

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

FEBRUARY 1, 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 – January 19, 2021
 - B. City Council Work Session Notes – January 25, 2021
 - C. Accept Resignation of Melinda (Mindy) Michels Effective 01-31-2021 and Authorization to Fill Vacancy
 - D. Resolution 2021-04 Tax Forfeit Property (33-34-24-34-0076) – Anoka County 2020 Classification List Resolution 2020-139
 - E. Bottle Shop Expansion - Authorization to go out for bids
 - F. Ordinance 268, Second Series: Regulating the Residency Location of a Predatory Offender within the City (Second Reading)
 - G. Payment of Claims
 - H. Application for FEMA Assistance to Firefighters Grant (AFG)
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Zoning Code Updates Chapters 10 and 11 - Ord 269, Second Series (First Reading)
 - B. Fire Department Pay Discussion
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –
 - 1) Fire Department 2020 Annual Report
 - 2) Bottle Shop 2020 Annual Report
 - 3) Public Works Departments 2020 Annual Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Feb 3 Charter Commission Meeting – 5:30 pm, Zoom meeting
 - Feb 15 City Offices Closed in Observance of Presidents Day Holiday
 - Feb 16 City Council Meeting – 6:00 pm, Zoom meeting
 - Feb 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting
 - Mar 1 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-279>

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

**CITY COUNCIL MINUTES
TUESDAY, JANUARY 19, 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: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer and Robert Bauer. Council member Sarah Udvig excused.

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

3. APPROVAL OF AGENDA

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Bauer, Muehlbauer, Robinson and Feldman.

Nays: None

Motion carried 4-0.

4. CONSENT AGENDA

- A. City Council Minutes – January 4, 202
- B. City Council Work Session Notes – January 11, 2021
- C. URRWMO – Ratify 2022 Budget
- D. Planning Commission Appointments – Liz Fairbanks, Dustin Pavak & 1. Deborah Humann
- E. Deferral of Special Assessment-Resolution 2021-03
- F. Rental License Approvals
- G. Accept Resignation of Kristine Windhauser Effective 02-07-2021 and Authorization to Fill Vacancy
- H. Ordinance 268, Second Series: Regulating the Residency Location of a Predatory Offender within the City (First Reading)
- I. Public Works moving from Union Pay Grades to Non-Union Grades plus miscellaneous Personnel Policy amendments.
- J. Payment of Claims \$1,790,105.67 (ACH 304e-307e \$1,479,864.74 Checks #'s 77016 & 78582-78657 \$310,240.93)

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA ITEMS A - J.

Ayes: Robinson, Muehlbauer, Bauer, and Feldman.

Nays: None

Motion carried 4-0.

Bauer asked Liquor Store Manager about filling the position. Liquor Store Manager John Schmidt said he would like to hire 2-3 part timers with construction this year plus he received another resignation just today. City Administrator Joe Kohlmann said we will leave it up to the liquor store manager on how many they will need. Plus the store construction will be addressed at a meeting/work session soon.

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. Hearing none the council continued.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **COVID Update**

City Administrator Joe Kohlmann gave an update on COVID-19. Kohlmann stated staff reviewed the latest Executive Order by Governor Walz. As Kohlmann noted in his report The United States just reported the highest daily death count from COVID-10 on January 12th with 4,327 – according to John Hopkins University. The five highest tallies for daily infections and deaths have all occurred in 2021.

Under the latest order 7(a) Continue to work from home whenever possible. Any worker who can work from home must do so.

It also references "Places of Public Accommodation permitted to be open. Provided those Places of Public Accommodation follow the requirements and limitations set forth in this Executive Order.

There have been request for the Community Center to reopen and with this Executive Order it is permissible. We could reopen the Community Center as long as they sign the waiver that was created and adhere to guidelines in the Executive Order. After discussion on how the key situation would be handled when room is rented out it was general consensus to reopen the Community Center making sure they sign the waiver and follow the Executive Order guidelines plus keep City Offices as we are doing today and re-evaluate this again on March 15th.

B. **Schedule a Work Session**

City Administrator Joe Kohlmann reported staff is requesting a work session to include Fire Department discussion, MnDOT and other possible items that may come up in the meantime. Kohlmann asked if Monday, January 25th worked for the council. After

discussion the council agreed upon holding the Work Session on Monday, January 25 via Zoom and to start at 5:30 pm.

C. Set up Personnel Committee

Kohlmann stated staff is bringing forward the consideration to create a Personnel Committee. Routine personnel matters could be discussed at the committee level with a forwarded recommendation on to the City Council for their action. Kohlmann stated in order to streamline process and potentially remove some steps, it could be a simple as making the Finance Committee also the Personnel Committee. A number of personnel issues the committee would be reviewing would likely be related to financial matters. Council agree unanimously to have the Finance Committee also be the Personnel Committee.

MOTION BY BAUER SECOND MUEHLBAUER TO ESTABLISH A PERSONNEL COMMITTEE.

Ayes: Feldman, Robinson, Muehlbauer, and Bauer.

Nays: None

Motion carried 4-0.

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-December 2020

Public Works Director Jason Windingstad wanted to give several updates before he addressed him monthly reports. Staff is still working on the MPCA Report and will be brought to the council at a future meeting. Fiber optics was run to the Bottle Shop and water tower. Had a couple items to still address at the Bottle Shop but that should be completed soon. Metro I-net had to change out/update a couple items. Regarding the sledding hill and the parking issues. A JPA between Oak Grove and St. Francis for this park was found by staff and now the parking lot is being plowed and even received some emails from the neighbors in the area thanking us. Windingstad then discussed the monthly reports for each department.

Council thanked Windingstad and staff for the great report and to keep up the good work.

2) Police Department 2020 Annual Report

Police Chief Todd Schwieger stated the police department will soon be adding to the website Community Crime Mapping. Chief Schwieger then went on to give a summary of the Police Department 2020 Annual Report. This report was also included in the packet.

The council thanked Chief Schwieger for the great report and being community orientated department. Council thanked the entire department and appreciate all they do.

3) Comm Development 2020 Annual Report

Community Development Director Kate Thunstrom gave a summary of the Community Development 2020 Annual Report along with recent updates. This report was also included in the packet.

The council thanked Thunstrom for the great report and like the direction the city is going on with all the different projects.

B. Councilmember Reports -

Bauer-apologized for missing the last meeting. Now have new work hours.

Robinson – appreciates the openness in the work session we have and like to welcome the two new members to the Planning Commission.

Muehlbauer – reported he will be working out of State starting next Sunday through maybe mid-March. I will keep up on items. If I have questions I will contact Kohlmann or Mayor Feldman.

Feldman – proud of how staff and council work together. We are on the right path, working and doing good things in the City. Just a couple miscellaneous items; looking in the easement on the Zimmerman property with the engineers, Randy Dressen resigned from the Charter Commission, thanked EDA on the good job this did this year and was pleased regarding the rezoning of the Meridian property. Council and staff put in a lot of hard work. We have learned from past mistakes. Stay healthy and safe.

C. Upcoming Events -

Jan 20 Planning Commission Meeting - 7:00 pm, Zoom meeting

Feb 1 City Council Meeting – 6:00 pm, Zoom meeting

Feb 16 City Offices Closed in Observance of Presidents Day Holiday

Feb 17 City Council Meeting – 6:00 pm, Zoom meeting

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:26 pm.

Barbara I. Held, City Clerk

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

**CITY COUNCIL WORK SESSION NOTES
JANUARY 25, 2021
5:30 PM**

1. Call Meeting to Order
The Work Session via Zoom was called to order at 5:35 pm by Mayor Steve Feldman.
2. Roll Call: Present were Mayor Steve Feldman, Council members Kevin Robinson, Robert Bauer and Sarah Udvig. Joe Muehlbauer excused. Also present were City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom.
3. Fire Department
Kohlmann stated before you tonight is a continuation of the discussion you had at the last couple work sessions. As noted in the Work Session packet; The City signed a Fire Management Service Contract with the City of Nowthen that will result in revenue of \$75,069; \$77,322; and \$79,641 or \$232,032 over three years. The City of Nowthen will only be paying the City of St. Francis directly for Fire Management Services. With the addition of this contract it is anticipated that roughly 20 hours per week would be with Nowthen. Staff reviewed the Fire Chief's job description and assessed the additional role of the Assistant Fire Chief. With that, there is support for reassessing each position's salary. Staff's assessment, based on the city's pay guide, was that an increase in \$6,986 for the Fire Chief is supportable. Due to the increased time for the Assistant Chief, assuming paid per call is removed, an increase of about \$8,800 could be supported. These adjustments would make their salaries \$99,902 and \$17,500 respectively.

Feldman gave some verbal calculations from numbers that took from the packet to the council on his justification of why he wanted this to be revisited. Myself and Sarah (Udvig) thought they were being paid from Nowthen too. But that is not the case. That is why now I am in support of the increase of \$6,986 to the Chief and \$8,000 to the Assistant Chief and not the \$4,000 to each. He then asked each of the councilmembers their thoughts.

Bauer said at the last meeting I thought we were pretty clear. I didn't have any expectations of Nowthen paying them extra money. What are we just going to keep bringing this back up until we agree to pay them the \$6,986 and \$8,000. I thought it was very clear at the last meeting we were only going to go up \$4,000 each and that was it. I can't agree with anything more. You don't have my vote on the increase.

Robinson said it is a commodity. We are selling some labor to another city. It is going to take some extra time. It would have been better to see this information

before hand and know all the anticipated costs of doing business. I am concerned when you are saying 20 hours a week. Is it going to take away from our City. What now the chief is going to be putting in 70 hours instead of 50 hours a week and the assistant chief is going to be putting in 40 hours instead of 20 hours. I really can't go for the full amount. We don't know what the year is going to look like. We don't know what the work load entails, we can anticipate. If we are going to give more I think the chief should get more. What happens after the first year and Nowthen pulls out of the contract. Are you going to pull back the money you are giving them, that probably won't happen. I would like to hear more maybe like 75% or 60% of what is being proposed for the first year and second year we can look at it again after they give us a report of what they did or learn. It's a new adventure.

Feldman said you are putting on the focus on the chief but it involves both the chief and assistant. I think we agreed that the increase would be tied to the contract. If after the first year Nowthen pulls out so do their increases. Feldman said the contract is paying for these increases.

Robinson stated with these additional hours they said it will take are we over taxing the individuals?

Udvig said I do agree with some of the things Robinson said. But the idea of if the contract doesn't work you do take back the raise. It happens with companies, with our household, it happens. To me if it is tied to the contract, it is saying to them if we lose the contract their pay also goes back down. My concerns too is with the amount of hours they may be putting in. I guess I really don't have a problem with the increases because it is coming from the contract amount. But I want them to know if this contract doesn't work out they need to know they are going to lose the extra pay. I believe they both have the knowledge that they think this is something they can take on. But this is a contract if we or Nowthen decide it is not working its gone and so is the pay.

Feldman said again the increase is tied to the contract and we still receive the \$150,000 net that was a concern of Bauer's'. If it is affecting their jobs with St. Francis then we may back out of the contract and they go back to their previous wages. Nowthen and us both have out clauses in the contract. I believe we should pay the right wage to do this job.

Robinson said if our productivity falls in our town I don't think we should continue with the contract. Would like Kohlmann to keep an eye on it and would like a report after six months or for sure after the first year to analyze it.

Bauer said I agree with Robinson, we really don't know what this is going to look like. I don't think we should give the money up front, lets net the extra money the first year and if they are going a good job and Nowthen is happy I wouldn't mind giving them something in the second year. Right now, I just can't get on board.

Discussion continued on the topic. Kohlmann stated this will be on the February 1, 2021 City Council meeting for formal consideration.

4. Highway 47 Meeting

Feldman asked Kohlmann to put this on the agenda. Looks like there would be no way to get a fact to face meeting with MnDOT until June or July. I didn't want to waste the whole summer with not having some kind of direction from MnDOT. I guess we could agree to a Zoom meeting, we need to get on the same page. I would prefer four stops lights, are we going to get that, probably not. But willing to compromise. We need Hwy 47 to be safe and a benefit to St. Francis.

Robinson suggested Sarah (Udvig) should be part of the meeting group. Maybe even invite Superintendent Beth Giese and Bob King. Agree ask for what we really want knowing you may not get it all. I don't think you would be overwhelming them, but it's just good representation. Maybe even the Chamber of Commerce. Good representation. Feldman said Joe Kohlmann also suggesting Representative Kurt Daudt, Senator Michelle Benson and Commissioner Matt Look.

Udvig said in a perfect world it would be better face to face but I agree with the Zoom meeting. We have all been waiting long enough. I really hope our Senator and Representative can make the meeting too, I think it would be helpful. I agree we should go in with what we would want. I think Superintendent Giese would be more than willing to join. I think we should also include our police and fire chiefs. I would be willing to be a part of the group.

Feldman said before we meet with MnDOT we would have to meet as a group so we are all on the same page and go in as a unified force.

Bauer said I think it will be a stand. I would like stop lights and better turn lanes too. I agree to have police and fire at this meeting. There are multiple car accidents on this road. But I think how the lights operated makes a difference too. I would like to sit in and listen.

Feldman said we owe it to our residents. This road is important to us. We need to get this done right.

Bauer said if we do end up with four roundabouts they have to be ones that can service us as we grow. I don't see them bending and putting in lights. Feldman said at the end of the day it has to be workable for us.

Robinson said what is the possibility of litigation if we choose that route. Kohlmann said I think we looked briefly at this some time ago. I think Kate (Thunstrom) and I will put together a plan of all your suggestions tonight and we can explore the legal avenue with Scott (Lepak).

Bauer said one more thing. After all the meetings we had and then they came back and said by the way you have to pay one million dollars. It is a State Highway, I am willing to pay a little or none of it. Feldman said it ended up growing to three-five million.

Kohlmann and Thunstrom will come up with a plan and put together a group for the meeting.

5. Liquor Store Expansion

Kohlmann said I did get a late update this afternoon from Miles of Pearl Architectures with a new updated projected cost that is now \$619,000. The fiber optics was removed because we have already done that portion. The project cost was presented to the council last February.

Feldman said I don't think the fiber optics should have been included in the project cost in the first place. We currently have a cash balance of \$1,960,690 in the Liquor Fund. We have a younger age of residents. Now is the time to expand so we can buy in bulk and have a wine club. If we can get this bidding out early in the year we might get some good bids.

Robinson said he had two questions. It's been a year since we looked at this, where is the setback issue and road entrance modification. Feldman said the building was shifted to be in conformity. Thunstrom said part of that entrance was tied to Hwy 47. It all depends if that intersection is modified or not. Robinson said so did we pay to have the building redesigned? Kohlmann said yes. Robinson thought it is not a show place destination but a good viable money making business for the city. We need to be good stewards of it. I agree with the storage is a problem. We are the only one around and should take advantage of it. Worth moving ahead.

Bauer agree it is a financially undertaking be agree it will pay for itself. Looks good. I am hoping the bidding doesn't blow up in our face.

Feldman said if we bid this out and bids comes back high we will put a timeout on it and wait. We won't spend what we don't have that's what the city has done in the past. We have the fiber optics in now and if we have to wait another year, we can.

Robinson said if the cost comes in too high maybe we do something. The cost I don't believe are going to get any cheaper in the next five years. Maybe we can do it in phases. They definitely need storage. Feldman said he agrees. We will look at it when they come in.

Udvig agreed to move forward with the addition. Even with their hours are adjusted they did well. They consistently kept up the sales during the pandemic. We have waited, now let's put it out there. If the bids come in high, we can adjust. This really does benefit our community. Let's move forward.

Council agreed to put this on the February 1, 2021 City Council meeting agenda.

6. Adjourn
Mayor Feldman adjourned the work session at 7:08 pm.

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Part Time Liquor Store Employee
DATE: 2/1/21

OVERVIEW:

Melinda Michels has turned in her notice of resignation. She has agreed to complete the schedule that is currently out. Her official end date will be 1/31//2021.

ACTION TO BE CONSIDERED:

- **Allow the resignation of part time employee**
- **Deny the resignation of part time employee**

BUDGET IMPLICATION:

There will be no additional budget implications..

Attachments:



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

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Tax Forfeit Property 33-34-24-24-0076
DATE: February 1, 2021

OVERVIEW:

Anoka County approved by Resolution 2020-139 a Classification List for Tax-Forfeited Property in Anoka County. Per Chapter 282.01, Subdivision 1, of the Minnesota Statutes requires that the town board or governing body of a municipality must approve the classification and sale of forfeit parcels that lie within their jurisdiction.

ACTION TO BE CONSIDERED:

Adopt Resolution 2021-04 Approving the Classification and Sale of Tax Forfeit land and staff will complete the additional required paperwork.

BUDGET IMPLICATIONS

This parcel will go back on the tax rolls.

Attachments: Document from Anoka County



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

January 11, 2021

Barb Held, City Clerk
CITY OF ST FRANCIS
23340 Cree Street NW
St. Francis, MN 55070

RE: 2020 Classification List for Tax-Forfeited Property

Dear Ms. Held:

Enclosed you should find the following:

- A. Resolution #2020-139 dated 12/15/2020, classifying certain forfeit lands in Anoka County.
- B. A classification and sale approval form listing the lands classified in Resolution #2020-139 that lie within your jurisdiction, which is to be signed, sealed and returned to the county along with a copy of the motion or resolution of your governing body approving the classification and sale.
- C. A form for the forfeit parcels shown on the list of forfeit lands in your jurisdiction to help us analyze and appraise the parcel. We ask that you complete and return these form(s) to the county.
- D. A verification of special assessments form(s) that is to be completed, signed, sealed and returned to the county.

Chapter 282.01, Subdivision 1, of the Minnesota Statutes requires that the town board or governing body of a municipality must approve the classification and sale of forfeit parcels that lie within their jurisdiction. If disapproval of any parcel is not made within 60 days from the date of this letter, it is deemed that the town board or governing body has approved the classification and sale.

If the town board or governing body desires to acquire any parcel lying within the boundaries of the municipality, it shall, within 60 days of the request for classification and sale approval, file a written application with the county board to withhold the parcel from sale. The county board will then withhold the parcel from sale for six months.

If the town board or governing body fails to acquire the property within the withholding period, the county may offer it for sale upon expiration of the withholding period.

A municipality or township will have to pay maintenance costs incurred by the county (if any) during the six months the property is withheld from public sale, and if the parcel is not offered for public sale after the six-month period.

All parcels on the list are still within the repurchase period. If you desire to acquire any parcels still within the repurchase period, you can file an application which can be acted upon at the appropriate time, assuming the county board does not allow repurchase of the parcel.

If you have any parcels in your packet that are shown as withdrawn under Chapter 282.018, you can apply to acquire them or approve their sale, but a special bill will first have to be passed by the legislature before they could be sold to anyone. That is assuming the Department of Natural Resources (DNR) will support the sale and not require them to remain in public ownership as forfeit land.

We would like to have all the form(s) and paperwork returned to me by March 1, 2021.

Thank you in advance for your assistance. If you have any questions, please do not hesitate to call me at 763-324-1121.

Sincerely,

Kristie Olson
Anoka County Land Commissioner

Enclosures

2020 Classification List
CITY OF ST. FRANCIS

CLUBHSE PONDS GOLF COURSE

33-34-24-34-0076

Abstract

THAT PRT OF LOT 1 BLOCK 1 CLUBHOUSE AT
PONDS GOLF COURSE LYG WLY, NWLY AND SWLY
OF FOL DESC LINE: COM AT SE COR OF SD LOT 1,
TH S 89 DEG 36 MIN 47 SEC W, ASSD BRG, ALG S LINE
OF SD LOT 1, 63.68 FT TO POB OF LINE TO BE DESC,
TH N 03 DEG 58 MIN 30 SEC W, 67.57 FT, TH N 57 DEG
51 MIN 11 SEC W, 138.18 FT, TH N 25 DEG 59 MIN 38
SEC E, 368.75 FT, TH N 58 DEG 51 MIN 46 SEC W 167.67
FT TO NWLY LINE OF SD LOT 1 AND SD LINE THERE
TERM, EX RD SUBJ TO EASE OF REC

State of Minnesota

County of Anoka
State of Minnesota

The Foregoing classification of lands above described lying within the boundaries of the
CITY OF ST. FRANCIS in said County and State is hereby approved.

Dated _____,

Attest: _____

(CLERK)

The CITY COUNCIL of the
CITY OF ST. FRANCIS

BY _____
(MAYOR)

VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF ST. FRANCIS

PIN# 33-34-24-34-0076

DATE OF FORFEITURE: 11/10/2020

Before Forfeiture Amount _____

After Forfeiture Amount _____

Special Assessments Not Previously Certified _____

Watershed District _____

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Jenni Williams 763-324-1109 in the Property Records and Taxation Division.

If your municipality or township has not previously certified special assessments on a forfeit property, you should now certify them to the PROPERTY RECORDS AND TAXATION DIVISION, and enter them on the line, 'Special Assessments Not Previously Certified'.

Improvements before forfeiture should include principal and interest up to the date of forfeiture and all deferred installments of principal.

Improvements after forfeiture should include ONLY THE TOTAL PRINCIPAL AMOUNT. MS 282.01, Subd. 3 requires improvements made after forfeiture to be considered by the County Board in setting the appraised value for sale purposes. The apportionment of proceeds after sale is done in accordance with MS 282.08.

(Seal)

Clerk of Township, Municipality or
Watershed District

Date

PIN# 33-34-24-34-0076

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable?
 - a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)
 - b) Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved?
If it does not comply, please list reason(s) for non-compliance
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one?
3. If your answer to #2 is yes, indicate which parcel on the list.
4. Do you recommend selling this parcel to the abutting landowner?
5. What is the current zoning of the forfeit parcel?
6. Are there any buildings on the parcel?
7. Does the city/township want an easement over the parcel?

Any other information you feel would be useful:

Name of person completing this questionnaire: _____

Title of person completing this questionnaire: _____

Thank you for providing this information. Please return to:

Pamela J. LeBlanc
Land Commissioner
2100 3rd Avenue
Anoka, MN 55303

BOARD OF COUNTY COMMISSIONERS

Anoka County, Minnesota

DATE: December 15, 2020

RESOLUTION #2020-139

OFFERED BY COMMISSIONER: Meisner

2020 TAX-FORFEIT CLASSIFICATION OF NON-CONSERVATION PROPERTY FOR LAND SALE PURPOSES

WHEREAS, the real property described in the attached 2020 Tax-Forfeit Classification List, has forfeited to the state of Minnesota for the failure to pay ad valorem real estate taxes pursuant to provisions Minnesota Statutes, Chapter 279, Chapter 280 and Chapter 281; and,

WHEREAS, Anoka County Board of Commissioners, Anoka County, Minnesota ("County Board"), has determined that it is advisable to sell the real property described in 2020 Tax-Forfeit Classification List; and,

WHEREAS, pursuant to the provisions of Minnesota Statute, Section 282.01, Subdivision 1, the County Board is required to classify all tax-forfeited property as conservation or non-conservation; and,

WHEREAS, the County Board has considered the present use of adjacent lands found in 2020 Tax-Forfeit Classification List, the productivity of the soil, the character of forest or other growth, the accessibility of the lands listed to establish roads, schools, and other public services, and their peculiar suitability or desirability for particular uses; and,

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 282.01, Subdivision 1 (h), if the tax-forfeit property is located within the boundaries of an organized town or incorporated municipality, a classification, reclassification and sale must first be approved by the town board of the town or governing body of the municipality in which the lands are located; and,

WHEREAS, the town board of the town or the governing body of the municipality is considered to have approved the classification or reclassification and sale if the County Board is not notified of the disapproval of the classification or reclassification and sale within 60 days of the date the request for approval was transmitted to the town board of the town or governing body of the municipality; and,

WHEREAS, if the town board or a governing body of a municipality or a park and recreation board in a city of the first-class desires to acquire any parcel lying in the town or municipality, it may file a written request with the County Auditor pursuant to the provisions of Minnesota Statutes, Section 282.01, Subdivision 1a; and,

WHEREAS, upon written request to the County Auditor from a state agency or governmental subdivision of the state, a parcel of unsold tax-forfeited land must be withheld from sale or lease to others for a maximum of six months ("withholding period"); and,

WHEREAS, if the request is from a governmental subdivision of the state, the governmental subdivision must pay the maintenance cost incurred by the county during the period the parcel is withheld; and,

WHEREAS, if a town board, governing body of the municipality or a governmental subdivision wishes to purchase a parcel of tax forfeit property it shall do so during the withholding period; and,

WHEREAS, if the town board, governing body of the municipality or a governmental subdivision fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby classify each parcel shown on the 2020 Tax-Forfeit Classification List as non-conservation and approved for sale, subject to review by the town boards, and governing bodies of municipalities in Anoka County under Minnesota Statutes, section 282.01.

RESOLUTION #2020-139

Page 2

BE IT FURTHER RESOLVED that the Anoka County land commissioner shall forward a copy of this resolution to the town board of any organized township and to the governing body of an incorporated municipality in Anoka County for their review.

BE IT FURTHER RESOLVED that if the town board or governing body of a municipality fails to notify the County Board of the disapproval of a classification and sale of any of the lands described herein within sixty days of the date, the request herein is transmitted to the town board or governing body of a municipality, it will be deemed to have approved the classification and sale.

BE IT FURTHER RESOLVED that if the town board or governing body desires to acquire any parcel lying in the town or municipality under Section 282.01, it shall, within sixty days of the request for classification and sale, file a written application with the County Board to withhold the parcel from public sale for six (6) months.

BE IT FURTHER RESOLVED that if a governmental subdivision files a written application with the County Board to withhold a parcel from public sale for six (6) months, the governmental subdivision shall pay maintenance costs incurred by the county during the six-month period while the property is withheld from public sale, provided the property is not offered for public sale after the six-month period.

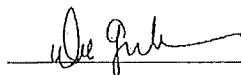
BE IT FURTHER RESOLVED that if the town board or governing body of the municipality fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period.

JKW
ANOKA COUNTY
PROPERTY RECORDS AND
2020 DEC 17 P 1:17

STATE OF MINNESOTA)
COUNTY OF ANOKA) ss

I, Dee Guthman, County Administrator, Anoka County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Anoka County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on December 15, 2020, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 15th day of December 2020.



