,262	21.4	478,437	17.2	18.5
Operating Income	148,729	6.4	84,083	3.5	267,835	9.6	7.9
Nonoperating Revenues	26,891	1.2	54,280	2.2	39,504	1.4	1.4
Transfers Out	(60,000)	(2.6)	(285,000)	(11.7)	(60,000)	(2.2)	(0.5)
Change in Net Position	$ 115,620	5.0 %	$ (146,637)	(6.0) %	$ 247,339	8.9 %	8.8
Cash and Temporary Investments	$ 1,836,798		$ 1,781,543		$ 1,982,657		

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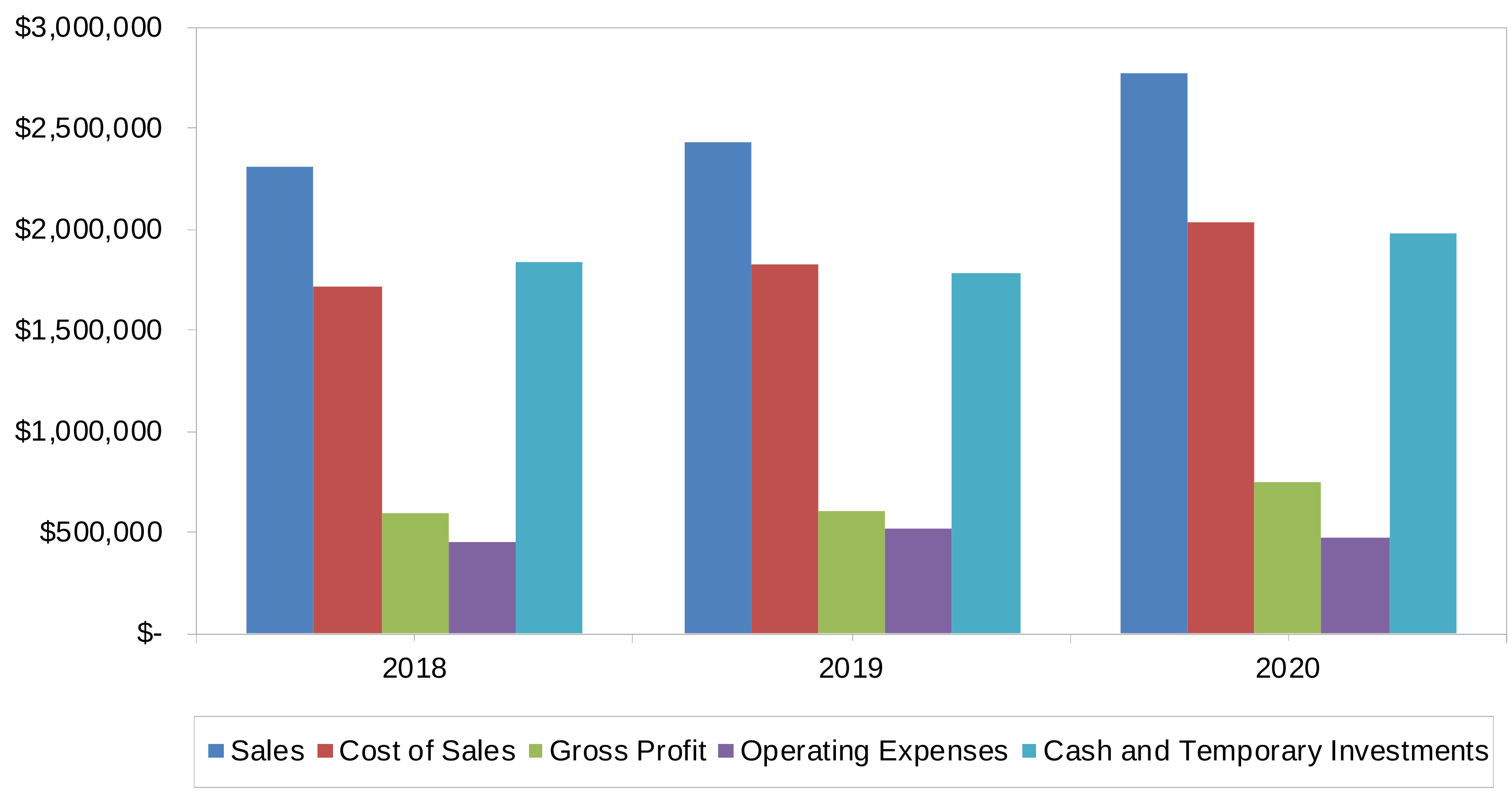
Liquor Fund



$3,000,000
$2,500,000
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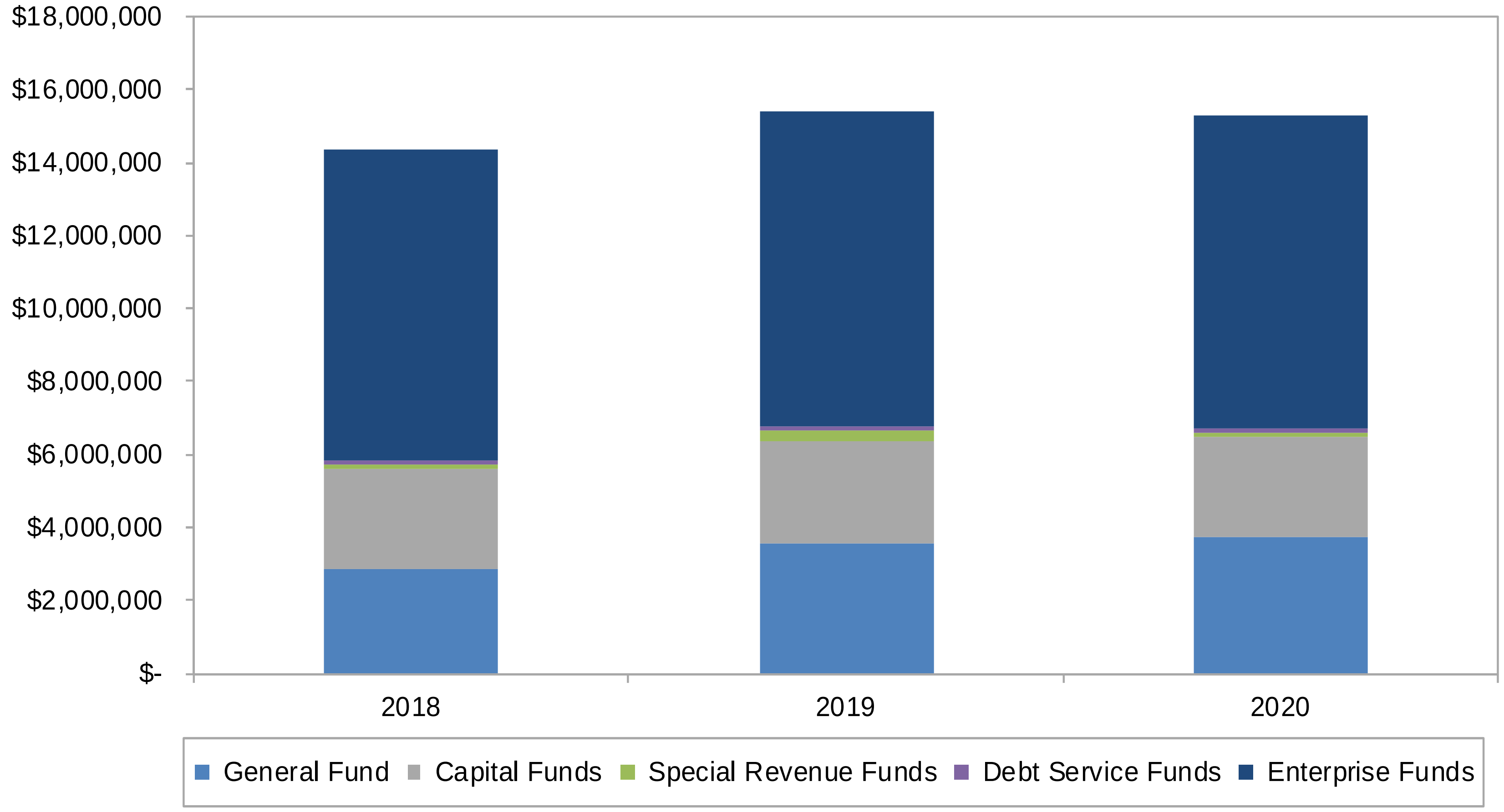
2018
2019
2020
Sales
Cost of Sales
Gross Profit
Operating Expenses
Cash and Temporary Investments

Cash and Investments Balances by Fund Type



Key Performance Indicators

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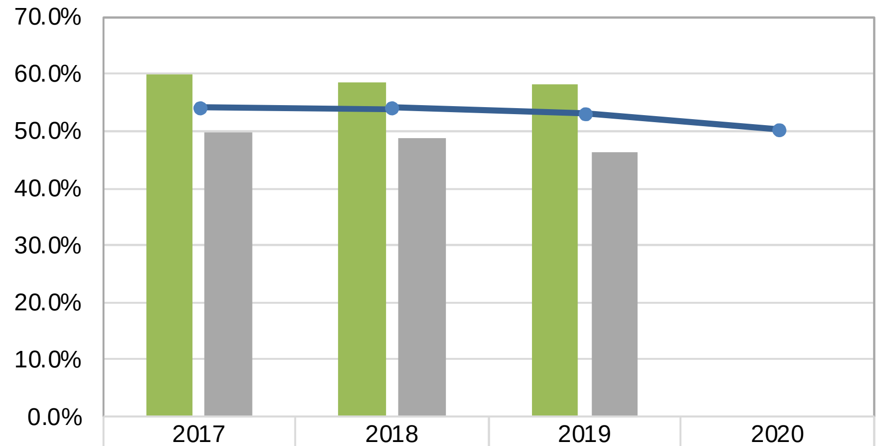
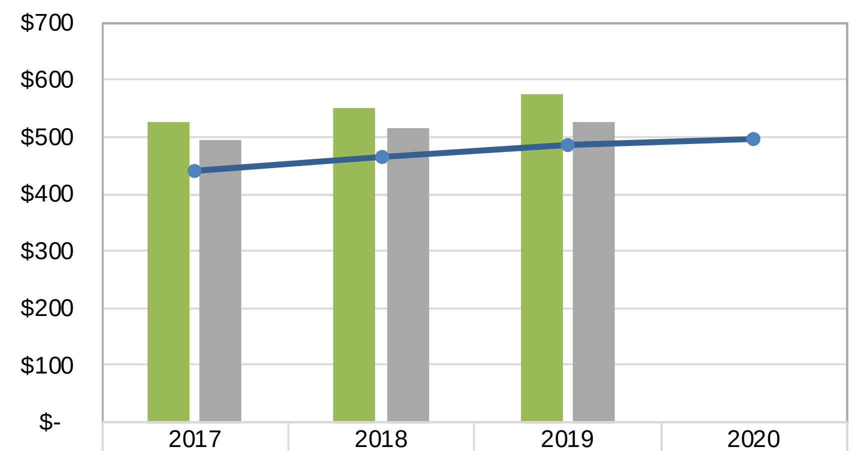
Tax Rate



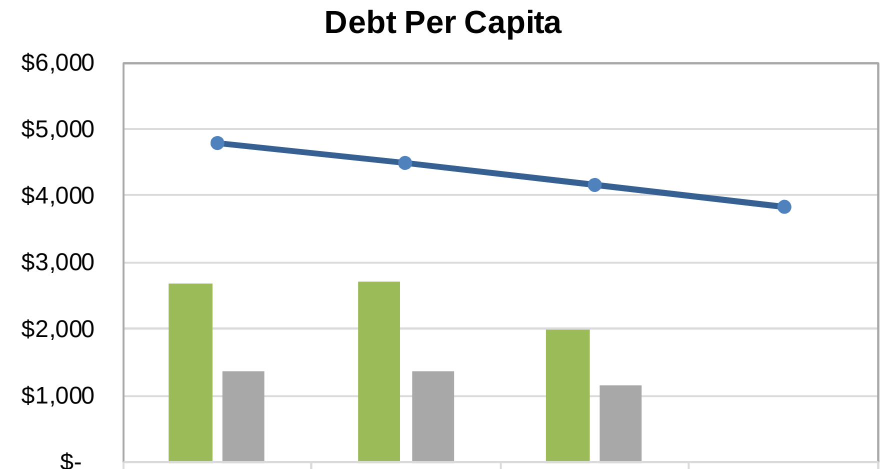
	2017	2018	2019	2020
Class 4 Cities	59.8%	58.5%	58.1%	N/A
Cities in Anoka County	49.8%	48.8%	46.4%	N/A
City of St. Francis	54.1%	54.0%	53.2%	50.4%

Taxes Per Capita

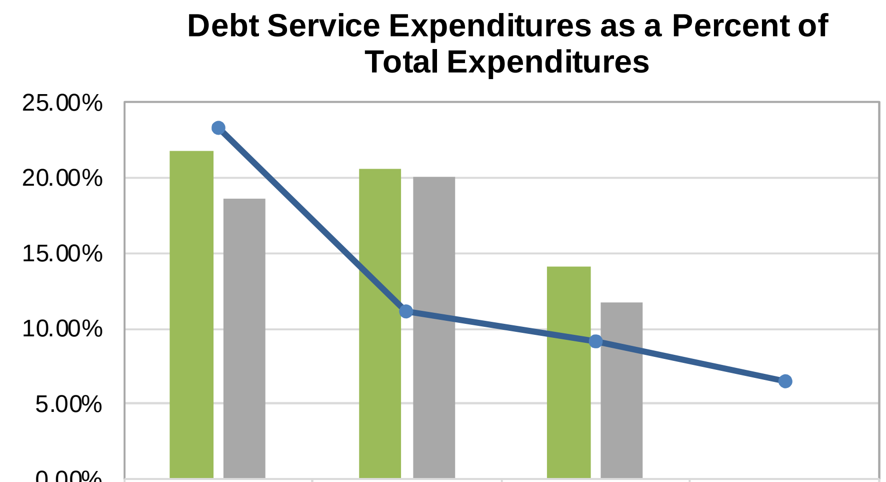


	2017	2018	2019	2020
Class 4 Cities	$524	$549	$574	N/A
Cities in Anoka County	$495	$516	$526	N/A
City of St. Francis	$439	$466	$485	$497

Key Performance Indicators



	2017	2018	2019	2020
Class 4 Cities	$2,693	$2,697	$2,005	N/A
Cities in Anoka County	$1,367	$1,359	$1,140	N/A
City of St. Francis	$4,783	$4,490	$4,163	$3,846



	2017	2018	2019	2020
Class 4 Cities	21.79%	20.55%	14.16%	N/A
Cities in Anoka County	18.60%	20.07%	11.78%	N/A
City of St. Francis	23.27%	11.10%	9.11%	6.47%

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Key Performance Indicators

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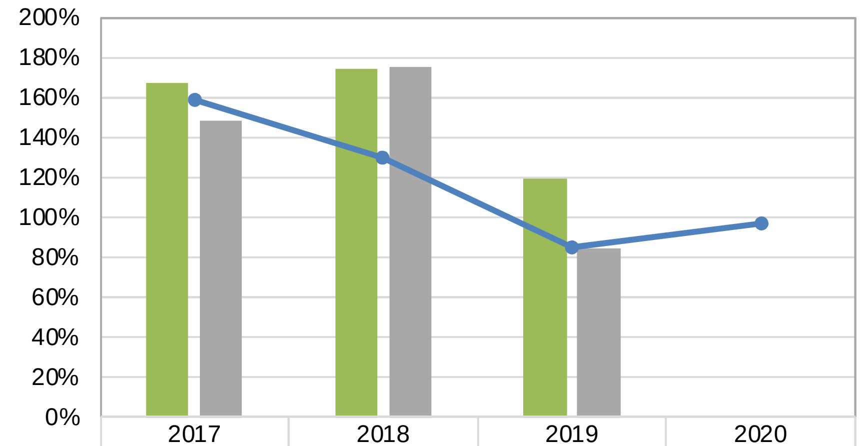
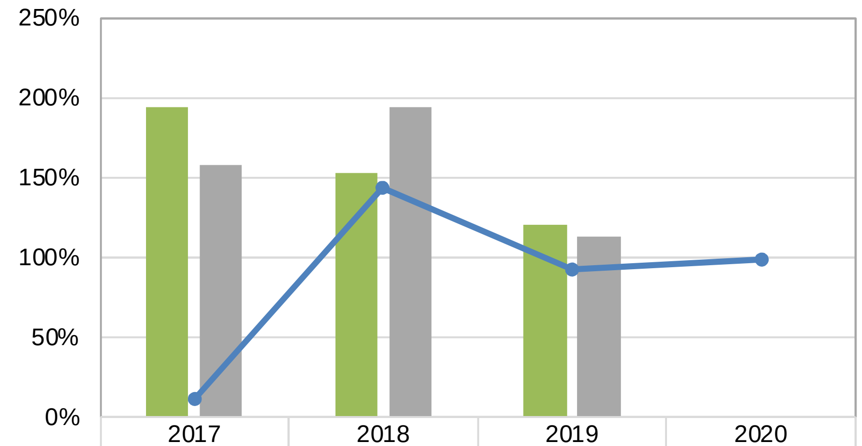
Water Fund Debt Service Coverage



