

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

APRIL 19, 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 – April 5th, 2021
 - B. Less Lethal
 - C. Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Bottle Shop Expansion – Award Bid
 - B. Street Reconditioning – Resolution 2021-13 Approving Plans and Specs
 - C. Fire Engine
 - D. Park System Plan
 - E. Proposed Zoning Map
 - 1) Ordinance 270, Second Series
 - 2) Resolution 2021-14 Authorizing Summary Publication
 - F. City Sale of Property to the EDA
 - 1) Ordinance 271, Second Series
 - 2) Resolution 2021-15 Authorizing Summary Publication
 - G. Kennel – Ordinance 272, Second Series (First Reading)
 - H. Peddlers – Ordinance 273, Second Series (First Reading)
 - I. Storage – Ordinance 274, Second Series (First Reading)
 - J. Targeted Residential Picketing – Ordinance 275, Second Series (First Reading)
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –
 - 1) Police Quarterly
 - 2) Community Development Quarterly
 - 3) Fire Monthly
 - 4) Public Works Monthly
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Apr 21 Planning Commission Meeting – 7:00 pm, Zoom Meeting
 - Apr 24 Recycling Day @ Public Works Facility
 - May 3 City Council Meeting – 6:00 pm, Zoom meeting
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

APRIL 5, 2021
6:00 pm

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

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through virtual setting via Zoom.

2. **ROLL CALL**

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

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, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and Deputy Clerk Jenni Wida.

3. **APPROVAL OF AGENDA**

MOTION BY: Bauer SECOND: Robinson APPROVING THE REGULAR CITY COUCIL AGENDA

Ayes: Udvig, Muehlbauer, Feldman, Bauer, Robison

Nays: None

Motion carried 5-0

4. **CONSENT AGENDA**

A. City Council Minutes – March 15, 2021

B. 2021 Street Sweeping Quotes

C. 2021 Dust Control Quotes

D. 2021 Consortium Crack Filling and Sealcoating

E. Rental License Approvals – March 2021

F. River's Edge 5th Addn. – Grading Agreement

G. Asbestos Abatement Proposals on 3772 Bridge Street and 22951 Ambassador Blvd.

H. Tobacco License Application – The Ponds Golf Course

I. MS4 Permit Application

J. Payment of Claims

Robinson had a question on items D and F.

Robinson asked on item D – If any other cities are doing a consortium and who are they working with? City Administrator Joe Kohlmann stated that Coon Rapids puts it on and there are a number of different cities doing it as well. Robinson asked if they were using the infrared or special patching. City Administrator Joe Kohlmann advised that he wasn't sure what they are doing with this batch.

Item F- a year ago we had some constituents come forward about 234th and Underclift about final grading. Is it something that is going to be avoided, there was a drainage issue, just wanted to bring it up again to make sure that we have safeguards in place and this won't happen again. Mayor Feldman asked Community Development Director Kate Thunstrom if it was a final grading and Thunstrom stated that the development that was having the issues is on the other side of the river. We have put new safeguards in place and we are watching for those issues.

MOTION BY: Robinson SECOND: Muehlbauer APPROVING THE CONSENT AGENDA ITEMS A-J

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and 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. **Green Valley 2nd Addition - Subdivision Concept Plan**

Beth Richmond gave a presentation on the concept plan for the Green Valley subdivision. A proposed project on the west side of the city at east of f Nacre Street and south of Ambassador Blvd. This includes 5 parcels equaling 145 acres. The applicant is requesting to cluster the residential lots towards ambassador and includes 14 lots. Staff is in favor of this because it will help preserve the natural features. Future use of this land will require rezoning. The site is currently zoned A-2 and the request we be to rezone to a Planned Unit

Development based on A2 requirements. Lots in this concept are ranging from 2 acres up to almost 91 acres. Access for the entire development would be onto Ambassador. Ambassador is a county road to review by the County would be needed for future development plans. The public street entrance would be a temporary dead-end street. A cul-de-sac is planned for southern end of the street. Sidewalk is required along one side of every public street and would provide a connection to future Sugar Hills Regional Trail. The applicant would establish a conservation easement over southern 80 acres. The planning commission did review at their meeting last month. Clustering the lots would preserve more natural space.

Mayor Feldman asked on how big is lot 9? Beth stated it was 90 acres, and the conservation easement would be on 80 acres of it. The conservation easement makes sure there are no future development possibilities on that lot. Feldman asked if the owner could use the 80 acres that has the easement. Beth stated that the owner would be able to use the lot for natural things like walking around, but cannot use it for development. Feldman also asked what the owners PID would be on the lot. Feldman asked if there would be a restriction on using that land and if there would need to be an agreement. Feldman asked attorney Dave Schaps if it was legal to minimize the use of that lot. Schaps stated that it was legal as long as the owner is notified of that restriction. Any future owner would need to be notified of the restriction.

Muehlbauer stated that he thought that it might be a turn on for someone because they wouldn't have anyone build around them.

Feldman asked who pays the taxes on this. Thunstrom stated that the owner will pay the taxes, it will require a special buyer and they will receive benefits for having it in a conservation district and preserving the land.

Udvig and Robinson stated that they did not have any further questions.

Bauer stated it looks like a good development with 14 new houses.

B. EDI Senior Housing Concept Plan

Beth Richmond gave a presentation for a concept plan for Vista Prairie Senior Housing. The property is located between Ambassador Blvd and Highway 47 just south of Stark Road. The project is 33 acres includes land east and west of Ambassador Blvd. The project site is 18 acres that is between Highway 47 and Ambassador Blvd. An administrative subdivision would be requested as part of the project to split the property along Ambassador Blvd. The concept plan is a single two-story building that includes 120 units of senior housing, which include, assisted living, memory care, and care suites. Staff evaluated the concept plan for the different approvals that would be needed and it would require an administrative subdivision, comprehensive plan amendment, rezoning and

preliminary and final zoning plats. The project site would be the area west of Ambassador is split into two land use categories. The split follows a logical road connection between Aztec and Zea St. East side of property is guided of medium density residential where the senior housing is proposed to be located. There is a need for a comprehensive amendment to increase the density that is allowed. The request would be to change the land use to medium/high density. The property is currently split into multiple zoning districts. The request is to rezone the area to R3. The sites current access is currently on Highway 47 but that would be closed for future development. The concept plan is showing a primary access onto ambassador with secondary access to Aztec. Applicant is proposing 84 parking space about half underground and have will have surfaces and does meet parking requirement codes. This plan also includes sidewalks on the Aztec side and will have a sidewalk around the area for residents' recreational use. Impervious surface is limited to 50 percent of the entire site. 12 percent of the lot is required to designed outdoor recreation space.

Feldman – Likes the concept. Likes that it is between Ambassador Blvd and Highway 47. It fits into residential and likes that on the that side of 47 where the cul-de-sac could be a future development for townhomes it could be used for commercial. Should we discuss with MN Dot having access in and out of Highway 47 for commercial and not for townhomes. Feldman asked where would the access to Aztec be? Thunstrom stated that this was an old homestead and that homestead has access to Highway 47 and with a new development MN Dot would take that current access away from Highway 47. This development would be required to use 233rd to Aztec to get to the backside or Ambassador Blvd directly on the front side of the project. No new access will be given from Highway 47.

Beth stated that this is planned for business park use and not the typica retail commercial but more office space.

Robinson – Likes the idea and thinks it fits in that parcel. The portion to the west what is the future panning look like for that?

Udvig – Concern on the access at 47.

Bauer – Likes the concept. The future development I would like if the whole building was moved to the west then we can develop the ambassador side and not have to worry about access from 47.

Muehlbauer – Likes the concept plan and thinks the buffer on Highway 47 is a good idea.

Steve Kuhns and Scott Black of EDI and CEO of Vista Prairie Jim Bettendorf were at the meeting as well representing Vista Prairie.

Scott Black stated they would like access from 47. Ambassador has a great appeal for people driving by and they wondered how do we make the Highway 47 side work knowing we won't have access and that would be to develop townhomes for seniors that would target seniors who are not necessarily ready for full senior living. It could be a great location for a clinic, but without access to Highway 47 it hurts the value of the property. Feldman asked if the townhomes would be slab on grade. Kuhns said that yes, they would be condensed townhomes with underground parking.

Scott Black stated that they are ready to move forward. We are working on some title issues that should be resolved in the next 60-90 days. Would like to get this project into construction in the next 12 months.

C. Proposed Zoning Map

Beth stated tonight is the first reading for the adoption of the updated zoning map. In March 2020 the city adopted a 2040 comprehensive plan which includes a future land use map and that designates the intended future use for every property in the city. The next step for the city was to update zoning and subdivision map to conform to the 2040 Comprehensive Plan. The zoning ordinance that was updated establishes new zoning districts, uses, and dimensional standards that are in line with the Comprehensive Plan. The final step in that process is to update the zoning map with the new districts. The majority of the changes occurred because of several reasons: 1) the city consolidated existing districts, 2) the city updated district names, 3) a handful of parcels that were being used as residential were zoned as agricultural. The zoning map was reviewed in Feb and Mar. Prior to the February public hearing the city sent out letters to residents whose properties were being rezoned. Between the February and March meeting, staff talked with about 40 property owners and after answering their questions we had 5 people out of the 600+ letters that disagreed with the proposed rezoning. Staff took a deeper look at these five properties and there were two changes on the zoning. If the council chooses to review there will be a second reading on April 19th and the changes will be in effect in May.

Feldman stated that plans are a good base foundation and said that there is room for tweaking. Appreciates that we can be flexible and work through things.

Muehlbauer – no comment

Udvig- no comment

Bauer- no comment

Robinson – Thanked Kate and Beth and said that they handled the property owners concerns very well. Robinson asked Beth if she felt that she met the

property owners concerns and needs. Beth stated that she felt that she was able to handle the property owner's questions. Robinson stated that they handled these concerns professionally and thanked her for all her hard work.

Feldman stated that Property owners are grandfathered in for their previous zoning for what they are currently doing on their land and if they make changes going forward they have to abide by the new zoning regulations. Beth Richmond stated that was correct.

- 1) Ordinance 270, Second Series (First Reading)
MOTION BY MUEHLBAUER SECOND UDVIG TO ADOPT
ORDINANCE 270 THE FIRST READING SECOND SERIES
Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman
Nays: None
Motion carries: 5-0

D. Code Enforcement Extension Request – 23725 Nightingale Street

Community Development Director Kate Thunstrom stated that a property owner requested an extension for a second time. This is not the first time we have worked with them on clearing the cars from the property. Property requested that we offer an extension while they build pole building.

Feldman stated that he does not want to give them an extension. They should have something done in the 20 months that they have already had. He also stated that they are using these cars to pull parts and possibly sell those parts. He wonders if they should also have a conditional use permit.

Muehlbauer – What are our two options? To continue to cite them or give them an extension and we do not cite them. Thunstrom stated that the property owner is stating that once the pole building is built it will solve the problem of the cars on their property. They do have a permit application submitted but they have not paid for the permit. Muehlbauer stated that given the time that has passed I don't see the benefit in giving them an extension.

Udvig- Agrees with Mayor Feldman and Muehlbauer. She understands that COVID is a factor but she would be more inclined to give an extension if they showed some progress on cleaning up the property.

Bauer- Is there a deadline for a permit application? Thunstrom stated that they do allow some time for applicants to pick up their permit, however if they do not pay for their permit in a timely manner we do charge for plan review. Thunstrom also stated that permits expire after 6 months. Bauer stated that he is leaning towards to what Mayor Feldman stated.

Robinson – Agrees that the extension has gone too far, and no one talks about the effects on the neighbors around them and how they have to suffer as well. They did not make well on their agreement on their first extension. I would give them 30 days and that is being generous. I think they need to prove to us that are going to so what they are going to say.

Feldman then stated that they need to have the permit pulled, paid for, and construction needs to started and will give them 30 days to complete the pole building. Asked the council if they would agree to the extension with conditions. Bauer, Muehlbauer, Udvig, and Robinson all agreed to this last 30-day extension with conditions mentioned above.

**MOTION BY ROBINSON SECOND UDVIG APPROVING THE CODE
ENFORCEMENT EXTENSION OF 30 DAYS FOR 23725 NIGHTINGALE**

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

Nays: None

Motion carried 5-0

E. City Sale of Property to the EDA

Community Development Director Kate Thunstrom discussed the topic that was discussed at the work session that the process of selling the properties through the EDA versus directly from the city and how that affects the performance agreement, the timeline for this action would be as follows:

Tonight – Adoption of Resolution and first reading

April 19th – Second Reading

All properties would be able to close around May 24th. The three properties included in this are: Bridge St, two properties south of Mansetti's

Feldman stated it was a good idea to put in the hands of the EDA.

Udvig – agreed to EDA handling

Robinson agreed to EDA handling

Bauer – no comment

Muehlbauer – agreed to EDA handling

- 1) Resolution 2021-12 Declaring Surplus Property for the Disposal of Said Properties

MOTION BY BAUER SECOND UDVIG TO ADOPT RESOLUTION 2021-12

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

Nays: None

Motion carried 5-0

- 2) Ordinance 271, Second Series (First Reading) Approving the Sale of City

Owned Real Estate

**MOTION BY UDVIG SECOND ROBINSON APPROVING THE FIRST
READING OF ORDINANCE 271, SECOND SERIES**

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

Nays: None

Motion carried 5-0

F. Schedule a Work Session

City Administrator Joe Kohlmann stated that he would like to schedule a work session next week to discuss the Bottle Shop Staffing of a full-time employee and to revisit the Park discussion. Mayor Feldman asked if the bids will be discussed at this work session. Kohlmann stated that the bids will automatically be added to council. Work session was scheduled for Tuesday April 13th at 5:30 pm via Zoom.

10. MEETING OPEN TO THE PUBLIC

DeAnne Hilgers is asking what happened for 9C. Feldman stated that it was approved by council for the first reading and zoning map.

11. REPORTS

A. Department Reports –

B. Councilmember Reports -

Muehlbauer – Not a lot to report just stated that there is a stomach bug going around out there.

Udvig attended Community ED meeting. Trying to tweak Community ED classes and trying to see what needs are out there. There will be another meeting scheduled next week. They are offering a viewing of the movie Angst and offering that to 500 people. In our work sessions when we come to an agreement Udvig asked that council does not make any additional comments on social media. She reached out to PTA and there are concerns from parents. Udvig spoke to Beth Giese from the District and she stated that they are one of the only districts that pays for the SRO and they pay year-round but do not get use of the SRO for the whole year, only when school is in session. Giese also voiced her concerns about the SRO taking vacation days. Udvig told Giese that the SRO is for mental health and we need that and we need to hear concerns from the parents. Does not believe that the district has slammed the door on this matter. Feldman asked if the parents are aware that the SRO is being discontinued? We need the parents to be informed and have them voice their concerns. Feldman wanted to know what the School Districts budget is for the SRO? Parents need to know the budget for the SRO so they can see the bigger picture.

Robinson- Udvig answered a lot of the questions that I had. I hope that the Police Chief can get someone's time to talk about the SRO. Robinson attended the Finance meeting with Jason with the Public Works Department. He did a great job. I attended the Oak Grove City Council meeting and sat in on the Poppy St

discussion. Their engineer is going to look at it again.

Bauer – Comment on what the superintendent said about the SRO taking a vacation day. I think that it is offensive that they said that an officer can not take a vacation day.

Bauer stated that he had a conversation with Commissioner Matt Look about the things/ideas/thoughts that we wanted to do in the city. I did talk to about the idea of the City Hall/Fire Station/Library Dorm. Look thought it was a great idea. I brought up the Bike path underneath bridge street and Look said it was still in the plans. I also talked about the 47 corridor and how we look forward to having his presence at the next meeting.

Feldman asked if we can draw a concept plan on Highway 47 of what we would like to see? City Administrator Joe Kohlmann stated that we can and when we started this we had it on the plan having the right away going back to the city or the property owners. We can certainly engage in the design but may not be able to have it completed by the next meeting on April 15th. The big question is what do we put at the intersections.

Feldman – The Poppy St construction with utility changes is now that we need to wait for engineer to look over the numbers that he has already looked over before. I made a call to MN Municipal State Aid program and reached out to a Dan Erickson and asked if there was ever a time that he has mediated a meeting on the MSA program and maybe he can bring clarity on this and who will have to pay for what. The engineer said that he would try and help out.

Robinson and Feldman will be part of the process of for City Clerk position

Jackie from Ambassador Program wanted to thank council for the \$400.00 for the storage facility this year because they were unable to raise the funds because of the pandemic.

Feldman stated that he believes we have the right people and the right knowledge to make handle the City's growth. He thanked Council and Staff on their efforts and hard work.

Feldman asked about Consent Agenda item 4G on page 28 and page 29 and was looking at the two bids on this Asbestos Abatement. The two bids are completely opposite of each other and wanted to thank staff on getting these two bids to show the difference in what companies bid out.

C. Upcoming Events –

Apr 19 City Council Meeting – 6:00 pm, Zoom meeting

Apr 21 Planning Commission Meeting – 7:00 pm, Zoom Meeting

Apr 24 Recycling Day @ Public Works Facility

May 3 City Council Meeting – 6:00 pm, Zoom meeting

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:45 PM.



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

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Less Lethal Policy
DATE: April 19th, 2021

OVERVIEW:

The St. Francis Police Department has recently purchased 40 mm less lethal munitions as a method for controlling violent or potentially violent subjects. Less lethal munitions are projectiles fired from a distinct launcher style device which are designed to stun, temporarily incapacitate, or cause temporary discomfort to a person for the purpose of encouraging compliance, overcoming resistance, or presenting serious injury without posing a substantial risk of causing death. Less lethal munitions along with other control devices currently used by St. Francis officers such as the Taser, ASP baton, and chemical irritant can assist officers in de-escalation of potentially violent confrontations and provide officers with alternatives to deadly force. Officers are trained annually on the use of all authorized control devices. The department control device policy has been revised and also now includes policy and procedures for the use of less lethal munitions.

ACTION TO BE CONSIDERED:

City Council to approve the St. Francis Less Lethal Munitions and Control Device Policy. The policy has received legal review.

BUDGET IMPLICATION:

With the exception of the 40 mm less lethal munitions, all other control devices have been utilized by officers for some time. All devices are replaced in accordance with the police department equipment replacement schedule, the department needs and within the scope of the police department operating budget.

333.01 POLICY

The availability of less lethal munitions and control devices can assist officers in de-escalation of potentially violent confrontations and provide additional alternatives to the use of deadly force. In order to minimize the potential for serious injury or death to the public, criminal or non-compliant subjects and departmental personnel the St. Francis Police Department authorizes officers to use less lethal munitions and control devices in accordance with this policy and the department Use of Force Policy.

333.02 PURPOSE

To establish the guidelines for the use and training of department less lethal munitions and control devices as a less lethal method for controlling violent or potentially violent subjects that resist arrest or other lawful commands.

333.03 DEFINITIONS

- A. BATON – Authorized items include expandable ASP baton that is designed to establish control by means of mechanical impact and fixed baton on one piece construction used for crowd control etc.
- B. CHEMICAL IRRITANT – A disabling aerosol that causes irritation to the eyes and mucous membranes used to stun and temporarily incapacitate a subject.
- C. LESS LETHAL MUNITIONS/PROJECTILES – Less lethal munitions means projectiles which are designed to stun, temporarily incapacitate, or cause temporary discomfort to a person for the purpose of encouraging compliance, overcoming resistance, or preventing serious injury without posing a substantial risk of causing death. Only less lethal munitions authorized by the department shall be used.
- D. TASER - The Taser X26P is a hand held laser aimed, battery operated unit. Voltage is applied to a subject by two darts connected to conducting wires propelled from a charged cartridge or from direct contact. The unit deploys 50,000 volts of electricity which when applied affects the neuromuscular system. The results cause involuntary, temporary, muscle contractions. The contractions will incapacitate a subject so they can be placed under control of law enforcement officers. The Taser X26P is a less lethal, minimal impact weapon, likely to have less lasting effects on a subject than that of chemical agents or impact weapons.

333.04 APPLICATION AND USAGE GUIDELINES**333.05 TASER X26P**

- A. The Taser X26P may be used in situations where non-deadly or deadly force is justified. The Taser X26P is designed to temporarily incapacitate a subject that poses a serious threat or poses some risk of immediate danger to officers or others.
- B. The most effective range is between 12 and 21 feet. The maximum range is 25 feet.
- C. Officers are to make every effort to avoid dart placement in face or soft tissue areas. These areas include the neck and groin or genital areas.
- D. The Taser X26P may be used by direct touch (with or without the cartridge) when a physical, hands on confrontation is in progress or to gain compliance.

333.06 SAFETY CONSIDERATIONS

- A. The deploying officer shall inform other officers of the presence and/or planned use of the Taser X26P, as it is tactically prudent and practical, so the Taser shot is not mistaken for a gunshot.
- B. Officers should restrain and control a subject as soon as possible after deployment.
- C. Used darts are considered a biohazard and must be handled appropriately. This includes the use of gloves and biohazard evidentiary containers by department personnel.

333.07 MEDICAL TREATMENT

- A. When the Taser X26P is used on a subject, officers must offer medical treatment or exam to the subject.
- B. Darts that have penetrated soft tissue areas must be removed by medical personnel or emergency room staff.
- C. Officers must not overlook the aspect of injury that may have resulted in falling from a standing position after deployment.

333.08 RESTRICTED USES



- A. The Taser X26P shall not be used on subjects exhibiting compliant or passive resistance behavior.
- B. The Taser X26P shall not be used on a restrained or controlled subject unless;
 - 1. The action of the subject presents an immediate threat of death or great bodily harm to themselves or others; or
 - 2. The subject continues to be combative and not obeying verbal commands.
- C. The Taser X26P shall not be used when the presence of flammable fumes, liquids or gases are known or likely.
- D. The Taser X26P should not be used on women known to be pregnant unless all other means short of lethal force have been used.
- E. The Taser X26P shall not be used on small children or the elderly unless actions of the subject present an immediate threat of death, great bodily harm or substantial physical struggle that could result in injury to themselves or another person including the deploying officer.

333.09 DOCUMENTATION

- A. Officers shall photograph the location of the impact areas on a subject, when possible or practical. Depending on the location of the penetration, same sex officer or medical personnel shall be used.
- B. Officers are required to document the Taser X26P use and the result in a use of force supplemental report in accordance with the St. Francis Police Department Use of Force Policy 325.00. Officers shall also complete the Taser International use report.
- C. Expended cartridges shall be maintained as evidence.

333.10 LESS LETHAL MUNITIONS/PROJECTILES

- A. Less lethal munitions are considered a less-lethal force control option. As is the case with all use of force tools and techniques, these munitions are not absolutely effective on all subjects and officers should have alternate plans in place to deal with such situations. Officers should consider, but are not limited to the following deployment consideration guidelines in the proper authorized use and deployment of less lethal munitions;
 - 1. Against subject(s) exhibiting violent or potentially violent behavior who are threatening the safety of themselves or to others and the officer's attempts to subdue the subject(s) by other force options are not reasonable, would be ineffective, or



could potentially lead to heightened level of injury to officers or subjects.

2. When the use of less lethal munitions would assist in the arrest of an armed and/or violent person.
3. When the use of less lethal munitions would assist in reducing the risk of injury to a subject, bystander, or police officer.
4. To disperse crowds during riotous civil disturbances.
5. Circumstances in which other force control options appear to be more hazardous for the officer, subject, or others when attempting to gain compliance of a physically resistive violent subject.

B. Circumstances which may justify the use of less lethal munitions include but are not limited to:

1. A subject is armed with a weapon and the situation allows for a safe deployment of less lethal munitions.
2. An unarmed and violent subject that poses to great of a risk to approach.
3. A subject who's engaged in riotous behavior who is throwing dangerous objects at officers or other individuals and/or is failing to disperse when instructed to do so.

333.11 DEPLOYMENT PROCEDURE

- A. Prior to deploying less lethal munitions a verbal warning shall be given, if feasible, to the subject.
- B. Prior to deploying less lethal munitions, it shall be announced to all officers at the scene that less lethal munitions are to be deployed unless it would endanger the safety of officers or when it's not feasible due to the circumstances.
- C. Prior to deploying, a determination will be made regarding the need for a lethal cover officer such as when the subject possesses firearm.
- D. Officers shall restrain and control a subject as soon as possible after deployment, and when tactically safe to do so.

333.12 IMPACT AREAS

- A. The less lethal projectiles should be delivered to the subject target areas based on the circumstances involved in the incident. The



threat level of the subject, the proximity of officers to the subject, the position of the subject related to the availability of potential target areas, the physical layout of the incident scene, and officer safety issues present are all factors to consider when selecting a target area.

- B. Primary target areas are the major muscle areas of mass such as the legs, arms, buttock, hips and thighs. The head and neck should not be intentionally targeted by officers.

333.13 MEDICAL TREATMENT

- A. Subjects struck by less lethal projectiles shall be evaluated by trained medical personnel on scene or at a medical facility.

333.14 DOCUMENTATION

- A. Officers are required to document the use of less lethal munitions and the result in a use of force supplemental report in accordance with the St. Francis Police Department Use of Force Policy 325.00.

- B. Officers shall photograph injuries that are visible.

333.15 CHEMICAL IRRITANT

- A. Chemical irritant spray is designed to temporarily incapacitate a subject that poses a serious threat or poses some risk of immediate danger to officers or others.

- B. Officers will only carry and use irritant spray authorized by the department.

333.16 MEDICAL TREATMENT

- A. Persons who have been sprayed or affected by the use of chemical irritant shall be removed from the immediate area affected by the irritant and assisted with decontamination efforts. Decontamination should include cleansing the affected areas of the subject with clean water. Persons complaining of further effects such as symptoms of respiratory distress shall be evaluated by medical personnel on scene or at a medical facility.

333.17 DOCUMENTATION

- A. Officers are required to document the use of chemical irritant and the result in a use of force supplemental report in accordance with the St. Francis Police Department Use of Force Policy 325.00.

- B. Officers shall photograph injuries that are visible.

333.18 BATON

- A. The ASP Baton is designed to temporarily incapacitate a subject that poses a serious threat or poses some risk if immediate danger to officers or others.
- B. Officers using the ASP Baton will target only major muscle groups, such as the thigh, side of the buttocks, bicep, triceps, forearm, or calves.
- C. Fixed baton may be used as a defensive weapon; as means of overcoming resistance (e.g., used in the two-hand horizontal thrust on a police line); to stop, control, or neutralize perceived threatening resistance; as a show of force; or as a means to contain or disperse a crowd.
- D. Officers shall not intentionally target the head, neck, throat, spine, heart, kidneys or groin unless deadly force is authorized.

333.19 MEDICAL TREATMENT

- A. Subjects who are injured or complain of injury shall be evaluated by medical personnel on site or at a medical facility.

333.20 DOCUMENTATION

- A. Officers are required to document the use of ASP or Fixed baton and the result in a use of force supplemental report in accordance with the St. Francis Police Department Use of Force Policy 325.00.
- B. If feasible officers shall photograph injuries that are visible.

333.21 TRAINING

- A. All less lethal munitions and control devices in this section are considered authorized devices described in section 325.03 (G) of the St. Francis Police Department Policy.
- B. Before carrying less lethal munitions and control devices all officers shall receive training and instruction in the use of the device including training as it relates to its use in deadly force and/or other than deadly force situations.
 - 1. Training for all less lethal munitions and control devices shall be performed by a certified instructor.
 - 2. Officers trained on the use of less lethal munitions and control devices shall receive annual training in conformance with section



325.08.D of the St. Francis Police Department Use of Force Policy.



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 0/15/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$116,570.64 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 - \$199,701.53
Credit Card Payment- \$12,169.58
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:

- 04-19-2021 Packet List
- 04-19-2021 Manual Checks

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Claim Type

Claim#	10099	ABDO, EICK & MEYERS, LLP				
Cash Payment	E 101-41540-301	Auditing and Acct g Servic	CERTIFIED AUDIT SERVICES			\$10,200.00
Invoice	442569					
Cash Payment	E 601-49440-301	Auditing and Acct g Servic	CERTIFIED AUDIT SERVICES			\$1,700.00
Invoice	442569					
Cash Payment	E 602-49490-301	Auditing and Acct g Servic	CERTIFIED AUDIT SERVICES			\$1,700.00
Invoice	442569					
Cash Payment	E 609-49750-301	Auditing and Acct g Servic	CERTIFIED AUDIT SERVICES			\$3,400.00
Invoice	442569					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$17,000.00

Claim Type

Claim#	10100	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9978435701					
Cash Payment	E 101-43210-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9978435701					
Cash Payment	E 101-45200-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9978435701					
Cash Payment	E 601-49440-217	Other Operating Supplies	RENTAL			\$13.74
Invoice	9978435701					
Cash Payment	E 602-49490-217	Other Operating Supplies	RENTAL			\$13.76
Invoice	9978435701					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$68.72

Claim Type

Claim#	10074	ASPEN MILLS				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS - CHIEF SCHWIEGER			\$19.85
Invoice	272518					
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS - HEARN			\$125.70
Invoice	272130					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$145.55

Claim Type

Claim#	10133	AXON ENTERPRISE, INC				
Cash Payment	E 101-42110-237	Small Equipment	SMALL EQUIPMENT			\$1,238.64
Invoice	SI1727671					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$1,238.64

Claim Type

Claim#	10071	BARNUM GATE SERVICES, INC				
Cash Payment	E 101-43100-401	Repairs/Maint Buildings	MAINTENANCE CHECK			\$185.60
Invoice	29507					
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	MAINTENANCE CHECK			\$185.60
Invoice	29507					
Cash Payment	E 601-49440-401	Repairs/Maint Buildings	MAINTENANCE CHECK			\$185.60
Invoice	29507					
Cash Payment	E 602-49490-401	Repairs/Maint Buildings	MAINTENANCE CHECK			\$185.60
Invoice	29507					
Cash Payment	E 101-42110-401	Repairs/Maint Buildings	MAINTENANCE CHECK			\$185.60
Invoice	29507					
Transaction Date	4/8/2021	Due 5/8/2021	CASH	10100	Total	\$928.00

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Claim Type

Claim#	10101	BAUER BUILT INC.				
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	TIRES			\$394.14
	Invoice	940075878				
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$394.14

Claim Type

Claim#	10077	BELLBOY CORPORATION				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$5.49
	Invoice	0103018700				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$8.20
	Invoice	0088749300				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$8.20
	Invoice	0088748600				
Cash Payment	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES			\$199.10
	Invoice	0103018700				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$702.05
	Invoice	0088748600				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$355.32
	Invoice	0088749300				
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$96.00
	Invoice	0088748600				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC.			\$122.25
	Invoice	0103018700				
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$1,496.61

Claim Type

Claim#	10078	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$862.50
	Invoice	198280				
Cash Payment	E 609-49751-255	N/A Products	N/A			\$50.20
	Invoice	198280				
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$912.70

Claim Type

Claim#	10147	BGS (BARNA GUZY)				
Cash Payment	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES			\$559.00
	Invoice	229716				
Cash Payment	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT			\$742.00
	Invoice	229449				
Cash Payment	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS			\$308.00
	Invoice	229450				
Cash Payment	E 101-41600-304	Civil Legal Fees	GENERAL LABOR			\$807.50
	Invoice	229448				
Cash Payment	E 101-41600-304	Civil Legal Fees	MUNICIAPL			\$1,900.00
	Invoice	229447				
Cash Payment	E 101-41600-312	Criminal Legal Fees	PROSECUTION RETAINER FILE			\$5,000.00
	Invoice	229575				
Cash Payment	E 101-41600-304	Civil Legal Fees	TYLER NOYES & JOYCE NOYES FORFEITURE			\$70.00
	Invoice	229717				
Cash Payment	E 101-41600-304	Civil Legal Fees	SALE OF REMNANT PARCEL			\$378.00
	Invoice	229862				
Cash Payment	E 101-41600-304	Civil Legal Fees	MISC			\$168.00
	Invoice	229451				

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Cash Payment	E 101-41600-304 Civil Legal Fees	LAKE STATE COMMERCIAL PURCHASE OF VACANT LAND				\$560.00
	Invoice 229863					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	LAKETOWN HOMES DEVELOPMENT AGREEMENT				\$84.00
	Invoice 229675					
Transaction Date	4/15/2021	Due 5/15/2021	CASH	10100	Total	\$10,576.50
Claim Type						
Claim#	10079	<i>BREAKTHRU BEVERAGE</i>				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.90
	Invoice 339036928					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$320.84
	Invoice 339036928					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$323.74
Claim Type						
Claim#	10151	<i>CHETS SAFETY SALES, INC.</i>				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS - HARRIS				\$104.12
	Invoice 20857					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS - HARRIS				\$104.12
	Invoice 20857					
Transaction Date	4/15/2021	Due 5/15/2021	CASH	10100	Total	\$208.24
Claim Type						
Claim#	10102	<i>COUNTY MARKET - CITY ACCOUN</i>				
Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$364.16
	Invoice .0421					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$364.16
Claim Type						
Claim#	10081	<i>CRYSTAL SPRINGS ICE</i>				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$187.92
	Invoice 2002721					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$187.92
Claim Type						
Claim#	10083	<i>DAHLHEIMER DIST. CO. INC.</i>				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$34.20
	Invoice 1378177					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$10,086.47
	Invoice 1378098					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$10,052.27
Claim Type						
Claim#	10103	<i>DONOVAN, RICHARD & WANDA</i>				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #4177				\$93.04
	Invoice .0421					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$93.04
Claim Type						
Claim#	10084	<i>ECM PUBLISHERS, INC.</i>				
Cash Payment	G 609-16500 Construction in Progress	BOTTLE SHOP BIDS				\$322.50
	Invoice 828017					
Cash Payment	G 803-22181 Sonstebly-CUP	APRIL 21 CUP AMENDMENT PH				\$64.50
	Invoice 829114					

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Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$387.00
Claim Type						
Claim#	10085 <i>ELITE SANITATION</i>					
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL			\$708.00
	Invoice 27476					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$708.00
Claim Type						
Claim#	10086 <i>FERGUSON WATERWORKS, INC</i>					
Cash Payment	E 601-49440-259 Water Meters		12V POWER CABLE			\$210.29
	Invoice 0470214					
Cash Payment	E 601-49440-259 Water Meters		WATER METERS			\$519.35
	Invoice WR005213					
Cash Payment	E 601-49440-259 Water Meters		MAINCASE GASKET			\$26.12
	Invoice 0470931					
Cash Payment	E 601-49440-259 Water Meters		WATER METERS			\$761.96
	Invoice 0471253					
Cash Payment	E 601-49440-259 Water Meters		WATER METERS			\$1,224.90
	Invoice WL005219					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$2,742.62
Claim Type						
Claim#	10134 <i>FILTRATION SYSTEMS, INC.</i>					
Cash Payment	E 101-43100-401 Repairs/Maint Buildings		MAINTENANCE			\$64.33
	Invoice 102166					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings		MAINTENANCE			\$64.33
	Invoice 102166					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings		MAINTENANCE			\$64.33
	Invoice 102166					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings		MAINTENANCE			\$64.33
	Invoice 102166					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		MAINTENANCE			\$64.34
	Invoice 102166					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$321.66
Claim Type						
Claim#	10087 <i>GRANITE CITY JOBBING CO.</i>					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$4.25
	Invoice 225704					
Cash Payment	E 609-49750-210 Operating Supplies		OPERATING SUPPLIES			\$68.89
	Invoice 225704					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			\$51.19
	Invoice 225704					
Cash Payment	E 609-49751-256 Tobacco Products For Res		TOBACCO			\$2,168.12
	Invoice 225704					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$2,292.45
Claim Type						
Claim#	10159 <i>HAKANSON ANDERSON ASSOC., I</i>					
Cash Payment	E 240-41910-311 Contract		VILLAGE OF ST. FRANCIS			\$1,963.00
	Invoice 45686					
Cash Payment	E 405-43100-303 Engineering Fees		UTILITY PERMIT REVIEWS			\$142.50
	Invoice 45695					

