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

APRIL 5, 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 – 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 Submittal
   J. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
   A. Green Valley 2nd Addition - Subdivision Concept Plan
   B. EDI Senior Housing Concept Plan
   C. Proposed Zoning Code Update - Zoning Map
      1) Ordinance 270, Second Series (First Reading)
   D. Code Enforcement Extension Request – 23725 Nightingale Street
   E. City Sale of Property to the EDA
      1) Resolution 2021-12
      2) Ordinance 271, Second Series (First Reading)
   F. Schedule a Work Session
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
   A. Department Reports –
   B. Councilmember Reports -
   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

*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
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MARCH 15, 2021

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 a virtual setting via Zoom.

2. **ROLL CALL**
Members present: Councilmembers Kevin Robinson, Sarah Udvig, Robert Bauer, and. Mayor Steve Feldman. Councilmember Joe Muehlbauer excused.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
MOTION BY BAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.
Ayes: Bauer, Udvig, Robinson, and Feldman,
Nays: None
Motion carried 4-0.

4. **CONSENT AGENDA**
A. City Council Minutes – March 1, 2021
B. Work Session Notes – February 25, 2021
C. Resolution 2021-10 Deferral of Special Assessments
D. Contingent offers of Employment to Taylor McMorrow, Jordan Preiss, Ashley Lewis, John Marshall and Brigit Marshall for the position of Part Time Fire Fighters
E. Accept Resignation of Part Time Liquor Store Clerk Kathrine Hauan – Effective April 1, 2021
F. Payment of Claims $371,701.40 (ACH 379e-447e $210,015.41 and Check #'s 78815-78873 $161,685.99)
G. Hire Deedee Goral as a Part Time Liquor Store Clerk Contingent upon successful completion of a background check

MOTION BY ROBINSON SECOND UDVIG APPROVING THE CONSENT AGENDA ITEMS A-G.
Ayes: Bauer, Udvig, Robinson, and Feldman.
Nays: None
Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda.

Tom Simshauser on Jivaro Street in St. Francis asked if the council considered following the City of Ramsey and not enforcing the mask mandate. He asked is that something St. Francis is willing to do.

Mayor Feldman said right now we lave it up to the private businesses. City Administrator Joe Kohlmann stated the State of MN has guidelines regarding the wearing of masks. Police Chief Todd Schwieger said it is was an executive order by the Governor. Some cities have issued citations but we have not. If we do receive complaints from people of others not wearing mask we have them call the State to make the complaint. Also, private businesses can always refuse a customer too.

After the council discussed this further, they all agreed to follow the State's lead on this topic. Also to leave it up to the businesses to enforce the executive order.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. SEH Proposal – America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan – Continued

Public Works Director Jason Windingstad stated this item was on the last City Council agenda but continued due to only having one quote. After that meeting, other engineering firms were contact and the City did receive another quote from WSB. You also asked why it is only being completed now when America's Water Infrastructure Act (AWIA) was signed into law in 2018; I can not answer that question. I know it is not due until June 2021. This is a mandate that needs to be done and we wanted it to be done right. After the initial Risk & Resilience Assessment and Emergency Response Plan is prepared by both staff and the engineers, I believe our staff will be able to complete the updates every five years.

Feldman stated first of all, we always want at least two quotes for a project. Plus, in the future please put both numbers in your updated agenda report. The two quotes were SEH quote was $16,000 and WSB's quote was $14,750 . The rest of the council agreed they would like to see at least two quotes and understand this is a State mandate.

MOTION BY BAUER SECOND ROBINSON AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH WSB WITH A NOT TO EXCEED AMOUNT OF $14,500 FOR THE PREPARATION OF THE CITY'S RISK & RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN.

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

B. <u>COVID 19 Update and Discussion</u>

City Administrator Joe Kohlmann stated since the Council Packet went out the City received the latest Executive Orders last Friday. So contrary to what my original report states it looks like to follow State guidelines in the Executive Order, City Hall will stay closed to the public until April 19, 2021.

The City Council all agreed to keep City Hall closed to the public and continue to work remotely until April 19th. They also agreed to leave it up to the City Administrator Joe Kohlmann if anything changes on the Executive Order and staffing levels when they do open. The work is being done and appointments can be made if people need to meet with staff.

C. <u>Liquor Store Employee</u>

The Bottle Shop is potentially looking at a major renovation/expansion if bidding on the project comes back favorably. Liquor Store Manager John Schmidt stated he is asking for authorization to hire a full-time employee. Currently they are down three-part timers and looking to fill the positions. But due to the lack of interest they are having problems filling those positions. The topic of hiring a fulltime person has been discussed for the last several years.

Feldman said he thinks the need is there with the expansion. We are expanding to be more competitive but you also have to have the staff to work and sell the product. I am for it.

Robinson asked if we could continue or table this until we have a full council. I would like to hear what Muehlbauer has to say. Also, what about raising the part time salary and we could get two part-timers instead of one fulltime that way you avoid paying insurance and PERA. But I am for waiting to make a decision until I hear Muehlbauer' s comments.

Feldman asked why the three recent part-timers were leaving. Schmidt stated one was her job relocated her and it was just too far to drive, second one has a full-time job beside this part time job and has three small kids that she needed to help them with school work when they were distance learning and the third one's full time job was getting too busy for her to work a part time job also. Feldman said so money wasn't the reason they left. But we can wait until the bids come in to see how they are.

Udvig too thought we could wait but agree we do need more back up. So, if we raised the new part-timers' salaries wouldn't we have to raise the current part-time salaries? Feldman said yes, you would have to increase across the board. We need to have people we can count on to show up for work, we don't have to rush into this.

Bauer agreed to wait and see how the bids come back. Right now, you can start at McDonalds and make more than you can at a city job but agreed, let's wait.

Discussion continued on salaries for the part-timers versus salary and benefits for a full-time person. Plus hiring several part-timers versus one full time person. The council decided to wait until the bids were open to see how they come in comparison to the cost estimate before they decide on adding another full-time person. Plus, check with other municipal liquor stores and see what they are paying their staff.

D. Schedule a Work Session – Week of March 22nd

After some discussion, the council agreed to hold a work session on March 23, 2021 at 5:30 pm via Zoom. The tentative topics include: School Resource Officer, City Parks, Highway 47, and City Owned land.

10. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. Department Reports –

1) Public Works Monthly Reports

Public Works Director Jason Windingstad first gave an update on items not in the monthly report. Those items included brush cutting along Pederson Drive, reuse pumps up and running, inhouse cross training continues, road grading starting next week along with items that will be on the next agenda. Windingstad stated we also had a walk through with potential bidders at the Bottle Shop this past week and there is only one meter left to be installed. Then recapped the department monthly reports.

Council was frustrated that there was still one meter not replaced and that we have to spend money to have legal draft letters. They discussed fining the property owner for non-compliance. Overall, the council agreed good report again.

The Council asked if the resident that had high water usage recently was resolved. Windingstad yes, it is being taken care of and they did have a leak. Feldman asked is there a report we can see if there is high usage to contact the resident. Staff stated they will work on what can be done or how to notify residents if they see high water usage.

2) Fire Department Monthly Report

Fire Chief Dave Schmidt gave the department monthly report that showed comparisons to previous years on response times, calls for service, the average number of firefighters per response, and fire runs versus EMS runs.

Feldman stated he is glad the city is using Nixtle and it is working out, good tool to have. Feldman also stating by bringing the EMS service to the department is a great asset. You have taken this department to the next level. Saving lives is a good thing.

Council agreed good report and wanted to thank both the fire and police departments for their quick response times along with their willingness to serve our community.

Feldman asked Chief Schmidt for a brief update on the Nowthen Fire Contract. Schmidt stated the most complex issue was moving their pensions from Ramsey to the Nowthen department. There is a lot of reason to be excited and optimistic. With all the time put in so far, I am happy to say we believe we are ahead of schedule.

B. Councilmember Reports -

1) Resolution 2021-11 Recognition and Appreciation of Barb Held

Council again thanked Barb for her years with the City of St. Francis.
MOTION BY UDVIG SECOND BAUER TO ADOPT RESOLUTION 2021-11 A RESOLUTION OF RECOGNITION AND APPRECIATION OR BARB HELD'S SERVICE TO THE CITY OF ST. FRANCIS.

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

Barb thanked everyone for their kind words.

C. Upcoming Events –

Mar 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting
Apr 5 City Council Meeting – 6:00 pm, Zoom meeting
Apr 19 City Council Meeting – 6:00 pm, Zoom meeting

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 8:14 pm.

Barbara I. Held, City Clerk

City of St. Francis

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

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public works Director

SUBJECT: **2021 Street Sweeping**

DATE: 4/5/2021

OVERVIEW: The City of St. Francis is a MS4 City and in order to stay in compliance we are obligated to sweep our City streets twice per year. Once in the spring and once in the fall. With roughly 500 catch basins in the City we want to ensure that street debris is not getting washed down the drain and in to our drainage ponds. The first sweeping is crucial because we have applied salts, sands and trap rocks for our deicing agents. The second is in the fall when residents are doing yard clean up and the leaves are falling. It is also important that we keep these catch basins free and clear to ensure they are properly working so we don't have additional flooding from clogs that may be caused by basic trash.

ACTION TO BE CONSIDERED: Authorize the acceptance of the bid from Pearson Brothers in the amount of $ 91.50 per hr. per two sweepers and $ 86.50 per hr. for one tandem axle dump truck.

BUDGET IMPLICATION: This will be paid for out of Storm Sewer fund 403

Attachments:

1.Quote from Pearson Brothers
2. Quote from Allied Blacktop Company

PEARSON BROS., INC.

11079 LAMONT AVE N.E. HANOVER, MN 55341
PHONE (763) 391-6622 – FAX (763) 391-6627

PROPSAL FOR 2021 STREET SWEEPING

CITY OF ST. FRANCIS
4058 ST. FRANCIS BLVD
ST. FRANCIS, MN 55070
ATTN: JASON WINDINGSTAD
PHONE: 763-233-5200

WE HEREBY SUBMIT THE FOLLOWING ITEMS FOR BID:

(2) ELGIN DOUBLE GUTTER PICKUP SWEEPERS TYPE WITH OPERATORS:

TOTAL **$91.50 PER HOUR**

(1) TANDEM:

TOTAL **$86.50 PER HOUR**

*CITY TO PROVIDE WATER FOR TRUCK

JACK E. PEARSON
PRESIDENT

Allied Blacktop Company
10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedblacktopmn.com

Phone: 763.425.0575
Fax: 763.424.6791
Cell: 612-834-0167

Sweeping Proposal

March 9, 2021

City of St Francis
Jeremy Shook
4058 Saint Francis Blvd.
St. Francis, MN 55070

Project: 2021 Spring and Fall Sweeping Quote

Phone: (763)233-5218 Fax: (763)233-5205 Cell: (612)590-9354
E-mail: jshook@stfrancismn.org

We hereby submit specifications and a quotation on the following:

Elgin Pelican (Pick up style broom)	Total: $ 93.00 per hour per broom
Tandem Axle Dump Truck	Total: $ 88.00 per hour per truck
Disposal Fee Per Tandem Load	Provided By City

Other Details: As in the past, we anticipate starting in your community in Early to Mid April with two brooms and one truck. Water for dust control and disposal of sweepings to be provided by city. Note: Truck is optional.

Note: Owner will be notified prior to sweeping. This contractor to work with owner to determine schedule that will be least disruptive.

Payment terms are net 30 days. Note: This proposal may be withdrawn if not accepted within 30 days. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Allied Blacktop Company to carry proper insurance including Workers Compensation.

Authorized Signature:______________________________________
Matthew Dolecki

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

Date of Acceptance:__________ Signature:______________________________

Please take notice: Any person or company supplying labor or materials for this improvement to your personal property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **Routine Dust Control**

DATE: 4/5/2021

OVERVIEW: The City has identified high volume gravel roads. Spraying of calcium chloride helps us maintain these roads during the summer months. Dust control is a routine and budgeted for activity.

ACTION TO BE CONSIDERED:
Authorize the acceptance of the bid from Envirotech Services in the amount of $1.03 per gallon

BUDGET IMPLICATION: This will be paid for out of the Street fund (405)

Attachments:
1. Quote from Envirotech Services
2. Quote from NSI Inc.
3. Map of treated areas

City of St. Francis
Public Works Department

4058 St. Francis Blvd NW
St. Francis, Minnesota 55070
763-233-5200
FAX 763-233-5205

Quotes for Dust Control – 2021

The City of St. Francis will accept quotes for the furnishing and application of materials for dust control until March 26th, 2021. All quotes must be submitted on this document and shall be signed and dated.

The City anticipates the use of approximately 16,000 gallons of chloride solution, City wide. Someone from the City will ride with each applicator truck to facilitate the application. Application widths will be approximately 18 to 20 feet.

The City of St. Francis will require the work to be completed by May 14, 2021, weather permitting.

The following identifies the required concentration of materials and application rates:

- For Calcium Chloride: 38% calcium chloride concentration applied.
  - Required application rate of 0.30 gallons per square yard.
- For Magnesium Chloride: 32% magnesium chloride concentration applied.
  - Required application rate of 0.30 gallons per square yard.

A final quantity of material has not been determined. Please provide a unit cost for each of the 2 Tiers associated with the material and the corresponding quantities listed below. Unit costs provided below shall include all costs associated with delivery and application of product as well as any applicable sales tax. City residents occasionally request that chloride solution be applied in front of their properties. City residents must be able to contact your company for chloride applications while you are completing the work within the City and the same unit prices would apply.

Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	$1.03
Tier II. Calcium Chloride	10,000 + gal	$1.03
Tier I. Magnesium Chloride	0 – 10,000 gal	no bid
Tier II. Magnesium Chloride	10,000 + gal	no bid

Name of Company: Envirotech Services

Address: 4676 284th st East
Randolph, mn 55065

Phone Number: 612-319-1121

Signature: [signature]   Date: ____________

City of St. Francis
Public Works Department

4058 St. Francis Blvd NW
St. Francis, Minnesota 55070
763-233-5200
FAX 763-233-5205

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Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	$1.132
Tier II. Calcium Chloride	10,000 + gal	$1.132
Tier I. Magnesium Chloride	0 – 10,000 gal	0
Tier II. Magnesium Chloride	10,000 + gal	0

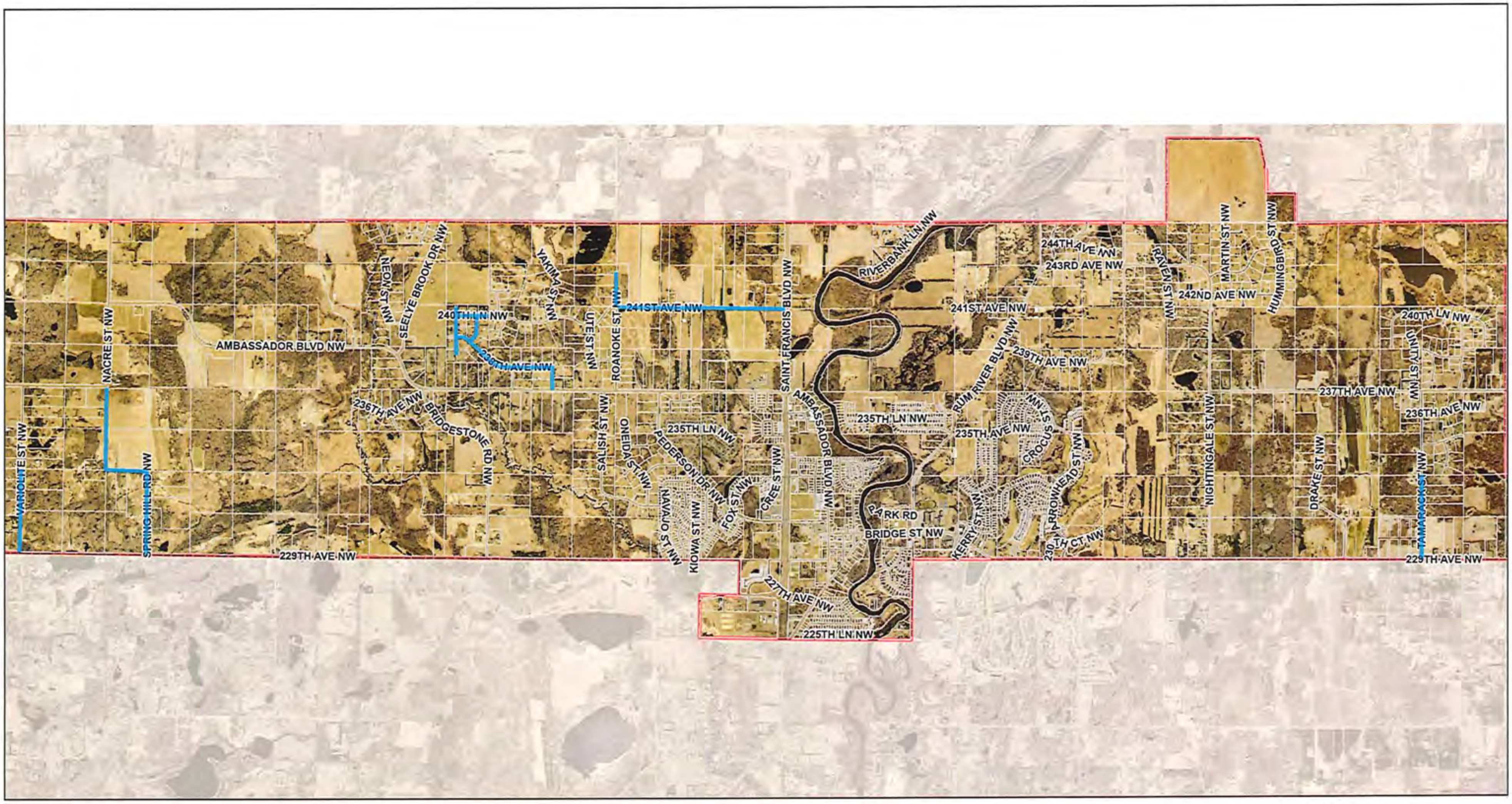
Name of Company Northern Salt, Inc.

Address 20920 Forest Road North Forest Lake, MN 55025

Phone Number 651-209-3148

Signature [signature] Date March 26, 2021

City of St Francis, MN



March 16, 2021

1:35,589

0 2,000 4,000 8,000 ft

0 500 1,000 2,000 m

Road Labels

Parcels

St. Francis City Boundary

City Mask

Treated Roads Are
Highlighted In Blue

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **Consortium Seal Coating and Crack Filling**

DATE: 4/5/2021

OVERVIEW: The street system strategy plan was introduced to the City Council on May 22nd 2017. This plan identifies a systematic approach to street maintenance throughout the city. District 4 was completed in 2020 and we plan on starting in district 5 in 2021. The City joined the street consortium in order to get the best pricing for street maintenance. This is a group of cities that pool their project quantities together and have multiple companies bid for the projects. This results in bulk pricing from the companies. The bid for the St. Francis portion of the consortium is **$280,120.00.**

A map of District 5 is attached. The streets identified in red scheduled for sealcoating and crack filling (maintenance) include:

- Crocus St.
- Zion St.
- 244th Ave
- Yukon St.
- Partridge St.
- 244th Ct.
- Martin St.
- 243rd Ave
- Hummingbird St.
- 242nd Ave
- Jay St.
- Bluebird St.
- 240th Ln.
- Norway St.
- Flintwood St.
- 231st Ln.
- Drake St.
- Redwood Ct.
- 235th Ave
- 236th Ave
- Unity St.
- Sycamore St.
- Palm St.
- 239th Ave
- 239th Ln.
- Wintergreen St.
- Redwood St.
- 231st Ave
- Goldenrod St.

ACTION TO BE CONSIDERED:
Authorize the acceptance of the bid tabulation and the summary of bids from the street consortium. Authorize staff to continue participation in the street maintenance program anticipating the City of St Francis portion to be approximately **$280,120.00.**

BUDGET IMPLICATION:
This project will be paid for from the street fund (405) that currently has $ 283,863.00 for 2021 district 5 Sealcoating/crack filling.

Attachments:
Map of District 5
Bid Tab

2021 STREET MAINTENANCE PROGRAM
SUMMARY OF BIDS

Sealcoating – Bid Schedule 1	Base Bid	Alternate
Pearson Bros. Inc.	$ 852,886.40	$ 852,886.40
Allied Blacktop Company	$ 922,688.04	$ 916,504.56
Asphalt Surface Technologies	$ 978,383.47	$ 909,396.07

Pavement Markings – Bid Schedule 2

Sir Lines-A-Lot Inc.	$ 194,773.00
Warning Lites	$ 216,638.00
AAA Striping Service	$ 223,190.00

Crack Sealing – Bid Schedule 3

Northwest Asphalt & Maintenance	$ 484,901.56
Allied Blacktop Company	$ 485,501.56
Fahrner Asphalt Sealers	$ 586,793.97
American Pavement Solutions	$ 822,981.94
Asphalt Surface Technologies	$ 824,702.03

Fog Sealing, Streets – Bid Schedule 4

Allied Blacktop Company	$ 219,276.90
Pearson Bros. Inc.	$ 227,551.50
Asphalt Surface Technologies	$ 245,939.50

Fog Sealing, Trails & Parking Lots – Bid Schedule 5

Allied Blacktop Company	$ 42,734.64
Pearson Bros. Inc.	$ 57,938.31
Asphalt Surface Technologies	$ 85,606.25

City of St Francis, MN

January 13, 2021

1:17,000

0 1,000 2,000 4,000 ft

0 330 660 1,320 m

CITY OF COON RAPIDS - BID TABULATION
2021 STREET MAINTENANCE PROGRAM - PROJECT 21-5
SEALCOATING, PAVEMENT MARKINGS,
CRACK SEALING AND FOG SEALING

BID OPENING: MARCH 12, 2021, 10:00 A.M.