	2017	2018	2019	2020
Class 4 Cities	167%	174%	119%	N/A
Cities in Anoka County	148%	175%	85%	N/A
City of St. Francis	159%	130%	85%	97%

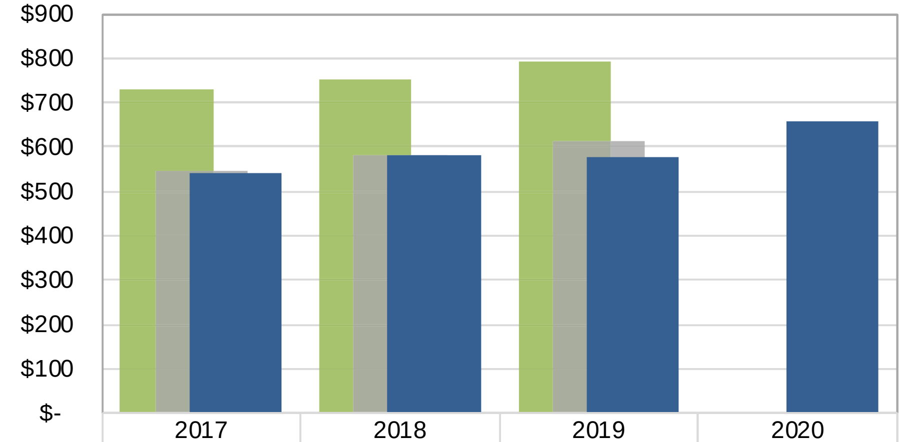
Sewer Fund Debt Service Coverage



	2017	2018	2019	2020
Class 4 Cities	194%	153%	120%	N/A
Cities in Anoka County	158%	194%	113%	N/A
City of St. Francis	11%	143%	92%	99%

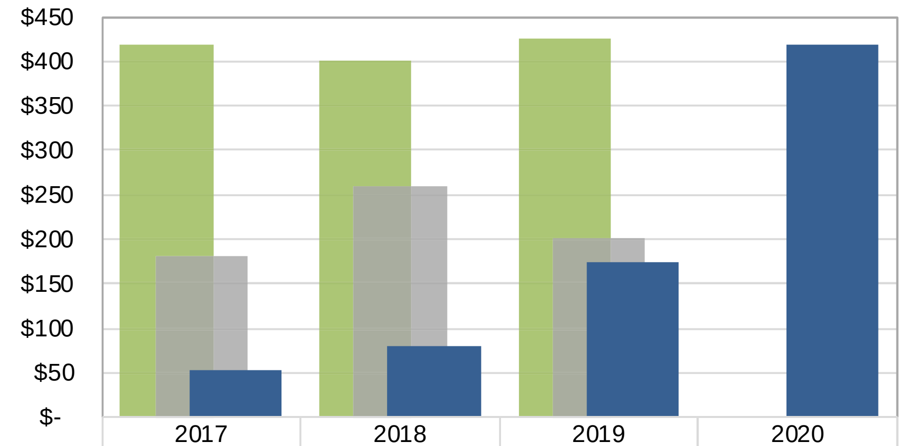
Key Performance Indicators

Current Expenditures Per Capita



	2017	2018	2019	2020
Class 4 Cities	$730	$753	$791	N/A
Cities in Anoka County	$547	$581	$614	N/A
City of St. Francis	$541	$583	$577	$657

Capital Expenditures Per Capita



	2017	2018	2019	2020
Class 4 Cities	$418	$400	$426	N/A
Cities in Anoka County	$182	$260	$201	N/A
City of St. Francis	$52	$79	$175	$418

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

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Associate

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City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #: **9B**

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: 2021 Street Reconditioning Project – Resolution 2021-23 Resolution Accepting Bids and Awarding Contract

DATE: May 17, 2021

OVERVIEW:

Pursuant to Council direction bids were received for the reconditioning (overlay) of 241st Avenue, 239th Avenue, Ute Street, and Tamarack Street. In general, these improvements include bituminous patching, a 1.5-inch overlay, gravel shouldering, and matching driveways. A total of 5 bids were received. The bids were as follows:

Contractor	Bid Amount
North Valley, Inc.	$173,628.81
Molnau Trucking	$187,509.99
Park Construction Company	$200,525.10
Bituminous Roadways, Inc.	$202,638.50
ASTECH Corp.	$205,246.58

The engineers estimate for this project was $226,000. These streets are programmed into the City's Capital Improvement Program for the year 2021. The bid tabulation is attached.

ACTION TO BE CONSIDERED:

The attached resolution accepts the bids and awards the contract to North Valley, Inc. in the amount of $173,628.81. Consideration to adopt Resolution 2021-23 Resolution Accepting Bids and Awarding Contract.

BUDGET IMPLICATION:

This project will be financed with Municipal State Aid Funds and Local Funds. The street surface improvements for 241st Avenue (east of Ute Street), 239th Avenue, and Ute Street will be financed with Municipal State Aid funds and the street surface improvements for 241st Avenue (west of Ute Street) and Tamarack Street will be financed with Local Street Funds.

A summary of the construction cost for each funding source is as follows:

Funding Source	Construction Cost
Municipal State Aid Fund	$71,966.52
Local Street Fund	$101,662.29
Totals	**$173,628.81**

These funds are available and appropriate for this project.

ATTACHMENTS:

Resolution 2021-23 - Resolution Accepting Bids and Awarding Contract

Bid Tabulation

BID TABULATION
CITY OF ST. FRANCIS
ST. FRANCIS 2021 STREET RECONDITIONING PROJECT

Bids were opened at 11:00 a.m. on May 11, 2021.
Five bids were received, as shown herein.

Base Bid

					North Valley, Inc.		Molnau		Park Construction Company	
ITEM NO.	**Mn/DOT SPEC. NO.**	**ITEM DESCRIPTION**	**UNIT**	**ESTIMATED QUANTITY**	**UNIT PRICE**	**EXTENSION**	**UNIT PRICE**	**EXTENSION**	**UNIT PRICE**	**EXTENSION**
1	2021.501	MOBILIZATION	LUMP SUM	1	$3,753.56	$3,753.56	$13,028.04	$13,028.04	$14,400.00	$14,400.00
2	2104.503	SAWING BITUMINOUS PAVEMENT	LIN FT	113	$2.41	$272.33	$3.98	$449.74	$1.55	$175.15
3	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	176	$5.39	$948.64	$5.51	$969.76	$5.05	$888.80
4	2105.507	COMMON EXCAVATION	CU YD	121	$26.17	$3,166.57	$35.91	$4,345.11	$4.85	$586.85
5	2105.507	COMMON BORROW, LV	CU YD	77	$36.00	$2,772.00	$30.58	$2,354.66	$16.10	$1,239.70
6	2211.509	AGGREGATE BASE CLASS 5	TON	30	$40.02	$1,200.60	$38.39	$1,151.70	$23.00	$690.00
7	2211.509	SHOULDER BASE AGGREGATE CLASS 2	TON	269	$45.12	$12,137.28	$43.52	$11,706.88	$40.40	$10,867.60
8	2232.504	MILL BITUMINOUS SURFACE	SQ YD	410	$10.93	$4,481.30	$2.12	$869.20	$8.75	$3,587.50
9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1683	$3.06	$5,149.98	$3.83	$6,445.89	$2.75	$4,628.25
10	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	SQ YD	525	$12.73	$6,683.25	$17.80	$9,345.00	$17.30	$9,082.50
11	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	SQ YD	220	$16.07	$3,535.40	$20.67	$4,547.40	$29.50	$6,490.00
12	2360.509	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	TON	82	$101.70	$8,339.40	$97.03	$7,956.46	$140.00	$11,480.00
13	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	TON	1875	$58.67	$110,006.25	$58.77	$110,193.75	$64.70	$121,312.50
14	2474.507	LOAM TOPSOIL BORROW, LV	CU YD	120	$44.64	$5,356.80	$38.47	$4,616.40	$52.50	$6,300.00
15	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	$536.22	$536.22	$500.00	$500.00	$2,100.00	$2,100.00
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1	$1,501.43	$1,501.43	$1,950.00	$1,950.00	$2,050.00	$2,050.00
17	2575.604	SITE RESTORATION	SQ YD	885	$4.28	$3,787.80	$8.00	$7,080.00	$5.25	$4,646.25
		Base Bid Total				**$173,628.81**		**$187,509.99**		**$200,525.10**

BID TABULATION
CITY OF ST. FRANCIS
ST. FRANCIS 2021 STREET RECONDITIONING PROJECT

Bids were opened at 11:00 a.m. on May 11, 2021.
Five bids were received, as shown herein.

Base Bid

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Bituminous Roadways Inc. UNIT PRICE	Bituminous Roadways Inc. EXTENSION	Asphalt Surface Technologies Corp. UNIT PRICE	Asphalt Surface Technologies Corp. EXTENSION
1	2021.501	MOBILIZATION	LUMP SUM	1	$10,000.00	$10,000.00	$16,000.00	$16,000.00
2	2104.503	SAWING BITUMINOUS PAVEMENT	LIN FT	113	$2.00	$226.00	$3.30	$372.90
3	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	176	$10.00	$1,760.00	$16.50	$2,904.00
4	2105.507	COMMON EXCAVATION	CU YD	121	$42.00	$5,082.00	$48.40	$5,856.40
5	2105.507	COMMON BORROW, LV	CU YD	77	$18.00	$1,386.00	$38.00	$2,926.00
6	2211.509	AGGREGATE BASE CLASS 5	TON	30	$38.00	$1,140.00	$50.00	$1,500.00
7	2211.509	SHOULDER BASE AGGREGATE CLASS 2	TON	269	$47.00	$12,643.00	$41.80	$11,244.20
8	2232.504	MILL BITUMINOUS SURFACE	SQ YD	410	$4.00	$1,640.00	$7.00	$2,870.00
9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1683	$3.00	$5,049.00	$2.75	$4,628.25
10	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.5" THICK	SQ YD	525	$12.00	$6,300.00	$14.30	$7,507.50
11	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	SQ YD	220	$12.00	$2,640.00	$25.63	$5,638.60
12	2360.509	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	TON	82	$100.00	$8,200.00	$90.64	$7,432.48
13	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	TON	1875	$71.00	$133,125.00	$66.83	$125,306.25
14	2474.507	LOAM TOPSOIL BORROW, LV	CU YD	120	$49.00	$5,880.00	$41.80	$5,016.00
15	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	$500.00	$500.00	$500.00	$500.00
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1	$2,200.00	$2,200.00	$1,650.00	$1,650.00
17	2575.604	SITE RESTORATION	SQ YD	885	$5.50	$4,867.50	$4.40	$3,894.00
		Base Bid Total				**$202,638.50**		**$205,246.58**

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

RESOLUTION NO. 2021-23

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE 2021 STREET RECONDITIONING PROJECT

WHEREAS, pursuant to an advertisement for bids for the reconditioning of 241st Avenue, 239th Avenue, Ute Street, and Tamarack Street, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Company	Bid Total
North Valley, Inc.	$173,628.81
Molnau Trucking	$187,509.99
Park Construction Company	$200,525.10
Bituminous Roadways, Inc.	$202,638.50
ASTECH Corp.	$205,246.58

; and

WHEREAS, it appears that North Valley, Inc, of Nowthen, Minnesota is the lowest responsible bidder:

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

1. The mayor and city administrator are hereby authorized and directed to enter into a contract with North Valley, Inc., of Nowthen, Minnesota in the name of the City of St. Francis for the 2021 Street Reconditioning Project, according to the plans and specifications therefore approved by the city council and on file in the office of the City Clerk.

2. The City Engineer is hereby authorized and directed to return forthwith to all bidders the bid bond made with their bids, except that the bid bond of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17TH DAY OF May, 2021.

APPROVED:

____

Steven D. Feldman, Mayor

ATTEST:

____

Diana Saenger, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9C

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Portable Recording Systems**

DATE: May 17th, 2021

OVERVIEW: In efforts to capture evidence about specific incidents involving police officers and to increase transparency, more and more agencies across the country are considering implementation of portable recording systems otherwise known as body worn cameras. In Minnesota, for a law enforcement agency to implement a portable recording system state law requires that there are opportunities for public comment. A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting. In developing and adopting the policy, the law enforcement agency must also provide for public comment and input. After the public comment periods the operating policy would get finalized and approved and an equipment purchase recommendation would be brought before City Council. Following approval, equipment would be purchased and staff would get familiarized and trained on body worn camera policies and procedures as well as the equipment itself.

ACTION TO BE CONSIDERED:

City Council to approve the police department to proceed with the process of implementing a portable recording system program following statutory requirements.

BUDGET IMPLICATION:

Funding for the portable recording system will come from the department capital budget which is adequately funded for equipment in the current year. Additional server storage costs for portable recording system data will be accounted for in the police department budget. The capital budget is set up to replace equipment every five years similar to other computer equipment.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Ordinance Update – Chapter 8 – Section 3 Dog Licensing and Regulations, 2nd Reading

DATE: May 17, 2021

OVERVIEW

With the update of the Zoning Code, it was identified that the Dog Licensing section of code also addressed a difference with Chapter 10 Zoning and Chapter 6 Kennel licensing. To clean this up and attempt to make all codes and ordinances match when it comes to Dogs staff is proposing the following updates to Chapter 8.

ITEMS TO BE DISCUSSED:

Council to hold the 2nd reading of Ordinance 276SS Chapter 8, Section 3 Dog Licensing and Regulations.

TIMELINE:

The following timeline will apply:

May 3rd – 1st Reading
May 17th – 2nd Reading
May 21st – Publish for Comment
June 21st - Effective

ATTACHMENTS:

- Ordinance 276 SS Amendment to Chapter 8 Section 3 Dog Licensing and Regulations
- Language Proposed
- Resolution 2021-24 Summary Publication Ordinance 276 SS Amendment to Dog Licensing

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

ORDINANCE 276, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 8, SECTION 3 "DOG LICENSING"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 14 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th OF MAY, 2021.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Diana Saenger
City Clerk

(seal)

8-3-1. - Dog Licensing and Regulation.

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

1. **Owner** means the license holder or any other person or persons, firm, association, or organization or corporation owning, keeping, possessing, having an interest in, having care custody or control of or harboring a dog. Any person keeping or harboring a dog for five (5) consecutive days shall for the purposes of this Section be deemed an owner thereof.

2. **Own** means to have a property interest in, or to, harbor, feed, board, keep or possess.

3. **Dangerous Animal** means a dog which has caused damage to property or injury to a person, or which animal, by its actions, exhibits a propensity for causing imminent danger to persons.

   a. Without provocation, inflicted substantial bodily harm on a human being on public or private property;

   b. Killed a domestic animal without provocation while off the owner's property; or

   c. Been found to be a potentially dangerous, and after the owner was noticed that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

4. **Dog** means both male and female and includes any animal of the dog kind.

5. **Potentially Dangerous Dog** shall mean any dog that:

   a. When unprovoked, inflicts bites on a human or domestic animal on public or private property;

   b. When unprovoked, chases or approaches a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or,

   c. Has a known propensity, tendency or disposition to attack unprovoked, causing injury, or otherwise threatening the safety of humans or domestic animals.

6. **Proper Enclosure** shall mean securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage or other structure that would allow the dog to exit of its own violation, or any house or structure in which windows are open or in which doors or window screens are the only obstacles that prevent the dog from exiting.

7. **Substantial Bodily Harm** shall mean bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.

B. *Running at Large Prohibited.* It is unlawful for the owner of any dog to permit such animal to run at large. Any dog shall be deemed to be running at large with the permission of the owner if off the property of its owner and not under restraint. For the purposes of this Section, "under restraint" means the animal is controlled by a leash not exceeding six (6) feet in length, or at heel beside a person of suitable age and discretion, and obedient to that person's commands, or effectively confined within a motor vehicle, building or enclosure. A dog shall not be deemed to be running at large if engaged in wild game or animal hunting, or when engaged in obedience training, and under the control of its owner or a responsible person.

C. *License Required and Number of Dogs Restricted.*

1. Licenses. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the Police Department upon forms provided by the Police Department. Said application shall require the owner, among the other information required by the Police Department, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant

or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the Police Department shall issue a license, which license shall be effective until the ~~next 31 st day of December of the following year~~ rabies vaccination has expired.

2. Number of Dogs Allowed.

~~a. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit in the Urban Service Area and on rural parcels less than five (5) acres in size. Properties located within the Urban Service Area of the City shall be limited to a maximum of two (2) dogs housed outside the principal structure.~~

~~b. On parcels five (5) acres or more in size in the Rural Service Area, the number of dogs permitted shall not exceed four (4) dogs over the age of three (3) months per dwelling unit unless in receipt of an interim use permit for a kennel in the A-1, A-2, or A-3 Districts of the Zoning Ordinance. In no instance shall the number of dogs exceed fifteen (15) with the interim use permit.~~

a. Three dogs over the age of three (3) months on properties less than 5 acres

b. Four dogs over the age of three (3) months on properties 5 acres or greater

c. Properties located within the Urban Service Area of the City shall be limited to a maximum of two dogs housed outside of the principle structure.

c. Additional dogs with an approved Kennel License in accordance with standards in Chapter 6 and Chapter 10

D. *License Issuance, Term and Renewal.* Every owner or keeper of a dog shall cause the same to be vaccinated by a licensed veterinarian with anti-rabies vaccine at least once in every twenty-four (24) month period prior to the time such dog shall reach the age of six (6) months and at least once every twenty-four (24) moths thereafter.

