

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

TUESDAY JANUARY 19, 2021
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
 - A. Oath of Office Acknowledgement
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – January 4, 2021
 - B. City Council Work Session Notes – January 11, 2021
 - C. URRWMO – Ratify 2022 Budget
 - D. Planning Commission Appointments – Liz Fairbanks, Dustin Pavek & 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 Union Contract
 - J. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. COVID Update
 - B. Schedule a Work Session
 - C. Set up Personnel Committee
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –
 - 1) Public Works Monthly Reports-December 2020
 - 2) Police Department 2020 Annual Report
 - 3) Comm Development 2020 Annual Report
 - B. Councilmember Reports -
 - 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

*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-277>

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

**CITY COUNCIL MINUTES
JANUARY 4, 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.

A. Oath of Office

Each of the incoming elected officials; Mayor Steve Feldman, Council members Joe Muehlbauer and Robert Bauer had previously taken the Oath of Office with an effective date of January 4, 2021 at City Hall, oath administered by City Clerk Barb Held.

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

Mayor Feldman asked to add 9C. Obstructions in Streets Letter to the agenda.
MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE REGULAR CITY COUNCIL AGENDA AS AMENDED.

Ayes: Muehlbauer, Robinson and Feldman.

Nays: None

Motion carried 3-0.

4. CONSENT AGENDA

A. City Council Minutes – December 21, 2020

B. City Council Work Session Notes – October 13, 2020

C. City Council Work Session Notes – November 9, 2020

D. City Council Work Session Notes – December 28, 2020

E. Resolution 2021-01 - Appointments for 2021

F. Resolution 2021-02 - Declaring Police Department Forfeiture Vehicle Surplus Property

G. Payment of Claims \$159,899.49 (Checks #'s 78541-78581)

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE CONSENT AGENDA ITEMS A - G.

Ayes: Muehlbauer, Robinson, and Feldman.

Nays: None

Motion carried 3-0.

5. **MEETING OPEN TO THE PUBLIC**

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

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Senior Housing Project – Concept Plan

City Planner Beth Richmond gave a power point presentation on the proposed senior residential development. Anderson Companies, LLC submitted a concept plan for a 4-story, 125-unit senior independent living to assisted living and memory care facility. The development would be located on the vacant city owned parcel south of Bridge Street and east of the Rum River. Richmond stated after the presentation of the project the City Council is requested to provide feedback to the applicant on the proposed concept. The Planning Commission met on December 16, 2020 and provided their comments. The Commissioners provided feedback to the applicant but overall were supportive of the concept of the senior housing on this site.

During the presentation Richmond spoke on the Land Use approvals that will be requested along with the close proximity to the Rum River Management District and the challenges that may bring, streets and access, site design, public spaces, pedestrian and trails along with stormwater.

Feldman spoke on the rezoning of the property to a PUD (Planned Unit Development). Richmond said the current concept plan identifies a number of conflicts within the Urban District regulations. PUDs are allowed within the Urban District if certified by the DNR. Discussion was held of the possibility of moving the building farther to the east.

Developer, Greg Anderson stated we are flexible in moving the building somewhat, however we do like it where it is.

Feldman said the City has been good steward of the river. I understand you want to be as close the river as possible. I do like what you are requesting and that you are somewhat flexible because the DNR is not always flexible.

Robinson said he really had no extra comments other than he would like to echo some of the comments the Planning Commission made that were listed in the packet. Would like the stormwater pond to be somewhat decorative. Asked if there is a turn lane or

not, I suppose it is up to Anoka County being it is a county road. Robinson said he too likes the concept.

Feldman said I know Anoka County was talking about a tunnel under Bridge Street for the pedestrian trail, that would be a benefit too. Maybe make some type of public plaza by the stormwater pond. I believe this will be a good attribute to Bridge Street. Also hopes the DNR works with you.

Muehlbauer said he echo's pretty much to the comments both of what Feldman and Robinson have said. One question was the L shape parcel on the south end of this project that looks like it goes to 229th. Richmond stated that was a road right away that we will be looking to vacate due to the amount of wetlands in that area. Muehlbauer also hoped the DNR agrees with your plan and I like the concept.

Feldman stated so this is being proposed as a 4-story building with 125 units. Anderson stated yes, and we are hoping to have the building permit submitted to the city by June/July. Discussion was held on the code changes that potentially will take place in August. Census was the council like the concept plan.

B. Schedule a Work Session

City Administrator Joe Kohlmann asked the council to schedule a date for a Work Session. This will be a continuation from the previous one that was held on December 28, 2020. After discussion the council agreed to hold a Work Session on Monday, January 11, 2021 starting at 6:00 pm to continue their discussions.

C. Obstructions in Streets Letter

Robinson stated he received several calls from residents that received letters on street obstruction. Included with the letter was a tri fold that seemed strongly worded. I have heard from people in the Smith Lake Development and around 242nd and Nightingale who received them. Not sure why it went out to a whole area. I understand we don't want people plowing snow across the road or into the street, we need to protect the snowplow drivers. But the bottom line, send it to the offenders not blanket everyone. There were a lot of jacked up residents. I previously received one of these too.

Feldman said frustration can build up if questions go unanswered. Agree with getting to pinpoint them better.

Muehlbauer said I think the issue is the way the letter is worded, comments were on Facebook. Not sure if it was a blanket letter sent to a whole neighborhood. Do we have proof they did it? I too think it is worded a little strongly. I understand why the residents would be mad, looks like we are accusing them of something without any proof. Some comments said the city is money hungry. Can we maybe better word this letter? The ordinance we have in place is for safety but this letter says "official warning" without proof they even did anything wrong. Its like they are guilty without due process.

Feldman said just like other code violations once people are made aware of it they usually come into compliance. Maybe the first letter sent could be more of an informative letter, letting them know if they continue what it could lead to.

Public Works Director Jason Windingstad said I will take full responsibility, that letter came from my department. The process was not followed on how we handle obstructions in streets. Was there frustration from my staff, yes. We need to do more of an education process. Agree it should not have been a neighborhood blanket letter. Had a meeting today with staff and we will follow the process next time. Feldman said again, maybe an informative letter of the State Law could be sent first letting them know if it continues it will lead to a fine.

Muehlbauer said I would have been angry at first but then maybe understood after talking about it. Thank you, Jason, for addressing it and taking responsibility for it.

Windingstad said we can take a look at the letter because this is not the type of letter that is sent to educate the people. I will look what other cities send and will work with the police department on the enforcement side too. We are fortunate to have a code enforcement officer on staff. Feldman asked what is the frustration amongst the drivers. Windingstad people push the snow out of their driveways across the road or onto the road and it makes ridges of snow that freezes. It is dangerous for drivers and the snowplow drivers when they hit them. Windingstad we'll make sure next fall we put it in the newsletter too.

After more discussion the council agreed moving forward to single out the offenders, re-educate the people of the State Law by getting it out on Social Media and newsletters.

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 – None

B. Councilmember Reports -

Muehlbauer – just a reminder January 18th city offices are closed. Council meeting will be Tuesday, January 19th. I start my out of town job on January 17th. If we continue with Zoom meetings I should be able to make them. I will contact Joe Kohlmann or the mayor if I cannot make them.

Robinson – had nothing to report.

Feldman – asked City Engineer Jochum if Riverbank Lane project was close to be completed. Jochum stated he was waiting for the final paperwork from the contractor for the final pay request. Feldman asked Community Development Director of the potential second stimulus grants for businesses. Thunstrom stated Anoka County has

a program that businesses can contact them directly. Anoka County has started reaching out to businesses too.

Feldman said be safe and be careful. I have a lot of hope for 2021. Happy New Year and appreciate everyone.

C. Upcoming Events –

Jan 18 City Offices Closed in Observance of Martin Luther King Day Holiday

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

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

Jan 4 City Council Meeting – 6:00 pm, Zoom meeting

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:15 pm.

Barbara I. Held, City Clerk

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

CITY COUNCIL WORK SESSION NOTES
JANUARY 11, 2021
6:00 P.M.

1. Call Meeting to Order
The Work Session via Zoom was called to order at 6:00 pm by Mayor Steve Feldman.
2. Roll Call: Present were Mayor Steve Feldman, Council members Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present were City Administrator Joe Kohlmann
3. Fire Department
Kohlmann stated before you tonight is a continuation of the discussion you had at the last work session. When the fire chief position was added originally we put it on the scale where the budget supported it. The position was never really pointed like we do with all other positions in the City. Since then, we have added the Nowthen contract and more money coming into the City, I did tell the Fire Chief I would be willing to look at re-pointing the position. I tried to find some comparable cities to use when we created the position in 2019 so I am using their numbers. I am sure there have been increases. I am using metro cities because that is what we are. I also provided for you an alternative which is a percentage of the contract each year. So, with all the information before you I will let you discuss how you want to proceed.

After a lengthy discussion on the proposed increase for both the Fire Chief and Assistant Fire Chief the council is recommending a \$4,000 increase for the Fire Chief and a \$4,000 increase for the Assistant Chief who would remain on a paid on-call status. Will be on future city council agenda.
4. Public Works Department
Kohlmann reported the Public Works Union has been decertified. There were a number of inconsistencies between the non-union Personnel Policy and the Union Contract. Some of the items that will be coming forward for personnel policy updates include but are not limited to:
 - \$1.15 to \$1.40 hourly pay difference between union and non-union pay grades
 - On Call pay is not addressed in the personnel policy – currently 1 hour per weekday and 2 hours per weekend day
 - Safety shoes are not addressed in the personnel policyStaff will be working on language to address the items that need to be formally inserted into the personnel policy for Council consideration.
Council agreed to bring the information to a future council meeting.
5. Adjourn
Mayor Feldman adjourned the work session at 7:37 pm.



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: URRWMO
DATE: January 19, 2021

OVERVIEW

Attached is the Annual URRWMO Budget. All member cities have to ratify the budget.

- This budget categorizes operating and non-operating expenses the same was as was done for the 2021 budget.
- The budget is consistent with the approved URRWMO watershed management plan.

Action to be considered:

Motion to approve the URRWMO Budget.

Upper Rum River Watershed Management Organization

2022 URRWMO DRAFT Budget

1/6/2021

		Bethel	East Bethel	Ham Lake	Nowthen	Oak Grove	St. Francis
	Cost	1.08%	23.45%	1.62%	23.83%	29.52%	20.50%
NON-OPERATING (WORK PLAN) EXPENSES							
Water Monitoring Fund*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake Level Monitoring - Lake George, East Twin Lake, Coopers Lake, Minard Lake	\$1,200.00	\$12.96	\$281.40	\$19.44	\$285.96	\$354.24	\$246.00
Stream Water Quality Monitoring - Rum R at CR 24, Rum R at CR 7, Seelye Br at CR 7, Cedar Cr at CR 9, Ford Br at CR 63	\$4,350.00	\$46.98	\$1,020.08	\$70.47	\$1,036.61	\$1,284.12	\$891.75
Reference Wetland Hydrology Monitoring - 5 sites	\$1,950.00	\$21.06	\$457.28	\$31.59	\$464.69	\$575.64	\$399.75
Biomonitoring - Rum River by St. Francis High School. URRWMO to seek 100% of funds from American Legion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Website - Annual Operations	\$715.00	\$7.72	\$167.67	\$11.58	\$170.38	\$211.07	\$146.58
Public education and outreach	\$1,077.00	\$11.63	\$252.56	\$17.45	\$256.65	\$317.93	\$220.79
Anoka Co Water Resource Outreach Collaborative	\$1,000.00	\$10.80	\$234.50	\$16.20	\$238.30	\$295.20	\$205.00
Projects as detailed in the 10-year Plan	\$15,759.00	\$170.20	\$3,695.49	\$255.30	\$3,755.37	\$4,652.06	\$3,230.60
Watershed Coordinator, component activities/costs listed below							
Facilitate technical advisory committee (TAC) meetings	\$1,723.00	\$18.61	\$404.04	\$27.91	\$410.59	\$508.63	\$353.22
Grant applications	\$3,877.00	\$41.87	\$909.16	\$62.81	\$923.89	\$1,144.49	\$794.79
TOTAL	\$31,651.00	\$341.83	\$7,422.16	\$512.75	\$7,542.43	\$9,343.38	\$6,488.46

		Bethel	East Bethel	Ham Lake	Nowthen	Oak Grove	St. Francis
	Cost	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%
OPERATING EXPENSES							
Copies & Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recording secretary	\$1,292.00	\$215.33	\$215.33	\$215.33	\$215.33	\$215.33	\$215.33
Insurance-League of MN Cities Insurance Trust	\$2,477.00	\$412.83	\$412.83	\$412.83	\$412.83	\$412.83	\$412.83
Administrative fee charged to member communities - for Watershed Coordinator, component activities/costs listed below							
Annual financial report to State Auditor	\$689.00	\$114.83	\$114.83	\$114.83	\$114.83	\$114.83	\$114.83
Annual activity report to MN Board of Water and Soil Resources	\$1,378.00	\$229.67	\$229.67	\$229.67	\$229.67	\$229.67	\$229.67
Facilitate regular URRWMO meetings	\$3,446.00	\$574.33	\$574.33	\$574.33	\$574.33	\$574.33	\$574.33
Administrative fee - misc other	\$1,723.00	\$287.17	\$287.17	\$287.17	\$287.17	\$287.17	\$287.17
TOTAL	\$11,005.00	\$1,834.17	\$1,834.17	\$1,834.17	\$1,834.17	\$1,834.17	\$1,834.17

TOTAL BUDGETED AMOUNT	\$42,656.00	\$2,176.00	\$9,256.33	\$2,346.91	\$9,376.60	\$11,177.54	\$8,322.62
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First 1/2 of budget due on or before January 1	\$21,328.00	\$1,088.00	\$4,628.16	\$1,173.46	\$4,688.30	\$5,588.78	\$4,161.31
Second 1/2 of budget due on or before July 1	\$21,328.00	\$1,088.00	\$4,628.16	\$1,173.46	\$4,688.31	\$5,588.77	\$4,161.31

* The URRWMO Plan includes \$7,500 per year for water monitoring. Anytime the actual monitoring expenses for the year are lower than this amount, the balance is placed into a fund to cover years when planned monitoring is >\$7,500. The results is consistent, predictable budgeting for the communities.

Recent budget history	2022 draft	2021	2020	2019	2018
	\$42,656	\$44,218	\$52,943	\$33,935	\$32,000

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Appointment
DATE: 01/19/2021

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Three member terms were up as of December 31, 2020.

Applicants to be considered:

- Liz Fairbanks – *Planning Commission existing member, this would be a second term*
- Dustin Pavek – new applicant interested in filling vacancy
- Deborah Humann – new applicant interested in filling vacancy

ITEMS TO BE DICUSSED:

Council is requested to appoint the three individuals to the Planning Commission for a term of February 1, 2021 to December 31, 2023.

ATTACHMENTS:

None



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

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Deferral of Special Assessment Based on Disability
DATE: January 19, 2021

OVERVIEW:

Ruth and Bradley Dawson, 22559 Tulip Street NW (05-33-24-13-0019) have submitted an application to request that payment of the special assessments be deferred for collection until they no longer qualify or the property loses its eligibility. The special assessment is for the 2020 Street Reconstruction and Watermain Improvement Project #SF317. The Dawsons do meet the required qualifications for deferral of assessments; homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability as it is in this case.

City Attorney's office has reviewed this request and drafted the attached Resolution 2021-03 that will be submitted to Anoka County Property Records.

ACTION TO BE CONSIDERED:

Adopt Resolution 2021-03 Approving of Deferral of Special Assessment Based on Disability for Ruth and Bradley Dawson, 22559 Tulip Street NW.

BUDGET IMPLICATION:

Assessment will be deferred until property is sold or owner no longer qualifies. At that time assessment will be applied to the parcel.

Attachments: Resolution 2021-03

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT
OF SPECIAL ASSESSMENTS FOR SENIOR CITIZEN/DISABLED HOMESTEAD
MINNESOTA STATUTE 435.193-4

STATE OF MINNESOTA)
COUNTY OF ANOKA)

To: DIVISION MANAGER OF PROPERTY RECORDS AND TAXATION OF ANOKA COUNTY, MINNESOTA

To be completed by Applicant(s):

I (we), the undersigned, declare under penalties of perjury:

That the address of my(our) property is 22559 TUHIP ST. N.W. ST. FRANCIS, MINN 55070

That I(we) own and occupy the above property as my(our) homestead.