				AAA STRIPING SERVICE		ALLIED BLACKTOP COMPANY		AMERICAN PAVEMENT SOLUTIONS INC.		ASPHALT SURFACE TECHNOLOGIES CORP.		FARNER ASPHALT SEALERS LLC		NORTHWEST ASPHALT & MAINTENANCE		PEARSON BROS INC.		SIR LINES-A-LOT		WARNING LITES	
NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
	BID SCHEDULE NO. 1 - SEAL COAT																				
1	AGGREGATE																				
	DRESSER TRAP ROCK (BASE BID)																				
	F&I FA-2 AGGREGATE	SY	309,174		0.00	0.96	296,807.04	0.00	0.00	0.73	225,697.02	0.00	0.00		0.00	1.15	355,550.10		0.00		0.00
	F&I FA-1 1/8"	SY	380,700		0.00	1.02	388,314.00	0.00	0.00	0.83	315,981.00	0.00	0.00		0.00	1.18	449,226.00		0.00		0.00
	TOTAL DRESSER TRAP ROCK		689,874		0.00		685,121.04		0.00		541,678.02		0.00		0.00		804,776.10				
	GRANITE (ALTERNATE)																				
	F&I FA-2 AGGREGATE	SY	309,174		0.00	0.94	290,623.56	0.00	0.00	0.63	194,779.62	0.00	0.00		0.00	1.15	355,550.10		0.00		0.00
	F&I FA-1 1/8"	SY	380,700		0.00	1.02	388,314.00	0.00	0.00	0.73	277,911.00	0.00	0.00		0.00	1.18	449,226.00		0.00		0.00
	TOTAL GRANITE		689,874		0.00		678,937.56		0.00		472,690.62		0.00		0.00		804,776.10				
2	SEAL COAT OIL																				
	F&I CRS-2 SEAL COAT OIL	GAL	54,915		0.00	1.00	54,915.00	0.00	0.00	1.91	104,887.65	0.00	0.00		0.00	0.10	5,491.50		0.00		0.00
	F&I CRS-2P (POLYMER MOD)	GAL	152,210		0.00	1.20	182,652.00	0.00	0.00	2.18	331,817.80	0.00	0.00		0.00	0.28	42,618.80		0.00		0.00
	TOTAL SEAL COAT OIL		207,125		0.00		237,567.00		0.00		436,705.45		0.00		0.00		48,110.30				
	TOTAL BID SCHEDULE NO. 1 (BASE BID)				N/A		922,688.04		N/A		978,383.47		N/A		N/A		852,886.40		N/A		N/A
	TOTAL BID SCHEDULE NO. 1 (ALTERNATE)				N/A		916,504.56		N/A		909,396.07		N/A		N/A		852,886.40		N/A		N/A
	BID SCHEDULE NO. 2 - PAVEMENT MARKINGS																				
1	F&I STREET MARKINGS	GAL	4,948	30.00	148,440.00		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0.00	26.00	128,648.00	31.00	153,388.00
2	F&I STREET SYMBOLS	GAL	575	130.00	74,750.00		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0.00	115.00	66,125.00	110.00	63,250.00
	TOTAL BID SCHEDULE NO. 2				223,190.00		N/A		N/A		N/A		N/A		N/A		N/A		194,773.00		216,638.00
	BID SCHEDULE NO. 3 - CRACK SEALING																				
1	F&I STREET ROUT & SEAL CRACK SEALING	LF	360,035		0.00	0.44	158,415.40	1.10	396,038.50	0.73	262,825.55	0.63	226,822.05	0.44	158,415.40		0.00		0.00		0.00
2	F&I STREET BLOW & GO CRACK SEALING	LF	834,144		0.00	0.39	325,316.16	0.51	425,413.44	0.67	558,876.48	0.43	358,681.92	0.39	325,316.16		0.00		0.00		0.00
3	F&I TRAIL ROUT & SEAL CRACK SEALING	LF	0		0.00	0.43	0.00	1.10	0.00	1.20	0.00	0.00	0.00	0.44	0.00		0.00		0.00		0.00
4	F&I TRAIL BLOW & GO CRACK SEALING	LF	3,000		0.00	0.59	1,770.00	0.51	1,530.00	1.00	3,000.00	0.43	1,290.00	0.39	1,170.00		0.00		0.00		0.00
	TOTAL BID SCHEDULE NO. 3				N/A		485,501.56		822,981.94		824,702.03		586,793.97		484,901.56		N/A		N/A		N/A
	BID SCHEDULE NO. 4 - FOG SEALING - STREETS																				
1	F&I STREET FOG SEALING	GAL	45,970		0.00	4.77	219,276.90	0.00	0.00	5.35	245,939.50	0.00	0.00		0.00	4.95	227,551.50		0.00		0.00
	TOTAL BID SCHEDULE NO. 4				N/A		219,276.90		N/A		245,939.50		N/A		N/A		227,551.50		N/A		N/A
	BID SCHEDULE NO. 5 - FOG SEALING - TRAILS & PARKING LOTS																				
1	F&I TRAIL FOG SEALING	GAL	9,657		0.00	3.12	30,129.84	0.00	0.00	6.25	60,356.25	0.00	0.00		0.00	4.23	40,849.11		0.00		0.00
2	F&I PARKING LOT FOG SEALING	GAL	4,040		0.00	3.12	12,604.80	0.00	0.00	6.25	25,250.00	0.00	0.00		0.00	4.23	17,089.20		0.00		0.00
	TOTAL BID SCHEDULE NO. 5				N/A		42,734.64		N/A		85,606.25		N/A		N/A		57,938.31		N/A		N/A
	SUMMARY OF BIDS																				
	TOTAL SEALCOATING (BASE BID)				N/A		922,688.04		N/A		978,383.47		N/A		N/A		852,886.40		N/A		N/A
	TOTAL SEALCOATING (ALTERNATE)				N/A		916,504.56		N/A		909,396.07		N/A		N/A		852,886.40		N/A		N/A
	TOTAL PAVEMENT MARKINGS				223,190.00		N/A		N/A		N/A		N/A		N/A		N/A		194,773.00		216,638.00
	TOTAL CRACK SEALING				N/A		485,501.56		822,981.94		824,702.03		586,793.97		484,901.56		N/A		N/A		N/A
	TOTAL FOG SEALING - STREETS				N/A		219,276.90		N/A		245,939.50		N/A		N/A		227,551.50		N/A		N/A
	TOTAL FOG SEALING - TRAILS & PARKING LOTS				N/A		42,734.64		N/A		85,606.25		N/A		N/A		57,938.31				

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4 E

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Rental License Approvals

DATE: April 5, 2021

OVERVIEW

Rental licensing follows a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program is as follows:

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

The below properties have met the Rental License requirements and are ready for approval.

3831 232ND AVE NW #103	EAST CENTRAL PROPERTIES LLC
3709 229TH LN NW	ABILITY INVESTMENTS I LLC
22753 VINTAGE ST NW	RUMPCA DAVID
23209 BRIDGESTONE RD NW	VESTA MINNESOTA PROPERTIES LLC
23341 ARROWHEAD ST	SAXON, ANDREW & JENNIFER
2807 235TH AVE NW	ENGQUIST TRUSTEE JILL & ENGQUIST TRUSTEE TYLER
23367 IVYWOOD ST NW	BARRERA, ESTHER

ITEMS TO BE DICUSSED:

Approval of Rental Licenses identified as attached.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4 F

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Rivers Edge 5th Addition – Grading Agreement

DATE: April 5, 2021

OVERVIEW

The Rivers Edge Development is working to move forward incrementally in this quickly moving market. One step the City has allowed is to separate the grading from the Development Agreement to allow a portion of the project to move forward without the larger risk of creating lots when streets or utilities may not be ready to move forward.

Staff is currently reviewing the 5th phase of the development to open an additional 66 lots. It is anticipated that the final plat and development agreement will follow at the April or May Council meeting. At this time the developer is seeking approval begin grading as soon as possible.

Planning, Engineering and Staff agree with the steps proposed and working closely with the developer to make steps forward. Final approval of the grading plan is pending, developer will begin knowing that current plans require additional work and work will be completed prior to security release.

ITEMS TO BE DISCUSSED:

Staff requests Council approval of the attached Grading Agreement

ATTACHMENTS:

Rivers Edge 5th Addition – Grading Agreement

(RESERVED FOR RECORDING INFORMATION)

CITY OF ST. FRANCIS
COUNTY OF ANOKA
STATE OF MINNESOTA

AGREEMENT AND WAIVER REGARDING PRE-APPROVAL GRADING OF THAT PLAT KNOWN AS RIVERS EDGE 5TH ADDITION

THIS GRADING DEVELOPMENT AGREEMENT ("**Grading Agreement**") is made and entered into this ____ day of April, 2021, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation ("**City**") and **ST. FRANCIS LAND DEVELOPMENT, LLC**, A Minnesota limited liability company ("**Developer**").

WHEREAS, the applicant, St. Francis Land Development, LLC, a Minnesota limited liability company, developer of the real property legally described in *Exhibit A* to this Agreement has applied for and received approval for a preliminary plat and is seeking final plat approval for the property designated as RIVERS EDGE 5TH ADDITION (hereinafter the "Plat" or "Site" or "Property"); and

WHEREAS, on April 2, 2018, the St. Francis City Council approved the overall Rivers Edge PUD Development Stage and preliminary plat subject to conditions; and

WHEREAS, the St. Francis City Council adopted findings and decision approving the preliminary plat for Rivers Edge, 5thAddition in the following manner: Phase 1 final plat (east 23 lots): April 2, 2018. Phase 2 final plat (6 lots): June 17, 2019. Phase 3 final plat (10 lots) September 3, 2019. Phase 4 final plat (5 lots) July 6, 2020; and

WHEREAS, the applicant has requested early grading of the Site and adjacent easement areas prior to executing the Development Agreement, in order to allow possible construction within the plat this year and the Council has determined that they would allow limited dirt work on site subject to Developer executing this Agreement and providing security as established by the City Engineer;

NOW THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Conditions: Developer may commence limited grading of the site for Rivers Edge 5th Addition only to the extent approved by the City Engineer subject to the following conditions:

a. The Developer agrees to maintain existing drainage patterns and will construct temporary swales and other measures as necessary to maintain existing drainage patterns until such time that culverts and/or storm sewer is constructed.

b. Developer submits all plan sets which affect grading and erosion control and then updates and revises same for final approval of the City Engineer all prior to grading being authorized prior to the execution of the Development Agreement for this plat.

c. Developer shall implement erosion control measures as detailed on the Preliminary Plans and as required by the City Engineer. Additionally, Developer shall implement additional erosion control measures as necessary to comply with the NPDES Construction Permit, City Code, and any other statutes or rules relevant to stormwater planning, wetlands, and grading. Developer shall promptly seed all areas disturbed by the grading and mulch with disc anchored straw mulch or acceptable alternatives.

d. Developer recognizes that time is of the essence in controlling erosion. If the Developer does not comply with the Preliminary Plans or the requirements of the City Engineer, the City may take such action as it deems appropriate to control erosion, and the Developer hereby grants the City permission to enter upon the land and take such necessary erosion control actions pursuant to Section 4 of this agreement.

e. Transport of equipment to the development site shall adhere to all applicable road restrictions.

2. Acceptance of Risk. All work undertaken prior to full compliance with City ordinances including, but not limited to, execution of the Development Agreement and posting of all required security, is solely at the risk of Developer. The Developer acknowledges that the Preliminary Plans have not been approved by the City and expressly agrees that all work performed pursuant to the terms of this Agreement shall be at the Developer's sole risk and expense.

3. Indemnification. Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to the grading and preparation of the site as set forth in this Agreement. Further, Developer shall indemnify

and hold harmless the City from any and all claims or causes of action of whatever nature related to grading and other work done off of the site upon existing utility and drainage easements. Said indemnity and agreement to hold the City harmless includes payment of any and all attorney's fees, engineering fees, witness fees or any other costs and disbursements related to this Agreement, including any City fees or costs expended to enforce the terms and conditions of this Agreement.

4. Security. In order to ensure compliance with this Agreement, or to assure completion or restoration of the site and any work performed or to be performed on easements outside of the site, Developer shall post an Irrevocable Standby Letter of Credit or other security acceptable to the City in the amount of $3,000 per acre of the approximately thirty-one (31) acres Property (or the amount determined by the City Engineer to ensure all work is completed) in favor of the City (the "**Grading LOC**") for a total of $93,000. The City may draw on the Letter of Credit after a written notice of default by Developer. The City may use such drawn upon funds to complete work not performed by Developer as required in this Agreement, to reimburse itself for costs incurred in the drafting, execution, administration, or enforcement of this Agreement. Said Grading Letter of Credit or other security shall remain in place until: 1) all work set forth in this Agreement and attached *Exhibit B* (Preliminary Grading and Erosion control Plans) has been completed and approved by the City Engineer, 2) the Development Agreement has been approved by the St. Francis City Council and signed by the Developer, and 3) the Construction Work described in the Development Agreement has been sufficiently completed and approved to the satisfaction of the City Engineer, and released by the approval of the City Council.

5. Work Outside Property. In the event the Developer does any work outside the Property owned by Developer, Developer shall submit and have approved by the City Engineer satisfactory plans for work done within easement areas dedicated to the City. Such work must be done solely within the easement area and within the parameters of the rights granted to the City by the easement. The work done shall consist of grading and restoration as per directions of the City Engineer, as well as restoration of any specific property improvements on individual lots disturbed by the activity. The work shall be done in conformance with the directions of the City Engineer. Any necessary right of entry and right to construct on the property must be received from individual property owners. Obtaining any said right of entry and/or right to construct is the sole responsibility of the Developer as is an obligation to inform the property owner of what work will occur upon the easement area and when it will happen. In undertaking this construction activity within the defined easements, Developer is not acting as an agent of the City. Restoration of the easement areas shall be completed as directed by the City Engineer.

6. Wetlands. Developer shall not conduct work in any wetland areas for which Developer has not obtained necessary permits and approvals from appropriate governmental entities.

Dated: ______________________

CITY OF ST. FRANCIS

____
Steven D. Feldman, Mayor

____
Joe Kohlmann, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of ____, 2021, by Steven D. Feldman and Joe Kohlmann, respectively Mayor and City Administrator of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

____
Notary Public

Dated: ______________________

DEVELOPER

ST. FRANCIS LAND DEVELOPMENT, LLC

____
By ____________________________
Its ____________________________

STATE OF MINNESOTA)
) ss.
COUNTY OF __________)

The foregoing instrument was acknowledged before me this _____ day of April, 2021, by ________________, the ___________________, of St. Francis Land Development, LLC, a Minnesota limited liability company, on behalf of the company.

____
Notary Public

THIS INSTRUMENT DRAFTED BY:

BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, Minnesota 55433
Telephone (763) 780-8500 (DRS)

EXHIBIT A

LEGAL DESCRIPTION

EXHIBIT B

PRELIMINARY GRADING, DRAINAGE AND EROSION CONTROL PLANS

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
4 G

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Asbestos Abatement

DATE: April 5, 2021

OVERVIEW

In working with the Fire Department on the ability to use the acquired properties at 3772 Bridge Street and 22951 Ambassador Blvd for training, the removal of any vermiculite and asbestos is required.

Staff has contacted two environmental firms for pricing to remove all necessary hazards related to vermiculite and asbestos.

The following pricing was received:
Envirobate $9,440
EPS $5,860 + up to $10,000 for vermiculite ($15,860 possible)

ITEMS TO BE DISCUSSED:

Staff requests approval of the quote from Envirobate in the amount of $9,440 to remove the hazards from the above properties.

ATTACHMENTS:

Proposal from
- Envirobate
- EPS-Environmental Plant Services, Inc.

ENVIROBATE®

PROPOSAL

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
City of St. Francis 23340 Cree St. NW St. Francis, MN 55070 **Attn: Kate Thunstrom**	763 267 6191 Email: Kate.thunstrom@stfrancismn.org	March 24, 2021
JOB ADDRESS: **City of St. Francis** Residence 3772 Bridge St. NW Former Salon 22951 Ambassador Blvd NW St. Francis, MN 55070	JOB DESCRIPTION: Pre-Burn/Demolition Asbestos Abatement	

We hereby submit specifications and estimates for:

EnviroBate- proposes to furnish all labor, materials, equipment, supplies, disposal and insurance necessary for removal of all asbestos containing materials listed in the Carlson McCain pre-demolition surveys dated January 20 & 21, 2021 prior to burning and demolition of the structures. This will include the removal of vermiculite in the Salon building testing <1% asbestos, the <1% stucco on the Salon will remain. Envirobate will supply power and water as necessary.

3772 Bridge St. NW-	**$960.00**
22951 Ambassador Blvd NW-	**$8,480.00**

EnviroBate- proposes to complete this scope in accordance with all EPA, OSHA, state and local regulations governing asbestos control and removal.

Pricing is as follows:

EnviroBate will complete the project basis as the specifications noted above for the total sum of: **$9,440.00**

Terms: Payment due within 30 days of invoice date (NET 30)

Acceptance of Proposal – The above prices, specifications and conditions are hereby accepted pending approval of contract. You are authorized to do the work as specified and will receive payment accordingly. Other terms of this contract have been negotiated and either have already been or will be memorialized in a separate agreement.

Authorized Signature ______________________
Marcus Rymer – Project Manager

Authorized Signature ______________________
Date: ________

Owner Endorsement: ______________________

Note: This proposal may be withdrawn by us if not accepted within **30 days.**

Environmental Plant Services, Inc.

March 30, 2021

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

Attn.: Kate Thunstrom
Community Development Director
SFEDA Executive Director

REFERENCE: Asbestos Abatement Proposal: #RD-21- 1107R

SUBJECT: Residence – 3772 Bridge Street NW – St. Francis, MN
Building – 22951 Ambassador Boulevard NW – St. Francis, MN

Kate,

The following is Environmental Plant Services estimated price to supply all labor, materials, insurance, and equipment to complete the scope of work listed below:

Scope of Work:

1. Residence – 2772 Bridge Street NW - Laundry Room – Carpet/VAT/Mastic
2. Building – 22951 Ambassador Boulevard NW – Salon & Entry Room – Linoleum/Mastic
3. Work schedule: 2-3 days

Quote: $5,860.00

4. I propose to do the removal of the vermiculite insulation on a "time and material" basis. The reason is because I am not sure of the stability and safety of entering and working inside the attic. I also do not know the volume of vermiculite insulation that is in the attic. I will only charge for what it takes to do this removal.

Quote For Vermiculite Removal: T&M Not To Exceed: $10,000.00

General Notes:

- Estimated price is based on working regular work hours.
- It is assumed that the permanent items, loose and personal items will be removed by others.
- Owner to provide access to utility hookups including water and electricity.
- Quote based on Carlson McCain Surveys dated Jan. 20-21, 2021.

Sincerely,

Roger Dokken

Roger Dokken, Project Manager
EPS, Inc.
2315 Hampden Ave.
St. Paul, MN 55114
Cell: (651) 470-4903
Email: rdokken@eps.vg

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 H

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **The Ponds Golf Course – Tobacco License**

DATE: April 5, 2021

OVERVIEW:

The Ponds Golf Course submitted an application to be able to sell tobacco products in their club house at 2881- 229th Avenue NW.

The Ponds has submitted the payment of $150 for the tobacco license. The required insurance was submitted.

ACTION TO BE CONSIDERED:

Consideration to approve the Tobacco license for The Ponds Golf Course.

BUDGET IMPLICATION:

Revenue in the license line item of the budget.

Attachments:

- Application and insurance

City of St. Francis

License # ________
Receipt ________
Date: ________
Fee Paid: ________

FEE: $150

TOBACCO PRODUCTS LICENSE APPLICATION

Name of Business: The Ponds Golf Course Inc

Street Address: 2881 229th Ave NW, St. Francis, MN 55070
(Street, City, State, Zip Code)

Mailing Address: 1323 Coon Rapids Blvd, Coon Rapids, MN 55433
(Street, City, State, Zip Code)

Email Address: tammy@refugegolfclub.com

Name of Owner: Kristine Buhn

Business Phone: 763-862-9987 Home Phone: ________

Vendors Name: ________

Mailing Address: ________

Phone: ________

TOBACCO PRODUCTS MUST BE SOLD BEHIND THE COUNTER.

Have you been convicted of a crime relating to the sale of tobacco products or had a license for the sale of tobacco products revoked by any municipality within the last five years? NO

Have you read the attached ordinance which regulates the sale of tobacco products within the City of St. Francis? Yes

I hereby certify that all the information contained in this application is true and correct. I understand that false information is cause for denial or revocation of license.