DEE GUTHMAN
DEPUTY COUNTY ADMINISTRATOR

	<u>YES</u>	<u>NO</u>
DISTRICT #1 -- LOOK	X	
DISTRICT #2 -- BRAASTAD	X	
DISTRICT #3 -- WEST	X	
DISTRICT #4 -- MEISNER	X	
DISTRICT #5 -- GAMACHE	X	
DISTRICT #6 -- REINERT	X	
DISTRICT #7 -- SCHULTE	X	

RESOLUTION #2020-139

Page 3

**2020 CLASSIFICATION LIST
EXHIBIT A**

Tax Parcel Number Description of Property

**CITY OF ANDOVER
Commissioner District 5
UNPLATTED**

29-32-24-42-0008
Abstract THAT PRT OF GOVT LOT 4 SEC 28 TWP 32 RGE 24 DESC AS FOL: COM AT SE COR OF SD GOVT LOT 4, TH N ALG E LINE THEREOF 598.25 FT TO C/L OF S COON CRK DR TH NWLY ALG SD C/L 229.7 FT TH SWLY AT RT ANG TO SD C/L 217.8 FT TO POB TH NWLY AT RT ANG & PRLLW C/L OF S COON CRK DR 400 FT TH SWLY AT RT ANG TO A PT BEING 720 FT NLY AT RT ANG TO S LINE OF SAID GOVT LOT & 722.9 FT W OF THE SE COR THEREOF TH SELY & PRLL TO SD C/L OF S COON CRK DR 400 FT TH NELY AT RT ANG TO POB; EX RD; SUBJ TO EASE OF REC

**CITY OF BLAINE
Commissioner District 8
LUCKOWS PINE VIEW**

24-31-23-14-0104
Abstract OUTLOT A LUCKOWS PINE VIEW; SUBJ TO EASE OF REC

**CITY OF COLUMBIA HEIGHTS
Commissioner District 4
HART LAKE MANOR**

38-30-24-43-0100
Abstract HART LAKE MANOR CITY OF COLUMBIA HEIGHTS W 2 FT OF LOT 3 & ALL OF LOT 4
HART LAKE MANOR

**CITY OF COLUMBUS
Commissioner District 8
UNPLATTED**

24-32-22-22-0003
Abstract THAT PRT OF THE W1/2 OF THE NW1/4 DESC AS FOL: BEG AT THE PT OF INTER OF THE W LINE OF SD NW1/4 WITH OLD SLY R/W LINE OF CSAH NO 23 (AKA LAKE DR NE), TH SLY ALG SD W LINE 800 FT, TH ELY AT RT ANG 920 FT, TH NLY AT RT ANG 423 FT +OR- TO SD SLY R/W LINE, TH NWLY ALG SD SLY R/W LINE 995 FT +OR- TO THE POB; EX RD; SUBJ TO EASE OF REC

**CITY OF EAST BETHEL
Commissioner District 2
UNPLATTED**

33-34-23-31-0010
Abstract THAT PRT OF NE1/4 OF SW1/4 SEC 33 TWP 34 RGE 23 LYG NELY OF CASH NO 28, EX RD SUBJ TO EASE OF REC

**CITY OF FRIDLEY
Commissioner District 4
FRIDLEY PARK**

15-30-24-44-0014
Abstract LOT 7 BLK 18 FRIDLEY PARK, SUBJ TO EASE OF REC

**CITY OF HAM LAKE
Commissioner District 2
UNPLATTED**

34-32-23-21-0006
Abstract THAT PRT OF THE NE1/4 OF THE NW1/4 OF SEC 34-32-23 LYG SLY OF THE SLY R/W LINE OF CO RD NO 116 (AKA BUNKER LAKE BLVD NE); EX RD; SUBJ TO EASE OF REC

**CITY OF LINO LAKES
Commissioner District 6
UNPLATTED**

35-31-22-22-0006
Abstract THAT PRT OF W 395 FT OF NW1/4 OF NW1/4 OF SEC 35 TWP 31 RGE 22 LYG N OF N LINE OF LOT 1 WHITLOCKS SUB, EX RD SUBJ TO EASE OF REC

**CITY OF ST. FRANCIS
Commissioner District 1
CLUBHSE PONDS GOLF COURSE**

33-34-24-34-0076
Abstract THAT PRT OF LOT 1 BLOCK 1 CLUBHOUSE AT PONDS GOLF COURSE LYG WLY, NWLY AND SWLY OF FOL DESC LINE: COM AT SE COR OF SD LOT 1, TH S 89 DEG 38 MIN 47 SEC W, ASSD BRG, ALG S LINE OF SD LOT 1, 83.68 FT TO POB OF LINE TO BE DESC, TH N 03 DEG 68 MIN 30 SEC W, 87.67 FT, TH N 67 DEG 61 MIN 11 SEC W, 139.18 FT, TH N 25 DEG 59 MIN 38 SEC E, 308.75 FT, TH N 68 DEG 51 MIN 48 SEC W 107.67 FT TO NWLY LINE OF SD LOT 1 AND SD LINE THERE TERM, EX RD SUBJ TO EASE OF REC

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

RESOLUTION 2021-04

**A RESOLUTION APPROVING THE CLASSIFICATION AND SALE
OF TAX FORFEIT LAND (33-34-24-34-0076)**

WHEREAS, the Board of County Commissioners of Anoka County, Minnesota, has prepared Resolution #2020-139, which describes lands forfeited to the State of Minnesota pursuant to Chapter 282.01, Subdivision 1 of the Minnesota Statutes, and has determined that it is advisable to sell said land; and

WHEREAS, the City Council of St. Francis, Anoka County, Minnesota, has reviewed said list of forfeited lands and finds that the City of St. Francis does not wish to acquire any portion of this land.

NOW THEREFORE, BE IT RESOLVED that the land on the 2020-Classification List which is within the City of St. Francis be approved for the sale of tax forfeit land.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1st DAY OF FEBRUARY, 2021.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

City Council
AGENDA REPORT
Agenda Item #
4 E

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Bottle Shop Addition/Renovation
DATE: February 1st, 2021

OVERVIEW

The City has discussed remodeling the Bottle Shop extensively over the past two years. The City was considering moving forward with the renovation in 2020 but uncertainty due to COVID19 derailed the City's plan to potentially move forward.

Attached are the plans and specifications for the Bottle shop. Also attached is timeline for the renovation of the Bottle shop and a cost estimate.

Recommended Motion:

Motion to approve Resolution 2021-05 approving plans and specifications and ordering advertisement for bids for the Bottle Shop Addition/Renovation.

Attachments:

Project Timeline

Cost estimate Projection

Plans and Specifications

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

RESOLUTION 2021 - 05

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
BOTTLE SHOP REHABILITATION PROJECT**

WHEREAS, pursuant to Council direction, Pearl Architecture has prepared plans and specifications for the rehabilitation (expansion and renovation) of the Bottle Shop; and

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

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

1. Such plans and specifications, dated May 8, 2020, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The Drawings and Project Manual may be examined on Quest CDN which can be accessed at www.questcdn.com. Digital Construction Documents may be downloaded for a \$30 fee, by entering Quest Project #7060838 on the Project Search page. The project information shall specify the work to be done, shall state that bids will be opened at 2:00 p.m. on April 8, 2021 in the Community Room adjacent to City Hall. No bids will be considered unless sealed and filed with the clerk and accompanied by a cashier's check or bid bond in the amount of 5.0 per cent of the amount of such bid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1st DAY OF FEBRUARY, 2021.

APPROVED:

ATTEST:

Barbara I. Held, City Clerk

Steven D. Feldman, Mayor



PROJECT SCHEDULE – Revised

From: Miles D. Britz, ALA, LEED AP

Date: 1/18/2021

Re: St. Francis Bottle Shop Addition & Alterations

Design Development:	Completed / March 13, 2020
Construction Documents:	Completed / May 8, 2020
Submit Dwg's. to MNDLI :	February 18, 2021 (3 – 4 week MEP plan review period at MNDLI)
Submit Drawings & Spec for City Code Plan Review:	February 18, 2021 (req'd. plan review for issuing building permits)
Publish Advertisement To Bid:	March 4, 2021 (runs for min. 3 weeks prior to bids due)
<u>ISSUE For BID:</u>	<u>March 4, 2021</u> (dwg's. & spec. available online to contractors)
Send RFP to Special Inspectors:	March 15, 2021 (solicit fee for Required Special Inspections – due 4/6/21)
Send RFP to John Britz:	March 15, 2021 (solicit fee for exist. Walk-in Cooler scope – due 4/6/21)
Pre-Bid Conference:	March 17, 2021 (Wed. 10:00-12:00 Tour of Bottle Shop by interested bidders – walking tour of the exist. Bottle Shop & questions / answer)
Last Addendum Issued:	April 1, 2021 (last chance to edit / revise dwg's. or spec's.)
<u>BIDS DUE :</u>	<u>April 8, 2021</u> (Thursday at 2:00 pm at SF City Hall)
City Council Meeting:	April 19, 2021 (discuss & award selected contractor bid)
Award Contract:	April 19, 2021 (award contract to selected Contractor)
Mobilization & Start Construct:	April 26, 2021 (typically 3 – 4 days after award of contract)
Pre-Construction Meeting:	May 6, 2021 (typically within a week after award of contract)
Construction Phase:	May 1 - November, 2021 (6 month construction period)
Substantial Completion:	November 5, 2021 (2 weeks prior to Final Completion Date)
Certificate of Occupancy:	November 19, 2021 (100% complete – ready for occupancy)

This schedule attempts to have the Bottle Shop re-open just prior to the Thanksgiving Holidays. However, Contractors will dictate if this is reasonable.

Documents to be dated FOR BID ISSUE: 3/04/2021

Pearl Architecture LLC

St. Paul, MN 55075
pearl.architecture@gmail.com
612-716-9676



CITY OF ST. FRANCIS, MN

Proposed Addition & Interior Alterations to Bottle Shop

PROBABLE COSTS

Bottle Shop Addition (44' x 55') Revised 1/25/21

Hard Costs - Construction dollars

* Building Addition (44' x 55')	2,420 GSF x \$115 / sq.ft. =	\$	278,300
* Strategic Demolition & Temp Shoring (8' x 54')	432 SF x \$135 / sq.ft. =	\$	59,320
* New Furnace & Condensing Unit for Addition Sq. Footage		\$	25,000
* New Interior Finishes; CT Floor, Carpeting, Wall Paint, Ceilings, Checkout Counter, Restroom HC requirements, e		\$	99,500
* Exterior Site Improvements / bit. paving, concrete walks, curbs,		\$	24,000
* Exterior Landscaping Plants, Shrubs, Shade Trees	Add Alternate # 1	\$8,500	\$ 8,500
* Install Lawn Irrigation System	Add Alternate # 2	\$6,875	\$ 6,875

Construction Cost:

\$ 501,495

Project Soft Costs - Owner's Obligations

* Site Topographic - Alta Survey (Completed 2020 @ \$6,500 by HAA)		\$	-
* Soil Borings / Geotechnical Report	Not Required	\$	-
* Special Inspections and Soils Testing. Owner contracts separately with a Geotechnical Firm.		\$	4,500
* City Fees / Legal Fees		\$	8,500
* Building Permits / Plan Review Fees		\$	3,400
* Existing walk-in cooler; Remove, re-install & expand 2 bays. Under Owner's separate Contract.		\$	18,735
* FFE (Furniture, Fixtures, Equipment) procurement		\$	10,500
* Signage Package - Interior		\$	-
* Install Fiber Optics / ZAYO Network (Completed separate project 2020 @ \$45,976)		\$	-
* IT / Technology - Phones, Data Network, Installation costs	TBD	\$	6,500
* A/E Design Fees (includes WSV #01 (Paid in 2020 \$57,240)	Remaining for 2021	\$	14,784
* Printing - Reimbursables	TBD	\$	800
* Construction Contingency at 10%	0.10	\$	50,150

Soft Costs Total :

\$ 117,869

OVERALL PROJECT BUDGET

\$ 619,364

St. Francis Bottle Shop

SHEET INDEX

SHEET NUMBER		SHEET NAME		GLD-20-105-Complete-Bid GLD-20-105-Complete-Bid	
GENERAL INFORMATION					
A02	COVER SHEET				
CHL					
C1	DETAILS				
C2	DETAILS				
C3	ICC CONDITIONS AND REMOVALS PLAN				
C4	CHANGEL TRENCH CONTROL AND SILENT PLAN				
C5	STRENGTH AND PAYMENT PLAN				
C6	PERGATION PLAN (ASD ACT 1)				
LANDSCAPE					
L10	LANDSCAPE PLAN (ASD ACT 1)				
ARCHITECTURAL					
A03	ARCHITECTURAL SITE PLAN				
A031	DEMOLITION PLAN				
A032	REMODELING PLAN (ROOM FINISH SCHEDULE)				
A033	REFLECTED CEILING PLAN				
A034	CEILING DETAILS				
A035	EXTERIOR ELEVATIONS				
A036	HALL, RESTROOM, ROOF PLAN				
A037	SECTION DETAILS				
A038	INTERIOR ELEVATIONS				
A039	ROOM OPENING SCHEDULE (OPENING TYPES)				
STRUCTURAL					
S01	GENERAL STRUCTURAL NOTES				
S02	JOIST DETAILS				
S03	FOUNDATION PLAN				
S04	ROOF FRAMING PLAN				
S05	FOUNDATION DETAIL				
S06	STANDARD FRAMING DETAIL				
S07	ROOF FRAMING DETAIL				
MECHANICAL					
M010	MECH. ELEC. PLUMBING EQUIPMENT SCHEDULE				
M01	MECHANICAL DEMOLITION PLAN				
M02	ROOF FLOOR PLUMBING PLAN				
M03	ADDITION FLOOR PLUMBING PLAN				
M04	REIR PLAN				
M05	WIND PLAN				
M06	ELECTRICAL DEMOLITION PLAN				
M07	POWER PLAN				
M08	LIFTING PLAN				
M09	ELECTRICAL REPAIR PLAN				
M10	ELECTRICAL SCHEDULES AND DETAILS				

INSTALLING CODES

- 2020 MN STATE BUILDING CODE (2018 IRC)
- 2020 MN ENERGY CODE (2016 IECC)
- 2020 MN ACCESSIBILITY CODE (2018 IRC CHAPTER 11)
- 2020 MN MECHANICAL CODE (2018 IMC)
- 2020 MN STATE FIRE CODE (2020 NFPA)
- 2020 MN ELECTRICAL CODE (2020 NEC: NFPA 70)

CONSTRUCTION TYPE

- TYPE: SS CONSTRUCTION
 - DISTING. MASONRY CMU EXTERIOR WALLS WITH PRECAST CONC. PLANK ROOF
 - 6" MIN. SLOPED GROUND ROOF THROUSHS OVER
 - ADDITION: WOOD FRAMED INTERIOR AND EXTERIOR WALLS AND ROOF.

DOCCUPANCY CLASSIFICATION

- GROUP: W: MERCHANTILE

ALLOWABLE AREA & STORY HEIGHT

- TYPE: NON-RATED, NON-FIRE SPRINKLED
- 3,000 SQ. FT. MAXIMUM ALLOWED
- ONE STORY ALLOWED

ACTUAL AREA

4,283 EXISTING BLDG.
2,138 ADDITION
6,981 TOTAL

CONSTRUCTION FIRE RATING (TABLE 601)

- NON-RATED WOOD FRAMED CONSTRUCTION
 - STRUCTURAL FRAME 0 HR
 - BEARING WALLS 0 HR
 - NON-BEARING WALLS 0 HR
 - ROOF CONSTRUCTION 0 HR
 - EXTERIOR WALLS 0' 10" OR MORE FROM PROPERTY LINES & NE

EXIT TRAVEL DISTANCE (TABLE 1001.2)

- NON-SPRINKLED BLDG
 - 200' MAXIMUM DISTANCE TO AN EXIT
- EXITS REQUIRED: (1013)
 - 2 EXITS EXITS OUT OF RETAIL SPACE
- DEAD END CORRIDOR DISTANCE (1014.4)
 - 90' MAXIMUM
- REFRIGERATED ROOMS/WALK-IN COOLERS (1013.5)
 - 1,000 SQ. FT. OR MORE
 - EXIT OUT OF THE COOLER WITH TRAVEL DISTANCE TO EXIT AT 150'
 - LESS THAN 1,000 SQ. FT.
 - 1' EXIT ALLOWED

DOCCUPANTS (TABLE 1001.2)

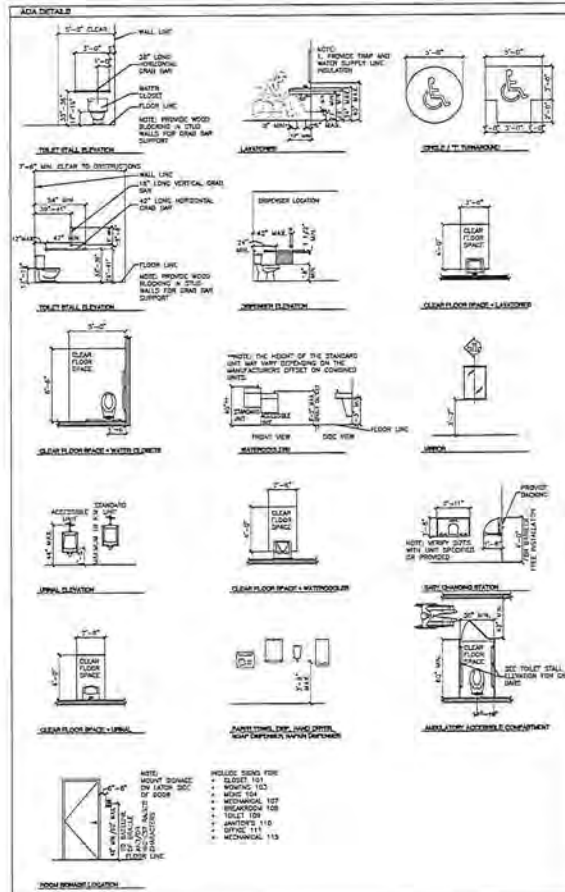
- GROUP: W: MERCHANTILE
- RETAIL SPACE: 1/600 4,088 SQ. FT. = 6.8
- COOLING/STORAGE: 1/600 2,985 SQ. FT. = 5
- STORAGE ROOM: 1/600 1,368 SQ. FT. = 2
- MECHANICAL AREAS: 1/600 328 SQ. FT. = 0.5
- TOTAL DOCCUPANTS = 14.8**

PLUMBING FIXTURES (TABLE 2002.1)

- SEPARATE W - F FACILITIES (2002.2)
 - NOT REQUIRED WITH DOCCUPANT LOAD 100 OR LESS
 - MALE & FEMALE & UNisex ARE PROVIDED

REQUIRED FIXTURES				
	MALE	FEMALE	UNISEX	PROVIDED
WATERCLOSET	1	1	1	3
LAVATORY	1	1	1	3
DRINKING FOUNTAIN				2
SERVICE SINK				1

CONTINUOUS INSULATION (C.I.) NOTES:
• WALLS: R-19+ C.I. R-7.5 PROVIDED
• ROOF: R-40 C.I. PROVIDED



- NOTE:
- 1. CODE 3000 MINOROTA ACCESSIBILITY CODE.
- 2. ALL NEW WORK AND ALTERATIONS SHALL COMPLY WITH CURRENT MIN ACCESSIBILITY CODE.
- 3. DIMENSIONS IN FLOOR ELEVATIONS SHALL NOT EXCEED 1/8" ON JOINT, AT ANY FLOOR LEVEL. WORKMANSHIP OF JOINTS TO BE CHANGED IN LEVEL OF 1/4" OR LESS, SHALL BE RECESSED.
- 4. SCHEDULED OR SCHED WORK SHALL NOT EXCEED 1/8".
- 5. ALL JOINTS ON FLOORS TO HAVE A MINIMUM SLOPE OF 2% IN, WITH 3/8" OPEN JOINTS.
- 6. JOINTS TO HAVE RECESSED AND SMOOTHED TRANSITIONS. PROVIDE BOTH RECESSED, SMOOTH AND PERSONAL SLOPES AT JOINT RECESSES.
- 7. ALL ACCESSIBLE FLETS TO HAVE MINIMUM WIDTH OF 36".
- 8. SET PLACING AND ELEVATIONS FOR LEGS AND ALL TELEPHONS.
- 9. PROVIDE FIRE RATED WOOD DOORS AT ALL REQUIRED LOCATIONS.
- 10. DRAWINGS NOT TO SCALE.
- 11. SET PLACING AND/OR SPECIFICATIONS FOR EQUIPMENT USED.
- 12. MAINTAIN HISTORY OF ALL FIRE RATED WALLS WHEN INSTALLING FUTURE EQUIPMENT IS SO

Sheet:

A0.01

Project Title:
St. Francis Bottle Shop

Addition & Alterations

23307 St. Francis Boulevard NW
St. Francis, MN 55070

NOT FOR CONSTRUCTION

Revision:	Rev. #	Date	Approved By
	-		
			PRELIMINARY PLANS
			100% Owner Review
	0.0	05.08.20	MDB
			50% Owner Review
	0	04.09.20	MDB

Note:
Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

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

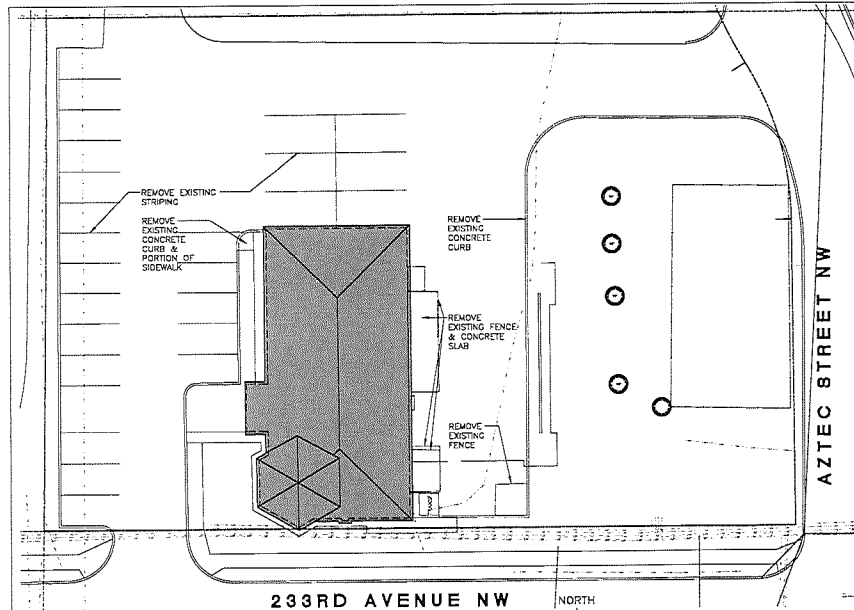
Signature: _____
Printed Name: Miles D. Buzze
Date: _____ Reg. No.: 22545

Project Number: JK
Date: 05-06-20
Drawn By: NOTE
Checked By: ACB
Copyright: 2020

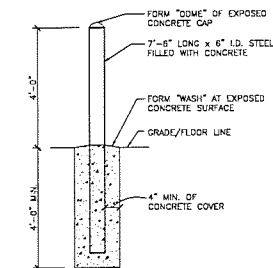
Sheet Title:
Architectural Site Plan

Sheet:

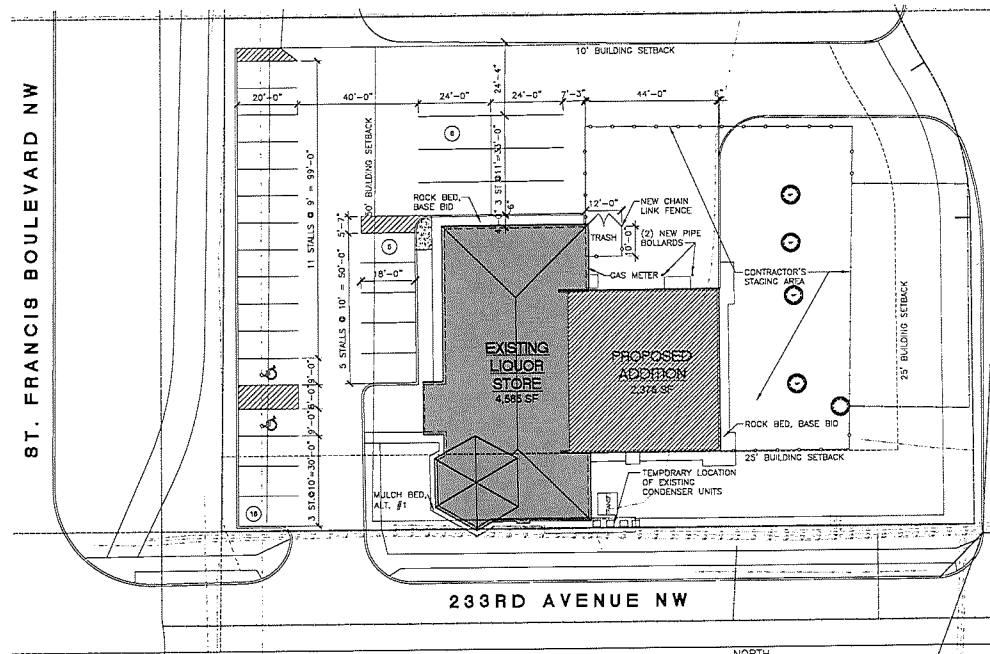
A1.01



2 DEMOLITION SITE PLAN
1" = 20'-0"



3 BOLLARD DETAIL
1/2" = 1'-0"



1 ARCHITECTURAL SITE PLAN
1" = 20'-0"



Project Title:
St. Francis Bottle Shop

Addition & Alterations

23307 St. Francis Boulevard NW
St. Francis, MN 55070

NOT FOR CONSTRUCTION

SEQUENCE OF CONSTRUCTION

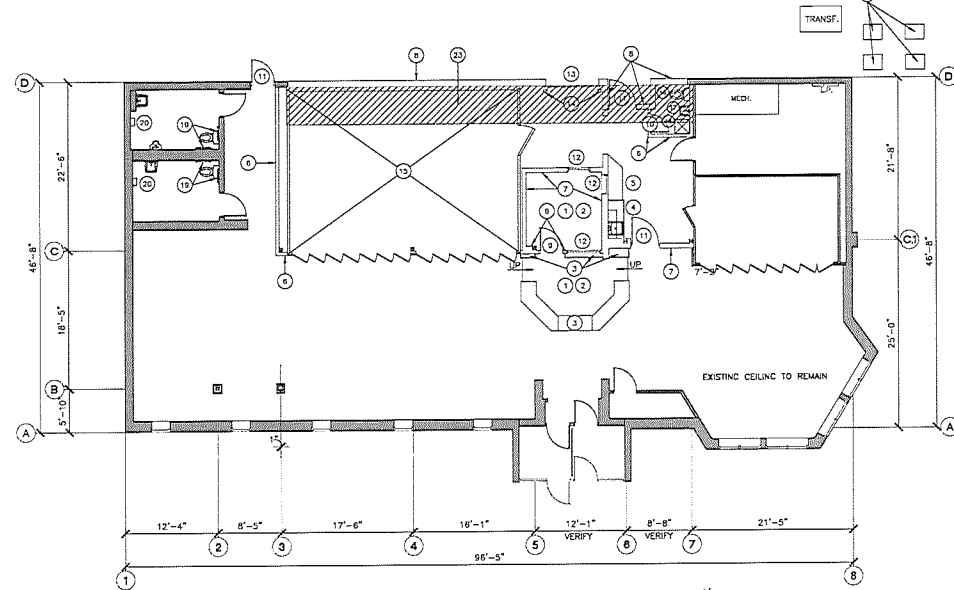
- BOTTLE SHOP WILL REMAIN OPEN FOR BUSINESS UNTIL INTERIOR ALTERATIONS ARE READY TO COMMENCE.
- RELOCATE UNDERGROUND UTILITIES. MOVE GAS METER & UNDERGROUND PIPING TO PERMANENT LOCATION. NOTIFY OWNER PRIOR TO ANY UTILITY SHUT-DOWN.
- RELOCATE CONDENSING UNITS TO A TEMPORARY LOCATION @ SOUTH SIDE OF EXISTING BUILDING. ALL CONDENSING UNITS MUST REMAIN OPERATIONAL DURING CONSTRUCTION PERIOD.
- COMMENCE WITH CONSTRUCTION OF ADDITION; EXCAVATION, FOOTINGS, FOUNDATION, EXTERIOR WALL & ROOF FRAMING. BUILDING ADDITION TO BE FULLY ENCLOSED AND WEATHER-TIGHT PRIOR TO ANY EXISTING BUILDING DEMOLITION. MAINTAIN EXISTING EXIT DOORS OUT OF RETAIL SPACES.
- DISMANTLE AND STORE IN PLACE THE NORTH WALK-IN COOLER SCHEDULED TO BE RELOCATED UNDER OWNER'S SEPARATE CONTRACT.
- INSTALL TEMPORARY, DUST-PROOF INTERIOR CONSTRUCTION PARTITIONS PRIOR TO ANY DEMOLITION WORK, ALONG THE WEST SIDE OF WALL DEMOLITION WORK.
- REMOVE EXISTING EXTERIOR EAST WALL AND INSTALL NEW STEEL FRAMING
- NOTIFY OWNER 2 WEEKS PRIOR TO START OF INTERIOR ALTERATIONS WITHIN EXISTING BUILDING. AT THAT POINT, THE OWNER WILL CLOSE THE RETAIL OPERATION AND CLOSE THE BUILDING TO PUBLIC PATRONAGE.
- COMMENCE INTERIOR ALTERATIONS AND FINISHES WITHIN EXISTING BUILDING AND ADDITION.