That I(we) am(are) at least 65 years of age or retired by virtue of a permanent and total disability and it would be a hardship for me(us) to make the payments on the special assessments noted below.

That the legal description of the property is: PROPERTY ID 05-33-24-13-0019- REAL
LOT 3 BLK 4 TOWNHOUSES ON THE RIVER

That the Parcel ID number is _____

That I(we) respectfully request that payment on the special assessments noted below be deferred for collection until I (we) no longer qualify(ies) or the property loses its eligibility.

Dated Dec 29, 2020

Signed Ruth M. Dawson
owner

Dated Dec 29, 2020

Signed Bruceley Dawson
owner

=====

To be completed by City/Town:

I, _____, representing the _____ of _____ in
(Clerk or Authorized Deputy name) city/town city/town name

Anoka County, State of Minnesota, do certify that the application of _____, named above,
Applicant(s)

has been duly reviewed and in accordance with the minutes of official record was duly approved as of _____
Council Resolution Date

That the Special Assessments for project _____ levied on the affiants property
City/town project description

described above, in the principal amount of \$ _____ scheduled for collection in the year (s)
Original principal amount

_____ with interest at the rate of _____%, should be deferred until such time as it is deemed the applicant no
Years spread longer qualifies or the property loses its eligibility.

Dated _____
(Clerk or Authorized Deputy)

Reviewed by county SA Staff ☐

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

RESOLUTION 2021-03

APPROVAL OF DEFERRAL OF SPECIAL ASSESSMENT BASED ON DISABILITY

WHEREAS, the City of St. Francis (the "City") has levied special assessments for the 2020 Street Reconstruction and Watermain Improvements Project (Project #SF317) against benefited property; and

WHEREAS, Minnesota Statutes, Sections 435.193 through 435.195 authorize the City to defer the payment of special assessments against any homestead property for certain citizens; and

WHEREAS, said deferment of assessments may be permitted at the discretion of the City Council of the City of St. Francis (the "Council"); and

WHEREAS, the Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, the Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability (the "Applicant"). The City Administrator may record the deferment of special assessments where the following conditions are met: 1. The Applicant must apply for the deferment not later than 90 days after the assessment is adopted by the Council. 2. The Applicant must be 65 years of age, or older, or retired by virtue of permanent disability. 3. The Applicant must be the owner of the property. 4. The Applicant must occupy the property as a principal place of residence. 5. The Applicant's income from all sources does not exceed the low income limit as established by the Department of Housing and Urban Development as used in determining the eligibility of section VIII housing; and

WHEREAS, the deferment will be granted for as long a period of time as the hardship exists and the conditions as aforementioned have been met; and

WHEREAS, the Applicant must notify the City Administrator of any change in the Applicant's status that would affect eligibility for deferment; and

WHEREAS, the Council has determined that the above referenced conditions are satisfied by the Applicant and that it is reasonable and appropriate to defer special assessment against the Applicant's property designated as Anoka County Property, parcel ID number 05-33-24-13-0019 (the "Subject Property") as provided below.

22559 Tulip Street NW, ST. Francis MN Lot 3 Block 4 Townhouses on the River

NOW, THEREFORE BE IT RESOLVED, that the assessment for the 2021 Street Reconstruction and Watermain Improvements project (Project #SF371) against the Subject Property in the total principal amount of \$1,135 for parcel 05-33-24-13-0019 shall be deferred due to hardship pursuant to Minnesota Statutes, Section 429.061.

ALSO, BE IT RESOLVED, that whereupon the option to defer the payment of special assessment terminates and said special assessment shall be due and payable, in accordance with Minnesota Statutes, Section 429.061 pursuant to the same terms and conditions of the City's policy in existence as of the date of this Resolution.

Date Adopted: January 20, 2021

St. Francis City Council

Steve Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rental License Approvals
DATE: January 19, 2021

OVERVIEW

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

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

As completed rental property applications are received, they will move to Council, like the attached, after each deadline.

To date the following attached property units with addresses ending in the odd numbers are ready for Council approval.

ITEMS TO BE DISCUSSED:

Approval of Rental Licenses on properties identified as attached.

ATTACHMENTS:

Properties qualified for Rental License approval

Rental Property Address	Property Owner - License Holder
4555 236TH LN NW	FRISELL DAVID P & KIMBERLY A
2591 230TH CT NW	BERRY ANDREW
2823 236TH CT NW	CHMIELEWSKI SEVERIN
23345 IVYWOOD ST NW	CHMIELEWSKI SEVERIN
23179 ARROWHEAD ST NW	D'ALMEIDA ANANI
23647 AMBASSADOR BLVD NW	SJODIN STEVEN R
23909 UTE ST NW	WENGER ROBERT
2587 230TH CT NW	BERRY ANDREW
22787 ELDORADO ST NW	B B RENTALS LLC
2795 235TH AVE NW	REVERING ANDREW
3687 234TH AVE NW	STOFFEL MICHAEL
23545 HEATHER ST NW	LAM, NICOLE
3905 233RD AVE NW	ABBY FIELD LIMITED PARTNERSHIP
4131 232ND AVE NW	CHMIELEWSKI SEVERIN
23543 DEGARDNER CIR NW	CEPCO MANAGEMENT, INC
3853 232ND AVE NW #105	FUSSY ADAM & SARAH
2811 235TH AVE NW	ARES HOLDINGS LLC
23163 DAKOTAH ST NW	BENSON CHARLES
22535 TULIP ST NW	SORENSEN AARON
23065 GUARANI ST NW	BURY PROPERTIES LLC
3831 232ND AVE NW #102	CORRELL KIM & TERRY
3853 232ND AVE NW #106	DONNAY HOMES INC
23293 UNDERCLIFT ST NW	FREEMAN JANEEN & ROBERT
23139 DAKOTAH ST NW	FRITCH BRAD
2719 230TH CT NW	KUZNAR-HOWE KAREN J
4111 232ND AVE NW	OPP BRIAN
23555 AMBASSADOR BLVD NW	TWO HOME RENTAL LIMITED
3853 232ND AVE NW #101	WOLTERS SARAH
23145 ELDORADO ST NW	CLIFTON PROPERTIES LLC
3007 241ST AVE NW	JOHNSON, MARK
3075 241ST AVE NW	JOHNSON, MARK
23181 DAKOTAH ST NW	BENSON CHUCK
3853 232ND AVE NW #102	DONNAY HOMES INC

23013 KERRY ST NW
3831 232ND AVE NW #101

NORTHERN CAPITAL INVESTMENTS LLC
TRAVIS & SARAH WOLTERS



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

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Part Time Liquor Store Employee
DATE: January 19, 2021

OVERVIEW:

Kristina Windhauser has turned in her notice of resignation. She has agreed to complete the schedule that is currently out. Her official end date will be 2/7/2021.

Plus, with the upcoming potential construction and summer, I would to ask for authorization to fill the vacancy.

ACTION TO BE CONSIDERED:

- **Accept 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 H

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
First Reading
DATE: January 19, 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 Chapter 8 – Section 12 Predatory Offender Residency Restriction

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. ~~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~~ 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

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)

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Public Works
DATE: January 19th, 2021

OVERVIEW

The Public Works is no longer being represented by a Union. Since they are now considered non-union employees, there are a few changes that need to be made.

Staff recommends moving the appropriately impacted Public Works workers from their previous union negotiated pay grades to non-union pay grades 7 and 8 which is consistent with their pay grades under the City's classification and compensation plan.

Also, in order to address matters unique to these employees amending the Personnel Policy to include:

Public Works employees will be covered by the following:

- A. Any Employee called in to work other than during the scheduled work shift will receive a minimum of two (2) hours overtime at the rate of one and one-half (1 1/2) times their base rate of pay. This will not apply to extensions of shifts, early reports, telephone calls or other instances in which the employee is not required to physically return to work. This will also not result in compounded overtime where the hours would also constitute overtime.
- B. Employees who are assigned by the department head to be on-call after regular work hours shall be paid one hour of pay for each on-call day which falls on Monday – Friday, and two hours of pay for each on-call day which falls on Saturday or Sunday.
- C. The City will purchase one (1) approved pair of safety shoes each year for non-office staff.

Recommended Motion:

Motion to approve the proposed pay grade changes and updates to the Personnel Policy.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 J

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 01/14/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$251,546.46 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coding to 2020.

Other Payments to be approved:

Debt service payments - \$956,252.51
Direct Transfer from Previous Month - \$523,612.23
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

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***Claim Register©**

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Claim Type

Claim#	9098	ACE SOLID WASTE, INC.				
Cash Payment	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE			\$66.84
Invoice	6519634					
Cash Payment	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE			\$69.91
Invoice	6519634					
Cash Payment	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE			\$223.08
Invoice	6519634					
Cash Payment	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE			\$80.92
Invoice	6519634					
Cash Payment	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE			\$80.92
Invoice	6519634					
Cash Payment	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE			\$0.00
Invoice	6519634					
Cash Payment	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE			\$27.92
Invoice	6519634					
Cash Payment	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE			\$27.92
Invoice	6519634					
Cash Payment	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE			\$27.92
Invoice	6519634					
Cash Payment	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE			\$27.92
Invoice	6519634					
Cash Payment	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE			\$111.68
Invoice	6519634					
Cash Payment	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE			\$64.92
Invoice	6519634					
Cash Payment	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE			\$64.92
Invoice	6519634					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$874.87

Claim Type

Claim#	9044	ALFANO, CHRISTIE				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT# 5712			\$112.69
Invoice	.0121					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$112.69

Claim Type

Claim#	9099	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-321	Telephone	BROADBAND			\$37.51
Invoice	B210106P					
Cash Payment	E 101-42210-321	Telephone	BROADBAND			\$37.51
Invoice	B210106P					
Cash Payment	E 101-43100-321	Telephone	BROADBAND			\$37.51
Invoice	B210106P					
Cash Payment	E 101-45200-321	Telephone	BROADBAND			\$37.51
Invoice	B210106P					
Cash Payment	E 601-49440-321	Telephone	BROADBAND			\$37.51
Invoice	B210106P					
Cash Payment	E 602-49490-321	Telephone	BROADBAND			\$37.45
Invoice	B210106P					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$225.00

Claim Type

Claim#	9045	ARTISAN BEER COMPANY				
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Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$33.85
	Invoice 3453716					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$33.85
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Claim TypeClaim# 9100 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - HADLER				\$308.95
	Invoice 267336					

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - LAWRENCE				\$372.00
	Invoice 267501					

Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$680.95
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Claim TypeClaim# 9046 *BAILEY, DANIEL*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #3699				\$85.81
	Invoice .0121					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$85.81
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Claim TypeClaim# 9049 *BOND TRUST SERVICES*

Cash Payment	E 330-47000-620 Fiscal Agent s Fees	CAPITAL IMPROVEMENT BONDS				\$475.00
	Invoice 62019					

Cash Payment	E 602-47000-620 Fiscal Agent s Fees	WATER & Sewer REVENUE BONDS				\$475.00
	Invoice 62022					

Cash Payment	E 311-47000-620 Fiscal Agent s Fees	CROSSOVER REFUNDING BONDS				\$475.00
	Invoice 62020					

Cash Payment	E 327-47000-620 Fiscal Agent s Fees	GENERAL OBLIGATION BONDS				\$475.00
	Invoice 62021					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$1,900.00
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Claim TypeClaim# 9051 *CALLENDER, MARK*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5703				\$128.49
	Invoice .0121					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$128.49
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Claim TypeClaim# 9052 *CINTAS*

Cash Payment	E 601-49440-402 Janitorial Service	RUG MAINTENANCE				\$23.04
	Invoice 4072523738					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$23.04
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Claim TypeClaim# 9053 *CRYSTAL SPRINGS ICE*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$77.76
	Invoice 2002309					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$77.76
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Claim TypeClaim# 9103 *DAHLHEIMER DIST. CO. INC.*

Invoice

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$9,033.70
	Invoice 1335513					

Cash Payment	E 609-49751-255 N/A Products	N/A				\$27.95
	Invoice 1335513					

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Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$9,061.65
Claim Type						
Claim#	9055 <i>DION, MATTHEW & ASHLEY</i>					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #4515			\$191.46
Invoice	.0121					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$191.46
Claim Type						
Claim#	9104 <i>DUSTY S DRAIN CLEANING</i>					
Cash Payment	E 602-49490-229 Project Repair & Maintena	22708 RUM RIVER BLVD SERVICE				\$175.00
Invoice	10803					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$175.00
Claim Type						
Claim#	9056 <i>GLIDDON, JESSICA</i>					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #2368			\$59.35
Invoice	.0121					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$59.35
Claim Type						
Claim#	9114 <i>GOPHER STATE ONE-CALL</i>					
Cash Payment	E 602-49490-442 Gopher State		2021 ANNUAL FACILITY OPERATOR FEE			\$25.00
Invoice	1000764					
Cash Payment	E 601-49440-442 Gopher State		2021 ANNUAL FACILITY OPERATOR FEE			\$25.00
Invoice	1000764					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$50.00
Claim Type						
Claim#	9105 <i>INNOVATIVE OFFICE SOLUTIONS,</i>					
Cash Payment	E 101-42110-200 Office Supplies		OFFICE SUPPLIES			\$77.56
Invoice	IN3217493					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$77.56
Claim Type						
Claim#	9072 <i>ISD #15</i>					
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena	2008 FORD F350				\$242.26
Invoice	7421					
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena	2005 POLARIS 6X6				\$132.40
Invoice	7420					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER				\$43.69
Invoice	7429					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER				\$43.69
Invoice	7426					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2020 DODGE DURANGO				\$43.69
Invoice	7428					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$505.73
Claim Type						
Claim#	9058 <i>JOHNSON BROS WHLSE LIQUOR</i>					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$16.04
Invoice	1716107					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$120.00
Invoice	1716108					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$32.97
Invoice	1716106					

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Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$445.30
	Invoice 1716107					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,150.00
	Invoice 1716106					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$1,764.31
Claim Type						
Claim#	9059	JOHNSON, JAMES & SHARON				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #2090				\$86.48
	Invoice .0121					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$86.48
Claim Type						
Claim#	9060	JOSHUA/MARKUM BUILDERS				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #6091				\$113.64
	Invoice .0121					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #6097				\$35.77
	Invoice .012021					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$149.41
Claim Type						
Claim#	9116	LLOYDS CONSTRUCTION SER, IN				
Cash Payment	E 101-41910-441 Miscellaneous	DEMO - 22708 Rum River Blvd				\$34,900.00
	Invoice 0220193-IN					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$34,900.00
Claim Type						
Claim#	9042	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$102.13
	Invoice 563897					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$4,072.20
	Invoice 563877					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$24.25
	Invoice 563877					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$3,994.32
Claim Type						
Claim#	9110	MCDOWALL COMPANY, INC				
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	ROOFING MANAGEMENT AGREEMENT				\$350.00
	Invoice 15666					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	ROOFING MANAGEMENT AGREEMENT				\$350.00
	Invoice 15666					
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	ROOFING MANAGEMENT AGREEMENT				\$350.00
	Invoice 15666					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	ROOFING MANAGEMENT AGREEMENT				\$350.00
	Invoice 15666					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	ROOFING MANAGEMENT AGREEMENT				\$350.00
	Invoice 15666					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$1,750.00
Claim Type						
Claim#	9117	MCKESSON MEDICAL				
Cash Payment	E 101-42110-237 Small Equipment	SUPPLIES				\$224.45
	Invoice 17122361					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$224.45

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Claim Type

Claim#	9119	MIDCONTINENT COMMUNICATION				
Cash Payment	E 609-49750-321	Telephone	TELEPHONE			\$148.57
Invoice	13331300111736					
Cash Payment	E 101-43100-321	Telephone	TELEPHONE			\$22.35
Invoice	13332710111736					
Cash Payment	E 602-49490-321	Telephone	TELEPHONE			\$148.00
Invoice	13334860111736					
Cash Payment	E 101-42110-321	Telephone	TELEPHONE			\$22.34
Invoice	13332710111736					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$341.26

Claim Type

Claim#	9075	OFFICE OF THE SECRETARY	Ck# 078582	1/12/2021		
Cash Payment	E 101-41400-441	Miscellaneous	NOTARY RENEWAL			\$120.00
Invoice	.0121					
Transaction Date	1/12/2021	Due 2/11/2021	CASH	10100	Total	\$120.00

Claim Type

Claim#	9063	PETERSON, CONNIE				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT #2259			\$109.48
Invoice	.0121					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$109.48

Claim Type

Claim#	9064	PETERSON, DERRICK & ANDREA				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT #5174			\$88.30
Invoice	.0121					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$88.30

Claim Type

Claim#	9066	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$17.98
Invoice	6141675					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$90.54
Invoice	6141674					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$599.62
Invoice	6141675					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$5,828.30
Invoice	6141674					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$6,536.44

Claim Type

Claim#	9043	RITEWAY BUSINESS FORMS				
Cash Payment	E 101-41400-200	Office Supplies	OFFICE SUPPLIES			\$73.35
Invoice	20-33346					
Cash Payment	E 601-49440-200	Office Supplies	OFFICE SUPPLIES			\$73.35
Invoice	20-33346					
Cash Payment	E 602-49490-200	Office Supplies	OFFICE SUPPLIES			\$73.35
Invoice	20-33346					
Cash Payment	E 609-49750-200	Office Supplies	OFFICE SUPPLIES			\$73.35
Invoice	20-33346					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$293.40

Claim Type

Claim#	9102	ROSEVILLE, CITY OF				
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Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	0229799					
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES				\$1,544.42
Invoice	0229799					
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES				\$5,405.47
Invoice	0229799					
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES				\$992.84
Invoice	0229799					
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	0229799					
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	0229799					
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	0229799					
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	0229799					
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES				\$220.63
Invoice	0229799					
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES				\$441.26
Invoice	0229799					
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES				\$220.65
Invoice	0229799					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$11,031.57

Claim Type

Claim#	9067	ROYAL SUPPLY				
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$65.20
Invoice	1389					
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$32.60
Invoice	1389					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$16.30
Invoice	1389					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$16.30
Invoice	1389					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$16.30
Invoice	1389					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$16.30
Invoice	1389					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$163.00

Claim Type

Claim#	9068	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$46.62
Invoice	2034279					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.68
Invoice	2034280					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$7,584.31
Invoice	2034279					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$252.00
Invoice	2034280					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$7,890.61

Claim Type

Claim#	9095	STREICHER S
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Cash Payment	E 101-42110-237 Small Equipment	BALL AMMO				\$399.00
	Invoice I1474568					

Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$399.00
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Claim Type

Claim# 9070 TIMMS, BEN

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1843				\$263.82
	Invoice .0121					

Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$263.82
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Claim Type

Claim# 8992 TOTAL CONTROL SYSTEMS, INC.