03/25/2021	KBuhn	Owner
(Date)	(Signature)	(Title)

****

Receipt # ________ Date ________ Amount ________

Sales Tax Form ________ Worker's Comp Form ________

Fire Dept. Insp # ________

Police Dept. ________

License # ________ Council Approved ________

MINNESOTA·REVENUE **CT102**

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number: 2829301

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number	
Period covered	
Date of issuance	

Print or type

Cigarettes/tobacco products will be sold *(a separate license is required for each location or vending machine)*:

☒ Over counter ☐ Through vending machine ☐ Both

Licensee's legal name: The Ponds Golf Course Inc			Federal employer ID number (FEIN): 46-1606940
Business trade name (doing business as):			Daytime phone: 763-753-1100
Complete address of business location *(permit location)*: 2881 229th Ave NW	County: Anoka		Other phone number: 763-862-9987
City: St. Francis	State: MN	Zip code: 55070	Fax number:
Mailing address *(if different than business address)*: 1323 Coon Rapids Blvd, City: Coon Rapids	State: MN	Zip code: 55433	Email address: tammy@refugegolfclub.com

Business information

Type of legal organization *(check one)*:

☐ Sole proprietor
☐ Partnership
☐ Other *(describe)* ____________
☒ Minnesota corporation: Enter date of incorporation 12-14-2012
☐ Out-of-state corporation: State of incorporation ____________
Are you registered to do business in Minnesota? ☐ Yes ☐ No

Corporate officers or partners *(attach a list if necessary)*

		State	Zip code
Name: Kristine Buhn	Title: Owner		
Address: 22130 Cedar Dr NW	City: Oak Grove	MN	55011
Name: Jennifer Skare	Title: Owner		
Address: 18036 Palm St NW	City: Andover	MN	55304

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

	Title	Print name	Date	Daytime phone
Licensee's signature: KB Buhn	Owner	Kristine Buhn	03/25/2021	763-862-9987
Licensing agent's signature				

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

(Rev. 8/12)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/03/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Insurance Brokers of MN, Inc.
900 East Main Street, Ste. 100
Anoka MN 55303

CONTACT NAME: Dawn Hansen
PHONE (A/C, No, Ext): (763) 323-3000 FAX (A/C, No): (763) 323-8353
E-MAIL ADDRESS: d.hansen@insurancebrokersmn.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: United Fire Group	13021
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
THE PONDS GOLF COURSE INC
2881 229th Ave NW
St Francis MN 55070

COVERAGES CERTIFICATE NUMBER: 21-22 St Francis REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY; [ ] CLAIMS-MADE [X] OCCUR; GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC; OTHER:			60516729	06/01/2020	06/01/2021	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY; [ ] ANY AUTO; [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS; [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR; [ ] EXCESS LIAB [ ] CLAIMS-MADE; DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) [ ]; If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		60516729	06/01/2020	06/01/2021	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			60516729	01/01/2021	12/31/2022	limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
City of St Francis
23340 Cree Street NW
St Francis MN 55070

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Dawn M Hansen

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 I

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: **MS4 Permit Application Submittal**

DATE: April 5, 2021

OVERVIEW:

The MPCA released the new MS4 permit in November 2020. The City of St. Francis has until April 15th to submit a permit application, including an updated TMDL form. After submittal, the application will be reviewed by the MPCA and go through a 30-day public notice before being approved. Once the application is approved, the City will have 12 months from the date of approval to implement the new permit requirements. The new requirements include:

- Increased education requirements
- Requiring a public education activity event
- Additional regulatory mechanisms for pet waste and salt management
- Increased documentation for inspections
- Increased training for all field staff (including police and fire departments)
- Compliance schedule for TMDLs

ACTION TO BE CONSIDERED:

City Council to authorize staff to submit to the attached MS4 Permit Application and TMDL form to the MPCA prior to the April 15, 2021 deadline.

BUDGET IMPLICATION:

None at this time. Ongoing expenses for this program are financed by the stormwater utility fee.

Attachments:

- MS4 Permit Application
- TMDL Form

MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 Part 2 Permit Application

Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer System (MS4)

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Permit (MNR040000). This application is due within 150 days from the issuance date of the MS4 General Permit (MNR040000). Throughout this application there are text fields with a typical maximum limit of four lines. If you need to provide information in a text field that exceeds the maximum limit, please submit an attachment(s) with supplemental information that is labeled with the corresponding field number (e.g., *9.J.*).

Submittal: This application form and any associated documents (i.e., total maximum daily load (TMDL) application, any supplemental information) must be submitted electronically. To submit this form electronically, open the form using Internet Explorer Web browser or Adobe Acrobat Reader in order for the submit button to work properly. (If you do not have Acrobat Reader, you can download a free version at https://get.adobe.com/reader/.) Send the form to the Minnesota Pollution Control Agency (MPCA) by clicking the submit button at the end of the form (a "send email" window should open with the form attached), you can click on "Send" and then close the form. If you do not see a "send email", save the form to your computer and attach the form to an email message, using "MS4 Part 2 Permit Application" as the subject line to ms4permitprogram.pca@state.mn.us.

Review/Public Notice process: The MPCA will review the application for completeness. Incomplete applications will be returned. If the MPCA determines the application is complete, the MPCA will make a preliminary determination to issue permit coverage and place the application on public notice for 30 days. Once the applicant addresses any applicable comments or hearing requests, the MPCA will make a final determination to issue permit coverage to the applicant.

Please note, this application is intended to provide information about an applicant's existing SWPPP. An applicant that receives permit coverage is responsible for complying with all new applicable requirements set forth in the MS4 General Permit (MNR040000) by deadlines specified in Appendix B of the reissued permit.

Questions: If you have any questions, need additional information, contact MPCA staff. To find the staff assigned to your MS4, refer to the https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments; or see the staff contact information on the MPCA's MS4 webpage at https://www.pca.state.mn.us/water/municipal-stormwater-ms4.

Note: All questions with an asterisk(*) are **required** fields, and the form will not submit without the fields completed.

General contact information

1. **MS4 Owner** (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: 1.A. City of St. Francis *County: 1.B. Anoka
(City, county, municipality, government agency or other entity)

*Mailing address: 1.C. 23340 Cree Street NW

*City: 1.D. St. Francis *State: 1.E. MN *Zip code: 1.F. 55070

2. **MS4 General contact** (with SWPPP implementation responsibility)

*Last name: 2.A. Windingstad *First name: 2.B. Jason
(Department head, MS4 coordinator, consultant, etc.)

*Title: 2.C. Public Works Director

*Mailing address: 2.D. 4058 St. Francis Blvd NW

*City: 2.E. St. Francis *State: 2.F. MN *Zip code: 2.G. 55070

*Phone (including area code): 2.H. (763) 233-5200 *Email: 2.I. jwindingstad@stfrancis.mn.org

3. **Preparer information** (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: 3.A. Fisher First name: 3.B. Kaci
(Department head, MS4 coordinator, consultant, etc.)

Title: 3.C. Environmental Specialist Organization: 3.D. Hakanson Anderson

Mailing address: 3.E. 3601 Thurston Ave

City: 3.F. Anoka State: 3.G. MN Zip code: 3.H. 55303

Phone (including area code): 3.I. (763) 852-0496 Email: 3.J. kacif@haa-inc.com

4. **Certification** (All fields are required)

☐ *Yes - *I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted.*

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

I have read, understood, and accepted all terms and conditions of the NPDES/SDS MS4 General Permit.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

*Signature: 4.A.
(This document has been electronically signed)

*Title: 4.B. *Date: 4.C.

*Mailing address: 4.D.

*City: 4.E. *State: 4.F. *Zip code: 4.G.

*Phone (including area code): 4.H. *Email: 4.I.

Note: *The application will not be processed without certification.*

*5. **Which type of MS4 do you represent?** (Check one)

5.A. ☒ City
5.B. ☐ County
5.C. ☐ Corrections
5.D. ☐ Education
5.E. ☐ Healthcare
5.F. ☐ Township
5.G. ☐ Transportation (i.e., Minnesota Department of Transportation [MnDOT])
5.H. ☐ Watershed District

*6. **Permit item 12.3:** Do you have any partnerships with another regulated small MS4(s) to satisfy one or more requirements of the General Permit?

☐ Yes
☒ No (skip to Q8)

7. **If yes in Q6, provide a description of the partnership(s): (Maximum 10 lines of text)**

MCM 1: Public education and outreach

*8. **Permit item 16.3:** Do you distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No (skip to Q11)

9. **If yes in Q8, what are your high-priority topics?** (Check all that apply)

9.A. ☐ Specific TMDL reduction targets
9.B. ☐ Changing local business practices
9.C. ☒ Promoting adoption of residential best management practices (BMPs)
9.D. ☐ Lake improvements through lake associations
9.E. ☐ Household chemicals
9.F. ☐ Yard waste
9.G. ☐ Construction activities
9.H. ☐ Post-construction activities
9.I. ☒ Other (describe below):

9.J. Chlorides

Additional information for checked items (optional):
9.K.

10. **If yes in Q8, how do you educate the public about stormwater-related issues?** (Check all that apply)

10.A. ☐ Brochure
10.B. ☒ Newsletter
10.C. ☐ Utility bill insert
10.D. ☐ Newspaper ad
10.E. ☐ Radio ad
10.F. ☐ Television ad
10.G. ☐ Cable access channel
10.H. ☒ Website
10.I. ☐ Stormwater-related event
10.J. ☐ Other (describe below):

10.K.

Additional information for checked items (optional):
10.L.

*11. **Permit item 16.4:** At least once each calendar year, do you distribute educational outreach focused on illicit discharge recognition and reporting illicit discharges? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No (skip to Q13)

12. **If yes in Q11, how do you educate the public about illicit discharge recognition and reporting?** (Check all that apply)

12.A. ☐ Brochure
12.B. ☒ Newsletter
12.C. ☐ Utility bill insert

12.D. ☐ Newspaper ad
12.E. ☐ Radio ad
12.F. ☐ Television ad
12.G. ☐ Cable access channel
12.H. ☐ Website
12.I. ☐ Stormwater-related event
12.J. ☐ Other (describe below):
12.K.

Additional information for checked items (optional):
12.L.

If you represent a city or township, please answer questions 13-16; ***If you do not*** *represent a city or township, skip to question 17.*

13. **Permit item 16.5:** At least once each calendar year, do you distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on deicing salt use? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
☐ Yes
☒ No (skip to Q15)

14. **If yes in Q13, what does your education or outreach cover?** (Check all that apply)
14.A. ☐ The impacts of salt use on receiving waters
14.B. ☐ Methods to reduce salt use
14.C. ☐ Proper storage of salt or other deicing materials
14.D. ☐ Other (describe below):
14.E.

Additional information for checked items (optional):
14.F.

15. **Permit item 16.6:** At least once each calendar year, do you distribute educational materials or equivalent outreach focused on pet waste? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
☐ Yes
☒ No (skip to Q17)

16. **If yes in Q15, what do your educational materials or equivalent outreach on pet waste include?** (Check all that apply)
16.A. ☐ Impacts of pet waste on receiving waters
16.B. ☐ Proper management of pet waste
16.C. ☐ Any existing regulatory mechanism(s) for pet waste
16.D. ☐ Other (describe below):
16.E.

Additional information for checked items (optional):
16.F.

*17. **Permit item 16.7:** Do you have an education and outreach plan?
☒ Yes
☐ No (skip to Q19)

18. **If yes in Q17, which components does your education and outreach plan include?** (Check all that apply)

18.A. ☒ Target audience(s) ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*** If checked, specify your target audiences:

18.A.1. ☒ Residents
18.A.2. ☒ Businesses
18.A.3. ☒ Commercial facilities
18.A.4. ☒ Institutions
18.A.5. ☐ Local organizations
18.A.6. ☐ Low income residents
18.A.7. ☐ People of color
18.A.8. ☐ Non-native English speaking residents
18.A.9. ☐ Other (describe below):
18.A.10.

18.B. ☒ Name or position title of responsible person(s) for overall plan implementation.
18.B.1. If checked, specify the name(s) or position title(s):
Public Works Director

18.C. ☒ Specific activities and schedules to reach each target audience.
18.C.1. If checked, provide any additional information (optional):

18.D. ☐ A description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.
18.D.1. If checked, provide any additional information (optional):

*19. **Permit item 16.8:** Do you document information relating to MCM 1?
☒ Yes
☐ No (skip to Q21)

20. **If yes in Q19,** what do you document? (Check all that apply)

20.A. ☒ A description of all specific stormwater-related issues you identified in item 16.3
20.B. ☒ All information required under your education and outreach plan in item 16.7
20.C. ☒ Activities held, including dates, to reach each target audience
20.D. ☒ Quantities and descriptions of educational materials distributed, including dates distributed
20.E. ☒ Estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

*21. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Public Works Director

22. **Provide any additional information about your current education and outreach program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 2: Public participation/involvement

*23. **Permit item 17.3:** Do you provide a minimum of one (1) annual opportunity for the public to provide input on the adequacy of the SWPPP?
☒ Yes
☐ No (skip to Q25)

24. **If yes in Q23, describe the opportunity(ies):**
Present SWPPP at city council meeting once per year

*25. **Permit item 17.4:** Do you provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request?
☒ Yes
☐ No (skip to Q27)

26. **If yes in Q25, how can the public access this information?** (Check all that apply)
26.A. ☒ Hardcopy upon request
26.B. ☐ Our website
26.C. ☐ Available at public event
26.D. ☐ Other (describe below):
26.E.

*27. **Permit item 17.5:** Do you consider oral and written input regarding the SWPPP submitted by the public?
☒ Yes
☐ No

*28. **Permit item 17.6:** Each calendar year, do you provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
☐ Yes
☒ No (skip to Q30)

29. **If yes in Q28, what are the themes of your public involvement activity/activities?** (Check all that apply)
29.A. ☐ Rain barrel distribution event
29.B. ☐ Rain garden workshop
29.C. ☐ Cleanup event
29.D. ☐ Storm drain stenciling

29.E. ☐ Volunteer water quality monitoring
29.F. ☐ Adopt a storm drain program
29.G. ☐ Household hazardous waste collection day
29.H. ☐ Other (describe below):
29.I.

Additional information for checked items (optional):
29.J.

*30. **Permit item 17.7:** Do you document information relating to MCM 2?
☒ Yes
☐ No (skip to Q32)

31. **If yes in Q30, what do you document?** (Check all that apply)
31.A. ☒ All relevant written input submitted by persons regarding the SWPPP
31.B. ☒ All of your responses to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received
31.C. ☒ Date(s), location(s), and estimated number of participants at events held for purposes of compliance with permit item 17.3
31.D. ☒ Notices provided to the public of any events scheduled to meet permit item 17.3, including any electronic correspondence (e.g., website, email distribution lists, notices, etc.)
31.E. ☐ Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with permit item 17.6 ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

*32. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Public Works Director

33. **Provide any additional information about your current public participation/involvement program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 3: Illicit Discharge Detection and Elimination (IDDE)

*34. **Permit item 18.3:** Do you maintain a storm sewer system map?
☒ Yes
☐ No (skip to Q36)

35. **If yes in Q34, which of the following does your storm sewer map include?** (Check all that apply)
35.A. ☒ All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes
35.B. ☒ Outfalls, including a unique identification (ID) number, and an associated geographic coordinate
35.C. ☒ Structural stormwater BMPs that are part of your small MS4
35.D. ☒ All receiving waters

*36. **Permit item 18.4:** Do you have a regulatory mechanism(s) that prohibits non-stormwater discharges into your MS4?

☒ Yes

☐ No (skip to Q39)

37. **If yes in Q36, what does your regulatory mechanism(s) consist of?** (Check all that apply)

37.A. ☐ Contract language

37.B. ☒ Ordinance

37.C. ☐ Permits

37.D. ☐ Standards

37.E. ☐ Written policies

37.F. ☐ Operational plans

37.G. ☐ Legal agreements

37.H. ☐ Other mechanism(s) (describe below):

37.I.

38. **If yes in Q36,** provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:

https://library.municode.com/mn/st._francis/codes/code_of_ordinances?nodeId=CD_CH10ZO_S93STMATOPOPR_10-93-12I LDI

If you represent a **city, township, or county** please answer question 39. ***If you do not** represent a city, township, or county skip to question 42.*

39. **Permit item 18.5:** Do you have a regulatory mechanism(s) that requires owners or custodians of pets to remove and properly dispose of feces from permittee owned land areas? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☒ No

If you represent a **city or township,** please answer questions 40-41. ***If you do not** represent a city or township, skip to question 42.*

40. **Permit item 18.6:** Do you have a regulatory mechanism(s) that requires proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☒ No (Skip to Q42)

41. **If yes in Q40,** what does your regulatory mechanism(s) require? (Check all that apply)

41.A. ☐ Designated salt storage areas must be covered or indoors

41.B. ☐ Designated salt storage areas must be located on an impervious surface

41.C. ☐ Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and containment)

41.D. ☐ Other (describe below):

41.E.

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*42. **Permit item 18.7:** Do you incorporate illicit discharge detection into all inspection and maintenance activities conducted in permit items 21.9, 21.10, and 21.11?

☒ Yes

☐ No (Skip to Q44)

43. **If yes in Q42:** where feasible, do you conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation)?

☒ Yes

☐ No

*44. **Permit item 18.8:** At least once each calendar year, do you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q47)

45. **If yes in Q44, which field staff do you train?** (Check all that apply)

45.A. ☐ Police
45.B. ☐ Fire department
45.C. ☒ Public works
45.D. ☐ Parks staff
45.E. ☐ Other (describe below):
45.F.

46. **If yes in Q44, how do you train staff?** (Check all that apply)

46.A. ☒ Videos
46.B. ☐ In-person presentations
46.C. ☐ Webinars
46.D. ☐ Training documents
46.E. ☐ Emails
46.F. ☐ Other (describe below):
46.G.

*47. **Permit item 18.9:** Do you ensure that individuals receive training commensurate with their responsibilities as they relate to your IDDE program? Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q50)

48. **If yes in Q47, how are these individuals trained?** (Check all that apply)

48.A. ☒ Videos
48.B. ☐ In-person presentations
48.C. ☐ Webinars
48.D. ☐ Training documents
48.E. ☐ Emails
48.F. ☐ Other (describe below):
48.G.

49. **If yes in Q47, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training?**

☐ Yes

☒ No

*50. **Permit item 18.10:** Do you maintain a written or mapped inventory of priority areas you identify as having a higher likelihood for illicit discharges? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☒ No

*51. **Permit item 18.11:** To the extent allowable under state or local law, do you conduct additional illicit discharge inspections in priority areas?

☒ Yes

☐ No (Skip to Q53)

52. **If yes in Q51,** how often do you conduct illicit discharge inspections in priority areas:

Twice a year or once a month during active construction

*53. **Permit item 18.12:** Do you have written procedures for investigating, locating, and eliminating the source of illicit discharges? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q55)

54. **If yes in Q53, what do your procedures include? Check all that apply:** ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

54.A. ☐ A timeframe in which you will investigate a reported illicit discharge

54.A.1. If checked, describe:

54.B. ☒ Use of visual inspections to detect and track the source of an illicit discharge

54.C. ☐ Tools to investigate and locate an illicit discharge

If checked, what tools do you use? (Check all that apply)

54.C.1. ☐ Mobile cameras

54.C.2. ☐ Collecting and analyzing water samples

54.C.3. ☐ Smoke testing

54.C.4. ☐ Dye testing

54.C.5. ☐ Other (describe below):

54.C.6

54.D ☒ Cleanup methods to remove an illicit discharge or spill:

54.D.1. If checked, describe:

Separate methods depending on if hazardous or non-hazardous material. Clean-up methods are details in the Enforcement Response Procedure.

54.E ☐ Name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge

54.E.1. If checked, specify the name(s) or position title(s):

*55. **Permit item 18.13:** Do you have written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4?

☒ Yes

☐ No (Skip to Q57)

56. **If yes in Q55, do your written procedures include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061?**

☒ Yes

☐ No

*57. **Permit item 18.14:** Do you maintain written enforcement response procedures (ERPs) to compel compliance with your regulatory mechanism(s) in Section 18? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No (Skip to Q60)

58. **If yes in Q57, which of the following enforcement tools are available to you?** (Check all that apply)

58.A. ☒ Verbal warning
58.B. ☒ Notice of violation
58.C. ☒ Fine
58.D. ☐ Criminal action
58.E. ☐ Civil penalty
58.F. ☐ Other (describe below):
58.G.

59. **If yes in Q57, do your ERPs include the following?** (Check all that apply)

59.A. ☐ Timeframes to complete corrective actions
59.B. ☐ Name or position title of responsible person(s) for conducting enforcement

*60. **Permit item 18.15:** Do you document information relating to MCM 3?

☒ Yes
☐ No (Skip to Q62)

61. **If yes in Q60, what do you document?** (Check all that apply)

61.A. ☒ Date(s) and location(s) of IDDE inspections conducted in accordance with permit items 18.7 and 18.11
61.B. ☒ Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) you take
61.C. ☒ Date(s) of discovery of all illicit discharges
61.D. ☒ Identification of outfalls, or other areas, where illicit discharges have been discovered
61.E. ☒ Sources (including a description and the responsible party) of illicit discharges (if known)
61.F. ☒ Action(s) you take, including date(s), to address discovered illicit discharges

*62. **Permit item 18.16:** Do you document training relating to permit item 18.8 and 18.9?

☒ Yes
☐ No (Skip to Q64)

63. **If yes in Q62, what training information do you document?** (Check all that apply)

63.A. ☒ General subject matter covered
63.B. ☐ Names and departments of individuals in attendance
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)
63.C. ☒ Date of each event

*64. **Permit item 18.17:** Do you document enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings?

☒ Yes
☐ No (Skip to Q66)

65. **If yes in Q64, what do you document relating to ERPs for MCM 3?** (Check all that apply)

65.A. ☒ Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
65.B. ☒ Date(s) and location(s) of the observed violation(s)
65.C. ☒ Description of the violation(s)
65.D. ☒ Corrective action(s) (including completion schedule) that you issued
65.E. ☒ Referrals to other regulatory organizations (if any)
65.F. ☒ Date(s) violation(s) resolved

*66. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):

Public Works Director

67. **Provide any additional information about your current illicit discharge detection and elimination program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 4: Construction site stormwater runoff control

*68. **Permit item 19.3:** Do you have a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls?