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Cash Payment Invoice 45694	E 101-42400-303 Engineering Fees	BUILDING PERMIT REVIEWS	\$186.75		
Cash Payment Invoice 45687	E 101-41910-303 Engineering Fees	MEADOWS OF ST FRANCIS	\$360.50		
Cash Payment Invoice 45692	E 101-43100-303 Engineering Fees	GENERAL ENGINEERING	\$618.00		
Cash Payment Invoice 45691	E 405-43100-806 2021 Street Improvements	2021 STREET REHAB	\$2,110.85		
Cash Payment Invoice 45690	E 405-43100-805 2020 Street Improvements	2020 STREET REHABILITATOIN PROJECT	\$428.00		
Cash Payment Invoice 45689	E 405-43100-805 2020 Street Improvements	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	\$4,218.00		
Cash Payment Invoice 45688	E 405-43100-303 Engineering Fees	MUNICIPAL STATE AID	\$413.00		
Cash Payment Invoice 45693	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	\$133.28		
Cash Payment Invoice 45693	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	\$133.28		
Cash Payment Invoice 45693	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	\$133.36		
Cash Payment Invoice 45693	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	\$133.36		
Cash Payment Invoice 45693	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	\$133.36		
Cash Payment Invoice 45693	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	\$133.36		
Transaction Date	4/15/2021	Due 5/15/2021 CASH	10100	Total	\$11,240.60

Claim Type

Claim#	10135 INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			\$36.20
	Invoice IN3311802				
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES			\$6.64
	Invoice IN3311802				
Cash Payment	E 602-49490-200 Office Supplies	OFFICE SUPPLIES			\$6.64
	Invoice IN3311802				
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total \$49.48

Claim Type

Claim#	10088	ISD #15				
Cash Payment	E 602-49490-221	Vehicle Repair & Maintena	07 DODGE CRANE TRUCK		\$320.82	
Invoice	7614					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	2019 DODGE CHARGER		\$43.69	
Invoice	7668					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	2018 DODGE CHARGER		\$43.69	
Invoice	7666					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	2017 DODGE CHARGER		\$119.77	
Invoice	7667					
Cash Payment	E 601-49440-221	Vehicle Repair & Maintena	CHEVY 3500		\$54.91	
Invoice	7673					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$582.88

Claim Type

Claim#	10105	JEFFERSON FIRE & SAFETY INC.	
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Cash Payment	E 101-42210-237	Small Equipment	SMALL EQUIPMENT			\$198.86
	Invoice	IN128222				
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$198.86
Claim Type						
Claim#	10093	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$100.76
	Invoice	1777103				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$12.83
	Invoice	1777102				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$14.13
	Invoice	1777104				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$4,718.00
	Invoice	1777103				
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$446.30
	Invoice	1777104				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$962.50
	Invoice	1777102				
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$6,254.52
Claim Type						
Claim#	10154	MACQUEEN EMERGENCY				
Cash Payment	E 101-42210-437	Uniform Allowance	MEDICAL EQUIPMENT			\$9.38
	Invoice	P00262				
Cash Payment	E 101-42210-437	Uniform Allowance	HELEMT WITH EYE PROTECTION			\$562.58
	Invoice	P00222				
Cash Payment	E 101-42210-437	Uniform Allowance	MEDICAL EQUIPMENT			\$607.26
	Invoice	P00248				
Cash Payment	E 101-42210-437	Uniform Allowance	MEDICAL EQUIPMENT			\$154.95
	Invoice	P00263				
Transaction Date	4/15/2021	Due 5/15/2021	CASH	10100	Total	\$1,334.17
Claim Type						
Claim#	10095	MARTIN-MCALLISTER				
Cash Payment	E 101-42210-305	Medical & Testing Fees	PUBLIC SAFETY ASSESSMENT			\$1,650.00
	Invoice	13841				
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$1,650.00
Claim Type						
Claim#	10097	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$61.20
	Invoice	575515				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$8,317.75
	Invoice	575428				
Cash Payment	E 609-49751-255	N/A Products	N/A			\$24.25
	Invoice	575428				
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$8,280.80
Claim Type						
Claim#	10107	MHSRC/RANGE				
Cash Payment	E 101-42110-208	Training and Instruction	PIT HYBRID - HEARN & GREEN			\$1,190.00
	Invoice	629430-8419				
Cash Payment	E 101-42110-208	Training and Instruction	TRAINING - LARSON, RYAN			\$445.00
	Invoice	629430-8412				
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$1,635.00

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Claim Type

Claim#	10139	MIDCONTINENT COMMUNICATION				
Cash Payment	E 601-49440-321	Telephone	TELEPHONE			\$148.00
Invoice	1333486011	1904				
Cash Payment	E 101-43100-321	Telephone	TELEPHONE			\$22.40
Invoice	1333271011	1904				
Cash Payment	E 609-49750-321	Telephone	TELEPHONE			\$91.35
Invoice	1333130011	1904				
Cash Payment	E 101-42110-321	Telephone	TELEPHONE			\$22.40
Invoice	1333271011	1904				
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$284.15

Claim Type

Claim#	10108	MORRELL & MORRELL LP				
Cash Payment	E 405-43100-441	Miscellaneous	CLASS 5			\$2,505.29
Invoice	36833					
Cash Payment	E 405-43100-441	Miscellaneous	CLASS 5			\$2,141.58
Invoice	36834					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$4,646.87

Claim Type

Claim#	10110	NORTHLAND OCCUPATIONAL HEA				
Cash Payment	E 101-42210-305	Medical & Testing Fees	TESTING			\$200.00
Invoice	10106					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$200.00

Claim Type

Claim#	10111	OLSON POWER AND EQUIPMENT,				
Cash Payment	E 101-43100-218	Equipment Repair & Maint	MAINTENANCE			\$1,124.69
Invoice	74512					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$1,124.69

Claim Type

Claim#	10112	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$114.00
Invoice	2112026292					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$383.00
Invoice	2112026302					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$159.00
Invoice	2112026430					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$114.00
Invoice	2112026440					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$175.50
Invoice	2112026565					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$144.00
Invoice	2112026620					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$185.00
Invoice	2112026725					
Cash Payment	E 602-49490-313	Sample Testing	TESTING			\$114.00
Invoice	2112026789					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$1,388.50

Claim Type

Claim#	10114	PEARL ARCHITECTURE LLC				
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Cash Payment	G 609-16500 Construction in Progress	ARCHITECTURAL BIDDING SERVICES				\$2,091.13
Invoice	2020.02-05					
Cash Payment	G 609-16500 Construction in Progress	ARCHITECTURAL BIDDING SERVICES				\$1,024.00
Invoice	2020.02-04					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$3,115.13

Claim Type

Claim#	10119	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.57
Invoice	6186951					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$11.78
Invoice	6186167					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
Invoice	6186168					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.85
Invoice	6186950					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$14.13
Invoice	6186949					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$48.00
Invoice	6186951					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$319.75
Invoice	6186950					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,240.00
Invoice	6186949					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$201.45
Invoice	6186168					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$700.00
Invoice	6186167					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$2,549.24

Claim Type

Claim#	10120	ROHACH, NICK				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #6095				\$84.52
Invoice	.0421					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$84.52

Claim Type

Claim#	10080	ROSEVILLE, CITY OF				
Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	023005					
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES				\$1,544.42
Invoice	023005					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES				\$5,405.47
Invoice	023005					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES				\$992.84
Invoice	023005					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	023005					
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	023005					
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	023005					
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	023005					

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Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES				\$220.63
	Invoice 023005					
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES				\$441.26
	Invoice 023005					
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES				\$220.65
	Invoice 023005					
Transaction Date	4/12/2021	Due 5/12/2021	CASH	10100	Total	\$11,031.57
Claim Type						
Claim#	10121	SAUTER & SONS, INC				
Cash Payment	G 803-22000 Deposits	ESCROW REFUND-22935 RUM RIVER BLVD				\$500.00
	Invoice .0421					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$500.00
Claim Type						
Claim#	10122	SMITH, LYNN & CHAD				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #3951				\$135.90
	Invoice .0421					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$135.90
Claim Type						
Claim#	10126	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$15.36
	Invoice 2066228					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.76
	Invoice 2066226					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$25.81
	Invoice 2066227					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$750.55
	Invoice 2066228					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,291.97
	Invoice 2066227					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$5,089.45
Claim Type						
Claim#	10127	SWOKOSKI, KELSEY				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #4512				\$78.21
	Invoice .0421					
Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$78.21
Claim Type						
Claim#	10156	TJ ASSOCIATES				
Cash Payment	E 101-42110-208 Training and Instruction	CERTIFICATE OF VALOR				\$28.55
	Invoice 235683					
Cash Payment	E 101-42110-208 Training and Instruction	TRESSPASS NOTICE				\$125.25
	Invoice 235689					
Cash Payment	E 101-42110-208 Training and Instruction	T-SHIRTS				\$228.46
	Invoice 235739					
Transaction Date	4/15/2021	Due 5/15/2021	CASH	10100	Total	\$382.26
Claim Type						
Claim#	10129	TOM LYNCH ELECTRIC				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	ADD 4 WAYS				\$1,630.00
	Invoice .032021					
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	WIRE FUEL TANK				\$737.50
	Invoice .0321					

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Cash Payment	E 101-45200-401 Repairs/Maint Buildings	WIRE FUEL TANK				\$737.50
	Invoice .0321					

Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$3,105.00
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Claim TypeClaim# 10130 *USABUEBOOK*

Cash Payment	E 601-49440-229 Project Repair & Maintena	CLARION FOOD GRADE 2 GREASE				\$179.86
	Invoice 557845					

Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$179.86
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Claim TypeClaim# 10131 *VESSCO, INC.*

Cash Payment	E 602-49490-216 Chemicals and Chem Prod	LOADSURE ELEMENT, MAPRENE				\$347.02
	Invoice 82796					

Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$347.02
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Claim TypeClaim# 10132 *WIN-911 SOFTWARE*

Cash Payment	E 601-49440-310 Computer Consulting Fee	ANNUAL CUSTOMER SERVICE SUBSCRIPTION				\$330.00
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Invoice WIN-911-MAINT-R

Cash Payment	E 602-49490-310 Computer Consulting Fee	ANNUAL CUSTOMER SERVICE SUBSCRIPTION				\$330.00
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Invoice WIN-911-MAINT-R

Transaction Date	4/14/2021	Due 5/14/2021	CASH	10100	Total	\$660.00
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$116,570.64
Total	\$116,570.64

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Payments Batch P-WIRE 03-2021			\$199,701.53		
Refer	9731 HEALTH PARTNERS		Ck# 000488E 3/31/2021		
Cash Payment	G 101-21708 Health Premium		MARCH INSURANCE		\$30,000.79
Invoice					
Transaction Date	3/1/2021	Due 4/2/2021	CASH	10100	Total \$30,000.79
Refer	9732 CAYAN		Ck# 000489E 3/31/2021		
Cash Payment	E 609-49751-207 Credit Card Expenditures		LIQUOR CC FEE		\$3,902.94
Invoice					
Transaction Date	3/1/2021	Due 4/2/2021	CASH	10100	Total \$3,902.94
Refer	9733 CENTERPOINT ENERGY		Ck# 000490E 3/31/2021		
Cash Payment	E 609-49750-383 Gas Utilities		LIQUOR		\$385.21
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities		FIRE		\$1,682.33
Invoice					
Cash Payment	E 101-42210-383 Gas Utilities		FIRE GENERATOR		\$21.76
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)		\$203.01
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities		PUBLIC WORKS (4020 ST FRANCIS)		\$203.01
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities		CITY HALL #1		\$72.43
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities		CITY HALL #2		\$33.76
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities		CITY HALL #3		\$85.87
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities		CITY HALL #4		\$70.03
Invoice					
Cash Payment	E 101-45200-383 Gas Utilities		WARMING HOUSE		\$296.13
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities		LIFT (23699 AMBASSADOR)		\$22.27
Invoice					
Cash Payment	E 601-49440-383 Gas Utilities		WATER PLANT		\$1,104.18
Invoice					
Cash Payment	E 601-49440-383 Gas Utilities		3911 233RD AVENUE		\$23.18
Invoice					
Cash Payment	E 602-49490-383 Gas Utilities		WWTP		\$2,081.57
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities		22951 AMBASSADOR BLVD		\$100.36
Invoice					
Cash Payment	E 101-41940-383 Gas Utilities		3772 BRIDGE STREET		\$164.36
Invoice					
Transaction Date	3/1/2021	Due 4/2/2021	CASH	10100	Total \$6,566.52
Refer	9734 FWT		Ck# 000491E 3/31/2021		
Cash Payment	G 101-21703 FICA Tax Withholding		PAYROLL 03-04-2021		\$8,911.74
Invoice					

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Cash Payment	G 101-21709 Medicare	PAYROLL 03-04-2021			\$3,410.84
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 03-04-2021			\$12,570.83
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$24,893.41
Refer	9735 PERA	Ck# 000492E 3/31/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 03-04-2021			\$23,557.48
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$23,557.48
Refer	9736 VOYA	Ck# 000493E 3/31/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 03-04-2021			\$1,440.00
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$1,440.00
Refer	9737 ICMA	Ck# 000494E 3/31/2021			
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 03-04-2021			\$285.00
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$285.00
Refer	9738 SWT	Ck# 000495E 3/31/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 03-04-21			\$5,334.26
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$5,334.26
Refer	9739 MN STATE RETIREMENT SYSTEM	Ck# 000496E 3/31/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 03-04-2021			\$568.30
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$568.30
Refer	9740 HSA CONTRIBUTION	Ck# 000497E 3/31/2021			
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 03-04-2021			\$452.00
Invoice					
Transaction Date	3/4/2021	Due 4/2/2021	CASH	10100	Total \$452.00
Refer	9777 CINTAS	Ck# 000498E 3/31/2021			
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			\$11.26
Invoice	4074951769 2/4/2021				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS			\$13.26
Invoice	4076281792 2/18/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice	4074951651 2/4/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice	4074951651 2/4/2021				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice	4075612900 2/11/2021				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice	4075612900 2/11/2021				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4075613042 2/11/2021				
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4075613042 2/11/2021				

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Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4075613042	2/11/2021			
Cash Payment	E 602-49490-402 Janitorial Service	RUGS & SUPPLIES			\$5.76
Invoice	4075613042	2/11/2021			
Cash Payment	E 101-42110-402 Janitorial Service	RUGS & SUPPLIES			\$23.04
Invoice	4075613042	2/11/2021			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice	4076281668	2/18/2021			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice	4076281668	2/18/2021			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.66
Invoice	4076610242	2/23/2021			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.65
Invoice	4076610242	2/23/2021			
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS			\$15.36
Invoice	4076281786	2/18/2021			
Cash Payment	E 601-49440-402 Janitorial Service	WATER PLANT RUGS			\$23.04
Invoice	4074951754	2/4/2021			
Transaction Date	3/9/2021	Due 4/8/2021	CASH	10100	Total \$146.24
Refer	9778 COLONIAL INSURANCE	Ck# 000499E 3/31/2021			
Cash Payment	G 101-21712 Colonial Insurance	MARCH INSURANCE			\$361.85
Invoice	7129661-030507	2/25/2021			
Transaction Date	3/9/2021	Due 4/8/2021	CASH	10100	Total \$361.85
Refer	9779 CONNEXUS ENERGY	Ck# 000500E 3/31/2021			
Cash Payment	E 101-41940-381 Electric Utilities	3772 BRIDGE ST			\$95.40
Invoice					
Transaction Date	3/9/2021	Due 4/8/2021	CASH	10100	Total \$95.40
Refer	9780 DELTA DENTAL	Ck# 000501E 3/31/2021			
Cash Payment	G 101-21711 Dental Insurance	MARCH INSURANCE			\$1,386.65
Invoice					
Transaction Date	3/9/2021	Due 4/8/2021	CASH	10100	Total \$1,386.65
Refer	9801 FWT	Ck# 000502E 3/31/2021			
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 03-16-2021			\$1,386.90
Invoice					
Cash Payment	G 101-21709 Medicare	PAYROLL 03-16-2021			\$378.24
Invoice					
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 03-16-2021			\$81.59
Invoice					
Transaction Date	3/16/2021	Due 4/9/2021	CASH	10100	Total \$1,846.73
Refer	9802 PERA	Ck# 000503E 3/31/2021			
Cash Payment	G 101-21704 PERA	PAYROLL 03-16-2021			\$470.20
Invoice					
Transaction Date	3/16/2021	Due 4/9/2021	CASH	10100	Total \$470.20
Refer	9803 SWT	Ck# 000504E 3/31/2021			
Cash Payment	G 101-21702 State Withholding	PAYROLL 03-16-2021			\$45.07
Invoice					

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Transaction Date	3/16/2021	Due 4/9/2021	CASH	10100	Total	\$45.07
Refer	9804 STATE OF ARIZONA		Ck# 000505E 3/31/2021			
Cash Payment	G 101-21716 Other Deductions		PAYROLL 03-16-2021			\$276.95
Invoice						
Transaction Date	3/16/2021	Due 4/9/2021	CASH	10100	Total	\$276.95
Refer	9805 STATE OF MINNESOTA		Ck# 000506E 3/31/2021			
Cash Payment	G 101-21716 Other Deductions		PAYROLL 03-16-2021			\$240.11
Invoice						
Transaction Date	3/16/2021	Due 4/9/2021	CASH	10100	Total	\$240.11
Refer	9806 PAYMENT SERVICE NETWORK		Ck# 000507E 3/31/2021			
Cash Payment	E 601-49440-430 Bank Fees		CC FEES			\$349.95
Invoice						
Transaction Date	3/1/2021	Due 4/9/2021	CASH	10100	Total	\$349.95
Refer	9831 FLYTE HCM LLC		Ck# 000508E 3/31/2021			
Cash Payment	E 101-41540-301 Auditing and Acct g Servi		MARCH FEE			\$50.00
Invoice						
Transaction Date	3/10/2021	Due 4/14/2021	CASH	10100	Total	\$50.00
Refer	9832 VILLAGE BANK		Ck# 000509E 3/31/2021			
Cash Payment	G 601-11500 Accounts Receivable		RETURNED ACH ACCOUNT #4171			\$48.84
Invoice						
Cash Payment	E 601-49440-430 Bank Fees		RETURNED ACH ACCOUNT #4171			\$5.00
Invoice						
Transaction Date	3/15/2021	Due 4/14/2021	CASH	10100	Total	\$53.84
Refer	9845 FWT		Ck# 000510E 3/31/2021			
Cash Payment	G 101-21703 FICA Tax Withholding		PAYROLL 03-18-2021			\$8,590.90
Invoice						
Cash Payment	G 101-21709 Medicare		PAYROLL 03-18-2021			\$3,301.60
Invoice						
Cash Payment	G 101-21701 Federal Withholding		PAYROLL 03-18-2021			\$12,025.17
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$23,917.67
Refer	9846 PERA		Ck# 000511E 3/31/2021			
Cash Payment	G 101-21704 PERA		PAYROLL 03-18-2021			\$22,834.54
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$22,834.54
Refer	9847 VOYA		Ck# 000512E 3/31/2021			
Cash Payment	G 101-21710 Deferred Comp		PAYROLL 03-18-2021			\$1,440.00
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$1,440.00
Refer	9848 SWT		Ck# 000513E 3/31/2021			
Cash Payment	G 101-21702 State Withholding		PAYROLL 03-18-2021			\$5,099.66
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$5,099.66
Refer	9849 MN STATE RETIREMENT SYSTEM		Ck# 000514E 3/31/2021			

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Cash Payment	G 101-21714 Health Care Savings	PAYROLL 03-18-2021				\$542.56
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$542.56
Refer	9850 HSA CONTRIBUTION	<u>Ck# 000515E 3/31/2021</u>				
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 03-18-2021				\$452.00
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$452.00
Refer	9851 ICMA	<u>Ck# 000516E 3/31/2021</u>				
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 03-18-2021				\$285.00
Invoice						
Transaction Date	3/16/2021	Due 4/15/2021	CASH	10100	Total	\$285.00
Refer	9887 CONNEXUS ENERGY	<u>Ck# 000517E 3/31/2021</u>				
Cash Payment	E 101-41940-381 Electric Utilities	SIGN				\$56.38
Invoice						
Cash Payment	E 101-41940-381 Electric Utilities	CITY HALL				\$277.46
Invoice						
Cash Payment	E 602-49490-381 Electric Utilities	LIFT STATIONS				\$1,016.62
Invoice						
Cash Payment	E 101-45200-381 Electric Utilities	PARKS				\$380.80
Invoice						
Cash Payment	E 601-49440-380 Electric-System	WATER				\$4,981.17
Invoice						
Cash Payment	E 101-43100-386 Street Lighting	STREET LIGHTS				\$2,642.78
Invoice						
Cash Payment	E 602-49490-381 Electric Utilities	WWTP				\$7,644.87
Invoice						
Cash Payment	E 609-49750-381 Electric Utilities	LIQUOR STORE				\$799.43
Invoice						
Cash Payment	E 101-42110-381 Electric Utilities	SIREN				\$5.00
Invoice						
Cash Payment	E 101-42110-381 Electric Utilities	SIREN				\$5.00
Invoice						
Cash Payment	E 101-42210-381 Electric Utilities	SIREN				\$5.00
Invoice						
Cash Payment	E 101-42210-381 Electric Utilities	FIRE				\$529.18
Invoice						
Cash Payment	E 101-43100-381 Electric Utilities	POLICE/PW				\$177.56
Invoice						
Cash Payment	E 101-45200-381 Electric Utilities	POLICE/PW				\$177.56
Invoice						
Cash Payment	E 601-49440-381 Electric Utilities	POLICE/PW				\$177.56
Invoice						
Cash Payment	E 602-49490-381 Electric Utilities	POLICE/PW				\$177.54
Invoice						
Cash Payment	E 101-42110-381 Electric Utilities	POLICE/PW				\$710.22
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$19,764.13
Refer	9888 CAYAN	<u>Ck# 000518E 3/31/2021</u>				

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Cash Payment Invoice	E 609-49751-207	Credit Card Expenditures	CC FEE			\$42.74
Transaction Date	3/18/2021	Due 4/21/2021	CASH	10100	Total	\$42.74
Refer	9889 CAYAN		Ck# 000519E 3/31/2021			
Cash Payment Invoice	E 609-49751-207	Credit Card Expenditures	CC FEE			\$5.15
Transaction Date	3/18/2021	Due 4/21/2021	CASH	10100	Total	\$5.15
Refer	9890 MN DEPT OF REVENUE		Ck# 000520E 3/31/2021			
Cash Payment Invoice	G 609-20810	Sales Tax Payable	SALES TAX-FEBRUARY			\$17,836.00
Cash Payment Invoice	G 601-20810	Sales Tax Payable	SALES TAX-FEBRUARY			\$571.00
Transaction Date	3/18/2021	Due 4/21/2021	CASH	10100	Total	\$18,407.00
Refer	9969 FLYTE HCM LLC		Ck# 000521E 3/31/2021			
Cash Payment Invoice	G 101-21706	Flex Account	FLEX			\$78.38
Transaction Date	3/24/2021	Due 4/23/2021	CASH	10100	Total	\$78.38
Refer	9998 TASC		Ck# 000522E 3/31/2021			
Cash Payment Invoice	E 101-41400-311	Contract	QUARTERLY BILLING			\$47.58
Transaction Date	3/31/2021	Due 4/30/2021	CASH	10100	Total	\$47.58
Refer	9999 CENTERPOINT ENERGY		Ck# 000523E 3/31/2021			
Cash Payment Invoice	E 609-49750-383	Gas Utilities	LIQUOR			\$244.61
Cash Payment Invoice	E 101-42210-383	Gas Utilities	FIRE			\$1,183.79
Cash Payment Invoice	E 101-42210-383	Gas Utilities	FIRE GENERATOR			\$22.76
Cash Payment Invoice	E 602-49490-383	Gas Utilities	WWTP			\$17.06
Cash Payment Invoice	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)			\$96.86
Cash Payment Invoice	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRANCIS)			\$96.86
Cash Payment Invoice	E 101-41940-383	Gas Utilities	CITY HALL #1			\$42.21
Cash Payment Invoice	E 101-41940-383	Gas Utilities	CITY HALL #2			\$26.12
Cash Payment Invoice	E 101-41940-383	Gas Utilities	CITY HALL #3			\$60.37
Cash Payment Invoice	E 101-41940-383	Gas Utilities	CITY HALL #4			\$50.44
Cash Payment Invoice	E 101-45200-383	Gas Utilities	WARMING HOUSE			\$189.79
Cash Payment Invoice	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)			\$21.96

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Payments

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Cash Payment	E 601-49440-383 Gas Utilities	WATER PLANT				\$872.85
Invoice						
Cash Payment	E 601-49440-383 Gas Utilities	3911 233RD AVENUE				\$24.25
Invoice						
Cash Payment	E 602-49490-383 Gas Utilities	WWTP				\$1,352.41
Invoice						
Cash Payment	E 101-41940-383 Gas Utilities	22951 AMBASSADOR BLVD				\$36.97
Invoice						
Cash Payment	E 101-41940-383 Gas Utilities	3772 BRIDGE ST				\$12.87
Invoice						
Transaction Date	3/31/2021	Due 4/30/2021	CASH	10100	Total	\$4,352.18
Refer	10056 VILLAGE BANK					
Cash Payment	E 101-41500-430 Bank Fees	MARCH BANK FEES				\$27.31
Invoice						
Cash Payment	E 601-49440-430 Bank Fees	MARCH BANK FEES				\$27.31
Invoice						
Cash Payment	E 602-49490-430 Bank Fees	MARCH BANK FEES				\$27.31
Invoice						
Cash Payment	E 609-49750-430 Bank Fees	MARCH BANK FEES				\$27.32
Invoice						
Transaction Date	4/6/2021	Due 5/6/2021	CASH	10100	Total	\$109.25

Fund Summary

	10100 CASH
101 GENERAL FUND	\$155,198.11
601 WATER FUND	\$8,532.60
602 SEWER FUND	\$12,702.90
609 LIQUOR FUND	\$23,267.92
	<u>\$199,701.53</u>

Pre-Written Checks	\$199,701.53
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$199,701.53

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Current Period: March 2021

Payments Batch P-CC 03-2021		\$12,169.58				
Refer	9892 AMAZON.COM	<u>Ck# 000448E 3/22/2021</u>				
Cash Payment	E 101-41940-401 Repairs/Maint Buildings	SUPPLIES				\$41.24
Invoice						
Cash Payment	E 101-42110-200 Office Supplies	SUPPLIES				\$149.96
Invoice						
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	SUPPLIES				\$289.23
Invoice						
Cash Payment	E 101-42210-217 Other Operating Supplies	SUPPLIES				\$67.21
Invoice						
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$59.42
Invoice						
Cash Payment	E 101-43100-218 Equipment Repair & Main	SUPPLIES				\$91.09
Invoice						
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SUPPLIES				\$66.42
Invoice						
Cash Payment	E 101-43100-441 Miscellaneous	SUPPLIES				\$9.63
Invoice						
Cash Payment	E 101-43210-441 Miscellaneous	SUPPLIES				\$35.19
Invoice						
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	SUPPLIES				\$51.41
Invoice						
Cash Payment	E 601-49440-237 Small Equipment	SUPPLIES				\$437.41
Invoice						
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten	SUPPLIES				\$51.40
Invoice						
Cash Payment	E 602-49490-237 Small Equipment	SUPPLIES				\$582.76
Invoice						
Cash Payment	E 101-43100-237 Small Equipment	SUPPLIES				\$49.05
Invoice						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SUPPLIES				\$43.20
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$2,024.62
Refer	9893 AT&T, INC	<u>Ck# 000449E 3/22/2021</u>				
Cash Payment	E 101-43100-321 Telephone	PHONE				\$76.46
Invoice						
Cash Payment	E 101-42210-321 Telephone	PHONE				\$442.33
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$518.79
Refer	9894 BATES FOOTWEAR.COM	<u>Ck# 000450E 3/22/2021</u>				
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-GREENE				\$144.95
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$144.95
Refer	9895 BCA/TRAINING & DEVELOPMENT	<u>Ck# 000451E 3/22/2021</u>				
Cash Payment	E 101-42110-208 Training and Instruction	CERTIFICATION-HEARN				\$75.00
Invoice						
Cash Payment	E 101-42110-208 Training and Instruction	CERTIFICATION-LARSON				\$75.00
Invoice						

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Cash Payment	E 101-42110-208 Training and Instruction	CERTIFICATION-BULERA				\$75.00
Invoice						
Cash Payment	E 101-42110-208 Training and Instruction	CERTIFICATION-DZURIS				\$75.00
Invoice						
Cash Payment	E 101-42110-208 Training and Instruction	CERTIFICATION-GREENE				\$75.00
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$375.00
Refer	9896 BOLT DEPOT		Ck# 000452E 3/22/2021			
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$28.08
Invoice						
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$28.08
Invoice						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$96.42
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$152.58
Refer	9897 CASEY S GENERAL STORE		Ck# 000453E 3/22/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL				\$736.18
Invoice						
Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$64.30
Invoice						
Cash Payment	E 101-43100-212 Motor Fuels	FUEL				\$316.02
Invoice						
Cash Payment	E 101-45200-212 Motor Fuels	FUEL				\$150.19
Invoice						
Cash Payment	E 601-49440-212 Motor Fuels	FUEL				\$148.13
Invoice						
Cash Payment	E 601-49440-212 Motor Fuels	FUEL				\$70.00
Invoice						
Cash Payment	E 602-49490-212 Motor Fuels	FUEL				\$52.38
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$1,537.20
Refer	9898 CLIPPINGMAGIC.COM		Ck# 000454E 3/22/2021			
Cash Payment	E 101-43210-433 Dues and Subscriptions	SUBSCRIPTION				\$3.99
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$3.99
Refer	9899 COSTCO		Ck# 000455E 3/22/2021			
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$16.06
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$16.06
Refer	9900 FEDEX		Ck# 000456E 3/22/2021			
Cash Payment	E 101-42110-322 Postage	POSTAGE				\$42.15
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$42.15
Refer	9901 FERGUSON WATERWORKS, INC		Ck# 000457E 3/22/2021			
Cash Payment	E 601-49440-233 Water Treatment Plant M	SUPPLIES				\$10.92
Invoice						

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Payments

Current Period: March 2021

Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$10.92
Refer	9902 GRAINGER, INC.		Ck# 000458E 3/22/2021			
Cash Payment	E 601-49440-229 Project Repair & Mainten	SUPPLIES				\$28.82
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$28.82
Refer	9903 IDEAL TRUE VALUE		Ck# 000459E 3/22/2021			
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$41.19
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$41.19
Refer	9904 HERITAGE MAINTENANCE PRODUC		Ck# 000460E 3/22/2021			
Cash Payment	E 101-45200-218 Equipment Repair & Main	SUPPLIES				\$146.00
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$146.00
Refer	9905 PALMFLEX		Ck# 000461E 3/22/2021			
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$189.99
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$189.99
Refer	9906 INTERNATIONAL CODE COUNCIL I		Ck# 000462E 3/22/2021			
Cash Payment	E 101-42400-208 Training and Instruction	TRAINING-DAHLHEIMER				\$300.00
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$300.00
Refer	9907 COUNTY MARKET - CITY ACCOUN		Ck# 000463E 3/22/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL				\$923.71
Invoice						
Cash Payment	E 101-43100-212 Motor Fuels	FUEL				\$65.72
Invoice						
Cash Payment	E 602-49490-212 Motor Fuels	FUEL				\$54.49
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$1,043.92
Refer	9908 KWIK TRIP		Ck# 000464E 3/22/2021			
Cash Payment	E 101-42110-212 Motor Fuels	FUEL				\$710.62
Invoice						
Cash Payment	E 101-42400-212 Motor Fuels	FUEL				\$62.84
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$773.46
Refer	9909 LABOR LAW POSTERS		Ck# 000465E 3/22/2021			
Cash Payment	E 101-43100-441 Miscellaneous	SUPPLIES				\$37.90
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$37.90
Refer	9910 MN GFOA		Ck# 000466E 3/22/2021			
Cash Payment	E 101-41500-433 Dues and Subscriptions	DUES-MULVIHILL				\$70.00
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$70.00
Refer	9911 MOORE MEDICAL		Ck# 000467E 3/22/2021			

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Current Period: March 2021

Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$162.23
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$162.23
Refer	9912 MY ALARM CENTER		Ck# 000468E 3/22/2021			
Cash Payment	E 609-49750-445 Security		LIQUOR STORE ALARM			\$39.15
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$39.15
Refer	9913 NATIONAL REGISTRY EMT		Ck# 000469E 3/22/2021			
Cash Payment	E 101-42110-208 Training and Instruction		CERTIFICATIONS			\$120.00
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$120.00
Refer	9914 NORTHERN TOOL & EQUIPMENT		Ck# 000470E 3/22/2021			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten		SUPPLIES			\$129.05
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$129.05
Refer	9915 OFFICE DEPOT		Ck# 000471E 3/22/2021			
Cash Payment	E 101-42210-441 Miscellaneous		COFFEE MAKER			\$428.49
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$428.49
Refer	9916 OREILLY AUTO PARTS		Ck# 000472E 3/22/2021			
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten		SUPPLIES			\$53.56
Invoice						
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten		SUPPLIES			\$21.41
Invoice						
Cash Payment	E 601-49440-228 Equipment Maintenance		SUPPLIES			\$41.64
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$116.61
Refer	9917 MN CRIME PREVENTION ASSN.		Ck# 000473E 3/22/2021			
Cash Payment	E 101-42110-433 Dues and Subscriptions		MEMBERSHIP			\$60.00
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$60.00
Refer	9918 POPP TELECOM		Ck# 000474E 3/22/2021			
Cash Payment	E 609-49750-321 Telephone		TELEPHONE			\$53.03
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$53.03
Refer	9919 SAMS CLUB		Ck# 000475E 3/22/2021			
Cash Payment	E 609-49751-254 Miscellaneous Merchandi		MISC			\$622.55
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$622.55
Refer	9920 SMARTSIGN		Ck# 000476E 3/22/2021			
Cash Payment	E 101-43100-226 Sign Repair Materials		SIGNS			\$556.66
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$556.66
Refer	9921 FIRE FIGHTERS BOOK		Ck# 000477E 3/22/2021			

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Current Period: March 2021

Cash Payment	E 101-42210-209 Fire Prevention Supplies	FIRE PREVENTION				\$125.35
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$125.35
Refer	9922 SPEEDWAY		Ck# 000478E 3/22/2021			
Cash Payment	E 101-42210-212 Motor Fuels	FUEL				\$76.54
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$76.54
Refer	9923 THE SNOWPLOW.COM		Ck# 000479E 3/22/2021			
Cash Payment	E 602-49490-441 Miscellaneous	SUPPLIES				\$42.94
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$42.94
Refer	9924 STAMPS.COM		Ck# 000480E 3/22/2021			
Cash Payment	E 101-41400-322 Postage	POSTAGE				\$17.99
Invoice						
Cash Payment	E 101-42110-322 Postage	POSTAGE				\$17.99
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$35.98
Refer	9925 STREICHER S		Ck# 000481E 3/22/2021			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-T SCHWIEGER				\$250.10
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$250.10
Refer	9926 TELEDYNE ISCO, INC		Ck# 000482E 3/22/2021			
Cash Payment	E 602-49490-313 Sample Testing	SUPPLIES				\$432.78
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$432.78
Refer	9927 SNOWPLOW.COM		Ck# 000483E 3/22/2021			
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$70.89
Invoice						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$70.90
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$141.79
Refer	9928 POSTMASTER - ST. FRANCIS		Ck# 000484E 3/22/2021			
Cash Payment	E 101-41910-322 Postage	POSTAGE				\$393.60
Invoice						
Cash Payment	E 601-49440-313 Sample Testing	POSTAGE				\$4.80
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$398.40
Refer	9929 VERIZON WIRELESS		Ck# 000485E 3/22/2021			
Cash Payment	E 101-42110-321 Telephone	PHONE				\$423.60
Invoice						
Cash Payment	E 601-49440-321 Telephone	PHONE				\$160.12
Invoice						
Cash Payment	E 602-49490-321 Telephone	PHONE				\$170.61
Invoice						
Transaction Date	3/22/2021	Due 4/21/2021	CASH	10100	Total	\$754.33

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Refer	9930 ZOOM.US	Ck# 000486E 3/22/2021	
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION	\$16.06
Invoice			
Transaction Date	3/22/2021	Due 4/21/2021 CASH	10100
		Total	\$16.06

Refer	9931 UNIVERSITY OF MINNESOTA	Ck# 000487E 3/22/2021	
Cash Payment	E 101-45200-208 Training and Instruction	TRAINING-KOEP	\$150.00
Invoice			
Transaction Date	3/22/2021	Due 4/21/2021 CASH	10100
		Total	\$150.00

Fund Summary

	10100 CASH
101 GENERAL FUND	\$8,651.13
601 WATER FUND	\$974.66
602 SEWER FUND	\$1,829.06
609 LIQUOR FUND	\$714.73
	\$12,169.58

Pre-Written Checks	\$12,169.58
Checks to be Generated by the Computer	\$0.00
Total	\$12,169.58



**City Council
AGENDA REPORT
Agenda Item #
9A**

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Bottle Shop Expansion – Award bid
DATE: April 19th, 2021

OVERVIEW

Per the 2020 Annual Report, the Bottle Shop had **\$2,778,157** in gross sales and had 109,567 customers in 2020. The current balance of the Liquor Fund is **\$1,877,090**.