WALL KEY

WALL LEGEND
EXISTING WALL/ITEM TO REMAIN AS-IS
WALL/ITEM TO BE REMOVED

DEMOLITION KEY NOTES

- REMOVE EXISTING ELEVATED FLOOR PLATFORM.
- REMOVE EXISTING SUSPENDED CEILING SYSTEM & DROPPED SOFFIT ABOVE EXISTING P.U.S. & OFFICE AREA.
- REMOVE EXISTING CASEWORK COUNTER & BASE CABINETS.
- REMOVE EXISTING CASEWORK COUNTER, SINK, BASE & UPPER CABINETS.
- REMOVE EXISTING CASEWORK COUNTER.
- REMOVE EXISTING CYP. BO./METAL STUD PARTITION.
- REMOVE EXISTING CYP. BO./METAL STUD/C.M.U. PARTITION.
- REMOVE EXISTING EXTERIOR WALL PARTITION.
- REMOVE EXISTING WOOD DOOR & HOLLOW METAL FRAME FOR RELOCATION. SEE OPENING SCHEDULE FOR NEW LOCATION.
- REMOVE EXISTING WOOD DOOR & FRAME.
- REMOVE EXISTING HOLLOW METAL DOOR & FRAME.
- REMOVE EXISTING HOLLOW METAL WINDOW FRAME & GLASS.
- REMOVE EXISTING OVERHEAD DOOR & OPERATING COMPONENTS.
- REMOVE EXISTING PIPE BOLLARDS.
- EXISTING COOLER & DOORS FOR REMOVAL & RELOCATION. COOLER WORK N.E.C.
- REMOVE EXISTING TOILET.
- REMOVE EXISTING WALL MOUNTED SINK & FAUCET.
- REMOVE EXISTING FLOOR MOUNTED MOP SINK & FAUCET.
- REMOVE EXISTING GRAB BARS.
- REMOVE EXISTING HAND DRYER.
- REMOVE EXISTING MIRROR. RETAIN FOR REUSE IN ROOMS 103 & 104.
- TEMPORARY LOCATION OF EXISTING CONDENSING UNITS. SEE MECHANICAL.
- REMOVE APPROXIMATELY 5'-0" OF EXISTING CONCRETE SLAB. SEE HATCHED AREA FOR EXTENT.



1 DEMOLITION FLOOR PLAN
1/8" = 1'-0" NORTH

Revisions:

Rev. #	Date	Approved By
-	-	-
PRELIMINARY PLANS		
100% Owner Review		
0.0	05.08.20	MDB
50% Owner Review		
0	04.09.20	MDB

Notes:

Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

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

Signature: _____

Printed Name: Miles D. Briz

Date: _____ Reg. No.: 22245

Project Number: _____ X

Date: 05-06-20

Drawn By: NTH

Checked By: MDB

Copyright: 2020

Sheet Title:
Demolition Floor Plan

Sheet:

AD1.0

ROOM FINISH SCHEDULE													
ROOM NO.	ROOM OR LOCATION NAME	FLOOR	WALLS				CEILING				REMARKS		
			NORTH	SOUTH	EAST	WEST	HEIGHT	MATERIAL	FINISH				
100	VESTIBULE	EX CONC	EXCT	EXGB	PT	EXGB	PT	8'-0"	EXACP	1			
101	LOBBY	EX CONC	EXCT	EXGB	PT	EXGB	PT	8'-0"	EXACP	1			
102	RETAIL - NORTH	EX CONC	CT-1	WD-2	EXGB	PT	8'-0"	EXGB	PT				
102A	WINE BAR ABOVE	EX CONC	WD-2	CTB-1	EXGB	CT-3	8'-0"	EXGB	CT-3				
103	WINE BAR TOLLET	EX CONC	EXCT	EXGB	EXCT/PT	EXGB	EXCT/PT	8'-0"	EXGB	EXCT/PT			
104	WINE'S TOLLET	EX CONC	EXCT	EXGB	EXCT/PT	EXGB	EXCT/PT	8'-0"	EXGB	EXCT/PT			
105	WALK-IN COOLER	CONC	SC	CWP	PT	CWP	PT	8'-0"	CWP	PT			
106	STORAGE ROOM	CONC	SC	WD	GB/PLWD	PT	CWP/PLWD	PT	CWP/PLWD	PT			
107	MECHANICAL	CONC	SC	RB-1	GB	PT	GB	PT	GB	PT			
108	RESTROOM	CONC	SC	RB-1	GB	PT	GB	PT	GB	PT			
109	TOILET	CONC	CT-4	CT-5	WGB	FRP	WGB	FRP	WGB	FRP			
110	WINE'S CLOSET	CONC	SC	RB-1	WGB	PT	WGB	PT	WGB	PT			
111	OFFICE	EX CONC	CT-1	RB-1	GB	PT	GB	PT	GB	PT			
112	POINT OF SALES	EX CONC	CT-1	RB-1	GB	PT	GB	PT	GB	PT			
113	HAIR	EX CONC	CT-1	RB-1	GB	PT	GB	PT	GB	PT			
114	HAIR	CONC	SC	WD/RSB-1	GB/CWP	PT	GB	PT	GB	PT			
115	EX MECHANICAL	EX CONC	CT-2	WD-2	EXGB	PT	EXGB	PT	EXGB	PT			
116	RETAIL - SOUTH	EX CONC	CT-2	WD-2	EXGB	PT	EXGB	PT	EXGB	PT			
117	EX COOLER-WINE	EX CONC	CT-2	WD-2	EXGB	PT	EXGB	PT	EXGB	PT			

ROOM FINISH SCHEDULE NOTES:
 1. EXISTING ALUMINUM FRAME/CLASS AND CYPRESS BOARD. PAINT EXISTING CYPRESS BOARD.
 2. REFER TO REFLECTED CEILING PLAN FOR SPECIALTY DROPPED STRUCTURE AT CEILING.
 3. WALLS OF ROOM HAVE EXISTING CERAMIC TILE 4" HIGH WANSICOT. PAINT CYPRESS BOARD ABOVE WANSICOT.
 4. DROPPED WOOD STRUCTURE COVERED WITH SPRAY-FOAM INSULATION.
 5. FINISH WANSICOT. SEE PLANS FOR LOCATION AND EXTENT.
 6. FRP PANELS SURROUNDING FLOOR SINK. SEE INTERIOR ELEVATIONS/DETAILS.
 7. DROPPED CYPRESS BOARD 4'-0" HIGH CYPRESS BOARD SURFACES.
 8. METAL CODE TILE TERMINATION - INSTALL SOLIDWOOD EDGE STRIP AT ALL OUTSIDE CORNERS AND TOP OF TILE BASE OR WANSICOT.

FINISH KEY:
 ACP-1 ACQUSTUAL CEILING PANEL TYPE 1, 2 x 2 LAM-HI PANELS
 ACP-2 ACQUSTUAL CEILING PANEL TYPE 2, 2 x 4 CEILING PANELS
 CONC CONCRETE
 CT-1 CERAMIC TILE 1
 CT-2 CERAMIC TILE 2
 CT-3 CERAMIC TILE 3
 CT-4 CERAMIC TILE 4
 CT-5 CERAMIC TILE 5
 CTE CERAMIC TILE EDGING
 CWP COOLER WALL PANEL
 EX EXISTING STRUCTURE
 EXACP EXISTING ACQUSTUAL CEILING PANEL
 EXCON EXISTING CONCRETE MASONRY UNIT
 EXCONC EXISTING CONCRETE

EXISTING CERAMIC TILE
 EXISTING CYPRESS BOARD
 EXISTING PAINT
 EXISTING WOOD
 FIBERGLASS REINFORCED PLASTIC
 CYPRESS BOARD
 GLASS
 NON-ACQUSTUAL CEILING PANEL
 CARPET
 PLWD PLYWOOD
 PAINT
 RUBBER BASE 1, COVERED
 RUBBER BASE 2, COVERLESS
 VINYL COMPOSITION TILE
 WOOD
 1 x 4 SOLID WOOD BASE
 WATER RESISTANT CYPRESS BOARD

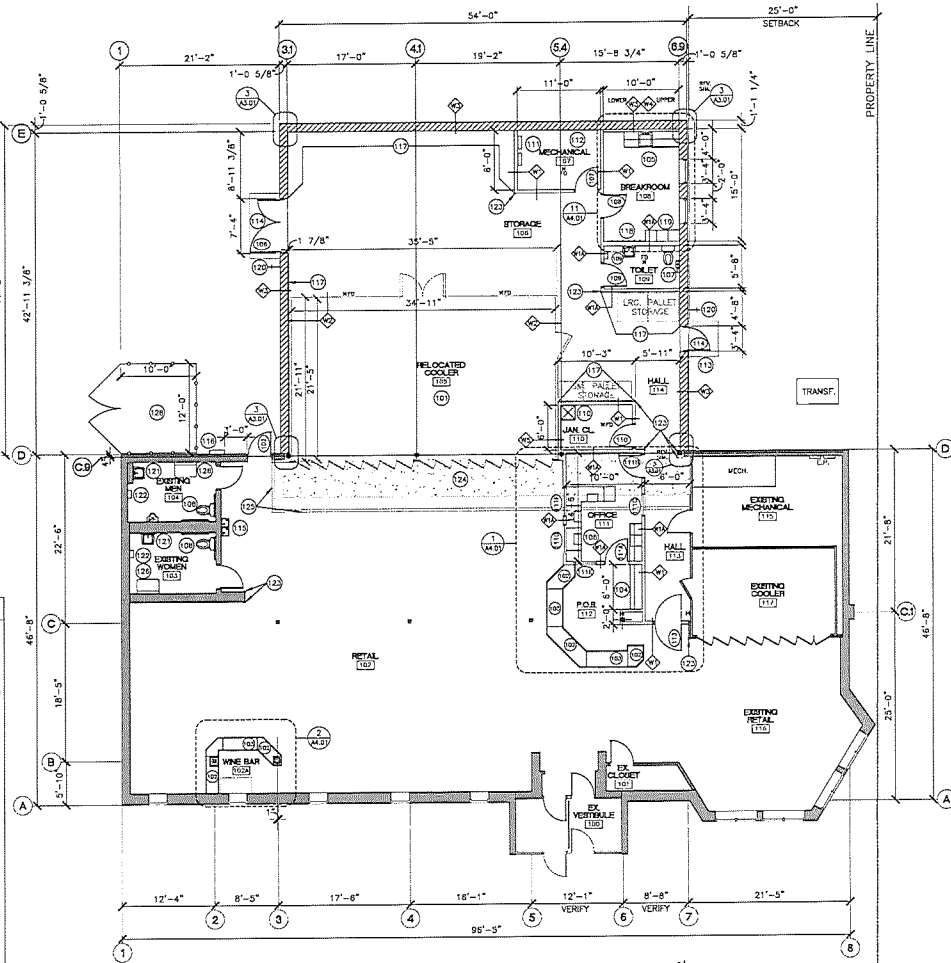
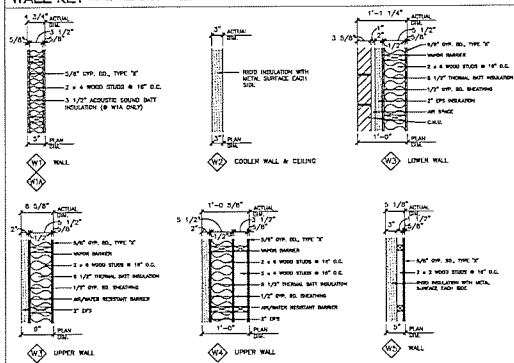
RENOVATION KEY NOTES

- RELOCATED COOLER WITH EXPANSION, N.I.C. ALL COOLER WORK UNDER SEPARATE CONTRACT WITH OWNER.
- NEW SIMULATED STONE COUNTERTOP AT 34" A.F.F., P. LAM. BASE CABINETS BELOW. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.
- NEW SIMULATED STONE COUNTERTOP AT 42" A.F.F., P. LAM. BASE CABINETS BELOW. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.
- NEW P. LAM. COUNTERTOP AT 34" A.F.F., P. LAM. BASE CABINETS BELOW WITH P. LAM. ADJUSTABLE SHELVING ABOVE. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.
- NEW P. LAM. COUNTERTOP AT 34" A.F.F. WITH BACKSPLASH, SINGLE BOWL S.S. SINK, COORDINATE FAUCET WITH A.D.A. COMPLIANT LEVER CONTROLS, P. LAM. BASE CABINETS BELOW WITH P. LAM. UPPER CABINETS ABOVE. PROVIDE PLUMBING & BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.
- NEW P. LAM. COUNTERTOP AT 30" A.F.F. WITH SUPPORTIVE END PANEL ON NORTH END OF COUNTERTOP. PROVIDE BLOCKING AS REQUIRED. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.
- NEW TANK STYLE TOILET.
- NEW CRAB BARS. SEE A.D.A. DETAILS FOR ADDITIONAL INFORMATION.
- NEW WALL MOUNTED SINK WITH FAUCET & 24" x 42" MIRROR CENTERED ON SINK.
- NEW 2'-0" x 2'-0" FLOOR MOUNTED WOP SINK. WALL MOUNTED FAUCET WITH HOSE & TRIP 8'-0" HIGH x 4'-0" WIDE MOUNTED IN CORNER ON NORTH & EAST WALLS.
- NEW ELECTRICAL PANELS (SEE ELECTRICAL PLANS).
- NEW 4' x 8' x 3/4" PLYWOOD COMMUNICATIONS BOARD.
- NEW STRUCTURAL STOOD AT DOOR 4'-0" x 4'-8". SLOPE CONCRETE AWAY FROM DOOR 1/4" PER FOOT.
- NEW STRUCTURAL STOOD AT DOUBLE DOORS 4'-0" x 8'-8". SLOPE CONCRETE AWAY FROM DOOR 1/4" PER FOOT.
- NEW 1/4" D DRINKING FOUNTAIN. SEE A.D.A. DETAILS FOR ADDITIONAL INFORMATION.
- NEW GAS METER LOCATION. SEE MECHANICAL PLANS FOR ADDITIONAL INFORMATION.
- NEW 1/2" PLYWOOD MOUNTED TO WALL EXTEND PLYWOOD FROM FLOOR TO 8'-0" A.F.F. PAINT SAME AS SURROUNDING WALLS.
- NEW STAINED 1 x 6 x 5'-0" WITH COAT HOOKS MOUNTED 9" O.C.
- NEW 1'-6" x 1'-6" x 1'-6" P. LAM. CUBBIES MOUNTED 3 HIGH x 3 ACROSS. BOTTOM OF FIRST ROW OF CUBBIES SET 4" A.F.F.
- NEW FROST-FREE HOSE BIB (SEE PLUMBING PLANS).
- INSTALL NEW 1/4" PLYWOOD BEHIND EXISTING MIRROR IN NEW A.D.A. COMPLIANT LOCATION. SIZE OF PLYWOOD TO BE 1/4" LESS THAN SIZE OF MIRROR (AT ALL EDGES). REINSTALL EXISTING MIRROR ON PLYWOOD. CAULK ALL EDGES WHERE PLYWOOD IS EXPOSED.
- NEW KNEELER HAND DRYER. SEE A.D.A. DETAILS FOR ADDITIONAL INFORMATION.
- NEW STAINLESS STEEL 4'-0" HIGH CORNER GUARD WITH 3 TO 3 1/2" WINGS.

RENOVATION KEY NOTES (CONTINUED)

- PROVIDE & INSTALL NEW CONCRETE SLAB WHERE EXISTING SLAB HAS BEEN REMOVED. DOWEL NEW SLAB TO EXISTING.
- PROVIDE & INSTALL NEW TEMPORARY DUST-PROOF WALL.
- PROVIDE & INSTALL NEW BABY CHANGING STATION. SEE A.D.A. DETAILS FOR ADDITIONAL INFORMATION.
- EXISTING COLUMN TO BE PREPARED & PAINTED TO MATCH ADJACENT WALL COLOR.
- NEW CHAIN-LINK TRASH ENCLOSURE.

WALL KEY NOTE: ALL STUD WALLS FULL HEIGHTS



1 REMODELING FLOOR PLAN
 1/8" = 1'-0"



PA Pearl
 Architecture
 612.715.9676
 pearl.architecture@gmail.com

Project Title:
St. Francis Bottle Shop
 Addition & Alterations
 23307 St. Francis Boulevard NW
 St. Francis, MN 55070

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Revisions:		
Rev. #	Date	Approved By
0.0	05.08.20	MDR
0.0	05.08.20	MDR
0.0	04.09.20	MDR

Notes:
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I hereby certify that this plan, specification or report was prepared by me, or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.
 Signature: _____
 Printed Name: Miles D. Britz
 Date: _____ Reg. No.: 22945

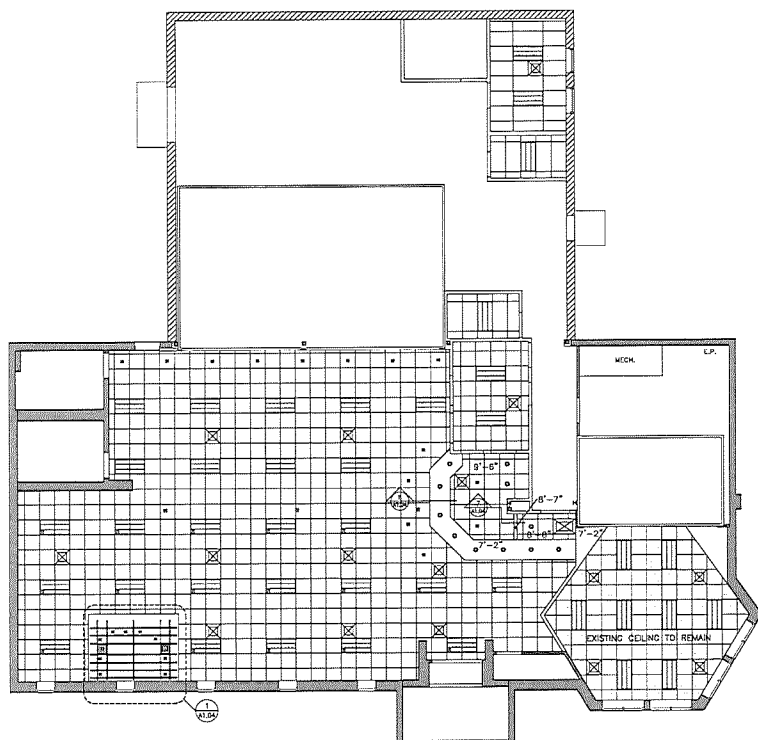
Project Number: _____ X
 Date: 05.06.20
 Drawn By: NTH
 Checked By: MDR
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Sheet Title:
Remodeling Floor Plan

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A1.02

RCP REMODELING LEGEND

	EXISTING SUSPENDED ACOUSTICAL 2' x 2' CEILING GRID TO BE REMAIN		NEW DIRECT/INDIRECT 2' x 4' L.E.D. LIGHT FIXTURE
	NEW SUSPENDED ACOUSTICAL 2' x 2' CEILING GRID		NEW OR RELOCATED HVAC DIFFUSER, SEE MECHANICAL PLANS FOR ADDITIONAL INFORMATION
	NEW SUSPENDED ACOUSTICAL 2' x 4' CEILING GRID		EXISTING EXIT LIGHT (RED ILLUMINATED LETTERING) TO REMAIN
	EXISTING DIRECT/INDIRECT 2' x 4' L.E.D. LIGHT FIXTURE TO REMAIN		EXISTING EMERGENCY LIGHT
	RELOCATED DIRECT/INDIRECT 2' x 4' L.E.D. LIGHT FIXTURE		NEW L.E.D. RECESSED CAN
			NEW L.E.D. PENDANT LIGHT FIXTURE



2 REMODELING REFLECTED CEILING PLAN
1/8" = 1'-0"



REFLECTED CEILING NOTES

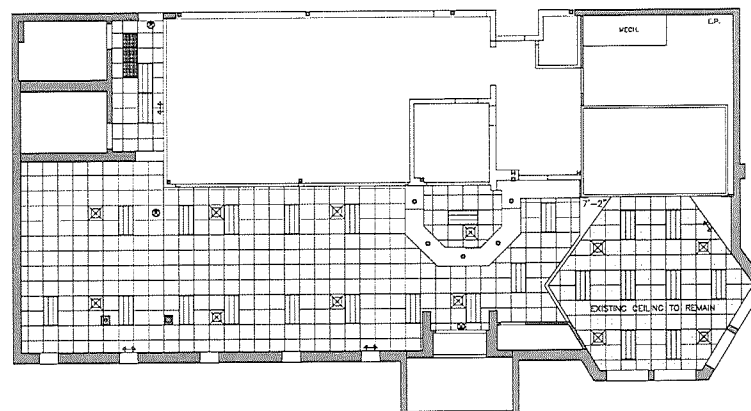
- THIS DRAWING INDICATES GENERAL LAYOUT AND DESIGN OF LIGHTING SYSTEMS. ELECTRICAL SUBCONTRACTOR TO REVIEW TO ENSURE SAFETY, CORRECT LIGHT LEVELS AND CODE COMPLIANCE.
- ELECTRICAL SUBCONTRACTOR TO LOCATE EMERGENCY LIGHTING AND LIFE SAFETY SYSTEMS AS REQUIRED BY CODE.
1. THE ELECTRICAL SUBCONTRACTOR SHALL PROVIDE ADEQUATE ILLUMINATION LEVELS AS REQUIRED BY OWNER & PER CODE.
 2. THE MECHANICAL SUBCONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AN EFFICIENT AND BALANCE SYSTEM.
 3. FINAL LIGHTING LAYOUT AND FIXTURE SUBMITTALS TO BE BY ELECTRICAL SUBCONTRACTOR.
 4. ALL ACOUSTICAL SYSTEMS TO BE CENTERED WITH IN THE SPACE UNLESS OTHERWISE NOTED OR DIMENSIONED.
 5. LIGHT FIXTURES SHOWN FOR LOCATION AND REFERENCE ONLY. COORDINATE ALL FINAL FIXTURE LOCATION WITH OWNER.
 6. PROVIDE SMOKE DETECTION AS REQUIRED BY CODE.
 7. PROVIDE FIRE ALARM SYSTEM AS REQUIRED BY CODE.
 8. ALL CONTRACTORS AND SUBCONTRACTORS TO COORDINATE ALL REQUIRED OPENINGS, NOT INDICATED HEREIN.
 9. THE ELECTRICAL SUBCONTRACTOR TO LOCATE EMERGENCY LIGHTING AND LIFE SAFETY SYSTEM AS REQUIRED.
 10. ALL CIRCUIT BREAKERS TO BE LABELED.
 11. REFER TO ROOM FINISH SCHEDULE FOR ALL CEILING HEIGHTS.
 12. ELECTRICAL SUBCONTRACTOR SHALL VERIFY ALL CEILING TYPES AND CONDITIONS PRIOR TO ORDERING FIXTURES.
 13. VERIFY ALL MECHANICAL DIFFUSER SIZES AND LOCATIONS PRIOR TO INSTALLATION. COORDINATE LOCATIONS WITH LIGHTING LAYOUT.
 14. HVAC AND ELECTRICAL SUBCONTRACTORS ARE RESPONSIBLE FOR COORDINATING LOCATIONS OF THEIR RESPECTIVE EQUIPMENT WITH ONE ANOTHER.
 15. ALL ROOMS SHALL HAVE SWITCHES LOCATED AT THE OPENING SIDE OF THE DOOR. FINAL LOCATIONS TO BE DETERMINED BY ELECTRICAL SUBCONTRACTOR WITH APPROVAL FROM ARCHITECT.

RCP DEMOLITION LEGEND

	EXISTING SUSPENDED ACOUSTICAL 2' x 2' CEILING GRID TO BE REMAIN		EXISTING DIFFUSER TO BE REMOVED, RETAIN FOR REUSE
	EXISTING SUSPENDED ACOUSTICAL 2' x 2' CEILING GRID TO BE REMOVED		EXISTING EXIT LIGHT (RED ILLUMINATED LETTERING) TO REMAIN
	EXISTING 2' x 4' L.E.D. LIGHT FIXTURE TO REMAIN		EXISTING EMERGENCY LIGHT
	EXISTING 2' x 4' L.E.D. LIGHT FIXTURE TO BE REMOVED		EXISTING EMERGENCY LIGHT TO BE REMOVED
	EXISTING RETURN AIR GRILLE TO BE REMOVED		EXISTING RECESSED CAN TO BE REMOVED

DEMOLITION REFLECTED CEILING NOTES

THIS DRAWING INDICATES GENERAL LAYOUT AND DESIGN OF LIGHTING SYSTEMS. ELECTRICAL CONTRACTOR TO REVIEW TO ENSURE SAFETY, CORRECT LIGHT LEVELS AND CODE COMPLIANCE.