☒ Yes

☐ No (skip to Q73)

69. **If yes in Q68, what does your regulatory mechanism(s) consist of?** (Check all that apply)

69.A. ☐ Contract language

69.B. ☒ Ordinance

69.C. ☐ Permits

69.D. ☐ Standards

69.E. ☐ Written policies

69.F. ☐ Operational plans

69.G. ☐ Legal agreements

69.H. ☐ Other mechanism(s) (describe below):

69.I.

70. **If yes in Q68, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:**

https://library.municode.com/mn/st._francis/codes/code_of_ordinances?nodeId=CD_CH10ZO_S93STMATOPOPR

71. **If yes in Q68, is your regulatory mechanism(s) at least as stringent as the MPCA's most current Construction Stormwater General Permit (MNR100001) for erosion, sediment, and waste controls by incorporating the Construction Stormwater General Permit by reference, or by incorporating all items in Q72?**

☒ Yes (skip to Q73)

☐ No

72. **If no in Q71, which of the following requirements are incorporated into your regulatory mechanism(s)?** (Check all that apply)

72.A. Erosion prevention practices:

72.A.1. ☐ Before work begins, owner(s)/operator(s) must delineate the location of areas not to be disturbed.

72.A.2. ☐ Owner(s)/operator(s) must minimize the need for disturbance of portions of the project with steep slopes. When steep slopes must be disturbed, owner(s)/operator(s) must use techniques such as phasing and stabilization practices designed for steep slopes (e.g., slope draining and terracing).

72.A.3. ☐ Owner(s)/operator(s) must stabilize all exposed soil areas, including stockpiles. Stabilization must be initiated immediately to limit soil erosion when construction activity has permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed no later than 14 calendar days after the construction activity has ceased. Stabilization is not required on constructed base components of roads, parking lots and similar surfaces. Stabilization is not required on temporary stockpiles without significant silt, clay or organic components (e.g., clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) but owner(s)/operator(s) must provide sediment controls at the base of the stockpile.

72.A.4. ☐ For Public Waters that the Minnesota Department of Natural Resources (DNR) has promulgated "work in water restrictions" during specified fish spawning time frames, owner(s)/operator(s) must complete stabilization of all exposed soil areas within 200 feet of the water's edge, and that drain to these waters, within 24 hours during the restriction period.

72.A.5. ☐ Owner(s)/operator(s) must stabilize the normal wetted perimeter of the last 200 linear feet of temporary or permanent drainage ditches or swales that drain water from the site within 24 hours after connecting to a surface water or property edge. Owner(s)/operator(s) must complete stabilization of the remaining portions of temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch temporarily or permanently ceases.

72.A.6. ☐ Temporary or permanent ditches or swales that are being used as a sediment containment system during construction (with properly designed rock-ditch checks, bio rolls, silt dikes, etc.) do not need to be stabilized. Owner(s)/operator(s) must stabilize these areas within 24 hours after their use as a sediment containment system ceases.

72.A.7. ☐ Owner(s)/operator(s) must not use mulch, hydromulch, tackifier, polyacrylamide or similar erosion prevention practices within any portion of the normal wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than two percent.

72.A.8. ☐ Owner(s)/operator(s) must provide temporary or permanent energy dissipation at all pipe outlets within 24 hours after connection to a surface water or permanent stormwater treatment system.

72.A.9. ☐ Owner(s)/operator(s) must not disturb more land (i.e., phasing) than can be effectively inspected and maintained.

72.B. Sediment control practices:

72.B.1. ☐ Owner(s)/operator(s) must establish sediment control BMPs on all down gradient perimeters of the site and downgradient areas of the site that drain to any surface water, including curb and gutter systems. Owner(s)/operator(s) must locate sediment control practices upgradient of any buffer zones. Owner(s)/operator(s) must install sediment control practices before any upgradient land-disturbing activities begin and must keep the sediment control practices in place until they establish permanent cover.

72.B.2. ☐ If the downgradient sediment controls are overloaded, based on frequent failure or excessive maintenance requirements, owner(s)/operator(s) must install additional upgradient sediment control practices or redundant BMPs to eliminate the overloading and amend the site plans to identify these additional practices.

72.B.3. ☐ Temporary or permanent drainage ditches and sediment basins designed as part of a sediment containment system (e.g., ditches with rock-check dams) require sediment control practices only as appropriate for site conditions.

72.B.4. ☐ A floating silt curtain placed in the water is not a sediment control BMP to satisfy perimeter control requirements in this part except when working on a shoreline or below the waterline. Immediately after the short term construction activity (e.g. installation of rip rap along the shoreline) in that area is complete, owner(s)/operator(s) must install an upland perimeter control practice if exposed soils still drain to a surface water.

72.B.5. ☐ Owner(s)/operator(s) must re-install all sediment control practices adjusted or removed to accommodate short-term activities such as clearing or grubbing, or passage of vehicles, immediately after the short-term activity is completed. Owner(s)/operator(s) must re-install sediment control practices before the next precipitation event even if the short-term activity is not complete.

72.B.6. ☐ Owner(s)/operator(s) must protect all storm drain inlets using appropriate BMPs during construction until they establish permanent cover on all areas with potential for discharging to the inlet.

72.B.7. ☐ Owner(s)/operator(s) may remove inlet protection for a particular inlet if a specific safety concern (e.g., street flooding/freezing) is identified by owner(s)/operator(s) or the jurisdictional authority (e.g., city/county/township/ MnDOT engineer). Owner(s)/operator(s) must document the need for removal in the site plans.

72.B.8. ☐ Owner(s)/operator(s) must provide silt fence or other effective sediment controls at the base of stockpiles on the downgradient perimeter.

72.B.9. ☐ Owner(s)/operator(s) must locate stockpiles outside of natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems unless there is a bypass in place for the stormwater.

72.B.10. ☐ Owner(s)/operator(s) must install a vehicle tracking BMP to minimize the track out of sediment from the construction site or onto paved roads within the site.

72.B.11. ☐ Owner(s)/operator(s) must use street sweeping if vehicle tracking BMPs are not adequate to prevent sediment tracking onto the street.

72.B.12. ☐ In any areas of the site where final vegetative stabilization will occur, owner(s)/operator(s) must restrict vehicle and equipment use to minimize soil compaction.

72.B.13. ☐ Owner(s)/operator(s) must preserve topsoil on the site, unless infeasible.

72.B.14. ☐ Owner(s)/operator(s) must direct discharges from BMPs to vegetated areas unless infeasible.

72.B.15. ☐ Owner(s)/operator(s) must preserve a 50 foot natural buffer or, if a buffer is infeasible on the site, provide redundant (double) perimeter sediment controls when a surface water is located within 50 feet of the project's earth disturbances and stormwater flows to the surface water. Owner(s)/operator(s) must install perimeter sediment controls at least 5 feet apart unless limited by lack of available space. Natural buffers are not required adjacent to road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins. If preserving the buffer is infeasible, owner(s)/operator(s) must document the reasons in the site plans. Sheet piling is a redundant perimeter control if installed in a manner that retains all stormwater.

72.B.16. ☐ Owner(s)/operator(s) must use polymers, flocculants, or other sedimentation treatment chemicals in accordance with accepted engineering practices, dosing specifications and sediment removal design specifications provided by the manufacturer or supplier. Owner(s)/operator(s) must use conventional erosion and sediment controls prior to chemical addition and must direct treated stormwater to a sediment control system for filtration or settlement of the floc prior to discharge.

72.C. Dewatering and basin draining:

72.C.1. ☐ Owner(s)/operator(s) must discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sediment basin on the project site unless infeasible. Owner(s)/operator(s) may dewater to surface waters if they visually check to ensure adequate treatment has been obtained and nuisance conditions (see Minn. R. 7050.0210, subp. 2) will not result from the discharge. If owner(s)/operator(s) cannot discharge the water to a sedimentation basin prior to entering a surface water, owner(s)/operator(s) must treat it with appropriate BMPs such that the discharge does not adversely affect the surface water or downstream properties.

72.C.2. ☐ If owner(s)/operator(s) must discharge water that contains oil or grease, owner(s)/operator(s) must use an oil-water separator or suitable filtration device (e.g. cartridge filters, absorbents pads) prior to discharge.

72.C.3. ☐ Owner(s)/operator(s) must discharge all water from dewatering or basin-draining activities in a manner that does not cause erosion or scour in the immediate vicinity of discharge points or inundation of wetlands in the immediate vicinity of discharge points that causes significant adverse impact to the wetland.

72.C.4. ☐ If owner(s)/operator(s) use filters with backwash water, they must haul the backwash water away for disposal, return the backwash water to the beginning of the treatment process, or incorporate the backwash water into the site in a manner that does not cause erosion.

72.D. Inspection and maintenance:

72.D.1. ☐ Owner(s)/operator(s) must ensure that a trained person will inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than one-half inch in 24 hours.

72.D.2. ☐ Owner(s)/operator(s) must inspect and maintain all permanent stormwater treatment BMPs.

72.D.3. ☐ Owner(s)/operator(s) must inspect all erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness. Owner(s)/operator(s) must repair, replace, or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery unless another time frame is specified below. Owner(s)/operator(s) may take additional time if field conditions prevent access to the area.

72.D.4. ☐ During each inspection, owner(s)/operator(s) must inspect surface waters, including drainage ditches and conveyance systems but not curb and gutter systems, for evidence of erosion and sediment deposition. Owner(s)/operator(s) must remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems and restabilize the areas where sediment removal results in exposed soil. Owner(s)/operator(s) must complete removal and stabilization within seven (7) calendar days of discovery unless precluded by legal, regulatory, or physical access constraints. Owner(s)/operator(s) must use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. Owner(s)/operator(s) are responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.

72.D.5. ☐ Owner(s)/operator(s) must inspect construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles. Owner(s)/operator(s) must remove sediment from all paved surfaces within one (1) calendar day of discovery or, if applicable, within a shorter time to avoid a safety hazard to users of public streets.

72.D.6. ☐ Owner(s)/operator(s) must repair, replace, or supplement all perimeter control devices when they become nonfunctional or the sediment reaches one-half of the height of the device.

72.D.7. ☐ Owner(s)/operator(s) must drain temporary and permanent sedimentation basins and remove the sediment when the depth of sediment collected in the basin reaches one-half of the storage volume.

72.D.8. ☐ Owner(s)/operator(s) must ensure that at least one individual present on the site (or available to the project site in three (3) calendar days) is trained in the job duties of overseeing the implementation of, revising and/or amending the site plans and performing inspections for the project.

72.D.9. ☐ Owner(s)/operator(s) may adjust the inspection schedule as follows:

a. inspections of areas with permanent cover can be reduced to once per month, even if construction activity continues on other portions of the site; or
b. where construction sites have permanent cover on all exposed soil areas and no construction activity is occurring anywhere on the site, inspections can be reduced to once per month and, after 12 months, may be suspended completely until construction activity resumes. The MPCA may require inspections to resume if conditions warrant; or

c. where construction activity has been suspended due to frozen ground conditions, inspections may be suspended. Inspections must resume within 24 hours of runoff occurring, or upon resuming construction, whichever comes first.

72.D.10 ☐ Owner(s)/operator(s) must record all inspections and maintenance activities within 24 hours of being conducted and these records must be retained with the site plans. These records must include:

a. date and time of inspections; and
b. name of person(s) conducting inspections; and
c. accurate findings of inspections, including the specific location where corrective actions are needed; and
d. corrective actions taken (including dates, times, and party completing maintenance activities); and
e. date of all rainfall events greater than one-half inch in 24 hours, and the amount of rainfall for each event. Owner(s)/operator(s) must obtain rainfall amounts by either a properly maintained rain gauge installed onsite, a weather station that is within one (1) mile of owner(s)/operator(s)r location, or a weather reporting system that provides site specific rainfall data from radar summaries; and
f. if owner(s)/operator(s) observe a discharge during the inspection, they must record and should photograph and describe the location of the discharge (i.e., color, odor, settled or suspended solids, oil sheen, and other obvious indicators of pollutants); and
g. any amendments to the site plans proposed as a result of the inspection must be documented within seven (7) calendar days.

72.E. Inspection and maintenance:

72.E.1. ☐ Owner(s)/operator(s) must place building products and landscape materials under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater. Owner(s)/operator(s) are not required to cover or protect products which are either not a source of contamination to stormwater or are designed to be exposed to stormwater.

72.E.2. ☐ Owner(s)/operator(s) must place pesticides, fertilizers and treatment chemicals under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater.

72.E.3. ☐ Owner(s)/operator(s) must store hazardous materials and toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) in sealed containers to prevent spills, leaks or other discharge. Storage and disposal of hazardous waste materials must be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.

72.E.4. ☐ Owner(s)/operator(s) must properly store, collect, and dispose of solid waste in compliance with Minn. R. ch. 7035.

72.E.5. ☐ Owner(s)/operator(s) must position portable toilets so they are secure and will not tip or be knocked over. Owner(s)/operator(s) must dispose of sanitary waste in accordance with Minn. R. ch. 7041.

72.E.6. ☐ Owner(s)/operator(s) must take reasonable steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. Owner(s)/operator(s) must ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. Owner(s)/operator(s) must report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.

72.E.7. ☐ Owner(s)/operator(s) must limit vehicle exterior washing and equipment to a defined area of the site. Owner(s)/operator(s) must contain runoff from the washing area in a sediment basin or other similarly effective controls and must dispose of waste from the washing activity properly. Owner(s)/operator(s) must properly use and store soaps, detergents, or solvents.

72.E.8. ☐ Owner(s)/operator(s) must provide effective containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds and other construction materials) related to the construction activity. Owner(s)/operator(s) must prevent liquid and solid washout wastes from contacting the ground and must design the containment so it does not result in runoff from the washout operations or areas. Owner(s)/operator(s) must properly dispose of liquid and solid wastes in compliance with Minn. R. ch. 7035. Owner(s)/operator(s) must install a sign indicating the location of the washout facility.

72.F. Temporary sediment basins:

72.F.1. ☐ Where ten (10) or more acres of disturbed soil drain to a common location, owner(s)/operator(s) must provide a temporary sediment basin to provide treatment of the runoff before it leaves the construction site or enters surface waters. Owner(s)/operator(s) may convert a temporary sediment basin to a permanent basin after construction is complete. The temporary basin is no longer required when permanent cover has reduced the acreage of disturbed soil to less than ten (10) acres draining to a common location.

72.F.2. ☐ The temporary basin must provide live storage for a calculated volume of runoff from a two (2)-year, 24-hour storm from each acre drained to the basin or 1,800 cubic feet of live storage per acre drained, whichever is greater.

72.F.3. ☐ Where owner(s)/operator(s) have not calculated the two (2)-year, 24-hour storm runoff amount, the temporary sediment basin must provide 3,600 cubic feet of live storage per acre of the basin's drainage area.

72.F.4. ☐ Owner(s)/operator(s) must design basin outlets to prevent short-circuiting and the discharge of floating debris.

72.F.5. ☐ Owner(s)/operator(s) must design the outlet structure to withdraw water from the surface to minimize the discharge of pollutants. Owner(s)/operator(s) may temporarily suspend the use of a surface withdrawal mechanism during frozen conditions. The basin must include a stabilized emergency overflow to prevent failure of pond integrity.

72.F.6. ☐ Owner(s)/operator(s) must provide energy dissipation for the basin outlet within 24 hours after connection to a surface water.

72.F.7. ☐ Owner(s)/operator(s) must locate temporary basins outside of surface waters and any required buffer zones.

72.F.8. ☐ Owner(s)/operator(s) must construct temporary basins prior to disturbing (10) or more acres of soil draining to a common location.

72.F.9. ☐ Where a temporary sediment basin meeting the requirements of this part is infeasible, owner(s)/operator(s) must install effective sediment controls such as smaller sediment basins and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures as dictated by individual site conditions. In determining whether installing a sediment basin is infeasible, owner(s)/operator(s) must consider public safety and may consider factors such as site soils, slope, and available area on-site. Owner(s)/operator(s) must document this determination of infeasibility in the site plans.

72.G. Termination conditions:

72.G.1. ☐ Owner(s)/operator(s) must complete all construction activity and must install permanent cover over all areas. Vegetative cover must consist of a uniform perennial vegetation with a density of 70 percent of its expected final growth. Vegetation is not required where the function of a specific area dictates no vegetation, such as impervious surfaces or the base of a sand filter.

72.G.2. ☐ Owner(s)/operator(s) must clean the permanent stormwater treatment system of any accumulated sediment and must ensure the system meets all applicable requirements and is operating as designed.

72.F.3. ☐ Owner(s)/operator(s) must remove all sediment from conveyance systems.

72.G.4. ☐ Owner(s)/operator(s) must remove all temporary synthetic erosion prevention and sediment control BMPs. Owner(s)/operator(s) may leave BMPs designed to decompose on-site in place.

72.G.5. ☐ For residential construction only, permit coverage terminates on individual lots if the structure(s) are finished and temporary erosion prevention and downgradient perimeter control is complete and the residence sells to the homeowner.

72.G.6. ☐ For construction projects on agricultural land (e.g., pipelines across cropland), owner(s)/operator(s) must return the disturbed land to its preconstruction agricultural use.

72.H. If applicable, additional requirements for discharges to special and impaired waters:

72.H.1. ☐ Owner(s)/operator(s) must immediately initiate stabilization of exposed soil areas, and complete the stabilization within seven (7) calendar days after the construction activity in that portion of the site temporarily or permanently ceases.

72.H.2. ☐ Owner(s)/operator(s) must provide a temporary sediment basin for common drainage locations that serve an area with five (5) or more acres disturbed at one time.

72.H.3. ☐ Owner(s)/operator(s) must include an undisturbed buffer zone of not less than 100 linear feet from a special water (not including tributaries) and must maintain this buffer zone at all times, both during construction and as a permanent feature post construction, except where a water crossing or other encroachment is necessary to complete the project. Owner(s)/operator(s) must fully document the circumstance and reasons the buffer encroachment is necessary in the site plans and include restoration activities. Owner(s)/operator(s) must minimize all potential water quality, scenic and other environmental impacts of these exceptions by the use of additional or redundant (double) BMPs and must document this in the site plans for the project.

72.H.4. ☐ Owner(s)/operator(s) must conduct routine site inspections once every three (3) days for projects that discharge to prohibited waters.

*73. **Permit item 19.5:** Does your regulatory mechanism(s) require that owners and operators of construction activity develop site plans that must be submitted to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity?

☒ Yes
☐ No

*74. **Permit item 19.6:** Do you have written procedures for site plan reviews to ensure compliance with requirements of the regulatory mechanism(s)? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No (Skip to Q76)

75. **If yes in Q74, do your procedures include the following?** (Check all that apply)

75.A. ☐ Written notification to owners and operators of the need to apply for and obtain coverage under the CSW Permit.

75.B. ☐ Use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required.

*76. **Permit item 19.7:** Do you have written procedures for conducting site inspections to determine compliance with your regulatory mechanism(s)?

☒ Yes

☐ No

*77. **Permit item 19.8:** Do you maintain written procedures for identifying high-priority and low-priority sites for inspection? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☒ No (Skip to Q79)

78. **If yes in Q77, do your procedures include the following?** (Check all that apply)

78.A. ☐ A detailed explanation describing how sites will be categorized as either high-priority or low-priority.
If checked, how do you prioritize sites for inspection? (Check all that apply)

78.A.1. ☐ Site topography

78.A.2. ☐ Soil characteristics

78.A.3. ☐ Types of receiving water(s)

78.A.4. ☐ Stage of construction

78.A.5. ☐ Compliance history

78.A.6. ☐ Weather conditions

78.A.7. ☐ Citizen complaints

78.A.8. ☐ Project size

78.A.9. ☐ Other (describe below):

78.A.10.

78.B. ☐ A frequency at which you will conduct inspections for high-priority sites.
If checked, how often will you inspect high-priority sites? (Check only one)

78.B.1. ☐ More than once every seven (7) days

78.B.2. ☐ Once every seven (7) days

78.B.3. ☐ Once every 14 days

78.B.4. ☐ Once every 21 days

78.B.5. ☐ Once every 30 days

78.B.6. ☐ Other (describe below):

78.B.7.

78.C. ☐ A frequency at which you will conduct inspections for low-priority sites.
If checked, how often will you inspect low-priority sites? (Check only one)

78.C.1. ☐ More than once every seven (7) days

78.C.2. ☐ Once every seven (7) days

78.C.3. ☐ Once every 14 days

78.C.4. ☐ Once every 21 days

78.C.5. ☐ Once every 30 days

78.C.6. ☐ Other (describe below):

78.C.7.

78.D. ☐ The name(s) of individual(s) or position title(s) responsible for conducting site inspections:

*79. **Permit item 19.9:** Do you use a written checklist to document each site inspection when determining compliance with your regulatory mechanism(s)? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q82)

80. **If yes in Q79, are the following items incorporated in your written checklist?** (Check all that apply)

80.A. ☒ Stabilization of exposed soils (including stockpiles)

80.B. ☐ Stabilization of ditch and swale bottoms

80.C. ☒ Sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones

80.D. ☒ Storm drain inlet protection

80.E. ☐ Energy dissipation at pipe outlets

80.F. ☒ Vehicle tracking BMPs

80.G. ☐ Preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils

80.H. ☐ Owner/operator of construction activity self-inspection records

80.I. ☒ Containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials)

80.J. ☒ BMPs maintained and functional

81. **Provide any additional information on your process to document site inspections (optional):**

*82. **Permit item 19.10:** Do you have written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted to you by the public?