Cash Payment	E 601-49440-233 Water Treatment Plant Mai REPAIRS					\$439.34
	Invoice 9622					

Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$439.34
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Claim Type

Claim# 9121 U S BANK EQUIPMENT FINANCE

Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE				\$190.86
	Invoice					

Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE				\$190.86
	Invoice					

Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE				\$190.86
	Invoice					

Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE				\$190.86
	Invoice					

Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE				\$190.86
	Invoice					

Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE				\$190.65
	Invoice					

Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$1,144.95
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Pre-Written Checks	\$120.00
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Checks to be Generated by the Compute	\$85,833.35
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Total	\$85,953.35
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Claim Type

Claim#	9083	ANCOM TECHNICAL CENTER			
Cash Payment	E 101-42210-237	Small Equipment	ACCESSORY KIT		\$525.00
Invoice 99257					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total \$525.00

Claim Type

Claim#	8993	ANOKA COUNTY ATTORNEYS OFF			
Cash Payment	E 208-42110-441	Miscellaneous	ADMINISTRATIVE FORFEITURE - ICR: 17-279753		\$112.50
Invoice .0121					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total \$112.50

Claim Type

Claim#	9084	ANOKA COUNTY HIGHWAY DEPA			
Cash Payment	E 601-49440-229	Project Repair & Maintena	PERMIT 20-158		\$150.00
Invoice 20-158					
Cash Payment	E 601-49440-229	Project Repair & Maintena	PERMIT 20-164		\$150.00
Invoice 20-164					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total \$300.00

Claim Type

Claim#	9027	ASPEN MILLS			
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS - HEDGES		\$263.65
Invoice 266926					
Cash Payment	E 101-42210-437	Uniform Allowance	UNIFORMS-BELTER		\$329.50
Invoice 266884					
Cash Payment	E 101-42210-437	Uniform Allowance	UNIFORMS-GOERS		\$329.50
Invoice 266885					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total \$922.65

Claim Type

Claim#	8995	BELLBOY CORPORATION			
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT		\$5.11
Invoice 0102527200					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT		\$17.05
Invoice 0087357200					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC.		\$149.25
Invoice 0102527200					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR		\$1,244.24
Invoice 0087357200					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total \$1,415.65

Claim Type

Claim#	8996	BREAKTHRU BEVERAGE			
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT		\$58.45
Invoice 1081222459					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR		\$2,737.46
Invoice 1081222459					
Cash Payment	E 609-49751-253	Wine For Resale	WINE		\$280.30
Invoice 1081222459					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC.		\$247.38
Invoice 1081222459					
Cash Payment	E 609-49751-255	N/A Products	N/A		\$36.00
Invoice 1081222459					

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Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$3,359.59
Claim Type						
Claim#	9035 BUREAU OF CRIM APPREHENSIO					
Cash Payment	E 101-42110-311 Contract		CJDN ACCESS FEE			\$270.00
	Invoice 00000638916					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$270.00
Claim Type						
Claim#	9087 COUNTY MARKET - CITY ACCOUN					
Cash Payment	E 101-42210-212 Motor Fuels		FUEL			\$184.33
	Invoice .122020					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$184.33
Claim Type						
Claim#	8998 DAHLHEIMER DIST. CO. INC.					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			-\$24.50
	Invoice 1333440					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$40.62
	Invoice 1331648S					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$13,813.74
	Invoice 1333384					
Cash Payment	E 609-49751-255 N/A Products		N/A			\$27.95
	Invoice 1333384					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$13,857.81
Claim Type						
Claim#	9111 ELITE SANITATION					
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL			\$457.50
	Invoice 27341					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$457.50
Claim Type						
Claim#	9032 EMERGENCY AUTOMOTIVE TECH.					
Cash Payment	E 210-42210-580 C-O-L Other Equipment		2020 DODGE JOURNEY			\$2,852.56
	Invoice OAK20185					
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena		2020 DODGE JOURNEY			\$27.80
	Invoice OAK20146A					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$2,880.36
Claim Type						
Claim#	9088 FREIGHTLINER OF ST. CLOUD					
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena		SERVICE TANKER 1			\$548.43
	Invoice R194007634:01					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$548.43
Claim Type						
Claim#	8999 GOPHER STATE ONE-CALL					
Cash Payment	E 602-49490-442 Gopher State		DECEMBER 2020			\$17.55
	Invoice 0120764					
Cash Payment	E 601-49440-442 Gopher State		DECEMBER 2020			\$17.55
	Invoice 0120764					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$35.10
Claim Type						
Claim#	9000 GRANITE CITY JOBBING CO.					

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Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES				\$29.24
	Invoice 213633					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.41
	Invoice 213633					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$122.99
	Invoice 213633					
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO				\$3,443.49
	Invoice 213633					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$3,602.13
Claim Type						
Claim#	9123	HENNING PROFESSIONAL SERVIC				
Cash Payment	E 240-41910-311 Contract	RELOCATION SERVICES-DECEMBER 2020				\$1,699.58
	Invoice 097-5					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$1,699.58
Claim Type						
Claim#	9124	HOISINGTON KOEGLER GROUP, I				
Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING				\$318.75
	Invoice 018-041-28					
Cash Payment	E 101-43100-311 Contract	SIWEK PARK				\$4,000.00
	Invoice 018-041-28					
Cash Payment	E 101-41910-307 Comp Plan/Wetland Fees	COMPREHENSIVE PLAN				\$8,993.75
	Invoice 018-041-28					
Cash Payment	G 803-22176 Anderson Subdivision	ANDERSON CO/SENIOR HOUSING				\$2,212.50
	Invoice 018-041-28					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$15,525.00
Claim Type						
Claim#	9112	ISANTI COUNTY TREASURER				
Cash Payment	E 101-41410-441 Miscellaneous	2020 GENERAL ELECTION REIMBURSEMENT				\$202.61
	Invoice 2021-012					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$202.61
Claim Type						
Claim#	9001	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$816.30
	Invoice 164001					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$62.02
	Invoice 1712256					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$50.20
	Invoice 164001					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$2,145.25
	Invoice 1712256					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$3,073.77
Claim Type						
Claim#	9089	LEPAGE & SONS				
Cash Payment	E 101-43210-439 Recycling Days	CLEAN UP DAYS				\$360.00
	Invoice 115578					
Cash Payment	E 101-43210-439 Recycling Days	CLEAN UP DAYS				\$5.40
	Invoice 124899					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$365.40
Claim Type						
Claim#	9003	MCDONALD DIST CO.				

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Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$14,294.60
	Invoice 563163					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$172.20
	Invoice 563208					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$22.20
	Invoice 563163					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$14,144.60

Claim Type

Claim#	9090	METRO WEST INSPECTIONS SER				
Cash Payment	E 101-42400-311 Contract	PERMIT & INSPECTION SERVICES				\$35,095.09
	Invoice 2663					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$35,095.09

Claim Type

Claim#	9036	MN FIRE CERTIFICATION BOARD				
Cash Payment	E 101-42210-208 Training and Instruction	FIRE OFFICE I CERTIFICATION - KIZER, STURZL				\$240.00
	Invoice 8298					
Cash Payment	E 101-42210-208 Training and Instruction	FIRE APPARATUS OPERATOR - MANGAN				\$25.00
	Invoice 8335					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$265.00

Claim Type

Claim#	9113	OPUS 21				
Cash Payment	E 601-49440-382 Utility Billing	SERVICES DECEMBER 2020				\$1,421.01
	Invoice 201211					
Cash Payment	E 602-49490-382 Utility Billing	SERVICES DECEMBER 2020				\$1,421.01
	Invoice 201211					
Transaction Date	1/14/2021	Due 2/13/2021	CASH	10100	Total	\$2,842.02

Claim Type

Claim#	9037	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				-\$89.25
	Invoice 88240					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.25
	Invoice 111747					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$159.00
	Invoice 111747					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$72.00

Claim Type

Claim#	9006	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$20.41
	Invoice 6139353					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$25.12
	Invoice 6139354					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$3.14
	Invoice 6139355					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,200.40
	Invoice 6139353					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$68.00
	Invoice 6139355					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$816.50
	Invoice 6139354					

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Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$3,133.57
Claim Type						
Claim#	9094 <i>SHORT ELLIOTT HENDRICKSON I</i>					
Cash Payment	E 601-49440-303 Engineering Fees		GENERAL ENGINEERING SERVICES			\$3,356.88
	Invoice 156314					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$3,356.88
Claim Type						
Claim#	9009 <i>SOUTHERN GLAZERS OF MN</i>					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$37.44
	Invoice 2032336					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$15.36
	Invoice 2032337					
Cash Payment	E 609-49751-253 Wine For Resale		BEER			-\$252.00
	Invoice 9228031					
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			-\$240.00
	Invoice 9227935					
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			-\$120.00
	Invoice 9232024					
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			\$4,951.53
	Invoice 2032336					
Cash Payment	E 609-49751-253 Wine For Resale		WINE			\$512.00
	Invoice 2032337					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$4,904.33
Claim Type						
Claim#	9038 <i>SOUTHERN GLAZERS OF MN</i>	Ck# 078583	1/13/2021			
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$19.20
	Invoice 2023278					
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			\$1,088.50
	Invoice 2023278					
Transaction Date	1/11/2021	Due 2/10/2021	CASH	10100	Total	\$1,107.70
Claim Type						
Claim#	9011 <i>STATE OF MN, DEPT OF FINANCE</i>					
Cash Payment	E 208-42110-441 Miscellaneous		ADMIN FORFEITURE - ICR: 17-279753			\$56.20
	Invoice .12.20					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$56.20
Claim Type						
Claim#	9012 <i>STURZL, EVAN</i>					
Cash Payment	E 101-42210-212 Motor Fuels		REIMBURSE			\$69.87
	Invoice .1220					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$69.87
Claim Type						
Claim#	9013 <i>TELCOM CONSTRUCTION</i>					
Cash Payment	G 609-16200 Buildings		CITY HALL FIBER RUN			\$44,929.25
	Invoice 171590					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$44,929.25
Claim Type						
Claim#	9014 <i>THE AMERICAN BOTTLING COMP</i>					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			\$248.34
	Invoice 3562611108					

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January 2021

Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$248.34
Claim Type						
Claim#	9096 TOM LYNCH ELECTRIC					
Cash Payment	E 601-49440-233 Water Treatment Plant Mai REPAIRS					\$695.00
Invoice	.122720					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$695.00
Claim Type						
Claim#	9097 W W GOETSCH					
Cash Payment	E 602-49490-237 Small Equipment SEWAGE PUMP					\$4,988.00
Invoice	105303					
Transaction Date	1/13/2021	Due 2/12/2021	CASH	10100	Total	\$4,988.00
Claim Type						
Claim#	9015 WINE MERCHANTS					
Cash Payment	E 609-49751-206 Freight and Fuel Charges FREIGHT					\$7.85
Invoice	7312501					
Cash Payment	E 609-49751-253 Wine For Resale WINE					\$340.00
Invoice	7312501					
Transaction Date	1/6/2021	Due 2/5/2021	CASH	10100	Total	\$347.85

Pre-Written Checks	\$1,107.70
Checks to be Generated by the Compute	\$164,485.41
Total	\$165,593.11

Total Both Batches-\$251,546.46

CITY OF ST. FRANCIS
1/19/2021

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
TOTAL				<u>0.00</u>
Disbursements via Debits to 4M Account				
		Payee	Description	Amount
		Ehlers Bond Trust Services	2010A Bonds	91,653.13
		Ehlers Bond Trust Services	2013A Bonds	304,278.75
		Ehlers Bond Trust Services	2015A Bonds	79,530.00
		Ehlers Bond Trust Services	2016A Bonds	102,300.00
		Ehlers Bond Trust Services	2017A Bonds	378,490.63
TOTAL				<u>956,252.51</u>

Disbursements via Debits to Checking Account

	Payee	Description	Amount
12/01/20	Flyte	Payroll	498.50
12/02/20	Cayan	CC Fee	4,804.75
12/03/20	Colonial	Insurance	361.85
12/08/20	Delta Dental	Insurance	1,354.35
12/10/20	Federal Tax	Payroll	23,093.72
	PERA	Payroll	22,201.17
	VOYA	Payroll	1,340.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,959.99
	MSRS	Payroll	522.53
	Healthcare Savings	Payroll	452.00
	Health Partners	Insurance	21,785.91
12/11/20	Flyte	Payroll	50.00
12/14/20	Visa	CC Bill	15,489.40
12/15/20	Registered Abstractors	Purchase Properties	318,776.06
12/16/20	Centerpoint	Gas Bill	3,880.67
12/17/20	Connexus	Electric Bill	18,378.24
12/18/20	Mn Dept of Revenue	Sales Tax	22,142.00
12/21/20	Cayan	CC Fee	42.74
12/22/20	Federal Tax	Payroll	1,218.94
	PERA	Payroll	244.05
	State Tax	Payroll	31.70
	Child support	Payroll	340.04
12/24/20	Federal Tax	Payroll	22,441.72
	PERA	Payroll	21,393.28
	VOYA	Payroll	1,340.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,743.17
	MSRS	Payroll	510.48
	Healthcare Savings	Payroll	452.00
	Federal Tax	Payroll	2,608.11
	PERA	Payroll	5,569.80
	State Tax	Payroll	871.56
	MSRS	Payroll	377.62
	Cayan	CC Fee	5.10
12/30/20	Tasc	Payroll	153.58
12/31/20	Village Bank	Bank Fees	147.00
	PSN	CC Fee	460.20
TOTAL			<u>523,612.23</u>

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: COVID19 Update
DATE: January 19th, 2021

OVERVIEW

Staff has reviewed the latest COVID19 Executive Order by Governor Walz. The United States just reported the highest daily death count from COVID19 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.

With that, under 7(a) of the latest Executive Order it states:

a. **Continue to work from home whenever possible.** Any worker who can work from home must do so.

In addition, it states:

ii. **Places of Public Accommodation permitted to be open.** Prohibited social gatherings do not include persons in Places of Public Accommodation that are permitted to be open to members of the public under this Executive Order, provided that those Places of Public Accommodation follow the requirements and limitations set forth in this Executive Order.

Given that information, I think it is advisable to continue City operations as they are today. Keep City Hall closed and the ability to work from home. Also, the Police/PW lobby the same.