With that, City opened bids to renovate the Liquor Store on April 8th, 2021. The low bid was submitted by Webber Construction in the amount of **\$652,200**. The low proposals for Special Inspection and Cooler Relocation were **\$7,707** and **\$19,165** respectively.

Overall the estimated project cost and actual project cost:

Estimated - **\$611,554**

Actual - **\$745,332**

Attached is the Probable Cost Estimates vs. Project Cost Results

Bid submittal results

RFP submittal results

Recommendation Action:

Consider a motion to approve the bid and proposals received by Webber Construction, Intertek PSI, and Britz Store Equipment, Inc.

SUMMARY - Probable Cost Estimates vs Project Costs Results

Pearl
Architecture

St. Francis Bottle Shop Addition & Alterations

City of St. Francis, MN

Probable Cost Estimates (2020)

Project Costs Results / Bid or RFP (2021)

Project Activity

\$\$ Amount

\$\$ Amount

Company Performing the Work

Construction Cost - Base Bid

\$486,120.00

\$627,000.00

Weber Inc.

Add Alternate No. 1 - Landscape Plantings

\$8,500.00

\$10,200.00

North St. Paul, MN

Add Alternate No. 2 - Site Lawn Irrigation

\$6,875.00

\$15,000.00

RFP - Special Inspection & Soil Testing

\$4,500.00

\$7,707.00

Intertek - PSI

RFP - Existing Cooler Relocation & Expansion

\$18,375.00

\$19,165.50

Britz Store Equipment, Inc.

Plan Review Fees - Building permitting

\$3,400.00

\$2,776.00

Metro Midwest

Plan Review Fee - Plumbing Review

\$250.00

\$0.00

Dept. of Labor & Industry (paid)

IT / Technology - Phones & Data

\$6,500.00

\$6,500.00

TBD - City Consultant

A / E Design Fees

\$14,784.00

\$14,784.00

Pearl Architecture

A / E Reimbursable Expenses

\$1,600.00

\$1,200.00

Pearl Architecture

SAC & WAC Fees

0

0

City to cover costs of Plumbing fixture connections

FFE (Furniture, Fixtures, Equipment)

\$10,500.00

\$4,000.00

TBD - City of St. Francis selection
Refrigerator, microwave, table & chairs for Breakroom, etc.

10% Construction Contingency

\$50,150.00

\$37,000.00

City's \$\$\$ on reserve (hope not to spend)
Hold 6% for unforeseen conditions of renovations

TOTAL Estimated Costs

\$611,554.00

\$745,332.50

TOTAL Actual Costs

amount City to budget for project cost.

RFP Submittal Results Tabulation		Pearl Architecture
St. Francis Bottle Shop Addition & Alterations	City of St. Francis, MN	
Testing Consultant Firm Name		Submitted Fee Amount
RFP for Special Testing & Geotechnical Soils Testing		
Intertek psi (Professional Services Industries) Eagan, MN		\$ 7,707.00 estimate
NTI - Northern Technologies LLC Eagan, Ramsey, MN		\$ 10,234.00 estimate
AET - American Engineering Testing, Inc. St. Paul, Albertville, MN		\$ 14,373.00 estimate
Braun Intertec, Inc. Burnsville, MN		No Response
RFP for Liquor Store Equipment - Coolers, Shelving, Doors, Back Bar		
Britz Store Equipment, Inc. Buckman, MN		\$21,845.50 (minus Item #4) -\$3,020.50 = \$18,825.50 (plus 6% April 1)+ \$340.00 = \$19,165.50



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

9B

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2021 Street Reconditioning Project Approval of Plans and Specifications
DATE: April 19, 2021

OVERVIEW:

Per the City's Capital Improvement Plan, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the reconditioning (overlay) of 241st Avenue, 239th Avenue, Ute Street, and Tamarack Street. The location of the street segments is shown on Sheet 1 of the Construction Plans.

In general, these improvements include bituminous patching, a 1.5-inch overlay, gravel shoulder, and matching driveways. These streets are programmed into the City's Capital Improvement Program for the year 2021. The construction plans are attached for review and approval.

All the street segments, except 241st Avenue west of Ute Street, are on the City's Municipal State Aid System (MSA) therefore MSA funds can be used. To use MSA funds the streets must meet certain design requirements.

During preparation of plans and specifications it was identified that a number of power poles are in the clear zone on the east side of Tamarack Street and some trees on the west side. To move the poles back trees will need to also be removed on the east side along with the trees on the west side. The attached exhibit shows the extent of the tree removal.

Three of the parcels on Tamarack Street, where trees need to be removed, do not have right of way. In summary in order to use MSA funds on Tamarack Street, tree removal and right of way acquisition will be required. The City does have the option to use local funds on Tamarack Street. The attached plans assume MSA funds will be used on Tamarack Street. Funding is discussed below.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2021-13 – Approving Plans and Specifications and Ordering Advertisement for Bids for the 2021 Street Reconditioning Project and provide direction on the funding source for Tamarack Street.

BUDGET IMPLICATION:



All the street segments, except 241st Avenue west of Ute Street, are on the City's Municipal State Aid System (MSA) therefore MSA funds can be used. As discussed above additional costs will be incurred to use MSA funds on Tamarack Street due to right of way acquisition and tree removal. The two funding alternates considered are as follows:

Alternate No 1 – Use MSA funds on Tamarack Street

Street	Construction Cost by Funding Source		Total Construction Cost
	MSA	Local	
Tamarack Street	\$115,000		\$115,000
241 st Ave	\$ 32,000	\$50,000	\$ 82,000
Ute Street	\$ 29,000		\$ 29,000
239 th Ave	\$ 35,000		\$ 35,000
Totals	\$211,000	\$50,000	\$261,000
Overhead and Construction Contingency (20%)			\$ 52,200
			\$313,200

Alternate No 2 – Use Local funds on Tamarack Street

Street	Construction Cost by Funding Source		Total Construction Cost
	MSA	Local	
Tamarack Street		\$ 80,000	\$ 80,000
241 st Ave	\$32,000	\$ 50,000	\$ 82,000
Ute Street	\$29,000		\$ 29,000
239 th Ave	\$35,000		\$ 35,000
Totals	\$96,000	\$130,000	\$226,000
Overhead and Construction Contingency (20%)			\$ 45,200
			\$271,200

The City's CIP has estimated \$274,00 for these projects.

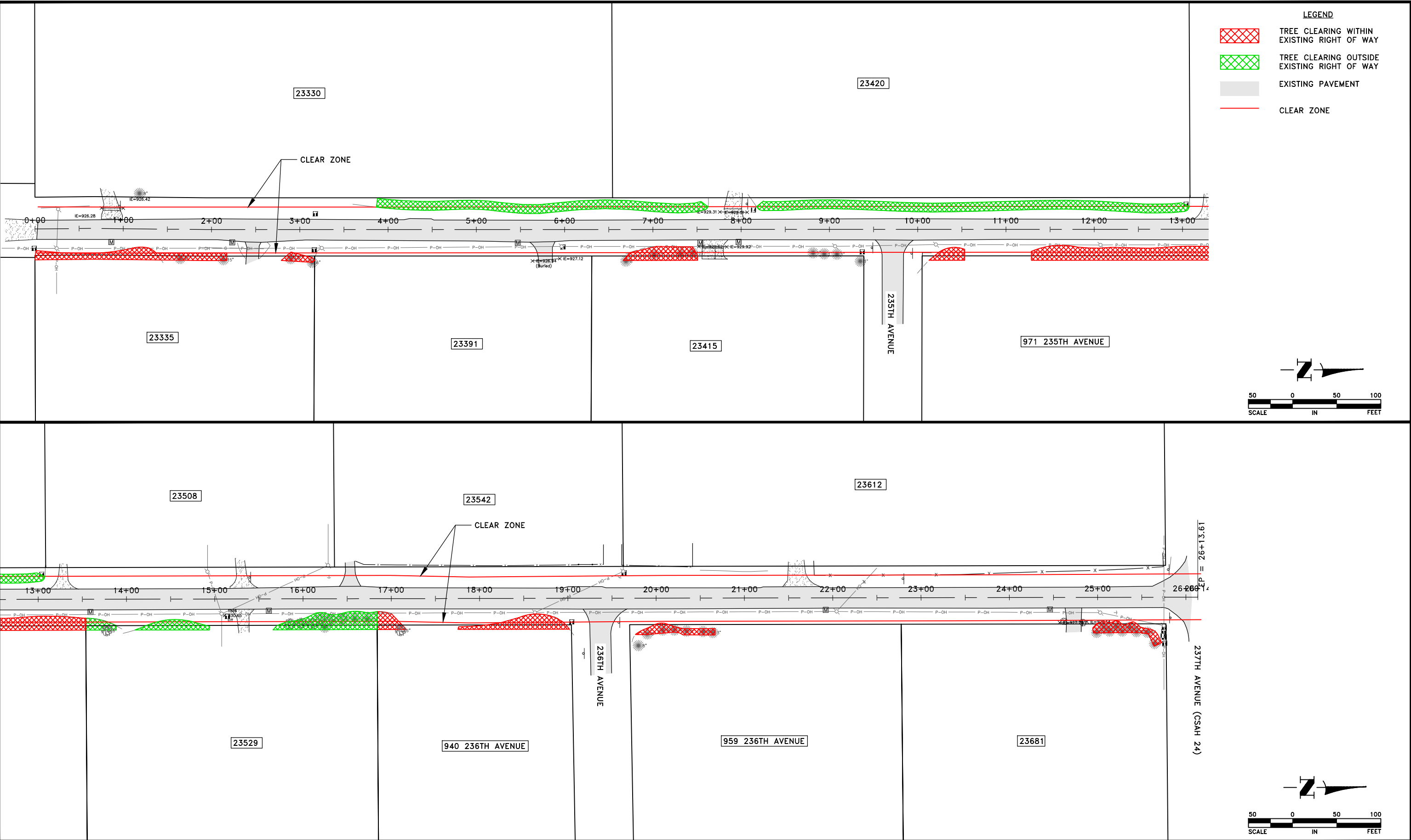
ATTACHMENTS:

CONSTRUCTION PLANS

TREE REMOVAL EXHIBIT FOR TAMARACK STREET

RESOLUTION 2021-13– APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2021 STREET RECONDITIONING PROJECT

Apr 13, 2021 - 3:52pm
K:\MUNICIPAL\SF320\ENGINEERING\TAMARACK CLEAR ZONE EXHIBIT.dwg



LEGEND

- TREE CLEARING WITHIN EXISTING RIGHT OF WAY
- TREE CLEARING OUTSIDE EXISTING RIGHT OF WAY
- EXISTING PAVEMENT
- CLEAR ZONE



Hakanson Anderson
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763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

TAMARACK STREET TREE REMOVAL

ST. FRANCIS, MINNESOTA

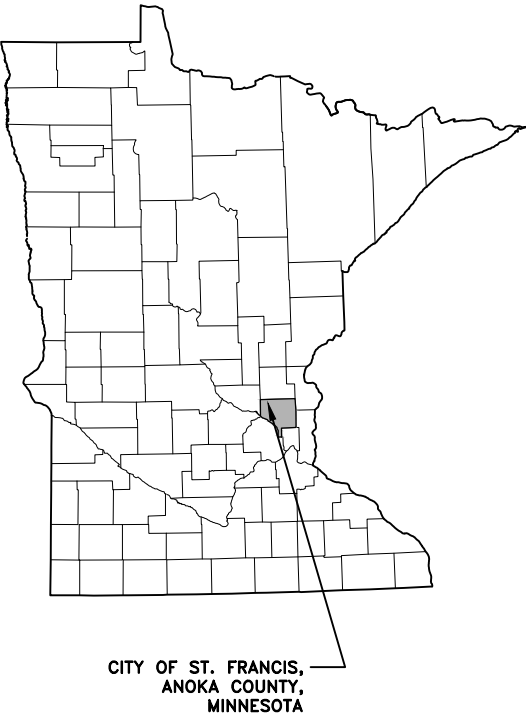
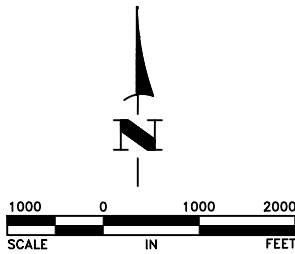
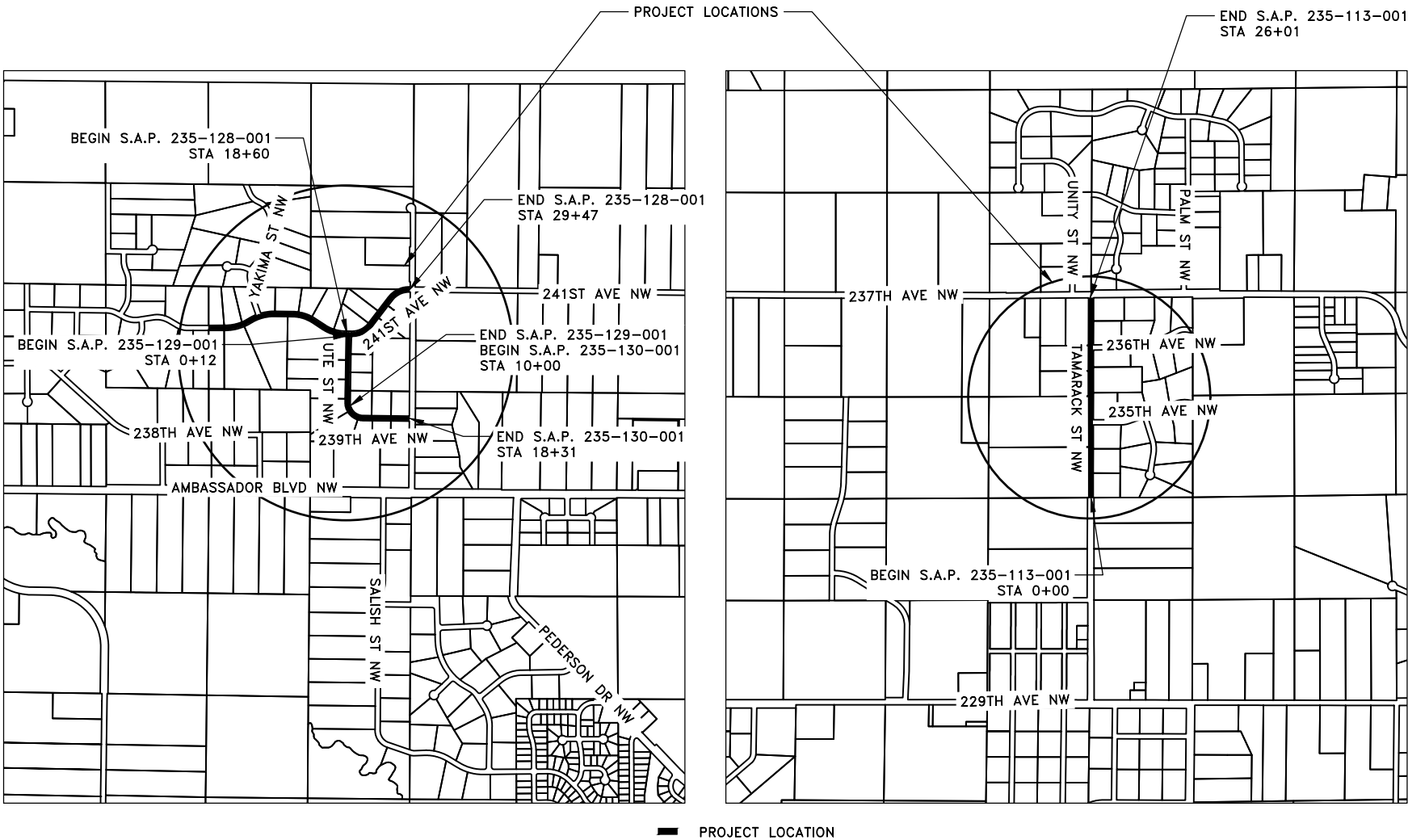
SHEET
1
OF
1
SHEETS

MINNESOTA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLANS FOR
ST. FRANCIS 2021 STREET RECONDITIONING PROJECT
ST. FRANCIS, MINNESOTA

S.A.P. 235-113-001 LOCATED ON TAMARACK STREET NW FROM 2667FT NORTH OF 229TH AVENUE NW TO 237TH AVENUE NW
S.A.P. 235-128-001 LOCATED ON 241ST AVENUE NW FROM UTE STREET NW TO ROANOKE STREET NW
S.A.P. 235-129-001 LOCATED ON UTE STREET NW FROM 241ST AVENUE NW TO 239TH STREET NW
S.A.P. 235-130-001 LOCATED ON 239TH AVENUE NW FROM UTE STREET NW TO ROANOKE STREET NW

SECTION 25 - TOWNSHIP 34 - RANGE 25 ; SECTION 35 - TOWNSHIP 34 - RANGE 24



PROJECT	STA. TO STA.	GROSS LENGTH (FEET)	BRIDGE LENGTH (FEET)	NET LENGTH (FEET)	NET LENGTH (MILES)	ADT (2021)	ADT (2041)	DESIGN ESAL	R VALUE	DESIGN (TON)	DESIGN SPEED (MPH)	NUMBER OF LANES	NUMBER OF PARKING LANES	FUNCTIONAL CLASSIFICATION
235-113-001	0+00 TO 26+01	2,601	0	2,601	0.494	175	230	25,645	50	10	40	2	0	LOCAL COLLECTOR
235-128-001	18+60 TO 29+47	1087	0	1,087	0.207	165	185	22,163	50	10	30	2	0	LOCAL COLLECTOR
235-129-001	0+12 TO 10+00	988	0	988	0.188	210	230	27,861	50	10	30	2	0	LOCAL COLLECTOR
235-130-001	10+00 TO 18+31	831	0	831	0.158	230	260	31,027	50	10	30	2	0	LOCAL COLLECTOR

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE ST. FRANCIS 2021 STREET RECONDITIONING PROJECT.

SHEET INDEX

THIS PLAN CONTAINS 13 SHEETS

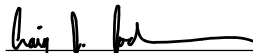
SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	TYPICAL SECTION AND DETAILS
3	ESTIMATED QUANTITIES AND CONSTRUCTION NOTES
4-13	CONSTRUCTION PLANS

APPROVED: ANOKA COUNTY ENGINEER _____ DATE _____

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY _____ DATE _____

STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING _____ DATE _____

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

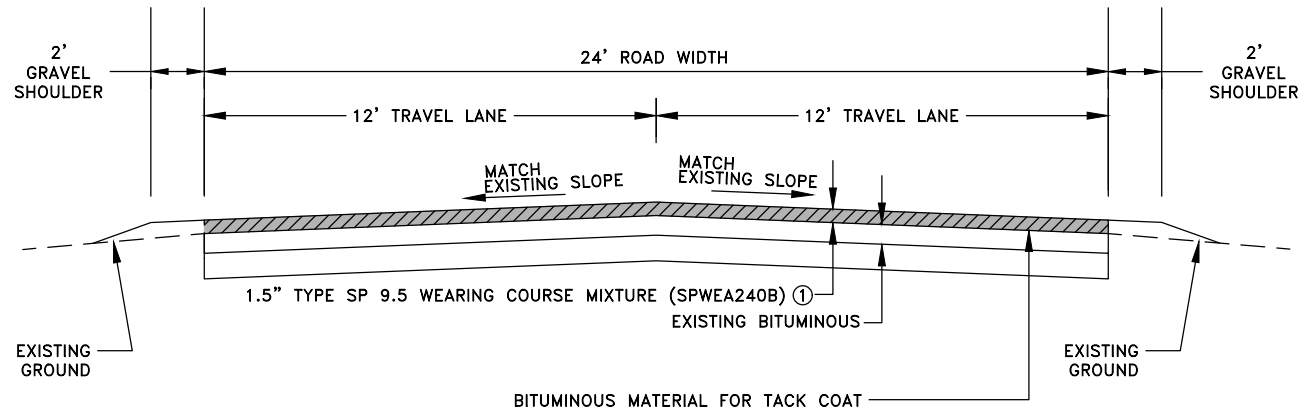
 _____ 23461 DATE 3/31/21
CRAIG J. JOCHUM, P.E.
HAKANSON ANDERSON
DESIGN ENGINEER
LIC. NO.

DATE	REVISION

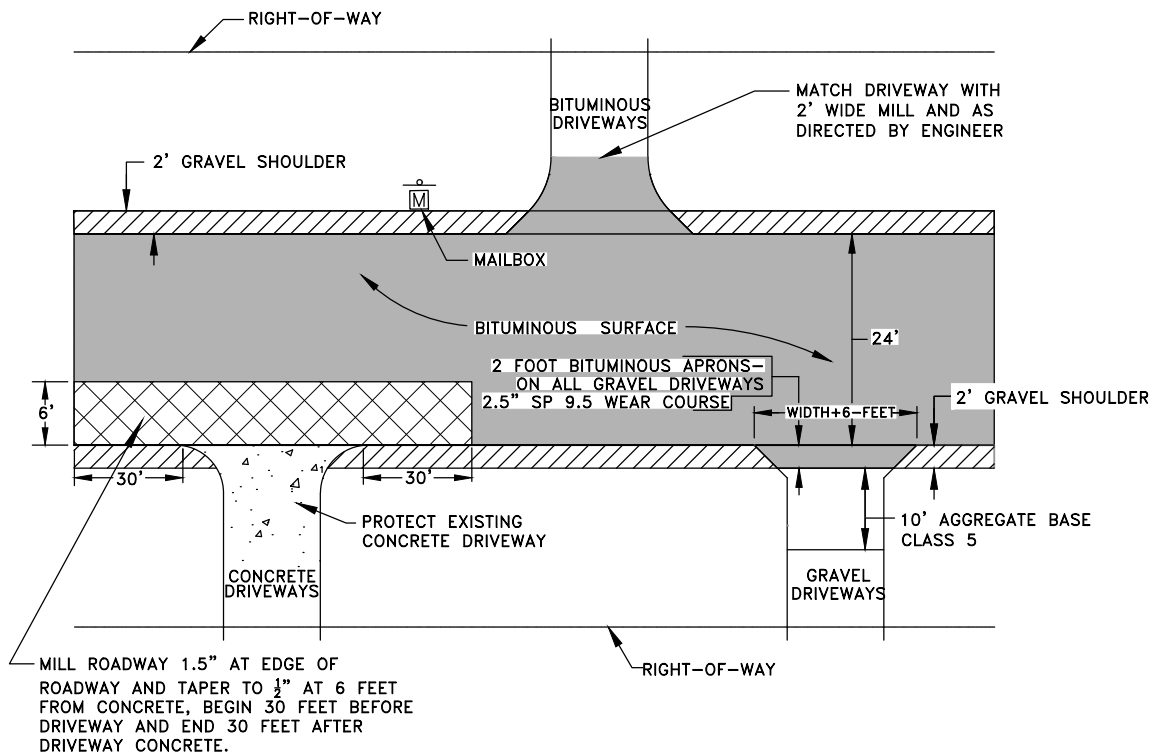
S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001



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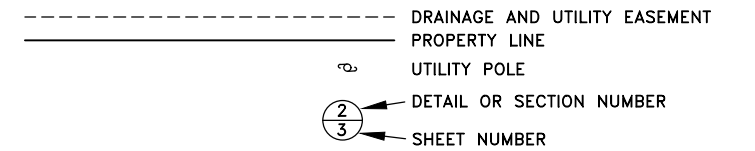


1
2
TYPICAL STREET SECTION
N.T.S.



2
2
OVERLAY TYPICAL DRIVEWAY CONNECTIONS
NO SCALE

PROJECT LEGEND



REFERENCE NOTE:

- ① PRIOR TO CONSTRUCTION OF THE BITUMINOUS OVERLAY THE CONTRACTOR SHALL PATCH ALL PAVEMENT POTHoles THAT ARE 1/2 INCH OR DEEPER. PATCH WILL BE PAID BY ITEM 2360 TYPE 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING. MIX SHALL BE SPREAD BY GRADER, SKID STEER OR OTHER APPROPRIATE EQUIPMENT. PATCH SHALL BE TACK COATED PRIOR TO PLACEMENT. TACK COAT WILL BE PAID PER THE BID ITEM.

S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

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Craig J. Jochem
CRAIG J. JOCHUM, P.E.
Date 3/31/21 Lic. No. 23461

DESIGNED BY:
CJJ
DRAWN BY:
SGJ
CHECKED BY:
TAE



Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
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ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

TYPICAL SECTION AND DETAILS
ST. FRANCIS, MINNESOTA

SHEET
2
OF
13
SHEETS

SF320

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ESTIMATED QUANTITIES										
ITEM NO.	REF. NOTE	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	S.A.P. 235-113-001 TAMARACK ST. NW ESTIMATED QUANTITY	S.A.P. 235-128-001 241ST AVE. NW ESTIMATED QUANTITY	S.A.P. 235-129-001 UTE ST. NW ESTIMATED QUANTITY	S.A.P. 235-130-001 239TH AVE. NW ESTIMATED QUANTITY	241st AVE. NW LOCAL FUNDING ESTIMATED QUANTITY
1		2021.501	MOBILIZATION	LUMP SUM	1	0.35	0.14	0.13	0.17	0.21
2		2104.503	SAWING BITUMINOUS PAVEMENT	LIN FT	113				113	
3		2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	176				176	
4		2105.507	COMMON BORROW, LV	CU YD	60	60.00				
5		2211.509	AGGREGATE BASE CLASS 5	TON	20	20				
6		2211.509	SHOULDER BASE AGGREGATE CLASS 2	TON	269	80	45	40	34	70
7		2232.504	MILL BITUMINOUS SURFACE	SQ YD	410	72	104	37	50	147
8		2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1683	608	250	230	195	400
9		2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B) 1.5" THICK	SQ YD	525	55	90	110	100	170
10		2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B) 2.5" THICK	SQ YD	220	35			176	9
11		2360.509	TYPE SP 4.75 BITUMINOUS MIXTURE FOR TIGHT BLADE LEVELING	TON	82	30	12	11	9	20
12		2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	TON	1875	680	280	255	215	445
13		2474.507	LOAM TOPSOIL BORROW, LV	CU YD	90	40	10	10	10	20
14		2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	0.35	0.14	0.13	0.17	0.21
15		2563.601	TRAFFIC CONTROL	LUMP SUM	1	0.35	0.14	0.13	0.17	0.21
16	1	2575.604	SITE RESTORATION	SQ YD	885	570	60	40	165	50

BASIS OF ESTIMATED QUANTITIES	
BITUMINOUS MATERIAL FOR TACK COAT	0.075 gal/yd²
BITUMINOUS WEARING COURSE MIXTURE	110 lbs/yd²/in
SEED MIXTURE 25-131	220 lbs/acre
HYDRAULIC BONDED FIBER MATRIX	3,500 lbs/acre
TYPE 1, COMMERCIAL FERTILIZER	400 lbs/acre

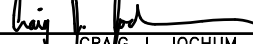
GENERAL CONSTRUCTION NOTES:
1. SALVAGING AND INSTALLING MAILBOXES IF REQUIRED FOR CONSTRUCTION SHALL BE INCIDENTAL.
2. ALL EXCESS SOIL MATERIAL SHALL BE DISPOSED OF OFF SITE BY THE CONTRACTOR. THIS WORK SHALL BE INCIDENTAL.

REFERENCE NOTES
① THIS ITEM INCLUDES ALL LABOR, EQUIPMENT, MATERIALS, INCLUDING SEED, FERTILIZER AND HYDRAULIC BONDED FIBER MATRIX, AND WORK REQUIRED TO RESTORE DISTURBED AREAS. TOPSOIL BORROW SHALL BE PAID AS 2574 LOAM TOPSOIL BORROW. ITEM 2574 LOAM TOPSOIL BORROW AND ITEM 2575 SITE RESTORATION WILL NOT BE MEASURED MORE THAN 5 FEET BEYOND THE BACK OF THE CURB. ALL RESTORATION WORK BEYOND THIS 5 FEET SHALL BE INCIDENTAL.

S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

DATE	REVISION

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Date 3/31/21
Craig J. JOCHUM, P.E.
Lic. No. 23461

DESIGNED BY:
CJJ
DRAWN BY:
SGJ
CHECKED BY:
TAE



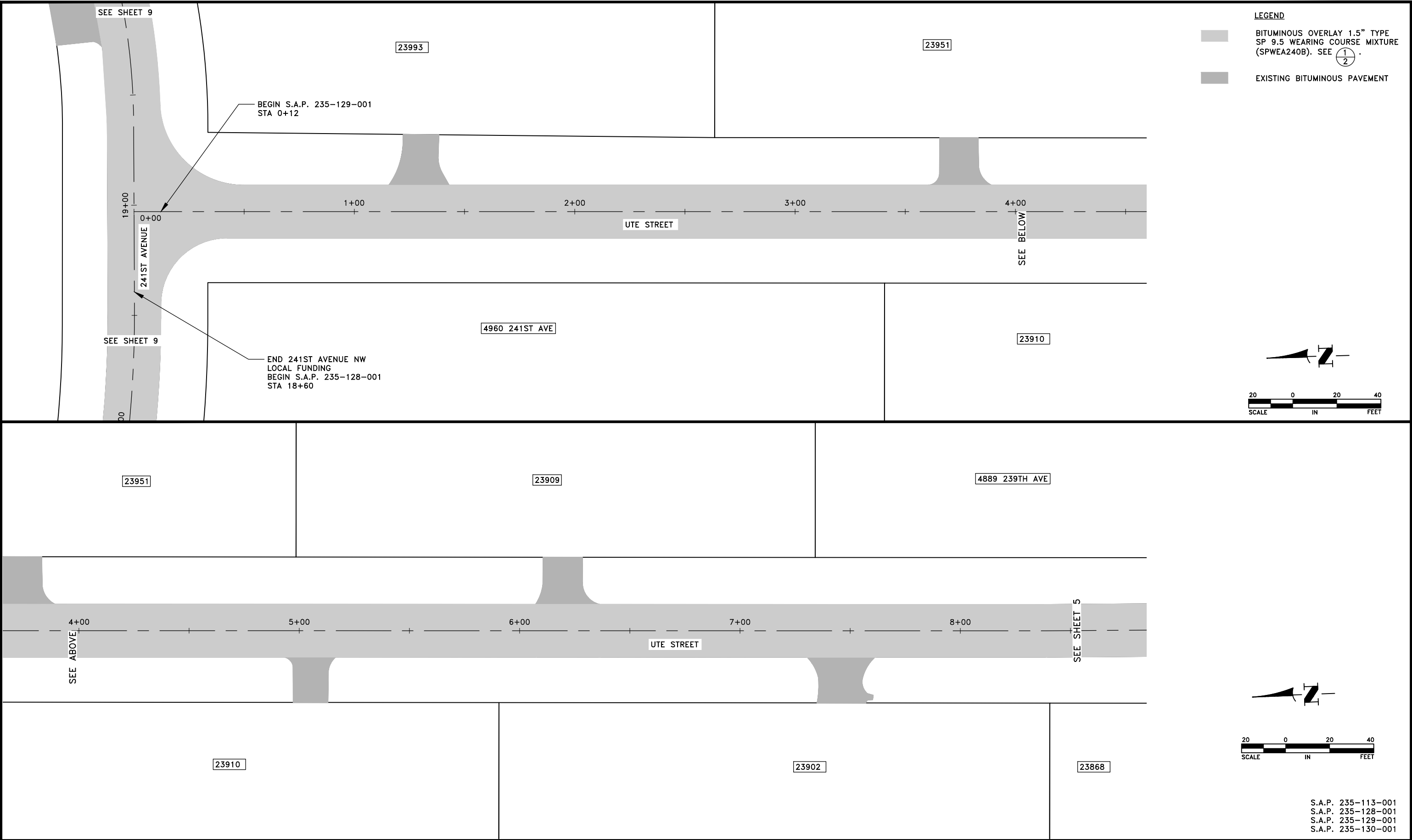
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Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

ESTIMATED QUANTITIES AND CONSTRUCTION
NOTES
ST. FRANCIS, MINNESOTA

SHEET
3
OF
13
SHEETS

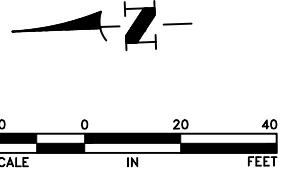
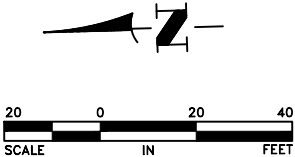
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LEGEND

BITUMINOUS OVERLAY 1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA240B). SEE ①/2.