1 DEMOLITION REFLECTED CEILING PLAN
1/8" = 1'-0"



Rev. #	Date	Approved By
1	05.08.20	MOB
2	05.08.20	MOB
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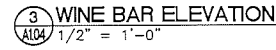
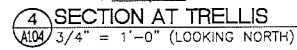
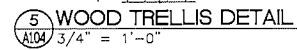
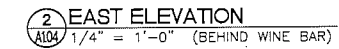
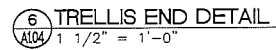
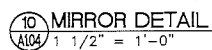
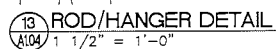
Signature: _____
Printed Name: Miles D. Brite
Date: _____ Reg. No.: 22345

Project Number: _____
Date: 05-06-20
Drawn By: MOB
Checked By: MOB
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Sheet Title:
Reflected Ceiling Plans

Sheet:

A1.03



Project Title:
**St. Francis Bottle
Shop**

Addition & Alterations

23307 St. Francis Boulevard NW
St. Francis, MN 55070

NOT FOR CONSTRUCTION

Revisions:

Rev. #	Date	Approved By
-	-	-
PRELIMINARY PLANS		
100% Owner Review		
0.0	05.08.20	MOB
50% Owner Review		
0	04.09.20	MOB

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Signature: _____

Printed Name: William D. Dritz

Date: _____ Reg. No.: 22945

Project Number: X

Date: 02-06-20

Drawn By: NZE

Checked By: MOB

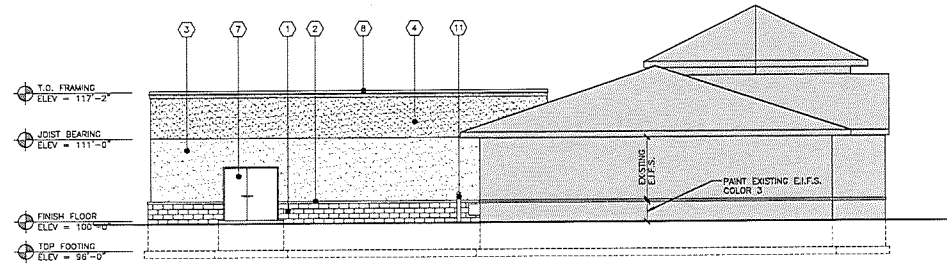
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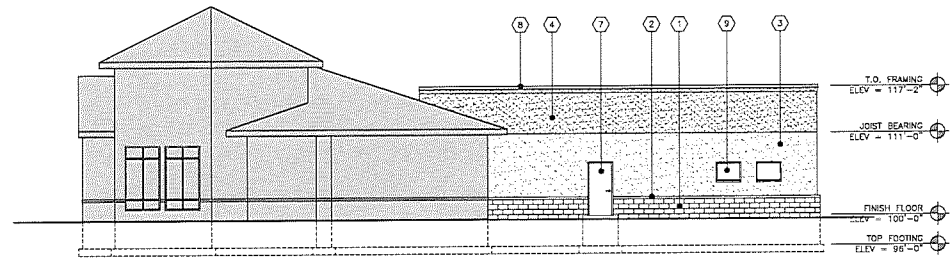
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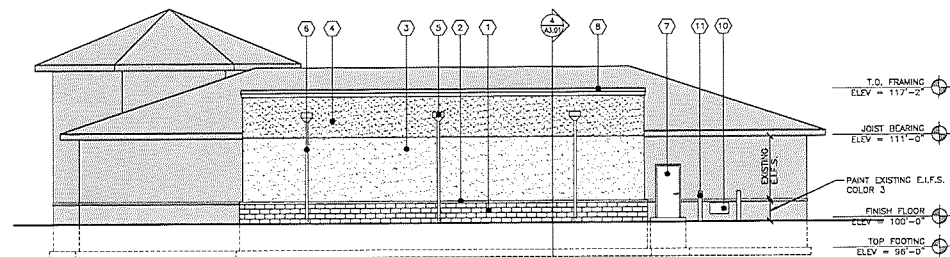
A2.01



3 NORTH ELEVATION
A2.01 1/8" = 1'-0"



2 SOUTH ELEVATION
A2.01 1/8" = 1'-0"



1 EAST ELEVATION
A2.01 1/8" = 1'-0"

EXTERIOR MATERIAL LEGEND	
1	C.M.U. VENEER
2	C.M.U. SILL
3	E.I.F.S. 1 - COLOR:
4	E.I.F.S. 2 - COLOR:
5	PREFINISHED METAL SCUPPOR WITH COLLECTION BOX
6	INSULATED HOLLOW METAL DOOR AND FRAME - PAINTED
7	PREFINISHED METAL COPING
8	EXTERIOR WINDOW - MARVIN INTEGRITY ESSENTIAL
9	RELOCATED GAS METER
10	PIPE BOLLARD - SEE DETAIL 3/A1.01

NOTE:
ON NORTH & EAST FACADES OF THE EXISTING BUILDING, THOROUGHLY CLEAN E.I.F.S. SURFACE FROM RAIL PROTRUSION DOWN TO GRADE. PATCH ALL HOLDS IN EXISTING E.I.F.S. SURFACE. PAINT FROM TOP OF RAIL DOWN TO GRADE E.I.F.S. COLOR 3.

Project Title:
St. Francis Bottle Shop

Addition & Alterations

23307 St. Francis Boulevard NW
St. Francis, MN 55070

NOT FOR CONSTRUCTION

Revisions:

Rev. #	Date	Approved By
1	05.08.20	PRELIMINARY PLANS
2	05.08.20	100% Owner Review
3	05.08.20	50% Owner Review
4	04.09.20	MOB

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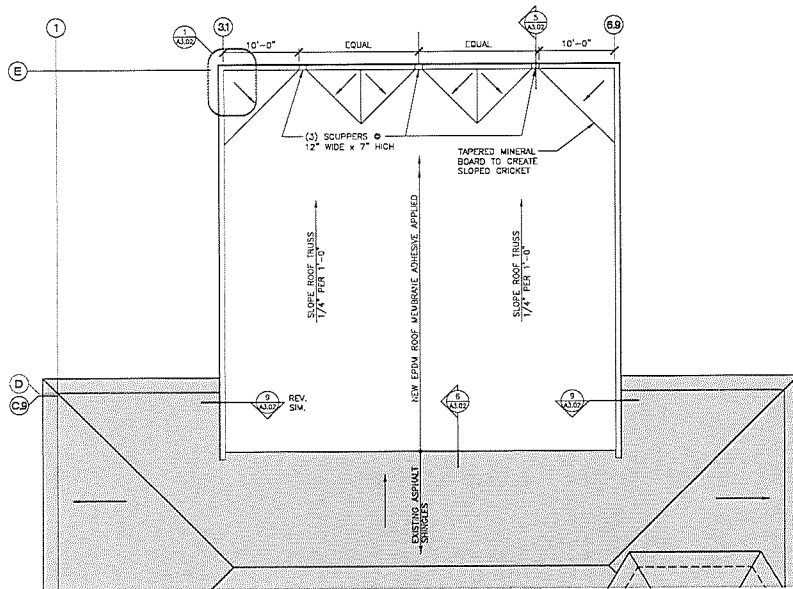
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Printed Name: William D. Reitz
Date: _____ Reg. No.: 22845

Project Number: 1000
Date: 05.08.20
Drawn By: MOB
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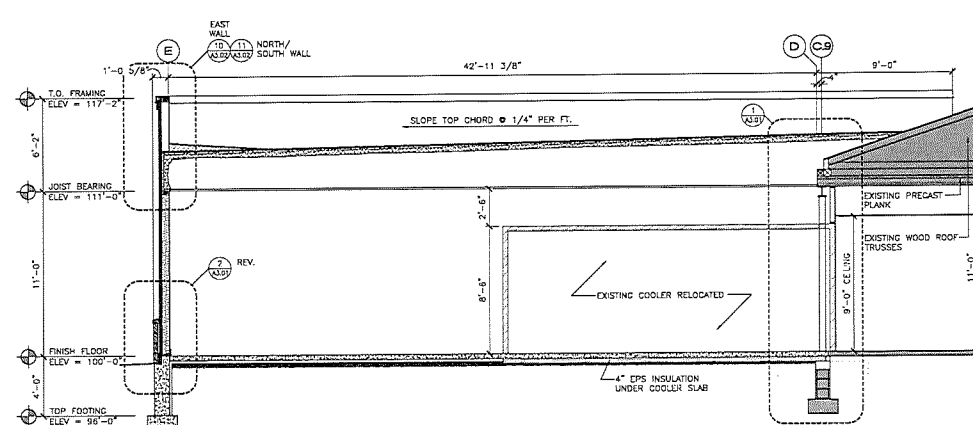
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Wall Sections

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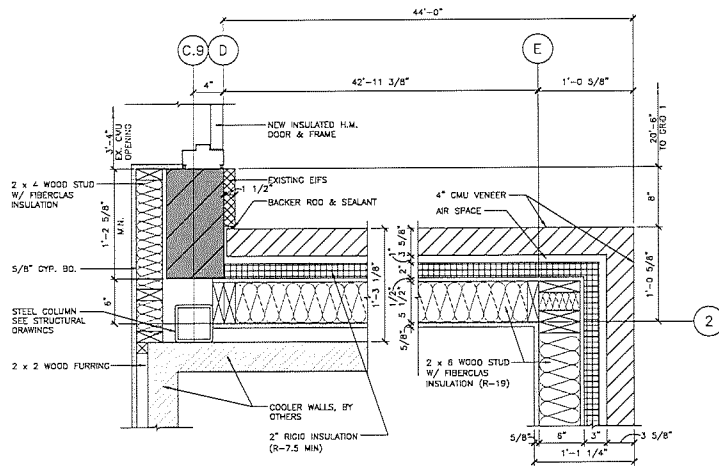
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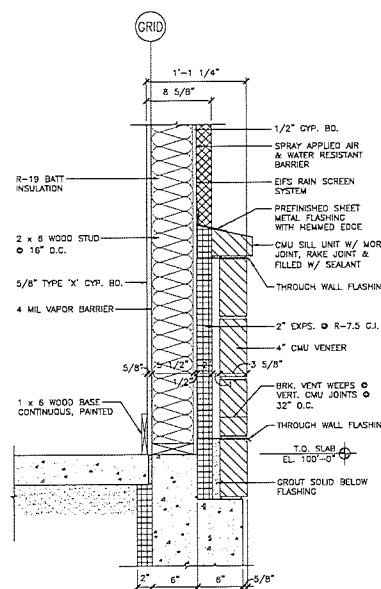
5 ROOF PLAN
A3.01 1/8" = 1'-0" NORTH



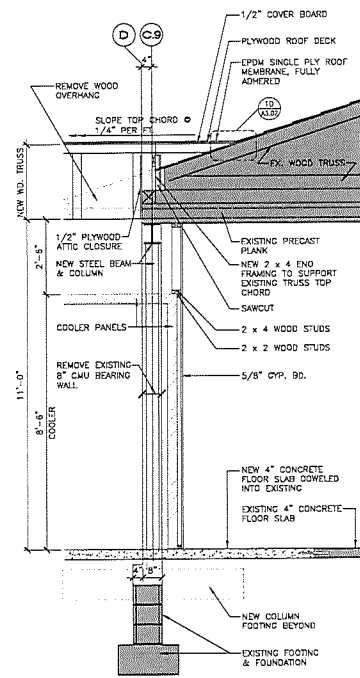
4 BUILDING SECTION
A3.01 1/8" = 1'-0"



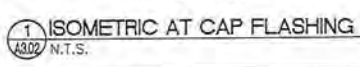
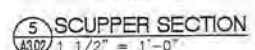
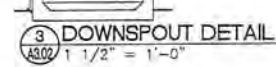
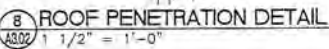
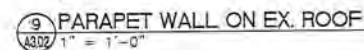
3 WALL DETAIL
A3.01 1 1/2" = 1'-0" (PLAN VIEW)



2 WALL BASE DETAIL
A3.01 1 1/2" = 1'-0"



1 WALL SECTION
A3.01 1/2" = 1'-0"



NOT FOR CONSTRUCTION

Revisions:

Rev. #	Date	Approved By
1	05.08.20	MOB
2	04.09.20	MOB

Note:

Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for limited or additional dimensions, or those in conflict with actual field measurements.

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

Signature: _____

Printed Name: Millan D. Britz

Date: _____ Reg. No.: 22345

Project Number: X

Date: 05-06-20

Drawn by: NZB

Checked by: MOB

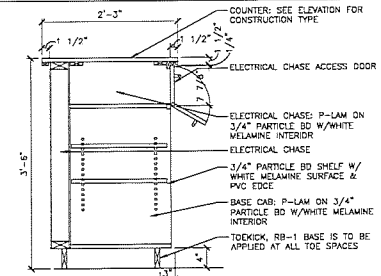
Copyright: 2002

Sheet Title:

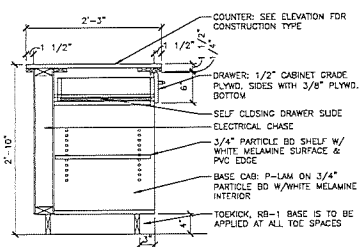
1/4" Plans/Interior Elevations

Sheet:

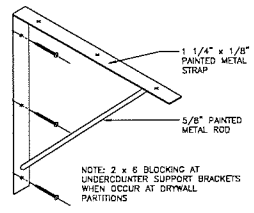
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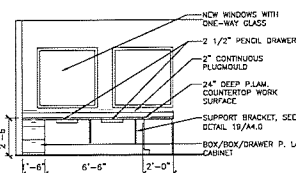
21 CABINET DETAIL
A4.01 1" = 1'-0"



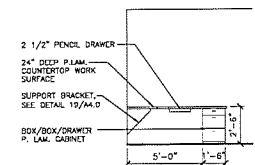
20 CABINET DETAIL
A4.01 1" = 1'-0"



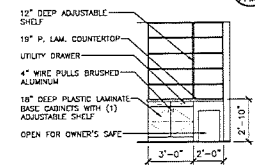
19 SUPPORT DETAIL
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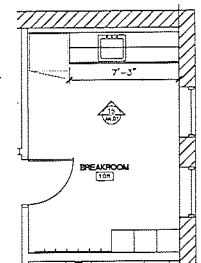
18 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



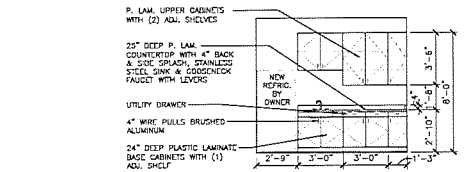
17 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



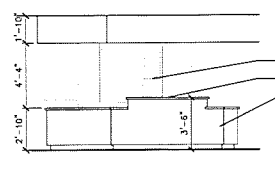
16 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



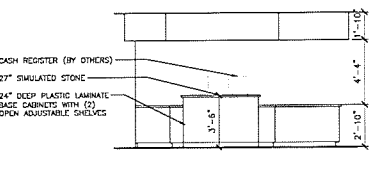
11 PARTIAL FLOOR PLAN
A4.01 1/4" = 1'-0"



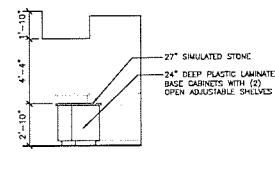
15 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



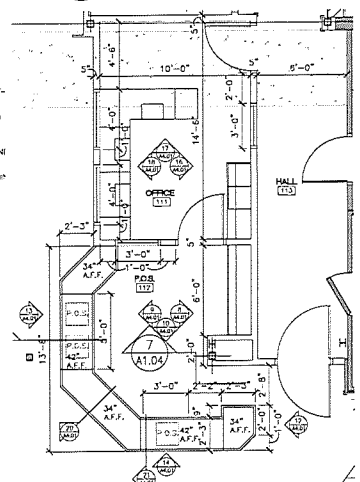
14 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



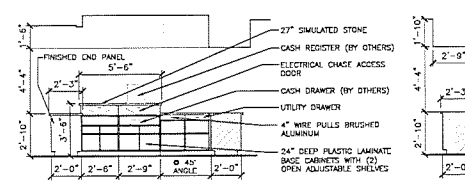
13 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



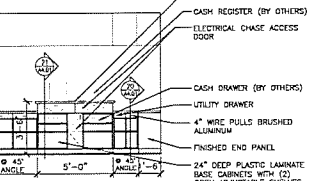
12 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



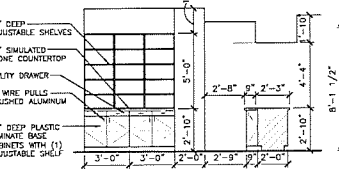
1 PARTIAL FLOOR PLAN
A4.01 1/4" = 1'-0"



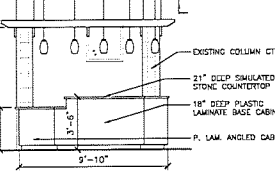
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A4.01 1/4" = 1'-0"



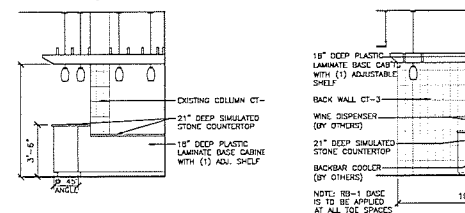
9 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



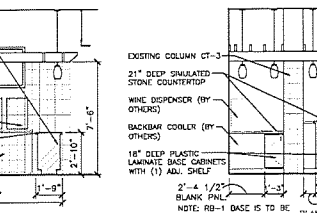
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A4.01 1/4" = 1'-0"



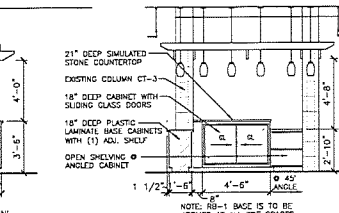
7 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



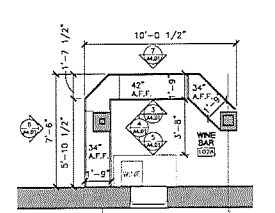
6 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



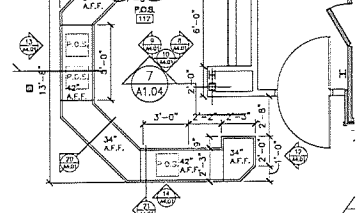
5 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



4 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



3 INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



2 PARTIAL FLOOR PLAN
A4.01 1/4" = 1'-0"

Revisions:

Rev. #	Date	Approved By
1	05.08.20	MDB
2	05.08.20	MDB
3	05.08.20	MDB
4	05.08.20	MDB
5	05.08.20	MDB
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99	05.08.20	MDB
100	05.08.20	MDB

Note:

Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

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

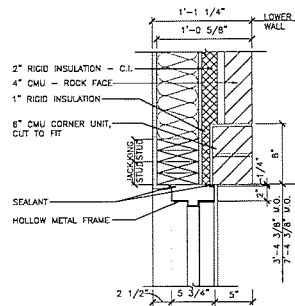
Signature: _____
Printed Name: Miles D. Briz
Date: _____ Reg. No.: 22245

Project Number: _____ X
Date: 05.08.20
Drawn By: SCB
Checked By: MDB
Copyright: 2020

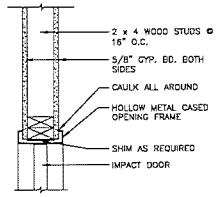
Sheet Title:
Room Opening Schedule/Opening Types

Sheet:

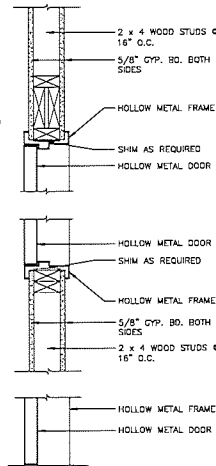
A5.01



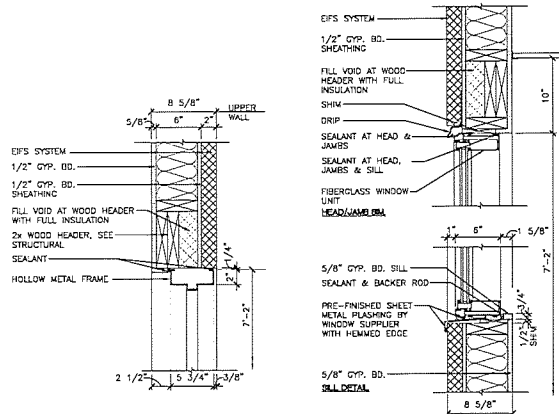
8 JAMB DETAIL
A5.01 1 1/2" = 1'-0" (H.M. FRAME)



7 H.M. CASED OPNG. JAMB
A5.01 1 1/2" = 1'-0"



4 INTERIOR H.M. DOOR FRAME
A5.01 1 1/2" = 1'-0"



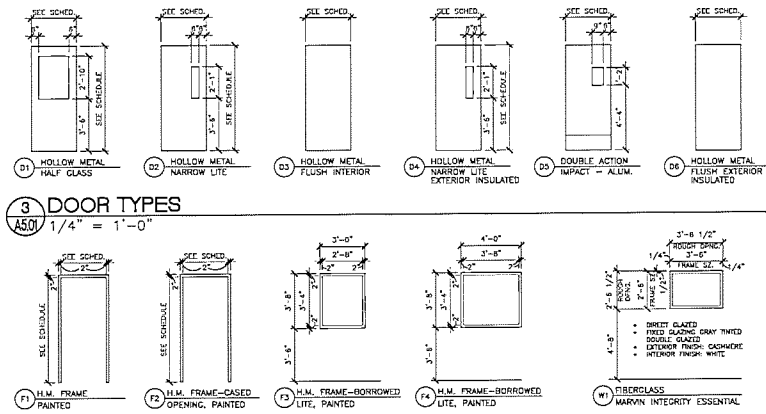
6 HEAD DETAIL
A5.01 1 1/2" = 1'-0" (H.M. FRAME)

5 WINDOW DETAIL
A5.01 1 1/2" = 1'-0"

OPNG. NO.	ROOM OR LOCATION NAME	WIDTH	HEIGHT	THICK.	DOOR TYPE	DOOR GLASS	FRAME TYPE	FRAME GLASS	HARDWARE	RATING	REMARKS
102	RETAIL	3'-0"	7'-0"	1 3/4"	D6	---	F1	---	160.3	---	---
106	STORAGE	7'-0"	7'-0"	1 3/4"	D4	GL-5	F1	---	114.5	---	*PAIR 3'-0" & 4'-0"
107	MECHANICAL	3'-0"	7'-0"	1 3/4"	D3	---	F1	---	4.0	---	---
108	BREAKROOM	3'-0"	7'-0"	1 3/4"	D2	GL-2	F1	---	5.0	---	---
109	UNisex	3'-0"	7'-0"	1 3/4"	D3	---	F1	---	2.0	---	---
110	JANITOR'S CLOSET	3'-0"	7'-0"	1 3/4"	D3	---	F1	---	4.0	---	---
111A	OFFICE	3'-0"	7'-0"	1 3/4"	D2	GL-3	F1	---	5.0	---	---
111B	OFFICE	3'-0"	7'-0"	1 3/4"	D1	GL-2	F1	---	5.0	---	---
111C	OFFICE	4'-0"	7'-0"	1 3/4"	---	---	F4	GL-1	---	---	---
111D	OFFICE	4'-0"	7'-0"	1 3/4"	---	---	F4	GL-3	---	---	---
111E	OFFICE	3'-0"	7'-0"	1 3/4"	---	---	F3	GL-3	---	---	---
111F	OFFICE	4'-0"	7'-0"	1 3/4"	---	---	F4	GL-3	---	---	---
113	HALL	3'-6"	7'-0"	1 3/4"	D5	GL-4	F2	---	8.0	---	---
114	HALL	3'-0"	7'-0"	1 3/4"	D4	GL-5	F1	---	114.3	---	---

OPENING SCHEDULE NOTES

GLASS TYPES
GL-1 1/4" CLEAR FLOAT GLASS
GL-2 1/4" CLEAR TEMPERED GLASS
GL-3 1/4" ONE-WAY VISION GLASS
GL-4 ACrylic VISION PANEL
GL-5 1" INSULATED CLEAR TEMPERED GLASS



3 DOOR TYPES
A5.01 1/4" = 1'-0"

2 FRAME TYPES
A5.01 1/4" = 1'-0"

1 WINDOW TYPES
A5.01 1/4" = 1'-0"



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

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
Ordinance Update – Chapter 8 – Section 12 Establishing a Moratorium
SUBJECT: Regulating the Residency Location of a Predatory Offender within the City
2nd Reading
DATE: February 1, 2021

OVERVIEW

In September of 2016 Council adopted an ordinance to place a moratorium regulating the residency location of a predatory offender. Since that time this moratorium has expired and the City needs to put a permanent ordinance in place.

To complete a housekeeping matter to create a permanent ordinance, Community Development and Police updated the necessary areas of our current ordinance. This ordinance update has been reviewed by Legal.

ITEMS TO BE DISCUSSED:

Staff requests that council review and approve the updated Predatory Offender Residency Restriction as a first reading.

TIMELINE:

1 st Reading:	January 19, 2021
2 nd Reading:	February 1, 2021
30-day public Comment:	February 5 – March 5
Effective:	March 8, 2021

ATTACHMENTS:

Ordinance 268, SS Chapter 8 – Section 12 Predatory Offender Residency Restriction

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

ORDINANCE 268, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 8, SECTION 12 OF THE CITY CODE
REGARDING PREDATORY OFFENDER RESIDENCY RESTRICTION

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 8, Section 12 are hereby amended to read as follows:

“Exhibit A”

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 1st OF FEBRUARY, 2021.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

EXHIBIT A

SECTION 12. ~~ESTABLISHING A MORATORIUM REGULATING THE RESIDENCY LOCATION OF PREDATORY OFFENDERS WITHIN THE CITY~~ PREDATORY OFFENDER RESIDENCY RESTRICTION

8-12-1. - Definitions.

The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- ~~A.~~ A. **Child** means any person under the age of eighteen (18).
- ~~A.B.~~ A.B. **Child Care Facility.** A facility licensed by the Minnesota Department of Human Services, or Anoka County to provide child care, including facilities having programs for children known as nurse schools, day nurseries, child care centers, day care centers, cooperative day care centers and Head Start programs.
- ~~BC.~~ **Designated predatory offender** ~~means a~~ A Any person who has been categorized as a Level III predatory offender under Minnesota Statutes, Sec. 244.052, any successor statute, or a similar statute from another state in which that person's risk assessment indicates a high risk of re-offense.
- ~~CD.~~ **Permanent residence.** ~~means a~~ A place where a person abides, lodges, or resides for 14 or more consecutive days,
- ~~DE.~~ **Temporary residence** ~~means a~~ A place where a person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or non-consecutive days in any month and which is not the person's permanent residence.
- ~~EF.~~ **School** ~~means a~~ Any public or non-public early childhood, pre-school, elementary, middle or secondary school.
- ~~F.~~ **Licensed child care center** ~~means a group child care center currently licensed by the applicable County or the State of Minnesota.~~
- ~~G.~~ **Public Park.** A public recreation center or area, created, established, designated, maintained, provided or set aside by the City, county or state for the purpose of public rest, recreation and enjoyment and all buildings, facilities and structures located thereon.
- ~~HG.~~ **Public playground** means a publicly-owned, improved park or other outdoor area designed, equipped, and set aside primarily for children's play.

8-12-2. ~~Temporary Regulations on Predatory Offenders.~~ Prohibited location of residence.

- ~~A.~~ A. **Prohibited location of residence.**
- a. It shall be unlawful for any designated predatory offender to establish a permanent or temporary residence within 2,000 feet of any school, licensed child care facility, public playground, or any other place where children are commonly known to regularly congregate.
- a.b. It is unlawful for any designated offender to establish a permanent or temporary residence within 2,000 feet of another designated predatory offender.
- B. **Measurement of Distance.** For purposes of determining the minimum distance separation required by this Section, the requirement shall be measured by following a straight line from the outer property line of the permanent or temporary residence of the designated predatory offender to the nearest outer property line of the protected property.
- C. 8-12-3 Exemptions

EXHIBIT A

A designated predatory offender residing within a prohibited area as described in this Section does not commit a violation of this Ordinance if any of the following apply:

1. The person established the permanent or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167 or any successor statute, prior to the effective date of the ordinance from which this Section derives;
2. The school, licensed child care center, or public playground within 2,000 feet of the person's permanent or temporary residence was opened after the person established such residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167, or any successor statute;
3. ~~The residence is also, as of the effective date of the ordinance from which this Section derives, the primary residence of the person's parents, grandparents, siblings, or spouse; or~~
43. ~~The residence is a property purchased, leased, or contracted with and licensed by the Minnesota Department of Corrections prior to the effective date of the ordinance from which this Section derives.~~
3. The designated offender was a minor when they committed the offence and they were not convicted as an adult
4. The designated offender is a minor
5. The designated offender's permanent or temporary residence is also the primary residence of the designated offender's parent(s), grandparent(s), sibling(s), spouse or child(ren).

~~8-12-3. Duration.~~

~~The regulations imposed by this Section shall be in effect for a period of one year from the date of its adoption, until the final adoption of an amendment to the City Code regarding the residency location of predatory offenders, or upon its express repeal by the City Council, whichever occurs first.~~

8-12-4. - Enforcement.