There has been many requests to reopen the Community Center. It is permissible under the Executive Order. It could be feasible to reopen the Community Center as long as they sign the waiver that was created and adhere to guidelines in the Executive Order.

Recommended Motion:

Review and Discuss.

STATE OF MINNESOTA

Executive Department



Governor Tim Walz

Emergency Executive Order 21-01

Protecting Recent Progress and Cautiously Resuming Certain Activities

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Minnesota has taken extraordinary steps to prevent and respond to the pandemic. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. Since declaring the peacetime emergency, I have extended it every 30 days, with the most recent extension occurring on December 14, 2020.

Almost seven weeks ago, Minnesota joined an increasing number of states in dialing back social gatherings, organized sports, and activities in a range of places of public accommodation in response to a significant surge in COVID-19 cases. As state health officials predicted, the surge's consequences were dire. Hospitals reported dangerous strains on their capacity, and average daily deaths due to the virus were far higher than we had experienced at any point in the pandemic. In light of the sobering infection rates and loss of life, I called on the people of Minnesota to forego holiday gatherings, sports leagues, and other social activities, and we temporarily closed businesses and gathering spaces that pose high risks of virus transmission. Minnesotans answered the call, making difficult personal sacrifices to change the pandemic's trajectory and save their neighbors' lives. If not for our collective action to stem the rapidly rising tide of COVID-19 infections, the consequences could have been far worse.

Indeed, Minnesota's daily COVID-19 case numbers began to slowly decrease after we started the dial back. After the first four weeks, we made minor adjustments with Executive Orders 20-103 and 20-104, which were targeted to help Minnesotans cope with the challenges of isolation by slightly easing social gathering restrictions and prioritizing the slow return of physical fitness and sports activities with the goal of improving physical and mental well-being. Because new COVID-19 cases remained at problematic levels, these steps were intentionally gradual. Since then, the outlook has improved. In the past week, the White House Coronavirus Task Force ("Task Force") has shared cautious optimism about the state's improving COVID-19 situation. Although many key metrics—including COVID-19 deaths, new hospitalizations, daily case numbers, and test positivity rate—are now well below where they were at the most severe stages

of our late fall and early winter surge, we continue to be in an area of high risk for further COVID-19 spread by most Task Force and Minnesota Department of Health (“MDH”) measures.

Although we must continue to be cautious, the recent change in the virus’s trajectory allows us to again take measured steps to reopen businesses closed under previous Executive Orders. These businesses have suffered through no fault of their own. The state and federal measures have provided some relief to affected businesses, but we know that the ultimate goal of businesses is to reopen to serve their customers. I appreciate the efforts of all Minnesotans in buckling down to reduce our infection rates as much as possible in the past seven weeks. Those efforts allow workers and business owners to get back to work.

We continue to face a challenging balancing act. As we allow more settings to reopen, the risk of transmission increases. As I have noted previously, some settings continue to pose more risks than others. Indoor activities pose higher risks than outdoor activities. Strenuous activities resulting in increased respiration pose higher risk than sedentary activities. Unpredictable settings are riskier than more predictable and controlled settings. Settings conducive to prolonged contact provide more opportunity for transmission than settings featuring more transitory interactions. In addition, science, data, and experience also show that the late-night bar and restaurant hours are particularly risky for patrons. Recognizing the impact of these variables, this Executive Order continues to limit certain settings more than others due to the varying levels of risk.

Staying at home and avoiding gatherings is still the most effective way to prevent transmission and doing so is particularly important for those who are at risk of severe illness from COVID-19. It is also important to continue to limit the size of social gatherings with family and friends, as these familiar and uncontrolled gatherings present special transmission risks. While gatherings of people from different households continue to pose risk of transmission, we can reduce transmission by each of us doing our part and ensuring compliance with safety measures. As the White House Task Force recently summarized: “Mitigation measures to limit transmission in personal gatherings need ongoing strengthening, including continuing to ask Minnesotans to limit travel, wear masks, physically distance, and avoid gatherings in both public and private spaces, especially indoors.”

We all play a part in preserving the gains that we have made over the past two months. When Minnesotans leave their homes, they must continue to follow the science and adhere to public health guidance to avoid the need for dial backs. The Centers for Disease Control and Prevention (“CDC”) estimates that the basic measure of wearing a face covering can reduce transmission risk by 70 to 80 percent. When face coverings are paired with consistent social distancing, we can dramatically reduce transmission. I continue to ask everyone in Minnesota to support these basic measures to allow our children to return to school, keep our businesses open, preserve our hospital capacity, and protect our neighbors.

In Minnesota Statutes 2020, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers to “(1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2020, section

12.21, subdivision 1, the Governor has general authority to control the state's emergency management as well as to carry out the provisions of the Minnesota Emergency Management Act.

Minnesota Statutes 2020, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in "matters pertaining to the emergency management of the state and nation." This includes "the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings." Pursuant to subdivision 3 of that same section, the Governor may "make, amend, and rescind the necessary orders and rules to carry out the provisions" of the Minnesota Emergency Management Act. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Executive Orders 20-99, 20-103, and 20-104 are rescinded as of Sunday, January 10, 2021 at 11:59 pm.
2. This Executive Order is effective as of Sunday, January 10, 2021 at 11:59 pm.
3. **Masks and face coverings required.** Executive Order 20-81, requiring face coverings in certain settings, remains in full force and effect except as modified by this Executive Order.
4. **At-risk persons.** All persons currently living within the State of Minnesota who are at risk of severe illness from COVID-19, as defined by Executive Order 20-55, are strongly urged to stay at home or in their place of residence and follow the provisions of Executive Order 20-55.
5. **Definitions.**
 - a. "Home," "homes," "residence," and "residences" are broadly defined to include mobile homes, hotels, motels, shared rental units, shelters, and similar facilities, to the extent that they are used for lodging.
 - b. "Worker" and "workers" are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
 - c. "Business" and "businesses" are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
 - d. "Critical Businesses" are all businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48.

- e. “Non-Critical Businesses” are all businesses that are not Critical Businesses or Places of Public Accommodation.
 - f. “Place of Public Accommodation” means a business, or an educational, refreshment, entertainment, recreation facility, or an institution of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public. This definition also includes those businesses, facilities, and institutions that offer or provide shared or communal goods, services, facilities, privileges, advantages, or accommodations to members of more than a single household, regardless of whether they are made available to the public. Places of Public Accommodation include, but are not limited to, the businesses identified in paragraph 7.c of this Executive Order.
 - g. “Establishments Providing Personal Care Services” are broadly defined to include tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
 - h. “Organizers” are businesses or individuals who plan, organize, host, or disseminate information encouraging people to attend prohibited social gatherings.
 - i. “Social gatherings” are groups of individuals who are not members of the same household, congregated together for a common or coordinated social, community, or leisure purpose—even if social distancing can be maintained. Social gatherings include indoor and outdoor gatherings, planned and spontaneous gatherings, and public and private gatherings.
 - j. “Normal occupant capacity” means the applicable lawful capacity as established by state or local authorities in accordance with established codes and requirements. Businesses that do not have an applicable lawful capacity must calculate their normal occupant capacity according to the applicable industry guidance at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
6. **Activities outside of the home.** Mindful that we must continue to limit social interactions to protect public health, individual activities outside of the home are subject to the limitations and guidelines set forth below. These requirements may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

- a. **Social gatherings.** Except as specifically permitted in this Executive Order, social gatherings are prohibited. Indoor social gatherings are strongly discouraged; but indoor social gatherings involving not more than two households, up to a maximum of 10 people, are permitted as long as members of different households maintain at least six feet of separation from each other and adhere to additional precautions for social gatherings on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>). Outdoor social gatherings involving not more than three households, up to a maximum of 15 people, are permitted as long as members of different households maintain at least six feet of separation from each other, and participants adhere to additional precautions for social gatherings on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>). Organizers of prohibited social gatherings may be subject to appropriate enforcement action by city, county, and/or state authorities pursuant to paragraph 10 of this Executive Order.
- i. **Activity by workers or customers.** Prohibited social gatherings do not include activity by workers or customers of businesses permitted to remain open under this Executive Order, providing that these businesses follow the requirements and limitations set forth in this Executive Order.
 - ii. **Places of Public Accommodation permitted to be open.** Prohibited social gatherings do not include persons in Places of Public Accommodation that are permitted to be open to members of the public under this Executive Order, provided that those Places of Public Accommodation follow the requirements and limitations set forth in this Executive Order.
 - iii. **Educational and care services for children and youth.** Prohibited social gatherings do not include educational and care services for children and youth, including child care, educational support services for distance and hybrid learners, and other educational services. Prohibited social gatherings do not include services in a personal home, such as family, friend, and neighbor care necessary for workers to continue to perform their duties. Individuals and programs providing educational support services must follow the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov/>).
 - iv. **Care of others.** Individuals may care for a family member, friend, or pet in another household, and may transport family members, friends, or pets, including the transport of children pursuant to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services (“CHIPS”) proceeding.
 - v. **Relocation to ensure safety.** Nothing in this Executive Order should be construed to prevent individuals whose homes or residences are

unsafe or become unsafe, including individuals who have suffered or are at risk of domestic violence or for whom the safety, sanitation, or essential operations of their home or residence cannot be maintained, from leaving their home or residence, or relocating to a safe alternative home or residence.

- vi. **Health and safety activities.** Nothing in this Executive Order should be construed to prevent individuals from seeking emergency services; obtaining medical services, supplies, or medications; donating blood; or visiting a healthcare or dental professional or facility, or a veterinarian.
- vii. **Sobriety and mental health support groups.** Prohibited social gatherings do not include sobriety or other mental health support groups. Remote meetings are encouraged whenever possible. When remote meetings are not possible, smaller meetings of shorter duration are encouraged. Any in-person meetings must comply with applicable public health guidance, including relevant MDH guidance.
- viii. **Health care and residential facilities.** Prohibited social gatherings do not include gatherings of persons in health care facilities, long-term care facilities, residential treatment facilities, residential and in-home programs licensed by the Minnesota Department of Human Services, correctional facilities, juvenile justice facilities, and shelters or drop-in centers. These facilities and settings must continue to follow applicable state and federal guidance, including guidance related to visitation. In-person visitation may not be possible under that guidance, and individuals are strongly encouraged to visit with loved ones virtually.
- ix. **Displacement.** Individuals without a home are exempt from the restrictions on gatherings in this Executive Order, but they are strongly encouraged to avoid gatherings whenever possible. Executive Order 20-55, which includes provisions related to encampments, remains in full force and effect.
- x. **Legislative and other governmental meetings.** The limits on gatherings in this Executive Order do not apply to legislative and other governmental meetings. Remote meetings are strongly encouraged whenever possible as permitted by state or local authority.
- xi. **The Judicial Branch.** The limits on gatherings in this Executive Order do not apply to proceedings held by the Minnesota Judicial Branch. Proceedings held by the Judicial Branch are subject to the policies established by the chief justice and will occur as directed by court order. Individuals may appear as directed by a Minnesota state court, including to serve as a juror, appear as a party, as a witness, or

as legal counsel on behalf of a party, or otherwise to comply as directed by a court order, subpoena, or summons.

- xii. **Federal activities.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
- xiii. **Drive-in gatherings.** To enable safe congregation of people, drive-in gatherings are permitted, provided that all participants remain within their own vehicles and follow the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- xiv. **Weddings, funerals, and services.** Places of worship, funeral homes, and other venues that offer gathering space for wedding ceremonies, funeral services, or other planned services such as worship, rituals, prayer meetings, or scripture studies are strongly encouraged to offer virtual alternatives to the maximum extent possible. Places of worship, funeral homes, and other venues that offer gathering space for wedding services, funeral services, or other planned services such as worship, rituals, prayer meetings, or scripture studies, may host such wedding ceremonies, funeral services, or other services, provided that they adhere to the following requirements:
 - A. In all settings, ensure a minimum of six feet of physical distancing between households.
 - B. In indoor settings, occupancy must not exceed 50 percent of the normal occupant capacity.
 - C. Develop and implement a COVID-19 Preparedness Plan in accordance with applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- xv. **Celebrations and receptions.** Venues may host celebrations, receptions, private parties, or other social gatherings, including but not limited to those connected to weddings, funerals, life milestones (such as birthdays and retirements), family reunions, planned religious services, and other similar occasions if they develop and implement a COVID-19 Preparedness Plan in accordance with applicable venue guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>). Celebrations, receptions, private parties, and other gatherings that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on premises must not take place between the hours of 10:00 pm and 4:00 am, must ensure at least six feet of

separation between members of different households, and must be limited as follows:

- A. Indoors, no more than two households, up to a maximum of 10 people.
 - B. Outdoors, no more than three households, up to a maximum of 15 people.
- b. **Outdoor recreational activity.** Individuals **must not** engage in outdoor recreational activities where they will come into close proximity (less than six feet of separation) with others from different households. Individuals may engage in the outdoor recreational activities listed below, provided that they adhere to the limitations on social gatherings in paragraph 6.a and follow the Minnesota Department of Natural Resources (“DNR”) and MDH guidelines on outdoor recreation and guidelines for facilities and the public (“Outdoor Recreation Guidelines”) available at DNR’s COVID-19 website (<https://www.dnr.state.mn.us/covid-19.html>):
- i. Individuals may engage in any outdoor activity that is dependent upon or derives its principal benefit from natural surroundings and open space, including but not limited to hunting, fishing, trapping, boating, hiking, biking, golfing, picnicking, skiing, skating, and snowshoeing for the purposes of pleasure, rest, exercise, or relaxation, provided that the activity can be engaged in accordance with the Outdoor Recreation Guidelines, including maintaining at least six feet of separation between participants from different households and limiting gathering size according to paragraph 6.a. Groups **within a single household** may engage in outdoor activities or sports that do not allow for social distancing (e.g., soccer, hockey, or basketball) but must not engage in such activities with members of other households.
 - ii. Outdoor recreational activities allowed by this Executive Order do not include rallies, spectator entertainment events, fairs, festivals, concerts, or other similar outdoor organized events, which are governed by paragraph 7.c.x (if held in a venue) or paragraph 6.a (if not held in a venue). Organized Youth and Adult Sports activities are governed by the requirements in paragraphs 7.g. and 7.h.
 - iii. Nothing in this paragraph permits trespass upon private property, and all activities undertaken pursuant to this paragraph must be undertaken in accordance with Minnesota law, including but not limited to license and permit requirements, invasive species regulations, and park rules. Nothing in this paragraph should be construed to abrogate existing local authority to limit or restrict activities or close facilities.

- c. **Voting.** Individuals are permitted and encouraged to vote in all state and local elections. Voters are also encouraged to vote by mail using an absentee ballot where feasible. Additional information is available at the Secretary of State's website.
- d. **Unnecessary travel strongly discouraged.** Consistent with federal guidance and to protect our neighbors, Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel, particularly to other states or countries.
- e. **Travel advisory.** Persons arriving in Minnesota from other states or countries, including returning Minnesota residents, are strongly encouraged to follow the recommendations in MDH's Quarantine Guidance (<https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>). This recommendation does not apply to individuals who must cross state or country borders for work, study, medical care, or personal safety and security. Students returning home for school breaks are strongly encouraged to follow the recommendations available at MDH's Institutes of Higher Education website (<https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html>).
- f. **Guidelines.** Individuals engaging in activities outside of the home must follow the requirements of this Executive Order, Executive Order 20-81 (face coverings), and MDH and CDC Guidelines. Individuals engaging in outdoor recreational activities must follow the Outdoor Recreation Guidelines available at DNR's COVID-19 website (<https://www.dnr.state.mn.us/covid-19.html>).
- g. **Tribal activities and lands.**
 - i. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
 - ii. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
 - iii. Activities by tribal members to exercise their federal treaty rights within the boundaries of their treaty territory (also known as "ceded territory") are exempt from the restrictions in this Executive Order but may be subject to restrictions by applicable tribal authorities.
 - iv. Tribal members may travel to and from their tribal reservations in accordance with applicable tribal law.