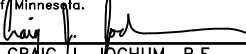
EXISTING BITUMINOUS PAVEMENT



S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

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Date 3/31/21 Lic. No. 23461

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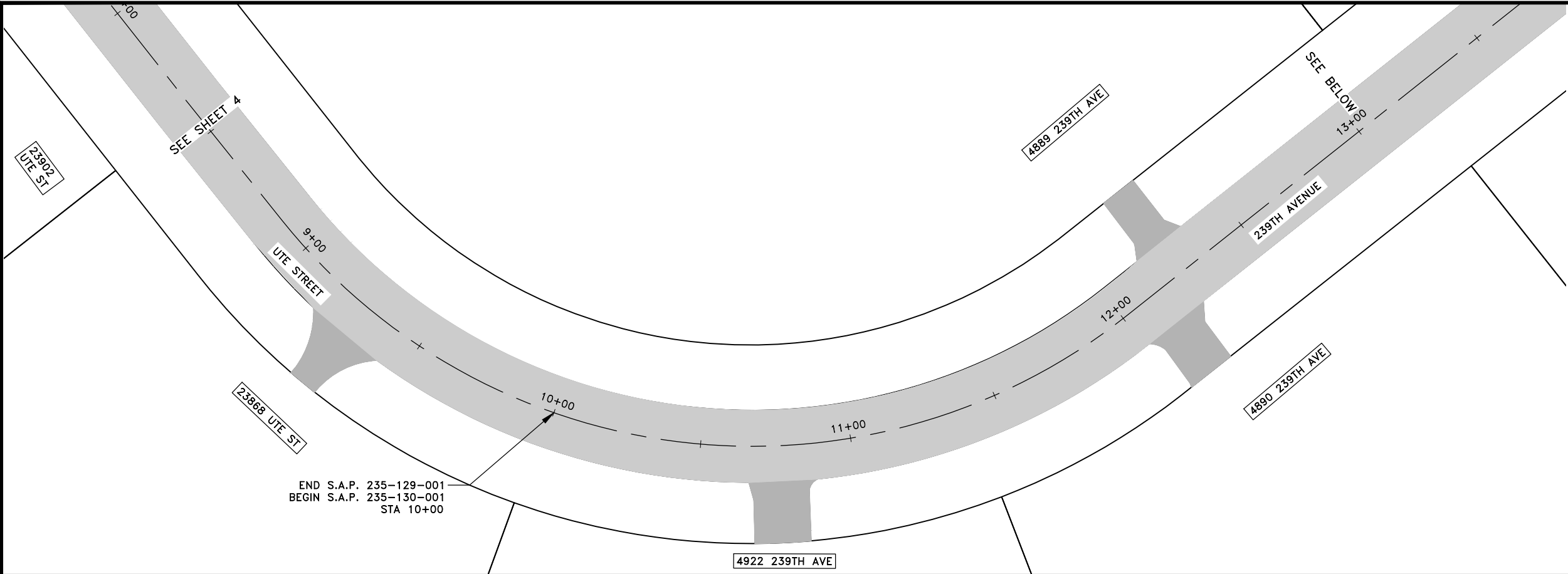
ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

CONSTRUCTION PLANS

UTE STREET NW
ST. FRANCIS, MINNESOTA

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SHEETS

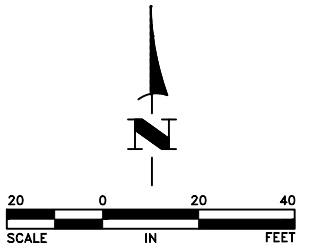
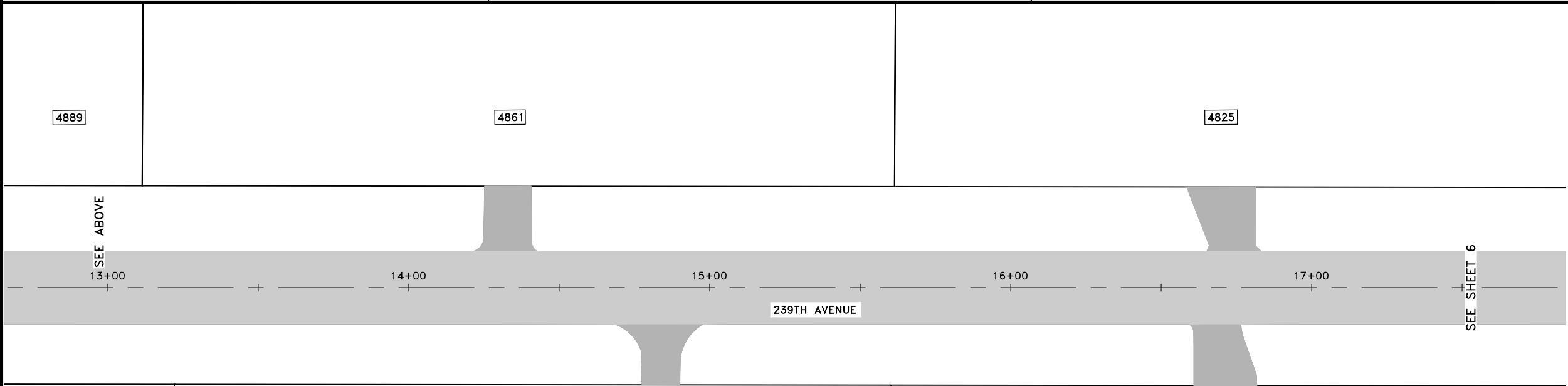
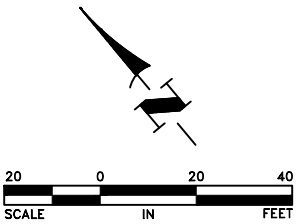
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BITUMINOUS OVERLAY 1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA240B). SEE 1/2.

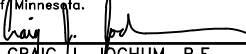
EXISTING BITUMINOUS PAVEMENT



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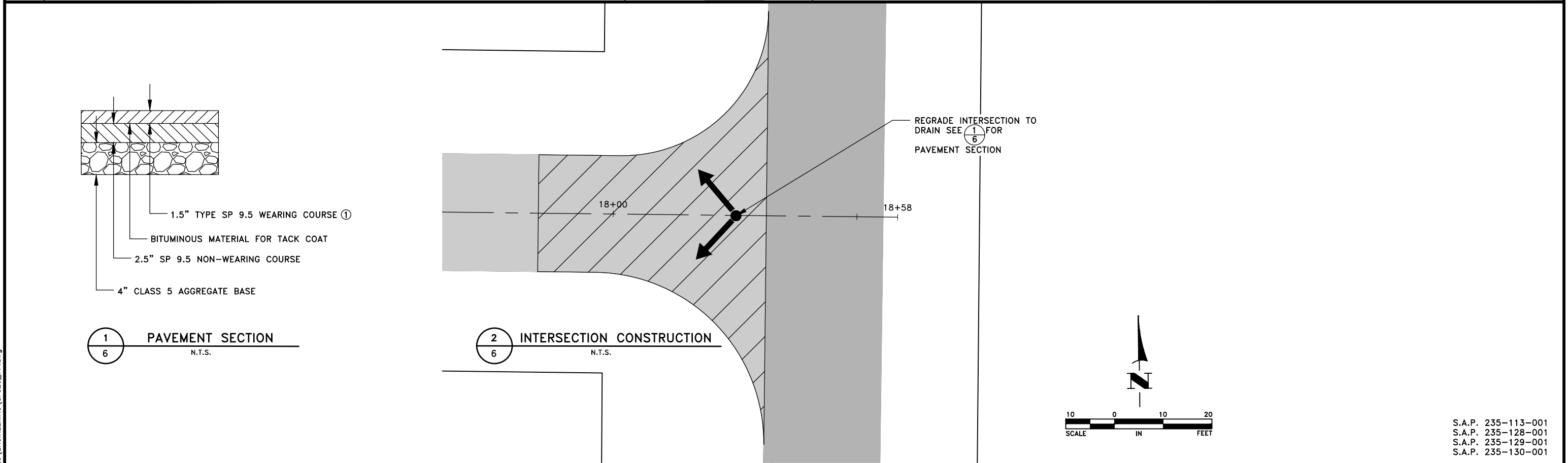
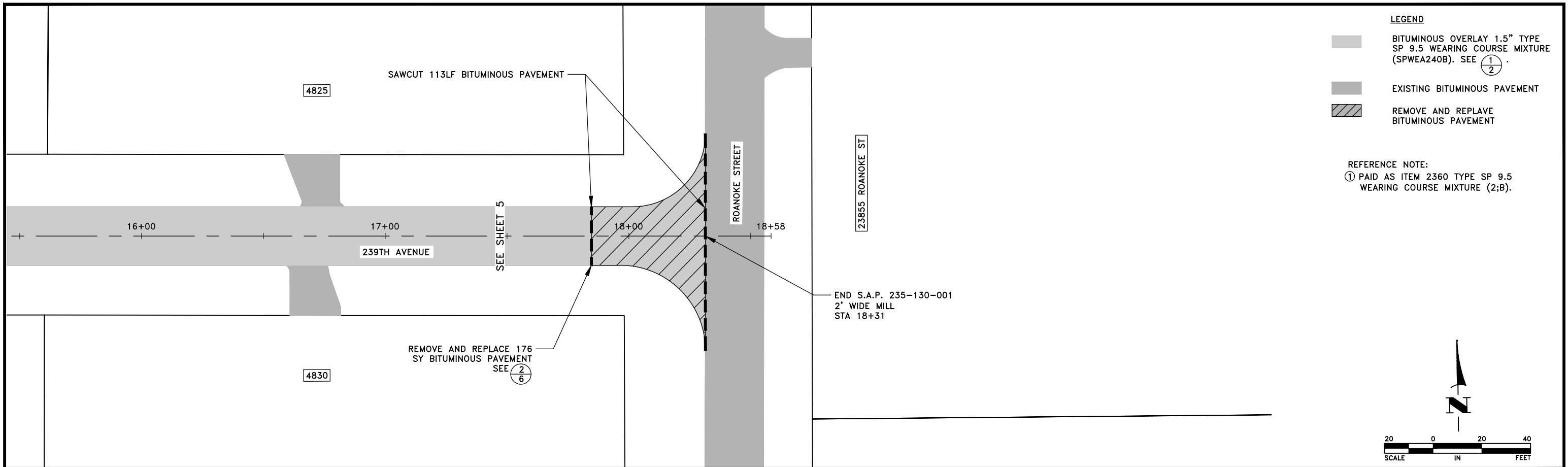
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ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

CONSTRUCTION PLANS
UTE ST NW AND 239TH AVE NW
ST. FRANCIS, MINNESOTA

SHEET
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OF
13
SHEETS

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Craig J. Jochum
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Date 3/31/21 Lic. No. 23461

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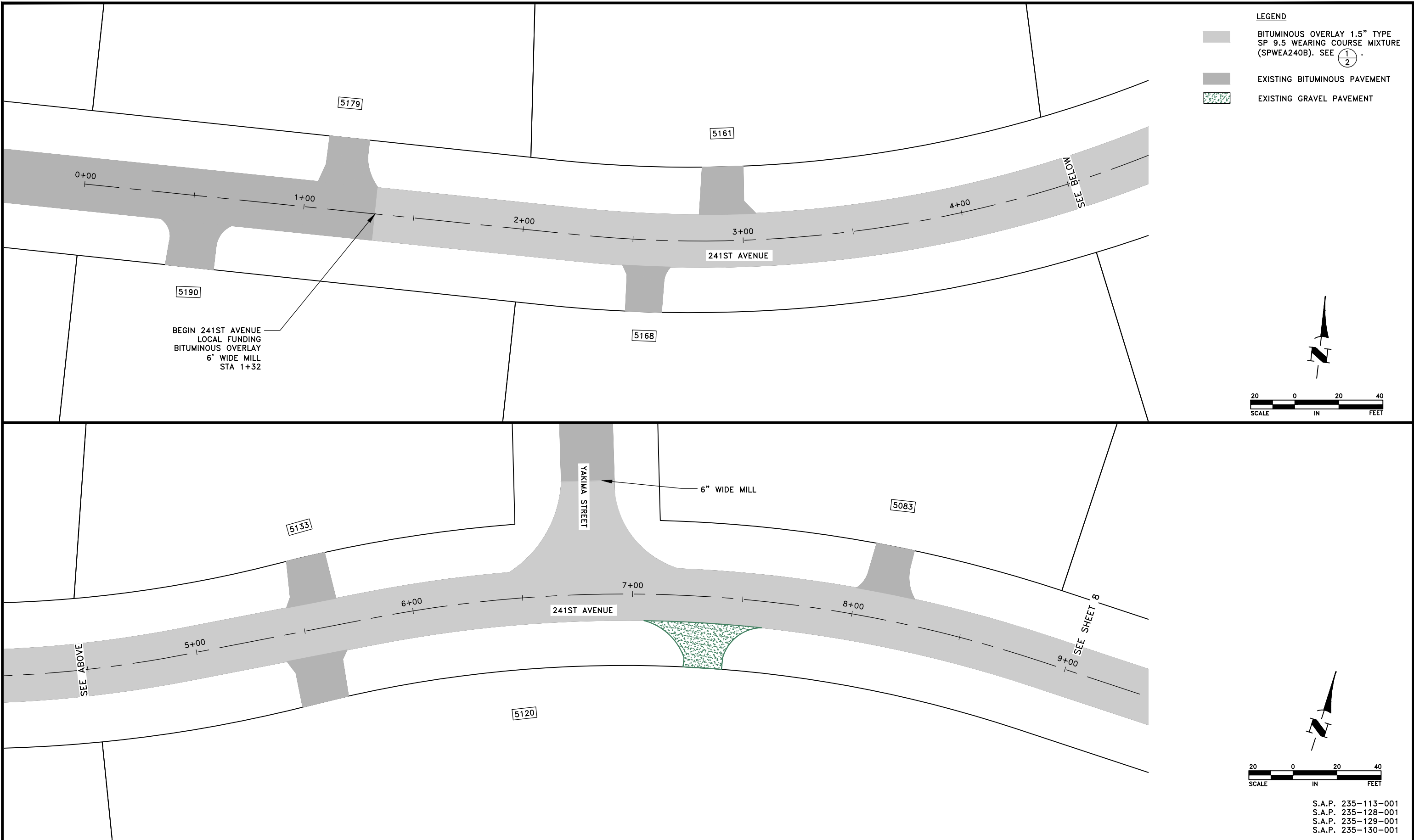
ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

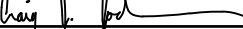
CONSTRUCTION PLANS
239TH AVENUE NW
ST. FRANCIS, MINNESOTA

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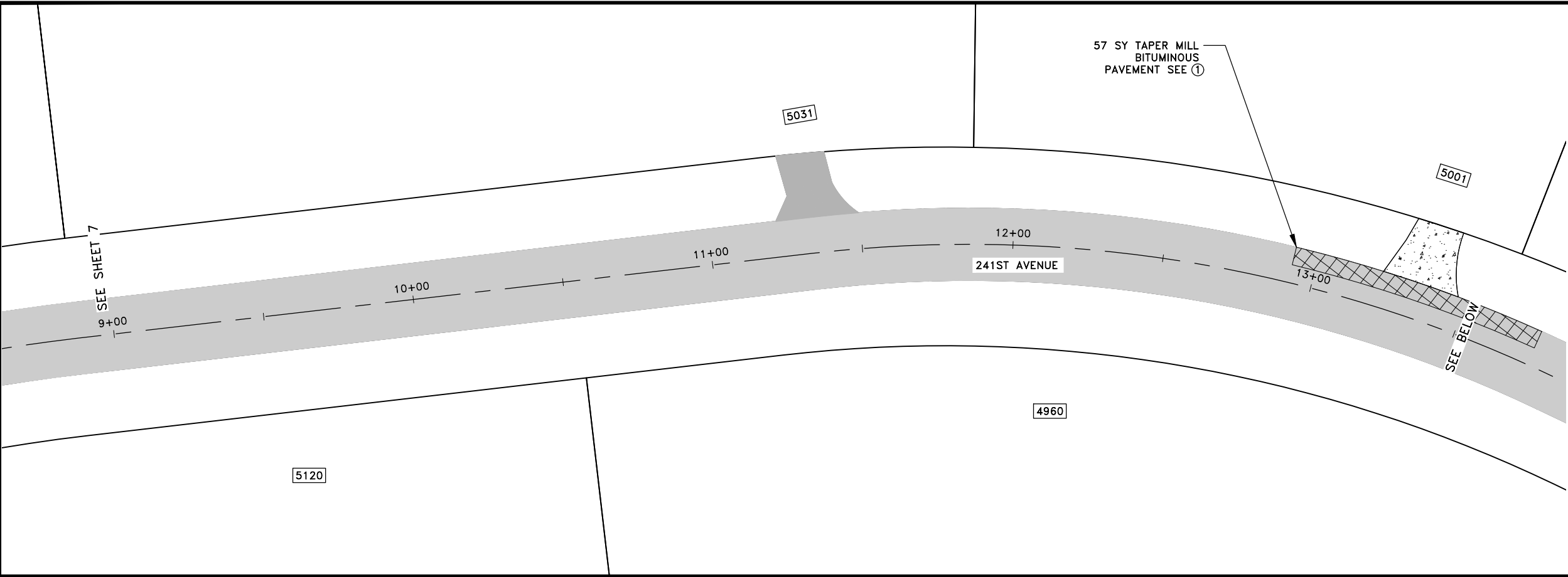
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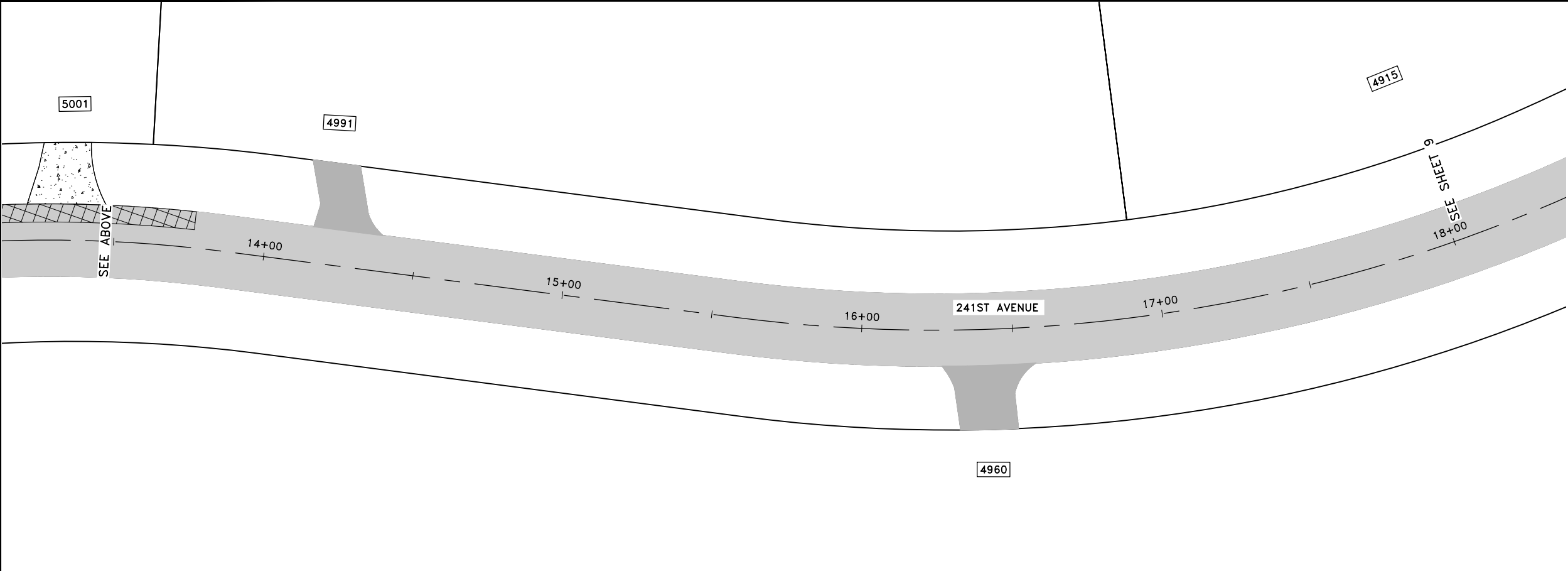
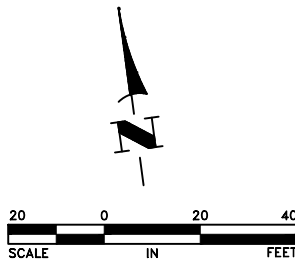
DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.	DESIGNED BY: CJJ		Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	ST. FRANCIS 2021 STREET RECONDITIONING PROJECT	CONSTRUCTION PLANS 241ST AVENUE NW ST. FRANCIS, MINNESOTA	SHEET 7 OF 13 SHEETS
			DRAWN BY: SGJ					
		Date 3/31/21	CHECKED BY: TAE					

S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

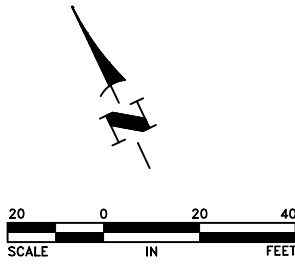
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- LEGEND**
- BITUMINOUS OVERLAY 1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA240B). SEE ① 2.
 - EXISTING BITUMINOUS PAVEMENT
 - EXISTING CONCRETE PAVEMENT
 - MILLING BITUMINOUS SURFACE



REFERENCE NOTE:
① FOR ADDITIONAL DRIVEWAY CONSTRUCTION INFORMATION SEE ② 2.



S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

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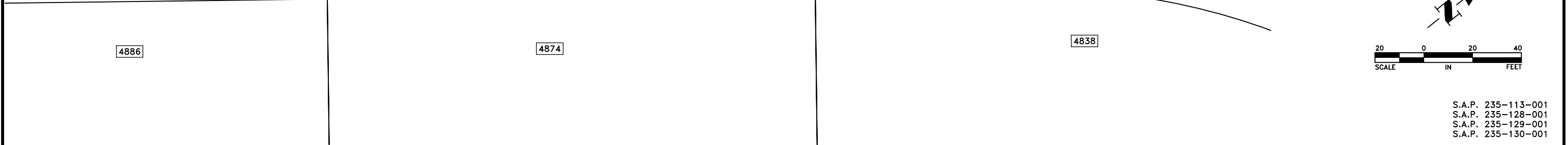
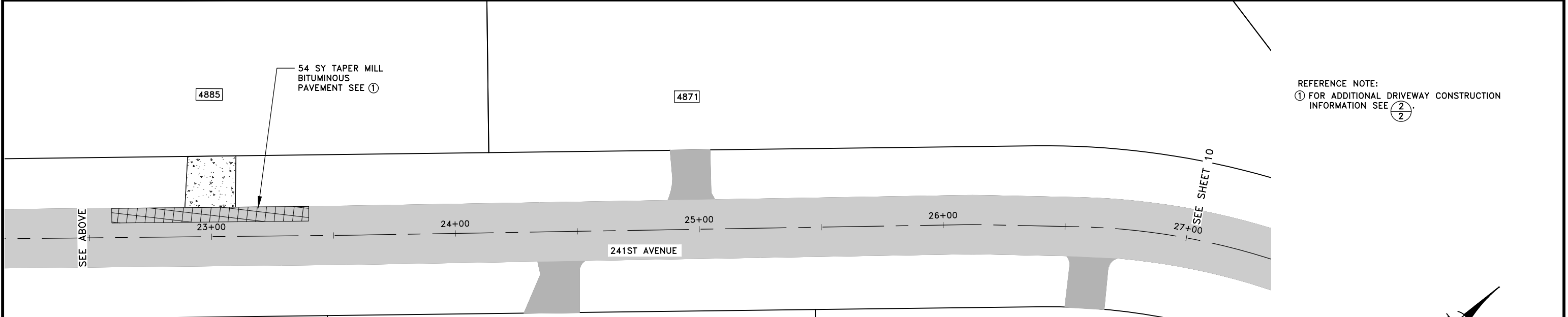
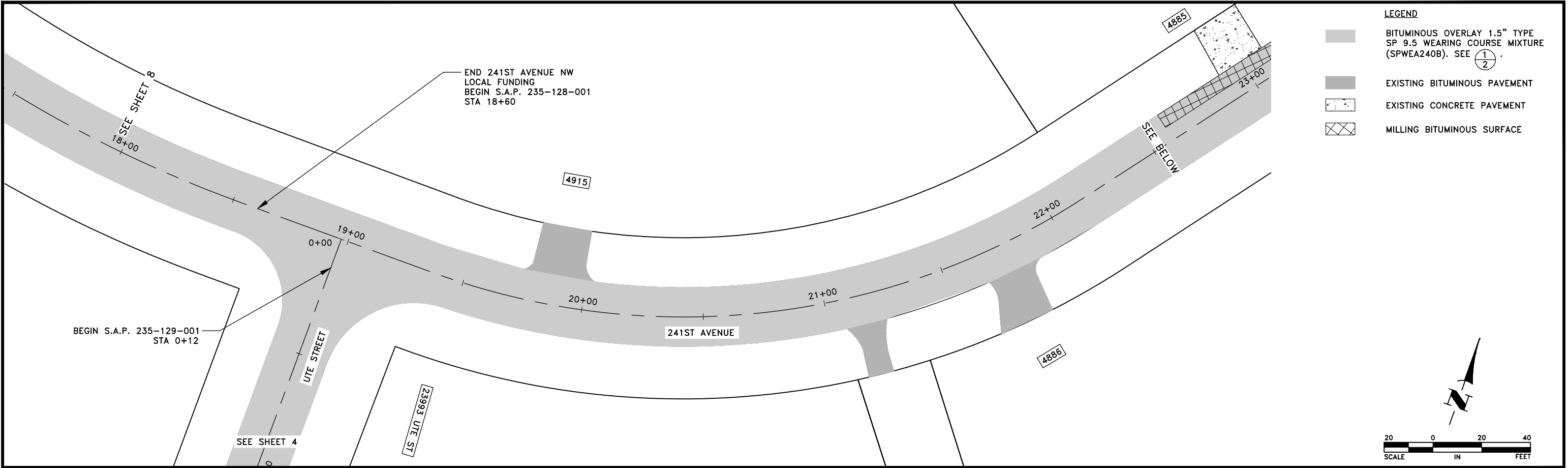
ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

CONSTRUCTION PLANS

241ST AVENUE NW
ST. FRANCIS, MINNESOTA

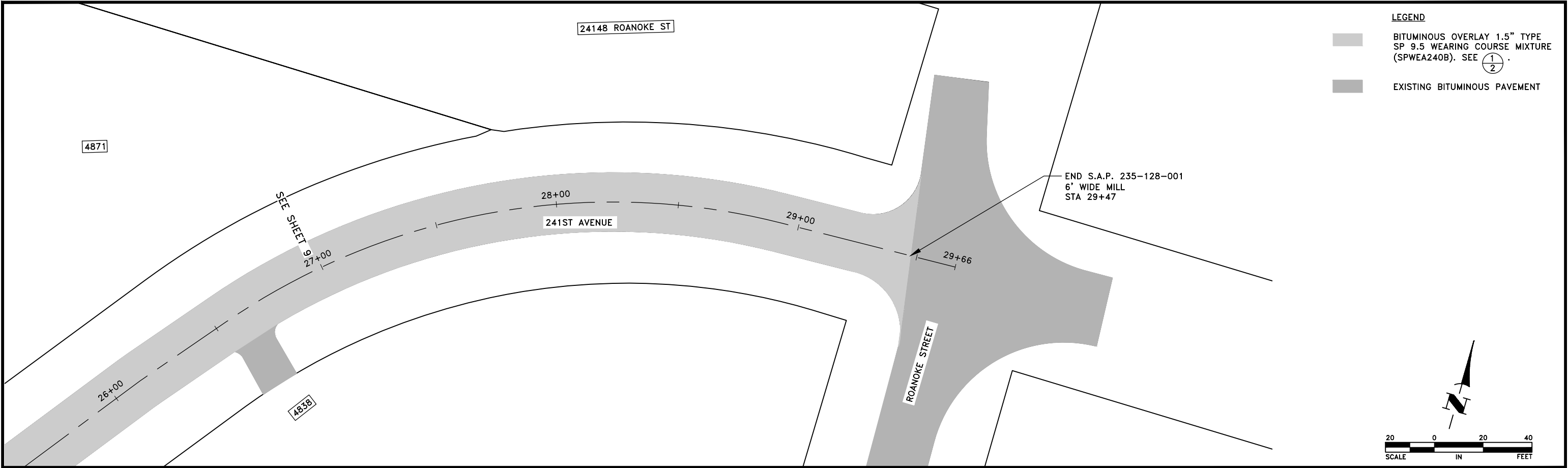
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				DRAWN BY: SGJ					
				CHECKED BY: TAE					

S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

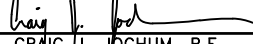


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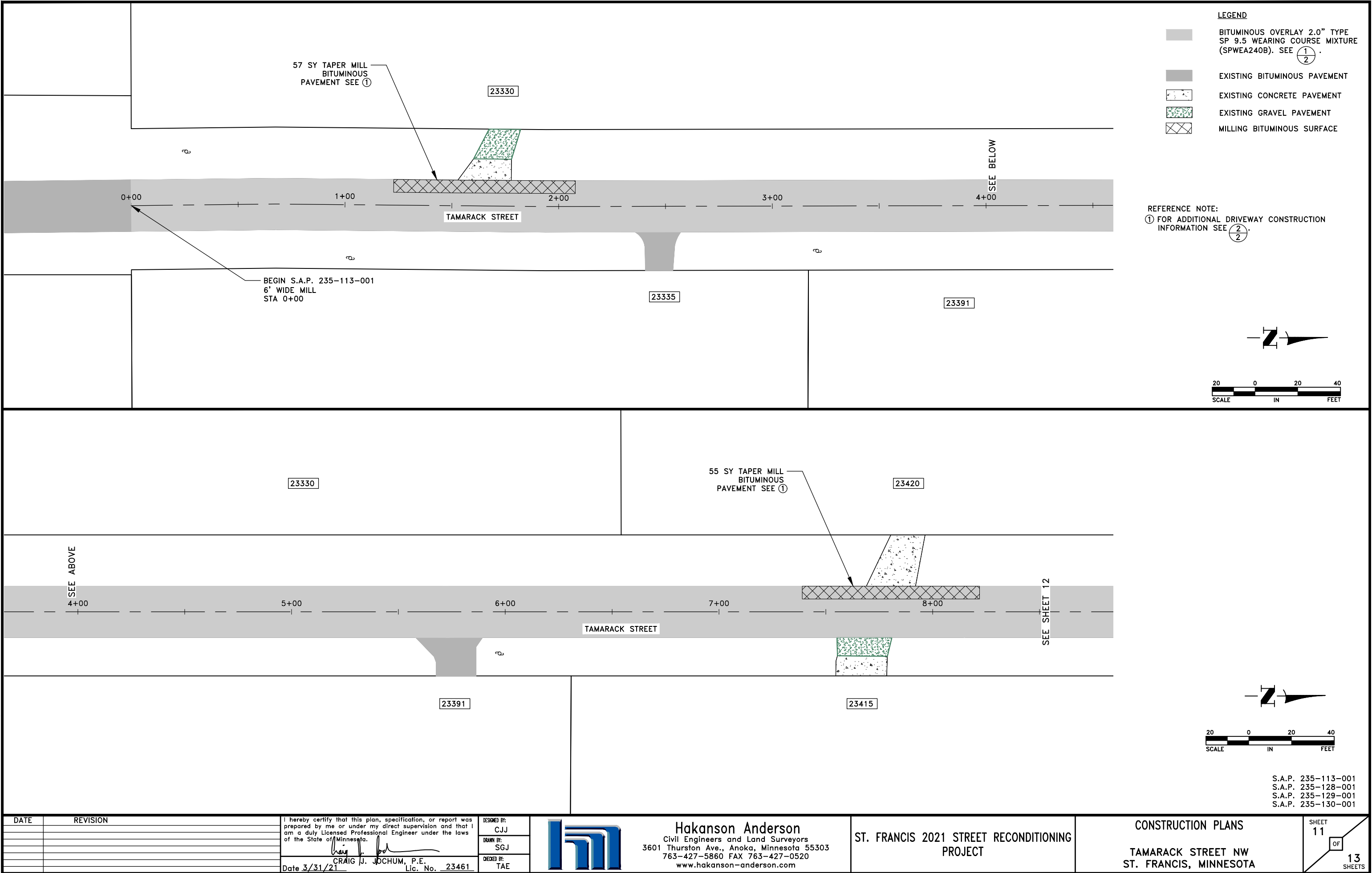
ST. FRANCIS 2021 STREET RECONDITIONING
PROJECT

CONSTRUCTION PLANS

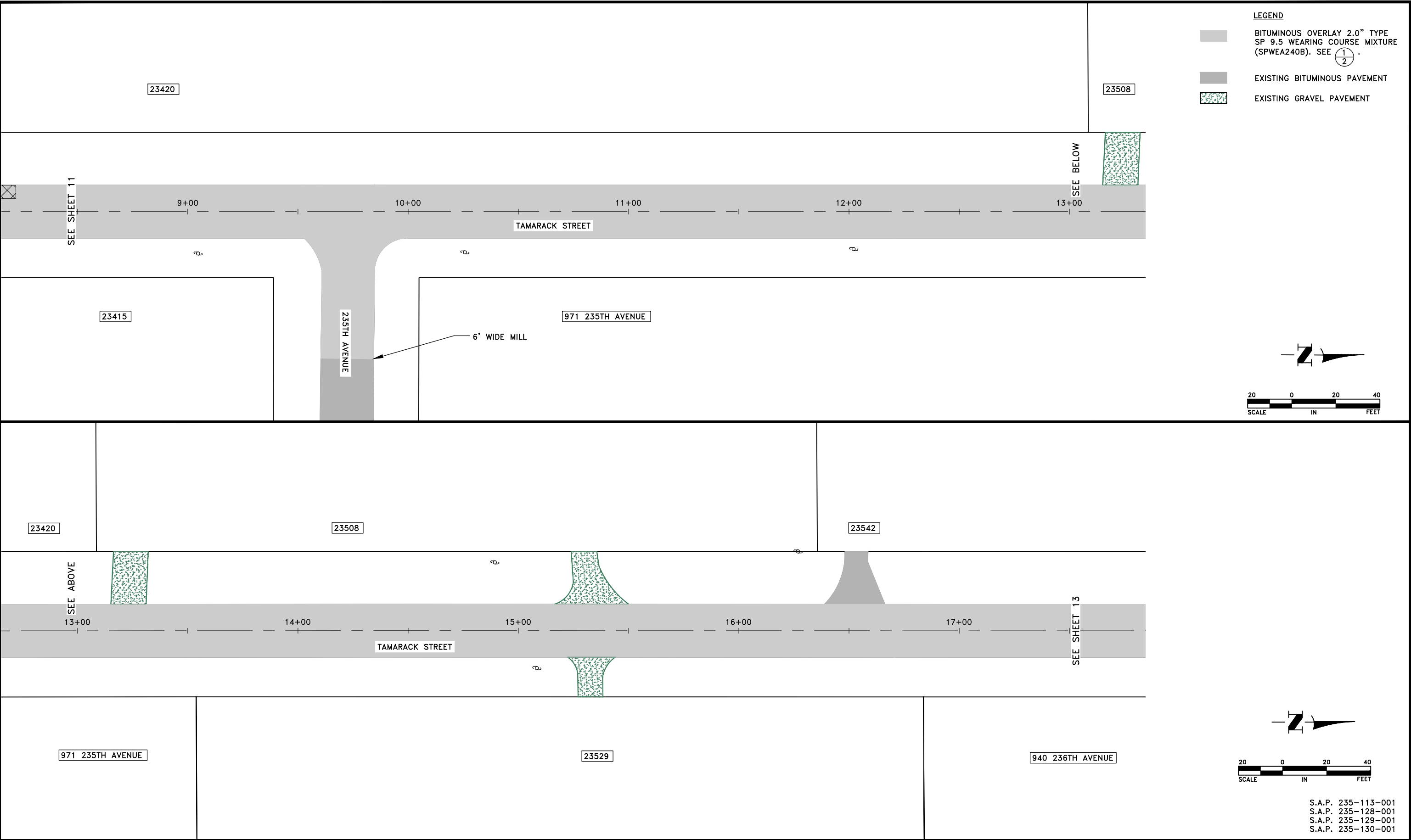
241ST AVENUE NW
ST. FRANCIS, MINNESOTA

SHEET
10
OF
13
SHEETS

Mar 31, 2021 - 3:22pm
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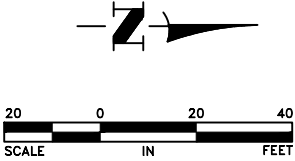
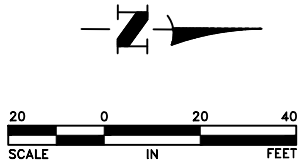


LEGEND

BITUMINOUS OVERLAY 2.0" TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA240B). SEE 1/2.