E. *Adoption of Fees.* All fees for the impounding and maintenance of a dog, including penalties for the late application, may be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such fees may from time to time be amended by the Council by Resolution. A copy of the resolution setting forth currently effective fees shall be kept on file in the office of the City Clerk/Treasurer and open to investigation during regular business hours.

F. *Tag Required.* ~~All licensed dogs shall wear a collar and have a tag firmly affixed thereto evidencing a current license. Upon application, a duplicate for a lost tag will be issued by the City. Tags shall not be transferable from one dog to another and no refunds shall be made on any dog license fee because of death of the dog or the owners leaving the City prior to expiration of the license period.~~ All licensed dog owners shall provide proof of a tag thereto evidencing a current license. Upon application, a duplicate for a lost tag will be issued by the City. Tags shall not be transferable from one dog to another and no refunds shall be made on any dog license fee because of death of the dog or the owners leaving the City prior to expiration of the license period.

G. *Dog Pound.* Any dog found in the City without a license tag, running at large, or otherwise in violation of this Section, shall be placed in the Dog Pound, and an accurate record of the time of such placement shall be kept on each dog. Every dog so placed in the Dog Pound shall be held for redemption under Section 8-3-1.I of this Code by the owner for at least five (5) regular business days. A "regular business day" is one during which the pound is open for business to the public for at least four (4) hours between 8:00 AM and 7:00 PM. Impoundment records shall be preserved for at least six (6) months and shall show: (1) the description of the dog by specie, breed, sex, approximate age, and other distinguishing traits; (2) the location at which the dog was seized; (3) the date of seizure; (4) the name and address of the person from whom any dog three (3) months of age or over was received; and (5) the name and address of the person to whom any dog three months of age or over was transferred. If unclaimed, such dog shall be humanely destroyed and the carcass disposed of, unless it is requested by a licensed educational or scientific institution under authority of Minnesota Statutes, Section 35.71. Provided, however, that if a tag affixed to the dog, or a statement by the dog's owner after seizure specifies that the dog should not be used for research, such dog shall not be made available to any such institution but may be destroyed after the expiration of the five (5) day period.

H. *Notice of Impounding.* Upon the impounding of any dog, the owner shall be notified by the most expedient means or if the owner is unknown, written notice shall be posted for five (5) days at the City Hall describing the dog and place and time of taking.

I. *Redemption of Dog Release from Dog Pound.* Dogs shall be released to their owners, as follows:

1. If such dog is owned by a resident of the City, after a license is obtained, if unlicensed, and payment of the impounding fee, maintenance, and immunization fee and proof of ownership.

2. If such dog is owned by a person not a resident of the City, after immunization of any such animal for rabies, and payment of the immunization fee, impounding fee and maintenance.

J. *Seizure by a Citizen.* It is lawful for any person to seize and impound a dog so found running at large and shall within six (6) hours thereafter notify the Police Department of said seizure. It shall be the duty of the Police Department to place said dog in the City Pound. If the name of the owner of such dog so seized is known to the person who first takes such dog into custody, he or she shall inform the Police Department of the name of the owner, and the address if known.

K. *Immobilization of Dogs.* For the purpose of enforcement of this Section any peace officer, or person whose duty is animal control, may use a so-called tranquilizer gun or other instrument for the purpose of immobilizing and catching a dog.

L. *Disturbing the Peace/Other Unlawful Acts.* It is unlawful for the owner of any dog to:

1. Fail to have the license tag issued by the City ~~firmly attached to a collar worn at all times by the licensed dog;~~ or,

2. Own a dangerous dog, or

3. Interfere with any police officer, or other City employee, in the performance of their duty to enforce this Section; or

4. Own, keep, have in possession, or harbor any an animal that causes annoyance or disturbance to persons or the neighborhood by yapping, wailing, barking, howling, or crying for a continuous period of 30 minutes or longer. Such yapping, wailing, barking, howling, or crying must also be audible off of the owner's or caretaker's premises. ~~dog which howls, yelps, or barks to the reasonable annoyance of another person or persons.~~ Any person violating this subdivision, who upon first requested by a police officer or the animal control officer to stop or prevent the annoyance, and refuses to comply with the request ~~will~~ maybe issued a citation or arrested in accordance with Minnesota Rules of Criminal Procedure~~, and, if the officer deems it necessary to stop the annoyance, may have the dog taken to the City Dog Pound.~~. ~~Any dog placed in the dog pound may be reclaimed by the owner upon payment of the fee prescribed, and if not reclaimed may be disposed of in the manner provided in this Section.~~

M. *Rabies Control—Generally.*

1. Every Animal which bites a person shall be promptly reported to the Chief of Police and shall thereupon be securely quarantined at the direction of the Chief of Police for a period of fourteen (14) days, and shall not be released from such quarantine except by written permission of the City. In the discretion of the Chief of Police, such quarantine may be on the premises of the owner or at the veterinary hospital of their choice. If the animal is quarantined on the premises of the owner, the City shall have access to the animal at any reasonable time of study and observation of rabies symptoms. In the case of the stray animal or in the case of an animal whose ownership is not known, such quarantine shall be at the animal pound, or at the discretion of the Chief of Police the animal may be confined in a veterinary hospital designated by him. The owner of the animal shall be responsible for all costs associated with the quarantine of the animal.

2. The owners, upon demand made by the Chief of Police or by any other City Employee empowered by the Council to enforce this Section, shall forthwith surrender any animal which has bitten a human, or which is suspected as having been exposed to rabies, for the purpose of supervised quarantine. The expenses of the quarantine shall be borne by the owner and the animal may be reclaimed by the owner if adjudged free of rabies upon payment of fees set forth in this Section and upon compliance with licensing provisions set forth in this Section.

3. When an animal under quarantine and diagnosed as being rabid or suspected by a licensed veterinarian as being rabid dies or is killed, the City shall immediately send the head of such animal and rabies data report to the State Health Department for pathological examination and shall notify all persons concerned of the results of such examination.

4. The City shall issue such proclamation and take such action when rabies is suspected or exists as is required by Minnesota Statutes.

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

O. *Animals in Heat.* Except for controlled breeding purposes, every female animal in heat shall be kept confined in a building or secure enclosure, or in a veterinary hospital or boarding kennel, in such manner that such female cannot come in contact with other animals.

P. *Nuisances.* Keeping, maintaining, or harboring a dog that has been permitted to run loose or has caused damage to or loss of private property belonging to a person other than the thereof and members of the owners household on three (3) or more occasions within a period of twelve (12) consecutive months constitutes a nuisance. The following events shall be considered in determining whether or not there has been a violation of this Section which constitutes a nuisance:

1. Conviction under Section 8.05, Subd. 2, involving the permitting of a dog to run loose.

2. Payment to a person by or on behalf of the owner for damages to or destruction of private property or for personal injury.

3. An acknowledgement by the owner or keeper of an animal that it has caused such damage or personal injury.

4. Records of the City of St. Francis or any other City which show impoundment of the dog for the immediate preceding twelve (12) moth period.

Q. *Abatement.* Such nuisance shall be abated by the owner or keeper of such animal by the disposition of the animal within fourteen (14) days after receipt of notice to the owner or keeper thereof. "Disposition" shall mean the destruction of the animal or its permanent removal from the City. Said notice shall be sent by the Chief of Police or his designate by registered mail. If the owner or keeper of the animal fails to comply within the above-specified period, the animal control office is authorized and directed to capture and immediately dispose of such animal. The owner or keeper of the dog shall immediately make the animal available to the animal control officer.

R. *Appeals.* Any owner who feels aggrieved by the order of the Chief of Police may request a hearing before the City Council by filing an appeal with the City Clerk within fourteen (14) days after receipt of the notice. The appeal shall be filed in such form as the City shall provide. On the filing of such appeal, no further action shall be taken until the matter has been heard. Upon receipt of the request, the City Clerk shall place the matter before the Council at its next regular meeting. The owner may appear, with counsel if he/she chooses, and present evidence in opposition to the order. Following such hearing the Council shall make a determination of facts and shall, based upon such determination, affirm, repeal, or modify the Chief's order. The Council shall also establish a date for compliance with the order as affirmed or modified, which date shall be not less than five (5) days thereafter. Upon expiration of the time limit, the animal control officer shall abate the nuisance.

S. *Insurance Required.* Evidence of a surety bond issued by a surety company authorized to conduct business in the State of Minnesota in a form acceptable to the City in the sum of at least $50,000.00, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in the State of Minnesota in the amount of at least $50,000.00, insuring the owner for any personal injuries inflicted by the dangerous dog must be filed with the City Clerk each year upon renewal of the dog license in the following instances:

1. Nuisance Abatement. For a period of two (2) years after having been ordered to abate any nuisance pursuant to this Section.

2. Conviction of failure to restrain an attack by a dog pursuant to this Section, where the Court failed to order destruction of the dog.

3. Where the dog has been declared dangerous pursuant to this chapter.

T. *Failure to Restrain an Attack by an Animal.* It shall be unlawful for an owner to fail to restrain an animal from inflicting or attempting to inflict bodily injury to any person or other domestic animal. Violation of this Section shall be a misdemeanor. The Court upon a finding of the defendant's guilt hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed based on written order containing one or more of the following findings of fact:

1. The animal is dangerous as defined in the Subd. 1; or,

2. The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent unprovoked injury to persons or other domestic animals. If the Court does not order the destruction of the dog, the Court shall, as an alternative, order the defendant to provide, and show proof to the Court of insurance as set forth in the Subd.

U. *Destruction of Dangerous Animals.* The Chief of Police or his designate shall have authority to order the destruction of dangerous dogs as defined in Section 8-3-1.A of this Code.

V. *Appeals.* If an owner requests a hearing within five (5) days of the receipt of the Declaration of Dangerous Dog classification for determination as to the dangerous nature of the dog, the City Clerk shall place the matter before the City Council at its next meeting. Notice of the Declaration of Dangerous Dog classification shall be sent by certified mail or posting of such notice on owner's last known residence if the owner(s) cannot be found. The owner may appear with counsel if he/she chooses, and present evidence in opposition of the designation of the animal as dangerous. Following the hearing, the Council shall make a determination of facts and shall make such order as it deems proper. If such hearing cannot be held within the statutory fourteen (14) days, the owner must either comply with the terms of the Statute Section 347.50-347.54 or keep the dog at a licensed kennel in a confined pen until the hearing is held. If the Declaration of Dangerous Dog is upheld, the dog shall remain at a licensed kennel in a secured, confined pen until the dog is either destroyed or all of the dangerous dog requirements of the state statute and local ordinances are complied with and a license is issued by the Police Department. If the Council concludes that the dog is dangerous and the owner does not immediately comply with the requirements of the dangerous dog statute, the Council may order the animal control officer to take the dog into custody for destruction. If the dog is ordered into custody for destruction, the owner shall immediately make the dog available to the animal control officer and failure to do so shall be a misdemeanor.

W. *Harboring a Dangerous Animal.* Any person who harbors an animal after it has been found to be dangerous and ordered into custody for destruction pursuant to this Subd. shall be guilty of a misdemeanor.

X. *Stopping an Attack.* If any Police Officer or animal control officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means he/she deems appropriate to bring the attack to an end and prevent further injury to the victim.

Y. *Removal of Excrement.* It is unlawful for any person who owns or had custody of a dog to cause or permit such animal to defecate on any private property without the consent of the property owner or on any public property unless such person immediately removed the excrement and places it in a proper receptacle. The provisions of this Section shall not apply to seeing-eye dogs under control of a blind person or dogs while being used in City Police activity.

Z. *Animal Control Officer.* There is hereby established the position of Animal Control Officer. He/She shall be appointed by the City Council. Nothing contained herein shall prevent the City Council from contracting with a person to provide such services.

AA. *Duties of Animal Control Officer.* The Animal Control Officer shall perform the following duties:

1. Capture, seize and deliver to any designated pound any dog found: running at large within the City; unlicensed; or not wearing the metal tag provided for in this chapter.

2. Pick-up and dispose of the carcasses of every dead animal.

3. Investigate all cases of animal bites reported to him/her and supervise the quarantine of any such animal to assure that it is kept under observation for a period of ten (10) days.

4. Investigate all reports of dangerous or potentially dangerous dogs referred to him/her, complete the dangerous/potentially dangerous animal form and refer the same to the County Auditor, report to the Chief of Police weekly on the activities of the Animal Control Officer within the City.

BB. *No Interference with Officer.* It shall be unlawful for any person to molest or in any way interfere with any peace officer, animal control officer, or any of their duly authorized assistants, or with any duly authorized agent while engaged in performing work under the provisions of this chapter.

(Ord. 17, SS, 5-3-1993; Ord. 99-43, 9-7-1999; Ord. 160, SS, 8-10-2011; Ord. 229 , SS, 6-19-2017)

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

RESOLUTION 2021-24

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 276, SECOND SERIES AMENDING SECTION 8-3 OF THE CITY CODE REGARDING DOG LICENSING FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 276 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 276, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 276, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Section 8-3 Dog Licensing

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Diana Saenger, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9E

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Ordinance Update – Chapter 6 Business Regulations and Licensing, Section 4 Tobacco, 2nd Reading

DATE: May 17, 2021

OVERVIEW

Since the original adoption of the City Tobacco ordinance, there has been changes in the laws as it relates to the age requirements of tobacco. With that, Staff also addressed other concerns within the Tobacco ordinance that were needed, such as definitions, the application process, and law changes such as the removal of possession enforcement.

This has been an joint effort with Chief Schwieger as the primary department that enforces the language within.

ITEMS TO BE DISCUSSED:

Council to hold the 2nd reading of Ordinance 277 SS Chapter 6 Business Regulation and Licensing, Section 4 Tobacco

TIMELINE:

The following timeline will apply:

May 3rd – 1st Reading
May 17th – 2nd Reading
May 21st – Publish for Comment
June 21st - Effective

ATTACHMENTS:

- Ordinance 277 SS Amendment to Chapter 6 Business Regulation and Licensing, Section 4 Tobacco
- Language Proposed
- Resolution 2021 -25 Summary Publication Ordinance 277SS Tobacco Amendment

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

ORDINANCE 277, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 6, SECTION 4 "TOBACCO"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 4 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th of MAY, 2021.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Diana Saenger
City Clerk

(seal)

SECTION 4. - TOBACCO

(Ord. 55, SS, 11-16-2009; Ord. 216, SS, 3-21-2016; Ord. xxx x-x-2021)

6-4-1. - Purpose.

Because the City recognizes that many persons under the age of ~~eighteen (18)~~ 21 years purchase or otherwise obtain, possess and use tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices and such sales, possession, and use are violations of both State and Federal laws; and because studies, which the City hereby accepts and adopts, have shown that most smokers begin smoking before they have reached ~~eighteen (18)~~ 21 years and that those persons who reach the age of ~~eighteen (18)~~ 21years without having started smoking are less likely to be smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine or lobelia delivery devices for the purpose of enforcing and furthering existing laws, to protect ~~minors~~ persons under the age of 21 years of age against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine or lobelia delivery devices and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. § 144.391.

6-4-2. - Definitions and interpretations.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice-versa. The term "shall" means mandatory and the term "may" means permissive. The following terms shall have the definitions given to them:

A. **Tobacco** or **Tobacco Products** shall mean any substance or item containing tobacco leaf, including but not limited to, cigarettes, cigars, little cigars, pipe tobacco, snuff, snuff flour, fine cut or other chewing tobacco; cheroots, stogies, perique, granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco; snuff flowers; Cavendish, shorts, plug and twist tobaccos, dipping tobaccos; refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco leaf prepared in such manner as to be suitable for chewing, sniffing, or smoking. Any products containing made, or derived from tobacco that is intended for human consumption whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, or any component, part of accessory of a tobacco product. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product or for other medical purposes, and is marketed and sold solely for such an approved purpose.

B. **Tobacco Related Devices** ~~shall mean any~~ Any tobacco products as well as a pipe, rolling papers, or other device intentionally designated or intended to be used in a manner which enables the chewing, sniffing, or smoking or tobacco or tobacco products. Including components of tobacco-related devices or tobacco products, which may be marketed or sold separately. Tobacco related devices may or may not contain tobacco.

C. **Self-Service Merchandising** shall mean open displays of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco related device electronic delivery device, or nicotine or lobelia delivery device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

D. **Vending Machine** shall mean any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product, or tobacco related device.

E. **Individually packaged** shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this Subdivision shall not be considered individually packaged.

F. **Loosies** ~~shall mean t~~The common term used to refer to a single or individual packaged cigarettes, cigars, and any other licensed products that have been removed from their original retail packaging and offered for sale. Loosies does not include premium cigars that are hand-constructed, have a wrapper made entirely from a whole tobacco leaf and have a filler and binder made entirely of tobacco, except for adhesives or other materials used to maintain size, texture or flavor..

~~G. **Minor** shall mean any natural person who has not yet reached the age of eighteen (18) years.~~

~~H.~~G **Retail Establishment** ~~shall mean any~~ Any place of business where tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices are available for sale to the general public. Retail establishments shall include, but not be limited to, grocery stores, convenience stores, and restaurants and must be located in a non-residential zoning district.