A violation of this Ordinance shall be a misdemeanor. In addition, the City may enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction, or through any administrative penalties program of the City Code.

(Ord. 221, SS, eff. 9-19-2016, Rev x-x-2021)



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 G

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 01/27/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$106,153.46 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2020.

Other Payments to be approved:

Debt service payments - \$130,380.41
Direct Transfer from Previous Month - None
Manual Checks- None

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 01-19-2021 Packet List
- 01-19-2021 Other Checks

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 1

*Claim Register©

AP 02-01-2021

January 2021

Claim Type

Claim# 9196 AIRGAS NORTH CENTRAL

Cash Payment E 101-43100-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976180686Cash Payment E 101-43210-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976180686Cash Payment E 101-45200-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976180686Cash Payment E 601-49440-217 Other Operating Supplies RENTAL \$13.39
Invoice 9976180686Cash Payment E 602-49490-217 Other Operating Supplies RENTAL \$13.40
Invoice 9976180686

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$66.96

Claim Type

Claim# 9286 ALWAYS BRIGHT LIGHTS LTD

Cash Payment E 101-45200-311 Contract REMOVED HOLIDAY BANNERS AND DÉCOR \$300.00
Invoice 886

Transaction Date 1/28/2021 Due 2/27/2021 CASH 10100 Total \$300.00

Claim Type

Claim# 9198 ANOKA COUNTY CHIEF OF POLICE

Cash Payment E 101-42110-433 Dues and Subscriptions MEMBERSHIP DUES \$40.00
Invoice .0121

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$40.00

Claim Type

Claim# 9197 ANOKA COUNTY TREASURY DEPT

Cash Payment E 101-41910-318 Economic Development 2021 ECONOMIC DEV COST SHARE \$424.00
Invoice EC010421VCash Payment E 101-42110-321 Telephone FEB 2021 CAC FIBER \$225.00
Invoice B210119P

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$649.00

Claim Type

Claim# 9199 ASPEN MILLS

Cash Payment E 101-42210-437 Uniform Allowance UNIFORMS - BULERA \$299.70
Invoice 267553

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$299.70

Claim Type

Claim# 9200 BREAKTHRU BEVERAGE

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$13.41
Invoice 1081230269Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -\$90.77
Invoice 2080302063Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -\$136.64
Invoice 2080301973Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$440.43
Invoice 1081230269Cash Payment E 609-49751-253 Wine For Resale WINE \$19.35
Invoice 1081230269Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$147.70
Invoice 1081230269

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$393.48

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 2

*Claim Register©

AP 02-01-2021

January 2021

Claim Type

Claim# 9203 CRYSTAL SPRINGS ICE

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC
Invoice 2002382

\$77.76

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$77.76

Claim Type

Claim# 9204 DAHLHEIMER DIST. CO. INC.

Cash Payment E 609-49751-252 Beer For Resale BEER
Invoice 1341865

\$10,823.75

Cash Payment E 609-49751-251 Liquor For Resale MISC
Invoice 1341865 \$276.00Cash Payment E 609-49751-255 N/A Products N/A
Invoice 1341865 \$27.95

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$11,127.70

Claim Type

Claim# 9205 DELL MARKETING L.P.

Cash Payment E 402-42110-570 C-O-L Office Equip & Misc. OFFICE EQUIPMENT
Invoice 10457519106

\$582.01

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$582.01

Claim Type

Claim# 9206 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing JAN 20 CHAPTER 10 AND 11 PH
Invoice 814016

\$64.50

Cash Payment E 609-49750-340 Advertising CITY OF ST. FRANCIS MUNICIPAL
Invoice 816036 \$150.50Cash Payment E 101-41120-352 General Publishing FEB CHARTER COMMISSION MEETING
Invoice 815803 \$26.88

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$241.88

Claim Type

Claim# 9292 EMERGENCY MEDICAL PRODUCT

Cash Payment E 101-42210-217 Other Operating Supplies SUPPLIES
Invoice 2230863

\$343.47

Transaction Date 1/28/2021 Due 2/27/2021 CASH 10100 Total \$343.47

Claim Type

Claim# 9207 HACH COMPANY

Cash Payment E 601-49440-235 Lab Supplies SUPPLIES
Invoice 12269547

\$609.63

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$609.63

Claim Type

Claim# 9237 HARRIS ST PAUL, INC

Cash Payment E 601-49440-401 Repairs/Maint Buildings HVAC CONTRACT
Invoice 505010926

\$428.12

Cash Payment E 602-49490-401 Repairs/Maint Buildings HVAC CONTRACT
Invoice 505010926 \$428.12Cash Payment E 101-43100-401 Repairs/Maint Buildings HVAC CONTRACT
Invoice 505010926 \$428.12Cash Payment E 101-45200-401 Repairs/Maint Buildings HVAC CONTRACT
Invoice 505010926 \$428.12Cash Payment E 609-49750-401 Repairs/Maint Buildings HVAC CONTRACT
Invoice 505010926 \$428.12

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 3

***Claim Register©**

AP 02-01-2021

January 2021

Cash Payment	E 101-42210-401 Repairs/Maint Buildings	HVAC CONTRACT				\$428.12
Invoice	505010926					
Cash Payment	E 101-41940-401 Repairs/Maint Buildings	HVAC CONTRACT				\$428.12
Invoice	505010926					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	HVAC CONTRACT				\$428.16
Invoice	505010926					

Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$3,425.00
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Claim TypeClaim# 9238 *HAWKINS, INC.*

Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHLORINE				\$344.45
Invoice	4865369					

Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHLORIDE				\$6,314.50
Invoice	4865370					

Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$6,658.95
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Claim TypeClaim# 9208 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$235.37
Invoice	IN3226728					

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$235.37
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Claim TypeClaim# 9209 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$48.68
Invoice	1724801					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
Invoice	1720233					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$36.24
Invoice	1724802					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,634.70
Invoice	1724802					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,847.23
Invoice	1724801					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$77.20
Invoice	1720233					

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$4,648.76
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Claim TypeClaim# 9278 *JSX TECHNOLOGY*

Cash Payment	E 402-42110-550 Vehicles	30HZ SYSTEM				\$6,500.00
Invoice	10453					

Transaction Date	1/27/2021	Due 2/26/2021	CASH	10100	Total	\$6,500.00
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Claim TypeClaim# 9242 *LAW ENFORCEMENT LABOR SVC*

Cash Payment	G 101-21707 Union Dues	UNION DUES - POLICE				\$571.50
Invoice	.022021					

Cash Payment	G 101-21707 Union Dues	UNION DUES - SARGEANTS				\$63.50
Invoice	.022021					

Transaction Date	1/26/2021	Due 2/25/2021	CASH	10100	Total	\$635.00
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Claim TypeClaim# 9277 *LEAGUE OF MN CITIES*

Cash Payment	E 101-42110-208 Training and Instruction	PATROL SUBSCRIPTION				\$1,080.00
Invoice	334165					

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 4

*Claim Register©

AP 02-01-2021

January 2021

Transaction Date	1/27/2021	Due 2/26/2021	CASH	10100	Total	\$1,080.00
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Claim Type

Claim# 9211 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$5,467.10
Invoice 565589					

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$5,467.10
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Claim Type

Claim# 9279 MIDWEST TESTING LLC

Cash Payment	E 602-49490-229 Project Repair & Maintena	WATERMETER TEST			\$1,595.00
Invoice 5285					

Transaction Date	1/27/2021	Due 2/26/2021	CASH	10100	Total	\$1,595.00
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Claim Type

Claim# 9281 MN CHIEFS OF POLICE ASSN.

Cash Payment	E 101-42110-208 Training and Instruction	WEBINARS			\$450.00
Invoice 11732					

Transaction Date	1/27/2021	Due 2/26/2021	CASH	10100	Total	\$450.00
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Claim Type

Claim# 9212 MN MUNICIPAL UTILITIES ASSOC.

Cash Payment	E 101-41400-311 Contract	SAFETY MANAGEMENT PROGRAM			\$522.50
Invoice 56759					

Cash Payment	E 101-42110-311 Contract	SAFETY MANAGEMENT PROGRAM			\$522.50
Invoice 56759					

Cash Payment	E 101-42210-311 Contract	SAFETY MANAGEMENT PROGRAM			\$522.50
Invoice 56759					

Cash Payment	E 101-43100-311 Contract	SAFETY MANAGEMENT PROGRAM			\$783.75
Invoice 56759					

Cash Payment	E 101-45200-311 Contract	SAFETY MANAGEMENT PROGRAM			\$783.75
Invoice 56759					

Cash Payment	E 601-49440-311 Contract	SAFETY MANAGEMENT PROGRAM			\$783.75
Invoice 56759					

Cash Payment	E 602-49490-311 Contract	SAFETY MANAGEMENT PROGRAM			\$783.75
Invoice 56759					

Cash Payment	E 609-49750-311 Contract	SAFETY MANAGEMENT PROGRAM			\$522.50
Invoice 56759					

Cash Payment	E 101-41400-311 Contract	2021 WATER UTILITY MEMBER DUES			\$49.60
Invoice 56964					

Cash Payment	E 101-42110-311 Contract	2021 WATER UTILITY MEMBER DUES			\$49.60
Invoice 56964					

Cash Payment	E 101-42210-311 Contract	2021 WATER UTILITY MEMBER DUES			\$49.60
Invoice 56964					

Cash Payment	E 101-43100-311 Contract	2021 WATER UTILITY MEMBER DUES			\$74.40
Invoice 56964					

Cash Payment	E 101-45200-311 Contract	2021 WATER UTILITY MEMBER DUES			\$74.40
Invoice 56964					

Cash Payment	E 601-49440-311 Contract	2021 WATER UTILITY MEMBER DUES			\$74.40
Invoice 56964					

Cash Payment	E 602-49490-311 Contract	2021 WATER UTILITY MEMBER DUES			\$74.40
Invoice 56964					

Cash Payment	E 609-49750-311 Contract	2021 WATER UTILITY MEMBER DUES			\$49.60
Invoice 56964					

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 5

*Claim Register©

AP 02-01-2021

January 2021

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$5,721.00
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Claim Type

Claim# 9282 MN NCPERS LIFE INSURANCE

Cash Payment	G 101-21713 MN Life	FEBRUARY 2021		\$96.00
Invoice 733400022021				

Transaction Date	1/27/2021	Due 2/26/2021	CASH	10100	Total	\$96.00
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Claim Type

Claim# 9213 MN STATE FIRE CHIEFS ASSN.

Cash Payment	E 101-42210-433 Dues and Subscriptions	2021 FIRE CHIEF MEMBERSHIP DUES		\$100.00
Invoice .0121				

Cash Payment	E 101-42210-433 Dues and Subscriptions	2021 COMMAND LEVEL OFFICER MEMBERSHIP		\$60.00
Invoice .12021				

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$160.00
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Claim Type

Claim# 9283 M-R SIGN COMPANY, INC.

Cash Payment	E 101-43100-226 Sign Repair Materials	SIGNS		\$170.40
Invoice 211120				

Transaction Date	1/27/2021	Due 2/26/2021	CASH	10100	Total	\$170.40
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Claim Type

Claim# 9215 MUNICIPAL CODE CORPORATION

Cash Payment	E 101-41400-311 Contract	CODE OF ORDINANCES		\$695.42
Invoice 00353741				

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$695.42
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Claim Type

Claim# 9216 PAUSTIS WINE COMPANY

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$32.50
Invoice 114398				

Cash Payment	E 609-49751-253 Wine For Resale	WINE		\$2,567.00
Invoice 114398				

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$2,599.50
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Claim Type

Claim# 9293 PERMITWORKS

Cash Payment	E 101-42400-310 Computer Consulting Fees			\$3,585.00
Invoice 2021-0042				

Transaction Date	1/28/2021	Due 2/27/2021	CASH	10100	Total	\$3,585.00
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Claim Type

Claim# 9217 PHILLIPS WINE & SPIRITS CO.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$25.12
Invoice 6148073				

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$3.14
Invoice 6148074				

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$1.57
Invoice 6148075				

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR		\$2,851.92
Invoice 6148073				

Cash Payment	E 609-49751-253 Wine For Resale	WINE		\$84.00
Invoice 6148074				

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 6

*Claim Register©

AP 02-01-2021

January 2021

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. \$49.50
Invoice 6148075

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$3,015.25

Claim Type

Claim# 9291 POSTMASTER - ST. FRANCIS

Cash Payment E 101-41400-322 Postage POSTAGE \$245.00
Invoice .0121

Transaction Date 1/28/2021 Due 2/27/2021 CASH 10100 Total \$245.00

Claim Type

Claim# 9220 QUILL CORPORATION

Cash Payment E 609-49750-200 Office Supplies SUPPLIES \$76.22
Invoice 13961719

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$76.22

Claim Type

Claim# 9221 SELLMARK CORPORATION

Cash Payment E 208-42110-441 Miscellaneous PULSAR LEXION XP28 THERMAL MONOCULAR \$3,060.95
Invoice 550992

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$3,060.95

Claim Type

Claim# 9222 SHI INTERNATIONAL CORP

Cash Payment E 402-42110-570 C-O-L Office Equip & Misc. OFFICE EQUIPMENT \$268.00
Invoice B12839805

Cash Payment E 402-42110-570 C-O-L Office Equip & Misc. OFFICE EQUIPMENT \$268.00
Invoice B12839819

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$536.00

Claim Type

Claim# 9225 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$15.36
Invoice 2039079

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$53.76
Invoice 2039078

Cash Payment E 609-49751-253 Wine For Resale WINE \$812.00
Invoice 2039079

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$4,980.90
Invoice 2039078

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$5,862.02

Claim Type

Claim# 9284 STREICHER S

Cash Payment E 101-42110-437 Uniform Allowance SMALL EQUIPMENT \$240.99
Invoice I1478640

Cash Payment E 101-42110-237 Small Equipment SMALL EQUIPMENT \$128.92
Invoice I1477204

Transaction Date 1/27/2021 Due 2/26/2021 CASH 10100 Total \$369.91

Claim Type

Claim# 9227 SUN LIFE FINANCIAL

Cash Payment E 101-41400-130 Employer Paid Insurance INSURANCE \$293.17
Invoice .022021

CITY OF ST FRANCIS

01/28/21 10:51 AM

Page 7

*Claim Register©

AP 02-01-2021

January 2021

Cash Payment	E 101-41500-130 Employer Paid Insurance	INSURANCE				\$151.65
Invoice	.022021					
Cash Payment	E 101-41910-130 Employer Paid Insurance	INSURANCE				\$81.67
Invoice	.022021					
Cash Payment	E 101-42110-130 Employer Paid Insurance	INSURANCE				\$997.13
Invoice	.022021					
Cash Payment	E 101-42210-130 Employer Paid Insurance	INSURANCE				\$82.35
Invoice	.022021					
Cash Payment	E 101-42400-130 Employer Paid Insurance	INSURANCE				\$77.46
Invoice	.022021					
Cash Payment	E 101-43100-130 Employer Paid Insurance	INSURANCE				\$180.49
Invoice	.022021					
Cash Payment	E 101-43210-130 Employer Paid Insurance	INSURANCE				\$40.10
Invoice	.022021					
Cash Payment	E 101-45200-130 Employer Paid Insurance	INSURANCE				\$180.49
Invoice	.022021					
Cash Payment	E 601-49440-130 Employer Paid Insurance	INSURANCE				\$131.34
Invoice	.022021					
Cash Payment	E 602-49490-130 Employer Paid Insurance	INSURANCE				\$131.33
Invoice	.022021					
Cash Payment	E 609-49750-130 Employer Paid Insurance	INSURANCE				\$144.97
Invoice	.022021					
Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$2,492.15

Claim Type

Claim# 9228 VINOCOPIA, INC.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$14.00
Invoice	0272152-IN					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$644.00
Invoice	0272152-IN					

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$658.00
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Claim Type

Claim# 9229 WINE MERCHANTS

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.85
Invoice	7314809					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$680.00
Invoice	7314809					

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$687.85
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Claim Type

Claim# 9230 ZIEGLER, INC.

Cash Payment	E 101-43100-218 Equipment Repair & Maint	PARTS				\$44.61
Invoice	PC002208656					

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$44.61
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$75,502.05
Total	\$75,502.05

CITY OF ST FRANCIS

01/28/21 10:57 AM

Page 1

*Claim Register©

PAY 02-01-2021

January 2021

Claim Type

Claim# 9177 ANOKA COUNTY PROPERTY REC

Cash Payment E 101-41400-441 Miscellaneous RECORDING DOCUMENTS \$46.00
Invoice 20-67797Cash Payment E 101-41400-441 Miscellaneous RECORDING DOCUMENTS \$46.00
Invoice 20-67814Cash Payment E 101-41400-441 Miscellaneous RECORDING DOCUMENTS \$92.00
Invoice

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$184.00

Claim Type

Claim# 9176 ANOKA COUNTY TREASURY DEPT

Cash Payment E 101-42110-311 Contract 4TH QUARTER 2020 STATE ACCESS \$180.00
Invoice AR017085

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$180.00

Claim Type

Claim# 9178 BERNICK COMPANIES, THE

Cash Payment E 609-49751-252 Beer For Resale BEER \$816.30
Invoice 164001Cash Payment E 609-49751-255 N/A Products N/A \$50.20
Invoice 164001

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$866.50

Claim Type

Claim# 9189 BGS (BARNA GUZY)

Cash Payment E 101-41600-304 Civil Legal Fees TYLER DUANE NOYES & JOYCE MERCEDES NOYES FORFEITURE \$602.00
Invoice 226244Cash Payment E 101-41600-312 Criminal Legal Fees PROSECUTION/RETAINER FILE \$5,000.00
Invoice 226013Cash Payment E 101-41600-304 Civil Legal Fees MUNICIPAL \$1,900.00
Invoice 226186Cash Payment E 101-41600-304 Civil Legal Fees GENERAL LABOR \$546.00
Invoice 226187Cash Payment E 101-41600-304 Civil Legal Fees GARY SMITH ADMIN HEARING \$126.00
Invoice 226188Cash Payment E 101-41600-304 Civil Legal Fees COMMUNITY DEVELOPMENT \$308.00
Invoice 226189Cash Payment E 101-41600-304 Civil Legal Fees MISCELLANEOUS / RETAINER \$1,386.00
Invoice 226191Cash Payment E 101-41600-304 Civil Legal Fees MEADOWS OF ST FRANCIS PURCHASE \$28.00
Invoice 226190Cash Payment E 101-41600-304 Civil Legal Fees SAMUEL HOUSTON MORGAN \$70.00
Invoice 226241Cash Payment E 101-41600-304 Civil Legal Fees REBECCA SCHROEDER; FLORENCE SHULTZ PURCHASE OF REAL PROPERTY \$546.00
Invoice 226393Cash Payment E 101-41600-304 Civil Legal Fees MARCIA MICHELE MACK FORFEITURE \$56.00
Invoice 226243Cash Payment E 101-41600-304 Civil Legal Fees KIMBERLY JEANNE HALL FORFEITURE \$154.00
Invoice 226242

Transaction Date 1/25/2021 Due 2/24/2021 CASH 10100 Total \$10,722.00

CITY OF ST FRANCIS

01/28/21 10:57 AM

Page 2

*Claim Register©

PAY 02-01-2021

January 2021

Claim Type

Claim# 9290 EMERALD FENCE

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	FENCE REPAIR	\$162.50
Invoice	20069		

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	FENCE REPAIR	\$162.50
Invoice	20069		

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	FENCE REPAIR	\$162.50
Invoice	20069		

Cash Payment	E 602-49490-401 Repairs/Maint Buildings	FENCE REPAIR	\$162.50
Invoice	20069		

Transaction Date	1/28/2021	Due 2/27/2021	CASH	10100	Total	\$650.00
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Claim Type

Claim# 9231 JEFFERSON FIRE & SAFETY INC.

Cash Payment	E 101-42210-237 Small Equipment	PARTS	\$8,104.25
Invoice	IN123226		

Cash Payment	E 101-42210-237 Small Equipment	PARTS	\$46.36
Invoice	IN125265		

Cash Payment	E 101-42210-237 Small Equipment	PARTS	\$203.81
Invoice	IN125321		

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$8,354.42
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Claim Type

Claim# 9193 JOHNSON BROS WHLSE LIQUOR

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$9.42
Invoice	1712255		

Cash Payment	E 609-49751-252 Beer For Resale	CREDITS	-\$1,260.18
Invoice			

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$438.75
Invoice	1712255		

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	-\$812.01
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Claim Type

Claim# 9194 PHILLIPS WINE & SPIRITS CO.

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-\$295.26
Invoice	622001		

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	-\$295.26
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Claim Type

Claim# 9285 SANTANDER BANK N.A.

Cash Payment	E 601-47000-611 Bond Interest	PAYMENT	\$10,260.64
Invoice	2581627		

Transaction Date	1/28/2021	Due 2/27/2021	CASH	10100	Total	\$10,260.64
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Claim Type

Claim# 9195 STREICHER S

Cash Payment	E 101-42110-237 Small Equipment	SMALL EQUIPMENT	\$541.12
Invoice	I1462870		

Transaction Date	1/25/2021	Due 2/24/2021	CASH	10100	Total	\$541.12
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CITY OF ST FRANCIS

01/28/21 10:57 AM

Page 3

***Claim Register©**

PAY 02-01-2021

January 2021

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	<u>\$30,651.41</u>
Total	\$30,651.41

Total \$106,153.46

Checks cut since last Council Meeting

[illegible]

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 H

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Application for FEMA Assistance to Firefighters Grant (AFG)**
DATE: 02/01/2021

OVERVIEW:

The fire department is requesting authorization to apply for grant through FEMA for a Type 3, Urban Interface Fire Suppression Vehicle. This grant opportunity is called the Assistance to Firefighters Grant, commonly known as the "AFG." If we are awarded a grant, formal acceptance of any dollars would be brought forth to the Council for acceptance and approval. Grant awards can cover up to 100% of the purchase price. The grant application window closes on February 12th, 2021. Successful grant applicants are generally notified beginning around August. We are requesting \$450,000.00 for this grant.

Action to be considered:

Motion to authorize the fire department to submit a FEMA Grant Application to the Assistance to Firefighters Grant Program.

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
SUBJECT: Zoning Code Update – Ordinance Adoption
MEETING DATE: February 1, 2021

Overview

Over the past 6 months, City Staff and HKGi have been working to update Chapters 10 Zoning and 11 Subdivision of the City Code. This update resulted from a need to implement the St. Francis 2040 Comprehensive Plan that was adopted in March 2020 and to bring the Code up to date to reflect current land use trends. The Planning and Zoning Commission and City Council have given feedback and input throughout the ordinance drafting process. Draft code chapters were prepared for public review and published on the City's website in December.

Planning Commission Meeting

A public hearing was held at the January 20, 2021 Planning Commission meeting. One member of the public attended the meeting and asked for clarification on the Urban Reserve district. After discussion, the Planning Commission unanimously recommended approval of the zoning and subdivision chapters.

Timeline

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

February 1st – 1st Reading

February 16th – 2nd Reading

February 19th – Publish for Comment

March 19th – Effective

Following the adoption of the updated zoning ordinance and establishment of the new zoning districts, the zoning map will be updated. Staff is tentatively planning to present the updated zoning map for review by the City Council in March. Additional community engagement is planned for this step in the update process.

Attachments

The draft ordinance and executive summary are attached to this memo. A clean version of the draft chapters with updated references has been prepared and is available for review on the City's website <https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan-and-code-update>.

Action

Council is requested to review and adopt the new Zoning and Subdivision chapters of the City Code.

Suggested Motion: *"Move to approve First Reading of Ordinance No. 269, Second Series repealing and replacing the existing Chapters 10 and 11 of the City Code with the new Zoning and Subdivision chapters."*

ORDINANCE NO. 269, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE REPEALING AND REPLACING CITY CHAPTER 10 ZONING AND
CITY CHAPTER 11 SUBDIVISIONS**

WHEREAS, the Planning Commission on January 20, 2021, opened and closed a duly noticed public hearing and considered the ordinance, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on February 1, 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, ANOKA
COUNTY, MINNESOTA, ORDAINS:**

Section 1. Existing City Code Chapter 10 Zoning is hereby repealed and replaced by the new City Code Chapter 10 Zoning, a copy of which is attached as Exhibit A.

Section 2. Existing City Code Chapter 11 Subdivisions is hereby repealed and replaced by the new City Code Chapter 11 Subdivisions, a copy of which is attached as Exhibit B.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this ____ day of February, 2021.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

Published in the Anoka County Union Herald _____.

EXHIBIT A

Chapter 10 Zoning – to be inserted

EXHIBIT B

Chapter 11 Subdivisions – to be inserted

CITY OF ST. FRANCIS ZONING CODE UPDATE

Executive Summary | January 2021



This Executive Summary is intended to provide a brief description of St. Francis's revised Zoning and Subdivision Chapters, including their basic structure, key features, and the significant changes made between the existing and revised Chapters. St. Francis's revised Zoning and Subdivision Chapters are the official body of rules and regulations to guide land use and development in the City of St. Francis. While the City has routinely adopted amendments to address specific issues, a

comprehensive evaluation of all its development codes was needed to update inconsistencies within its development codes as well as with the City's long-term plans, goals, and needs, particularly the 2020 Comprehensive Plan. The Zoning Code Update revised Chapter 10 Zoning and Chapter 11 Subdivision.

BASIC STRUCTURE OF NEW CODE



In order to make the Code more user-friendly for interested parties (property owners, developers, citizens, staff, public officials), a new organizational level was introduced as part of the update, called Division. Divisions include groups of Sections, and multiple Divisions make up a Chapter. The updated structure of the Code is listed below.

Chapter 10 Zoning

- » Division 1 Title, Rules, Application
- » Division 2 Rules and Definitions
- » Division 3 Administration and Procedures
- » Division 4 Base Zoning Districts
- » Division 5 Overlay Zoning Districts
- » Division 6 Use-Specific Standards
- » Division 7 Development Standards
- » Division 8 Stormwater
- » Division 9 Signage

Chapter 11 Subdivision

- » Division 1 Title and Application
- » Division 2 Rules and Definitions
- » Division 3 Administration and Procedures
- » Division 4 Design Standards
- » Division 5 Required Improvements
- » Division 6 Enforcement



CHANGES TO BASE DISTRICTS

A number of new zoning districts were created as a result of the code update:

UR Urban Reserve District

- » Changed to UR from A-3 Interim Agriculture to reflect the Comprehensive Plan's Future Land Use map.

R-1 Urban Low Density Residential District

- » Combines existing R-1 Urban Estate Single Family Residential District and R-2 Urban Single Family Residential District into one

BPK Business Park District

- » Combines existing B-3 Business Park District and I-1 Light Industrial District into one



USE & DIMENSIONAL TABLES

- » Uses will now be consolidated into tables: three for principal uses and three for accessory uses
- » Uses are identified as "Permitted," "Permitted with Standards," "Conditional," or "Interim"
- » A Permitted with Standards use is a use that can be allowed administratively so long as specific use standards are met. These uses are also subject to all other standards in the Code.
- » Tables for lot and site dimensions have also been created.