EXISTING BITUMINOUS PAVEMENT

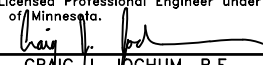
EXISTING GRAVEL PAVEMENT



S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

DATE	REVISION

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


CRAIG J. JOCHUM, P.E.
Date 3/31/21 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: SGJ
CHECKED BY: TAE



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

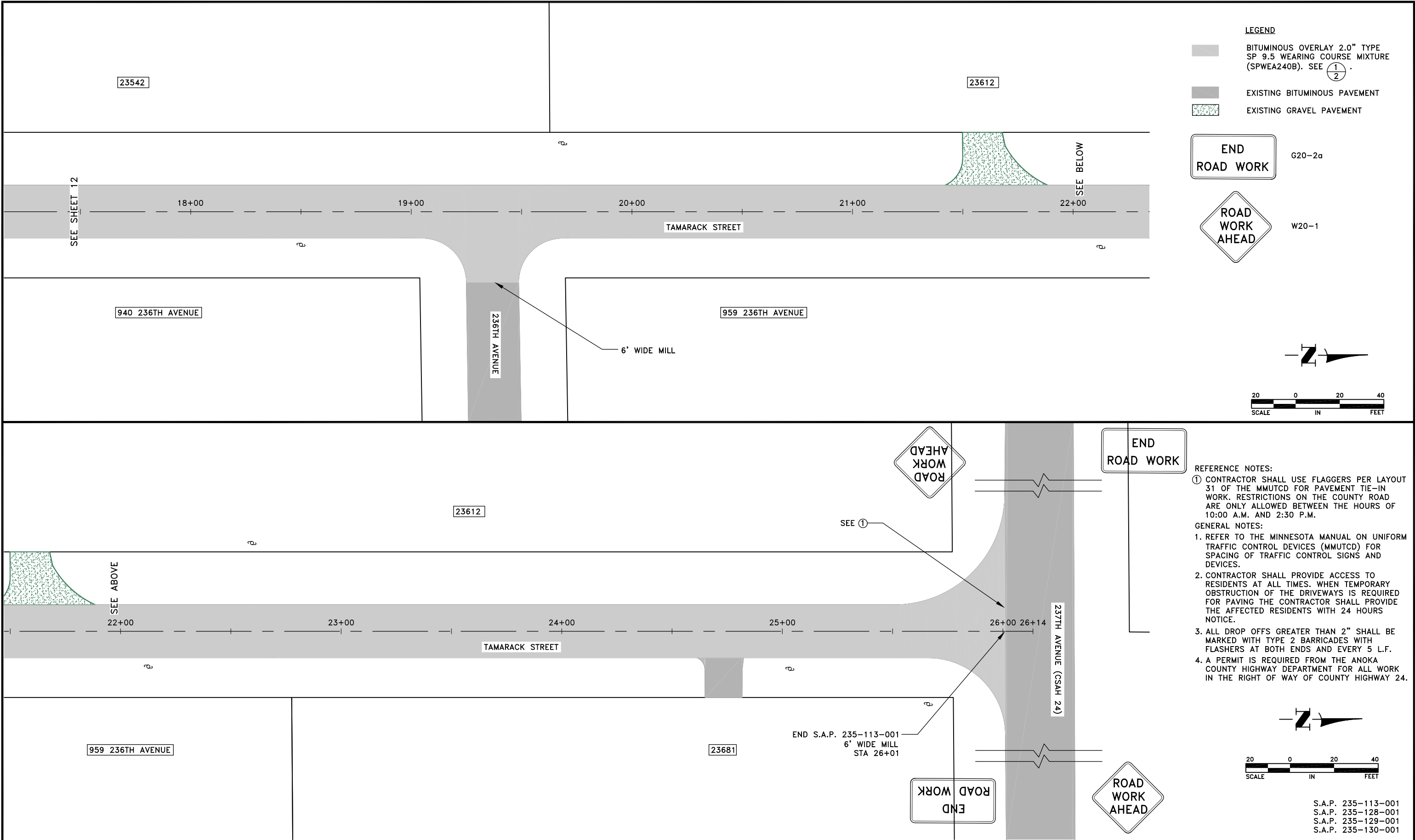
ST. FRANCIS 2021 STREET RECONDITIONING PROJECT

CONSTRUCTION PLANS

TAMARACK STREET NW
ST. FRANCIS, MINNESOTA

SHEET 12 OF 13 SHEETS

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LEGEND

- BITUMINOUS OVERLAY 2.0" TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA240B). SEE ① ②.
- EXISTING BITUMINOUS PAVEMENT
- EXISTING GRAVEL PAVEMENT

END ROAD WORK G20-2a

ROAD WORK AHEAD W20-1

- REFERENCE NOTES:**
- ① CONTRACTOR SHALL USE FLAGGERS PER LAYOUT 31 OF THE MMUTCD FOR PAVEMENT TIE-IN WORK. RESTRICTIONS ON THE COUNTY ROAD ARE ONLY ALLOWED BETWEEN THE HOURS OF 10:00 A.M. AND 2:30 P.M.
- GENERAL NOTES:**
- 1. REFER TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) FOR SPACING OF TRAFFIC CONTROL SIGNS AND DEVICES.
 - 2. CONTRACTOR SHALL PROVIDE ACCESS TO RESIDENTS AT ALL TIMES. WHEN TEMPORARY OBSTRUCTION OF THE DRIVEWAYS IS REQUIRED FOR PAVING THE CONTRACTOR SHALL PROVIDE THE AFFECTED RESIDENTS WITH 24 HOURS NOTICE.
 - 3. ALL DROP OFFS GREATER THAN 2" SHALL BE MARKED WITH TYPE 2 BARRICADES WITH FLASHERS AT BOTH ENDS AND EVERY 5 L.F.
 - 4. A PERMIT IS REQUIRED FROM THE ANOKA COUNTY HIGHWAY DEPARTMENT FOR ALL WORK IN THE RIGHT OF WAY OF COUNTY HIGHWAY 24.

S.A.P. 235-113-001
S.A.P. 235-128-001
S.A.P. 235-129-001
S.A.P. 235-130-001

DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. CRAIG J. JOCHUM, P.E. Date 3/31/21 Lic. No. 23461	DESIGNED BY: CJJ DRAWN BY: SGJ CHECKED BY: TAE	 Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	ST. FRANCIS 2021 STREET RECONDITIONING PROJECT	CONSTRUCTION PLANS TAMARACK STREET NW ST. FRANCIS, MINNESOTA	SHEET 13 OF 13 SHEETS
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**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2021 - 13

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
2021 STREET RECONDITIONING PROJECT**

WHEREAS, pursuant to Council direction, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the reconditioning of 241st Avenue, 239th Avenue, Ute Street, and Tamarack Street; and

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

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

1. Such plans and specifications, dated March 31, 2021, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in the Finance and Commerce, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened at 10:00 a.m. on Tuesday May 11, 2012. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5.0 per cent of the amount of such bid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF APRIL 2021.

APPROVED:

ATTEST:

Jenni Wida, Deputy City Clerk

Steven D. Feldman, Mayor



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

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Engine 2 Replacement
DATE: 04-19-2021

OVERVIEW:

Engine 2 is our first-out apparatus on all responses within the City of St. Francis. It is a 2000 Spartan Fire Engine and is scheduled to be replaced in 2021 through the Capital Plan. In February of 2019, we established a committee to review, spec, and recommend a manufacturer for a new fire engine. Assistant Chief Lawrence led the committee, and even through the COVID-19 Pandemic the committee was able to meet with a number of vendors to identify the most appropriate vendor for this purchase.

A new fire engine will take approximately 12-18 months to build through any of the vendors.

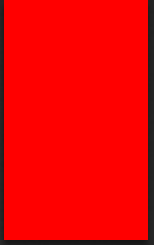
The 2 vendors recommended from the committee are Pierce and E-One. Either of the vendors would provide a robust fire engine capable of performing to the standards set forth by the committee.

Pierce is located in Wisconsin with a service and mechanic facility in Apple Valley and is offering a two-year bumper to bumper warranty and a purchase price of \$571,000

E-One is located in Florida with a service facility in Ham Lake and is offering a two-year bumper to bumper warranty and a purchase price of \$539,875.00

Action to be considered:

Motion to approve the purchase of a new fire engine utilizing funds in the Capital Plan



Fire Engine Replacement

APRIL 19TH, 2021

Importance of the position in the fleet

- ▶ The SFFD updated its truck deployment in 2018
- ▶ In 2018 Fire Engine 1 was decommissioned
- ▶ This places significant emphasis and use of the primary fire engine
- ▶ In St. Francis, the primary engine is the flagship of the fire department. It is scheduled to run on nearly every call for service as a first out apparatus with exception to mutual aid and grass fires.

Current Primary Engine (Engine 2)

- ▶ 2000 Toyne Custom Fire truck on Spartan Chassis (21 years old)
- ▶ 8 seats
- ▶ Most recent repair was gas tank replacement, broken door, lights, repeated issue with pump actuator
- ▶ Overabundance of discharges/intakes
- ▶ Limited space/lack of appropriate space/high storage
- ▶ Overall length approx. 36 ft with over 200 inch wheelbase
- ▶ Must climb on top for several functions
- ▶ Lighting system getting more difficult to maintain

Engine 2 (2000 Toyne)



Engine 2 (continued)



New Truck Upgrade (both vendors)

- ▶ 1000 gallon water tank
- ▶ 1500 gpm pump
- ▶ Remote powered deck gun
- ▶ 450 hp diesel motor
- ▶ 5 seats with headsets
- ▶ Storage with interior cab medical shelving, cab side doors, accessible upper storage, rolling shelves and tool drawers
- ▶ SCBA/Extinguisher storage around wheel wells
- ▶ Less intakes/discharges with more hose storage and easier access
- ▶ More hose storage/800ft supply line
- ▶ Back-up camera
- ▶ Cold weather operation
- ▶ Foam fill from ground level
- ▶ LED lighting package with Opticom
- ▶ 12-18 month build time

Pierce Manufacturing 2022 Pierce PUC Enforcer (5 seat) \$571K

- ▶ Located Appleton, WI for build
- ▶ Full service shop located Apple Valley, MN
- ▶ Bumper-to-bumper 2 year warranty
- ▶ 10 year paint/body
- ▶ 50 year frame
- ▶ 177 inch wheelbase
- ▶ Pump and Roll capability
- ▶ Oversized plumbing
- ▶ No tools/No hard suction included
- ▶ Priced based on 100% down payment

Pierce PUC Enforcer



E-One Manufacturing Typhoon

EMAX (5 seat) \$540k

- ▶ Located Ocala, FL for build
- ▶ Service shop located Ham Lake, MN
- ▶ 2 year bumper-to-bumper warranty
- ▶ Lifetime structural warranty
- ▶ 10 year body/paint/plumbing warranty
- ▶ 25 year frame corrosion warranty
- ▶ 178 inch wheelbase
- ▶ Hand tools/hard suction included

E-One Typhoon EMAX



Closing

- ▶ Fire trucks have nearly doubled in cost over the last 10 years
- ▶ For custom fire trucks it is becoming common to spend over \$600k
- ▶ In 2 years time since research began trucks have increased in price by over 6%
- ▶ Contributing factors for truck selection included service proximity, compact design, storage and trucks designed for multi-purpose application.
- ▶ Wheelbase of 2021 dodge ram 1500 crew cab long box is 154 inches. Both fire trucks are specified at about 178 inch wheelbase.
- ▶ Fire department seeks opinion of city council in regards to purchasing as this will be the flagship of the fire department.
- ▶ Questions?

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Park Planning
DATE: April 19th, 2021

OVERVIEW

Staff has received the *attached proposal* from HKGI to conduct a comprehensive park system plan. The proposed cost of the park system plan is **\$76,500**. The General Fund Reserve (unassigned balance) has about **\$1.1 million** over the State Auditor recommended 50% fund balance.

Also *attached* is the City Asset Management Document referenced at the last worksession. This was created in 2017 and disseminated in 2018 and 2019 to the City Council. John Thiel Consulting was hired in 2017 to create an asset management plan for the City. Initially, this was primarily used for the current street CIP that the City uses every year. After John Thiel Consulting created an effective plan for streets, he was utilized to provide a similar format for city buildings, parks, and utilities. It should be noted the city paid **\$5,000** for the Streets CIP and **\$5,000** for the other asset management documents pertaining to parks, city buildings, and utilities.

The Street Plan was the primary reason to engage with John Thiel Consulting as the City was looking to implement that plan as soon as possible to ensure adequate street maintenance. An asset inventory was then conducted for City Buildings and City Parks. There was a preliminary asset condition rating provided for both the city buildings and existing park equipment. However, just like the City engaged with Pearl Architecture to conduct a comprehensive condition assessment of the City Buildings in order to get a more precise review of the City's Buildings – the same approach was anticipated for City Parks – getting a specialized firm to inventory and plan for City Parks.

In short, the City Building and City Park Asset Management sheets handed out are essentially used as place holders. There was no comprehensive funding for the Buildings or Parks. The City Building condition rating and now Park System Plan are the drivers to determine the funding sources, planning, etc.



As an aside, 90% of the cursory review of Park assets received an “A” Rating and were determined “Adequate”. To upgrade our current asset management plan for parks is only a small part of HKGI’s proposal and is an “add on” as seen below:

***Maintenance and replacement schedule:** If desired, we will work with the city and parks maintenance staff to develop an Excel spreadsheet tool that includes all current park facilities along with projected life cycles, and timelines for maintenance and replacement activities. This will give the city an idea of projected costs for maintenance of facilities for the next 20 or more years.

**If Maintenance and Replacement Schedule is not desired, deduct \$5,000 from total fees.*

Finally, it is not that the City has been ignoring the current inventory. The City Park budget has money allocated to replace Gazebo roof shakes in 2021. However, many of the items in the current asset plan need a closer examination and review.

Park Funding

There are effectively three areas of City Park that are funded or require funding.

Operating Budget – This is the approximate **\$331,250** in the General Fund Budget allocated to Parks. This accounts for some PW Staff members’ time, small projects and repairs, fertilizer, weed control, and other such ongoing and predictable annual expenses.

Park Assets or CIP – This would include the items that are in the current park asset management plan. These are currently unfunded but also unrefined in regards to cost, life expectancy, etc. The cursory overview conducted in 2017 identified 90% of Parks as adequate. Also, all of the “sealcoating, crack filling, etc.” identified in this plan has been accounted for in the Streets CIP and is being funded by the Streets CIP.

This can be highly subjective for some of these assets. For example, in the preliminary asset plan conducted in 2017 notes – “*Replace Concession/Restroom Building in Community Park*” for **\$378,000** in 2025. That determination is obviously debatable.

Park Dedication Fees – *see PowerPoint.* In short, these are fees paid by developers. They pay \$2,500 per lot subdivided or they can dedicate land within their development. These dollars need to be utilized for NEW park amenities per mn statute 462.358.

Recommendation Action:

Consider a motion to approve the *attached* proposal from HKGI to work with the City and develop a Park System Plan. Funds to be transfer from General Fund Reserve to Park Fund to pay for the plan.



Creating Places that Enrich People's Lives

March 31, 2021

Joe Kohlmann
City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Re: Proposal to facilitate a planning process to develop a city-wide Park System Plan

Dear Joe,

HKGi is pleased to submit the following proposal to support the City in the evolution of its growing parks, recreation, and trails system. We will leverage our previous work on St. Francis Forward, the Bridge St. Design Guidelines, the Comprehensive Plan, neighborhood park design work, and daily planning services, which all contribute to our background knowledge of the city's systems and processes.

The project scope emphasizes implementation and strategic planning to support potential grant funding for future development of parks and trails. We plan to engage the community and elected officials to ensure the plan includes recommendations that represent the interests of the city's residents, recreation partners, business owners, students, and workers.

Proposed Work Plan + Deliverables

The proposed Work Plan is flexible in that we can add, remove, or shift any of the tasks, meetings, and deliverables to achieve the city's desire for a successful planning process. The Work Plan envisions a ten-month process with a start date in May, 2021, but we are flexible on the timeline as well.

Task/Meeting	Deliverable
Phase 1: Kick off and Context Analysis (May-June, 2021)	
Kick off meeting and Parks Tour: HKGi and City staff meet to review project scope, schedule, goals for the plan, and public engagement. Select city and HKGi staff will visit key parks and facilities in the system to discuss issues and opportunities on the ground.	Meeting Agenda, Project Scope and Schedule, and Public Engagement Plan
Audit current plan (2013): HKGi will perform an audit of the previous parks master plan to determine what elements worked well and could be carried on into the next plan.	Summary of highlights from past plan
Evaluate related plans: Review City's Comprehensive Plan, individual park plans, and other related planning documents for items relevant to future park and trail planning.	Summary of highlights from plans
Purpose and Goals of the Plan: Develop a purpose statement and goals for the planning process and plan document.	Purpose and Goal statements
Demographics Analysis and Projections: Review and analyze current	Charts, tables, and text

demographics from Census and ACS data to determine applicable trends in city growth that may impact parks and recreation.

analysis

Phase 2: Park System Inventory (June-July)

Inventory maps and tables: Develop GIS maps of existing city-wide parks, trails, and open space. Develop table of parks by type and facilities in the system.

Maps and Tables

Description of department structure and recreation programs: Inventory of how the city's park system is managed and existing programs and partnerships.

Text narrative

Staff meeting: Review summary of past planning documents and inventory of the system.

Meeting Agenda and review materials

Phase 3: Needs Assessment (July-Sept)

Trends in Recreation: HKGi has developed a graphically engaging Trends in Recreation presentation, which we update on a regular basis. We would present this slideshow to City staff, potentially to stakeholders, and Planning Commission/City Council to spur ideas regarding operations/maintenance, new facilities, programming, repurposing of existing facilities, etc.

Presentation slides; Summary of trends for the plan document

Peer Comparison: Work with City staff to identify peer communities. Assess level of services, number of parks, trails, acreages, etc., in peer communities relative to St. Francis.

Summary of findings

NRPA Park Metrics: Evaluate the City of St. Francis parks, trails, facilities, and programs compared to regional and national data available through the National Recreation and Parks Association Park Metrics.

Summary of findings

Staffing and budget analysis: Review level of staffing and funding available in the City's budget compared to demographics projections, history of growth, and national data.

Summary of findings

Level of Service analysis: Develop park, trail, and facility distribution and service area maps relative to residential areas in order to determine if there are gaps in accessibility and service in the city.

Maps and narrative analysis

Online Engagement: We will work with staff to identify the best method of public engagement, including potentially an online survey, interactive mapping tool, and/or GIS Storymaps to engage the general community. The survey will ask about use of the existing system, satisfaction level with parks, trails, facilities, and programs, and ideas for the future. HKGi will assist with engagement promotion by developing items, such as a press release, flyer/postcard, and social media or website content.

Hosting and facilitation of online engagement tools; promotional materials

In-person Engagement: If desired, we will facilitate up to two in-person (or virtual) engagement meetings with stakeholders (e.g. ISD 15/St. Francis school representatives, Anoka County, athletic groups, and recreation associations) or host pop up engagement at an existing community event or community meeting. Due to COVID, we will work with staff at the time of the engagement to identify the safest and best possible methods to reach out to community members.

Engagement/meeting facilitation; meeting materials

Staff meeting: Review Needs Assessment findings and results of engagement activities.

Meeting agenda; Summary of Needs Assessment

Planning Commission or Council update: We will prepare a presentation on the project process, status, and findings to date for the Planning

Presentation slides

Commission or City Council.

Phase 4: System Plan Recommendations (Sept, 2021-Jan, 2022)

Vision statement, values, and goals: After review of input from staff, elected officials, and the community, we will develop a vision statement, values, and goals that will guide the recommendations for the plan.	Vision statement, values, and goals statements
Development Recommendations: Develop overall recommendations for future park, facility, and trail development in the community.	Map(s) and List of Recommendations
Individual park concept plans: Depending on current conditions and potential recommendations for specific parks, we will develop concept plans for city community parks, neighborhood parks, and open spaces. These could include 2D and potentially 3D renderings to show future design ideas. One concept plan would be developed for each park.	Park Concept plans and renderings (up to 16 city parks)
Operations and Maintenance Plan: Based on the development recommendations, we will identify the operations and maintenance activities for existing and future parks, trails, and facilities.	Narrative text and tables
Programming and Recreation Plan: Feedback from the community and elected officials will influence the plan for potential future programming and recreation in the city. This could include the identification of existing and potential future services provided by partnerships with other agencies and associations.	Narrative text and tables
Cost Estimations: High level planning costs will be developed for development recommendations, and programming and recreation, if applicable.	Table of costs
Online Engagement: HKGi will prepare and host an online engagement method to present the draft recommendations to the community and ask for feedback on priorities for the future. We will develop promotional materials, similar to what was developed for the first phase of engagement.	Hosting and facilitation of online engagement tools; promotional materials
Prepare DRAFT Park System Plan document: The document will be graphically engaging, including maps, tables, charts and narrative text to effectively present the ideas developed up to this point during the system planning process.	DRAFT System Plan document in PDF format
Staff meeting: Review results from second phase of engagement and DRAFT Park System Plan document.	Meeting Agenda

Phase 5: Implementation Plan (Jan-Mar, 2022)

Priority Projects: Organize the development, operations, and program recommendations into a phased list of projects (e.g. short-term, mid-term, long-term, and ongoing) and align with potential funding sources.	Table and List
Funding overview and recommendations: Prepare a general summary and list of potential funding sources and options available to the city along with resources and links to learn more.	Narrative text and List
Analysis of policies: Regarding current city policies and ordinances, we will evaluate where improvements or updates could be made to facilitate future parks and recreation development.	Narrative text
Validate current park dedication policy: We will review the city's park dedication policy related to projected growth and development and past success to determine if updates are needed.	Narrative text
Decision making tool for future project ideas: Prepare a list of potential steps necessary to consider, develop, and implement future ideas for the parks and recreation system.	Diagram/table

*Maintenance and replacement schedule: If desired, we will work with the city and parks maintenance staff to develop an Excel spreadsheet tool that includes all current park facilities along with projected life cycles, and timelines for maintenance and replacement activities. This will give the city an idea of projected costs for maintenance of facilities for the next 20 or more years.	Excel spreadsheet tool
Prepare Final System Plan document: The Implementation Plan elements will be added to the plan document, and edits from staff review will be incorporated to create a final document.	Final System Plan document in PDF format
Staff meeting: Review Final System Plan document to identify any remaining items that need to be added or changed. Discuss presentation to Council and process for adoption and roll out.	Meeting agenda
Commission and/or Council presentation: HKGi will prepare presentation(s) for the Planning Commission and/or the City Council as a summary of the Park System Plan and a highlight of the high priority implementation steps.	Presentation slides

PROFESSIONAL FEES

Professional fees related to the above defined scope of work include all expenses and will be billed as a lump sum commensurate with the percent of work completed to date. Fee breakdown per phase of work is as follows:

Phase of Work	Fee
Phase 1 Kick off and Context Analysis	\$5,500
Phase 2 Park System Inventory	\$4,500
Phase 3 Needs Assessment	\$15,000
Phase 4 System Plan	\$33,700
Recommendations	\$16,800*
Phase 5 Implementation Plan	
Mileage and printing expenses	\$1,000
Total Proposed Professional Fee	\$76,500

**If Maintenance and Replacement Schedule is not desired, deduct \$5,000 from total fees.*

We look forward to the opportunity of helping St. Francis with such an important community project. Please call or email if you have any additional questions or need additional information.

Sincerely,



Paul Paige

President

III. PARKS FACILITIES

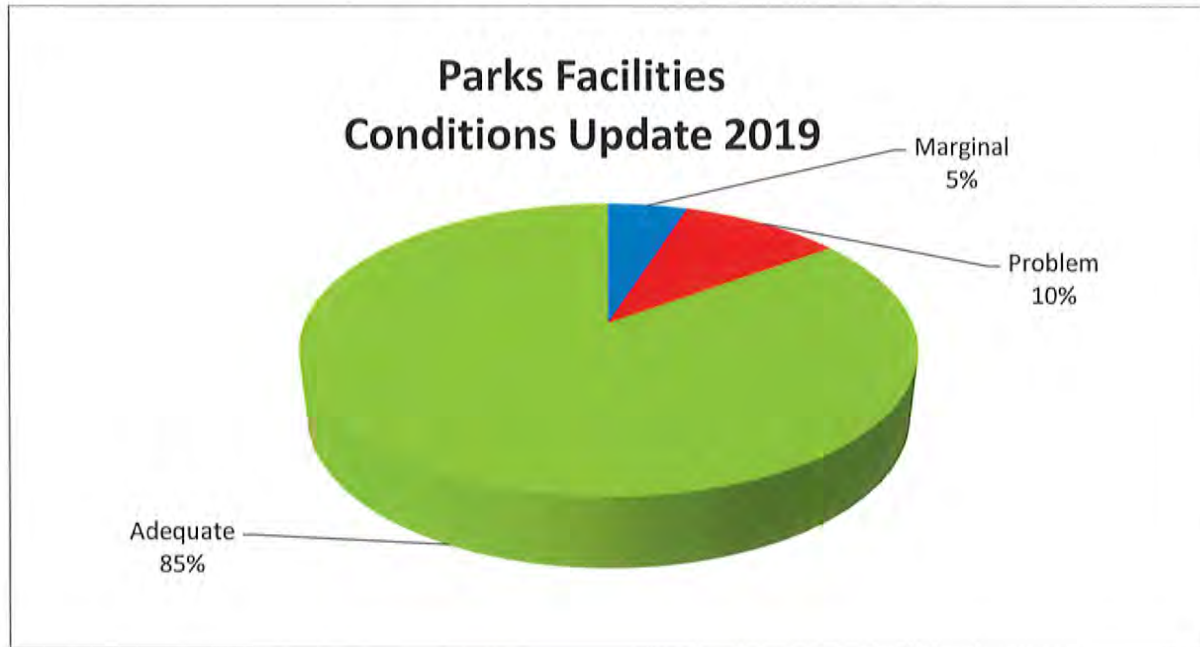
CONDITION UPDATE/STRATEGY PLAN

City of St. Francis Parks Facilities

<u>Park</u>	<u>Address</u>	<u>Size (Acres)</u>	<u>2016 Est. Replacement Value</u>
Community	22825 St. Francis Blvd NW	13	\$1,150,000
Deer Creek 2nd	4138 232 nd Ave NW	26.9	\$350,000
DeGardner	23575 DeGardner Cir NW	1.3	\$50,000
Durigan Locher	23248 Woodbine St NW	1	\$90,000
Hidden Ponds	23950 Roanoke St NW	8	\$200,000
Highland Woods	3660 233 rd Ln NW	1	\$150,000
Rum River Blvd	22973 Rum River Blvd NW	0.25	\$45,000
Rum River Woods	22635 Vintage St NW	2	\$90,000
Seelye Brook	4550 229 th Ln NW	1	\$110,000
Woodbury	3646 Bridge St NW	1	\$290,000
<u>Total</u>		55.45	\$2,525,000

Note: Total does not include land value.

City of St. Francis



Achievement Goals

	Adequate	Minimum 90%
	Marginal	Maximum 8%
	Problem	Maximum 2%

City of St. Francis Public Works Department Parks Facilities Component Condition Ratings – 2019

	Playground Equip.	Concession Bldg. w/Restrooms	Warming House w/Restrooms	Hockey Rink	Picnic Shelter	Gazebo	Ball Field	Memorial Garden w/Fountain	Parking Lot	Trails	Turf/Trees/ Landscaping	Overall
Community						n/a		n/a				
Deer Creek 2nd		n/a	n/a	n/a		n/a	n/a	n/a	n/a			
DeGardner	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Durigan Locher		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			
Hidden Ponds		n/a	n/a	n/a	n/a	n/a		n/a				
Highland Woods		n/a	n/a	n/a		n/a	n/a	n/a	n/a			
Rum River Blvd	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				
Rum River Woods		n/a	n/a	n/a		n/a	n/a	n/a	n/a			
Seelye Brook		n/a	n/a	n/a	n/a	n/a	n/a	n/a	(2) 			
Woodbury	n/a	n/a	n/a	n/a	n/a		n/a					

Note:

1. See individual park condition inspection reports for details.
2. This parking lot is in the city of Oak Grove.

 Adequate
 Marginal
 Problem

CITY OF ST. FRANCIS - PUBLIC WORKS DEPARTMENT
PLAYGROUND EQUIPMENT

ID#	Park Location	Last Install Year	Size	Est. Life Cycle	Current Condition	Replacement and Maintenance Strategy	Est. Year	Est. Cost
PPE-1	Community	2006	Large	20-25	A	Annual Maintenance Replace with Similar	2031	\$90,000
PPE-2	Deer Creek 2nd	2005	Medium	20-25	A	Annual Maintenance Replace with Similar	2030	\$75,000
PPE-3	DeGardner	Removed	n/a	n/a	n/a	n/a	n/a	n/a
PPE-4	Durigan Locher	2000	Small	20-25	A	Annual Maintenance Replace with Similar	2025	\$55,000
PPE-5	Hidden Ponds	2002	Small	20-25	A	Annual Maintenance Replace with Similar	2027	\$55,000
PPE-6	Highland Woods	2002	Small	20-25	A	Annual Maintenance Replace with Similar	2027	\$55,000
PPE-7	Rum River Blvd	n/a	n/a	n/a	n/a	n/a	n/a	n/a
PPE-8	Rum River Woods	1997	Small	20-25	A	Annual Maintenance Replace with Similar	2020	\$55,000
PPE-9	Seelye Brooks	2006	Medium	20-25	A	Annual Maintenance Replace with Similar	2031	\$75,000
PPE-10	Woodbury	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total Parks Playground Equipment Replacement Cost								\$460,000

Note: All costs are estimated in 2016 dollars.

Condition
A – Adequate
M – Marginal
P – Problem

CITY OF ST. FRANCIS - PUBLIC WORKS DEPARTMENT
PARK BUILDINGS ROOFS

ID#	Park Location and Building Roof	Last Install Year	Existing Roof Type	Est. Life Cycle	Approx. Area (sf)	Current Condition	Replace or Major Maintenance Strategy	Est. Year	Est. Cost
PFR-01	Community Concession Building	BLT84, RPL12	Fiberglass Shingles	20	1,330	A	Annual Maintenance Replace with similar	n/a	Bldg TBR
PFR-02	Community Warming House	BLT95, RPL12	Fiberglass Shingles	20	1,600	A	Annual Maintenance Replace with similar	2032	\$20,000
PFR-03	Community Picnic Shelter	BLT96, RPL12	Fiberglass Shingles	20	1,400	A	Annual Maintenance Replace with similar	2032	\$17,000
PFR-04	Deer Creek Picnic Shelter	BLT04	Steel Roof Installed 2018	20	720	A	Annual Maintenance Replace with similar	2047	\$12,000
PFR-05	Highland Woods Picnic Shelter	BLT05	Cedar Shakes	20	720	A	Annual Maintenance Replace with similar	2024	\$12,000
PFR-06	Woodbury Gazebo	BLT00	Cedar Shakes	20	850	A	Annual Maintenance Replace with similar	2020	\$14,000
Total General Public Buildings Roofs Replacement Cost									\$75,000

Note:

1. All costs are estimated in 2016 dollars.
2. TBR – To Be Replaced

Last Install Year
BLT - Built
RPL - Replaced

Condition
A – Adequate
M – Marginal
P – Problem

CITY OF ST. FRANCIS - PUBLIC WORKS DEPARTMENT
PARKS PARKING LOTS

ID#	Park	Concrete Curb	Area SY	Condition	Maintenance History	Projected Maint.	Projected Maint. Year	Estimated Cost
PFL-01	Community (SW Lot) Dist. 3	Y	3,550	A	BLT04, RPL14	SC	2025	\$8,900
PFL-02	Community (SE Lot) Dist. 3	N	1,895	A	BLT04, RPL14	SC	2025	\$4,800
PFL-03	Community (N Lot) Dist. 3	Y	2,100	A	BLT04, RPL14	SC	2025	\$5,300
PFL-04	Hidden Ponds Dist. 1	N	2,020	A	BLT06, RPL14	SC	2022	\$5,100
PFL-05	Rum River Blvd Dist. 3	Y	330	A	BLT09	SC	2025	\$800
PFL-06	Seelye Brook (2) Dist. 2	N	735	A	BLT06, RPL14	SC	2024	\$1,900
PFL-07	Woodbury Dist. 3	Y	445	A	BLT09	SC	2025	\$1,200
Total Parks Parking Lot Maintenance Cost								

Note:

1. All costs are estimated in 2019 dollars.
2. Seelye Brook Park parking lot is in the City of Oak Grove.
3. These costs are included in prescribed district maintenance year.