~~I~~H. **Moveable Place of Business** shall refer to any form of business operated out of a kiosk, truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

~~J~~I. **Sale** shall mean any transfer of goods for money, trade, barter, or other consideration.

~~K~~J. **Compliance Checks** shall mean the system the City uses to investigate and ensure that those authorized to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine or lobelia delivery devices are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of ~~minors~~ persons under the age of 21 as authorized by this ordinance. Compliance checks shall also ~~means~~mean the use of ~~minors~~ persons under the age of 21 who attempt to purchase tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine or lobelia delivery devices. Violators may be subject to criminal prosecution. This shall apply to all sales and purchase violations.

~~L~~K. **Nicotine** or **Lobelia Delivery Devices** shall mean any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, not including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

~~M~~L. **Electronic Delivery Device** are products containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of such a product whether or not sold separately. Electronic delivery device does not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal use in tobacco cessation treatment for other medical purposes, and is being marketed and sold solely for that approved purpose.

M. Child Resistant Packaging. Packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015

N. Cigar. Any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. 297F.01, subd.3, as it may be amended from time to time.

O. Delivery Sale. The sale of any licensed product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. Delivery sale includes but is not limited to the sale of any licensed product when the sale is conducted by telephone, other voice transmissions, mail, the internet or app-based service. Delivery sale includes delivery by license holder or third parties by any means, including curbside pick-up.

P. Flavored Product. Any licensed product that contains a taste or smell, other than the taste or smell of tobacco, that is distinguishable by an ordinary consumer either prior to or during the consumption of the product, including, but not limited to, any taste or smell relating to chocolate, cocoa, menthol, mint, wintergreen, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice. A public statement or claim, whether expressed or implied made or disseminated by the manufacturer of a licensed product, or by any person authorized by permitted by the manufacturer to make or disseminate public statements concerning such products, that the product has or produces a taste or smell other than a tate or smell of tobacco will constitute presumptive evidence that the product is a flavored product.

Q. Imitation Tobacco Product. Any edible non-tobacco product designed to resemble a tobacco product, or any non-eligible tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes but is not limited to candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, and shredded beef jerky in containers resembling tobacco snuff tins. Imitation tobacco product does not include electronic delivery devices or nicotine or lobelia delivery products.

R. Indoor Area. A space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door or other physical barrier, whether temporary or permanent.

S. Licensed Products. The term that collectively refers to any tobacco, tobacco-related device, electronic delivery device or nicotine or lobelia delivery product.

T. Pharmacy. A place of business in which prescription drugs are prepared, compounded, or dispensed by or under the supervision of a pharmacist and from which related clinical pharmacy services are delivered.

U. Smoking. Inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe, any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated electronic delivery device.

6-4-3. - License.

No person shall sell or offer to sell any tobacco, tobacco products, tobacco related device, electronic delivery devices, or nicotine or lobelia delivery device without first having obtained a license to do so from the City.

A. *Application.* An application for a license to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of business for which the license is sought, and any additional information the City deems necessary. Upon receipt of a completed application, the City Clerk shall forward the application to the Council for action at its next regularly scheduled Council meeting. If the Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

B. *Action.* The Council may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the Council shall approve the license, the Clerk shall issue the license to the applicant. If the Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the Council's decision.

C. *Term.* All licenses under this ordinance shall be valid for one calendar year from the date of issue.

D. *Revocation or Suspension.* Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

E. *Transfers.* All licenses issued under this ordinance shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the Council.

F. *Moveable Place of Business.* No license shall be issued to a movable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

G. *Display.* All licenses shall be posted and displayed in plain view of the general public of the licensed premises.

H. *Renewals.* The renewal of a license under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least thirty days but no more than sixty days before the expiration of the current license. ~~The issuance of a license issued under this ordinance shall be considered a privilege and not an absolute right of the application and shall not entitle the holder to an automatic renewal of the license.~~

I. Issuance as a privilege and not a right. The issuance of a license issued under this ordinance shall be considered a privilege and not an absolute right of the application and shall not entitle the holder to an automatic renewal of the license.

6-4-4. ~~-~~ – Application and Fees.

A. Application
   a. The application will include the appropriate information required under this ordinance and other such relevant information as the City Clerk may require
   b. The application must be accompanied by an investigation fee and annual application fee in the amount determined by the City Fee Schedule.
   c. Within 30 days of receipt, of the completed application, Council must approve or deny the application by written notice to the licensee. The notice must include specific reasons for any denial. Failure of the Council to act on an application within 30 days will constitute approval provided, however, that for cause the Council may extend the review for a period not to exceed an additional 30 days by providing written notice of the extension, including reasons therefore, to the licensee before the end of the initial 30-day period.
   d. The decision of the Council may be appealed by the licensee in accordance with this ordinance

B. Fees
   a. No license shall be issued under this ordinance until the appropriate license fee shall be paid in full.
   b. The fee for a license under this ordinance shall be set by resolution by the Council.

~~a.~~c. Annual fee as identified in the adopted Fee Schedule will be required

6-4-5. - Basis for denial or license.

The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this Section:

A. The applicant is under the age of eighteen (18) years.

B. The applicant has been convicted within the past five years of any violation of a Federal, State, or local law, ordinance provision, or other regulation relating to tobacco or tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices.

C. The applicant has had a license to sell tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices revoked within the preceding twelve months of the date of application.

D. The applicant fails to provide any information required on the application, or provides false or misleading information.

E. The applicant is prohibited by Federal, State, or other local law, ordinance or other regulation, from holding such a license.

6-4-6. - Prohibited sales.

It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device:

A. To any person under the age of ~~eighteen (18)~~ 21 years.

B. By means of any type of vending machine~~, except as may otherwise be provided in this ordinance~~.

C. By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, tobacco related device, electronic delivery devices, or nicotine or lobelia delivery device and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device between the licensee or the licensee's employee, and the customer.

D. By means of loosies ~~as defined in Section 6-4-2.F of this Code~~.

E. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances naturally found in tobacco or added as part of an otherwise lawful manufacturing process.

F. By any other means to any other person, or in any other manner or form prohibited by Federal, State, or local law, ordinance provision, or other regulation.

G. It is unlawful for any licensee, or any officer, associate, member, representative, agent, or employee of such licensee, to engage, employ or permit any person under the age of eighteen (18) years of age to sell tobacco products, electronic delivery devices, or nicotine or lobelia delivery devices in any licensed premises.

H. It shall be a violation of this ordinance to sell any liquid, whether or not such liquid contains nicotine that is intended for human consumption and use in an electronic delivery device that is not contained in packaging that is child-resistant. Upon request, a licensee shall provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

I. No sales shall be by means of delivery sales. All sales of licensed products must be conducted in person, in a licensed retail establishment, in over-the-counter sales transactions.

J. Smoking prohibited. Smoking, including smoking for the purpose of the sampling of licensed products, is prohibited within the indoor area of any retail establishment licensed under this ordinance.

K. Samples prohibited. No person shall distribute samples of any licensed product free of charge or at a nominal cost. The distribution of licensed products as a free donation is prohibited.

L. Liquid packaging. No person shall sell or offer to sell any liquid, whether or not such liquid contains nicotine, which is intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request by the city, a licensee must provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

6-4-7. - Vending machines.

It shall be unlawful for any person licensed under this ordinance to allow the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices by the means of a vending machine ~~unless minors are at all times prohibited from entering the licensed establishment~~.

6-4-8. - Self-service sales.

It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of tobacco, tobacco products, tobacco related devices, electronic delivery devices, and nicotine or lobelia delivery devices shall either be stored behind the counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices at the time of this ordinance is adopted shall comply with this Section within 30 days following the effective date of this ordinance. This Section does not apply to stores that generate at least 90 percent of their revenues from the sale of tobacco, tobacco products, tobacco related devices, or electronic delivery devices provided that persons under the age of 21 are, at all times, prohibited from entering the stores.

6-4-9. - Responsibility.

All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City from also subjecting the clerk to whatever penalties are appropriate under this Ordinance, State or Federal law, or other applicable law or regulation.

6-4-10. - Compliance checks and inspections.

All licensed premises shall be open to inspection by the City police and other authorized city officials during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by ~~engaging, with the written consent of their parents or guardians, minors over the age of fifteen (15)~~17 years but less than ~~eighteen (18)~~ 21 years of age. To enter the licensed premise to attempt to purchase tobacco, tobacco products tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices. Minors used for the purpose of compliance checks shall be supervised by the City designated law enforcement officers or other designated City personnel. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, or tobacco related devices when such items are obtained as part of the compliance check. No minor used in compliance check shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in compliance checks shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Section shall prohibit compliance checks authorized by State or Federal laws for education, research, or training purposes, or required for the enforcement of a particular State or Federal law.

6-4-11. - Other ~~illegal acts~~ Prohibited Acts.

Unless otherwise provided, the following acts shall be a violation of this ordinance.

A. *Illegal Sales.* It shall be a violation of this ordinance for any person to sell or otherwise provide any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device to any ~~minor~~ person under the age of 21.

B. *Illegal Possession.* It shall be a violation of this ordinance for ~~any minor~~ persons under 21 years of age to have in his or her possession any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device. This subdivision shall not apply to ~~minors~~ persons lawfully involved in a compliance check.

C. *Illegal Use.* It shall be a violation of this ordinance for any ~~minor~~ person under 21 years of age to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device.

D. ~~*[Violation.]*~~ *Prohibted furnishing or procurement*. It shall be a violation of this ordinance for any ~~minor~~ persons under the age of 21 to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a ~~minor~~ person under the age of 21. It shall further be a violation for any person to coerce or attempt to coerce a ~~minor~~ person under the age of 21 to illegally purchase or otherwise obtain or use any tobacco, tobacco product, tobacco related device, electronic delivery device, or nicotine or lobelia delivery device. This subdivision shall not apply to ~~minors lawfully~~persons lawfully involved in a compliance check.

E. *Use of False Identification.* It shall be a violation of this ordinance for any ~~minor~~ person use any form of false identification, whether the identification is that or another person or has been movified, tampered with to represent an age older than that of the actual age of the person using that identification. ~~to attempt to disguise his or her true age by the use of a false form of identification, where the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.~~

F. *Age Verification*. License holder must verify by means of a government-issued photographic identification containing the bearer's date of birth that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appears to be 30 yeas of age or older does not constitute a defense to a violation of this Subsection.

G. *Signage*. Notice of the legal sales age, age verification requirement, and possible penalites for underage sales must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. Sign must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

6-4-12. - Violations.

A. *Notice.* Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation.

B. *Hearings.* ~~If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.~~ Upon issuanc of a citation, a person accused of violating this Chapter may request in writing a hearing on the matter.

Hearing requests must be made within 10 business days of the issuance of the citation and delivered to the City Clerk or other designated City employee. Failure to properly request a hearing within 10 business days of the citation will terminate the persons right to a hearing. The City Clerk or other designated City employee will set the time and place for the hearing. Written notice of the hearing time and place will be mailed or delivered to the accused violator at least 10 days prior to the hearing.

C. *Hearing Officer.* The City Council shall serve as the hearing officer. ~~Minors alleged to be in violation may request a hearing with the City Council serving as the hearing officer~~.

D. *Decision.* If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under Section 6-4-13 of this Code, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator.

E. *Appeals.* Appeals of any decision made by the hearing officer shall be filed in the district court for the City in which the alleged violation occurred.

F. *Misdemeanor Prosecution.* Nothing in this Section shall prohibit the City from seeking prosecution as a misdemeanor for any alleged violation of this ordinance. If the City elects to seek misdemeanor prosecution against an individual in violation of this ordinance, no administrative penalty shall be imposed against that individual.

G. *Continued Violation.* Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

H. *Costs.* If the citation is upheld by the hearing officer and/or the City Council the City's actual expenses in holding the hearing must be paid by the person requesting the hearing.

~~H. *Minors.* Minors alleged to be in violation of this ordinance shall be entitled to the same process as other alleged violators. Unless waived, a minor charged under this ordinance shall be entitled to all confidentiality protections under state law including a private hearing to an appropriate hearing officer.~~

6-4-13. - Penalties.

A. *Licensees.* Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative fine of $~~75.00~~ $300for a first violation of this ordinance; ~~$200~~ $600.00 for a second offense at the same licensed premised within a ~~twenty-four~~36 month period; and ~~$250~~$1,000.00 for a third or subsequent offense at the same location within a ~~twenty-four~~36 month period. In addition, after the third offense, the license shall be suspended for not less than ~~seven~~ 30days.

B. *Other Individuals.* Other individuals, other than ~~minors~~ persons under the age of 21 regulated by Subdivision 3 of this Subsection, found to be in violation of this ordinance shall be charged an ~~a~~Administrative fee of $50.00.

C. ~~*Minors.* Minors founds in unlawful possession of, or~~ Persons under the age of 21 who unlawfully purchase or attempt to purchase tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices, ~~shall~~ may be subject to criminal prosectution. ~~be charged an administration fee of $25.00 for any violation. In addition, a minor in violation of this section shall be ordered to attend the Anoka County Youth Tobacco Diversion program~~.

D. Revocation and Suspension. The City Council may revoke or suspend any license for cause. Before revocation or suspension, the licensee shall be provided with written notice before forth the nature of the charges against the licensee and setting a date for a hearing before the City Council, which hearing shall not be less than 10 days or more than 30 days following the date of service of such notice upon the licensee by registered mail or personal service. The licensee shall have the right to appear with counsel, and to present such evidence and make such argument as the Council may deem appropriate. The Council shall have the discretion and power to suspend the licenses pending the hearing.

6-4-14. - Exceptions and defenses.

~~Nothing in this ordinance shall prevent the providing of tobacco, tobacco products, tobacco related devices, electronic delivery devices, or nicotine or lobelia delivery devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this ordinance for a person to have reasonably relied on proof of age as described by State law.~~

A. Religious, Spiritual or Cultural Ceremonies or Practices. Nothing in this ordinance prevents the provision of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual or cultural ceremony or practice.
B. Reasonable Reliance. It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

6-4-15. - Severability and savings clause.

If any section of portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or affect the validity and enforceability of any other section or provision of this ordinance.

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

RESOLUTION 2021-25

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 277, SECOND SERIES AMENDING SECTION 6-4 OF THE CITY CODE REGARDING TOBACCO LICENSE FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 277 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 277, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 277, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

<u>St. Francis City Code is hereby amending Section 6-4 Tobacco Licensing</u>

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Diana Saenger, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9F

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Ordinance Update – Chapter 6 Business Regulations and Licensing, Section 9 Saunas, Massage Parlors and Similar Adult-Oriented Services and Massage Therapist License, 2nd Reading

DATE: May 17, 2021

OVERVIEW

Since the original adoption of the City Sauna and Massage ordinance, there has been changes in the laws and social behaviors that have created a need for the City to update its ordinances. The Massage business industry has forced cities to establish higher requirements due to unethical businesses practices, prostitution and sex trafficking. Although St. Francis has not had to enforce these issues upon a business it is in good faith that Staff are working to create an ordinance to prevent the opportunity.

This ordinance also incorporates the process of Massage Therapist licenses, Chapter 6 – Section 10 into a single ordinance instead of handing a same/similar business license with a different ordinance.

ITEMS TO BE DISCUSSED:

Council to hold the 2nd reading of Ordinance 278SS Chapter 6 Business Regulation and Licensing, Section 9 Saunas, Massage Parlors and Similar Adult-Oriented Services and Massage Therapist License

TIMELINE:

If Council agrees the following timeline will apply:
May 3rd – 1st Reading
May 17th – 2nd Reading
May 21st – Publish for Comment
June 21st - Effective

ATTACHMENTS:

- Ordinance 278 SS Update to Chapter 6 Business Regulation and Licensing, Section 9 Saunas, Massage Parlors and Similar Adult-Oriented Services and Massage Therapist License
- Language Proposed
- Resolution 2021-26 Summary Publication Ordinance 278SS Amending Saunas and Massage Parlors.

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

ORDINANCE 278, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 6, SECTION 9 "SAUNAS, MASSAGE PARLORS"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 9 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th OF MAY, 2021.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Diana Saenger
City Clerk

(seal)

SECTION 9. - ~~SAUNA PARLOR AND MASSAGE PARLOR~~ SAUNAS, MASSAGE PARLORS AND SIMILAR ADULT-ORIENTED SERVICES AND MASSAGE THERAPISTS LICENSES

Purpose.

Recent investigations and activities within massage parlors have been found to establish the existence of acts of prostitution, illicit sex and occasions of violent crimes within the operation of the massage parlors. Because of the high incidence of such activities, the City Of St. Francis deems it necessary to provide for the special and express regulation of businesses or commercial enterprises which operate as massage parlors, saunas, adult sensitivity groups, adult encounter groups, escort services, dancing services, hostess services and similar adult oriented services operating under different names in order to protect the public health, safety and welfare and to guard against the inception and transmission of disease. Council further finds specifically that commercial enterprise such as the type of described above and all other similar establishments whose services include sessions offered to adults conducted in private by members of the same or the opposite sex and employing personnel with no specialized training are susceptible to operation in a manner contravening, subverting or endangering the morals of the community by being the site of acts of prostitution, illicit sex and occasions of violent crimes, thus requiring close inspection, licensing and regulation.

6-9-1. - Definitions.