Use Type	Zoning District			
	RR	R-1	R-2	R-3
Residential				
Household Living				
Dwelling, single-unit detached	PS	PS	PS	
Dwelling, farmstead	I	I	I	I
Dwelling, twinhome		P	P	

Use Table Format:

KEY IMPROVEMENTS



Consolidation and creation of zoning districts



Organization of zoning district uses and dimensional standards into concise yet comprehensive tables



Codification of site and architectural standards for B-1 district



Creation of Use-Specific Standards Division consolidating scattered existing standards and new standards into a single location

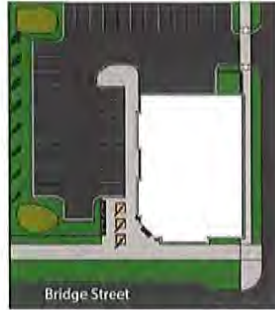
B-1 DISTRICT STANDARDS



Design standards listed in the St. Francis Design Guidelines were codified as part of the update and included as B-1 District standards.

Site Design Standards

- » Parking lot location
 - Parking lots prohibited in the front yard
- » Driveway access
 - No new accesses onto Bridge Street permitted



Building Design Standards

- » Building frontage
 - No less than 70% of the ground floor frontage on Bridge Street shall be used for a commercial purpose
- » Entryways
 - Primary entrance oriented toward Bridge Street
- » Facade articulation and detail
 - Massing, color, or building material changes at least every 60 linear feet along street
 - Articulation includes cornices, molding, columns, pilasters, vertical recesses or projections of the wall face, or other ornamentation



- » Windows/transparency
 - Street-facing walls shall be at least 30% transparent

USE-SPECIFIC STANDARDS



Use-Specific Standards, which are located in Chapter 10 Division 6, are those standards that only apply to a specific use. They are organized in one section to eliminate repetition in the Code. Examples of uses being newly addressed through the Code update include:

Vehicle Sales

- » Includes in-person and online sales, leasing, and rental
- » Moratorium established Spring 2020
- » Allowed as conditional use in B-2 and I-1 districts and permitted with standards use in BPK district
- » Required to have frontage on Hwy 47

Rural Event Center

- » Includes uses like "wedding barns," where groups of people gather for one-time events in rural areas of the City
- » Allowed as permitted with standards use in A-2 district

Mobile Food Units

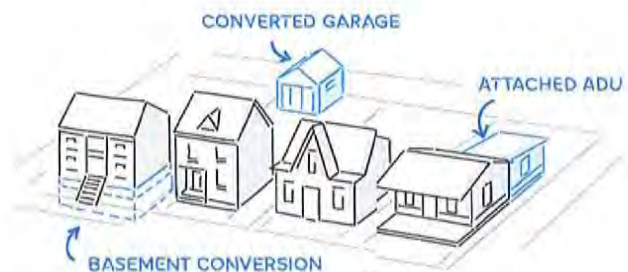
- » Pertains to mobile food units parked on private property
- » Allowed as permitted with standards accessory use in B-1, B-2, and BPK districts

Short-Term Vacation Rentals

- » Includes AirBnB, VRBO, etc.
- » Allowed as permitted with standards accessory use in A-2, UR, RR, R-1, and R-2 districts
- » Number of guests limited to two times the number of bedrooms plus one

Accessory Dwelling Units (ADUs)

- » A self-contained dwelling unit with a separate entrance, kitchen, sleeping area, and full bathroom facilities, which is located within or attached to an existing residential dwelling or detached garage.



- » Allowed as permitted with standards accessory use in UR, RR, and R-1 districts
- » Requirements
 - Property owner(s) must live in at least one of the dwelling units on-site
 - No larger than 35% finished floor area of principal structure
 - Deed restriction required limiting independent sale of ADUs

PROCEDURAL CHANGES



Minor Subdivision

- » Subdivision creating not more than three parcels
- » Reviewed and approved by City Council

Site Plan Review

- » Specified when site plan review will be conducted administratively and when the Planning Commission and City Council will review and approve

Planned Unit Development (PUD)

- » Major and minor amendments clarified

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fire Department
DATE: February 1st, 2021

OVERVIEW:

The City signed a Fire Management Service Contract with the City of Nowthen that will result in revenue of **\$75,069; \$77,322; and \$79,641. OR \$232,032** over three years. The City of Nowthen will only be paying the City of St. Francis directly for Fire Management Services.

With the increased work load, time commitment and responsibility – Staff is bringing forward a proposal for the Fire Chief and Assistant Chief salaries. Below are comparable salaries for the Fire Chief position in the Metro Area.

The Met Council Population Estimates for St. Francis and Nowthen are **8,045** and **4,771** totaling **12,816**.

***Note St. Francis/Nowthen shown in 2021 Salary compared to 2019 salaries**

City	Population	2019 Salary
North St. Paul	12,069	\$114,483
St. Anthony	8,437	\$110,583
Mound	9,787	\$107,723
Mahtomedi	8,143	\$107,390
<i>St. Francis/Nowthen—if approved</i>		<i>\$99,902.40</i>
East Bethel	11,626	\$98,737
St. Francis/Nowthen	12,816	\$92,916
Victoria	10,144	\$87,984

Recommended Motion:

Motion to approve Fire Chief salary to a Grade 19 Step 3 and Assistant Fire Chief to \$17,500 annually – both contingent upon retaining the Fire Management Service contract with the City of Nowthen.

*Note: Assistant Chief pay per call will be removed upon completion of the action.

St. Francis Fire Department Annual Report - 2020



Respectfully Submitted by Chief Schmidt

February 1st, 2021



ST. FRANCIS

FIRE & RESCUE

Letter from Fire Chief

Enclosed you will find the 2020 Annual Report from the fire department. While 2020 may have been the kind of year none of us quite anticipated. Despite the challenges we faced as a city, department and community the fire department not only continued to provide uninterrupted service, but took on the pandemic headlong.

Throughout the year we worked to update small tools and equipment, transitioning away from most of our gas powered equipment into battery operated tools. We successfully received a grant from the DNR to replace all of our nozzles, worked to secure a 3-year contract with the City of Nowthen for Management Services, utilized CARES funding to staff the fire station 24/7 for the first 3 months of the pandemic, utilized CARES money for mission critical EMS supplies including a Lucas Device. Additionally, we built a Google Classroom to ensure on-going training during the pandemic.

The department, like all city departments, remained flexible and creative as the year evolved. Reacting and anticipating our ever changing environment throughout 2020. The flexibility and adaptability of our firefighters have never been more apparent. For that we are grateful.

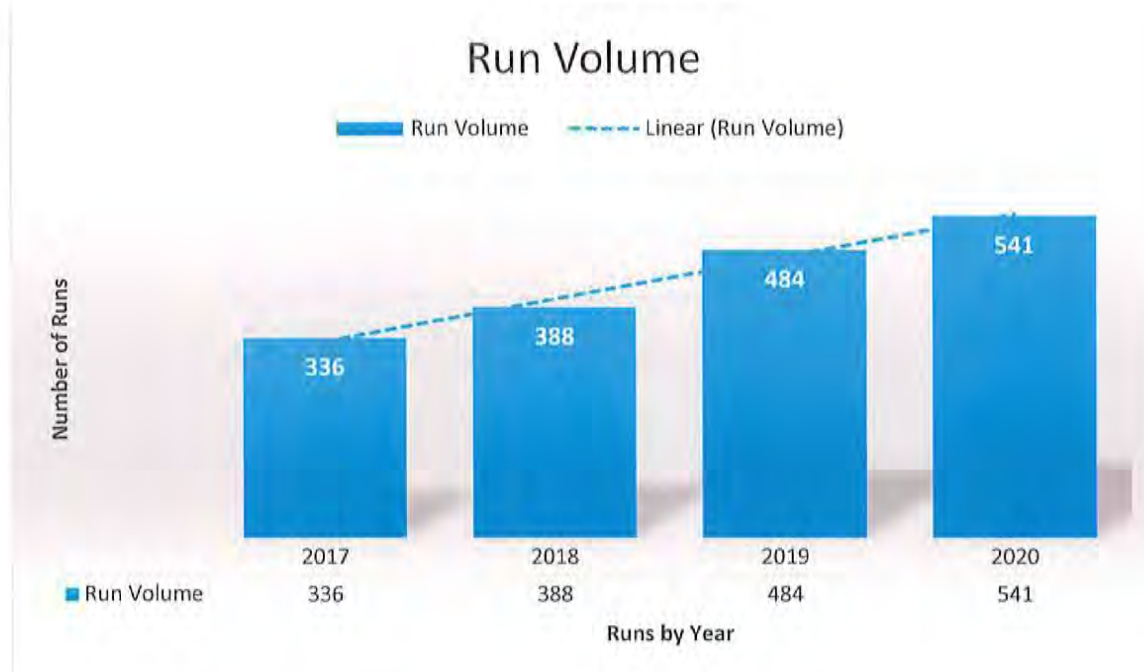
None of what we have accomplished in 2020 would have been possible without the support of the City Administrator, City Council, the residents and of course, our firefighters.

Regards-

Fire Chief

Dave Schmidt

Run Volumes



Year	Runs	Year over year percentage
2017	336	n/a
2018	388	15%
2019	484	24%
2020	541	11%

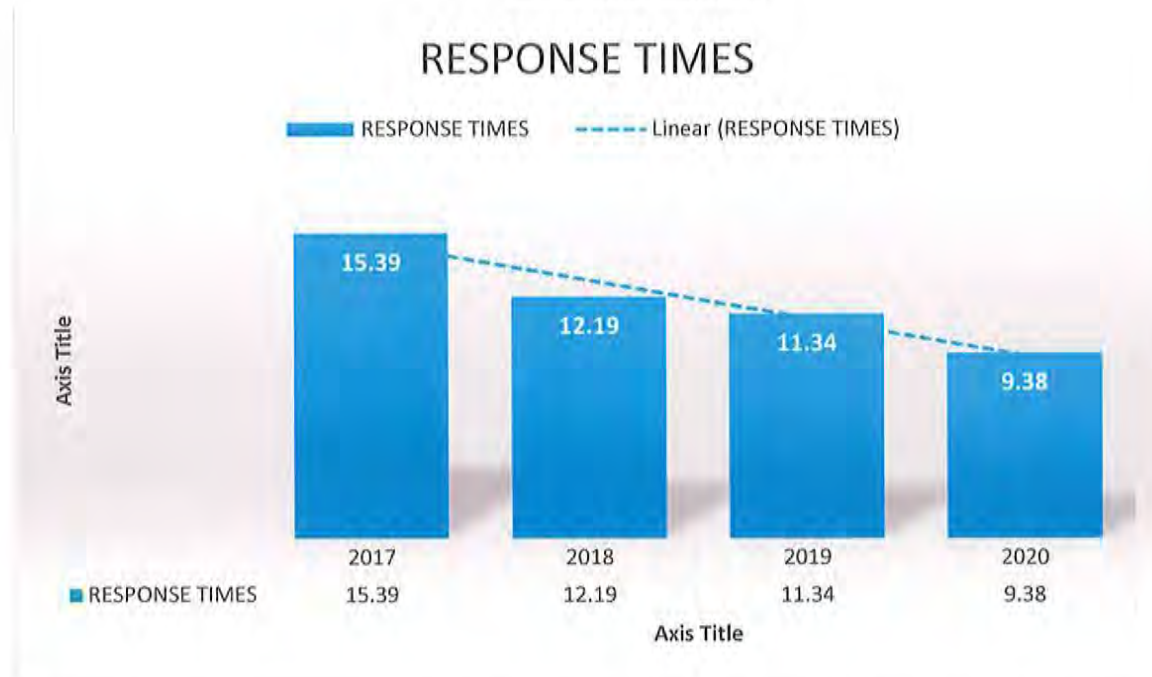
*61% INCREASE IN RUN VOLUME FROM 2017 – 2020

RUN VOLUME:

As the city of St. Francis continues to grow and thrive, we see the demand for fire and EMS services grow in kind. The pattern of run volume growth is influenced by a number of factors. The first is with population, as the city's population grows, demand for all services grows. Secondly, with growing demand for service across the county, the impact of ambulance response times increases as well. The fire department is trained to the EMT level and provides a number of advanced level interventions. When an ambulance is delayed due to their dispatch location, first responders are added to a call to offset the response delays from the ambulance. Lastly, during the pandemic, the fire department implemented a new response protocol, where the fire department was dispatched to all medical calls within the city. This response model is by far the most

appropriate response model in today's environment, specifically when it comes to cost and effectiveness, which we anticipate continuing in to the future.

Response Times



Year	Runs	Year over year percentage
2017	15:39	n/a
2018	12:19	(21%)
2019	11:34	(6%)
2020	9:38	(17%)

*38% Faster response time from 2017 to 2020

Response Times:

Over the course of the past 4 years, the fire department has put in specific measures to reduce our response times for emergencies within the city. We have built in standards for response (each member must make 20% of the calls within a quarter). The department provided more structure to the duty officer program and hired a full time fire chief. Additionally, we have added staff from our 18 active firefighters from 2017 to 22 active firefighters in 2020. Lastly, the addition of our Quick Response Vehicles (2 Dodge Journeys and the Tahoe) have enabled the command staff to quickly respond directly to the scene and initiate patient care and interventions or develop an effective fire ground strategy for responding firefighters.

Call Percentages

Fire Personnel	Calls Attended	Call %	Q1 %	Q2 %	Q3 %	Q4 %
Fire Fighter #1	121	22%	19%	19%	27%	23%
Fire Fighter #2	138	26%	32%	21%	25%	26%
Fire Fighter #3	150	28%	40%	26%	26%	23%
Fire Fighter #4	125	23%	27%	22%	20%	25%
Fire Fighter #5	139	26%	18%	14%	27%	38%
Fire Fighter #6	168	31%	29%	29%	32%	33%
Fire Fighter #7	147	27%	35%	22%	27%	26%
Fire Fighter #8	152	28%	33%	21%	29%	30%
Fire Fighter #9	153	28%	28%	23%	33%	28%
Fire Fighter #10	129	24%	32%	13%	26%	25%
Fire Fighter #11	165	30%	29%	27%	29%	36%
Fire Fighter #12	95	18%	29%	5%	15%	23%
Fire Fighter #13	171	32%	29%	32%	30%	35%
Fire Fighter #14	88	16%	21%	10%	21%	14%
Fire Fighter #15	187	35%	29%	31%	43%	33%
Fire Fighter #16	172	32%	56%	22%	25%	31%
Fire Fighter #17	129	24%	32%	15%	25%	25%
Fire Fighter #18	155	29%	39%	16%	36%	26%
Fire Fighter #19	202	37%	30%	43%	36%	39%
Fire Fighter #20	255	47%	56%	37%	51%	46%
Fire Fighter #21	74	14%	20%	9%	16%	11%
Fire Fighter #22	144	27%	15%	19%	26%	40%
	Total Calls		Q1	Q2	Q3	Q4
	2020					
	541		98	129	155	159

The City began requiring fire fighters to meet a certain call percentage in 2017. This helps ensure that fire fighters are showing up to calls when needed. As you can see, with 22 fire fighters and 4 possible quarters for call percentages – fire fighters made their call percentage **80% of the time**. Calls can generally take anywhere from 1 hour to several hours depending the type of event. If broken down by quarter – 20% of calls for each quarter are as follows:

Quarter 1 – 20

Quarter 2 – 26

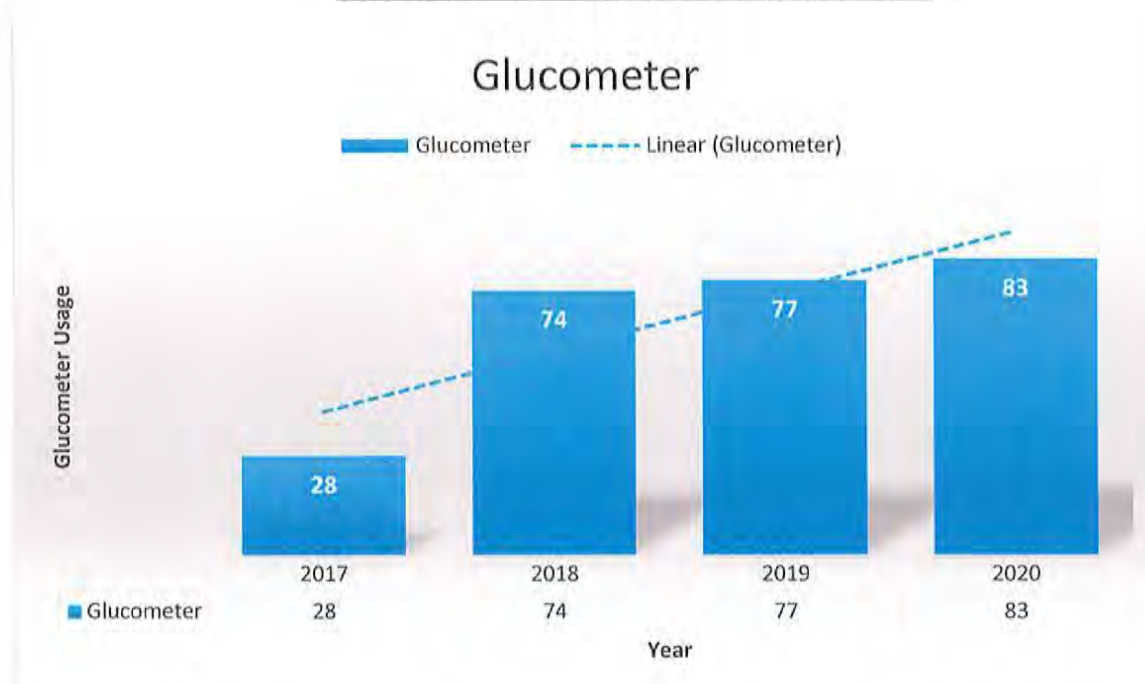
Quarter 3 – 31

Quarter 4 – 32

Total for all quarters: 109 calls to meet 20% call percentage

Put another way, we are requiring fire fighters to leave their families, occupations, free time, and hobbies about once every three days or so to respond to emergencies within the community. Our great team of fire fighters have been key to ensuring the safety and protections of our residents. One item that is important to note in this data set, is that for Quarters 1 and 2, percentage requirements were suspended due to staffing for our COVID-19 response during the Statewide shutdown. Which is why Q1 and Q2 numbers are lower in relation to Q3 and Q4.

Key Measurable Items on Medical Calls



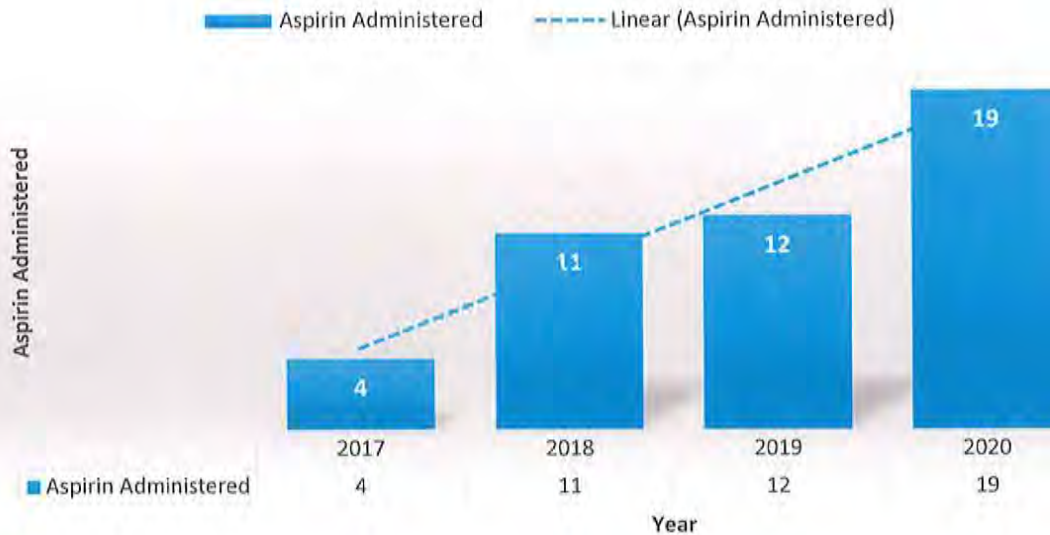
Glucometer Usage	Number of Uses	Percentage Increase by Year
2017	28	
2018	74	164%
2019	77	4%
2020	83	8%

*196% increase in the glucometer from 2017 to 2020

Glucometer Usage:

As we have continued to increase our level of emergency medical response capabilities and training, we monitor our delivery and effectiveness of our interventions. As the comfort level of our providers increase with knowledge and experience, the utilization of our advanced level variances increases. The correlation to these metrics results in faster and more directed cares for patients. As you can see, from 2017 through 2020, the level of effectiveness in evaluating blood glucose (blood sugar) levels in our patients has grown tremendously.

Aspirin Administered



Aspirin Administered	Number of Uses	Percentage Increase by Year
2017	4	
2018	11	175%
2019	12	9%
2020	19	58%

*375% increase in administering Aspirin from 2017 to 2020

Aspirin Administered:

As we have continued to increase our level of emergency medical response capabilities and training, we monitor our delivery and effectiveness of our interventions. As the comfort level of our providers increase with knowledge and experience, the utilization of our advanced level variances increases. The correlation to these metrics results in faster and more directed cares for patients. As you can see, from 2017 through 2020, the level of effectiveness in administering Aspirin to our patients has grown significantly.

Aspirin is important treatment protocol for patients suffering chest pain which is cardiac in nature. Aspirin coats the platelets in the blood stream helping to slow the continued buildup of a blockage in the coronary arteries.

Nitroglycerin Administered



Nitroglycerin Administered	Number of Uses	Percentage Increase by Year
2017	2	
2018	5	150%
2019	10	100%
2020	12	20%

*600% increase in administering nitroglycerine from 2017 to 2020

Nitroglycerin Administered:

As we have continued to increase our level of emergency medical response capabilities and training, we monitor our delivery and effectiveness of our interventions. As the comfort level of our providers increase with knowledge and experience, the utilization of our advanced level variances increases. The correlation to these metrics results in faster and more directed cares for patients. As you can see, from 2017 through 2020, the level of effectiveness in administering Nitroglycerin to our patients has grown significantly.

Nitroglycerin is a powerful vasodilator, meaning it causes the vessels in the cardiovascular system to dilate or expand. This allows more blood to flow around a potential blockage in the coronary arteries. Nitroglycerin is also essential in treating patients with Congestive Heart Failure.

Suspected/Confirmed COVID-19 Contacts



COVID-19

We first began to hear the term “Coronavirus” at the end of 2019 and early in to 2020. Little did we know at that time the kind of impact this virus would have on our society. Early in February, the fire department began to plan and purchase supplies for if or when the COVID-19 virus settled in to our area. This was an important decision in our response to the pandemic, as by late spring, supplies were nearly impossible to acquire. As we reacted to real-time data and tracking, we implemented a 24/7 Duty Crew from March-May, suspended in-person meetings, trainings, and public education events.

We developed new protocols and policies in regards to our response and personal protective equipment. Including discussions with neighboring departments as a contingency of an outbreak within the department.

The above graph displays how many responses over the course of the year that the department responded to with either a confirmed or suspected case of COVID-19.

The department did experienced 96 days of lost work due to staff either quarantined or ill. Thankfully due to the procedures implemented early with supplies at the ready, none of our lost work days were attributed to a service related exposure.

2021 has brought in a vaccine, we have had several staff members take advantage of this opportunity and have begun the process of vaccination.

Fire Inspections



Fire Inspections	Number of Inspections	Percentage Increase by Year
2017	0	
2018	3	
2019	12	300%
2020	57	375%

*1,900% increase in Fire Inspections from 2018 to 2020

Fire Inspections:

The fire department over the past 3 years has completely rebuilt and retooled the inspection program. Prior to 2017, fire inspections for local businesses had not existed for several years. Since that time, the department focused on developing an inspection program nearly from scratch. Our inspection program is designed to become partners and advocates for our local businesses while ensuring their buildings are compliant with the fire code and safe for employees and customers. Captain Evan Sturzl leads our inspection program and has been an integral part of this programs resurgence and success.

Key Metrics in Dollars

Dollar Loss



Year	Dollar Loss	Percentage Increase/Decrease by Year
2017	\$ 109,899.00	
2018	\$ 286,199.00	160%
2019	\$ 31,300.00	(89%)
2020	\$ 18,150.00	(42%)

Dollar Loss:

Over the past 4 years we have seen our dollar loss due to fire decline, although this statistic will rise and fall over the course of time, we very pleased to see this number remain low over the past 2 years.



Revenues – Grants, Reimbursements and Contracts



Revenues:

2017 MBTFE Training Reimbursement \$5,000.00

2018 MBTFE Training Reimbursement \$2,637.00

2018 AED Grant from Heart Safe – \$2,500.00

2018 Shared Duty Crew Study- \$20,000.00

2018 American Legion Donation in honor of Tony Walters \$1000.00

2019 MBTFE Training Reimbursement Award \$22,295.00

2019 Kwik Trip Donation \$1,000.00

2020 MBTFE Training Reimbursement \$4,600.00

2020 DNR Grant \$8,600.00



2020 Annual Report (Unaudited)

Respectfully Submitted by:

John Schmidt

Liquor Store Manager

February 1st, 2021

To: Mayor & City Council
From: John Schmidt, Liquor Store Manager
RE: 2020 Annual Report Introduction
Date: February 1st, 2021

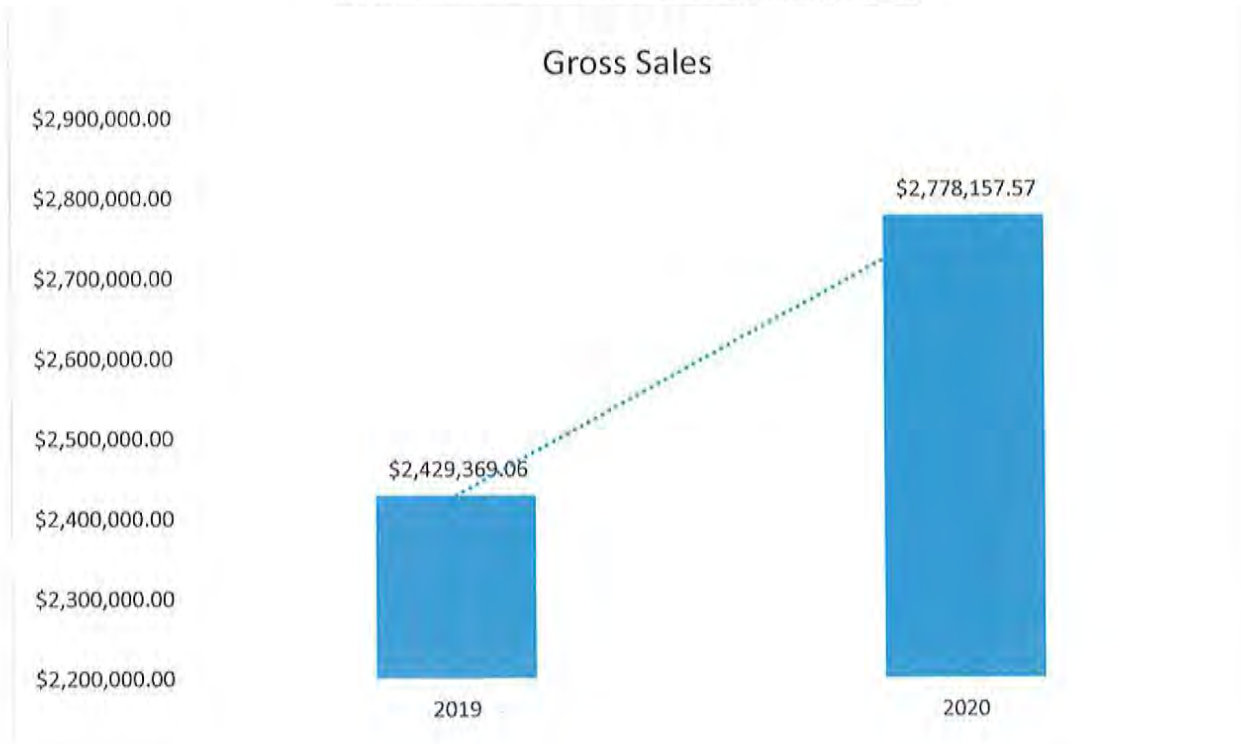
Please accept this annual report for 2020. The Bottle Shop had a record setting year with overall sales up 15% over 2019. COVID-19 has brought many challenges for world. The Bottle Shop was able to persevere through challenges brought on by COVID-19. Staff had to make some slight operational changes as information unfolded regarding the pandemic.