☒ Yes

☐ No (Skip to Q84)

83. **If yes in Q82, please provide your procedures or a description of your procedures (e.g., how the public may submit concerns, typical timeframe for you to investigate reports):**

The public can submit a written request the City's webpage.

*84. **Permit item 19.11:** Do individuals receive training commensurate with their responsibilities as they relate to your Construction Site Stormwater Runoff Control program? Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement.

☒ Yes

☐ No (Skip to Q87)

85. **If yes in Q84, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No

86. **If yes in Q84, what training do your staff who perform site inspections receive?** (Check all that apply)

86.A. ☒ University of Minnesota Erosion and Stormwater Management Certification Program
86.B. ☐ Qualified Compliance Inspector of Stormwater
86.C. ☐ Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
86.D. ☐ Minnesota Utility Contractors Association Erosion Control Training
86.E. ☐ Certified Professional in Erosion and Sediment Control
86.F. ☐ Certified Professional in Stormwater Quality
86.G. ☐ Certified Erosion Sediment and Storm Water Inspector
86.H. ☐ Other (describe below):
86.I.

*87. **Permit item 19.12:** Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) in Section 19? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No (Skip to Q89)

88. **If yes in Q87, which enforcement tools are included in your ERPs?** (Check all that apply)

88.A. ☒ Verbal warning
88.B. ☒ Notice of violation
88.C. ☐ Administrative order
88.D. ☒ Stop work order
88.E. ☒ Fine
88.F. ☐ Forfeit of security bond money
88.G. ☐ Withholding of certificate of occupancy
88.H. ☐ Criminal action
88.I. ☐ Civil penalty
88.J. ☐ Other (describe below):
88.K.

*89. **Please specify name or position title of responsible person(s) for conducting enforcement:**

Public Works Director

*90. **Permit item 19.13:** Do you document each site plan review you conduct?

☒ Yes
☐ No (Skip to Q92)

91. **If yes in Q90, what do you document in your site plan review process?** (Check all that apply)

91.A. ☒ Project name
91.B. ☒ Location
91.C. ☒ Total acreage to be disturbed
91.D. ☒ Owner and operator of the proposed construction activity
91.E. ☐ Proof of notification to obtain coverage under the CSW Permit or proof of coverage under the CSW Permit ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
91.F. ☐ Any stormwater related comments and supporting completed checklist, to determine project approval or denial ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

*92. **Permit item 19.14:** Do you document training related to permit item 19.11?

☒ Yes

☐ No (Skip to Q94)

93. **If yes in Q92, what do you document?** (Check all that apply)

93.A. ☒ General subject matter covered

93.B. ☐ Name(s) and departments of individuals in attendance

(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)

93.C. ☒ Date of each event

*94. **Permit item 19.15:** Do you document enforcement conducted pursuant to your ERPs in item 19.12, including verbal warnings?

☒ Yes

☐ No (Skip to Q96)

95. **If yes in Q94, what do you document relating to ERPs for MCM 4?** (Check all that apply)

95.A. ☒ Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)

95.B. ☒ Date(s) and location(s) of the observed violation(s)

95.C. ☒ Description of the violation(s)

95.D. ☒ Corrective action(s) (including completion schedule) that you issued

95.E. ☒ Referrals to other regulatory organizations (if any)

95.F. ☒ Date(s) violation(s) resolved

*96. **Permit item 12.4: Who is responsible for implementation of this MCM? List name(s) or position title(s):**

Public Works Director

97. **Provide any additional information about your current construction site stormwater runoff control program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 5: Post-construction stormwater management

*98. **Permit item 20.3:** Do you have a post-construction stormwater management regulatory mechanism(s)?

☒ Yes

☐ No (skip to Q102)

99. **If yes in Q98, what does your regulatory mechanism(s) consist of?** (Check all that apply)

99.A. ☐ Contract language

99.B. ☒ Ordinance

99.C. ☐ Permits

99.D. ☐ Standards

99.E. ☐ Written policies

99.F. ☐ Operational plans

99.G. ☐ Legal agreements

99.H. ☐ Other mechanism(s) (describe below):

99.I.

100. **If yes in Q98, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:**
https://library.municode.com/mn/st._francis/codes/code_of_ordinances?nodeId=CD_CH10ZO_S93STMATOPOPR

101. **If yes in Q98, which of the following requirements are incorporated into your regulatory mechanism?** (Check all that apply)

101.A. ☒ **Permit item 20.4:** You must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity.

101.B. ☐ **Permit item 20.5:** You must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

101.C. ☐ **Permit item 20.6:** For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

101.D. ☐ **Permit item 20.7:** For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

101.E. ☒ **Permit item 20.8:** Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. This permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If this permit prohibits infiltration as described in item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered.

101.F. ☐ **Permit item 20.9:** Infiltration systems must be prohibited when the system would be constructed in areas:

a. That receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
b. Where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the MPCA's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
c. Where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
d. With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
e. Of predominately Hydrologic Soil Group D (clay) soils. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
f. In an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
g. In an ERA within a DWSMA classified as moderate vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
h. Outside of an ERA within a DWSMA classified as high or very high vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
i. Within 1,000 feet up-gradient or 100 feet down gradient of active karst features. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

j. That receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.

101.G. ☒ **Permit item 20.10:** For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, you must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of permit items 20.11 through 20.14 are met.

101.H. ☒ **Permit item 20.11:** You must ensure off-site treatment project areas are selected in the following order of preference:

a. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity
b. Locations within the same DNR catchment area as the original construction activity
c. Locations in the next adjacent DNR catchment area up-stream
d. Locations anywhere within your jurisdiction

101.I. ☒ **Permit item 20.12:** Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet this requirement.

101.J. ☒ **Permit item 20.13:** Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If you determine that more time is needed to complete the treatment project, you must provide the reason(s) and schedule(s) for completing the project in the annual report.

101.K. ☒ **Permit item 20.14:** If you receive payment from the owner of a construction activity for off-site treatment, you must apply any such payment received to a public stormwater project, and all projects must comply with permit items 20.11 through 20.13.

101.L. ☒ **Permit item 20.15:** You must include the establishment of legal mechanism(s) between you and owners of structural stormwater BMPs not owned or operated by you, that have been constructed to meet the requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:

a. Allow you to conduct inspections of structural stormwater BMPs not owned or operated by you, perform necessary maintenance, and assess costs for those structural stormwater BMPs when you determine the owner of that structural stormwater BMP has not ensured proper function.
b. Are designed to preserve your right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by you, when those responsibilities are legally transferred to another party.
c. Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.

*102. **Permit item 20.16:** Do you maintain a written or mapped inventory of structural stormwater BMPs that you do not own or operate that meet all of the following criteria? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

a. The structural stormwater BMP includes an executed legal mechanism(s) between you and owners responsible for the long-term maintenance, as required in item 20.15; and
b. The structural stormwater BMP was implemented on or after August 1, 2013.

☐ Yes
☒ No

*103. **Permit item 20.17:** Do you to have written procedures for site plan reviews to ensure compliance with requirements of your regulatory mechanism(s)?

☒ Yes
☐ No

*104. **Permit item 20.18:** Do individuals receive training commensurate with their responsibilities as they relate to your Post-Construction Stormwater Management program? Individuals include, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement.

☒ Yes
☐ No (Skip to Q106)

105. **If yes in Q104**, do previously trained individuals attend a refresher training every three (3) calendar years following the initial training? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No

*106. **Permit item 20.19:** Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) required in Section 20? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes
☐ No (Skip to Q108)

107. **If yes in Q106, what enforcement tools are included in your ERPs?** (Check all that apply)

107.A. ☒ Verbal warning
107.B. ☒ Notice of violation
107.C. ☒ Administrative order
107.D. ☒ Fine
107.E. ☐ Criminal action
107.F. ☐ Civil penalty
107.G. ☐ Other (describe below):
107.H.

*108. **Please specify name or position title of responsible person(s) for conducting enforcement:**
Public Works Director

*109. **Permit item 20.20:** Do you document each site plan review you conduct?
☒ Yes
☐ No (Skip to Q111)

110. **If yes in Q109, what do you document in your site plan review process?** (Check all that apply)

110.A. ☒ Supporting documentation used to determine compliance, including any calculations for the permanent stormwater treatment system.

110.B. ☒ The water quality volume that will be treated through volume reduction practices compared to the total water quality volume required to be treated. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

110.C. ☐ Documentation associated with off-site treatment projects you authorize, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11. ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

110.D. ☒ Payments received and used in accordance with permit item 20.14.

110.E. ☒ All legal mechanisms drafted in accordance with permit item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved.

*111. **Permit item 20.21:** Do you document training related to your Post-Construction Stormwater Management program?
☒ Yes
☐ No (Skip to Q113)

112. **If yes in Q111, what are you documenting?** (Check all that apply)

112.A. ☒ General subject matter covered
112.B. ☒ Names and departments of individuals in attendance ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
112.C. ☒ The date of each event

*113. **Permit item 20.22:** Do you document enforcement conducted pursuant to your ERPs in item 20.19, including verbal warnings?
☒ Yes
☐ No (Skip to Q115)

114. If yes in Q113, what do you document relating to ERPs for MCM 5? (Check all that apply)

114.A. ☒ The name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
114.B. ☒The date(s) and location(s) of the observed violation(s)
114.C. ☒ A description of the violation(s)
114.D. ☒ Corrective action(s) issued
114.E. ☒ Referrals to other regulatory organizations
114.F. ☒ The date(s) violation(s) are resolved

*115. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):
Public Works Director

116. **Provide any additional information about your current post-construction stormwater management program that you would like to share (optional): (Maximum 10 lines of text)**

MCM 6: Pollution prevention/Good housekeeping for municipal operations

*117. **Permit item 21.3:** Do you maintain a written or mapped inventory of your owned/operated facilities that contribute pollutants to stormwater discharges?
☒ Yes
☐ No (skip to Q119)

118. **If yes in Q117, which of the following facilities do you own and/or operate?** (Check all that apply)
118.A. ☐ Composting
118.B. ☒ Equipment storage and maintenance
118.C. ☐ Hazardous waste disposal
118.D. ☐ Hazardous waste handling and transfer
118.E. ☐ Landfill(s)
118.F. ☐ Solid waste handling and transfer
118.G. ☒ Park(s)
118.H. ☒ Pesticide storage
118.I. ☒ Public parking lot(s)
118.J. ☐ Public golf course(s)
118.K. ☐ Public swimming pool(s)
118.L. ☐ Public works yard(s)
118.M. ☐ Recycling
118.N. ☒ Salt storage
118.O. ☒ Snow storage
118.P. ☒ Vehicle storage and maintenance (e.g., fueling and washing) yard(s)
118.Q. ☐ Materials storage yard(s)
118.R. ☐ Other (describe below):
118.S.

*119. **Permit item 21.4:** Do you implement BMPs to prevent or reduce pollutants in stormwater discharges from municipal operations?
☒ Yes
☐ No (Skip to Q121)

120. **If yes in Q119, provide additional information on the BMPs you implement to address stormwater discharges from municipal operations (e.g., waste disposal, management of stockpiles, road maintenance):**

This is outlined in the Facility Inventory BMPs and Safety Procedures

*121. **Permit item 21.5:** Do you implement BMPs at your owned/operated salt storage areas? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q123)

122. **If yes in Q121, what BMPs do you have in place at salt storage areas?** (Check all that apply)

122.A. ☒ Salt is covered or stored indoors

122.B. ☒ Salt stored on an impervious surface

122.C. ☒ Implementation of practices to reduce exposure when transferring material from salt storage areas

122.D. ☐ Other (describe below):

122.E.

*123. **Permit item 21.6:** Do you implement a written snow and ice management policy for individuals that perform winter maintenance activities for you? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q125)

124. **If yes in Q123, what practices and procedures for snow and ice control operations are included?** (Check all that apply)

124.A. ☒ Plowing or other snow removal practices

124.B. ☐ Sand use

124.C. ☐ Application of deicing compounds

124.D. ☐ Other (describe below):

124.E.

*125. **Permit item 21.7:** Each calendar year, do all individuals that perform winter maintenance activities for you receive training? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☒ Yes

☐ No (Skip to Q127)

126. **If yes in Q125, what does the winter maintenance training include?** (Check all that apply)

126.A. ☐ The importance of protecting water quality

126.B. ☐ BMPs to minimize the use of deicers

126.C. ☒ Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool)

126.D. ☐ Other (describe below):

126.E.

*127. **Permit item 21.8:** Do you maintain written procedures for determining TSS and total phosphorus (TP) treatment effectiveness of all owned/operated ponds constructed and used for the collection and treatment of stormwater?

☒ Yes

☐ No

*128. **Permit item 21.9:** Do you inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule) each calendar year to determine structural integrity, proper function, and maintenance needs (excluding structural stormwater BMPs where the inspection frequency has been adjusted)?

☒ Yes

☐ No

*129. **Do you have a different inspection frequency (i.e., more or less than each calendar year) for any of your structural stormwater BMPs?**

☐ Yes

☒ No (Skip to Q131)

130. **If yes in Q129, what led to your adjusted inspection frequency?** (Check all that apply)

130.A. ☐ Complaints received or patterns of maintenance indicated a greater frequency was necessary.

130.B. ☐ Determined maintenance or sediment removal was not required after completion of the first two calendar year inspections.

130.C. ☐ Other (describe below):

130.D.

*131. **Permit item 21.10:** Do you inspect all ponds and outfalls (excluding underground outfalls) each permit term in order to determine structural integrity, proper function, and maintenance needs?

☒ Yes

☐ No (Skip to Q133)

132. **If yes in Q131,** describe the frequency of inspections:

All structural stormwater BMPs and oufalls and 1/5 of stormwater ponds are inspected annually.

*133. **Permit item 21.12:** Do you implement a stormwater management training program commensurate with individual's responsibilities as they relate to your SWPPP, including reporting and assessment activities? Training materials can be from the U.S. Environmental Protection Agency (EPA), state and regional agencies, or other organizations as appropriate to meet this requirement.

☒ Yes

☐ No (Skip to Q135)

134. **If yes in Q133, what does your stormwater management training program include?** (Check all that apply)

134.A. ☒ The importance of protecting water quality.

134.B. ☒ Cover the requirements of the permit relevant to the responsibilities of the individual.

134.C. ☐ A schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.

134.D. ☐ Other (describe below):

134.E.

134.F. Additional information for checked items (optional):

*135. **Permit item 21.13:** Do you document information associated with the operations and maintenance program?

☒ Yes

☐ No (Skip to Q137)

136. **If yes in Q135, what are you documenting?** (Check all that apply)

136.A. ☒ Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10.

136.B. ☒ Any adjustments to inspection frequency as authorized in item 21.9.

136.C. ☒ Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected.

136.D. ☐ Schedule(s) for maintenance of structural stormwater BMPs and outfalls when necessary maintenance cannot be completed within one year of discovery ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

136.E. ☐ Stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.

*137. **Permit item 21.14:** Do you document pond sediment excavation and removal activities?

☒ Yes

☐ No (Skip to Q139)

138. **If yes in Q137, what pond sediment excavation and removal activity information is documented?** (Check all that apply)

138.A. ☒ A unique ID number and geographic coordinate of each stormwater pond from which sediment is removed.

138.B. ☒ The volume (e.g., cubic yards) of sediment removed from each stormwater pond.

138.C. ☒ Results from any testing of sediment from each removal activity.

138.D. ☒ Location(s) of final disposal of sediment from each stormwater pond.

138.E. Additional information for checked items (optional):

*139. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s).

Public Works Director

140. **Provide any additional information about your current pollution prevention/good housekeeping for municipal operations program that you would like to share (optional): (Maximum 10 lines of text)**

Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

To determine if you have an applicable WLA(s), please reference the MPCA's MS4 Permit TMDL Application Form webpage at https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form.

*141. **Permit item 22.3:** Do you have an applicable WLA where a reduction in pollutant loading is required for bacteria?

☒ Yes

☐ No (Skip to Q146)

142. **If yes in Q141, do you maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks)? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☒ No (Skip to Q145)

143. **If yes in Q142, do you maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory? The written plan must include BMPs you will implement over the permit term. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☒ No (Skip to Q145)

144. **If yes in Q143, which of the following are included in your written plan?** (Check all that apply)

144.A. ☐ Water quality monitoring to determine areas of high bacteria loading.

144.B. ☐ Installation of pet waste pick-up bags in parks and open spaces.

144.C. ☐ Elimination of over-spray irrigation at permittee land owned areas.

144.D. ☐ Removal of organic matter via street sweeping.
144.E. ☐ Implementation of infiltration structural stormwater BMPs.
144.F. ☐ Management of areas that attract dense populations of waterfowl (e.g., riparian plantings).
144.G. ☐ Other (describe below):
144.H.

145. **Permit item 12.9:** If yes in Q141, who is or will be responsible for implementation of this required component (i.e., inventory, plan, and BMP implementation)? List name(s) or position title(s):
Public Works Director

*146. **Permit item 22.5:** Do you have an applicable WLA where a reduction in pollutant loading is required for chloride?
☐ Yes
☒ No (Skip to Q151)

147. **If yes in Q146, do you document the amount of deicer applied each winter maintenance season to all your owned/operated surfaces? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
☐ Yes
☒ No

148. **If yes in Q146, each calendar year do you conduct an assessment of your winter maintenance operations to reduce the amount of deicing salt applied to your owned/operated surfaces and determine current and future opportunities to improve BMPs? You may use the MPCA's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The assessment must be documented. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***
☐ Yes
☐ No (Skip to Q150)

149. **If yes in Q148, what does your winter maintenance operations assessment include?** (Check all that apply)
149.A. ☐ Operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.
149.B. ☐ Implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use.
149.C. ☐ Regular calibration of equipment.
149.D. ☐ Optimizing mechanical removal to reduce use of deicers.
149.E. ☐ Designation of no salt and/or low salt zones.
149.F. ☐ Other (describe below):
149.G.

149.H. Additional information for checked items (optional):

150. **Permit item 12.9: If yes in Q146, who is or will be responsible for implementation of this required component (i.e., documenting deicer applied and winter maintenance operations assessment)? List name(s) or position title(s):**

*151. **Permit item 22.7:** Do you have an applicable WLA where a reduction in pollutant loading is required for temperature?
☐ Yes
☒ No (Skip to Q155)

152. If yes in Q151, do you maintain a written plan that identifies specific activities you will implement to reduce thermal loading during the permit term? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☐ No (Skip to Q154)

153. **If yes in Q152, what activities does the plan include?** (Check all that apply)

153.A. ☐ Implementation of infiltration BMPs such as bioinfiltration practices

153.B. ☐ Disconnection and/or reduction of impervious surfaces

153.C. ☐ Retrofitting existing structural stormwater BMPs

153.D. ☐ Improvement of riparian vegetation

153.E. ☐ Other (describe below):

153.F.

153.G. Provide any additional information about your written plan (optional):

154. **Permit item 12.9: If yes in Q151, who is or will be responsible for implementation of this required component? List name(s) or position title(s):**

*155. **Permit item 12.8:** Do you have an applicable WLA(s) for oxygen demand, nitrate, TSS, or TP?

☒ Yes - If yes, you **must complete** the corresponding tabs in the *MS4 Permit TMDL Application* (available on the MPCA's website at https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form) and submit it with this application.

☐ No

Alum or Ferric Chloride Phosphorus Treatment Systems

*156. **Permit Section 23:** Do you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your MS4?

☐ Yes - If yes, complete questions 157-173 as directed.

☒ No (Skip to Q174)

157. Provide the geographic coordinates of the alum or ferric chloride phosphorus treatment system, in decimal degrees. (Approximate centroid of treatment system within five-foot accuracy):

157.A. Latitude: ____________________

157.B. Longitude: ____________________

158. **Who is responsible for the operation of the treatment system? List name(s) or position title(s):**

159.A. **Provide the date the system first became operational (mm/dd/yyyy):** ____________________

For question 159.B-G, provide information for calendar year 2020.

159.B. **For each month, provide the number of days the system was operational:**

159.B.1. January: ________________
159.B.2. February: ________________
159.B.3. March: ________________
159.B.4. April: ________________
159.B.5. May: ________________
159.B.6. June: ________________
159.B.7. July: ________________
159.B.8. August: ________________
159.B.9. September: ________________
159.B.10. October: ________________
159.B.11. November: ________________
159.B.12. December: ________________

159.C. **What chemical(s) was used for treatment:**

159.C.1. ☐ Alum
159.C.2. ☐ Ferric Chloride

159.D. **Provide the number of gallons of water treated:** ________________

159.E. **Provide the number of gallons of alum or ferric chloride treatment used:** ________________

159.F. **Provide the calculated pounds of phosphorous removed:** ________________

159.G. **Describe any performance issue(s) and the corrective action(s), including the date(s) when corrective action(s) were taken:**

160. **Permit item 23.3: Which of the following requirements are you meeting?** (Check all that apply)

160.A. ☐ Your treatment system is for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system.
160.B. ☐ Your treatment system is contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs do not include any receiving waters.
160.C. ☐ Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride receive written approval from the MPCA.
160.D. ☐ In-lake phosphorus treatment activities are not authorized.

161. **Permit item 23.3: Which of the following design parameters does your treatment system include?** (Check all that apply)

161.A. ☐ The treatment system is constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system.
161.B. ☐ A high flow bypass is part of the inlet design.
161.C. ☐ A flocculent storage/settling area is incorporated into the design, and adequate maintenance access is provided (minimum of eight feet wide) for the removal of accumulated sediment.

162. **Permit item 23.5:** Do you have a designated person perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours?

☐ Yes
☐ No (Skip to Q164)

163. **If yes in Q162, please list the name(s) of the individual(s) or position title(s):**

164. **Permit item 23.5:** Following visual monitoring which occurs within 24 hours after a rainfall event, do you conduct the next visual monitoring of your system seven (7) days after that rainfall event?