As used in this Section, the following words and terms shall have the meanings stated:

A. **Sauna** means and includes a steam bath or heat bathing room used for the purpose of bathing, relaxing, reducing, utilizing seam or hot air as cleaning, relaxation or weight reduction, utilizing steam as the agent therefore.

B. **Sauna Parlor** means any room or rooms wherein persons may, for a fee or other consideration paid either directly or indirectly, receive a sauna.

C. **Massage** means the practice of rubbing, stroking, kneading, tamping, or rolling of the body with the hands or other devices, for the exclusive purposes of relaxation, physical fitness, or beautification, and for no other purpose. ~~, by a person not licensed as a medical doctor, chiropractor, osteopath, podiatrist, nurse who works solely under the direction of such person, physical therapist, athletic director and trainer, or beautician and barber who confine their treatment to the scalp, face and neck.~~

D. **Massage Parlor** means any room or rooms wherein ~~persons may, for a fee or other consideration paid either directly or indirectly, receive a massage, except that a barber or beauty shop, or an exercise or aerobics studio, may employ not more than one "massage therapist" who is licensed under the provisions of Section 6-10-1 of this Code, without the necessity of obtaining a license for a message parlor hereunder.~~ any person for a fee may receive from another person a massage, or any room or rooms from which a masseur or masseuse is dispatched by telephone, online or otherwise, for the purpose of giving a massage, provided that no massage for a fee shall be given except in a licensed premise.

E. **Masseur** means a male person who, for compensation, practices massage.

F. **Masseuse** means a female person who, for compensation, practices massage.

G. “Escort Service" or "Model Service" or "Dancing Service" or "Hostess Service" means any person, establishment, or business advertising, offering, selling, trading, or bartering the services of itself, its employees, or agents as hostesses, models, dancers, escorts, dates, or companions whether or not goods or services are simultaneously advertised, offered, sold, traded, or bartered regardless of whether said goods or services are also required to be licensed.

H. "Similar Adult-Oriented Services" includes all other services which fall within the definitions of this Section but are operated under different names.

I. "Certificate" means a certificate issued by the City authorizing the holder thereof to practice or administer a massage in the City of St. Francis.

J. "Incidental Massage Services" shall mean massage activities conducted by trained masseurs and/or masseuses in conjunction with another lawful business such as a beauty salon, physical fitness center, or similar business, and which are incidental to the primary business.

K. "Massage Therapist." A masseur or masseuse who provides incidental massage services. A part-time massage therapist is one who performs such services on a yearly average of less than 30 hours per week, Sunday through Saturday, or who works on an "on-call" basis.

6-9-2 Massage Distinguished.

The practice of massage is hereby declared to be distinct from the practice of medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry and persons duly licensed in this State to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry and nurses who work solely under the direction of any such persons, athletic directors, and trainers are hereby expressly excluded from the provisions of this Chapter. Beauty culturists and barbers who do not give or hold themselves out to give massage treatments as defined herein, other than is customarily given in such shops or places of business for the purpose of beautification only, shall be exempt from the provisions of this Section.

6-9-~~2~~3. License required.

~~It is unlawful for any person to operate a sauna parlor or a massage parlor without a license therefore from the City. It is unlawful for any person, except those persons exempt under Section 6-9-1.C and 6-9-1.D of this Code, to practice massage in any place except upon licensed premises.~~

A. Business License. It shall be unlawful for any person to engage in the business of operating a sauna, massage parlor, adult encounter group, adult sensitivity group, model service, escort service, dancing service, hostess service, or any adult similar adult-oriented service, either exclusively or in connection with any other business enterprises, without being licensed as provided in this Section. Any person who conducts such business either in whole or in part by arranging for massage by means of telephonic, verbal, or written communication shall administer such massages only on a licensed premise, if such massage is to be administered within the City of St. Francis A separate license must be obtained for each place of business. Licenses are not transferable. No more than two (2) business licenses issued hereunder may be in force at any one time, provided that such limitation shall not apply to incidental massage services.

B. Personal Service and Massage Therapist License. It shall be unlawful for any person to perform massage services within the City unless currently licensed under this Section. Licenses are not transferable.

6-9-~~3~~4. - License applications~~.~~.

~~All initial applications for licenses to operate sauna parlors or massage parlors shall be accompanied by a non-returnable investigation fee. Applications shall contain the names and addresses of the owners, lessees and operators of the applicant, together with a description and location of the premises. The application shall also include information as to any convictions of any crime or offense committed by the applicant, together with such other information as the Council may require before consideration of the application. All applications by corporations shall include the names and addresses of all persons having a beneficial interest therein. An investigation by the Building Inspector shall be conducted of all premises proposed to be licensed before consideration by the Council. The Police Department shall conduct an investigation of all persons proposed to be licensed before consideration by the Council. All applications shall thereafter be considered by the Council.~~

A. Business License

Applications for business licenses provided in this Chapter shall be made to the City Clerk on such forms as the Clerk may from time to time provide. In addition to such information as the Clerk may require, the application shall also include:

1. Whether the applicant is a natural person, a corporation, a partner, or other form of organization.
2. If the applicant is a natural person:
    a. The true name, place and date of birth, street address, and phone number of applicant.
    b. Whether the applicant is a citizen of the United States, a resident alien, or has the legal authority to work in the United States.
    c. Whether the applicant has ever used or has been known by a name other than his true name; and if so, what was such name or names and information concerning dates and places where used.
    d. The name of the business if it is to be conducted under a designated name or style other than the full individual name of the applicant; in such case, a copy of the certification as required by M.S.A. Chapter 333, certified by the Clerk of the District Court, shall be attached to the application.
    e. The street addresses at which applicant has lived during the preceding five years.
    f. The kind, name, and location of every business or occupation the applicant has been engaged in during the preceding five years.
    g. The names and addresses of applicant's employer(s) and partner(s), if any, for the preceding five years.
    h. Whether the applicant has ever been convicted of any crime. If so, the applicant shall furnish information as to the time, place, and offense for all applicants.
    i. The physical description of the applicant.
    j. Whether the applicant has any training or experience in performing massage services.
3. If the applicant is a partnership:
    a. The names and addresses of all partners and all information concerning each partner as is required of an individual applicant in subparagraph 2 above.
    b. The name of the managing partner(s) and the interest of each partner in the business.
    c. A true copy of the partnership agreement shall be submitted with application. If the partnership is required to file a certification as to a trade name under the provisions of M.S.A. Chapter 333, a copy of such certificate, certified by the Clerk of District Court, shall also be attached.
4. If applicant is a corporation or other organization:
    a. The name; and, if incorporated, the state of incorporation.
    b. A true copy of the Certificate of Incorporation, Articles of Incorporation or Association Agreement, and By-laws shall be attached to the application. If a foreign corporation, a Certificate of Authority, as described in M.S.A. Chapter 303, shall also be attached.
    c. The name of the manager or proprietor or other agent in charge of the business to be licensed and all information concerning said person(s) as is required in subparagraph 2 above.
    d. A list of all parties who control or own an interest in excess of five percent in such corporation of organization and all information concerning said person as is required in subparagraph 2 above.

    e. If the applicant is a nonprofit corporation, the application shall include a list of all members of such nonprofit corporation.

5. Whether the applicant is licensed in other communities to operate similar businesses; and if so, where.
6. The names of applicant's employees to be licensed and working for the applicant in the City.
7. Whether the applicant has previously been denied a massage license, or has had a license revoked. If so, give details of each.
8. The names, residences, and business addresses of those residents of the metropolitan area, of good moral character, not related to the applicant or financially interest in the premises of business, who may be referred to as to the applicant's or manager's character.
9. A description and location of the premises to be licensed. If the premises are not constructed and furnished at the time the application is filed, the detailed plans of the premises and furnishings shall be filed with the application.
10. A description of the services to be provided.
11. List of types of equipment to be used in the business.
12. Such other information as the Council may require.

B. Masseur and Masseuse License

Applications for masseur and masseuse license provided for in this Chapter shall be made to the City Clerk on such forms as the Clerk may from time to time provide. In addition to such information as the Clerk may require, the application should also include:

1. All of the information required under City Code Section 6-9-4, subparagraphs 2, 5, 7, and 8.
2. The name and address of any training institutions attended and the dates of such attendance.

6-9-5 Fees

License and investigative fees shall be established through the City Fee Schedule. Application fees must be submitted with a completed application for review.

6-9-6 Review of Applications

All applications shall be referred to the Chief of Police and such other City departments as the City Clerk shall deem necessary for verification and investigation of the facts set forth in the application. The Chief of Police and other consultants may make a written recommendation to the City Council as to the issuance or non-issuance of the license. The City Council may order and conduct such additional investigation as it deems necessary. Upon completion of its investigation, the Council shall grant or deny the license

6-9-7 Execution of Application.

All applications for licenses, whether business or masseur or masseuse license, shall be signed and sworn to. If the application is that of a natural person, it shall be signed and sworn to by such person; if by a corporation, by an officer thereof; if by a partnership, by one of the partners; and if by an incorporated association, by the manager or managing officer thereof. Any falsification of information on the license application shall result in the denial of said license.

6-9-8 Changes in License Application Information

It shall be the continuing duty of each licensee to properly notify the City Clerk of any change in the information or facts required to be furnished on the application for license and failure to comply with this Section shall constitute cause of revocation or suspension of such license.

6-9-9 Renewals

An application for a renewal of a business or personal service license shall be made in the same manner as the original application. The license fees for a renewal shall be identified in the City Fee Schedule.

6-9-~~4~~10. - Restrictions and regulations.

A. Licenses shall be granted only for operation upon fixed premises which must be located ~~in a commercial or industrial district as established by the zoning laws of the City~~ the appropriate zoning district.

B. Licenses shall be granted only upon a showing of compliance with ~~all laws of sanitation~~safety and sanitary requirements of the City and building code regulations of the City of St. Francis and State of Minnesota.

C. ~~No beer, liquor, narcotic drug or controlled substances, as such terms are defined by State Statutes or the City Code, shall be permitted on licensed premises~~. It shall be grounds for rescinding a license granted to any person for business or personal service purposes under this Chapter if the owner or manager, lessee, or any of the employees are found to be in control or possession of an alcoholic beverage, unless such business is licensed for the sale of alcoholic beverage, or a narcotic drug or controlled substance on the premises, other than drugs which may be purchased over the counter without prescription or those for which the individual has a prescription.

~~D. Violation of any law or regulation relating to building, safety or health, shall be grounds for revocation of any license.~~

~~E. There shall be no locks on doors of massage rooms.~~

~~F. Only massage therapists who are licensed by the City shall practice massage.~~

~~G. No sauna or massage parlor shall discriminate between persons on the basis of race, color, creed, sex or national origin or ancestry~~.

D. A license for a masseuse or masseur may be denied or rescinded upon any of the following grounds:

1. Fraud or deception in the license application.
2. The applicant or licensee has a history of violations of laws and ordinances that apply to health, safety, or moral turpitude.
3. The applicant or licensee is of bad repute.
4. The applicant or licensee is convicted of an ordinance or State statute violation arising within a business establishment within the State to which a sauna and/or massage parlor license was granted.
5. The applicant or licensee has been convicted of crimes or offenses involving sexual misconduct as defined in State statutes or local ordinance.

E. A license shall not be granted to a person of bad repute or to a partnership or corporation which has in its employ or is owned by any persons of bad repute.

F. It shall be grounds for the rescinding of a license if the owner, manager, lessee, or any of the employees are convicted of any ordinance or State statute violation arising within the business establishment to which a license was granted under this Chapter.

G. An application may be denied or a license may be rescinded if the presence of such a sauna and/or massage establishment is found to be detrimental to the health, welfare, or safety of the citizens of the City of St. Francis.

H. A license may be rescinded upon evidence of a material variance in the actual plan and design of the premises from the plans submitted.

I. Each holder of a business license shall maintain with the Chief of Police a current list of all employees of such licensed premises. The list shall include masseurs and masseuses licensed hereunder. Failure to maintain such list shall be grounds for disciplinary action by the City Council, including suspension or revocation of the licenses issued under this Section

6-9-11 Construction and Maintenance of Premises.

A. All sauna rooms, massage parlors, and all restrooms and bathrooms used in connection therewith shall be constructed of materials which are impervious to moisture, bacteria, mold, or fungus growth. The floor-to-wall and wall-to-wall joints shall be constructed to provide a sanitary cove with a minimum radius of one inch.

B. All restrooms used in connection with saunas or massage parlors shall be provided with mechanical ventilation with three cfm per square foot of floor area, a minimum of 30 feet candles of illumination, a hand washing sink equipped with hot and cold running water under pressure, sanitary towels, and a soap dispenser.

C. Doors on sauna rooms or massage parlor rooms shall not be locked or capable of being locked. Locks, latches, or other devices intended to secure a door so as to prevent it being opened by any person from either side of the door with or without a key cannot be present on any doors of sauna rooms or massage parlor rooms.

6-9-12 Regulation of Masseurs and Masseuses.

A. Any person acting as a masseur or masseuse in a sauna or massage parlor shall have his or her license displayed in a prominent place on the licensed premises

B. All saunas and massage parlors shall be open to the general public.

C. Whenever a massage is given, it shall be required by the masseur or masseuse that the person who is receiving the massage shall have his or her breasts, buttocks, anus, and genitals covered with an appropriate nontransparent covering.

D. Any masseur or masseuse performing any massages shall at all times have his buttocks, anus, and genitals covered with a nontransparent uniform or clothing at all times. At all times during the operation of any adult encounter group, adult sensitivity group, model service, escort service, dancing service, hostess service, or similar adult-oriented service, both employees and customers must be and remain fully clothed in nontransparent clothing.

6-9-13 Persons Ineligible for a License

A. No license shall be issued to an applicant who is under 18 years of age, is not a citizen of the United States or a resident alien, is legally prohibited from working in the United States ~~is an alien~~, or has been convicted of prostitution or any oth~~r~~er crime or violation involving moral turpitude.

B. No license shall be issued to an applicant has been convicted of any crime directly related to the occupation licensed as prescribed by Minn. Stats. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee as prescribed by Minn. Stats. § 364.03, subd. 3;

C. No license shall be issued to an applicant who has had an interest in, as an individual or as part of a corporation, partnership, association, enterprise, business or firm, a massage license that was revoked or suspended within the last five years of the date the license application is submitted to the issuing authority;

D. No license shall be issued to an applicant is the spouse of a person whose massage-related business license has been suspended or revoked in the past five years.

6-9-14 Restrictions Involving Minors.

A. No person under the age of 18 shall be permitted at any time to be in or on the licensed premises as a customer, guest, or employee, except for those businesses licensed for incidental massage services, unless accompanied by his or her parent or guardian.

6-9-15 Inspection.

A. Any duly authorized law enforcement officer, health officer, or building inspector of the City or any other agency having jurisdiction shall be allowed to inspect the licensed premises at any times and hours in which any person is present on the licensed premises to ensure compliance with all provisions of this Chapter.

B. Any duly authorized City employee or representative shall be allowed to inspect the books and records of any licensee during regular business hours to ensure compliance with the provisions of this Chapter.

6-10-16 Business Hours.

No customers or patrons shall be allowed to enter a business licensed under this chapter after 10:00 p.m. and before 8:00 a.m. daily. No customers or patrons shall be allowed to remain upon the licensed business after 10:30 p.m. and before 8:00 a.m. daily. Incidental massage services shall be confined to the hours of 8:00 a.m. to 10:00 p.m. daily.

6-10-17 Exceptions

A license is not required under this Chapter as follows:

A. This Section shall not apply to a health care facility (1) owned by a municipal corporation organized under the laws of the State of Minnesota, or (2) owned by the State of Minnesota or any of its agencies, or (3) licensed by the State of Minnesota
B. For premises on which saunas, but not massages, are provided incidental to the use of exercise and recreational equipment and facilities situated on the same premises; provided that the sauna facilities shall occupy floor area equivalent to not more than 10 percent of the floor area used for the exercise and recreational equipment and facilities.
C. For hotels, motels, rooming houses, and apartment buildings in which saunas but not massages are provided incidental to the rental of rooms and the use of which is limited to tenants of the respective facilities.
D. For premises at which massage parlors or sauna facilities are provided by a nonprofit corporation or association; provided, however, that such corporation or association is duly organized under the laws of the State of Minnesota for civic, fraternal, social, or business purposes which organization shall have more than 50 members and which shall for more than two (2) years prior to application have owned, hired, or leased a building or space in a building of such extent and character as may be suitable and adequate for the reasonable and comfortable accommodation of its members and whose affairs and management are conducted by a board of directors, executive committee, or other similar body chosen by the members at a meeting held for that purpose, none of whose members, officers, agents, or employees are paid directly or indirectly in a compensation by way of profit from the services offered by the organization to the members or

their guests, beyond the amount of such reasonable salary or wages as may be fixed and voted each year by the directors or other governing body.

6-10-18 Violations and Penalties.

Every person who commits or attempts to commit, conspire to commit, or aids or abets in the commission of, any act constituting a violation of this Section, whether individually or in conjunction with one or more other persons or as principal, agent, or accessory, shall be guilty of a misdemeanor, and every person who falsely, fraudulently, forcibly, or willfully induces, causes, coerces, requires, permits, or directs another to violate any of the provisions of this Section is likewise guilty of a misdemeanor. Each violation of this Section shall constitute a separate offense. Conviction of a violation of this Section shall be grounds for revocation of any licenses issued hereunder.