Concrete Curb

N – No
Y – Yes

Condition

A – Adequate
M – Marginal
P – Problem

Strategy

RPL – Replay Treatment
SC - Sealcoat
Ovly – Overlay
Recon – Reconstruct
BLT – Built

CITY OF ST. FRANCIS - PUBLIC WORKS DEPARTMENT
PARKS TRAILS

Lot ID#	Park	Trail Type	Area SY	Condition	Maintenance History	Projected Maint.	Projected Maint. Year	Estimated Cost
PFT-01	Community	A	4,890	A	RPL16	SC	2021	\$10,780
PFT-02	Community	C	382	A		Recon	TBD	\$11,500
PFT-03	Deer Creek 2 nd	A	552	A	RPL15	SC	2020	\$1,200
PFT-04	DeGardner	A	347	A	RPL15	SC	2020	\$800
PFT-05	Durigan Locher	A	165	A	RPL16	SC	2021	\$400
PFT-06	Hidden Ponds	A	560	A	RPL16	SC	2021	\$1,500
PFT-07	Highland Woods	A	605	A	RPL16	SC	2021	\$1,500
PFT-08	Rum River Blvd	C	97	A		Recon	TBD	\$2,800
PFT-09	Rum River Woods	A	65	A	RPL16	SC	2021	\$500
PFT-10	Seelye Brook	A	195	A	RPL15	SC	2020	\$500
PFT-11	Woodbury	A	304	A	RPL16	SC	2021	\$800
PFT-12	Woodbury	C	437	A		Recon	TBD	\$15,000
Total Parks & Trails Maintenance Cost								\$47,280 (SC) \$15,500

Note:

1. All costs are estimated in 2016 dollars.
2. Funds for this work comes from yearly Park O & M budget.

Trail Type

A – Asphalt
C – Concrete

Condition

A – Adequate
M – Marginal
P – Problem

Strategy

RPL – Replay Treatment
SC – Sealcoat
Only – Overlay
Recon – Reconstruct
BLT – Built

City of St. Francis 2019–2029 (10 Year Plan)

Parks Facilities

Addition/Rehabilitation/Replacement

Park	Add/Rehab Replace	Project Description	Est. Year	Est. Cost
Dollar General Trail (Bridge St)	Add	New Trail Construction	TBD	\$120,000
Community	Replace	Hockey Rink Replacement	TBD	\$135,000
Community	Rehab	Parking Lot Sealcoats (3)	2025	\$19,000
Woodbury Rum River Blvd	Rehab	Parking Lot Sealcoat	2025	\$2,000
Woodbury	Rehab	Gazebo Roof Shakes Replacement	2020	\$14,000
Hidden Ponds	Add	Picnic Shelter & Irrigation	2020	\$206,000
Highland Woods	Rehab	Trail Sealcoat	2023	\$1,200
Rum River Woods	Replace	Playground Equipment	2020	\$55,000
Highland Woods	Add	Various Improvements Boundary Survey Lawn Irrigation	2021	\$48,500
Hidden Ponds	Rehab	Parking Lot Sealcoat	2022	\$5,100
Hidden Ponds	Rehab	Trail Sealcoat	2023	\$1,150
Hidden Ponds	Replace	Playground Equipment	2027	\$55,000
Highland Woods	Replace	Playground Equipment	2027	\$55,000
Highland Woods	Rehab	Picnic Shelter Roof Shakes Replacement	2024	\$12,000
Rum River Woods	Add	Various Improvements	2024	\$125,000
Deer Creek	Add	Trail Study	2025	\$20,000
Community	Replace	Concession/Restrooms Bldg	2025	\$378,000
Durigan Locher	Replace	Playground Equipment	2025	\$55,000
10 Year Total				\$1,201,050 (\$1,555,855 Rehab/Replace)

Notes:

1. All costs are estimated in 2019 dollars.
2. Projects are a minimum estimated cost of \$1,000.



Park System Planning

St. Francis City Council Presentation

April 19th, 2021

By

Joe Kohlmann

Park Dedication Fees

- The City of St. Francis currently charges **\$2,500** per lot for park dedication
- Per the last Cash Balances Statement for February the Park Fund had a balance of **\$324,530**.
- The City has an anticipated debit of **\$250,000** for the matching portion of the Rivers Edge Park being installed later this year that received a 50% match from the DNR
- Roughly a balance of **\$74,530**

What can Park Dedication be used for?

MN STATUTE 462.358

- Cash payments received must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan.

What can't Park Dedication Funds be used for? MN STATUTE 462.358

- Cash payments must not be used for ongoing operation or maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space.

What should the Park Dedication Fee dollar amount be? MN STATUTE 462.358

- Nexus.
- (a) There must be an essential nexus between the fees or dedication imposed under subdivision 2b and the municipal purpose sought to be achieved by the fee or dedication.

HKGi Park System Plan

- Engage City and Residents to determine Park wants and needs
- Develop park locations and concept plans for parks
- Develop cost estimates for determined park concepts
- Funding (Park dedication Fees) in relation to Park concept plans agreed upon by residents and Council
- Create final Park Asset Plan for existing parks amenities

Why? What development?

- Approximate number of lots in approved concepts:
- 60 lots platted in Rivers Edge in 2021
- 200 potential subdivision with approved concept plan
- 13 Unit subdivision approved concept plan

$$273 \times \$2,500 = \$682,000$$

Appropriate Fee

- Is \$2,500 per lot subdivided the proper amount?
- What would it be used for?
- Should the City charge more?
- Where would the NEW parks or amenities go? What would they be?
- Who should determine future parks and amenities and what they are?

Fees, locations, and Planning

- The proposed Park System Plan will:
 - Engage public to determine park needs/wants
 - Engage the City Council to determine needs/wants
 - Determine appropriate locations for parks
 - Determine appropriate size for parks
 - Determine amenities in parks
 - Determine cost for new amenities in parks
 - Determine appropriate park dedication fee amount to achieve Park System Plan
 - Develop a pathway from citizen engagement to implementation of park system plan

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
SUBJECT: Zoning Code Update – Zoning Map Adoption 2nd Reading
MEETING DATE: April 19, 2021

Overview

Over the past year, City Staff and HKGi have been working to update the City Code and bring it into compliance with the St. Francis 2040 Comprehensive Plan which was adopted in March 2020. Chapter 10 (Zoning) and 11 (Subdivision) were approved by the City Council on February 16, 2021 and are effective as of March 19, 2021.

The next step in this process is to adopt a new zoning map reflecting these changes to the Code. The new draft zoning map is available on the City's website at:

<https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan-and-code-update>.

Timeline

At the City Council meeting on April 5, 2021, the Council was in agreement with the following timeline:

April 5th – 1st Reading

April 19th – 2nd Reading

April 23rd – Publish for Comment

May 23rd – Effective

Action

Council is requested to review and adopt the new City Zoning Map.

Suggested Motions:

1. *"Move to approve Ordinance No. 270 repealing and replacing the existing City Zoning Map."*
2. *Move to approve Resolution No. 2021-14 authorizing the summary publication of Ordinance No. 270."*

Attachments

- Draft Ordinance
- Draft Resolution

ORDINANCE NO. 270, SECOND SERIES

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

AN ORDINANCE REPEALING AND REPLACING THE CITY ZONING MAP

WHEREAS, the Planning Commission on February 17, 2021, opened and closed a duly noticed public hearing; and

WHEREAS, the Planning Commission on February 17, 2021 and March 17, 2021 considered the ordinance, the contents of the staff report, public testimony, and other evidence available to the Commission and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on April 5, 2021 and April 19, 2021, has considered the recommendations of Staff and the Planning Commission, the ordinance, the contents of the staff report, public testimony, and other evidence available to the Council.

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

Section 1. The existing City Zoning Map is hereby repealed and replaced by the new City Zoning Map, a copy of which is attached as Exhibit A.

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

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST.
FRANCIS THIS 19TH DAY OF APRIL, 2021.**

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jenni Wida, Deputy City Clerk

EXHIBIT A

City Zoning Map – to be inserted

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2021-14

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
270, SECOND SERIES REPEALING AND REPLACING CITY ZONING MAP 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 270, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 270 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 270, SECOND SERIES

Section 1. The City Zoning Map for the City of St. Francis is hereby repealed and replaced.

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19TH
DAY OF APRIL, 2021.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jenni Wida, Deputy City Clerk

Published in the Anoka County Union Herald the __ day of April, 2021.

COUNCIL
AGENDA REPORT
Agenda Item #
9F

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: City Property Sale to the St. Francis EDA – 2nd Reading
DATE: April 19, 2021

OVERVIEW

At a work session on March 23rd, Staff discussed with Council a process recommended to sell properties for redevelopment purposes. Council is clear that they desire to include a performance measurement to city properties that are sold to ensure development occurs and is in a timely process.

It was agreed upon that the best way to meet those performance goals was by the City selling the properties to the St. Francis Economic Development Authority (SFEDA). By doing this, this secures the performance through a process of Statutory Authority.

The timeline for the transfer to the EDA, is as follows:

- April 5th – Resolution to declare surplus and 1st reading of Ordinance to sell
- April 19th – 2nd reading of Ordinance to sell
- April 23rd – Begin 30-day comment period
- April 21st – Planning Commission verify sale consistent with comprehensive plan
- May 24th – Properties ready to close in a sale

The three properties to be transferred include:

- 3518 Bridge Street
- 23030 St. Francis Blvd
- 23018 St. Francis Blvd

ITEMS TO BE DISCUSSED:

- Ordinance 271– SS, Approving the Sale of City Owned Real Estate, 2nd Reading.
- Resolution 2021-15 Summary Publication Authorizing the Sale of City Owned Property

**CITY OF ST. FRANCIS
ANOKA COUNTY
STATE OF MINNESOTA**

ORDINANCE 271, SECOND SERIES

**AN ORDINANCE AMENDING ORD. 210, SECOND SERIES
APPROVING THE SALE OF CITY OWNED REAL ESTATE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. The City is hereby authorized and shall sell the following described real property at such time, under such terms and for amounts that the City Council deems appropriate at the time of sale:

- | | |
|----------------------------------|---------------------------------------|
| 1) 3518 Bridge Street | 32-34-24-43-0040 and 32-34-24-43-0041 |
| 2) 23030 St. Francis Blvd | 31-34-24-44-0003 |
| 3) 23018 St. Francis Blvd | 31-34-24-44-0005 |

Section 2. The Mayor and the City Administrator are hereby authorized to execute the necessary documents to convey the interest of the City of St. Francis to said property.

Section 3. That pursuant to Section 12.03 of the City Charter, any net cash proceeds of the sale of said property shall be used to retire any outstanding indebtedness incurred by the City in the acquisition or improvement of the property. Any remaining proceeds shall be used to finance other improvements in the capital improvement budget or to retire any other bonded indebtedness.

Section 4. Effective Date. This Ordinance shall take effect thirty (30) days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
19th DAY OF APRIL 2021.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jenni Wida
Deputy City Clerk

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

RESOLUTION 2021-15

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 271, SECOND SERIES APPROVING THE SALE OF CITY OWNED
PROPERTY 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 271 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 271, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 271, SECOND SERIES

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

APPROVING THE SALE OF CITY OWNED REAL ESTATE

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 19TH DAY
OF APRIL, 2021.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Jenni Wida, Deputy City Clerk



**City Council
AGENDA REPORT**
Agenda Item #
9G

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Update – Chapter 6 Business Regulations and Licensing,
Section 7 Kennels
DATE: April 19, 2021

OVERVIEW

With the update of the Zoning Code, it was identified that the Kennels ordinance fell into two sections of code but was not clearly defined as to the differences between the zoning requirements and the licensing requirements. Staff has moved all zoning requirements of the Kennel ordinances into Chapter 10 Zoning and is offering clarified language regarding the Kennel license in Chapter 6 as an update.

ITEMS TO BE DISCUSSED:

Council to review and approve 1st reading of Ordinance 272 SS Chapter 6 Business Regulation and Licensing, Section 7 Kennels

TIMELINE:

If Council agrees the following timeline will apply:

April 19 – 1st Reading

May 3rd – 2nd Reading

May 7th – Publish for Comment

June 7th - Effective

ATTACHMENTS:

Draft Chapter 6 Business Regulation and Licensing, Section 7 Kennels

SECTION 7. - KENNELS

6-7-1. - Kennels.

~~A. *Defined.* For the purpose of this Section, the term "kennel" means any place, building, tract of land, abode or vehicle, wherein or whereon two or more dogs, over six months of age are kept, kept for sale, or boarded.~~

~~BA. *—License Required.* It is unlawful for any person to operate or maintain a kennel without a license therefore from the City. No person shall maintain a private or commercial kennel in the City without securing a license therefor from the city council. No party, person, corporation or other entity will be allowed more than one private kennel license. For the purposes of this Section~~

~~a. Private kennel shall be identified as a place where more than 3 dogs over six months of age are kept for private enjoyment and monetary gain, provided such animals are owned by the owner or the lessee of the premise on which they are kept.~~

~~b. Commercial kennel shall be identified as a place where a person accepts dogs from the general public and where such animals are kept for the purpose of selling, boarding, breeding, training or grooming, except for a veterinary clinic.~~

~~B. Fees for the license and operation of a Kennel shall be established by the City Fee Schedule.~~

~~C. Prior to issuance of a private or commercial kennel license, a complete application and fee must be submitted to the City meeting all ordinances, standards and requirements as set forth in Chapter 10 Zoning. Application will be reviewed by the zoning administration for completeness and eligibility.~~

~~D. Private kennel licenses do not confer any property rights upon the licensee and the issuance of said licenses does not assume that future licenses will be granted. Licenses will be issued for a set number of dogs, which shall not be exceeded. Licensees who wish to add a dog need to reapply for a private kennel license. Licenses who relocate to another area of the city need to reapply for a private kennel license. Licenses are not assignable to other parties.~~

~~E. Licenses authorize city staff to perform periodic, random inspections of the kennel for the purpose of determining compliance with the conditions of the license.~~

~~F. Conditions for issuance of a private kennel license.~~

~~The following conditions are mandatory for the issuance of a private kennel license:~~

~~—— *Housing enclosures shall be located as not to create a nuisance and shall not encroach upon any setback area.*~~

~~1. *—Dogs shall be confined to their own property by a provable means.*~~

~~2. *—Housing and shelter must be provided which will keep animals comfortable and protected from the elements.*~~

~~3. *All dogs shall have access to indoor housing from the hours of 10:00 p.m. to 6:00 a.m.*~~

~~4. *—Housing enclosures shall be located as not to create a nuisance and shall not encroach upon any setback area.*~~

~~5. *Kennels shall be considered an accessory structure for setback purposes.*~~

~~6. *Accumulations of feces shall be located at least 200 feet from any well.*~~

~~7. *All accumulations of feces shall be removed at such periods as will ensure that no leaching or objectionable odors exist, and the premises shall not be allowed to become unsightly.*~~

~~4. *All dogs shall have access to indoor housing from the hours of 10:00 p.m. to 6:00 a.m.*~~

~~—— *The city council reserves the right to issue additional conditions on a case-by-case basis in order to maintain the public repose.*~~

~~8. *Kennels shall be considered an accessory structure for setback purposes.*~~

~~G. Conditions for issuance of a commercial kennel license.~~

The following conditions are mandatory for the issuance of a commercial kennel license:

1. Outdoor animal exercise shall be conducted within the confines of the property, and limited to leashed animals under the direct supervision of their owners or commercial kennel staff.
2. Indoor housing facilities must be structurally sound with ample heat, light, soundproofing and ventilation. The applicant must submit a soundproofing inspection certifying that the structure will keep the sound of the dogs undetectable from a distance of ten feet.
3. Dogs kept outside must have continual access so animals can get in and out of shelter and protect them from the elements.
4. If dogs are confined by chains, such chains must be attached so as not to become entangled with chains of other dogs.
5. Individual animal enclosures must be of a size to allow each dog to turn around fully, stand, sit and lie in a comfortable condition.
6. The temperature of indoor housing facilities shall not be less than 50 degrees Fahrenheit for dogs not accustomed to lower temperatures.
7. Disposal facilities are provided to minimize virus infestation, odors and disease hazards.
8. Adequate storage and refrigeration is provided to protect food supplies against contamination and deterioration.
9. The city council reserves the right to issue additional conditions on a case-by-case basis in order to maintain the public repose.
10. All applicable county and state laws pertaining to the operation of a commercial kennel business are hereby incorporated by reference.
11. Commercial kennels in [agricultural](#), commercial, and industrial districts shall meet the underlying zoning regulations.
12. Commercial kennels shall be connected to public sewer or an on-site treatment system to handle waste.

H. Revocation of kennel licenses.

1. Upon observation that one or more of the conditions issued by the city council on a private or commercial kennel license holder is not observed, the city will notify the licensee that the city intends to suspend or revoke the private or commercial kennel license. A recommendation to the city council to revoke a private kennel license will require a majority of those members present and voting. A decision by the city council to revoke a private kennel license will require a majority vote of those members present and voting. The decisions of the city council pertaining to private kennel licenses are final and not appealable; the decisions of the city council on commercial kennel licenses are appealable to the county district court.

2. Upon evidence that the decision of the city council has not been followed by the licensee, and in the case of commercial kennel licensees an appeal has not been filed in county district court, the city will contact the animal control officer to pick up the dog and arrange for compliance with the city council's decision. All costs associated with compliance will be billed to the real property owner where the dog resides. Unpaid bills will be certified to the county and placed as a lien on the property.

~~G. *Exception.* Hospitals and clinics operated by licensed veterinarians exclusively for the care and treatment of animals are exempt from the provisions of this Section.~~

~~D. *Minimum Land Requirement.* Licenses shall only be issued, and kennels maintained, on tracts of land containing at least five contiguous acres.~~

SECTION 7. - KENNELS

6-7-1. - Kennels.

~~A. *Defined.* For the purpose of this Section, the term "kennel" means any place, building, tract of land, abode or vehicle, wherein or whereon two or more dogs, over six months of age are kept, kept for sale, or boarded.~~

~~BA. *—License Required.* It is unlawful for any person to operate or maintain a kennel without a license therefore from the City. No person shall maintain a private or commercial kennel in the City without securing a license therefor from the city council. No party, person, corporation or other entity will be allowed more than one private kennel license. For the purposes of this Section~~

~~a. Private kennel shall be identified as a place where more than 3 dogs over six months of age are kept for private enjoyment and monetary gain, provided such animals are owned by the owner or the lessee of the premise on which they are kept.~~

~~b. Commercial kennel shall be identified as a place where a person accepts dogs from the general public and where such animals are kept for the purpose of selling, boarding, breeding, training or grooming, except for a veterinary clinic.~~

~~B. Fees for the license and operation of a Kennel shall be established by the City Fee Schedule.~~

~~C. Prior to issuance of a private or commercial kennel license, a complete application and fee must be submitted to the City meeting all ordinances, standards and requirements as set forth in Chapter 10 Zoning. Application will be reviewed by the zoning administration for completeness and eligibility.~~

~~D. Private kennel licenses do not confer any property rights upon the licensee and the issuance of said licenses does not assume that future licenses will be granted. Licenses will be issued for a set number of dogs, which shall not be exceeded. Licensees who wish to add a dog need to reapply for a private kennel license. Licenses who relocate to another area of the city need to reapply for a private kennel license. Licenses are not assignable to other parties.~~

~~E. Licenses authorize city staff to perform periodic, random inspections of the kennel for the purpose of determining compliance with the conditions of the license.~~

~~F. Conditions for issuance of a private kennel license.~~

~~The following conditions are mandatory for the issuance of a private kennel license:~~

~~—— *Housing enclosures shall be located as not to create a nuisance and shall not encroach upon any setback area.*~~

~~1. *—Dogs shall be confined to their own property by a provable means.*~~

~~2. *—Housing and shelter must be provided which will keep animals comfortable and protected from the elements.*~~

~~3. *All dogs shall have access to indoor housing from the hours of 10:00 p.m. to 6:00 a.m.*~~

~~4. *—Housing enclosures shall be located as not to create a nuisance and shall not encroach upon any setback area.*~~

~~5. *Kennels shall be considered an accessory structure for setback purposes.*~~

~~6. *Accumulations of feces shall be located at least 200 feet from any well.*~~

~~7. *All accumulations of feces shall be removed at such periods as will ensure that no leaching or objectionable odors exist, and the premises shall not be allowed to become unsightly.*~~

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~~G. Conditions for issuance of a commercial kennel license.~~

The following conditions are mandatory for the issuance of a commercial kennel license:

1. Outdoor animal exercise shall be conducted within the confines of the property, and limited to leashed animals under the direct supervision of their owners or commercial kennel staff.
2. Indoor housing facilities must be structurally sound with ample heat, light, soundproofing and ventilation. The applicant must submit a soundproofing inspection certifying that the structure will keep the sound of the dogs undetectable from a distance of ten feet.
3. Dogs kept outside must have continual access so animals can get in and out of shelter and protect them from the elements.
4. If dogs are confined by chains, such chains must be attached so as not to become entangled with chains of other dogs.
5. Individual animal enclosures must be of a size to allow each dog to turn around fully, stand, sit and lie in a comfortable condition.
6. The temperature of indoor housing facilities shall not be less than 50 degrees Fahrenheit for dogs not accustomed to lower temperatures.
7. Disposal facilities are provided to minimize virus infestation, odors and disease hazards.
8. Adequate storage and refrigeration is provided to protect food supplies against contamination and deterioration.
9. The city council reserves the right to issue additional conditions on a case-by-case basis in order to maintain the public repose.
10. All applicable county and state laws pertaining to the operation of a commercial kennel business are hereby incorporated by reference.
11. Commercial kennels in [agricultural](#), commercial, and industrial districts shall meet the underlying zoning regulations.
12. Commercial kennels shall be connected to public sewer or an on-site treatment system to handle waste.

H. Revocation of kennel licenses.

1. Upon observation that one or more of the conditions issued by the city council on a private or commercial kennel license holder is not observed, the city will notify the licensee that the city intends to suspend or revoke the private or commercial kennel license. A recommendation to the city council to revoke a private kennel license will require a majority of those members present and voting. A decision by the city council to revoke a private kennel license will require a majority vote of those members present and voting. The decisions of the city council pertaining to private kennel licenses are final and not appealable; the decisions of the city council on commercial kennel licenses are appealable to the county district court.

2. Upon evidence that the decision of the city council has not been followed by the licensee, and in the case of commercial kennel licensees an appeal has not been filed in county district court, the city will contact the animal control officer to pick up the dog and arrange for compliance with the city council's decision. All costs associated with compliance will be billed to the real property owner where the dog resides. Unpaid bills will be certified to the county and placed as a lien on the property.

~~G. *Exception.* Hospitals and clinics operated by licensed veterinarians exclusively for the care and treatment of animals are exempt from the provisions of this Section.~~

~~D. *Minimum Land Requirement.* Licenses shall only be issued, and kennels maintained, on tracts of land containing at least five contiguous acres.~~



**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 14 Peddlers, Solicitors and Transient Merchants
DATE: April 19, 2021

OVERVIEW

Council approved this ordinance on January 2, 2018. However, in the process of updating and adding other ordinance over the year, the numbering system was overlapped and subsequently removed this ordinance from code. Staff is bringing this through the process as a housekeeping step to get it back into code.

ITEMS TO BE DISCUSSED:

Council to review and approve the 1st reading of Ordinance 273 SS Chapter 6 Business Regulation and Licensing, Section 14 Peddlers, Solicitors and Transient Merchants

TIMELINE:

If Council agrees the following timeline will apply:

April 19 – 1st Reading

May 3rd – 2nd Reading

May 7th – Publish for Comment

June 7th - Effective

ATTACHMENTS:

Chapter 6 Business Regulation and Licensing, Section 14 Peddlers, Solicitors and Transient Merchants.

CHAPTER 6_ SECTION 14 PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS

- 6-14-1 Purpose
- 6-14-2 Definitions
- 6-14-3 Regulation Established Application for License
- 6-14-4 License Ineligibility
- 6-14-5 Transient Merchant License
- 6-14-6 Peddler and Solicitor License
- 6-14-7 Standards of Conduct
- 6-14-8 Suspension, Revocation and Prohibited Activities
- 6-14-9 Exclusion by Placard
- 6-14-10 Penalty Enforcement
- 6-14-11: Severability

6-14-1: Purpose. The City Council finds that peddlers, solicitors, and transient merchants, by virtue of the temporary nature of their business and the lack of permanent location for their operations, present unique consumer protection problems. In order to protect the health, safety, and welfare of the community and pursuant to the authority granted by Minn. Stat. § 329.15, the City of St. Francis herein licenses and regulates all peddlers, solicitors and transient merchants operating within the city, as described herein. The purpose of this chapter of the city code is to prevent fraud and criminal activity, such as burglary, theft, and assault and to protect the privacy of residents in their homes by requiring peddlers, solicitors and transient merchants to be licensed, and to impose restrictions on their operations within the city that are narrowly tailored to address the risks these operations pose to the public health, safety and welfare. It is not the purpose of this ordinance to burden interstate commerce or interfere with constitutionally protected rights under the First Amendment of the United States Constitution or Art. I, Section 3 of the Minnesota Constitution.

6-14-2: Definitions. Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows:

- A. "Licensee" means an individual, partnership, corporation or association licensed within the city under this section and also includes a person who is or will be conducting the regulated activity on behalf of the licensee.
- B. "Non-Commercial Door to Door Advocate" means a person who goes door-to-door for the primary purpose of disseminating religious, political, social, or other ideological beliefs. For purpose of this ordinance, the term door-to-door advocates shall fall under the term solicitor and include door-to-door canvassing and pamphleteering intended for non-commercial purposes.

- C. "Non-profit" means an organization that currently has tax-exempt status from either the state or federal government and provides written evidence of that status.
- D. "Occupant" means a person living, staying, or working at a residence, including a guest.
- E. "Peddler" means a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of offering for sale, displaying for exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise, or other personal property that the person is carrying or otherwise transporting. For purpose of this ordinance, the term peddler shall have the same common meaning as the term hawker.
- F. "Person" means any natural individual, group, organization, corporation, partnership or association. As applied to groups, organizations, corporations, partnerships and associations, the term shall include each member, officer, partner, associate, agent or employee.
- G. "Regular Business Day" means any day during which the city hall is normally open for the purpose of conducting public business. Holidays defined by state law shall not be considered regular business days.
- H. "Regulated activity" means the activity of a peddler, solicitor, or transient merchant as defined in this section.
- I. "Solicitor" means a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. For purposes of this ordinance, the term solicitor shall have the same meaning as the term canvasser.
- J. "Transient merchant" means a person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling or attempting to sell, and delivering goods, wares, products, merchandise, or other personal property and who does not remain in any one location for more than ninety (90) consecutive days.

6-14-3: Regulation Established-Application for License Required.

A person engaging in a regulated activity within the city, as defined herein, must comply with the provisions of this section. A person engaging in a regulated activity within the city must first obtain a license, and an identification card from the City Clerk. The person must also comply with any applicable zoning and health regulations.

A. Exceptions. A person engaging in any of the following activities is not required to obtain a license or an identification card from the city:

1. Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a retail seller of the items being sold by the wholesaler.
2. Any person making deliveries of newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
3. Any person selling products of the farm or garden grown or raised by the seller, including meat, provided such activities comply with applicable health regulations.
4. Any person selling antiques, collectibles, art work or other similar products in a show or festival which lasts for five days or less and which involves two or more sellers or exhibitors.
5. Any person calling upon residents in connection with establishing or servicing a regular route service for the sale and delivery of perishable daily necessities of life such as bakery products and dairy products.
6. Any person conducting the type of sale commonly known as garage sales, estate sales, or rummage sales.
7. School children, age 17 or younger, soliciting for school-sponsored activities or for other charitable youth-oriented fundraisers.
8. Any person doing business by appointment.
9. Any person participating in an organized multi-person bazaar or flea market.
10. Any person conducting an auction as a properly licensed auctioneer.
11. Any officer of the court conducting a court-ordered sale.
12. Any non-commercial door-to-door advocate exercising that person's state or

federal constitutional rights such as freedom of speech, freedom of press, freedom of religion, and the like. Nothing within this ordinance shall be interpreted to prohibit or restrict non-commercial door-to-door advocates. A person engaging in non-commercial door-to-door advocacy shall not be required to register as a solicitor under this section. This exception will not apply if the person's exercise of constitutional rights is merely incidental to what would properly be considered a commercial activity.

Exceptions under this section, shall not, for the scope of this chapter, excuse any person from complying with any other applicable statutory provision or requirement provided by any other city ordinance or county requirement.

B. Application. Application for a license must be made at least ten (10) business days before the regulated activity is proposed to begin and must include an accurate, sworn statement in writing, on a form furnished by the city, that gives the required information listed below and includes any required supporting documentation:

1. The applicant's full legal name.
2. Any and all other names under which the applicant has or does conduct business, or to which the applicant will officially answer to.
3. A physical description of the applicant (hair color, eye color, height, weight, any distinguishing marks or features, and the like).
4. Full address of applicant's permanent residence.
5. Telephone number of applicant's permanent residence.
6. Full legal name of any and all business operations owned, managed, or operated by applicant, or for which the applicant is an employee or an agent.
7. Full address of applicant's regular place of business, if any exists.
8. Any and all business-related telephone numbers of the applicant, including cellular phones and facsimile (fax) machines.
9. The type of business for which the applicant is applying for a license.
10. The duration of the license for which the applicant is applying.
11. The dates during which the applicant intends to conduct business. If the applicant is applying for a daily license, the number of days he or she will be

conducting business within the city.

12. Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the city, including the location where a transient merchant intends to set up his or her business.
 13. A statement as to whether or not the applicant has been convicted with the last five (5) years of any felony, gross misdemeanor or misdemeanor for violating any state or federal statute or any local ordinance, other than minor traffic offenses.
 14. A list of the three (3) most recent locations where the applicant has conducted business as a peddler, solicitor or transient merchant.
 15. Proof of any required county license.
 16. Written permission of the property owner or the property owner's agent for any location to be used by a transient merchant.
 17. A general description of the items to be sold or services to be provided.
 18. Any and all additional information as may be deemed necessary by the City Council.
 19. The applicant's driver's license number or other acceptable form of identification.
 20. The license plate number, registration information, vehicle identification number (**VIN**) and physical description for any vehicle to be used in conjunction with the licensed business operation.
- C. Photographs. Each individual applicant and person who will be conducting the regulated activity on behalf of the partnership or organization must submit two copies of a recent photograph of themselves approximately 1½ inches by 1½ inches, showing the head and shoulders of the person in a clear and distinguishable manner. An application is not complete until the required photograph(s) is supplied.
- D. Fees. The application must be accompanied by the required license and identification card fees specified in section 6-1-6 of this Chapter.
- E. County License Required. No person shall conduct business as a peddler, solicitor,

or transient merchant within the city limits without having first obtained the appropriate license from the county if applicable.

- F. Procedure for License Issuance or Denial. Upon receipt of the application and payment of the license fee, the city clerk will, within two (2) regular business days, determine if the application is complete. An application will be considered complete if all required information is provided. If the city clerk determines that the application is incomplete, the city clerk must inform the applicant of the required, necessary information that is missing. If the application is complete, the city clerk must order any investigation, including background checks, necessary to verify the information provided with the application.

Within ten (10) regular business days of receiving a complete application the city clerk must issue the license unless grounds exist for denying the license application under Section 6-14-4 listed below, in which case the clerk must deny the request for a city peddler, solicitor or transient merchant license. If the city clerk denies the license application, the applicant must be notified in writing of the decision, the reason for denial and the applicant's right to appeal the denial by requesting, within twenty (20) days of receiving notice of rejection, a public hearing before the City Council.

The City Council shall hear the appeal with twenty (20) days of the date of the request for a hearing. The decision of the City Council following the public hearing can be appealed by petitioning the Minnesota Court of Appeals for a writ of certiorari.

6-14-4: License Ineligibility. The following shall be considered grounds for denying a license under this Chapter:

- A. The failure of the applicant to obtain and show proof of having obtained any required county license.
- B. The failure of the applicant to fully or truthfully provide any of the information requested by the city as a part of the application, or the failure to sign the application, or the failure to pay the required fee at the time of the application.
- C. The conviction of the applicant within the past five (5) years from the date of the application for any violation of any federal or state statute or regulation, or of any local ordinance, which adversely reflects on the person's ability to conduct the business for which the license is being sought in an honest and legal manner. Those violations shall include, but not be limited to, burglary, theft, larceny, drug, swindling, fraud, unlawful business practices, and any form of actual or threatened physical harm against another person; unless the individual can show sufficient evidence of rehabilitation as defined in Minn. Stat. § 364.03, subd. 3.
- D. The denial or revocation within the past five (5) years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor, or transient merchant.
- E. The applicant is found to have a history of poor business practices. Evidence of a history

of poor business practices shall include, but not be limited to, the existence of more than three complaints against the applicant with the Better Business Bureau, the Office of the Minnesota Attorney General or other state attorney general's office or other similar business or consumer rights office or agency, within the preceding 12 months, or three (3) complaints within the City within the preceding five (5) years.

- F. A person who produces documentation of identification that is torn, pasted, peeled, or otherwise damaged or altered.

6-14-5: Transient Merchant License: Transient merchants shall first obtain a transient merchant license pursuant to Section 6-14-3 of this Chapter and as set forth herein. Unless otherwise granted by the City Council, all transient merchant licenses are subject to the following:

- A. Transient merchant licenses are valid for a period of ninety (90) days.
- B. No transient merchant activities shall take place on property which is zoned for residential uses.
- C. No license shall be issued unless the application is accompanied by a written consent to the activities signed by the owner of the property upon which the transient merchant activity is to be conducted.
- D. Applications shall be accompanied by a site plan of the proposed transient merchant location and surrounding premises.

6-14-6: Peddler and Solicitor Licenses:

Peddler and solicitor license shall be issued for a period as applied for an approved according to the City Fee Schedule.

6-14-7: Standards of Conduct-Prohibited Activity.

- A. Except for those people specified in section 6-14-3(A), a person may conduct regulated activity in the city only if a valid city identification card identifying the person has been issued, is prominently displayed by attaching it to the front of the outermost clothing between the waist and neck, and has not been revoked, suspended, or impounded.
- B. A licensee must not transfer its license or identification card to another person.
- C. A person must not use a city identification card issued to someone other than that person.
- D. A city identification card must be displayed only while conducting regulated activity in the city and may not be used for other purposes or other than approved locations.

- E. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing, solicitation, or peddling are unwelcome or prohibited.
- F. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.
- G. A person must not conduct regulated activity in a manner that creates a health or safety hazard.
- H. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door.
- I. A licensee must immediately leave private property when requested to do so by an owner or occupant and must leave immediately upon completion of a transaction or an unsuccessful attempt to contact an occupant.
- J. A licensee entering onto residential property must go directly to a front door of the residence, unless there is an adult present outside of the residence or in an open garage. At no time may a licensee go to a window or to the back yard, unless invited to do so by the occupant.
- K. A person conducting regulated activity must not make untrue statements to the people contacted regarding the purpose of the contact, orders placed by the neighbors, or the goods and services offered.
- L. A licensee must not make statements to the people contacted indicating or implying that the city identification card constitutes an endorsement of their activities or products by the city.
- M. No person may call attention to his or her business or the items to be sold by means of blowing any horn or whistle, ringing any bell, crying out, or by any other noise, so as to be unreasonably audible within an enclosed structure.
- N. No person under this ordinance shall conduct business before 8:00 A.M or after 8:00 P.M. No person shall conduct business to residential homes before 10:00 A.M. or after 7:00 P.M.

6-14-8: Suspension-Revocation.

A. Generally. Any license issued under this section may be suspended or revoked at the discretion of the City Council for violation of any of the following:

1. Subsequent knowledge by the city of fraud, misrepresentation or incorrect statements provided by an applicant on the application form.
2. Fraud, misrepresentation or false statements made during the course of the licensed activity.
3. Subsequent conviction of any offense to which the granting of the license could have been denied under Section 6-14-4.
4. Engaging in any prohibited activity as provided under Section 6-14-7 of this ordinance.
5. Violation of any other provision of this ordinance.

B. Multiple persons under one license. The suspension or revocation of any license issued for the purpose of authorizing multiple persons to conduct business as peddlers or transient merchants on behalf of the licensee shall serve as a suspension or revocation of each authorized person's authority to conduct business as a peddler, solicitor or transient merchant on behalf of the licensee whose license is suspended or revoked.

C. Notice. Prior to revoking or suspending any license issued under this chapter, the city shall provide a license holder with written notice of the alleged violations and inform the licensee of his or her right to a hearing on the alleged violation. Notice shall be delivered in person or by mail to the permanent residential address listed on the license application, or if no residential address is listed, to the business address provided on the license application.

D. Public Hearing. Upon receiving the notice provided in part (C) of this section, the licensee shall have the right to request a public hearing. If no request for a hearing is received by the city clerk within ten (10) days following the service of the notice, the city may proceed with the suspension or revocation. For the purpose of a mailed notice, service shall be considered complete as of the date the notice is placed in the mail. If a public hearing is requested within the stated time frame, a hearing shall be scheduled within twenty (20) days from the date of the request for the public hearing. Within three (3) regular business days of the hearing, the City Council shall notify the licensee of its decision.

E. Emergency. If, in the discretion of the City Council, imminent harm to the health or safety

of the public may occur because of the actions of a peddler, solicitor or transient merchant licensed under this ordinance, the City Council may immediately suspend the person's license and provide notice of the right to hold a subsequent public hearing as prescribed in part (C) of this section.

F. Appeal. Any person whose license is suspended or revoked under this section shall have the right to appeal that decision in court.

6-14-9: Exclusion by Placard.