7. **Workers and businesses.** Workers and businesses are subject to the requirements set forth below. These requirements may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at the State's COVID-19 website (<https://mn.gov/covid19/>).
- a. **Continue to work from home whenever possible.** Any worker who can work from home must do so.
 - b. **Safe work.** The protections noted in Executive Order 20-54 (Protecting Workers from Unsafe Working Conditions and Retaliation) remain in full force and effect. All work must be conducted in a manner that adheres to Minnesota OSHA Standards and MDH and CDC Guidelines, including social distancing and hygiene practices. Under existing law and authority, the Department of Labor and Industry ("DLI") may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.
 - c. **Places of Public Accommodation.** Places of Public Accommodation are subject to the following requirements and limitations:
 - i. **All Places of Public Accommodation open under this Executive Order must adhere to the requirements set forth in paragraph 7.d of this order,** including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
 - ii. For the purposes of this Executive Order, the following establishments and facilities are not Places of Public Accommodation:
 - A. Establishments and facilities that offer food and beverage not for on-premises consumption, including grocery stores, markets, convenience stores, pharmacies, drug stores, and food pantries, other than those portions of the Place of Public Accommodation otherwise subject to the requirements of this paragraph 7.c.
 - B. Health care facilities, child care facilities, residential care facilities, congregate care facilities, correctional facilities, and juvenile justice facilities.
 - C. Crisis shelters, soup kitchens, or similar institutions.
 - iii. Places of Public Accommodation that would otherwise be subject to the restrictions in this Executive Order may be exempted from such restrictions if they have been repurposed to exclusively provide

services permitted under paragraph 7.c.ii, subject to relevant licensing and other requirements, and applicable MDH and CDC guidelines.

- iv. Places of Public Accommodation subject to this Executive Order are encouraged to offer food, beverages, and other products using delivery services, window service, walk-up service, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing.
- v. Barbershops, salons, and other Establishments Providing Personal Care Services may remain open. Occupancy must not exceed 50 percent of the normal occupant capacity, with a maximum of 250 people in a single self-contained space. Workers, customers, and clients must follow all requirements, including face-covering requirements, as set forth in the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- vi. Restaurants, food courts, cafes, coffeehouses, bars, taverns, breweries, microbreweries, distilleries, brewer taprooms, micro distiller cocktail rooms, tasting rooms, wineries, cideries, clubhouses, dining clubs, tobacco product shops, hookah bars, cigar bars, vaping lounges, and other Places of Public Accommodation offering food, beverages (including alcoholic beverages), or tobacco products for on-premises consumption, may provide indoor and outdoor service if they adhere to the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>) and the following requirements:
 - A. Occupancy of any indoor space must not exceed 50 percent of the normal occupant capacity, with a maximum of 150 people, provided that physical distancing of at least six feet is maintained between parties at different tables.
 - B. Occupancy of any outdoor space must ensure that number of customers at any one time is limited to the number for whom physical distancing of six feet can be maintained between parties at different tables, not to exceed 150 people.
 - C. All establishments must ensure that no more than six customers are seated at one table.
 - D. All establishments must close and remain closed each day for on-premises consumption between the hours of 10:00 pm and 4:00 am. Nothing in this paragraph is intended to limit or discourage delivery service, window service, walk-up service, or drive-up service offered under paragraph 7.c.iv.
 - E. All establishments must follow applicable state and local laws and regulations. Local governments are encouraged to work

collaboratively with establishments to allow for outdoor service.

- F. The capacity limitation on indoor activity extends to the sale and play of lawful games as provided under Minnesota Statutes 2020, section 349.12.
- G. Pursuant to Minnesota Statutes 2020, section 349.12, subdivision 3a, veterans or fraternal organizations may lend gambling funds to their general fund accounts for up to one year to pay for allowable expenses necessary to reopen such organizations' permitted premises as set forth in the guidance available at the Gambling Control Board's website (<https://mn.gov/gcb/>).
- vii. Public pools, as defined in Minnesota Statutes 2020, section 144.1222, subdivision 4(d), may be open in accordance with the guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>) and paragraphs 7.g and 7.h of this Executive Order. Occupancy of public pool areas must not exceed 25 percent of the normal occupant capacity, not to exceed 150 people. If a pool is located within a Place of Public Accommodation that has limited occupancy under this Executive Order or applicable industry guidance—such as a fitness center—occupants of the pool must also be counted as occupants of that Place of Public Accommodation.
- viii. Indoor gymnasiums, fitness centers, recreation centers, indoor sports facilities, climbing facilities, exercise facilities, martial arts facilities, and dance and exercise studios may be open in accordance with the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>) and the following requirements:
 - A. Occupancy of any indoor space and the entire facility must not exceed 25 percent of the normal occupant capacity, not to exceed 150 people in the entire facility.
 - B. Physical distancing requirements must be maintained as set forth in the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>). Organized Youth and Adult Sports must follow the specific social distancing requirements in the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>).
 - C. Notwithstanding paragraphs 10.a and 10.b of Executive Order 20-81, face coverings must be worn by all persons at all times, except when participating in activities that would involve

soaking or submerging a face covering in water, such as swimming or showering.

- D. These establishments may provide services permitted under paragraphs 7.e (child care) and 7.f (youth programs).
 - E. The establishments covered by this paragraph include shared or communal facilities serving more than one household, regardless of whether such facilities are open to the public, including but not limited to those facilities located in an apartment building, condominium, or housing complex.
- ix. Venues providing indoor events and entertainment (whether permanent, temporary, or mobile) such as theaters, cinemas, concert halls, museums, performance venues, arcades, trampoline parks, party buses, and bowling alleys may be open in accordance with the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>) and the following requirements:
- A. All venues must ensure that physical distancing of at least six feet is maintained between participants from different households. Venues may not exceed 25 percent of normal occupant capacity with a maximum of 150 people.
 - B. Any venue that offers food or beverages for on-premises consumption or that permits food or beverages to be consumed on premises must not offer food and beverage service each day between the hours of 10:00 pm and 4:00 am and must prohibit on-premises food and beverage consumption each day between the hours of 10:00 pm and 4:00 am. Venues must also comply with relevant industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>), including ensuring that customers are seated when consuming food and beverage.
- x. Venues providing outdoor events and entertainment (whether permanent, temporary, or mobile) such as racetracks, paintball, go-karts, mini-golf, and amusement parks may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov/>) and the following requirements:
- A. All venues must ensure that physical distancing of at least six feet is maintained between participants from different households. Venues may not exceed 25 percent of normal occupant capacity with a maximum of 250 people.

- B. Any venue that offers food or beverages for on-premises consumption or that permits food or beverages to be consumed on premises must not offer food and beverage service each day between the hours of 10:00 pm and 4:00 am and must prohibit on-premises food and beverage consumption each day between the hours of 10:00 pm and 4:00 am. Venues must also comply with relevant industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), including ensuring that customers are seated when consuming food and beverage.
 - C. Such venues are encouraged to offer drive-in or drive-through experiences, provided that all participants remain within their own vehicles and follow the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>). Drive-in and drive-through experiences are not subject to the capacity limits set forth above.
 - D. To ensure renewal of Class C licenses in a safe manner with proper social distancing and other mitigation measures to reduce the risk of virus transmission, Class C licenses issued in 2020 by the Minnesota Racing Commission under Minnesota Statutes 2020, section 240.08, are extended until March 1, 2021.
- xi. **Outdoor recreational facilities.** The below facilities are permitted to be open and do business, provided that they adhere to paragraphs 6 and 7 of this Executive Order and the Outdoor Recreation Guidelines available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>). Businesses and Places of Public Accommodation associated with outdoor recreational facilities must comply with paragraphs 6 and 7 of this Executive Order, as applicable. Public outdoor recreational facilities are encouraged to be open for all Minnesotans, including families and children, and all individuals utilizing such facilities must follow the Outdoor Recreation Guidelines. All outdoor recreational activities and facilities must also comply with Minnesota law, including but not limited to license and permit requirements, invasive species regulations, and park rules.
- A. Minnesota State Parks, Trails, State Forests, State Recreation Areas, Wildlife Management Areas, Scientific and Natural Areas, and other State managed recreational lands.
 - B. Locally, regionally, publicly, and privately managed outdoor parks, trails, arboretums, and gardens.
 - C. State, regional, or local public water accesses.

- D. Public and private marinas and docks that provide storage, docking, and mooring services to slip owners, seasonal renters, and the general public, as well as facilities that provide safety-related services including fueling, emergency dockage, and sanitary pump-out stations.
- E. Public and private golf courses and outdoor driving ranges.
- F. Ski areas, Nordic trails, snow tubing hills, sledding hills, and outdoor skating rinks.
- G. Lake service providers to install, repair, and remove docks, boatlifts, and other water related equipment or deliver boats.
- H. Outdoor shooting ranges and game farms.
- I. Outdoor recreational equipment rental outlets. Equipment may be rented if outlets implement clear check-in and check-out procedures that minimize contact between customers and workers. Any rentals must be conducted in accordance with the Outdoor Recreation Guidelines.
- J. Dispersed and remote camping sites in accordance with the Outdoor Recreation Guidelines. A dispersed campsite is a single campsite, not in a developed campground, used for overnight camping. A remote campsite is a designated backpack or watercraft campsite, not in a developed campground, used for overnight camping.
- K. Public and private campgrounds that have adopted a COVID-19 Preparedness Plan in accordance with the Guidance for Campgrounds website (<https://www.dnr.state.mn.us/aboutdnr/safely-opening-outdoor-recreation.html>).
- L. Charter boats and launches that have adopted a COVID-19 Preparedness Plan in accordance with Guidance for Charter and Launch Boats website (<https://www.dnr.state.mn.us/aboutdnr/safely-opening-outdoor-recreation.html>).
- M. Guided and instructional activities such as guided fishing or birding that adhere to social distancing requirements, do not involve more than one guide or instructor, and are conducted in accordance with the Outdoor Recreation Guidelines. This paragraph does not apply to activities covered by paragraph 7.e or 7.f.

N. Any other outdoor recreation activities and facilities that may be designated in the Outdoor Recreation Guidelines.

d. **Requirements for all businesses.** Since June 29, 2020, all businesses in Minnesota (whether Critical or Non-Critical) have been required to have a COVID-19 Preparedness Plan ("Plan") and implement that plan. All businesses must continue to follow the same requirements. Each Plan must provide for the business's implementation of guidance for their specific industry or, if there is no specific guidance, general guidance for all businesses, as well as Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance ("Plan Guidance") available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

i. **Required Plan content.** As set forth in the Plan Guidance, at a minimum, each Plan must adequately address the following areas:

A. **Require work from home whenever possible.** All Plans must ensure that all workers who can work from home continue to do so.

B. **Ensure that sick workers stay home.** All Plans must establish policies and procedures, including health screenings, that prevent sick workers from entering the workplace.

C. **Social distancing.** All Plans must establish social distancing policies and procedures.

D. **Worker hygiene and source control.** All Plans must establish hygiene and source control policies for workers.

E. **Cleaning, disinfection, and ventilation protocols.** All Plans must establish cleaning, disinfection, and ventilation protocols for areas within the workplace.

ii. **Customer facing businesses.** All businesses that are customer facing (*i.e.*, businesses that have in-person customer interactions) must include additional Plan provisions to keep the public and workers safe as set forth in the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). This includes requirements that workers and customers must maintain physical distancing of six feet and that store occupancy must not exceed limits set forth in the guidance. In customer facing businesses that share common areas, such as malls, all Plans must similarly include a facility occupancy that must not exceed the limits set forth in the guidance and provide an enhanced sanitizing, cleaning, and disinfecting regimen consistent with Minnesota OSHA Standards and

MDH and CDC Guidelines for those common areas. All Plans must also include signage in common areas to discourage congregating.

- iii. **Household services businesses.** All businesses that provide household services (*e.g.*, housecleaning, maid services, and piano tuners) must also develop Plan provisions intended to keep customers and workers safe as set forth in the applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- iv. **Optional template.** A template COVID-19 Preparedness Plan, which covers the above requirements, is available as part of the Plan Guidance, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- v. **Certification and signature.** Senior management responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement and follow the Plan.
- vi. **Dissemination and posting.** Each business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business's workplaces in locations that will allow for the Plan to be readily reviewed by all workers. Where physical posting is impracticable, the Plan can be posted electronically, provided that the Plan is received by all workers and remains available for their review.
- vii. **Training.** Each business must ensure that training is provided to workers on the contents of its Plan and required procedures, so that all workers understand and are able to perform the precautions necessary to protect themselves and their co-workers. This training should be easy to understand and available in the appropriate language and literacy level for all workers. Businesses should also take steps to supervise workers and ensure that workers understand and adhere to necessary precautions to prevent COVID-19 transmission. Documentation demonstrating compliance with this training requirement must be maintained and made available to regulatory authorities and public safety officers, including DLI, upon request.
- viii. **Compliance.** Workers and management must work together to ensure compliance with the Plan, implement all protocols, policies, and procedures, and create a safe and healthy work environment.
- ix. **Exposure notification protocol.** As set forth in the general industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), businesses must establish a protocol for identifying and communicating with workers who may have been exposed to a person with COVID-19 symptoms or who has tested positive for COVID-19 while at work.

- x. **Availability to regulatory authorities and public safety officers.** Businesses do not need to submit their Plans for preapproval. Upon request, businesses must make their Plans available to regulatory authorities and public safety officers, including DLI, MDH, the Minnesota Attorney General's Office, and city and county attorneys.
 - xi. **Complaints or disputes.** In the event of a complaint or dispute related to a business's Plan, DLI is authorized to determine whether the Plan adequately implements the applicable guidance, Minnesota OSHA Standards, and MDH and CDC Guidelines in its workplaces.
 - e. **Child care.** Licensed child care providers, including child care centers, certified child care centers, and family and group day care homes, as well as license exempt child care, may continue to operate and serve families. Child care providers continuing to operate must do so in accordance with the following requirements:
 - i. Child care providers other than family, friends, or neighbors providing license exempt care to children from only one household must adhere to the requirements set forth in paragraph 7.d of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for schools and child care available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
 - ii. Child care providers must comply with any public restrictions implemented by the manager or owner of property or facilities used by the program, including any restrictions set by schools or school districts on use of their facilities.
 - f. **Youth Programs.** Youth programs that provide care or supervision of children can continue to operate if they can do so safely in accordance with the COVID-19 Prevention Guidance for Youth and Student Programs available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
 - i. "Youth Programs" means programs providing care or enrichment to children or adolescents that require registration and have on-site supervision. This includes certified child care centers, youth enrichment programs, programs exempt from licensure, community education classes, community center based programs, school age care, programs operated by public and private schools, parks and recreation programs, art programs, and camps. "Youth Programs" does not include:
 - A. Licensed child care facilities or school-district summer learning programs; or

- B. Organized Youth Sports organizations and programs, described in paragraph 7.g, unless the primary purpose of the program is to provide care or supervision to children or youth, and not provide sports instruction or competition.
 - ii. Youth Programs must adhere to the requirements set forth in paragraph 7.d of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with guidance for youth and student programs available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed, available for review, and followed by participants and their parents or guardians.
 - iii. Youth Programs must comply with any public health restrictions implemented by the manager or owner of property or facilities used by the program, including any restrictions set by schools or school districts on the use of their facilities.
- g. **Organized Youth Sports.** Organized Youth Sports organizations and programs intending to operate must do so in accordance with the following requirements:
- i. “Organized Youth Sports” means any sports activity in which participants are children or adolescents and which is organized by an entity, association, club, or organization providing for registration of participants and oversight on a regular basis for a defined period of time. Sports activities within this definition include all sports offered by schools (public and nonpublic), the Minnesota State High School League, or similar organizations, as well as dance, cheerleading, and other sports traditionally offered by supplemental associations or organizations.
 - ii. Entities, associations, organizations, and clubs that provide Organized Youth Sports must adhere to the requirements set forth in paragraph 7.d of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for youth sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed and available for review by participants and their parents or guardians.
 - iii. Entities, associations, organizations, and clubs that provide Organized Youth Sports must ensure that all trainers and coaches understand and follow their COVID-19 Preparedness Plan and related guidance.
 - iv. Indoor or outdoor facilities that support Organized Youth Sports must also adhere to the requirements set forth in paragraph 7.d, including

development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for youth sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed to, available for review, and followed by entities, associations, organizations, and clubs that provide Organized Youth Sports.