~~6-9-5. - Unlawful acts.~~

~~A. It is unlawful for any licensee to fail to at all times observe all restrictions, regulations and maintenance requirements contained in this Section.~~

~~B. It is unlawful for any licensee to be open for business between the hours of 8:00 PM and 8:00 AM of any day, or to permit any patron to be present upon licensed premises after 9:00 PM and before 8:00 AM of any day.~~

~~6-9-6. - License condition and unlawful act.~~

~~A. All premises licensed under this Section shall at all times be open to inspection by any health or police officer to determine whether or not this Section and all other laws are being observed. All persons, as a condition to being issued such license, consent to such inspection by such officers and without a warrant for searches and seizures.~~

~~B. It is unlawful for any licensee, or agent or employee of a licensee, to hinder or prevent a police or health officer from making such inspection.~~

~~6-9-7. - Exception.~~

~~This Section shall not apply to a health care facility (1) owned by a municipal corporation organized under the laws of the State of Minnesota, or (2) owned by the State of Minnesota or any of its agencies, or (3) licensed by the State of Minnesota.~~

6-9-8. - Resident manager or agent.

Before a license is issued under this Section to an individual who is a non-resident of the State, to more than one individual whether or not they are residents of the State, or to a corporation, partnership, or association, the applicant or applicants shall appoint in writing a natural person who is a resident of the State as its manager or agent. Such resident manager or agent shall, by the terms of his written consent, (1) take full responsibility for the conduct of the licensed premises, and (2) serve as agent for service of notices and other process relating to the license. Such manager or agent must be a person who, by reason of age, character, reputation, and other attributes, could qualify individually as a licensee. If such manager or agent ceased to be a resident of the State or ceases to act in such capacity for the licensee without appointment of a successor, the license issued pursuant to such appointment shall be subject to revocation or suspension.

6-9-9. - Nudity or obscenity prohibited.

A. *Definitions.* As used in this Section, the following words and terms shall have the meanings stated:

1. ***Nudity*** *means uncovered, or less than opaquely covered, post-pubertal human genitals, pubic areas, the post-pubertal human female breast below a point immediately above the top of the areola, or the covered human male genitals in a discernibly turgid state.* For purposes of this definition, a female breast is considered uncovered if the nipple only or the nipple and the areola only are covered.

2. ***Obscene performance*** *means a play, motion picture, dance, show or other presentation, whether pictured, animated or live, performed before an audience and which in whole or in part depicts or reveals nudity, sexual conduct, sexual excitement or sado-masochistic abuse, or which includes obscenities or explicit verbal descriptions or narrative accounts of sexual conduct.*

3. ***Obscenities*** *means those slang words currently generally rejected for regular use in mixed society, that are used to refer to genitals, female breasts, sexual conduct or excretory functions or products, either that have no other meaning or that in context are clearly used for their bodily, sexual or excretory meaning.*

4. ***Sado-masochistic abuse*** *means flagellation or torture by or upon a person who is nude or clad in undergarments or in revealing or bizarre costume, or the condition of being fettered, bound or otherwise physically restrained on the part of one so clothed.*

5. ***Sexual conduct*** *means human masturbation, sexual intercourse, or any touching of the genitals, pubic areas or buttocks of the human male or female, or the breasts of the female, whether alone or between members of the same or opposite sex or between humans and animals in an act of apparent sexual stimulation or gratification.*

6. ***Sexual excitement*** *means the condition of human male or female genitals or the breasts of the female when in a state of sexual stimulation, or the sensual experience of humans engaging in or witnessing sexual conduct or nudity.*

B. *Unlawful Act.* It is unlawful for any person issued a license provided for in this Section to permit upon licensed premises any nudity, obscene performance, or continued use of obscenities by any agent, employee, patron or other person.

(Ord. 7, SS, 6-3-1991, Ord xx, SS x-x-2021)

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

RESOLUTION 2021-26

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 278, SECOND SERIES AMENDING SECTION 6-9 OF THE CITY CODE REGARDING SAUNAS AND MASSAGE PARLORS FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 278 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 278, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 278, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Section 6-9 Saunas and Massage Parlors.

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Diana Saenger, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9G

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Ordinance Deletion of Chapter 6 Business Regulations and Licensing, Section 10 Massage Therapist License, 2nd Reading

DATE: May 17, 2021

OVERVIEW

With the update of the Saunas and Massage Parlors, Staff and Legal were able to incorporate the language of Massage Therapists into the Amended Chapter 6, Section 9 Saunas, Massage Parlors and Similar Adult Oriented Services and Massage Therapists Licenses. This is an opportunity to consolidate the ordinances, align with other cities and continue to regulation to prevent unwanted issues in the industry. With this update it will completely delete Section 10 and combine all related issues into one ordinance.

ITEMS TO BE DISCUSSED:

Council to hold the 2nd reading of Ordinance 279SS deleting Chapter 6 Business Regulation and Licensing, Section 10 Massage Therapist.

TIMELINE:

The following timeline will apply:
May 3rd – 1st Reading
May 17th – 2nd Reading
May 21st – Publish for Comment
June 21st - Effective

ATTACHMENTS:

- Ordinance 279 SS Amended Chapter 6 Business Regulation and Licensing, Section 10 Massage Therapist License
- Proposed Language
- Resolution 2021-27 Summary Publication Amending Ordinance 279SS Massage Therapy License

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

ORDINANCE 279, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 6, SECTION 10 "MASSAGE THERAPIST LICENSE"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 10 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17TH OF MAY, 2021.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Diana Saenger
City Clerk

(seal)

SECTION 10. - ~~MASSAGE THERAPIST LICENSE~~

~~6-10-1. - Definitions.~~

~~As used in this Section, the following words and terms shall have the meanings stated:~~

~~A. **Massage therapy** means the practice of rubbing, stroking, kneading, tamping, or rolling of the body with the hands, for the exclusive purposes of relaxation, physical fitness, or beautification, and for no other purpose, by a person not licensed as a medical doctor, chiropractor, osteopath, podiatrist, licensed nurse, physical therapist, athletic director and trainer, or beautician and barber who confine their treatments to the scalp, face and neck.~~

~~B. **Massage therapist** means a person who, for compensation, practices massage.~~

~~6-10-2. - License required.~~

~~It is unlawful for any person to practice massage therapy without a license therefore from the City.~~

~~6-10-3. - Licensing requirements.~~

~~A. *License Application.* All applications for a license to practice as a massage therapist shall be accompanied by a medical certificate from a physician duly licensed to practice medicine in the State of Minnesota stating that the applicant has no communicable disease. All initial applications shall be accompanied by a non-returnable investigation fee. All initial applications shall also be accompanied by front and side view photographs. Applications shall contain such other information as the Council may, from time to time, require. All applicants shall be at least eighteen (18) years of age.~~

~~B. *Educational Requirements.*~~

~~1. Each applicant for a massage therapist license shall furnish the application proof of the following:~~

~~a. A diploma or certificate of graduation from a school approved by the American Massage Therapist Association or similar reputable massage association; or,~~

~~b. A diploma or certificate, of graduation from a school which is either accredited by a recognized education accrediting association or agency, or is licensed by the State or local government agency having jurisdiction over the school.~~

~~2. Each applicant shall also furnish proof at the time of application of a minimum of 100 hours successfully completed course work in the following areas:~~

~~a. The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu, and or Foot Reflexology techniques; and,~~

~~b. Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and,~~

~~c. Hygiene.~~

~~6-10-4. - Restrictions and regulations.~~

~~A. Whenever a massage is given it shall be required by the massage therapist that the person who is receiving the massage shall have his/her buttocks, anus and genitals covered with an appropriate non-transparent covering.~~

~~B. Any massage therapists performing any massages shall at all times have their anus, buttocks, breasts and genitals covered with a non-transparent material.~~

~~C. All massage therapist licenses shall comply with any and all amendments to this Section. Failure to do so shall be grounds for revocation of any license.~~

~~(Ord. 54, SS, 7-20-1998)~~

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

RESOLUTION 2021-27

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 279, SECOND SERIES AMENDING SECTION 6-10 OF THE CITY CODE REGARDING MASSAGE THERAPY LICENSE FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 279 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 279, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 279, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Section 6-10 Massage Therapist License.

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Diana Saenger, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9H

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Ordinance Update – Chapter 6 Business Regulations and Licensing, Section 11 Adult Entertainment, 2nd Reading

DATE: May 17, 2021

OVERVIEW

With the update of the Zoning Code, it was identified that adult entertainment ordinances needed housekeeping and clarification. Codes related to adult entertainment were overlapped and not clear as they were stated in two separate chapters also creating a situation that may create an unclear expectation of those types of businesses. Code updates identify the difference between the Licensing requirements and the Zoning requirements. As such, the zoning sections were moved to Chapter 10 Zoning with the recent updates. What remains in the update are the code sections related to the licensing.

ITEMS TO BE DISCUSSED:

Council to hold the 2nd reading of Ordinance 280SS Chapter 6 Business Regulation and Licensing, Section 11 Adult Entertainment

TIMELINE:

If Council agrees the following timeline will apply:
May 3rd – 1st Reading
May 17th – 2nd Reading
May 21st – Publish for Comment
June 21st - Effective

ATTACHMENTS:

- Ordinance 280SS Amending Chapter 6 Business Regulation and Licensing, Section 11 Adult Entertainment
- Language Proposed
- Resolution 2021-28 Summary Publication Amending Ordinance 280 SS Adult Entertainment

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

ORDINANCE 280, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 6, SECTION 11 "ADULT ENTERTAINMENT"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 11 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th OF MAY, 2021.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Diana Saenger
City Clerk

(seal)

SECTION 11. - ADULT ENTERTAINMENT

(Ord. 14, SS, 5-4-1992, Ord xx SS x-x-2021)

~~6-11-1. - Purpose and intent.~~

~~It is the purpose of this Ordinance to regulate Adult Entertainment Uses to promote the health, safety, morals, and general welfare of the citizens of the City and to establish reasonable and uniform regulations to:~~

~~A. Prevent additional criminal activity within the City;~~

~~B. Prevent deterioration of neighborhoods and its consequent adverse effect on real estate values of properties within the neighborhood;~~

~~C. To locate Sexually Oriented Business away from residential areas, schools, churches, and parks and playgrounds;~~

~~D. Prevent Concentration of Adult Entertainment Uses within certain areas of the City.~~

~~6-11-2. - First Amendment rights.~~

~~The provisions of this Ordinance have neither the purpose nor effect of imposing a limitation or restriction on the content of any communicative materials, including sexually oriented materials. Similarly, it is not the intent nor effect of this Ordinance to restrict or deny access by adults to sexually oriented materials protected by the First Amendment, or to deny access by distributors and exhibitors of sexually oriented entertainment to their intended market.~~

~~6-11-3. - Definitions.~~

~~As used in this Section, the following words and terms shall have the meaning stated:~~

~~A. **Adult Body Painting Studio** means an establishment or business which provides the service of applying of paint or other substance whether transparent or non-transparent to or on the body of a patron when such body is wholly or partially nude in terms of "specified anatomical areas".~~

~~B. **Adult Bookstore** means a business engaging in the barter, rental, or sale of items consisting of printed matter, pictures, slides, records, audiotapes, if such shop is not open to the public generally but only one or more classes of the public, excluding any minor by reason of age, or if a substantial or significant portion of such items are distinguished or characterized by an emphasis on the depiction or description of "specified sexual activities", or "specified anatomical areas".~~

~~C. **Adult Cabaret** means an establishment which provides dancing or other live entertainment, if such establishment excludes minors by reason of age or if such dancing or other live entertainment is distinguished or characterized by an emphasis on the performance, depiction, or description of "specified sexual activities" or "specified anatomical areas".~~

~~D. **Adult Companionship Establishment** means an establishment which excludes minors be reason of age, or which provides the service of engaging or listening to conversation, talk or discussion between an employee of the establishment and a customer, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas".~~

~~E. **Adult Entertainment Use** means Adult Bookstores, adult motion picture theatres, adult mini-motion picture theatres, adult massage parlors, adult saunas, adult companionship establishments, adult health clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels or motels, adult body painting studios, and other adult establishments.~~

~~F. **Adult Establishment** means a business engaged in any of the following activities which utilizes any of the following business procedures or practices:~~

~~1. Any business which is conducted exclusively for the patronage of adults and as to which minors are specifically excluded from patronage there either by law or by the operators of such business; or~~

~~2. Any other business which offers its patrons services or entertainment characterized by an emphasis on matter depicting exposing, describing, discussing or relating to "specified sexual activities" or "specified anatomical areas".~~

~~Specifically included in the terms, but without limitation are adult bookstores, adult motion picture theatres, adult mini-motion picture theatres, adult massage parlors, adult saunas, adult companionship establishments, adult health clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels or motels, and adult body painting studios.~~

~~G. **Adult Hotel** or **Motel** means a hotel or motel from which minors are specifically excluded from patronage and wherein material is presented which is distinguished or characterized by an emphasis on matter depicting, describing or relating to "specified sexual activities" or "specified anatomical areas".~~

~~H. **Adult Massage Parlor, Health Club** means an establishment which restricts minors by reason of age and which provides the services of a massage, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas".~~

~~I. **Adult Mini-Motion Picture Theatre** means a business premises within an enclosed building with a capacity for less than 50 persons used for presenting visual media material if such business as a prevailing practice excludes minors be reason of age or if said material is distinguished or characterized by an emphasis on the depiction or description of "specified sexual activities" or "specified anatomical areas" for observation by patrons therein.~~

~~J. **Adult Modeling Studio** means an establishment whose major business is the provision, to customers, of figure models who are so provided with the intent of providing sexual stimulation or sexual gratification to such customers and who engage in "specified sexual activities" or display "specified anatomical areas" while being observed painted, painted upon, sketched, drawn, sculptured, photographed, or otherwise depicted by such customers.~~

~~K. **Adult Motion Picture Arcade** means any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrical, or mechanically controlled or operated still or motion picture machines, projectors, or other image-producing devices are maintained to show images to five or fewer persons per machine at any one time and where the images so displayed are distinguished by an emphasis on depicting or describing "specified sexual activities" or "specified anatomical areas".~~

~~L. **Adult Motion Picture Theatres** means a business premises within an enclosed building with a capacity of 50 or more persons used for presenting visual medial material if said business as a prevailing practice excludes minors by reason of age or if said material is distinguished or characterized by emphasis on the depiction or description of "specified sexual activities" or "specified anatomical areas" for observation by patrons therein.~~

~~M. **Adult Novelty Business** means a business which has a principal activity relating to the sale of devices which simulate human genitals or devices which are designated for sexual stimulation.~~

~~N. **Adult Sauna** means a sauna which excludes minors by reason of age or which provides a steam bath or heat bathing room used for the purpose of bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent, if the service provided by the sauna is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas".~~

O. ~~**Adult Uses—Accessory** means a use, business, or establishment having 10% or less of its stock in trade or floor area located to, or 20% or less of its gross receipts derived from movie rentals, magazine sales, or sales of other merchandise, in which there is an emphasis on "specified sexual activities" or "specified anatomical areas".~~

P. ~~**Church** means a building or structure, or group of buildings or structures, which by design and construction are primarily intended for the conducting of organized religious services and associated accessory uses.~~

Q. ~~**School** means a public school as defined in Minnesota Statutes 120.05 or a non-public school or a non-sectarian non-public school as defined in Minnesota Statutes 123.932.~~

R. ~~**Specified Anatomical Areas** means the following:~~

1. ~~Less than completely or opaquely covered human genitals, pubic region, buttock(s), anus, or female breast(s) below a point immediately above the top of the areola; and~~

2. ~~Human male genitals in a discernible turgid state, even if completely and opaquely covered.~~

S. ~~**Specified Sexual Activities** means the following:~~

1. ~~Actual or simulated sexual intercourse, oral copulation, anal intercourse, oral-anal copulation, bestiality, direct physical stimulation of unclothed genitals, flagellation or torture in the context of a sexual relationship, or the use of excretory functions in the context of a sexual relationship, and any of the following sexually-oriented acts or conduct: anilingus, buggery, coprophagy, coprophilia, cunnilingus, fellatio, necrophilia, pederasty, pedophilia, piquerism, sapphism, zooerasty; or~~

2. ~~Clearly depicted human genitals in the state of sexual stimulation, arousal, or tumescence; or~~

3. ~~Use of human or animal ejaculation, sodomy, oral copulation, coitus, or masturbation; or~~

4. ~~Fondling or touching of nude human genitals, pubic region, buttock(s), or female breast(s); or~~

5. ~~Situations involving a person or persons, any of whom are nude, clad in undergarments or in sexually revealing costumes, and who are engaged in activities involving the flagellation, torture, fettering, binding, or other physical restraint of any such persons; or~~

6. ~~Erotic or lewd touching, fondling, or other sexually-oriented contact with an animal by a human being; or~~

7. ~~Human excretion, urination, menstruation, vaginal or anal irrigation.~~

T. ~~**Youth Facility** means a playground, park, public swimming pool, public library, or licensed day care facility.~~

~~6-11-4. - Application of this Ordinance.~~

A. ~~Except as in this Ordinance specifically provided, no structure shall be erected, converted, enlarged, reconstructed, or altered, and no structure or land shall be used, for any purpose nor in any manner which is not in conformity with this Ordinance.~~