A. Unless specifically invited by the property owner or tenant, no peddler, solicitor, transient merchant, non-commercial door-to-door advocate, or other person engaged in other similar activities shall enter onto the property of another for the purpose of conducting business as a peddler, solicitor, transient merchant, non-commercial door-to-door advocate, or similar activity when the property is marked with a sign or placard:

1. At least four inches long.
2. At least four inches wide.
3. With print of at least 48 point in size.
4. Stating "No Peddlers, Solicitors or Transient Merchants," "Peddlers, Solicitors, and Transient Merchants Prohibited," or other comparable statement.

No person other than the property owner or tenant shall remove, deface, or otherwise tamper with any sign or placard under this section.

6-14-10: Penalty-Enforcement.

A. A violation of a provision of this section is subject to the penalties established in Section 6-1-1 of this Chapter.

B. The City Clerk, the Chief of Police, and their designees are authorized to enforce this ordinance. They may impound an identification card, and license, when a person has been found violating a provision of this section, when cause exists for suspending or revoking the identification card, or license, or when the identification card or license has been suspended or revoked. When impounding a card or license, the official must send a notice to the licensee and the subject of the card at the address on the application form, giving the parties ten (10) days to submit a written request for a hearing before the city council. Failure to timely request an appeal, constitutes a waiver of that appeal and results in an automatic suspension of the license or card for three years.

6-14-11: Severability.

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.



**City Council
AGENDA REPORT**
Agenda Item #
9I

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Update – Chapter 6 Business Regulations and Licensing,
Section 14 Storage Units/Self Storage
DATE: April 19, 2021

OVERVIEW

With the update of the Zoning Code, it was identified that the regulations of Storage Units and Self-storage should be placed in Chapter 10 Zoning instead of Chapter 6 Business regulations as they addressed the site approved and not the business management. With that it completely removes the Storage ordinance from Chapter 6.

ITEMS TO BE DISCUSSED:

Council to review and approve the 1st reading of Ordinance 274 SS Chapter 6 Business Regulation and Licensing, Section 14 Storage Units/Self-Storage removal.

TIMELINE:

If Council agrees the following timeline will apply:

April 19 – 1st Reading

May 3rd – 2nd Reading

May 7th – Publish for Comment

June 7th - Effective

ATTACHMENTS:

Deletion of Chapter 6 Business Regulation and Licensing, Section 14 Storage Units/Self-Storage

SECTION 14.—STORAGE UNITS/SELF STORAGE^[3]

Footnotes:

~~---(3)---~~

Editor's note—Prior to the reenactment of Ch. 6, § 14 by Ord. No. 251, SS, § 1, adopted Aug. 19, 2019, Ord. 249, SS, adopted Aug. 19, 2019, repealed the former Ch. 6, § 14. The former Ch. 6, § 14 pertained to peddlers, solicitors, and transient merchants and derived from Ord. 236, SS, § 2, adopted Jan. 2, 2018.

~~6-14-1.—[Purpose.]~~

~~This section identifies the requirements for storage spaces known as storage units, self-storage, self-serve storage and mini-storage. These are pertaining to a warehouse or other facility that rents units to a tenant, usually on a short-term basis, often month to month, including storing of personal possessions. Permitting identified in Zoning District.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-2.—Definitions.~~

~~A. **Open Storage.** Open space storage is space allowed for the temporary storage of boats, trailers and vehicles and shall be part of a storage facility. Open storage as a stand-alone use will not qualify as a storage facility.~~

~~B. **Self-Storage, Mini-Storage Facility.** Any real property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to such facility for the purpose of storing and removing personal property. A self-service storage facility is not a warehouse.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-3.—Architectural design requirements.~~

~~A.—No single building shall be greater than one hundred fifty (150) feet in length.~~

~~B.—No entrance doors to storage compartments shall front on any public street.~~

~~C.—Exterior surfaces of all building shall meet building type and construction standards of the zoning code and overall use as identified in city code.~~

~~D.—No wall adjacent to or visible from a public street or abutting property shall exceed one hundred (100) feet in length without visual relief by means of a vertical reveal at least one foot in depth and ten feet in width, a perceptible change in wall angle or a corner.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-4.—Site and setback requirements.~~

~~A.—At least twenty five (25) percent of the site is open green space and landscaped in accordance with a plan approved by the City Council.~~

~~B.—Open space storage is prohibited.~~

- ~~C.—Runoff quantity and quality. Site must meet the requirements of the city code and city's comprehensive surface water management plan for storm water management, erosion control and wetlands.~~
- ~~D.—Landscaping shall be provided continuously along all public street frontages, except for authorized access points. Landscaping shall be provided and along all property lines abutting developed property, except where exempted for good cause by the issuing authority. Landscaping shall consist of a variety of trees, low, medium and high-profile shrubs, together with suitable ground cover such as sod, native grasses, rock or a combination thereof. Landscaping shall be designed, placed and maintained in such a manner as to not impair vehicle visibility at corner intersections or adjacent to points of ingress or egress. A landscape plan shall be submitted for approval by the issuing authority.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-5.—Life safety requirements.~~

- ~~A.—A security fence or wall shall be provided around the facility as approved by the issuing authority.~~
- ~~B.—Driveways shall be designed so that fire equipment and other emergency vehicles can readily access and exit all areas of the site.~~
- ~~C.—No electrical service shall be provided for tenants.~~
- ~~D.—Exterior lighting is required. Dark sky lighting is recommended.~~
- ~~E.—Fire hydrants shall be provided within the site at locations required by the Fire Department. Fire hydrants shall be separated by distances of not more than two hundred (200) feet.~~
- ~~F.—Lease agreement between the operator and each lessee; no flammable, caustic, explosive, poisonous, radioactive or otherwise dangerous materials shall be stored in any self-storage facility.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-6.—Operational requirements.~~

- ~~A.—All owners and managers shall be responsible for maintaining the operation of the facility in conformance with ordinance requirements and conditions of approval of the City Council.~~
- ~~B.—Any on-site manager of the facility shall maintain a copy of the site plan of the facility which has been approved by the issuing authority, a copy of all conditions of approval attached by the City Council, and a copy of all applicable city regulations.~~
- ~~C.—The lessor or agent of the lessor shall obtain a signed lease agreement from the lessee that shall be kept in the on-site office of the facility and shall be available for inspection by the Police Department.~~
- ~~D.—Each lease agreement shall include all appropriate restrictions established by ordinance and/or condition of approval established by the City Council. Each lessee shall be required to sign each lease agreement indicating understanding and acceptance of all restrictions.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-7.—Driveway and circulation.~~

- ~~A.—No building shall be located closer than twenty-five (25) feet to each other to allow for parking, loading, and driveway and fire lanes.~~
- ~~B.—All driveways and parking areas shall have a paved surface with bituminous, concrete pavement, concrete pavers or other similar materials and allow for adequate turning radius for fire truck maneuverability and to be maintained throughout the site.~~

- ~~C. Designated snow storage space is to be provided to ensure adequate and safe access during winter months.~~
- ~~D. All driveways and circulation lanes which do not directly abut a building shall be defined by poured in-place concrete curbs.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

~~6-14-8. Exceptions to zoning district requirements.~~

- ~~A. The total floor area of all separate self storage structures on the site may be combined to meet the minimum building floor area requirements of the district in which the use is proposed.~~
- ~~B. When located in the I-1 Light Industrial Zoning District, as part of a planned unit development pursuant self storage facilities (including all buildings, driveways, resident manager's quarters, screening walls, and all other associated features) shall not:~~
 - ~~1. Be located within five hundred (500) feet of a roadway designated as a principal arterial, intermediate arterial or minor arterial street; and~~
 - ~~2. Include more than one-half of the land area of the total planned development except when located in the interior of an industrial area.~~

~~C. Setbacks~~

- ~~1. Side yard setbacks of not less than one-half of the normal district requirements may be requested provided that no entrance doors to storage compartments or storage compartment areas are exposed to that yard, subject to the approval of final site plans and building plans.~~
- ~~2. Rear yard setbacks of not less than ten feet may be requested provided that no entrance doors to storage compartments or storage compartment areas are exposed to that yard, subject to the approval of final site plans and building plans.~~
- ~~3. When side and rear yards are adjacent to public streets, setbacks of not less one-half of the normal district requirements may be requested subject to the approval of the City Council.~~
- ~~4. When reviewing plans which show reduced side and/or rear yard setbacks from the interior lot lines or abutting streets, the issuing authority shall consider the impact of such reduced setbacks on visibility and aesthetics on adjacent existing uses. Where the Council finds that the impact of the proposed self storage facility on adjacent properties will not be adverse, the Council may allow reduced setbacks.~~

~~(Ord. 251, SS, § 1 (Exh. A), 8-19-2019)~~

MEMORANDUM

To: Honorable Mayor and City Councilmembers
Joe Kohlmann, City Administrator

From: Scott Lepak and David Schaps, City Attorney's Office

Re: Residential Picketing Ordinance

Date: 4/13/21

BACKGROUND

Cities throughout Minnesota are increasingly considering and adopting ordinances directed at "residential picketing". This issue has gained attention and interest based on the experience of cities who do not have residential picketing regulation where the result has been disturbance and distress to the occupants of private residences.

REVIEW OF ISSUES

Residential picketing ordinances must be narrowly drafted to avoid unconstitutionally limiting individuals' first amendment freedoms. The First Amendment of the U.S. Constitution provides that "Congress shall make no law ... abridging the freedom of speech..." While this right is broad, it is not without limitations. Unprotected speech includes words aimed at inciting violence, or "fighting words, actual threats of violence and obscenity.

It is also permissible for cities to provide reasonable restrictions on the time, place, or manner of protected speech. The time, place and manner restrictions must be narrowly drafted so that they:

- ☐ Do not consider the content of the speech.
- ☐ Are crafted narrowly, only to serve an important governmental interest; and
- ☐ Leave open other ways for someone to communicate the information.

EXPERIENCE | TRUST | RESULTS

Charles M. Seykora
Beverly K. Dodge
James D. Hoeft
* Joan M. Quade
* John T. Buchman
Scott M. Lepak
William F. Huefner

Bradley A. Kletscher
Timothy D. Erb
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Given the interest in these types of ordinances, the League of MN Cities has put together an informational memo regarding “First Amendment concepts for Protests in Cities”. A copy of this memo is attached. It provides a good overview of the subject.

The targeted picketing ordinance attached is drafted as a “time, place and manner” regulation of protected speech. It does not consider the content of the speech. The proposed ordinance is narrowly drafted to restrict residential picketing from occurring at residences in order to advance the important governmental interest in allowing members of the community to enjoy, in their homes and dwellings, a feeling of wellbeing, tranquility and privacy. Individuals will still have the ability to communicate information in other ways.

This proposed ordinance is based on language in residential picketing ordinances found or proposed in Champlin, Becker, Lino Lakes, Medina, Oak Grove and Rosemount.

Recommendation

Consider adopting Ordinance 275 Second Series, an ordinance amending Chapter 8 of the City Code, by adding a new Section 8-13 entitled Regulating Targeted Picketing in Residential Neighborhoods, as attached to the Request for Council Action.

ORDINANCE 275

SECOND SERIES

**CITY OF ST. FRANCIS
COUNTY OF ANOKA
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 8, BY ADDING A NEW SECTION 13
THERETO, REGULATING TARGETED PICKETING IN RESIDENTIAL
NEIGHBORHOODS IN THE CITY OF ST. FRANCIS**

THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ORDAINS AS FOLLOWS:

WHEREAS, the City Council finds that targeted residential picketing in front of or about a residential dwelling causes emotional distress to the dwelling occupants, obstructs and interferes with the free use of public rights-of-way and has as its object the harassment of the dwelling occupants; and,

WHEREAS, the City Council further finds that, without resorting to targeted residential picketing, ample opportunities exist for those otherwise engaged in targeted residential picketing to exercise constitutionally protected freedom of speech and expression; and,

WHEREAS, the protection and preservation of the home is the keystone of democratic government; the public health and welfare and the good order of the community require that members of the community enjoy, in their homes and dwellings, a feeling of wellbeing, tranquility and privacy and, when absent from their homes and dwellings, carry with them the sense of security inherent in the assurance that they may return to the enjoyment of their homes and dwellings; the practice of picketing before or about residences and dwellings causes emotional disturbance and distress to the occupants, obstructs and interferes with the free use of public sidewalks and public ways of travel; such practice has as its object the harassing of such occupants and, without resort to such practice, full opportunity exists, and under the terms and provisions of this section, will continue to exist for the exercise of freedom of speech and their constitutional rights; and that the provisions hereinafter enacted are necessary for the public interest to avoid the detrimental results herein set forth.

8-13-1

A. Definitions. For the purpose of this ordinance, “targeted residential picketing” means an activity, including but not limited to marching, standing or patrolling, that is conducted on or in close proximity to, and is focused on, a single residential dwelling without the consent of the dwelling’s occupant(s).

B. Prohibited Activity. No person shall engage in targeted residential picketing within the City.

C. Violation/Penalty. Every person convicted of a violation of any provision of this Ordinance shall be guilty of a misdemeanor.

D. Severability. Should any section, subdivision, clause, or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part thereof, other than the part held to be invalid.

E. Effective Date. This ordinance shall become effective upon its passage and publication in accordance with applicable law.

Passed and adopted by the City Council of the St. Francis this ____ day of April/May 2021.

Mayor Steve Feldman

Attest:

, [Deputy] City Clerk

2158778_1

INFORMATION MEMO

First Amendment Concepts for Protests in Cities

Learn legal concepts related to First Amendment free speech rights in the U.S. and state of Minnesota Constitutions and how cities balance them with public safety concerns. Read about speech that is not protected, ways to deal with unpopular ideas and how others may react to them. Describes how cities may choose to protect the public, regulate protests, marches and demonstrations in city parks or streets by ordinance.

RELEVANT LINKS:

[State v. Wicklund](#), 589 NW 2d 793 (Minn. 1999).

[Lovell v. City of Griffin, Ga.](#), 303 U.S. 444, 451 (1938).

[R.A.V. v. City of St. Paul, Minn.](#), 505 U.S. 377 (1992).

[Texas v. Johnson](#), 491 U.S. 397 (1989).

What do you do if someone on your city staff or council hears about an unpopular group or person planning to use a city park, march in your city parade, or use city streets to stage a demonstration? At every point, consider that your role as a city official affects your response and is wholly separate from how you personally may feel about the group and their viewpoint.

Why? When you act as part of government, First Amendment rights kick in. The goal of this memo is to help you understand the parameters of those First Amendment rights to speak, and to balance them with the city's interest to protect both the speaker, law enforcement officials and those who do not wish to hear unpopular views expressed in their city.

I. First Amendment

In America, a person has a right or freedom to speak. That speech includes “expressive conduct” such as distributing literature, holding up banners, or burning things such as books or flags. Government, referred to as cities in this memo, must not limit that right to speak if the U.S. Constitution protects it, even if the view expressed is unpopular or downright offensive and hateful to others. It is hard to stress just how strenuously courts protect the First Amendment right to free speech from government regulation.

“If there is a bedrock principle underlying the First Amendment, it is that government may not prohibit the expression of an idea simply because society finds the idea itself offensive or disagreeable.” Quoting U.S. Supreme Court Justice William J. Brennan, Jr.

Where exactly does this right to free speech come from? Just six words in the First Amendment of the U.S. Constitution:

- “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or *abridging the freedom of speech*, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

RELEVANT LINKS:

State v. Wicklund, 589 N.W.2d 793, 801 (Minn. 1999).

R.A.V. v. City of St. Paul, Minn., 505 U.S. 377, 382 (1992).
United States v. Lee, 6 F.3d 1297 (8th Cir. 1993).

US v. Beltrichard, 994 F. 2d 1318 (Court App. Eighth Circuit 1993).
Bernini v. City of St. Paul, 665 F.3d 997 (8th Cir. 2012).

R.A.V. v. City of St. Paul, Minn., 505 U.S. 377 (1992).
Upper Midwest Booksellers Ass'n v. City of Minneapolis, 780 F.2d 1389 (8th Cir. 1985).

Johnson v. Minneapolis Park and Recreation Bd., 729 F. 3d 1094 (8th Cir. 2013).

The Coal. to Mar. on the RNC & Stop the War v. The City of St. Paul, Minn., 557 F. Supp. 2d 1014 (D. Minn. 2008).

Johnson v. Minneapolis Park and Recreation Bd., 729 F. 3d 1094 (Court of Appeals 8th Circuit 2013). *Hague v. Comm. for Indus. Org.*, 307 U.S. 496 (1939). See also, Part III. B below.

According to the Minnesota Supreme Court, the Minnesota Constitution does not offer broader protection of speech than does the U.S. Constitution.

Since the founding of this country, courts have given great weight and protection to allowing people to say, write, or post freely. But the right to speak is not absolute. There are three limited exceptions to a person's right to speak out, where such speech falls outside of First Amendment protection:

- **Words aimed at inciting violence, or “fighting words.”** The U.S. Supreme Court narrowly defines “inciting violence” to mean “actions done with the intent to advocate the use of force or violence and likely to produce such action.”
- **Actual threats of violence.** Minnesota courts find that the First Amendment affords no protection to those who utter direct threats of force and violence toward other people, or those engaged in rioting.
- **Obscenity.** The U.S. Supreme Court defines obscenity as limited to works that appeal to a “prurient interest in sex, which portray sexual conduct in a patently offensive way, and which do not have serious literary, artistic, political, or scientific value.”

Let's look at protected speech—that is, speech that may be unpopular but is not speech that is inciting violence, an actual threat of violence, or obscene.

II. Protected speech factors

When determining if speech is protected and how a city may regulate it, courts consider these overarching points and concepts:

- **Location:** where a protest or demonstration occurs, focusing on public property.
- **Content:** courts use the term “content” when examining the viewpoints expressed, meaning what is expressed through action or words.
- **Content neutrality:** courts look at facts indicating or implying whether a city regulation shows disapproval of a specific message or is neutral as to the message.

A. Location

People have strong First Amendment rights to hold forth on city streets, sidewalks, and in city parks. As public forums, people may typically speak, hand out literature, or carry signs on streets, sidewalks, and in parks to express their opinions.

RELEVANT LINKS:

LMC information memo, [Parks and Recreation Loss Control Guide](#). See also Handbook, [Election Procedures](#), Section IV-C, Campaign Signs.

See Section I - First Amendment.

[Reed v. Town of Gilbert, Ariz.](#), 135 S. Ct. 2218 (2015).

[The Coal. to Mar. on the RNC & Stop the War v. The City of St. Paul, Minn.](#), 557 F. Supp. 2d 1014 (D. Minn. 2008).

[Ward v. Rock Against Racism](#), 491 U.S. 781 (1989).

[Ward v. Rock Against Racism](#), 491 U.S. 781, 791 (1989).

Due to the public nature of parks and streets, rooted in many years of tradition, cities must take great care if limiting speech in these areas to avoid running afoul of the U.S. Constitution.

B. Content neutrality

Outside of the three exceptions discussed above (fighting words, actual threats of violence, or obscenity), a city has no power to restrict speech because of its subject matter or its content. This idea applies to both speech and conduct. As an example, a city ordinance banning the use of sound trucks for political speech—and only political speech—would be a content-based regulation. Another example: declining an application from an unpopular group, even extremely unpopular, to march in a city parade or hold a rally simply because the group or their message is controversial is likely government restriction based on the content of the group's message. Unpopular or not, a group must be allowed to march, rally, or demonstrate safely. This does not mean a city council personally approves of the group or message. It simply shows that the city council, acting as government, understands it cannot look at the content of speech and base its reaction or regulation on approval or disapproval of the message. Government, acting through elected officials and staff, must be neutral as to content but does have some basis to control protests, marches, or demonstrations.

As an example of a lawful content-neutral regulation, the court considered a city guideline controlling noise levels at band shell events; it applied to everyone using that park, near a residential area. The court found that the reason for the guideline had nothing to do with the content of the speech and thus, it satisfied the requirement that the manner of regulation be content-neutral.

III. Content-neutral regulations

Cities have valid concerns for public safety when people speak out on controversial issues; challenging situations may result. When it comes to public forums, such as sidewalks and streets, cities may impose reasonable restrictions on the time, place, or manner of protected speech, provided the restrictions:

- Do not consider the content of the speech.
- Are crafted narrowly, only to serve an important governmental interest.
- Leave open other ways for someone to communicate the information.

Let's parse these out a bit.

RELEVANT LINKS:

[*Working Am., Inc. v. City of Bloomington*, 142 F. Supp. 3d 823 \(D. Minn. 2015\).](#)
LMC information memo,
[*Regulating Peddlers, Solicitors and Transient Merchants*](#).

[*The Coal. to Mar. on the RNC & Stop the War v. The City of St. Paul, Minn.*, 557 F. Supp. 2d 1014 \(D. Minn. 2008\).](#)

[*Welsh v. Johnson*, 508 N.W. 2d 212 \(Minn. Ct. App. 1993\).](#)

[*Frisby v. Schultz*, 487 U.S. 474 \(1988\).](#)

[*State v. Occhino*, 572 N.W.2d 316 \(Minn. Ct. App. 1997\).](#)

[Minn. Stat. § 412.221, subd. 3.](#)

[Minn. Stat. § 373.052, subd. 1b.](#)

[*State v. Occhino*, 572 N.W.2d 316 \(Minn. Ct. App. 1997\).](#)

[Minn. Stat. § 609.605, subd. 1 \(b\) \(11\).](#)

A. Time

As an example, if a city ordinance sets an 8 p.m. deadline for peddlers and solicitors but does not restrict others who may knock on doors, such as a person espousing religious or political beliefs, the time restriction singles out one kind of “speech” and may be a questionable regulation. While this case does not involve protests or demonstrations, the principle of city restrictions based on time also likely applies to the use of city streets and sidewalks.

A city may regulate the times that a protest march on a city street begins and ends. Content-neutral time of day regulations are allowable when based upon articulated and specific public safety concerns. These concerns may include ensuring the safe movement of other pedestrians or traffic on the march route and ensuring the march does not interfere with emergency police, fire, or ambulance services along the route.

B. Place

Consult the city attorney before implementing any city regulations of speech. That said, some of the ways cities may lawfully limit speech revolve around the place of the speech, protest, or demonstration.

(1) Homes

Cities have a strong interest in prohibiting protests, picketing, and demonstrations focused on a person’s home. Cities may act to protect the well-being, tranquility and privacy of an individual’s home. City ordinances, discussed subsequently, may likely limit picketing or demonstrating in front of a residence.

(2) Public buildings

Not every part of a publicly owned building is a public forum. Police bureaus, tax offices, and other areas where city staff must work are routinely off-limits for citizens without prior arrangements. City councils may likely close public buildings to protect them from damage or destruction. County boards may, by resolution, close a public building in an emergency and retroactively approve the closing at its next meeting.

(3) Access to public officials and public property

The First Amendment does not guarantee personal access to public property and public officials. Private areas of offices of individual city officials, even though publicly owned, are not always open to all comers.

City-owned property, or private property, may be cordoned off and access restricted by law enforcement.

RELEVANT LINKS:

Traditionalist Am. Knights of the Ku Klux Klan v. City of Desloge, Mo., 775 F.3d 969 (8th Cir. 2014).

See Section I - First Amendment.

Texas v. Johnson, 491 U.S. 397, 420 (1989).

United States v. Lee, 6 F.3d 1297, 1301 (8th Cir. 1993).

The Coal. to Mar. on the RNC & Stop the War v. The City of St. Paul, Minn., 557 F. Supp. 2d 1014 (D. Minn. 2008).

“Cordoned off” in this context means that access is barred by using tape, barriers, or other means conspicuously placed and identifying the area as off-limits by a police officer’s actions. A person is guilty of a misdemeanor if the person intentionally enters the restricted area.

(4) In roadways

A city ordinance seeking to prevent harm to pedestrians or to people distributing materials to vehicles directly in the roadways may be a valid restriction on First Amendment rights, especially when the ordinance does not limit distribution of materials along the side of the roadways and at other locations in the city. (Note: this may not apply to people standing in medians or other areas near a street where a person may safely stand and hold a sign or hand out a pamphlet). If cities document the risks of people soliciting or distributing materials within a roadway, that may help a city establish this as a valid and content-neutral regulation that applies to all. Risks include people being struck by vehicles, or vehicles colliding as drivers try to avoid hitting a person in the street.

C. Manner

Outside of the three exceptions discussed above (fighting words, actual threats of violence, or obscenity), cities may not regulate the way, or manner, in which a person chooses to express their beliefs, or to “speak.” For example, a city may not act to stop someone from burning a flag, a cross, wearing a jacket with an obscenity on it, or displaying signs that criticize the city. Though objectionable and even abhorrent to many, cities may not prohibit or criminally charge a person for such expressions of their opinions; the manner of expression is still “speech” protected by the First Amendment.

D. Time, place, and manner combined

A Minnesota city worked over many months with a group planning to march in protest during a large convention. This case is unique because of the number of people attending the convention and those wishing to protest it. Notable for all cities is the approach the city took, working with the protesters, legal staff, law enforcement, and many others to allow a demonstration but keep the public and convention attendees safe.

The court found that the city successfully limited the time, place, and manner of the protest in the following ways:

- The time of a planned protest, by not allowing it to occur when the President of the United States was expected to attend but allowing marches at other times.

RELEVANT LINKS:

[Minn. Stat. § 609.595.](#)

[Minn. Stat. § 609.594.](#)

[Minn. Stat. § 609.705.](#)

[Minn. Stat. § 609.71.](#)

[City of St. Paul v. Morris,](#)
258 Minn. 467 (Minn.1960).

- The route, or place, of a protest due to security and safety concerns and the expected attendance of over 40,000 people at the convention.
- The manner of the protest, requiring the group to apply for a permit to march and to stay on the agreed upon route.

Importantly, the court noted that ample opportunity for free speech existed because, “despite massive security and logistical concerns inherent” to the convention, the permitted route brought the marchers within sight and sound of the convention that they found objectionable.

IV. Protecting public safety

There’s tension between the right to speak out on controversial subjects and valid concerns for public safety or the public peace. But criminal, violent or threatening behavior is not protected by the First Amendment. This section sets out some of the ways a city may act to protect the public and maintain public safety in such unusual situations. Note: Cities are strongly encouraged to consult legal counsel for specific legal advice before acting.

A. Property damage

Cities may prosecute demonstrators who damage public property, public safety vehicles, or harm a third party pursuant to current criminal law. Intentionally and significantly damaging critical public service facilities with an intent to disrupt those services may bring heightened charges in some situations.

B. Unlawful assembly

State law prohibits unlawful assembly if it is carried out in the following ways:

- with intent to commit any unlawful act by force; or
- with intent to carry out any purpose in such manner as will disturb or threaten the public peace; or
- Without unlawful purpose, but the participants so conduct themselves in a disorderly manner as to disturb or threaten the public peace.

C. Riot

A riot is also a crime of first to third degree under state law, with this basic definition:

- When three or more persons assembled disturb the public peace by an intentional act or threat of unlawful force or violence to person or property, each participant therein is guilty of riot.

RELEVANT LINKS:

[Minn. Stat. § 609.74.](#)

[State v. Berger](#), No. A17-2072 (Minn. Ct. App. Jan. 7, 2019) (*unpublished opinion*).

[State v. Hensel](#), 901 NW 2d 166 (Minn. 2017) *finding Minn. Stat. § 609.72, subd. 1 (3) unconstitutional*.

D. Public nuisance

Blocking streets or freeways may bring up a crime of public nuisance under this state law:

Whoever by an act or failure to perform a legal duty intentionally does any of the following is guilty of maintaining a public nuisance, which is a misdemeanor:

- maintains or permits a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort, or repose of any considerable number of members of the public; or
- interferes with, obstructs, or renders dangerous for passage, any public highway or right-of-way, or waters used by the public; or
- is guilty of any other act or omission declared by law to be a public nuisance and for which no sentence is specifically provided.

In a recent but unpublished case, the Minnesota Court of Appeals found that a person involved in a demonstration where many protesters blocked an interstate freeway could not be convicted of public nuisance unless the state could prove that one person violated each element of each offense. The constitutionality of the statute was also challenged in this case, but the Court did not address that question.

E. Disorderly conduct statute partially unconstitutional

In a recent case, the Minnesota Supreme Court looked at disruptive conduct at a city council meeting, resulting in a charge of disorderly conduct. The Court focused on this text in the state disorderly conduct statute dealing with disturbances on school buses, public meetings or other places:

Whoever does any of the following in a public or private place, including on a school bus, knowing, or having reasonable grounds to know that it will, or will tend to, alarm, anger or disturb others or provoke an assault or breach of the peace, is guilty of disorderly conduct, which is a misdemeanor:

. . . disturbs an assembly or meeting, not unlawful in its character....

The Court drew several conclusions, including the following:

- That the disturbance-of-a-meeting-or-assembly statute regulates speech and conduct protected by the First Amendment;
- That the disturbance-of-a-meeting-or-assembly statute is "impermissibly broad" because it potentially restricts protected conduct and speech occurring anywhere and at any time regardless of intent.

RELEVANT LINKS:

LMC Information memo,
[Meetings of City Councils.](#)

[Minnesota State Bd. for
Cmty. Colleges v. Knight](#),
465 U.S. 271 (1984).

[Bierman v. Dayton](#), 227 F.
Supp. 3d 1022 (D. Minn.
2017) dismissed for lack of
jurisdiction by [Bierman v.
Dayton](#), 817 F.3d 1070 (8th
Cir. 2016).

[Cox v. State of New
Hampshire](#), 312 U.S. 569
(1941).
[Lovell v. City of Griffin](#), Ga.,
303 U.S. 444, 451 (1938).

In conclusion, the Court found there was no reasonable way to narrow and fix the law; the solution for the First Amendment violation was to invalidate this section of the disorderly conduct statute.

Even so, a city council has authority to preserve order at its meetings. The council may use necessary force, including use of the police, to carry out the mandate. If a person is excluded from a meeting, providing the excluded person an opportunity to give their interpretation of the exclusion to a designated city staff member may satisfy due-process concerns.

If the audience becomes so disorderly that it is impossible to carry on a meeting, the mayor may declare the council meeting adjourned to some other time. The members of the council may also move for adjournment.

F. Employment

As an interesting aside, a citizen or even a city employee may not use the First Amendment to force a response from a city. The U.S. Supreme Court finds that nothing in the First Amendment suggests that the right to speak requires government policymakers to listen or respond to employees or members of the public.

This idea most often comes up in employment law; individual employees argue that the First Amendment means that government must listen to each person, not a union or collective bargaining unit. Minnesota courts find that employees or members of the public “have no constitutional right to force the government to listen to their views. A person’s right to speak is not infringed when government simply ignores that person while listening to others.” Best practice suggests checking on this tenet with the city attorney before acting on it.

V. Regulating use of streets by ordinance

A city ordinance may require all people wishing to participate in a parade or march on city streets to seek a permit first. A city has authority to control the use of its public streets for parades and demonstrations. The ordinance and the permitting process must follow reasonable time, place, and manner regulations.

A. Permits

If a city ordinance requires a permit to use public property to rally, demonstrate, or march in a parade, each step of the process must focus on objective criteria and not the views of the applicants seeking the permit. Both the city’s staff and process must be objective in approving and denying permits.

RELEVANT LINKS:

Forsyth Cty., Ga. v. Nationalist Movement, 505 U.S. 123 (1992).

Douglas v. Brownell, 88 F.3d 1511 (8th Cir. 1996).

Advantage Media, L.L.C. v. City of Hopkins, 379 F. Supp. 2d 1030 (D. Minn. 2005) (citing *Thomas v. Chicago Park Dist.*, 534 U.S. 316, 322 S. Ct. 775 (2002)).

Douglas v. Brownell, 88 F.3d 1511 (8th Cir. 1996).

The Coal. to Mar. on the RNC & Stop the War v. The City of St. Paul, Minn., 557 F. Supp. 2d 1014 (D. Minn. 2008).

Douglas v. Brownell, 88 F.3d 1511 (8th Cir. 1996).

Cox v. State of New Hampshire, 312 U.S. 569 (1941).

1. Content-neutral review by city staff

For example, the Supreme Court found an ordinance unconstitutional because it allowed a city administrator to set permit fees based on the amount of disruption he thought an unpopular group would cause. In effect, the city ordinance required the administrator to examine the content of the applicant's speech—the very thing to avoid—rendering the ordinance unconstitutional.

By contrast, a city ordinance requiring the chief of police to issue or deny a parade permit based on the time, route, and size of the demonstration survived court scrutiny on that point because it did not require consideration of the applicant's views or purpose of their demonstration. (However, the court found the section of the parade permitting ordinance requiring a five-day notice of an event from a group of just 10 or more people wishing to demonstrate problematic, as discussed below).

2. Objective standards

Again, content-neutral standards in a city ordinance may include several factors if they apply to all seeking a permit to rally, demonstrate, or parade. Some examples include the following factors:

- Permits required only for larger groups, say, 50 or more people.
- Sound regulations, for example, use of amplification in city parks.
- Routes that do not unreasonably interfere with emergency response.
- Reasonable time of event restrictions.
- Permits denied based on public safety and order, including the safe and orderly movement of pedestrian and vehicular traffic in the area.
- Reasonable permit procedures in an ordinance as to when an application to demonstrate must be filed except protests involving constitutionally protected speech must generally be allowed to occur with short notice.

3. Fees

Permit fees may not be a source of revenue, though they may cover some expenses. It is yet another area to avoid looking at the content of the message and consider setting reasonable fees applicable to all who apply.

RELEVANT LINKS:

[*Eastern Conn. Citizens Action Group v. Powers*](#), 723 F.2d 1050 (2d Cir.1983).

[*Collin v. Smith*](#), 578 F.2d 1197 (7th Cir. 1978).

[*iMatter Utah v. Njord*](#), 980 F. Supp. 2d 1356 (D. Utah 2013), *aff'd*, 774 F.3d 1258 (10th Cir. 2014).

[*Terminiello v. Chicago*](#), 337 U.S. 1 (1949).

4. Insurance and indemnification

Insurance requirements in ordinances may be subject to scrutiny. Courts outside of Minnesota find mandatory insurance provisions unconstitutional because such requirements may discourage a group from demonstrating.

In one case, a court found that requiring a notorious group to obtain insurance to demonstrate or march violates the First Amendment when that group, due to its controversial nature, could not obtain commercial insurance.

Requiring that a protest applicant indemnify or defend the city against loss due to a demonstration, has been found to conflict with the First Amendment. Such a requirement applied to all applicants, may be too broad, or not narrowly tailored to meet a substantial government interest and thus has been found to discourage people wishing to protest from using public property. Note that cities may prosecute any demonstrator who vandalizes public property or harms a third party.

This is not a settled area of law in Minnesota. However, courts in Minnesota may look at how courts in other states have ruled on this issue. It's important that cities consult with the city attorney as to insurance or indemnification requirements in a permitting ordinance allowing use of public streets or parks by large groups of people.

B. Governmental response to requests for permits

It may seem counterintuitive, but if your city receives a request for a parade or demonstration permit from an unpopular group, consider working with all sides to protect First Amendment rights to speak. At all phases, cities must refrain from actions that disfavor what an unpopular group expresses or favor a popular viewpoint.

Working with the entity that wishes to protest, demonstrate, or march in a city parade allows people to speak but also helps identify and account for public safety concerns. What about the people in your city who do not wish to hear what they consider a downright offensive viewpoint, setting off counter protests?