However, the Bottle Shop overall saw a continuity of service to the community through the difficult time. The hard work, dedication, and commitment from the Staff was critical to the Bottle Shop's successful sales performance.

Respectfully,

John Schmidt

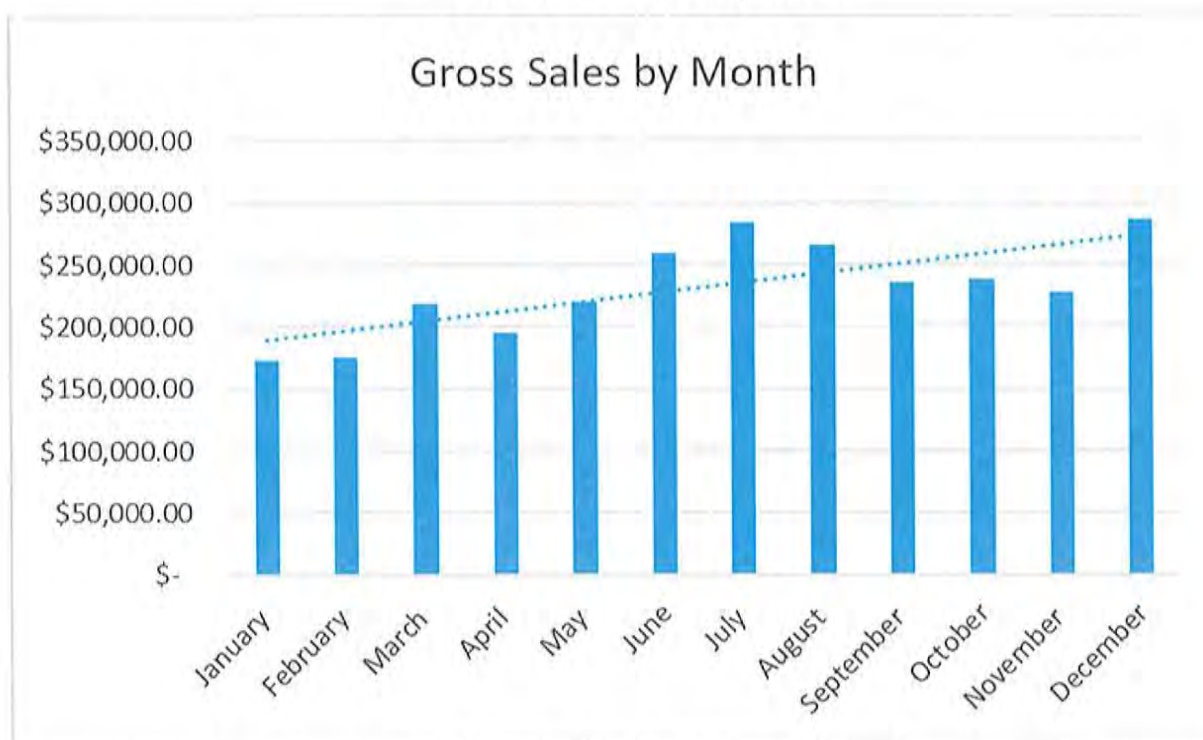
2020 Gross Sales vs. 2019 Gross Sales



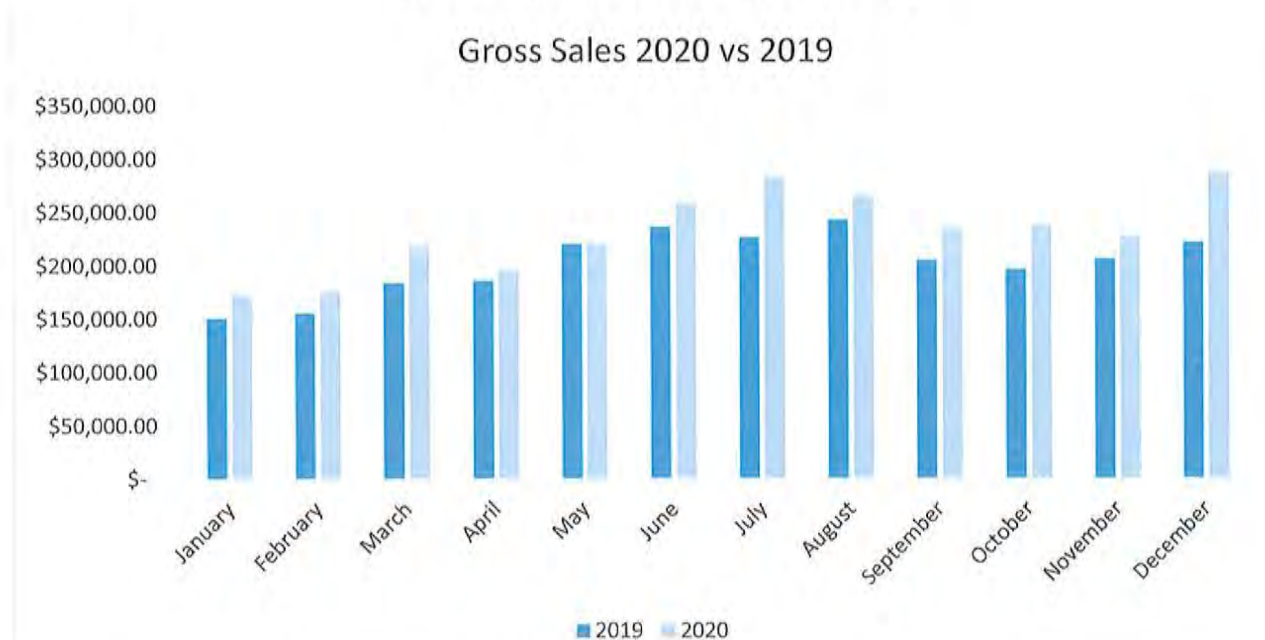
Manager Comments

Overall, gross sales were up approximately \$348,861 over 2019. This reflects nearly a 15% increase in sales year over year. This is a positive trend for the Bottle Shop. The pandemic may have played a role in the volume of increased sales.

2020 Gross Sales by Month



Gross Sales by Month 2020 vs. 2019



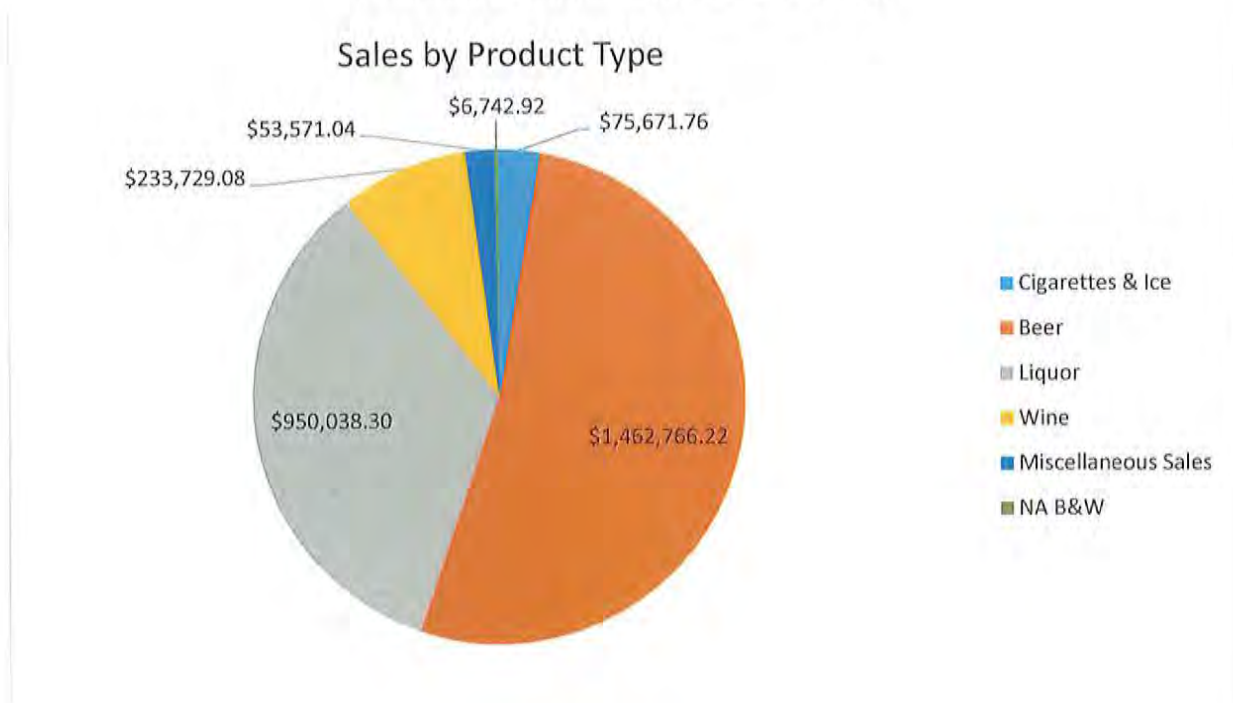
Manager Comments:

As you can see, sales in every month of 2020 were higher than the same month in 2019. This includes January and February, prior to the pandemic gaining traction.

Sales by Product Type in 2020



Sales by Product Type – Pie Chart





Manager Comments:

Beer and liquor continue to be the biggest sellers at the Bottle shop. All products show a positive trend in 2020 over 2019.

Number of Customers by Month – 2020 vs 2019

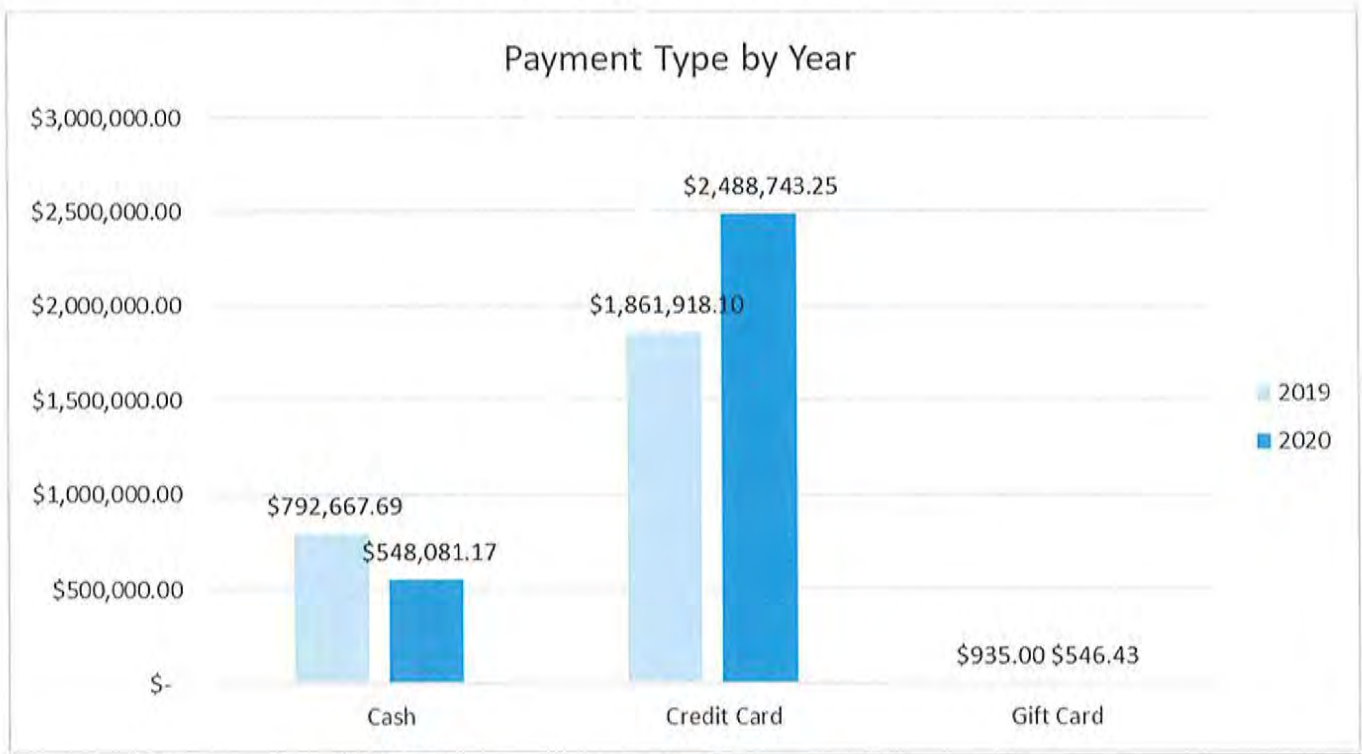
Number of Customers by Month



Manager Comment:

Overall, we saw the customer count decrease from 111,152 customers in 2019 to 109,567 in 2020. It appears the fewer customers are purchasing more products from the Bottle Shop.

Payment Type 2020 vs 2019



2020 Payment Type



Manager Comments:

The City upgraded the utilities to accept credit cards in 2020/2021. This was a good investment as we are increasingly processing more sales via credit card. For a short time in 2020, the Bottle Shop was not accepting cash due to the pandemic. Regardless, cash vs. credit card payments in 2019 vs. 2020 were:

Type of Payment by Percentage

	Cash	Credit Card
2019	29.85%	70.11%
2020	18.04%	81.94%

MEMO

To: Mayor and Council

From: Jason Windingstad

Date: 02/01/21

RE: 2020 Public Works Annual Report

When I started the interview process for the Director position last January, I don't think anyone could have foreseen that we would soon be facing an on known pandemic called COVID-19.

Taking this position in March, right when the pandemic hit the Unites States, definitely had its individual challenges, but as a whole we worked as a team to make it through many situations that came our way. In fact, I think we accomplished more this last year than any of us could have expected. I am very blessed to have a team that really puts in the hard work every single day. Each individual on my team has a great work ethic and is completely dedicated to their position to the City of St. Francis. My staff not only takes great pride in their work on an individual level they work even better as a team in times of a crisis. Not one-person falters when a situation happens and they all come together to work out the issue(s) presented. I have the utmost confidence that our team will continue to strive to keep up this excellent work and we will raise that bar to improve wherever we can to ensure second to none services to our residents and businesses that they deserve.

Working within our leadership team, I feel that all of the departments work together very well and support each other's needs. It's a really unique thing to see every Department Head really care about their individual team and what they can bring to the table to help keep our city running efficiently as a whole.

Working with the Mayor and City Council has been a great experience. Having a City Council that sincerely listens to our department needs is truly what makes the difference. We would not be where we are today without your continued support. I am dedicated and eager for the challenges and projects that 2021 brings.

Sincerely,
Public Works Director
Jason Windingstad



2020 Public Works Annual Report

Public Works Completed Projects

Streets/Parks Projects

Sealcoating and Crack-filling

- * Police and Public Works Facility (half)
- * Quay St. – 235th Ave – 235th Ln. – Marigold St. – Heather St. – 237th Ave – Crocus St. – Flora Ct. – Eidelweiss St. – 236th Ct. – 234th Ln. – 230th Ct. – 234th Ave – 234th Ct. – Jonquil St. – Gladiola St. – 233rd Ln. – Ivywood St. – 232nd Ln. – Kerry St. – 231st Ln. – 230th Ln. – Dahlia St.

Mill and Overlay

- * Arrowhead St.
- * 231st Ln.
- * Flora St.

Reconstruction

- * 225th Lane
- * 226th Ave
- * Tulip St.
- * Zea St.
- * Butterfield Dr.

New Equipment

- *Hustler Super 104 Zero Turn
- *Cat 259 D3 Skid Steer
- *2020 Chevy 1500 Pick-up Truck

Misc.

- * 1 New Kiosk at Deer Creek
- * 2 New Benches at Community Park
- * 1 New Bench at Highland Woods Park
- * 1 New Bench at Hidden Ponds Park
- * Concrete curb cut for access to Dellwood Trail
- * Installed new playground crawl tube Seelye Brook

Relined the Public Works Shop

Water/Sewer Projects

Water Meter Project

Replaced over 1700 meters within the City Utility area.

Reconstruction of 225th Ln & 226th Ave, Butterfield Dr.

* New Water Mains - over 6400 linear feet of new 8" water main was installed, replacing the original 6" water main.

* 103 new curb stops installed.

* Over 3,043 linear feet of water services (1").

* 12 New Fire Hydrants

* 18 Brand New Gate Valves

With this project, we were able to loop the system, connecting to the water main at the wastewater facility.

Ambassador Blvd Watermain Improvements

* Replaced 2, 40-year-old hydrants and added three gate valves.

* Project will allow to better maintain water infrastructure along Ambassador Blvd.

Wastewater Treatment Facility Permit

* Staff continues to work with the Minnesota Pollution Control Agency (MPCA) on our new permit.

* Staff's intent is to clean up our new permit by eliminating discharge sites, sample locations creating a more streamlined permit.

2020

Streets and Parks Annual Report



Mission Statement: To ensure safe, long lived, reliable, attractive infrastructure systems, with durable quality construction, that results in efficient economical operations, low cost maintenance and continual improvement.

Jeremy Shook
Streets and Parks Supervisor
1/9/2020

Mayor and Council:

I am pleased to submit the 2020 Streets and Parks Annual Report. The Public Works department encompasses a number of different city services: water, sewer, streets, parks and recycling. The streets and parks department works closely with the water and sewer department, which has helped create efficiency in some of the activities performed in the department. In this report, you will find several activities of the day to day operations of the department and some of the projects that happened throughout the year.

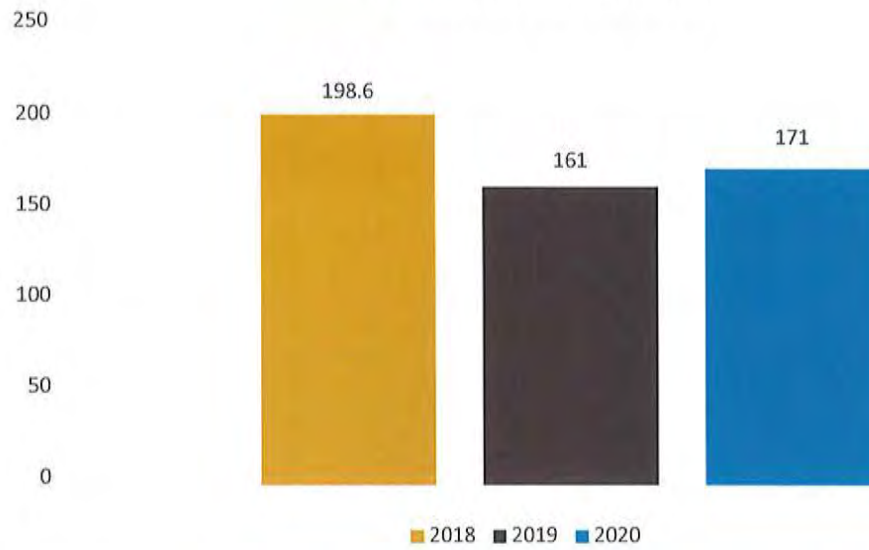
As you look through the report one of big differences to point out is the amount of water used for the ice rinks. This past year we installed a spray bar with nozzles to the tanker which has increased the efficacy on how the water is applied.

We looking forward to another great and successful upcoming year.

Sincerely,

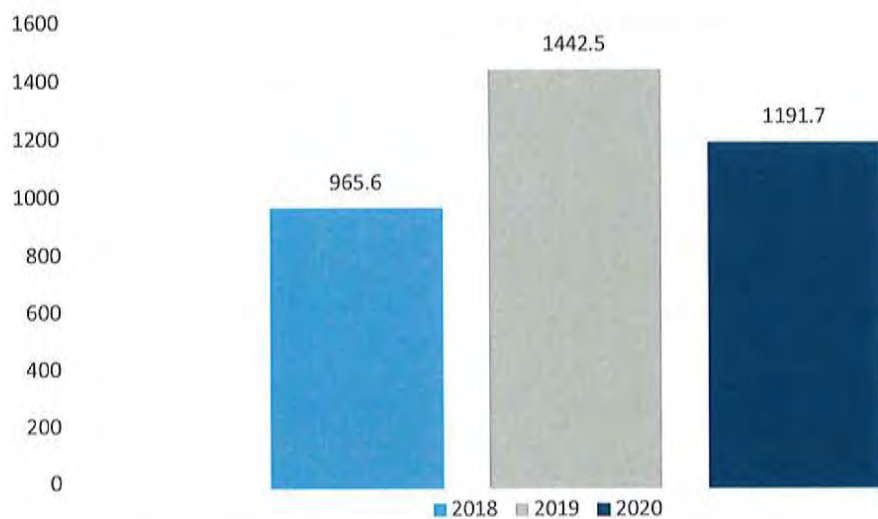
Jeremy Shook
Streets and Parks Supervisor

Miles of Road Graded





Miles of Roadway Plowed



1191.7 miles in almost the equivalent of driving to Salt Lake City, Utah.

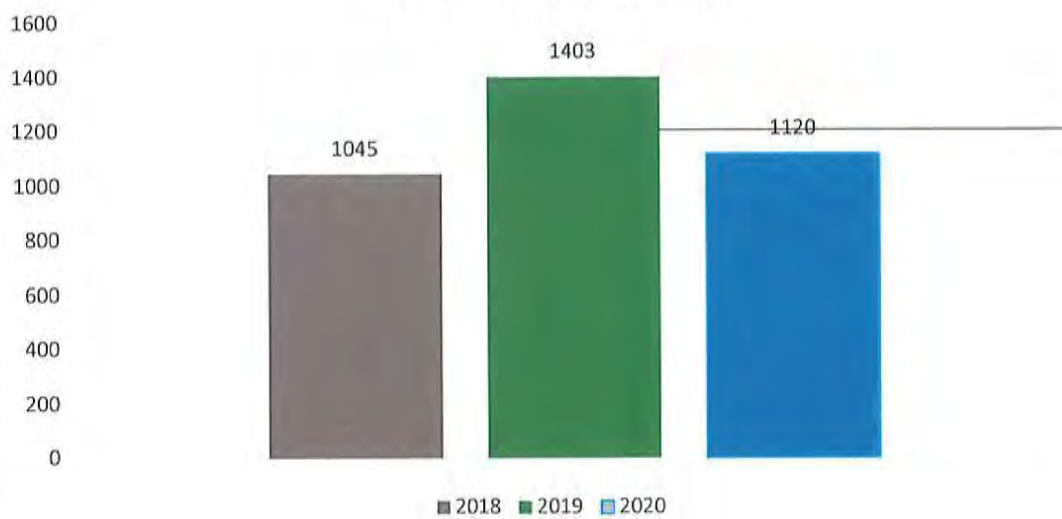
- **826** Cul-da-sacs
- **63** Parking Lots
- **409.4** miles of sidewalk and trails
- **76.4** tons of granite chips applied to roads
 - **277** tons of salt applied to roads



- **113** street signs installed
- **417** hours spent on building maintenance
- **619** Inspections on building, parks, etc.
 - Preparation for **93** events
- **370** yards of debris sweep from the streets
- **4** hours spent on cleaning up after vandalism to city property
- **62** call outs which is for service request outside of normal working hours
 - **244** catch basins cleaned from debris and ice



Acres of Grass Mowed





- **243** miles of mowing walking paths and trails
 - **240** acres of turf fertilized
 - **353.2** miles of roadside mowing
- Dragging of the ball field happened **49** times



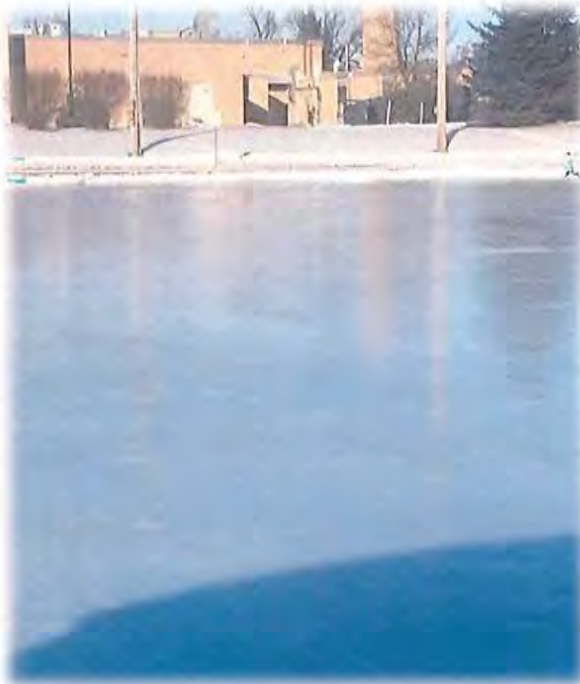


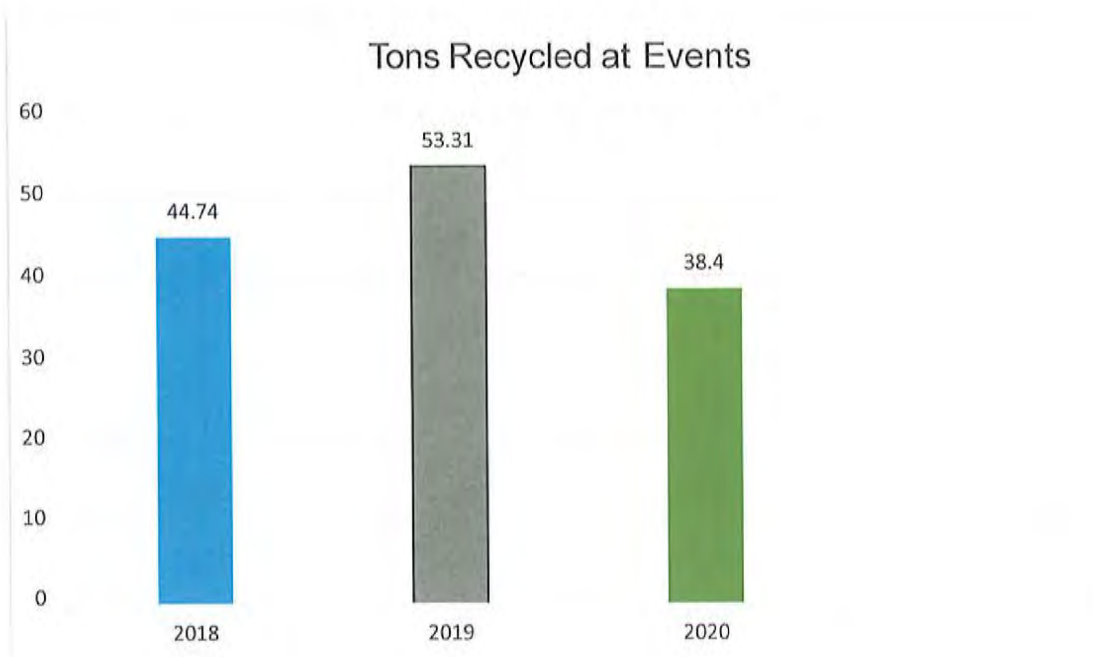
- **398** hours spent on equipment maintenance greasing, washing, etc.
- **331** hours spent on equipment repair which is anything beyond normal maintenance, fabrication, etc.