- v. Notwithstanding paragraphs 10.a and 10.b of Executive Order 20-81, face coverings must be worn in accordance with applicable guidance for youth sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- h. **Organized Adult Sports.** Organized Adult Sports organizations and programs intending to operate must do so in accordance with the following requirements:
 - i. “Organized Adult Sports” means any sports activity in which participants are adults and which is organized by an entity, association, club, or organization providing for registration of participants and oversight on a regular basis for a defined period of time. “Organized Adult Sports” does not include:
 - A. Professional sports, meaning sports in which the athletes receive non-de minimis payment for performance.
 - B. Collegiate sports, meaning any collegiate or university institution team or athlete participating in intercollegiate athletics, provided that the team or athlete follows guidance for sports activities as listed in COVID-19 Intercollegiate Sports Guidance for Higher Education available at MDH’s Institutes of Higher Education website (<https://www.health.state.mn.us/diseases/coronavirus/schools/sportsihe.pdf>).
 - ii. Entities, associations, organizations, and clubs that provide Organized Adult Sports must adhere to the requirements set forth in paragraph 7.d of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for adult sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed and available for review by participants or guardians.
 - iii. Entities, associations, organizations, and clubs that provide Organized Adult Sports must ensure that all trainers and coaches understand their COVID-19 Preparedness Plan and related guidance.
 - iv. Indoor or outdoor facilities that support Organized Adult Sports must also adhere to the requirements set forth in paragraph 7.d, including

the development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for adult sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed to, available for review, and followed by entities, associations, organizations, and clubs that provide Organized Adult Sports.

- v. Notwithstanding paragraphs 10.a and 10.b of Executive Order 20-81, face coverings must be worn in accordance with applicable guidance for adult sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- i. **Higher education institutions.** Higher education institutions, in consultation with their governing boards, may offer in-person classes or activities consistent with MDH guidelines for offering in-person or on-site activities and programming at higher education institutions. Higher education institutions must follow guidelines available at MDH's Institutes of Higher Education website (<https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html>). This includes following parameters set forth in Recommendations for Different Levels of COVID-19 Transmission Among Higher Education Institutions, available at MDH's Institutes of Higher Education website. Education and training programs not registered or licensed with the Office of Higher Education ("OHE") or part of the Minnesota State Colleges and Universities or University of Minnesota systems must follow the guidance provided by the state agency or governing board under which they are authorized to operate. In the absence of an applicable state agency or governing board, higher education institutions must follow MDH guidelines.
- i. **Higher education definitions.** For the purposes of paragraph 7.i of this Executive Order:
 - A. "Higher education institution" means the Minnesota State Colleges and Universities, the University of Minnesota, private colleges and universities and all other post-secondary institutions, including but not limited to institutions licensed and registered with the OHE, with a physical campus in the State.
 - B. "Staff and instructors" means all employees, contractors, and volunteers of a higher education institution, including but not limited to janitorial and cleaning professionals, secretarial and administrative professionals, instructors, instructor assistants, researchers, research assistants, graduate assistants, faculty, and administrators.

- C. "Students" means any person enrolled at a higher education institution.
 - D. "Activities" includes but is not limited to, testing, short-term training programs, student services, advising, clinical rotations or placements, customized training, internships, campus visits, programs, credit and non-credit classes, and all research activities and functions.
- ii. **Requirements for higher education institutions.** Higher education institutions must continue to establish and implement a higher education institution COVID-19 Preparedness Plan ("Higher Ed Plan"). Each Higher Ed Plan must provide for implementation of Minnesota OSHA Standards and MDH and CDC Guidelines in classrooms, labs, or other areas that students and staff may visit. Such requirements, which are adaptable to higher education institutions, are set forth in the general guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>) and other applicable guidelines.
- A. **Required Higher Ed Plan content.** At a minimum, each Higher Ed Plan must adequately address the following areas:
- 1. **Follow OHE and MDH guidance.** All in-person activities must be subject to limitations set forth in relevant OHE and MDH guidance.
 - 2. **Ensure that sick students and institution staff and instructors stay home.** Each Higher Ed Plan must establish policies and procedures, including health screenings, that prevent sick students or institution staff and instructors from entering the institution for in-person or on-site activities.
 - 3. **Require social distancing and face-coverings.** Each Higher Ed Plan must implement social distancing policies and procedures set forth by the CDC and MDH. Higher Ed Plans must also include signage in common areas to discourage gathering. Each Higher Ed Plan must ensure compliance with the applicable face-covering requirements set forth in Executive Order 20-81.
 - 4. **Implement cleaning and disinfection protocols.** Each Higher Ed Plan must establish cleaning and disinfection protocols for areas within the institution where students, staff, and instructors may visit and provide an enhanced sanitizing, cleaning, and disinfecting regimen consistent

with Minnesota OSHA Standards and MDH and CDC Guidelines for common areas.

- B. **Certification and signature.** Institutional leadership responsible for implementing the Higher Ed Plan must sign and certify such Higher Ed Plan, affirming their commitment to implement and follow the Higher Ed Plan.
 - C. **Dissemination and posting.** A higher education institution must make its Higher Ed Plan available according to applicable guidance.
 - D. **Training.** Higher education institutions must ensure that staff and instructors are trained on the contents of their Higher Ed Plan according to applicable guidance.
8. **Respect for workers.** Minnesotans must respect the efforts of employers and businesses to protect the safety of their workers and customers by complying with those businesses' social distancing and hygiene instructions. Employers and businesses must post social distancing and hygiene instructions at entrances and in locations that can be easily seen by customers and visitors.
9. **Enhanced local measures permitted.** Nothing in this Executive Order or previous Executive Orders should be construed to prohibit or prevent political subdivisions from implementing, within their jurisdictions and pursuant to applicable law and authority, restrictions beyond the restrictions contained in this Executive Order, as long as those additional restrictions have a real or substantial relation to the public health crisis caused by COVID-19. Pursuant to Minnesota Statutes 2020, section 12.32, political subdivisions may not relax or reduce this Executive Order's restrictions. In other words, to the extent that they have authority to do so, cities and other political subdivisions may take actions that are more protective of the public health but may not take actions that are less protective of the public health.
10. **Enforcement.** I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2020, section 12.45, an individual who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed \$3,000 or by imprisonment for not more than one year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may investigate and seek any civil relief available pursuant to Minnesota Statutes 2020, section 8.31, for violations or threatened violations of this Executive Order, including but not limited to injunctive relief, civil penalties in an amount to be determined by the court, up to \$25,000 per occurrence, costs of investigation and reasonable attorney's fees and costs, and other equitable relief as

determined by the court in accordance with section 8.31. State and local licensing and regulatory entities that inspect businesses for compliance with rules and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2020, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on January 6, 2021.



Tim Walz
Governor

Filed According to Law:



Steve Simon
Secretary of State

Approved by the Executive Council on January 7, 2021:



Alice Roberts-Davis
Secretary, Executive Council

Filed January 7, 2021
Office of the Minnesota
Secretary of State
Steve Simon



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Worksession
DATE: January 19th, 2021

OVERVIEW

Staff is requesting a worksession, possibly scheduled for Monday January 25th. Topics include Fire Department, MNDOT, and other possible items that may come up.

Recommended Motion:

Motion to schedule a worksession.

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Personnel Committee
DATE: January 19th, 2021

OVERVIEW

Staff is bringing forward the consideration to create a Personnel Committee. Among other functions, it could be utilized to discuss topics like the topics discussed at the previous worksessions.

While it wouldn't necessary take the place of all such discussions with the full Council, routine personnel matters could be discussed at the committee level with a forwarded recommendation on to the City Council agenda.

In order to streamline process and potentially remove some steps, it could be as simple as making the Finance Committee also the Personnel Committee. Since many of the personnel issues the committee would be reviewing would likely be related to financial matters.

Motion to consider:

Review Discuss. Consider motion establishing a Personnel Committee.



**Streets and Parks Monthly
Report – December 2020**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	38	Hours
Streets	Snowplowing	Plowing City Streets	264.6	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	177	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	74.14	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	12	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	60.75	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	12.66	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	12	Inspections
Parks	Events	Preparation and Inspection	0	
Parks	Fertilizing	Applied to city properties and parks	0	Tons
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	2	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	7	2 Park 1 Sewer 4 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	42	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	35	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	10	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	20,000	Gallons
Parks	Vandalism	Damage to City Property	1	Hours

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



**Water and Sewer Monthly
Report – December 2020**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Water Treatment Report			
Water	Inspect Facility Daily	Facility Inspection	23	Inspections
Water	Operational Hours	Hours Spent at Facility	92	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Flows/Results			
		Total Raw Water	11.07	Million Gallons
		Total Finished Water	11.08	Million Gallons
		Finished Water Sold	10.43	Million Gallons
		Accounted Water %	94	%
		Oak Grove Water Use	1.07	Million Gallons
		Average Daily Flow	.357	Million Gallons
		Average Chlorine	.89	Mg/l
		Average Raw Iron	1.01	Mg/l
		Average Raw Manganese	.078	Mg/l
		Average Fluoride	.76	Mg/l
		Iron Removal	99	%
		Manganese Removal	76	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents; 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours Spent at Facility	184	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	23	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	23	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	23	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	184	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.9	Million Gallons
		Total Effluent	9.6	Million Gallons
		Reuse effluent	.182	Million Gallons
		Influent TSS	320	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	0	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
		Influent CBOD	220	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.2	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	29.8	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	29	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections

Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	13	Work Orders
Water/Sewer	Monthly Projects			
Wastewater Treatment Facility	Annual Biosolids Report	This report is due each year by the MPCA, that list biosolids activities.	1	Report
Wastewater Treatment Facility	Discharge Monitoring Report	This report is due each month by the MPCA that list monthly sampling and flow results.	1	Report
DL-6 Lift Station	Lift Station Preventative Maintenance	Wash down lift, check oil and clean floats.	1	Lift Station
Royal Oaks Lift Station	Lift Station Preventative Maintenance	Wash down lift, check oil and clean floats.	1	Lift Station
Turtle Run Lift Station	Pulled Pump	Pulled pump due to plugging.	1	Pump
Generator Maintenance	Annual Fluid Change and Inspection	Three of our large generators have had a complete fluid change and inspection. No major issues were found.	3	Generators
Service Terminations	Water and Sewer Terminations	Assist contractors with the termination of water and sewer services for two homes.	4	Services

*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.

ST. FRANCIS POLICE DEPARTMENT



ANNUAL REPORT 2020

Website: www.stfrancismn.org

Facebook: Saint Francis-MN Police Department

Tel: 763-753-1264

4058 St. Francis Blvd NW
St. Francis, MN 55070

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FROM THE CHIEF

I am pleased to submit the 2020 St Francis Police Department Annual Report to the residents of St Francis. The report contains a summary of the events and operations the Police Department was involved with in 2020.

The year 2020 was unique to say the least and with it came day to day challenges that tested society as well as the police department. With the COVID 19 pandemic, civil unrest, and times of uncertainty the police department faced challenges that were new to everyone. Fortunately, the police department has a resilient staff who met all challenges head on. Despite the occasional set back, staff pressed on and continued to serve the St. Francis community without hesitation. St. Francis residents can be confident that their police department will be there in the time of need and will continue to focus on the department core values of integrity, respect, courage and trust.

In 2020, between self-initiated activity such as traffic enforcement and responding to calls for service-officers generated 6,246 incidents. Proactive policing, community service and theft prevention remain a top priority for patrol staff. Officers continue to focus on theft prevention through various methods which include alerting residents to open garage doors during the overnight hours. Officers made contact with 102 residents who left their garage doors open during the overnight hours in an effort to prevent theft opportunities.

Another way officers prevent theft opportunities is by distributing theft prevention door hangers at residences when unsecure packages are observed on door steps. The door hangers alert the package recipient of the theft opportunity and provide ways to receive packages more securely to minimize the chance of theft. With online sales becoming more popular than ever, this community service effort is becoming more routine during an officers shift, especially during the holidays.

Community outreach remains a top priority for the police department and we continue our initiative of striving to connect with the citizens through community outreach. We believe that having a good relationship with the community is essential to public safety and maintaining a safe and enjoyable community to reside in and visit. Unfortunately, due to the ongoing pandemic, most of the community outreach events had to be canceled in 2020. Police department staff hopes to bring back most if not all of the programs and events in 2021. Events include The Dog Clinic, Bike Rodeo, Anti-Bullying Day, Car Seat Clinic, Neighborhood Watch meetings, Winning with Cops, Cone with a Cop and Citizens Academy.

On behalf of all members of the St Francis Police Department, I thank you for your continual support and look forward to servicing you in the upcoming year.

Sincerely,
Todd Schwieger
Chief of Police

POLICE DEPARTMENT STAFF

Our Mission

The St. Francis Police Department is dedicated to providing fair and impartial police service to all persons through education and enforcement. The goal of the St. Francis Police Department is to provide a safer community through partnering with its citizens.



The St. Francis Police Department is comprised of 12 licensed police officers, three support staff members, nine reserve officers and a department chaplain. The St. Francis Police Department has six officers that are primarily assigned to patrol, two department sergeants, one SRO (School Resource Officer), one CRO (Community Resource Officer), and one department investigator.

No matter what position officers are assigned to or what setting they're in, all of them provide a service to the community through self-initiated activity and responding to service calls. Calls received and responded to include 911 calls, medical calls, suspicious activity calls, vehicle accidents, public assist calls, domestic disputes, and many other call types. During 2020, the police department generated 6,246 ICR's (Incident Crime Reports) which include calls for service and self-initiated activity.

In 2020, the department made 277 arrests for misdemeanor, gross misdemeanor and felony level crimes including arrest warrants. These arrests included DWI, domestic assault, burglary, fleeing in a motor vehicle, theft, unlawful possession of a firearm, protection order violations, controlled substance crimes and other arrest types.

When officers are not involved in a service call, they are serving the public in other proactive ways. Officers are enforcing traffic laws, conducting business and house checks, patrolling neighborhoods and parks looking for suspicious activity as well as participating in community outreach events.

Patrol Officers conduct numerous vehicle contacts for traffic violations, vehicle equipment concerns, suspicious activity and criminal violations. Traffic stops are one of the major ways officers interact with the public. Traffic stops can result in traffic warnings, citations, warrant arrests and criminal violations.

School Resource Officer (SRO) The St Francis Police Department currently has one SRO serving one high school, one middle school and one elementary school. The SRO spends a majority of their day performing various functions in St. Francis Area Schools. The SRO interacts and works closely with school administrators, faculty, and students to assure safe learning environments every day. The School Resource Officer is vital to the safety and security of the thousands of students who attend St. Francis Area Schools each day.

Community Resource Officer (CRO) In 2019 The St Francis Police Department implemented a new Community Resource Officer position. The Community Resource Officer position consists of multiple duties including designated city ordinance enforcement, rental housing regulation, connecting with the community through community outreach and social media as well as other specific enforcement duties throughout the city. In August 2020, the department had to suspend CRO duties in order for CRO Hearn to assist with other departmental needs including patrol duties due to an officer retirement and assisting in training in a new officer. Despite the setback, CRO Hearn was still able to address 50 outdoor storage violations, 12 pushing snow across the street violations, 10 rental housing violations and 6 other miscellaneous violations. CRO Hearn also had a 68% resolve rate of property's coming into compliance after being advised of the violation(s). The CRO position plays an important role in ordinance enforcement and connecting the department with the community. The department looks forward to returning Officer Hearn to full CRO duties in the spring of 2021.

Records and Support Staff The records division provides essential assistance to the St. Francis Police Officers, other criminal justice agencies and the citizens of St. Francis. The Records Support Team takes great pride in providing excellent customer service while offering assistance with accurate crime data information. Police Record Techs are responsible for maintaining police records, citations and responding to various inquiries by phone, walk in, emails and direct mail from the public and other criminal justice agencies.

Investigations

The investigations unit continues to be a resource for the citizens of St. Francis. The investigations unit reviews reports that are submitted by officers and also receives and reviews all Anoka County Child Protection reports and Adult Protection reports. Other duties include conducting surveillance, preparing and serving search warrants, assisting other agencies, conducting employment background checks for all new hires, forfeiture processing, forfeiture sales, and managing the evidence room which includes annual audits.



In 2020, 107 cases were investigated by the departments investigator which included felony fraud, check fraud, forgery, motor vehicle theft, robbery, felony damage to property, 1st and 2nd degree burglary, trespassing, threats of violence, felony theft, felony receiving stolen property, felony weapon charges, misdemeanor theft, misdemeanor assault and multiple other cases with some still under investigation.

The investigations unit also responds to scenes of crimes including burglaries, vehicle thefts, thefts, damage to property and many others. The purpose of the response is to process the scene and gather evidence such as DNA, and photos if necessary.

The investigations unit conducts tobacco and alcohol compliance checks at local businesses and establishments with the assistance of volunteer underage buyers. In 2020, all St. Francis establishments were compliant and no tobacco or alcohol products were sold to the underage buyers during the compliance checks.