VI. Counter protests and the heckler's veto

An extremely unpopular group protest may trigger even larger counter protests. If those counter protesters become angry, hostile, or violent, city officials and city police departments cannot remove the unpopular group to appease the counter protesters. A person's right to speak cannot be limited because it stirs people to anger, invites public outcry, or causes turmoil.

RELEVANT LINKS:

To do so allows those heckling a speaker to quash their speech by getting the city to intervene; this is known as the heckler's veto.

If a city refuses to issue a permit for a demonstration by a notorious group because of concerns about counter protesters, it may be in danger of a constitutional challenge based on allowing a hostile audience to silence a speaker. The city itself might then effectively be silencing the speaker and effectuate a "heckler's veto." The First Amendment does not allow such action by a city.

VII. Conclusion

Should your city receive a request to demonstrate, rally, or parade, remember your response as someone affiliated with the city is tied to the time-honored traditions of allowing people to speak. A fact-specific inquiry is required in each situation to protect both free speech and public safety. The city attorney is best suited to provide the complex legal guidance cities face when a protest or demonstration comes to your city. With that guidance, your city council may consider an ordinance to govern the use of city streets and perhaps city parks by large groups of people seeking to protest or demonstrate.

1st Quarter Report 2021

St. Francis Police Department

What a difference a year makes. At this time last year we were in the beginning stages of the COVID pandemic. The pandemic would challenge all of us like we've never been challenged before both at work and in our personal lives. One year later despite still being in the COVID pandemic, life seems a little more normal. We're seeing a light at the end of the tunnel which is allowing us here at the police department to take a bit of a breath. Unlike last year when the future certainly looked gloomy, this year is beginning to look a little brighter.

One of the major things staff is looking to return to in 2021 is our community outreach events and staff has set dates for all events in 2021. We'll obviously be monitoring the COVID guidance but staff is optimistic that we'll be able to hold our events in some fashion this year and keep taking steps in returning to normal. The police department will also be holding its first ever Citizens Academy beginning in April with Community Resource Officer Lyle Hearn taking the lead.

Training is also back in full swing this spring and summer for the police department. In March, most officers attended a mobile field force training which equipped the officers with necessary training and knowledge to respond to a civil unrest event. Two department officers will also attend a less lethal instructor course in May. The officers will instruct other department personnel on the proper use of the less lethal munitions equipment the department has recently acquired. The availability of less-than-lethal weapons can assist officers in de-escalation of potentially violent confrontations and provide additional alternatives to the use of deadly force.

Training attended in the first quarter include:

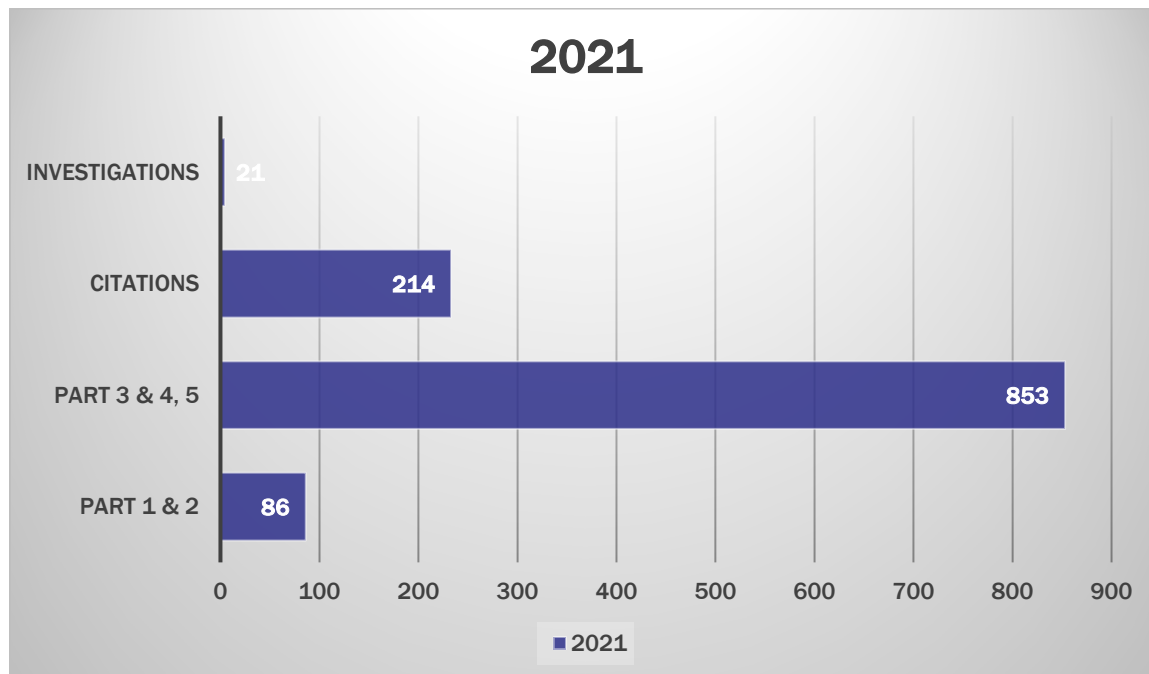
- EVOC (Emergency Vehicle Operators Course)
- PIT (Pursuit Intervention Tactics) Course
- First Aid/CPR
- EMR(Emergency Medical Responder)
- DMT refresher
- Use of Force
- MFF (Mobile Field Force)

We would like to thank the City Council for their continued support and we feel many good things are on the horizon here at the police department. Staff looks forward to continuing to provide quality law enforcement and public services to the community of St. Francis in 2021.



1ST QUARTER CALLS FOR SERVICE

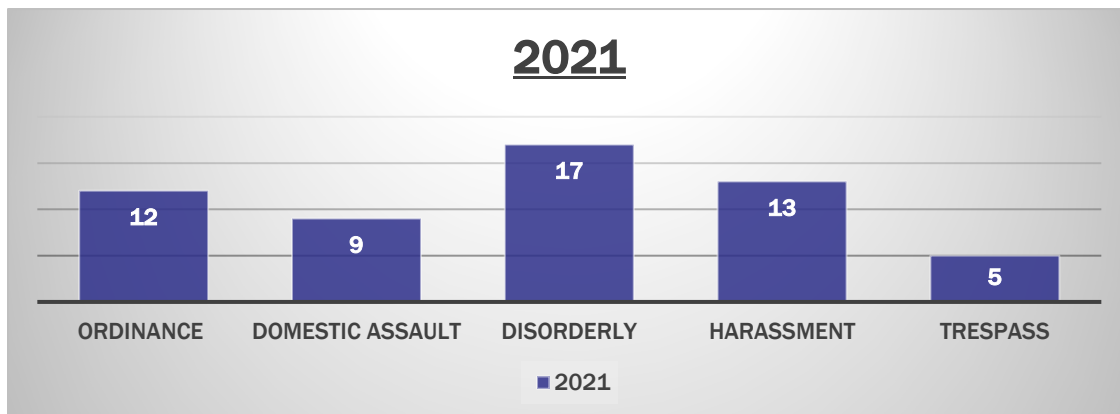
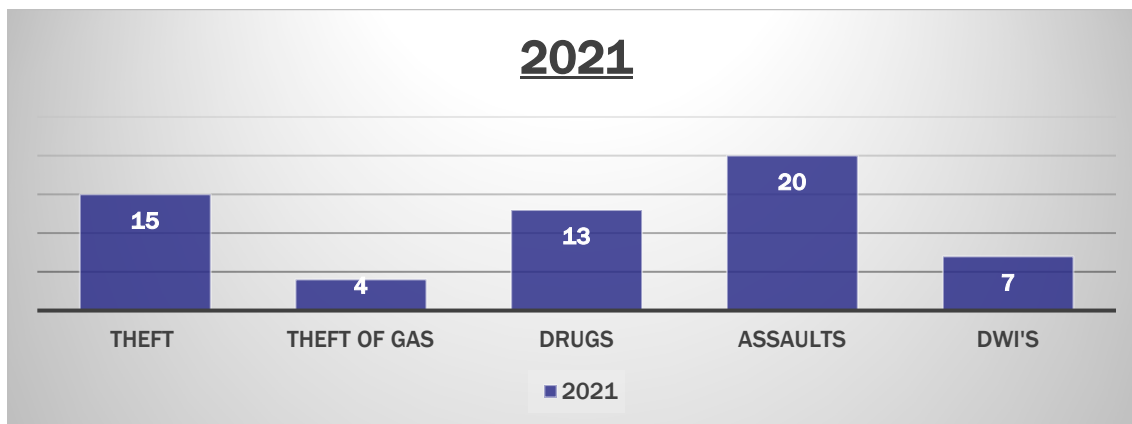
Offense Type	Description Examples	1 st Quarter Number of Calls-2021
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	86
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	853
Traffic Stops		424
Total Generated ICR's (Incident Crime Reports)		1363
Investigations		21
Citations		214



CALLS FOR SERVICE BREAK DOWN

PART 1 &2 OFFENSES

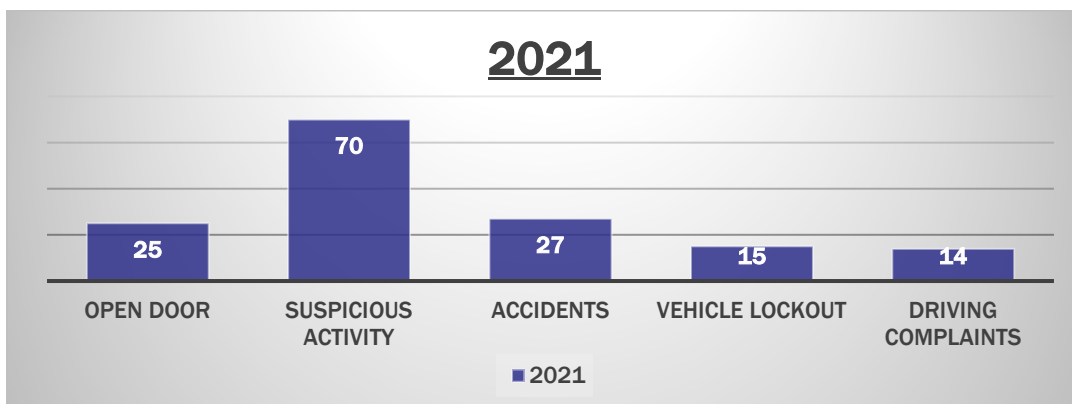
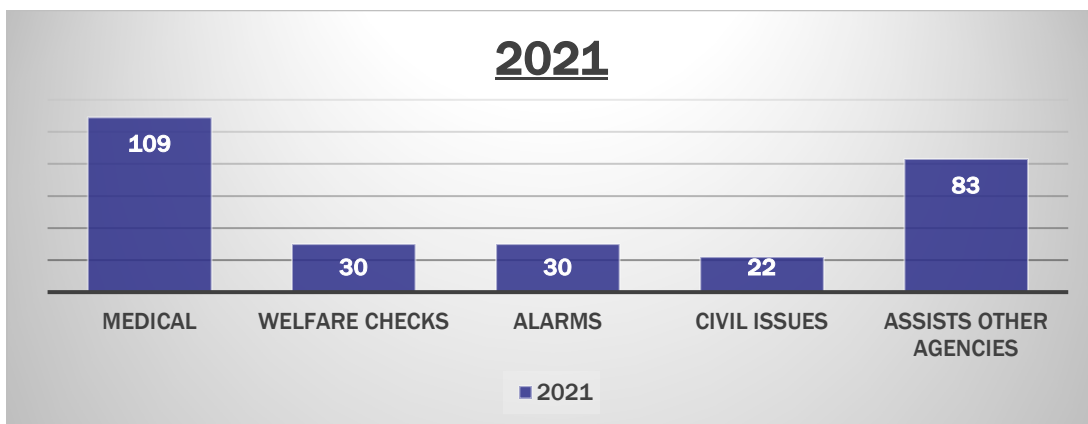
	2021 – 1 st Quarter
Thefts	15
Theft of Gas	4
Drugs	13
Assaults	20
DWIs	7
Ordinance	12
Domestic Assault	9
Disorderly	17
Harassment	13
Trespass	5



CALLS FOR SERVICE BREAK DOWN

PART 3, 4, & 5 OFFENSES

	2021 – 1 st Quarter
Medical	109
Welfare Checks	30
Alarms	30
Civil Issues	22
All Assists	83
Open Door	25
Suspicious Activity	70
Vehicle Accidents	27
Vehicle Lockout	15
Driving Complaints	14



UPCOMING EVENTS



April 14, 21, 28 / May 5, 12, 1

Citizens Academy 6pm – 8:30pm

At the St. Francis Police Department

April 24

Drug Take Back Day

Police Department Lobby 9am-12n



June 1

**Bike Rodeo - At the St. Francis Police Department
5pm-7pm**



June 29 Car Seat Clinic -4 pm

At the St. Francis Police Dept.





August 3rd

**National Night Out- At the Community Park
5pm-8pm**

September 16

Eddie Eagle -Time TBD



October 13

Anti-bullying Day



December 2

**Santa at the PD
Time TBD**



MOBILE FIELD FORCE (MFF) COUNTYWIDE TRAINING



Prescription Drug Take Back

St. Francis Police Department is one of many sites that unused prescription drugs can be dropped off as part of the "Prescription Drug Take Back Program". This gives community members an opportunity to bring unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The department aims to provide a safe means of disposing of prescription drugs, while also educating the public about the potential for abuse of medications. There were 220 pounds of prescription drugs collected from residents in 2020.



The St. Francis Police Department also continues to accept unwanted ammunition from the public for disposal. Many residents have ammunition that they no longer wish to keep and are often unsure how to dispose of it. Sometimes people come into contact with ammunition while assisting a family member move or while just cleaning out the garage or basement. Whatever the case may be the police department can assist with the safe disposal of the unwanted ammunition. Hundreds of pounds of ammunition were collected from residents and disposed of in 2020.



Minnesota TZD is the state's cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program's vision is to reduce fatalities and serious injuries to zero.

The program is a partnership between the Minnesota Departments of Public Safety, Transportation, and Health; the University of Minnesota; and other stakeholders.

Minnesota TZD works to create a culture in which traffic deaths and serious injuries are no longer acceptable through the integrated application of the "4 E's": Education, Enforcement, Engineering, and Emergency Medical and Trauma Services. The program also uses data to target areas for improvement, employ proven countermeasures, implement best practices, and advance innovations and new technologies.

There have been 13 Impaired or distracted driving events during the first quarter of 2021 resulting in the following statistics within Anoka County:

- **1057 Traffic Stops**
- **140 Speeding Citations**
- **28 Seat Belt Citations**
- **39 Use of Wireless Device**
- **81 DAR/DAS/DAC**
- **20 Warrant Arrests**
- **19 DUI Arrests**

Unfortunately, despite the extra efforts of TZD there has been one fatal crash in Anoka County thus far this year. There have been 84 crash fatalities in the state during the first quarter in Minnesota. Of the 84 fatalities:

- **2 people died in distracted driving-related crashes.**
- **31 people died in speed-related crashes.**
- **16 people died in alcohol-related crashes.**
- **24 people died who were unbelted.**
- **55 were men, 21 were women.**
- **9 were pedestrians.**
- **1 was a bicyclists.**
- **1 was a motorcyclists.**
- **5,632 have been arrested for DWI so far in 2021**



Community Development

Quarterly Report of January - March 2021

Economic Development

Bridge Street Corridor:

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

Hwy 47 Corridor:

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

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

ST. Francis Economic Development Authority

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

Housing Development

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



Meadows Development –Joshua Markum homes continues to build new homes on the existing Meadows development but also created a new Meadows 3rd Addition to reorganize the units within the development. They had concerns on the idea of selling units in the large 8- and 9-unit buildings and instead platted new units creating smaller buildings. Permits have been submitted for a couple of the new sites.

Rivers Edge Development –Four phases have received final approval and are underway. This continues to be a successful development for single family homes and staff are working with the developer to opening up more lots in the spring. The Developer has had a staff review of the 5th Addition and a grading agreement approved. Next step will be the approval of the final plat



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

Turtle Ponds, East and West aka 4th and 5th additions– Final Plats were approved in March

2020. This development plants to create an additional 13 lots in the 4th addition and two in the 5th. However, updates to the 5th addition were submitted to Planning and Engineering and will be presented to Council for approval. 15 lots. Parcels made up of two single family homes and 13 townhome lots. Development Agreements and Final platting requirements are in the hands of the owner. To date no movement has happened on these sites

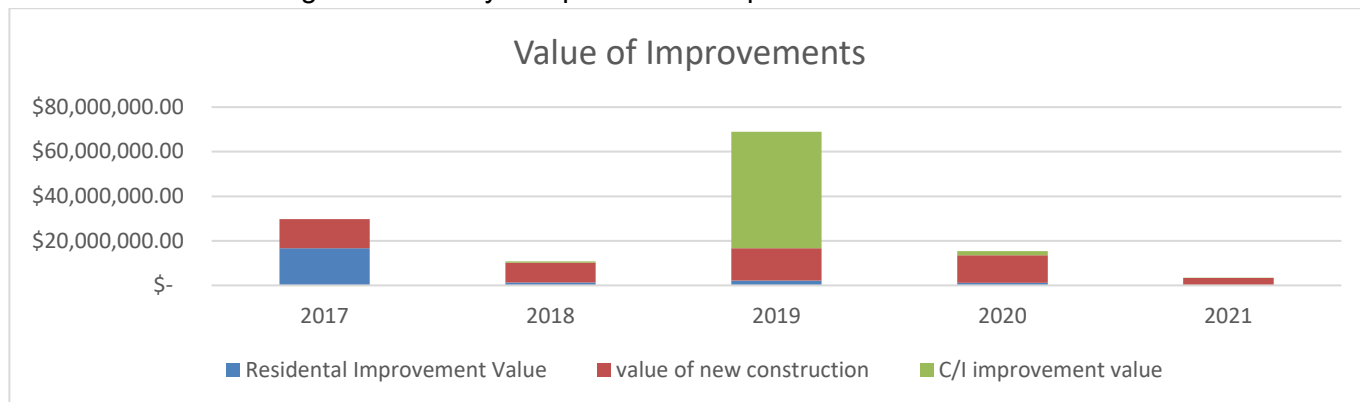
Building Department

The City is a couple permits behind last years 22 new by the end of the first quarter. The Construction industry continues to have challenges on obtaining and affording the materials for the construction while the housing industry continues to be a strong market.

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

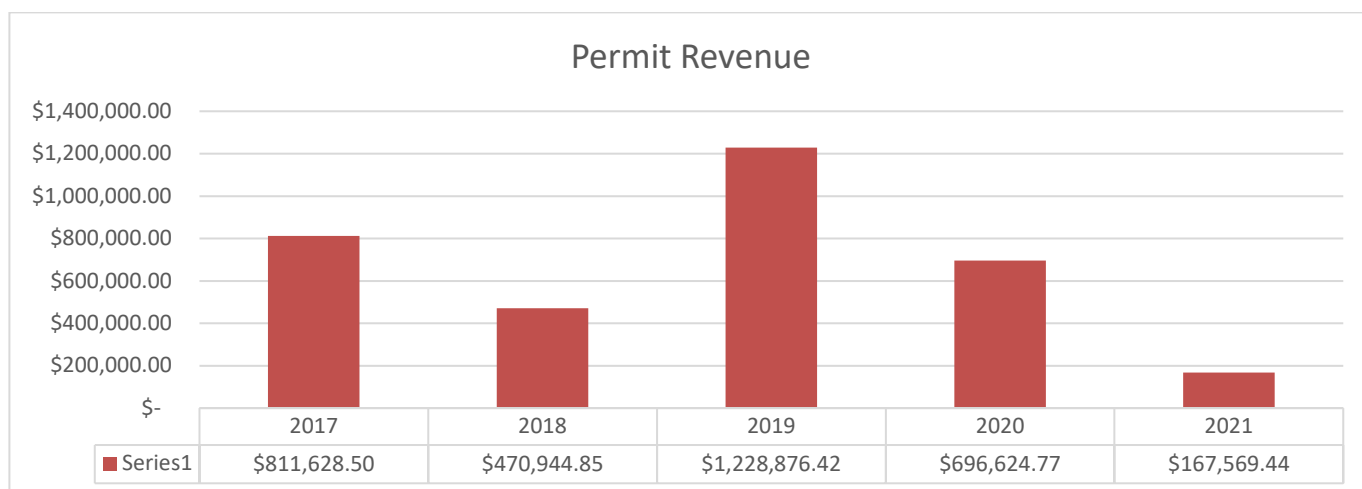


Permit value is an important indicator in regards to the overall investment in the city. It is important to maintain what is already in place to ensure housing and building stock continues to serve a need and adds value to the community. Much of this year’s value to date is from new single family homes. Permit totals remain high and the City has processed 81 permits to date.



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

under contract with Metro West Inspections



Administration

- Broadband and Internet – With changes to both the workforce and education system last year, internet service continues to be requested by residents. Staff was notified that Midco plans an expansion project on the east side of the City which will bring additional services and options in. Work is needed to continue the conversation on the west side of the city as that area struggles with those types of services due to the size and lack of housing numbers.
- Comprehensive Plan – after the approval of the Plan in March 2020, staff began working on the implementation with guidance and support from HKGi. This included updating Chapter 10 Zoning codes and the Zoning map.
- Ordinance Updates – with the updates made to Chapter 10 Zoning Ordinances, it revealed additional updates that needed to be addressed. All of this is to be expected as codes are tied together and ongoing maintain of codes is needed. With that Staff is working with HKGi and BGS to get other sections of Chapter 6 and Chapter 8 clarified and updated so it is not duplicating or contradicting Chapter 10.
- Website. By working with the Mayor the City website was updated and now offers space for highlighted information. This will bring the opportunity to spotlight three topics of importance. Those items are on a timer and continue to be monitored by staff.

Code Enforcement

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

Twenty-four properties were in active code enforcement so far this year.

The nuisance property at 22xxx Rum River Blvd – was demolished and the site was cleaned up of the property structures. Staff has been working with the listing company for the bank on what to do with that property.



Planning Commission

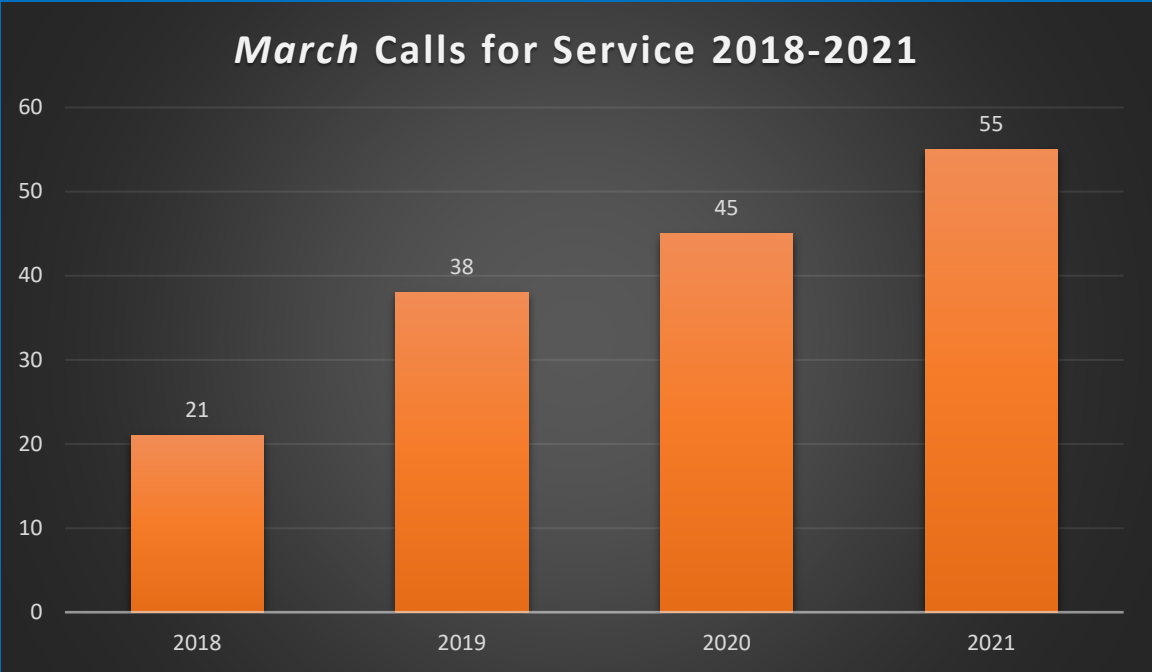
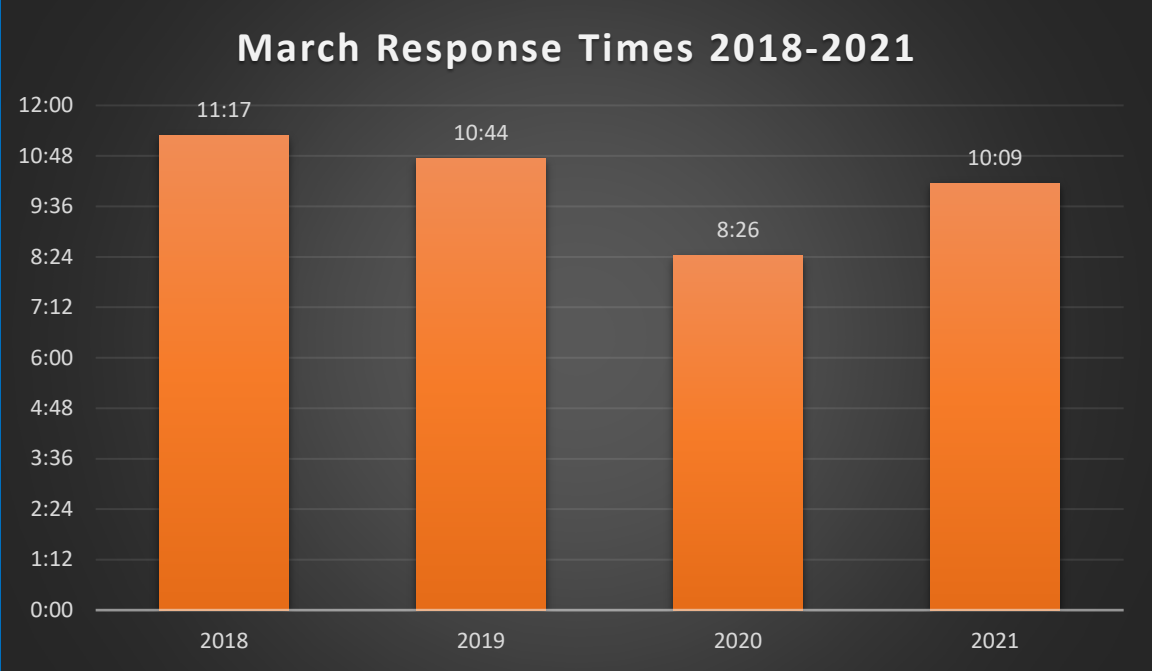
The PC met all three months in the first quarter to discuss and adopt an updated Zoning Code and Map. This was an extensive project re-writing the Zoning Chapter 10 to make sure all sections were supported the City goals as identified in the 2040 Comprehensive Plan, to add new uses such as Bed and Breakfasts, Accessory Dwelling Units and Drive through uses and to reduce duplication through consolidating districts and language.

Two new Commissioners joined the group to serve on the Commission for a term of January 2021 to December 2023.

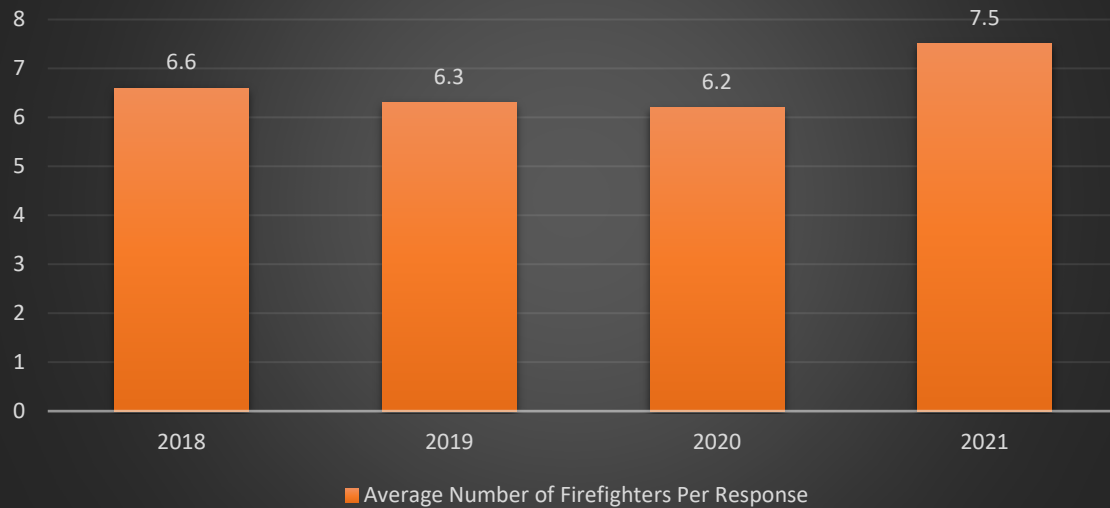
MONTHLY COMPARISON REPORT 2018-2021

March

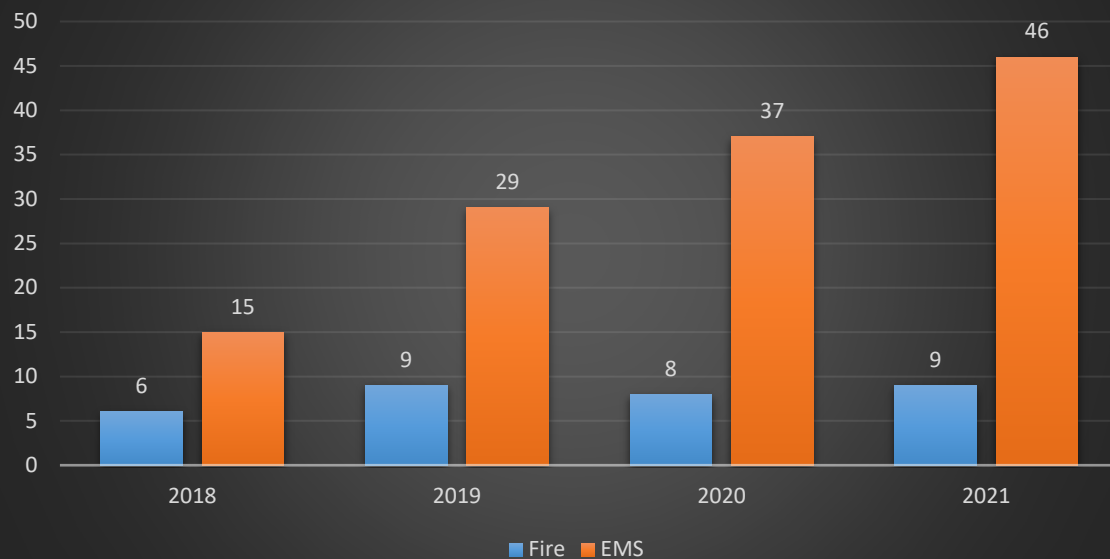




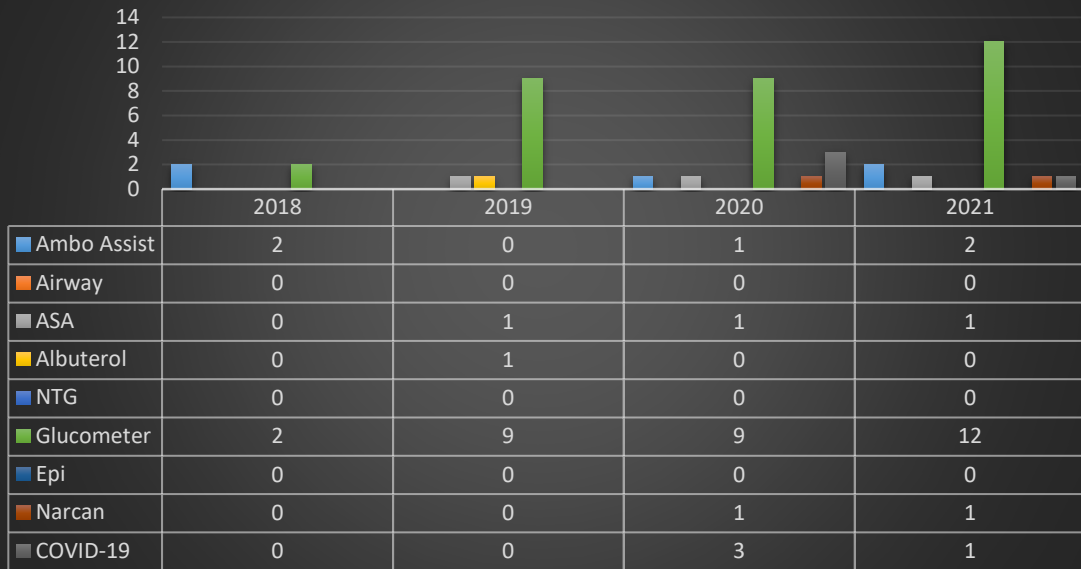
Average Number of Firefighters Per Response 2017-2020



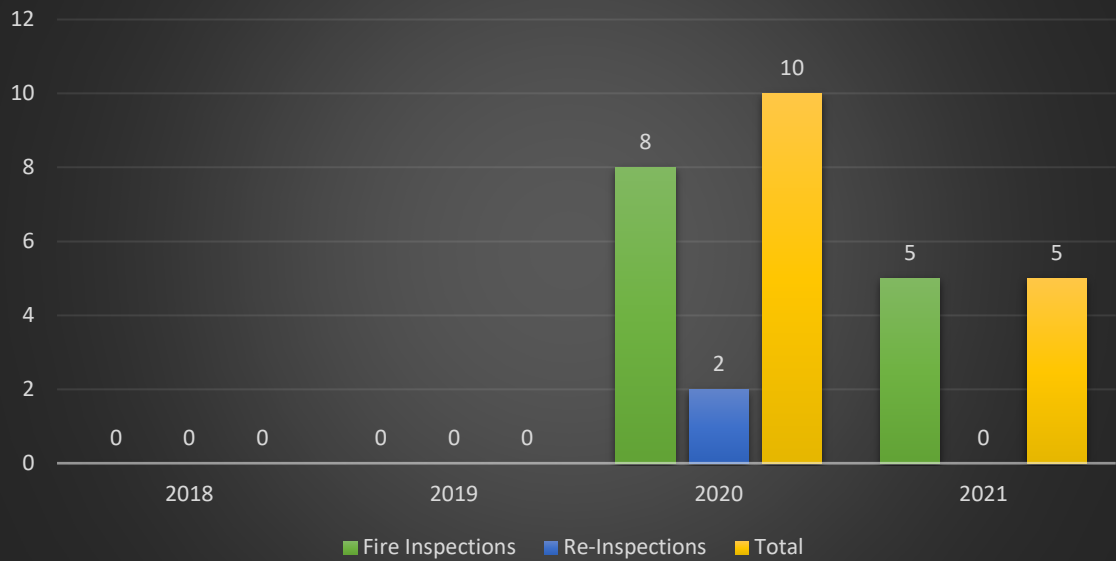
Fire Runs vs. EMS Runs March 2018-2021



Variance Usage March 2018-2021



Fire Inspections March 2018-2021





**Streets and Parks Monthly
Report – March 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.	44	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	16.8	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	16.9	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	40	Inspections
Parks	Events	Preparation and Inspection	0	Warming House
Parks	Fertilizing	Applied to city properties and parks	0	Tons
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	1	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	3	2 Street 1 Sewer
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	30	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	48	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	52	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	1	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	2	Hours

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