B. ~~No Sexually Oriented Business shall engage in any activity or conduct or permit any other person to engage in any activity or conduct in or about the establishment which is prohibited by any ordinance of the City of St. Francis, the laws of the State of Minnesota, or the United States of America. Nothing in this ordinance shall be construed as authorizing or permitting conduct which is prohibited or regulated by other statutes or ordinances, including but not limited to statutes or ordinances prohibiting the exhibition, sale or distribution of obscene material generally, or the exhibition, sale or distribution of specified materials to minors.~~

~~6-11-5. - Non-conforming uses.~~

~~Sexually Oriented uses which do not conform to the requirements, restrictions and prohibitions of this Ordinance shall be classified as legal non-conforming uses and may continue in operation until December 31, 1993. After December 31, 1993, all non-conforming uses shall be terminated and become illegal unless brought into conformance with this Ordinance. The City shall attempt to identify all such uses which become classified as non-conforming under the provisions of this Subdivision and shall notify the property owners and operators of such uses in writing of the change in status of such property under this Ordinance. The owner of any property on which a Sexually Oriented is located may apply to the City for an extension of the termination date. The applicant shall have the burden of proving hardship based upon the established termination date. In making its decision, the City may consider any factor relevant to the issue, including but not limited to:~~

~~A. The degree of magnitude of threat to the public health, safety and general welfare posed by the secondary impacts of the non-conforming operation.~~

~~B. The length of time that the Sexually Oriented business has been operating.~~

~~C. The ease by which the property could be converted to a conforming use.~~

~~D. The nature and condition of the improvements on the property.~~

~~E. The value and condition of the improvements on the property.~~

~~F. The amount of the applicant's investment in the business.~~

~~G. The amount of the investment already realized.~~

~~H. The cost of relocating the Sexually Oriented Use.~~

~~6-11-6. - Location.~~

~~During the term of this Ordinance, not Adult Entertainment Use shall be located less than five hundred (500) feet from any residential zoning district boundary site used for residential purposes and less than one thousand (1,000) feet from any church site, from any school site, or from any youth facility. In addition, no adult entertainment use may be located within one thousand (1,000) feet of another adult entertainment use. For purposes of this Ordinance this distance shall be a horizontal measurement from the nearest existing residential district boundary or site used for residential purposes, church site, school site, youth facility site, or another adult entertainment use site to the nearest point of the structure housing the proposed adult entertainment use.~~

~~6-11-7. - Permitted zoning districts.~~

~~Adult Entertainment Uses will be allowed in the Light Industrial District and the General Commercial District after issuance of a Conditional Use Permit. Adult Entertainment Uses will need to comply with all Conditional Use Permit Standards and Site Plan Requirements prior to operation.~~

~~6-11-8. - Hours of operation.~~

~~Adult Entertainment Uses shall be limited to 8:00 AM to 12:00 PM for its hours of operation. A differing time schedule may be approved by the City, if it can be satisfactorily demonstrated by the operator to the City that extended operational hours:~~

~~A. Will not adversely impact or affect uses or activities within one thousand (1,000) feet.~~

~~B. Will not result in increased policing and related service calls.~~

~~C. Are critical to the operation of the business.~~

~~6-11-9. - Operations.~~

~~The operation of an Adult Entertainment Use shall comply with the following operational standards:~~

~~A. An establishment operating as an Adult Entertainment Use shall prevent off-site viewing of its merchandise, which if viewed by a minor, would be in violation of M.S. Chapter 617 or other applicable Federal or State Statutes or local Ordinances.~~

~~B. All entrances to the business, with the exception of emergency, fire exits which are not usable by patrons to enter the business, shall be visible from a public right-of-way.~~

~~C. The layout of the display area shall be designed so that the management of the establishment and any law enforcement personnel inside the store can observe all patrons while they have access to any merchandise offered for sale or viewing, including, but not limited to: books, magazines, photographs, video tapes, or any other material.~~

~~D. Illumination of the premises exterior shall be adequate to observe the location and activities of all persons on the exterior premises.~~

~~6-11-10. - Signs.~~

~~Signs for Adult Entertainment Uses shall comply with the City's Sign Ordinance, and in addition signs for Adult Entertainment Uses shall not contain representational depictions of an adult nature or graphic descriptions of the adult theme of the operation.~~

~~6-11-11. - Adult entertainment uses—Accessory.~~

~~Adult Entertainment Uses—Accessory shall comply with the following regulations:~~

~~A. Comprise no more than ten (10) percent of the floor area of the establishment in which it is located.~~

~~B. Comprise no more than twenty (20) percent of the gross receipts of the entire business operation.~~

~~C. Does not involve or include any activity except the sale or rental of merchandise.~~

~~D. Shall restrict from and prohibit access to minors by the physical separation of such items from areas of general public access:~~

~~1. *Movie Rental.* Display areas shall be restricted from general view and shall be located within a separate room, the access of which is in clear view and under the control of the persons responsible for the operation of the business.~~

~~2. *Magazines.* Publications classified or qualifying as adult uses shall not be physically accessible to minors and shall be covered with a wrapper or other means to prevent display of any material other than the publication title.~~

~~3. *Other Uses.* Adult Uses—accessory not specifically cited shall comply with the intent of this Section, subject to the approval of the City Council.~~

~~E. Adult Uses—accessory shall be prohibited from bother internal and external advertising and signing of adult materials and products.~~

~~F. Adult Uses—accessory shall be exempt from the Licensing and Conditional Use Permit requirements.~~

6-11-12. - Licenses.

~~All establishments, including any business operating at the time of this Ordinance becomes effective, operating or intending to operate an Adult Entertainment Use, shall apply for and obtain a license with the City of St. Francis.~~

A. *License Required.*

1. A person is in violation of City Code if he/she operates an Adult Entertainment Use without a valid license, issued by the City.

2. An application for a license must be made on a form provided by the City. The application must be accompanied by a Site Plan that ~~is in compliance with~~follows the City Code Requirements. The Site Plan shall show the configuration of the premises, including a statement of total floor space occupies by the business.

3. The applicant must be qualified according to the provisions of this Chapter and the premises must be inspected and found to ~~be in compliance with~~be following all City Regulations.

4. Applications for license shall be made only on the forms provided by the City. Four (4) complete copies of the application shall be furnished to the office of the City Clerk containing the address and legal description of the property to be used; the names, addresses, phone numbers of the owner, lessee (if any), and the operator or manager; the name address, and phone number of two persons who shall be residents of the State of Minnesota, and who may be called upon to attest to the applicant's manager's or operator's character; whether the applicant, manager, or operator has ever been convicted of a crime or offense other than a traffic offense and, if so, complete and accurate information as to the time, place, and nature of such crime or offense including the disposition thereof; the name and addresses of all creditors of the applicant, owner, lessee, or manager in so far as and regarding credit which has been extended for the purposes of constructing, equipping, personal effects, equipment, or anything incident to the establishment, maintenance and operation of the business.

   If the application is made on behalf of a corporation, joint business venture, partnership, or any legally constituted business association, it shall submit along with its application, accurate and complete business records showing the names and addresses of all individuals having an interest in the business, including partners, officers, owners, and creditors furnishing credit for the establishment, acquisition, maintenance, and furnishings of said business and, in the case of a corporation, the names and addresses of all officers, general managers, members of the board of directors as well as any creditors who have extended credit for the acquisition, maintenance, operation, or furnishing of the establishment including the purchase or acquisition of any items of personal property for use in said operation.

5. All applicants shall furnish to the City, along with their applications, complete and accurate documentation establishing the interest of the applicant and any other person having interest in the premise upon which the building is proposed to be located or the furnishings thereof, personal property thereof, or the operation or maintenance thereof. Documentation shall be in the form of a lease, deed, contract for deed, mortgage deed, mortgage credit arrangement, loan agreements, security agreements, and any other documents establishing the interest of the applicant or any other person in the operation, acquisition, or maintenance of the enterprise.

B. *Issuance of License.*

1. The Police Chief shall recommend approval of the issuance of a license by the City to an applicant within forty-five (45) days after receipt of an application unless he/she finds one or more of the following to be true:

   a. An applicant is under eighteen (18) years of age.

   b. An applicant or an applicant's spouse is overdue in his/her payment to the City, County, or State of taxes, fees, fines, or penalties assessed against him/her or imposed upon him/her in relation to an Adult Entertainment Use.

   c. An applicant has failed to provide information ~~reasonable~~reasonably necessary for issuance of the license or has falsely answered a question or request for information on the application form.

   d. An applicant or an applicant's spouse has been convicted of a violation of a provision of this Chapter, other than the offense of operating an Adult Entertainment Use without a license, within two years immediately preceding the application. The fact that a conviction is being appealed shall have no effect.

e. An applicant is residing with a person who has been denied a license by the City to operate an Adult Entertainment Use within the preceding twelve (12) months, or residing with a person whose license to operate an Adult Entertainment Use has been revoked within the preceding twelve (12) months.

f. The premises to be used the Adult Entertainment Use has not been approved by all City Departments as ~~being in compliance with~~following applicable laws and ordinances; such inspections shall be completed within thirty (30) days from the date the application was submitted, provided that the application contains all of the information required by this ordinance. If the application is deficient, the inspections shall be completed within thirty (30) days from the date the deficiency has been corrected.

g. The license fee required by this Chapter has not been paid.

h. An applicant has been employed in an Adult Entertainment Use in a managerial capacity within the preceding twelve (12) months and had demonstrated that he/she is unable to operate or manage an Adult Entertainment Use premises in a peaceful and law-abiding manner, thus necessitating action by law enforcement officers.

i. An applicant or applicant's spouse has been convicted of a crime involving any of the following offenses: Any sex crimes as defined by Minnesota State Statute 609.29 through 609.352 inclusive or as defined by any ordinance or statute in conformity therewith;

Any obscenity crime is defined by Minnesota Statute 617.23 through 617.299 inclusive, or as defined by any ordinance or statute in conformity therewith; for which less than two years have elapsed since the date of conviction or the date of release from confinement imposed for the conviction, whichever is the later date, if the conviction is of a misdemeanor offense;

Less than five years have elapsed since the date of the last conviction or the date of release from confinement for the conviction, whichever is the later date, if the conviction is a felony offense; or

Less than five years have elapsed since the date of the last conviction or the date of release from confinement for the last conviction, whichever is the later date, if the convictions are of two or more misdemeanor offenses or combination of misdemeanor offenses occurring within any twenty-four (24) month period.

2. The fact that a conviction is being appealed shall have no effect on the disqualification of the applicant or applicant's spouse.

3. An applicant who has been convicted or whose spouse has been convicted of an offense listed in Section 6-11-12.B.1.i of this Code may qualify for an Adult Entertainment Use license only when the time period required by Section 6-11-12.B.1.i of this Code has elapsed.

4. The license, if granted, shall state on its face the name of the person or persons to whom it is granted, the expiration date, and the address of the Adult Entertainment Use. The license shall be posed in a conspicuous place at or near the entrance to the Adult Entertainment Use so that it may be easily read at any time.

5. The City Council shall act to approve or disapprove the license application within one hundred twenty (120) days from the date the application was submitted, provided that the application contains all of the information required by this ordinance. If the application is deficient, the Council shall act on the application within one hundred twenty (120) days from the date that the deficiency has been corrected.

6. Within ninety (90) days after the decision by the Council, the applicant may appeal to the District Court by serving a notice upon the Mayor or City Clerk of the City.

C. *Fees.* An initial investigation fee ~~of $400.00~~ shall be charged at the time the application is filed; no part of this fee shall be refundable. If after review of the application the license is approved, ~~the license holder shall pay $400.00 for the initial license and $4,000.00 per annum each time the license is renewed.~~ license and annual fees shall be paid in accordance to the City Fee Schedule.

D. *Inspection.*

1. An applicant or license shall permit representatives of the police department, Planning Department, Fire Department, and Building Inspection Department, to inspect the premises of an Adult Entertainment Use for the purpose of ensuring compliance with the law, at any time it is occupied or open for business.

2. A person who operates an Adult Entertainment Use or his/her agent or employee commits an offense if he/she refuses to permit a lawful inspection of the premises by a representative of the police department at any time it is occupied or open for business.

3. The provisions of this Section do not apply to areas of an adult motel which are currently being rented by a customer for use as a permanent or temporary habitation.

E. *Expiration of License.*

1. Each license shall expire one year from the date of issuance and may be renewed only by making application as provided in Section 6-11-12.A of this Code. Application for renewal should be made at least sixty (60) days before the expiration date, and when made less than sixty (60) days before the expiration date, the expiration of the license will not be affected.

2. When the City denies renewal of a license, the applicant shall not be issued a license for one year from the date of denial. If, subsequent to denial, the City finds that the basis for denial of the renewal license has been corrected or abated, the applicant may be granted a license if at least ninety (90) days have elapsed since the date the denial became final.

F. *Suspension.*

1. The City may suspend a license for a period not to exceed ninety (90) days if it determines that a licensee or an employee of a license has:

   a. Violated or is not in compliance with any provision of this Chapter.

   b. Engaged in excessive use of alcoholic beverages while on the Adult Entertainment Use premises.

   c. Refused to allow an inspection of the Adult Entertainment Use premises as authorized by this Chapter.

   d. Knowingly permitted any type of gambling by any person on the Adult Entertainment Use premises.

   e. Demonstrated inability to operate or manage an Adult Entertainment Use in a peaceful or law-abiding manner, thus necessitating action by law enforcement officers.

2. A suspension by the City shall be proceeded by written notice to the licensee and a public hearing. The notice shall give at least ten (10) days' notice of the time and place of the hearing and shall state the nature of the charges against the licensee. The notice may be served upon the licensee personally, or by leaving the same at the licensed business premises with the persons in charge thereof.

G. *Revocation.*

1. The City may revoke a license if a cause of suspension in Section 6-11-12.F of this Code occurs and the license has been suspended within the preceding twelve (12) months.

2. The City shall revoke a license if it determines that:

a. A licensee gave false or misleading information in the material submitted to the City during the application process;

b. A licensee or an employee has knowingly allowed possession, use or sale of controlled substances on the premises;

c. A licensee or employee has knowingly allowed prostitution on the premises;

d. A licensee or an employee knowingly operated the Adult Entertainment Use during a period of time when the licensee's license was suspended.

e. A licensee has been convicted of an offense listed in Section 6-11-12.B.1.i of this Code of which the time period required in Section 6-11-12.B.1.i of this Code has not elapsed.

f. On two or more occasions within a twelve (12) month period, a person or persons committed an offense occurring in or on the licensed premises of a crime listed in Section 6-11-12.B.1.i of this Code for which a conviction has been obtained, and the person or persons were employees of the Adult Entertainment Use at the time the offenses were committed.

g. A licensee or an employee has knowingly allowed an act of sexual intercourse, sodomy, oral copulation or masturbation to occur in or on the licensed premises.

h. A licensee is delinquent in payment to the County or State for hotel occupancy taxes, ad valorem taxes, or sales taxes related to the Adult Entertainment Use.

3. The fact that a conviction is being appealed shall have no effect on the revocation of the license.

4. Section 6-11-2.G.2.g of this Code does not apply to adult motels as a grounds for revoking the license unless the licensee or employee knowingly allowed the act of sexual intercourse, sodomy, oral copulation, masturbation or sexual contact to occur in a public place or within public view.

5. When the City revokes a license, the revocation shall continue for one year and the licensee shall not be issued an Adult Entertainment Use license for one year from the date of revocation became effective. If subsequent to revocation, the City finds that the basis for the revocation has been corrected or abated, the applicant may be granted a license if at least ninety (90) days have elapsed since the date the revocation became effective. If the license was revoked under Section 6-11-12.G.2.e of this Code an applicant may not be granted another license until the appropriate number of years required under Section 6-11-12.B.1.i of this Code has elapsed.

6. A revocation by the City shall be preceded by written notice to the licensee and a public hearing. The notice shall give at least ten (10) days' notice of the time and place of the hearing and shall state the nature of the charges against the licensee. The notice may be served upon the licensee personally, or by leaving the same at the licensed premises with the person in charge thereof.

H. *Transfer of License.* A licensee shall not transfer this license to another, nor shall a licensee operate an Adult Entertainment Use under the authority of a license at any place other than the address designated in the application.

6-11-13. - Separation.

Every section, provision, or part of this section or any permit issued pursuant to this ordinance is declared separable from every other section, provision or part thereof to the extent that if any section, provision or part of this Ordinance or any permit issued pursuant to this Ordinance shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

6-11-14. - Effective date.

This Ordinance becomes effective thirty (30) days after is passage and publication pursuant to City Charter.

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

RESOLUTION 2021-28

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 267, SECOND SERIES AMENDING SECTION 6-11 OF THE CITY CODE REGARDING ADULT ENTERTAINMENT FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 280 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 280, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 280, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Section 6-11 Adult Entertainment

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF MAY, 2021.