The investigations unit also handles all evidence that is taken in by all officers of the St. Francis Police Department. The evidence is recorded and placed into the proper secured holding area. If needed, the investigations unit will bring evidence to the Tri County lab for processing. Some of that evidence may include DNA swabs, Known DNA samples, Blood kits, Narcotics, Cellular phones and multiple other items.

TRAINING



Officers accumulate numerous training hours throughout each year. Officers are required to complete 48 hours of continuing education training hours to maintain their peace officer license every three years. Officers are required by the Minnesota POST Board to complete annual refresher training in areas including use of force and firearms. Officers are also required to complete an emergency vehicle operator's course every five years. In addition, the POST Board requires

officers to complete 16 hours of continuing education in areas of Conflict Management, Crisis Intervention and Implicit Bias became which is required every three years. All St. Francis officers have completed training in these areas.



Officers complete numerous other training requirements required by the POST Board and/or the agency as part of their three year license renewal requirements. Officers have attended a combined total of 433 hours of POST mandated training and other continuing education courses in 2020.



RESERVE UNIT



The St. Francis Police Department Reserve program consists of nine men and women volunteers who assist sworn officers by performing various community service tasks and non-criminal functions. Some of these individuals are pursuing a career in law enforcement and others wish to give back to their community.

Some of the tasks Reserve Officers perform are patrolling parks and assisting with traffic control at accidents, transporting suspects to jail, and riding

with licensed officers. Reserves play a pivotal role during community outreach events and other local events by providing traffic control, extra security, interacting with and providing information to the public. The reserve unit added three new reserve officers in 2020. However, due to the COVID pandemic, reserve officers were limited in their involvement as part of the effort to minimize the spread. An online training classroom was created in order for new reserve officers to continue with their field training despite COVID restrictions. Reserve officers contributed 386 hours of volunteer hours over the course of the year in 2020.



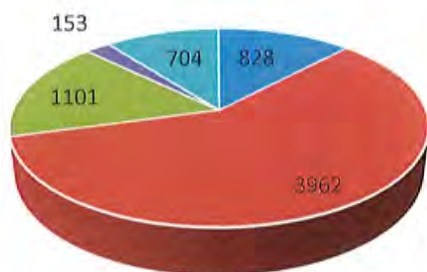
Reserve Officer Derek Barck completed an internship of 480 hours with the St. Francis Police Department in 2020 as part of his graduating requirements from Winona State University. Reserve Officer Barck spent time with officers and staff members learning about the history of the department and how it operates on a daily basis. Department staff enjoyed having Reserve Officer Barck spend the summer with us and wish him the best on his law enforcement endeavor.

The St. Francis Police Department is proud to have these members who are willing to give countless hours of their time to help our community. Many former Reserves have moved on to a career in law enforcement, some remaining with St. Francis PD and some being hired by other agencies.

2019 & 2020 STATISTICS:

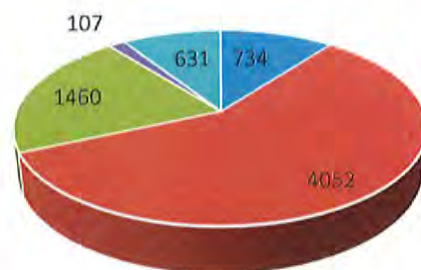
Offense Type	Description Examples	<u>2019</u>	<u>2020</u>
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	828	734
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	3,962	4,052
<u>Traffic Stops</u>		1,101	1460
<u>Total Generated ICR's (Incident Crime Reports)</u>		5,891	6,246
<u>Investigations</u>		153	107
<u>Citations</u>		704	631
<u>Average response time</u>	High Priority Call Type Low Priority Call Type		5.1 MIN 5.8 MIN

2019



■ Part 1 & 2
 ■ Part 3,4,&5
 ■ Traffic Stops
■ Investigations
 ■ Citations

2020



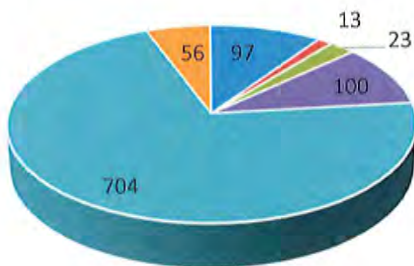
■ Part 1 & 2
 ■ Part 3,4 &5
 ■ Traffic Stops
■ Investigations
 ■ Citations

2019 & 2020 SERVICE

Calls for service breakdown: Part 1 & 2 offenses

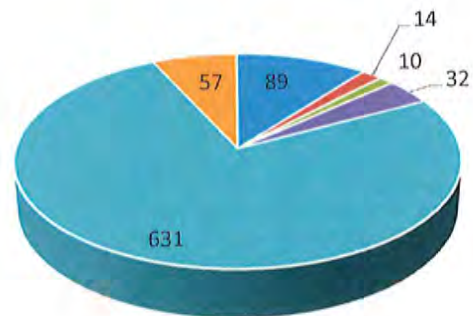
	<u>2019</u>	<u>2020</u>
Thefts	97	89
Burglaries	13	14
Assaults	23	10
DWIs	100	32
Citations	704	631
Fraud	56	57

2019



■ Thefts ■ Burglaries ■ Assaults
■ DWI's ■ Citations ■ Fraud

2020

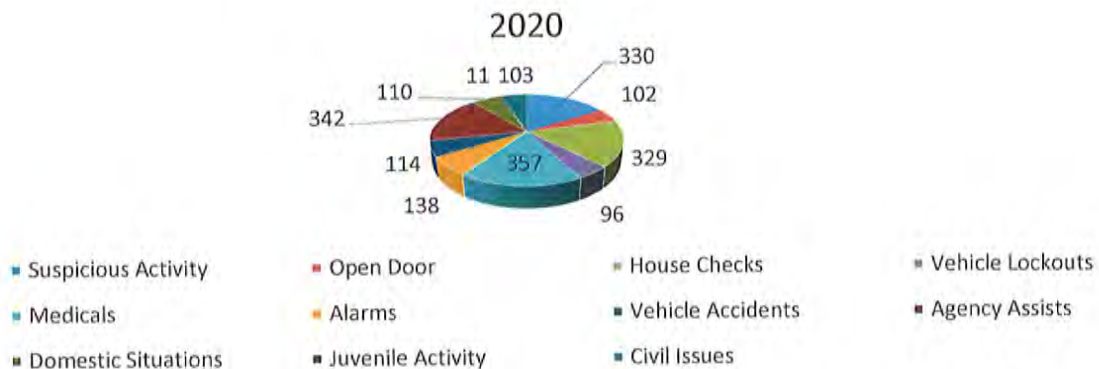
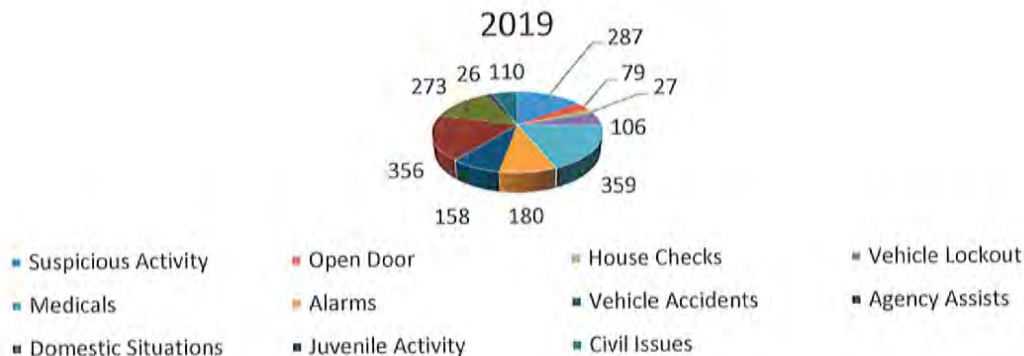


■ Thefts ■ Burglaries ■ Assaults
■ DWI's ■ Citations ■ Fraud

2019 & 2020 SERVICE

Calls for service breakdown: Part 3, 4, 5 offenses

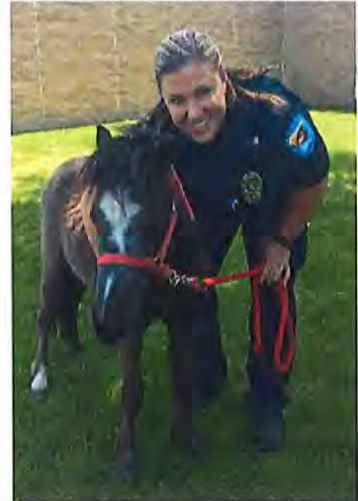
	2019	2020
Suspicious Activity	287	330
Open Door	79	102
House Checks	27	329
Requests		
Vehicle lockouts	106	96
Medicals	359	357
Alarms	180	138
Vehicle Accidents	158	114
Agency Assists	356	342
Domestic situations	273	110
Juvenile Activity	26	11
Civil disputes/Landlord - tenant/Child Custody	110	103



SAYING GOODBYE TO OFFICER BLACK

Officer Jody Black retired from law enforcement in July of 2020. She began to serve the St. Francis Community in 2014 while having prior experience with the Northfield Police Department and State of Minnesota. Officer Black became the SRO (School Resource Officer) in St. Francis and surrounding communities that everyone seemed to know and love. She focused her time on interacting with children both in the schools and throughout the community. Officer Black implemented programs such as Eddie Eagle, Drug Display and the mock crash event in efforts to keep kids safe both in and out of school.

Officer Black was also known for her love of animals and she often shared her animals at school events to be enjoyed by children and staff. Officer Black will be greatly missed by the St. Francis Police Department and St Francis Community but we're excited for her as she enters the next chapter of her life.



WELCOME OFFICER HADLER



With the retirement of Officer Black, the St Francis Police Department received approval to hire an officer to fill the vacancy. After a very long and rigorous hiring process, the St. Francis Police Department welcomed Officer Hadler in November 2020. Officer Hadler has over two years of experience with another Minnesota law enforcement agency, which will be valuable in serving the City of St. Francis.

Officer Hadler is a community oriented officer and will be a great addition to the St. Francis Police Department and the St. Francis Community



The statewide TZD or Toward Zero Deaths program was launched in 2003 by the Minnesota Departments of Public Safety, Transportation, and Health as a deliberate, interdisciplinary approach to traffic safety. The members of the TZD program team realized that moving toward a goal of zero deaths would require cooperation among state agencies as well as a way to build connections between state agencies and local organizations.

The TZD program team works in partnership with community and corridor groups to improve the traffic safety of a designated area. TZD provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and the fatalities and severe injuries that result from them. The TZD program team has identified four major focus areas for communities working to reduce traffic injuries and fatalities:



- **Education:** Giving drivers the knowledge they need to avoid hazardous driving practices and choose responsible behavior.
- **Emergency Medical & Trauma Services:** Providing fast, efficient emergency medical and trauma services to reduce fatalities and serious injuries whenever a crash does occur.
- **Enforcement:** Ensuring compliance with traffic laws to change driver behavior and reduce unsafe driving practices.
- **Engineering:** Changing the roadway—with cable median barriers, signage, the roadside, and more—to make travel safer.

Even with all of the TZD initiatives and efforts, law enforcement continues to see a high number of DUI arrests and traffic fatalities throughout the state. Unfortunately, accident fatalities increased from 364 in 2019 to 394 in 2020 statewide and 17 in Anoka County. Of the 394 statewide fatalities 91 were alcohol related, 96 were speed related and 82 were not wearing seatbelts. St. Francis officers participated in a number of TZD initiatives in 2020 in an attempt to make Anoka County roads safer. In 2020 Anoka County held 70 TZD events which resulted in the following statistics.

2020 Anoka County TZD:

Traffic Stops – 5,215

DWI Arrests – 66

Warrant Arrests - 60

Seat Belt Citations - 230

Wireless Use Citations - 285

Speeding Citations – 1768

Revoked or Suspended Driver's License - 345

ADDITIONAL SERVICES

PRESCRIPTION DRUG TAKEBACK



According to the DEA, most people who misuse prescription drugs get them from family, friends, and acquaintances. To avoid this potential opportunity for abuse it's best to safely dispose of unused or expired medications. The best way to dispose of most types of unused or expired medications is to drop off the medication at a drug take back site location immediately. St. Francis is one of 11,000 sites nationwide that unused prescription drugs

can be dropped off as part of the "Prescription Drug Take Back Program". This provides the community members a safe way to dispose of unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The police department also participated in two National Prescription Drug Takeback Events in April and October 2020. Between our prescription drop box and National Drug Take Back Days, the police department collected **220 pounds** of prescription drugs in 2020.



CERTIFIED CAR SEAT INSTALL AND INSTRUCTION



The St. Francis Police Department currently has 1 certified car seat technician who is able to assist the public by ensuring child restraints are installed by manufacturer's specifications. The technician typically holds at least one annual car seat clinic at the police department where the public is invited to come and have their child restraints installed or to make sure they're installed correctly.

COMMUNITY ALLIANCE

The St. Francis Police Department has a great relationship with the community and strives to create trust and confidence in the city we serve. The police department is dedicated to customer service and goes that extra mile in creating a strong working relationship with the public through public engagement.





Community Development

Annual Report

2020

Respectfully Submitted by:

Kate Thunstrom

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23340 Cree Street NW
St. Francis, Minnesota 55070
763-753-2630
FAX 763-753-9881

January 19, 2021

Mayor and City Council:

The core functions of Community Development include Building Code and Inspections, Planning and Zoning, Economic Development, Communications, Code Enforcement, Rental and Vacant Housing programs. Although these functions are related, they each have a separate responsibility for the City as a whole. The department has three positions that administer and complete the responsibilities of all programs and work closely together to keep St. Francis competitive and successful in its development needs. The Community Development Department continues to promote and grow economic and housing development through building, marketing and community engagement.

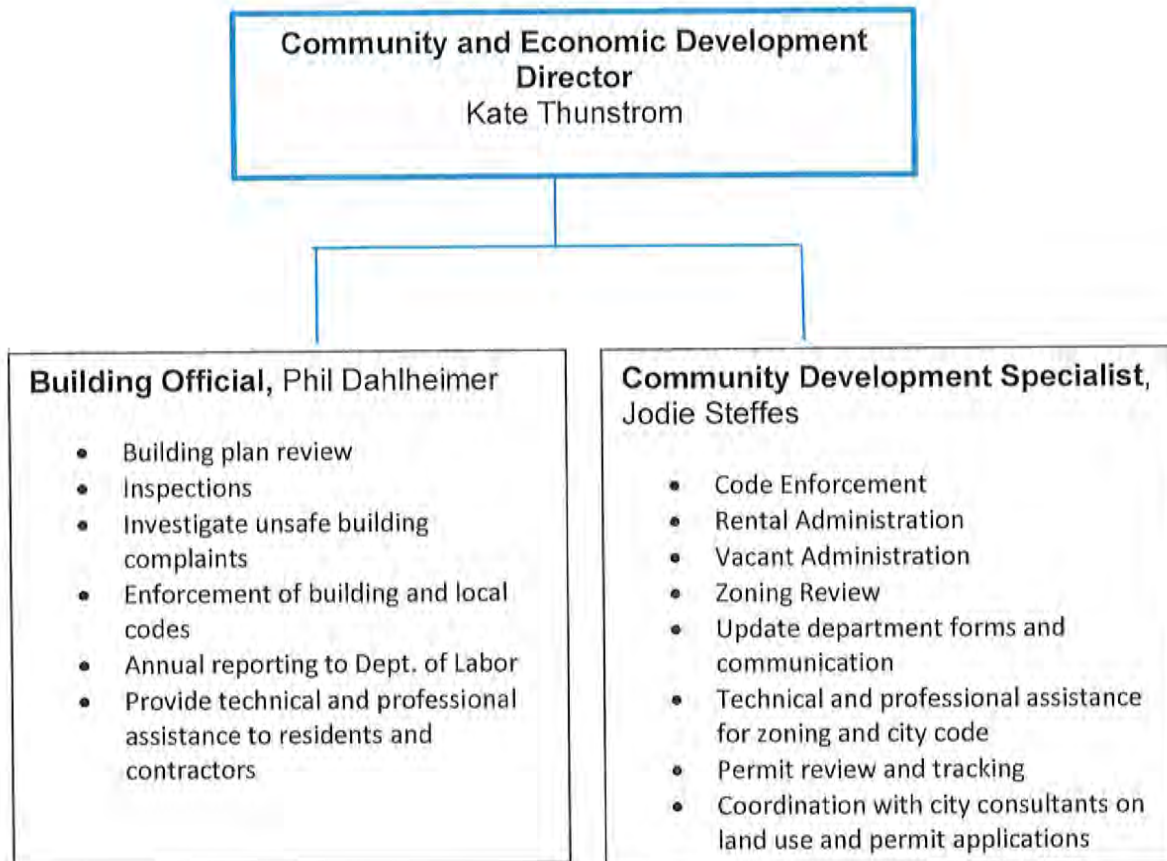
Many accomplishments were achieved and work continues on redevelopment to encourage activity and growth that aligns with the city goals and vision.