☐ Yes

☐ No

165. **Permit item 23.6:** Does your treatment system utilize three (3) benchmark monitoring stations? Table 1 in Appendix A in the permit must be used for the parameters, units of measure, and frequency of measurement for each station.

☐ Yes

☐ No

166. **Permit item 23.7:** Do you collect grab samples or flow-weighted 24-hour composite samples at your treatment system?

☐ Yes

☐ No

167. **Permit item 23.8:** Are your treatment system samples, excluding potential of hydrogen (pH) samples, analyzed by a laboratory certified by the Minnesota Department of Health and/or the MPCA?

☐ Yes

☐ No

168. **Which of the following do your sample tests include?** (Check all that apply)

168.A. ☐ Sample preservation and test procedures for the analysis of pollutants that conform to 40 CFR Part 136 and Minn. R. 7041.3200.

168.B. ☐ Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron that are a minimum of 6 micrograms per liter (µg/L), 10 µg/L, and 20 µg/L, respectively.

168.C ☐ pH that is measured within 15 minutes of sample collection using calibrated and maintained equipment.

169. **Permit item 23.9:** In the following situation(s) do you perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer? (Check all that apply)

169.A. ☐ The pH of the discharged water is not within the range of 6.0 and 9.0.

169.B. ☐ Indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment.

169.C. ☐ A spill or discharge or alteration resulting in water pollution, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride.

170. **Permit item 23.13:** Do you conduct site-specific jar testing using typical and representative water samples in accordance with the most current approved version of ASTM D2035? ***(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)***

☐ Yes

☐ No

171. **Permit item 23.14:** Do you have baseline concentrations of the following parameters in the influent and receiving waters at your treatment system location? (Check all that apply)

171.A. ☐ Aluminum or iron

171.B. ☐ Phosphorus

172. **Permit item 23.15:** Do you have the following system parameters and how each was determined at your treatment system location? (Check all that apply)

172.A. ☐ Flocculant settling velocity

172.B. ☐ Minimum required retention time

172.C. ☐ Rate of diversion of stormwater into the system

172.D. ☐ The flow rate from the discharge of the outlet structure

172.E. ☐ Range of expected dosing rates

173. **Permit item 23.16:** Have you developed the following site-specific procedures? (Check all that apply)

173.A. ☐ Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment.

173.B. ☐ Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of.

173.C. ☐ Procedures for cleaning up and/or containing a spill of each chemical stored on site.

Complete last page and submit using Adobe Acrobat Reader.

(If you do not have Acrobat Reader, you can download a free version at https://get.adobe.com/reader/.)

Additional information

174. **Provide any additional information about your current Stormwater Pollution Prevention Program (SWPPP) that you would like to share (optional): (Maximum 30 lines of text)**

Complete last page and submit using Adobe Acrobat Reader.

(If you do not have Acrobat Reader, you can download a free version at https://get.adobe.com/reader/.)

Submit   Reset

Compliance schedule for Wasteload Allocations not being met (permit item 12.8)

Fill in the target year that each of the applicable WLA(s) will be achieved for each TMDL , waterbody and pollutant listed in column A. If you have an applicable WLA for total suspended solids (TSS) or total phosphorus (TP), a cumulative estimate of TSS and TP load reductions to be achieved during the permit term and the method used to determine the estimate should be entered in Columns D and E. For further instruction on completing this tab, refer to:

https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form#12.8_Compliance_schedule_tab

TMDL Project Name, Waterbody, and Pollutant	Pollutant	Target year WLA will be achieved	Estimated pollutant reduction this permit cycle (include units, such as lbs, percent reduction, lb/acre, etc.)	Method(s) for calculating reduction
Rum River WRAPS 2013-Trott Brook-(07010207-680)-Total Oxygen Demand	Oxygen Demand	2050	NA	NA
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				

Compliance schedule Best Management Practices (BMPs) for Wasteload Allocations not being met (permit item 12.8)

Fill in the following table with your proposed best management practices (BMPs) or progress toward implementation of BMPs to be achieved during the permit term, anticipated number of practices (if you are planning to install more than one of any type of BMP), and the year each BMP is expected to be implemented ("Implementation Year(s)" column). Put an "X" in the boxes for the TMDL that corresponds with each BMP. Where possible, please select the appropriate BMP from the dropdown (click on downward arrow to see options) in the "Best Management Practice/Activity" column. Otherwise, you are free to enter text in this worksheet. For more guidance on completing this tab, see:

https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form#12.8_Compliance_schedule_BMPs_tab

Required	Optional	Optional	Required	TMDL-Waterbody-Pollutant	
Best Management Practice/Activity	**BMP description (Select all that apply)**	**Anticipated number of practices (if applicable)**	**Expected Implementation Year(s)**	**Rum River WRAPS 2013-Trott Brook-(07010207-680)-Total Oxygen Demand**	
Establish_ordinance	Pet waste		2022	X	
Supplemental_street_sweeping	Increased sweeping frequency		2022, 2023, 2024, 2025	X	
Eliminate_illicit_discharge_connection	Increased implementation of illicit discharge detection and elimination ordinance		2025	X	

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 J

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 03/31/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $221,058.63 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 - None
Credit Card Payment- None
Manual Checks- $560.66

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:

- 04-05-2021 Packet List
- 04-05-2021 Manual Checks

CITY OF ST FRANCIS

*Claim Register©

AP-MANUAL 03-2021

March 2021

Claim Type

Claim# 9891 *SHEFORGEN, RICK* Ck# 078874 3/22/2021

Cash Payment G 601-22200 Deferred Revenues REFUND OVERPAYMENT #3378 $560.66

Invoice

Transaction Date 3/22/2021 Due 4/21/2021 CASH 10100 **Total** $560.66

Pre-Written Checks	$560.66
Checks to be Generated by the Compute	$0.00
Total	$560.66

CITY OF ST FRANCIS

*Claim Register©

AP 04-05-2021

April 2021

Claim Type

Claim# 9856 *3D SPECIALTIES INC.*

Cash Payment	E 101-43100-226 Sign Repair Materials	TELESPAR			$1,548.49
Invoice 220926					
Transaction Date	3/17/2021	Due 4/16/2021 CASH	10100	**Total**	$1,548.49

Claim Type

Claim# 9966 *ANOKA COUNTY FIRE PROTECTIO*

Cash Payment	E 101-42210-311 Contract	ANOKA COUNTY PSDS			$4,980.00
Invoice 193					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	**Total**	$4,980.00

Claim Type

Claim# 9932 *ANOKA COUNTY TREASURY DEPT*

Cash Payment	E 101-42110-321 Telephone	BROADBAND			$37.51
Invoice B210317P					
Cash Payment	E 101-42210-321 Telephone	BROADBAND			$37.51
Invoice B210317P					
Cash Payment	E 101-43100-321 Telephone	BROADBAND			$37.51
Invoice B210317P					
Cash Payment	E 101-45200-321 Telephone	BROADBAND			$37.51
Invoice B210317P					
Cash Payment	E 601-49440-321 Telephone	BROADBAND			$37.51
Invoice B210317P					
Cash Payment	E 602-49490-321 Telephone	BROADBAND			$37.45
Invoice B210317P					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	**Total**	$225.00

Claim Type

Claim# 9933 *ARK TOWING AND RECOVERY*

Cash Payment	E 101-42110-441 Miscellaneous	2004 JEEP GRAND CHEROKEE			$120.00
Invoice 92495					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	**Total**	$120.00

Claim Type

Claim# 9985 *ARTISAN BEER COMPANY*

Cash Payment	E 609-49751-252 Beer For Resale	BEER			$67.70
Invoice 3465371					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$33.85
Invoice 3463143					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			$76.85
Invoice 3464263					
Transaction Date	3/30/2021	Due 4/29/2021 CASH	10100	**Total**	$178.40

Claim Type

Claim# 9935 *ASPEN MILLS*

Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS-K KIZER			-$329.50
Invoice CM4249					
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS-BOE			$382.74
Invoice 270621					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	**Total**	$53.24

Claim Type

Claim# 9987 *BELLBOY CORPORATION*

Cash Payment	E 609-49750-210 Operating Supplies	SUPPLIES			$218.10
Invoice 0102940400					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$4.31
Invoice 0102871500						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$32.55
Invoice 0088348700						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$17.05
Invoice 0088548100						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				$64.50
Invoice 0102871500						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$5.02
Invoice 0102940400						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$2,275.87
Invoice 0088348700						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$1,663.75
Invoice 0088548100						
Transaction Date	3/30/2021	Due 4/29/2021	CASH	10100	Total	$4,281.15

Claim Type

Claim# 9937 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER				$855.15
Invoice 190379						
Cash Payment	E 609-49751-252 Beer For Resale	BEER				$719.20
Invoice 192720						
Cash Payment	E 609-49751-252 Beer For Resale	BEER				$912.50
Invoice 188088						
Cash Payment	E 609-49751-255 N/A Products	N/A				$50.20
Invoice 192720						
Cash Payment	E 609-49751-255 N/A Products	N/A				$50.20
Invoice 188088						
Transaction Date	3/23/2021	Due 4/22/2021	CASH	10100	Total	$2,587.25

Claim Type

Claim# 9989 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$24.64
Invoice 338858102						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$53.65
Invoice 338775163						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$56.55
Invoice 338695629						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$3,401.25
Invoice 338695629						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$2,367.82
Invoice 338858102						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				$5,657.91
Invoice 338775163						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				$324.00
Invoice 338858102						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	.MISC				$36.00
Invoice 338695629						
Transaction Date	3/30/2021	Due 4/29/2021	CASH	10100	Total	$11,921.82

Claim Type

Claim# 9990 *CAPITOL BEVERAGE SALES, L.P*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$310.50
Invoice 2525321			

Transaction Date 3/30/2021 Due 4/29/2021 CASH 10100 **Total** $310.50

Claim Type

Claim# 9939 *CARLSON MCCAIN, INC*

Cash Payment E 240-41910-311 Contract PROFESSIONAL SERVICES $2,542.37
Invoice 0049833

Cash Payment E 240-41910-311 Contract PROFESSIONAL SERVICES $2,247.55
Invoice 0049834

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $4,789.92

Claim Type

Claim# 9859 *COMPASS MINERALS AMERICA, IN*

Cash Payment G 101-14100 Inventory of Material/Supply SALT $13,751.28
Invoice 783949

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $13,751.28

Claim Type

Claim# 9941 *CORE & MAIN*

Cash Payment E 101-45200-411 Trail Repair & Maint COLD PATCH $990.00
Invoice N843030

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $990.00

Claim Type

Claim# 9991 *CRYSTAL SPRINGS ICE*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $77.76
Invoice 2002608

Transaction Date 3/30/2021 Due 4/29/2021 CASH 10100 **Total** $77.76

Claim Type

Claim# 9942 *DAHLHEIMER DIST. CO. INC.*

Cash Payment E 609-49751-252 Beer For Resale BEER $9,781.02
Invoice 1367925

Cash Payment E 609-49751-255 N/A Products N/A $27.95
Invoice 1364520

Cash Payment E 609-49751-252 Beer For Resale BEER -$40.00
Invoice 1371495

Cash Payment E 609-49751-252 Beer For Resale BEER -$11.90
Invoice 1367974

Cash Payment E 609-49751-252 Beer For Resale BEER $22,446.50
Invoice

Cash Payment E 609-49751-252 Beer For Resale BEER $13,474.72
Invoice 1364520

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $276.00
Invoice 1371479

Cash Payment E 609-49751-255 N/A Products N/A $27.95
Invoice 1367925

Cash Payment E 609-49751-255 N/A Products N/A $55.90
Invoice 1371479

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $46,038.14

Claim Type

Claim# 9981 *DAVIDS HYDRO VAC, INC*

Cash Payment E 602-49490-400 System Jetting VAC SERVICES $3,228.00
Invoice 45933

Transaction Date 3/25/2021 Due 4/24/2021 CASH 10100 **Total** $3,228.00

*Claim Register©

AP 04-05-2021

April 2021

Claim Type

Claim# 9982 *DUSTY S DRAIN CLEANING*

Cash Payment	E 601-49440-259 Water Meters	REPLACE METER HORN	$250.00
Invoice N21-159			
Cash Payment	E 601-49440-259 Water Meters	INSTALLED SHUT OFF	$235.00
Invoice D21-030			

Transaction Date 3/25/2021 Due 4/24/2021 CASH 10100 **Total** $485.00

Claim Type

Claim# 9943 *ECM PUBLISHERS, INC.*

Cash Payment	E 101-42110-441 Miscellaneous	FORFEITURE VEHICLE SALES	$37.63
Invoice 825443			

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $37.63

Claim Type

Claim# 9862 *ELECTRO WATCHMAN, INC.*

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	KEY FOBS	$87.50
Invoice 364645			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	KEY FOBS	$87.50
Invoice 364645			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	KEY FOBS	$87.50
Invoice 364645			
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	KEY FOBS	$87.50
Invoice 364645			
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	KEY FOBS	$87.50
Invoice 364645			
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	KEY FOBS	$87.50
Invoice 364645			

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $525.00

Claim Type

Claim# 9863 *GRAINGER, INC.*

Cash Payment	E 602-49490-217 Other Operating Supplies	PVC	$30.36
Invoice 9818541394			
Cash Payment	G 601-16500 Construction in Progress	PARTS	$58.76
Invoice 9839806776			
Cash Payment	G 601-16500 Construction in Progress	PARTS	$379.40
Invoice 9839806784			
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	PICTOGRAM SIGN	$78.32
Invoice 9830279189			

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $546.84

Claim Type

Claim# 9995 *GRANITE CITY JOBBING CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.25
Invoice 223938			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.25
Invoice 222199			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$101.00
Invoice 222199			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$55.09
Invoice 223938			
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO	$2,850.81
Invoice 222199			

Cash Payment E 609-49751-256 Tobacco Products For Res TOBACCO $2,505.33
Invoice 223938

Transaction Date 3/30/2021 Due 4/29/2021 CASH 10100 **Total** $5,520.73

Claim Type

Claim# 9866 *HARRIS ST PAUL, INC*

Cash Payment E 601-49440-401 Repairs/Maint Buildings REPAIR $1,215.45
Invoice 507027846

Cash Payment E 602-49490-401 Repairs/Maint Buildings REPAIR $1,215.45
Invoice 507027846

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $2,430.90

Claim Type

Claim# 9884 *HAWKINS, INC.*

Cash Payment E 601-49440-216 Chemicals and Chem Prod CHLORINE $2,486.97
Invoice 4891790

Cash Payment E 602-49490-216 Chemicals and Chem Prod FERRIC CHLORIDE $3,618.43
Invoice 4891789

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $6,105.40

Claim Type

Claim# 9867 *HENNING PROFESSIONAL SERVIC*

Cash Payment E 240-41910-311 Contract RELOCATION SERVICES - FEB 2021 $238.50
Invoice 097-6

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $238.50

Claim Type

Claim# 10001 *HOISINGTON KOEGLER GROUP, I*

Cash Payment E 101-41910-311 Contract GENERAL PLANNING $2,778.75
Invoice 018-041-30

Cash Payment E 101-41910-311 Contract GENERAL PLANNING $750.00
Invoice 018-041-029

Cash Payment E 101-43100-311 Contract PUBLIC WORKS (SIWEK PARK) $1,220.00
Invoice 018-041-029

Cash Payment E 101-43100-311 Contract PUBLIC WORKS (SIWEK PARK) $3,250.00
Invoice 018-041-30

Cash Payment E 101-41910-307 Comp Plan/Wetland Fees COMPREHENSIVE PLAN $3,563.75
Invoice 018-041-30

Cash Payment E 101-41910-307 Comp Plan/Wetland Fees COMPREHENSIVE PLAN $4,890.00
Invoice 018-041-029

Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) ESC-LAKETOWN HOMES (RIVERS EDGE) $56.25
Invoice 018-041-30

Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) ESC-LAKETOWN HOMES (RIVERS EDGE) $112.50
Invoice 018-041-029

Cash Payment G 803-22176 Anderson Subdivision ANDERSON CO/SENIOR LIVING $991.25
Invoice 018-041-029

Cash Payment G 803-22178 Green Valley Subdivision GREEN VALLEY 2ND SUBDIVISION $75.00
Invoice 018-041-30

Cash Payment G 803-22176 Anderson Subdivision ANDERSON CO SENIOR HOUSING $375.00
Invoice 018-041-30

Cash Payment G 803-22177 Joshua Markum Subdivision MEADOWS 3RD $281.25
Invoice 018-041-029

Cash Payment G 803-22177 Joshua Markum Subdivision MEADOWS 3RD $937.50
Invoice 018-041-30

Cash Payment G 803-22179 Vista Prairie Subdivsion EDI SENIOR HOUSING CONCEPT $187.50
Invoice 018-041-30

Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 **Total** $19,468.75

Claim Type

Claim# 10002 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES $197.84
Invoice IN3300983

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES $32.70
Invoice IN3289281

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES $12.71
Invoice IN3293046

Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 **Total** $243.25

Claim Type

Claim# 9977 *ISD #15*

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2019 DODGE CHARGER $43.69
Invoice 7647

Cash Payment E 101-42210-103 Part-Time Salaries VEHICLE REPAIR $744.13
Invoice 7462

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2018 DODGE CHARGER $81.19
Invoice 7496

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2019 DODGE CHARGER $43.69
Invoice 7497

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2017 DODGE CHARGER $43.69
Invoice 7646

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2018 DODGE CHARGER $43.69
Invoice 7648

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2018 DODGE CHARGER $43.69
Invoice 7650

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2020 DODGE CHARGER $43.69
Invoice 7649

Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2017 DODGE CHARGER $81.19
Invoice 7534

Transaction Date 3/25/2021 Due 4/24/2021 CASH 10100 **Total** $1,168.65

Claim Type

Claim# 9868 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $55.47
Invoice 1758156

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $25.12
Invoice 1763075

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $49.77
Invoice 1763074

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $39.25
Invoice 1767694

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $53.38
Invoice 1767695

Cash Payment E 609-49751-252 Beer For Resale BEER $105.00
Invoice 1758158

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $20.41
Invoice 1758157

Cash Payment E 609-49751-253 Wine For Resale WINE $2,843.95
Invoice 1767695

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $1,975.91
Invoice 1767694
Cash Payment E 609-49751-253 Wine For Resale WINE $645.20
Invoice 1758157
Cash Payment E 609-49751-253 Wine For Resale WINE $911.58
Invoice 1763075
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $3,551.42
Invoice 1763074
Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $3,109.09
Invoice 1758156
Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $13,385.55

Claim Type

Claim# 10011 *KIMS KLEANING*
Cash Payment E 101-42210-402 Janitorial Service FIRE DEPT $150.00
Invoice 7415
Cash Payment E 602-49490-402 Janitorial Service WASTE WATER PLANT $275.00
Invoice 7414
Cash Payment E 101-45000-402 Janitorial Service COMMUNITY CENTER $20.00
Invoice 7410
Cash Payment E 601-49440-402 Janitorial Service WATER TREATMENT PLANT $200.00
Invoice 7412
Cash Payment E 101-42110-402 Janitorial Service POLICE DEPARTMENT $900.00
Invoice 7413
Cash Payment E 101-41940-402 Janitorial Service CITY HALL $60.00
Invoice 7409
Cash Payment E 101-43100-402 Janitorial Service CLEANING $225.00
Invoice 7411
Cash Payment E 101-45200-402 Janitorial Service CLEANING $225.00
Invoice 7411
Cash Payment E 601-49440-402 Janitorial Service CLEANING $225.00
Invoice 7411
Cash Payment E 602-49490-402 Janitorial Service CLEANING $225.00
Invoice 7411
Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 **Total** $2,505.00

Claim Type

Claim# 9871 *KORMAN SIGNS INC*
Cash Payment E 101-43100-226 Sign Repair Materials PARTS $320.34
Invoice 350769
Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $320.34

Claim Type

Claim# 9886 *KRIS ENGINEERING, INC.*
Cash Payment E 101-43100-218 Equipment Repair & Maint SHOCK BLADE $1,577.50
Invoice 34670
Cash Payment E 101-45200-218 Equipment Repair & Maint SHOCK BLADE $1,577.50
Invoice 34670
Transaction Date 3/18/2021 Due 4/17/2021 CASH 10100 **Total** $3,155.00

Claim Type

Claim# 10012 *LAW ENFORCEMENT LABOR SVC*
Cash Payment G 101-21707 Union Dues UNION DUES $571.50
Invoice .0421

April 2021

Cash Payment G 101-21707 Union Dues UNION DUES $63.50
Invoice .042021
Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 Total $635.00

Claim Type
Claim# 10015 *MCDONALD DIST CO.*

Cash Payment	E 609-49751-252 Beer For Resale		-$394.00
Invoice 573640			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$3,794.36
Invoice 572625			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$118.50
Invoice 572693			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$7,867.35
Invoice 571837			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$58.80
Invoice 571856			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$25.10
Invoice 572627			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$9,210.05
Invoice 573609			
Cash Payment	E 609-49751-255 N/A Products	N/A	$135.80
Invoice 573609			

Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 Total $20,411.16

Claim Type
Claim# 10016 *MIDCONTINENT COMMUNICATION*
Cash Payment E 609-49750-321 Telephone TELEPHONE $79.23
Invoice 13331300111881
Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 Total $79.23

Claim Type
Claim# 9952 *MN NCPERS LIFE INSURANCE*
Cash Payment G 101-21713 MN Life MARCH INSURANCE $96.00
Invoice 733400042021
Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 Total $96.00