APPROVED:

Attest:

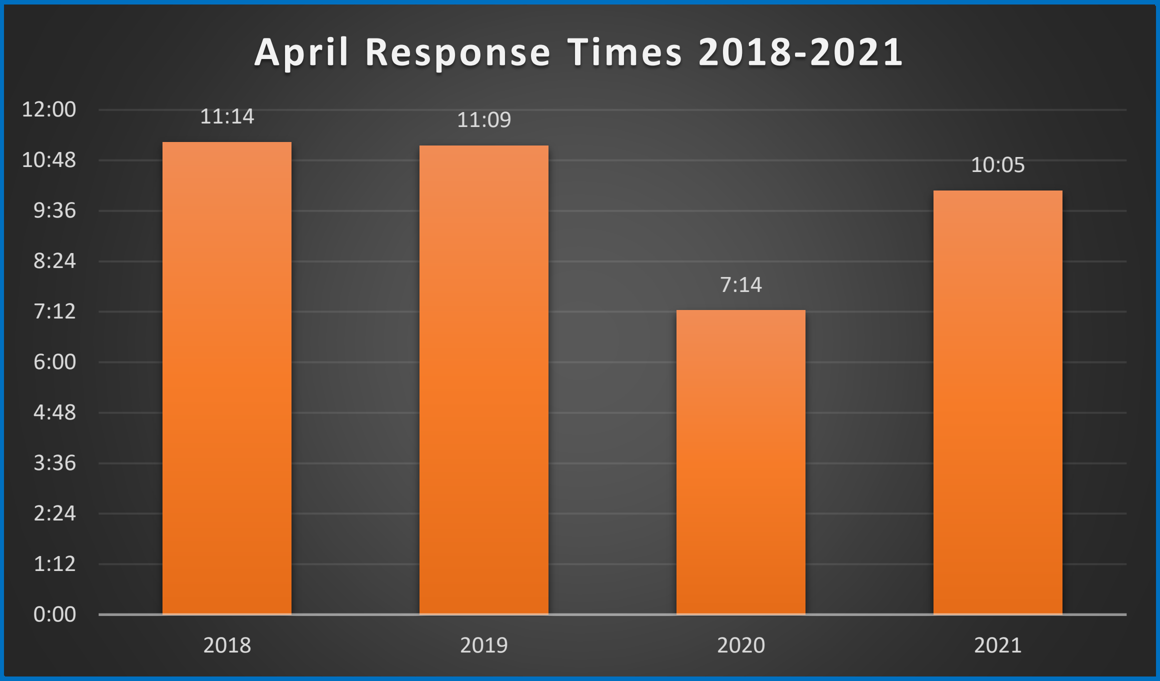
____
Steven D. Feldman, Mayor

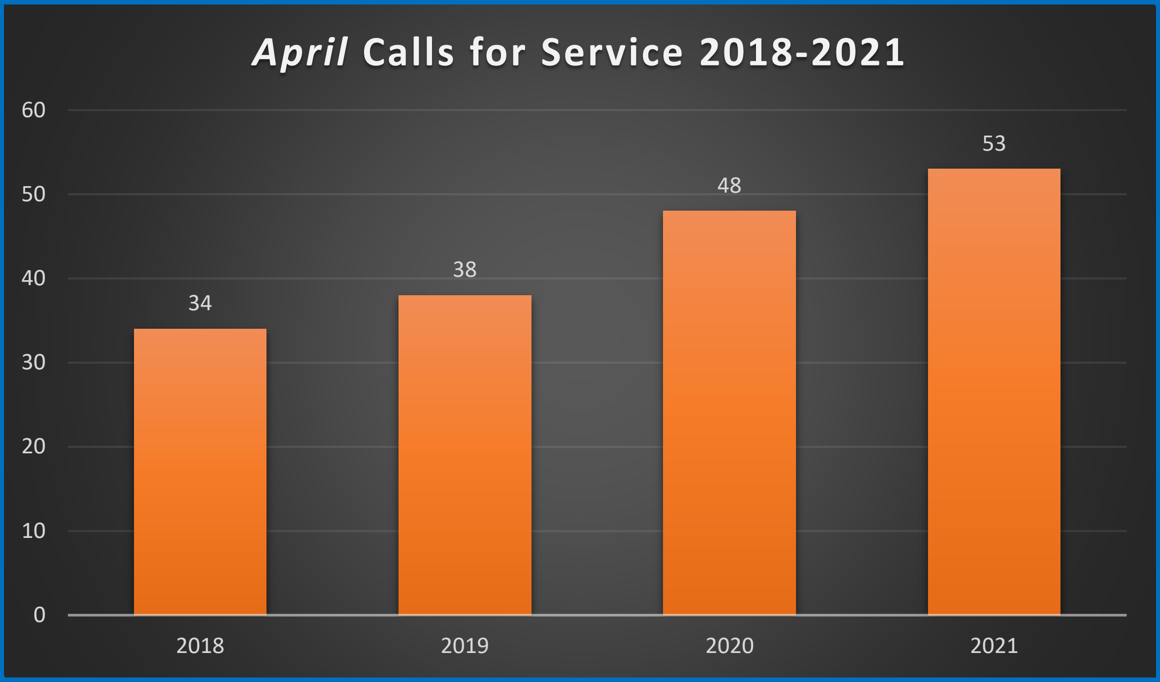
____
Diana Saenger, City Clerk

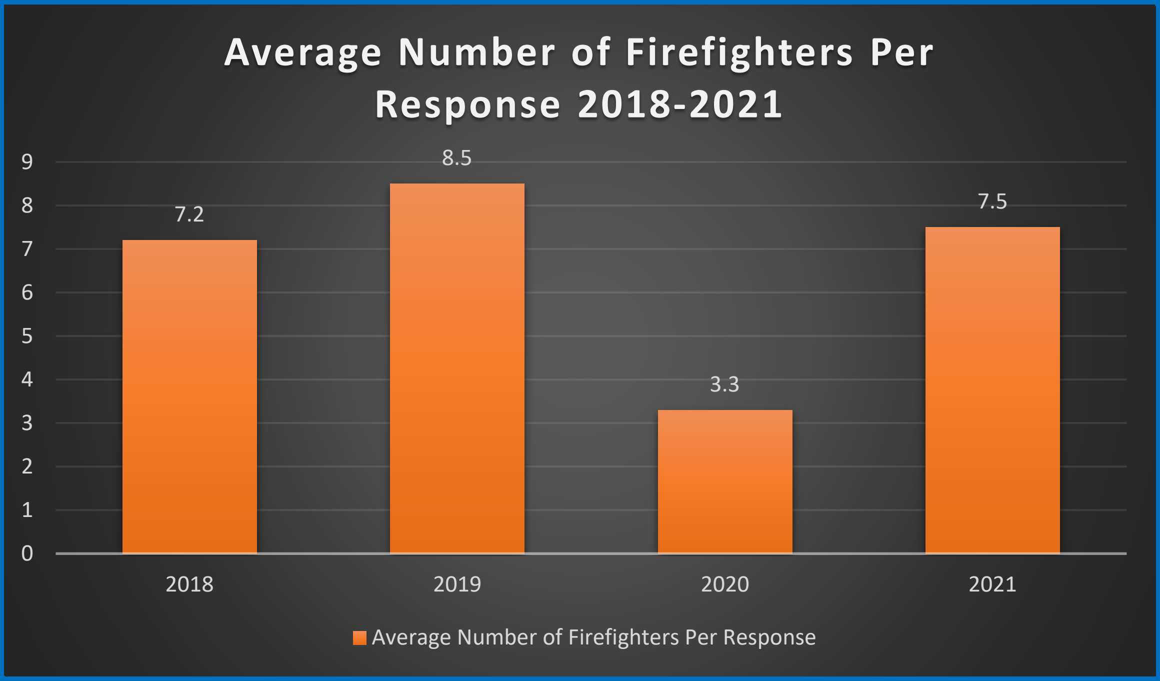
MONTHLY COMPARISON REPORT 2018-2021

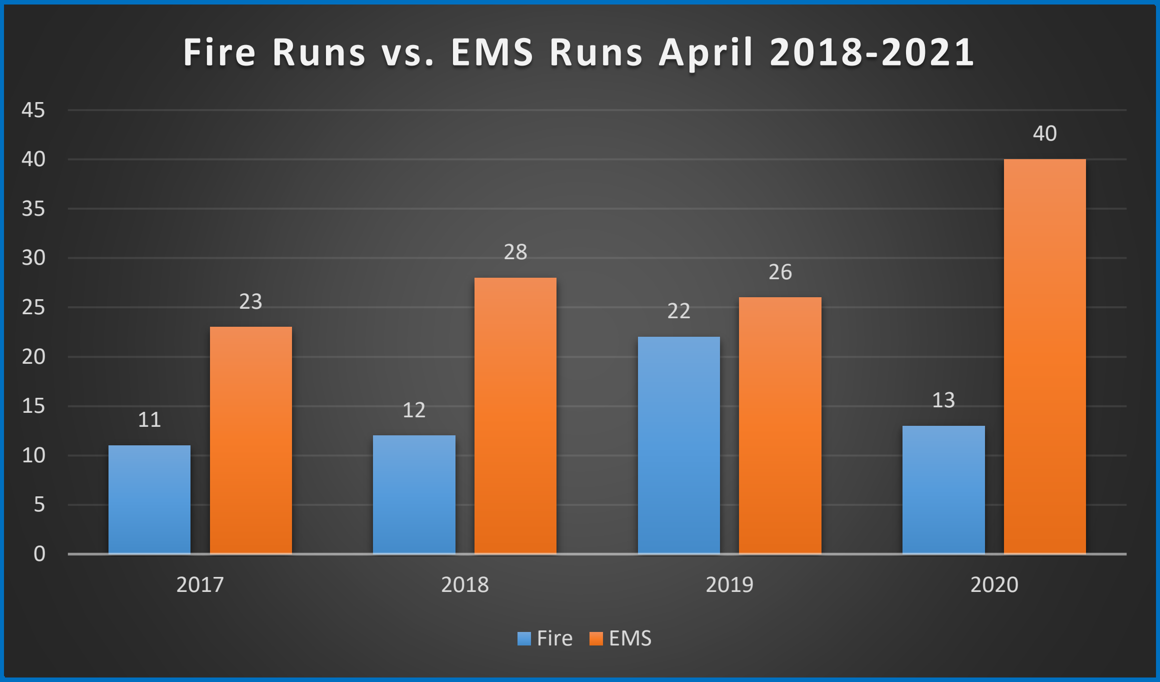
April

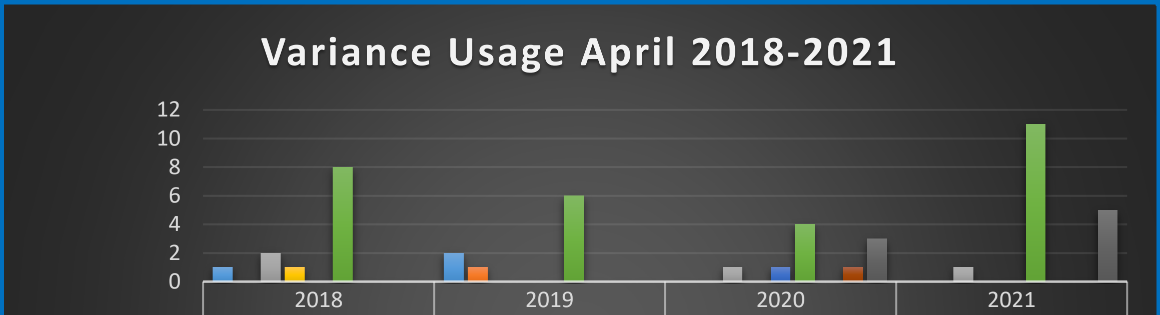
ST. FRANCIS
FIRE & RESCUE


April Response Times 2018-2021
12:00
10:48
9:36
8:24
7:12
6:00
4:48
3:36
2:24
1:12
0:00
11:14
11:09
7:14
10:05
2018
2019
2020
2021

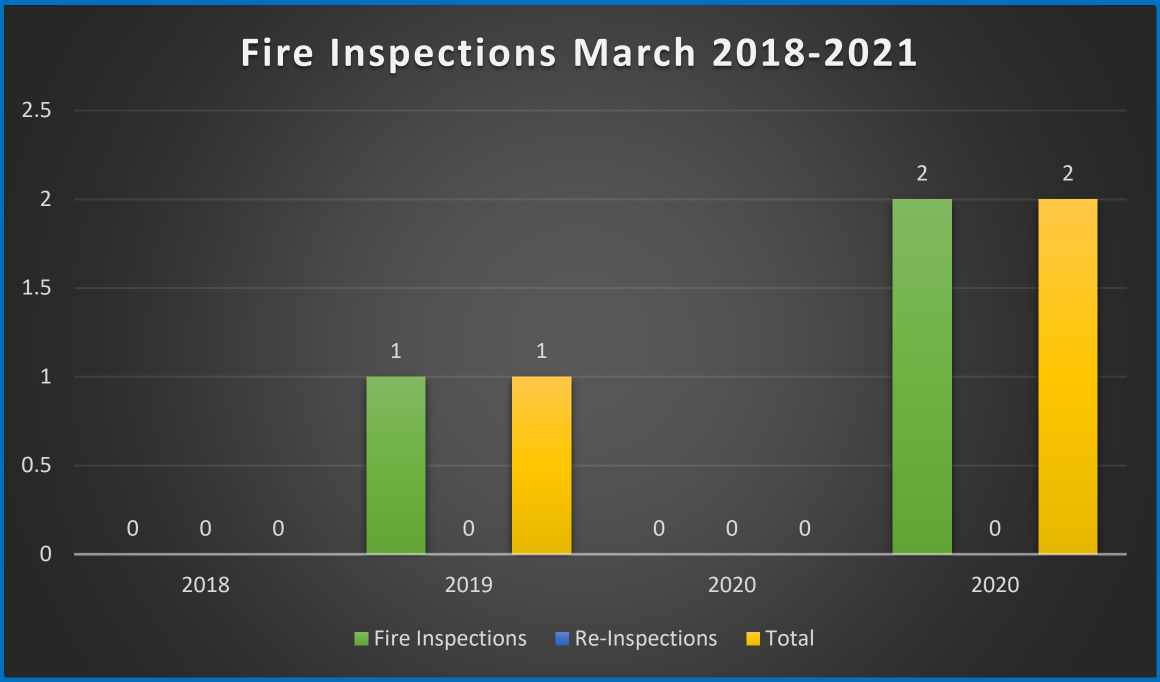

April Calls for Service 2018-2021
60
50
40
30
20
10
0
34
38
48
53
2018
2019
2020
2021


Average Number of Firefighters Per Response 2018-2021
9
8
7
6
5
4
3
2
1
0
7.2
8.5
3.3
7.5
2018
2019
2020
2021
Average Number of Firefighters Per Response


Fire Runs vs. EMS Runs April 2018-2021
45
40
35
30
25
20
15
10
5
0
11
23
12
28
22
26
13
40
2017
2018
2019
2020
Fire
EMS



	2018	2019	2020	2021
Ambo Assist	1	2	0	0
Airway	0	1	0	0
ASA	2	0	1	1
Albuterol	1	0	0	0
NTG	0	0	1	0
Glucometer	8	6	4	11
Epi	0	0	0	0
Narcan	0	0	1	0
COVID-19	0	0	3	5



City of St. Francis

Water and Sewer Monthly Report – April 2021

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	22	Inspections
Water	Operational Hours	Hours spent at facility	44	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	22	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Treatment Report**			
		Total Raw water	11.54	Million Gallons
		Total Finished water	11.27	Million Gallons
		Average Daily Flow	.377	Million Gallons
		Average Chlorine	.81	Mg/l
		Average Raw Iron	1.09	Mg/l
		Average Raw Manganese	.086	Mg/l
		Average Fluoride	.72	Mg/l
		Iron Removal	98	%
		Manganese Removal	84	%
Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents: Monitoring wells (25)	104	Constituents

Wastewater	Operational Hours	Hours spent at facility.	176	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	22	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	176	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	72	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.281	Million Gallons
		Total Effluent	10.338	Million Gallons
		Reuse effluent	.176	Million Gallons
		Influent TSS	297	Mg/l
	Limit: (15 mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	257	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	5.9	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	38.9	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	121	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water/Sewer	Water Miscellaneous	Work Orders	13	Work Orders

Water/Sewer	Monthly Projects			
WWTP	RPZ/Backflows Preventers	Yearly inspection of devices to ensure they are in working order.	17	RPZ/Backflow Preventers
WWTP	Air Release	Install new air release.	1	Air Release
Water	Hydrant Maintenance	Grease hydrants for proper operation.	260	Hydrants
Water	Pump Meter Pits	Pump water from meter pits.	4	Pits
Lift Stations	Air Release Pits	Inspect lift station air release pits for working order.	6	Air Releases
Portable Generator	Training	Training with portable generator in the event lift stations loose power.	2	Hours
Water Tower	Fill Station	Get fill station ready for spring/summer.	2	Hours
NPDES Permit (wastewater)	New Permit Compliance	Our new wastewater permit had two requirements. Sever RIB line and seal monitoring wells. Completed	2	Requirements

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

City of St. Francis

Streets and Parks Monthly Report – April 2021

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	30	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	32.4	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	40	Inspections
Parks	Events	Preparation and Inspection	10	Ball Games
Parks	Fertilizing	Applied to City Properties and Parks	4,000	Pounds
Parks	Mowing	City Parks and Property	52	Acres
Streets	Signs	Signs Installed or Repaired	38	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	4	1 Water 1 Streets 1 Park 1 Recycling
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	26	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	35	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	10	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	215	Yards
Parks	Ball Fields	Dragging Ball Fields	10	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	1	Hours

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