I am pleased to provide this report to you about the activities performed in the Community Development Department in 2020.

Regards,

Kate Thunstrom

COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



Economic Development

The department continues to work with projects, new concepts and for the successful commercial growth. Here is an update on the status of the following projects:

- **Meridian Behavioral Health**– Meridian has determined they are not moving forward with a new facility in St. Francis. The property has been listed for sale and is zoned for high density residential.
- **Senior Living Project Le/Mosaic**– Council cancelled the TIF district designation for lack of progress moving forward. If project site moves forward at a later date, a new site plan approval would be required and TIF review, if requested.
- **4201 STF Blvd** – The City sold this property with the hopes it would be developed sooner than later. Current owner is unable to complete his project and has listed the property for sale. Property is zoned commercial and when sold the Contract for Deed as held by the City will be paid off in order to transfer.
- **3518 Bridge Street** – Property final plat creating this parcel into one property, title work and easements were completed at the County. Property is listed for sale.



Anderson Companies Senior Housing – Council and Planning commission reviewed a concept plan for a proposed project at 3518 Bridge for a senior housing facility. This project will work through the land use approvals for site plan, comp plan and zoning amendments, DNR, County access and Met Council in 2021.

- **Downtown Redevelopment** –
 - EDA has acquired four houses and one commercial site over the past couple of years for redevelopment. Most structures have been demolished and the remaining will be completed in 2021. Access is being reviewed for all properties. A site-specific marketing reports and environmental reports have been completed and staff is pursuing builders and developers.

Economic Development Initiatives:

- Direct outreach to housing developers for infill projects
- Posting all city property for sale on MLS through MnCAR site
- Anoka County, Connexus Energy, Metro North Chamber and several cities participate

together to improve economic development as a region. Projects included:

- Website and property exposure
- CARES Act funding and COVID-19 assistance coordination. Six STF cities received county CARES Act funds.
- Fiber and Broadband coordination
- Ten virtual events and marketing coordination with real estate developers and brokers regarding topics of land development, redevelopment, business, and events specific to Anoka County

St. Francis Economic Development Authority

The EDA held three meetings in 2020. The work completed by the EDA this year was specific to the needs of local businesses impacted by COVID-19. Through State funding, Council authorized the EDA to provide business grants. Grants were awarded to seven St. Francis businesses to assist with expenses such as payroll, rent, utilities and expenses that were not able to be met due to State shut downs. The EDA also authorized the acquisition of two properties, one off of Bridge Street the other Ambassador Blvd. These properties will be demolished and used for redevelopment.

St. Francis Forward:

The purpose of the STF Forward Plan was to create a vision and a path to design the city in a thoughtful and planned way. It should be recognized that "the vision will take time, perseverance, hard work, cooperation and tough decisions" as HKGi put on our implementation page. Progress on Action Items this year included:

- Promotional/Marketing
- Changing Technologies
- Community Campus
- Rezoning parcels for residential infill housing
- Integrate land use recommendations into future codes/maps
- Update zoning classifications

Housing Development

According to the St. Paul Area Association of Realtors, housing inventory remains constrained in most segments of the market. The median single-family home sales price in the metro area was up to \$327,000 with the fastest selling market in the \$190,000 to \$250,000 range. St. Francis had 201 closed sales as of the end of November. The median sales prices in St. Francis has climbed 1.2% over the past year and currently has a median sales price of \$255,000. Staff continues to encourage new housing development as we have seen our inventory move quickly as new lots open and rural lots are split for housing construction.

- **Rivers Edge Development** – final plat for Phase 4 was approved by Council to move forward with development. With four total phases approved that provided a total of 43 new lots. New construction in that area should be a continued high priority as we are seeing inventory move quickly. Total housing gain of 5 lots and 21 new homes in 2020.



- **Chelsey Gardens** – the fourth and final building of the development. This development was originally platted in 2005 and completed in 2020. The units are for sale. Total housing gain of 10 units.
- **Turtle Ponds East Addition** –the final plat was adopted as two properties then updated for one single family site due to wetland constraints. It is anticipated that this site would be constructed in the coming year. Total housing gain reduced to 1 unit
- **Turtle Ponds West** – property owner completed the Final plat steps for the development of townhomes. This is the final parcel for this development which began in 1998. It is anticipated that this project would move forward in the coming year. Total housing gain of 13 units.
- **Swiss Landing** – A concept plan was reviewed for 163 single family units at the NE intersection of Hwy 47 and Ambassador Blvd. The property owner completed the first land use step necessary for development. Once a developer acquires the property it is eligible to move forward unless significant changes are made to the concept. Staff has had conversations with several potential developers.
- **Meadows Townhomes** – The EDA sold the 42 lots to Joshua Markum Builders to continue the development of townhomes. This year, four additional buildings were constructed or are under construction. Total housing gain of 17 units in 2020.
- **Woodhaven Expansion** – CUP was approved for the expansion and the Administrative Subdivision. Site continue to gain news home as home ownership opportunities move forward. A total of 55 new units were approved and 37 have been completed. Total housing gain of 15 units in 2020.

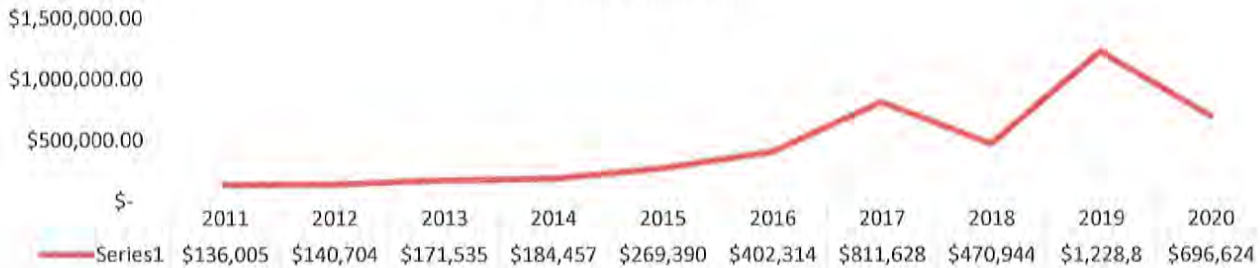
Planning Commission

The Planning Commission met nine times in 2020. During this time, they discussed ordinance changes that affected City Code, Chapter 10 Zoning as required for the comprehensive plan updates and overall code clean up. The PC also worked on lot splits, cleaning up Conditional Use Permits, a PUD for the Meadows and the site plan for St. Francis Elementary.

Building Department

Building permit revenue continues to fluctuate with the increased growth in new housing, residential remodeling and commercial construction. In 2020 we witnessed an increase in permits but many were home updates such as fences, driveways and decks. Building and zoning fees are set through the fee structure. Here is a look at how permit revenues have changed over the past ten years.

Permit Revenue



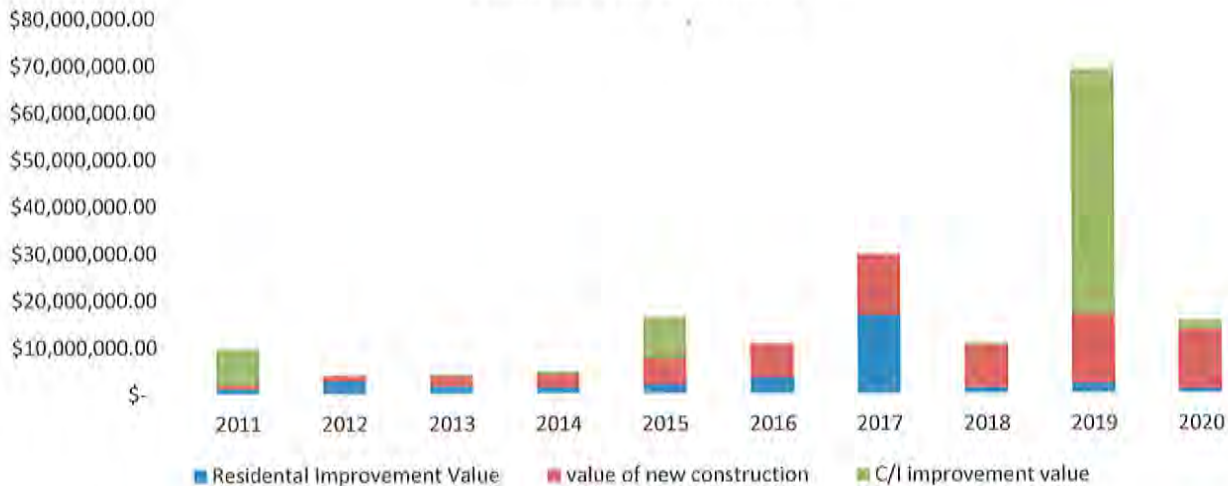
Permit fees are collected to support the water and sewer connections, site plan review, engineering review, zoning review and building inspection needs. In addition, commercial permit and septic system permit fees are received and processed through a contract with Metro West in which the City pays a percentage of fees received back to their organization. Metro West is also utilized when the city building official is at trainings, vacation or out for any extended period of time. Below is a breakdown of revenues received by type of permit in which they are received.

Permit Revenue by Type



Every permit brings a value to the community through improvement. New construction is the most visible value added as you see the new house or building. When a home owner or commercial business remodels it supports the sustainability and ongoing value of that structure which supports the value and sustainability of the city. Home owners continue to invest in improvements keeping existing housing stock in marketable conditions.

Value of Improvements



Each year total permits have been increasing in numbers. Permits include new construction, commercial, zoning, roofing, deck and other permits that staff receives. All permits received are input into PermitWorks for tracking and reporting, reviewed for zoning, engineering and building codes and inspected for completion. As numbers continue to increase staff is working to keep review times reasonable and find efficiencies to keep permits moving through the process. This year was another busy year for the department and challenges occurred with the COVID-19 closures last spring. MN Dept of Labor stated that Building could not refuse inspections so staff was creative with technology and utilized PPE to make all inspections happen when needed.

When the Fee schedule for the coming year was updated, a line item for a \$50 Zoning fee was included. As we finish 2020, there are 32 permits that were applied for, but not picked up or paid for (those permits are not identified in the tables provided). Those 32 permits add to daily work as they have already been through a zoning and building review, entered into PermitWorks and communicated to the applicant that they are ready. Many of the permits require extensive staff time to communicate with property owners and eventually close the permit if not picked up. If the owner fails to pick it up, work includes additional notices and an inspection to identify if the work was completed without the permit being issued, which is not uncommon. If an owner fails to pick it up and still did the work it may end up in code enforcement. Staff will monitor the change in the fee schedule to evaluate if it is meeting the cost of the staff time given.

TOTAL PERMITS BY YEAR



One indication of growth in a city is new construction permits. In 2020 we had 57 new homes built in the form of single units and multi-unit townhomes. This remains steady from 2019.

RESIDENTIAL NEW CONSTRUCTION PERMITS



Does not include Manufactured Homes

The Building Official is also responsible for tagging uninhabitable properties. When a property is tagged a property is notified of timelines based on City Code to get the dwelling back to a livable condition. Staff in Community Development work with properties to offer information on corrections expected to remove the tag. Throughout the year properties tagged included properties with extensive water damage, fire damage and public health issues related to feces and structural integrity. Two properties that held tags were scheduled for demolition the first week of the new year which will leave properties available for redevelopment.

Code Enforcement

Enforcement is an ongoing function of staff. Through a staffing change, Council initiated a change in how Code Enforcement is handled by adding staff-initiated outreach and corrections.

During 2020 worked with over **120 properties** to address complaints that required an administrative notice be sent and of those issued 10 properties citations. This far exceeded the 57 notices that had gone out in 2019 but surprisingly a low amount of citations was required to correct the situations. Most frequent complaints reported continue to be related to junk, debris and vehicle issues.

Council had been working with Legal to remove a property deemed as a public nuisance requiring court action to correct the situations at that property.



22xxx Rum River Blvd, nuisance property –property was demolished on January 5, 2021.

Code Updates

Codes and ordinances are reviewed for updates, revisions or changes due to land use or trends, resident concerns and project proposals. Codes coming within other codes and the City must address changes carefully as they affect the City as a whole. Codes must not be made to benefit or discriminate against a certain project or person.

After staff had begun to see an increase in auto dealership requests a moratorium was placed on auto sales until it could be defined in what zoning districts those types of uses were most beneficial. City code had allowed auto in just about every district leaving a lack of coordination with the updated redevelopment planning. This moratorium will expire in March 2021 but code will be updated as part of Zoning 10 re-write and update.

In 2020 the Planning Commission and Council began seeing the Code changes needed to address the Comp Plan as well as bring the city forward in opportunities for land owners. Starting in February the City Planner presented updates to definitions and zoning districts followed by updates to uses such as drive throughs, bed and breakfast opportunities as well as mobile food sales and updates to the land use processes. This work will continue into 2021.

Other Administrative Activities:

- **Siwek Park and Grant** – working with HKGi the City applied for, and received, a grant for the construction of the Siwek Park in the Rivers Edge development. The grant will cover 50% of the costs allowing the City to build the full park out at once instead of in phases. The property required a historical review and final approval from the Federal govt before it will go out for bid in 2021. Staff is working with HKGi on the final design, selections of equipment to create a bid document.
- **Hwy 47 Redesign** – There have been meetings with MnDOT over the year on sections of Hwy 47 that do not include the area of Cree Street to Ambassador. The Hwy is being reviewed from Bunker to the Isanti line to discuss safety, reconstruction, site lines, curves and intersection points. The group discussed both minor and major improvements for the Hwy but this did not include the St Francis section.
- **Conditional Use (CUP) and Interim Use (IUP) Permits** - Staff reviewed and updated all existing CUP/IUP files. It was identified that several permits were no longer in use and the Planning Commission and Council acted to revoke several land use permits. The review of permits will be ongoing and staff will continue to work with properties to clean up permit history, old records and identify what is actually being completed in the city.

- **Rental Housing Licensing** – over the past few years, staff adjusted the fee structure and codes for rental properties. In February 2020 Community Development and the Police Department held a joint workshop for landlords allow them time to ask questions and understand the code changes in St. Francis. The feedback received was positive and staff hopes to continue providing this type of opportunity. There are currently 145 rental properties registered in the City.
- **Vacant Property Registration** –the number of vacant properties tracked by the City is 12. The deterioration of a property has a community impact and many of those start with a vacant status. Staff are able to identify these properties through code and water complaints. Staff notifies the owner to get it registered and make sure the property does not fall into disrepair. Two of these properties are slated for demolition in January 2021
- **2040 Comprehensive Plan** – the 2040 Comp Plan was approved leaving the next step of updates for 2020. Staff has worked with Met Council, the DNR and watershed district to ensure city codes are updated. Both Planning and Engineering are also involved in the next step to ensure codes in place or created are current and relevant. The City with the completion of the Plan will receive the second half of the grant originally received in 2016 for financial assistance in the development of the Plan.
- **Marketing**- the City's usual marketing events in October were moved to virtual events in partnership with the AC Regional Economic Development group. It has been a difficult year to market the City with the virtual events not allowing the same level of networking or personal connection to the realtors and brokers. The City has attracted some new developers and conversations continue. Marketing has moved to targeting those that call for a question or are part of a summit and staff has the ability to promote the city and other opportunities available. Although it is different, we continue to reach out and share the opportunities we hope to achieve.
- **Geographic Information System (GIS)** – In April staff brought to Council an RFP for the necessary updates to the City GIS system. The RFP was released and the City received a wide variety of proposals to provide services. The final proposal was selected and staff began working with WSB on a new system. Over the summer and fall staff provided information and data to WSB to create the data launching a test site. Staff continued to work in the test site to work through questions and updates and expect the full system to go live in early 2021.
- **Broadband/Internet** – this is an issue that was pushed into the spotlight in 2020 with the requirements of distance learning and a newly created remote workforce. Staff is working with Midco and CenturyLink in conversations including Anoka County as this is a regional issue as much as it is a St. Francis need. This is a time extensive project that will be highly dependent on the providers reviewing the growth in the city and priority in infrastructure needs. Staff will continue the conversations, listening to resident concerns and reviewing possible grants for support.