Claim Type
Claim# 10017 *MN POLLUTION CONTROL AGENC*
Cash Payment E 602-49490-434 Permit Fees WATER PERMIT ANNUAL FEES $1,450.00
Invoice 10000117931
Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 Total $1,450.00

Claim Type
Claim# 9874 *NORTH METRO TREE SERVICE IN*
Cash Payment E 101-43100-311 Contract TREE REMOVAL $2,450.00
Invoice 2021.01
Cash Payment E 101-43100-311 Contract TREE REMOVAL $2,150.00
Invoice 2021.02
Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 Total $4,600.00

Claim Type
Claim# 9970 *NORTHERN AIR CORPORATION*
Cash Payment E 101-41940-401 Repairs/Maint Buildings INSTSALL TOUCHLESS FIXTURES $4,149.00
Invoice 182412
Transaction Date 3/24/2021 Due 4/23/2021 CASH 10100 Total $4,149.00

CITY OF ST FRANCIS

*Claim Register©

AP 04-05-2021

April 2021

Claim Type

Claim# 9953 *NORTHLAND OCCUPATIONAL HEA*

Cash Payment	E 101-42210-305 Medical & Testing Fees	TESTING	$20.00
Invoice 9988			
Cash Payment	E 101-42210-305 Medical & Testing Fees	TESTING	$455.00
Invoice 9826			
Cash Payment	E 101-42210-305 Medical & Testing Fees	TESTING	$530.00
Invoice 10006			

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $1,005.00

Claim Type

Claim# 9954 *OPUS 21*

Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING	$1,407.70
Invoice 210266			
Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING	$1,407.71
Invoice 210266			

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $2,815.41

Claim Type

Claim# 9955 *PAUSTIS WINE COMPANY*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.50
Invoice 120277			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$240.00
Invoice 120277			

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $244.50

Claim Type

Claim# 9878 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$25.12
Invoice 6171838			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$33.24
Invoice 6171837			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$18.84
Invoice 6179052			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$20.41
Invoice 6175530			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$125.60
Invoice 6179051			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,510.58
Invoice 6171837			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$504.00
Invoice 6179052			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,863.50
Invoice 6175530			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$1,106.25
Invoice 6171838			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$6,573.25
Invoice 6179051			

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $12,780.79

Claim Type

Claim# 9885 *PLANT & FLANGED EQUIPMENT LL*

Cash Payment	E 602-49490-229 Project Repair & Maintena	SERVICES	$2,327.04
Invoice 0078699-IN			

Transaction Date 3/17/2021 Due 4/16/2021 CASH 10100 **Total** $2,327.04

Claim Type

Claim# 10020 *RJM DISTRIBUTING INC.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$129.90
Invoice IND022956			

Transaction Date 3/31/2021 Due 4/30/2021 CASH 10100 **Total** $129.90

Claim Type

Claim# 9957 *ROYAL SUPPLY*

Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES	$342.86
Invoice 1698			
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES	$171.43
Invoice 1698			
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES	$85.72
Invoice 1698			
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES	$85.72
Invoice 1698			
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES	$85.72
Invoice 1698			
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES	$85.71
Invoice 1698			

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $857.16

Claim Type

Claim# 9960 *SHI INTERNATIONAL CORP*

Cash Payment	E 601-49440-200 Office Supplies	ADOBE LICENSE	$38.00
Invoice B13164360			
Cash Payment	E 402-41400-560 Computers	COMPUTER WARRANTY	$71.00
Invoice B13149980			
Cash Payment	E 402-41400-560 Computers	COMPUTER	$1,382.00
Invoice B13144014			

Transaction Date 3/23/2021 Due 4/22/2021 CASH 10100 **Total** $1,491.00

Claim Type

Claim# 9962 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$1.28
Invoice 2058828			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$8.96
Invoice 2056267			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$38.40
Invoice 2056266			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$3.84
Invoice 2061405			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$30.93
Invoice 2058827			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$22.30
Invoice 2061404			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,123.04
Invoice 2058827			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,820.37
Invoice 2061404			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$136.00
Invoice 2058828			

Cash Payment	E 609-49751-253 Wine For Resale	WINE			$177.00
Invoice 2061405					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$302.55
Invoice 2056267					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$4,448.80
Invoice 2056266					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	Total	$10,113.47

Claim Type

Claim#	10023 *ST. FRANCIS AMBASSADOR PROG*				
Cash Payment	E 101-41110-441 Miscellaneous	STORAGE OF FLOAT AT ANOKA COUNTY FAIR GROUND			$400.00
Invoice 105					
Transaction Date	3/31/2021	Due 4/30/2021 CASH	10100	Total	$400.00

Claim Type

Claim#	9963 *STREICHER S*				
Cash Payment	E 208-42110-210 Operating Supplies	EQUIPMENT			$1,874.13
Invoice I1490400					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	Total	$1,874.13

Claim Type

Claim#	9964 *SUN LIFE FINANCIAL*				
Cash Payment	E 101-41400-130 Employer Paid Insurance	INSURANCE			$291.19
Invoice .032021					
Cash Payment	E 101-41500-130 Employer Paid Insurance	INSURANCE			$150.70
Invoice .032021					
Cash Payment	E 101-41910-130 Employer Paid Insurance	INSURANCE			$81.67
Invoice .032021					
Cash Payment	E 101-42110-130 Employer Paid Insurance	INSURANCE			$989.10
Invoice .032021					
Cash Payment	E 101-42210-130 Employer Paid Insurance	INSURANCE			$78.28
Invoice .032021					
Cash Payment	E 101-42400-130 Employer Paid Insurance	INSURANCE			$76.33
Invoice .032021					
Cash Payment	E 101-43100-130 Employer Paid Insurance	INSURANCE			$182.40
Invoice .032021					
Cash Payment	E 101-43210-130 Employer Paid Insurance	INSURANCE			$40.53
Invoice .032021					
Cash Payment	E 101-45200-130 Employer Paid Insurance	INSURANCE			$182.40
Invoice .032021					
Cash Payment	E 601-49440-130 Employer Paid Insurance	INSURANCE			$134.52
Invoice .032021					
Cash Payment	E 602-49490-130 Employer Paid Insurance	INSURANCE			$134.51
Invoice .032021					
Cash Payment	E 609-49750-130 Employer Paid Insurance	INSURANCE			$142.95
Invoice .032021					
Transaction Date	3/23/2021	Due 4/22/2021 CASH	10100	Total	$2,484.58

Claim Type

Claim#	9983 *THE AMERICAN BOTTLING COMPA*				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.			$268.51
Invoice 3562320425					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.			-$1.09
Invoice 3562320426					

Transaction Date	3/30/2021	Due 4/29/2021	CASH	10100	**Total**	$267.42

Claim Type

Claim# 9971 *TJ ASSOCIATES*

Cash Payment	E 101-42110-308 Community Education	STICKERS	$83.00
Invoice 235582			

Transaction Date	3/24/2021	Due 4/23/2021	CASH	10100	**Total**	$83.00

Claim Type

Claim# 9881 *TOTAL CONTROL SYSTEMS, INC.*

Cash Payment	E 601-49440-229 Project Repair & Maintena	TRANSDUCER	$760.00
Invoice 9486			
Cash Payment	E 602-49490-229 Project Repair & Maintena	TRANSDUCER	$760.00
Invoice 9486			

Transaction Date	3/17/2021	Due 4/16/2021	CASH	10100	**Total**	$1,520.00

Claim Type

Claim# 9965 *WIDA, JENNIFER*

Cash Payment	E 101-41400-200 Office Supplies	NOTARY STAMP REIMBURSEMENT	$27.35
Invoice .0321			

Transaction Date	3/23/2021	Due 4/22/2021	CASH	10100	**Total**	$27.35

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$221,058.63
Total	$221,058.63

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
DATE:	March 31, 2021
SUBJECT:	Concept Plan – Green Valley Subdivision
APPLICANT:	Green Valley Development (Terry Buchanan)
LOCATION:	South of Ambassador Blvd and east of Nacre St (PIDs: 27-34-25-44-0004; 27-34-25-43-0002; 34-34-25-11-0001; 34-34-25-14-0001; and 34-34-25-13-0001)
MEETING DATE:	April 5, 2021
COMP PLAN:	Agriculture
ZONING:	A-2, Rural Estate Agriculture

OVERVIEW

Terry Buchanan of Green Valley Development has submitted an application to solicit input on a proposed concept for the development of 14 single-family lots and a public road on a 145-acre site located south of Ambassador Blvd and east of Nacre Street. Features of the proposed PUD include:

- The residential lots are clustered closer to Ambassador, which reduces the amount of infrastructure on the site and preserves the wetland and woodland areas of the site.
- The proposed public street would provide access to all of the lots, and is located to provide the opportunity for extension in the future.
- The northern 25 acres of this site are used for agriculture, while the remaining southern portion of the site is heavily wooded and contains a large wetland. The applicant is proposing to place an 80-acre conservation easement over the southern 80 acres to preserve the natural resources on the site.

Anticipated land use actions for this project include rezoning to a PUD and preliminary and final plats.

PLANNING COMMISSION

The Planning Commission reviewed the concept plan at their March 17, 2021 meeting. Overall, Commissioners were supportive of the concept. Commissioners appreciated that the housing units were clustered closer to Ambassador Blvd in order to preserve the natural resources on the southern end of the site. No action was being sought for this concept plan, therefore the Planning Commission provided feedback to the applicant but did not take any action.

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

ACTION

The City Council is requested to provide feedback to the applicant on the proposed concept. Comments shared are not binding on the City nor do they constitute official assurances or representations of the City on future approvals.

ATTACHMENTS

- March 17, 2021 Planning Commission Packet

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

PLANNING REPORT

TO:	City of St. Francis Planning Commission
FROM:	Beth Richmond, Consulting Planner
DATE:	March 10, 2021
SUBJECT:	Concept Plan
APPLICANT:	Terry Buchanan (Green Valley Development)
LOCATION:	South of Ambassador Blvd and east of Nacre St (PIDs: 27-34-25-44-0004; 27-34-25-43-0002; 34-34-25-11-0001; 34-34-25-14-0001; and 34-34-25-13-0001)
MEETING DATE:	March 17, 2021
COMP PLAN:	Agriculture
ZONING:	A-2, Rural Estate Agriculture

OVERVIEW

Terry Buchanan of Green Valley Development has submitted an application to solicit input on a proposed concept for the development of 14 single-family lots on a 145-acre site located south of Ambassador Blvd and east of Nacre Street. The northern 25 acres of this site are used for agriculture, while the remaining southern portion of the site is heavily wooded and contains a large wetland.

Anticipated land use actions for this project include rezoning to a PUD and preliminary and final plats. Input is being sought from the Planning Commission and the City Council on the proposed concept prior to the preparation of application materials.

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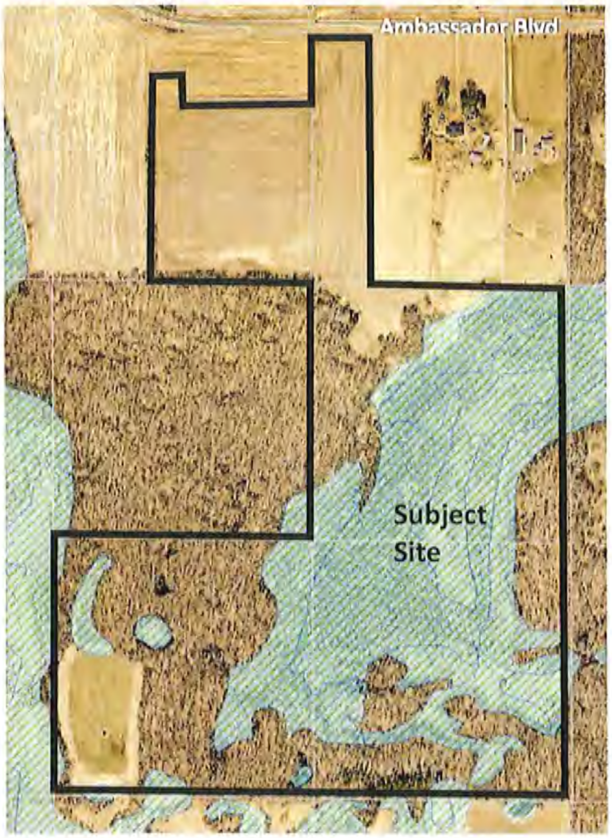


ANALYSIS OF PROPOSED CONCEPT

Comprehensive Plan

This land is currently guided for Agricultural use by the 2040 Comprehensive Plan. This land use designation is intended for agricultural and single-family detached residential uses with a maximum residential density of 1 unit per 10 acres. The submitted concept shows 14 units on 145 acres, meeting the density requirement established in the Comprehensive Plan. The density and uses proposed in the sketch plan are compatible with the Agricultural land use category.

Zoning/Lot Dimensions/Setbacks

The land is currently zoned A-2 Rural Estate Agriculture. The applicant is requesting to rezone this area to a Planned Unit Development (PUD). The PUD tool is used to allow for flexibility in developments in exchange for high-quality, creative design, the preservation of unique or high quality natural features, the creation of a variety of life-cycle housing options, or other, similar public benefits. In this case, the applicant is proposing smaller lots closer to Ambassador Blvd in order to preserve a large wetland and open space area in the southern portion of the site.

This PUD would be based off of the zoning requirements found in the A-2 District. Flexibility with the PUD is being requested for the following standards:

Standard	Proposed
Minimum lot area =	Lot areas range from 1.82

10 acres	acres to 90.78 acres.
Minimum lot width = 300 ft.	Lot widths range from 175 – 300 ft.

Lot 9 is shown to be a flag lot, which is defined as "A lot without the required full lot width on a public roadway and with access to the public roadway provided to the bulk of the lot by means of a narrow strip or private easement." Flag lots are not permitted within the City. Staff suggests that the applicant revise the plans for future submittals to eliminate the flag lot, perhaps by combining Lots 8 and 9 into a single lot.

On future plans, the applicant should specify the front, side, and rear setbacks for each lot. Structures within PUDs are required to have a building separation of no less than 12 feet and be set back from the curb no less than 15 feet.

Access & Streets
The site has frontage on Ambassador Blvd. As part of this concept, a street would be created running south from Ambassador which would provide access to each of the lots in the concept plan. This street is proposed to be located directly across from the driveway on the north side of Ambassador, which is planned to become a street in the future. Staff supports the proposed location of the street. Because Ambassador Blvd is a county road, review of this subdivision by the Anoka County Highway Department will be required with any future submittals.

The proposed street is planned to run directly south from Ambassador Blvd, ending in a cul-de-sac. This street would be considered a temporary dead-end street, because the applicant has located the street in a location which would make it possible for the street to continue westward in the future, serving the currently undeveloped parcel(s) to the west. The parcels to the west of the subject site are surrounded by wetlands, and the proposed street would make it possible to provide access to these areas. The ROW for the westward expansion of the street is shown to be provided entirely by the western parcel, as the proposed lots within the Green Valley development does not directly benefit from the addition of a road to the west. Temporary dead-end streets in the Rural Service Area are permitted to be up to 1,500 feet long, and may serve no more than 16 residential units. The proposed temporary dead-end street is roughly 1,300 feet long and would serve 14 units, meeting these requirements.

The applicant has provided a 60-foot right-of-way (ROW) for the proposed street which meets the City's requirement for public streets. A cul-de-sac is proposed at the southern end of the street to provide a turnaround for larger vehicles. The maximum allowable cul-de-sac length is 1,000 feet for developments in the Rural Service Area. The cul-de-sac is located roughly 200 feet from the point at which the proposed road would be extended westward in the future, meeting this requirement.

Sidewalk
The City's subdivision code requires that a sidewalk be constructed along at least one side of every public street. No sidewalk is shown in the concept plan. A sidewalk along the proposed public street should be included in future preliminary plans.

Natural Areas & Open Space
A large wetland and wooded, open space area is located in the southern portion of the site and makes up roughly 110 acres, or about 75% of the area included in the site. The PUD for this site was proposed to move the residential development away from these natural areas in order to preserve the wetland

and wooded area, which Staff supports. Protecting the City's natural assets is a guiding policy of the Comprehensive Plan. The applicant is proposing to establish a conservation easement over the southernmost 80 acres of the site, which would preserve this natural area and prevent further residential development. In addition to the 80 acres in the conservation easement, the existing wetland appears to be located across the eastern portion of Lots 5 through 9. In these areas, the existing wetland will be maintained and the appropriate vegetative buffer and structure setback will be enforced. A wetland delineation would be required to be submitted as part of any preliminary plat application.

Homeowners Association (HOA)
PUDs are required by Code to establish a homeowners' association which is responsible for the maintenance of all elements of common ownership within the PUD. The responsibilities of the HOA would need to be specified at the time of final plat approval.

Utilities
City utilities are not available in this area of the City. Each lot will be required to have their own individual well and septic systems. A primary and alternate septic system location should be shown for each lot on the preliminary plat, and a geotechnical report should be provided for review by the City Engineer.

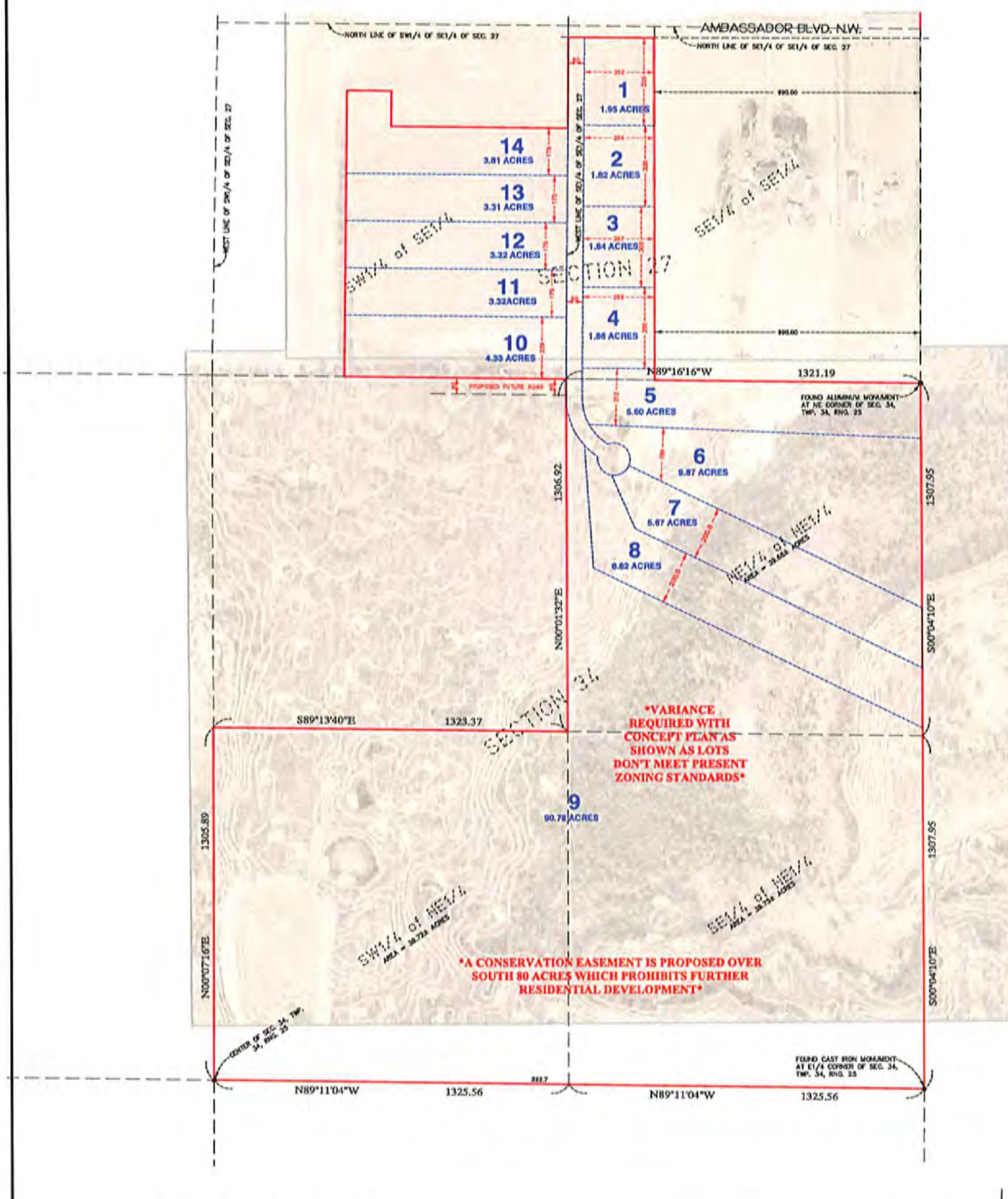
Stormwater
A stormwater management plan with detailed calculations to determine the size and type(s) of stormwater facilities needed would be required with the preliminary plat and roadway plans.

PLANNING COMMISSION ACTION
The Planning Commission is requested to provide feedback to the applicant on the proposed concept. Comments shared are not binding to the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

ATTACHMENTS
- Concept Plan

CONCEPT PLAN ~for~ Green Valley Development LLP

of proposed "GREEN VALLEY PRESERVE SECOND ADDITION"



LEGAL DESCRIPTION

THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER, THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, ALL IN SECTION 34, TOWNSHIP 34, RANGE 25, ANOKA COUNTY, MINNESOTA.

AND

PART OF THE SE1/4 OF SE1/4 AND PART OF SW1/4 OF SE1/4, ALL IN SECTION 27, TOWNSHIP 34, RANGE 25, ANOKA COUNTY, MINNESOTA.

GRAPHIC SCALE

(IN FEET)
1 inch = 200 ft.