- **113,000** gallons used on rinks in **2019**
- **63,000** gallons used on the ice rinks in **2020**





2018 – 5 recycle events with over 505 vehicles

2019 – 5 recycle events with over 523 vehicles

2020 – 4 recycle events with over 522 vehicles



Completed Projects

Sealcoating and Crackfilling

- Police and Public Works Facility (half)
- Quay St. – 235th Ave – 235th Ln. – Marigold St. – Heather St. – 237th Ave – Crocus St. – Flora Ct. – Eidelweiss St. – 236th Ct. – 234th Ln. – 230th Ct. – 234th Ave – 234th Ct. – Jonquil St. – Gladiola St. – 233rd Ln. – Ivywood St. – 232nd Ln. – Kerry St. – 231st Ln. – 230th Ln. – Dahlia St.

Mill and Overlay

- Arrowhead St.
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Reconstruction

- 225th Lane
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- Tulip St.
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- Butterfield Dr.

New Equipment

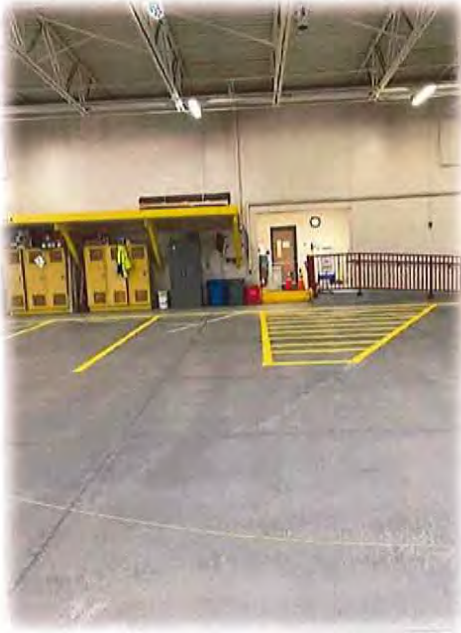
- Hustler Super 104 Zero Turn
- Cat 259 D3 Skid Steer

Misc.

- New Kiosk at Deer Creek
- 2 new benches at Community Park, 1 new bench at Highland Woods Park, and 1 new bench at Hidden Ponds Park
- Concrete curb cut for access to Dellwood Trail
- Installed new playground crawl tube Seelye Brook
- Relined the Public Works Shop



Misc. Photos of Projects





2020 WATER AND WASTEWATER REPORT

January 10th, 2020

Honorable Mayor and Council

I am excited to provide to you, our 2020-year end report. In March, we welcomed our new Public Works Director, Jason Windingstad. Welcome aboard, Jason! About that same time, Covid -19 hit. Certainly, with any pandemic, it presented some challenges to overcome. Starting with a hybrid work schedule, to offices being closed and projects delayed due to safety concerns. Staff adapted to and accepted those challenges and continued on. With new safety protocols in place, staff was able to complete goals and projects safely and maintain a healthy work environment. Here's to everyone's safety and good health in 2021!

One of the projects completed that was started in 2019, is the Water Meter Replacement Program. This project will allow staff to obtain real time meter readings and allow us to better serve our customers. As is the case with new technology, there have been some minor issues, but staff continues to iron them out.

Obviously, 2020 was a busy construction year. With the reconstruction of 225th and 226th and Butterfield Dr. Over 6400 linear feet of new 8" water main was installed, replacing the original 6" water main. With this project, we were able to loop the system, connecting to the water main at the wastewater facility. Looping a watermain provides another source of water to supply a development. It also helps with water quality issues on dead-ends and increases the volume of water supplied.

The Ambassador Blvd watermain improvements were completed in August. This consisted of replacing two-forty-year-old hydrants and the addition of three isolation gate valves. This project will allow us to better maintain water infrastructure along Ambassador Blvd.

Staff continues to work with the Minnesota pollution Control Agency (MPCA) on our new permit. Since the wastewater system was installed in the early 70's, our facility has seen upgrades and been modified many times. Our previous permits have reflected those modifications with different discharge and sampling stations. It is staff's intent to clean up our new permit by eliminating discharge sites, sample locations creating a more stream lined permit.

Thank you to our Public works team for all of their hard work over the year.

Respectfully,

Parish

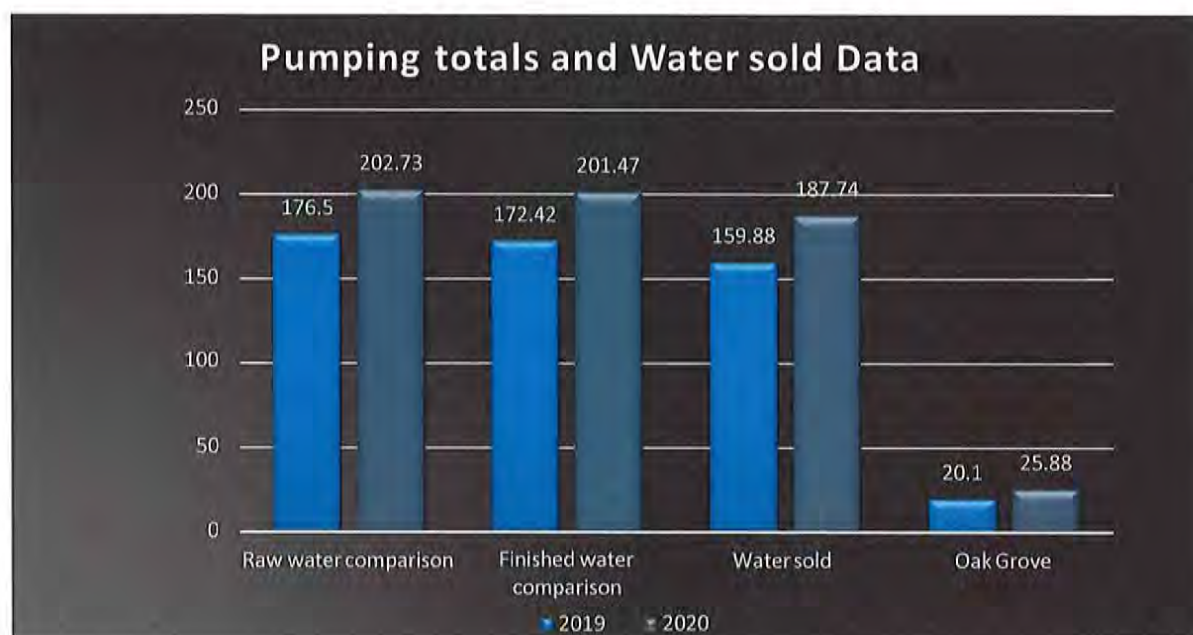
Water Treatment Facility



High Service Pump Room

Constructed in 2008, the water treatment facility continues to provide quality drinking water for the residents of St. Francis and Oak Grove. The Water Treatment Facility is an Iron and manganese removal facility that has a filtration capacity of 4,300,000 gallons a day. Currently, our daily treated or finished water average is roughly 515,000 gallons a day. Our highest volume month for 2020 was July, when we sold 27,283,000 gallons or an average of 710,000 gallons a day.

The Treatment facility receives Raw or untreated water from three wells and two aquifers that are located near the water tower. The wells range from 212 feet to 412 feet deep. The Minnesota department of Natural Recourses allows the city to withdraw 200,000,000 gallons annually. The graph below shows a comparison of pumping totals and water sold from 2019 and 2020. The figures below are Million Gallons.



The Drinking water in St. Francis has over sixty quality and assurance test performed annually by a certified lab. We met all of the required limits established by the Minnesota Department of Health. Those results are made available each July in our Consumer Confidence Report or CCR.

In order to achieve limits, set forth by the Minnesota Department of Health, the facility uses four different treatment aids to help treat the water.



This year we used 38,558 lbs. of sodium permanganate to help remove manganese. 1749 lbs. of chlorine gas was used as a disinfectant. We are required to add fluoride to the water. 407 gallons was used to help with dental hygiene. Another treatment aid that is used is Orthophosphate. 400 gallons was used as a corrosion inhibitor to help prevent pipe failure.

Below, is a list of all tasks completed for the Water Treatment Facility, Wellhouse and Distribution system for 2020.

2020 WATER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	237	Inspections
Water	Operational Hours	Hours Spent at Facility	474	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	637	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	2020 In-house Lab Results and Flow Totals			
		Average Chlorine	.51	Mg/l
		Average Raw Iron	1.09	Mg/l
		Average Raw Manganese	.071	Mg/l
		Average Fluoride	.74	Mg/l

Water	2020 In-house Lab Results and Flow Totals, Continued			
		Iron Removal	98	%
		Manganese Removal	84	%

Water Treatment facility, Well house and Distribution system Projects				
WTP and Well House	Yearly Maintenance	Change oil, grease and inspect packing glands.	7	Motors
Well House	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	3	VFD's
Distribution System-Water	Hydrant Flushing	Ensure each hydrant is working order. Clean sediment from mains.	357	Hydrants
Distribution System-Water	Hydrant Maintenance	Pump down non-draining Hydrants	81	Hydrants
Distribution System-Water	Hydrant Painting	Paint hydrants in District 4 that were faded, chipped and rusty.	48	Hydrants
Distribution System-Water	Hydrant Rebuilds	Rebuilt hydrant that were hard to operate.	20	Hydrants
Distribution System-Water	Yearly RPZ Testing	Test all RPZ's and anti-siphon devices at WTP and parks.	10	Units
Water Treatment Facility	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	4	VFD's
Water Treatment Facility	Minnesota Department of Health- Routine Sampling	MDH collected some routine water quality samples- No Deficiencies	3	Samples
Water Treatment Facility	Minnesota Department of Health, Sanitary Inspection	District engineer inspects all water facilities for deficiencies. None to report.	3	Hours
Water Treatment Facility	Generator Exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises
Water Treatment Facility	Filter Maintenance and Inspection	Drain each filter and measure media in each.	4	Filters

Water Treatment facility, Well house and Distribution system Projects, Continued				
Water Treatment Facility	Detention Tank	Drain and clean out iron deposits.	1	Day



Water Treatment Facility Filters

Water Treatment Facility Project-2020



High Service Pump # 2 Motor

Every 10-11 years, pump manufacturers and American water works association recommend rebuilding or rehabbing pumps and motors to maintain working efficiencies. This year high service pump two and three were removed from service to have this work completed.

This work required having one pump at a time removed in order to provide redundancy to supply drinking water and maintain fire protection capabilities. Each pump is 100 hsp and can pump over 1500 gpm. Each pump has all bearings and seals replaced. The motor is completely gone through. Windings are inspected for thermal issues. New bearings are installed as well.

The picture at the bottom, is pump # 2 being removed from the clear well by overhead crane. Pump # 3 was also removed and rebuilt.

This year, we will remove High service pump # 1 from service and have the same work performed.

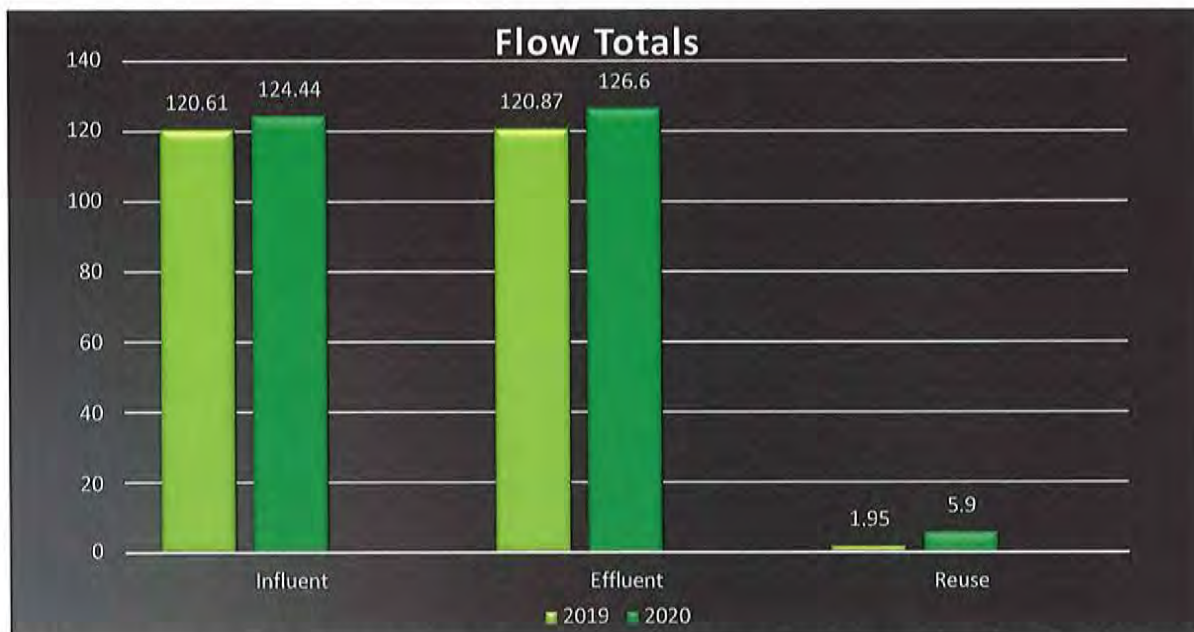


Wastewater Treatment Facility



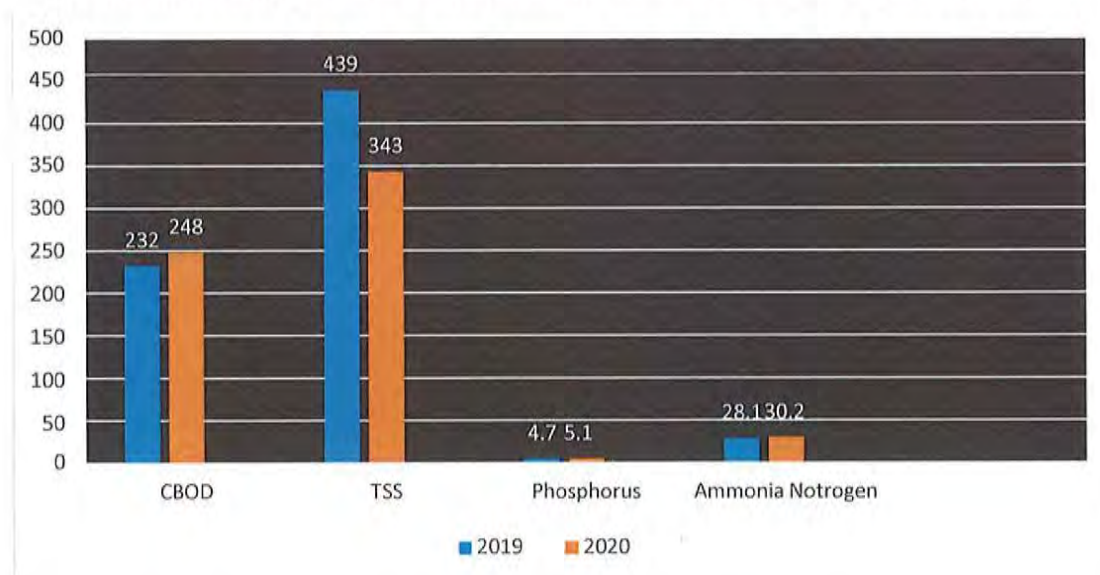
Operation Building and Aeration Tanks

The Wastewater Treatment Facility is an activated sludge, extended aeration facility. It has design wet weather flow of 814,000 gpd. Our 2020 influent daily average was 340,931 gpd. Our Effluent average was 346,000 gpd. Totals are million gallons.

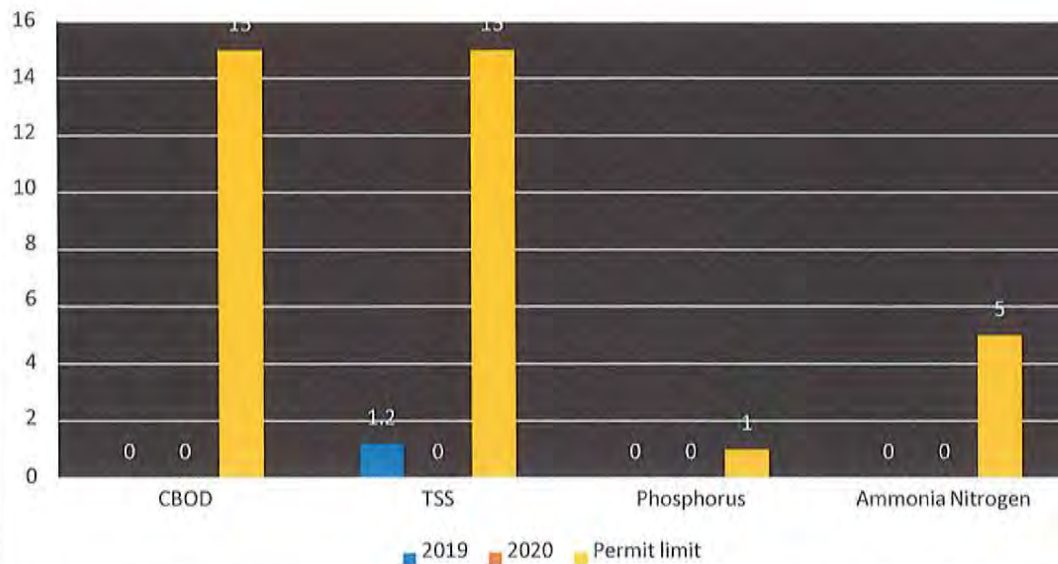


The pollutants or constituents that we remove are Cbod, Tss, Ammonia Nitrogen and Phosphorus.

Our NPDES wastewater permit has limits for each, that are enforced by the Minnesota Pollution Control Agency. Those results are reported each month to the MPCA in our discharge monitoring report or DMR. Below, are 2019 and 2020 average influent results.



Below are 2019-2020 effluent results.



Note: Ammonia nitrogen limit of five, is an average of the four seasonal limits that range from 1.4 mg/l-8.2 mg/l. The facility continues to perform very well in removals.

What is Bisolids Processing?



Solids or “bugs” that are no longer needed for treating the wastewater are wasted or removed from the wastewater system. This liquid is stored in a 1.5 MG tank where they will wait for processing in the fall. Processing the liquid entails of pumping it to a large belt press, where a thickener will be added.

The picture above, shows the liquid at the beginning of the press and thickener being added.



As the liquid goes through the press, the solids solidify as seen in this picture and are pressed. The liquid and solids separate. From here, solids are loaded in a truck. They liquid is recycled back to the facility. The solids are stored on site, until crops are removed from the permitted sites and then are land applied.

Including City owned property, the City of St. Francis currently has about 210 acres that are approved and permitted for land applying biosolids. Biosolids are extremely beneficial for agriculture and lessen the need for other fertilizers, such as phosphorus and nitrogen.

The city currently processes 850,000 gallons of liquid biosolids each year. After treatment or pressing, we have roughly 230-260 tons of class B biosolids that will be land applied.

Below are Wastewater Treatment Facility statistics and projects that were completed by staff for 2020.

Wastewater 2020 Yearly Statistics				
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	881	Constituents
Wastewater	Operational Hours	Hours spent at facility.	1896	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	237	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	237	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	237	Inspections

Wastewater	2020 Yearly Statistics, Continued			
Wastewater	D.O Readings	Take Required D.O Readings.	365	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	365	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	1896	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	960	Tests

2020 Wastewater Projects - Completed				
Waste Water Treatment Facility	Biosolids Processing	Fergus power pump processed 850,000 gallons of liquid biosolids.	3	Weeks
Waste Water Treatment Facility	Biosolids Processing	Land apply processed solids on permitted sites.	250	Tons
Waste Water Treatment Facility	Clarifier Maintenance	Drain and Clean Out Clarifier # 2	1	Week
Waste Water Treatment Facility	Clarifier Maintenance	Grease Clarifier	2	Clarifier
Waste Water Treatment Facility	UV System	Each year, the UV system is taken out of service for cleaning and inspection.	1	Week
Waste Water Treatment Facility	UV System	Put UV System back in Service for Wastewater Disinfection.	5	Banks (120 Bulbs)
Waste Water Treatment Facility	Rapid Mixer Maintenance	Oil change and inspect for wear.	3	Mixer
Waste Water Treatment Facility	HVAC Maintenance	Change and inspect filters for Makeup air units.	8	Units
Waste Water Treatment Facility	Wastewater Meters	MPCA Requires Semi-Yearly Testing of Flow Meters	6	Meters

2020 Wastewater Projects - Completed				
Waste Water Treatment Facility	Annual RPZ and Vacuum Breaker Testing	Check all RPZ and vacuum breakers to ensure working order.	17	Backflow Devices
Waste Water Treatment Facility	Rapid Infiltration Basin Maintenance	Disk/till up Rapid Infiltration Basins	12	Basins
Waste Water Treatment Facility	Aeration Basins	Drain and Clean Aeration Basin # 2	4	Days
Waste Water Treatment Facility	Monitoring Well Testing	Three times a year, the four monitoring wells need to be sampled and tested.	12	Wells
Waste Water Treatment Facility	Backwash Tank Cleaning	The backwash tank is cleaned of solids from filter backwashing.	1	Day
Waste Water Treatment Facility	Blower Maintenance	Change oil, replace belts and inspect blowers.	8	Blowers
Waste Water Treatment Facility	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	35	VFD's
Waste Water Treatment Facility	Generator Exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises

Required State Agency Reports for:				
Waste Water Treatment Facility	Discharge Monitoring Report (DMR) (MPCA)	Required by our NPDES permit, each month, staff has to submit the DMR.	12	Reports
Waste Water Treatment Facility	Reuse Report (MPCA)	Required by our NPDES permit, this report list all reuse activities and results for the year	1	Report
Waste Water Treatment Facility	Biosolids Report (MPCA)	Required by our NPDES permit, this report lists all results and site application activity.	1	Report

Required State Agency Reports for, Continued:				
Water Treatment Facility	Fluoride Report	This report lists all fluoride used, results and location of test	12	Reports
WTP and Well House	Department of Natural resources, Water Use Report. (DNR)	Required by the DNR, this report list all water pumped and water sold.	1	Report
Water Treatment Facility	Consumer Confidence Report or CCR. (MDH)	Required by the MDH, the city has to publish all Drinking water results for Public viewing.	1	Report
Distribution System	Chlorine Residual Report (MDH)	Required by the MDH, this report includes our bacteria results chlorine test results	12	Reports

Staff is required to complete reports that are due either yearly or monthly in nature for Department of Health, Minnesota Pollution Control Agency and the Department of Natural Recourses.

Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	1003	Utility Locate Requests
Water/Sewer	Water/Sewer connections	Inspect Water and Sewer	254	Inspections
Water/Sewer	Water Miscellaneous	Work Orders: re-reads, high	330	Work Orders

Lift Station Maintenance



Turtle Run Lift Station-New Pump Install

The city has eight lift stations that convey wastewater throughout the sanitary system. A lift station is needed to pump water to a point where water can flow by gravity. All of the lift stations have two pumps. Rivers Edge has three and the main lift at the wastewater plant has four. The pumps range in size from 5 horse power, up to 50 horse power.

Each year staff perform preventative maintenance ensure that all lift stations are in working order. Below, is a list of all activity performed in 2020.



When we say that a pump is plugged, this is what we are referring to. Wipes and other items wind up within the impeller which can cause a drastic pumping deficiency. Most of the time, staff can free the plug loose by pulling on it. Other times require a cutting device, a prybar and channel locks.

When the impeller becomes to entangled, it causes the amps to rise which can lead to the pump tripping out the breaker or in some cases, lead to motor damage.

2020 Construction Projects

2020 was a busy construction season for the city. 225 lane, 226th Ave and Butterfield all being reconstructed. This work was primarily to replace inadequate watermain sizing and new water services. All new curb and gutter were installed as well.



New 8-inch Water Main and Gate Valves



New Water Wervice Pipe, vs Old Pipe



225th Lane Looking East During Construction



225th Lane Looking East After Base Course

Ambassador Blvd Watermain Improvements



This project included the removal and replacement of two-40-year-old hydrants and the addition of two isolation valves for each hydrant. We also added a 10-inch main line gate valve. This will help with any water main shut downs along Ambassador Blvd. The picture to the left is one of the new hydrants.

The Picture to the Right, is the bottom flange connection of an old hydrant.



The picture at the below, shows the new gate valve installed.



Rum River Blvd- Gate Valve Repair in June.





An issue that comes up time to time is non-stainless bolts. The crew in the top left corner removing the failed bolts.

As you can see in the top right corner, what soil conditions and time can do. When the top or bottom of the bolts fails, it allows the top bonnet of the valve to lift, causing a leak.

Because this valve was on the main that supplied 225th and 226th (River shores), staff and our contractor performed this repair at 3 am. Water was shut down for 3 hours to

allow for the repair.

Before mill or overlays in the water and sewer district, contractors will excavate down to the gate valve and inspect or replace bolts prior to any new asphalt.

Water Service Leaks



Staff assisted with this water service repair on Bridge St. Most of the time with copper water services, the leak is usually behind the flare fitting. Sometimes, a pinhole will form in the pipe as well.

2021 PW Projects

Streets/Parks

Mill and Overlay

- 239th Ave
- 241st Ave
- Ute St.
- Tamarack St.

New Equipment

- Updated wing post for Road Grader
- New Pickup and Plow (replacement for 2011 Dodge 2500)

Streets

- Gravel 229th Ave (shared road with City of Nowthen will be a split cost)
- Dust Control Gravel Roads
- Spot Gravel (Springhill Rd., Nacre St., Tamarack St., 245 Ave, Dogwood St., Varolite St.)
- Complete District 5 street sign update
- District 5 Seal coating and Crack-filling
- Road Striping (229th Ave, 233rd Ave, and Rum River Blvd)
- Spring and Fall Street Sweeping

Parks

- Refresh woodchips in playground areas
- Add a sign at Community Park entrance
- Update more picnic tables (school builds the frames)
- Dog Poop station at Community Park
- Ship Program
- Woodbury Park pavilion roof
- 2 new garbage recycling stations at Highland Woods Park and Seeyle Brook Park

Safety

- Emergency Response Plan will be Updated by June 2021

Recycling

- 5 recycling events (2 at Public Works and 3 at Lepage and Sons).
- Recycling contract with Anoka County
- Meet recycling goal of 834 tons

Water/Sewer

Locating Equipment

A project that staff is hoping to start in the spring, is locating all the curb stops in the water and sewer district so they are on our new GIS Program. With this complete, it will help us better serve our customers in the event of leaks or any other internal plumbing repairs that are required. Although the city is growing, the current size of the city makes this ambitious goal obtainable.

Staff is currently researching locating equipment to make this happen. The locating device that we currently have is obsolete as far as technology goes. One of the issues that we have now is in the winter, staff has to use our metal detectors and search for the curb stop in the snow, which can take some time to do. With a GPS locator, staff will have an exact location, speeding up the customer service. With the data collected with this unit, staff can then import this data to the new GIS program. This device would be shared by other departments as well.

Wellhouse and Water Treatment Facility

Well # 1 is scheduled to be removed from service this year. This work is similar to the high service pump work that was performed in 2020. The contractor would remove the well and repair or replace seals, gaskets inspect the condition of the drop pipe, the pump and the motor condition. This would take place in late fall, early winter when water demand is low allowing us to meet our demands with two wells.

High service pump #1 at the water treatment facility will also be removed from service this year. The same work mentioned above will happen with this pump. The timing of this will happen late fall, early winter as well.