NOTES

- BEARINGS SHOWN ARE BASED ON ANOKA COUNTY COORDINATE SYSTEM.
- This sketch was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.

NORTH

I hereby certify that this sketch, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

prel 03/03/2021

ERIC R. VICKARYOUS

Date: XYZ. 2021 Reg. No. 44125

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Serving Twin Cities Metro area and beyond
763-458-2997 acrelandsurvey@gmail.com

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JOB #21022

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
DATE:	March 31, 2021
SUBJECT:	Concept Plan – Vista Prairie at St. Francis
APPLICANT:	EDI (Scott Black)
LOCATION:	23465 St. Francis Blvd
MEETING DATE:	April 5, 2021
COMP PLAN:	Business Park/Light Industrial; Medium Density Residential
ZONING:	B-2, General Commercial; B-3 Business Park

OVERVIEW

Scott Black with EDI has submitted an application to solicit input on a proposed concept for the development of a 120-unit senior residential development including assisted living, memory care, and hospice suites located on vacant land between Hwy 47 and Ambassador Boulevard north of 233rd Ave. The concept provides a range of housing types, from assisted living to memory care and care suites. The proposed 2-story building would have access onto Ambassador Boulevard.

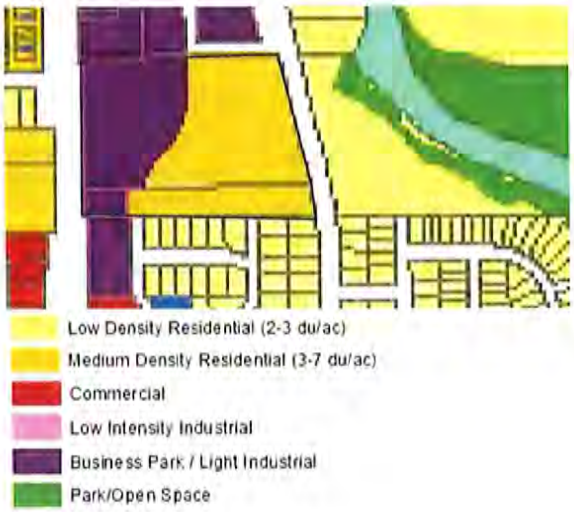
Anticipated land use actions for this project include an administrative subdivision, Comprehensive Plan amendment, rezoning, and preliminary and final plats.

PLANNING COMMISSION

The Planning Commission reviewed the concept plan at their March 17, 2021 meeting. Following the presentation by Staff, the Planning Commission discussed the following items in greater detail:

- **West Side –** The land between Hwy 47 and Ambassador is currently split into different land use categories and zoning districts based on a logical future street connection from Zea Street NW to Aztec Street NW (see image below). The portion of the site closer to Ambassador is guided and zoned for residential use, while the portion of the site closer to Hwy 47 is planned and zoned for business park use. Planning Commissioners discussed the applicant's suggestion to change the land use designation for the area along Hwy 47 to allow for residential uses such as townhomes or independent senior living. Commissioners noted that the City does not have a lot of area planned for business park uses, and that if this area were to change to residential use the City may lose opportunities for economic growth.

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



- **Population Served** – Commissioners discussed the target resident and employee population for this project. The applicant discussed that residents of their facilities are usually focused on older adults, but that some facilities do also provide units for adults with disabilities. This mix of units is dependent on the needs of the local population. The applicant noted that employees are typically drawn from within a 30 mile radius of the site. Roughly 40-45 employees are anticipated to be needed for a project of this size. The services provided within the facility would be for residents only and not open to the general public.
- **Pedestrian Connections** – Planning Commissioners were supportive of the proposed loop trail around the senior building and public sidewalk along the future street connection between Zea and Aztec streets. Commissioners discussed their hopes that with the addition of more residents in this area, this project may jumpstart the creation of a trail along Ambassador.

Overall, Commissioners were supportive of the concept of senior housing on the site. No action was being sought for this concept plan, therefore the Planning Commission provided feedback to the applicant but did not take any action.

ACTION

The City Council is requested to provide feedback to the applicant on the proposed concept. Comments shared are not binding on the City nor do they constitute official assurances or representations of the City on future approvals.

ATTACHMENTS

- March 17, 2021 Planning Commission Packet

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

PLANNING REPORT

TO:	City of St. Francis Planning Commission
FROM:	Beth Richmond, Consulting Planner
DATE:	March 10, 2021
SUBJECT:	Sketch Plan – Vista Prairie at St. Francis
APPLICANT:	Scott Black (EDI)
LOCATION:	23465 St. Francis Blvd
MEETING DATE:	March 17, 2021
COMP PLAN:	Business Park/Light Industrial; Medium Density Residential
ZONING:	B-2, General Commercial; B-3 Business Park

OVERVIEW

Scott Black with EDI has submitted an application to solicit input on a proposed concept for the development of a 120-unit senior residential development including assisted living, memory care, and hospice suites located on vacant land between Hwy 47 and Ambassador Boulevard north of 233rd Ave.

Anticipated land use actions for this project include a Comprehensive Plan amendment, rezoning, administrative subdivision, and preliminary and final plats. Input is being sought from the Planning Commission and the City Council on the proposed concept prior to the preparation of application materials.

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

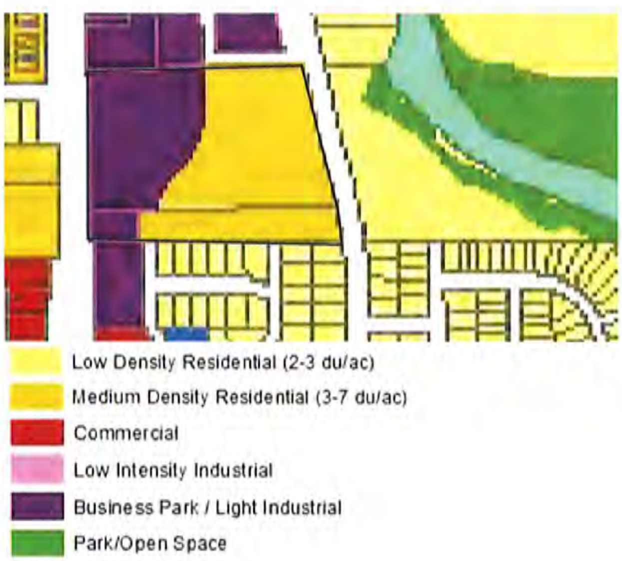
SITE INFORMATION

This site consists of roughly 33 acres and includes land on both sides of Ambassador Blvd. The applicant is only interested in developing the 18 acres west of Ambassador, and would be requesting to split the property along Ambassador Blvd with an administrative subdivision. The land west of Ambassador would then be platted. The portion of the property to be included with this development consists of flat, vacant land. A residential development exists to the south while the City's industrial park is located to the north.

ANALYSIS

Comprehensive Plan

The Comprehensive Plan guides this land for two different land use designations. The portion of the site along Highway 47 is guided for Business Park/Light Industrial use while the portion of the site closer to Ambassador is guided for Medium Density Residential use. The split is based on a logical future street connection from Zea Street NW to Aztec Street NW with residential closer to the river and business park/light industrial fronting on Highway 47.



The proposed development would require a Comprehensive Plan amendment to reguide the area proposed for the senior housing building to Medium/High Density Residential use. Medium/High Density Residential use allows residential development with densities between 7 and 12 units per acre, which is an increase in density over the existing Comprehensive Plan guidance and which would be consistent with the proposed development.

Currently, the developer is showing residential development on the west side of the site to be developed at a future time. This area is currently guided for Business Park/Light Industrial use due to its location along Hwy 47 and adjacency to the existing industrial park to the north. Future residential development in this area would be inconsistent with the Comprehensive Plan. The Planning Commission should discuss the future development of the western portion of this site.

Zoning/Lot Dimensions/Setbacks

The property is currently located within two zoning districts: the B-2 General Commercial district and the B-3 Business Park district. In the ongoing zoning code update, this property is proposed to be zoned R-2 Medium Density Detached and Attached Residential and BPK Business Park, following the guidance of the Comprehensive Plan. The developer would be requesting to rezone the property to the new R-3 High Density Residential district as part of this project. The concept appears to meet all of the dimensional requirements for the R-3 district as shown in the table below. Impervious surface in the R-3 district is limited to 50% of the site. Calculations have not been completed at this time to determine the amount of impervious surface proposed for this development.

If flexibility from Code requirements is needed or desired, the developer could also request to create a Planned Unit Development for this project based on the R-3 district.

	Concept	**R-3 District**
Minimum Lot Area	588,060 sq. ft. (4,900 sq. ft. per unit)	2,000 sq. ft. per unit
Lot Width	805 ft.	100 ft.
Front Setback	~100 ft.	30 ft.
Side Setback	~50 ft.	10 ft. living space 5 ft. garage
Setback from R-1 and R-2 Districts	~50ft.	50 ft.
Maximum Height	2 stories	4 stories or 50 ft.
Maximum Impervious Surface Coverage	**Unknown**	50%

Efficiency units may make up no more than 30% of the total number of units within a senior housing project. The unit sizes for the proposed units should meet the requirements listed in Code:

Unit Type	Required
Efficiency	440 sq. ft.
1-Bedroom	520 sq. ft.
More than 1-Bedroom	An additional 80 ft. for each additional bedroom
Number of Efficiency Units	No more than 30% of total development

Streets

While the property currently has access onto Highway 47, it is likely that this access would be removed by MnDOT with any development of the site. Instead, the concept proposes an access onto Ambassador Blvd, which is supported by Staff. Ambassador Blvd is a County road, so review and approval of the project by the Anoka County Highway Department will be needed.

A secondary access is proposed to connect to Aztec Street in the southwest. This would mainly be used for deliveries, etc. Staff strongly recommends the continuation of Aztec Street up to Zea Street with any development of this property.

The driveway shown in the concept provides a turnaround for emergency vehicles and drop-off opportunities, which is supported by Staff. An access route is proposed around the entire building for emergency vehicle use.

Parking

The concept plan proposed roughly 84 total parking spaces, with 40 underground stalls and 44 above-ground stalls. As shown in the table below, this meets the amount of parking required by Code.

Unit Type	Parking Requirement	Spaces Required
Assisted Living	0.5 spaces per unit	45
Memory Care	1 space per 6 beds, plus 1 space per employee on maximum work shift.	5+
Total Spaces	**Total spaces proposed: 84**	**50+**

Stormwater

The concept plan shows areas to be used for stormwater in the northeast and southeast corners of the site. A detailed stormwater management plan will be needed at the time of preliminary plat.

Open Space

12% of the lot area for long-term care facilities is required to be developed as designed outdoor recreation space. The concept plan shows a loop trail around the building, a memory care courtyard, and an outdoor pavilion with green space. It is likely that the required amount of open space has been provided; however, final calculations showing that this requirement is met will be required as part of any preliminary plat submittal.

Pedestrian Connections

Sidewalks are required along one side of all residential streets in the City. A sidewalk would be required along the street connection between Aztec Street and Zea Street. Staff is supportive of the paved trail for residents provided around the senior building.

Staff suggests the applicant consider the pedestrian connections that can be made within the site as well as connections to the network of sidewalks and trails, both future and existing, outside of the property boundaries.

PLANNING COMMISSION ACTION

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. Comments shared are not binding to the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

ATTACHMENTS

- Concept Plan

POPE ARCHITECTS

Vista Prairie - St. Francis Senior Living

ST. FRANCIS, MINNESOTA

2-12-2021 | COMM# 83771-20130

VISTAPRAIRIE COMMUNITIES

EDI

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
SUBJECT:	Zoning Code Update – Zoning Map Adoption
MEETING DATE:	April 5, 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 attached.

Planning Commission Meetings

The Planning Commission reviewed the proposed zoning map at their meetings on February 17, 2021 and March 17, 2021. A public hearing was held at the February 17, 2021 Planning Commission meeting. A number of property owners attended the public hearing and voiced questions and concerns in regards to the zoning map update. Due to the number of outstanding questions from members of the public, the Planning Commission closed the public hearing and tabled discussion of the zoning map update until the next meeting to give property owners additional time to talk with Staff.

At the March 17, 2021 meeting, the Planning Commission reviewed the proposed map. Staff discussed the five remaining properties that had outstanding concerns about the proposed rezoning and provided zoning recommendations for each. Commissioners appreciated the extra time given to members of the public between the February and March meetings to discuss their questions and concerns with Staff, and were supportive of the changes recommended by Staff as a result of those conversations. These changes included:

- Changing the proposed zoning for PINs 28-34-24-32-0004 and 28-34-24-33-0001 from R-2 and R-3 to UR
- Changing the proposed zoning for 23543 DeGardner Circle from R-1 to R-3.

After discussion, the Planning Commission recommended approval of the zoning map by a vote of 6-1.

Timeline

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

April 5th – 1st Reading
April 19th – 2nd Reading
April 23rd – Publish for Comment
May 23rd – Effective

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

Action

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

Suggested Motion: *"Move to approve Ordinance No. 270 Second Series repealing and replacing the existing City Zoning Map."*

Attachments

- Draft Ordinance
- Draft Zoning Map

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, 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 ___ DAY OF APRIL, 2021.

APPROVED:

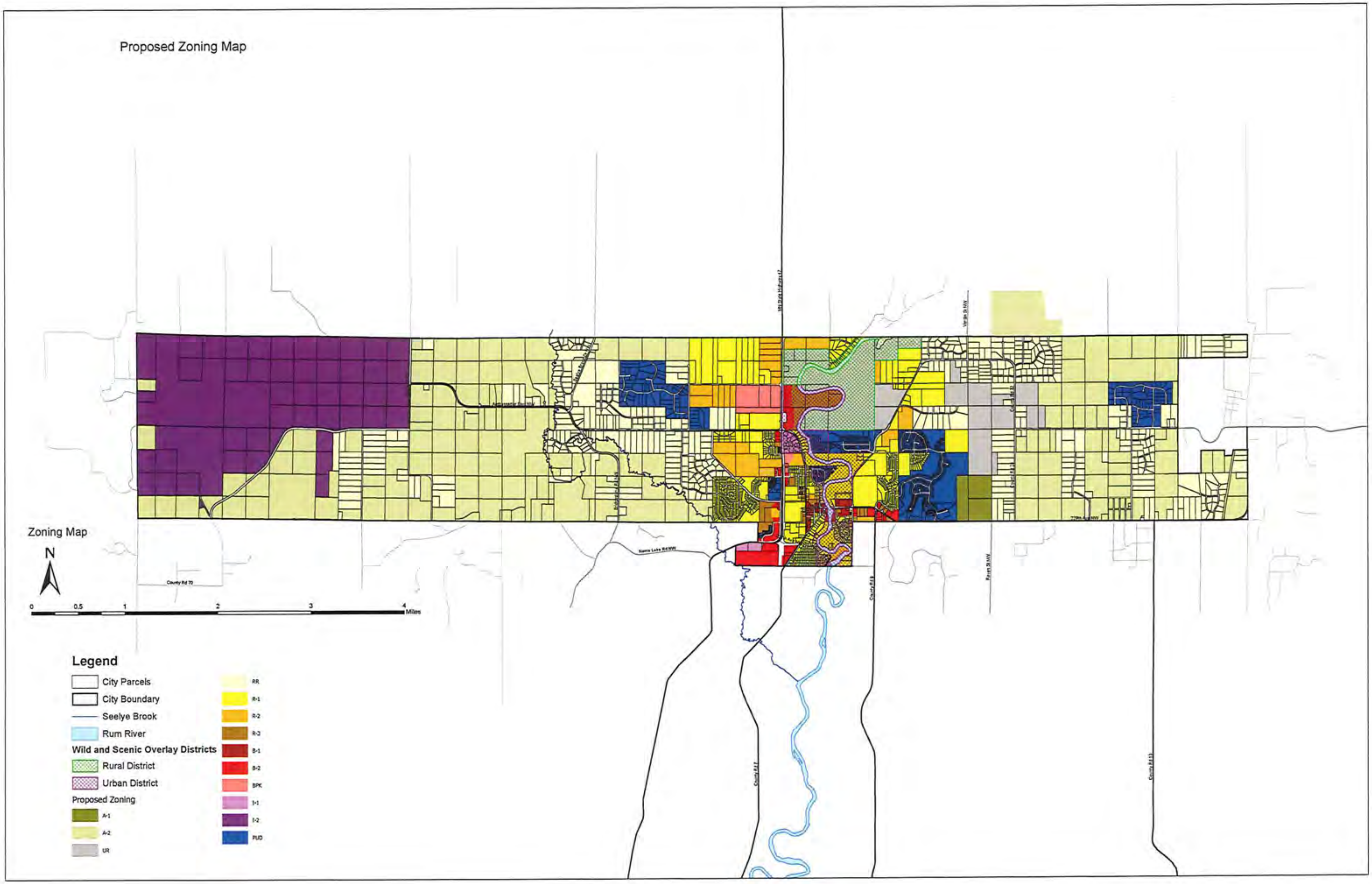
____
Steven D. Feldman, Mayor

ATTEST:

____
Jenni Wida, Deputy City Clerk

EXHIBIT A

City Zoning Map – to be inserted


Proposed Zoning Map
Zoning Map
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2
3
4
Miles
Legend
City Parcels
City Boundary
Seelye Brook
Rum River
Wild and Scenic Overlay Districts
Rural District
Urban District
Proposed Zoning
A-1
A-2
UR
RR
R-1
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R-3
B-1
B-2
BPK
I-1
I-2
PUD

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Code Enforcement Requested Extensions

DATE: 04/05/2021

OVERVIEW

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property owner in writing. If an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

A property owner has come forward, for the second time, requesting an extension beyond the 30 days as set by City Code.

ITEMS TO BE DICUSSED:

Property: 237xx Nightengale – *Cited for: Parking in the yard and Inoperable vehicles*

Property owner is requesting an extension to address the issues of: September 1, 2021.

History: This property requested an extension from Council to address code violations, for this exact same issue, on 01/07/2019. The extension was requested and granted until 08/01/2019 to build a pole barn to store vehicles. As they had cleaned up the over 60 cars in their yard by the 08/01 deadline, they had not built the building. Staff has worked with the property owner over the last couple of years sending them Administrative notices and citations as cars have accumulated and left.

Current: The property owner has been cited again, for inoperable vehicles accumulating on the property. A citation has been sent and staff does not recommend waiving the fine as staff as extensive time into this property. The Citation has triggered a request from the property owner to extend the code enforcement deadline giving them time to

City of St. Francis

build a building. Property owner claims a building will be built in July 2021 and has applied for a building permit.

Council to consider:

- Allowing extension of code violations while building is built with a deadline of 9/1/2021 or sooner **OR**

- Not allowing extension of code violations, having staff continue on administrative citation schedule, as property owner builds accessory building requiring that they address the code violations immediately.

Staff is requesting Council provide direction on course of action and/or approval of the extension.

ATTACHMENTS:

Extension Request

Photos showing concerns pending correction

Abatement Notice

If an owner fails to bring a property into compliance by the compliance date listed and an *Administrative Citation* is issued, the penalty will become due and the City is authorized by City Code to access your property and abate/remedy the violations. The City may hire a contractor to abate the violation(s) noted on the *Administrative Citation* without further communication. The penalty, abatement costs, and an administrative assessment fee can then be assessed to your property and collected with property taxes.

If you have additional questions regarding the Administrative Enforcement Program, contact the staff listed on the notification.

Payments

To pay penalty and abatement costs make payment to:

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

received 3/15/21 lms

City of St. Francis

Administrative Enforcement Program

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

Phone: 763-235-2317
Fax: 763-753-9881

The Administrative Enforcement Program

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

Typical procedure

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a *Citation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

How to request an extension

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 23340 Cree Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the compliance date on the *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

How to appeal an *Administrative Citation*

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 23340 Cree Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of $750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

NOTICE OF EXTENSION/ APPEAL

Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.

Administrative Citation Number (if applicable)

____

Property Address: 23725 Nightingale St NW

○ **Appeal**

☒ **Extension request**

(Only check one)

Reason for extension/appeal: Building going up in july asking for exten-- 09/1/2021 all cars will be stored in building once completed

Attach additional pages if needed.
Please attach your written plan of action if an extension is requested.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: [signature]

Print Name: Jason Fritz / Jam Vlacos

Phone Number: 7634520222 **Date:** 3/11/2021

Mailing Address: 23725 Nightingales St NW Saint Francis MN 55070


02/18/2021 09:55


02/18/2021 09:55

City of St. Francis

COUNCIL
AGENDA REPORT
Agenda Item #
9 E

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: City Property

DATE: April 5, 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:

- Approval of Resolution 2021 -12 Declaring Surplus Property for the Disposal of Said Properties
- Ordinance 271 – SS, Approving the Sale of City Owned Real Estate, 1st Reading.

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

RESOLUTION 2021-12

A RESOLUTION DECLARING SURPLUS PROPERTY FOR THE DISPOSAL OF SAID PROPERTIES

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby declares the above described real property as surplus, with the value of property determined to be by fair market value.

BE IT FURTHER RESOLVED that the property shall be offered for public sale in a commercially reasonable manner.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF APRIL 2021.

APPROVED:

ATTEST:

____
Steven D. Feldman, Mayor of St. Francis

____
Joe Kohlmann, City Administrator

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:

Joseph Kohlmann
City Administrator

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9F

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Schedule a Worksession

DATE: April 5th, 2021

OVERVIEW

Staff is looking to schedule a worksession to continue to discuss Bottle Shop Staffing and revisiting the Park discussion.

Staff suggest the week of April 12th.

Recommended Action:

Provide Staff with direction for a time and date for the worksession.